COUNCIL AGENDA

ORDINARY COUNCIL MEETING

17 June 2026

BOOK 1

LIVERPOOL CITY COUNCIL

LIVERPOOL THE GREAT SOUTH WEST

LIVERPOOL CIVIC TOWER
COUNCIL CHAMBER, LEVEL 1, 50
SCOTT STREET, LIVERPOOL

LIVERPOOL CITY COUNCIL

You are hereby notified that an **Ordinary Council Meeting** of Liverpool City Council will be held at the **LIVERPOOL CIVIC TOWER COUNCIL CHAMBER, LEVEL 1, 50 SCOTT STREET, LIVERPOOL NSW 2170** on **Wednesday, 17 June 2026** commencing at 5:30 PM.

Liverpool City Council Meetings are livestreamed on Council's website and remain available for the remainder of the Council's term or for a period of 12 months, whichever is later. If you have any enquiries, please contact Civic and Executive Services on 8711 7863.

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 Civic Advisory Committee Charter and Membership

Reason: *Item CONF 01 is confidential pursuant to the provisions of s10A(2)(a) of the Local Government Act because it contains personal matters concerning particular individuals (other than councillors).*

CONF 02 Fire and Rescue NSW Referrals

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

CONF 03 Procurement Exemption - CMAR R 2500 Hot Water, High Pressure & Re-Suction Machines

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

CONF 04 Purchase of Lot 100 DP 790560, 203 Edmondson Avenue, Austral for road widening

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

CONF 05 Hardship Application of Lot 822 DP1320735, part 26 Derwent Road, Bradfield for local drainage and public recreation

Reason: *Item CONF 05 is confidential pursuant to the provisions of s10A(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

CONF 06 Compulsory Acquisition of Council land parcels by Transport for NSW for Section 1 of the Fifteenth Avenue Upgrade Project at West Hoxton.

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

CONF 07 Compulsory Acquisition of Lot 103 in DP 1317978, Lot 103 Kelly Street, Austral (formerly part of 14 Kelly Street, Austral) for drainage purposes for Basin 11 Austral

Reason: *Item CONF 07 is confidential pursuant to the provisions of s10A(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

CONF 08 Compulsory Acquisition of Council land by the Minister for Education and Early Learning for upgrade of Cecil Hills High School, Frederick Road, Cecil Hills

Reason: *Item CONF 08 is confidential pursuant to the provisions of s10A(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

CONF 09 Carnes Hill Aquatic and Recreation Centre - Cost Update

Reason: *Item CONF 09 is confidential pursuant to the provisions of s10A(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

Conclusion of the meeting

LIVERPOOL CITY COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON 18 MAY 2026

PRESENT:
Mayor Ned Mannoun
Deputy Mayor Harle
Councillor Adjei
Councillor Ammoun
Councillor Harte
Councillor Ibrahim (retired from the meeting at 8.34pm)
Councillor Karnib (expelled from the meeting at 8.19pm)
Councillor Macnaught
Councillor Munjiza (retired from the meeting at 8.34pm)
Councillor Monaghan (expelled from the meeting at 8.30pm)
Councillor Ristevski (retired from the meeting at 8.36pm)
Mr Jason Breton, Chief Executive Officer
Mr Farooq Portelli, Director Corporate Support
Ms Tina Bono, Director Community & Lifestyle
Ms Lina Kakish, Director Planning & Compliance
Mr Peter Scicluna, Director Operations
Mr David Galpin, General Counsel
Mr Vishwa Nadan, Chief Financial Officer
Ms M'Leigh Brunetta, Manager Civic and Executive Services
Ms Susan Ranieri, Coordinator Council and Executive Services
Ms Katrina Harvey, Councillor Executive and Support Officer

The meeting commenced at 6.09pm.

STATEMENT REGARDING WEBCASTING OF MEETING

The Mayor read the following:
"In accordance with clause 5.37 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

.....

Chairperson

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

In relation to clause 4.3 – The provisions of this Code requiring the livestreaming of meetings also apply to public forums."

ACKNOWLEDGMENT OF COUNTRY, PRAYER OF COUNCIL AND AFFIRMATION

The prayer of the Council was read by Reverend Tim Booker from St Lukes Anglican Church.

AUSTRALIAN NATIONAL ANTHEM

The National Anthem was played at the meeting.

APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE OR ATTENDANCE BY AUDIO-VISUAL LINK BY COUNCILLORS

Nil.

CONFIRMATION OF MINUTES (PREVIOUS MEETING)

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

That the minutes of the Ordinary Meeting held on 29 April 2026 and Extraordinary Meeting held on 12 May 2026 be confirmed as a true record of that meeting.

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

DECLARATIONS OF INTEREST

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

Item no: CEO 01 – Extension of Mr. Robert Lagaida – Independent Audit, Risk and Improvement Committee Member.

Reason: Clr Macnaught stated that in the past she has been in a non-related social situation with the person mentioned in the report.

Clr Macnaught stated she would not remain in the Chamber for the duration of the item.

Note: As there was no quorum for this item and it could not be dealt with, the item was deferred to the next Council meeting.

Ms Bono, Director Community and Lifestyle, declared a non-pecuniary, less than significant interest in the following item:

Item no: COM 02 – Report Back to Council – NSW Rural Fire Service Annual Awards Ceremony.

Reason: Ms Bono's husband is a volunteer at the RFS. Ms Bono stated she did not authorise the report.

Ms Bono remained in the Chamber for the duration of the item.

Mr Breton declared a non-pecuniary, less than significant interest in the following

Item No: CONF 05 – Notice of Motion – Clr Ristevski – Secondary Employment.

Reason: Mr Breton stated it is mentioned ambiguously as to new information as to standards of contact. Mr Breton stated it is non-pecuniary as he is an unpaid volunteer at this capacity.

Mr Breton stated he would remain in the Chamber for the duration of this item to clarify any issues Councillors have as to standards of conduct.

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

Item No: CTTE 01 - Minutes of the Environment Advisory Committee Meeting held on 9 February 2026.

Reason: Deputy Mayor Harle asked a question in relation to Coopers Paddock VPA. Coopers Paddock is in reference to the Australian Turf Club VPA of which Clr Harte is a member of the Australian Turf Club

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

Item No: CONF 01 - Compulsory Acquisition of Lot 103 in DP 1317978, Lot 103 Kelly Street, Austral (formerly part of 14 Kelly Street, Austral) for drainage purposes for Basin 11 Austral

Reason: Mayor Mannoun stated he knows the owners from their ownership of NSW Only Kosher Chicken Processing Facility and through their application for subdivision of which he consulted on when he was not on Council approximately six years ago. Mayor Mannoun stated that he had no involvement in the matter back then and or now however, Mayor Mannoun stated he would leave have to the Chamber for the duration of this item.

Note: As there was no quorum for this item and it could not be dealt with, the item was deferred to the next Council meeting.

PETITIONS

NIL.

RECISSION MOTIONS

NIL.

MAYORAL MINUTES

MAYOR 01 – Condolence Motion - Dr Bryan Cowling
MAYOR 02 – Condolence Motion – Barry “Bo” Seton
MAYOR 03 – Condolence Motion – Milorad Vidovic
COND 01 - Condolence Motion – Eddy Zu
MAYOR 04 – Mayoral Minute – Hats off to Oscar - Community Fundraiser 31 May 2026

MAYORAL MINUTE

Item: MAYOR 01

Subject: Condolence Motion - Dr Bryan Cowling

Report of: Mayor Ned Mannoun

Date: 18 May 2026

I rise tonight to acknowledge with sadness the passing of Dr Bryan Cowling, a respected educator, historian and passionate advocate for Liverpool’s local heritage, who passed away on Thursday, the 14th of May 2026.

Dr Cowling dedicated much of his life to education and the Liverpool community. Many across our city will remember his years as a history teacher at Miller High School, where he inspired students to connect with the stories and identity of our local area. He later became the founding Principal of Thomas Hassall Anglican College, leading the College through its formative years and helping shape an institution that continues to serve our region today.

Beyond education, Dr Cowling was deeply committed to preserving Liverpool’s history. He worked closely with the Liverpool Heritage Society and played an important role in campaigns to protect sites such as Rosebank Cottage, the Old Court House and Pioneers’ Memorial Park.

Even in retirement, and despite his declining health, Dr Cowling continued to share his passion for Liverpool’s history through research, writing and presentations to the community, including his work documenting the history of St Luke's Anglican Church.

On behalf of Council, I extend our sincere condolences to Dr Cowling's family, friends, former colleagues, students and all those whose lives he touched.

May he rest in peace.

RECOMMENDATION

That Council:

1. Notes with sadness the passing of Dr Bryan Cowling on 14 May 2026 and extends its sincere condolences to his family, friends and the wider community.
2. Recognises Dr Cowling's significant contribution to education, local history and heritage preservation within the Liverpool community over many decades.
3. Places on record its appreciation for Dr Cowling's service as an educator, founding Principal of Thomas Hassall Anglican College, and passionate advocate for Liverpool's local history and heritage.
4. Notes that a Thanksgiving Service for Dr Cowling will be held at St Luke's Anglican Church on 22 May 2026 at 1:00pm.

COUNCIL DECISION

Motion: **Moved Mayor Mannoun**

That the recommendation be adopted.

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

Clr Harte left the Chamber at 6.18pm
Clr Harte returned to the Chamber at 6.20pm.

MAYORAL MINUTE

Item: MAYOR 02

Subject: Condolence Motion – Australian Motorsport Legend Barry "Bo" Seton

Report of: Mayor Ned Mannoun

Date: 18 May 2026

This Council records its deep sadness at the passing of Australian motor racing legend Barry "Bo" Seton, who died on 17 April 2026 at the age of 89, and extends its sincere condolences to his family, friends, and the wider motorsport community.

Barry Seton was a pioneer of Australian touring car racing and a revered figure whose contribution to the sport spanned decades.

Known for his skill, determination and mechanical ingenuity, he not only competed at the highest levels but helped shape the sport behind the scenes.

In 1989, he played a key role in establishing Glenn Seton Racing, building engines and remaining a constant and respected presence within the team.

Family was at the heart of Barry's life in motorsport. He founded a racing dynasty that has become one of Australia's most enduring.

His legacy has been famously carried forward by his son Glenn, a two-time Australian Touring Car Champion, and his grandson Aaron, who debuted at Bathurst in 2022.

Across three generations, the Seton family has achieved a remarkable 50 Bathurst starts: 22 by Barry, 26 by Glenn and two by Aaron. An extraordinary testament to their shared passion and commitment.

Barry Seton also holds a special place in our local community. His connection to Moorebank is proudly reflected in Seton Road and the Seton Community Hall, as enduring reminders of a family whose name is synonymous not only with motorsport excellence but also with local identity and pride.

In remembering Barry "Bo" Seton, we honour a life of dedication, humility and achievement. His legacy lives on through his family, his contributions to Australian motorsport, and the community that continues to bear his name.

May he rest in peace.

RECOMMENDATION

1. Council adopts this Mayoral Minute.
2. Council recognises the sterling contribution of Barry Bo Seton to the Australian Motorsport community.
3. Mayor to send a letter of condolence to the Seton family.

COUNCIL DECISION:

Motion: **Moved Mayor Mannoun**

That the recommendation be adopted.

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

MAYORAL MINUTE

Item No: MAYOR 03

Subject: Condolence Motion – Liverpool City Council Staff Member Milorad Vidovic

Report of: Mayor Ned Mannoun

Date: 18 May 2026

I move that Council formally acknowledges the passing of former long serving staff member Milorad Vidovic and extends its deepest condolences to his family, friends, and colleagues.

Milorad served this Council with dedication and pride for just over 26 years, starting work with Council on 7 February 2000, and fittingly many staff members were at his funeral today.

He was a familiar and respected presence across our organisation, particularly through his role as library services courier.

Before coming to Australia in 1996, he was a radio journalist in Belgrade from 1979 to 1992 and during that time witnessed a great deal of violence that had a deep effect on him.

As his daughter said in an online obituary, for Milorad it was important to maintain a bright face and humanity and this he did.

Many of us would have seen Milorad in the Civic Place lifts, in the carpark, in the libraries and in the community, always on the move, ensuring that our library services continued to connect our community.

His role took him across the city each day, and through this work, Milorad became well known not only within Council, but throughout the broader community.

He carried out his duties with good humour, professionalism and reliability, and with a touching personal warmth that left a lasting impression on all who worked with him.

Beyond his work with Council, Milorad was also a committed and respected member of the Serbian community, contributing his time and energy to supporting and strengthening community connections.

Milorad was a valued member of the Liverpool City Council team, who made a lasting impact through his dedication, his strong work ethic, and the positive spirit he brought to the workplace.

He will be remembered not only for his service, but for the genuine relationships he built and the kindness he showed to those around him.

On behalf of Council, I extend our heartfelt condolences to Milorad's family, friends, and close colleagues during this difficult time.

On behalf of Council, his colleagues, and the community of Liverpool I extend our deepest condolences to his wife Mirjana, children Vesna and Ivan, and grandchildren Angelina, Kalina and Isidora.

Our thoughts are with all those who are grieving this loss, and we offer our support to everyone affected.

May he rest in peace

RECOMMENDATION

1. Council adopts this Mayoral Minute.
2. Council recognises the long-standing contribution of Milorad Vidovic to Liverpool City Council in general and to our Library services in particular.
3. The mayor sends a letter of condolence to the Vidovic family.

COUNCIL DECISION

Motion: **Moved: Mayor Mannoun**

That the recommendation be adopted.

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

ITEM NO: COND 01

REPORT OF: Clr Peter Ristevski

SUBJECT: Condolence Motion - Eddy Zu

COUNCIL DECISION

Tonight, I rise to acknowledge the passing of a young man from our community, Eddy Zu, who tragically passed away at just 28 years of age from his long battle with cancer on Mother's Day.

Eddy was born in China and migrated to Australia with his parents when he was four years old. Liverpool became his home for the rest of his life. He attended Liverpool Primary School, later All Saints Catholic College, and lived in Casula at the time of his passing.

I came to know Eddy through my work as a councillor. He was someone who regularly attended Council meetings and community forums. He took a genuine interest in local issues and cared deeply about the direction of our city.

What stood out about Eddy was that he wanted to contribute. He wanted to be involved. He wanted to stand up for what he believed was right and ensure everyday people were heard.

In a time where many people disconnect from civic life, Eddy did the opposite. He engaged. He questioned. He advocated. he cared about this community and wanted better outcomes for others.

He brought energy, conviction and purpose to community discussions. But beneath all of that was a caring and respectful young man who genuinely wanted to make a positive difference.

We often say we need more young people involved in community life, more young people attending meetings, more young people taking an interest in democracy and public debate. Eddy was exactly that kind of person.

His passing at such a young age is deeply saddening and a reminder of how fragile life can be.

On behalf of the community, I extend my sincere condolences to Eddy's family, friends and all those who knew and loved him.

May they find comfort in the impact he made, the conversations he sparked and the memories he leaves behind.

May Eddy Zu rest in peace. He will be missed.

COUNCIL DECISION

Motion: **Moved: Mayor Mannoun**

That Council writes to the family of Eddy Zu to express our sincere condolences.

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

One minute silence was then observed for Dr Bryan Cowling, Barry “Bo” Seton, Milorad Vidovic and Eddy Zu.

MAYORAL MINUTE

Item: MAYOR 04
Subject: Mayoral Minute – 'Hats off to Oscar' – Community Fundraiser - 31 May 2026
Report of: Mayor Ned Mannoun
Date: 18 May 2026

Ms Bronwyn Adamson recently contacted my office on behalf of the Nuwarra Public School community to bring to my attention a fundraising initiative to help provide financial support to the struggling parents of a Year 3 Nuwarra Public School student, who was diagnosed in November 2025 with Aplastic Anaemia: a rare and life-threatening condition. Young Oscar has endured months of hospitalisation, chemotherapy and a bone marrow transplant, with his father as the donor. Oscar is now in a critical recovery phase and living in protective isolation while his immune system rebuilds.

The Nuwarra Public School community behind this initiative are not registered with the Australian Charities and Not-for-profit Commission; therefore, they do not qualify for a fee reduction through Council's Grants and Sponsorships Program: https://www.liverpool.nsw.gov.au/__data/assets/pdf_file/0005/272048/Grants-Donations-and-Community-Sponsorship-Policy-2024-V2.pdf

Determined to move forward with their fundraiser, the organisers have pivoted and announced a 'Hats Off to Oscar' Picnic Day to take place on Sunday 31 May from 11am to 2pm at Black Muscat Park, Chipping Norton. Attendees are invited to wear their craziest, funniest or most fabulous hat. Photos will be taken and sent to Oscar, who will judge his favourites.

A QR Code has been provided to encourage those who cannot attend to make direct donations, with all funds raised to go towards vouchers to support Oscar's family during this challenging time.

As a parent who has experienced the financial stress and trauma of having a seriously ill child, I propose that Council make a direct donation of $1000.00 to support this local family in need.

RECOMMENDATION:

1. That Council note this recommendation.
2. That Council donate $1,000.00 to support this family in need.

COUNCIL DECISION:

Motion: **Moved Mayor Mannoun**

That the recommendation be adopted.

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

MOTION TO BRING ITEMS FORWARD

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

That the following items are brought forward and dealt with now.

- CORP 03 – Review – Internally Restricted Cash Reserves
- CORP 05 – For Public Exhibition – Draft 2026-27 Budget and Revenue Pricing Policy (Fees & Charges), and Long-Term Financial Plan 2027-2036
- CEO 02 – For Public Exhibition – Draft Delivery Program 2025-2029 and Operational Plan 2026-2027
- CEO 01 - Extension of Mr. Robert Lagaida – Independent Audit, Risk and Improvement Committee Member
- NOM 03 – Notice of Motion – Clr Ristevski – Community Feedback Survey
- NOM 04 – Notice of Motion – Clr Ristevski – Reinstatement of the Liverpool Councillors Charity Black-Tie Ball
- NOM 05 – Notice of Motion – Clr Ristevski – Reinstatement of the Name “Casula Powerhouse Arts Centre

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

CORPORATE SERVICES REPORTS

ITEM NO: CORP 03
FILE NO: 133463.2026
SUBJECT: Review - Internally Restricted Cash Reserves

COUNCIL DECISION

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

That Council:

1. Receives and notes the report.
2. Adopts the recommendations for:
    - Employee Leave Entitlement Reserve
    - Insurance Reserve
    - Parking Strategy Reserve
    - General Property Reserve
    - Loan Reserve
    - Carnes Hill Stage Two Precinct Development Reserve.

Amendment: **Moved: Clr Monaghan** **Seconded: Clr Karnib**

That Council:

1. Receives and notes the report.
2. Adopts the recommendations contained in the report except the Moorebank Intermodal Ex-Gratia Payments Reserve.

The amendment (moved by Clr Monaghan) was put to the meeting and was declared CARRIED and became the Motion.

Division (for the amendment moved by Clr Monaghan)

Vote for: Deputy Mayor Harle, Clr Ibrahim, Clr Karnib, Clr Monaghan, Clr Munjiza and Clr Ristevski,

Against: Mayor Mannoun, Clr Adjei, Clr Ammoun, Clr Harte and Clr Macnaught.

Councillors then debated the amendment moved by Clr Macnaught

Amendment: **Moved: Clr Macnaught** **Seconded: Clr Ammoun**

That Council:

1. Receives and notes the report.

2. Adopts the recommendations for:
   - Employee Leave Entitlement Reserve
   - Insurance Reserve
   - Parking Strategy Reserve
   - General Property Reserve
   - Loan Reserve
   - Carnes Hill Stage Two Precinct Development Reserve.

3. Direct the CEO for a report to be brought back to Council as soon as practicable for the options for the Hammondville Precinct Reserve to achieve the goals as per the speakers this evening and the Hammondville Park Masterplan.

On being put to the meeting the amendment (moved by Clr Macnaught) was declared LOST.

Division called:

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

Vote Against: Deputy Mayor Harle, Clr Ibrahim, Clr Karnib, Clr Monaghan, Clr Munjiza and Clr Ristevski.

Clr Harte then withdrew the motion he moved as Clr Monaghan's amendment had become the substantive motion and he did not want to be the mover of the substantive motion. Clr Adjei as the seconder also agreed to withdraw.

Councillors then voted on the motion (moved by Clr Monaghan and seconded by Clr Karnib) and as shown below:

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

That Council:

1. Receives and notes the report.
2. Adopts the recommendations contained in the report except the Moorebank Intermodal Ex-Gratia Payments Reserve.

On being put to the meeting the motion (moved by Clr Monaghan) was declared CARRIED.

Division:

Vote for: Deputy Mayor Harle, Clr Ibrahim, Clr Karnib, Clr Monaghan, Clr Munjiza and Clr Ristevski.

Against: Mayor Mannoun, Clr Adjei, Clr Ammoun, Clr Harte and Clr Macnaught.

RECESS

Mayor Mannoun called a recess of meeting at 7.29pm.

RESUMPTION OF MEETING

Mayor Mannoun resumed the meeting in open council at 7.55pm with all Councillors present.

ITEM NO: CORP 05
FILE NO: 136647.2026
SUBJECT: For Public Exhibition - Draft 2026-27 Budget and Revenue Pricing Policy (Fees & Charges), and Long-term Financial Plan 2027-2036

COUNCIL DECISION

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

That Council:

1. Receives and notes this report;

2. Notes the proposals raised at the extraordinary Council meeting on 12 May 2026 have been modelled and reflected in the Draft 2026-27 Budget, Revenue Pricing Policy and the Long-Term Financial Plan, including the Capital Works Program for 2026-27;

3. Endorses the Draft 2026-27 Budget, Revenue Pricing Policy and the Long-Term Financial Plan, including the Capital Works Program for 2026-27, to be placed on public exhibition for 28 days from 20 May to 16 June 2026; and

4. Receives a further report before 30 June 2026 outlining the public submissions received and recommending any amendments arising from those submissions.

Amendment: **Moved: Clr Munjiza** **Seconded: Clr Monaghan**

That Council:

1. Receives and notes this report
2. Notes the proposals raised at the extraordinary Council meeting on 12 May 2026 have been modelled and reflected in the Draft 2026-27 Budget, Revenue Pricing Policy and the Long-Term Financial Plan, including the Capital Works Program for 2026-27;
3. Endorses the Draft 2026-27 Budget, Revenue Pricing Policy and the Long-Term Financial Plan, including the Capital Works Program for 2026-27, to be placed on public exhibition for 28 days from 20 May to 16 June 2026;
4. Receives a further report before 30 June 2026 outlining the public submissions received and recommending any amendments arising from those submissions; and
5. That Council approve:
   a) $675,000 to Parks team for increased service provisions during peak periods.
   b) $400,000 for the Ernie Smith Reserve Upgrade from the General fund.

c) The total $1,075,000 be deducted from budget line-item 301177 being strategic events.

The events to be cancelled were shown on the screen and are the cultural festivals (shown below):

- EuroFest
- Primavera
- Pasifika
- Blessed nights
- Motherland
- Lights and Lanterns

Mayor Mannoun requested Clr Karnib to withdraw his comments and apologise without reservation under Clause 15.1 of Council's Code of Meeting Practice. This was stated several times. Clr Karnib refused to apologise.

Mayor Mannoun then expelled Clr Karnib from the Chamber at 8.19pm in accordance with Council's Code of Meeting Practice under Clause 15.15. Mayor Mannoun provided 5 minutes notice for Clr Karnib to leave the chamber.

Clr Karnib left the Chamber and did not return to the meeting.

RECESS
Mayor Mannoun called a recess 8.19pm.

RESUMPTION OF MEETING

Mayor Mannoun resumed the meeting at 8.27pm with all Councillors except Clr Karnib.

Mayor Mannoun requested Clr Monaghan to withdraw his comments and apologise under Clause 15.1 of Council's Code of Meeting Practice. Clr Monaghan refused to apologise.

Mayor Mannoun then expelled Clr Monaghan from the Chamber 8.30pm in accordance with Council's Code of Meeting Practice under Clause 15.15. Mayor Mannoun provided 5 minutes notice for Clr Monaghan to leave the chamber.

Clr Monaghan left the Chamber and did not return to the meeting.

Clr Macnaught left the Chamber at 8.29pm.
Clr Macnaught returned to the Chamber at 8.31pm.
Clr Ibrahim retired from the meeting and left the Chamber at 8:34pm.
Clr Munjiza retired from the meeting and left the Chamber at 8:34pm.
Clr Ristevski retired from the meeting and left the Chamber at 8:36pm. On his exit there was a verbal interaction between Clr Ristevski and the Gallery attendees.

The amendment moved by Clr Munjiza was then put to the vote.

On being put to the meeting the amendment (moved by Clr Munjiza) was declared LOST.

Clr Harte then amended his motion to add a point 5 regarding the $1.00 yellow bin initiative (as shown below):

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

That Council:

1. Receives and notes this report

2. Notes the proposals raised at the extraordinary Council meeting on 12 May 2026 have been modelled and reflected in the Draft 2026-27 Budget, Revenue Pricing Policy and the Long-Term Financial Plan, including the Capital Works Program for 2026-27;

3. Endorses the Draft 2026-27 Budget, Revenue Pricing Policy and the Long-Term Financial Plan, including the Capital Works Program for 2026-27, to be placed on public exhibition for 28 days from 20 May to 16 June 2026;

4. Receives a further report before 30 June 2026 outlining the public submissions received and recommending any amendments arising from those submissions; and

5. Remove the $1.00 yellow bin initiative from the user fees and charges policy and refers the matter to a Governance Committee meeting.

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

CEO REPORTS

ITEM NO: CEO 02
FILE NO: 123318.2026
SUBJECT: For Public Exhibition - Draft Delivery Program 2025-2029 and Operational Plan 2026-2027

COUNCIL DECISION

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

That Council:

1. Endorses the Draft Delivery Program 2025-2029 and Operational Plan 2026-2027 to be placed on public exhibition for 28 days from 19 May to 15 June 2026;

2. Notes the proposed amendments to the 2025-2029 draft Delivery Program; and

3. Receives a further report at the June 2026 Council meeting outlining the public submissions received and recommending any amendments arising from those submissions.

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

ITEM NO: CEO 01
FILE NO: 119572.2026
SUBJECT: Extension of Mr. Robert Lagaida - Independent Audit, Risk and Improvement Committee Member

This item was deferred to the end of the meeting.

PLANNING & DESIGN REPORT

ITEM NO: PD 01
FILE NO: 130398.2026
SUBJECT: Planning Agreements Policy – Proposed Amendments

COUNCIL DECISION

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

That Council:

1. Receives and notes this Report;

2. Endorses the draft Planning Agreements Policy (**Attachment 2**) for public exhibition for a minimum period of 28 days;

3. Should submissions be received during the exhibition period, receives a Post-Exhibition Report at a future Ordinary Meeting of Council for Council consideration; and

4. Should no submissions be received during the exhibition period, delegates to the CEO the authority to adopt the Planning Agreements Policy (**Attachment 2**) on behalf of Council in the form they were publicly exhibited or with minor administrative amendments.

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

Councillors voted unanimously for this motion.

Note: Clrs Ibrahim, Karnib, Monaghan, Munjiza and Ristevski were not in the meeting when this item was voted on.

ITEM NO: PD 02
FILE NO: 131522.2026
SUBJECT: Liverpool Development Control Plan 2008 - Proposed Amendments

COUNCIL DECISION

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

That Council:

1. Receives and notes this Report;

2. Endorses the proposed amendments to the Liverpool Development Control Plan 2008 (**Attachment 1**) for public exhibition for a minimum of 28 days in accordance with the Liverpool Community Participation Plan 2025; and

3. Directs the report to come back to Council after public exhibition.

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

Councillors voted unanimously for this motion.

Note: Clrs Ibrahim, Karnib, Monaghan, Munjiza and Ristevski were not in the meeting when this item was voted on.

COMMUNITY & LIFESTYLE REPORTS

ITEM NO: COM 01
FILE NO: 043556.2026
SUBJECT: Appointment of Councillors to Committees and Affiliated Bodies - Vacancy roles only

COUNCIL DECISION

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

That this item be deferred to the next Council meeting.

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

ITEM NO: COM 02
FILE NO: 136542.2026
SUBJECT: Report back to Council - NSW Rural Fire Service Annual Awards Ceremony

COUNCIL DECISION

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

That Council:

1. Notes, that NSW Rural Fire Service host an awards ceremony each year to recognise members valour, acts of bravery, and distinguished service;

2. Has connected with the NSW Rural Fire Service to express a proposed partnership and bid, to attract the annual awards ceremony to be held Liverpool Powerhouse; and

3. Will continue to explore opportunities with the NSW Rural Fire Service to attract this important ceremony to be held in Liverpool LGA.

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

ITEM NO: COM 03
FILE NO: 125148.2026
SUBJECT: Council Grants Donations and Sponsorship Report

COUNCIL DECISION

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

That Council:

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

Applicant	Project	Recommended
Autism Advisory and Support Service	Somewhere Nice to learn job skills	$15,000

2. Endorses the funding recommendation of **$6,992** (GST exclusive) under the **Community Grant Program** for the following project:

Applicant	Project	Recommended
The City of Liverpool & District Historical Society Inc	Liverpool History Exhibition Delivery	$6,992

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

MOTION TO DEAL WITH ITEMS IN ORDINARY ORDER

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

That the items revert back to the original council meeting order.

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

CORPORATE SERVICES REPORT

ITEM NO: CORP 01
FILE NO: 129826.2026
SUBJECT: CBA Bank Guarantee Facility

COUNCIL DECISION

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

That Council:

1. Approves to increase Council's Bank Guarantee Facility with Commonwealth Bank of Australia from $5 million to $6 million.

2. Authorises the CEO or his delegate to execute necessary documentation to increase the facility.

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

Mayor Mannoun left the Chair at 8.54pm but remained in the Chamber. Clr Harle, as the Deputy Mayor, assumed the Chair.

ITEM NO: CORP 02
FILE NO: 132416.2026
SUBJECT: FY 2025/26 - Quarter 3, Budget Review

COUNCIL DECISION

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

That Council:

1. Approve the budget variations identified in this report; and

2. Note the projected income and expenditure results for the current financial year.

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

Councillors voted unanimously for this motion.

Note: Clrs Ibrahim, Karnib, Monaghan, Munjiza and Ristevski were not in the meeting when this item was voted on.

ITEM NO: CORP 04
FILE NO: 129962.2026
SUBJECT: Investment Report April 2026

COUNCIL DECISION

Motion: **Moved: Clr Macnaught** **Seconded: Clr Ammoun**

That Council receives and notes this report.

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

Councillors voted unanimously for this motion.

Note: Clrs Ibrahim, Karnib, Monaghan, Munjiza and Ristevski were not in the meeting when this item was voted on.

During discussion of this item Clr Harte declared a non-pecuniary, less than significant interest.

Reason: Deputy Mayor Harle asked a question in relation to Coopers Paddock VPA. Coopers Paddock is in reference to the Australian Turf Club VPA of which Clr Harte is a member of the Australian Turf Club.

Clr Harte remained in the Chamber for the duration of this item.

Mayor Mannoun assumed the Chair at 8.59pm

COMMITTEE REPORTS

ITEM NO: CTTE 01
FILE NO: 114320.2026
SUBJECT: Minutes of the Environment Advisory Committee Meeting held on 9 February 2026

COUNCIL DECISION

Motion: **Moved: Clr Macnaught** **Seconded: Clr Ammoun**

That Council receives and notes the Minutes of the Environment Advisory Committee Meeting held on 9 February 2026.

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

ITEM NO: CTTE 02
FILE NO: 119741.2026
SUBJECT: Minutes of the Liverpool Sports Committee meeting held 4 March 2026

COUNCIL DECISION

Motion: **Moved: Clr Macnaught** **Seconded: Clr Ammoun**

That Council:

1. Receives and notes the Minutes of the Liverpool Sports Committee meeting held on 4 March 2026;
2. Recognises and thanks Committee members for volunteering to participate in the Liverpool Sports Committee; and
3. Instruct the Chief Executive Officer to disburse the Sporting Grants and Donations in accordance with the recommendations of the Liverpool Sports Committee.

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

As Clr Ristevski had retired from the meeting, Mayor Mannoun stated that in accordance with Clause 10.4 of Council's Code of Meeting Practice any other councillor, with the leave of the chairperson, may move the motion under Clause 10.4(a), or the chairperson may defer consideration until the next meeting of Council under Clause 10.4(b).

Clr Harte stated that he would like to move all the Notices of Motion.

Mayor Mannoun stated he was happy to grant leave to move them under Clause 10.4(a) of Council's Code of Meeting Practice.

Clr Harte then stated he would like to move the following Notices of Motion:

- NOM 01 - Notice of Motion - Immediate Filling of Outdoor Staff Vacancies and Withdrawal of Grass & City Presentation Policy
- NOM 02 - Notice of Motion - Temporary Workforce Flexibility and Fuel Cost Relief Measures in Response to the Fuel Crisis
- NOM 03 – Notice of Motion – Clr Ristevski – Community Feedback Survey
- NOM 04 – Notice of Motion – Clr Ristevski – Reinstatement of the Liverpool Councillors Charity Black-Tie Ball
- NOM 05 – Notice of Motion – Clr Ristevski – Reinstatement of the Name "Casula Powerhouse Arts Centre

The items were then dealt with as shown below:

NOTICES OF MOTION/QUESTIONS WITH NOTICE

ITEM NO: NOM 01
FILE NO: 103003.2026
SUBJECT: Notice of Motion – Clr Ristevski - Immediate Filling of Outdoor Staff Vacancies and Withdrawal of Grass & City Presentation Policy

NOTICE OF MOTION (submitted by Clr Ristevski)

1. That Council notes:
   a) The Mayor publicly asserted that approximately 105 Full-Time Equivalent (FTE) staff are responsible for mowing operations across the Liverpool LGA.
   b) The current status is:
      - Total FTE: 109
      - Vacant / loaned out: 26
      - Management (non-operational): 14
      - Actual operational mowing staff: 69

c) The proposed Grass and City Presentation Community Standards Policy sets unrealistic expectations on a workforce.

d) The introduction of this policy via a Mayoral Minute denied Councillors proper time and scrutiny, contrary to principles of transparency and good governance under section 8A of the Local Government Act 1993 (NSW).

2. That Council resolves:

a) To immediately direct the CEO to commence urgent recruitment to fill the 26 vacant outdoor staff positions, with a report back to Council within 60 days on progress.

b) To withdraw the Grass and City Presentation Community Standards Policy from public exhibition, on the basis that:

- It is operational in nature and falls within the CEO's responsibilities
- It has not been developed in accordance with the Local Government (State) Award 2023 consultation requirements
- It is redundant if staffing levels are properly restored

c) To include funding for the 26 additional outdoor staff positions in the 2026/2027 Budget, funded through reprioritisation of existing expenditure.

COUNCIL DECISION

Motion: **Moved: Clr Harte** **Seconded: Clr Ammoun**

That the Notice of Motion be adopted.

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

ITEM NO: NOM 02
FILE NO: 103161.2026
SUBJECT: Notice of Motion – Clr Ristevski - Temporary Workforce Flexibility and Fuel Cost Relief Measures in Response to the Fuel Crisis

NOTICE OF MOTION (submitted by Clr Ristevski)

That Council, as a matter of urgency:

1. **Recognises** the current fuel crisis is placing immediate financial pressure on Council staff, disrupting travel to and from work, increasing household cost-of-living stress, and creating operational risks for Council service delivery.

2. **Requests a report back to Council within 14 days** outlining:
   a) the operational, industrial and legal implications of temporary work from home arrangements for indoor staff;
   b) the operational, industrial and legal implications of any rotating roster system for outdoor staff;
   c) options for a **temporary fuel subsidy, travel allowance, or equivalent cost relief measure** for Council staff required to travel for work during the fuel crisis;
   d) the financial impact of each option and how it may be funded;
   e) service continuity measures to ensure essential services are maintained;
   f) examples of any comparable steps being taken by other councils, including **Penrith City Council** and **Campbelltown City Council**, or other NSW councils responding to similar workforce and cost pressures.

COUNCIL DECISION

Motion: **Moved: Clr Harte** **Seconded: Clr Ammoun**

That the Notice of Motion be adopted.

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

ITEM NO: NOM 03
FILE NO: 113669.2026
SUBJECT: Notice of Motion - Clr Ristevski - Community Feedback Survey

BACKGROUND

Jewell Technical Solutions conducted a community feedback survey for Local Pulse Press and 2GLF.

The survey was titled 'Liverpool Community Feedback Survey, a spotlight on community priorities and perceptions.'

The survey has been made publicly available by Local Pulse Press and indicates sentiments of a selection of Liverpool's community.

NOTICE OF MOTION (submitted by Clr Ristevski)

That Council:

1. Acknowledge the Community Feedback Survey prepared by Jewell Technical Solutions; and

2. Notes the findings in this survey as a matter of concern.

COUNCIL DECISION

Motion: **Moved: Clr Harte** **Seconded: Clr Ammoun**

That the Notice of Motion be adopted.

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

ITEM NO: NOM 04
FILE NO: 126335.2026
SUBJECT: Notice of Motion - Clr Ristevski - Reinstatement of the Liverpool Councillors Charity Black-Tie Ball

BACKGROUND

During the 2016 Council term, Liverpool City Council successfully hosted several Councillor Black-Tie Charity Balls initiated and driven by Councillor Peter Ristevski. The event proved highly successful, raising hundreds of thousands of dollars for local charities while bringing together the business community, community organisations and civic leaders in support of important local causes.

Liverpool is home to many hardworking families, however parts of the city continue to experience significant socio-economic disadvantage, particularly within the 2168 postcode area. One of the most common issues raised by residents is the inability to afford dental care, which often results in serious health consequences including infection, hospitalisation and missed school days for children.

Local charities already doing extraordinary work alongside Liverpool Hospital include:

- Mobile Eye Care and Dental Clinic which provides mobile dental and health services to disadvantaged communities.
- Little Wings which provides free flight and ground transport for seriously ill children in regional and rural areas who must travel to major hospitals such as Liverpool Hospital for life-saving treatment.

Both organisations have a strong reputation for delivering practical support to vulnerable families and would be ideal partners for a reinstated Charity Ball.

Importantly, the operational delivery of the event would be largely managed by the partner charities themselves, ensuring that the impact on Council staff resources is minimal, with Council primarily assisting through promotion and civic support.

Expected Outcomes

- Significant funds raised for local health-related charities.
- Improved access to dental care for disadvantaged Liverpool families, particularly in the 2168 area.
- Increased support for families whose children require medical treatment through Little Wings.
- Strengthened partnerships between Council, charities, Liverpool Hospital and the local business community.
- Re-establishment of a flagship philanthropic event that showcases Liverpool’s generosity and community spirit.

NOTICE OF MOTION (submitted by Clr Ristevski)

That Council:

1. Reinstate the Liverpool Charity Black-Tie Ball, to be held annually as a flagship fundraising event for the Liverpool community.

2. Nominate the following charities as the inaugural beneficiaries of the reinstated event:
    - Mobile Eye Care and Dental Clinic
    - Little Wings

3. Ensure the majority of the event organisation, fundraising and sponsorship activities are undertaken by the partner charities, with Council providing:
    - Promotional support through Council communication channels
    - Civic endorsement and participation
    - Assistance with venue coordination where appropriate.

4. Establish a Liverpool Community Dental Access Initiative, funded from proceeds raised at the Charity Ball, aimed at providing free or subsidised dental treatment to disadvantaged families, with a focus on residents living in the 2168 postcode area.

5. Work with Mobile Eye Care and Dental Clinic to explore the deployment of mobile dental services across Liverpool to improve access for vulnerable residents.

6. Request the Chief Executive Officer to prepare a report outlining:
    - Potential venues and dates for the Charity Ball
    - Governance arrangements to ensure transparent charitable fundraising
    - Opportunities for corporate sponsorship from the Liverpool business community
    - Mechanisms to ensure funds raised are directed toward the intended charitable purposes.

COUNCIL DECISION

Motion: **Moved: Clr Harte** **Seconded: Clr Ammoun**

That the Notice of Motion be adopted.

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

ITEM NO: NOM 05
FILE NO: 131648.2026
SUBJECT: Notice of Motion - Clr Ristevski - Reinstatement of the Name “Casula Powerhouse Arts Centre"

BACKGROUND

The renaming of the Casula Powerhouse Arts Centre has generated significant concern within the community, particularly among Casula residents, local artists, cultural stakeholders, and long-standing patrons of the venue.

The Casula Powerhouse name carries strong historical, cultural, and brand recognition across South West Sydney and the broader arts sector. It represents a key part of Liverpool’s identity.

Concerns have been raised regarding:

- Limited measurable community consultation
- Lack of clear economic or tourism evidence supporting the change
- Financial costs associated with the rebrand during a period of budget pressure
- Risk to established brand equity and community trust

The community has clearly indicated a preference for the original name to be reinstated.

RATIONALE

This motion restores community confidence, protects a well-established cultural identity, and ensures responsible financial management.

It delivers a practical solution that:

- Respects community sentiment
- Avoids unnecessary expenditure
- Reinforces transparency and accountability

The Casula Powerhouse Arts Centre is more than a name. It is a symbol of local identity, history, and pride. That should not be discarded without clear justification or community support.

NOTICE OF MOTION (submitted by Clr Ristevski)

That Council:

1. Reinstatement of Name

1.1 Immediately commence the process to reinstate the name:
"Casula Powerhouse Arts Centre"

1.2 Ensure all future official references, communications, and branding revert to this name.

2. Cost-Neutral Implementation Strategy

2.1 Implement the reversion using a cost-minimisation approach, including:

- Updating digital assets (website, social media) internally using existing staff
- Phasing out existing printed and marketing materials as stock is depleted
- Deferring physical signage replacement until scheduled maintenance cycles

2.2 Confirm that no new discretionary budget allocation is to be approved for the renaming reversal.

3. Funding Source (If Required)

3.1 Should any unavoidable costs arise, they are to be funded from:

- Existing communications and marketing operational budgets

3.2 No additional ratepayer funding is to be sought.

4. Future Decision-Making Safeguards

4.1 Develop a policy requiring that any future renaming of significant community assets must include:

- Demonstrated majority community support
- Transparent cost-benefit analysis

COUNCIL DECISION

Motion: **Moved: Clr Harte** **Seconded: Clr Ammoun**

That the Notice of Motion be adopted.

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

ITEM NO: QWN 06
FILE NO: 136493.2026
SUBJECT: Question with Notice - Mayor Mannoun - Haerse Avenue, Chipping Norton

Please address the following and see attached photos in the Council Agenda:

1. When was work started on Haerse Avenue to deliver a footpath?
2. When did excavation and forming the footpath/ramp/kerb take place?
3. When was the formwork removed, dirt and grass replaced, and the curb re-poured?
4. Why was the decision made to undo all the prep work?
5. How much did undoing all this cost?

A response will be prepared and provided at the next Ordinary Council meeting, due to Council not having all information available at the time of compiling.

CONFIDENTIAL ITEMS

ITEM NO: CONF 01
FILE NO: 118360.2026
SUBJECT: Compulsory Acquisition of Lot 103 in DP 1317978, Lot 103 Kelly Street, Austral (formerly part of 14 Kelly Street, Austral) for drainage purposes for Basin 11 Austral

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

ITEM NO: CONF 02
FILE NO: 119283.2026
SUBJECT: Compulsory acquisition of Lot 11 DP 808614, 95 Fifth Avenue, Austral for SP2 Local Drainage and RE1 Public Recreation

COUNCIL DECISION

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

That Council:

1. Proceeds with the compulsory acquisition of Lot 11 DP 808614, 95 Fifth Avene, Austral zoned SP2 Local Drainage & RE1 Pubic Recreation.

2. Delegates authority to, and directs the CEO and his delegates, to proceed with making the necessary application to the Minister for Local Government and the Governor in accordance with Section 187(2) of the *Local Government Act* 1993 to obtain approval to give an acquisition notice to the owners of Lot 11 DP 808614, 95 Fifth Avenue, Austral and commence compulsory acquisition under the *Land Acquisition (Just Terms Compensation) Act* 1991.

3. Upon gazettal of the compulsory acquisition classify Lot 11 DP 808614 as “Operational Land”.

4. 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.

5. Authorises the CEO or delegate to execute all documents necessary to give effect these resolutions.

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

ITEM NO: CONF 03
FILE NO: 132570.2026
SUBJECT: Compulsory acquisition of lease by TFNSW for M5 upgrade over part Helles Park & Mill Park, Moorebank

COUNCIL DECISION

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

That Council:

1. Agree to TFNSW Compulsory acquisition of a 48-month lease over part Lot 11 DP 881265, Lot 101 DP 1190263 & Lot 6 DP 771470, Helles Park & Mill Park, Moorebank for a site compound as part of the M5 Upgrade project.

2. Accept compensation from TFNSW for the 48-month lease as outlined in this report.

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 the CEO or delegate to execute all documents necessary to give effect to these resolutions.

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

ITEM NO: CONF 04
FILE NO: 099876.2026
SUBJECT: WT 3380 - Panel of Contractors for Construction of Shared Path, Footpath, Traffic Facilities, Kerb & Gutter and Ancillary Items

COUNCIL DECISION

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

That Council:

1. Accepts the tenders from the below listed companies for tender WT3380 - Panel of Contractors for Construction of Shared Path, Footpath, Traffic Facilities, Kerb & Gutter and Ancillary Items for an initial three (3) year contract term with the optional extension of two (2) twelve-month terms, in accordance with each successful contractor's tendered rates.
    - Civeco Pty Ltd
    - Citywide Asphalt Pty Ltd T/as Citywide Civil Works
    - Convil Group Pty Ltd
    - Jay & Lel Civil Contractors Pty Ltd
    - KK Consultants Pty Ltd T/as KK Civil Engineering
    - Knight Civil Pty Ltd
    - Mack Civil Pty Ltd
    - MSA Civil and Communications Pty Ltd
    - NSW Building and Civil Pty Ltd
    - NSW Kerbing Pty Ltd
    - Resco Civil Pty Ltd
    - State Civil Pty Ltd
    - Stateline Asphalt Pty Ltd

2. Makes public its decision regarding tender WT3380 - Panel of Contractors for Construction of Shared Path, Footpath, Traffic Facilities, Kerb & Gutter and Ancillary Items.

3. Agrees that Council should issue letters of award to the successful tenderers and enter into formal instruments of agreement pursuant to which work will be placed to panel members.

4. Notes that this report has been brought to Council because the Chief Executive Officer's instrument of delegation, approved by Council in accordance with the current provisions of section 377 of the *Local Government Act* 1993, only permits the Chief Executive Officer to approve (and not to reject) tenders up to a value of $2 million.

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

ITEM NO: CONF 05
FILE NO: 134033.2026
SUBJECT: Notice of Motion - Clr Ristevski - Secondary Employment

NOTICE OF MOTION (submitted by Clr Ristevski)

Item CONF 01 is confidential pursuant to the provisions of s10A(2)(a) of the Local Government Act 1993 because it contains personal matters concerning particular individuals (other than councillors). It was provided to Councillors in a Confidential Book.

COUNCIL DECISION

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

That the Notice of Motion be adopted.

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

Division:

Vote for: Nil.

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

Note: Clrs Ibrahim, Karnib, Monaghan, Munjiza and Ristevski were not in the meeting when this item was voted on.

ABSENCE OF A QUORUM

Prior to this item being debated, Mayor Mannoun declared a non-pecuniary, less than significant interest in this item.

Mayor Mannoun stated he knows the owners from their ownership of NSW Only Kosher Chicken Processing Facility and through their application for subdivision of which he consulted on when he was not on Council approximately six years ago. Mayor Mannoun stated that he had no involvement in the matter back then and or now however, Mayor Mannoun stated he would leave have to the Chamber for the duration of this item.

As Mayor Mannoun would leave the Chamber due to his interest, there would be an absence of a quorum for item CONF 01.

Clr Macnaught had earlier declared an interest for item CEO 01 and stated she would leave the Chamber, therefore item CEO 01 would also have an absence of a quorum.

Therefore, due to the absence of a quorum for items CONF 01 and CEO 01, the Mayor stated that these items would be deferred to the next ordinary meeting of Council being 17 June 2026 and declared the meeting closed.

ITEM NO: CONF 01
FILE NO: 118360.2026
SUBJECT: Compulsory Acquisition of Lot 103 in DP 1317978, Lot 103 Kelly Street, Austral (formerly part of 14 Kelly Street, Austral) for drainage purposes for Basin 11 Austral

Due to absence of a quorum, this item was deferred to the next Ordinary meeting of Council being 17 June 2026.

Item CONF 01 is confidential pursuant to the provisions of s10A(2)(a) of the Local Government Act 1993 because it contains personal matters concerning particular individuals (other than councillors).

ITEM NO: CEO 01
FILE NO: 119572.2026
SUBJECT: Extension of Mr. Robert Lagaida - Independent Audit, Risk and Improvement Committee Member

RECOMMENDATION

That Council:

1. Acknowledges Mr. Lagaida's significant contributions on Council's ARIC since his appointment.

2. Having considered the feedback and questionnaire data outcomes, Council considers Mr. Lagaida eligible for reappointment to ARIC.

3. Approves the extension of Mr. Lagaida's appointment as an Independent Member of the Audit, Risk and Improvement Committee for a further four- year term, expiring in August 2030.

Due to absence of a quorum, this item was deferred to the next Ordinary meeting of Council being 17 June 2026.

THE MEETING CONCLUDED AT 9.15PM

<Signature>

Name: Ned Mannoun

Title: Mayor

Date: 17 June 2026

I have authorised a stamp bearing my signature to be affixed to the pages of the Minutes of the Council Meeting held on 18 May 2026. I confirm that Council has adopted these Minutes as a true and accurate record of the meeting.

MAYOR 01	Condolence Motion - Dr Nikhil Autar

Strategic Objective	Visionary, Leading, Responsible Place customer satisfaction, innovation and best practice at the centre of all operations
File Ref	176050.2026

BACKGROUND

It's with great sadness that I learned of the recent passing at just 32 years of age of Dr Nikhil Autar: a proud resident of Voyager Point, an extraordinary young Australian, who showed remarkable compassion, resilience and determination to effect lasting impact on so many lives.

Despite having been diagnosed with leukaemia during his HSC year, he was determined to turn his personal challenges into a lifelong mission to improve the lives of others by completing a Medical Degree at Western Sydney University. Through his work as a doctor, innovator and advocate, he became a nationally recognised leader in healthcare accessibility and social impact.

Importantly, many of Dr Autar’s contributions directly benefited the communities of Liverpool and across Southwest Sydney. Through KNIA Maps, he supported people with disability and chronic illness by improving accessibility to hospitals, community infrastructure, public spaces and transport, with greater confidence and dignity.

His passion for equitable healthcare, affordable medical technology and improved support for vulnerable people reflected the values of care and inclusion that are critical to our diverse Liverpool community. At only 32 years of age, his achievements were extraordinary.

His legacy will continue through the lives he helped, the systems he improved and the people he inspired. Dr Autar represented the greatest strengths of our region: intelligence, compassion, humility and a community minded approach to his work.

On behalf of the people of Liverpool, I extend our deepest condolences to his family, friends and loved ones. May he rest in peace.

RECOMMENDATION

That Council:

1. Note with deep sadness the passing of Dr Nikhil Autar, former NSW Young Australian of the Year
2. Recognise Dr Autar's outstanding contribution to healthcare, accessibility and community advocacy through initiatives including KNIA Maps, Bheem Health and Doctors Against Violence Towards Women.
3. Extend our sincere condolences to his family, friends and all those impacted by his passing.

ATTACHMENTS

Nil

NOMR 01	**Notice of Motion of Rescission for CORP 03 - Review - Internally Restricted Cash Reserves from the 18 May 2026 Council meeting**

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework.
File Ref	167585.2026

NOTICE OF MOTION OF RESCISSION

We the undersigned move a rescission motion to rescind the resolution relating to Item CORP 03 – Review – Internally Restricted Cash Reserves from the Council Meeting held on 18 May 2026 (**attachment 1**).

Should this rescission motion be ADOPTED we give notice that it is our intention to move the following Motion:

That Council:

1. *Receives and notes the report from CORP 03 from the 18 May 2026 Ordinary Council Meeting.*

2. *Adopts the recommendations for:*
    a. *Employee Leave Entitlement Reserve*
    b. *Insurance Reserve*
    c. *Parking Strategy Reserve*
    d. *General Property Reserve*
    e. *Loan Reserve*
    f. *Carnes Hill Stage Two Precinct Development Reserve*

Signed:
Clr Harte
Clr Macnaught
Clr Ammoun

ATTACHMENTS

1. Council Resolution for Item CORP 03 - Review - Internally Restricted Cash Reserves from 18 May 2026 Council meeting
2. Signed Notice of Motion to Rescind

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MOTION TO BRING ITEMS FORWARD

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

That the following items are brought forward and dealt with now.

- CORP 03 – Review – Internally Restricted Cash Reserves
- CORP 05 – For Public Exhibition – Draft 2026-27 Budget and Revenue Pricing Policy (Fees & Charges), and Long-Term Financial Plan 2027-2036
- CEO 02 – For Public Exhibition – Draft Delivery Program 2025-2029 and Operational Plan 2026-2027
- CEO 01 - Extension of Mr. Robert Lagaida – Independent Audit, Risk and Improvement Committee Member
- NOM 03 – Notice of Motion – Clr Ristevski – Community Feedback Survey
- NOM 04 – Notice of Motion – Clr Ristevski – Reinstatement of the Liverpool Councillors Charity Black-Tie Ball
- NOM 05 – Notice of Motion – Clr Ristevski – Reinstatement of the Name “Casula Powerhouse Arts Centre

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

ITEM NO: CORP 03
FILE NO: 133463.2026
SUBJECT: Review - Internally Restricted Cash Reserves

COUNCIL DECISION

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

That Council:

1. Receives and notes the report.
2. Adopts the recommendations for:
    - Employee Leave Entitlement Reserve
    - Insurance Reserve
    - Parking Strategy Reserve
    - General Property Reserve
    - Loan Reserve
    - Carnes Hill Stage Two Precinct Development Reserve.

Amendment: **Moved: Clr Monaghan** **Seconded: Clr Karnib**

That Council:

1. Receives and notes the report.
2. Adopts the recommendations contained in the report except the Moorebank Intermodal Ex-Gratia Payments Reserve.

The amendment (moved by Clr Monaghan) was put to the meeting and was declared CARRIED and became the Motion.

Division (for the amendment moved by Clr Monaghan)

Vote for: Deputy Mayor Harle, Clr Ibrahim, Clr Karnib, Clr Monaghan, Clr Munjiza and Clr Ristevski,

Against: Mayor Mannoun, Clr Adjei, Clr Ammoun, Clr Harte and Clr Macnaught.

Councillors then debated the amendment moved by Clr Macnaught

Amendment: **Moved: Clr Macnaught** **Seconded: Clr Ammoun**

That Council:

1. Receives and notes the report.

2. Adopts the recommendations for:
   - Employee Leave Entitlement Reserve
   - Insurance Reserve
   - Parking Strategy Reserve
   - General Property Reserve
   - Loan Reserve
   - Carnes Hill Stage Two Precinct Development Reserve.

3. Direct the CEO for a report to be brought back to Council as soon as practicable for the options for the Hammondville Precinct Reserve to achieve the goals as per the speakers this evening and the Hammondville Park Masterplan.

On being put to the meeting the amendment (moved by Clr Macnaught) was declared LOST.

Division called:

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

Vote Against: Deputy Mayor Harle, Clr Ibrahim, Clr Karnib, Clr Monaghan, Clr Munjiza and Clr Ristevski.

Clr Harte then withdrew the motion he moved as Clr Monaghan's amendment had become the substantive motion and he did not want to be the mover of the substantive motion. Clr Adjei as the seconder also agreed to withdraw.

Councillors then voted on the motion (moved by Clr Monaghan and seconded by Clr Karnib) and as shown below:

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

That Council:

1. Receives and notes the report.
2. Adopts the recommendations contained in the report except the Moorebank Intermodal Ex-Gratia Payments Reserve.

On being put to the meeting the motion (moved by Clr Monaghan) was declared CARRIED.

Division:

Vote for: Deputy Mayor Harle, Clr Ibrahim, Clr Karnib, Clr Monaghan, Clr Munjiza and Clr Ristevski.

Against: Mayor Mannoun, Clr Adjei, Clr Ammoun, Clr Harte and Clr Macnaught.

RECESS

Mayor Mannoun called a recess of meeting at 7.29pm.

RESUMPTION OF MEETING

Mayor Mannoun resumed the meeting in open council at 7.55pm with all Councillors present.

NOTICE OF MOTION TO RESCIND

We, the undersigned Councillors, give notice of motion to rescind the resolution of item ***CORP 03 Review – Internally Restricted Cash Reserves*** passed at the Ordinary Council Meeting held on 18 May 2026. The rescission motion reads as follows:

That Council:

1. *Rescind CORP 03 passed at Liverpool Council Meeting on 18 May 2026.*

Should the rescission motion be adopted, notice is hereby given of the intention to move the following motion:

That Council:

1. *Council receives and notes the report from CORP 03 from the 18 May 2026 Ordinary Council Meeting.*

2. *Adopts the recommendations for:*
    a. *Employee Leave Entitlement Reserve*
    b. *Insurance Reserve*
    c. *Parking Strategy Reserve*
    d. *General Property Reserve*
    e. *Loan Reserve*
    f. *Carnes Hill Stage Two Precinct Development Reserve*

We ask that these matters be considered at the Ordinary Council Meeting scheduled for 17 June 2026.

Kind regards,

Councillor Matthew Harte Councillor Fiona Macnaught Councillor Richard Ammoun

CEO 01	**Extension of Mr. Robert Lagaida - 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	167227.2026
Report By	Renee Khatchadourian - Executive Assistant to the Chief Executive Officer
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 Mr. Robert Lagaida for a further four-year period, expiring in August 2030.

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. Mr. Lagaida's performance has been assessed through the ARIC effectiveness questionnaires, confirmation of eligibility, feedback from the Chairperson, and his attendance record. These confirm that he continues to add significant value to Council's ARIC which warrants him 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 Mr. Lagaida's significant contributions on Council's ARIC since his appointment.

2. Having considered the feedback and questionnaire data outcomes, Council considers Mr. Lagaida eligible for reappointment to ARIC.

3. Approves the extension of Mr. Lagaida's appointment as an Independent Member of the Audit, Risk and Improvement Committee for a further four- year term, expiring in August 2030.

REPORT

At its confidential meeting in August 2022 (Conf 01), Council resolved to appoint Mr. Robert Lagaida for a four-year term. This appointment followed a widely advertised expressions of interest process demonstrating a strong field of candidates and ensuring a competitive process.

Mr. Lagaida's current tenure will expire on 14th August 2026. Since his appointment in September 2022, Mr. Lagaida 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 his broad knowledge of audit and risk management, he provides expertise around governance challenges in growth councils and extensive knowledge of Liverpool's growth precincts and the Bradfield Development.

In April 2026, Mr Lagaida confirmed in writing that he does not have any conflicting appointments and indicated a willingness to serve another term. It is considered that he 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 Mr Lagaida contributing as one of three independent members. The non voting Councillor member of the committee were also given the opportunity to provide input on Mr. Lagaida's performance through the questionnaire.

The extension of Mr. Lagaida's term will not place Council in breach of Section 216G(3) of the Regulation. Should his appointment be extended to August 2030, he will have served eight 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

CEO 02	**Invitation to attend and present at the Australian British Infrastructure Catalyst Conference Liverpool UK 29 September 2026**

Strategic Objective	Evolving, Prosperous, Innovative Market Liverpool as a business destination and attract investment to the region
File Ref	163064.2026
Report By	Julie Scott - Head Economic Development and Strategy
Approved By	Jason Breton - CEO

EXECUTIVE SUMMARY

The Chair of the Australian British Infrastructure Catalyst (ABIC), Mr Philip Davies, has invited the Mayor, Councillor Ned Mannoun, and CEO, Mr Jason Breton, to join and participate in the annual ABIC conference 2026 to be held in Liverpool UK from 29 September – 2 October 2026. In addition to the Conference, it is proposed that ABIC and the Australian British Chamber of Commerce (ABCC) will facilitate meetings with Liverpool and Manchester Councils for strategic discussions on infrastructure, innovation and investment opportunities including acknowledging Liverpool Australia's Sister City status with that of Liverpool UK. It is also proposed to meet with the Mayor of London and their Executive team to discuss the London Infrastructure Plan and the suitability of its framework for infrastructure development in South West Sydney.

Following the success of ABIC 2025 in Australia, where international delegates visited Bradfield and the Western Sydney International Airport, there was an acknowledgment that significant potential for investment and growth across New South Wales comes from airport connectivity through precinct development and placemaking.

Post visit feedback from the delegates to the ABIC Board strongly recommended that Liverpool City Council share its story and vision for Liverpool as a vibrant global city of lifestyle and opportunity, along with insights into advanced manufacturing, technological innovation, and investment attraction, as they relate to both Bradfield and Liverpool's broader economic growth to an international audience.

The Mayor and CEO's presence at both the Conference and other planned meetings offers an opportunity to highlight Liverpool on a global scale and demonstrate the broad cultural, economic and social impacts of an airport and aerotropolis.

The cost of travel and accommodation would be met through Council's American Express Rewards Points with any incidental costs covered by the 'Councillor Conferences Fees and Costs' funds in the Civic and Executive Services business unit and CEO's budget.

Section 4.10 of Council's Civic Expenses and Facilities Policy outlines Council's position on overseas travel for Councillors. This Policy states that any overseas travel for Councillors must be approved by a meeting of the full Council prior to a Councillor undertaking a trip.

This proposed set of meetings aligns with Council's Community Strategic Plan and Council's Economic Development Strategy 2024-2034 which articulates Liverpool's long-term vision to be recognised as a global city, open for business for new investment and strategic partnership opportunities.

RECOMMENDATION

That Council:

1. Notes the invitation from the Australian British Infrastructure Catalyst which will provide a platform for Liverpool City Council to promote investment, infrastructure and innovation opportunities

2. Notes the proposed itinerary for both the ABIC program and that of other significant meetings that will promote the proposed LIV2050 strategic program of economic development and investment attraction

3. Supports the Mayor and CEO accepting the invitation allowing for further itinerary planning

4. Notes that a report is required to come back to Council following conclusion of the proposed activity

REPORT

BACKGROUND

The Chair of the Australian British Infrastructure Catalyst (ABIC), Mr Philip Davies, has invited the Mayor, Councillor Ned Mannoun, and CEO, Mr Jason Breton, to join and participate in the annual ABIC conference 2026 to be held in Liverpool UK from 29 September – 2 October 2026. In addition to the Conference, it is proposed that ABIC and the Australian British Chamber of Commerce (ABCC) will facilitate meetings with Liverpool and Manchester Councils for strategic discussions on infrastructure, innovation and investment opportunities including acknowledging Liverpool Australia's Sister City status with that of Liverpool UK.

It is also proposed to meet with the Mayor of London and their Executive team to discuss the London Infrastructure Plan and the suitability of its framework for infrastructure development in South West Sydney.

The Conference and proposed meeting itinerary offers a platform to discuss the driving factors, challenges and trends on regional airport markets. Post visit feedback from the 2025 ABIC delegates to the ABIC Board strongly recommended that Liverpool City Council shares its story and vision for Liverpool as a vibrant global city of lifestyle and opportunity, insights into advanced manufacturing, technological innovation, and investment attraction as they relate to both Bradfield and Liverpool's broader economic growth.

The Mayor and CEO will deliver presentations including panel representations on how Liverpool has become an economic powerhouse through its investment in infrastructure, economic development and urban growth and renewal.

BENEFITS TO LIVERPOOL

In 2018, Council adopted the 2019-2023 International Engagement Strategy that had been developed to support the announcement of the new Western Sydney International Airport and the surrounding Aerotropolis. Council had an ambition to be recognised as a domestically thriving, globally known regional economy that would prioritise innovation, investment attraction and strategically align growth industry sectors to meet Council's CSP strategy of Generating Opportunity.

The development of an international airport (the first in Australia after decades of domestic airport development), the 20-year vision of Bradfield City and the Aerotropolis, and over $10 billion worth of planned supporting infrastructure triggered an unprecedented change for Liverpool's regional economy. In 2014, Liverpool's GDP was $10 billion; ten years later, GDP is sitting at $20 billion with an annual growth rate of 7% and rolling inward investment of $1 billion+ annually.

Healthy global cities are necessary for population, learning and developing, talent pathways and long-term community wealth building. Liverpool has been pro-actively securing and developing an ecosystem in education (as Sydney's only University City), health and innovation through the Liverpool Innovation Precinct, transport and logistics through the Moorebank Intermodal. All of these fundamentals in Liverpool form the ingredients for international recognition and growth.

The role of Council is to step up and take a leadership position in establishing a regional identity on a global stage. This involves promoting industry excellence, facilitating multiple pathways to export with our Federal and State government partners and connecting our local businesses to global market opportunities and partnerships. Actioning these objectives can potentially add another $4-5 billion of new investment into Liverpool's economy over the next 5 years.

Liverpool City Council's Community Strategic Plan 2025-2035 and the Liverpool Economic Development Strategy 2024-2034 outlines clear objectives for how Council should guide the growth of Liverpool's economy and create greater opportunities for Liverpool's community.

Over the next decade, Liverpool's growth will continue to outpace much of Greater Sydney, with the City welcoming more than 70,000 new residents in the next five years and maintaining an average of 7% growth to its economy on an annual basis.

The Economic Development Strategy outlines a 10-year Roadmap with the following pillars:

- Attract and support business
- Local jobs for local people
- Innovation and Education
- Global links and connections
- A thriving city of culture and collaboration

To enable and maximise on this vision, Council needs to build a strong global network of institutions, infrastructure and talent to maintain its diverse economy where inward investment thrives.

THE OPPORTUNITY

The Chair of the Australian British Infrastructure Catalyst (ABIC), Mr Philip Davies, and the CEO of the Australian British Chamber of Commerce, Ms Ticky Fullerton, have issued an invitation to the Mayor of Liverpool City, Councillor Ned Mannoun, and Liverpool City Council's CEO, Mr Jason Breton, to participate in its annual infrastructure investment program from 29 September to 2 October 2026.

Held in Liverpool UK, the purpose of the program is for its members to focus on transport reform and delivering growth and productivity through infrastructure investment.

In 2025, members of the ABIC (including delegates from the UK) held their conference in Sydney, including site visits to the new Western Sydney International Airport, Bradfield City and the surrounding Aerotropolis precincts. It was these visits that prompted members to invite Liverpool's Mayor and CEO to present at their UK Conference to allow all of their local membership base to understand the opportunities these precincts were offering in advanced manufacturing, technological innovation including cyber security and robotics and regional connectivity.

The 2026 Conference theme will focus on transport reform, airports as economic development catalysts, urban regeneration and how new housing is proving a challenge for both countries and their regional precincts.

Participation in the 2026 conference presents a significant opportunity for Liverpool to strengthen its international profile, showcase its transformation and build strategic partnerships with key decision-makers from government, industry and academia.

KEY BENEFITS AND OUTCOMES

1. Position Liverpool as a Global Case Study in Economic Development

The Mayor and CEO's presentations and delegate interactions will provide an opportunity to demonstrate how Liverpool has successfully leveraged its strategic location, multicultural population and targeted investment attraction initiatives to become one of Australia's fastest-growing economic centres. This elevates Liverpool's reputation as a leader in place-based economic development and city transformation.

2. Showcase Liverpool's Unique Competitive Advantages

The conference will allow Liverpool to highlight:

- The new Western Sydney International Airport
- Its role within the emerging Bradfield City
- The strength and diversity of its culturally and linguistically diverse (CALD) community
- Its innovation, health, education and advanced manufacturing sectors
- Its success in attracting domestic and international investment

3. Strengthen International Relationships

The conference will create opportunities to build and deepen relationships with:

- Local and regional governments
- Airport and transport authorities
- Urban regeneration agencies
- Developers and investors
- Universities and research institutions

4. Promote Liverpool as an Investment Destination

By presenting Liverpool's economic growth story to an international audience, Council can increase awareness among investors, developers and businesses seeking opportunities in high-growth regions. This may lead to:

- New investment enquiries
- Business attraction opportunities
- International trade and export connections
- Greater visibility for Liverpool's priority development precincts

5. Gain Insights into Global Best Practice

The conference theme aligns closely with Liverpool's future growth challenges and opportunities. Participation will provide valuable insights into:

- Transport reform and connectivity
- Airport-led economic development
- Urban renewal and regeneration strategies
- Housing delivery and affordability solutions
- Planning and infrastructure approaches adopted in comparable international cities

These learnings can inform future policy development and strategic planning within Liverpool.

6. Enhance Liverpool's Advocacy Efforts

The conference provides a platform to demonstrate Liverpool's role as the gateway to South Western Sydney and advocate for continued infrastructure investment, transport connectivity and housing delivery initiatives that support national economic growth.

7. Strengthen Liverpool's International Brand

Presenting on an international stage reinforces Liverpool's standing as:

- A city of opportunity
- A globally connected destination
- A centre of innovation and diversity
- A leading example of multicultural economic success

The ABIC invitation is at Attachment 1 and the ABIC Draft Programme is at Attachment 2.

ADDITIONAL OPPORTUNITIES

In addition to the ABIC invitation, it is also proposed for the Mayor and CEO to meet with other institutions and strategic allies to further Liverpool’s positioning as a global city.

Working with the Australian British Chamber of Commerce, these proposed meetings (subject to final itinerary) will include:

- Meeting with Manchester Airport General Manager and Executive to understand the operations and marketing of a second airport to that of Heathrow in London
- Meetings with the Lord Mayors of Liverpool and Manchester to build on initial relationships to create major opportunities across trade, tourism, education,

innovation and culture. Both cities are entering important growth phases and share strong multicultural identities, logistics strengths and global ambitions

- Site Tour of the Liverpool UK Innovation Precinct to cross promote education and innovation partnerships with both cities having strong university ecosystems
- Potential benefits include: student exchange programs; joint research in health, robotics and AI; startup incubator partnerships; collaboration in advanced manufacturing and smart cities
- Meeting with the Mayor of London and their Executive staff who have developed the London Infrastructure Plan 2050 which is the City's first ever attempt to identify, prioritise and cost London's future infrastructure to 2050, given London's growth. This insight will assist in further developing and rolling out Liverpool's LIV2050 Plan.

Considering the broad cultural, economic and social impacts of the upcoming WSI Airport and Bradfield City Centre, Liverpool's attendance at this conference provides an opportunity to highlight and promote Liverpool on a global scale. Further, it aligns with Council's International Engagement Strategy 2019 – 2023 to support Council's ambition to be recognised as domestically thriving, globally known regional economy that would prioritise innovation, investment attraction and strategically align growth industry sectors to meet Council's CSP strategy of Generating Opportunity.

The proposed meeting schedule and attendance can deliver significant economic, strategic, cultural and reputational benefits, particularly because all three cities share strong identities as gateway cities undergoing major transformation.

Measurable outcomes will be developed and tracked over a defined period, noting with any economic development activity, considerable time is spent on engagement, follow-up, building and maintaining stakeholder relationships and capitalising on opportunistic windows of delivery:

- investment leads generated
- MOUs signed
- business-to-business meetings conducted
- export opportunities identified
- media coverage and international exposure
- education partnerships established
- innovation partnerships formed
- jobs and economic activity stimulated over time

FINANCIAL IMPLICATIONS

Section 4.10 of Council's Civic Expenses and Facilities Policy outlines Council's position on overseas travel for Councillors. The policy states:

4.10.2: Overseas travel – Councillors should avoid international travel, unless direct and tangible benefits can be established for Council and the local community.

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

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

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

In addition, section 4.9 of the same Policy, outlines that:

4.9.1: All reasonable travel costs will be met by the Council where the expenses incurred are of the following nature:

a) Attendance at conferences, seminars and workshops as specified in clause 6(a) of this Policy.

b) The cost of flights, accommodation and airport transfers will be met by Council's American Express Rewards Points. The registration, meals and incidental costs of the Conference will be covered by the Conference organisers.

c) The direct cost to Council at the time of this report is approximately $1000 for other incidental expenditure ie meals, ground transportation and cultural gift exchange which will be allocated from the 2026-2027 FY CEO operational budget.

A final cost summary will be included in the report back to Council.

CONSIDERATIONS

Economic	Further develop a commercial centre that accommodates a variety of employment opportunities. Encourage and promote businesses to develop in the hospital health and medical precinct (of the City Centre). Facilitate economic development. Facilitate the development of new tourism based on local attractions, culture and creative industries.
Environment	Promote an integrated and user friendly public transport service. Support the delivery of a range of transport options.
Social	Regulate for a mix of housing types that responds to different population groups such as young families and older people.
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. Actively advocate for federal and state government support, funding and services.
Legislative	Civic Expenses and Facilities Policy (Attachment 3)
Risk	There is no risk associated with this report.

ATTACHMENTS

1. 1. Invitation to address ABIC 2026
2. 2. Draft ABIC 2026 Programme
3. 3. Civic Expenses and Facilities Policy

Australian British Chamber of Commerce

Cr. Ned Mannoun
Mayor of Liverpool
50 Scott Street
Liverpool NSW

29 April 2026

Dear Cr. Mannon,

The Australian British Infrastructure Catalyst (ABIC) will return to the United Kingdom this year, with visits to Liverpool, Manchester, and London from 29 September to 2 October. We would be delighted to invite you to join the programme, for as much time as your schedule permits, and to speak at the Catalyst during our northern leg.

We will explore themes of urban regeneration and UK Business Improvement Districts (BIDs), including a deep dive into "The Lifting of Liverpool (England) – Port and Urban Renewal." The program will also examine the night-time economy, safe transport, and other themes aligned with your priorities for growth-driven infrastructure investment, particularly in roads, public spaces, and city-centre redevelopment as your Liverpool continues its transformation into a major Western Sydney hub.

Following the success of ABIC 2025 in Australia, where we visited Bradfield and the Western Sydney International Airport, it is clear there is significant potential for investment and growth across New South Wales from airport connectivity and high-speed rail through to precinct development and placemaking.

Our delegates would greatly value an update from you on your vision for Liverpool as a vibrant global city of lifestyle and opportunity, insights into advanced manufacturing, technological innovation, and investment attraction as they relate to both Bradfield and Liverpool's broader economic growth would be highly relevant to our discussions.

This year's ABIC will have a renewed focus on transport reform and delivering growth and productivity through infrastructure investment. Additional themes include airports, regional connectivity, the night-time economy, the Olympics (Brisbane 2032, The North 2036/40) and housing, a shared challenge for the UK and Australia. The Catalyst will also explore themes of urban regeneration, including a discussion on The Lifting of Liverpool.

We are delighted to confirm speakers at ABIC 2026 include Becky Wood, CEO NISTA; Andy Lord, Commissioner, TfL; Henri Murison, CEO Northern Powerhouse Partnership; Mark Wild, CEO HS2; Tim Parker, CEO High Speed Rail Authority in Australia; Bridget Rosewell, Director National Wealth Fund.

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Australian British Chamber of Commerce

The UK's Rail Minister, Lord Peter Hendy, has long been a strong supporter of the Catalyst. In Canberra last year, he signed the UK–Australia Rail Memorandum of Understanding with Australian Infrastructure and Transport Minister Catherine King, strengthening collaboration between our nations. Minister King has been invited to attend this year's program.

ABIC is held annually, alternating between Australia and the UK, and has become a leading forum for thought leadership on transport and infrastructure between our two countries. Sessions are conducted under the Chatham House Rule to encourage open, candid, and solution-focused dialogue.

We look forward to hearing from you and to delivering what promises to be an engaging and impactful Catalyst in pursuit of infrastructure excellence.

Warm regards,

Ticky Fullerton
Chief Executive Officer
Australian British Chamber of Commerce

Philip Davies
Chair
Australian British Infrastructure Catalyst

AUSTRALIAN BRITISH INFRASTRUCTURE CATALYST 2026

Tuesday 29 September – Friday 2 October

Monday 28 September

Pre-Meetings etc

Tuesday 29 September – Manchester/Liverpool

Item
Opening Addresses - Great British Rail progress update - Redefining roles of public and private sectors in transforming cities and place - Drivers for growth
Opening Addresses - Making the right investment choices for city and community - Resilience - MOU collaboration
Agenda Driving Panel discussion - Economic context and system resilience - Productivity (MMC, Standardisation, digitising supply chain, simplify procurement) - Sweating assets - The energy demand
Deep Dive on the Lifting of Liverpool – Port and Urban Renewal • Port and Infrastructure anchors for renewal • The Baltic Triangle • Ethnic culture • Student influx • Settlement patterns • Sustainability and liveability

DRAFT

Australian Response - Bays Precinct - Western Trade Coast - Western Sydney and Liverpool
Liverpool site visit - Everton Stadium with Laing O'Rourke -tbc - Open to other ideas
Reception with Northern Powerhouse Partnership 5pm-7pm Royal Liver Building, Pier Head, Liverpool Waterfront, L3 1HU
Train back to Manchester

Wednesday 30 September – Manchester/site visits

Item
Mayoral Welcome Address
NSW Ministerial Address
The Nighttime Economy and Transport - Safe public transport
Regional Development and Devolution, is it working?
TransPennine Route exemplar - Railway build in operating environment - The enterprise model - 4 track electrification
Regional City Infra Landscape Panel - Long term system level planning required

DRAFT

2032 to 2036 Olympics in the Making - What do you need to win a hybrid Olympics? - Regional connectivity - Olympic driven regional masterplan - Mass Transport or not? (Paris says no)
Airport and Connections Western Sydney Airport Open for Business
SITE VISIT - Manchester Airport
Train from Manchester Piccadilly to London Euston • Dept 16:34 • Arr 18:44

Thursday 1 October – Macquarie, 28 Ropemaker St, London EC2Y 9HD

Item
Transport, Resilience and ROI - Gold Plating vs MVP, what's a balance? ('Sydney Metro works 99.96% of the time') - Learnings from programmatic approach, Crossrail, Tidesway, HS2
The NISTA Address - 10 year strategy to be released 26 June - Dynamic infra pipeline tool - Homes and economic growth - Water and Energy part of the challenge
The DITRDCSA Address
High Speed

DRAFT

HS2 High Speed Sydney to Newcastle Long term system level planning required
Land for Development – unlocking land
New Towns - Planning for growth in Housing - Housing Models - Linking Energy Water Data Centres
Data Centres – a Blessing or Curse for Housing and Infrastructure Delivery and Resilience? - Planning, not reacting - AI Growth Zones in the UK
Lifting Productivity in Housing Delivery - Cost focus - Utilities delivery - DfMA and MMC
Thames Tideway Presentation
ABIC Dinner on Pall Mall OR private ferry down the Thames to Queen's Hall in Greenwich

Friday 2 October - Macquarie, 28 Ropemaker St, London EC2Y 9HD

Item
Treasury Address
Investment - UK ahead … in asset uplift and renewal, not new Risk allocation What does private sector need to invest? A pipeline? LOR? Is high speed investable? PPP+?

DRAFT

What's Next for Metro - Game changer of intermodal terminals - Little appetite for private sector, TODs best bet
Freight, Supply Chains and Resilience - Building Resilience from factory to port - Diesel storage at Intermodals
Public Transport - Optimising System Performance and ROI - Demand returns, reliability the focus - Infra insurance an emerging issue
Digitising the Rail Network - Roll-out and impact of ECML – based on European Train control System ETCS2 - Singapore Predictive technology on network failure - Anything from Innotrans? - The cost benefit proposition
Young Ambassadors Take-Out
Catalyst Close

DRAFT

LIVERPOOL CITY COUNCIL

CIVIC EXPENSES AND FACILITIES POLICY

Adopted:

25 September 2025

TRIM: 254611.2025

CIVIC EXPENSES AND FACILITIES POLICY

1. INTRODUCTION

1.1 The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Liverpool City Council.

1.2 The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.

1.3 The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.

1.4 Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.

1.5 Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. POLICY OBJECTIVES

2.1 The objectives of this policy are to:

a) enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties,

b) enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties,

c) give guidance to the Mayor and Councillors as to what facilities and resources are available to them,

d) ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors,

e) ensure facilities and expenses provided to Councillors meet community expectations,

f) provide a public statement as to how Council sets the payment of fees, and other support allowances, for the Mayor and Councillors when they carry out their role as an elected member,

g) support a diversity of representation through Council's commitment in enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as Councillors, and

h) fulfill the Council's statutory responsibilities.

3. PRINCIPLES

3.1 Council commits to the following principles:

a) Proper conduct: Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.

b) Reasonable expenses: providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as a Councillor.

c) Participation and access: enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as Councillors.

d) Equity: there must be equitable access to expenses and facilities for all Councillors.

e) Appropriate Use of Resources: providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.

f) Accountability and Transparency: clearly stating and reporting on the expenses and facilities provided to Councillors.

4. POLICY STATEMENT

4.1 Remuneration to Councillors and the Mayor

4.1.1 All Councillors (including the Mayor) will be paid an annual fee according to determinations made by the Remuneration Tribunal. Under the Act, the Tribunal's role is limited to determining the categories of councils (section 239 of the Act) and determining the minimum and maximum fee range for Councillors and Mayors in each of those categories.

4.1.2 In accordance with section 249 of the Act, the annual fee paid to the Mayor is in addition to the fee payable to the Mayor as a Councillor.

4.1.3 In accordance with section 248 of the Act and the determination by the Tribunal, the Council will determine on an annual basis the fee to be paid to the Mayor and Councillors.

4.1.4 In accordance with section 254A of the Act, Council may resolve that an annual fee will not be paid to a Councillor or that the Councillor will be paid a reduced annual fee determined by the Council:

a) for any period for which the Councillor is absent with or without prior leave from an ordinary meeting or ordinary meetings of the Council; or
b) in any other circumstances prescribed by the regulations.

4.1.5 If a Councillor is absent with or without leave of Council, from ordinary meetings of Council for any period of more than three months, Council must not pay any annual fee, or part of an annual fee, to that Councillor that relates to the period of absence that is in excess of three months.

4.1.6 In accordance with section 254B of the Act, a Council may if resolved by Council, make a payment as a contribution to a superannuation account nominated by a Councillor.

4.1.7 The amount of a superannuation contribution payment is the amount the Council would have been required to contribute under the Commonwealth superannuation legislation as superannuation if the Councillor were an employee of the Council.

4.1.8 The superannuation contribution payment for the Mayor and Councillors will be in addition to the annual allowance.

4.1.9 A Councillor who is endorsed as a candidate for federal and state election may choose to voluntarily take leave of absence from council during their candidacy.

4.1.10 A Councillor may choose to voluntarily donate their Councillor allowance back to Council whilst on leave of absence from Council during their candidacy.

4.2 Dispute resolution

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

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

4.3 General allowance

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

4.4 Support to Mayor

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

4.4.2 Council will provide to the Mayor at its cost:

a) A dedicated vehicle of a type deemed suitable to the position of Mayor of Liverpool, which will be equivalent to the range of vehicles to which Council directors are entitled under Council's Fleet Management Policy:

i. The vehicle provided for the Mayor is for use on official duties and functions of the Office of Mayor and for private use in accordance with Council's Fleet Management Policy;
ii. Council shall meet the fortnightly cost of cleaning (wash and vacuum) the

Mayoral vehicle;

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

b) An allotted parking space at 50 Scott Street Liverpool;
c) A fully furnished Mayoral office;
d) Dedicated personal assistant;
e) Ceremonial clothing including Mayoral robes and chains of office to be worn at civic and ceremonial functions;
f) Secretarial, research and public relations services relating to the discharge of his/ her civic functions, including use of official stationery and postage of official correspondence;
g) Administrative assistance associated with civic functions, meetings and the like;
h) Office refreshments;
i) Meals or refreshments in conjunction with Council related business;
j) Computer and Multifunction device at Mayoral Office;
k) An appropriate mobile phone including usage costs;
l) Where required to attend civic functions (e.g. Business Awards, Mayoral Ball), as civic leader of the City, no charge to be incurred for attendance; and
m) The use of the Council crest on Mayoral stationery, or other formats of communication such as email, website etc.

4.5 Support to Councillors

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

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

conditions contained within Council's Community Facilities Hire Policy. Twelve months out from a Council election and three months out from a State Election, access will not be provided.

4.6 Access to information technology

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

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

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

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

4.6.4 Hardware

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

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

4.6.5 Software

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

4.6.6 Support

a) Councillors will be provided with training as required. The CEO can determine and approve funds for professional development activities;
b) Council will also provide support services to assist Councillors in resolving operational problems. All support services provided to Councillors will relate only to Council related business and applications. Support will be provided during the Information Technology Team's normal support hours (currently 8.30am to

5.00pm weekdays). Support requests can be logged by calling the Information Technology Service Desk on 02 8711 7505 or by emailing servicedesk@liverpool.nsw.gov.au; and

c) In the event of hardware failure, equipment owned by Council will need to be returned to Council to enable a warranty call to be placed with the manufacturer. Turnaround time will vary depending upon the equipment involved and the availability of parts.

4.7 Telephone expenses

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

a) Mobile phones and home telephone
Upon presentation of a copy of a Councillor's mobile phone and/ or home telephone bill, Council will reimburse the cost of mobile phone and telephone calls up to a total maximum of $120 per month. Reimbursement must be claimed within six months of the date of payment; and

b) Additional phone lines
The cost of installation and rental for any additional phone lines required by Councillors for connection will not be reimbursed by Council.

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

4.8 Attendance at conferences, seminars and courses

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

a) Councillors may attend those conferences, seminars and courses listed below at 4.8.2, if there is a resolution of Council to do so, if Councillors are nominated by Council to attend and if there is a nominated budget.
b) Councillors may attend training courses and seminars related to their duties as a Councillor at their own discretion provided that the cost can be met within Council's budget allocation and attendance at the course or seminar is organised through Council's CEO.
c) In assessing a Councillor request, the CEO must consider relevant factors including:

- relevance of the topics and presenters to current council priorities and business and the exercise of the Councillor's civic duties,
- cost of the conference, seminar or course in relation to the total remaining budget,
- equitable access to conferences and seminars and fair distribution of the budget for expenses.

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

a) Local Government Association Annual Conference;
b) Australian Local Government Women's Association Annual Conference and

Australian Local Government Women's Association meetings for the one-year term;

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

4.8.3 Registration

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

4.8.4 Expenses Incurred

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

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

4.8.5 Payment in advance

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

4.8.6 Categories of payment or reimbursement

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

a) Accommodation

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

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

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

c) Accompanying Person
Where the attendee is accompanied by an accompanying person, the attendee will be required to pay for any cost supplement involved in the accommodation (room only). All other costs for the accompanying person (including travel and meals) are to be borne by the attendee.

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

4.9 Non-attendance, apology and repayment

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

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

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

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

4.10 Travel expenses

4.10.1 Travel costs will be met by the Council where:

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

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

class air travel.

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

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

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

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

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

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

4.11 **Special requirements for interstate and overseas travel**

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

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

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

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

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

4.12 Sister City relationships

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

4.13 Insurance expenses and obligations

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

a) Personal injury:
Personal injury whilst ever on Council-endorsed business covering bodily injury caused by accidental, violent, external and visible means up to a sub-limit for death total disability and temporary partial disability. The cover does not include medical expenses. Full details of Council's personal accident insurance are set out in Council's Insurance Policy.

b) Professional indemnity:
For matters arising out of a Councillor's performance of civic duties or exercise of their functions as Councillors, provided the performance or exercise of the relevant civic duty or function is in the opinion of Council, bona fide and/or proper.

c) Public liability:
For matters arising out of Councillor's performance of civic duties or exercise of their functions as Councillors, within Australia, subject to any limitations or conditions as set out in the Council's policy of insurance.

d) Councillor's and Council officers' insurance:
Insurance will be provided, subject to the terms, conditions and exclusions of the policy of insurance, to cover defence costs relating to common law claims not otherwise insured and those relating to any other actual or alleged breach of trust, breach of duty, breach of contract, neglect, error, misstatement, misleading statement, omission or other act done or wrongfully attempted, provided that it is not a criminal act or a deliberately malicious act.

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

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

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

4.14 Legal expenses and obligations

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

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

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

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

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

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

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

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

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

4.14.7 Council will not meet the legal costs:

a) of legal proceedings initiated by a Councillor under any circumstances,

b) of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation,

c) for legal proceedings that do not involve a Councillor performing their role as a Councillor.

4.15 Carer and related expenses

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

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

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

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

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

4.16 Other matters

4.16.1 <u>Acquisition and returning of facilities and equipment by Councillors</u>

a) Councillors must return all equipment and other facilities owned or leased by the Council, to the Council after the completion of their term of office, extended leave of absence or at the cessation of their civic duties.
b) The Council will consider the sale of such items to the Councillor at the cessation

of their civic duties at an agreed fair market price or written down value. The CEO is authorised to approve all such requests.

4.16.2 Reimbursement of expenses

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

4.17 Expenses and facilities for Councillors with disabilities

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

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

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

4.19 Mobile offices

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

5. BREACHES

5.1 Suspected breaches of this policy are to be reported to the CEO.

5.2 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and the Procedures for the Administration of the Code.

6. REPORTING

6.1 Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations

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

7. AUDITING

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

CIVIC EXPENSES AND FACILITIES POLICY

AUTHORISED BY
Council Resolution

EFFECTIVE FROM
25 September 2025

DEPARTMENT RESPONSIBLE
Corporate Services (Governance)

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

VERSIONS

VERSION	AMENDED BY	DATE	TRIM NUMBER
1	Council Resolution	21 December 1993	Not applicable
2	Council Resolution	22 April 2002	Not applicable
3	Council Resolution	10 February 2003	Not applicable
4	Council Resolution	29 November 2006	Not applicable
5	Council Resolution	1 December 2008	005329.2009
6	Council Resolution	15 June 2009	099858.2009
7	Council Resolution	30 August 2010	111683.2010
8	Council Resolution	25 July 2011	128406.2011
9	Council Resolution	19 March 2012	221600.2012
10	Council Resolution	5 November 2012	231265.2012
11	Council Resolution	19 December 2012	301088.2012
12	Council Resolution	26 June 2013	185928.2013
13	Council Resolution	28 August 2013	201146.2013
14	Council Resolution	30 October 2013	260518.2013
15	Council Resolution	20 June 2014	121688.2014
16	Council Resolution	29 July 2015	115877.2015
17	Council Resolution	26 August 2015	202387.2015
18	Council Resolution	25 November 2015	288851.2015
19	Council Resolution	25 May 2016	113481.2016
20	Council Resolution	12 October 2016	180948.2016
21	Council Resolution	23 November 2016	277426.2016
22	Council Resolution	27 September 2017	319274.2016
23	Council Resolution	6 February 2019	066168.2019
24	Council Resolution	30 June 2021	214485.2021
25	Council Resolution	29 June 2022	098326.2022-001
26	Council Resolution	31 August 2022	347882.2022
27	Council Resolution	26 April 2023	347882.2022-001
28	Council Resolution	10 July 2024	225946.2024
29	Council Resolution	25 September 2025	254611.2025

THIS POLICY HAS BEEN DEVELOPED AFTER CONSULTATION WITH
Corporate Services (Financial Services)
Council Executive Services
Information Technology

REFERENCES

Office of Local Government:

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

APPENDICES

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

Appendix A: Definitions

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

Act: means the Local Government Act 1993

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Remuneration Tribunal refers to the Local Government Remuneration Tribunal.

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

Appendix B: Legislation and Governance

Local Government Act 1993

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

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

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

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

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

1.1.1 Section 253 specifies actions that Council must undertake before a policy concerning expenses and facilities can be adopted or amended. Section 253 states:

1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.

2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.

3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the Council is of the opinion that the proposed amendment is not substantial.

4) (Repealed)

5) A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.

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

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

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

1.2 Local Government (General) Regulation 2021

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

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

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

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

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

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

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

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

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

v. *Interstate visits undertaken during the year by Councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of- pocket travelling expenses:*

vi. *Overseas visits undertaken during the year by Councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of- pocket travelling expenses:*

vii. *The expenses of any spouse, partner or other person who accompanied a Councillor in the performance of his or her civic functions, being expenses payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for Mayor and Councillors for local councils in NSW prepared by the Secretary from time to time; and*

viii. *Expenses involved in the provision of care for a child of, or an immediate family member of, a Councillor, to allow the Councillor to undertake his or her civic functions.*

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

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

a) To pay any Councillor an allowance in the nature of a general expense allowance; or

b) To make a motor vehicle owned or leased by the council available for the exclusive or primary use or disposition of a particular Councillor other than a Mayor.

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

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

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

2.4.1 This Policy takes into account the following Circulars:

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

2.5 The Model Code of Conduct for Local Councils in NSW

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

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

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

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

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

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

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

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

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

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

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

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

LIVERPOOL CITY COUNCIL

REIMBURSEMENT OF EXPENSES – COUNCILLORS/ MAYOR (Appendix C)

TRIM 115877.2015-003

Name of Claimant .....

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

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

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

Signature of Claimant: Date:

I have approved the total amount of $ as reimbursement of expenses for Councillor *(name)*

Signed:

Manager Financial Services Date:

Appendix D

LIVERPOOL CITY COUNCIL

AUTHORITY TO PAY COUNCILLOR FEES TO COMPLYING SUPERANNUATION FUND

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

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

Name of Superannuation fund: …….

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

Tax File Number: ……

Signed: …….. Date……

Please note:

1. *Councillors seeking new membership will be required to complete application forms and provide relevant documents that may be required by their Superannuation Fund.*

2. *The confidential information contained in this form will be used by Council only in accordance with the provisions of Council's Privacy Management Plan.*

CEO 03	**Liverpool City Centre Special Entertainment Precinct**

Strategic Objective	Liveable, Sustainable, Resilient Create a vibrant and pleasant evening economy by supporting diverse dining, cultural, and entertainment experiences in safe and welcoming public spaces
File Ref	171795.2026
Report By	Jessica Walters - Visitor Economy and Place Officer Alicia Howard - Strategic Grants and Funds Officer
Approved By	Jason Breton - CEO

EXECUTIVE SUMMARY

At its Ordinary Meeting of Council on 26 February 2025, Council resolved to pursue the establishment of a Special Entertainment Precinct (SEP) in Liverpool City Centre, focused on Macquarie Street, Macquarie Mall, George Street, Scott Street and Memorial Avenue, Liverpool and intersecting streets. A copy of the 26 February 2025 ordinary meeting of Council resolution is at **attachment 1**.

The aim of the SEP is to create a dynamic city centre for locals, workers, students and visitors, expanding the city's entertainment offerings and attracting investment to further enhance the vibrancy of the nighttime economy. In summary, the SEP establishes a framework to manage sound impacts and business trading hours.

Council received grant funding from the NSW Government to support acoustic work, strategic planning, community engagement for a SEP trial, and employment of a dedicated officer to manage the SEP project during the funding period.

As part of the SEP process a Planning Proposal to amend *Liverpool Local Environmental Plan 2008* (Liverpool LEP), a Precinct Management Plan dealing with operation and sound compliance, and an amendment to *Liverpool Development Control Plan 2008* (Liverpool DCP) to guide development assessment matters are required to be developed.

A copy of the Planning Proposal is at **attachment 2,** draft Precinct Management Plan is at **attachment 3** and draft amendment to the Liverpool DCP 2008 is at **attachment 4**.

On 28 April 2026, the Liverpool Local Planning Panel provided advice that the SEP Planning Proposal has strategic and site-specific merit and should proceed to a Gateway request with

the Department of Planning, Housing and Infrastructure (DPHI). A copy of the Liverpool Local Planning Panel report and advice is at **attachment 5**.

This Report seeks Council's endorsement of draft documents to support the implementation of a SEP trial period as per the conditions of the grant funding, including a Planning Proposal to amend *Liverpool Local Environmental Plan 2008* (Liverpool LEP), a Precinct Management Plan dealing with operation and sound compliance, and an amendment to *Liverpool Development Control Plan 2008* (Liverpool DCP) to guide development assessment matters.

The next step is to submit the Planning Proposal to the DPHI for a Gateway Determination request to allow public exhibition of the Planning Proposal.

This report, along with the Planning Proposal, Draft Precinct Management Plan, and Draft DCP Amendments, have been prepared by consultants Council has engaged from The Planning Studio and the Sound Management Framework was prepared by GHD.

RECOMMENDATION

That Council:

1. Notes the advice of the Liverpool Local Planning Panel;

2. Endorses "in principle" the Planning Proposal request to amend the LLEP 2008 to include an enacting Part 7 (Additional Local Provisions) clause;

3. Agrees to forward the Planning Proposal to the Department of Planning, Housing and Infrastructure (DPHI), pursuant to Section 3.33 of the *Environmental Planning and Assessment Act 1979* seeking Gateway Determination;

4. Subject to a Gateway Determination, undertakes public exhibition and community consultation in respect of the Planning Proposal, draft Precinct Management Plan and draft Development Control Plan in accordance with the conditions of the Gateway Determination and Liverpool City Council's Community Engagement Strategy 2024 and Community Participation Plan 2025;

5. Agrees to receive a Post-Exhibition Report on the outcomes of the public exhibition period for the Planning Proposal and Draft Precinct Management Plan;

6. Delegates to the CEO (or delegate) to amend the draft Planning Proposal and attachments for any typographical and other minor errors/amendments if required; and

7. Notes the advice of the Office of the 24-Hour Economy Commissioner for a 12-month trial instead of an 18-month trial.

REPORT

Purpose
The purpose of this Report is to present the draft Liverpool City Centre Special Entertainment Precinct Planning Proposal (Planning Proposal) and associated draft Precinct Management Plan and draft Development Control Plan amendment to Council seeking endorsement for submission to the Department of Planning, Housing, and Infrastructure (DPHI) for Gateway Determination and progression to public exhibition.

Background
At its Ordinary Meeting of Council on 26 February 2025, Council resolved the following:

"*That:*

1. *Council agrees to pursue, in accordance with ministerial guidelines, establishment of a Special Entertainment Precinct on Macquarie Street, Macquarie Mall, George Street, Scott Street and Memorial Avenue, Liverpool and intersecting streets for 18 months;*
2. *Council agree to apply for funding to support establishment of the SEP;*
3. *Council authorise the CEO or delegate to do all things necessary to give effect to these resolutions;*
4. *A future trial be conducted in other areas such as Edmondson Park.*

Council subsequently applied for and received a SEP Kickstart Grant in 2025 from the NSW Government to support acoustic work, strategic planning and community engagement for a SEP trial in the Liverpool City Centre. The aim of the SEP in the Liverpool City Centre is to create a dynamic space for locals, workers, students and visitors, expanding the city's entertainment offerings and attracting investment to further enhance the vibrancy of the nighttime economy.

The SEP initiative, introduced through the NSW Government's vibrancy reforms, aims to encourage a thriving nighttime economy through live music and small scale cultural or music events without a development application, extended trading hours, and reduced regulatory barriers for local venues within the Liverpool City Centre SEP. It also aims to provide clarity to residents, businesses, Council staff, developers, and other stakeholders regarding the expectations for entertainment sound levels in the area and creates a consistent quantitative based approach to sound regulation and compliance.

The SEP Guidelines prepared by the Office of the 24-Hour Economy Commissioner (O24HEC) contains several mandatory steps to undertake a SEP trial. The current step (Step 1.10) is for Council officers to submit the Planning Proposal to DPHI for Gateway Determination, and arrange public exhibition, submission review and documents updates.

Following exhibition, subject to Council's endorsement and finalisation of the Planning Proposal, the SEP will enter a trial period before being made permanent. O24HEC has advised that a 12-month trial is preferable, if this is agreed by Council.

Locality Description

The Liverpool City Centre SEP applies to land within the Liverpool City Centre, along Macquarie Street, Macquarie Mall, George Street, Scott Street and Memorial Avenue, and intersecting streets as identified in Figure 1 (below). The SEP is approximately 200m west of the Liverpool Railway Station.

The SEP is focused on the following key streets:

- **Macquarie Street -** A prominent dining and retail strip with a variety of restaurants, cafes, and entertainment venues undergoing major upgrades including significant lighting improvements to enhance the evening economy
- **Macquarie Mall -** A popular pedestrian space that serves as a hub for community gatherings, major events, and dining experiences
- **George Street -** Known as "Little India Liverpool – Sari Street" due to hosting a diverse range of South Asian eateries and fashion stores
- **Scott Street and Memorial Avenue –** linking Liverpool Railway Station and Liverpool Civic Place to a potential major entertainment venue at Woodward Park

These streets are recognised as the city's main dining and entertainment zone, with Macquarie Street and Macquarie Mall serving as Liverpool's major events precinct.

Figure 1: Proposed Liverpool City Centre Special Entertainment Precinct

Strategic alignment

The SEP will empower existing and new businesses to take advantage of the NSW Government's 'vibrancy reforms' and fully participate in the night-time economy. This will create new opportunities for artists and creatives and provide entertainment and cultural experiences for residents and visitors, having a positive impact on the local economy.

The SEP establishment is undertaken within the planning context of the *Greater Sydney Region Plan* (Region Plan), the *Western City District Plan* (District Plan), and *Liverpool Local Strategic Planning Statement* (Liverpool LSPS) and supporting local strategies and studies, including the *Liverpool Community Strategic Plan* (Liverpool CSP), *Liverpool Economic Development 2024-2034* and the *draft Liverpool Visitor Economy Strategy*. The SEP is also consistent with the direction of the recently released *draft Sydney Plan*.

The SEP will provide a framework to activate key areas of the City Centre, creating a vibrant atmosphere that attracts both day and night-time visitors by supporting live music, cultural events, and extended trading.

The proposal aims to:

- Support the nighttime economy, and arts and cultural production such as live music
- Attract investment and increased economic activity in the evening
- Simplify the regulatory process to encourage live music, performance and cultural events and provide operational certainty around noise management and trading
- Implement a consistent and adaptable regulatory response to noise complaints
- Balance the needs of entertainment venues with residential amenity and noise
- Clearly define the roles and responsibilities of stakeholders.

The proposal aligns with the Council's broader strategic objectives:

- 18-Hour economy vision: contributes to Council's vision for an 18-hour economy in the Liverpool City Centre by the end of this decade, and a 24-hour economy by 2040, as outlined in Planning Priority 5 of the Liverpool LSPS - 'Connected Liverpool'

- Investment and economic growth: aligned with Council's goals for CBD activation, offering significant opportunities to attract new investment and encourage extended trade from existing businesses

- Visitor economy: supports the *draft Visitor Economy Strategy 2026* which seeks to address the "undeveloped night-time economy and high-end offerings, which limited Liverpool's ability to attract both families and visitors"

Precinct Management Plan

A SEP is enabled under Section 202 of the *Local Government Act 1993* and is defined as a precinct, streetscape or single venue identified in an LEP where trading hours for premises and sound conditions for entertainment activity are set out in a Precinct Management Plan.

The purpose of a SEP is to support live entertainment through extended trading hours and noise controls, giving greater clarity to residents, businesses, Council staff, developers, and other stakeholders regarding the expectations for entertainment sound levels, and providing a consistent approach to sound regulation and compliance.

Clause 202(5)(a) of the *Local Government Act 1993* requires Council to "prepare a plan for regulating noise from amplified music from premises in the special entertainment precinct and publish it on the council's website".

A draft Precinct Management Plan has been prepared (Attachment 3) and contains the following information:

- Map of the precinct
- A position statement and set of objectives and intended outcomes for the precinct
- How the SEP sits within the NSW planning framework
- Where and when the plan applies
- Compliance procedures for entertainment sound related complaints in the SEP
- Sound criteria for varying times of the day and days of the week as they affect different properties within the SEP (mapped as Sound Category Areas)
- Monitoring and evaluation plan for the trial and beyond
- Trading hours
- Development assessment guidance

The PMP is for the use of businesses, residents, Council, Liquor and Gaming NSW, NSW Police, and other relevant stakeholders in understanding their role and responsibilities in the management of entertainment sound in the SEP. It also gives residents an understanding of sound levels they should expect at various times of the day depending on the location of their property. It is the central tool that will be utilised in substantiating entertainment sound related complaints, as it not only contains the complaint handling procedures, but also the sound level criteria that complaints are measured against.

Sound management framework

The sound management framework (**Attachment 6**) sets the fixed noise criteria for entertainment sound for each venue located within the SEP. Fixed decibel levels across the SEP have been designed by acoustic consultants, GHD, that reflect the desired future character and level of activation anticipated along each street in the SEP and surrounding

area. The framework approach considers the implications for existing residential receivers located primarily outside and at the boundary of the SEP footprint.

The higher noise limits are permitted along the main street frontages including Macquarie Street, George Street, and Scott Street. More restrictive noise limits will apply to the rear of these main street properties and in the surrounding residential streets to ensure entertainment sound is minimised at residential receivers.

Trading hours

The Precinct Management Plan sets trading hours for businesses within the SEP for both indoor and outdoor trading. On a weekend (Thursday-Saturday night), businesses within the high activation zones along Macquarie Mall, Macquarie Street, George Street, and Scott Street will be able to trade 2am indoor (and midnight outdoor), so long as they comply with the noise limits which become more restrictive after midnight to manage noise impacts.

Liverpool DCP Amendment

Council has prepared an amendment to the Liverpool DCP to support the implementation of the Precinct Management Plan. Other Councils with SEPs (e.g. Inner West, Fairfield) have updated the DCP primarily to make it clear what new entertainment venues and mixed-use development must address in development applications regarding noise management and attenuation.

The draft DCP amendment (Attachment 4) updates *Part 4A: Development in Liverpool City Centre* and cross-references the Precinct Management Plan.

Planning Proposal Assessment and Amendment to LEP

The Planning Proposal seeks to amend the Liverpool LEP to include an enacting Part 7 (Additional Local Provisions) clause and introduce a new LEP map identifying the lots affected by the SEP. The proposed enabling clause will be as follows:

7.48 Special Entertainment Precinct

(1). This clause applies to land identified as "Special Entertainment Precinct" on the Special Entertainment Precinct Map.

(2). For the Local Government Act 1993, section 202, a special entertainment precinct is established on the land to which this clause applies.

This Planning Proposal is prepared in accordance with the former Department of Planning and Environment's *Local Environmental Plan Making Guideline* (August 2023).

Local Planning Panel (LPP) Advice

The draft Planning Proposal was referred to the Liverpool LPP for advice on 28 April 2026. A summary of the LPP advice and staff responses is provided in *Table 1*, while the LPP Minutes are provided in **Attachment 5**.

Table 1 - Summary of LPP Advice and Staff Responses

Local Planning Panel Comment	Council Response
Council staff and a consultant planner provided a briefing to the Panel on the proposed SEP, draft DCP and draft Precinct Management Plan. The Panel supports the Council's initiative to encourage vibrancy and activation in the Liverpool City Centre.	Noted

Strategic Merit

The Local Planning Panel agrees that the proposal is consistent with the planning directions of the Greater Sydney Region Plan – *A Metropolis of Three Cities*, the Western City District Plan and Council's endorsed Liverpool Local Strategic Planning Statement, and appropriately aligns with objectives to stimulate evening and night-time economic activity in mixed-use centres where effective noise management, accessibility and safety can be achieved. It is also aligned with Council's *Community Strategic Plan,* the *Liverpool Economic Development Strategy 2024–2034* and the draft *Liverpool Visitor Economy Strategy,* which collectively identify activation of the Liverpool City Centre outside standard business hours as a priority to support economic growth, employment, cultural vitality and visitor appeal.

The proposal responds to the challenges associated with an underdeveloped night-time economy by providing a clear and coordinated planning framework that supports live music, cultural events and extended trading hours, while balancing amenity considerations for nearby residents. This approach is further supported by the recently exhibited draft *Sydney Plan,* which explicitly recognises Special Entertainment Precincts as a key mechanism for creating vibrant and active centres.

Site-Specific Merit

The Local Planning Panel agrees that the proposal is suitably located within an established metropolitan centre, approximately 200 metres from Liverpool Railway Station and well serviced by frequent daytime and late-night public transport. The precinct, comprising Macquarie Street, Macquarie Mall, George Street, Scott Street and Memorial Avenue, is already recognised as Liverpool's primary dining, retail, events and entertainment area and contains a strong concentration of hospitality and commercial uses, community facilities, public spaces and major trip generators.

The proposal does not seek to increase development intensity or alter existing land use zoning but instead introduces a clear operational and acoustic framework to manage entertainment activity in an area where mixed-use development already exists. Potential impacts, particularly those relating to noise and residential amenity, are considered capable of being appropriately managed through the Precinct Management Plan and supporting amendments to the Liverpool Development Control Plan.

Consultation

Early Engagement

Preliminary engagement (**Attachment 7**) has been undertaken with business owners through direct discussions and surveys of businesses that indicated a strong level of support for establishing SEPs and opportunities to incentivise night-time operation hours. Broader community surveys have also been undertaken at various community events and festivals.

Preliminary consultation with hospitality and retail businesses within the proposed SEP and community representative members of Council's Tourism and CBD Committee was conducted in January 2025. Feedback has highlighted that there is strong support for the trial. Local businesses indicated enthusiasm about the potential benefits, including increased foot traffic, extended trading hours, opportunities to activate their businesses, and a more vibrant atmosphere. Key community themes and priorities to consider include:

- Strong support for increases in events (40%) and food offerings (40%) to enhance city centre activity
- A strong desire for Liverpool to have a precinct for entertainment as there are limited venues and entertainment opportunities for residents in Liverpool. In addition, there was interest from businesses having live events to attract additional visitors and customers
- Concerns about safety and anti-social behaviour, particularly at night in the Liverpool City Centre. Other issues included the lack of transport options at night and inadequate parking

Precinct Working Group

Council recently established a Precinct Working Group (PWG) to support the SEP's implementation and ongoing management. The PWG has a total of 15 members representing local business and business organisations, Western Sydney International Airport, NSW Police, South-West Local Heath District, local hotel and tourist accommodation operators, cultural, music and creative industry professionals and Liverpool community representatives. The role of this group is to inform the establishment of the SEP and assist with the evaluation of the trial and ongoing management of the SEP.

The first meeting of the PWG was held on 12 March 2026, where Council introduced the purpose of a SEP and its components, and outlined the next steps in the process. Members were asked to describe what vibrancy means for them in the context of Liverpool. Early feedback from the PWG for Council to consider going forward includes:

- Support for a vision that promotes cultural diversity, food, creative arts, and safety and inclusivity
- Taking advantage of unique laneways
- The need to manage noise impacts on existing residents
- Promoting the SEP with businesses and incentivising their involvement

Public Exhibition

Schedule 1, Clause 4 of the *Environmental Planning & Assessment Act 1979* requires the relevant planning authority to consult with the community in accordance with the Gateway determination. As such should a Gateway determination be issued, the planning proposal will be publicly exhibited for at least 28 days. The planning proposal exhibition will also be carried out in accordance with Liverpool City Council's *Community Engagement Strategy 2024* and *Community Participation Plan 2025.* At a minimum, the notification of the public exhibition of the planning proposal is expected to involve:

- Notification on the Liverpool City Council website
- Letters to properties and landowners within the vicinity of the site

As a minimum, the following stakeholders will be consulted during public exhibition stage and may be subject to additional stakeholders as determined in the gateway conditions:

- Properties located within the Special Entertainment Precinct boundary
- Adjoining nearby landowners
- Local businesses within the precinct and business organisation representatives
- Special Entertainment Precinct Working Group members
- Transport for NSW
- Office of the 24-Hour Economy Commissioner
- NSW Liquor and Gaming
- NSW Police (Liverpool Local Area Command)
- Office of Local Government
- Fire and Rescue NSW

Next Steps

It is recommended that Council endorses "in principle" the Planning Proposal request and that the Planning Proposal be forwarded to the DPHI for Gateway Determination. This is supported by the advice of the Liverpool LPP and Council's assessment that the Proposal has sufficiently demonstrated both strategic and site-specific merit.

Upon receipt of a Gateway Determination, public exhibition and community consultation of the Planning Proposal, Draft Precinct Management Plan and Draft Development Control Plan will be undertaken for a minimum of 28 days in accordance with the Liverpool City Council's Community Engagement Strategy 2024 and *Community Participation Plan 2025.*

NSW Government Agency consultation on the Planning Proposal will also occur post-Gateway Determination.

It is however noted that the provision of various additional studies and clarification may be required by the DPHI as a result of the Gateway Determination that may need to be addressed prior to public exhibition.

At the conclusion of the public exhibition, a Post-Exhibition Report will be prepared summarising the outcome of the public exhibition of the Planning Proposal and Draft Precinct Management Plan and Draft Development Control Plan and include any possible amendments resulting from the consultation process. The Post-Exhibition Report will then be referred to the next available Ordinary Meeting of Council seeking endorsement of the Planning Proposal, Precinct Management Plan and Development Control Plan, and proceed to trial.

The trial will then run for 12 months subject to a variation request regarding the grant funding administered by the Officer of the 24-Hour Economy Commissioner and the endorsement of Council. Previously, Council had endorsed an 18-month trial in February 2025, however O24HEC has advised that a 12-month trial is appropriate. Following the conclusion of the trial the Council can decide to keep, suspend or revoke the SEP.

Proposed further enhancements to conditions within Special Entertainment Precincts

There was a Ministerial announcement on 21 May 2026 flagging further Vibrancy Reforms, including changes to Special Entertainment Precincts. An Explanation of Intended Effect regarding further enhancements to planning conditions for Special Entertainment Precincts will be publicly exhibited in June. This will propose the following within SEPs:

- Turning up the volume in community facilities like town halls by enabling them to host pop up events without a development application
- Expanding rooftop dining and entertainment options
- Making it easier to convert empty shops and offices into licensed small entertainment venues like small wine bars and restaurants
- Activating commercial buildings and car parks for temporary uses like live music or community events

The current proposal was developed without reference to these enhancements, which are not finalised. It is expected that these changes will make the Special Entertainment Precinct within the Liverpool City Centre an even more attractive proposition for stakeholders, especially hospitality businesses and licensed premises.

FINANCIAL IMPLICATIONS

Costs associated with the preparation of this Planning Proposal and associated documents have been covered by the SEP Kickstart Grant provided by the NSW Government.

CONSIDERATIONS

Economic	Further develop a commercial centre that accommodates a variety of employment opportunities. Facilitate economic development. 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. Support policies and plans that prevent crime.
Civic Leadership	Undertake communication practices with the community and stakeholders across a range of media. Foster neighbourhood pride and a sense of responsibility. Encourage the community to engage in Council initiatives and actions. Provide information about Council's services, roles and decision making processes. Deliver services that are customer focused. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	*Local Government Act 1993*: Chapter 8, Part 3 (Special entertainment precincts) *Environmental Planning and Assessment Act 1979* (**EP&A Act**): Division 3.4 (Environmental Planning Instruments – LEPs), Division 3.6 (Development Control Plans (DCPs)) and Schedule 1 (Community participation requirements) *Environmental Planning and Assessment Regulation 2021*: Part 2, Division 2 (Development Control Plans – the Act, s 3.45) *State Environmental Planning Policy (Precincts – Western Parkland City) 2021* *Liquor Act 2007* *NSW Special Entertainment Precinct Guidelines, November 2024 (**Ministerial Guidelines**)*

	Chapter 8, Part 3 of the LGA sets a framework pursuant to which councils can establish special entertainment precincts (**SEP**) – • Before establishing a SEP, Council must prepare a precinct management plan which provides for trading hours, regulation of sound from entertainment activity and the process for managing complaints in relation to licensed premises (LGA, section 202D(2)). The precinct management plan must be published on Council's website. • Council may establish a SEP by identifying the precinct in a local environmental plan that applies to the land on which the precinct will be located. Division 3.4 of the EP&A Act deals with the making of local environmental plans and Council must follow that process when making a local environmental plan to establish a SEP. After preparing a planning proposal, Council may forward it to the Minister for gateway determination under section 3.34. If the gateway determination requires community consultation under Schedule 1 of the EP&A Act, the instrument is not to be made unless the community has been given an opportunity to make submissions and submissions have been considered under that Schedule. Council must act in accordance with ministerial guidelines when exercising its functions in relation to SEPs, which may provide for the establishment, operation, revocation or suspension of SEPs. The Ministerial Guidelines provides 13 steps that need to be complied with before establishing a SEP, with the Gateway Determination and public exhibition forming part of step 10. Council can prepare a development control plan (**DCP**) to provide guidance to persons proposing to carry out development and to the consent authority (EP&A Act, section 3.43). The matters the guidance may address include giving effect to the aims of the LEP, facilitating permissible development, and achieving zoning objectives. The EPAR specifies requirements for DCPs, including public exhibition and approval (Part 2, Division 2).
Risk	The risk is deemed to be low. Landowners and the community will have a further opportunity to comment on the Planning Proposal if and after a Gateway Determination in favour of the Proposal is issued. Further community feedback, as well as requirements from the DPHI, will then be presented to Council in the form of a Post-Exhibition Report for consideration at a future Ordinary Meeting of Council prior

	to finalisation of the Planning Proposal and commencement of the SEP trial. The risk is considered within Council's risk appetite.

ATTACHMENTS

1. Special Entertainment Precincts Council Resolution (Under separate cover)
2. Liverpool City Centre Special Entertainment Precinct Planning Proposal (Under separate cover)
3. Liverpool City Centre Special Entertainment Precinct Draft Precinct Management Plan (Under separate cover)
4. Liverpool City Centre Special Entertainment Precinct Draft DCP Amendment (Under separate cover)
5. Liverpool Local Planning Panel Minutes - 28 April 2026 Determination Minutes (Under separate cover)
6. Liverpool City Council Special Entertainment Precinct - Sound Management Framework (Under separate cover)
7. Special Entertainment Precinct Insights Report - Early Business and Community Consultation (Under separate cover)

PD 01	**Post Exhibition Report - Site-Specific Development Control Plan - Hoxton Park Road, Liverpool**

Strategic Objective	Liveable, Sustainable, Resilient Deliver effective and efficient planning and high-quality urban design to provide best outcomes for a growing city
File Ref	122509.2026
Report By	Stephen Peterson - Senior Strategic Planner
Approved By	Mark Hannan - Acting Director Planning & Design

EXECUTIVE SUMMARY

At the Ordinary Meeting of Council on 25 February 2026, Council resolved to endorse "in principle" and to publicly exhibit, a draft Site-Specific Development Control Plan (Draft Site-Specific DCP) for 93-145 Hoxton Park Road, 49 & 51 Maryvale Avenue, 260 Memorial Avenue & 20 and 48 Dale Avenue, Liverpool within the Liverpool Development Control Plan 2008 (Liverpool DCP 2008). A copy of the Council Report and associated Resolution is provided in **Attachment 1**.

The Draft Site-Specific DCP (**Attachment 2**) is in response to a Proponent-initiated Planning Proposal for the above forementioned sites, which was finalised by the Department of Planning, Housing and Infrastructure (DPHI) on 12 December 2025.

The finalised Planning Proposal increased the maximum Height of Buildings (HOB) on the subject sites from 15m to 21m, raised the Floor Space Ratio (FSR) from 1:1 to 1.5:1 and permits business and retail premises.

The Planning Proposal demonstrated a development yield compromising of six (6) six-story shop-top housing and residential flat buildings with an indicative yield of up to 312 apartments. It also identified Ground Floor business and retail uses located within four (4) buildings.

The purpose of the Draft Site-Specific DCP is to provide detailed planning and design guidance to mitigate potential impacts arising from future development on the subject sites, particularly development that is consistent with the built form outcomes endorsed under the finalised Planning Proposal.

Furthermore, as a consequence of the Planning Proposal, Clause 7.46 of the *Liverpool Local Environmental Plan 2008* (LLEP 2008) requires a Development Control Plan (DCP) to be prepared for the subject sites prior to the determination of any Development Application for residential flat buildings or commercial premises on the subject sites.

In accordance with the resolution of the Ordinary Meeting of Council held on 25 February 2026, the draft Site-Specific DCP was publicly exhibited from 7 April 2026 to 8 May 2026 during which a total of four (4) submissions were received. Copies of the submissions received are provided in **Attachment 3**.

The submissions received raised concerns regarding privacy, parking, traffic, discretionary nature of certain DCP provisions, bulk and scale, the inclusion of retail and business uses, and landscaping and deep soil requirements. These matters are further discussed in detail within this Report.

This Report recommends Council endorses the Draft Site-Specific DCP (**Attachment 2**) for 93-145 Hoxton Park Road, 49 & 51 Maryvale Avenue, 260 Memorial Avenue & 20 and 48 Dale Avenue, Liverpool. Should Council endorse the Draft Site-Specific DCP, it will be included within an updated Liverpool DCP 2008 and come into effect.

RECOMMENDATION

That Council:

1. Receives and notes this Report;

2. Endorses the Site-Specific Development Control Plan (**Attachment 2**) for 93-145 Hoxton Park Road, 49 & 51 Maryvale Avenue, 260 Memorial Avenue & 20 and 48 Dale Avenue, Liverpool within the Liverpool Development Control Plan 2008;

3. Delegates authority to the Chief Executive Officer (or delegate) to make minor, administrative or typographical amendments to the Site-Specific Development Control Plan (**Attachment 2**); and

4. Notifies submitters of Council's decision.

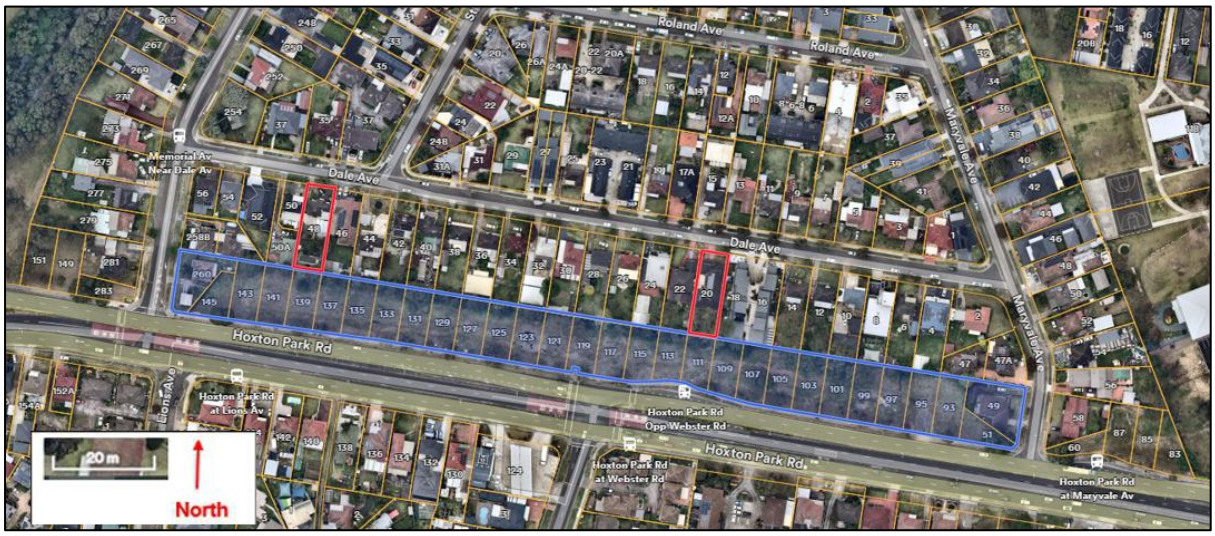
REPORT

Site Description and Locality

The Draft Site-Specific DCP and Planning Proposal relates to 32 individual lots known as 93-145 Hoxton Park Road, 49 & 51 Maryvale Avenue, 260 Memorial Avenue & 20 and 48 Dale Avenue, Liverpool. The subject sites are predominantly vacant with four (4) sites containing dwellings, have a combined frontage to Hoxton Park Road of approximately 458 metres and a depth ranging from 25-33 metres.

The Planning Proposal to which the Draft Site-Specific DCP applies was finalised by the DPHI in December 2025. As a result, the majority of the subject sites are zoned R4 – High Density Residential with a maximum HOB of 21 metres and an FSR of 1.5:1. An exception applies to the properties at 20 and 48 Dale Avenue where a maximum HOB of 12 metres and an FSR of 0.75:1 is permitted.

Figure 1 – Aerial view of subject sites at 93-145 Hoxton Park Road, 49 & 51 Maryvale Avenue, 260 Memorial Avenue & 20 and 48 Dale Avenue, Liverpool



Source: Nearmap 9 October 2025

Site-Specific Development Control Plan

The Draft Site-Specific DCP (**Attachment 2**) has been prepared to guide future development of the subject sites.

Following finalisation of the Planning Proposal by the DPHI, Clause 7.46 of the LLEP 2008 applies to the subject sites. This Clause stipulates that development consent must not be granted for residential flat buildings or commercial premises unless the Consent Authority is satisfied a DCP has been prepared.

Furthermore, Clause 7.46 requires that the Draft Site-Specific DCP address a range of matters, including through-site pedestrian access and circulation, appropriate parking provisions, built form controls (including massing and articulation), landscaping and housing diversity. The draft Site-Specific DCP prepared for the subject sites (**Attachment 2**) includes provisions that respond to each of these requirements.

In addition, the draft Site-Specific DCP establishes specific objectives and development controls tailored to facilitate future high-density development on the subject sites. These include provisions relating to enhanced pedestrian permeability, site amalgamation, increased setbacks for buildings above five (5) storeys, measures to protect visual privacy for adjoining

properties, vehicular access arrangements, tree retention and the integration of non-residential uses within the development.

At the Ordinary Meeting of Council on 25 February 2026, Council resolved to endorse "in principle" and to publicly exhibit, the draft Site-Specific DCP for the subject sites. A copy of the Council Report and associated Resolution is provided in **Attachment 1**.

Public Exhibition

Following the Council Resolution of 25 February 2026 (**Attachment 1**), the draft Site-Specific DCP was publicly exhibited from 7 April 2026 to 8 May 2026. This included letters to adjoining owners as well as notices on Liverpool Listens and Council's webpage.

During the exhibition period, Council received a total of four (4) submissions. Copies of the submissions received are provided in **Attachment 3**.

The submissions received raised concerns regarding privacy, parking, traffic, discretionary nature of certain DCP provisions, bulk and scale, the inclusion of retail and business uses, and landscaping and deep soil requirements. These issues are unpacked further in *Table 1*.

Table 1 – Response to submissions received during public exhibition

#	*Issue*	*Council Response*	*Action*
1	Construction of a wall/barrier to rear and side of property to mitigate impacts from development on adjoining sites	Measures to mitigate potential amenity impacts, such as noise, light spill and visual privacy, will be assessed during a future Development Application or SSD Application. Development will be required to be designed in accordance with Crime Prevention Through Environmental Design (CPTED) principles. If required, mitigation measures (such as acoustic or privacy walls) can be included in a future Development Application or imposed through Conditions of Consent.	Issues will be assessed during a future Development Application or SSD Application
2	Water table/pipe on site	This matter is not relevant to the Draft Site-Specific DCP. Water servicing and infrastructure capacity are assessed at the Development Application stage and require Section 73 approval from Sydney Water to ensure adequate water, wastewater and stormwater services.	Issue will be assessed during a future Development Application or SSD Application.

3	Damage to properties from heavy vehicles, vehicles parked on Dale Avenue, Liverpool and excavation concerns	This matter is not relevant to the Draft Site-Specific DCP and excavation works are assessed at the future Development Application stage. Furthermore, issues relating to construction traffic will be managed via a future Construction Traffic Management Plan (CTMP) during the future Development Application stage and potential damage to private vehicles caused by the construction-related traffic during site development is an enforcement issue and should be raised with the NSW Police.	Issues will be assessed during a future Development Application or SSD Application
4	Transition to low-density residential properties to the north of the subject sites	The sites are zoned R4 (High Density Residential) and were subject to a Planning Proposal finalised by the DPHI, which amended building height (generally to 21m) and FSR (1.5:1), excluding 20 and 48 Dale Avenue. Although the southern side of Dale Avenue currently exhibits low-density character, it is also zoned R4 with a 12m height limit (three storeys), indicating the intended future character. The Draft Site-Specific DCP includes reduced building envelopes above five storeys to provide appropriate transition. Visual privacy and separation requirements are governed by the Apartment Design Guide and SEPP (Housing) 2021, which prevail over DCP controls.	Considered within the Draft Site-Specific DCP and during a future Development Application or SSD Application
5	Adequate car parking	The number of required off-street car parking spaces for residential apartments, business premises and retail premises are prescribed under Part 1 of LDCP 2008 and will be assessed at the Development Application stage. Similarly, driveway locations and	Issues will be assessed during a future Development

		potential loss of on-street parking are also assessed at the Development Application stage.	Application or SSD Application
6	Traffic and vehicle access	The Draft Site-Specific DCP includes objectives and controls to minimise traffic impacts, including access arrangements. Traffic impacts will be assessed at the Development Application / SSD stage through the preparation of a Traffic Impact Assessment. Furthermore, as Hoxton Park Road is a State Road, future Development Applications will be referred to Transport for NSW, and access must comply with SEPP (Transport and Infrastructure) 2021	Considered within the Draft Site-Specific DCP and during a future Development Application or SSD Application
7	Environmental and noise pollution	The Draft Site-Specific DCP includes controls to minimise environmental and noise impacts, including tree retention. Additional controls are provided in LDCP 2008, the Apartment Design Guide and SEPP (Housing) 2021. Future Development Applications for the subject sites must include Noise, Air Quality and Arborist Reports, which may recommend further mitigation measures.	Considered within the Draft Site-Specific DCP and during a future Development Application or SSD Application
8	Retail and business uses need much tighter control	The Draft Site-Specific DCP includes an indicative layout for retail and business uses. LEP 2008 (Clause 7.45) limits total retail/business GFA to 1,200m², with individual tenancy size caps. Detailed operational aspects (hours, loading, waste, etc.) are assessed through separate Development or Complying Development Applications.	Considered within the Draft Site-Specific DCP and during a future Development Application, CDC or SSD Application
9	Landscaping, deep soil and tree retention	The Draft Site-Specific DCP includes controls for landscaping, deep soil and tree retention,	Considered within the Draft Site-Specific DCP and during

		supported by LDCP 2008, the Apartment Design Guide and SEPP (Housing) 2021. Furthermore, these matters will be assessed at the Development Application stage, including referral to the Design Excellence Panel where applicable for consideration and feedback.	a future Development Application or SSD Application
10	Discretionary wording and too many omissions	A DCP is not an Environmental Planning Instrument but must be considered under Section 4.15(1) of the *Environmental Planning and Assessment Act 1979*. The Draft Site-Specific DCP has been prepared having regard to Design Excellence Panel advice and legislative requirements, including Section 4.15(3A). Future development must also consider the LDCP 2008, the Apartment Design Guide, and SEPP (Housing) 2021.	Considered within the preparation of the Draft Site-Specific DCP
11	Decrease in value to property	This is not a relevant planning consideration under Section 4.15 of the *Environmental Planning and Assessment Act 1979*	No action required
12	Privacy	The Draft Site-Specific DCP includes controls to mitigate privacy impacts on surrounding properties. Privacy provisions are primarily governed by the Apartment Design Guide and SEPP (Housing) 2021, which prevail over DCP controls. Furthermore, these matters will be considered by the Design Excellence Panel where applicable and assessed against all relevant planning controls.	Considered within the Draft Site-Specific DCP and during a future Development Application or SSD Application

Next Steps

It is recommended that Council endorses the Draft Site-Specific DCP for 93-145 Hoxton Park Road, 49 & 51 Maryvale Avenue, 260 Memorial Avenue & 20 and 48 Dale Avenue, Liverpool in response to the finalised Planning Proposal for the subject sites.

Should Council resolve to endorse the Draft Site-Specific DCP, it will be included within an updated Liverpool DCP 2008 and come into effect.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

Economic	Further develop a commercial centre that accommodates a variety of employment opportunities. Facilitate economic development
Environment	There are no environmental and sustainability considerations.
Social	Regulate for a mix of housing types that responds to different population groups such as young families and older people
Civic Leadership	There are no civic leadership and governance considerations.
Legislative	*Environmental Planning and Assessment Act 1979* *Environmental Planning and Assessment Regulation 2021*
Risk	The risk is deemed to be Medium. Should a Site-Specific DCP not be implemented to control the bulk and scale of future development at the subject sites, there is a risk that future development within the Precinct will have greater amenity impacts on adjoining sites. Section 7.46 of LLEP 2008 requires a DCP to be prepared prior to the granting of development consent to development for the purposes of residential flat buildings or commercial premises on the subject sites. The risk is considered within Council's risk appetite.

ATTACHMENTS

1. Attachment 1 - Council Meeting Report and Resolution - 25 February 2026 (Under separate cover)
2. Attachment 2 - Hoxton Park Road - Draft Site Specific DCP (Under separate cover)
3. Attachment 3 - Hoxton Park Road - Draft Site-Specific DCP - Public Exhibition Submissions (Under separate cover)
4. Attachment 4 - ASIC Search (Under separate cover) **- Confidential**

PD 02	Review of Overland Flow Path Study - Cabramatta Creek Catchment

Strategic Objective	Liveable, Sustainable, Resilient Manage stormwater and drainage infrastructure to mitigate risk to the environment and the community
File Ref	140754.2026
Report By	Maruf Hossain - Coordinator Floodplain and Water Management
Approved By	Mark Hannan - Acting Director Planning & Design

EXECUTIVE SUMMARY

Liverpool City Council ("Council") has adopted flood studies and associated flood mapping for mainstream flooding across most major river and creek systems within the Local Government Area (LGA) to support the planning and development of flood-prone land, in accordance with the NSW Government's Flood Prone Land Policy.

The Cabramatta Creek Catchment is highly urbanised encompassing parts of the following suburbs: Liverpool, Warwick Farm, Casula, Mount Pritchard, Ashcroft, Sadleir, Cartwright, Miller, Busby, Heckenberg, Green Valley, Hinchinbrook, Prestons, Carnes Hill, Horningsea Park, West Hoxton, Middleton Grange, Cecil Park, Elizabeth Hills, Len Waters Estate and Cecil Hills.

Council previously completed an Overland Flow Study for the Catchment approximately 18 years ago. However, significant urban development has occurred across the Catchment since that time, necessitating an updated assessment of flood behaviour and risk.

In 2023, Council was successful in securing grant funding under the NSW Government's Floodplain Management Program to undertake the Cabramatta Creek Overland Flow Path Study. Council subsequently engaged Catchment Simulation Solutions to undertake the study and update the flood modelling for the catchment to better understand the nature and extent of overland flooding risks.

The Draft Study has now been completed, including preparation of flood extent and flood risk mapping for a range of design flood events, including the 1% AEP (Annual Exceedance Probability) event and the Probable Maximum Flood (PMF). The draft Cabramatta Creek Overland Flow Path Study was presented to the Environmental Advisory Committee on 13 April 2026.

This Report recommends that the draft Cabramatta Creek Overland Flow Path Study and associated flood mapping be placed on public exhibition to enable community review and feedback, prior to the Study and mapping being finalised and formally adopted by Council.

RECOMMENDATION

That Council:

1. Receives and notes this Report.

2. Endorses the Draft Cabramatta Creek Overland Flow Path Study and associated flood maps for public exhibition for a minimum period of 28 days; and

3. Receives a further Report after the exhibition period, with details of feedback received, seeking adoption of the Overland Flow Path Study and associated flood maps for the Cabramatta Creek Overland Flow Path catchment.

REPORT

Background

The Liverpool LGA is traversed by two major river systems, namely the Georges River and the Hawkesbury-Nepean River. Council has adopted flood studies and associated flood mapping for mainstream flooding across most major river and creek systems within the LGA to support the planning and development of flood-prone land, in accordance with the NSW Government's Flood Prone Land Policy.

The Cabramatta Creek catchment is highly urbanised encompassing parts of the following suburbs: Liverpool, Warwick Farm, Casula, Mount Pritchard, Ashcroft, Sadleir, Cartwright, Miller, Busby, Heckenberg, Green Valley, Hinchinbrook, Preston, Carnes Hill, Horningsea Park, West Hoxton, Middleton Grange, Cecil Park, Elizabeth Hills, Len Waters Estate and Cecil Hills.

Council previously completed an Overland Flow Study for the Catchment approximately 18 years ago. However, significant urban development has occurred across the Catchment since that time, necessitating an updated assessment of flood behaviour and risk. The study area for the project is shown in *Figure 1*.

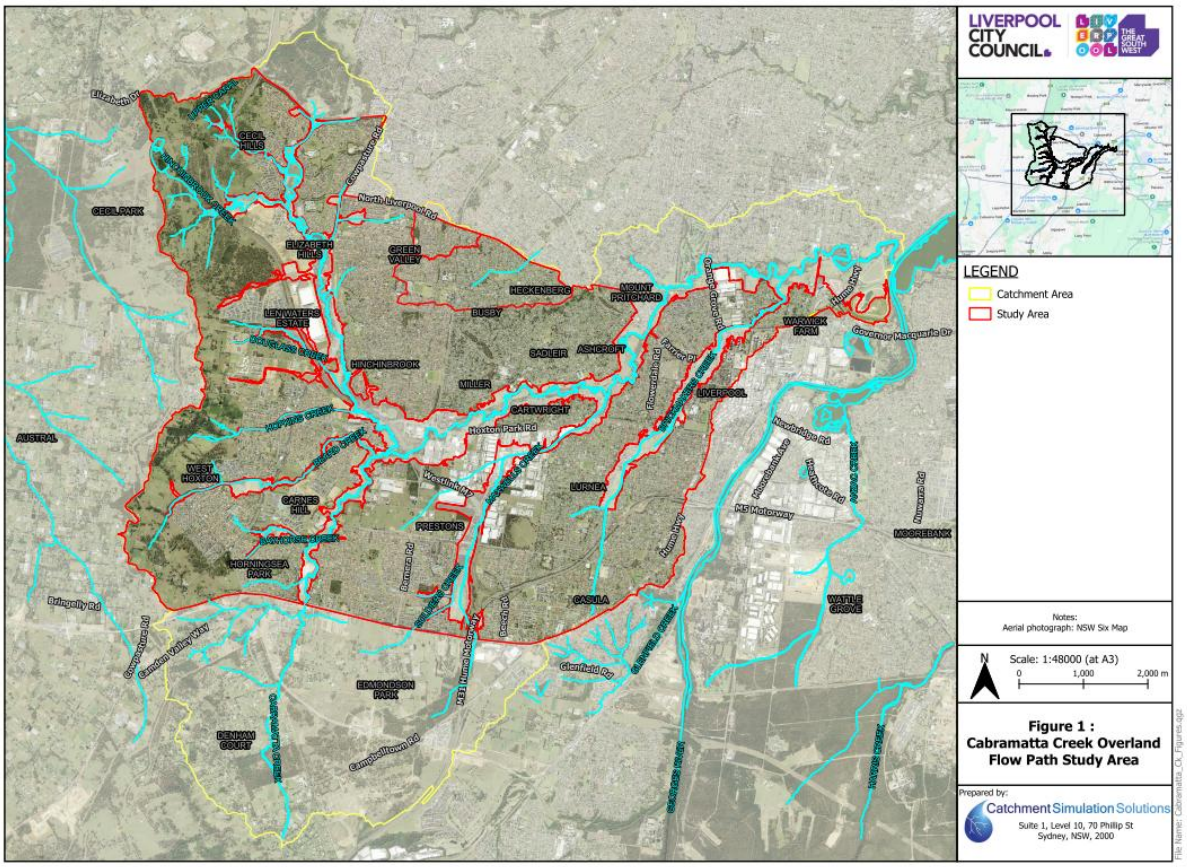
In 2023, Council was successful in securing grant funding under the NSW Government's Floodplain Management Program to undertake the Cabramatta Creek Overland Flow Path Study. Council subsequently engaged Catchment Simulation Solutions to undertake the Study and update the flood modelling for the catchment to better understand the nature and extent of overland flooding risks.

The Draft Study has now been completed, including preparation of flood extent and flood risk mapping for a range of design flood events, including the 1% AEP (Annual Exceedance Probability) event and the Probable Maximum Flood (PMF). The Draft Flood Study Report and flood risk mapping can be viewed via the following weblink in Council's website.

Draft Flood Study Report: Review of Liverpool OLFPS – Cabramatta Creek Catchment (Vol 1) - Draft Report (Rev 4)_Comb.pdf

Flood Risk Mapping: Review of Liverpool Overland Flow Path Study Cabramatta Creek Catchment - Flood Maps.pdf

Figure 1 – Cabramatta Creek Overland Flow Path Study Area



Next Steps

Subject to Council endorsement, both the Draft Study and associated flood maps will be publicly exhibited for a minimum period of 28 days to seek feedback from local constituents.

Given the potential impact of the Draft Study on affected landowners, particularly where properties may be identified as flood affected or subject to flood-related planning controls, a comprehensive community engagement program is proposed as part of the public exhibition process.

In addition to placing the Draft Study and associated mapping on Council's website, the exhibition material will be published on the Liverpool Listens webpage to facilitate community feedback. Council will also promote the exhibition through its social media channels to maximise community awareness and participation.

Furthermore, property owners and occupiers within areas directly affected by the proposed flood mapping will be formally notified via letterbox drop and/or direct mail. These measures are intended to ensure that affected residents are adequately informed and provided with meaningful opportunities to review and comment on the Draft Study before it is finalised.

Following the public exhibition, all feedback received will be reviewed and a Post-Exhibition Report will be prepared and tabled at future Ordinary Meeting of Council seeking adoption of the Overland Flow Path Study and associated flood maps for the Cabramatta Creek Overland Flow Path Catchment.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

Economic	The public exhibition of the draft Cabramatta Creek Overland Flow Path Study will not have economic and financial impacts on Council.
Environment	The Cabramatta Creek Overland Flow Path Study will facilitate better management of the environmental health of waterways.
Social	The Cabramatta Creek Overland Flow Path Study will ensure confidence in the better environmental performance of buildings and homes.
Civic Leadership	Encourage the community to engage in Council initiatives and actions.
Legislative	NSW Flood Prone Land Policy and NSW Flood Risk Management Manual 2023.
Risk	This Report supports the use of best and most up-to-date information to mitigate flood risk.

ATTACHMENTS

Nil

PD 03	Draft Statewide Community Participation Plan - Council Submission

Strategic Objective	Visionary, Leading, Responsible Communicate, listen, engage and respond to the community by encouraging participation
File Ref	148592.2026
Report By	Masud Hasan - Senior Strategic Planner
Approved By	Mark Hannan - Acting Director Planning & Design

EXECUTIVE SUMMARY

On 8 April 2026, the Department of Planning, Housing and Infrastructure (DPHI) released the Draft Statewide Community Participation Plan ("Draft CPP") and the Community Participation Plan Discussion Paper (**Attachment 2**) for review and comment. Both the Draft CPP and Discussion Paper were placed on public exhibition until 3 June 2026.

The draft CPP is proposed as part of ongoing planning reforms and is intended to standardise consultation timeframes to ensure a consistent approach to community engagement across NSW. It also aims to make it easier for stakeholders and the community to understand minimum and / or typical public exhibition timeframes.

Once finalised, the Statewide CPP will replace all local Council Community Participation Plans. The CPP however will not limit Councils from implementing tailored engagement strategies that outline how to undertake consultation with the community (e.g. methods).

Some of the key changes proposed under the draft CPP include:

- Extended minimum consultation timeframes for Region Plans and the State Plans;
- Reduced consultation timeframes for Planning Proposals which are progressing a Master Plan (or similar strategic planning update) that was previously exhibited;
- Standardised and reduced consultation timeframes for certain Development Applications; and
- Standardised processes for the notification of Complying Development.

Council staff considered both documents collectively and submitted a non-endorsed submission to the DPHI on 26 May 2026. A copy of the non-endorsed submission is provided in **Attachment 3**.

At the Governance Committee Meeting on 2 June 2026, Council staff briefed the Councillors on the non-endorsed submission and highlighted key issues raised.

This Report is seeking Council endorsement of the non-endorsed submission provided in **Attachment 3**. Following endorsement, the submission will be forwarded to the DPHI as a late submission for consideration.

RECOMMENDATION

That Council:

1. Receives and notes this Report;

2. Endorses the Council submission (**Attachment 3**) on the draft Statewide Community Participation Plan and the Community Participation Plan Discussion Paper; and

3. Notes the endorsed Council submission will be submitted to the Department of Planning, Housing and Infrastructure (DPHI) as a late submission for consideration.

REPORT

Background

On 8 April 2026 the Department of Planning, Housing and infrastructure (DPHI) released the draft Statewide Community Participation Plan (CPP) and the Community Participation Plan Discussion Paper (**Attachment 2**) for review and comment. Both the draft CPP and Discussion Paper were placed on public exhibition until 3 June 2026.

The draft CPP (**Attachment 1**) is proposed as part of ongoing NSW planning system reform and is intended to standardise consultation timeframes, to ensure a consistent approach across the State. It also aims to make it easier for stakeholders and the community to understand minimum and / or typical public exhibition timeframes.

Once finalised the Statewide CPP will replace all local Council Community Participation Plans. The CPP however will not limit Councils from implementing tailored engagement strategies that outline how to undertake consultation with the community, including the methods, processes, and media used for notification and engagement. The draft CPP is anticipated to be finalised later in 2026.

Council staff considered both documents collectively and submitted a non-endorsed submission (**Attachment 3**) to the DPHI on 26 May 2026.

At the Governance Committee Meeting on 2 June 2026, Council staff briefed the Councillors on the non-endorsed submission and highlighted key issues raised.

Key Concerns and Recommendations

Following a detailed review of both the Draft CPP and Discussion Paper, a summary of the key concerns and recommendations is presented in *Table 1*.

Further detail on the individual issues is provided in the non-endorsed submission in **Attachment 3**.

Table 1 – Draft Statewide CPP – Summary of Key Concerns and Recommendations

#	*Issue*	*Summary of Key Concerns*	*Recommendations*
1	Lack of flexibility by mandated exhibition timeframe	Once implemented the mandated exhibition timeframe included in the Statewide CPP will replace the timeframes specified in local Community Participation Plans. This approach removes the ability for Local Government to apply discretion in circumstances involving complex or contentious applications.	It is recommended that the final CPP include a provision allowing exhibition periods to be extended where warranted by the complexity or significance of a Proposal.
2	Duplication and delay of assessment process	Determining whether a Proposal meets all applicable planning controls prior to determine the exhibition requirement requires a detailed assessment. Concerns are therefore raised that the need to check for compliance upfront will form an additional step and could potentially delay the assessment process, particularly given that initial assessments are usually started whilst the exhibition period is underway.	It is recommended that the criteria for development types exempt from public notification be reconsidered in order to provide further clarity to both the Proponent and the Consent Authority. As a minimum, further consideration should be given to the exemption criteria which exempts developments from exhibition on the basis they solely comply with existing planning controls.
3	Exhibition requirement for developments with potential local impacts	The Draft CPP identifies certain development types as being exempt from exhibition if they fully comply with the applicable planning controls.	It is recommended that Residential Flat Buildings, Shop-top housing, dual occupancies, attached dwellings, take away food and drink premises and change of use proposals for commercial and industrial uses

#	*Issue*	*Summary of Key Concerns*	*Recommendations*
		This includes Residential Flat Buildings (RFB), shop-top housing, dual occupancies, attached dwellings, take away food and drink premises and change of use applications (commercial or industrial).	are required to be publicly exhibited under the Statewide CPP due to their potential significant impacts on the local community. Alternatively, a more flexible approach could be adopted, whereby the need for exhibition is determined on a case-by-case basis by the consent authority. This would allow developments with potentially greater or unanticipated impacts to undergo public scrutiny, while avoiding unnecessary delays for lower-impact Proposals.
4	Provision for re-notification of Development Applications	The Draft CPP lacks clear guidance on when a Consent Authority is required to re-notify an application that has already been notified (e.g. in the instance an Applicant has made a material change to the Application that would warrant re-notification).	It is recommended that provisions be included in the Draft CPP regarding the re-notification of a Development Application including: - The circumstances where re-notification needs to be undertaken; - The time frame for the re-notification process; and Circumstances where a consent authority can apply its discretion not to re-notify the proposed development.
5	Consultation timeframe for specific application types	The Draft CPP proposes to reduce exhibition timeframes for specific application types such as State Significant Development Applications (SSDs) and does not include exhibition timeframes for Housing Delivery Authority (HDA) applications.	An extended exhibition period of 28 days is recommended for State Significant Development and Housing Delivery Authority Applications.

#	*Issue*	*Summary of Key Concerns*	*Recommendations*
6	Insufficient notification period for Complying Development Applications	A seven (7) day pre-commencement of work notification for Complying Development Applications is proposed under the Draft CPP.	Council staff would support notification at the lodgement stage of the Complying Development Applications and recommends that an extended notification period of 14 days is applied, so that adjoining neighbours have adequate time to receive information and understand potential impacts.
7	Recognising local Community Engagement Strategies	While it is acknowledged that the proposed CPP does not intend to restrict Councils from applying their tailored engagement strategies, there is a need to recognise and formalise the legitimacy of these tailored strategies within the Community Consultation Framework.	It is recommended that community engagement strategies of the local Councils are recognised and formalised within the community consultation framework as a relevant framework, to assist Councils in implementing their respective community engagement strategies.

Next Steps

Subject to Council endorsement, the comprehensive submission (**Attachment 3**) on the draft Statewide Community Participation Plan and the Community Participation Plan Discussion Paper will be forwarded to the DPHI as a late submission for consideration.

It should be noted that the DPHI is aware that Council will be submitting a late submission on the Draft CPP following this Ordinary Meeting of Council.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.

Social	There are no social and cultural considerations.
Civic Leadership	Undertake communication practices with the community and stakeholders across a range of media. Encourage the community to engage in Council initiatives and actions.
Legislative	*Environmental Planning and Assessment Act 1979*
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Attachment 1 - Draft Statewide Community Participation Plan (Under separate cover)
2. Attachment 2 - Discussion Paper - Draft Statewide Community Participation Plan (Under separate cover)
3. Attachment 3 - Draft Statewide Community Participation Plan - Non-endorsed Council Submission (Under separate cover)

PD 04	Liverpool Design Excellence Panel - Updated Charter and Procedure

Strategic Objective	Liveable, Sustainable, Resilient Deliver effective and efficient planning and high-quality urban design to provide best outcomes for a growing city
File Ref	165618.2026
Report By	Dinis Candeias - Senior Urban Designer
Approved By	Scott Sidhom - Manager Infrastructure Planning Mark Hannan - Acting Director Planning & Design

EXECUTIVE SUMMARY

Design Excellence is a requirement under the *Liverpool Local Environmental Plan 2008* (LEP) and various State Environmental Planning Policies (SEPPs). The main mechanism through which Council determines if a proposed development exhibits Design Excellence is through the Design Excellence Panel (DEP).

The DEP Charter and Procedure (Charter and Procedure) establishes the membership, function, procedures, and terms and conditions of office for the Liverpool DEP. In accordance with Council's Policy Framework, both the Charter and Procedure have been reviewed and updated, ensuring it remains fit for purpose, reflective of current best practice, and aligned with the evolving strategic significance of Liverpool. A copy of the current DEP Charter and Procedure is provided in **Attachment 3**.

The Draft Charter and Procedure was presented to Council at the Governance Committee Meeting (GCM) on 20 August 2025. At the GCM, endorsement was sought, and subsequently gained, to refer the Draft Charter and Procedure to the next available Ordinary Meeting of Council for consideration.

At the Ordinary Meeting of Council on 27 August 2025, the Draft Charter and Procedure was endorsed to proceed to public exhibition for a minimum period of 28 days with the following additional item (Item 3) added to the Resolution of Council:

- *Provide a summary of the common development types now covered in the expanded Design Excellence Panel (DEP) scope*.

Copies of the Meeting Minutes from the Ordinary Meeting of Council on 27 August 2025 are provided in **Attachment 5**.

This additional item (Item 3) added to the Council Resolution arose from concerns regarding the perceived impacts on Development Assessment timeframes associated with proposed changes to Section 2.2 of the Draft DEP Charter and Procedure (*Scope of the DEP*), including the introduction of new Clauses covering additional development types that would be required to undergo the DEP process.

In response to these concerns and to mitigate any potential impacts on Development Assessment timeframes, the previously proposed changes to Section 2.2 have been removed from the updated DEP Charter and Procedure provided in **Attachment 1**.

The Draft Charter and Procedure was subsequently placed on public exhibition for a period of 28 days between 15 September and 13 October 2025. During this period, Council received no comments on the Draft Charter and Procedure from the wider community, however, several comments were received from internal stakeholders relating to:

- Reinforcing the importance of early DEP engagement at the pre-lodgment stage;
- The inclusion of additional specialist panel members, where relevant to a proposal, to provide specific expertise (e.g. heritage, Aboriginal spatial design, environmental planning, public art, etc.);
- Clarification of procedural matters, including the recording of meetings and naming conventions for documents; and
- General text consistency, including the review of formatting, grammar and typographical errors.

A detailed summary of the internal feedback received during this period is provided in **Attachment 4**.

As a result of the feedback received, minor amendments have been incorporated and the Draft Charter and Procedure has been finalised.

Accordingly, this Report is seeking Council endorsement of the updated DEP Charter and Procedure. A clean copy of the update DEP Charter and Procedure is provided in **Attachment 1**, with a tracked changes version provided in **Attachment 2**.

RECOMMENDATION

That Council:

1. Receives and notes this Report; and

2. Endorses the updated Charter and Procedure (**Attachment 1**) of the Liverpool Design Excellence Panel.

REPORT

Background

Design Excellence is a requirement under the *Liverpool Local Environmental Plan 2008* (LEP) and various State Environmental Planning Policies (SEPPs). The main mechanism through which Council determines if a proposed development exhibits Design Excellence is through the Design Excellence Panel (DEP).

The DEP provides independent, expert, and context-specific design advice on significant development within the Liverpool Local Government Area (LGA) by reviewing the design quality of development proposals and identifying opportunities for design improvement to achieve design excellence and help foster a high-quality built environment for Liverpool.

The Liverpool DEP Charter and Procedure (Charter and Procedure) establishes the membership, function, procedures, and terms and conditions of office for the Liverpool DEP including outlining the types of development proposals that Council wants referred to the DEP for consideration (i.e. Scope of the DEP).

As required under Council's Policy Framework, the document is subject to regular review and update to ensure it remains fit for purpose, reflects current best practice, and aligns with the evolving strategic significance of Liverpool.

THE EXISTING CHARTER AND PROCEDURE (ADOPTED 2022)

Last updated in 2022, the current Charter and Procedure (**Attachment 3**) is now outdated and no longer adequately reflects current best practice, operational requirements, and Liverpool's evolving strategic context. Areas of improvement include:

- defining the roles and responsibilities of Panel members and adequately outline the expectations and requirements of applicants;
- addressing the virtual format of DEP meetings and the procedures for preparing post-meeting reports;
- aligning with the current iterations of Council's Code of Conduct, Conflict of Interest, Privacy Policy and Media Policy; and
- aligning with the Government Architect NSW's Local Government Design Review Panel Manual which provides current guidance and best practice standards for the operation and management of all NSW Local Government Design Review Panels.

DRAFT CHARTER AND PROCEDURE (REVIEWED AUGUST 2025)

In early 2025, Council initiated a review of the current Charter and Procedure resulting in a range of proposed updates to the document.

These proposed changes were developed in consultation with key internal stakeholders, including Council's Development Assessment, City Planning, Governance, Legal, and Procurement teams and were informed by firsthand experience in the operation and management of the Panel over the past several years.

The proposed changes to the Liverpool Design Excellence Panel (DEP) Charter and Procedure include, but are not limited to:

- Encouraging early and proactive DEP engagement at pre-lodgement stage (Pre-DA) to improve Development Application quality and streamline assessment, review, and determination;
- Introducing allowances and process exemptions and nominations to the DEP;
- Allowing the temporary appointment of additional subject matter experts to the panel;
- Ensuring continuity of advice through consistent Panel member involvement across pre- and post-lodgement stages of the same proposal;
- Introducing the format of Design Advice Letter (DAL) to replace the 'Meeting Minutes';
- Emphasising solutions-focused DEP recommendations for clear, constructive advice that supports collaborative, iterative improvements toward Design Excellence;
- Clarifying the Roles and Responsibilities of the DEP representative pool, appointed Panel members, and the Chairperson - before, during, and after each meeting—for accountability and effective use of expertise and better value for money;
- Introducing clearer and more structured DEP meeting procedures;
- Formalising procedures for meeting cancellations, extraordinary meetings, and applicant-requested sessions, including associated fees;
- Providing clearer guidance on applicant responsibilities and expectations from the Design Advice Letter (DAL);
- Benchmarking of other Sydney-based LGAs Design Review Panel frameworks, including the City of Sydney, City of Parramatta, Inner West, and Sutherland Shire;
- Aligning the Charter with recognised best practices, improved procedural clarity, and strengthened provisions relating to the Code of Conduct and Conflict of Interest, Privacy and Media Protocol, including clear references to Council's current overarching policies and processes;
- Incorporating best practices from the Government Architect NSW Local Government Design Review Panel Manual (November 2022); and
- Allowing for a four-year document review cycle to support more stable implementation of the updated Charter and allow sufficient time for operational feedback and continuous improvement to be incorporated into future revisions.

GOVERNANCE COMMITTEE MEETING – 20 AUGUST 2025

The Draft Charter and Procedure was presented to Council at the Governance Committee Meeting (GCM) on 20 August 2025. At the GCM, endorsement was sought and subsequently gained, to refer the Draft Charter and Procedure to the next available Ordinary Meeting of Council for consideration.

At the Ordinary Meeting of Council on 27 August 2025, the Draft Charter and Procedure was endorsed to proceed to public exhibition for a minimum period of 28 days with the following additional item (Item 3) added to the Resolution of Council:

- *Provide a summary of the common development types now covered in the expanded Design Excellence Panel (DEP) scope*.

Copies of the Meeting Minutes from the Ordinary Meeting of Council on 27 August 2025 are provided in **Attachment 5**.

This additional item (Item 3) added to the Council Resolution arose from concerns regarding the perceived impacts on Development Assessment timeframes associated with proposed changes to Section 2.2 of the Draft DEP Charter and Procedure (*Scope of the DEP*), including the introduction of new Clauses covering additional development types that would be required to undergo the DEP process.

In response to these concerns and to mitigate any potential impacts on Development Assessment timeframes, the previously proposed changes to Section 2.2 have been removed from the updated DEP Charter and Procedure provided in **Attachment 1**.

Public Exhibition

The Draft Charter and Procedure was publicly exhibited between 15 September to 13 October 2025 via Council's Liverpool Listens website. Internal stakeholder consultation also occurred during this period.

No comments were received by Council from the wider community during the public exhibition period, however, several comments were received from internal stakeholders relating to:

- Reinforcing the importance of early DEP engagement at the pre-lodgment stage;
- The inclusion of additional specialist panel members, where relevant to a proposal, to provide specific expertise (e.g. heritage, Aboriginal spatial design, environmental planning, public art, etc.);
- Clarification of procedural matters, including the recording of meetings and naming conventions for documents; and
- General text consistency, including the review of formatting, grammar and typographical errors.

A detailed record of the comments received through the public consultation and stakeholder engagement period is provided in **Attachment 4**.

FINAL CHARTER AND PROCEDURE (MAY 2026)

As outlined above, the previously proposed new clauses have been removed from Section 2.2 to eliminate any uncertainty regarding potential impacts to Development Assessment timeframes. Minor amendments to existing clauses have, however, been retained where clarification and consistency of terminology was required to more accurately define specific development typologies.

For example, the term “medium density” has been replaced with “multi-dwellings” under clause (b), as “multi-dwelling” is the correct industry terminology for a defined development typology, rather than a reference to a zoning classification.

These amendments to Section 2.2 are not anticipated to impact the number of Development Applications required to undergo the DEP process, nor are they expected to impact assessment timeframes.

Conclusion

The updated Liverpool Design Excellence Panel Charter and Procedure 2026 is a comprehensive and forward-focused revision of the existing document aimed at improving the quality, consistency, and effectiveness of Liverpool’s Design Excellence Panel process.

It is therefore recommended that Council endorses the updated DEP Charter and Procedure as provided in **Attachment 1**.

Next Steps

If endorsed by Council, the Liverpool Design Excellence Panel Charter and Procedure 2026 (**Attachment 1**) will replace the existing Liverpool Design Excellence Panel Charter and Procedure 2022 (**Attachment 3**) and take effect immediately.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

Economic	Enhance the environmental performance of buildings and homes. Facilitate economic development.

Environment	Enhance the environmental performance of buildings and homes. Protect, enhance and maintain areas of endangered ecological communities and high-quality bushland as part of an attractive mix of land uses. Raise community awareness and support action in relation to environmental issues.
Social	Preserve and maintain heritage, both landscape and cultural as urban development takes place. Regulate for a mix of housing types that responds to different population groups such as young families and older people. Deliver high quality services for children and their families.
Civic Leadership	Act as an environmental leader in the community. Foster neighbourhood pride and a sense of responsibility. Provide information about Council's services, roles and decision-making processes.
Legislative	*Environmental Planning and Assessment Act 1979* *State Environmental Planning Policy (Housing) 2021* *State Environmental Planning Policy (Precincts – Western Parkland City) 2021*
Risk	The risk is deemed to be Low. The risk is considered within Council's risk appetite.

ATTACHMENTS

1. Attachment 1 - Liverpool Design Excellence Panel Charter and Procedure 2026 (Clean) (Under separate cover)
2. Attachment 2 - Liverpool Design Excellence Panel Charter and Procedure 2026 (Tracked Changes) (Under separate cover)
3. Attachment 3 - Liverpool Design Excellence Panel Charter and Procedure 2022 (Existing) (Under separate cover)
4. Attachment 4 - Draft DEP Charter and Procedure - Public Exhibition Feedback (Under separate cover)
5. Attachment 5 - Ordinary Meeting of Council - 27 August 2025 - Meeting Minutes (Under separate cover)

COM 01	**Office of Local Government - Model Code of Meeting Practice for local Council in NSW**

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	170060.2026
Report By	M'Leigh Brunetta - Manager Civic & Executive Services
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

On 26 November 2025, Council adopted a new Code of Meeting Practice, reflecting the new *Model Code of meeting practice for local councils in NSW*, August 2025 (**2025 Model Meeting Code**) The Office of Local Government (**OLG**) had issued a Circular on 29 August 2025 instructing that all NSW councils must adopt a new Code of Meeting Practice in line with the 2025 Model Code by 31 December 2025.

On 28 May 2026, OLG advised all General Managers that the Local Government (General) Amendment (Model Code of Meeting Practice) Regulation 2025 (**Amendment Regulation**) which prescribed the 2025 Model Code of Meeting Practice for Local Councils in NSW (**2025 Model Meeting Code**) has been disallowed by the Legislative Council. OLG further advised that:

- Following the disallowance, the prescribed version of the model meeting code reverted to the *Model Code of meeting practice for local councils in NSW*, 2021 (**2021 Model Meeting Code**);
- The 2025 Model Meeting Code contained provisions inconsistent with the 2021 Model Meeting Code; and
- Adopted codes of meeting practice must not contain provisions inconsistent with the 2021 Model Meeting Code.

OLG recommended that, as the first item of business at the next meeting, each council should rescind its resolution adopting a code of meeting practice in line with the 2025 Model Meeting Code and reinstate its previous code of meeting practice. This report proposes, in line with the OLG recommendation, that Council rescinds its resolution COM 01 of 26 November 2025 and reinstates the former Code of Meeting Practice (July 2025).

RECOMMENDATION

That Council:

1. Rescinds resolution COM 01 of 26 November 2025, *Office of Local Government – Model Code of Meeting Practice for local Councils in NSW (changes);*

2. Agrees to reinstate the previous Code of Meeting Practice, adopted on 23 July 2025;

3. Notes the summary in the table in this report of differences between the November and July Codes of Meeting Practice; and

4. Notes that OLG has advised that the Model Code is being redrafted, and that councils will be advised once the draft is complete and next steps.

REPORT

Council is required by section 360 of the Local Government Act 1993 (**LG Act**) to adopt a code of meeting practice within 12 months after an ordinary election which:

- Must incorporate mandatory provisions of the model code prescribed by the regulations (section 360(3));
- May incorporate the non-mandatory provisions of the model code (section 360(3)); and
- Must not contain provisions inconsistent with the mandatory provisions of the model code (section 360(4)).

A council and a committee of council of which all the members are Councillors must conduct its meetings in accordance with the adopted code of meeting practice (LG Act, section 360(5)).

Council may amend its code of meeting practice from time to time by adopting a new code under Part 2 of Chapter 12 of the LG Act (section 363). The adoption of a new code of meeting practice involves preparing a draft code, publicly exhibiting the draft and considering any submissions received (LG Act, sections 361 and 362).

The model code of meeting practice is prescribed by section 232 of the Local Government (General) Regulation 2021.

On 9 September 2025, the Local Government (General) Amendment (Model Code of Meeting Practice) Regulation 2025 (**Amendment Regulation**) was tabled in Parliament and commenced operation by virtue of section 39 of the Interpretation Act 1987. The Amendment Regulation amended section 232 of the Local Government (General) Regulation 2021 to prescribe the 2025 Model Meeting Code. In consequence of this change, OLG issued a

Circular on 29 August 2025 instructing that all NSW councils must adopt a new Code of Meeting Practice in line with the 2025 Model Code by 31 December 2025. Council adopted a revised Code of Meeting Practice on 26 November 2025 after following the procedure set out in the LG Act.

On 26 May 2026, the Legislative Council disallowed the Amendment Regulation, meaning section 232 of the Local Government (General) Regulation reverted to prescribing the 2021 Model Meeting Code. This is the effect of section 41 of the Interpretation Act 1987, which provides that on the passing of a resolution by either house disallowing a statutory rule, the rule shall cease to have effect.

On 28 May 2026, Council received correspondence OLG in the following terms:

> ***Sent:*** *Thursday, 28 May 2026 9:05 AM*
> ***Subject:*** *Meeting Code disallowance implications*
>
> *Dear General Manager,*
>
> *I am writing to inform you that the Local Government (General) Amendment (Model Code of Meeting Practice) Regulation 2025 (**Amendment Regulation**) which prescribed the 2025 Model Code of Meeting Practice for Local Councils in NSW (**2025 Model Meeting Code**) has been disallowed by the Legislative Council.*
>
> *The decision by the Legislative Council to disallow the regulation raises two immediate issues: under what meeting code will the councils operate and, whether the Government will be progressing another regulation for the purposes of prescribing an updated meeting code.*
>
> ***The practical implications of the disallowance***
>
> *Under section 41(4) of the Interpretation Act 1987, if a regulation ceases to have effect because of its disallowance, and the regulation amended a regulation that was in force immediately before the amending regulation took effect, the disallowance of the amending regulation has the effect of restoring or reviving the previous regulation as of the day of its disallowance.*
>
> *The disallowance of the Amendment Regulation therefore means that the 2025 Model Meeting Code is no longer prescribed for the purposes of section 360 of the Local Government Act 1993 (**LG Act**) and the previous 2021 version of the Model Meeting Code now becomes the prescribed version.*
>
> *Under section 360 of the LG Act, councils' adopted codes of meeting practice must not contain provisions that are inconsistent with the mandatory provisions of the prescribed Model Meeting Code. This means that provisions of your council's adopted code of meeting practice based on*

the now disallowed 2025 Model Meeting Code that are inconsistent with the mandatory provisions of the previous 2021 Model Meeting Code are no longer permissible.

The disallowance of the 2025 Model Meeting Code also means that mandatory provisions of that Code that were not mandated in the previous 2021 Model Meeting Code, are no longer mandatory.

Actions councils should be considering at their next meeting

To minimise confusion about the applicable rules at future meetings and to ensure compliance with section 360 of the LG Act, as the first item of business at the next meeting, your council should rescind its resolution adopting the 2025 Model Meeting Code. This will have the effect of reinstating your council's previous adopted code of meeting practice containing the mandatory provisions of the 2021 Model Meeting Code. Because more than 3 months have passed since your council adopted its current meeting code, the signatures of 3 councillors are not required to rescind the resolution adopting the code.

Meetings of the council and committees comprising only of councillors should be conducted in accordance with the reinstated version of council's meeting code until such time as it is amended.

The disallowance of the Amendment Regulation does not prevent councils from including supplementary provisions in the reinstated version of their previous meeting code based on the provisions of the 2025 Model Meeting Code, provided they are not inconsistent with the mandatory provisions of the 2021 Model Meeting Code. If your council wishes to make amendments to the reinstated version of its previous meeting code, it will be required to prepare and exhibit a draft code in accordance with section 361 of the LG Act.

Next steps for the Government

The Government had been examining the feedback received from Dr Cohn MLC, the Country Mayors Association and Local Government NSW on the Model Meeting Code, with quite advanced drafting on an updated code. This work will be completed shortly.

Formal advice on a new code will be shared with you when the drafting is complete. In the interim, please share a copy of this email with the Mayor and councillors and your governance staff.

If you or your staff require further information or guidance, please feel free to contact the Office of Local Government's Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

Kind Regards,

Brett Whitworth PSM
Deputy Secretary
Local Government

Office of Local Government
Department of Planning, Housing and Infrastructure

In line with the advice from OLG, it is recommended that Council as its first item of business rescinds its resolution COM 01 of 26 November 2025, *Office of Local Government – Model Code of Meeting Practice for local Councils in NSW (changes)* which adopted a code of meeting practice in line with the 2025 Model Meeting Code and reinstates the former Code of Meeting Practice (July 2025) containing the mandatory provisions of the 2021 Model Meeting Code. Key differences between the 2025 and 2021 Model Meeting Codes are summarised in the table.

2025 Model Meeting Code	2021 Model Meeting Code
Extraordinary meetings • The Mayor may now call an extraordinary meeting without the need to obtain the signature of two Councillors.	Clause 3.3 contains mandatory provision for extraordinary meetings. It provides that if the Mayor receives a request in writing signed by at least two (2) councillors, the Mayor must call an extraordinary meeting. It reflects section 366 of the LG Act.
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	Clause 9.3 deals with urgent business at an ordinary meeting and clause 3.29 with urgent business at an extraordinary meeting. In each case it requires a motion to be passed and ruling by the chairperson that the business is of great urgency. These are mandatory provisions.

2025 Model Meeting Code	2021 Model Meeting Code
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.	No similar prohibition on briefing sessions.
Public forums • The public forum provisions are 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.	Section 4 of the Code of Meeting Practice contains non-mandatory provisions dealing with public forums.
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.	▪ Clauses 5.16 to 5.18 contain non-mandatory provisions for meetings held by audio-visual link. Clauses 5.19 to 5.30 contain non-mandatory provisions for attendance by councillors at meetings by audio-visual link.

2025 Model Meeting Code	2021 Model Meeting Code
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: (a) submit an apology for the meetings they are unable to attend; (b) state the reasons for their absence from the meetings; and (c) 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.	Clauses 5.1, 5.2 and 5.4 to 5.8 contain mandatory provisions for attendance by councillors at meetings. Clause 5.4 provides that: *5.4 Where a Councillor is unable to attend one or more ordinary meetings of the council, the Councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a Councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.*
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.	No equivalent provision.

2025 Model Meeting Code	2021 Model Meeting Code
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.	Clauses 7.1 to 7.4 contain non-mandatory modes of address. There are no equivalent provisions for standards of dress or standing when the Mayor enters the chamber.
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.	Clauses 9.6 to 9.9 contain mandatory provisions for Mayoral minutes and there is a non-mandatory provision in clause 9.10. Clause 9.9 is in the following terms *9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.*
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	Clauses 10.17 and 10.18 contain mandatory provisions for foreshadowed motions. Clauses 10.20 to 10.30 contain mandatory provisions limiting the number and duration of speeches. This includes: *10.22 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.* *10.23 Despite clause 10.22, 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*

2025 Model Meeting Code	2021 Model Meeting Code
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.	*limited to explaining the misrepresentation or misunderstanding.*
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.	Clauses 11.12 to 11.15 contain mandatory provisions for voting on planning decisions. There is no equivalent provision in relation to staff reports.
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.	Clauses 14.9 to 14.17 contain mandatory provisions dealing with representations by members of the public. Clause 14.9 provides that: *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*.

2025 Model Meeting Code	2021 Model Meeting Code
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.	No equivalent provision.
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.	Clauses 15.14 to 15.16 contain non-mandatory provisions allowing for chairpersons 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: (a) contravening the Act, the Regulation, or the council's code of meeting practice, (b) assaulting, or threatening to assault, another councillor or person present at the meeting, (c) 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	Clause 15.11 contains a mandatory definition of disorder: *15.11 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*

2025 Model Meeting Code	2021 Model Meeting Code
the council or committee on or such a motion, amendment or matter, (d) using offensive or disorderly words, (e) 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, (f) imputing improper motives, or unfavourably personally reflecting, on another council official or a person present at the meeting, or (g) saying or doing anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.	*council or the committee on such a motion, amendment or matter, or* *(d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or* *(e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.* *Note: Clause 15.11 reflects section 182 of the Regulation*.
• 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.	No equivalent provision
• Members of the public can be expelled from meetings for engaging in disorderly conduct. Disorderly conduct includes: (a) speaking at meetings without being invited to, (b) bringing flags, signs or protest symbols to meetings, (c) disrupting meetings, o making unauthorised recordings of meetings.	Clause 15.18 contains a mandatory provision dealing with disorder by members of the public: *15.18 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*.
• 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	No equivalent provision.

2025 Model Meeting Code	2021 Model Meeting Code
who willfully 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.	Clause 20.15 contains the following mandatory provision: *20.15 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 unless the council or the committee determines otherwise in accordance with this clause*.

A copy of the July 2025 Code of Meeting Practice is attached to this report for the assistance of councillors.

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	Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	Local Government Act 1993 (LGA), sections 360 to 364 Local Government (General) Regulation 2021 (LGGR), sections 182 and 232 Relevant provisions are described in the body of the report.

Risk	The risk is deemed to be low.

ATTACHMENTS

1. Code of Meeting Practice - adopted July 2025 (proposed to reinstate)
2. Code of Meeting Practice - adopted November 2025 (proposed to rescind)

LIVERPOOL CITY COUNCIL

CODE OF MEETING PRACTICE POLICY

Adopted: 23 July 2025

Trim 258484.2025

LIVERPOOL THE GREAT SOUTH WEST

CODE OF MEETING PRACTICE POLICY

DIRECTORATE: Corporate Services

BUSINESS UNIT: Civic & Executive Services

1 POLICY STATEMENT

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

The Model Meeting Code provides a uniform set of meeting rules for councils across the State to help ensure more accessible, orderly, effective and efficient meetings. The 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.

The Model Meeting Code comprises of mandatory and non-mandatory provisions. Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code no later than 12 months after each ordinary council elections. Councils are required to consult with their communities prior to adopting a code of meeting practice.

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.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

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.

3 BEFORE THE MEETING

Timing of ordinary council meetings

3.1 Ordinary meetings of the council will be held on the following occasions:

Council meetings to commence at 6:00pm on the last Wednesday of February through to November. Council is to also meet on the first Wednesday of every February at 6.00pm. The Council meeting in December is to occur on the second Wednesday at 6.00pm. The Council meetings are to occur at Liverpool Council Chamber at 50 Scott Street, Liverpool.

3.2 NA

Note: Councils must use either clause 3.1 or 3.2.

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

3.3 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 3.3 reflects section 366 of the Act.

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 is to 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 CEO 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, 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 (NoM). To be included on the agenda of the meeting, the NoM must be in writing and must be submitted by close of business nine (9) business days (not including the day of the meeting) before the meeting is to be held. Where a NoM is received after the nine 9 day cut-off date, the NoM will be put forward to the next ordinary meeting.

3.11 A councillor may, in writing to the CEO, request the withdrawal of a NoM submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

3.12 If the CEO considers that a NoM submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the CEO may prepare a report in relation to the NoM for inclusion with the business papers for the meeting at which the NoM is to be considered by the council.

3.13 A NoM for 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 NoM. If the NoM does not identify a funding source, the CEO must either:

(a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the NoM is to be considered by the council, or

(b) by written notice sent to all councillors with the business papers for the meeting for which the NoM has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with Notice

3.14 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the CEO about the performance or operations of the council.

If the Question with Notice (QWN) is not submitted in accordance with clause 3.10, the QWN will be put forward to the next ordinary meeting.

3.15 A councillor is not permitted to ask a QWN under clause 3.14 that comprises a complaint against the CEO or a member of staff of the council, or a question that implies wrongdoing by the CEO or a member of staff of the council.

3.16 The CEO or their nominee may respond to a QWN submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Where a QWN cannot be addressed at the forthcoming meeting, the QWN will be addressed at the next ordinary meeting.

Agenda and business papers for ordinary meetings

3.17 The CEO 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.

3.18 The CEO 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 Mayor 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.

3.19 Nothing in clause 3.18 limits the powers of the Mayor to put a Mayoral minute to a meeting under clause 9.6.

3.20 The CEO 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 CEO, the business is, or the implementation of the business would be, unlawful. The CEO must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the CEO, is likely to take place when the meeting is closed to the public, the CEO 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 3.21 reflects section 9(2A)(a) of the Act.

3.22 The CEO must ensure that the details of any item of business which, in the opinion of the CEO, 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.

Statement of ethical obligations

3.23 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

3.24 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 3.24 reflects section 9(2) and (4) of the Act.

3.25 Clause 3.24 does not apply to the business papers for items of business that the CEO has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.25 reflects section 9(2A)(b) of the Act.

3.26 For the purposes of clause 3.24, 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 3.26 reflects section 9(3) of the Act.

3.27 A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form.

Note: Clause 3.27 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

3.28 The CEO must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

3.29 Despite clause 3.28, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

(a) a motion is passed to have the business considered at the meeting, and

(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.

3.32 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

3.33 Prior to each ordinary meeting of the council, the CEO may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.

3.34 Pre-meeting briefing sessions are to be held in the absence of the public.

3.35 Pre-meeting briefing sessions may be held by audio-visual link.

3.36 The CEO or a member of staff nominated by the CEO is to preside at pre-meeting briefing sessions.

3.37 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.

3.38 Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

4 PUBLIC FORUMS

4.1 The council may hold a public forum at each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business only (on the agenda) to be considered at the meeting. Public forums may also be held prior to extraordinary council meeting.

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.

4.2 NA

4.3 Public forums are to be chaired by the mayor or their nominee.

4.4 To speak at a public forum, a person must first make an application to council by **12pm, two (2) full business days** before the Council meeting date and must identify the item of business on the agenda and whether they wish to speak 'for' or 'against' the item.

4.5 A person may apply to speak on no more than **two (2) items** of business on the agenda of any council meeting.

4.6 Legal representation acting on behalf of others are not permitted to speak at the public forum unless they identify their status as a legal representation when applying to speak at the public forum.

4.7 The CEO or their delegate may refuse an application to speak at a public forum. The CEO or their delegate must give reasons in writing for a decision to refuse an application.

4.8 Only **one (1)** speaker is permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.

4.9 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 on the item of business. If the speakers are not able to agree on whom to nominate, council is to determine who will address the council at the public forum.

4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, Council, in consultation with chairperson, may increase

the number of speakers permitted to speak on an item of business, 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.

4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs by **12pm, two (2) full business days** before the public forum. Council may refuse to allow such material to be presented.

4.11A Council does not permit the use of external USB or hard drives to share or present documents as per Council Policy. All Public Forum material is required to be provided to Council by 12pm, two (2) full business days to have available for speakers.

4.12 Council is to determine the order of speakers at the public forum.

4.13 Each speaker will be allowed **three (3) minutes** to address the council. This time is strictly enforced by the chairperson.

*4.13A The Chairperson of the meeting, may resolve to grant an extension of time to the speaker. A **maximum of three (3) minute** extension of time may be granted.*

4.13B In applying to address a public forum speakers provide their consent for their representation at the public forum to be broadcast for participation.

4.14 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. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.

4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to **two (2) minutes.**

4.17 Speakers at public forums cannot ask questions of the council, councillors, or council staff.

4.18 The CEO or their nominee may, with the concurrence of the chairperson, address the council for up to **two (2) minutes** in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.

4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the CEO may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

4.20 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.

4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the CEO or their delegate may refuse further applications from that person to speak at public forums for such a period as the CEO or their delegate considers appropriate.

4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

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 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.

5.3 N/A

5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However the

acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

5.5 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

5.6 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

5.7 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 5.7 reflects section 234(1)(d) of the Act.

5.8 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the CEO at least two (2) days' notice of their intention to attend.

<u>The quorum for a meeting</u>

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 CEO.

5.13 The CEO 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 CEO 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 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 CEO 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 CEO 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 CEO 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 via 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.

5.20 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the CEO prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.

5.21 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 5.20.

5.22 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.

5.23 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.

5.24 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:

(a) the meetings the resolution applies to, and

(b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.

5.25 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.

5.26 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. However, the

council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.

5.27 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.

5.28 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.

5.29 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.

5.30 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

5.31 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 5.31 reflects section 10(1) of the Act.

5.32 Clause 5.31 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.33 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 5.33 reflects section 10(2) of the Act.

Note: Clause 15.14 and 15.15 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings.

Clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting.

Webcasting of meetings

5.34 Each meeting of the council is to be recorded by means of an audio or audio-visual device.

5.35 At the start of each meeting 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.

5.36 The recording of a meeting is to be made publicly available on the council's website:

(a) at the same time as the meeting is taking place, or

(b) as soon as practicable after the meeting.

5.37 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.

5.38 Clauses 5.36 and 5.37 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 5.34 – 5.38 reflect section 236 of the Regulation.

5.39 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the CEO and other staff at meetings

5.40 The CEO 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 the members are councillors.

Note: Clause 5.40 reflects section 376(1) of the Act.

5.41 The CEO 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 5.41 reflects section 376(2) of the Act.

5.42 The CEO 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 CEO or the terms of employment of the CEO.

Note: Clause 5.42 reflects section 376(3) of the Act.

5.43 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the CEO.

5.44 The CEO and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the CEO.

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 CEO or, in their absence, an employee of the council designated by the CEO to conduct the election, or

(b) by the person who called the meeting or a person acting on their behalf if neither the CEO nor a designated employee is present at the meeting, or if there is no CEO 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 If the chairperson is the Mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.

7.2 Where the chairperson is not the Mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.

7.3 A councillor is to be addressed as 'Councillor [surname]'.

7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 N/A

8.2 The general order of business for an ordinary 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 by councillors

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

Note: Council must use <u>either</u> clause 8.1 <u>or</u> 8.2.

8.3 The order of business under clause 8.2 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.

8.4 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

<u>Business that can be dealt with at a council meeting</u>

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) subject to clause 9.9, 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, including, but not limited to, a committee of the council.

9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:

(a) a motion is passed to have the business considered at the meeting, and

(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.

9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

9.6 Subject to clause 9.9, if the Mayor is the chairperson at a meeting of the council, the Mayor may, by minute signed by the Mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.

9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the Mayor) may move the adoption of a Mayoral minute without the motion being seconded.

9.8 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.

9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.

9.10 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 CEO on the availability of funds for implementing the recommendation if adopted.

Staff reports

9.11 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

9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

9.12A 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.

9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

9.14 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 3.14.

9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.

9.16 A councillor may, through the CEO, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the CEO at the direction of the CEO.

9.17 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.

9.18 Councillors must put questions directly, succinctly, respectfully and without argument.

9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

*9.20 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.

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 NoM under clause 3.10 is to move the motion the subject of the NoM at the meeting at which it is to be considered.

10.3 If a councillor who has submitted a NoM under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.

10.4 In the absence of a councillor who has placed a NoM 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.

10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

10.9 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 CEO on the availability of funds for implementing the motion if adopted.

Amendments to motions

10.10 An amendment to a motion must be moved and seconded before it can be debated.

10.11 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.

10.12 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.

10.13 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.

10.14 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.

10.15 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.

10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.

10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions

cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

10.20 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.

10.21 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.

10.22 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.

10.23 Despite clause 10.22, 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.

10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.

10.25 Despite clauses 10.20 and 10.21, 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.

10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.

10.27 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 10.20.

10.28 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.

10.29 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.

10.30 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.

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.

11.4 N/A

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 CEO 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 CEO 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 deputy Mayor is to be by secret ballot.

11.11 NA

Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.13 may be omitted.

Voting on planning decisions

11.12 The CEO 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.

11.13 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.

11.14 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.

11.15 Clauses 11.12 - 11.14 apply also to meetings that are closed to the public.

Note: Clauses 11.12–11.15 reflect section 375A of the Act.

Note: The requirements of clause 11.12 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.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

12.3 The CEO or, in the absence of the CEO, an employee of the council designated by the CEO, 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.

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 8.3.

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 in accordance with the requirements of the council's code of conduct.

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, and

(c) are fully discussed in that advice.

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 3.21 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 Where the matter has been identified in the agenda of the meeting under clause 3.21 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 the approved form. Applications must be received by **12.00pm two (2) full business days** preceding the meeting at which the matter is to be considered.

14.12 The CEO (or their delegate) may refuse an application made under clause 14.11. The CEO or their delegate must give reasons in writing for a decision to refuse an application.

14.13 No more than **two (2) speakers** are to be permitted to make representations under clause 14.9.

14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the CEO or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the CEO or their delegate is to determine who will make representations to the council.

14.15 The CEO (or their delegate) is to determine the order of speakers.

14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to **permit two (2) speakers, one for and one against,** to make representations in such order as determined by the chairperson.

14.17 Each speaker will be allowed **three (3) minutes** to make representations, and this time limit is to be strictly enforced by the chairperson. An extension may be permitted by the Mayor for an **additional three (3) minutes**. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

14.18 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.

14.19 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 only such force as is 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.

Obligations of councillors attending meetings by audio-visual link

14.20 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

14.21 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 14.21 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

14.22 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.

14.23 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 14.22 during a part of the meeting that is webcast.

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 cannot be made with respect to adherence to the principles contained in clause 2.1.

15.3 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

15.4 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.

15.5 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.

15.6 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.

15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

15.8 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.

15.9 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.

15.10 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

15.11 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) insults, makes unfavourable personal remarks about or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or

(e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

Note: Clause 15.11 reflects section 182 of the Regulation.

15.12 The chairperson may require a councillor:

(a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a) or (b), or (e), or

(b) to withdraw a motion or an amendment referred to in clause 15.11(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 15.11(d) and (e).

Note: Clause 15.12 reflects section 233 of the Regulation.

How disorder at a meeting may be dealt with

15.13 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

15.14 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.

15.15 N/A

15.16 Clause 15.14 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.

15.17 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 15.12. 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 15.17 reflects section 233(2) of the Regulation.

15.18 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.

15.19 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.

15.20 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 only such force as is 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.

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

15.21 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.

15.22 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

15.23 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.

15.24 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.

15.25 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.

15.26 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 only such force as is 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**.**

16 CONFLICTS OF INTEREST

16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may 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 and how the conflict of interest was managed by the person who made the declaration 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 may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary 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.

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 under clause 3.10.

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

17.4 If a NoM 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.

If a rescission motion is not submitted in accordance with clause 3.10, the rescission motion will be dealt with at the next Council meeting after it is lodged.

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 clause 3.10.

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

17.6 A NoM to alter or rescind a resolution, and a NoM 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 NoM submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the NoM.

17.10 A NoM to alter or rescind a resolution relating to a development application must be submitted to the CEO **no later than 5 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 NoM signed by three councillors is submitted to the chairperson, and

(b) a motion to have the motion considered at the meeting is passed, and

(c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it 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 clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

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 clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 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 N/A

18.3 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 prior to the meeting being declared closed.

18.4 Clause 18.3 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.

18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the CEO 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 CEO 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 CEO 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, (including any foreshadowed motions),

(c) the names of the mover and seconder of the motion or amendment, (or foreshadowed motion),

(d) whether the motion or amendment was passed or lost, (and whether the foreshadowed motion was voted on, and if so, if it 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 CEO 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 CEO 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.

Attendance at committee meetings

20.8 A committee member (other than the Mayor) ceases to be a member of a committee if the committee member:

(a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or

(b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

20.10 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

20.11 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.

20.12 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.

20.13 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.

20.14 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, but 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

20.15 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 unless the council or the committee determines otherwise in accordance with this clause.

20.16 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 20.15.

20.17 N/A

20.18 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).

Closure of committee meetings to the public

20.19 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.

20.20 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.

20.21 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 20.20 during a part of the meeting that is webcast.

Disorder in committee meetings

20.22 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

20.23 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.

20.24 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.

20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.26 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.

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

20.28 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.

20.29 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 IRREGULARITES

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 *Local Government Act 1993*
act of disorder	means an act of disorder as defined in clause 15.11 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 20.11 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	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day, any day of the week

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
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
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 *Environmental Planning and Assessment Act 1979* including any decision relating to a development application, an environmental planning instrument, a development control plan 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 *Local Government (General) Regulation 2021*
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

23 REQUEST TO ADDRESS A COUNCIL MEETING FORM

LIVERPOOL CITY COUNCIL

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)** Public Forums at each Council Meeting.

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 Part 4 of Council's Code of Meeting Practice, the public forum portion of the Council meeting will be broadcast via livestream on Council's webpage and included in the subsequent audio-visual recording of this matter. In addressing a Council meeting, speakers provide their consent for their representation at the meeting to be broadcast. Speaker names will also be recorded in the Council 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? O FOR O AGAINST

Have you addressed Council previously in relation to this matter? O YES O NO

Speaker's Name *(please print)*: _____

Address (Please provide residential address, suburb and postcode):

_____

Phone: _____

Email:_____

Do you have a presentation or document that would like to be shared during your address? O YES O NO

O Upload documents (must be provided at the time of your submission)

O 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.

LIVERPOOL CITY COUNCIL

AUTHORISED BY
Council

EFFECTIVE FROM
23 July 2025

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 *Local Government Act* & Regulations on 1 July 1994
3	Council	22 January 1996	Following amendments to the *Local Government Act* and Regulations on 10 November 1995
4	Council	10 March 1997	Following amendment to the Local (Meetings) Regulation on 6 December 1996
5	Council	13 December 1997	Following a review of the Code, and in anticipation of the *Local Government (Open Meetings) Act* 1998
6	Council	14 September 1998	Following a review of the Code and in line with amendments to the *Local Government (Open Meetings) Act* 1998 and *Local Government (Meetings) Regulation* 1993
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	*Local Government Amendment Act* 2000
10	Council	9 September 2002	In accordance with the *Local Government (Miscellaneous) Act* No 40
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

LIVERPOOL CITY COUNCIL

20	Council	28 November 2012	Following a review of the Code
21	Council	6 February 2013	Following a review of the Code
22	CEO	7 May 2013	The CEO 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	27September 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.

REFERENCE
Model Councillor and Staff Interaction Policy 2022

RELATED REFERENCES
Code of Conduct Policy
Code of Meeting Practice Policy
Civic Expenses and Facilities Policy
Conflicts of Interest Policy
Dignity and Respect in the Workplace Policy
Fraud and Corruption Prevention Policy
Legal Services Policy
Media Policy
Work Health and Safety Policy

LIVERPOOL CITY COUNCIL

CODE OF MEETING PRACTICE POLICY

Adopted: 26 November 2025

Trim 170286/2026

LIVERPOOL THE GREAT SOUTH WEST

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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 prior to meetings of council and committees of the 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. 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.

*4.2a To speak at a public forum, an application must be submitted to council with all required information 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 Speakers 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. Council does not permit the use of external USB or hard drives to share or present documents as per council policy.

*4.2c 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.*

*4.2d Council will allow a maximum of **five (5)** speakers. If several speakers are registered to speak on the same topic, speakers may be approached by Council to consider a combined submission.*

4.2e 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.

4.2f Council may refuse an application to speak at a public forum. If so, Council should give reasons for a decision to refuse an application.

4.2g 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.

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 <u>ordinary</u>** 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.

<u>The quorum for a meeting</u>

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:

00 Public Forum

01 Opening meeting

(a) Webcasting announcement

(b) General recording of meeting announcement (clause 5.37)

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 Petitions

09 Mayoral minute(s)

10 Notices of motion/Questions with notice

11 Rescission motions

12 Reports to council

13 Reports of committees

14 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, cannot 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 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) 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 IRREGULARITES

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 *Local Government Act 1993*
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 *Environmental Planning and Assessment Act 1979* 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 *Local Government (General) Regulation 2021*
year	means the period beginning 1 July and ending the following 30 June

AUTHORISED BY
Council

EFFECTIVE FROM
26 November 2025

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 *Local Government Act* & Regulations on 1 July 1994
3	Council	22 January 1996	Following amendments to the *Local Government Act* and Regulations on 10 November 1995
4	Council	10 March 1997	Following amendment to the Local (Meetings) Regulation on 6 December 1996
5	Council	13 December 1997	Following a review of the Code, and in anticipation of the *Local Government (Open Meetings) Act* 1998
6	Council	14 September 1998	Following a review of the Code and in line with amendments to the *Local Government (Open Meetings) Act* 1998 and *Local Government (Meetings) Regulation* 1993
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	*Local Government Amendment Act* 2000
10	Council	9 September 2002	In accordance with the *Local Government (Miscellaneous) Act* No 40
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	27September 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	26 November 2025	OLG issued new Model Code 2025 in Sept 2025, instructing 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

ATTACHMENT 1:

REQUEST TO ADDRESS COUNCIL FORM

Please note this is an operational document and is subject to change as required.

HOW TO SUBMIT YOUR REQUEST

Request to Address Council Form to be submitted to Council by **12 pm, two (2) full business days** prior to the meeting.

WHO CAN SPEAK?

Members of the public are invited to attend Council meetings and may seek permission to speak at public forums 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. If several speakers are registered to speak on the same topic, speakers may be approached by Council to consider a combined submission.

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 recordings. 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? O FOR O AGAINST

Have you addressed Council previously in relation to this matter? O YES O 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? O YES O NO

O Upload documents (must be provided at the time of your submission)

Acknowledgement

O If I am permitted to speak at a Public Forum, I acknowledge that they 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.

O I agree I must comply with Council's *Code of Meeting Practice*.

O I agree as part of the 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 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 Public Forums 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.

COM 02	**Business excluded from April Council Meeting - QWN/NOMs**

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework.
File Ref	153175.2026
Report By	M'Leigh Brunetta - Manager Civic & Executive Services
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

This report is provided in accordance with clause 3.18 of the Code of Meeting Practice (adopted Nov 2025, however 3.20 in COMP July 2025). The report identifies business that was excluded from the last ordinary meeting of Council because the business was or its implementation would have been, in the opinion of the Chief Executive Officer, unlawful. In accordance with the requirements of clause 3.18, the report does not give details of the item of business.

RECOMMENDATION

That Council notes this report.

REPORT

Clause 3.18 of the Code of Meeting Practice provides:

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.

The table identifies business that was excluded from the last ordinary meeting of Council because the business was or its implementation would have been, in the opinion of the Chief Executive Officer, unlawful. In accordance with the requirements of clause 3.18, the report does not give details of the item of business.

Business	Summary opinion
NOM – Social Media Platforms	Contrary to clauses 9.10 and 9.11 of the Code of Conduct and section 440(5) of the Local Government Act 1993.
NOM – Internal Council Image	Contrary to clauses 9.10 and 9.11 of the Code of Conduct and section 440(5) of the Local Government Act 1993.
NOM – By-Election	Contrary to clauses 9.10 and 9.11 of the Code of Conduct and section 440(5) of the Local Government Act 1993.
NOM – Publication of Information	Contrary to clauses 9.10 and 9.11 of the Code of Conduct and section 440(5) of the Local Government Act 1993.
NOM - By-election and governance	Contrary to clauses 9.10 and 9.11 of the Code of Conduct and section 440(5) of the Local Government Act 1993.
QWN –By-Election Media Reporting	Contrary to clauses 9.10 and 9.11 of the Code of Conduct and section 440(5) of the Local Government Act 1993.
NOM – Council Communications	Contrary to clauses 9.10 and 9.11 of the Code of Conduct and section 440(5) of the Local Government Act 1993.
NOM – Council resources, threats and conduct	Contrary to clauses 9.10 and 9.11 of the Code of Conduct and section 440(5) of the Local Government Act 1993.
NOM – Council Communications Integrity etc	Contrary to clauses 9.10 and 9.11 of the Code of Conduct and section 440(5) of the Local Government Act 1993.
NOM – Council Staff Safety etc	Contrary to clauses 9.10 and 9.11 of the Code of Conduct and section 440(5) of the Local Government Act 1993.
QWN – Use of Public Funds	Contrary to clauses 9.10 and 9.11 of the Code of Conduct and section 440(5) of the Local Government Act 1993.
NOM – Election Signage	Contrary to clauses 9.10 and 9.11 of the Code of Conduct and section 440(5) of the Local Government Act 1993.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.

Legislative	Council is required by section 360 of the Local Government Act 1993 to have a Code of Meeting Practice. The council and a committee of which all the members are councillors must conduct its meeting in accordance with the adopted code of meeting practice. Council's Code of Meeting Practice is required to be consistent with the mandatory provisions of the model code of meeting practice prescribed by the Local Government (General) Regulations 2021. The prescribed model code is the 2021 version which contains a mandatory provision (clause 3.20), which is reflected in clause 3.18 of Council's adopted Code.
Risk	The risk is deemed to be Low.

ATTACHMENTS

Nil

COM 03	Appointment of Councillors to Committees and Affiliated Bodies - Vacancy roles only

Strategic Objective	Visionary, Leading, Responsible Communicate, listen, engage and respond to the community by encouraging participation
File Ref	153181.2026
Report By	M'Leigh Brunetta - Manager Civic & Executive Services
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

This report was deferred from the 18 May 2026 Council Meeting to ensure all Councillors have the opportunity to consider appointment on committees and affiliated bodies detailed in this report. Please note, the previous report indicated that all Councillors were members of the Civic Advisory Committee. While all Councillors can attend as observers, voting rights are limited to appointed Councillors only. This reference has been removed from this report.

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

Due to former Councillor Green resignation, several roles have becoming vacant and require appointment. This report has been tabled following the South Ward by election to ensure all Councillors have the opportunity for consideration and appointment.

RECOMMENDATION

That Council:

1. Council appoints a Councillor to the following Committees
    a. Aboriginal Consultative Committee
    b. Community and Safety Prevention Committee
    c. Liverpool Sports Committee
    d. Tourism and CBD Committee

2. Council appoints a Councillor to the following Affiliated Body
    a. NSW Public Libraries Associations

REPORT

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.

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.

Aboriginal Consultative Committee	
Purpose	The Aboriginal Consultative Committee has been established primarily to provide an open line of communication between Council and the Aboriginal community.
Meeting Information	Quarterly, Thursday, 6.00pm – 8.00pm
Representatives	1 Councillor Vacancy (Clr Green resignation)

Community and Safety Prevention Committee	
Purpose	The Community Safety and Crime Prevention Advisory Committee has been established to: 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.
Meeting Information	Quarterly, first Thursday, 10am – 12pm
Representatives	1 Councillor Vacancy (Clr Green resignation)

Liverpool Sports Committee	
Purpose	The Committee has been established to: 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.
Meeting Information	Quarterly
Representatives	1 Councillor Vacancy (Clr Green resignation)

Tourism and CBD Committee	
Purpose	The Committee has been established to provide relevant advice and recommendations to Council relating to: 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.
Meeting Information	Quarterly
Representatives	1 Councillor Vacancy (Clr Green resignation)

NSW Public Libraries Associations – Affiliated body	
Purpose	NSWPLA is the only state based library association in Australia that was formed by councillors, includes councillors in its executive committee, and has a membership exclusively of councils. 100% of NSW councils are currently members of NSWPLA.
Meeting Information	Quarterly, via Zoom
Representatives	1 Councillor Vacancy (Clr Green resignation)

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	Encourage the community to engage in Council initiatives and actions. Provide information about Council's services, roles and decision making processes. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	Local Government Act 1993
Risk	The risk is deemed to be Low.

ATTACHMENTS

Nil

COM 04	Suspension of Alcohol-Free Zone (AFZ) - Macquarie Mall for Experience The World Events

Strategic Objective	Healthy, Inclusive, Engaging Deliver great and exciting events and programs for our people and visitors
File Ref	155046.2026
Report By	Natasha Checinski - Acting Manager Cultural Venues and Events
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

Experience The World held at Macquarie Mall, Liverpool is a series of award-winning events highlight Liverpool's cultural make up and diversity.

Multiple events are 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 multiple 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 EuroFest operating hours of 5pm – 10pm on the weekend of 25-26 June 2026 in order to facilitate a pop-up bar at the event;

2. Endorse the temporary suspension of the AFZ within Macquarie Mall, for Primavera Latin American Festival operating hours of 5pm – 10pm on the weekend of 12-13 September 2026 in order to facilitate a pop-up bar at the event;

3. Endorse the temporary suspension of the AFZ within Macquarie Mall, for Lanterns & Lights operating hours of 5pm – 10pm on the weekend of 22-23 May 2027 in order to facilitate a pop-up bar at the event;

4. Note that the AFZ will be suspended within a demarcated area for each event, 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.

The addition of a licensed pop-up bar at multiple Experience The World events 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.

Notices will be published on Council's website 14 days prior to each event.

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	• 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: 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 (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. (2) During the period indicated in such a notice as the period of suspension, the zone does not operate as an alcohol-free zone. (3) In like manner the council may at any time cancel the operation of an alcohol-free zone.

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 05	Media and Social Media Policy

Strategic Objective	Visionary, Leading, Responsible Communicate, listen, engage and respond to the community by encouraging participation
File Ref	164726.2026
Report By	Clara McGuirk - Manager Marketing, Communications and Brand
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

In March 2026, Council endorsed the exhibition of revised draft Media and Social Media Policies. These policies, developed in alignment with the Office of Local Government Model Media Policy and Model Social Media Policy, clearly distinguish between the two areas while outlining Council's legislative responsibilities, as well as the roles of the Mayor and Councillors in relation to the media and activity on social media. They also establish a strengthened framework to support compliance with these obligations, particularly in relation to social media engagement and moderation.

A comprehensive community consultation process was undertaken over a minimum 28-day public exhibition period to better understand how the community engages with Council's social media channels, their key concerns, and their awareness of Council's responsibilities to maintain a safe and respectful online environment.

A key focus of the consultation was to understand community expectations regarding social media moderation, including appropriate moderation hours, management of unstaffed periods, and preferred pathways for raising urgent matters.

Consultation tools included the Liverpool Listens platform, an online survey, an independent randomised telephone survey to support data integrity, direct stakeholder engagement, and a community drop-in session. Targeted efforts were also made to engage culturally and linguistically diverse communities through translated materials and outreach.

This report outlines the consultation methodology, summarises community feedback and sentiment, and presents the resulting findings and recommendations.

RECOMMENDATION

That Council:

1. Endorses a moderation framework where comments are moderated Monday to Friday, 9am to 5pm, in line with resources available and automatically turned off on weekends or whenever moderation is unavailable, to reduce organisational risk; and

2. Adopt the Draft Social Media Policy and Draft Media Policy as final.

REPORT

In March 2026, Council endorsed the exhibition of revised draft Media and Social Media Policies. The draft Media and Social Media Policies have been on public exhibition for the 28 Day requirement and a comprehensive consultation piece was done with the community, in particular on the draft Social Media Policy and specifically the challenges of ensuring succinct and thorough moderation of social media channels and Council's legislative obligations and operational risk.

This report outlines the engagement approach, key themes arising from community and stakeholder feedback, further context through user behaviour, and the recommended updates to the policies. It also demonstrates how feedback has been considered to ensure the final policies are clear, practical, and responsive to community expectations while maintaining strong governance and alignment with legislative requirements and sector best practice.

Consultation

A multi-channel community engagement plan was implemented to support the public exhibition process. The approach was designed to ensuring broad and meaningful community participation alongside Council's legislative requirements. Engagement activities were guided by the IAP2 spectrum and focused on both informing and consulting the community.

Key consultation methods included a dedicated Liverpool Listens project page, an online survey to capture community feedback and usage patterns, and an independent random sample telephone survey to provide a balanced and representative dataset. Additional engagement activities included direct discussions with community members at engagement-sessions and available events.

Targeted strategies were also implemented to improve accessibility and inclusiveness, including distribution through Council networks and stakeholder channels. A supporting communications campaign utilised social media, e-newsletters, digital displays and on-ground materials to maximise awareness and participation.

Consultation Feedback

Liverpool Listens

A total of 18 responses were received via the Liverpool Listens portal.

Of these respondents, all but one indicated they follow Council's social media channels. The primary reason for engagement was to stay informed about local news, projects and services, followed by interest in events and activities, and the opportunity to comment on or discuss community issues.

In terms of usage patterns, 17 respondents identified the evening period between 6pm and 9pm as their peak engagement time. Thirteen respondents indicated they access social media consistently across both weekdays and weekends, while the remainder noted either limited use or a predominance of weekday use. Only one respondent reported primarily engaging on weekends.

Fifteen respondents expressed strong opposition to proposed moderation measures that would involve disabling comments outside resourced moderation hours (Monday to Friday, 9am–5pm). Common themes raised in feedback included calls for extended moderation hours to accommodate evening users, concerns that restricting commenting would limit community voice and participation, and perceptions of potential censorship or bias in the online narrative.

Two respondents expressed conditional support for the proposed approach but raised concerns regarding the closure of comments after three days, noting that this may limit the ability for users to engage with content retrospectively.

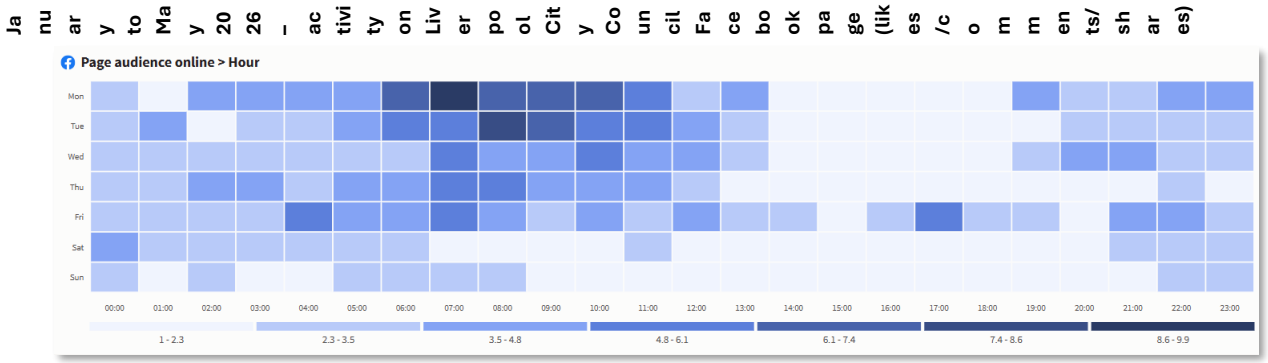
Conversely, a small number of respondents supported the proposed moderation framework, citing concerns about increasingly harmful or hostile online behaviour and its impact on community wellbeing, including potential psychological effects.

Additional feedback highlighted expectations that Council services should be accessible outside standard business hours, particularly in the context of emergencies, and questioned how the community could engage effectively during unmoderated periods.

Broader commentary on the policy also raised concerns regarding governance arrangements, particularly the appropriateness of senior executive roles in operational social media oversight. Feedback suggested that decision-making responsibilities should align closely with operational expertise to ensure practical and informed management of social media functions.

Response to Feedback – Liverpool Listens

While consultation feedback indicated a perception that engagement occurs predominantly outside standard business hours and on weekends, Council's internal social media analytics present a more nuanced picture. Available data indicates that peak interaction periods typically occur during weekdays, particularly outside commuting hours. This highlights the importance of considering multiple data sources when assessing community behaviour. Further targeted engagement and analysis may be undertaken to validate and better understand these usage patterns.



In relation to concerns about restricting community voice, it is acknowledged that social media plays an important role in enabling community expression and discussion. However, it is one of several available engagement channels and is not the primary mechanism for managing service requests or urgent issues. Council provides a range of established pathways for community members to raise concerns, including Councillor-led enquiries, the Liverpool Listens platform, Customer Service, and the CityWatch reporting system. These channels are more appropriately resourced to provide timely, trackable and direct responses.

Concerns regarding Council's availability outside business hours are also noted. Council has implemented an after-hours AI-supported customer service platform, Luna, which enables 24/7 access to information and support. This ensures that the community can seek assistance at any time, particularly for urgent matters, through more appropriate and responsive channels.

It is also important to clarify that social media platforms are not designed or resourced to function as emergency or high-priority service channels. To address this, a planned communications and education campaign to improve community understanding of the purpose of different engagement channels, including when and how to use each effectively, will be rolled out concurrently.

This approach will support clearer expectations, improve service responsiveness, and reduce reliance on social media for matters better managed through dedicated service channels.

Telephone Survey of LGA

A total of 200 participants were surveyed over the phone as part of a random sample. These participants were selected from across 34 suburbs in Liverpool LGA, and a broad cross-section of ages and languages were covered, even male/female.

Notably, results from the independent telephone survey of 200 participants showed a stronger alignment with Council's internal social media analytics. Of those surveyed, 98 respondents indicated they most commonly engage with Council's social media during weekday evenings, with overall usage broadly consistent across both weekdays and weekends.

Q3. Which of the following times do you access council social media?

	Overall	Gender		Age				Speak a language other than English at home	
		Male	Female	18 - 34	35 - 49	50 - 64	65+	Yes	No
Weekdays	33%	37%	29%	22%	40%	36%	38%	27%	40%
Weekday evenings	66%	57%	72%	68%	58%	86%	50%	64%	68%
Weekends	34%	28%	39%	23%	34%	50%	50%	31%	37%
Other	12%	9%	14%	3%	19%	7%	25%	11%	13%
Base	98	43	55	35	38	17	8	53	45

The findings indicate a moderately supportive overall response to the proposal, with 51% of respondents expressing support compared to 30% opposing.

Support varies across demographic groups, with higher levels of support observed among female respondents, those aged 50–64, and respondents from culturally and linguistically diverse backgrounds. Conversely, male respondents and English-only speakers demonstrated higher levels of opposition.

These results suggest that while there is a foundation of support for the proposed approach, there remains a significant and strongly held concern among parts of the community, reinforcing the need for clear communication, education and ongoing engagement.

Community Engagement and anecdotal feedback

Community engagement and anecdotal feedback indicated broad support for the proposed moderation changes. Most participants agreed that current online behaviour has become increasingly negative, with concerns raised about racism, personal attacks and abusive commentary reflecting poorly on both Council and the wider community.

There was also general recognition that Council cannot reasonably moderate platforms at all times, particularly outside business hours, and that similar moderation approaches are commonly adopted by other organisations.

Some community members noted they avoid social media altogether due to its toxic environment, reinforcing the perceived need for stronger moderation. Overall sentiment emphasised the importance of respectful online conduct, with a common view that standards should reflect how people interact in person.

While no strong opposition emerged through verbal feedback, some concerns were noted. These included the importance of maintaining social media as a space for community voice and discussion, and the challenge of balancing open participation with appropriate behavioural standards.

The prevailing view was that while people should be able to express criticism, it should not extend to abusive behaviour.

Existing Controls and Shortfalls

Council currently applies automated moderation tools, including keyword filters and platform settings, to identify and limit inappropriate content. While these controls provide an initial layer of protection, they are not fully effective, as some users deliberately bypass filters through altered language, coded terms or other workarounds.

Manual, staff-led moderation remains the most effective method for identifying context, nuance and emerging issues. However, continuous moderation, particularly outside standard business hours, is constrained by available resourcing.

As a result, while all reasonable steps are taken to monitor and remove harmful content, there are periods where inappropriate material may remain visible for longer than intended.
In practice, this means that despite existing controls and best efforts, some harmful or non-compliant content continues to appear on Council-managed platforms, highlighting a gap between current capability and the level of oversight required to fully mitigate risk.

Conclusion and Recommendations

While Council has implemented existing controls, including automated filters and active moderation within available hours, these measures have not fully prevented the presence of trolling, harmful rhetoric and inappropriate behaviour - particularly outside standard business hours. This ongoing exposure presents both reputational and legal risks.

On this basis, it is recommended that comments be closed during periods when active moderation cannot be maintained. This approach aligns with Council’s obligation to provide a safe and respectful online environment, while recognising current resourcing limitations. This

practice is also adopted by comparable government departments and agencies across social media platforms.

Importantly, the proposed policy strengthens Council's ability to manage user behaviour through clearer standards and enforcement mechanisms. It also establishes greater accountability for all participants , including Council staff, officials and members of the public when engaging on Council-managed platforms.

While acknowledging the importance of social media as a channel for community expression, it is not the primary mechanism for service delivery or issue resolution. Council maintains a range of established, better-resourced engagement pathways, including Councillor enquiries, Liverpool Listens, Customer Service and CityWatch, that support timely and trackable responses. Additionally, Council's after-hours AI-supported platform, Luna, ensures 24/7 access to information and assistance. Collectively, these measures balance community engagement with safety, ensuring Council's digital environments remain inclusive, well-regulated and aligned with governance and risk management obligations.

As a response to strengthen these avenues of engagement Council will run a series of campaigns alerting the community to way in which you can connect with council.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	Promote community harmony.
Civic Leadership	Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	This matter has been considered in accordance with the Local Government Act 1993 (NSW), including: Chapter 3: Principles for Local Government, which require councils to act transparently, ethically and in the best interests of the community while ensuring responsible and sustainable decision-making.

	Sections 23 and 24: Powers of Council, which provide authority to exercise general and ancillary powers necessary to perform council functions and deliver services for the benefit of the local government area. Sections 223, 226, 232 and 335: Governance provisions, which define the respective roles and responsibilities of the governing body, the Mayor, councillors and the General Manager, maintaining the separation between strategic oversight and operational management. Chapter 14, Part 1: Conduct provisions, which establish standards of behaviour, ethical obligations and accountability requirements for councillors and council staff.
Risk	Unmoderated or inadequately moderated social media platforms exposing Council to harmful or defamatory user-generated content caused by insufficient monitoring or delayed response resulting in legal liability, reputational damage and reduced community safety and trust. The risk is considered outside Council's risk appetite. This is reinforced by *Fairfax Media Publications Pty Ltd v Voller (2021)*, where the High Court found page administrators can be treated as publishers of third-party comments and held liable for defamation.

ATTACHMENTS

1. Engagement Report - Social Media and Media Policy

Community Engagement Report

Draft Media Policy & Draft Social Media Policy

CONTENTS

1. Background	Page 3
2. Public Exhibition and Community Engagement	Page 3
3. Community Research	Page 7
4. Community Feedback and Results	Page 8
5. Community Sentiment and Consistent Themes	Page 15
6. Written Submissions (redacted)	Page 17

1. BACKGROUND

1.1 Draft Media Policy and Draft Social Media Policy

Liverpool Council has revised its Media Policy into two new draft policies to provide a framework for how Council engages with both traditional media and on digital or social platforms.

The creation of two new related but distinct policies provide a clearer separation of purpose on how Council engages with and through traditional and digital media, while ensuring alignment in intent.

The revised approach strengthens accountability, consistency and oversight, supports better decision-making, and ensures Council's media and social media activities are governed by clear, contemporary and defensible processes that reflect best practice and Council resolutions.

The draft policies align with the Office of Local Government (OLG) model and reflect best practice across the sector.

1.2 Public Exhibition and Community Engagement

At the Council Meeting of 25 March 2026, Council resolved to place the Draft Media Policy and Draft Social Media Policy on Public Exhibition for a period of at least 28 days.

2. PUBLIC EXHIBITION AND COMMUNITY ENGAGEMENT

2.1 Exhibition Period

The Draft Media Policy and Draft Social Media Policy were placed on the Public Exhibition and Notices page of Council's website for public viewing and comment from 15 April 2025. The exhibition period closed on 4 June 2026.

Information also appeared on the Have Your Say section of the Liverpool Listens website.

2.2 Methods of Feedback

Community members and key stakeholders were encouraged to provide feedback via one of the following ways:

1. Written submission - by email and/or post
2. An online survey
3. Talking to engagement staff in person at community events and dedicated information sessions

Through feedback, Council sought to understand:

- The community's view on The Draft Media Policy and Draft Social Media Policy
- How supportive the community is of the proposed changes to Council's moderation practices: e.g. Moderated Monday to Friday between 9am and 5pm, with comments closed on weekends, after three days of a post being published, or at any time when moderation is not possible or available.
- Our community's use of social media – in particular how, why and when they engage with Council's social media pages.

2.3 Engagement Methods and Communication/Promotion

During the exhibition period, community members and key stakeholders were encouraged to provide feedback through the below engagement methods and promotion:

2.3.1 In-person engagement stalls/information sessions at:

Community Drop-In Session
Liverpool Powerhouse, Casula
20 May 2026
6pm – 7.30pm

Powerhouse Growers and Artisan Market
Liverpool Powerhouse, Casula
Saturday 30 May 2026
8am – 1pm

This activity provided engagement staff the opportunity to chat in person with community members, answer any questions, and encourage feedback via submission or survey with incentive activities. Images 1-2 show photos of community engagement activity.

Images 1 to 2 – In-person Community Engagement activity

2.3.2 Social Media

Promotion of the Public Exhibition through Council's social media channels was imperative to 'meeting our community where they live' – directly targeting Liverpool's community of social media users.

Social media posts served a dual purpose of:

- Informing the community of the Public Exhibition and encouraging feedback

- Educating the community about acceptable online behaviour, obligations of social media users, as well as the best ways to report issues through Council's customer service channels

In total, Council posted nine times on its main social media channels throughout the exhibition period, encouraging community feedback:

11 May, 2026
- Facebook
- Instagram
- LinkedIn

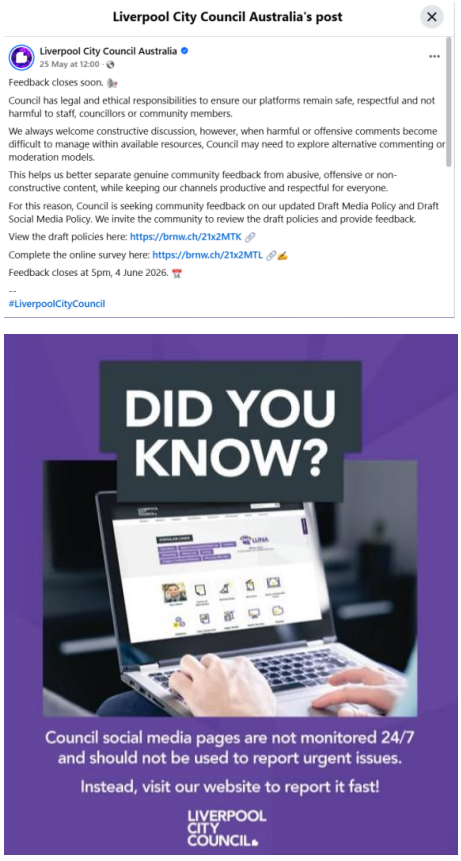
18 May, 2026
- Facebook
- Instagram
- LinkedIn

25 May 2026
- Facebook
- Instagram
- LinkedIn

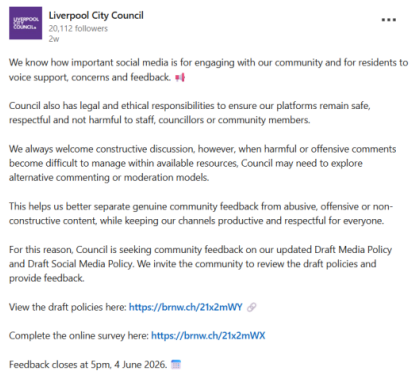
Images 3 to 5 – examples of social media posts during the Exhibition Period.

Instagram

Facebook



LinkedIn



2.3.3 Other Communications and Promotions

Community/External Stakeholders

- Included in Council's weekly *Liverpool Life Bites* e.newsletter to the community on 15 May 2026.
- Flyers placed in key Council facilities and libraries.
- Promoted on digital screens at Customer Service Centres and other key Council facilities and events.
- Highlighted as a key project on Council's website homepage.
- Communications sent out via other Council contact lists/databases where relevant.
- Letters to local Federal and State MPs to notify them of the Public Exhibition, encourage feedback from them/their constituents.

Internal Stakeholders

- Included in *The Loop*, Council's internal staff e.newsletter to target staff as a key stakeholder on 18 May 2026.
- Update to Councillors during 5 May 2026 Governance Meeting, as per Council Resolution of 25 March.

- Memo to Councillors providing update and encouraging feedback on 21 May 2026 Councillor Update.

Images 6 and 7 – Flyer to promote the public exhibition to the community

3. COMMUNITY RESEARCH

In an effort to better understand community use of social media (how, when and why they engage with Council's social media pages - or why not) Council undertook community research through a telephone survey during the Public Exhibition period.

Conducted by Micromex Research and Consulting, the survey of 200 community members sought an unbiased understanding of the Liverpool community's social media practices. It also sought to establish how supportive the community is of the proposed moderation model.

The sample was weighted by age and gender to reflect the 2021 ABS census data for the Liverpool LGA.

4. COMMUNITY FEEDBACK AND RESULTS

Council received 65 submissions from the public, including one written submission and 64 completed surveys.

Combined with the 200 community members who took part in the community research telephone survey, this results in feedback from a total of 265 community members.

4.1 Written Submissions

One written submission was received during the exhibition period. The full redacted submission is included at the end of this report.

Feedback	Sentiment	Council's Response
Acknowledges and supports the need for moderation on Council social media pages and understands Council's responsibility to manage inappropriate, derogatory, or inciteful commentary. However, strongly opposes the proposal to routinely disable comments outside of business hours. Social media comment sections are viewed as an important space for community discussion, public feedback, and engagement between residents—particularly for matters that do not require formal service requests through other channels. Disabling comments during evenings and weekends would significantly reduce opportunities for public participation, particularly as these are times when many residents are more available to engage online. Suggests alternative approaches to managing moderation outside business hours, including: • continuing the use of automated moderation tools and keyword filtering	Feedback is in opposition, with proposed alternatives	Acknowledge and appreciate submitter's views, particularly the emphasis on the importance of social media as a space for community discussion, feedback and participation, including outside of business hours. Thanks the submitter for suggestions of alternative approaches, which will be investigated. While we understand concerns, Council also has an obligation to provide a safe and respectful online environment for all users. Recognises that the proposed approach may impact some aspects of engagement; however, it has been informed by benchmarking, research and community insights to ensure it is fair, transparent and equitable. Importantly, the intent is not to censor or limit constructive discussion, but to set consistent boundaries that reduce harm and support respectful interaction across our platforms.

• allowing for delayed moderation responses outside business hours • applying temporary comment restrictions only where specific posts become problematic Closing comments by default whenever live moderation is unavailable creates an unnecessary limitation on public discourse and may reduce transparency and accessibility.		

4.2 Verbal Feedback at In-person Community Engagement Activities

In-person engagement activity gave staff the opportunity to chat in person with community members, answer any questions, and encourage feedback via submission or survey with incentive activities.

It also gave staff the opportunity to understand community sentiment, with the majority of community members supporting proposed measures to make Council's online spaces a safer environment for all community members. Key verbal feedback included:

In favour of proposed changes and moderation

- Majority of verbal feedback received was supportive of proposed moderation model and Council's reasoning behind proposal.
- Feedback that current online behaviours are out of hand (racism, personal attacks, abuse) and reflect poorly on Council and the wider community. This is not only on Council's social media pages, but other community pages, groups and personal pages of high-profile community individuals.
- Acknowledgement that Council cannot resource moderation 24/7, especially across weekends, and that closing comments out of core business hours is practiced by many organisations and businesses.
- Community members who are not avid social media users or who do not follow Council channels said they do not go online as they find it a toxic environment.
- "If you wouldn't say it to someone's face, you shouldn't write it online".

Not in favour/concerns/undecided

- No outright opposition was voiced via verbal feedback, though some community members said they can understand why people want to voice their opinion in a public forum.
- Commentary that the world has changed and social media is now one of the main ways communities interact and make themselves heard.
- Hard to find that right balance between people having a voice and acceptable online behaviour.
- "People can be critical but they shouldn't be abusive".

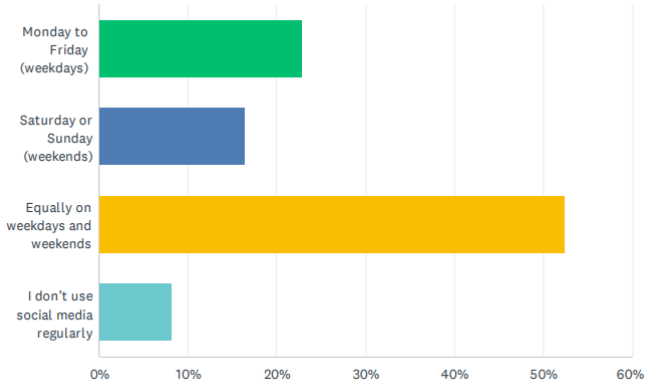
4.3 Online Survey Results

A total of 64 participants responded to the community survey.

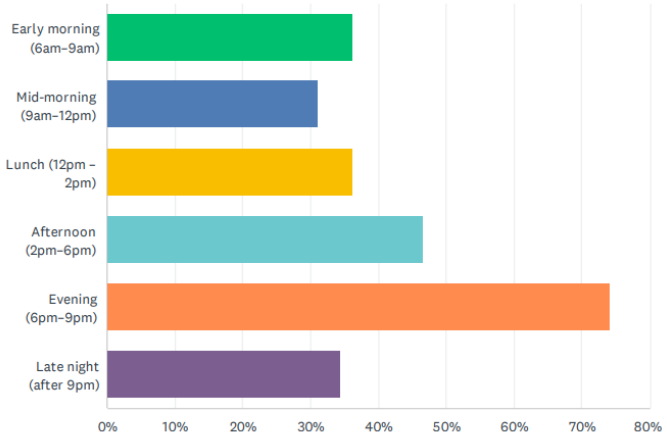
Key data from the survey includes:

4.3.1 Use of social media

- Facebook is the most use social media platform by survey respondants followed by Instagram, YouTube, TikTok and LinkedIn. Council's main 'Liverpool City Council' pages are the most followed across all platforms.
- When asked on which days they were more likely to view or engage with Council's social media channels (61 responses) the majority of respondants (52%) said equally on weekdays and weekends. This is compared to 23% accessing social media Monday-Friday, or 16% on weekends.

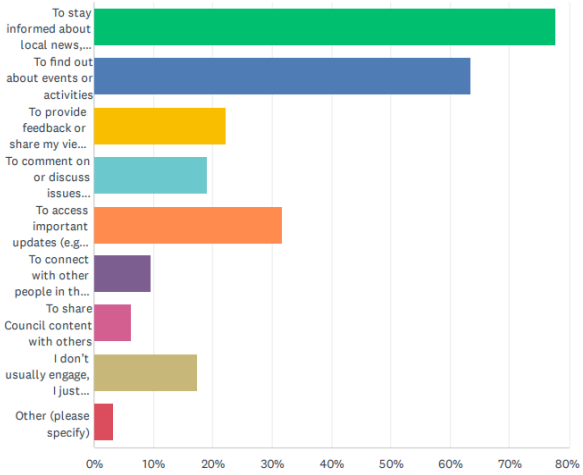


- When asked what times of day they usually view or engage with Council's Social Media content (58 responses, select all that apply), evening between 6pm-9pm was the peak time (74%), followed by afternoon 2pm-6pm (47%) and early morning 6am-9am (36%).



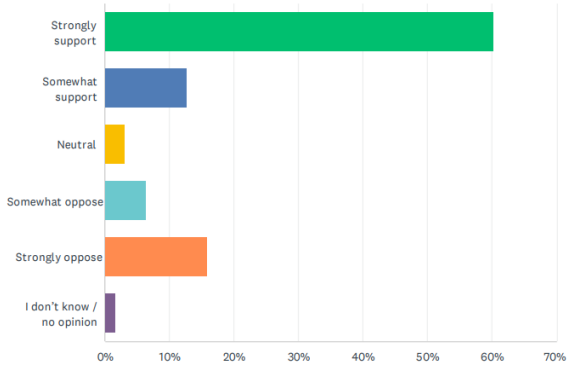
4.3.2 Reason for accessing and not accessing Council's social media channels

- The majority of respondants said they access Council's social media channels for informational purposes versus interacting.
- 78% say they access to stay informed about local news, projects and services; 63% to find out about events or activities; and 32% to access important updates (e.g. traffic, disruptions, emergencies). 17% said they don't usually engage but follow to read or view content (63 responses, answer all that apply).
- This is opposed to 22% who access to provide feedback or share views; 19% who access to comment or discuss issues; 9% who access to connect with other people in the community; and 6% who access to share Council content with others.
- One respondent said they don't follow social media as they "find it an awful environment"



4.3.3 Level of support for moderation model

The majority of survey respondants (73%) were supportive of the proposed moderation model, with 60% saying they strongly support and 13% somewhat supporting the model. This is in comparison to 21% being in opposition (6% somewhat opposing and 16% strongly opposing). (63 responses).



4.3.4 When asked why they supported or opposed the proposal (52 responses) , key themes included:

In support:

- Desire to reduce harm, racism, and toxicity
- Need for safe, respectful online spaces
- Expectation of responsible governance and community standards
- Concern from community about individuals inciting and encouraging ugly behaviour

In opposition:

- Concerns about censorship and loss of voice
- Reduced accessibility due to moderation time restrictions
- Belief that moderation limits engagement rather than improves it

Finding a balance:
The community largely agrees moderation is needed, but there is concern about *how it is implemented*, particularly around transparency, accessibility, and fairness.

4.3.5 When asked if they would like to share any other feedback about Council's Draft Media Policy or Draft Social Media Policy, key feedback included (10 responses):

- Criticism of the CEO being one of the managers or authorised users of Council's social media platforms. Unrealistic for someone so senior to understand the minutia of access, moderation, etc. They will most likely follow the advice of other key team members. If they are relying on the advice of another role then they shouldn't be the person making the decision.
- Need for clarification around what the definition or decision-making process is to block someone.
- Councillors should also abide by the rules and behave in a manner becoming of government officials
- Support for moderation proposal. It does not impact freedom of speech, simply allows to ensure it is a safe and inclusive environment for all.
- Moderation will lead to censorship and silencing people

4.3.6 Who completed the survey?

Demographic questions asked in the survey tell us it was completed by:

- The majority of respondents said they are residents of the Liverpool LGA (86%); 13% said they own or work at a business in the LGA; and just under 5% identified as being social media influencers or administrators for local social media community groups. 14% identified as 'Other' – stating ties to the community as frequent visitors, volunteers or residents in neighbouring LGAs (64 responses).
- Age: 37% Age 35 – 49; 22% Age 25 – 34; 16% Age 60 – 69; 14% Age 50 – 59; 5% Age 70 – 84; 3% Age 16 – 24; 0% Age 85+ (63 responses).
- Gender: 75% female; 19% male; 2% non-binary; 5% prefer not to say or other (63 responses).
- Aboriginal or Torres Strait Islander: 90% No, 3% Yes Aboriginal, 0% Yes Torres Strait Islander, 7% Prefer not to say (60 responses).
- Person with Disability: 84% no, 6% yes, 10% prefer not to say (62 responses).
- Language spoken at home: 84% English, 3% Vietnamese, 2% Arabic, 2% Serbian, 2% Spanish, and 2% Filipino/Tagalog. Other (6%) languages listed: Gujrati, Chinese, Marati, Malayalam (62 responses).

4.4 Community Research - Telephone Survey Results

During the exhibition period, a sample of 200 community members were interviewed via telephone to gain an unbiased understanding of the Liverpool community's social media practices. It also sought to establish how supportive the community is of the proposed moderation model. The sample was weighted by age and gender to reflect the 2021 ABS census data for the Liverpool LGA.

Key data from the community research includes:

4.4.1 Use of Social Media

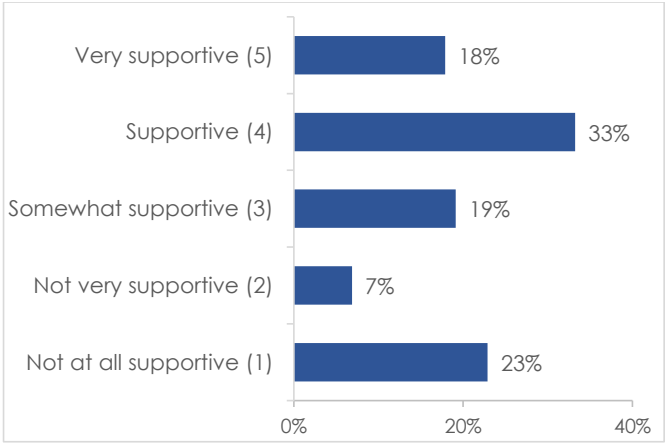
- 35% of residents access at least one Council social media channel at least monthly, a further 14% access less often, while 44% have social media accounts but never access any of the prompted Council channels.
- Facebook has the highest reach, with 28% accessing it at least monthly, followed by Instagram, YouTube, TikTok and LinkedIn.
- Among residents who access Council social media, over two thirds (68%) prefer to access on weekday evenings.

4.4.2 Reason for accessing and not accessing Council's social media channels

- Reasons for accessing**:** Most residents who access Council's social media primarily to stay informed, not to interact. The channels are used for general local updates, information about events/activities and practical service/infrastructure information.
- Reasons for not accessing: Reasons for not accessing Council channels centre on a lack of interest or perceived relevance, low awareness/low visibility of channels, no perceived need/not top of mind, time constraints, limited social media use/digital barriers, negative views of Council and a preference for other sources/channels.

4.4.3 Level of support for moderation model

- Overall, 70% of residents are at least somewhat supportive of Council's proposal regarding how it interacts with the community on its social media pages.
- Over half (51%) were supportive or very supportive, compared to nearly a third (30%) who were not very supportive or not at all supportive.



Reasons for supporting:

- Ensure comments are respectful and reduce abuse
- General approval/low personal concern
- Maintains a useful information and communication channel
- It is practical for Council to manage
- Qualified support, with concerns about flexibility

Reasons for not supporting:

- Restricts residents' ability to comment, engage or express views
- Timing is inconvenient
- Low relevance, limited social media use or no perceived need
- Transparency concerns
- Comments should be accessible at all times

4.5 Feedback via Social Media

Social media posts across Council's channels regarding the Draft Media Policy and Draft Social Media Policy consultation reached 13,174 people across Facebook, Instagram, and LinkedIn, with the first post driving the highest levels of interaction.

Community sentiment was mixed, with feedback focused on content moderation, Councillor conduct, and misinformation concerns, while some residents expressed support for Council's efforts to maintain respectful and constructive online engagement.

Statistics:

Post 1 – 11 May	Views	Reach	Comments	Likes	Engagement	Link Clicks	Shares
Facebook	10,443	5,905	30	23	64	14	11
Instagram	1,928	1,107	0	7	7	N/A	0
LinkedIn							

Post 2 – 18 May	Views	Reach	Comments	Likes	Engagement	Link Clicks	Shares
Facebook	6,341	3,716	14	15	32	8	3
Instagram	1,661	926	1	7	9	N/A	0
LinkedIn	214	160	0	1	1	7	0

Post 3 – 25 May	Views	Reach	Comments	Likes	Engagement	Link Clicks	Shares
Facebook	1,293	792	0	6	6	1	0
Instagram	669	400	0	2	2	N/A	0
LinkedIn	251	168	0	1	1	2	0

TOTALS	**Views**	**Reach**	**Comments**	**Likes**	**Engagement**	**Link Clicks**	**Shares**
Facebook	18,077	10,413	44	44	102	23	14
Instagram	4,258	2,433	1	16	18	N/A	0
LinkedIn	465	328	0	2	2	9	0
TOTAL	22,800	13,174	45	62	122	32	14

5. COMMUNITY SENTIMENT AND CONSISTENT THEMES

When looking at all feedback, the following consistent themes and community sentiment can be noted:

Broad support for moderation and safer online spaces
Across written, verbal, survey, and telephone research, there is clear alignment:

- Acknowledgement that moderation is necessary to manage harmful behaviour online
- Strong concern about racism, abuse, and toxic online interactions
- Expectation that Council maintains respectful, safe environments

Mixed but overall positive sentiment toward the moderation proposal

- Majority support moderation (online survey and phone research feedback)
- Minority in opposition, but with clear and consistent concerns
- Verbal feedback had no outright opposition, but acknowledged concerns
- Sentiment is broadly supportive, but not unconditional—implementation matters

Tension between safety and freedom of expression
While moderation is supported, there is concern from some members of the community about overreach:

- Concern about censorship and loss of voice
- Belief that restrictions may limit participation or engagement
- Emphasis that people still want to express opinions publicly, even if critical

Strong preference for information over interaction

- Across online survey and telephone research most users primarily consume information, not engage

Out of hours community use of social media

- Peak engagement times are evenings (6pm–9pm) and weekends
- Concerns that restricting comments outside business hours will limit participation when people are most available

Transparency, fairness, and clarity in decision-making

- Request for clear definitions and processes (e.g. blocking users)
- Expectation of fair application of rule/proportional response
- Concern about who makes decisions and how
- Desire for balance in how moderation is implemented

WRITTEN SUBMISSION

Received via email Thu 07/05/2026 4:37 PM

RE: 2026/1533 – Manager Communications and Marketing

To whom it may concern,

I am writing to provide feedback on the Draft Social Media Policy 2026, specifically the proposed moderation framework that would automatically turn off comments on weekends, after three days, or whenever moderation is unavailable.

I support the need for moderation on Council social media pages and understand Council's responsibility to manage inappropriate, derogatory, or inciteful commentary. However, I strongly oppose the proposal to routinely disable comments outside business hours.

Social media comment sections are an important space for community discussion, public feedback, and engagement between residents. They should not be treated solely as customer service channels. In Council's own report, it is acknowledged that many comments made outside standard business hours are "broad statements rather than requests requiring direct assistance or action from Council." In my view, this reinforces the point that comments are being used for community interaction and public discussion, not simply for lodging service requests.

Council has also previously stated that social media is not the appropriate place for formal service requests. If that is the case, then the value of comments should be recognised as community engagement rather than measured by whether they require action from staff.

Disabling comments during evenings and weekends would significantly reduce public participation during times when many residents are actually available to engage online. For many working people, weekends and evenings are the primary times they are able to read Council posts, discuss local issues, and participate in community conversations. Although this might not be the majority of people when looking at the heatmaps, it is still a portion of people that will be excluded by implementing Counselor Macnaughts moderation framework.

I acknowledge the challenges associated with moderation and agree that abusive or inflammatory content should be addressed appropriately. However, there are alternative approaches that are less restrictive than shutting down public interaction altogether. These could include:

- Continued use of automated moderation tools and keyword filters
- Delayed moderation responses outside business hours
- Temporary comment restrictions only where specific posts become problematic

Closing comments by default whenever live moderation is unavailable creates an unnecessary limitation on public discourse and reduces transparency and accessibility.

Council social media pages are one of the few easily accessible public forums where residents can openly discuss Council decisions and issues affecting the community.

I encourage Council to reconsider the proposal to automatically disable comments outside moderation hours and instead adopt a balanced moderation approach that maintains public participation while still managing organisational risk.

Thank you for the opportunity to provide feedback on the draft policy.

Kind regards,
[redacted]

COM 06	Liverpool Life Distribution

Strategic Objective	Visionary, Leading, Responsible Communicate, listen, engage and respond to the community by encouraging participation
File Ref	165874.2026
Report By	Clara McGuirk - Manager Marketing, Communications and Brand
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

Liverpool Life is Council's primary recurring printed publication, distributed to approximately 78,000 households across the Liverpool LGA, with additional copies available at libraries, customer service centres and partner organisations. Produced in its current format since 2014, the publication is also available online and translated into key community languages including Arabic, Assyrian and Vietnamese, supporting accessibility and inclusion.

The publication plays a central role in Council's communications, providing residents with updates on projects, initiatives, public exhibitions, events and key organisational information such as budgets and capital works. Printed community newsletters are a well-established practice across local government and remain an effective channel for reaching residents, particularly those less likely to engage with digital communications. Household distribution supports equitable access, addressing gaps in email databases and ratepayer records, which do not fully capture all residents, including tenants.

While the strategic value of the publication remains strong, distribution reliability has emerged as a key issue. Current delivery via flyer distribution services has resulted in consistent reports of missed delivery, particularly in growth areas such as Austral, Middleton Grange and Leppington. There is also evidence of wastage, including instances where bulk quantities of the publication have been discarded. These issues reduce reach and undermine the effectiveness of the publication.

Liverpool Life represents a significant financial investment, with $234,017 allocated in FY26/27 to produce and distribute four quarterly editions and provide translated content. In its current model, this investment is not consistently delivering intended outcomes due to distribution constraints.

This report proposes transitioning Liverpool Life to a triennial publication schedule, with editions produced in approximately July, November and March. Reducing frequency enables distribution via Australia Post, providing a more reliable and accountable delivery mechanism.

This approach balances cost, governance and community outcomes by maintaining a high-quality, accessible publication while improving delivery certainty and ensuring the publication reaches residents as intended.

RECOMMENDATION

That Council:

1. Endorse Liverpool Life as a triennial (3 times a year) publication, distributed via Australia Post mechanisms that will improve reliability and circulation outcomes; and

2. Recognise this does not change the budget allocation.

REPORT

This report provides an overview of Liverpool Life as Council's primary recurring publication, assesses current distribution challenges, and outlines a proposed change to its circulation model to improve reliability, governance and community outcomes.

Liverpool Life is Council's primary recurring publication, distributed to approximately 78,000 households across the Liverpool local government area, with additional copies available at libraries, customer service centres and partner organisations. The publication has been produced in its current format since 2014. It is also made available online and translated into key community languages, including Arabic, Assyrian and Vietnamese, to support accessibility and inclusion.

The publication provides residents with updates on Council projects, initiatives and services, as well as information on public exhibitions, events, activities and key organisational matters such as budgets and capital works. It serves as a consolidated and accessible source of information for the community.

Purpose

Liverpool Life plays a central role in Council's communications framework. Printed community newsletters remain a well-established practice across local government as a trusted and direct channel to reach residents.

The publication supports engagement with audiences who may not regularly access digital communications, ensuring information is disseminated in a format that is accessible and

inclusive. While Council maintains email distribution lists, these do not capture all residents. Similarly, ratepayer data does not include all occupants within the LGA, particularly tenants.

Distribution of a printed publication to households enables equitable access to information across the community, ensuring residents are informed regardless of their digital access or subscription status.

Old Model of Distribution vs New

Currently, Liverpool Life is distributed using flyer distribution services to meet existing budget allocations. In recent years, significant issues have arisen with the reliability of the current distribution model.

Council has received consistent feedback from residents reporting non-delivery of Liverpool Life. These issues are particularly evident in growth areas such as Austral, Middleton Grange and Leppington, where delivery conditions are more complex, and populations are dispersed.

In addition to community feedback, a number of operational issues have been identified through contractor reporting and incident records, including:

- Missing stock during distribution, including instances where boxes of newsletters could not be located at designated drop-off points despite supervisor follow-up and local enquiries;

- Delays in completing distribution, with timeframes extending beyond agreed schedules and limited proactive communication during delays;

- Inaccurate delivery, including distribution occurring outside the intended Liverpool LGA due to errors in route adherence;

- Evidence of non-delivery or wastage, including bulk quantities of newsletters reportedly left outside apartment buildings rather than distributed to individual households;

- Inconsistent quality control and oversight, with reliance on individual walkers and limited real-time verification of completed distribution.

While mitigation measures such as retraining, improved communication protocols, GPS tracking and increased supervisor oversight have been proposed by the distributor, these issues continue to present a material risk to the effectiveness of the publication.

Collectively, these challenges reduce the reliability of distribution, limit community reach and undermine the value of Council’s investment in Liverpool Life.

Proposed Circulation Change

To improve reliability of distribution and ensure the publication consistently reaches residents, while remaining within allocated budget, it is proposed that Liverpool Life transition from a quarterly publication to a triennial schedule, with editions distributed approximately in July, November and March.

Reducing the number of editions will enable Council to shift to distribution through Australia Post. While this represents a higher unit cost than the current flyer distribution model, it provides a significantly more reliable, trackable and accountable delivery mechanism.

This approach allows Council to better align expenditure with outcomes by prioritising certainty of delivery over frequency. It also supports stronger governance, reducing the risks associated with missed delivery, wastage and inconsistent distribution performance.

The proposed change ensures that Liverpool Life can continue to fulfil its role as an accessible and inclusive communication channel, while improving confidence that the publication is reaching all households across the LGA as intended.

Conclusion and Budget Allocation

The proposed approach allows Council to maintain a high-quality, accessible and inclusive publication while significantly improving the reliability and accountability of its distribution, reducing wastage and ensuring that investment results in actual community reach, by prioritising certainty of delivery over frequency.

Based on current costings, each edition is estimated at approximately $60,978.75 for an 8-page version or $71,038.84 for a 12-page version, resulting in a total annual cost for three editions of $182,936.25 to $213,116.52, which remains within the existing FY26/27 budget allocation.

This adjustment enables Council to achieve more reliable, end-to-end distribution through Australia Post while maintaining production quality and core content. Additionally, should efficiencies be realised within the revised model, there may be an opportunity to explore expanding translated content beyond the current three languages to further improve accessibility for Liverpool’s diverse community.

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	While print has an environmental footprint, a more targeted Australia Post distribution reduces excess volumes and minimises waste. Ensuring copies reach engaged households is a more sustainable approach than broad, untargeted delivery.
Social	There are no social and cultural considerations.
Civic Leadership	Undertake communication practices with the community and stakeholders across a range of media. Encourage the community to engage in Council initiatives and actions. Provide information about Council's services, roles and decision making processes.
Legislative	Local Government Act 1993 (**LG Act**), sections 23, 24 and 55 Council may provide goods, services and facilities, and carry out activities, appropriate to the current and future needs within its local community and of the wider public, subject to the LG Act, the regulations and any other law (section 24). Council may also do such things as are supplemental or incidental to, or consequential on, the exercise of its functions (section 23). The Liverpool Life publication falls within these powers, as it communicates Council activities and provides a mechanism for community engagement on Council functions. If Council needs to procure services from Australia Post, this will be done in accordance with the tendering requirements of section 55 of the Local Government Act 1993 and Council's Procurement Policy.
Risk	There is no risk associated with this report.

ATTACHMENTS

Nil

CORP 01	**Local Government Remuneration Tribunal - Mayor & Councillor Fees**

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework.
File Ref	154649.2026
Report By	David Day - Head of Governance
Approved By	Farooq Portelli - Director Corporate Services

EXECUTIVE SUMMARY

On 23 April 2026, the Local Government Remuneration **Tribunal** produced their Annual Report and Determination under sections 239 and 241 of the *Local Government Act* 1993 (**the Annual Determination**).

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

The Tribunal has determined a 3.7 per cent increase in the minimum and maximum fees applicable for the 2026-27 financial year, commencing from 1 July 2026.

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

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

RECOMMENDATION

That Council:

1. Receives and notes the Annual Determination; and
2. Agrees to set the fees payable to the Mayor and Councillors for the period 1 July 2026 to 30 June 2027 within the allowable range set by the Local Government Remuneration Tribunal outlined in the body of this report.

REPORT

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

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

On 23 April 2026, the Tribunal produced their *Annual Report and Determination* under sections 239 and 241 of the *Local Government Act* 1993 (the Annual Determination). The Tribunal determines the categories by which each council is classified, and the minimum and maximum amounts of fees to be paid to mayors and councillors.

The Local Government Remuneration Tribunal has determined pursuant to section 239 of the Local Government Act 1993 that Liverpool City Council will be categorised as a "Metropolitan large Council" category along with ten (10) other Councils. This categorisation is unchanged from the previous year.

The Tribunal has categorised "Metropolitan Large" councils as typically having a minimum residential population of 200,000 and may include features such as:

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

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

The Tribunal has indicated that in undertaking its next review in 2027, they will invite submissions from every Council, Local Government NSW and the Minister, about the current categories, criteria and fee structure and whether they remain fit for their statutory purpose. That will provide an opportunity for reliable information and submissions to be provided about claimed changes and available comparisons.

The Tribunal will then consider the current structure of the categories by reference to which it must fix minimum and maximum fees. That consideration may also have an impact on further fee adjustment in 2027, given that the submissions advanced in the 2026 review have raised the question of whether the current system of categories and the criteria by which Councils are allocated to them, remain fit for purpose.

The Tribunal has determined pursuant to section 241 of the Local Government Act 1993 the annual fees to be paid to Councillors and Mayors in a Metropolitan Large Council, be a minimum of $21,900 and a maximum of $36,110.

An additional fee is to be paid to the Mayor at a minimum of $46,500 and maximum of $105,220. These fees represent a 3.7 per cent increase.

Table 1: Comparison between adopted 2025/26 fee and range applicable for 2026/27

	Existing Fee 2025/26	2026/27 Fee Range	
Mayor	$101,470	Min $46,500	Max $105,220
Councillor	$34,820	Min $21,900	Max $36,110

Council is required to set the fees in accordance with the appropriate determination of the Tribunal. Given that the Tribunal determines a range, Council can set the fees within the range. In previous years, Council has set the fees at the maximum level determined by the Local Government Remuneration Tribunal.

FINANCIAL IMPLICATIONS

Should Council agree to the maximum fee allowable, this increase is included in Council's budget for the 2026/27 financial year and long-term financial plan.

CONSIDERATIONS

Economic	The fees to be paid have been included in the 2026-2027 budget
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	Local Government Act 1993 (LG Act) Council must pay each Councillor an annual fee in accordance with section 248 of the Local Government Act. The Act provides that:

	• the annual fee must be the same for each Councillor (subsection 248(3)); • if Council fixes an annual fee, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal (subsection 248(2)); • if Council does not fix an annual fee then it must pay the appropriate minimum fee determined by the Remuneration Tribunal (subsection 248(4)). Council must pay the Mayor an annual fee in accordance with section 249 of the Local Government Act. The Act provides that: • the annual fee is in addition to the fee paid to the mayor as a Councillor (subsection 249(2)); • if Council fixes an annual fee, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal (subsection 249(3)); • if Council does not fix an annual fee then it must pay the appropriate minimum fee determined by the Remuneration Tribunal (subsection 248(4)). Council must pay the Deputy Mayor a fee determined by Council for such time as the Deputy Mayor acts in the office of the Mayor (Local Government Act 1993, subsection 249(5)). The amount of the fee must be deducted from the Mayor's annual fee. The Local Government Remuneration Tribunal has the following functions under the Local Government Act 1993 – 1. The Tribunal must, at least once every 3 years, determine categories for councils and mayoral offices and place each council and mayoral office into one of the categories (section 239). 2. The Tribunal must, not later than 1 May each year, determine the maximum and minimum amount of fees to be paid during the following year to councillors (other than mayors) and mayors in each category determined under section 239 (section 241).
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Council Circular 26-05 2026 27 Determination of the Local Government Remuneration Tribunal
2. Local Government Remuneration Tribunal Annual Determination Report 23 April 2026

Department of Planning, Housing and Infrastructure
Office of Local Government

Circular to Councils

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

What's new or changing?

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

What will this mean for council?

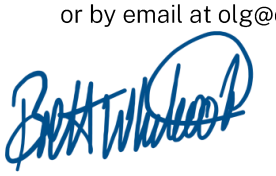
- Sections 248 and 249 of the Act require councils to fix and pay an annual fee to councillors and mayors from 1 July 2025 based on the Tribunal's determination for the 2025-26 financial year.

Key points

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

Where to go for further information

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



Brett Whitworth
Deputy Secretary, Office of Local Government

Local Government Remuneration Tribunal

Annual Determination

Report and determination
under sections 239 and 241 of the
Local Government Act 1993

23 April 2026

NSW GOVERNMENT

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Executive Summary

Functions of the Tribunal

1. Section 241 of the *Local Government Act 1993* (**the Act**) requires the Local Government Remuneration Tribunal (**the Tribunal**), by 1 May each year, to determine for each of the categories of Councils determined under s 239, the maximum and minimum fees to be paid to Mayors and Councillors in the following year. As well as those of Chairpersons and members of County Councils: s 400. The Tribunal may also amend a determination it has made for fees to be paid to the appointed Chairperson and appointed Councillors of a council designated as a Rural and Remote Council: c 12(c), sch 11.

2. Section 239(1) of the Act requires the Tribunal to determine the categories of Councils and mayoral offices at least once every three years. It must then also place each Council and mayoral office into one of those categories. There are presently 135 Councils in the State, including County Councils, which are allocated into 15 different categories, with Central Darling Council being the subject of a 2025 Special Determination.

3. The Tribunal must also report its determination to the Minister within seven days: s 244. The Tribunal's Annual Determination takes effect from 1 July each year.

4. All of the Tribunal's functions must be undertaken in accordance with the purposes of the Act, specified in s 7 to be:

   (a) to provide the legal framework for the system of local government for New South Wales,

   (b) to set out the responsibilities and powers of Councils, Councillors and other persons and bodies that constitute the system of local government,

   (c) to provide for governing bodies of Councils that are democratically elected, or for certain rural and remote Councils, part elected and part appointed,

Executive Summary

(d) to facilitate engagement with the local community by Councils, Councillors and other persons and bodies that constitute the system of local government,

(e) to provide for a system of local government that is accountable to the community and that is sustainable, flexible and effective.

Fees

5. For reasons explained below, the Tribunal has determined that from 1 July 2026 there must be a **3.7%** increase in the current minimum and maximum fees applicable to each category of Council, as well in the fees of the appointed Chairperson and appointed Councillors of Central Darling Shire Council. That reflecting increases in the cost of living. Relevant indicators since the 2025 adjustment, including:

- Consumer Price Index for the 12 months to February 2026 of 3.7%;
- Wage Price Index for the 12 months to December 2025 of 3.4%;
- Full-time average weekly ordinary time earnings for the 12 months to November 2025;
- NSW Public Sector Salaries increases for FY 2025/26 of 3%;
- Local Government State Award increases for FY 2025/26 of 3%;
- IPART Rate Peg Base Cost Change for FY 2025/26 of 3.6%;
- The 2025 Public Service Senior Executive remuneration determinations of the Statutory and Other Offices Remuneration Tribunal; and
- The 2025 State Members of Parliament Basic Salary remuneration determination of the Parliamentary Remuneration Tribunal.

6. The Tribunal has also taken note of the current war in the Middle East, which is likely having an adverse impact on the cost of living. But takes the view that its effects and their potential impact on fee adjustment, cannot reliably be determined at this point.

Executive Summary

7. What was advanced in submissions included that not only should there be a cost of living increase in 2026. But that there should be a much more significant increase in fees, to reflect that current fees no longer adequately reflect the challenging work which Mayors and Councillors must undertake in their important elected offices. With the result that fees should be increased to reflect those determined by the Tribunal for the Chairperson and appointed Councillors of the Central Darling Council in its 2025 Special Determination. As well as the remuneration and allowances paid to Mayors and Councillors in Queensland and Victoria.

8. The Tribunal accepts that it has the discretion to determine that fees should justly be increased, by more than a cost of living adjustment, as was urged. That permitting its consideration of the adequacy of current fees, given the work which Mayors and Councillors are elected to perform and how that has changed over time.

9. That is because while s 242A of the Act requires the Tribunal to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under s 146C of the *Industrial Relations Act 1996* (NSW) when making or varying awards or orders relating to the conditions of employment of public sector employees. That section has now been repealed, that removing the prior fetter on the Tribunal's discretion to adjust fees in the way urged on this review.

10. The Tribunal also accepts that a greater increase than that which it has determined, may be warranted. But has concluded that the amount of any such increase requires further consideration in light of changes which have taken place over time. Not merely in the amount of the fees fixed by past Determinations, but also in the work Mayors and Councillors have to perform in their elected offices.

11. Understandably, some submissions sought to draw comparisons with the fees fixed by the 2025 Special Determination for the appointed Councillors and Chairperson for the Central Darling Shire Council and those fixed for other Mayors, as well as with payments made to Councillors and Mayors in other States.

Executive Summary

12. When such comparisons are drawn, consideration can not only be given to the amount of such fees and remuneration. It must also be given to matters such as the nature of the appointments, the work required and the hours and nature of the work performed as a result. As well as to how that compares to what is required of Mayors and Councillors of Local and County Councils in this State and the fees which they receive, as a result. That also requiring an understanding of the applicable statutory schemes and the reasons for the past fixation of the fees and remuneration relied on.

13. The Tribunal was provided with little information or submissions about such matters and so is unable to come to conclusions about whether increases based on the comparisons sought to be drawn, can be entertained.

14. Other submissions about desirable fee adjustment depend on the NSW Parliament amending the Act, to provide for Mayors and Councillors to receive remuneration or salary, rather than a fee for office.

15. Even if such comparisons are presently available to be made, the differences in the statutory regimes, which were not addressed, as well as similarities and differences in the work being compared, would have to be considered. Conclusions about such matters cannot rest merely on opinions advanced in submissions.

Categories

16. In its 2026 Annual Review, as it has done in past three yearly reviews, the Tribunal undertook a s 239 determination, having invited and received submissions about proposed changes. As a result, it has concluded that it is necessary to rectify a criteria anomaly identified in the Regional Strategic category established by the 2023 Annual Determination, as well as adjusting the population criteria for the Major Strategic Area category, from 300,000 to 200,000.

Executive Summary

17. The Tribunal also identified that Dungog Shire Council has met the population threshold and Councillor to population ratio criteria for Rural Large and will, as a result, be placed in the Rural Large category.

18. The Tribunal also concluded that in 2026 there should be no other change to the present categories, which will thus continue to be:

Metropolitan	Non-Metropolitan	County Councils
Principal CBD	Major Regional City	Water
Major CBD	Major Strategic Area	Other
Metropolitan Major	Regional Strategic Area	
Metropolitan Large	Regional Centre	
Metropolitan Medium	Regional Rural	
Metropolitan Small	Rural Large	
	Rural	

2027 Annual Review

19. For reasons explained further below, in the 2027 Annual Review the Tribunal will invite further submissions from every Council, Local Government NSW and the Minister, about the current categories, criteria and fee structure and whether they remain fit for their statutory purpose. That will provide an opportunity for reliable information and submissions to be provided about claimed changes and available comparisons.

20. The Tribunal will then give further consideration to the current structure of the categories by reference to which it must fix minimum and maximum fees. That consideration may also have an impact on further fee adjustment in 2027, given that the submissions advanced on this review have raised the question of whether the current system of categories and the criteria by which Councils are allocated to them, remain fit for their purpose.

Executive Summary

21. The new structure and criteria will reflect the requirements of the Act, as will the new criteria adopted and Councils' allocation to the revised categories. The Tribunal will also determine which criteria individual Councils satisfy, which they will have an opportunity to address, having been invited to provide the Tribunal with the relevant, reliable information.

Section 1 – Introduction

Methodology

22. The Tribunal's inquiries are regulated by s 243 of the Act, which permit it to make such inquiry as it thinks necessary, before making a determination.

23. Section 248 requires Councils to pay Councillors fees which are fixed by reference to the minimum and maximum fees determined by the Tribunal. Section 239 also requires the Tribunal, at least once every 3 years, to determine categories for Councils and mayoral office and to place Councils into those categories.

24. The Tribunal's 2026 Annual Review commenced in October 2025 with the assistance of its Secretariat, when all Councils and the Association were invited to provide submissions about fees and categorisation. Its invitation asked that submissions be endorsed by Councils. All submissions received from Councils were endorsed. The Tribunal also received a submission from some individual Councillors and the Association.

25. Some twenty-five submissions were received from Councils, only some of which addressed fee increases. In its submissions the Association addressed proposed fee increases, as well as problems with the Determination flowing from the operation of the Act, proposed alterations to Council categories and the criteria by which they are allocated.

26. The Tribunal later met with representatives of 19 Councils, seven Councillors and the Association, who addressed written submissions and, in some cases, provided further data to support the submissions advanced. Not all of that provided was sourced from publicly available sources such as the Australian Bureau of Statistics and its reliability was thus not able to be assessed.

27. The Tribunal also had regard to the other information referred to in this report.

Section 1 – Introduction

Summary of submissions

28. Most of the submissions received focused on the inadequacies of the fees and the statutory system which requires them to be fixed as they are. Issues raised including that:

- The remuneration which the fees generate being grossly inadequate, not adequately compensating for the skills, knowledge and responsibilities the Act requires Councillors and Mayors in urban, regional and rural contexts to have and exercise;
- There has been significant, increasing complexity in the work which has to be undertaken, as well as an increase in the time it requires, without a change in remuneration to compensate for these changes;
- That including as the result of changes to the Code of Meeting Practice which Councils have to observe, which has resulted in increased expenses having to be born, for which there is no compensation;
- There is a need for a Deputy Mayor fee to be implemented, to reflect what this role now requires;
- That the current fee structure and meeting requirements act as a barrier to desirable skilled representation in local government, as well as to desirable diversity in that representation;
- It has also driven the loss of able and experienced representatives;
- The existing differences in fees received by Councillors and Mayors in Metropolitan Councils, by comparison to those received by those in Regional and Rural Councils, did not reflect the similarities in their roles and responsibilities. Nor the additional responsibilities which have to be undertaken in Regional and Rural Councils;
- The Determination drives politicisation of Councils, by requiring them to set their own fees within the minimum and maximum set by the Tribunal, which also put them into an undesirable position of conflict: ss 239 and 248; and

Section 1 – Introduction

- Fees were out of step with those which are paid to Board members and those who accept appointments to advisory committees, with which comparisons were also sought to be drawn, but no concrete information was provided about.

29. On this review the Tribunal was urged to undertake a similar assessment of fees to that undertaken in 1995 and not to limit its consideration of what fee increase a cost of living adjustment would warrant. It was also urged to also consider the range of factors it has taken into account in the past, in determining what a cost of living adjustment should be.

30. Various submissions also urged the desirability of various other proposed legislative changes. For example:

- Introducing a new model of remuneration for Mayors and Councillors to replace the current fee based structure;
- Removing the Tribunal's obligations to fix maximum and minimum fees for Mayors and Councillors;
- Introducing a separate fixed fee for the Deputy Mayor position;
- Deputy Mayors receiving mayoral fees while acting as Mayor, but Mayors still continuing to be paid their Mayoral fees;
- Indexed pro rata remuneration; and
- Recognition that the work of Mayors and Councillors involves a full time job. As to which, it must be noted, no information provided to the Tribunal established this to be the case.

31. These matters are not within the Tribunal's control, but they will be drawn to the attention of the Minister.

32. The Tribunal accepting the importance of the various views raised by Councils, Councillors and the Association and as a result, will draw them to the attention of the Minister. But that

Section 1 – Introduction

it has power to act on some of them on this review, has not been established, given the current statutory scheme.

33. The Tribunal also notes that consideration of future expected developments when Councils are categorised was also urged by some submissions. While others expressed satisfaction with the Council's current categorisation, as the basis for fixing its fees, while not addressing whether it still satisfied the applicable criteria. This will have to be revisited in the 2027 Annual Review.

34. If further submissions are then advanced, which provide a basis for different conclusions being arrived at about any of the above matters, they will of course be considered by the Tribunal. And if the Act is amended in response to what has been urged, the Tribunal will then undertake whatever statutory tasks it is given.

Section 2 – 2025 Determinations

2025 Annual Determination

35. In 2025, the Tribunal received sixteen written submissions, which included two requests for re-categorisation. As a result, it reviewed population and other data relating to those Councils, to ensure categorisation was consistent with the applicable criteria.

36. The Tribunal found that the then current allocation of the Councils remained appropriate, with the exception of Mid Coast Council. As a result of it meeting the population benchmark, it was re-categorised from Regional Centre to Regional Strategic Area: 2025 Annual Determination report at [58]-[59].

37. The Tribunal also determined that the minimum and maximum fees applicable to each category would increase by 3% from 1 July 2025.

2025 Special Determination

38. The Tribunal also made a Special Determination in 2025, following the introduction of the *Local Government Amendment (Rural and Remote Councils) Act 2024* and the *Local Government (General) Amendment (Rural and Remote Councils) Regulation 2025*. Having on 6 June 2025 received a direction from the Minister for Local Government under s 242 of the Act, to determine the maximum and minimum fees for Appointed Councillors and the Chairperson for Central Darling Shire Council.

39. The effect of the legislation was to insert Schedule 11 into the Act, cl 3 permitting a Council to be designated as a Rural and Remote Council by regulation, as the Central Darling Shire Council was, when the Minister recommended that it met criteria specified by the regulation: cl 3(2). The Regulations now provide that a Council may be designated as a Rural and Remote Council if, at the time of designation, its area has a population of 5,000 persons or fewer as recorded in data series 1410.0–Data by Region published by the Australian Bureau of Statistics: r 413F.

Section 2 – 2025 Determinations

40. Central Darling Shire Council is designated as a Rural and Remote Council for 10 years: r 413G. With the result that it must have six Councillors, one elected from each ward, as well as three appointed by the Minister r 413G(3).

41. The Minister must also appoint an appointed Councillor as chairperson of the Council: cl 10(1) sch 11. The Tribunal's determinations under s 241 do not apply to appointed Councillors: cl 12(2)(a) sch 11. But it must determine their maximum and minimum fees and may at any time amend such a determination: cl 12(2)(b) and (c) sch 11.

42. In its Special Determination the Tribunal determined a minimum fee of $13,830 and a maximum of $13,930 for appointed Councillors and a minimum of $72,080 and a maximum of $72,180 for the appointed Chairperson.

43. This Determination was relied on in this review to advance the Association's submissions that the functions of the appointed chairperson of Central Darling Shire Council are substantially the same as those of Mayors of other Rural Councils. With the result that their fees should be increased to similar amounts. That was supported by submissions advanced by some Councils.

Section 3 – 2026 Review

The relevant history

44. The submissions advanced require not only a consideration of the current fees and what the statutory scheme provides for, but also of the history by which they have been arrived at. As well as the impact of changes which have occurred.

45. The history was not addressed by the submissions advanced.

46. Relevantly, it includes that in 1994 the Tribunal undertook wide ranging consultations to establish what was then involved in the roles and functions of elected representatives of local government, conducting public hearings to obtain a representative cross section across the State.

47. It then examined matters such as Councillors' backgrounds and experience; community activities engaged in before and after election; time spent on meetings as well as preparation time; Council's functions and the issues and problems they had to deal with. As well as remuneration levels and ratios between Councillors and Mayors. The Tribunal having received submissions from 66 Councils, 7 County Councils, associations and the public: at page 3 – 5 of the 1994 Determination.

48. The functions of Councils and the roles of their elected officials under the Act were explained, with contrasts drawn with the predecessor 1919 legislation. Under which members of Councils "*were regarded in effect, as performing honorary community roles, with some provision for recompense for prescribed incurred expenses*": at 11 of the 1995 Determination.

49. Existing fees were then found not to adequately recompense those elected for the performance of their duties at regular Council meetings, special community and committee meetings, communication with the community and representing Council at functions: at 11

Section 3 – 2026 Review

of the 1995 Determination. That requiring lengthy periods to be spent on Council business and associated interviewing, reading and preparation: at 12 of the 1995 Determination.

50. The Tribunal had regard to all such activities in setting fees under the 1993 Act, at a time when they were performed in addition to Mayors and Councillor's normal occupations: at 12 of the 1995 Determination. It then being the common experience that the substantial majority of Councillors and Mayors were involved in some other employment or engagement, either full-time or part-time.

51. The fees then fixed were based on an assumption that Councillors would also be recompensed for expenditure reasonably incurred in relation to their Council duties. That being a matter of discretion for each Council, according to the particular circumstances of that Council. That allowing them to determine the extent of any absorption of expenses in fees: at 16 of the 1995 Determination.

52. The minimum fees were determined on the basis that Councillors and Mayors were *"performing a community service in addition to their normal occupations"*: at 16 of the 1995 Determination. The usual practice being "*to programme the attendance of councillors and mayors outside normal business hours for meetings and other activities to accommodate their other time commitments. Their duties not requiring continuous attendance during the course of each working day."*: at 16 – 17 of the 1995 Determination.

53. And that *"The duties performed as mayor attract an additional fee for extra delegated duties and functions actually performed":* at 17 of the 1995 Determination. It was further explained at 19 of the 1995 Determination:

"The minimum fees determined provide the statutory minimum payment for councillors and mayors. They are based on an assessment of the average council in each category. As - with any averaging, the fees may be generous for some councils but modest for others. The maximum fees provide the necessary ambit of discretion to enable each council to assess its performance compared with other councils in its category. Such discretion

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enables each council to determine whether its performance as a whole compared with the other councils justifies a payment in excess of the minimum to its councillors and/or mayor. It is conceivable that because of significant delegations by a council to the mayor, this situation may warrant a fee greater than the minimum for the mayor, but not for councillors. The reverse situation could also apply."

54. What was then being evaluated by the Tribunal being *"the knowledge, skills and community interests of councillors and mayors"*: at 19 of the 1995 Annual Determination.

55. This Determination also explained, in detail, how the categories were then arrived at. With various distinctions drawn between Metropolitan and Non-metropolitan Councils, with consideration of matters such as their size, population, assets and expenditure, amongst other factors. Consideration also then being given to the unique position of the Council of the City of Sydney.

56. It also explained how this related to the fees determined, given the relevant history. Which included a change from the original position under the 1919 Act, that Local Government elected officials had traditionally been seen as civic minded citizens providing a voluntary service to the community, being born in mind. As well as what had been recognised when the *Local Government (Payment of Fees) Amendment Act 1993* (NSW) was introduced. It recognising payment of a fee for attending to Council business, i.e., meetings, inspections, etc, which did not involve the payment of salaries: at 64-66 of the 1995 Annual Determination.

57. Consideration was also given to the statutory roles and responsibilities of Councils in other States and overseas, as well as of comparisons then sought to be drawn with members of Parliament.

58. It was not then accepted that local government representation had progressed to the status of an independent career. Even though some elected officers chose to spend their time, full time, on Council duties: at 69-70 of the 1995 Determination.

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59. It was also explained that the minimum and maximum fee range fixed required Councils to each evaluate the functions and responsibilities which were actually performed by their Councillors: at 76 of the 1995 Determination.

60. After 1995, over time the fees fixed by the Determination have been increased by the Tribunal, to reflect changes it made to the categories of Councils which the Act required it to review regularly, in order to fix appropriate maximum and minimum fees.

61. In 2017 the Tribunal noted that what the Act required was "a categorisation model in which Councils with the largest number of features in common can be grouped together for remuneration purposes. This is not straightforward, as each Council has challenges and issues which are unique": at [16].

62. It then found that while the then existing criteria continued to provide an equitable and transparent model by which to differentiate Councils for the purposes of determining remuneration, there was some scope to refine the criteria to address a number of anomalies and to better reflect the composition of Councils after amalgamations: at [18] – [19] 2017 Annual Report.

63. It also sought to improve consistency and transparency in the allocation of Councils into categories, with the result that a number were either recategorised into an existing category, or a new category: at [19].

64. Fees were determined for the new categories, having regard to relativities between the existing groups: [54].

65. Fees were later increased to reflect not only cost of living increases, but also changes which the Tribunal made to Council categories and the applicable criteria. But for a time, the Tribunal's powers to increase fees were frozen and at other times available fee increases were capped, as the result of steps taken by Governments.

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66. These changes to its discretions were explained in the Tribunal's various Annual Determinations. They help explain the complaints received on this review about the current fees, which it must be accepted, as a result, do not reflect all increases in the cost of living over time.

67. On the Association's approach, this has resulted in fees which no longer accurately reflect what the Tribunal first assessed, independently, in 1995.

68. In 2020 the Tribunal considered recategorisation proposals it received in 2019, about which it sought and received submissions: at [13]-[19] 2020 Annual Report. Then creating the new category of Regional Centre; renaming Regional City to Major Regional City and also adopting some changed criteria. As well as reordering the Regional Strategic Area criteria, considering that it warranted further differentiation.

69. It also altered the criteria for Metropolitan Medium and Metropolitan Large categories, with resulting changes for other categories: at [23]-[30]. In some cases, additional criteria being significant enough to warrant some Councils' categorisation into a group with a higher population: at [30]. Fees were set to reflect resulting activities: at [69].

70. In 2023 the Tribunal sought to improve consistency of the criteria and also adopted non-resident population criteria for some categories, with resulting reclassification of some Councils: at [23]-[25] 2023 Annual Report. As well as creating two new categories, Rural Large and Metropolitan Major, to bridge identified gaps: [26]-[36].

2026 Annual Review process - Fees

71. As explained, this year's submissions pursued various concerns about the current fees. They not being considered to adequately compensate for the skills and knowledge Councillors and Mayors are required to exercise, or the time they have to spend in performing the duties of their offices, given considerable changes over time. In

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considerable part this having been driven by population increases and changes introduced by Governments.

72. The view repeatedly urged being that current fees result in a considerable barrier to desirable diversity in representation in local government, as well as problems in attracting and retaining suitably qualified people to stand for and remain in office, when elected.

73. The Tribunal accepts that there are such problems, given the information and submissions it has received.

74. There were various submissions that an increase was necessary, given the increased cost of living. But few submissions addressed the quantum of the increase. Narrabri Council urging a 10% increase and Lake Macquarie a 3-4% increase. Another that fees should be doubled. Other submissions urging that Mayoral fees be increased substantially to reflect the 2025 Special Determination. The Association and some Councils also seeking increases which resulted in fees similar to the remuneration paid in Queensland and Victoria.

75. The City of Sydney Council did not seek such increase in the fees payable to the Lord Mayor, but urged very substantial increases for Councillors. Some Councillors also providing, late, further information which the Tribunal did not have the opportunity to give adequate consideration to, given all they have raised and the time frame in which this review must be completed.

76. Some submissions also urged an increase in fees of rural and regional Councillors and Mayors, to assist in addressing low candidature numbers.

77. The Association also urged that a significant increase in fees was needed to:

"1. Ensure that Councillors and Mayors in New South Wales do not continue to experience fee erosion flowing from the former NSW Public Sector Wages Policy;

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2.Reflect the current economic climate in New South Wales and adjust fees according to recent and relevant economic data; and

3. Recognise the increasing demands and time commitment required of elected local government representatives."

78. The Association noting that the repeal of s 146C of the *Industrial Relations Act 1996* (NSW) had the result that the Tribunal is no longer constrained by a cap when awarding fee increases. And urging that the Tribunal accept that current fees were manifestly inadequate, not properly reflecting as they needed to, the current responsibilities and role of elected Council officials. That preventing Councils' financial stability and also deterring quality candidates, of all backgrounds, pursuing civic office, which was not in the public interest.

79. It also submitting that fees should now be assessed on the basis that the work of elected officials was valued at more than 8 hours per week, at the rate of the national minimum wage. It also advanced economic and wage data to support these arguments

80. The submissions thus drew comparisons with:

- The salary paid to members of parliament under the *Parliamentary Remuneration Act 1989* (NSW);
- Remuneration which Mayors and Councillors of Queensland Councils are paid under the *Local Government Act 2009* (QLD) and the *Local Government Regulation 2012* (QLD); and
- Allowances which Victorian Mayors and Councillors receive, fixed by the Victorian Independent Remuneration Tribunal under s 39 of the *Local Government Act 2020* (VIC).

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81. Specific examples were also relied on. Including, for example, that Councillors in Townsville are paid a maximum remuneration of $135,123, while those in Liverpool are paid a maximum fee of only $34,820. While in the case of Mayors the comparison was $225,206 to $136,290.

82. The difficulty with such comparisons is that the other legislative schemes relied on, do not provide for a fee based structure of the kind for with the Act provides for NSW Mayors and Councillors.

83. Parliamentarians in this State, for example, receive a basic salary and an electoral allowance payable as compensation in respect of all incidents of the performance of their parliamentary duties (other than those compensated or reimbursed by other additional entitlements): s 4 and 10(2B) of the *Parliamentary Remuneration Act 1989* (NSW).

84. Still, some submissions relied on an observation in the 2024 Parliamentary Remuneration Tribunal Annual Report, where I, in my capacity as Parliamentary Remuneration Tribunal, said at [28] that:

"Not only should Members of Parliament be fairly remunerated for their important and challenging work, within the State's means, but it must also be remembered that such remuneration and the other conditions and entitlements provided by the Determination play a real role in attracting people of high intellect, integrity and vigour to stand for election to the Parliament. People who have the necessary skills to perform such work well and who are prepared to devote their time to serving the public interest, rather than only their own interests. Appropriate salary and conditions also help to ensure that such people are also prepared to continue seeking re-election in order to continue performing the important work of their offices."

85. The view urged being that those observations also apply to NSW Councillors and Mayors, given the valuable, time consuming and challenging work which their roles now require them to perform.

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86. While the Tribunal was not provided with information which would provide a basis for the acceptance of these opinions, support for them can be found in s 232 of the Act, which explains the important roles which Councillors play. As well as in s 233A, which specifies the oath of office which they must take after election. By which they promise to undertake the duties of their office in the best interests of the people of their Council area and that they will faithfully and impartially carry out their functions, powers, authorities and discretions.

87. Despite this and no matter how earnestly held, it is not presently apparent how these views can be acted on by the Tribunal, given the current legislative scheme. All of them seeming to depend on the Parliament amending this State's Act, to provide for Mayors and Councillors to receive remuneration or salary, rather than a fee for office.

88. As has been explained in past Annual Determinations, that is not a matter within the Tribunal's control.

89. The 20 May 1993 Second Reading speech to the Act explains how its terms were arrived at. As the result of a lengthy bipartisan reform process, following enquiry into changes required to be made to the then frequently amended predecessor 1919 legislation: Hansard p 2414. The Tribunal's 1994 Determination explains the process by which it initially fixed fees and the subsequent Annual Determinations, how they have been increased over time.

90. Tribunal Determinations have thus explained that Mayors and Councillors are paid a fee for the services which they volunteer to provide when they are elected, not a salary. Section 241 still obliges the Tribunal to fix such a fee. It follows that it does not have the power to determine that they should be paid a salary, or remuneration.

91. Little Information was provided on this review to support the submissions which urged the view that the current statutory fee model is no longer appropriate. The significantly increased and more responsible work which it is widely considered now falls to Councils

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to perform and what that requires of its Mayor and Councillors, helps explain why it is also widely considered that legislative change is now desirable.

92. Such information is relevant to the determination of an increase in fees. But the Tribunal has no power to act on the view that the current statutory fee based model no longer remains appropriate. Nor to determine that a remuneration based model such as that contained in the Queensland and Victorian legislation should be adopted in this State. Nor what such remuneration should be.

Conclusions about general fee increase in 2026

93. The Tribunal has considered all it has received, together with the other matters referred to in this report, having been assisted by its two assessors: s 236. Meeting with them to consider their views about the submissions the Tribunal received and the exercise of its functions on this review.

94. The result is the Tribunal's conclusions that:

- All fees should be adjusted from 1 July 2026 by **3.7%** to reflect changes in the cost of living, in the expectation that there will be further increases in those costs, driven by the consequences of the war in the Middle East, which is already having adverse impacts on the entire Australian community;
- To make no other adjustments to fees on this review, but to invite the submissions further explained below, in the 2027 Annual Review. The Tribunal accepting that changes have occurred which ought to be reflected in the fees fixed by the Determination. But also considering that further information and consideration is required, before conclusions can be arrived at about how those changes can be fairly reflected by a further fee adjustment.

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95. The Tribunal thus accepts that it is time to undertake a review of the kind the Association proposed, but has concluded that it cannot be undertaken in this review. That explaining the process which the Tribunal proposes to undertake in 2027, explained in section 4.

The same fee structure for all Mayors and Councillors

96. Remuneration for a Mayor or Councillor not being based on geographical location was also urged by submissions advanced. A number contending that the role of a Mayor and Councillor was fundamentally the same, requiring the same skills, knowledge, experience and responsibilities regardless of location. With the result that the fees of Regional and Rural Mayors should be increased to that of their Metropolitan colleagues.

97. These submissions cannot be accepted. The Act requiring the Tribunal to fix appropriate categories of Council, having regard to specified criteria. The Determination's history and criteria helping to explain differences recognised by the categories. Which the Tribunal must reflect in the minimum and maximum fees fixed for each category.

98. These submissions did not pay necessary regard to these statutory requirements, which are not for the Tribunal to ignore or abandon.

99. The Act does not permit the Tribunal to fix the same fees for all Mayors and Councillors, irrespective of their category. If it were to be found that the fees for Mayors and Councillors of different categories ought to be completely the same, that would necessarily reflect that those Councils ought to fall within the same category.

Fees for Deputy Mayors

100. The Act also does not permit the Tribunal to fix a separate fee for Deputy Mayors. Despite which the issue of a distinct fee within the Determination for the role of Deputy Mayor was once again pressed, as it has been on past reviews. That being supported on this review

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by reports of Mayors being unable to perform the functions of their offices, which had to be taken on by Deputy Mayors, without receiving any resulting additional fees.

101. One submission was that Deputy Mayors undertake significant responsibilities, which the Act fails to adequately recognise or remunerate. Another that a Deputy Mayor must also step in to represent the Mayor when unavailable, chairs committees and plays a pivotal role in decision making and advocacy.

102. The submissions thus urged that the fee structure recognise the additional workload and responsibility that comes with the role of Deputy Mayor.

103. The issue of fees for the role of Deputy Mayor was explained in the 2024 Annual Determination at [53]-[55] and in the 2025 Annual Determination at [62]- [65]. What was there explained was not addressed in the submissions.

104. Section 249 (5) still permits a Council to "pay the Deputy Mayor (if there is one) a fee determined by the Council for such time as the Deputy Mayor acts in the office of the Mayor. The amount of the fee so paid must be deducted from the Mayor's annual fee." That requires a decision of Council and cannot be dictated by either the Mayor or a Deputy.

105. The submissions advanced reveal that some Councils have chosen not to exercise this power. With the result that the Deputy Mayor who took on functions the Mayor was unable to perform for a period, received no additional fees to reflect the increased duties taken on. That is an available outcome under the Act and remains a matter for each Council to determine. It is not within the control of Mayors.

106. Still, there having been no change to the Act which would permit the Tribunal to determine a distinct fee for the position of Deputy Mayor, must result in the submissions advanced being rejected. It will, however, draw the issues raised to the Minister's attention.

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Setting of Fees by Councils

107. Concerns regarding the setting of minimum and maximum fees by Councils, still required by s 241, was also again raised by some submissions. A number calling on the Tribunal to set only one mandatory fee for each category. Another suggesting that the Tribunal could increase the minimum fees to the same amount as the maximum fee level. Another, advocating repeal of s 241 of the Act.

108. Such change was urged because it was considered that this would result in desirable equality of fees and remove the potential for politicisation of fee setting, and potential conflicts of interest. That also enhancing relationships with the community.

109. In the same way as the Court of Appeal recently explained in *Director of Public Prosecutions (NSW) v President of the Legislative Council of New South Wales* [2026] NSWCA 20 [57], the Tribunal is satisfied that it cannot do indirectly, what the Act does not permit it to do directly.

110. It follows that these submissions must also be rejected. But this issue will also be drawn to the Minister's attention.

111. In the 2027 Annual Review, submissions will be invited about the appropriate range between the minimum and maximum fees for the categories then determined.

2026 Annual Review process – category review

112. In determining Council categories, the Tribunal is required to have regard to the matters specified in s 240 of the Act, namely:

- The size of areas;
- The physical terrain of areas;

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- The population of areas and the distribution of the population;
- The nature and volume of business dealt with by each Council;
- The nature and extent of the development of areas;
- The diversity of communities served;
- The regional, national and international significance of the Council;
- Such matters as the Remuneration Tribunal considers relevant to the provision of efficient and effective local government; and
- Such other matters as may be prescribed by the regulations.

113. The categories of County Councils also require regard be paid to the functions of County Councils: s 240(2). They are specified in s 394 of the Act to be any one or more of the functions of a Council under the Act or any other Act, in accordance with a proclamation made for the purpose of Part 5 of the Act.

114. The Tribunal last reviewed the categories of Councils and mayoral offices in 2023. The current categories in 2026 attracting the increased minimum and maximum fees earlier explained. With the result that some of them continue to overlap considerably, others being but little different and some not readily able to be reconciled.

115. This helps explain why the Tribunal has concluded that limited change is warranted on this review, without the more extensive review of categories, criteria and resulting appropriate fees which will be undertaken in 2027. In order to ensure that the statutory intent is achieved by the Determination. On that review all Councils will be asked to provide reliable, comparable and publicly available data, on which the Tribunal's decisions can then fairly be made.

116. The purpose of the categories and the specified criteria is to enable the Tribunal to annually determine the maximum and minimum amounts of fees to be paid to Mayors and Councillors in each of the categories it determines: s 239.

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117. They having no other statutory purpose, it is difficult to see the reason for a number of current categories attracting overlapping fees; there being limited differences between the fees attracted by other categories, while fees for the Chairperson of the Darling Shire Council are very substantially higher than those paid to very many Mayors.

118. This and the submissions advanced also raise the question of whether the categories and criteria provided by the 2023 Annual Determination, adjusted in the limited way explained by this Determination, adequately reflect the requirements of the Act. As well as whether they continue to remain appropriate and fit for purpose or require further review.

119. The matters specified in s 240(1) driving the need to take into account relevant statistical and demographical data, such as that sourced from the Australian Bureau of Statistics and the Office of the Local Government and Planning NSW, to which regard has been paid in the past. As well as to data provided by Councils about their particular areas and operations, which also have to be taken into account.

120. One of the difficulties on this review was that the Tribunal had no up to date data about the position of the majority of Councils, which would enable it to determine whether the current category and criteria continue to be fit for purpose, given the requirements of s 240. As well as whether the categories into which Councils are currently placed, remain appropriate.

121. The history of the categories established by past Determinations began in 1994, when there were more Councils in existence and fees were fixed having regard to past history. In 1995, 5 categories were established, with three special categories then also continuing, S1 – Sydney City Council, S2 Newcastle and Wollongong City Councils and S3 – County Councils.

122. In the Tribunal's ongoing 3 yearly reviews since then, categories have been altered, merged and increased for various reasons, including to reflect Council mergers. A new model being adopted in 2017 when the number of Councils was reduced to 128. That

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having established 5 Metropolitan categories and 4 Non Metropolitan categories. In 2020 criteria for some categories were altered, two new categories created and one renamed.

123. In 2023 a further two new categories were created, three Councils which met the criteria thresholds for existing categories were reclassified and criteria consistency improved by the inclusion of the non-resident population, for a number of categories. A consideration permitted by s 240(1), which enables the Tribunal to have regard to such matters as it considers relevant to the provision of efficient and effective local government. The County Council categories remaining unchanged.

124. Submissions advanced in 2026:

- Sought the creation of 2 new categories;
- Proposed recategorisation of 7 Councils - Parramatta, Lake Macquarie, Murray River, Port Macquarie-Hastings, Randwick, Shellharbour and Willoughby Councils;
- Sought that one category revert to a previous name;
- questioned the suitability of current criteria; and
- Urged the Tribunal to take into account other matters which Council now consider to be relevant to the determination of categories and their categorisation. Visitor numbers, being the best example.

125. If accepted, these submissions require consideration of how these aims could properly be reflected in the category criteria, which the submissions did not address.

126. It also appears that there may, in 2026, be further Council demergers, which will also necessitate consideration of the categories and Council allocations, in order that appropriate fees are fixed for their Councillors and Mayors in 2027.

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127. This all helped drive the Tribunal's conclusion that further change is required to current categories and criteria. But that the submissions and information it has received on this review, did not enable final views to be formed about what those changes should justly be. That will be revisited in the 2027 Annual Review.

Correction of an identified anomaly

128. The current category allocations and criteria appear in the 2025 Annual Determination at Section 5 and Appendix 1 respectively.

129. One required change which has been identified results from an anomaly. The criteria for the category Regional Strategic contains the following sentence:

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of Council operations will be greater than Regional Centre Councils.

130. This is incorrect. There currently being 5 Councils classified as Regional Strategic: Lake Macquarie, Maitland, Mid-Coast, Shoalhaven, and Tweed. As a result, this erroneous statement has been removed from Appendix 1 of the 2026 Annual Determination.

Proposed renaming of "Principal CBD" as the "Principal City"

131. This change in name was urged in order to revert to a prior category name, the Council submitting that this would properly recognise its regional, national and international significance, which extended beyond the Sydney CBD. As well as reflecting significant increases in the roles and responsibilities of its Councillors, in Australia's only global city and to ensure that fees they receive appropriately reflect their responsibilities.

132. The submission explained alterations, over time, to the area which the Council covers. It now having eight distinct economic precincts, as the result of the area added to the City in

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2004: the Harbour, City North, Pyrmont, City South, Eastern Creative, Tech Centre West, Entertainment and Recreation and Southern Enterprise. That having had an impact on representation and other matters relied on to advance a proposed significant increase in Councillors' fees.

133. It was in 2017 that the name change from Principal City to Principal CBD was introduced as part of a restructure which reflected the evolving shape of local government in the State. That retaining the Council of the City of Sydney in its own category, while recognising the emergence of the second CBD in Sydney at Parramatta.

134. The Tribunal can see no disadvantage from the proposed name change. But is still not persuaded that it should now be adopted, without consideration being given to such a change within the wider review proposed for 2027.

135. No change having been proposed to either the criteria which apply to this category, or to the Major CBD category into which only the Council of the City of Parramatta falls. It recognising Parramatta to be the secondary CBD, which some submissions urged was no longer appropriate.

Proposed reclassification of City of Parramatta Council from Major CBD to Principal CBD

136. Council sought to be recategorised from the Major CBD to Principal CBD category, to better reflect its size, rate of growth, economic influence, operational budget and strategic and geographical importance.

137. Council also submitting that it plays a leading role in Greater Sydney's advancement. With factors relied on including:

- 30% of Australia's top 500 companies have offices located in Paramatta;

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- The city is accessible to 2.3 million people within 45 minutes, by car or public transport;
- Creative and cultural institutions such as Riverside Theatre, Olympic Park and the upcoming Powerhouse Paramatta museum are located there;
- As is a large Health and research precinct which includes six (6) universities and Westmead Hospital;
- The Engineering and Innovation Hub, as well as Western Sydney Startup Hub also being located within the LGA; and
- It having the second largest economy, which generates a gross regional product of $32.88 billion, and 33,000 businesses with over 202,000 jobs.

138. What was advanced did not accord with submissions advanced by some other Councils.

139. The Tribunal is not persuaded that the City of Parramatta Council is incorrectly categorised or satisfies the criteria of Principal CBD, which reflect the unique position of the Council of the City of Sydney. Nor did it advance any changed criteria which would fairly capture both its position and that of the Council of the City of Sydney. That the two can fairly be equated, has also not been established.

140. The Determination has long recognised the distinct role which the Council of the City of Sydney plays, with the result the higher fees its Mayor and Councillors receive, which is reflected in the current criteria:

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

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The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of Metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other Councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

141. The submission and data advanced did not establish that Parramatta satisfies these criteria. Nor a basis for the conclusion that its Mayor and Councillors should receive the same fees as those received by the Mayor and Councillors of the City of Sydney.

142. The criteria which apply to its category, Major CBD, being:

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to Metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

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The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

143. The assumptions reflected in these criteria were challenged by other Councils as no longer being correct. Blacktown Council relying, for example, on data which showed that its residential population in 2024 was considerably greater than that of Parramatta, 274,956 to 438, 843. As was its total population, including workers not residing within its area.

144. The data received helped drive the conclusion that the current criteria may no longer be fit for purpose. And that further consideration needs to be given to what appropriate categories now are and what criteria should apply to them.

145. But the reclassification proposed on this review, cannot be accepted.

Proposed new Metropolitan Major – High Growth Category

146. Blacktown City Council sought the creation of a new category, Metropolitan Major – High Growth, for which it did not advance either criteria, or proposed fees.

147. It is now classified as a Metropolitan Major Council, together with Canterbury Bankstown. They having both last been assessed as falling below the Major CBD category, into which only the City of Parramatta falls. The current criteria for the Metropolitan Major category are:

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Councils categorised Metropolitan Major will typically have a minimum residential population of 400,000.

Councils may also be categorised Metropolitan Major if their residential population combined with their non-resident working population exceeds 400,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- *total operating revenue exceeding $300M per annum*
- *the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities*
- *significant industrial, commercial and residential centres and development corridors*
- *high population growth.*

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

148. Blacktown contended that the proposed new category would recognise larger, more complex Councils which exceed the criteria of Metropolitan Major. It being relevant that it would continue to outstrip Parramatta in various respects, given its current and expected ongoing growth. This new category thus facilitating fair and appropriate adjustments to the remuneration payable to Mayors and Councillors.

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149. The Council relying on data such as population, budget and asset growth, as well as 'transformational' projects and ongoing developments which had driven further change and challenges for it and its officers, reflective of its strategic planning and economic sphere of influence. It claiming now to be the fourth largest economy in NSW, with significant plans for further growth to 2041.

150. It also relied on comparisons which it sought to draw with Canterbury-Bankstown, from which it said it is now differentiated by a range of factors, which it is not necessary to explain.

151. What was not advanced was either proposed criteria for the new category sought, nor fees which might fairly attach to it. The Council placing reliance on what parliamentarians are paid in NSW, a reliance which I have explained is not available under the current statutory scheme.

152. The difficulty with what was proposed is also revealed by the limited difference between the maximum and minimum fees for the existing categories, which reflects an assessment that the work involved cannot be significantly differentiated.

153. Nor can it be accepted that it is appropriate for criteria to be based on anticipated growth in population, infrastructure, assets or budgets, as this and some other submissions urged. That is not embraced by s 240 of the Act. Nor can anticipated developments be accepted to be a reliable basis on which decisions can fairly be made about categories or criteria, depending as they do on assumptions.

154. The basis of what is anticipated at a particular point in time being unlikely to be able to be established by independent, reliable and publicly available data, which will allow relevant comparisons to be drawn. And the adoption of such criteria giving rise to the difficulties which will result, if what is anticipated, does not come to pass.

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155. It may also not be overlooked that when the submissions were received, Major CBD Mayoral fees ranged from $44,840 to $126,320, while those in Metropolitan Major Councils ranged from $44,840 to $114,300. This helps explain why the view has to be taken that there is little purpose to be served by the adoption of the proposed new category, which would sit between the existing categories.

156. Particularly without identification of criteria which reflect its true differentiation from the existing categories. That such differentiation does not exist, is reflected in the current small differences in fees for the existing categories.

157. The result is that the Tribunal has not been persuaded that the proposed new category can be established.

158. If in the 2027 review the establishment of new categories is pursued, the Tribunal should be provided with a proposal which addresses not only the name of the proposed category, but also appropriate criteria, together with the maximum and minimum fees which are proposed. They will have to have appropriate relationships with other categories, which will also have to be explained by the submission.

159. As will the consequences of their adoption for other Councils which may be affected. Such Councils will also have to be given an opportunity to be heard, before the Tribunal comes to any conclusions about proposed new categories. That will be achieved by service of the proposed change on other affected Councils.

Metropolitan Major

160. No Council sought any alteration to the criteria or recategorisation to this category.

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Metropolitan Large

161. Both Randwick and Willoughby Councils sought to be recategorised as Metropolitan Large Councils, currently being categorised as Metropolitan Medium. Despite neither satisfying the population threshold, although Randwick does satisfy the revenue criteria. Their total populations as at 1 July 2025 being, 176,656 and 133,052 respectively, including non-resident workers.

162. Randwick City Council sought to be reclassified from Metropolitan Medium to Metropolitan relying on:

- Population estimates as at 1 July of 201,000, comprising of 156,000 residents and 45,000 non- resident working population;
- A high population growth that regularly exceeds the Sydney average;
- An operating revenue of $221 million;
- A Gross Regional Product of $10.55 billion for the year ending June 2024;
- The provision of reginal services, including major education, health, sporting, recreation and cultural facilities; and
- Significant industrial, commercial and residential centres and development corridors.

163. Willoughby City Council contending that it exceeded the functions of a typical Metropolitan Medium Council, relying on:

- A population as at 30 June 2024 of 79,634 with a growth rate of 5.47% between 2022 and 2024;
- A forecast for continued population growth due to the planned construction of additional dwellings, the likely impact being an increase of 15,000 to 20,000 people in coming years;

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- A high daily visitation rate driven by the employment and commercial hub of Chatswood with opal data showing in excess of 50,000 entries and exits per day at Chatswood station;
- Total revenue of $187.9 million for the 2025/2026 financial year;
- A Gross Regional Product of $13.11 billion for the year ending June 2024; and
- The provision of regional services in health, education, culture, transport and two (2) large retail precincts.

164. The current criteria are:

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

• total operating revenue exceeding $200M per annum

• the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities

• significant industrial, commercial and residential centres and development corridors

• high population growth.

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

165. It follows that the recategorisation sought by Randwick and Willoughby Councils cannot be accepted, given the current population requirements.

166. The data also suggested that the Inner West Council may no longer satisfy the applicable criteria, it having been reclassified in 2020 from Metropolitan Medium, but having in 2024 non-resident workers of only 43,100 and a residential population of 193,125. In the 2027 review this Council will thus be invited to establish which criteria it then satisfies.

167. The data also shows that Campbelltown Council has a total population over the threshold for the Metropolitan Large category, but that it does not satisfy the non-resident working population criteria and so it also cannot be reclassified.

Metropolitan Medium

168. No changes were sought to the criteria, which are:

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- *total operating revenue exceeding $100M per annum*

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• services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities

• industrial, commercial and residential centres and development corridors • high population growth.

The sphere of economic influence, the scale of Council operations and the extent of regional servicing would be below that of Metropolitan Large Councils.

169. Canada Bay, a Metropolitan Small Council, does satisfy the revenue criteria and has a total population of over 100,000, but it does not satisfy the non-resident working population criteria and so also cannot be recategorised.

Proposed new Metropolitan Small – Fast Growing category

170. Burwood Council, categorised as a Metropolitan Small Council**,** proposed the creation of this new category, in which it sought to be included. It proposing that it be 'aligned' to the Metropolitan Medium category, to recognise its scope, scale and strategic importance, given the challenges of rapid population growth and increasing service demands it faced.

171. The criteria for the Metropolitan Small Council are:

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other Metropolitan Councils include:

• total operating revenue less than $150M per annum.

While these Councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium Councils the overall sphere of economic

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influence, the scale of Council operations and the extent of regional servicing would be below that of Metropolitan Medium Councils.

172. Burwood Council pointed to the criteria for Metropolitan Major, Large and Medium categories, which were considered to have regard to population growth, economic influence and impact of services, as well as considerations such as strategic importance. While Metropolitan Small criteria were confined to population size and operating revenue. It contending that its inclusion in the proposed new category was warranted due to:

- Its recognition by the NSW Government as a designated strategic centre;
- Increased complexity in planning, service delivery, and intergovernmental coordination;
- A population that is expected to double in the next 10 years due to major developments in the town centre and in close proximity to the new metro station; and
- Its economic growth and influence across Greater Sydney, specifically its night time economic initiatives.

173. The Tribunal has not concluded that the creation of this proposed new category is warranted, given the existing criteria and the resulting fees which the current categories attract.

174. Given the existing overlap in the fees of the Metropolitan Small and Medium categories and how their criteria are structured, the Tribunal is not persuaded that an intervening category is needed.

175. These submissions did help shed light on the inherent difficulties of the existing fee structures. Which has to be considered in light of the overlaps and small differences in the fee ranges between the differing categories. But that still precludes the adoption of this proposed new category.

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Metropolitan Small

176. No change to the criteria was proposed. They are:

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other Metropolitan Councils include:

- *total operating revenue less than $150M per annum.*

While these Councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium Councils the overall sphere of economic influence, the scale of Council operations and the extent of regional servicing would be below that of Metropolitan Medium Councils.

Major Regional City

177. This category applies to Newcastle and Wollongong, and no change was sought to the criteria, which are:

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These Councils:

- *are metropolitan in nature with major residential, commercial and industrial areas*
- *typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development.*

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• provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region

• have significant transport and freight infrastructure servicing international markets, the capital city and regional areas

• have significant natural and man-made assets to support diverse economic activity, trade and future investment

• typically contain ventures which have a broader State and national focus which impact upon the operations of the Council.

The proposed change to the Major Strategic Area criteria

178. Lake Macquarie Council proposed a change to the criteria of this category, which would result in its reclassification from Regional Strategic Area to the Major Strategic Area category. By reducing the population threshold from 300,000 to 200,000. That proposal not impacting any other Council.

179. The submissions it advanced were one of the few which directed required attention to matters which have to be considered by the Tribunal, when considering change to categories and criteria. Including the relevant history, the consequences of changes earlier made, relevant comparisons between positions of Councils in the affected category and the consequences of the proposed further change.

180. The current criteria for the two categories are:

Major Strategic Area

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Councils categorised as Major Strategic Area will have a minimum population of 300,000. To satisfy this criteria the non-resident working population can be included. Other features may include:

- *health services, tertiary education services and major regional airports which service the surrounding and wider regional community*
- *a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres*
- *total operating revenue exceeding $250M per annum*
- *significant visitor numbers to established tourism ventures and major events that attract state and national attention*
- *a proximity to Sydney which generates economic opportunities.*

Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other Non-metropolitan Councils. Central Coast Council is also a significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from Councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 100,000. To satisfy this criteria the non-resident working population can be included. Other features may include:

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• health services, tertiary education services and major regional airports which service the surrounding and wider regional community

• a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres

• total operating revenue exceeding $250M per annum

• significant visitor numbers to established tourism ventures and major events that attract state and national attention

• a proximity to Sydney which generates economic opportunities.

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of Council operations will be greater than Regional Centre Councils.

181. In 2023 the Tribunal determined that the population criteria threshold for the Regional Strategic Area had to be adjusted from 200,000 down to 100,000, that resulting in Lake Macquarie Council no longer being the only Council in this category. Council reiterated its views, urged in 2024 and 2025, that this change had distorted the distinction between the Major Strategic Area and Regional Strategic Area categories, given the other Councils which now also fell into the Regional Strategic category.

182. The Council's population statistics in 2024 were of 221,859 residents, plus a non-resident working population of 23,769, totalling 246,095. It drew a comparison with that of the Central Coast Council, which has 354,803 residents, plus a non-resident working population of 11,043, totalling 365,846. While of the four other Councils categorised as Regional Strategic Areas, the greatest total population was Shoalhaven, which has 115,435.

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183. The Council also relied on it having similar gross regional product to Wollongong Council, a Major Regional City. As well as more than double that of the other Councils now in the Regional Strategic category. Its case that the population threshold for Major Strategic Area should be revised from 300,000 down to 200,000 also being supported by:

- Its population, now making it the second largest Non-metropolitan Council after Central Coast with proximity to Sydney and tourist numbers similar to that Council;
- Its density of some 338/sqm, being considerably more than Maitland at 245, Tweed and 76 and Shoalhaven only 24, while Central Coast was 211 and even Wollongong 324;
- Its predicted population growth to 2046, with resulting ongoing building demand;
- The impact of major NSW Government projects within its LGA, including the Low and Mid-rise Housing reform announced in February 2025;
- The Renewable energy zone and Transport Oriented Development Program;
- An annual economic output of $30.03 billion, (approximately 20% of the Hunter economy);
- 14,768 active businesses;
- A Gross Regional Product of $17.39 billion;
- A tourism industry that sees 1.65 million tourists per year; and
- University, shopping, airport and art facilities, as well as Australia's largest power station.

184. The Council thus urged acceptance that its output and scale of operations were now significantly greater than that of other Councils in its category and more akin to Central Coast Council, with the result that the population threshold for the Major Strategic Area category should be reviewed.

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185. The Tribunal has concluded that the Council's submissions should be accepted. The 2023 changes having had unintended consequences, which ought now to be addressed, rather than awaiting the 2027 further review.

186. The submissions which this Council and some others made, also drew attention to the considerable impact of significant daily visitor numbers, not taken into account by the criteria. This is a matter which should be addressed in the 2027 Annual Review, so that the Tribunal can consider whether and how that might sensibly be reflected in category criteria.

Regional Strategic Area

187. No change to the criteria was proposed.

188. Port Macquarie-Hastings and Shellharbour sought to be recategorised as Regional Strategic Areas, but neither satisfy the population criteria. Having populations in 2024 respectively of only 92,772 and 89,967 respectively, including non-resident workers. They both still satisfying the criteria for their current category, Regional Centre, which are:

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- *a large city or town providing a significant proportion of the region's housing and employment*

- *health services, tertiary education services and major regional airports which service the surrounding and wider regional community*

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• a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres

• total operating revenue exceeding $100M per annum • the highest rates of population growth in regional NSW

• significant visitor numbers to established tourism ventures and major events that attract state and national attention

• a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

189. Port Macquarie-Hastings Council contended that it met the criteria for Regional Strategic Area, relying on:

- An expectation that Council did exceed the population threshold when non-resident working population was included;
- A projected total operating revenue of $276 million in 2025/26;
- Gross Regional Product of $13.287 million;
- An economic output this is underpinned by healthcare, retail, construction, education and training, tourism, professional and technical services;
- Tier 1 regional health services that services a catchment area beyond their LGA boundary;
- Four (4) tertiary education institutions;
- The Council operated Port Macquarie regional airport that services Sydney, Brisbane and Lord Howe Island and a total of 5,013 flights annually;

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- A tourism industry that attracts over 1.7 million visitors per annum and contributing $540 million to the economy; and
- Regional commercial and cultural services that include a performing arts theatre, an art gallery, courthouse and major hospitality, entertainment and conference venues.

190. Shellharbour City Council's proposal relied on:

- A residential and non-residential working population in 2024 of approximately 90,000, with expectations that the residential population will hit 100,000 by 2035;
- An annual population growth rate in excess of 1.8%;
- An expected operating revenue of $262 million in 2025/26;
- A Council owned and operated regional airport;
- A Council owned marina;
- A Tertiary training campus; and
- Construction of the new Shellharbour Hospital which will deliver improved health facilities for the Illawarra Shoalhaven Local Health District.

191. The criteria do not encompass categories being allocated on the basis of anticipated growth in population and revenues and so the recategorisations sought must be refused.

192. It also appears that Armidale Council does not meet the population threshold, but in earlier reviews the Tribunal concluded that it should remain in this category, for specified reasons. In the 2027 Annual Review it will be invited to make a submission about its appropriate categorisation, given the criteria which it then satisfies.

Regional Centre

193. No change to the criteria was proposed. They are:

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Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- *a large city or town providing a significant proportion of the region's housing and employment*
- *health services, tertiary education services and major regional airports which service the surrounding and wider regional community*
- *a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres*
- *total operating revenue exceeding $100M per annum*
- *the highest rates of population growth in regional NSW*
- *significant visitor numbers to established tourism ventures and major events that attract state and national attention*
- *a proximity to Sydney which generates economic opportunities.*

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Regional Rural

194. Broken Hill Council also no longer satisfies the criteria of this category, which it submitted it should maintain, its population in 2024 only being 17,839. In the 2027 Annual Review it

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will be invited to address its appropriate categorisation, to ensure that it is then placed into the appropriate category, given the criteria which it then satisfies.

195. The applicable criteria for this category being:

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

• a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages

• health services, tertiary education services and regional airports which service a regional community

• a broad range of industries including agricultural, educational, health, professional, government and retail services

• large visitor numbers to established tourism ventures and events.

196. Murray River Council sought to be recategorised as Regional Rural, it being currently classified as Rural Large, despite not satisfying the population criteria, its population in 2025 still only totalling 16,042. It relied on large visitor numbers to support its submissions, which had increased over time, as well as other changes. Referring to matters such as:

- An annual population growth rate of 8-11% in the main centre of Moama, with predicted population numbers reaching over 18,000 by 2046;
- A growing tourism, accommodation and food industry that supports 14.1% of the employment figures in their LGA;

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- Tourist visitation growing on average by 10% per annum, with the average number of visitors in 2023 and 2024 of 481,595; and
- Significant growth in education, training, health and retail service employment categories.

197. Despite this, the Tribunal has concluded that this submission cannot be accepted. Population is an important aspect of the categorisation system which cannot routinely be overlooked when Councils are categorised. The Act not contemplating subjective categorisation.

Rural Large

198. No changes were proposed to the criteria, which are:

Councils categorised as Rural Large will have a residential population greater than 10,000, and a Councillor to resident ratio of at least 1 to 1200.

Other features may include:

• one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre

• a limited range of services, facilities and employment opportunities compared to Regional Rural Councils

• local economies based on agricultural/resource industries.

199. The Tribunal has identified that Dungog Shire Council now has a residential population greater than 10,000 and a Councillor to resident ratio greater than 1 to 1,200. As a result,

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Dungog Shire Council will be classified as a Rural Large Council in the 2026 Annual Determination.

Rural

200. No changes were proposed to these criteria, which are limited to "Councils categorised as Rural will typically have a residential population less than 10,000".

201. Although Glenn Innes Severn Council observed that this review provided an opportunity to "recalibrate the remuneration and categorisation system to ensure its contemporary, fair, capable of supporting the expectation and responsibilities placed on elected representatives."

County Councils

202. A summary of County Council functions produced by the Tribunal Secretariat is:

Castlereagh Macquarie County Council

A local government authority for weed management control in the Walgett, Coonamble, Waren, Gilgandra and Warrumbungle Shire Council areas.

Central Tablelands Water

Central Tablelands Water is the trading name adopted by Central Tablelands County Council, a water supply authority constituted under NSW Local Government Legislation.

Central Tablelands County Council was first proclaimed in 1944. The county area embraces the Shires of Blayney, Cabonne and Weddin. Bulk water is also supplied to Cowra Shire Council to service rural consumers and the villages of Woodstock and Gooloogong.

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Goldenfields Water

It is responsible for water supply functions within the local government areas of Bland, Coolamon, Junee, Temora, and parts of Cootamundra-Gundagai, Hilltops and Narrandera.

It also supplies water in bulk to Hilltops and Cootamundra-Gundagai Councils, which distribute the water directly to residents in parts of their local government area.

Approximately 11, 974 properties are connected directly to its drinking water supply network in Bland, Coolamon, Junee, Temora and parts of Cootamundra-Gundagai and Narrandera.

The facilities it owns and operate include:

- *34 water pumping stations (including river extraction and Jugiong Water Treatment Plant Pumping Station)*
- *72 water supply reservoir sites with approximately 115 reservoirs*
- *Eight bores*
- *Six re-chlorination stations*
- *2100 km of water mains*

Western Sydney Weeds Authority (formerly Hawkesbury River County Council)

Western Sydney Weeds Authority (formally Hawkesbury River County Council) is a special purpose Council, its goal being to administer the Biosecurity Act 2015 (NSW) throughout our Council areas of Blacktown, Hawkesbury, Penrith and the Hills Shire. That involving

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weed management, detection of new incursions and containment of high-risk plant species that impact on biodiversity, agriculture, and property.

Riverina Water County Council

It is responsible for the provision of safe, reliable water at the lowest sustainable cost. over an area of approximately 15,400 square kilometres with a population of more than 77,000 people.

Rous County Council

Its experts and advisors supply the Northern Rivers with water, weed biosecurity, and rural flood mitigation. It sources, stores, treats and supplies water to the Ballina, Byron, Lismore and Richmond Valley Councils, which on-sell water to their communities.

Protecting the region's biodiversity by managing and eradicating high-risk weed species. Working closely with communities and Councils in Ballina, Byron, Lismore, Richmond Valley, Kyogle and Tweed Shire regions.

And also managing the rural flood mitigation for the Richmond River floodplain. Including monitoring and managing an 80km network of levees, 750 floodgates, and 180km of drains to reduce inundation and divert flood waters.

Upper Hunter County Council

It is the registered trading name of Upper Hunter County Council a single purpose Council which is a Local Control Authority for invasive plants under the NSW Biosecurity Act, 2015 (NSW).

Its present area of operation is the local government areas of Upper Hunter, Muswellbrook and Singleton located at the northern end of the Hunter Valley, New South Wales.

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It provides weed management systems utilizing technology to prevent, contain or reduce the biosecurity risk of invasive plants to the environment, economy and community within the area of operation of the County Council.

Upper Macquarie County Council

It is a local control authority for the Biosecurity Act 2015. Two Councillors are delegated from each of four constituent Councils to form an eight Member Central Tablelands Weeds Authority Council. Its core function being to detect priority weeds and actively encourage landholders to correctly manage the identified priority weed in accordance with the Central Tablelands Local Lands Services Strategic Weed Management Plan.

It carries out its functions across Bathurst Regional Council, City of Lithgow Council, Blayney Shire Council and Oberon Council.

County Councils – Water

203. No change was proposed for the criteria, which are "County Councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems."

204. The current list of these Councils is accurate.

County Councils – Other

205. No change was proposed for the criteria which are "*County Councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the Biosecurity Act 2015 (NSW)*."

206. Two County Councils – Other have been removed from the 2026 Annual Determination, being the Central Murray and the New England Tableland County Councils. The New

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England Tableland County Council was dissolved on 16 June 2025, by the *Local Government (Dissolution of New England County Council) Proclamation 2025*. The Central Murray County Council was dissolved on 1 July 2019, by a proclamation made under s 397 of the *Local Government Act*, as noted in NSW Government Gazette No 65-2205 of 27 June 2019.

207. The result is that only four Councils now fall into this classification.

Section 4 – The 2027 Annual Review

Structure and fee considerations

208. In the 2026 Annual Review, it has come to light that:

- There has been considerable change which has affected the work of those elected or appointed to Council offices, in part driven by Government decisions which have affected Councils over time. Including in the case of Metropolitan Councils those explained in the Governments draft 2026 Sydney Plan and in the case of Non-metropolitan Councils, by various regional plans;
- They and submissions advanced raise for consideration whether the current number of categories remain necessary. Reliance having been placed on Victoria, for example, where there are only 4 categories;
- The current criteria, first fixed in 2017 and amended since then in various Annual Determinations, do not accord entirely with the requirements of s 240, which specifies the matters by which the Tribunal **must** determine the categories of Councils and Mayors;
- Some of the current criteria could better assist transparent classification of Councils into categories;
- There has not for some time been an overall assessment of whether Councils continue to satisfy the criteria of the categories into which they have been placed over time;
- Changes in the fee structure, over time, have resulted in a considerable overlap between the maximum and minimum fees payable in various categories, which may no longer be appropriate, given submissions advanced;
- Some light on which was also shed by the conclusions arrived at in the 2025 Special Determination, in relation to the Central Darling Shire Council, on which reliance has been placed.

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209. The results are best explained by the following snapshot of the current categories, fees, overlaps and ratios. It having to be understood that Mayors and Chairpersons are paid both the Councillor fee, as well as the separate fee fixed for their offices. This also helps explain the Tribunal's decision to undertake the further review in 2027.

Table 1 – Table of Councillor and Mayoral fees, by Council categories

	Mayoral/Chairperson Additional Fees (Effective 1 July 2025)		**Councillor Fees (Effective 1 July 2025)**		**Ratio (Mayor: Councillor)**	
Category	**Min**	**Max**	**Min**	**Max**	**Min**	**Max**
Principal CBD	$193,650	$254,810	$31,640	$46,420	6.1:1	5.5:1
Central Darling Shire Council - Appointed Chairperson	$72,080	$72,180	$13,830	$13,930	5.2:1	5.2:1
Major CBD	$44,840	$126,320	$21,120	$39,100	2.1:1	3.2:1
Metropolitan Major	$44,840	$114,300	$21,120	$36,970	2.1:1	3.1:1
Major Regional City	$44,840	$114,300	$21,120	$36,690	2.1:1	3.1:1
Major Strategic Area	$44,840	$114,300	$21,120	$36,690	2.1:1	3.1:1
Metropolitan Large	$44,840	$101,470	$21,120	$34,820	2.1:1	2.9:1

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	Mayoral/Chairperson Additional Fees (Effective 1 July 2025)		**Councillor Fees (Effective 1 July 2025)**		**Ratio (Mayor: Councillor)**	
Regional Strategic Area	$44,840	$101,470	$21,120	$34,820	2.1:1	2.9:1
Metropolitan Medium	$33,630	$78,480	$15,830	$29,550	2.1:1	2.7:1
Regional Centre	$32,940	$68,800	$15,830	$27,860	2.1:1	2.5:1
Regional Rural	$22,420	$50,680	$10,530	$23,220	2.1:1	2.2:1
Metropolitan Small	$22,420	$50,650	$10,530	$23,220	2.1:1	2.2:1
Rural Large	$16,820	$40,530	$10,530	$18,890	1.6:1	2.1:1
Rural	$11,210	$30,390	$10,530	$13,930	1.1:1	2.2:1
Water	$4,490	$19,080	$2,090	$11,620	2.1:1	1.6:1
Other	$4,490	$12,670	$2,090	$6,930	2.1:1	1.8:1

Section 4 – The 2027 Annual Review

The conduct of the 2027 Annual Review

210. In 2027, the Tribunal intends to commence its review earlier than usual, in order to accommodate the detailed review of the Determination's categories which it has concluded it is necessary to pursue. Together with a consideration of appropriate criteria which reflect the requirements of s 240 of the Act. In order to facilitate the adoption of fees appropriate for the revised structure, also having regard to demonstrated change over time, as well as current responsibilities of Mayors and Councillors.

211. That will also require a review of the category into which each Council should then be placed, which s 239 of the Act requires must be undertaken at least once every three years.

212. Submissions will thus be invited in a two stage process.

213. The first, to determine how the Determination should be amended to achieve the category and criteria structure which the Act envisages, as well as the appropriate maximum and minimum fees. That, it must be observed, will not necessarily result in the current number of categories being retained.

214. In the second stage submissions about Councils' placement into the new structure will be sought.

215. The Tribunal will then ask Councils to provide reliable data to support their submissions about which category they fall into. Addressing each of the applicable criteria adopted, as well as relevant comparisons which they seek to draw with other Councils.

216. Categorisation having to be as transparent and fair as possible, the Tribunal intends to rest its decisions on reliable data such as that available from ABS statistics and budgets which Councils adopt year to year. The Tribunal will thus invite those who make submissions to provide reliable data and information, on which its decisions can be made. Not merely the expression of unsupported opinions.

Section 4 – The 2027 Annual Review

217. As it has in the past, the Tribunal will thus also ask Councils, when inviting submissions, to confirm that the information and submissions advanced have been endorsed by a Council vote.

218. It will thus invite submissions and information which will enable it to examine and determine whether the current categories and criteria remain fit for purpose. Given the requirements of the Act, the data on which the Tribunal's decisions must be based and the problems to which this report has drawn attention, which it will seek to address.

219. If it is considered that categories require adjustment, submissions should address what form the new categories and criteria should take, to reflect the statutory purpose of the categories of Councils and mayoral offices and their role in the fair determination of fees. As well as addressing proposed criteria which adhere to the requirements of s 240(1) of the Act, which will help the Tribunal to determine the maximum and minimum fees appropriate for the new structure, which should thus also be addressed.

220. At the first stage of this process, Councils will be asked to serve proposals which will affect other Councils, on all affected Councils, so that they may have a fair opportunity to address such proposals in their submissions.

221. What is proposed in order to adjust fees to reflect cost of living increases should also be identified at the first stage. As well as the final fees proposed. The submissions should also address changes relied on to warrant their adoption. With reliable information which supports the claimed changes, also being provided.

222. An example of potential revised criteria for the current Metropolitan Major category, which has regard to all of the requirements of s 240 of the Act, as well as to matters which the Tribunal has in the past identified to be relevant to the determination of the category into which Councils follows.

Section 4 – The 2027 Annual Review

223. What the Tribunal envisages in the 2027 review including the adoption of a structure which, if dollar figures are specified, may have to be adjusted over time, in order to reflect changes over time. As may specified population sizes.

224. A revised category for Metropolitan Major Councils, if it is retained, which has regard to the s 240 requirements, could thus provide:

Metropolitan Major

Councils categorised Metropolitan Major;

(1) must have a minimum residential population, or a combined residential and non-resident working population (of at least 50,000), which exceeds 400,000.

(2) will typically serve:

(a) a dense population occupying a built up physical terrain;

(b) a widely diverse community

(c) an area at least as large as those of Metropolitan Large Councils of ?,

(d) industrial, commercial and residential development which is both at least as significant and as extensive as that of Metropolitan Large Councils, with established development corridors;

(3) will also have:

(a) to manage a significant volume of business, consistent with its assets and budgets, which is at least as significant and varied as that of Metropolitan Large Councils;

Section 4 – The 2027 Annual Review

(b) operating revenue exceeding, for example, $394,617,030 per annum, that being $300 million adjusted by December CPI since December 2016;

(c) a sphere of economic influence and significance beyond the Council area, nationally as well as regionally, reflective of their service of:

(i) natural and/or developed attractions within the Council area, including sport, recreational and cultural facilities, which daily attracts significant tourism and/or visitors from outside the Council area; and

(ii) major health, education and other facilities which support the greater Sydney population; and

(d) a continuing high rate of population growth and development for which the Council is planning, evidenced by ?.

225. After submissions have been received in the second stage, the Tribunal will make its 2027 Annual Determination, which will include the new categories, criteria and increased fees the Tribunal has determined will take effect from 1 July 2027. As well as identifying the category into which each Council will then be placed.

Local Government Remuneration Tribunal

The Hon Acting Justice M Schmidt

Dated: 23 April 2026

Section 5 – Determinations

Determination No. 1 – Allocation of Councils into each of the categories as per section 239 of the Act effective 1 July 2026

General Purpose Councils – Metropolitan

Principal City (1)

- Sydney

Major CBD (1)

- Parramatta

Metropolitan Major (2)

- Blacktown
- Canterbury-Bankstown

Metropolitan Large (10)

- Bayside
- Cumberland
- Fairfield
- Inner West
- Liverpool
- Northern Beaches
- Penrith
- Ryde
- Sutherland
- The Hills

Metropolitan Medium (8)

- Campbelltown
- Camden
- Georges River
- Hornsby
- Ku-ring-gai
- North Sydney
- Randwick
- Willoughby

Metropolitan Small (8)

- Burwood
- Canada Bay
- Hunters Hill
- Lane Cove
- Mosman
- Strathfield
- Waverley
- Woollahra

Section 5 – Determinations

General Purpose Councils - Non-Metropolitan

Major Regional City (2)

- Newcastle
- Wollongong

Major Strategic Area (2)

- Central Coast
- Lake Macquarie

Regional Strategic Area (4)

- Maitland
- Mid-Coast
- Shoalhaven
- Tweed

Regional Centre (22)

- Albury
- Armidale
- Ballina
- Bathurst
- Blue Mountains
- Byron
- Cessnock
- Clarence Valley
- Coffs Harbour
- Dubbo
- Eurobodella
- Hawkesbury
- Lismore
- Orange
- Port Macquarie-Hastings
- Port Stephens
- Queanbeyan-Palerang
- Shellharbour
- Tamworth
- Wagga Wagga
- Wingecarribee
- Wollondilly

Regional Rural (14)

- Bega
- Broken Hill
- Goulburn Mulwaree
- Griffith
- Hilltops
- Kempsey

Section 5 – Determinations

- Kiama
- Lithgow
- Mid-Western
- Muswellbrook
- Nambucca
- Richmond Valleys
- Singleton
- Snowy Monaro

Rural Large (17)

- Bellingen
- Cabonne
- Cootamundra-Gundagai
- Cowra
- Dungog
- Federation
- Greater Hume
- Gunnedah
- Inverell
- Leeton
- Moree Plains
- Murray River
- Narrabri
- Parkes
- Snowy Valleys
- Upper Hunter
- Yass

Rural (37)

- Balranald
- Berrigan
- Bland
- Blayney
- Bogan
- Bourke
- Brewarrina
- Carrathool
- Central Darling*
- Cobar
- Coolamon
- Coonamble
- Edward River
- Forbes
- Gilgandra
- Glen Innes Severn
- Gwydir
- Hay
- Junee
- Kyogle
- Lachlan
- Liverpool Plains
- Lockhart
- Murrumbidgee

Section 5 – Determinations

- Narrandera
- Narromine
- Oberon
- Temora
- Tenterfield
- Upper Lachlan
- Uralla
- Walcha
- Walgett
- Warren
- Warrumbungle
- Weddin
- Wentworth

***** Designated as a Rural and Remote Council by the *Local Government (General) Regulations 2021*

County Councils

Water (4)

- Central Tablelands
- Goldenfields Water
- Riverina Water
- Rous

Other (4)

- Castlereagh-Macquarie
- Upper Hunter
- Upper Macquarie
- Western Sydney Weeds Authority (formerly Hawkesbury River)

Section 5 – Determinations

Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the Act effective from 1 July 2026

The annual fees to be paid in each of the categories to Councillors, Mayors, Members, and Chairpersons of County Councils effective on and from 1 July 2026 as per section 241 of the *Local Government Act 1993* are determined as follows:

Table 1: Fees for General Purpose and County Councils

General Purpose Councils – Metropolitan

Councillor/Member Annual Fee ($) effective 1 July 2026

Category	Minimum	Maximum
Principal City	32,810	48,140
Major CBD	21,900	40,550
Metropolitan Major	21,900	38,340
Metropolitan Large	21,900	36,110
Metropolitan Medium	16,420	30,640
Metropolitan Small	10,920	24,080

Mayor/Chairperson Additional Fee* ($) effective 1 July 2026

Category	Minimum	Maximum
Principal City	200,820	264,240
Major CBD	46,500	130,990
Metropolitan Major	46,500	118,530
Metropolitan Large	46,500	105,220
Metropolitan Medium	34,870	81,380
Metropolitan Small	23,250	52,520

Section 5 – Determinations

General Purpose Councils - Non-Metropolitan

Councillor/Member Annual Fee ($) effective 1 July 2026

Category	Minimum	Maximum
Major Regional City	21,900	38,050
Major Strategic Area	21,900	38,050
Regional Strategic Area	21,900	36,110
Regional Centre	16,420	28,890
Regional Rural	10,920	24,080
Rural Large	10,920	19,590
Rural	10,920	14,450

Mayor/Chairperson Additional Fee* ($) effective 1 July 2026

Category	Minimum	Maximum
Major Regional City	46,500	118,530
Major Strategic Area	46,500	118,530
Regional Strategic Area	46,500	105,220
Regional Centre	34,160	71,350
Regional Rural	23,250	52,560
Rural Large	17,440	42,030
Rural	11,620	31,510

County Councils

Councillor/Member Annual Fee ($) effective 1 July 2026

Category	Minimum	Maximum
Water	2,170	12,050
Other	2,170	7,190

Section 5 – Determinations

Mayor/Chairperson Additional Fee* ($) effective 1 July 2026

Category	Minimum	Maximum
Water	4,660	19,790
Other	4,660	13,140

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

Section 5 – Determinations

Determination No. 3 - Fees for appointed Councillors and Chairperson as per clause 12(c), Schedule 11 of the Act effective from 1 July 2026

Councils designated as 'rural and remote Councils'

The annual fees to be paid to appointed Councillors and the Chairperson of councils designated as a rural and remote Council on and from 1 July 2026, as per clause 12(c), schedule 11 of the *Local Government Act 1993* are determined as follows:

Table 2: Fees for appointed Councillors and Chairpersons of rural and remote Councils

Appointed Councillor Annual Fee ($) effective 1 July 2026

Council	Minimum	Maximum
Central Darling Shire Council	14,340	14,450

Appointed Chairperson Additional Fee ($) effective 1 July 2026**

Council	Minimum	Maximum
Central Darling Shire Council	74,750	74,850

**This fee must be paid in addition to the fee paid to the Chairperson as an appointed Councillor (s.249(2)).

Local Government Remuneration Tribunal

The Hon Acting Justice M Schmidt

Dated: 23 April 2026

Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of Metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other Councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Appendices

Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to Metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Appendices

Metropolitan Major

Councils categorised Metropolitan Major will typically have a minimum residential population of 400,000.

Councils may also be categorised Metropolitan Major if their residential population combined with their non-resident working population exceeds 400,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- Total operating revenue exceeding $300M per annum
- The provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- Significant industrial, commercial and residential centres and development corridors
- High population growth.

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

Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- Total operating revenue exceeding $200M per annum

Appendices

- The provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- Significant industrial, commercial and residential centres and development corridors
- High population growth.

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

Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- Total operating revenue exceeding $100M per annum
- Services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- Industrial, commercial and residential centres and development corridors
- High population growth.

The sphere of economic influence, the scale of Council operations and the extent of regional servicing would be below that of Metropolitan Large Councils.

Appendices

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other Metropolitan Councils include:

- Total operating revenue less than $150M per annum.

While these Councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium Councils the overall sphere of economic influence, the scale of Council operations and the extent of regional servicing would be below that of Metropolitan Medium Councils.

Appendices

Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These Councils:

- Are metropolitan in nature with major residential, commercial and industrial areas
- Typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- Provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- Have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- Have significant natural and man-made assets to support diverse economic activity, trade and future investment
- Typically contain ventures which have a broader State and national focus which impact upon the operations of the Council.

Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 200,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- Health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- A full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres

Appendices

- Total operating revenue exceeding $250M per annum
- Significant visitor numbers to established tourism ventures and major events that attract state and national attention
- A proximity to Sydney which generates economic opportunities.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from Councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 100,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- Health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- A full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- Total operating revenue exceeding $250M per annum
- Significant visitor numbers to established tourism ventures and major events that attract state and national attention
- A proximity to Sydney which generates economic opportunities.

Appendices

Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- A large city or town providing a significant proportion of the region's housing and employment
- Health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- A full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- Total operating revenue exceeding $100M per annum
- The highest rates of population growth in regional NSW
- Significant visitor numbers to established tourism ventures and major events that attract state and national attention
- A proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Appendices

Regional Rural

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- A large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- Health services, tertiary education services and regional airports which service a regional community
- A broad range of industries including agricultural, educational, health, professional, government and retail services
- Large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

Rural Large

Councils categorised as Rural Large will have a residential population greater than 10,000, and a Councillor to resident ratio of at least 1 to 1200.

Other features may include:

- One or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- A limited range of services, facilities and employment opportunities compared to Regional Rural Councils
- Local economies based on agricultural/resource industries.

Appendices

Rural

Councils categorised as Rural will typically have a residential population less than 10,000.

County Councils - Water

County Councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County Councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Biosecurity Act 2015*.

CORP 02	Investment Report May 2026

Strategic Objective	Visionary, Leading, Responsible Ensure Council is accountable and financially sustainable through the strategic management of assets and resources
File Ref	164085.2026
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 May 2026. Key highlights include:

- Council held investments with a market value of $470 million (see **Attachment 1** for details).
- The Reserve Bank of Australia (RBA) has kept official cash rate at 4.35 per cent.
- Council's investment portfolio is performing better than ABBI benchmark. The portfolio yield (for the year to May 2026) was 87 basis points above the benchmark (AusBond Bank Bill Index)

	AusBond Bank Bill Index (ABBI)
Benchmark	3.45%
Portfolio yield	4.32%
Performance above benchmark	**0.87%**

- A Strategic Investment Committee continues to guide investment decisions which include considering switch options to optimise returns.

- Year to date, Council's investment income is $2.24 million above the original budget. In March, the market value of investments decreased by $1.3 million, largely due to ongoing geopolitical tensions. However, the portfolio has since recovered.

- Year-to-date, Council's investment in mortgage-backed securities (MBSs) is valued at $316k 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 considers that, on balance, there is 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 May 2026	Projected balances to 30 June 2026
Externally restricted	$379.7m	$432.62m	$386.0m
Internally restricted	$33.6m	$35.14m	$40.5m
Unrestricted (General)	$2.8m	$2.57m	$6.7m
Total	**$416.1m**	**$470.33m**	**$433.2m**

RECOMMENDATION

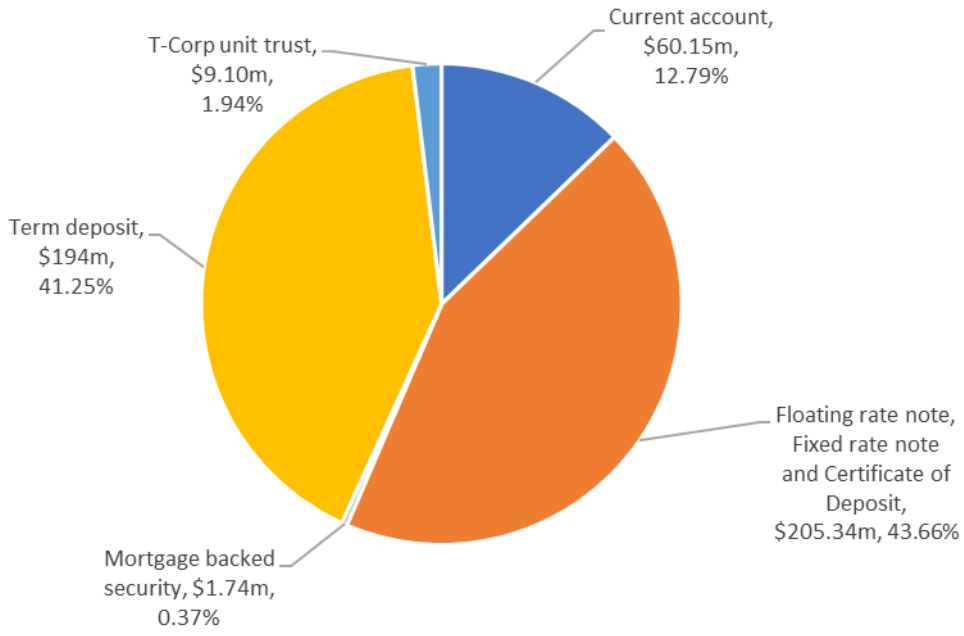
That Council receives and notes this report.

REPORT

Section 212 of the *Local Government (General) Regulation 2021* requires that the Responsible Accounting Officer must provide Council with a written report setting out details of all money that Council has invested under section 625 of the *Local Government Act 1993*.

Council's portfolio

At 31 May 2026, Council held investments with a market value of $470 million. Council's investment register detailing all its investments is provided as an attachment to this report. In summary, Council's portfolio consisted of investments in:



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

Asset class	May-26	Apr-26	Jun-25
Senior debts (FRNs ,TCDs & FRBs)*	99.94%	99.73%	100.09%
MBS (Reverse mortgage-backed securities)	84.63%	84.74%	83.24%
T-Corp unit trusts	148.58%	144.22%	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 $316k 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	60,150,174	12.79%		
	Term deposits < 1 year	121,000,000	25.73%		
	T-Corp unit trust	9,101,273	1.94%		
	Tradeable securities	205,340,353	43.66%		
✓	**Portfolio % < 1 year (Short term liquidity)**	**395,591,800**	**84.11%**	**30%**	**100%**
✓	Term deposit > 1 year < 3 years	73,000,000	15.52%	0%	70%
✓	Grand fathered securities	1,743,429	0.37%	N/A	N/A
✓	**Portfolio % (Medium term liquidity)**	**74,743,429**	**15.89%**		
	Total portfolio	**470,335,229**	**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+	**23,748,679**	5.05%	15%
✓	ANZ Banking Group Ltd	AA-	**20,917,829**	4.45%	35%
✓	Australian Military Bank	BBB+	**3,000,000**	0.64%	15%
✓	Bank Australia	BBB+	**6,372,821**	1.35%	15%
✓	Bank of Queensland Ltd	A-	**17,851,009**	3.80%	25%
✓	Bank Vic	BBB+	**3,000,000**	0.64%	15%
✓	Bendigo & Adelaide Bank Ltd	A-	**1,810,193**	0.38%	25%
✓	Beyond Bank	BBB+	**18,000,000**	3.83%	15%
✓	Commonwealth Bank of Australia Ltd	AA-	**79,549,166**	16.91%	35%
✓	Credit Union SA	BBB+	**5,000,000**	1.06%	15%
✓	Emerald Reverse Mortgage Trust (Class A)	Unrated	**525,274**	0.11%	5%
✓	Emerald Reverse Mortgage Trust (Class C)	Unrated	**1,218,156**	0.26%	5%
✓	Great Southern Bank	BBB+	**7,852,436**	1.67%	15%
✓	Heartland Bank Australia Limited	BBB	**19,000,000**	4.04%	15%
✓	Heritage and Peoples Choice Limited	BBB+	**3,743,993**	0.80%	15%
✓	ING Bank	A	**37,143,852**	7.90%	25%
✓	Macquarie Bank	A+	**9,051,765**	1.92%	25%
✓	Mizuho Bank	A	**3,508,894**	0.75%	25%
✓	MyState (Auswide) Bank	BBB	**21,007,520**	4.47%	15%
✓	National Australia Bank Ltd	AA-	**23,874,723**	5.08%	35%
✓	Newcastle Greater Mutual Group Ltd	BBB+	**3,827,648**	0.81%	15%
✓	Northern Territory Treasury	AA-	**5,000,000**	1.06%	35%
✓	NSW Treasury Corporation	Unrated	**9,101,273**	1.94%	5%
✓	Police Credit Union SA	Unrated	**6,000,000**	1.28%	5%
✓	Police Bank	BBB+	**5,000,000**	1.06%	15%
✓	Rabobank Australia Limited	A	**39,056,658**	8.30%	25%
✓	Royal Bank of Canada	A	**11,723,329**	2.49%	25%
✓	Scotia Bank	A-	**8,490,385**	1.81%	25%
✓	Sumitomo Mitsui Banking	A	**5,015,180**	1.07%	25%
✓	Suncorp Bank	AA-	**14,506,877**	3.08%	35%
✓	Teachers Mutual Bank	BBB+	**4,002,980**	0.85%	15%
✓	UBS AG	A+	**8,074,710**	1.72%	25%
✓	Unity Bank	BBB+	**10,000,000**	2.13%	15%
✓	Westpac Banking Corporation Ltd	AA-	**34,359,882**	7.31%	35%
	Portfolio Total		**470,335,229**	100.00%	

Credit rating policy limit compliance

Complies to Investment policy	Credit rating	Market value	% Portfolio	Maximum policy limit
✓	AAA Category	1,785,199	0.38%	100%
✓	AA Category	178,208,476	37.89%	100%
✓	A Category	139,940,776	29.75%	60%
✓	BBB Category	133,556,076	28.40%	45%
✓	Unrated	16,844,702	3.58%	10%
	Total Portfolio	**470,335,229**	**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

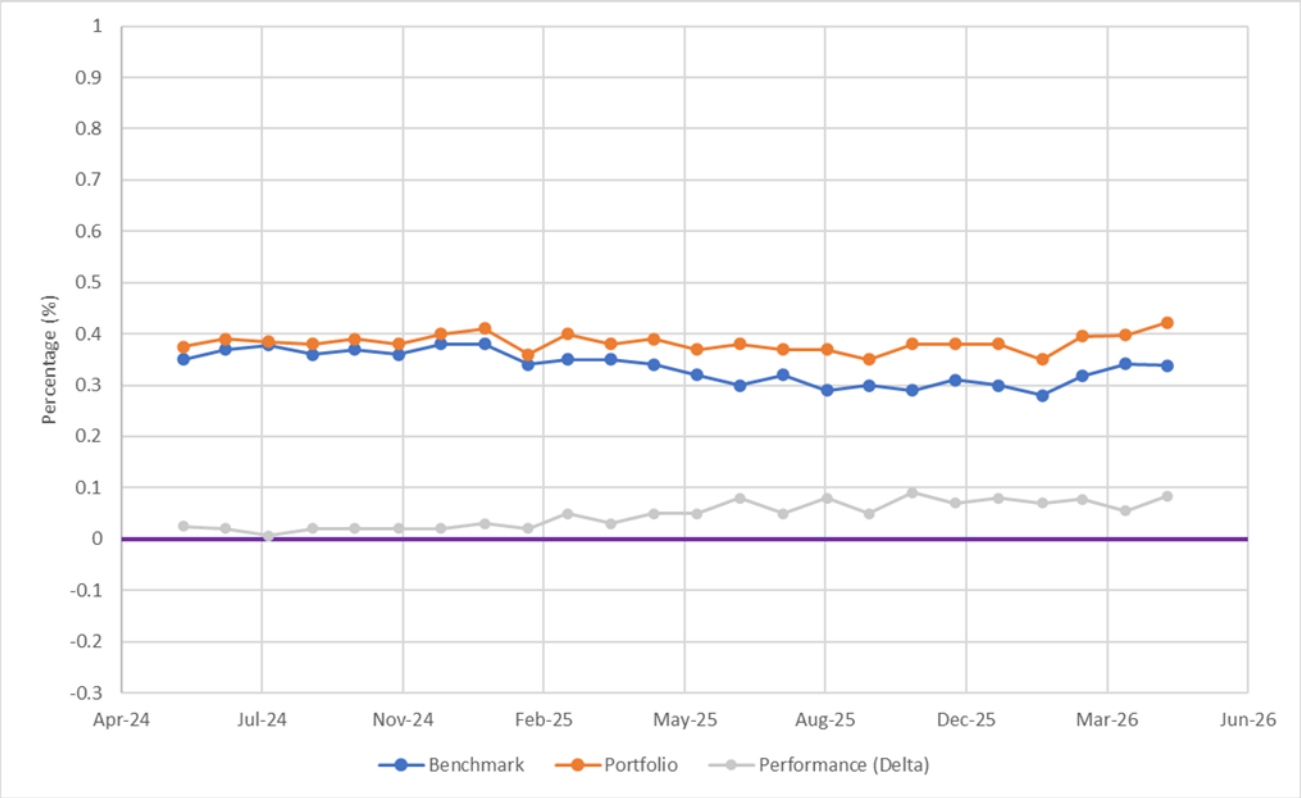
Portfolio performance against relevant market benchmark

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. The portfolio yield for the year to May 2026 was above the ABBI index by 87 basis points (portfolio yield: 4.32%; ABBI: 3.45%).

A Strategic Investment Committee, comprising of the CEO, Director Corporate Support, CFO and Accountant (Investment & Treasury Management), has been formed to guide investment decisions. Since inception several switch options were executed that enabled Council to make capital gains on FRNs and earn better returns.

Comparative monthly yields against benchmarks are charted below:

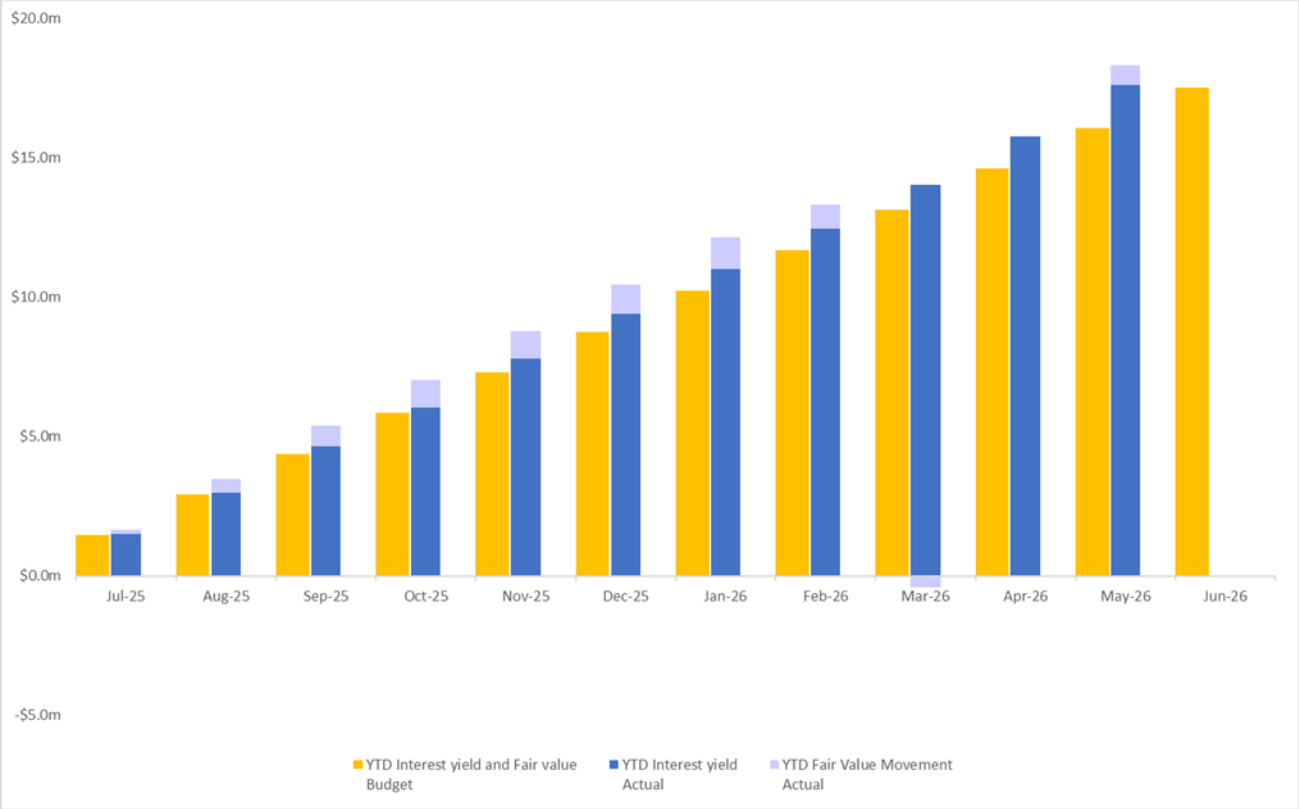


Performance of portfolio returns against budget

Year-to-date, Council's investment income was $2.24 million 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	$15.61m	$17.60m	$1.99m
Fair value market movement	$0.46m	$0.71m	$0.25m
Total	$16.07m	$18.31m	$2.24m

In March, the market value of investment decreased by $1.3 million, largely due to ongoing geopolitical tensions. However, the portfolio has since recovered.



Economic outlook – Reserve Bank of Australia

The Reserve Bank of Australia kept the official cash rate to 4.35 per cent in its meeting on 5 May 2026.

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 $2.24 million higher than the original budget at 31 May 2026.
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	Local Government Act 1993, section 625 Local Government (General) Regulation 2021, section 212 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. 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: • the risk of capital or income loss or depreciation, • the likely income returns and the timing of income return, • the length of the term of the proposed investment, • the liquidity and marketability of the proposed investment, • the likelihood of inflation affecting the value of the proposed investment, and • the costs of making the proposed investment. The responsible accounting officer must provide Council with a written report setting out details of money invested at its ordinary meetings (but only at one meeting in a month): section 212 of the Local Government (General) Regulation 2021. The report must include a certificate as to whether the investment has been made in accordance with the Act, the regulations and Council's investment policies.

Risk	The capital value and return-on-investment is subject to market risks. Investment limits prescribed in Council's policy framework is aimed to mitigate these risks.

ATTACHMENTS

1. Investment Portfolio May 2026
2. Schedule of Cash Reserves May 2026

Portfolio Valuation As At 31 May 2026

Fixed Interest Security	Maturity Date	Security Rating	Face Value Current	Market Value	% Total Value	Running Yield
Current Account						
Cash On Hand		Unrated	5,425.00	5,425.00	0.00%	0.00%
CBA Powerhouse Account		AA-	67,190.54	67,190.54	0.01%	0.22%
CBA Business Saver		AA-	36,806,316.93	36,806,316.93	7.83%	4.10%
CBA General Account		AA-	2,906,175.31	2,906,175.31	0.62%	0.00%
AMP Business Saver		BBB	5,129.11	5,129.11	0.00%	2.25%
AMP Notice Account		BBB	20,326,118.30	20,326,118.30	4.32%	4.75%
Macquarie Bank Accelerator Account		A+	32,135.76	32,135.76	0.01%	2.45%
Macquarie Bank Account		A+	1,683.03	1,683.03	0.00%	4.20%
			60,150,173.98	60,150,173.98	12.79%	
Fixed Rate Bond						
ANZ Bank	01/11/2028	AA-	5,250,000.00	5,149,971.75	1.09%	4.25%
Commonwealth Bank	21/11/2028	AA-	2,000,000.00	1,944,330.00	0.41%	3.90%
Commonwealth Bank	21/08/2030	AA-	1,500,000.00	1,446,499.50	0.31%	4.24%
Commonwealth Bank	15/01/2031	AA-	2,700,000.00	2,678,729.40	0.57%	5.03%
Commonwealth Bank	21/11/2035	AA-	3,000,000.00	2,913,264.00	0.62%	5.27%
Commonwealth Bank	21/11/2035	AA-	4,420,000.00	4,292,208.96	0.91%	5.27%
Commonwealth Bank	28/01/2036	AA-	7,500,000.00	7,416,360.00	1.58%	5.52%
Bank of Queensland	27/10/2026	BBB+	4,750,000.00	4,693,346.75	1.00%	2.10%
ING Direct	19/08/2026	A	1,800,000.00	1,785,198.60	0.38%	1.10%
Royal Bank of Canada	09/09/2030	A	6,400,000.00	6,199,321.60	1.32%	4.74%
Scotia Bank	21/03/2030	A-	4,000,000.00	3,948,620.00	0.84%	5.23%
Suncorp	25/01/2027	AA-	4,500,000.00	4,431,087.00	0.94%	2.50%
			47,820,000.00	46,898,937.56	9.97%	
Floating Rate Note						
AMP Bank	13/09/2027	BBB+	3,400,000.00	3,417,431.80	0.73%	5.45%
ANZ Bank	11/09/2028	AA-	4,200,000.00	4,235,376.60	0.90%	5.08%
ANZ Bank	01/11/2028	AA-	4,500,000.00	4,506,277.50	0.96%	4.98%
ANZ Bank	05/02/2029	AA-	1,000,000.00	1,009,655.00	0.21%	5.34%
ANZ Bank	18/02/2030	AA-	3,000,000.00	3,016,548.00	0.64%	5.26%
Bank Australia	21/02/2028	BBB	1,350,000.00	1,367,000.55	0.29%	6.14%
Bank Australia	27/11/2028	BBB	5,000,000.00	5,005,820.00	1.06%	5.48%
Bank of Queensland	20/11/2028	A-	9,000,000.00	9,005,031.00	1.91%	5.22%
Bank of Queensland	30/04/2029	A-	4,100,000.00	4,152,631.70	0.88%	5.65%
Bendigo and Adelaide	24/10/2028	A-	1,800,000.00	1,810,193.40	0.38%	5.32%
Commonwealth Bank	17/08/2028	AA-	3,500,000.00	3,531,297.00	0.75%	5.40%
Commonwealth Bank	09/01/2030	AA-	2,500,000.00	2,516,987.50	0.54%	5.16%
Commonwealth Bank	21/08/2030	AA-	2,500,000.00	2,510,312.50	0.53%	5.21%
Commonwealth Bank	15/01/2031	AA-	5,500,000.00	5,514,069.00	1.17%	5.06%
Great Southern Bank	01/11/2027	BBB+	1,850,000.00	1,855,154.10	0.39%	5.40%
Great Southern Bank	03/11/2028	BBB+	6,000,000.00	5,997,282.00	1.28%	5.31%
Heritage and Peoples Choice Limited	05/11/2029	BBB+	3,750,000.00	3,743,992.50	0.80%	5.43%
ING Bank	20/08/2029	A+	6,300,000.00	6,358,653.00	1.35%	5.47%
Macquarie Bank	14/09/2026	A+	4,800,000.00	4,804,334.40	1.02%	5.02%
Macquarie Bank	17/07/2030	A+	4,200,000.00	4,213,612.20	0.90%	5.15%
Mizuho Bank	18/01/2027	A	3,500,000.00	3,508,893.50	0.75%	5.21%
MyState Bank	09/04/2029	BBB	5,000,000.00	5,007,520.00	1.06%	5.47%

NAB	22/03/2029	AA-	3,500,000.00	3,529,550.50	0.75%	5.21%
NAB	14/11/2029	AA-	2,600,000.00	2,615,990.00	0.56%	5.26%
NAB	18/03/2030	AA-	4,700,000.00	4,729,182.30	1.01%	5.09%
Newcastle Greater Mutual Group Ltd	14/02/2029	BBB	600,000.00	612,550.20	0.13%	6.29%
Newcastle Greater Mutual Group Ltd	21/01/2030	BBB+	3,200,000.00	3,215,097.60	0.68%	5.59%
Rabobank Australia Branch	27/01/2027	A+	2,700,000.00	2,704,665.60	0.58%	5.10%
Rabobank Australia Branch	26/02/2029	A	3,000,000.00	3,030,174.00	0.64%	5.48%
Rabobank Australia Branch	20/02/2030	A	1,300,000.00	1,306,529.90	0.28%	5.30%
Rabobank Australia Branch	10/07/2030	A	3,000,000.00	3,015,288.00	0.64%	5.18%
Royal Bank of Canada	09/09/2030	A	5,500,000.00	5,524,007.50	1.17%	5.23%
Scotia Bank	21/03/2030	A-	4,500,000.00	4,541,764.50	0.97%	5.71%
Suncorp	19/03/2029	AA-	2,500,000.00	2,521,610.00	0.54%	5.25%
Suncorp	27/09/2029	AA-	5,000,000.00	5,035,690.00	1.07%	5.22%
Suncorp	21/05/2030	AA-	2,500,000.00	2,518,490.00	0.54%	5.37%
Sumitomo Mitsui Banking	10/09/2030	A	5,000,000.00	5,015,180.00	1.07%	4.85%
Teachers Mutual Bank	21/06/2027	BBB+	1,000,000.00	1,005,524.00	0.21%	5.61%
Teachers Mutual Bank	03/10/2028	BBB+	3,000,000.00	2,997,456.00	0.64%	5.27%
UBS AG	24/11/2028	A+	2,000,000.00	2,037,516.00	0.43%	5.89%
UBS AG	15/04/2031	A+	3,000,000.00	3,026,793.00	0.64%	5.52%
UBS AG	15/04/2031	A+	3,000,000.00	3,010,401.00	0.64%	5.20%
Westpac	21/01/2030	AA-	4,500,000.00	4,530,064.50	0.96%	5.18%
Westpac	19/06/2030	AA-	4,800,000.00	4,829,817.60	1.03%	5.10%
			157,650,000.00	158,441,415.45	33.69%	

Mortgage Backed Security						
EmeraldMBS2006-1A	21/08/2051	Unrated	560,019.34	525,273.50	0.11%	4.89%
EmeraldMBS2006-1C	21/08/2056	Unrated	1,000,000.00	823,724.00	0.18%	5.64%
EmeraldMBS2007-1C	23/07/2057	Unrated	500,000.00	394,431.50	0.08%	5.29%
			2,060,019.34	1,743,429.00	0.37%	

Term Deposit						
ANZ	26/10/2026	AA-	3,000,000.00	3,000,000.00	0.64%	5.35%
Australian Military Bank	11/09/2028	BBB+	3,000,000.00	3,000,000.00	0.64%	4.08%
BankVic	09/07/2026	BBB+	3,000,000.00	3,000,000.00	0.64%	4.25%
Beyond Bank	09/12/2026	BBB+	5,000,000.00	5,000,000.00	1.06%	5.22%
Beyond Bank	11/03/2027	BBB+	5,000,000.00	5,000,000.00	1.06%	5.25%
Beyond Bank	17/09/2026	BBB+	3,000,000.00	3,000,000.00	0.64%	5.30%
Beyond Bank	01/04/2027	BBB+	5,000,000.00	5,000,000.00	1.06%	5.57%
Commonwealth Bank	24/11/2026	AA-	5,000,000.00	5,000,000.00	1.06%	4.49%
Credit Union SA	26/05/2028	BBB+	5,000,000.00	5,000,000.00	1.06%	5.50%
Heartland Bank Australia Limited	24/09/2026	BBB	3,000,000.00	3,000,000.00	0.64%	4.30%
Heartland Bank Australia Limited	27/07/2026	BBB	3,000,000.00	3,000,000.00	0.64%	4.30%
Heartland Bank Australia Limited	14/12/2026	BBB	5,000,000.00	5,000,000.00	1.06%	4.80%
Heartland Bank Australia Limited	08/01/2027	BBB	3,000,000.00	3,000,000.00	0.64%	4.76%
Heartland Bank Australia Limited	17/02/2028	BBB	5,000,000.00	5,000,000.00	1.06%	5.10%
ING Bank	25/09/2026	A	5,000,000.00	5,000,000.00	1.06%	5.15%
ING Bank	14/10/2026	A	3,000,000.00	3,000,000.00	0.64%	4.79%
ING Bank	14/10/2027	A	3,000,000.00	3,000,000.00	0.64%	4.77%
ING Bank	17/02/2028	A	5,000,000.00	5,000,000.00	1.06%	4.96%
ING Bank	31/03/2028	A	5,000,000.00	5,000,000.00	1.06%	5.50%
ING Bank	10/10/2028	A	3,000,000.00	3,000,000.00	0.64%	5.30%
ING Bank	16/02/2029	A	5,000,000.00	5,000,000.00	1.06%	5.00%
MyState Bank	12/06/2026	BBB	4,000,000.00	4,000,000.00	0.85%	4.25%
MyState Bank	05/11/2026	BBB	6,000,000.00	6,000,000.00	1.28%	4.78%
MyState Bank	10/12/2026	BBB	6,000,000.00	6,000,000.00	1.28%	4.80%
NAB	29/07/2026	AA-	3,000,000.00	3,000,000.00	0.64%	4.19%
NAB	31/08/2026	AA-	5,000,000.00	5,000,000.00	1.06%	4.15%
NAB	25/01/2027	AA-	5,000,000.00	5,000,000.00	1.06%	5.39%
Northern Territory Treasury	15/12/2026	AA-	5,000,000.00	5,000,000.00	1.06%	1.50%
Police Credit Union SA	27/07/2026	Unrated	3,000,000.00	3,000,000.00	0.64%	4.30%
Police Credit Union SA	09/09/2027	Unrated	3,000,000.00	3,000,000.00	0.64%	4.06%

Police Credit Union SA	25/06/2027	Unrated	5,000,000.00	5,000,000.00	1.06%	5.50%
Rabobank Australia Limited	27/05/2026	A	5,000,000.00	5,000,000.00	1.06%	4.40%
Rabobank Australia Limited	27/08/2026	A	3,000,000.00	3,000,000.00	0.64%	4.50%
Rabobank Australia Limited	18/05/2027	A	5,000,000.00	5,000,000.00	1.06%	5.56%
Rabobank Australia Limited	18/02/2028	A	3,000,000.00	3,000,000.00	0.64%	5.06%
Rabobank Australia Limited	18/02/2028	A	5,000,000.00	5,000,000.00	1.06%	4.80%
Rabobank Australia Limited	14/11/2028	A	5,000,000.00	5,000,000.00	1.06%	4.42%
Rabobank Australia Limited	20/02/2029	A	3,000,000.00	3,000,000.00	0.64%	5.19%
Unity Bank	18/12/2026	BBB+	5,000,000.00	5,000,000.00	1.06%	5.45%
Unity Bank	01/04/2027	BBB+	5,000,000.00	5,000,000.00	1.06%	5.60%
Westpac	31/08/2026	AA-	5,000,000.00	5,000,000.00	1.06%	4.14%
Westpac	29/01/2027	AA-	10,000,000.00	10,000,000.00	2.13%	5.38%
Westpac	31/03/2028	AA-	5,000,000.00	5,000,000.00	1.06%	5.50%
Westpac	18/05/2028	AA-	5,000,000.00	5,000,000.00	1.06%	5.57%
			194,000,000.00	194,000,000.00	41.25%	
Total			461,680,193.32	461,233,955.99	98.07%	

T-Corp				
NSWTC IM Long Term Growth Fund	Unrated	6,125,337.88	9,101,272.99	1.94%
		6,125,337.88	9,101,272.99	1.94%
Total		461,680,193.32	461,233,955.99	98.07%
Portfolio Total		467,805,531.20	470,335,228.98	100.00%

Liverpool City Council
Schedule of Cash Reserves

	30 June 2025 Actual Balance	*31 May 2026 Actual Closing Balance*	*30 June 2026 Projected Closing Balance*
Externally Restricted			
S7.11 Contributions	316,559,029	362,863,807	323,074,508
City Development Fund	(2,347,281)	(993,433)	(839,001)
Domestic Waste Reserve	1,271,847	2,413,570	4,618,542
Environment Levy	6,634,094	7,103,135	6,546,353
Stormwater Reserve	584,119	1,017,494	66,163
Contribution Reserve	3,038,422	4,619,939	4,619,939
Grants Reserve	3,011,097	8,358,996	7,938,362
Grants Reserve - Operating	7,197	318,924	318,924
Deferred Grants Reserve - Capital	37,075,055	32,800,557	32,419,644
Deferred Grants Reserve - Operating	3,703,478	2,849,630	2,885,371
Western Sydney Infrastructure Grants Program	10,128,113	11,263,621	4,322,001
Total Externally Restricted	**379,665,170**	**432,616,240**	**385,970,806**
Internally Restricted			
Employee Leave Entitlement Reserve [2]	5,346,000	5,346,000	5,346,000
Insurance Reserve	1,796,043	1,796,043	1,796,043
Parking Strategy Reserve [2]	1,300,736	2,264,298	2,451,835
General Property Reserve	646,124	646,124	5,723,564
Loan Reserve	12,200,000	12,200,000	12,200,000
Hammondville Pool and Precinct Reserve [2]	7,876,723	7,874,683	7,874,684
Carnes Hill Stage 2 Precinct Development Reserve	4,253,332	4,253,332	4,253,333
Moorebank Intermodal Company Ltd	225,995	763,558	850,309
Total Internally Restricted	**33,644,953**	**35,144,038**	**40,495,768**
Total Restricted	**413,310,123**	**467,760,278**	**426,466,573**
Unrestricted general reserves [1]	**2,803,769**	**2,574,951**	**6,739,105**
Total Cash and Investments	**416,113,892**	**470,335,229**	**433,205,679**

[1] Excludes investment in Civic Risk Mutual
[2] May 26 Council resolutions related to Reserves yet to be actioned - expecting rescission motion

CTTE 01	Minutes of the Governance Committee Meeting held 5 May 2026

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	140012.2026
Report By	Katrina Harvey - Councillor Executive and Support Officer
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

A Governance Committee Meeting was held on 5 May 2026.

This report attaches a copy of the minutes of the meeting for Council endorsement.

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Governance Committee Meeting held on 5 May 2026; and

2. Endorse the recommendations in the Minutes.

REPORT

The Minutes of the Governance Committee held on Tuesday 5 May 2026 are attached for the information of Council.

Below is a summary of the comments noted during discussion.

Item 01 - Contributions Planning Framework Reform Project - Quarterly Status Report

The following comments were noted:

- Council Officers to advise Councillors of the funds in the Contributions Plan
- Council Officers to provide a list of the outstanding capital works from the 2009 plan

ITEM 02 - New Planning Agreements Policy - Project Update

The following comments were noted:

- Council Officers to review the need for an external company to monitor negotiations and confirm they are being completed
- Council Officers to provide an updated VPA listing to Councillors
- The Governance Committee recommended rewording of Item 9.1 Role Separation and Prohibition on Undue Influence, of the updated Planning Agreement Policy.

ITEM 04 - Liverpool Development Control Plan 2008 Reform - Project Update

The following comment was noted:

- Council Officers to update the final cost of the By-election to include the in-house costs of staff and any other related fees.

ITEM 06 - Media Policy and Proposed Campaigns

The following comments were noted:

- Council Officers to provide a report analysing the use of social media platforms identifying users engaging with content are residents of the Liverpool Local Government Area (LGA) or outside of the LGA.

General Business

ITEM 07 - Unsolicited Proposals to Develop Commercial Offerings
Item 07 was discussed in General Business. The Committee recommended that a workshop be arranged for Councillors to review the proposals received and identify new ways to support and provide for our community's needs.

ITEM 08 – Items on Public Exhibition periods of 28 days
Item 08 was discussed in General Business. It was suggested that during the first week of public exhibition that a 'pop-up' information session be provided for residents to attend to ask further questions on the related topic.

A report will be presented to the June Governance Committee meeting.

FINANCIAL IMPLICATIONS

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

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	Provide information about Council's services, roles and decision making processes. Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	There are no legislative considerations relating to this report.
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Governance Committee Minutes - 5 May 2026

MINUTES OF THE GOVERNANCE COMMITTEE MEETING HELD ON 5 MAY 2026

PRESENT:
Mayor Ned Mannoun
Deputy Mayor Harle (joined online at 3.10pm)
Councillor Adjei (online)
Councillor Ammoun (online)
Councillor Macnaught
Councillor Harte (joined online at 2.26pm – 2.46pm)
Mr Jason Breton, Chief Executive Officer
Mr Farooq Portelli, Director Corporate Support
Ms Tina Bono, Director Community & Lifestyle
Ms Lina Kakish, Director Planning & Compliance
Mr Peter Scicluna, Director Operations
Mr Vishwa Nadan, Chief Financial Officer
Ms M'Leigh Brunetta, Manager Civic and Executive Services
Ms Katrina Harvey, Councillor Executive and Support Officer
Ms Clare Mongjaay, Acting Councillor Executive and Support Officer
Mr Mark Hannan – Manager City Planning
Mr Peter Nelson – Principal Strategic Planner
Mr Siva Karthigesh – Coordinator Contributions Planning
Ms Clara McGuirk – Manager Communications and Marketing
Ms Julie Scott – Head of Economic Development and Strategy
Ms Hiba Soueid – Manager City Strategy and Performance
Mr Haris Strangas – Senior Officer Government Stakeholder Engagement and Advocacy
Ms Leann Webb – Aurora Marketing (External Presenter)
Mr Aaron Snell – Aurora Marketing (External Presenter)
Mr Craig Lambeth – Manager Community Recreation
Mr Tony Hadchiti – Acting Manager Development Assessment

The meeting commenced at 2.09pm

APOLOGIES

Councillor Ristevski and Councillor Harte

DECLARATIONS OF INTEREST

NIL

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INFRASTRUCTURE AND PLANNING COMMITTEE
ITEM NO: ITEM 01
FILE NO: 113845.2026
SUBJECT: Contributions Planning Framework Reform Project - Quarterly Status Report

EXECUTIVE SUMMARY

Under existing conditions, Council's Contributions Planning Framework comprises seven (7) "in force" Contributions Plans that apply to development proposals across the Local Government Area (LGA). Analysis has shown however that a portion of the existing Framework no longer aligns with Council's infrastructure priorities.

Furthermore, the development yields and/or trends that informed the Plans at the time of their preparation are either no longer applicable or have shifted to such an extent that the contributions being collected are not sufficient to deliver the identified Plan initiatives. In combination, this is placing financial and asset delivery risks onto Council, and reputational risk to our growing communities.

To address this issue, at the Governance Committee Meeting (GCM) on 9 July 2024 Council endorsed:

- the phased reform of Council's Contributions Planning Framework to ensure consistency with industry best practice and provide the financial stability required to fund the essential infrastructure and services our growing communities need; and
- to receive quarterly updates on the progress of the program to transform Council's Contributions Planning Framework.

RECOMMENDATION
That the Governance Committee receives and notes this Report.

COMMITTEE DECISION
That the recommendation be adopted.

The following comments were noted:

- Council staff to advise Councillors of the funds in the Contributions Plan
- Council staff to provide a list of the outstanding capital works from the 2009 plan

Motion: Moved: Clr Macnaught Seconded: Mayor Mannoun

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ITEM NO: ITEM 02
FILE NO: 044717.2026
SUBJECT: New Planning Agreements Policy - Project Update

EXECUTIVE SUMMARY

The Planning Agreements Policy (the Policy) sets out how Liverpool City Council ("Council") negotiates, prepares, executes and administers Planning Agreements with the development industry to secure public benefits arising from development within the Liverpool Local Government Area (LGA).

The current Policy, last updated in 2019, is due for renewal to ensure alignment with current legislation and Ministerial Directions, reflect industry best practice, and address areas of ambiguity. Over the past six months, Council's Contributions Planning Team has been preparing an updated Planning Agreements Policy for Council consideration.

The updated Policy will provide a transparent, robust framework for negotiating, executing and administering Planning Agreements and reflects recent legislative and guidance changes including the *Environmental Planning and Assessment Regulation 2021* and the Department of Planning, Housing and Infrastructure's (DPHI) Planning Agreements Practice Note released in May 2025.

At the Ordinary Meeting of Council on 29 April 2026, Council staff formally sought Council endorsement to publicly exhibit the updated Policy for a minimum period of 28 days.

Following the public exhibition, a Post-Exhibition Report will be tabled at a future Ordinary Meeting of Council summarising submissions received and seeking Council endorsement for the updated Policy.

RECOMMENDATION
That the Governance Committee receives and notes this Report.

COMMITTEE DECISION
That the recommendation be adopted.

The following comments were noted:

- Council staff to review the need for an external company to monitor negotiations and confirm they are being completed.
- Council staff to provide an updated VPA listing to Councillors
- The Governance Committee recommended rewording of Item 9.1 Role Separation and Prohibition on Undue Influence, of the updated Planning Agreement Policy.

Motion: Moved: Clr Macnaught Seconded: Mayor Mannoun

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Clr Harte joined the meeting online at 2.26pm.

Clr Harte left the meeting at 2.46pm and did not return.

Clr Ammoun left the meeting at 2.32pm and rejoined online at 2.32pm.

Clr Ammoun left the meeting at 2.47pm and rejoined online at 2.48pm

ITEM NO: ITEM 03
FILE NO: 123394.2026
SUBJECT: Liverpool Development Control Plan 2008 Reform - Project Update

EXECUTIVE SUMMARY

The Liverpool Development Control Plan 2008 (LDCP) provides detailed controls for the design and assessment of new development within the Liverpool Local Government Area (LGA). The LDCP also supports the objectives of the *Liverpool Local Environmental Plan 2008* (LLEP) and must be consistent with the provisions and objectives of this prevailing LEP.

The LDCP has been in effect since 2008. Periodic reviews are needed to ensure the development controls in the LDCP align with Council's strategic direction and reflect best practice in planning, building design, residential amenity and sustainability outcomes. Furthermore, the adopted Delivery Program 2025-2029 and Operational Plan 2025-2026 includes actions to review and update the LDCP.

As a result, City Planning has commenced a review of the LDCP to ensure the planning controls reflect industry best practice, align with current legislation and deliver positive outcomes for growing communities.

Known as the LDCP Review Project, the initiative will be delivered in two (2) stages, with Stage 1 primarily focused on housekeeping updates to LDCP 2008, while Stage 2 will consider any future adopted changes to the LEP as part of the new Liverpool LEP Project.

The Report focused on the process and proposed changes for Stage 1 which will be tabled for Council consideration at the Ordinary Meeting of Council on 19 May 2026. At the Meeting, staff will be seeking Council endorsement to publicly exhibit the proposed DCP changes for a minimum of 28 days.

Following the public exhibition, a Post-Exhibition Report will be tabled at a future Ordinary Meeting of Council summarising submissions received and seeking Council endorsement for the proposed DCP amendments.

RECOMMENDATION
That the Governance Committee receives and notes this Report.

COMMITTEE DECISION
That the recommendation be adopted.

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

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BUDGET COMMITTEE
ITEM NO: ITEM 04
FILE NO: 030656.2026
SUBJECT: Finance Report - March 2026

EXECUTIVE SUMMARY

The report provided an update on Council's 2025-26 budget performance for 9 months ending to 31 March 2026.

The December 2025 (Q2) budget review presented to Council at its meeting 25 February 2026 projected the net cost of services for the 2025-26 financial year at a deficit $2.6m. The report highlighted both the favourable and unfavourable circumstances that affected the projected budget result. Given the estimated budget impact, services are expected to generate a net surplus of $0.2 million for the 2025-26 financial year.

Council held $453.8 million in cash and cash investments on 31 March 2026 which included $8.9 million in unrestricted reserves.

Total rates outstanding on 31 March 2026 was $56.2 million, of which $5.8 million related to previous years. The balance of $50.4 million relates to the current year, which will become collectable in quarterly instalment.

RECOMMENDATION
That the Governance Committee receives and notes the report.

COMMITTEE DECISION
That the recommendation be adopted.

The following comment was noted:

- Council staff to update the final cost of the By-election to include the in-house costs of staff and any other related fees.

Motion: Moved: Clr Macnaught Seconded: Mayor Mannoun

Deputy Mayor Harle joined the meeting online at 3.10pm
Clr Ammoun left the meeting at 3.11pm

The Mayor called for a recess break at 3.11pm
The Mayor resumed the meeting at 3.23pm

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Chairperson

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STRATEGIC PRIORITIES COMMITTEE
ITEM NO: ITEM 05
FILE NO: 105882.2026
SUBJECT: Update to Liverpool 2050

EXECUTIVE SUMMARY

At its Council meeting on 10 December 2024, Council unanimously resolved to: *"Endorse the development of Liverpool2050 as a long-term strategy to guide the future of the City of Liverpool to 2050".*

Liverpool 2050 is being developed as a city shaping vision to 2050. It will provide a strategic framework to guide long term planning, support advocacy and investment attraction, and strengthen stakeholder engagement and city positioning.

Since endorsement, the project has progressed from initial concept development to detailed document development. Key activities have included engagement of consultants, internal coordination, and targeted workshops with senior staff and subject matter experts in February 2026, followed by continued content development through March 2026.

The report provided Council with a status update on the development of Liverpool 2050, including its purpose, strategic foundations, timeline, key concepts and current progress.

RECOMMENDATION

That the Governance Committee:

1. Receive and note the report on the status of the Liverpool 2050 (LIV2050) strategic vision document.

COMMITTEE DECISION

That the recommendation be adopted.

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

ITEM NO: ITEM 06
FILE NO: 087896.2026
SUBJECT: Media Policy and Proposed Campaigns

EXECUTIVE SUMMARY

The draft Social Media Policy and Media Policy were tabled at the 25 March 2026 Council meeting. Council requested that the policies be referred back to the Governance Committee to consider the implications and discuss further, particularly in relation to moderation of Council's social media platforms and how to strike an appropriate balance between meeting Council's legal obligations and providing the community with a platform for communication.

RECOMMENDATION

That the Governance Committee receive and note the presentation.

COMMITTEE DECISION

That the recommendation be adopted.

The following comments were noted:

- Council staff to provide a report analysing the use of social media platforms identifying users engaging with content are residents of the Liverpool Local Government Area (LGA) or outside of the LGA.

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

The Mayor left the boardroom at 3.47pm
The Mayor returned to the boardroom at 4.00pm

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GENERAL BUSINESS

ITEM NO: ITEM 07
SUBJECT: Unsolicited Proposals to Develop Commercial Offerings

Council staff provided a verbal update on unsolicited proposals to develop commercial offerings.

Committee discussion recommended that a workshop be arranged with Councillors to:

- Review the proposals received from proponents
- Discuss sale or lease of community land and assets
- Discuss removal of greenspace in current form
- Guidelines to follow the review
- Identify new ways to support and provide for our community's needs

RECOMMENDATION

That the Governance Committee receive and note the update.

COMMITTEE DECISION

That the recommendation be adopted.

Motion: Moved: Clr Macnaught Seconded: Deputy Mayor Harle

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ITEM NO: ITEM 08
SUBJECT: Items on Public Exhibition period of 28 days

The Governance Committee noted Public Exhibition periods of 28 days are required. The Committee suggested that the first week of the exhibition period should include an information session for anyone who has questions or requires further details.

RECOMMENDATION
That the Governance Committee receive and note the verbal discussion.

COMMITTEE DECISION
That the recommendation be adopted.

The following comments were noted:

- Director Community and Lifestyle to provide a report to the June Governance Committee meeting with considerations and ideas such as pop-up sessions at local shopping centre which relates to the public exhibition notice.
- Engage with community sentiment and social media.

Motion: Moved: Clr Macnaught Seconded: Deputy Mayor Harle

THE MEETING CLOSED AT 4.28pm

<Signature>

Name: Ned Mannoun

Title: Mayor

Date: 2 June 2026

I have authorised a stamp bearing my signature to be affixed to the pages of the Minutes of the Council Meeting held on 5 May 2026. I confirm that Council has adopted these Minutes as a true and accurate record of the meeting.

.....

Chairperson

CTTE 02	**Minutes of the Governance Committee Meeting held 2 June 2026**

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	173994.2026
Report By	Katrina Harvey - Councillor Executive and Support Officer
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

A Governance Committee Meeting was held on 2 June 2026.

This report attaches a copy of the minutes of the meeting for Council endorsement.

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Governance Committee Meeting held on 2 June 2026; and

2. Endorse the recommendations in the Minutes.

REPORT

The Minutes of the Governance Committee held on Tuesday 2 June 2026 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	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	There are no legislative considerations relating to this report.
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Governance Committee Meeting Minutes held on 2 June 2026

MINUTES OF THE GOVERNANCE COMMITTEE MEETING HELD ON 2 JUNE 2026

PRESENT:
Mayor Ned Mannoun (online)
Deputy Mayor Harle (Proxy Chair)
Councillor Ammoun
Councillor Adjei (online)
Councillor Harte (online)
Councillor Macnaught
Mr Jason Breton, Chief Executive Officer
Mr Farooq Portelli, Director Corporate Support
Ms Tina Bono, Director Community & Lifestyle
Mr Mark Hannan, Acting Director Planning & Compliance
Mr Peter Scicluna, Director Operations
Mr Vishwa Nadan, Chief Financial Officer
Ms M'Leigh Brunetta, Manager Civic and Executive Services (online)
Ms Susan Ranieri, Coordinator Council and Executive Services
Ms Katrina Harvey, Councillor Executive and Support Officer
Ms Clare Mongjaay, Acting Councillor Executive and Support Officer
Mr Daniel Fedczyna – Catchment Simulation Solutions
Mr Ben Ewins – Australian Wetland Consulting
Maruf Hossain – Coordinator Floodplain and Water Management
Emily Tinson – Program Manager WSIG Program
Clare McLay – Senior Project Manager WSIG Program
Dinis Candeias – Senior Urban Designer
Josh Walters – Acting Coordinator City Design and Public Domain
Patrick Bastawrous – Coordinator Traffic and Transport
Dan Riley – Manager Development Engineering
Julie Scott – Head of Economic Development and Strategy
Casey Walton – Community Engagement Officer
Gaya Arasaratnam – Coordinator Business Development
Masud Hasan – Senior Strategic Planner
Sunehla Bala – Coordinator Strategic Planning
Stephen Peterson – Senior Strategic Planner
Siva Karthigesh – Coordinator Contributions Planning

Deputy Mayor Harle was nominated as the proxy Chair of the meeting. The meeting commenced at 2.04pm

Mayor Mannoun joined the meeting via audio link. As he was not feeling well and under the Code of Meeting Practice Item 5.30 the Committee resolved that his camera may remain off for the duration of the meeting.

Clr Harte and Clr Adjei joined the meeting online and under the Code of Meeting Practice Item 5.30 the Committee resolved that due to work commitments they could join the meeting via audio-visual link with their camera turned on.

APOLOGIES
Clr Ristevski
Clr Ibrahim

DECLARATIONS OF INTEREST

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

Item: ITEM 06 – Site-Specific Liverpool Development Control Plan - Hoxton Park Road, Liverpool – Post Exhibition Update.

Reason: The owner, ABA Group, previously engaged his company to provide professional services related to this parcel of land before his involvement with Council.

Mayor Mannoun left the audio-visual link for the duration of the item.

3

Due to External Presenters the Order of the Meeting was changed. Item 07 – Review of Overland Flow Path Study – Cabramatta Creek Catchment was brought forward.

Clr Macnaught attended the meeting at 2.15pm

INFRASTRUCTURE AND PLANNING COMMITTEE
ITEM NO: ITEM 07
FILE NO: 149320.2026
SUBJECT: Review of Overland Flow Path Study - Cabramatta Creek Catchment

EXECUTIVE SUMMARY

Liverpool City Council (Council) has adopted flood studies and associated flood mapping for mainstream flooding across most major river and creek systems within the Local Government Area to support the planning and development of flood-prone land, in accordance with the NSW Government's Flood Prone Land Policy.

The Cabramatta Creek catchment is highly urbanised encompassing parts of the following suburbs: Liverpool, Warwick Farm, Casula, Mount Pritchard, Ashcroft, Sadleir, Cartwright, Miller, Busby, Heckenberg, Green Valley, Hinchinbrook, Prestons, Carnes Hill, Horningsea Park, West Hoxton, Middleton Grange, Cecil Park, Elizabeth Hills, Len Waters Estate and Cecil Hills. Council previously completed an overland flow study for the catchment approximately 18 years ago. However, significant urban development has occurred across the catchment since that time, necessitating an updated assessment of flood behaviour and risk.

In 2023, Council was successful in securing grant funding under the NSW Government's Floodplain Management Program to undertake the Cabramatta Creek Overland Flow Path Study. Council subsequently engaged Catchment Simulation Solutions to undertake the study and update the flood modelling for the catchment to better understand the nature and extent of overland flooding risks. The study has now been completed, including preparation of flood extent and flood risk mapping for a range of design flood events, including the 1% AEP (Annual Exceedance Probability) event and the Probable Maximum Flood (PMF). The draft Cabramatta Creek Overland Flow Path Study was presented to the Environmental Advisory Committee on 13 April 2026.

This report recommends that the draft Cabramatta Creek Overland Flow Path Study and associated flood mapping be placed on public exhibition to enable community review and feedback, prior to the study and mapping being finalised and formally adopted by Council.

RECOMMENDATION

That the Governance Committee receives and notes the Report.

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COMMITTEE DECISION

Motion **Moved: Clr Macnaught** **Seconded: Clr Ammoun**

That the recommendation be adopted.

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

ITEM NO: ITEM 01
FILE NO: 134555.2026
SUBJECT: Draft Plan of Management Workshop

EXECUTIVE SUMMARY

At the Ordinary Council meeting on 29 April 2026, Council directed the CEO to conduct a Councillor Workshop on the Draft Plan of Management (POM) for Woodward Park while the Draft POM is on public exhibition.

The purpose of this report is to provide background to the Draft POM that will be the subject of the Councillor Workshop.

RECOMMENDATION

That Council note a Councillor Workshop for the Draft Plan of Management for Woodward Park was held on 2 June 2026.

COMMITTEE DECISION

Motion **Moved: Clr Ammoun** **Seconded: Clr Macnaught**

That the recommendation be adopted.

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

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ITEM NO: ITEM 02
FILE NO: 137904.2026
SUBJECT: Review and Update - Liverpool Design Excellence Panel Charter and Procedure

EXECUTIVE SUMMARY

The Liverpool Design Excellence Panel (DEP) is a legislative requirement under the Liverpool Local Environmental Plan (LEP) and various State Environmental Planning Policies (SEPPs).
The DEP Charter and Procedure (Charter and Procedure) establishes the membership, function, procedures, and terms and conditions of office for the Liverpool DEP. In accordance with Council's Policy Framework, the document has been reviewed and updated, ensuring it remains fit for purpose, reflective of current best practice, and aligned with the evolving strategic significance of Liverpool.

The Draft Charter and Procedure was presented to Council via the 20 August 2025 Governance Committee Meeting (GCM), requesting endorsement to proceed to Public Exhibition. The GCM decision was endorsed at the 27 August 2025 Council Meeting, which included the request to:

- *Provide a summary of the common development types now covered in the expanded Design Excellence Panel (DEP) scope*.

This request arose from concerns regarding the perceived impacts on development assessment timeframes associated with proposed changes to the *Scope of the DEP*, including the introduction of new clauses covering additional development types. In response to these concerns and to mitigate any potential impacts on development assessment timeframes, the previously proposed new clauses covering additional development types have now been removed.

The Draft Charter and Procedure was placed on Public Exhibition for a period of 28 days between September and October 2025, during which the below key points raised were:

- Reinforcing the importance of early DEP engagement at the pre-lodgement stage;
- The inclusion of additional specialist panel members, where relevant to a proposal, to provide specific expertise (e.g. heritage, Aboriginal spatial design, environmental planning, public art, etc.);
- Clarification of procedural matters, including the recording of meetings and naming conventions for documents; and
- General text consistency, including the review of formatting, grammar and typographical errors.

Following the above, minor amendments have been incorporated and the document has been finalised.

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Accordingly, endorsement is now being sought from the Governance Committee, to progress the Liverpool Design Excellence Panel Charter and Procedure 2026 to Council for formal adoption.

RECOMMENDATION

That the Governance Committee:

1. Receives and notes this report; and
2. Endorse the updated Liverpool Design Excellence Panel Charter and Procedure 2026 to proceed to Council, seeking formal adoption

COMMITTEE DECISION

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

That the recommendation be adopted.

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

Jason Breton left the boardroom at 2.49pm
Jason Breton returned to the boardroom at 2.51pm
Farooq Portelli left the boardroom at 2.39pm
Farooq Portelli returned to the boardroom at 2.57pm
Mark Hannan left the boardroom at 3.00pm
Mark Hannan returned to the boardroom at 3.03pm
Tina Bono left the boardroom at 3.12pm
Tina Bono returned to the boardroom at 3.13pm
Jason Breton left the boardroom at 3.12pm
Jason Breton returned to the boardroom at 3.13pm

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ITEM NO: ITEM 03
FILE NO: 140917.2026
SUBJECT: Transport Forum Update

EXECUTIVE SUMMARY

As of 01 August 2025, Transport for NSW (TfNSW) replaced the Local Traffic Committee (LTC) with the Local Transport Forum (LTF) to streamline processes and grant Council's more autonomy in reviewing and approving traffic infrastructure on local roads within their Local Government Area.

Per the recommendations of the Governance Committee Meeting (GCM) held 17 September 2025, there were no further comments regarding the proposed actions for managing the LTF.

The report presented to advise the outcome of the subsequent LTF meetings and seek endorsement of the process going forward for running the LTF.

RECOMMENDATION

That the Governance Committee receives and note the report.

COMMITTEE DECISION

Motion **Moved: Clr Ammoun** **Seconded: Clr Macnaught**

That the recommendation be adopted.

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

ITEM NO: ITEM 04
FILE NO: 140921.2026
SUBJECT: Infrastructure Prioritisation

EXECUTIVE SUMMARY

At the Council Meeting held 10 December 2024, it was resolved to:

> *Direct the CEO to create a register tracking recommendations from the Liverpool Local Traffic Committee with updates on the status and timeline of each project which is presented quarterly to a Governance Committee Meeting.*

As of 01 August 2025, Transport for NSW (TfNSW) replaced the Local Traffic Committee (LTC) with the Local Transport Forum (LTF) to give Council greater authority and autonomy regarding projects on the local road network.

Accordingly, the project register has been updated to include both LTC endorsed projects, LTF consulted projects and projects approved under delegated authority.

The report presented the current status and incorporated improvements of the register for the Committee's consideration.

RECOMMENDATION

That the Governance Committee receives and notes this report.

COMMITTEE DECISION

Motion **Moved: Clr Ammoun** **Seconded: Clr Macnaught**

That the recommendation be adopted.

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

10

ITEM NO: ITEM 05
FILE NO: 147034.2026
SUBJECT: Draft Statewide Community Participation Plan

EXECUTIVE SUMMARY

On 8 April 2026, the Department of Planning, Housing and infrastructure (DPHI) released the draft Statewide Community Participation Plan (CPP) and the Community Participation Plan Discussion Paper for review and comment. Both the CPP and Discussion Paper are on exhibition until 3 June 2026.

The draft CPP is proposed as part of ongoing planning reforms and is intended to standardise consultation timeframes to ensure a consistent approach to community engagement across NSW. It also aims to make it easier for stakeholders and the community to understand minimum and / or typical public exhibition timeframes.

Once finalised the Statewide CPP will replace all local Council Community Participation Plans. The CPP however will not limit Councils from implementing tailored engagement strategies that outline how to undertake consultation with the community (e.g. methods).

Some of the key changes proposed under the draft CPP include:

- Extended minimum consultation timeframes for Region Plans and the State Plans;
- Reduced consultation timeframes for Planning Proposals which are progressing a Master Plan (or similar strategic planning update) that was previously exhibited;
- Standardised and reduced consultation timeframes for certain Development Applications; and
- Standardised processes for the notification of Complying Development.

Council staff considered both documents collectively and will submit a non-endorsed submission with the DPHI before the exhibition closing date on 3 June 2026.

At the Ordinary Meeting of Council on 17 June 2026, Council staff will formally seek Council endorsement of the non-endorsed submission. Following endorsement, the submission will be forwarded to the DPHI as a late submission for consideration.

RECOMMENDATION

That the Governance Committee receives and notes this Report.

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COMMITTEE DECISION

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

That the recommendation be adopted.

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

RECESS CALLED AT 3.45pm
MEETING RESUMED AT 3.50pm

Tina Bono left the boardroom at 3.42pm
Tina Bono returned to the boardroom at 3.50pm
Peter Scicluna left the boardroom at 3.45pm
Peter Scicluna returned to the boardroom at 3.58pm
Jason Breton left the boardroom at 4.04pm
Jason Breton returned to the boardroom at 4.05pm
Clr Ammoun left the meeting at 4.05pm

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ITEM 08 WAS BROUGHT FORWARD

ITEM NO: ITEM 08
FILE NO: 150365.2026
SUBJECT: Voluntary Planning Agreements - Quarterly Status Report - June 2026

EXECUTIVE SUMMARY

At the Ordinary Meeting of Council on 12 December 2024, Council unanimously endorsed the quarterly reporting to Council (via the Governance Committee) of progress on Planning Agreements both under negotiation and executed (Item – PLAN 05).

A Planning Agreement is a voluntary agreement or other arrangement between a planning authority and the Developer under which the Developer is required to dedicate land free of cost, pay a monetary contribution, or provide any other material public benefit, or any combination of these, to be used for or applied towards a public purpose.

The *Environmental Planning and Assessment Act 1979* ("EP&A Act") provides the legislative framework for Planning Agreements, while Council's Planning Agreements Policy provides clarity on the circumstances in which a Planning Agreement may be entered into, and the process that must be undertaken to execute a Voluntary Planning Agreement (VPA).

In accordance with this Resolution, the Report provided a quarterly update on the progress of Planning Agreements at a preliminary discussion stage, under negotiation and executed.

The Committee noted that VPA 45 for Landcom was executed under delegation by the CEO. Council is now working with the Minister of Planning and Public Space to be signed off the State Government's side.

Negotiations are still underway with:
- Bradfield Delivery Authority
- Bradfield City Centre
- Ingham Property Group
- Goodman Australia
- Bradfield Development Corporation

RECOMMENDATION

That the Governance Committee receives and notes this Report.

COMMITTEE DECISION

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

That the recommendation be adopted.

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

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ITEM 09 WAS BROUGHT FORWARD

ITEM NO: ITEM 09
FILE NO: 154586.2026
SUBJECT: Memorial Hall Redevelopment - WSIG Report

EXECUTIVE SUMMARY

At the Western Sydney Infrastructure Grants Program (WSIGP) Steering Committee (SteerCo) meeting held on 31 March 2026, it was recommended that the feasibility findings for Memorial Hall at Woodward Park be presented to Councillors at a Governance meeting following completion of a structural assessment.

The report provided background to the completed Feasibility Study for Memorial Avenue Community Hall, located at 110 Memorial Avenue, Liverpool. The study was commissioned by Council and undertaken by an independent third-party consultant to assess the current social and economic value of the facility, and to determine how its future use can best serve the Liverpool community in alignment with the objectives of the WSIG funding deed.

The WSIG funding framework envisages the reinvention of Memorial Hall as a functional, community-facing facility supporting a range of social, physical, educational and cultural programs and services. In this context, the Feasibility Study examined opportunities to maximise community benefit while ensuring alignment with Council's strategic objectives and statutory planning framework.

The study specifically considered Council's WSIG submission and funding agreement and undertook the following:

- Analysis of current and projected community needs, including demographic trends and identified service gaps across the Liverpool catchment;
- Identification of potential future uses, partnerships and operating models consistent with land zoning, permissible uses and funding requirements;
- Assessment of the financial, social and cultural impacts of proposed options; and
- Provision of recommendations on the most feasible and sustainable future use of the facility.

The findings of this study will inform Council's decision-making in relation to the future redevelopment and operation of Memorial Hall.

RECOMMENDATION

That the Governance Committee receives and notes the Report.

COMMITTEE DECISION

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

That the recommendation be adopted.

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

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ITEM NO: ITEM 06
FILE NO: 147268.2026
SUBJECT: Site Specific Development Control Plan - Hoxton Park Road, Liverpool - Post Exhibition Update

EXECUTIVE SUMMARY

At the Ordinary Meeting of Council on 26 February 2026, Council resolved to endorse "in principle", and publicly exhibit, a draft Site-Specific Development Control Plan (draft Site-Specific DCP) for land at 93-145 Hoxton Park Road, 49 & 51 Maryvale Avenue, 260 Memorial Avenue & 20 and 48 Dale Avenue, Liverpool.

Consistent with this Council Resolution, the draft Site-Specific DCP was placed on public exhibition from 7 April 2026 to 8 May 2026. The exhibition included letters to adjoining property owners, as well as notices on Liverpool Listens and Council's webpage. During the exhibition period, Council received a total of four (4) submissions.

The submissions received raised concerns with the discretionary wording of the DCP, privacy, parking, traffic, bulk and scale, retail and business use on the site and landscaping / deep soil requirements.

The issues raised in the submissions have been reviewed post-exhibition and are considered to be addressed within the provisions of the draft Site-Specific DCP, or as part of future detailed assessments at the Development Application stage.

At the Ordinary Meeting of Council on 17 June 2026, a Post-Exhibition Report will be tabled seeking Council endorsement of the draft Site-Specific DCP. If endorsed, the Site-Specific DCP will be subsequently published on Council's webpage and come into effect.

RECOMMENDATION

That the Governance Committee receives and notes this Report.

COMMITTEE DECISION

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

That the recommendation be adopted.

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

BUDGET COMMITTEE
ITEM NO: ITEM 10
FILE NO: 149470.2026
SUBJECT: Finance Report - April 2026

EXECUTIVE SUMMARY

The report provided an update on Council's 2025-26 budget performance for 10 months ending to 30 April 2026.

The March 2026 (Q3) budget review presented to Council at its meeting 18 May 2026 projected the net cost of services for the 2025-26 financial year at a surplus $0.8m.

Based on 30 April 2026 performance, Council is projected to achieve its budget result as projected at Q3 Budget Review.

The Council held $453.6 million in cash and cash investments on 31 March 2026 which included $0.5 million in unrestricted reserves.

Total rates outstanding on 30 April 2026 was $53.2 million, of which $5.4 million related to previous years. The balance of $47.8 million relates to current year which is payable by 30 June 2026.

RECOMMENDATION

That the Governance Committee receives and notes the report.

COMMITTEE DECISION

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

That the recommendation be adopted.

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

Jason Breton left the meeting at 4.35pm

ITEM NO: ITEM 11
FILE NO: 161143.2026
SUBJECT: Discount - Early Payment of Rates

EXECUTIVE SUMMARY

At its meeting on 5 February 2025, Council considered a Notice of Motion from Councillor Peter Ristevski advocating a 5% discount for the full upfront payment of Council rates. Council resolved to refer the matter for detailed consideration at a future Governance Committee meeting.

Progress in this matter was delayed due to organisational restructuring and the departure of key staff responsible for implementing the resolution. The Chief Financial Officer (CFO) has since assumed responsibility for the Rates team and has now overseen a comprehensive financial analysis of the proposed discount.

This report provides Councillors with further analysis, including financial implications of the proposal. Currently, approximately 14% of ratepayers pay their rates in full by the due date. Introducing a 5% discount would result in an estimated annual revenue loss of $1.4 million, without any change in payment behaviour. It is projected that a further 1–5% of ratepayers may take up the discount, increasing the total revenue impact by up to $0.5 million.

Given Council's current financial position, the proposed discount is not considered financially sustainable.

RECOMMENDATION

That the Governance Committee:

1. Receives and notes this report on the proposed 5% upfront payment discount and its anticipated impacts;

2. Endorse maintaining the current rating policy (no early payment discount); and

3. Reaffirm its commitment to financial sustainability and equity.

COMMITTEE DECISION

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

That the recommendation be adopted.

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

Note: Council staff also confirmed that interest rates on Council rates are determined annually and based on the Supreme Court methodology, 9.5% as the maximum and council can charge a lower than maximum interest on outstanding rates.

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STRATEGIC PRIORITIES COMMITTEE
ITEM NO: ITEM 12
FILE NO: 122421.2026
SUBJECT: Light Horse Park Public Art

EXECUTIVE SUMMARY

The Light Horse Park Public Artwork project has progressed significantly since Council's initial resolution on 27 April 2022 to create a permanent public art legacy commemorating Liverpool's 150th anniversary as a municipality.

Following community consultation in 2022 to identify key historical milestones, Council endorsed the 'Treasure Hunt' concept at its 14 December 2022 governance meeting-comprising 20 small, durable sculptures distributed throughout the park

The project subsequently proceeded to public tender, resulting in the engagement of artist Timothy Johnman to develop the artwork design. A contract was executed in March 2026.

A series of stakeholder and community workshops have been scheduled for June 2026 to refine the design and narrative, with finalisation anticipated within the agreed project timeframe to enable delivery in alignment with the broader Light Horse Park upgrade program.

RECOMMENDATION

That the Governance Committee receives and notes this report.

COMMITTEE DECISION

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

That the recommendation be adopted.

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

Tina Bono left the meeting at 4.50pm

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GENERAL BUSINESS WAS BROUGHT FORWARD

GENERAL BUSINESS

1. COUNCILLOR PORTAL AND COUNCILLOR UPDATE NEWSLETTER

Council Officer advised that the Councillor Portal (previously known as the Councillor Intranet) has now been updated and simplified. A Council resolution was endorsed to ensure all the historical documents previously provided to councillors is now available. Council officers seek Councillor feedback on the use of it.

Council Officer advised on the Councillor Update, which is provided weekly and emailed to Councillors, noting that previously, security had been an issue with information provided.

Councillors were advised of an update to the system and the change to Mailchimp over the next few weeks, where the same information will be provided however in a secure manner.

2. CODE OF MEETING PRACTICE

Council officer advised of a recent email received from the Office of Local Government (OLG), noting the Code of Meeting Practice was not adopted by the Legislative Council and should be rescinded back to the previous model Code of Meeting Practice. A report will be provided to Council in June 2026 to rescind the Council resolution that was tabled in July 2025 noting, if we are rescinding a previously endorsed Code of Meeting Practice, we are not required to go to public consultation.

It was noted the 2025 version has not been supported and approved by the Legislative Council and therefore Council needs to rescind the Council resolution from 26 November 2025 and revert to previous version resolved on 23 July 2025.

Further discussions will be held with the CEO and Council to decide and meet the mandatory provision applied to us, being more specific about the changes, eg briefing sessions, mayoral minutes, public forums, audio-visual and other significant changes and then concurrently go on public exhibition in accordance with section 361 of the LG Act and bring back to the July Council meeting.

ITEM NO: ITEM 13
FILE NO: 137511.2026
SUBJECT: Liverpool City Centre Special Entertainment Precinct - Update

EXECUTIVE SUMMARY

At its Ordinary Meeting of Council on 26 February 2025, Council resolved to pursue the establishment of a Special Entertainment Precinct (SEP) in Liverpool City Centre, focused on Macquarie Street, Macquarie Mall, George Street, Scott Street and Memorial Avenue, Liverpool and intersecting streets.

The aim of the SEP is to create a dynamic city centre for locals, workers, students and visitors, expanding the city's entertainment offerings and attracting investment to further enhance the vibrancy of the nighttime economy. In summary, the SEP establishes a framework to manage sound impacts and business trading hours.

Council received grant funding from the NSW Government to support acoustic work, strategic planning, community engagement for a SEP trial, and employment of a dedicated officer to manage the SEP project during the funding period.

As part of the SEP process a Planning Proposal to amend *Liverpool Local Environmental Plan 2008* (Liverpool LEP), a Precinct Management Plan dealing with operation and sound compliance, and an amendment to *Liverpool Development Control Plan 2008* (Liverpool DCP) to guide development assessment matters are required to be developed.

On 28 April 2026, the Liverpool Local Planning Panel provided advice that the SEP Planning Proposal has strategic and site-specific merit and should proceed to a Gateway request with the Department of Planning, Housing and Infrastructure (DPHI).

This Report seeks Council's endorsement of draft documents to support the implementation of a SEP trial period as per the conditions of the grant funding, including a Planning Proposal to amend *Liverpool Local Environmental Plan 2008* (Liverpool LEP), a Precinct Management Plan dealing with operation and sound compliance, and an amendment to *Liverpool Development Control Plan 2008* (Liverpool DCP) to guide development assessment matters.

The next step is to submit the Planning Proposal to the DPHI for a Gateway Determination request to allow public exhibition of the Planning Proposal.

RECOMMENDATION

That the Governance Committee:

1. Notes the advice of the Liverpool Local Planning Panel in support of the Liverpool City Centre Special Entertainment Precinct; and

2. Notes that a Planning Proposal report on the Liverpool City Centre Special Entertainment Precinct will be going to the 17 June 2026 Council Meeting.

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COMMITTEE DECISION

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

That the recommendation be adopted.

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

THE MEETING CLOSED AT 5.24PM

<Signature>

Name: Ned Mannoun

Title: Mayor

Date: 17 June 2026

I have authorised a stamp bearing my signature to be affixed to the pages of the Minutes of the Governance Meeting held on 2 June 2026. I confirm that Council has adopted these Minutes as a true and accurate record of the meeting.

CTTE 03	**Minutes of the Liverpool Powerhouse Board Meeting**

Strategic Objective	Healthy, Inclusive, Fair Deliver great and exciting events and programs for our people and visitors
File Ref	165363.2026
Report By	Natasha Checinski - Acting 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 7 May 2026.

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Liverpool Powerhouse Board Meeting held on 7 May 2026; and

2. Endorse the recommendations in the Minutes.

REPORT

The Minutes of the Liverpool Powerhouse Board Meeting held on 7 May 2026 are attached for the information of Council.

The Board received a presentation from JOC Consulting on the draft Cultural Strategy, outlining its framework, consultation insights and approach to integrated programming across Council.

The strategy emphasises cohesive cultural programming that, folding current programming of micro and small-scale activations such as workshops, talks and tours, and a strong focus on storytelling that reflects Liverpool’s heritage, diverse population and interconnected communities.

The Board provided feedback on the need for a clearly defined purpose, opportunities for collaboration (including with Powerhouse Parramatta and other creative institutions), and the importance of positioning Liverpool as a welcoming city while championing local stories, talent and cross-cultural exchange.

The board recognised and supported work to position Liverpool Powerhouse as an incubator for local artists and stories to seed, develop and then be incorporated into the broader events and activations landscape.

Actions – Cultural Strategy

- Incorporate Board feedback into the draft Cultural Strategy, including clearer articulation of purpose and positioning.
- Explore collaboration opportunities with comparable institutions (e.g. Powerhouse Parramatta).
- Further develop the *Experience the World* concept as a potential brand identity piece for Liverpool and overarching campaign/programming framework.
- Strengthen focus on storytelling, local talent profiling and cross-cultural narratives in the strategy.

Further, the board was presented a proposal formalise partnerships with our local creative organisations, commencing with Liverpool Art Society and Liverpool Performing Arts Ensemble, as key creative stakeholders. The initiative seeks to position Liverpool Powerhouse as a “home” for local creatives through residency-style arrangements, increasing activation, participation and use of the venue – whilst the organisations would support Powerhouse programming through collaborative exhibitions and productions, school holiday classes, advanced-skills workshops, mentoring programs, extension to education and career pathway assistance.

The partnerships would support enhancing cultural capacity, artist pathways and consistent venue utilisation.

Actions – A Home for Our Creatives

- Progress development of MOUs with Liverpool Art Society and Liverpool Performing Arts Ensemble.
- Define in-kind contributions and agreed programming outcomes for each partner.

In General Business, the Board noted the appointment of Councillor Fiona Macnaught and Councillor Mira Ibrahim to the Board, replacing former Councillor, Dr Betty Green.

The Board also noted appointment of Craig Donarski as Senior Western Sydney Programs Lead and supported efforts to engage with him alongside Create NSW to strengthen Liverpool Powerhouse's positioning in relation to funding, advocacy and regional profile.

Actions – General Business

- Progress development of MOUs with Liverpool Art Society and Liverpool Performing Arts Ensemble.
- Define in-kind contributions and agreed programming outcomes for each partner.

FINANCIAL IMPLICATIONS

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

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	Raise awareness in the community about the available services and facilities. Provide cultural centres and activities for the enjoyment of the arts. Promote community harmony and address discrimination.
Civic Leadership	There are no civic leadership and governance considerations.
Legislative	There are no legislative considerations relating to this report.
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Minutes of the Liverpool Powerhouse Board Meeting 7 May 2026

LIVERPOOL CITY COUNCIL

MINUTES FROM THE LIVERPOOL POWERHOUSE BOARD MEETING

07 May 2026

COUNCILLORS:

Mayor Ned Mannoun	Chairperson, Liverpool City Council
Councillor Fiona Macnaught	Liverpool City Council

COMMITTEE MEMBERS:

Litsa Veldekis	Community Member

COUNCIL ATTENDEES:

Tina Bono	Director Community & Lifestyle
Clara McGuirk	Manager Communications & Marketing
Natasha Checinski	Acting Manager Cultural Venues & Events
Luke Letourneau	Curatorial & Collections Lead
John O'Callaghan	JOC Consulting

APOLOGIES:

Rachel Morley	Community Member
Councillor Mira Ibrahim	Liverpool City Council

LIVERPOOL CITY COUNCIL

OPEN

Meeting opened at 5:30 pm.

1. WELCOME, ACKNOWLEDGEMENT AND APOLOGIES

Councillor Fiona Macnaught welcomed everyone and opened the meeting and shared the agenda. New board members Councillor Macnaught and Councillor Ibrahim (apologies) noted, in place of former board member Councillor Dr Betty Green.

Clara McGuirk introduced John O'Callaghan from JOC Consulting, attending the evening as special guest to present on Councils' draft cultural strategy.

2. DECLARATIONS OF INTEREST

Nil

3. GUEST SPEAKERS:

3.1 John O'Callaghan, JOC Consulting

Agenda Item: Draft Cultural Strategy – Presentation and Board Feedback

Overview
John O'Callaghan introduced himself and outlined his intent to brief the Board on the draft Cultural Strategy, seek feedback on its direction and development, and gather insights to inform the final document.

Presentation Summary

- John presented key elements shaping the draft strategy, including its overarching framework and alignment with Council-wide programming.
- A statistical overview was provided, drawing on insights from the initial consultation and survey phase.
- The strategy recognises programming across multiple scales, including micro and small events (e.g. workshops and artist talks) within the Liverpool Powerhouse framework.
- Emphasis was placed on a cohesive and integrated programming approach across cultural venues.
- The strategy reinforces a commitment to telling Liverpool's diverse stories, with a strong focus on cross-cultural exchange and community representation.

LIVERPOOL CITY COUNCIL

Board Discussion and Feedback

- The Board acknowledged comparable institutions (e.g. Powerhouse Parramatta) and identified potential opportunities for collaboration.
- The Mayor emphasised the importance of clearly defining the strategy's purpose, noting that Liverpool reflects multiple interconnected cultural narratives.
- The Board highlighted the importance of championing local people and profiling authentic stories from the community.
- Recognition was given to the evolving cultural landscape of Australia, including second- and third-generation Australians whose cultural heritage continues to enrich society.
- The concept of "Experience the World" was supported as a potential overarching campaign to:
    - Promote Liverpool as a destination
    - Inform Liverpool Powerhouse programming
    - Shape storytelling and communications
- The Board noted Liverpool Powerhouse's role as an incubator of talent, with pathways to showcase artists within broader events programming.
- Members recognised the success of artists, performers and sector leaders who have emerged from Liverpool Powerhouse, and the need to better profile these achievements through communications.
- The Board reinforced the importance of positioning Liverpool as a welcoming city and acknowledged the vital role of cultural programming in fostering social cohesion.

Next Steps

- Feedback to be incorporated into the refinement of the draft Cultural Strategy.
- Further articulation of purpose, positioning and narrative to reflect Board input.

3.2 Clara McGuirk, Manager Communications & Marketing

The Home of the Arts & Creative Industries: A Home for Local Creatives

Deferred item from previous meeting

Overview

Clara presented a proposal to formalise partnerships with two key creative stakeholders and long-term contributors to Liverpool Powerhouse: Liverpool Art Society (LAS) and Liverpool Performing Arts Ensemble (LPAE).

LIVERPOOL CITY COUNCIL

Clara outlined the longstanding relationship with both organisations, noting that Liverpool Art Society has collaborated with Liverpool Powerhouse since its inception. LAS has played a significant role in developing local artists, including through the highly attended Liverpool Art Society Prize, which incorporates artist-in-residence opportunities that have supported the growth of prominent artists.

Positioning Liverpool Powerhouse as the "Home of Creative Industries," the proposal seeks to strengthen engagement with these established creative communities by encouraging residency-style arrangements. In exchange for access to space and increased visibility, both organisations would deliver activations, performances and workshops that enrich the broader program and drive community participation.

Proposed Programming and Activation Opportunities

- Regular, open-to-the-public weekly group activities to increase visitation and foot traffic
- Bi-monthly demonstrations, workshops and creative discussions for members and non-members
- Participation in Powerhouse Artisans & Growers Market (e.g. weekly artist stalls)
- Youth and adult art classes, including masterclasses and introductory workshops
- School holiday workshops and targeted programming for post-HSC students
- Volunteer support (e.g. invigilators, exhibition tour guides, facilitators of learning and career pathways programs for LAS)
- Curriculum-linked theatre productions in collaboration with Liverpool Powerhouse programming
- K–6 targeted productions for school holiday programs
- Additional schools-focused productions aligned with Book Week
- After-school workshops and school holiday drama programs (e.g. drama camp, physical theatre)
- Skills development workshops for teens and adults (e.g. screenwriting, set design, character development, voice/projection)

Strategic Benefits

- Strengthens ties with Liverpool's creative community, ensuring locally authentic and accessible programming
- Builds cultural capacity, supporting skills development and artist pathways
- Enhances programming diversity while activating low-demand spaces and periods
- Creates more consistent use of the venue, maintaining a vibrant and dynamic precinct

- Positions Liverpool Powerhouse as a central hub for creative development and participation

Partnership Framework

- Proposal to establish Memoranda of Understanding (MOUs) with both organisations
- In-kind contributions aligned to each organisation's capacity
- Clear programming and participation outcomes to be defined
- Pilot approach to assess impact on visitation and engagement

Outcome Focus

- Formal recognition of LAS and LPAE as having a "home" at Liverpool Powerhouse
- Increased participation and membership within local creative communities
- Enhanced visibility of local talent and pathways for emerging and aspiring artists
- Strengthened cultural ecosystem aligned with Liverpool Powerhouse's strategic positioning

4. GENERAL BUSINESS

- The Board noted the recent appointment of former Director Casula Powerhouse Arts Centre Craig Donarski to the role of Senior Western Sydney Programs Lead.
- Opportunities to engage with Mr Donarski are being explored, with a focus on positioning Liverpool Powerhouse to strengthen outcomes in funding, advocacy and profile across Western Sydney.
- The Board acknowledged the importance of establishing this connection to support future strategic opportunities and elevate the visibility of Liverpool Powerhouse within broader regional initiatives.

CLOSE

Meeting closed at 7pm

Next meeting 5pm, Tuesday 7 July 2026

CTTE 04	**Minutes of the Liverpool Waste Committee Meeting held on 9 April 2026**

Strategic Objective	Liveable, Sustainable, Resilient Manage waste effectively and maximise recycling opportunities
File Ref	165749.2026
Report By	Christie Wilson - Acting Manager Waste Services
Approved By	Peter Scicluna - Director Operations

EXECUTIVE SUMMARY

This report is tabled in order to present the Minutes of the Liverpool Waste Committee Meeting held on 9 April 2026.

RECOMMENDATION

That Council receives and notes the Minutes of the Liverpool Waste Committee Meeting held on 9 April 2026.

REPORT

The Minutes of the Liverpool Waste Committee held on 9 April 2026 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	Minimise household and commercial waste. Manage the environmental health of waterways. Raise community awareness and support action in relation to environmental issues.
Social	Raise awareness in the community about the available services and facilities. Preserve and maintain heritage, both landscape and cultural as urban development takes place.
Civic Leadership	Act as an environmental leader in the community. Undertake communication practices with the community and stakeholders across a range of media. Foster neighbourhood pride and a sense of responsibility. Facilitate the development of community leaders. Encourage the community to engage in Council initiatives and actions. Provide information about Council's services, roles and decision-making processes. Deliver services that are customer focused. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct. Actively advocate for federal and state government support, funding and services.
Legislative	There are no legislative considerations relating to this report.
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Liverpool Waste Committee Minutes - 9 April 2026

LIVERPOOL CITY COUNCIL

MINUTES

MEETING: **Liverpool Waste Committee (LWC) Meeting**

VENUE: **Level 11, 11.08 Boardroom Wirriga "Goanna" Room, 50 Scott Street, Liverpool/MSTeams**

DATE: **Thursday, 9 April 2026**

TIME: **6:00pm – 8:00pm**

INVITEES:

COUNCILLOR MEMBERS:

Ned Mannoun	Mayor (Chairperson)
Peter Harle	Deputy Mayor
Peter Ristevski	Councillor
Sam Karnib	Councillor

COMMITTEE MEMBERS:

Leanne Gaudry	Community Member
Ronny Andres Calderon Vicencio	Community Member
Lisa Andrews	Community Member

COUNCIL ATTENDEES:

Peter Scicluna	Director Operations
Christie Wilson	Acting Manager Waste Services
Shane Royter	Coordinator Waste
Jenny Luu	Operations Support Lead

GUESTS:

Paul Callanan	Observer
Gail Callanan	Observer
Carol Smythe	Observer
Edin Jusupovic	Observer
Donna Spratt	Observer
Nathaniel Thomas	Observer
Mariah Butler	Observer
Joseph Tharappel	Observer
George Thomas	Observer

TRIM: 165751.2026

1. Welcome and Apologies

Meeting commenced at 6:15pm.

Newly elected Community Committee Members were welcomed.

Apologies – Mayor Ned Mannoun, Acting Manager Waste Services, Deputy Mayor Peter Harle

2. Declaration of Interest

No declarations of interest.

3. Agenda items

3.1 **Election of Deputy Chairperson**

Councillor Ristevski was voted as Deputy Chairperson by Community Committee Members and Councillor Karnib.

3.2 **Waste Services Presentation**

Agenda item was not discussed at this meeting.

4. General Business – 6:30pm-8:00pm

Waste issues

Councillor Ristevski asked for suggestions from attendees on challenges in the area. He suggested an increase of collections as a possible solution. Ms Andrews advised that she didn't know if that is the answer.

Carnes Hill Asbestos

Ms Andrews complimented Council's team at Carnes Hill Recreational Centre who attends location daily. She raised an issue with asbestos in the location of the Carnes Hill Aquatic Centre development. She advised it was of concern as many people walk near that area, that it wasn't gated until further attention was brought to it and asked about the cause of delay of removal. Councillor Ristevski asked if the pile could be moved to another location and asked if there was a budget issue. Councillor Karnib asked if there was a list of stockpiles and timelines regarding their removal. Ms Gaudry asked if risk management is evaluated and assessed.

Response:

Director Operations advised that the Liverpool Local Government Area (LGA) historically contains asbestos. Council remediates areas and there are piles under management. Movement or remediation of stockpiles occur as part of a project. Carnes Hill Aquatic Centre is scheduled to be completed in December 2028. A secondary sports field project is also occurring at this site. If the pile

was to be moved, it would need to be disposed of properly. Council's Asbestos and Remediation team have policies and procedures in place to manage risk in relation to asbestos and other contamination. Director Operations provided an example of managing asbestos in the Light Horse Park project by capping.

Epsom Road

Mr Callanan spoke about Epsom Road speeding and illegal parking issues. He also noted overgrown grass on Newbridge Road. He advised that people added to collections and his bins that he put out for collection but that this was resolved after he spoke to them.

Response:

Councillor Ristevski noted that speeding, illegal parking and overgrown grass was outside of the scope of this meeting but he would address this outside the meeting.

Syringes

Mr Calderon Vicencio advised that his primary concern in relation to syringes in various areas around the Liverpool LGA such at Liverpool Pioneers' Memorial Park & Warwick Farm train station. He shared a story about falling close to uncapped syringe. Ms Gaudry advised she saw a post about syringes at Bigge Park. She asked if there were sharps bins available and if amenities were open at night. Mr Calderon Vicencio asked if this situation took away time from Council staff's usual duties. Ms Spratt noted that needles were easily obtained and an exchange system should be implemented. She noted that the Crime Prevention Committee should come together with this committee and the community.

Response:

Director Operations advised that various works have occurred at Bigge Park to deter anti-social behaviour. This has included softfall replacing garden beds to deter litter, the introduction of blue lights and other works in the toilet block. This work has been done in collaboration with the Community and Lifestyle Directorate. Amenities are closed at night and even though sharps bins are available, these have been broken into. The toilets will be closed over winter. Council conducts regular cleaning and will report criminal activity such as anti-social behaviour to Liverpool Police's Crime Coordinator.

Council has also removed shrubs and timber from benches from Macquarie Mall. Concrete terrazzo benches will be completed in May towards the Moore Street intersection in order to withstand vandalism and deter dumping. Council is trying to facilitate safety, amenity and appeal where possible. Illegal waste sits quite high on the list of priorities. Waste does contribute to Council's workload. An example could be that crews should be working on grass but have to pick up rubbish.

Dumped rubbish on Barry Road

Mr Thomas spoke about rubbish dumped inside a boat at Barry Road, Chipping Norton. Ms Gaudry noted that Council often gets the blame about dumping on social media, that we need to change the community's viewpoint on what is acceptable and not and what is morally or ethically ok. Councillor Ristevski is looking to Singapore and their solution to this problem. Ms Gaudry mentioned it may be heavily legislated, and Mr Thomas added monitoring occurs.

Mr Thomas mentioned concerns about the ineffectiveness of 'No stopping' signs in front of Coles Plaza. He noted that people drive over the roundabout to get around.

Response:

Director Operations shared image of the boat with the Committee and advised that Council is aware of this. He advised that there is a process that needs to be followed. As it is a vehicle, Rangers are required to investigate before it is dealt with by the Waste Services team. Typically, tape or a sign is placed on the vehicle.

Coordinator Waste advised that CCTV are being implemented in illegal dumping hot spots and physical blockades such concrete blocks are being deployed to deter illegal dumping in other areas.

Councillor Ristevski noted Mr Thomas's point regarding issues outside of Coles Plaza and that he would address this outside the committee.

Dumped rubbish at Riverside Road & Long Point

Mr Tharappel raised concerns about ongoing illegal dumping at Riverside Road, Chipping Norton and asked if there was a plan for this area. He asked about how the Illegal Waste Rangers operate and are there plans to increase numbers. He asked what Waste Education Officers do and asked about the effectiveness of segregation of waste.

Mr Tharappel mentioned that most areas at Chipping Norton Park are cleaned up but also raised issues of dumped rubbish at Long Point.

Lastly, Mr Tharappel raised lack of grass maintenance on Munday Street.

Response:

Coordinator Waste Services advised that Riverside Road, Chipping Norton is on a regular schedule for maintenance and that a camera has been deployed to help deter illegal dumping.

Director Operations advised that we have Illegal Waste Rangers in Operations Directorate only and that other Rangers are currently in Planning and Design. Coordinator Waste advised that the Rangers have a process that needs to be followed as determined by legislation. Evidence is required and an investigation & interview will need to occur. There are currently two Illegal Waste Rangers.

Director Operations noted that other strategies are in place. Waste Education Officers deliver programs with schools, high schools and attend community fun days. An example involves educating the community about FOGO and Circular Economy. Council spends time educating the community as to what services are offered and Illegal Waste Rangers conduct proactive monitoring. Director Operations advised that two Rangers may not be enough but other strategies are in place to assist.

Community forum information is on social media and on Council's website.

Director Operations advised that the three-bin collection is contracted out. Council does monitor these as we receive reports. Council's Waste Education Officers will contact residents if there are repeat incidences.

Coordinator Waste spoke about the Community Recycling Centre. It currently accepts 16 streams of waste and is also open on Saturdays. Council also has smaller recycling boxes in libraries to collect items such as batteries.

Director Operations advised that the person who owns the land is responsible for the maintenance. Council does not maintain areas in front of residential or commercial properties.

Dumped rubbish in LGA

Ms Smythe moved into the LGA recently and is astounded by amount of rubbish and trolleys. She continually sees staff around and thanks them for their efforts. She is attending the meeting to understand why this is occurring. Councillor Ristevski asked how Council compares to other LGA resources and suggested meeting with retailers.

Ms Gaudry noticed a big improvement since trolley campaign has started.

Mr Thomas asked if an initiative to dob in a dumper was needed.

Response:

Director Operations advised that half of our LGA is under significant development and will be for a long time. A lot of dumping is construction waste and it is a real challenge. Coordinator Waste advised that Council works with Strata to organise legal collections and conduct proactive collections on scheduled dates.

Director Operations advised that trolleys are the responsibility of retailers, however an ongoing campaign to collect trolleys periodically occurs. A reduction of trolleys has been observed, and meetings are occurring with retailers. Ms Gaudry stated that geofencing or locking should be reinstated on trolleys.

Coordinator Waste advised that Council uses Snap Send Solve. This will send a request to the appropriate agency such as Council, Endeavour Energy or Sydney Water. Council also advises that Trolley Tracker can be used to report abandoned trolleys.

Increased collections for units

Ms Spratt spoke about long grass outside Casula Library. She mentioned dumped rubbish occurs here but that it is collected promptly when reported. She suggested a higher rate of collection for residents in units.

She mentioned trailers and buses parked on her street. Council advised that Rangers would attend however this has not been the case. She understood this wasn't part of the scope of the meeting.

Response:

Coordinator Waste advised that we have a Multi-Unit Dwelling (MUD) crew who services high-rises and apartments around CBD. Council works with them on extra collections. Residents can also pay for additional booking if required.

Illegal dumping at Meere Park

Ms Butler advised that Meere Park was constant dumping ground. Dumping of garbage bags, mattresses and occasional rubbish filled trolleys. She has noticed that bins are overfilled at times and appear to be inconsistent in number.

Response:

Coordinator Waste advised bins have been removed from the park by unknown persons. Council chain the bins and will regularly replace them.

Meeting ends 8:03pm

CTTE 05	**Minutes of the Audit, Risk and Improvement Committee meetings - 24 February and 20 April 2026**

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework.
File Ref	166020.2026
Report By	Hiba Soueid - Manager City Strategy and Performance
Approved By	Jason Breton - CEO

EXECUTIVE SUMMARY

This report is tabled to present the Minutes of the Audit, Risk and Improvement Committee meetings held on 24 February and 20 April 2026.

RECOMMENDATION

That Council receives and notes the Minutes of the Audit, Risk and Improvement Committee meetings held on 24 February and 20 April 2026.

REPORT

The minutes of the Audit, Risk and Improvement Committee Meeting held on 24 February and 20 April 2026 are attached for the information of Council.

The minutes contain a range of recommendations and actions, including the following:

- Council to write to the Office of Local Government expressing concern regarding the volume of Code of Conduct complaints and the limited support and guidance provided.
- Council to write to the relevant Minister seeking legislative reform so that countbacks become the default mechanism for by-elections.
- Council to prepare a report for the Committee outlining options and strategies to address homelessness and associated impacts at Warren Service Way.

The Minutes also contain several additional operational and administrative actions of a minor nature which have not been separately listed in this report.

FINANCIAL IMPLICATIONS

The actions in the minutes can be implemented within Council's operational budget.

CONSIDERATIONS

Economic	The economic and financial considerations identified within the Minutes fall within Council's existing operational framework.
Environment	There are no environmental and sustainability considerations.
Social	The homelessness-related action aligns with Council's role in supporting community organisations, groups and volunteers to deliver coordinated services to vulnerable members of the community.
Civic Leadership	Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	This report has been prepared in accordance with the requirements of the *Local Government Act 1993 (NSW)* and the *Local Government (General) Regulation 2021* relating to the establishment and operation of Audit, Risk and Improvement Committees.
Risk	The Committee discussed a range of organisational and city-wide operational risks, which are outlined within the report.

ATTACHMENTS

1. Minutes of the Audit, Risk and Improvement Committee Meeting - 24 February 2026
2. Minutes of the Audit, Risk and Improvement Committee meeting - 20 April 2026.

Audit, Risk and Improvement Committee MINUTES

LIVERPOOL CITY COUNCIL

Audit, Risk and Improvement Committee Minutes

24 February 2026 - Liverpool Civic Tower, Level 11 - 11.08 Boardroom Wirriga "Goanna" 50 Scott Street, Liverpool NSW 2170 - 9:00 AM

Committee Members Present:

Michael Ellacott	Chairperson, Independent Member
Dr Sheridan Dudley	Independent Member
Robert Lagaida	Independent Member

Observers:

Jason Breton	Chief Executive Officer
George Hampouris	Head of Audit, Risk and Improvement
Farooq Portelli	Director Corporate Support
Peter Scicluna	Director Operations
Tina Bono	Director Community & Lifestyle
Lina Kakish	Director Planning & Compliance
Vishwa Nadan	Chief Financial Officer
John Hanlon	Chief Information Officer
Christopher Morgan	Coordinator Work Health and Safety
Margot Kindley	A/Chief People Officer
Craig Thomason	Audit Partner, PWC
Siva Karthigesh	Coordinator Contributions Planning

1. WELCOME / OPENING

The Chairperson welcomed attendees and opened the meeting at 9:00 am.

2. APOLOGIES

Councillor Peter Ristevski (Councillor, Non-voting Member).
Min Lee, Director - Financial Audit, Audit Office NSW

3. DECLARATIONS OF INTEREST

Sheridan Dudley advised of changes to her committee memberships, including membership of the Bradfield Development Authority Audit and Risk Committee, Independent member at Sutherland Council Audit and Risk Committee and the Advanced Manufacturing Readiness Facility Audit and Risk Committee, and noted she has departed the Hornsby ARIC.

Robert Lagaida has declared that he is now the Chair of Willoughby Council

No other declarations were made.

4. CONFIRMATION OF PREVIOUS MINUTES

ACTION

Management to append the Insurance Schedule (as referenced in the minutes) to the October 2025 ARIC minutes and circulate the updated version to members.

RESOLUTION

That the minutes of the Audit, Risk & Improvement Committee Meeting held on 13 October 2025 be confirmed as a true record of that meeting.

5. CEO REPORT

5.1 CEO quarterly update

The CEO provided a verbal organisational quarterly update covering key operational, financial and governance matters. The Committee discussed Council's forecast financial trajectory and the ongoing public inquiry and related organisational impacts.

The Chief Executive Officer advised the Committee of the resignation of Councillor Betty Green and the requirement to conduct a by election, as no countback provision had been resolved by Council. The Chief Executive Officer further advised that this will result in unbudgeted financial impacts for the organisation.

The CEO also outlined current legal and governance matters underway.

Council also noted continuing engagement on major strategic initiatives including Bradfield / Aerotropolis matters.

ACTIONS

- CEO to provide members with a copy of Council's Sydney Plan / strategic submission once finalised.

- The CEO to provide the latest version of the OCEO Structure

RESOLUTION

That the Audit, Risk & Improvement Committee receives the verbal organisational quarterly update from the CEO.

6. ACTION TRACKING FROM MINUTES

6.1 Reconciliation of ARIC workplan to meeting agenda and annual workplan review

The Committee noted the reconciliation of the ARIC workplan to the meeting agenda and broader progress against the four year workplan. Management advised that the timing of the procurement reporting was adjusted to align with end of financial year data, and members requested that available 2024/25 performance statistics be shared out of session.

Management will include the triaged document reduction plan as part of the April governance reporting (to avoid duplicated reporting) even though it was initially requested to be reported at the February meeting.

ACTION

Head of ARI to circulate available 2024/25 procurement performance statistics out of session given the reporting cycle has now changed.

RESOLUTION

The Audit, Risk & Improvement Committee receive and note the reconciliation to the workplan and the broader progress against the 4 year workplan.

6.2 ARIC resolution tracking register

The Committee reviewed the updated ARIC resolution tracking register and noted ongoing progress on the implementation of prior resolutions, including work underway to strengthen enterprise risk foundations and progress development of the business continuity framework.

ACTION

That the October WHS report, address how the amended WHS legislation with regard to the use of silica and other matter have been implemented in Council

RESOLUTION

That the Audit, Risk & Improvement Committee receive and note the progress made on the implementation of resolutions on the ARIC resolution tracking register

7. FINANCIAL & PERFORMANCE MANAGEMENT

7.1 Final Audit Management Letter - FY 2024/25

The Committee noted that the Final Audit Management Letter for FY 2024/25 identified no new matters, and discussed the four outstanding prior matters. Members emphasised the importance of timely closure of long standing items. The Committee questioned whether management have accepted risks associated with these matters due to inaction over 8 years, with particular reference to the aged bond prior year finding. The Committee suggested that aged bonds should be closed out with prioritisation on both age and dollar value.

ACTION

Management to provide an updated plan and realistic timeframes for closure of outstanding prior year audit matters.

RESOLUTION

That the Audit, Risk & Improvement Committee notes audit observations, recommendations and management comments on matters raised for discussion.

7.2 2025-26 External Audit Engagement Plan

Discussion:

NSW Audit Office representatives outlined the 2025/26 External Audit Engagement Plan, including planned focus areas and indicative timing.

The NSW Audit Office representative advised the Committee that a focus will be reviewing manual journals, where there would be a high risk of override of controls.

There were discussions around key risks and audit attention areas, including valuations, cyber and information systems reliance.

RESOLUTION

That the Audit, Risk & Improvement Committee receive and note contents of this paper.

7.3 IT Strategy and Corporate Applications

The CIO provided an update on the IT Strategy and corporate applications roadmap, including the planned ERP transition and broader investment program. Members sought assurance on data integrity, audit trails, cyber security alignment and disaster recovery / business continuity readiness across critical platforms.

The Committee raised concerned around the ERP provider and if their capability and future investment was well understood. The CEO confirmed that the necessary due diligence has been undertaken.

The Committee also urged that change management should be planned carefully as technology transformations have a significant impact on staff.

The Committee emphasised the need for clear linkage between technology uplift and management's action to address strategic technology risks in the Enterprise risk register.

ACTIONS

- Management to provide a concise progress snapshot in future IT updates, including key milestones achieved, upcoming critical decisions, and explicit linkage to strategic risks and resilience requirements.

- Management to report on governance controls for the ERP transition (including change management, access controls and testing assurance) at the next IT update.

RESOLUTION

That the Audit, Risk & Improvement Committee notes the contents of this report.

7.4 Update: 2025-26 Budget Performance

The CFO presented the 2025/26 Budget Performance update. The CFO noted that Council will meet its financial covenant ratios. The Committee discussed the drivers of movements in year-to-date results, the treatment of one off items, and the clarity of the narrative distinguishing embedded assumptions from emerging uncertainties.

Members also noted cost pressures associated with the public inquiry. The Director Corporate Support clarified that the much of the legal costs associated with the inquiry will be covered by Council's insurance

The Committee noted that the budget report presented to Council contained additional analysis not included in the ARIC paper and requested consistency of financial insight between both forums. The CFO acknowledged this and will ensure that future reporting will replicate financial lenses and insights in line with the Council report.

ACTION

Management to harmonise the budget reporting between ARIC and Council.

RESOLUTION

That the Audit, Risk & Improvement Committee receive and note this report.

8. GOVERNANCE, COMPLIANCE AND INTERNAL CONTROL

8.1 Compliance Training

The Committee discussed compliance rates and the presentation of the dashboard, including the need to separate commencement completion from refresher requirements.

The A/CPO noted ongoing face to face training for operational staff without regular computer access.

ACTION

Management to revise the compliance training dashboard to separately report: (a) induction / commencement completion, and (b) refresher completion rates.

RESOLUTION

That the Audit, Risk & Improvement Committee receive and note the training and compliance update.

9. RISK MANAGEMENT

9.1 Enterprise Risk Management report

The Committee received and noted the Enterprise Risk Report and discussed the importance of exception based reporting on risks outside appetite or tolerance, including clear treatment plans, monitoring arrangements and escalation. The Committee also noted updates made to the ERM Policy and Strategy.

The Committee were concerned that 23 and out of the 30 compliance risks were outside of appetite. The Committee questioned whether the risks were actually rated accurately or whether they are overstated.

There was robust discussion on how reputation risk should be reported within Council's framework.

ACTIONS

- Head of ARI to provide the Committee with an update on how KRIs have been selected and implemented into the risk treatment/ monitoring process
- Head of ARI to clarify how financial sustainability, climate adaptation and Bradfield Aerotropolis Governance has been captured at the next ARIC meeting.
- Head of ARI to work with management to determine if the 23 and out of the 30 compliance risks were outside of appetite are risk rated correctly.
- A risk management roadmap is developed so that the annual plan can be contextualised as part of a longer term strategy outcome.

RESOLUTION

That the Audit, Risk & Improvement Committee;

1. receives and notes the Enterprise Risk Report
2. notes the progress made to Council's strategic risk register
3. endorses the updates made to the ERM Policy and Strategy

9.2 Work Health and Safety Bi-Annual Update

Management presented the Work Health & Safety bi-annual update. The Committee discussed the uplift in workplace inspection activity and the associated action plan, noting approximately 196 compliance actions and the role of WHS business partners in supporting consultation and implementation. Members discussed lost time injury trends, including psychosocial related injuries and slips, trips and falls, and highlighted the need for improved data quality. The WHS coordinator advised that this was currently difficult as workers compensation sits in another business unit.

The Committee raised how the integrity of the hazard statistics could be ascertained given that staff may not be fully aware how to differentiate between a hazard and other things like near misses. The WHS coordinator conceded this could be the case however the implementation of the system will have a drop down menu which will prompt staff to consider that.

The Committee questioned that the risks identified in the report were complete given that there were a number of safety risk types in Councils risk register which haven't been referenced in this report.

ACTIONS

- Management to include, in the next WHS update, a clearer breakdown of injury types and causal factors, and any targeted prevention initiatives.
- Future WHS report consider all risks which have WHS impacts across Council.
- Council to be clear on what lead and lag indicators are relevant for the Council so that data monitoring can be targeted and focused.

RESOLUTION

That the Audit, Risk & Improvement Committee note the Work Health & Safety Update.

9.3 Major project report

The Committee noted that the portfolio of projects have risks however it is difficult to determine what the risks against those projects were rated at he previous reporting period. That way the Committee can determine if risks are increasing or decreasing over time.

ACTIONS

Management to ensure major project reporting shows movement in risks over time rather than static risk reporting.

RESOLUTION

That the Audit, Risk & Improvement Committee receive and note this report

9.4 Contributions Planning Framework Reform Project

Discussion:

Management provided an update on the Contributions Planning Framework Reform Project. The Committee discussed the reform timeline and the implications of development activity in the Bradfield / Aerotropolis precinct. Management advised that the current s7.12 plan will suffice in the interim while priority plans are reviewed, and noted ongoing liaison and negotiations across several master plans, along with a ‘quick win’ initiative to identify delivery of capital works over the next three years.

RESOLUTION

That the Audit, Risk & Improvement Committee receives and notes this Report.

10. INTERNAL AUDIT

10.1 Internal Audit activities Report

The Head of ARI provided an update on Internal Audit activities and progress against the annual work plan.

The Committee discussed the Environmental Management and Sustainability audit, including the importance of lawful application of restricted reserves/levies and timely journal adjustments.

Management confirmed they will prioritise corrective actions relating to restricted reserve / levy allocations identified in the Environmental Management and Sustainability audit, noting Audit Office focus in this area.

Members noted the relevance of communications effectiveness in relation to recent environmental incidents, and discussed emerging expectations for climate action reporting.

ACTIONS

- Head of ARI to provide a short follow up note on 'communications effectiveness' on environmental hazards as they arise.
- Management to consider relevant NSW Audit Office / Treasury guidance on climate action reporting in future planning and reporting work.

RESOLUTION

That the Audit, Risk & Improvement Committee receives and notes the Internal Audit Activities Report.

11. SERVICE REVIEWS & IMPROVEMENT

11.1 Service review improvements

The Committee received an overview of the service review program and noted progress made on some of the key actions stemming from the Children's Services Review.

RESOLUTION

That the Audit, Risk & Improvement Committee receives and notes the progress of the business in the registered Council Service Review Program, including the status of reviews previously completed and tabled to ARIC.

12. GENERAL BUSINESS (FOR INFORMATION)

Nil

13 CLOSE

The Chairperson closed the meeting at 12:10 pm.

14 NEXT MEETING

Monday, 20 April 2026 – Liverpool Civic Tower, Level 11 – 11.08 Boardroom Wirriga "Goanna", 50 Scott Street Liverpool NSW 2170 – 9:00 am

Audit, Risk and Improvement Committee
MINUTES

LIVERPOOL CITY COUNCIL

Audit, Risk and Improvement Committee Minutes

20 April 2026 - Liverpool Civic Tower, Level 11 - 11.08 Boardroom Wirriga "Goanna" 50 Scott Street, Liverpool NSW 2170 - 9:00 AM

Committee Members Present:

Michael Ellacott	Chairperson, Independent Member
Dr Sheridan Dudley	Independent Member
Robert Lagaida	Independent Member

Observers:

Jason Breton	Chief Executive Officer
George Hampouris	Head of Audit, Risk and Improvement
Farooq Portelli	Director Corporate Support
Peter Scicluna	Director Operations
Tina Bono	Director Community & Lifestyle
Lina Kakish	Director Planning & Compliance
Vishwa Nadan	Chief Financial Officer
David Galpin	General Counsel
Craig Knappick	Chief People Officer
John Hanlon	Chief Information Officer
Craig Thomason	Audit Partner, PWC
Hiba Soueid	Manager City Strategy and Performance/Acting Head of Audit, Risk and Improvement

1. WELCOME / OPENING

The Chairperson opened the meeting at 9:00 am and welcomed all attendees, followed by an Acknowledgement of Country.

2. APOLOGIES

Councillor Peter Ristevski (Councillor, Non-voting Member).

Audit, Risk and Improvement Committee
MINUTES

LIVERPOOL CITY COUNCIL

3. DECLARATIONS OF INTEREST

No declarations of interest were received.

4. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the Audit, Risk and Improvement Committee meeting held on 24 February 2026 were confirmed, subject to the correction of the final action on page 16 of 18 of the Resolution Tracking Register, to reflect that 29 out of 30 compliance risks were rated 'out of appetite'.

5. CEO REPORT

5.1 CEO quarterly update

The Chief Executive Officer provided a comprehensive organisational and operational update to the Committee. Key discussion points during this update included the following:

Office of the CEO – Capability and ARIC Support

The Chief Executive Officer advised that recruitment for the Office of the CEO is currently underway and expected to be finalised within the next four to six weeks. Following the resignation of George Hampouris, Hiba Soueid, Manager City Strategy and Performance, will provide interim support to the Audit, Risk and Improvement Committee during this period.

The CEO acknowledged the contribution of George Hampouris both personally and professionally and thanked him for his service to Council. Committee members also expressed their appreciation for the support, time and guidance he had provided.

The Committee raised concerns regarding Council's ability to meet scheduled internal audit deadlines by the end of the financial year and the potential impact on the CEO's annual attestation. Management undertook to review the current audit portfolio, prioritise critical audits and report back to the Committee at its next meeting.

Code of Conduct Complaints – Volume and Trajectory

The Committee raised concerns regarding the impact of the current volume of Code of Conduct complaints on staff resources and wellbeing, as well as the broader issues arising from the matters raised.

The CEO advised that there has been no corresponding increase in psychosocial claims and acknowledged the significant efforts of Acting Complaints Coordinator, David Day, in managing the complaints process.

The CEO further advised that Council had approached the Office of Local Government regarding both the volume of complaints and the process for addressing them, however no intervention had been offered.

The Committee was also advised that related proceedings have been commenced in the Supreme Court of New South Wales, with the matter listed for hearing on 24 May 2026. Subject to the outcome, a report may be presented to the June Council meeting seeking consideration of further action, including possible intervention by the Office of Local Government.

Committee members expressed concern regarding the extraordinary number of complaints and the limited support and guidance available to councils from the regulator. It was suggested that representations also be made to the Shadow Minister for Local Government regarding the current regulatory environment.

Councillor Composition – By-Election Outcomes

The Committee sought an update regarding the recent by-election, including the total cost incurred. The CEO advised that current estimates are approximately $788,000.

The Committee also sought assurance regarding lessons learned and future preventative measures. The Director Community and Lifestyle advised that a comprehensive post-election checklist and procedural guidelines have now been developed to outline all actions required following a Council election. This is intended to strengthen future electoral readiness and minimise the risk of recurrence.

Actions

- Council to review the internal audit program, identify audits to be completed this financial year and those that may be deferred, with a report to be provided to the July meeting.
- Council to write to the Office of Local Government expressing concern regarding the volume of Code of Conduct complaints and the limited support and guidance provided.
- Council to write to the relevant Minister seeking legislative reform so that countbacks become the default mechanism for by-elections.
- Director Planning and Compliance to provide the Urban Development Institute of Australia (UDIA) press release regarding Section 11 Contributions to the Committee.

Resolution

That the Audit, Risk and Improvement Committee receive the CEO's quarterly organisational update.

6. ACTION TRACKING FROM MINUTES

6.1 Reconciliation of ARIC workplan to meeting agenda and annual workplan review

The Head of Audit Risk and Improvement provided an updated workplan outlining the status of each item and has provided a handover to the acting Head to ensure continuity while the position is recruited.

RESOLUTION

The Audit, Risk & Improvement Committee receive and note the reconciliation to the workplan and the broader progress against the 4-year workplan.

6.2 ARIC resolution tracking register

The Committee noted the reconciliation of the ARIC workplan to the meeting agenda and broader progress against the four-year workplan. The Committee noted that on page 39 of the ARIC resolution tracking register for action item: *"Management to provide an updated plan with regard to the management letter items with realistic timeframes for closure of outstanding prior year audit matters".* The status is *"An update will be provided in July".* It was requested that an update be provided to the Committee before July, to ensure the outstanding matters remain on track for closure. The Director Corporate Services committed to providing an update before July.

The Committee also queried the item *"Management should consider prioritising the procurement system"* which has an initial due date of October 2025 and is still outstanding. The Director Corporate Services advised that this will be addressed as part of Council's transition to a single-source IT solution.

Actions

- The item on page 48 of the agenda; *"Redesign the approach towards audit action extensions to put in stronger escalation measures"* to be marked green-completed.
- All items that have been completed to be taken off the tracking register.

RESOLUTION

That the Audit, Risk & Improvement Committee receive and note the progress made on the implementation of resolutions on the ARIC resolution tracking register.

7. FINANCIAL & PERFORMANCE MANAGEMENT

7.1 Biannual Progress Report July-December 2025

The Committee noted that the attachment had been received quite late. The Head of Audit Risk and Improvement noted that this was due to an administrative error during the agenda compilation process.

RESOLUTION

That the Audit, Risk & Improvement Committee receives and notes the Biannual Progress Report for the period July-December 2025 which outlines the Principal Activities detailed in the Delivery Program 2025-2029 and Operational Plan 2025-2026.

7.2 Update: 2025-2026 Budget Performance

The Committee discussed several key items within the budget report, including:

- A $500,000 fair value loss on investments. Council had originally forecast a $1 million gain, however recent market volatility associated with events in the Middle East has resulted in a revised forecast loss of $500,000.
- Additional legal expenses of $280,000 required to represent Council's interests in an upcoming Court matter.
- An anticipated increase of $750,000 in parking fine revenue arising from a Revenue NSW processing error linked to legislative changes requiring councils to transition to paper-based parking fines.
- The limitations and ongoing challenges associated with Section 7.11 developer contributions in funding the delivery of essential local infrastructure.
- The potential future need for a Special Rate Variation to support Council's long-term financial sustainability and service delivery obligations.

The Committee also queried the reported $500,000 reduction in parking fee revenue at Warren Service Way. Council advised that the decline was attributable to rough sleepers and individuals occupying the library forecourt and adjoining stairwells, which had impacted

patronage and usage of the facility. The Director Community and Lifestyle noted that Council's current homelessness strategy is outdated and no longer fit for purpose. Council further advised that it has been working with a range of external agencies to respond to the issue, and that trespass signage is being installed to assist with managing unauthorised occupation of the site.

The Committee requested that its concerns regarding commuter safety, together with the perceived lack of timely and effective action by relevant support agencies, be formally noted in the minutes.

Action

- Council to prepare a report for the Committee outlining options and strategies to address homelessness and associated impacts at Warren Service Way.

RESOLUTION

That the Audit, Risk & Improvement Committee receive and note the 2025-26 Budget Performance Update.

8. GOVERNANCE, COMPLIANCE AND INTERNAL CONTROL

8.1 Governance Report

Council's General Counsel provided an overview of key governance matters impacting the organisation, including:

- The increase in Code of Conduct complaints and associated governance implications.
- The operational impacts arising from the Public Inquiry.
- The status of outstanding corporate documents across each directorate.
- Trends and themes in Government Information (Public Access) requests being received by Council.
- The impact of data breaches, together with the controls and strategies being implemented to mitigate risks and strengthen Council's information governance framework.

The Committee thanked David Day for the preparation and presentation of a comprehensive and well-structured report.

RESOLUTION

That the Audit, Risk & Improvement Committee receive and note the Governance Report.

8.2 Enterprise Resource Planning Governance Model

The Committee considered the report on the proposed Enterprise Resource Planning (ERP) Governance Model and acknowledged the work undertaken to develop the draft framework.

The Committee raised concerns regarding the proposed role of ARIC within the governance structure. Members emphasised the need to preserve ARIC's independence as an assurance and oversight body in accordance with its Charter, Terms of Reference and applicable guidelines. ARIC's role is to provide independent advice and assurance to Council, not to become operationally involved in project delivery or management.

The Committee noted that elements of the draft model, including diagrams and language used in the report, could be interpreted as positioning ARIC within the project governance framework or as reporting to internal steering bodies. Members reiterated that ARIC reports to Council, not to management committees, and that this distinction should be clearly reflected in any revised model.

The Committee further noted that, while it is appropriate for management to provide ARIC with periodic high-level updates on project status, risks, controls, budget performance and change management, ARIC should not be responsible for overseeing operational controls or participating in management decision-making. Its role is to receive assurance from management and provide independent oversight.

Members also observed that the proposed Project Control Group would be critical during the establishment phase of the project, and that more frequent meetings may be appropriate initially before transitioning to a monthly cycle.

RESOLUTION

That the Audit, Risk and Improvement Committee receives and notes the contents of the report and undertakes a review of the proposed Enterprise Resource Planning Governance Model to ensure alignment with the ARIC Charter, Terms of Reference and independent assurance role of the Committee, and to present the revised framework at a future meeting.

8.3 Workforce Planning

Council's Chief People Officer provided an update on Council's current organisational structure and the ongoing review of organisational design across all directorates.

The CPO advised that the recent transition from six to four directorates has been accompanied by a broader review of functions, reporting lines and resource allocation across the organisation. Examples provided included the transfer of Rates to Finance, Work Health and Safety to People and Culture, Rangers to Operations, and Infrastructure Planning to Planning and Design.

The Committee discussed the importance of aligning organisational design with Council's strategic objectives, including the Community Strategic Plan, Delivery Program and Operational Plan. Members emphasised that organisational structures should be driven by desired outputs and community outcomes, rather than solely by internal processes or historical arrangements.

The Committee questioned the extent of staff consultation undertaken as part of the review. The CPO confirmed that significant consultation had occurred, including staff briefings and organisation-wide town hall sessions to communicate the broader vision and proposed changes.

The Committee further highlighted the need to ensure position descriptions, delegations, accountability frameworks and management responsibilities are updated following structural changes. Members also suggested that a post-implementation review be undertaken approximately 12 months after completion to assess effectiveness and identify opportunities for continuous improvement.

RESOLUTION

That the Audit, Risk & Improvement Committee:

- Receive and note the inaugural Organisational Design Report
- Note that a second Organisational Design Report will be provided at the next ARIC meeting with further detail on a Directorate basis.

9. RISK MANAGEMENT

9.1 Major project report

Council's Director Operations provided an update on the status of all major projects. The Committee noted that the report contained commentary current as of February 2026, with some referenced milestones having since passed. The Committee requested that future reports include a brief update by exception outlining any material changes since the date of the report, particularly changes to concern ratings, delays or emerging risks.

Council confirmed that, since February 2026, only the Macquarie Street Streetscapes project had increased in concern level due to ongoing negotiations with the contractor regarding variation claims. All other projects remained on track with no change in concern status.

RESOLUTION

That the Audit, Risk & Improvement Committee receive and note the major projects report.

10. GENERAL BUSINESS (FOR INFORMATION)

The Committee noted the following items for General Business:

- The current term of one of the independent members of ARIC is due to expire later this year. Council advised that it is aware of the upcoming vacancy and will manage the renewal/recruitment process in due course.
- The Independent Commission Against Corruption has announced a public inquiry into City of Parramatta Council.

11. CLOSE

The Chairperson closed the meeting at 12:10 pm.

12. NEXT MEETING

Wednesday 15 July 2026 – Liverpool Civic Tower, Level 11 – 11.08 Boardroom Wirriga "Goanna", 50 Scott Street Liverpool NSW 2170 – 9:00 am

CTTE 06	**Minutes of the Environment Advisory Committee Meeting held on 13 April 2026**

Strategic Objective	Healthy, Inclusive, Engaging Communicate, listen, engage and respond to the community by encouraging community participation
File Ref	175974.2026
Report By	Michael Zengovski - Manager City Environment
Approved By	Peter Scicluna - Director Operations

EXECUTIVE SUMMARY

This report is tabled in order to present the Minutes of the Environment Advisory Committee Meeting held on 13 April 2026.

RECOMMENDATION

That Council receives and notes the Minutes of the Environment Advisory Committee Meeting held on 13 April 2026.

REPORT

The Minutes of the Environment Advisory Committee held on 13 April 2026 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	Minimise household and commercial waste. 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. Raise community awareness and support action in relation to environmental issues.
Social	Raise awareness in the community about the available services and facilities. Preserve and maintain heritage, both landscape and cultural as urban development takes place.
Civic Leadership	Act as an environmental leader in the community. Undertake communication practices with the community and stakeholders across a range of media. Foster neighbourhood pride and a sense of responsibility. Facilitate the development of community leaders. Encourage the community to engage in Council initiatives and actions. Provide information about Council's services, roles and decision-making processes. Deliver services that are customer focused. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct. Actively advocate for federal and state government support, funding and services.
Legislative	There are no legislative considerations relating to this report.
Risk	There is no risk associated with this report.

ATTACHMENTS

1. EAC Minutes - 13 April 2026

LIVERPOOL CITY COUNCIL

AGENDA

MEETING: **Environment Advisory Committee (EAC) Meeting**

VENUE: **Level 11, 11.08 Boardroom Wirriga "Goanna" Room, 50 Scott Street, Liverpool MSTeams**

DATE: **Monday, 13 April 2026**

TIME: **5:30pm – 8:30pm**

INVITEES:

COUNCILLOR MEMBERS:

Peter Harle	Deputy Mayor
Matthew Harte	Councillor
Sam Karnib	Councillor

COMMITTEE MEMBERS:

Stephen Dobell-Brown	Community Member
Rosalyn Faddy	Community Member
Ellie Robertson	Community Member
Robert Storey	Community Member
Signe Westerberg	Community Member
Marie Francine Manuella Perrine-Walker	Community Member
Natasha Shoker	Community Member

COUNCIL ATTENDEES:

Michael Zengovski	Manager Environment
Steven Hodosi	Coordinator Environmental Operations
Michelle Playford	Environment Restoration Plan Education Officer
Karl Adderley	Coordinator Resource Recovery Waste and Cleansing
Scott Sidhom	Manager Infrastructure Planning
Maruf Hossain	Coordinator Floodplain and Water Management
Raffaele Cantanzariti	Environment Restoration Plan Bushland Project Officer
Anil Shrestha	Acting Senior Floodplain Engineer
Felipe Moretto	Project Officer Catchment Management
Jenny Luu	Operations Support Lead

GUESTS:

Leanne Niblock	Waterway Coordination Manager, Sydney Water
David Tetley	Catchment Simulation Solution (CSS)
Daniel Fedczyna	Catchment Simulation Solution (CSS)

1. Welcome and Apologies

Meeting started at 5:36pm

New members - Marie and Natasha

Apologies – Councillor Harte, Councillor Karnib, Michelle Playford, Karl Adderley and Scott Sidhom

2. Declarations of Interest
No declarations of interest.

3. Minutes from the Previous Meeting - 5:35PM

Moved: Stephen Dobell-Brown **Seconded:** Signe Westerberg

4. Matters Arising from the Previous Meeting - 5:40PM

4.1 Land Tax
Mr Dobell-Brown asked Ms Faddy on an update regarding this matter.

Response:
Restoration Plan Education Officer confirmed that information including a contact from Local Land Services was provided to Ms Faddy.

4.2. Environmental Enforcement Officer
Mr Dobell-Brown asked for an update regarding this position.

Response:
Manager Environment advised that recruitment has commenced for this role. Council has had tree clearing issues and this role would assist with this. Recruitment could take up to three months to complete. Other Councils have similar roles. The requirements include an understanding of legislation, compliance experience and subject matter interest in trees. The role will issue fines and pay for itself.

4.3 Flying Fox international forum
Ms Robertson asked about the timeframe on this. She also asked about the replenishment of canopy at Jacqui Osmond Reserve. Mr Storey advised that there should be funds in the levy for this project as site is not large.

Response:
Coordinator Environmental Operations advised he would provide a response to Ms Robertson on timeframe. Council is currently working on some areas in Jacqui Osmond Reserve under the levy and community planting will also occur in the future. Recruitment of staff currently underway.

Deputy Mayor Harle left the meeting room at 5.54

4.4 Coopers Paddock
Mr Storey advised of an incorrect statement in the previous minutes of the meeting.

Response:
Manager Environment advised these are draft minutes and any noted errors will be amended prior to being reported at a Council meeting. Deputy Mayor Harle advised that a Notice of Motion was submitted to Council regarding Coopers Paddock.

4.5 Environment Restoration Plan
Mr Dobell-Brown asked if this would come back to the EAC.

Response:
Manager Environment advised that a presentation will be made at next meeting.

4.6 Illegal tree removal and dumping.
Mr Dobell-Brown asked for an update on Greendale Road.

Response:
Manager Environment advised that report was prepared and a fine was issued for clearing of land. Restoration notice will be sent.

4.7 Bringelly Forum
Mr Dobell-Brown asked about reinstatement of these forums.

Response:
Councillor Harle advised he had brought it to Director Community & Lifestyle's attention and to leave it with him.

4.8 Bin liners
Mr Dobell-Brown asked if Mr Storey's bin liners turned up.

Response:
Mr Storey advised that the bin liners had arrived.

4.9 Koala Fencing
Mr Dobell-Brown asked for an update on DA approval for fencing.

Response:
Mr Storey advised it was built at Deadmans Creek.

4.10 Palm Trees at Terminus Street
Mr Dobell-Brown advised that the Jacaranda trees have been replaced with larger trees. He asked Coordinator Environmental Operations about the species.

Response:
Coordinator Environmental Operations to take on notice to ask Trees team.

5. Agenda items

5.1 Presentation – Sydney Water – Leanne Niblock, Waterway Coordination Manager

Ms Niblock presented on Sydney Water activities in the environment space that her team is currently working on. Customer priorities are traditional but also looking at projects to do with waterway health, biodiversity and liveability. Water Coordination team works on Catchment partnerships, Waterway management and Urban plunge and connecting internal parts of business and external stakeholders. Sydney Water works with Liverpool City Council through Georges River Keeper.

Other projects include:

- Stormwater Authority for Aerotropolis. Tied to development in Western Sydney to protect sensitive catchments.
- Malabar system and improvements program.
- Reducing wastewater overflows and emergency incident responses

- Sydney Water Aquatic Monitoring Program (SWAM)
- Update on Liverpool LRRF.

Ms Westerberg asked Ms Niblock about something built at Blamfield Oval. Ms Westerberg asked if there was an education programme on milk as a contributor to fatbergs in waterways. Ms Westerberg advised she used leftover milk on her garden and Ms Faddy said milk could be used for aphids. Ms Robertson asked about urban plunge, increase of recreational areas and about mitigation of rubbish, contaminants and disturbing wildlife. Mr Storey asked about clearing of land at Liverpool treatment works and if is it to be regrown or sold off. Ms Faddy asked about why there is no treatment at Nepean Hawkesbury catchment area. Mr Dobell-Brown asked what strategies are in place to deal with next big drought. He advised that during the last drought that the dam levels were low. Ms Perrine-Walked asked about effect on prices of water in Liverpool.

Response:
Coordinator Environmental Operations advised that a dosing station was at Blamfield Oval. Ms Niblock advised that there has been a focus and some rollout on education about fats, oils and milk. Sydney Water is also looking at a program with trade waste agreements to target compliance. Ms Niblock advised that Sydney Water don't own or operate urban plunge. Councils monitor and maintain activated sites and Sydney Water provides support. Ms Niblock advised works at Liverpool treatment plant could be to do with amplification works. Not that not treated. Ms Niblock advised wastewater is treated, that they are heavily regulated by EPA in the Hawksbury Nepean area and that there is no catchment group or alliance as other rivers have. Sydney Water have started working group with Councils. Ms Niblock advised Sydney Water is working to diversify water supply. Ms Niblock advised that Sydney Water do not charge based on where you live and that it is a shared cost across Greater Sydney.

5.2 **Presentation - Review of Liverpool Overland Flow Path Studies Cabramatta Creek Catchment – David Tetley & Daniel Fedczyna, Catchment Simulation Solution (CSS)**

Coordinator Stormwater advised that they are in a position to present at committee.
Mr Fedczyna presented on the process around the Overland study. It is currently at draft report stage as technical portion is complete.

Ms Westerberg asked if modelling took into account housing built on piers vs new on ground.
Mr Dobell-Brown asked about adequate drainage in the older areas and asked if State government would make provision.

Ms Westerberg asked about the location of a particular image in the presentation.

Mr Dobell-Brown asked if new areas could be impacting older areas.

Ms Westerberg asked about investigations into old drainage systems.

Mr Fedczyna advised that next steps for the study were public exhibition, taking comments into consideration then to Council meeting for adoption.

Deputy Mayor Harle raised issues around the flood water drainage channel along Hoxton Park Road and advised it needed maintenance. Deputy Mayor asked about the cost of the study.

Response:

Mr Fedczyna advised that modelling was not conducted on a house by house basis and that a general view was taken. Modelling or rainfall information was not available to make informed decisions. Level of development is also changing. Council may be eligible for some State assistance. She was advised it was Hoxton Park Road. Flood assessments would have needed

to be completed and mitigation strategies such as detention basins would have had to be implemented. Council would be responsible for those and look at age of infrastructure and replacement. CCTV work would be completed to ensure no substantial blockages. Coordinator Stormwater confirmed that Council has a CCTV rectification program. Mr Storey says that the Environment Levy should cover these works. Manager Environment advised that it currently doesn't but working on it.

6. General Business – 7:30pm-8:30pm

6.1 Parks Maintenance

Ms Westerberg complimented the Parks team advising that they are doing an amazing job under the circumstances but asked about grass going into drains.

Response:
Coordinator Environmental Operations advised that practice was for grass blown into gutters to be swept up by sweepers. Coordinator Environmental Operations advised he will advise Manager City Works Parks Sport & Open Spaces on this.

6.2 Environment Education Centre and nursery

Deputy Mayor Harle asked about the Environment Centre at Chipping Norton Lakes. He advised that the current centre at Chipping Borton is overused and overbooked. Ms Westerberg asked for an update on the nursery.

Response:
Coordinator Environmental Operations advised this site was for the nursery. Manager Environment advised that Council is looking at sites including Liverpool Powerhouse, Cowpasture Depot as part of Waste Education Centre or Brickmakers Creek.

Manager Environment advised that meetings are occurring with internal planning stakeholders. Council has support Internally for the site and will visit Penrith Council's nursery.

6.3 Update on Coopers Paddock
Deputy Mayor Harle raised this issue with Council. Request was made to add this item to the agenda moving forward.

6.4 Rezoning of Rossmore Grange
Mr Dobell-Brown spoke about a recently endorsed motion at Council regarding potential rezoning. Deputy Mayor Harle advised that he is against sale. Manager Environment advised that there have been incidents of Illegal Dumping. Council is putting in concrete crash barriers to close it off to trucks. Deputy Mayor Harle asked if Council still had a RID squad. Ms Faddy asked if the pound was still being considered. Ms Robertson asked why Council does not have a pound.

Response:
Manager Environment advised that there was no RID squad. Coordinator Environmental Operations advised that there are no services such as power or sewerage and that flooding occurs in this area. Deputy Mayor Harle advised that it is costly to own a pound and that there are a few Councils around us who don't have their own either. Council currently uses Rossmore Vet.

Motion: The Environment Advisory Committee recommends Rossmore Grange not be rezoned or sold as it provides a vital environmental asset for the future population of Western Liverpool and includes Aboriginal heritage items and remnant bushland.

Moved: Stephen Dobell Brown **Seconded:** Robert Storey

6.5 EAC Charter
Manager Environment advised EAC committee of changes to the Charter for endorsement. A copy of the Draft Charter will be provided to the EAC for review before the next meeting.

6.6 Georges Riverkeeper update
Project Officer Catchment Management provided an update on upcoming events and activities this month.

- Litter pick and guided canoe clean up occurring on Saturday with Canterbury Bankstown Council.
- Microplastics sampling occurring with four to six volunteers per site.
- Finalised date for Q3 litter program. Removed 80,000 kg from catchment.
- 28,000kg from Liverpool removed from July to March this year.
- Water quality sampling was finalised in May.

Mr Dobell-Brown asked about Sydney Water cooperating with GRK.

Response:
Project Officer Catchment Management advised that he believe so however the Georges Riverkeeper Program Manager would be best placed to answer this.

Meeting ends 8:24pm

NOM 01	Notice of Motion - Clr Harte - Monthly Updates on WSIG Program and Capital Works Program

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework.
File Ref	170367.2026
Author	Matthew Harte - Councillor

NOTICE OF MOTION

That Council direct the CEO:

1. To present a monthly update on the WSIG program to a Governance Committee Meeting; and

2. To present a monthly update on the status and progress of the capital works program to a Governance Committee Meeting.

CHIEF EXECUTIVE OFFICER'S COMMENT

Councillors are currently provided with updates on major projects on a quarterly basis through the Councillor Update. This reporting is also presented to the Audit, Risk and Improvement Committee (ARIC), ensuring appropriate oversight and governance.

At an operational level, WSIG PCG meetings are held monthly, where Major Project Status Reports are prepared, tabled, and any exceptions or critical issues are addressed as required. While this ensures robust internal monitoring and project controls, extending similar detailed reporting to Councillors on a monthly basis would likely result in largely repetitive information with limited additional value.

It is also important to recognise that the Capital Works Program encompasses projects across the entire organisation, not solely within the Operations Directorate. The Draft FY2026/27 Capital Expenditure (CapEx) Program includes approximately 140 projects, with 112 projects ranging in value from $8,000 to less than $1 million. Reporting on this volume of projects in detail, or even at a summarised program level on a monthly basis, would require significant additional resourcing and would be unlikely to deliver commensurate value.

In consideration of the above, it is recommended that reporting be structured as follows:

- **Quarterly WSIG Report** to Councillors; and

- **Quarterly CapEx Report**, presented at a separate meeting within the same quarter to manage time constraints and reporting clarity.

For example:
- July 2026 – WSIG Report
- August 2026 – CapEx Report
- October 2026 – WSIG Report
- November 2026 – CapEx Report.

Further, it is proposed that detailed CapEx reporting focus on projects with a cost plan exceeding $3 million. This aligns with the Major Projects threshold under Council's Delivery Management Framework (DMF), ensuring attention is directed to projects of greater complexity, risk, and strategic significance.

This approach balances transparency and governance requirements with operational efficiency, while ensuring Councillors receive meaningful and actionable information.

Should the Notice of Motion be endorsed by Council, the Operations Directorate will work to facilitate the request in the 2026/2027 financial year.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

ATTACHMENTS

Nil

NOM 02	Notice of Motion - Clr Munjiza - Naming of Local Park 22, Austral as "Cywinski Park"

Strategic Objective	Healthy, Inclusive, Fair Deliver vibrant parks, community hubs, services and facilities that improve liveability and quality of life for everyone in the community
File Ref	174554.2026
Author	Zeli Munjiza - Councillor

BACKGROUND

I note that construction has commenced on Local Park 22 in Austral, delivering much- needed open space and recreational opportunities for local residents in one of the fastest-growing communities in our Local Government Area.

As construction progresses, it is appropriate to consider a name for this new park that reflects the history and character of the local community. Dr Jerzy (Jerry) Cywinski served the Austral community as a local general practitioner for decades after establishing his practice in the shops adjacent to the park in 1978. He cared for generations of local families and became a highly respected figure in the area through his dedication to the health and wellbeing of local residents.

The proposed naming also reflects a direct geographic connection between Dr Cywinski and the park itself. For decades, his medical practice operated immediately adjoining the park site, making him one of the local identities most closely associated with this part of Austral. Many local residents visited the practice over generations, establishing a strong and enduring connection between Dr Cywinski, the location and the wider community.

While the Geographical Names Board generally discourages the naming of public assets after living persons, Council has previously recognised the contributions of living local identities, such as the naming of the Michael Clarke Recreation Centre. Given Dr Cywinski's longstanding service to the Austral community, his direct association with the location and his significant contribution to the health and wellbeing of local residents, his contribution warrants similar consideration.

NOTICE OF MOTION

That Council:

1. Note that construction has commenced on Local Park 22 in Austral.

2. Acknowledge the contribution of the Australian Government through the Thriving Suburbs Program, and the advocacy of the Member for Werriwa, towards the delivery of the park.

3. Note the petition by the Member for Leppington calling for additional parks and open space in Austral.

4. Request the Chief Executive Officer investigate the suitability of naming Local Park 22 as "Cywinski Park" in honour of Dr Jerzy (Jerry) Cywinski and report back to Council on the process, requirements and implications of such a proposal.

CHIEF EXECUTIVE OFFICER'S COMMENT

Council is currently undertaking a naming process for unnamed parks in Austral compliant with the Naming Convention Policy.

The approach in which Austral parks are named should be consistent, reflective of geographical and environmental features and reflective of relevant legislation and policy guidelines. Naming should recognize Liverpool's history, heritage and culture.

Policy extract:

6.4 Commemorative naming

6.4.1 It is not recommended by the Geographical Names Board or the Committee for Geographical Names Australia to assign place names that commemorate a living person.

6.4.2 The CGNA guidelines recommend that when a personal name is used, it should be applied only posthumously and generally only the surname should be used.

6.4.3 Alternatives to place names include commemorative plaques or naming a particular community facility such as a building or oval after the person to be commemorated.

6.4.4 Council may, in exceptional circumstances, approve a place name or a particular community facility that honours a living person. This does not apply to Street Names and Park Naming

Based on the direction provided by the Geographical Names Board or the Committee for Geographical Names Australia it is suggested that Council wait for the report to be tabled by Council with information regarding the naming of Austral parks to ensure a holistic approach is considered.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

ATTACHMENTS

Nil

NOM 03	Notice of Motion - Clr Harte - Recognition of current and former Mayors and Councillors

Strategic Objective	Visionary, Leading, Responsible Place customer satisfaction, innovation and best practice at the centre of all operations
File Ref	176076.2026
Author	Matthew Harte - Councillor

BACKGROUND

The role of Mayor is rightly recognised in Civic Tower on Level 11, but Council's democratic history is broader than the mayoralty alone. Councillors are elected representatives who contribute to the governance, advocacy and civic life of the city. Deputy Mayors have also played an important role in supporting the mayoralty and representing Council.

This motion seeks to ensure that Council's civic recognition reflects the full elected body. It is a modest but meaningful way to acknowledge the contribution of current and former Councillors and to preserve the democratic history of Liverpool City Council.

NOTICE OF MOTION

That Council:

1. Notes that Council currently maintains a historic recognition wall on Level 11 in Civic Place displaying photographs of current and former Mayors.

2. Recognises that all Councillors, including Deputy Mayors, contribute to the civic leadership, governance, and democratic representation of the Liverpool LGA.

3. Direct the CEO to prepare and install an expanded councillor recognition display in Civic Place, to include:
    a. Group photo of all councillors from current and previous terms; and
    b. Specific recognition of current and former Deputy Mayors

4. Direct the CEO to investigate and establish a publicly accessible digital civic archive on Council's library archive website, containing information on Liverpool's former Mayors, Deputy Mayors and Councillors;

5. Requests the project be funded from the existing Civic program budget with an allocation of $5000.

CHIEF EXECUTIVE OFFICER'S COMMENT

Council has recently installed a Mayoral wall on level 11 in Civic Tower. There is currently an adjacent wall available that could be utilised to celebrate the history of elected officials including Councillors and Mayors.

Council does have some printed copies and electronic copies of images from recent Council terms. Historic pictures are mostly printed and framed and would be required to be digitalised to complete a photo wall.

The photo wall could display a group photo from each elected term, including all Councillors and Deputy Mayor. Council is not certain if it retains copies of photos from all terms of election, however this would not prevent an appropriate display being produced.

FINANCIAL IMPLICATIONS

The proposed budget is appropriate to deliver this activity, however not currently available in the draft operational civic program budget proposed for 26/27.

It is suggested that an increased one-off budget of $5,000 be provided to the Civic Program to facilitate the delivery of this project.

An additional $5,000 could be considered to increase the library 26/27 operational budget to digitalise all printed historical images of Mayor, Councillors and elected officials group photos to archive and make available to community for access and download.

ATTACHMENTS

Nil

NOM 04	**Notice of Motion - Clr Macnaught - Upgrade of Facilities at Hammondville Park - Moorebank RAMS Background**

Strategic Objective	Healthy, Inclusive, Fair Deliver vibrant parks, community hubs, services and facilities that improve liveability and quality of life for everyone in the community
File Ref	176356.2026
Author	Fiona Macnaught - Councillor

BACKGROUND

Moorebank RAMS Junior Rugby League club has been a local institution since 1976; that is 50 years of bringing community together.

As one of the largest Junior Rugby League clubs in the district, Moorebank has over 500 registered players and has seen growth year on year. In recent years, the growth of female participants has been in the magnitude of 30%.

Not only do these facilities service our local club, but also players from the Bulldogs development leagues.

Facilities at Hammondville Park are no longer fit for purpose for this growing club and community, particularly in terms of modern, accessible changerooms for both boys and girls.

NOTICE OF MOTION

That Council:

1. Meet with the Moorebank Rams Junior Rugby League club to understand the upgrades sought including, but not limited to:
    a. Changeroom upgrades for boys and girls
    b. Lighting upgrades
    c. Storage and operation space upgrades

2. Report back to Council the outcome of the meeting, with costings for the required upgrades.

CHIEF EXECUTIVE OFFICER'S COMMENT

Liverpool City Council ("Council") prepared the draft Hammondville Park Master Plan in June 2023, which was publicly exhibited between 24 November 2023 and 16 January 2024. Although the draft Master Plan was never finalised due to insufficient budget, a Plan of Management for the subject site was prepared and subsequently adopted by Council in May 2024.

The draft Master Plan identified both short-term and long-term improvements for Hammondville Park. Relevant short-term initiatives included the provision of a new grandstand, change rooms and club storage facilities associated with the main rugby league field.

Subject to budget allocation in the 2026/27 Financial Year, the Hammondville Park Master Plan can be reviewed and finalised. In the meantime however, Council staff are currently in discussion with Moorebank RAMS Junior Rugby League Club (Club) representatives to gain a better understanding of their current and future operational requirements which will inform the review and finalisation of the Master Plan and any potential upgrade options.

Following these discussions, Council will prepare preliminary concept sketches for consideration by the Club and explore available funding opportunities. At present, no funding has been allocated in the current draft 10-year CAPEX for delivery of any works at Hammondville Park.

Councillors will be briefed at a future Governance Committee Meeting as discussions with the Club progress including potential upgrade options, respective cost estimates and funding availability.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

ATTACHMENTS

Nil

QWN 05	Question with Notice - Mayor Mannoun - Haerse Avenue, Chipping Norton

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework.
File Ref	142288.2026

QUESTION WITH NOTICE

Please address the following and see attached photos:

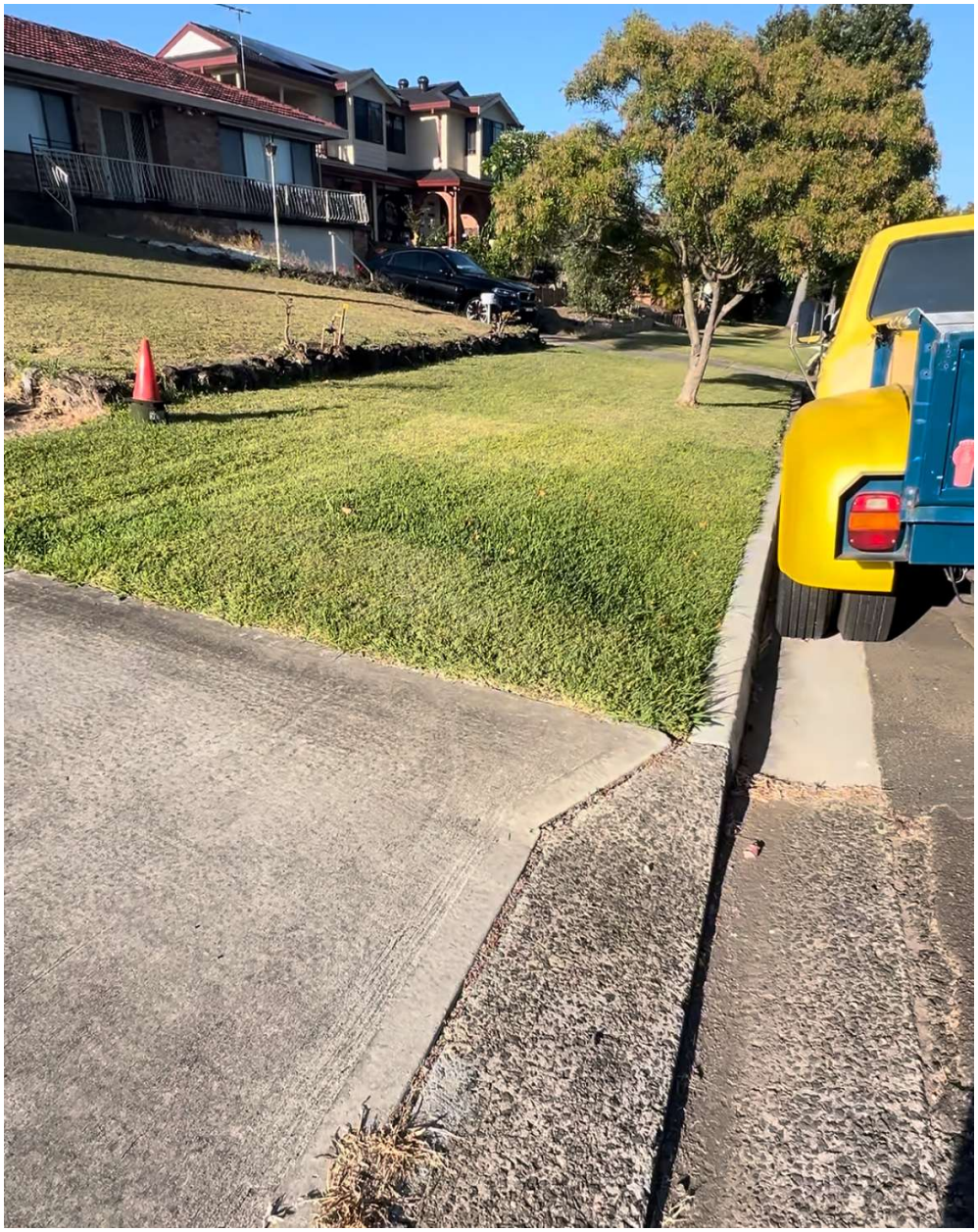
1. When was work started on Haerse Avenue to deliver a footpath?
2. When did excavation and forming the footpath/ramp/kerb take place?
3. When was the formwork removed, dirt and grass replaced, and the curb re-poured?
4. Why was the decision made to undo all the prep work?
5. How much did undoing all this cost?

Response

1. The footpath from beginning to end, on the odd-numbered side of the avenue, was completed in November 2022. It started two months prior.
2. At 28 Hearse Avenue, the work was carried out on 11th and 12th April 2023.
3. After 12 April 2023, estimate was May 2023.
4. Objection was raised by the neighbour on the opposing side of the avenue. This is not standard practice for Council. Pram ramps are at the end of a road or street intersection. Without an exceptional circumstance to do this creates a precedent for Council.
5. $1,500.00.

ATTACHMENTS

1. Haerse Avenue Photos



QWN 06	**Question with Notice - Clr Ristevski - 146 Terminus Street, Liverpool**

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework.
File Ref	157383.2026

QUESTION WITH NOTICE

Please address the following:

1. Did the Mayor declare an interest as this site was spot rezoned in June or July 2024?

Response

The site was not spot rezoned in June or July 2024.

ATTACHMENTS

Nil

QWN 07	Question With Notice - Clr Munjiza - Sinozich Park

Strategic Objective	Healthy, Inclusive, Fair Deliver vibrant parks, community hubs, services and facilities that improve liveability and quality of life for everyone in the community
File Ref	174336.2026

QUESTION WITH NOTICE

Can Council provide an update on the proposed Sinozich Park project at Edmondson Park, including:

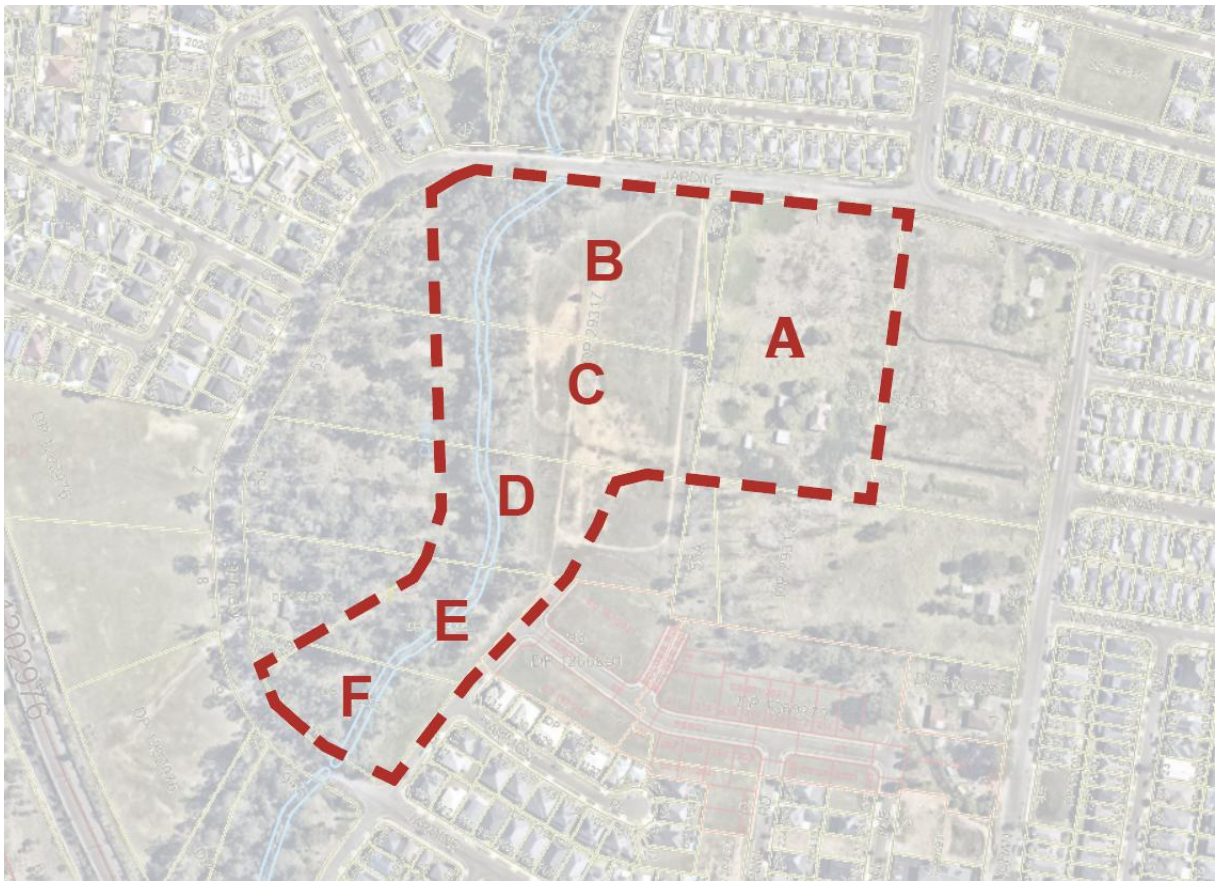
1. The current status of:
    a. Land acquisition;
    b. Masterplan and concept design;
    c. Detailed design;
    d. Development approvals; and
    e. Procurement of construction works.

2. The anticipated completion date for:
    a. Land acquisition;
    b. Masterplan and concept design;
    c. Detailed design;
    d. Development approvals; and
    e. Procurement of construction works.

3. What is Council's current anticipated:
    a. Construction commencement date;
    b. Construction completion date; and
    c. Opening date for public use?

Response (provided by Planning and Design)

Land acquisition for Sinozich Reserve is successfully completed, with the last remaining lot acquired by Council in December 2025. Council now has ownership and control over all the combined sites required for Sinozich Reserve, enabling technical investigations and detailed planning to progress.



The future park boundary will include Lots or part of the lots with these addresses:

A. 275 Jardine Drive Edmondson Park (LOT 1 DP 1224201)
B. 225 Jardine Drive Edmondson Park (LOT 52 DP 29317, LOT 52A DP 29317)
C. 215 Jardine Drive Edmondson Park (LOT 53 DP 29317, LOT 53A DP 29317)
D. 205 Jardine Drive Edmondson Park (LOT 54 DP 29317)
E. Lot 2 Wakeling Drive Edmondson Park (LOT 2 DP 1292702)
F. Lot 132 Jardine Drive Edmondson Park (LOT 132 DP 121548)

Preliminary planning and schematic design activities are in progress. Site investigations and a range of technical studies to inform the future development of the reserve are also being

undertaken, including site survey, Biodiversity Environmental Constraints Report, Aboriginal Cultural Heritage Assessment and commencement of the Designing with Country process.

In parallel, an updated Master Plan for Sinozich Reserve is currently being developed by Council in-house and is expected to be tabled for Council consideration at a future Ordinary Meeting of Council in 2027, subject to the timing and outcome of specialist Consultancy investigations referenced above.

Detailed design and delivery of projects identified in the final Master Plan will occur once the Master Plan has been finalised and adopted by Council and funding has been confirmed.

ATTACHMENTS

Nil

QWN 08	**Question with Notice - Clr Munjiza - Woodward Park Masterplan: Sporting Capacity, Community Consultation and Impact on Existing Users**

Strategic Objective	Healthy, Inclusive, Fair Deliver vibrant parks, community hubs, services and facilities that improve liveability and quality of life for everyone in the community
File Ref	174413.2026

QUESTION WITH NOTICE

Please address the following:

1. What evidence has Council relied upon to determine that the sporting infrastructure proposed in the current Woodward Park Masterplan will adequately meet existing and future demand for both netball and junior rugby league within the Liverpool Local Government Area?
2. Has Council undertaken an independent needs assessment, participation study or sporting demand analysis to inform the current Masterplan? If so, will Council publicly release this information?
3. How many netball courts currently exist at Woodward Park, and how will any disruption to netball infrastructure in Liverpool LGA be accommodated under the final Masterplan?
4. Will the Masterplan result in a net increase, net decrease or no change in netball court capacity compared with the existing facility?
5. Has Council assessed whether the proposed netball facilities will be capable of accommodating current competition formats, representative carnivals and future growth in participation? If so, what were the findings?
6. Has Council received any concerns, objections or representations from local netball stakeholders regarding the proposed Masterplan? If so, how many submissions were received and what were the primary issues raised?
7. How many rugby league fields are currently available at Woodward Park, and how many will remain following implementation of the Masterplan?
8. Will any existing rugby league fields, training areas, club facilities or supporting infrastructure be removed, reduced or relocated as part of the redevelopment?

9. Has Council undertaken an assessment of the impact that any loss or reconfiguration of playing fields may have on junior rugby league participation, competition scheduling and training availability?
10. What consultation has Council undertaken with local junior rugby league clubs and associations regarding the proposed Masterplan, and what concerns or feedback has been raised during that consultation process?
11. Can Council provide details of any alternative options that were considered which would have retained or expanded existing sporting infrastructure rather than reducing or relocating it?
12. What modelling has Council undertaken regarding future population growth and sporting participation rates in Liverpool, and how has this informed decisions relating to the provision of sporting facilities at Woodward Park?
13. Has Council undertaken a comparative analysis of sporting facility provision in neighbouring local government areas to determine whether the proposed infrastructure is sufficient for a regional sporting precinct?
14. During the construction period, what sporting facilities will be unavailable to regular users, including but not limited to netball and rugby league users, and for how long?
15. What contingency arrangements will Council put in place to ensure local clubs are not displaced or forced to reduce participation opportunities while redevelopment works are underway?
16. Has Council prepared a Sporting Impact Assessment for the Woodward Park Masterplan? If so, will Council make this document publicly available?
17. Can Council confirm whether the redevelopment will result in a net increase in available hours of sporting use across the precinct? If so, what evidence supports this conclusion?
18. Has Council quantified the projected increase or decrease in sporting capacity resulting from the Masterplan, including:

    a) number of participants accommodated;

    b) number of competition matches hosted;

    c) training hours available; and

    d) representative-level events that can be hosted?
19. What guarantees can Council provide that the redevelopment of Woodward Park will not result in a reduction in access for existing netball and junior rugby league participants?
20. Given the significant investment proposed for Woodward Park, will Council commit to publicly reporting on:

    a) project expenditure;

b) delivery milestones;

c) stakeholder consultation outcomes; and

d) measurable increases in sporting participation and capacity arising from the redevelopment?

CEO COMMENT

As per the Code of Meeting Practice 9.13a (extract below) due to the extensive time to complete the QWN, the Councillor is invited to submit a NOM.

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.

ATTACHMENTS

Nil

QWN 09	Question with Notice - Clr Munjiza - Elizabeth Hills Roundabouts

Strategic Objective	Evolving, Prosperous, Innovative Continue to invest in improving and maintaining Liverpool's road networks and infrastructure
File Ref	176074.2026

QUESTION WITH NOTICE

Please address the following:

1. Can Council provide an update on the progress of roundabouts to be installed at the following intersections in Elizabeth Hills?
   a. Rosebank Avenue and Duxford Street
   b. Rosebank Avenue and Gowanlea Avenue

2. Will these roundabouts be programmed for the 2026/27 year?

Responses:

Both proposed roundabouts are currently being considered for delivery as part of the Traffic Safety Program, alongside other nominated projects.

Subject to competing priorities and budget allocation, Council intends to undertake the necessary design work and community consultation for both intersections during the 2026/27 Financial Year, with construction to follow in the 2027/28 Financial Year.

ATTACHMENTS

Nil

QWN 10	Question with Notice - Clr Harte - Ristevski v Liverpool City Council

Strategic Objective	Visionary, Leading, Responsible Ensure Council is accountable and financially sustainable through the strategic management of assets and resources
File Ref	176071.2026

QUESTION WITH NOTICE

With respect to the Supreme Court matter of Peter Ristevski v Liverpool City Council (Case: 2026/00070677), noting that the proceedings have now been struck out and finalised:

1. What amount has Council expended to date in defending the proceedings?

2. What is the final projected total cost to Council of defending the proceedings?

Response

1. Council's costs of the proceedings were $251,528.64.

2. The Court ordered the Plaintiff to pay the Council's costs. The costs will need to be agreed or assessed and recovered before the final cost to Council is known.

ATTACHMENTS

Nil