

**Application for Membership to the Liverpool
Local Planning Panel as Liverpool Local
Community Representative**

RCL3079

PART 1 - INVITATION TO APPLY

Application Number:	RCL3079
Application Title:	Liverpool Local Planning Panel Membership – Local Community Representative

Invitation to Submit an Application

Liverpool City Council invites you (Applicant) to submit an Application for membership to be appointed on a recognised listing of Local Community Representative panel members for the Liverpool Local Planning Panel (LLPP).

Membership on the panel as a Local Community Representative will involve preparation for and participation in regular monthly LLPP meetings to determine development applications.

The purpose of the Liverpool Local Planning Panel is to discuss, consider, determine and modify relevant development proposals in accordance with the Code of Conduct for LLPPs and Operational Procedures as determined and issued from time to time by the Department of Planning.

Local community representatives should:

- Be current residents within the Liverpool Local Government Area ("LLGA");
- Have knowledge and awareness of the LLGA and issues of concern to the local community;
- Be able to represent and communicate the interests of the local community;
- Have an understanding of the planning process and assessment issues (but are not expected to be experts);
- Commit to attending the LLPP meetings and contributing constructively to the determination of applications; and
- Be willing to adhere to the LLPP code of conduct and operational procedures.

Closing Time and Date

Applications for this invitation close at **3pm on 21st March 2024**.

Lodgement Details

In order for your Application to be considered, the Response Forms must be completed and returned as a pdf file and lodged electronically via the Electronic Tender Box at www.tenderlink.com/liverpoolcity by **3pm on 21st March 2024**. If Council requires it in another format, this will be specified in Part F – Response Forms.

Enquiry Details

Tenderer enquiries must be submitted via the online forum www.tenderlink.com/liverpoolcity.

Council staff are not permitted to take verbal enquiries.

Evaluation Criteria

Applicants should address and will be considered based on the following criteria;

- Be current residents within the Liverpool Local Government Area ("LLGA");
- Have knowledge and awareness of the LLGA and issues of concern to the local community;
- Be able to represent and communicate the interests of the local community;
- Have an understanding of the planning process and assessment issues (but are not expected to be experts);
- Commit to attending the LLPP meetings and contributing constructively to the determination of applications; and
- Be willing to adhere to the LLPP code of conduct and operational procedures.

Term of Appointment as Local Community Representative member of LLPP

The membership term will be until April 2025 with a 12-month extension option.

PART 2 – CONDITIONS OF APPLICATION

1. Definitions

“Application” means an Application submitted by an Applicant in response to the LLPP Local Community Representative Application.

“Applicant” means the person specified in the Response Form who submits an Application.

2. The Applicant must comply with Council’s Code of Conduct and the NSW Government Code of Practice for Procurement 2005.
3. An Application will be deemed to be on the basis that the Applicant has full knowledge of all matters relating to the LLPP Local Community Representative Application.
4. Any notification of an apparent mistake in the LLPP Local Community Representative Application or request for information must be submitted to the Contact Officer in writing. Council is not bound by any oral advice or information but will be bound by written advice or information.
5. Council at any time before closing may issue in writing an amendment to the LLPP Local Community Representative Application to all known Applicants.
6. Applications must be completed in full. Any Application not lodged in accordance with the lodgement details or after the closing date and time may not be considered.
7. Council is not bound to accept any Application. An Application will not be accepted until notified in writing.
8. Council may appoint multiple Applicants.
9. Applications will be evaluated in accordance with the stated evaluation criteria. Any Application that fails to satisfactorily meet any of the listed criteria may not be considered.
10. Council reserves the right to carry out due diligence when evaluating submission. Applicants may be required to provide additional financial, corporate and past performance information and may be required to provide references, accommodate site visits or make presentations.
11. Applications must be valid for a minimum period of 90 days from the closing time and date. If an Application is withdrawn during this period, Council has the right to recover any damages or costs incurred because of this withdrawal.
12. All costs in relation to the submission of an Application must be borne by the Applicant.
13. The Applicant must not make any public announcement or advertisement in relation to the Application without written consent from the Council.
14. The Applicant warrants their Application to be independent and that no collusion has taken place in any of the Application process between Applicants, potential Applicants or interested parties. Canvassing of Councillors or Council staff will disqualify prospective Applicants.
15. Applicants are bound by the Council’s Code of Conduct policy found on Council’s webpage located at <http://www.liverpool.nsw.gov.au/council/policies-and-forms/Policy-and-Procedure-Register>. Any breach of this policy may result in the rejection of an Application.
16. The Application is governed by the laws of New South Wales.

PART 3 – INFORMATION PACK**3.1 Background**

The NSW Government introduced legislation requiring all council in the Greater Sydney Region and Wollongong to have Liverpool Local Planning Panels (LLPP) effective 1 March 2018.

One of the requirements is that each LLPP needs to have a community representative among its members. This person is to be a representative of the local community but does not have to be an expert in a particular field.

Mayors and councillors are not eligible for appointment, nor are property developers or real estate agents.

Liverpool City Council has been operating a Liverpool Local Planning Panel (LLPP), the purpose of which is to discuss, consider, determine and modify relevant development proposals. The LLPP meets approximately once a month and has been in operation since 1997.

The Panel assesses applications in a manner that is ethical, professional and independent of Liverpool City Council.

The Panel is to be composed as follows:

1. An independent chairperson to be provided by the Minister of the Department of Planning and Environment, with relevant expertise that includes law or government and public administration;
2. Two experts also to be selected by the Liverpool City Council and approved by the Minister of the Department of Planning and Environment, with relevant expertise that includes in planning, architecture, heritage, the environment, urban design, economics, traffic and transport, law, engineering, tourism or government and public administration, and
3. A community representative or representatives (if the LGA is divided into wards) to be selected by the Liverpool City Council, who must not be a councillor or mayor.

As the Liverpool LGA is divided into two wards (North and South), Liverpool City Council is requiring two local community representatives be selected, in addition to any alternatives in order to manage any conflicts of interest or issues of availability that may arise. This will facilitate the rotation of members and the efficient operations of the LLPP.

3.2 Duties to Perform

The Liverpool Local Planning Panels (LLPP) will operate in accordance with the Code of Conduct, Operational Procedures and any Ministerial Directions given under the Environmental Planning and Assessment Act 1979.

The following documents are included as appendices for information and guidance:

- Appendix A: Local Planning Panels Code of Conduct - August 2020
- Appendix B: Local Planning Panels Direction – Operational Procedures
- Appendix C: Local Planning Panels Direction – Referral Criteria for Development Applications
- Appendix D: Local Planning Panels Direction – Referral Criteria for Planning Proposals
- Appendix E: Liverpool Local Planning Panel Meeting Procedures 2022

3.3 Meeting Dates and Times

Meetings are held the last Monday of the month, with the potential for extraordinary meetings depending on the frequency of items to be considered by the Panel.

The Panel must be available to arrive at Council from 9am for site inspections and/or briefing sessions.

The public hearing will commence at 2pm and run through to completion.

Please note that some meetings will be held via MS Teams.

3.4 Requirements

The Local Community Representatives must:

- Be at least eighteen (18) years old;
- NOT be a Mayor, a Councillor, a property developer or a real estate agent;
- Have not been on the Liverpool Local Planning Panel for more than 6 years;
Note: Community Representative on the LLPP can only serve a maximum of 6 consecutive years with a minimum of 3 years break.
- Be a current resident of the Liverpool Local Government Area (LGA);
- Have knowledge and awareness of the LGA and issues of concern to the local community;
- Possess the ability to represent and communicate the interests of the local community;
- Have an understanding of the planning process and assessment issues (need not be experts); and
- Be committed to attending LLPP meetings and contributing constructively to the determination of applications.

3.5 Remuneration

\$1000 (incl GST) per meeting and a maximum of \$1000 (incl GST) per day.

\$71.50 per hour (incl GST) for business outside of meetings.

The minimum per meeting rate is inclusive of all the work a panel member does for a meeting, including preparation, site visits, the meeting itself and any deliberation and voting by the panel on matters considered at the meeting once the meeting is closed.

The hourly rate applies to any business such as electronic determinations that the panel conducts that is not connected to one of its meetings.

PART 4 – APPLICATION FORM

Application Number:	RCL3079
Application Title:	Liverpool Local Planning Panel Membership – Local Community Representative

PART 4.1 – Applicant details

I,

(Full Name in BLOCK LETTERS of Applicant)

ABN:

Address:

Suburb: **State:** **Postcode:**

Telephone: **Mobile:** **Facsimile:**

Email Address:

hereby apply for membership to the Independent Hearing and Assessment Panel as a Local Community Representative.

By signing below, I declare that I accept the selection criteria and appointment to Liverpool Local Planning Panel LLPP will be subject to my:

- Being at least eighteen (18) years old;
- NOT being a Mayor, a Councillor, a property developer or a real estate agent.
- Have not been on the Liverpool Local Planning Panel for more than 6 years;
Note: Community Representative on the LLPP can only serve a maximum of 6 consecutive years with a minimum of 3 years break.
- Being a current resident of the Liverpool Local Government Area ("LLGA");
- Having knowledge and awareness of the LLGA and issues of concern of the local community;
- Being able to demonstrate an understanding of the planning process and assessment issues (but are not expected to be experts);
- Being able to represent and communicate the interests of the local community;
- Being able to attend the LLPP meetings and contribute constructively to the determination of applications; and
- Be willing to adhere to the LLPP's code of conduct and operational procedures.

This Application fully completed demonstrate how I meet the criteria for membership below.

If appointed to the LLPP, I:

- Confirm that I am aware of my responsibilities as a local community representative on the Liverpool City Council LLPP;
- Confirm I meet the eligibility criteria for the panel;
- Agree to sign and comply with the panel's code of conduct agreement;
- Agree to sign a declaration of pecuniary and non-pecuniary interests, and keep this declaration up to date;
- Agree to provide a current Bankruptcy Register Search; and
- Agree to provide a current Nationally Coordinated Criminal History Check.

Name of Applicant:

Signature(s):

Date:/...../.....

PART 4.2 – Eligibility, Capability & Capacity

Part 4.2.1 - Current Resident of Liverpool Local Government Area

The Applicant is to confirm they currently reside in the Liverpool Local Government Area. Please provide 2 form of proof of residence. For example, drivers licence and electricity bill.

Please provide response here.

Part 4.2.2 - Knowledge and Awareness of Issues of Concern to the Liverpool Local Government Area

The Applicant is to provide the relevant details to demonstrate knowledge and awareness of the Liverpool LGA and issues of concern to the local community

Please provide response here.

Part 4.2.3 - Demonstrated understanding of the planning process and assessment issues

Please provide response here.

Part 4.2.4 - Represent and Communicate the Interests of the Local Community

The Applicant is to provide an understanding of the interests of the Local Community and provide an ability to represent and communicate these interests

Please provide response here.

Part 4.2.5 - Ability to attend the LLPP meetings (in person and/or virtually) and contribute constructively to the determination of applications.

Please provide response here.

Part 4.2.6 - Willing to adhere to the LLPP code of conduct and operational procedures

Please provide response here.

ATTACHMENT A - PROJECT HAZARD IDENTIFICATION

Tender Number:	RCL3079	
Tender Title:	Liverpool Local Planning Panel Membership – Local Community Representative	
<p><i>Council has identified the following hazards associated with the supply of Goods. The Applicant is required to identify the control measures to address the hazards as well as any other hazards that may be associated with services.</i></p> <p><i>The successful Applicant is responsible for undertaking its own project risk assessment as part of its Work Health and Safety Management Plan.</i></p>		
Task/Activity	Hazards	Control Measures
<ul style="list-style-type: none"> Site visits/inspections 	<ul style="list-style-type: none"> Access/Egress Environment; hot, cold, wet, dark, night Land Contamination Manual Handling Public Abuse Radiation/Solar Remote Locations Traffic & Vehicles Uneven Ground COVID-19 	