



SPECIAL ENTERTAINMENT PRECINCT WORKING GROUP TERMS OF REFERENCE

TRIM: 418392.2025



SEP Precinct Working Group – Terms of Reference

Background

The precinct working group has been created by Liverpool City Council to support the establishment and ongoing operation and monitoring of the Liverpool CBD Special Entertainment Precinct (SEP).

It is a requirement under the *Local Government Act 1993* for Councils to act in accordance with the NSW Special Entertainment Precinct Guidelines (the Guidelines) in the management of a SEP.

The NSW Special Entertainment Precinct Handbook recommends that a Precinct Working Group (PWG) of internal and external stakeholders is established to ensure a collaborative and consultative approach to the management of the SEP.

The responsibilities of the PWG include meeting regularly to contribute and assist in the coordination of the preparation and establishment, operation and monitoring of a 12-18 month SEP trial and, if relevant, contributing to the process of making a SEP permanent, or suspending and/or revoking it if thresholds specified in a precinct management plan are exceeded.

The precinct working group comprises representatives from council, venues and businesses, NSW Government and community. An Expression of Interest for stakeholders will be sought for the working group which shall be referred to as the *Liverpool CBD Precinct Working Group*, with final membership confirmed by the Chairperson.

Objectives

- Ensure that relevant stakeholders are engaged and consulted as the SEP is trialled, implemented, evaluated and, if relevant, suspended or revoked.
- Encourage collaboration on the management of the SEP between the council, venues and businesses, community and business organisations, and NSW Government agencies.
- Provide a platform for stakeholders to submit ideas and feedback, based on the views and experiences of their communities and/or organisations.

Responsibilities

1. **For preparing for a SEP:** to provide input to council:
 - to inform the precinct management plan and other supporting documentation,
 - to inform the dates and precinct boundaries for the SEP trial, and
 - when requested to review and address public feedback prior to the commencement of the trial.
2. **For establishing a 12-18-month trial of a SEP:** to provide input to council:
 - to inform the SEP compliance and evaluation approach for the trial
 - to provide feedback to council and NSW agencies on the operation of the trial
 - assist council in responding to relevant issues raised by the community
3. **For making the SEP permanent:** to contribute to the evaluation of the trial and provide input when required into the decision-making process about whether to make SEP

permanent, and to help address community feedback in planning for permanent establishment of the SEP.

4. **For operating and monitoring the SEP:** to work with Council and NSW Government agencies to assist to:
 - proactively resolve concerns or issues with the SEP as they arise
 - undertake consistent monitoring of changes to the precinct
 - contribute to the formal 5-yearly evaluation process.
5. **For suspending or revoking a SEP:**
 - For suspension - to work with Council and relevant NSW Government agencies to help address the issues that led to the suspension and contribute to the evaluation of conditions for reinstatement of the SEP.
 - For revocation - to contribute when required throughout the process of revoking the SEP.

Membership

Local council officers should determine the members of the group. Membership to the group will be via an Expression of Interest, with applications sought by Council from a cross-section of stakeholder groups, including:

- local Council officers including but not limited to strategic planning officers, excluding political representatives of council
- the First Nations community
- Liquor & Gaming NSW (L&GNSW)
- local Police Area Command or Police District
- the relevant Local Health District(s)
- entertainment, hospitality and performance venues within the SEP/s
- local community groups, including neighbourhood action groups, residents' groups, cultural groups and arts and community service networks
- artists, musicians and cultural practitioners
- local business groups or chambers
- local liquor accord members
- other relevant council committee/advisory group representatives, such as a Local Transport or Traffic Committee

Working Methods

The precinct working group shall be chaired by Manager City Economy and supported by Secretary, Special Entertainment Precinct Officer.

Meetings shall be held:

- Monthly during the establishment of the SEP
- Quarterly once the SEP is operational

Following the meeting, minutes will be circulated to precinct management working group members.

Term of Office

The precinct working group will operate from February 2026 onwards.

The precinct working group will be disbanded in the following circumstances:

- upon revocation of the SEP or,
- after a trial ends and it is decided to not make the SEP permanent and a sunset clause is included in the Local Environmental Plan (LEP), or
- after a trial ends, and it is decided to not make the SEP permanent, and a Planning Proposal has been finalised by DPHI, the LEP precinct boundary removed and DCP provisions revoked