



Ordinary Meeting
27 October 2025 at 6.00pm



AGENDA

Notice is hereby given that the Ordinary Meeting of the Hunter's Hill Council will be held in the Council Chambers at 22 Alexandra Street Hunters Hill on

Monday 27 October 2025

Beginning at 6.00pm for the purpose of considering and determining matters included in this agenda.

Nick Tobin
General Manager

Hunter's Hill Council Values

Our values are at the **HEART** of what we do and who we are. As such, we are represented by the following values:

Honesty

Excellence

Accountability

Respect

Teamwork



HUNTER'S HILL COUNCIL
COUNCIL CHAMBERS SEATING PLAN

MAYOR



CR KASSAB



CR VIRGARA



CR PRIESTON



CR LANE



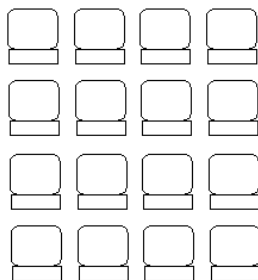
**CR TANNOUS-
SLEIMAN**



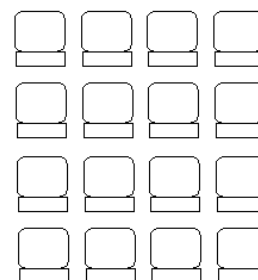
CR WILLIAMS



SPEAKER



GALLERY



ENTRANCE



ORDER OF BUSINESS

Prayer by Rev'd Michael Armstrong

Attendance, Apologies

Declarations of Interests

- 1 Confirmation of Minutes
- 2 Business Arising
- 3 Reports
- 4 Other Business

Charter of Respectful Behaviour

1. *Comments to be "task" focused + Focus on the issue*
2. *Actively listen + be attentive*
3. *Allow others to finish their point*
4. *Deliver solutions based comments*
5. *Develop your resilience*
6. *Be informed + ask questions*
7. *Seek to understand others*
8. *Be on time + use time wisely*
9. *Acknowledge differences or personal circumstances*
10. *Value each other's contributions*

HUNTER'S HILL COUNCIL

ORDINARY MEETING OF COUNCIL

27 October 2025

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Nil

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COMMENCEMENT

The meeting opened with Acknowledgement of Country and Prayer at 6pm.

IN ATTENDANCE

The Mayor Zac Miles, Councillors Julia Prieston, Carol Tannous Sleiman, Tatyana Virgara, Marc Lane and Ross Williams.

ALSO PRESENT

Acting General Manager, Nick Tobin, Director Community and Customer Services Annie Goodman, Director Infrastructure and Environmental Sustainability Samantha Urquhart, Director Town Planning Steve Kourepis, Chief Financial Officer, Christian Munday, Recording Jade Reed and Minute Taker Marisa Dogao

APOLOGIES

Cr Carla Kassab

DECLARATIONS OF INTEREST

The Mayor called for Declarations of Interest and the Acting General Manager, Nick Tobin declared an interest in relation to Item 8.2, Appointment of General Manager.

CONFIRMATION OF MINUTES

167/25 RESOLVED on the MOTION of Deputy Mayor Prieston, seconded Councillor Tannous Sleiman

That the Minutes of Ordinary Meeting No. 4548, 25 August 2025 be confirmed.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED unanimously

TABLING OF PETITIONS

PROCEEDINGS IN BRIEF

Nil

ADDRESSES FROM THE PUBLIC

PROCEEDINGS IN BRIEF

See Items 4.1 and 4.3

COUNCIL REPORTS

- 4.1 REVIEW OF HUNTERS HILL LOCAL ENVIRONMENTAL PLAN 2012 AND HUNTERS HILL DEVELOPMENT CONTROL PLAN 2013

PROCEEDINGS IN BRIEF

Ms Maureen Flowers addressed the meeting. Ms Flowers was granted an extension of time, moved by Cr Williams and seconded by Cr Lane.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	Councillor Tatyana Virgara
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Marc Lane	
Councillor Ross Williams	

The Recommendation was MOVED on the MOTION of Deputy Mayor Prieston, seconded Councillor Tannous Sleiman

That Council Resolve to:

1. Forward the Planning Proposal included as Attachment 1 of this report to the Department of Planning, Housing and Infrastructure seeking a Gateway Determination in accordance with section 3.34 of the Environmental Planning and Assessment Act 1979 to amend Hunters Hill Local Environmental Plan 2012.
2. Subject to (1) above, advise the Department of Planning, Housing and Infrastructure that Council will be seeking to be authorised as the Local Plan Making Authority.
3. Subject to (1) above, Council endorse for public exhibition the Planning Proposal as outlined in (1) and the Development Control Plan included as Attachment 2 of this report.
4. Note that following public exhibition, the Planning Proposal and Development Control Plan would be reported back to Council detailing the outcome of the public exhibition period at which time Council may resolve:

- a. To proceed with the Planning Proposal and/or Development Control Plan as exhibited.
 - b. To proceed with amended controls in the Planning Proposal and/or Development Control Plan to that exhibited.
 - c. To not proceed with the Planning Proposal and/or the Development Control Plan.
5. Delegate authority to the General Manager to make amendments to the Planning Proposal and Development Control Plan that:
 - a. Are minor and do not alter the intent of the Planning Proposal or Development Control Plan; or
 - b. In relation to the Planning Proposal, are required in order to comply with the Gateway Determination.

An AMENDMENT was moved by Cllr Marc Lane seconded by Cllr Ross Williams that:

That Council Resolve to:

1. Forward the Planning Proposal included as Attachment 1 of this report to the Department of Planning, Housing and Infrastructure seeking a Gateway Determination in accordance with section 3.34 of the Environmental Planning and Assessment Act 1979 to amend Hunters Hill Local Environmental Plan 2012.
2. Subject to (1) above, advise the Department of Planning, Housing and Infrastructure that Council will be seeking to be authorised as the Local Plan Making Authority.
3. Subject to (1) above, Council endorse for public exhibition the Planning Proposal as outlined in (1).
4. Council, prior to public exhibition, is to hold a workshop on the Development Control Plan in Attachment 2, particularly sections:
 - a. 3.9 in consideration of the low medium rise reforms, and
 - b. 4.4 to align site definitions with Gladesville PP and consider design of remaining sites.
5. Note that following public exhibition, the Planning Proposal and Development Control Plan would be reported back to Council detailing the outcome of the public exhibition period at which time Council may resolve:
 - a. To proceed with the Planning Proposal and/or Development Control Plan as exhibited.
 - b. To proceed with amended controls in the Planning Proposal and/or Development Control Plan to that exhibited.
 - c. To not proceed with the Planning Proposal and/or the Development Control Plan.

6. Delegate authority to the General Manager to make amendments to the Planning Proposal and Development Control Plan that:
 - a. Are minor and do not alter the intent of the Planning Proposal or Development Control Plan; or
 - b. In relation to the Planning Proposal, are required in order to comply with the Gateway Determination.

RECORD OF VOTING	
For	Against
Councillor Marc Lane	Mayor Zac Miles
Councillor Ross Williams	Deputy Mayor Julia Prieston
	Councillor Carol Tannous Sleiman
	Councillor Tatyana Virgara

The AMENDMENT was LOST

An AMENDMENT was moved by Cllr Julia Prieston seconded by Cllr Tatyana Virgara:

That Council Resolve to:

1. Forward the Planning Proposal included as Attachment 1 of this report to the Department of Planning, Housing and Infrastructure seeking a Gateway Determination in accordance with section 3.34 of the Environmental Planning and Assessment Act 1979 to amend Hunters Hill Local Environmental Plan 2012.
2. Subject to (1) above, advise the Department of Planning, Housing and Infrastructure that Council will be seeking to be authorised as the Local Plan Making Authority.
3. Subject to (1) above, Council endorse for public exhibition the Planning Proposal as outlined in (1) and the Development Control Plan included as Attachment 2 of this report.
4. That at an upcoming Councillor briefing, Councillors are briefed in relation to the development control plan and its departures from the prior document.
5. Note that following public exhibition, the Planning Proposal and Development Control Plan would be reported back to Council detailing the outcome of the public exhibition period at which time Council may resolve:
 - a. To proceed with the Planning Proposal and/or Development Control Plan as exhibited.
 - b. To proceed with amended controls in the Planning Proposal and/or Development Control Plan to that exhibited.

- c. To not proceed with the Planning Proposal and/or the Development Control Plan.
6. Delegate authority to the General Manager to make amendments to the Planning Proposal and Development Control Plan that:
 - a. Are minor and do not alter the intent of the Planning Proposal or Development Control Plan; or
 - b. In relation to the Planning Proposal, are required in order to comply with the Gateway Determination.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The AMENDMENT was CARRIED unanimously and became the MOTION

Cr Williams moved an amendment, seconded by Cr Lane

1. Forward the Planning Proposal included as Attachment 1 of this report to the Department of Planning, Housing and Infrastructure seeking a Gateway Determination in accordance with section 3.34 of the Environmental Planning and Assessment Act 1979 to amend Hunters Hill Local Environmental Plan 2012.
2. Subject to (1) above, advise the Department of Planning, Housing and Infrastructure that Council will be seeking to be authorised as the Local Plan Making Authority.
3. Subject to (1) above, Council endorse for public exhibition the Planning Proposal as outlined in (1) and the Development Control Plan included as Attachment 2 of this report.
5. That at an upcoming Councillor briefing, Councillors are briefed in relation to the development control plan and its departures from the prior document.
5. Note that following public exhibition, the Planning Proposal and Development Control Plan would be reported back to Council detailing the outcome of the public exhibition period at which time Council may resolve:
 - a. To proceed with the Planning Proposal and/or Development Control Plan as exhibited.

- b. To proceed with amended controls in the Planning Proposal and/or Development Control Plan to that exhibited.
 - c. To not proceed with the Planning Proposal and/or the Development Control Plan.
6. Delegate authority to the General Manager to make amendments to the Planning Proposal and Development Control Plan that:
 - a. Are minor and do not alter the intent of the Planning Proposal or Development Control Plan; or
 - b. In relation to the Planning Proposal, are required in order to comply with the Gateway Determination.
7. That Council includes a clause entitled urban heat in the LEP that uses the clause in Penrith LEP 2010 clause 7.30.

Deputy Mayor Prieston Prieston left the meeting at 6:48 pm.

Deputy Mayor Prieston Prieston returned to the meeting at 6:49 pm

RECORD OF VOTING	
For	Against
Councillor Ross Williams	Mayor Zac Miles
	Deputy Mayor Julia Prieston
	Councillor Carol Tannous Sleiman
	Councillor Tatyana Virgara
	Councillor Marc Lane

The AMENDMENT was LOST

168/25 RESOLVED on the MOTION of Deputy Mayor Prieston, seconded Councillor Virgara

1. Forward the Planning Proposal included as Attachment 1 of this report to the Department of Planning, Housing and Infrastructure seeking a Gateway Determination in accordance with section 3.34 of the Environmental Planning and Assessment Act 1979 to amend Hunters Hill Local Environmental Plan 2012.
2. Subject to (1) above, advise the Department of Planning, Housing and Infrastructure that Council will be seeking to be authorised as the Local Plan Making Authority.
3. Subject to (1) above, Council endorse for public exhibition the Planning Proposal as outlined in (1) and the Development Control Plan included as Attachment 2 of this report.
4. That at an upcoming Councillor briefing, Councillors are briefed in relation to the development control plan and its departures from the prior document.

5. Note that following public exhibition, the Planning Proposal and Development Control Plan would be reported back to Council detailing the outcome of the public exhibition period at which time Council may resolve:
 - a. To proceed with the Planning Proposal and/or Development Control Plan as exhibited.
 - b. To proceed with amended controls in the Planning Proposal and/or Development Control Plan to that exhibited.
 - c. To not proceed with the Planning Proposal and/or the Development Control Plan.
6. Delegate authority to the General Manager to make amendments to the Planning Proposal and Development Control Plan that:
 - a. Are minor and do not alter the intent of the Planning Proposal or Development Control Plan; or
 - b. In relation to the Planning Proposal, are required in order to comply with the Gateway Determination.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED unanimously

4.2 APPOINTMENT OF A COMMUNITY ADVISORY GROUP FOR THE UPDATE TO THE CLARKE'S POINT RESERVE AND MORTS RESERVE PLAN OF MANAGEMENT

PROCEEDINGS IN BRIEF

169/25 RESOLVED on the MOTION of Deputy Mayor Prieston, seconded Councillor Tannous Sleiman

1. That the report be received and noted.
2. That representatives to the Community Advisory Group for the updated Plan of Management for Clarke's Point Reserve and Morts Reserve Plan of Management consist of:
 - One (1) Councillor as nominated.
 - Two (2) community members to be selected from the *Confidential Attachment*.
 - One (1) representative from the Hunters Hill Sailing Club as nominated in the *Confidential Attachment*.

- Two (2) Council Officers being the Acting General Manager and Director, Community & Customer Service.
 - Two (2) commercial representatives being a representative from the Deckhouse and a representative from the Balmoral Australia (Woolwich Dock).
 - One (1) representative from the Sydney Harbour Trust.
3. That the first meeting of the Community Advisory Group happens as soon as practicable following its formation.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	Councillor Ross Williams
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	

The MOTION was CARRIED

The following representatives were voted and endorsed by Council:

- Cr Virgara
- Richard White and Nicholas Yap
- Alternate Community Representative – Coral Di Giovanni

4.3 REVISED CODE OF MEETING PRACTICE - FOR PUBLIC EXHIBITION

PROCEEDINGS IN BRIEF

Mr Jim Sanderson addressed the meeting. Mr Sanderson was granted an extension of time, moved by Cr Williams and seconded by Cr Lane.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	Councillor Carol Tannous Sleiman
Deputy Mayor Julia Prieston	Councillor Tatyana Virgara
Councillor Marc Lane	
Councillor Ross Williams	

Ms Annette Gallard addressed the meeting. Ms Gallard was granted an extension of time, moved by Cr Williams and seconded by Mayor Miles (carried with the casting vote of the Mayor).

RECORD OF VOTING	
For	Against
Mayor Zac Miles	Deputy Mayor Julia Prieston
Councillor Marc Lane	Councillor Carol Tannous Sleiman
Councillor Ross Williams	Councillor Tatyana Virgara

RECOMMENDATION

1. Endorse the DRAFT Code of Meeting Practice attached to this report (see **Attachment 3**).
2. Place the endorsed Code of Meeting Practice on exhibition for a period of not less than 42 days, inviting submissions from the public.
3. Receive a further report on the Code of Meeting Practice that includes consideration of any submissions made within the time allowed, prior to formal adoption.

Councillor ML Lane left the meeting at 7:22 pm.

Councillor ML Lane returned to the meeting at 7:23 pm.

Councillor TS Tannous Sleiman left the meeting at 7:24 pm.

Councillor TS Tannous Sleiman returned to the meeting at 7:25 pm.

170/25 RESOLVED on the AMENDED MOTION of Clr Virgara, seconded Clr Tannous Sleiman

1. Endorse the DRAFT Code of Meeting Practice attached to this report (see **Attachment 3**).
2. Place the draft and the endorsed Code of Meeting Practice on exhibition for a period of not less than 42 days, inviting submissions from the public.
3. Receive a further report on the Code of Meeting Practice that includes consideration of any submissions made within the time allowed, prior to formal adoption.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	Councillor Ross Williams
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	

The MOTION was CARRIED

CARRIED MOTION

- 171/25** RESOLVED on the MOTION of Councillor Lane, seconded Councillor Tannous Sleiman that Items 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10, 4.12, 4.13 and 4.14 be moved in block.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	Councillor Ross Williams
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	

The MOTION was CARRIED

4.4 MANAGING UNREASONABLE COMPLAINANT CONDUCT POLICY

PROCEEDINGS IN BRIEF

- 172/25** RESOLVED on the MOTION of Councillor Lane, seconded Councillor Tannous Sleiman that:
1. That the report be received and noted.
 2. That the amendments to the draft Managing Unreasonable Conduct by Complainants Policy be adopted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED

4.5 REFERRAL OF DRAFT FINANCIAL STATEMENTS FOR AUDIT

PROCEEDINGS IN BRIEF

173/25

RESOLVED on the MOTION of Councillor Lane, seconded Councillor Tannous Sleiman

1. That Council endorses the Draft Annual Financial Statements for the year ended 30 June 2025, that have been prepared in accordance with the Local Government Act 1993, the Regulations, the Australian Accounting Standards, and the Local Government Code of Accounting Practice.
2. That Council declares there are no business activities requiring the preparation of Special Purpose Financial Statements.
3. That the Statement by Councillors and Management be signed by the Mayor, Deputy Mayor, Acting General Manager and the Responsible Accounting Officer (Chief Financial Officer).
4. Council notes and approves the internally restricted assets contained in this report.
5. The Draft Annual Financial Statements be formally referred for audit in accordance with section 413 of the Local Government Act 1993.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED

4.6 INVESTMENTS REPORT AS AT 31 JULY 2025

PROCEEDINGS IN BRIEF

174/25

RESOLVED on the MOTION of Councillor Lane, seconded Councillor Tannous Sleiman

1. That the report on Investments held at 31 August 2025, prepared in accordance with clause 212 of the Local Government (General) Regulation 2021, be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	

Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED

4.7 PROPOSED ELECTRIC VEHICLE CHARGING INFRASTRUCTURE - HENLEY

PROCEEDINGS IN BRIEF

175/25 RESOLVED on the MOTION of Councillor Lane, seconded Councillor Tannous Sleiman that:

1. That Council endorse the installation of 2 x electric vehicle fast chargers with 4 x dedicated charging bays within the carpark of Crown St (cnr Victoria Rd) Henley.
2. That Council endorses the associated changes to carpark configuration to allow for charging according to the Australian Standard 2890.1-1986 Parking Facilities.
3. That Council endorse the General Manager (or delegated representative) to execute the necessary documents associated with the proposal including the Licence Agreement with NRMA.
4. That Council commit the revenue received annually from the Licence Agreement to the Sustainability Reserve to fund future sustainability projects.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED

4.8 MINUTES OF THE CULTURAL AND EVENTS ADVISORY COMMITTEE HELD ON 30 JULY 2025**PROCEEDINGS IN BRIEF**

176/25 RESOLVED on the MOTION of Councillor Lane, seconded Councillor Tannous Sleiman
That the Minutes be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED

4.9 MINUTES OF THE CONSERVATION ADVISORY PANEL HELD ON 20 AUGUST 2025**PROCEEDINGS IN BRIEF**

177/25 RESOLVED on the MOTION of Councillor Lane, seconded Councillor Tannous Sleiman
That the Minutes be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED

4.10 MINUTES OF THE SUSTAINABILITY ADVISORY COMMITTEE HELD ON 21 AUGUST 2025**PROCEEDINGS IN BRIEF**

MOVED on the MOTION of Councillor Lane, seconded Councillor Tannous Sleiman
That the Minutes be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED

4.11 MINUTES OF THE CULTURAL AND EVENTS ADVISORY COMMITTEE HELD ON 10 SEPTEMBER 2025**PROCEEDINGS IN BRIEF****178/25 RESOLVED** on the MOTION of Councillor Lane, seconded Councillor Tannous Sleiman

That the Minutes be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED

4.12 DEVELOPMENT APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY IN AUGUST 2025**PROCEEDINGS IN BRIEF****179/25 RESOLVED** on the MOTION of Councillor Lane, seconded Councillor Tannous Sleiman

1. That the report be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED

4.13 REPORT OF LEGAL MATTERS - AUGUST 2025**PROCEEDINGS IN BRIEF****180/25 RESOLVED** on the MOTION of Councillor Lane, seconded Councillor Tannous Sleiman

1. That the report be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED

4.14 COUNCILLOR BRIEFING AND WORKSHOPS

PROCEEDINGS IN BRIEF

181/25 RESOLVED on the MOTION of Councillor Lane, seconded Councillor Tannous Sleiman

1. That the report be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED

GENERAL BUSINESS

Councillor Prieston formally thanked Gabby and her team for a successful Moocooboola festival. We have had only positive reviews.

Mayor Zac Miles gave a shout out to Hunters Hill Rugby of being undefeated in the division, 16 consecutive wins and they have won the suburban Rugby Union Cup as well.

Councillor Tannous- Sleiman acknowledged the Jewish residents and wish them a Happy Shana Tova (Jewish New Year).

QUESTIONS WITH OR WITHOUT NOTICE

7.1 CR CAROL TANNOUS-SLEIMAN

PROCEEDINGS IN BRIEF

QUESTION FROM CR TANNOUS-SLEIMAN:**Question or Service Requested:**

1. Does the conduct of Councillor Marc Lane set out below and in the circumstances below, in the professional opinion of the General Manager:

- a) constitute a potential breach of the Code of Conduct for Councillors by reason of it:
 - i) being misleading or unfair;
 - ii) misrepresenting Council policies or decisions;
 - iii) damaging the reputation of Council;
2. Is the General Manager otherwise concerned with the accuracy of each of the Statements of Councillor Lane set out below?
3. Is the General Manager otherwise concerned that the conduct of concern, considered as a whole, constitutes a pattern of Councillor Lane failing to facilitate communication between the community and Council in a fair manner.

Conduct of Concern

First concern

In an email dated 4 August 2025 sent by Councillor Lane to a resident, Councillor Lane wrote:

"I reached out to the Hunters Hill community as I always do as a councillor on issues, my amendments reflected their thoughts and concerns - which I shared with the Mayor and Councillor Tannous-Sleiman well prior to the night [of the Council Meeting], to deafening silence. I find that curious." (the **First Statement**).

The First Statement conveyed the impression that:

- A. Councillor Lane contacted the Mayor and Councillor Tannous-Sleiman more than some hours before the Council Meeting. When in truth it was only around 10:03am on the very day of the Council Meeting that Councillor Lane sent a text to the Mayor and Councillor Tannous-Sleiman.
- B. By the words "deafening silence", the Mayor and Councillor Tannous-Sleiman did not respond to Councillor Lane. When in truth both the Mayor and Councillor Tannous-Sleiman responded to Councillor Lane's text message referred to in A above.

Second concern

On 26 June 2025, Councillor Lane posted a reel on Instagram with the headline:

"Do you want your street sold?" (the **Second Statement**)

In context of the reel, the Second Statement gave the impression that Council and/or a particular Councillor was seeking to sell residential streets, including Lloyd Avenue. When in truth there is no motion or proposal at all for the sale of any street in Municipality, including Lloyd Avenue.

Third concern

On 24 June 2025, Councillor Lane posted another reel in relation to Council's decisions on youth funding, stating:

*"Unfortunately, the motion after much hand wringing was watered down to a general look at youth programs generally and going to many schools because \$15,000 is a lot of money as I was told... what you may not have realised is that towards the end of the council session there was another item which was to spend about \$15,000 on the flying fox colony which was also unbudgeted. Uh, I'm not saying there's anything wrong with spending money on flying foxes, but I do think it's interesting that there wasn't a whisper of debate about that \$15,000 being spent on pruning trees." (the **Third Statement**)*

The Third Statement gives the impression that the majority of Councillors simply did not want to expend funds on the particular youth programs advanced by Councillor Lane and, instead negligently or recklessly agreed to expend funds of tree pruning. When in fact and truth:

- A. The amendments passed by the majority of Councillors were concerned to ensure the amount of funding was appropriate and the programs to be funded would have the widest possible benefit to the Municipality. The Third Statement has not been corrected or qualified, despite the concerns of the majority of Councillors being correct. At the 28 July 2025 Council Meeting Councillor Lane was informed by the relevant Council Director that the actual cost of the program was \$9,000 (not the \$15,000 Councillor Lane sought to be spent).

RESPONSE:

- 1. a) i) No
 - ii) Yes
 - iii) No comment
- 2. Yes
- 3. No comment

Councillor Williams called an act of disorder relating section 3.15 in the code of meeting practice. The Mayor ruled that the code of meeting practice is being adhered to and that any further questions relating to code of conduct be referred to the General Manager

COUNCIL IN CONFIDENTIAL SESSION

182/25 RESOLVED on the MOTION of Councillor Tannous Sleiman, seconded Councillor Prieston

1. THAT pursuant to Section 10A subsections 2 & 3 and Section 10B of the *Local Government Act, 1993* (as amended) the following items on the agenda for the Ordinary Council meeting be dealt with in Closed Session for the reasons specified below:
2. The press and public be excluded from the proceedings of the Council in Closed Session on the basis that these items are considered to be of a confidential nature.

8.1 Appointment of General Manager

Item 8.1 is confidential in accordance with s10A(2)(a) of the *Local Government Act* because it contains personnel matters concerning particular individuals (other than councillors).

3. That the Minutes and Business Papers including any reports, correspondence, documentation or information relating to such matter be treated as confidential and be withheld from access by the press and public, until such time as the Council resolves that the reason for confidentiality has passes or become irrelevant.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED

OPEN COUNCIL RESUMED

183/25 RESOLVED on the MOTION of Councillor Virgara, seconded Councillor Tannous Sleiman

That at 08:40pm the meeting resume in Open Council and the gallery be invited back into the Chamber.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was PASSED unanimously

REPORT OF COUNCIL IN CONFIDENTIAL SESSION

The Mayor advised that during closed session, Item 8.1 was passed.

8.1 APPOINTMENT OF GENERAL MANAGER

PROCEEDINGS IN BRIEF

184/25 RESOLVED on the MOTION of Councillor Virgara, seconded Councillor Tannous Sleiman

1. That the Consultant's report be received and noted.
2. That the Council selects the new General Manager following deliberation and consideration of the recruitment panel's recommendations.
3. That subject to completion of reference checks, the Mayor is granted delegated authority to finalise the appointment of Candidate A to the position of General Manager on a five (5) year performance based contract in accordance with OLG Guidelines for the appointment and oversight of general managers, with a total remuneration package (TRP) as agreed by Council.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	Councillor Marc Lane
Deputy Mayor Julia Prieston	Councillor Ross Williams
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	

The MOTION was CARRIED

CONCLUSION

The meeting concluded at 8:42pm.

I confirm that these Minutes are a true and accurate record of Ordinary Meeting No. 4549 held on 22 September 2025.

.....
Councillor Zac Miles
MAYOR

.....
Nick Tobin
GENERAL MANAGER

ITEM NO	: 2.1
SUBJECT	: GENERAL MANAGER APPOINTMENT
STRATEGIC OUTCOME	: COUNCIL, COMMUNITY MEMBERS AND LOCAL BUSINESSES COMMUNICATE CLEARLY AND OPENLY ABOUT POLICIES, DECISIONS AND PROJECTS
ACTION	: PROVIDE UP-TO-DATE AND TRANSPARENT INFORMATION TO THE COMMUNITY
REPORTING OFFICER	: MAYOR ZAC MILES

Ref:795577

PURPOSE

The purpose of this report is to note the appointment of the new General Manager.

RECOMMENDATION

1. That the report be received and noted.

REPORT

I am pleased to announce the appointment of experienced local government professional, Mr Tobin, as the General Manager of Hunter's Hill Council.

The appointment followed an extensive recruitment process conducted over several months by independent recruitment agency, Capstone.

Mr Tobin impressed the recruitment panel and Council with his extensive senior executive leadership background in local government, and with the excellent work that he has done as acting General Manager at Council since March 2025 and previously in 2021.

Mr Tobin brings with him extensive local government experience spanning over 30 years. His previous experience includes over seven years as the General Manager of Willoughby City Council and 12 months in the role of General Manager of Moree Plains Shire Council.

Mr Tobin said he was honoured to be given this opportunity to continue to serve the Hunter's Hill community.

"I am truly grateful to the Council for entrusting me to lead our organisation into the future and to continue building on the great work that this Council has already achieved," Mr Tobin said.

"I have enjoyed working here so far, and I look forward to continuing to serve this community and strive towards a better future for Hunters Hill."

Mr Tobin's five-year performance-based contract commenced on Monday, 29 September 2025.

On behalf of Councillors, staff and the community, I welcome Mr Tobin to his new appointment.

FINANCIAL IMPACT ASSESSMENT

The cost of signage can be covered from the grant received for the building.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

There were no attachments to this report.

ITEM NO	: 3.1
SUBJECT	: DPHI LETTER REGARDING GLADESVILLE
STRATEGIC OUTCOME	: THE COMMUNITY IS AWARE OF COUNCIL DECISIONS THROUGH A TRANSPARENT AND DEMOCRATIC ENGAGEMENT PROCESS
ACTION	: DELIVER A DIVERSE ENGAGEMENT PROGRAM TO ENHANCE COMMUNITY AWARENESS AND PARTICIPATION
REPORTING OFFICER	: CR MARC LANE

Ref:794357

I, the undersigned Councillor wish to move the following Notice of Motion at Ordinary Meeting 4550 on 27 October 2025:

Cr Marc Lane

RECOMMENDATION

That the council:

1. Advocates to the State Government for funding and implementation of local road upgrades identified in the Traffic Master Plan, to be completed prior to any development approval
2. Highlights to NSW DPHI the cumulative impacts of pending developments in the Gladesville area that will further compound transport and infrastructure pressure, including
 - a) our own Planning Proposal for about 500 apartments, and
 - b) Major developments in Ryde totalling about 1400 apartments.
 - c) striking the right balance between the need for uplift of housing and community assets.
3. Affirms it is in favour of development that increases housing supply and services for the community, provided it is balanced with infrastructure capacity and community needs, and
4. Approach Ryde Council on the prospect of undertaking a joint study of the Gladesville Town Centre area, to be reported back to the next council meeting.

REASONS FOR THE MOTION:

The reasons for this motion are as follows:

- Ryde Council in their 23 September 2025 meeting (10/25) passed a motion to write to DPHI in the terms largely mirrored in 1, 2 and 3 set out above.
- Both councils benefit from the necessary road and transport upgrades to support

uplift, and we are more likely to be effective at lobbying for those if we do so together and where our requests are aligned.

- Further alignment and strategic planning of the Gladesville Town Centre is of benefit to both councils and we should explore the opportunity to do so.
- Strategic planning of growth in town centres has been notably successful in Ku-ring-gai council where an outcome that was both supported by the community and government was achieved, including tall towers.

Supporting Documentation:

Minutes of Ordinary Council Meeting – Tuesday 23 September 2025 (Ryde Council)

General Manager's comment

A specialist Transport Impact Assessment (TIA) has been prepared to inform the Gladesville Masterplan Planning Proposal, and to provide further information to stakeholders in relation to the transport constraints and opportunities associated with the site. This TIA considers all modes of transport to, from and through the precinct area (including private vehicle, bus, taxi / rideshare, walking and cycling and provision of parking), including how alternative transport modes can be catered and encouraged.

The TIA found there are no transport related matters to preclude the approval of the Gladesville Masterplan Planning Proposal, subject to reasonable and relevant provisions to accommodate the proposed increased transport demand resulting from the development. Subsequent key findings and recommendations of the TIA have been considered as part of the development of the Planning Proposal, and are currently being considered in the preparation of the associated draft Development Control Plan.

The Gladesville Masterplan Planning Proposal was reported to Council's Ordinary Meeting of 28 April 2025. At this meeting it was Resolved that Council '...forward the Planning Proposal to the Department of Planning, Housing and Infrastructure seeking a Gateway Determination in accordance with section 3.34 of the Environmental Planning and Assessment Act 1979...'

Subsequent to the above Resolution, Council sought a Gateway Determination in relation to this Planning Proposal. A Gateway Determination was issued to Council on 22 September 2025. This Gateway Determination includes a Condition which requires 'Prior to community consultation, consultation is required with Transport for NSW. The planning proposal and supporting material should then be updated to address TfNSW comments.'

The Planning Proposal, inclusive of the TIA, was formally referred to Transport for NSW on 7 October 2025, and a response to this referral is anticipated by Friday 14 November 2025.

Given the above, it is considered appropriate that Council await a response from Transport for NSW in accordance with the associated Gateway Determination prior to taking any further action in relation to this matter. Once this response is received, there will be an opportunity to

review and address any further transport related matters associated with the Planning Proposal prior to public exhibition.

It can also be noted that the Planning Proposal would be reported back to Council following public exhibition detailing the outcome of the public exhibition period, at which time Council may Resolve:

- To proceed with the Planning Proposal,
- To proceed with amended controls in the Planning Proposal to that exhibited; or
- To not proceed with the Planning Proposal.

The subsequent Resolution may include consideration of aspects of the proposal that relate to transport, including feedback received from the community and other key stakeholders such as Transport for NSW.

As currently detailed within the Planning Proposal, development associated with the Planning Proposal will not be permitted until the site is adequately serviced (or arrangements satisfactory to the council, or other appropriate authority, have been made to service it).

ATTACHMENTS

There were no attachments to this report.

ITEM NO	: 4.1
SUBJECT	: EXTERNAL AUDIT & THE ADOPTION OF FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2025
STRATEGIC OUTCOME	: RESOURCES ARE MANAGED EFFICIENTLY TO ENSURE THAT PROGRAMS, SERVICES AND COLLABORATIVE PROJECTS HAVE THE NECESSARY SUPPORT AND FUNDING TO SUCCEED
ACTION	: PROVIDE TIMELY FINANCIAL INFORMATION, ADVICE AND REPORTS TO COUNCIL, THE COMMUNITY AND STAFF INCLUDING THE LONG-TERM FINANCIAL PLAN
REPORTING OFFICER	: CHRISTIAN MENDAY

Ref:795366

PURPOSE

The purpose of this report is to present the financial statements for the year ended 30 June 2025.

RECOMMENDATION

1. That Council endorses the Annual Financial Statements for the year ended 30 June 2025, that have been prepared in accordance with the Local Government Act 1993, the Regulations, the Australian Accounting Standards, and the Local Government Code of Accounting Practice.
2. That the Statement by Councillors and Management be signed by the Mayor, Deputy Mayor, Acting General Manager and the Responsible Accounting Officer (Chief Financial Officer).
3. That arrangements be made to place copies of the audited Financial Statements on public exhibition and the necessary advertisements be published.
4. That a copy of the audited Financial Statements be forwarded to the NSW Office of Local Government.
5. That in accordance with Section 418 of the Act, the audited Financial Statements be presented to the ordinary meeting of 24 November 2025.
6. That Council note the governance role played by Council's Audit, Risk, and Improvement Committee in overseeing the preparation and finalisation of the Financial Statements.

BACKGROUND

The audited Annual Financial Statements for the year ending 30 June 2025 (**Attachment 1**) have been prepared for presentation to Council.

The statutory process that must be followed is:

1. The Financial Statements must include a statement made by resolution of the Council and signed by the Mayor and at least one other Councillor, the General Manager and the Responsible Accounting Officer.
2. The Statements must then be referred to Council's auditors and, once audited, included in Council's Annual Report.
3. A copy of the audited financial statements must be forwarded to the Office of Local Government by 31 October 2025.
4. As soon as practicable after Council receives a copy of the auditor's report, the Statements must be placed on public exhibition and notice given of a meeting at which Council proposes to present the audited financial statements, together with the auditor's report.
5. The date fixed for the meeting must be at least seven days after the date on which the notice is given, but not more than 5 weeks after the auditor's reports are provided to Council.

The post-audit Financial Statements were reviewed by the Audit, Risk, and Improvement Committee (ARIC) at its Extraordinary Meeting of 22 October 2025. The committee also reviewed the Engagement Closing Report and held discussions with the Auditor.

The Statements now come back to Council for final approval and signing. The final audit reports are pending the resolutions of this report.

The Auditor has indicated to staff and ARIC that an unmodified audit opinion is forthcoming.

REPORT

Changes form Draft Statements referred to Audit

During the audit, in response to a request for information, Council reassessed expected credit loss and recognised a provision for doubtful debts of \$130 thousand. No provision was recognised in FY 2023/24. The net operating deficit therefore increased by that amount, net assets have decreased.

Narrative has been added to explain material variances at note B4-1 Material Budget Variations.

Footnotes have been added to the primary statements and notes to explain instances where Council has reclassified prior year balances. These reclassifications are to correct presentation per Accounting Standards and the Office of Local Government's Accounting Code of Practice. They do not affect reported financial performance or position.

Net operating result.

The net operating result is \$1.56 million deficit. This compares to the original budget of \$1.94 million surplus and \$0.13 million deficit forecast at the March Quarter Review.

The net operating result before capital income is \$3.13 million deficit. This compares to the original budget of \$0.05 million deficit and \$2.81 million deficit forecast at the March Quarter Review.

The results are summarized in the following table:

Net Operating Result \$'000				
	Budget	Actual	Draft	Actual
	2025	2025	2025	2024
Total income from continuing operations	24,958	22,074	22,074	28,270
Total expenses from continuing operations	23,019	23,630	23,500	21,835
Net Result	1,939	-1,556	-1,426	6,435
Net Result before capital grants	-50	-3,131	-3,001	-1,443

A detailed analysis of performance was provided when the draft Statements were referred to audit in item 4.5 *Referral of Draft Financial Statements for Audit* at Council's meeting of 22 September 2025. A concise analysis is therefore provided in this report.

The following table provides an overview of variance for each Income Statement line item compared to Original Budget, unfavourable variances are displayed as negative amounts:

Variance Compared to Original Budget \$'000					
Income Statement	Budget	Actual	Variance		
		2025	To Budget		
Income from continuing operations					
Rates and annual charges	15,837	15,605	-232	-1%	
User charges and fees	1,439	1,793	354	25%	
Other revenues	1,222	1,053	-169	-14%	
Grants and contributions provided for operating purposes	1,030	848	-182	-18%	
Grants and contributions provided for capital purposes	1,989	1,575	-414	-21%	
Interest and investment income	891	920	29	3%	
Other income	2,550	280	-2,270	-89%	
Total income from continuing operations	24,958	22,074	-2,884	-12%	
Expenses from continuing operations					
Employee benefits and on-costs	7,520	6,907	613	8%	
Materials and services	9,794	10,851	-1,057	-11%	
Other expenses	1,345	857	488	36%	
Net loss from the disposal of assets	297	517	-220	-74%	
Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets	18,956	19,132	-176	-1%	
Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets	6,002	2,942	3,060	51%	
Depreciation, amortisation and impairment of non-financial assets	4,063	4,498	-435	-11%	
Operating result from continuing operations	1,939	-1,556	3,495	180%	
Net operating result for the year attributable to Council	1,939	-1,556	3,495	180%	
Net operating result for the year before grants and contributions provided for capital purposes	-50	-3,131	3,081		

Rates & Charges appear to be unfavourable because of Section 502 waste fees (Commercial and vacant land availability fees). They are correctly classified as User Charges & Fees in the Statements but as Rates & Charges in the original budget. This also largely explains the apparent favourable variance of **User charges & fees**.

Other Revenue are unfavourable due to the lower-than-expected parking fines, advertising revenue and community facility license fees.

Operating grants are unfavourable due to the timing of receipt of Financial Assistance Grants. These amounts will be received in FY 2025/26.

Capital grants are unfavourable due to the timing of recognition of the Gladesville Multi-Sport facility grants.

Other income is unfavourable due to the budgeted sale of remnant land that has not progressed.

Employee benefits is favourable due to vacancies.

Materials & Services is unfavourable due to labour hire to backfill vacancies. Legal expenses are \$496 thousand overspent. In addition, items including government contractors and industry association fees were reclassified from **Other expenses** to Materials & Services, explaining the apparent favourable variance in that class.

Depreciation is unfavourable due to the indexation of infrastructure values and addition of new assets.

Loss of disposal of assets is unfavourable as the final analysis of the capital works program reveals a higher than expect value of disposed assets.

Capital Expenditure

A total of \$5.10 million was spent on capital projects during the year. Of this, \$3.10 million was allocated to renewing existing infrastructure, property, plant, and equipment. An additional \$2.10 million was invested in acquiring new infrastructure, property, plant, and equipment.

To fund the completion of projects the following amounts have been carried over to FY 2026.

Source	\$ Revotes (Works not commenced)	\$ Carry- forward (Works commenced)	\$ Total
Grants	0	1,527,826	1,527,826
Section 7.12	180,000	502,827	682,827
Internal funding sources	298,958	772,502	1,071,460
Total Funding	478,958	2,803,155	3,282,113

Cash Position

As of 30 June 2025, cash and investments totalled \$19.4 million, a decrease of \$0.57 million from the previous year. Of the cash and investments balance, \$7.5 million is externally restricted and \$10.8 million is internally allocated. The remaining \$1.0 million is unrestricted.

Asset Revaluations

No comprehensive revaluations were performed during the year. A review of fair values was performed and values for Infrastructure assets were indexed by \$7.0 million Written Down Value (\$10 million Gross Replacement Cost).

The draft Asset Management KPIs in the Special Schedules are:

\$ '000	Amounts 2025
Buildings and infrastructure renewals ratio	
Asset renewals ¹	4,976
Depreciation, amortisation and impairment	3,803
Infrastructure backlog ratio	
Estimated cost to bring assets to a satisfactory standard	6,024
Net carrying amount of infrastructure assets	163,283
Asset maintenance ratio	
Actual asset maintenance	3,907
Required asset maintenance	3,111
Cost to bring assets to agreed service level	
Estimated cost to bring assets to an agreed service level set by Council	8,640
Gross replacement cost	251,475

FINANCIAL IMPACT ASSESSMENT

As of 30 June 2025, Council's financial position is going concern. Repeated net operating deficits will, however, present challenges. Management will strategically address these over the course of FY 2026.

Council has adequate unrestricted current assets and budgeted income to operate into the medium term. In the longer term large operating deficits are not sustainable. A financially sustainable Council is one that can:

- maintain agreed service levels,
- renew infrastructure as needed,
- absorb shocks such as natural disaster, unforeseen infrastructure asset failure & financial shocks, and
- build a strong foundation for future generations.

To address these challenges. The following strategic documents will be brought to Council for consideration during FY 2025:

- Draft reviewed Long Term Financial Plan (including models for delivery of library and funding options) – Nov 2025,
- Refined Asset Management Plans (to reliably forecast maintenance and renewal schedule) – draft Dec 2025,
- Expenditure reviews.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter. The inherent financial risks of Net Operating Deficits will be strategically addressed by management during Financial Year 2026.

ATTACHMENTS

1. Financial Statements for the Year Ended 30 June 2025 [↓](#)

The Council of the Municipality of Hunter's Hill

ANNUAL FINANCIAL STATEMENTS
for the year ended 30 June 2025



DRAFT

The Council of the Municipality of Hunter's Hill

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2025



The Council of the Municipality of Hunter's Hill

General Purpose Financial Statements

for the year ended 30 June 2025

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The Council of the Municipality of Hunter's Hill

General Purpose Financial Statements

for the year ended 30 June 2025

Statement by Councillors and Management made pursuant to Section 413 (2c) of the *Local Government Act 1993*

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made thereunder
- the Australian Accounting Standards issued by the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 27 October 2025.

Zac Miles
Mayor
27 October 2025

Julia Prieston
Deputy Mayor
27 October 2025

Nick Tobin
Acting General Manager
27 October 2025

Christian Menday
Responsible Accounting Officer
27 October 2025

The Council of the Municipality of Hunter's Hill | Income Statement | for the year ended 30 June 2025

The Council of the Municipality of Hunter's Hill

Income Statement

for the year ended 30 June 2025

Original unaudited budget			Actual	Actual
2025	\$ '000	Notes	2025	2024
Income from continuing operations				
15,837	Rates and annual charges ¹	B2-1	15,605	14,722
1,439	User charges and fees ²	B2-2	1,793	1,604
1,222	Other revenues ^{1,2}	B2-3	1,053	1,387
1,030	Grants and contributions provided for operating purposes	B2-4	848	1,418
1,989	Grants and contributions provided for capital purposes	B2-4	1,575	7,878
891	Interest and investment income		920	1,110
2,550	Other income		280	151
24,958	Total income from continuing operations		22,074	28,270
Expenses from continuing operations				
7,520	Employee benefits and on-costs	B3-1	6,907	6,409
9,794	Materials and services ^{1,3}	B3-2	10,851	10,250
1,345	Other expenses ^{1,3}		857	808
297	Net loss from the disposal of assets		517	501
18,956	Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets		19,132	17,968
6,002	Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets		2,942	10,302
4,063	Depreciation, amortisation and impairment of non-financial assets	B3-3	4,498	3,867
1,939	Net operating result for the year attributable to Council		(1,556)	6,435
(50)	Net operating result for the year before grants and contributions provided for capital purposes		(3,131)	(1,443)

(1) Prior year adjusted for Rates on Council properties reclassified from Materials & Services to (contra) Rates income, \$56k.

(2) Prior year adjusted for park use fees from Other Income to User charges & fees, \$62k. Mini-skip fee from Other revenue to User Fees & Charges, \$18k.

(3) Prior year adjusted for Shared Services Library expenses - reclassified from Other Expenses to Materials & Services, \$276k.

The above Income Statement should be read in conjunction with the accompanying notes.

The Council of the Municipality of Hunter's Hill | Statement of Comprehensive Income | for the year ended 30 June 2025

The Council of the Municipality of Hunter's Hill

Statement of Comprehensive Income

for the year ended 30 June 2025

\$ '000	Notes	2025	2024
Net operating result for the year – from Income Statement		(1,556)	6,435
Other comprehensive income:			
Amounts which will not be reclassified subsequent to operating result			
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-5	6,967	35,523
Total other comprehensive income for the year		6,967	35,523

DRAFT

The Council of the Municipality of Hunter's Hill | Statement of Financial Position | as at 30 June 2025

The Council of the Municipality of Hunter's Hill

Statement of Financial Position

as at 30 June 2025

\$ '000	Notes	2025	2024
ASSETS			
Current assets			
Cash and cash equivalents ¹	C1-1	4,095	4,271
Investments ¹	C1-2	11,855	12,527
Receivables	C1-4	3,536	3,477
Inventories		—	3
Other		123	37
Total current assets		19,609	20,315
Non-current assets			
Investments	C1-2	3,448	3,168
Infrastructure, property, plant and equipment (IPPE)	C1-5	307,785	300,793
Total non-current assets		311,233	303,961
Total assets		330,842	324,276
LIABILITIES			
Current liabilities			
Payables	C2-1	5,661	5,910
Contract liabilities	C2-2	2,058	899
Employee benefit provisions	C2-3	1,287	1,139
Total current liabilities		9,006	7,948
Non-current liabilities			
Employee benefit provisions	C2-3	111	14
Total non-current liabilities		111	14
Total liabilities		9,117	7,962
Net assets		321,725	316,314
EQUITY			
Accumulated surplus		115,827	117,383
IPPE revaluation surplus		205,898	198,931
Council equity interest		321,725	316,314
Total equity		321,725	316,314

(1) Prior year term deposits of \$8,527k have been reclassified from Cash & cash equivalents to Investments. This does not affect Council's reported financial performance or position.

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

The Council of the Municipality of Hunter's Hill | Statement of Changes in Equity | for the year ended 30 June 2025

The Council of the Municipality of Hunter's Hill

Statement of Changes in Equity

for the year ended 30 June 2025

	Notes	2025			2024		
		Accumulated surplus	IPPE revaluation surplus	Total equity	Accumulated surplus	IPPE revaluation surplus	Total equity
\$ '000							
Opening balance at 1 July		117,383	198,931	316,314	110,948	163,408	274,356
Opening balance		117,383	198,931	316,314	110,948	163,408	274,356
Net operating result for the year		(1,556)	–	(1,556)	6,435	–	6,435
Net operating result for the period		(1,556)	–	(1,556)	6,435	–	6,435
Other comprehensive income							
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-5	–	6,967	6,967	–	35,523	35,523
Other comprehensive income		–	6,967	6,967	–	35,523	35,523
Total comprehensive income		(1,556)	6,967	5,411	6,435	35,523	41,958
Closing balance at 30 June		115,827	205,898	321,725	117,383	198,931	316,314

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

The Council of the Municipality of Hunter's Hill | Statement of Cash Flows | for the year ended 30 June 2025

The Council of the Municipality of Hunter's Hill

Statement of Cash Flows

for the year ended 30 June 2025

Original unaudited budget 2025	\$ '000	Notes	Actual 2025	Actual 2024
Cash flows from operating activities				
Receipts:				
15,837	Rates and annual charges		15,545	14,556
1,439	User charges and fees		1,380	337
891	Interest received		1,328	994
3,020	Grants and contributions		3,557	4,698
—	Bonds, deposits and retentions received		401	206
3,771	Other		2,587	1,571
Payments:				
(7,521)	Payments to employees		(6,638)	(6,525)
(12,395)	Payments for materials and services		(13,041)	(10,808)
—	Bonds, deposits and retentions refunded		(310)	—
(1,345)	Other		(638)	(595)
3,697	Net cash flows from operating activities	F1-1	4,171	4,434
Cash flows from investing activities				
Receipts:				
—	Redemption of term deposits ²		25,527	8,867
50	Proceeds from sale of IPPE		24	77
Payments:				
—	Acquisition of term deposits ²		(24,855)	(8,527)
(5,863)	Payments for IPPE		(5,043)	(13,253)
(5,813)	Net cash flows from investing activities ²		(4,347)	(12,836)
(2,116)	Net change in cash and cash equivalents ²		(176)	(8,402)
21,490	Cash and cash equivalents at beginning of year ²		4,271	12,673
19,374	Cash and cash equivalents at end of year ²	C1-1	4,095	4,271
—	plus: Investments on hand at end of year ²	C1-2	15,303	15,695
19,374	Total cash, cash equivalents and investments		19,398	19,966

(2) Prior year adjusted to reflect reclassification of term deposits noted on Statement of Financial Position.

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

The Council of the Municipality of Hunter's Hill

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The Council of the Municipality of Hunter's Hill

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A About Council and these financial statements

A1-1 Basis of preparation

These financial statements were authorised for issue by Council on 27 October 2025. Council has the power to amend and reissue these financial statements in cases where critical information is received from public submissions or where the OLG directs Council to amend the financial statements.

The material accounting policies adopted in the preparation of these financial statements are set out below.

These policies have been consistently applied to all the years presented, unless otherwise stated.

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993* (Act) and *Local Government (General) Regulation 2021* (Regulation), and the Local Government Code of Accounting Practice and Financial Reporting. Council is a not for-profit entity. The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

Historical cost convention

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain infrastructure, property, plant and equipment and investment property.

Significant accounting estimates and judgements

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

Council makes estimates and assumptions concerning the future.

The resulting accounting estimates will, by definition, seldom equal the related actual results.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

- i. estimated fair values of infrastructure, property, plant and equipment – refer Note C1-5.
- ii. employee benefit provisions – refer Note C2-3.

Monies and other assets received by Council

The Consolidated Fund

In accordance with the provisions of Section 409(1) of the *Local Government Act 1993* (NSW), all money and property received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

The Consolidated Fund has been included in the Council's financial statements.

The Trust Fund

In accordance with the provisions of Section 411 of the *Local Government Act 1993* (NSW) (as amended), a separate and distinct Trust Fund is maintained to account for all money and property received by the council in trust which must be applied only for the purposes of, or in accordance with, the trusts relating to those monies.

Volunteer services

Council does not have material dependence on volunteer services. Volunteers are utilised in Cultural Events & Bushland. These services are not recognised as most would not proceed if volunteers did undertake the roles and their non-material value.

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A1-1 Basis of preparation (continued)

New accounting standards and interpretations issued but not yet effective

Certain new accounting standards and interpretations have been published that are not mandatory for the 30 June 2025 reporting period. Council has elected not to apply any of these pronouncements before their operative dates in the annual reporting period beginning 1 July 2024.

Council's assessment of the impact of the new standards, and interpretations relevant to them, are set out below:

Pronouncement

AASB 18 Presentation and Disclosure in Financial Statements.

Nature of change in accounting policy

This standard replaces AASB 101 Presentation of Financial Statements and sets out the requirements for the structure of the financial statements, including the application of fundamental concepts such as materiality. AASB 18 introduces additional subtotals into the Statement of Profit or Loss as well as restructuring the statement into operating, investing and financing elements. Management performance measures are also required to be disclosed.

Effective date

Annual reporting periods beginning on or after 1 January 2028, i.e., councils' financial statements for the year ended 30 June 2029.

Expected impact on council financial statements

The presentation of Council's primary statements will be changed along with some additional disclosures, however there will be no effect on Council's reported position or performance.

Pronouncement

AASB 2024-2 Amendments to Australian Accounting Standards - Classification and Measurement of Financial Instruments [AASB 7 and AASB 9].

Nature of change in accounting policy

This Standard amends AASB 7 and AASB 9 in response to feedback from the 2022 Post Implementation Review of the classification and measurement requirements in AASB 9 and related requirements in AASB 7 and the subsequent 2023 Exposure Draft.

This Standard amends requirements related to:

- (a) settling financial liabilities using an electronic payment system; and
- (b) assessing contractual cash flow characteristics of financial assets with environmental, social and corporate governance (ESG) and similar features.

This Standard also amends disclosure requirements relating to investments in equity instruments designated at fair value through other comprehensive income and adds disclosure requirements for financial instruments with contingent features that do not relate directly to basic 60 lending risks and costs.

Effective date

Annual reporting periods beginning on or after 1 January 2026, i.e. council financial statements for the year ended 30 June 2027.

Expected impact on council financial statements

Likely impact of this standard is:

- potentially earlier derecognition of liabilities settled by electronic means which meet the updated criteria in AASB 9.
- reclassification of financial assets with ESG features based on the revised guidance in relation to whether amortised costs can be used – not likely to be significant for Council.
- additional disclosures for equity instruments classified as fair value through other comprehensive income – these instruments are not used by Council.

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A1-1 Basis of preparation (continued)

Pronouncement

AASB 2024-3 Amendments to Australian Accounting Standards – Annual Improvements Volume 11 [AASB 1, AASB 7, AASB 9, AASB 10 and AASB 107].

Nature of change in accounting policy

This Standard amends:

- a. AASB 1 to improve consistency between paragraphs B5–B6 of AASB 1 and the requirements for hedge accounting in AASB 9 and improve the understandability of AASB 1;
- b. AASB 7 to:
 - (i) replace a cross-reference in paragraph B38 of AASB 7 to a deleted AASB 7 paragraph with a reference to AASB 13 Fair Value Measurement; and
 - (ii) improve consistency in the language used in AASB 7 with the language used in AASB 13;
- c. AASB 9 to:
 - (i) clarify how a lessee accounts for the derecognition of a lease liability when it is extinguished; and
 - (ii) address an inconsistency between paragraph 5.1.3 of AASB 9 and the requirements in AASB 15 Revenue from Contracts with Customers in relation to the term 'transaction price';
- d. AASB 10 to amend paragraph B74 in relation to determining de facto agents of an entity; and
- e. AASB 107 to replace the term 'cost method' with 'at cost' as the term is no longer defined in Australian Accounting Standards.

Effective date

Annual reporting periods beginning on or after 1 January 2026, i.e. council financial statements for the year ended 30 June 2027.

Expected impact on council financial statements

There is unlikely to be any significant impact to Council on adoption of this standard.

Pronouncement

AASB2014-10 Sale or Contribution of Assets between an Investor and its Associate or Joint Venture.

AASB2015-10 Amendments to Australian Accounting Standards – Effective Date of Amendments to AASB 10 and AASB 128.

AASB 2017-5 Amendments to Australian Accounting Standards – Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections.

Effective for annual reporting periods beginning on or after 1 January 2028; i.e., councils' financial statements for the year ended 30 June 2029.

The amendments impact councils with associates or joint ventures where there has been a sale of contribution of assets between the entity and its investor. Council does not currently have an associate or joint venture, and does not anticipate entering into a transaction that will result in it having an associate or joint venture. Therefore, there is unlikely to be any impact to Council on adoption of this standard.

Pronouncement

AASB 17 Insurance Contracts and associated amendments.

Effective for annual reporting periods beginning on or after 1 January 2026 for public sector entities.

Will result in changes to accounting for insurance contracts.

Pronouncement

AASB 2023-5 Amendments to Australian Accounting Standards – Lack of Exchangeability.

Effective for annual reporting periods beginning on or after 1 January 2025.

Will result in consistency in determining whether a currency is exchangeable into another currency and the spot exchange rate to use when it is not exchangeable.

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A1-1 Basis of preparation (continued)

Pronouncement

AASB 2025-1 Amendments to Australian Accounting Standards – Contracts Referencing Nature-dependent Electricity.

Effective for annual reporting periods beginning on or after 1 January 2026.

Will clarify the application of the 'own-use' criteria to nature-dependent electricity contracts, permit hedge accounting in certain conditions and adds new disclosure requirements by amending AASB7 and AASB

New accounting standards adopted during the year

The following new standard is effective for the first time at 30 June 2025:

- **AASB 2022-10 Amendments to Australian Accounting Standards – Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities.**

There is not expected to be significant impact on the Councils' reported financial position.

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The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

B Financial Performance

B1 Functions or activities

B1-1 Functions or activities – income, expenses and assets

Income, expenses and assets have been directly attributed to the following functions or activities. Details of those functions or activities are provided in Note B1-2.

\$ '000	Income		Expenses		Operating result		Grants and contributions		Carrying amount of assets	
	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024
Functions or activities										
Governance, participation & partnerships	13,539	13,052	6,159	5,601	7,380	7,451	335	395	1,923	5,442
Connected & inclusive infrastructure	1,637	2,286	5,881	6,676	(4,244)	(4,390)	707	973	110,268	131,424
Environment, sustainability & open space	3,974	3,162	3,660	3,030	314	132	124	42	300	9,157
Community & belonging	213	200	1,038	1,024	(825)	(824)	107	112	671	107
Character, heritage & places	2,711	9,570	6,892	5,504	(4,181)	4,066	1,150	7,774	217,680	178,146
Total functions and activities	22,074	28,270	23,630	21,835	(1,556)	6,435	2,423	9,296	330,842	324,276

B1-2 Components of functions or activities

Details relating to the Council's functions or activities as reported in B1-1 are as follows:

Hunter's Hill Council mission is to protect and enhance the integrity, character, liveability and residential amenity of Hunters Hill as Australia's oldest garden suburb – through leadership, partnership, community involvement and the pursuit of excellence.

This is implemented through the themes of its Community Strategic Plan, with budgets and actual expenditure monitored and reported to Councils and functions listed below:

Connected & Accessible Infrastructure

Maintain our local infrastructure so people can use, walk, drive, cycle and catch public transport safely and easily.

Environment, Sustainability & Open Space

Protect and sustain our environment so people can enjoy our outdoor spaces and places.

Community & Belonging

Connect people to information and accessible experiences to help them feel included and safe in the community.

Character, Heritage & Places

Create a liveable place where everyone can enjoy our heritage, neighbourhoods, thriving village centres, parks, playgrounds and recreational areas.

Governance, Participation & Partnerships

Bring people and local business together to share ideas and engage in collaborative projects.

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

B2 Sources of income**B2-1 Rates and annual charges ¹**

\$ '000	2025	2024
Ordinary rates		
Residential	11,075	10,522
Less: pensioner rebates (mandatory)	(50)	(50)
Business	321	304
Rates levied to ratepayers	11,346	10,776
Pensioner rate subsidies received	28	28
Total ordinary rates	11,374	10,804
Special rates		
Community facilities	481	459
Rates levied to ratepayers	481	459
Total special rates	481	459
Annual charges (pursuant to s496, 496A, 496B, 501 & 611)		
Domestic waste management services	3,581	3,404
Stormwater management services	111	–
Section 611 charges	68	65
Less: pensioner rebates (mandatory)	(22)	(23)
Annual charges levied	3,738	3,446
Pensioner annual charges subsidies received:		
– Domestic waste management	12	13
Total annual charges	3,750	3,459
Total rates and annual charges	15,605	14,722

Council has used 2022 year valuations provided by the NSW Valuer General in calculating its rates.

Material accounting policy information

Rates and annual charges are recognised as revenue at the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

Pensioner rebates relate to reductions in rates and certain annual charges for eligible pensioners' place of residence in the local government council area.

Pensioner rate subsidies are received from the NSW Government to provide a contribution towards the pensioner rebates and are recognised within the underlying revenue item based on their substance.

(1) Prior year adjusted for Rates on Council properties reclassified from Materials & Services to (contra) Rates income, \$56k.

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

B2-2 User charges and fees ²

\$ '000	Timing	2025	2024
Specific user charges (per s502 - specific 'actual use' charges)			
Waste management services (non-domestic)	2	239	224
Total specific user charges		239	224
Other user charges and fees			
(i) Fees and charges – statutory and regulatory functions (per s608)			
Inspection services	2	134	119
Planning and building regulation	2	447	572
Section 10.7 certificates (EP&A Act)	2	54	47
Section 603 certificates	2	28	23
Other	2	12	–
Total fees and charges – statutory/regulatory		675	761
(ii) Fees and charges – other (incl. general user charges (per s608))			
Community centres	2	143	107
Lease rentals	2	124	24
Leaseback fees – Council vehicles	2	–	7
Reserves and Sporting Fields	2	178	130
Parking fees	2	137	124
Restoration charges	2	115	67
Stand Plant Applications	2	182	160
Total fees and charges – other		879	619
Total other user charges and fees		1,554	1,380
Total user charges and fees		1,793	1,604
Timing of revenue recognition for user charges and fees			
User charges and fees recognised over time (1)		–	–
User charges and fees recognised at a point in time (2)		1,793	1,604
Total user charges and fees		1,793	1,604

Material accounting policy information

Revenue arising from user charges and fees is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases such as caravan parks, the customer is required to pay on arrival or a deposit in advance. There is no material obligation for Council in relation to refunds or returns.

Where an upfront fee is charged such as joining fees for the leisure centre the fee is recognised on a straight-line basis over the expected life of the membership.

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than over the term of the licence.

(2) Prior year adjusted for park use fees from Other Income to User charges & fees, \$62k. Mini-skip fee from Other revenue to User Fees & Charges, \$18k.

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

B2-3 Other revenues ^{1, 2}

\$ '000	Timing	2025	2024
Rental income – other council properties	1	231	233
Bus shelter contract – License fee	1	224	228
Fines – other	2	14	93
Fines – parking	2	375	656
Commissions and agency fees	2	8	8
Sundry rents and charges	2	162	125
Other	2	39	44
Total other revenue		1,053	1,387

Timing of revenue recognition for other revenue

Other revenue recognised over time (1)	455	461
Other revenue recognised at a point in time (2)	598	926
Total other revenue	1,053	1,387

Material accounting policy information for other revenue

Where the revenue is earned for the provision of specified goods / services under an enforceable contract, revenue is recognised when or as the obligations are satisfied.

Statutory fees and fines are recognised as revenue when the service has been provided, the payment is received or when the penalty has been applied, whichever occurs first.

Other revenue is recorded when the payment is due, the value of the payment is notified, or the payment is received, whichever occurs first.

(1) Prior year adjusted for Rates on Council properties reclassified from Materials & Services to (contra) Rates income, \$56k.

(2) Prior year adjusted for park use fees from Other Income to User charges & fees, \$62k. Mini-skip fee from Other revenue to User Fees & Charges, \$18k.

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

B2-4 Grants and contributions

\$ '000	Timing	Operating 2025	Operating 2024	Capital 2025	Capital 2024
General purpose grants and non-developer contributions (untied)					
General purpose (untied)					
Current year allocation					
Financial assistance – general component	2	70	22	–	–
Financial assistance – local roads component	2	24	2	–	–
Payment in advance - future year allocation					
Financial assistance – general component	2	232	373	–	–
Financial assistance – local roads component	2	83	133	–	–
Other					
Other grants		–	–	5	–
Amount recognised as income during current year		409	530	5	–
Special purpose grants and non-developer contributions (tied)					
Cash contributions					
Heritage and cultural	2	–	13	–	–
Library – per capita	2	–	96	–	–
Recreation and culture	2	–	42	–	7,187
Traffic route subsidy	2	–	118	–	–
Transport (roads to recovery)	2	–	–	–	15
Transport (other roads and bridges funding)	2	–	595	–	–
Other specific grants	2	439	–	–	1
Recreation and culture	2	–	–	983	–
Tourism	2	–	3	–	–
Other contributions	2	–	21	–	–
Total special purpose grants and non-developer contributions – cash		439	888	983	7,203
Non-cash contributions					
Other		–	–	21	–
Total other contributions – non-cash		–	–	21	–
Total special purpose grants and non-developer contributions (tied)		439	888	1,004	7,203
Total grants and non-developer contributions		848	1,418	1,009	7,203

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The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

B2-4 Grants and contributions (continued)

\$ '000	Timing	Operating 2025	Operating 2024	Capital 2025	Capital 2024
Comprising:					
– Commonwealth funding		–	530	–	15
– State funding		–	867	–	4,206
– Other funding		848	21	1,009	2,982
		848	1,418	1,009	7,203

Developer contributions

\$ '000	Notes	Timing	Operating 2025	Operating 2024	Capital 2025	Capital 2024
Developer contributions:						
(s7.4 & s7.11 - EP&A Act, s64 of the LGA):						
Cash contributions						
S 7.11 – contributions towards amenities/services		2	–	–	6	27
S 7.12 – fixed development consent levies		2	–	–	560	648
Total developer contributions – cash			–	–	566	675
Total developer contributions			–	–	566	675
Total contributions			–	–	566	675
Total grants and contributions			848	1,418	1,575	7,878
Timing of revenue recognition						
Grants and contributions recognised over time (1)			–	–	–	–
Grants and contributions recognised at a point in time (2)			848	1,418	1,575	7,878
Total grants and contributions			848	1,418	1,575	7,878

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The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

B2-4 Grants and contributions (continued)**Unspent grants and contributions**

Certain grants and contributions are obtained by Council on the condition they be spent in a specified manner or in a future period but which are not yet spent in accordance with those conditions are as follows:

\$ '000	Operating 2025	Operating 2024	Capital 2025	Capital 2024
Unspent grants and contributions				
Unspent funds at 1 July	26	656	668	6,928
Add: Funds recognised as revenue in the reporting year but not yet spent in accordance with the conditions	142	55	1,999	2,589
Less: Funds recognised as revenue in previous years that have been spent during the reporting year	(65)	(685)	(886)	(8,849)
Unspent funds at 30 June	103	26	1,781	668
Contributions				
Unspent funds at 1 July	–	–	2,211	1,966
Add: contributions received and not recognised as revenue in the current year	–	–	684	617
Less: contributions recognised as revenue in previous years that have been spent during the reporting year	–	–	(113)	(372)
Unspent contributions at 30 June	–	–	2,782	2,211

Unspent contributions refer to Section 7.11 contributions received but not yet spent.

Material accounting policy information**Grants and contributions – enforceable agreement with sufficiently specific performance obligations**

Grant and contribution revenue from an agreement which is enforceable and contains sufficiently specific performance obligations is recognised as or when control of each performance obligations is transferred.

The performance obligations vary according to the agreement but include the completion of specific works or projects. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Performance obligations may be satisfied either at a point in time or over time and this is reflected in the revenue recognition pattern. Point in time recognition occurs when the beneficiary obtains control of the goods / services at a single time (e.g. completion of the project when a report / outcome is provided), whereas over time recognition is where the control of the services is ongoing throughout the project (e.g. provision of community health services through the year).

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

Capital grants

Capital grants received by Council under an enforceable contract for the acquisition or construction of infrastructure, property, plant and equipment to identified specifications which will be under Council's control on completion are recognised as revenue as and when the obligation to construct or purchase is completed.

For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project.

For acquisitions of assets, the revenue is recognised when the asset is acquired and controlled by the Council.

Developer contributions

Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of sections 7.4, 7.11 and 7.12 of the *Environmental Planning and Assessment Act 1979* (EP&A Act).

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B2-4 Grants and contributions (continued)

While Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon receipt by Council, due to the possibility that individual development consents may not be acted upon by the applicant and, accordingly, would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required, but Council may apply contributions according to the priorities established in work schedules for the contribution plan.

Other grants and contributions

Assets, including cash, received from other grants and contributions are recognised at fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

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The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

B3 Costs of providing services**B3-1 Employee benefits and on-costs**

\$ '000	2025	2024
Salaries and wages	5,206	4,821
Employee leave entitlements (ELE)	924	705
Superannuation	639	622
Workers' compensation insurance	78	165
Fringe benefit tax (FBT)	6	12
Other Employee benefits		
Travel expenses	13	8
Training costs (other than salaries and wages)	34	65
Other - Employee assistance program	7	11
Total employee costs expensed	6,907	6,409

Material accounting policy information

Employee benefit expenses are recorded when the service has been provided by the employee.

All employees of the Council are entitled to benefits on retirement, disability or death. Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

Council participates in a defined benefit plan under the Local Government Superannuation Scheme, however, sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable – refer to Note D3-1 for more information.

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

B3-2 Materials and services ^{1, 3}

\$ '000	Notes	2025	2024
Consultancy costs		604	634
Advertising		23	52
Raw materials and consumables		1,415	1,467
Contractor costs		5,758	5,307
Audit Fees	E2-1	170	135
Bank charges		45	46
Electricity and heating		127	116
Insurance		308	325
Library Shared Services		276	279
Printing and stationery		61	69
Street lighting		96	141
Subscriptions and publications		663	629
Telephone and communications		52	44
Valuation fees		–	14
Councillor and Mayoral fees and associated expenses	E1-2	199	209
Legal expenses:			
– Legal expenses: planning and development		983	669
– Legal expenses: other		52	65
Other		19	49
Total materials and services		10,851	10,250
Total materials and services		10,851	10,250

Material accounting policy information

Expenses are recorded on an accruals basis as the Council receives the goods or services.

(1) Prior year adjusted for Rates on Council properties reclassified from Materials & Services to (contra) Rates income, \$56k.

(3) Prior year adjusted for Shared Services Library expenses - reclassified from Other Expenses to Materials & Services, \$276k.

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

B3-3 Depreciation, amortisation and impairment of non-financial assets

\$ '000	Notes	2025	2024
Depreciation and amortisation			
Plant and equipment		178	167
Office equipment		203	163
Furniture and fittings		32	27
Infrastructure:	C1-5		
– Buildings		819	621
– Other structures		1,124	943
– Roads		1,299	1,190
– Footpaths		231	211
– Kerb and guttering		282	256
– Other road assets		117	106
– Stormwater drainage		213	183
Total gross depreciation and amortisation costs		4,498	3,867
Total depreciation and amortisation costs		4,498	3,867
Total depreciation, amortisation and impairment for non-financial assets		4,498	3,867

Material accounting policy information**Depreciation**

Depreciation and amortisation are calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives. Useful lives are included in Note C1-5 for IPPE assets.

Impairment of non-financial assets

Council assets held at fair value that are not held primarily for their ability to generate net cash flow, and that are deemed to be specialised, are not tested for impairment since these assets are assessed on an annual basis to ensure that the carrying amount is not materially different from fair value and therefore an impairment loss would be captured during this assessment.

Intangible assets not yet available for use, are tested annually for impairment, or more frequently if events or changes in circumstances indicate that they might be impaired.

Other non-financial assets that do not meet the criteria above are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows that are largely independent of the cash inflows from other assets or groups of assets (cash-generating units).

Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

B4 Performance against budget

B4-1 Material budget variations

Council's original budget was adopted by the Council on 24 June 2024 and is not required to be audited. The original projections on which the budget was based have been affected by a number of factors. These include state and federal government decisions, including new grant programs, changing economic activity, environmental factors, and by decisions made by Council.

While these General Purpose Financial Statements include the original budget adopted by Council, the Act requires Council to review its financial budget on a quarterly basis, so it is able to manage the variation between actuals and budget that invariably occur during the year.

Material variations of more than 10% between original budget and actual results or where the variance is considered material by nature are explained below.

Variation Key: **F** = Favourable budget variation, **U** = Unfavourable budget variation.

\$ '000	2025 Budget	2025 Actual	2025 ----- Variance -----	
Revenues				
User charges and fees	1,439	1,793	354	25% F
The main reason for this variation is the mis-classification of user fees in the adopted budget. Section 502 Waste Charges are correctly categorised as User Fees in these Statements but were classified as Rates and Annual Charges in the adopted budget. This amounted to an apparent overperformance of \$239 thousand and explains the apparent underperformance in Rates and Annual Charges.				
During the year an unbudgeted licenses to occupy Council road reserve were completed contributing \$98 thousand overperformance to Lease rentals.				
Rentals of Parks, Sports and Community Centres were \$68 thousand overbudget due to higher than expected bookings.				
DA related fees were \$68 thousand overbudget due to increased activity.				
These were somewhat offset by restoration charges being underbudget by \$123 thousand. There were no large utility infrastructure projects in the LGA in FY 2025.				
Other revenues	1,222	1,053	(169)	(14)% U
Parking Fines are \$89 thousand under budget due to staff vacancies.				
Advertising income is \$47 thousand underbudget due to lower sales by the contractor and a cosequent lower share to Council.				
Licenses to use community facilities are underbudget by \$47 thousand.				
Operating grants and contributions	1,030	848	(182)	(18)% U
This due to the timing of Financial Assistance Grant payments. These funds will be received in FY 2026.				
Capital grants and contributions	1,989	1,575	(414)	(21)% U
This is mostly due to delays in the progress of the Gladesville Multi-Sport Facilities project and hence recognition of grants income for funds already received. Where funds are received but not recognised as income grants Contract Liabilities and cash is externally restricted. \$727 thousand is restricted with respect to this grant.				
This was partially offset by unbudgeted Capital Grants income including \$200 thousand for the Gladesville Reserve works. Recognition of this income was delayed from FY 2024 to FY 2025 due to delays in completing the projects.				
These variation are in timing and there will be no overall change the amount of grant income received and recognised.				
Other income	2,550	280	(2,270)	(89)% U
This is due to the deferral of a \$2,500 thousand budgeted sale of remnant land. This partially offset capital gains of \$280 thousands to Council's holdings in TCorp Managed Funds (see note C1-2).				

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The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

B4-1 Material budget variations (continued)

\$ '000	2025 Budget	2025 Actual	2025 ----- Variance -----
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Expenses

Materials and services **9,794** **10,851** **(1,057)** **(11)%** **U**
 The major contributor to this overspend \$951 thousand on Labour Hire & temporary employment. Labour hire was needed to back-fill vacancies and complete key projects. This was offset by saving in employee benefits of \$613 thousand.

Legal expenses were overspent by \$496 thousand.

\$468 thousand is due to a mismatch in the classification of government contractors and industry association fees. These include elections expenses, shared services library and membership of LG NSW. These items are correctly categorised as Materials & Services in these Statements but were categorise as Other Expenses in the adopted budget.

These items were offset by savings of:

- \$176 thousand on the waste contractor (will be returned to Domestic Waste Reserve),
- \$86 thousand on software subscriptions due to delays in implementing some systems,
- \$85 thousand on insurance premiums and excess,
- \$65 thousand on street sweeping contractors, and
- Several other small savings.

Depreciation, amortisation and impairment of non-financial assets **4,063** **4,498** **(435)** **(11)%** **U**

Depreciation was higher than budgeted due to the indexing of asset values and the addition of new assets. Indexation of values contributed an additional \$130 thousand expense, new assets contributed \$140 thousand.

Other expenses **1,345** **857** **488** **36%** **F**
 The main reason for this variance is items classified as "Other Expenses" but correctly as "Materials & Services" in these Statements. the main contributors are:

Contract	Actual (\$)	Original Budget (\$)
Library Shared Services	276,229	311,940
NSW Govt Services (Election,	243,686	113,851
Industry Association Memberships (NSROC, LG NSW and others)	155,226	150,114

Net losses from disposal of assets **297** **517** **(220)** **(74)%** **U**
 The final value for disposal off fixed assets is calculated at year end and difficult to forecast until works have been completed and the program reviewed.

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B4-1 Material budget variations (continued)

\$ '000	2025 Budget	2025 Actual	2025 ----- Variance -----	
Statement of cash flows				
Cash flows from operating activities	3,697	4,171	474	13% F
Cash inflows were lower than budget by \$407 thousand but outflows were lower by \$862 thousand. No particular line item stands out as major contributor.				
Cash flows from investing activities	(5,813)	(4,347)	1,466	(25)% F
Cash flows outflows were lower by \$1,484 thousand due to incomplete capital works carried forward to FY 2026. \$3,283 thousand was carried forward but this was offset by the completion of works brough forward from FY 2024.				

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The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

C Financial position**C1 Assets we manage****C1-1 Cash and cash equivalents**

\$ '000	2025	2024
Cash assets		
Cash on hand and at bank	2,019	2,267
Cash equivalent assets		
– Short-term deposits ¹	2,076	2,004
Total cash and cash equivalents	4,095	4,271

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The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

C1-2 Financial investments

\$ '000	2025 Current ¹	2025 Non-current	2024 Current ¹	2024 Non-current
Financial assets at fair value through the profit and loss				
Managed funds	–	2,288	–	2,116
NCD's, FRN's (with maturities > 3 months)	–	506	–	507
Total	–	2,794	–	2,623
Debt securities at amortised cost				
Long term deposits ¹	11,855	–	12,527	–
Equity securities at fair value through other comprehensive income				
CivicRisk	–	654	–	545
Total	–	654	–	545
Total cash assets, cash equivalents and investments	15,950	3,448	16,798	3,168

(1) Term deposits of \$8,527k have been reclassified from Cash & cash equivalents to Investment in prior year balances. This does not affect Council's report financial performance or position.

Material accounting policy information

Financial instruments are recognised initially on the date that the Council becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

Financial assets

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

Classification

On initial recognition, Council classifies its financial assets into the following categories – those measured at:

- amortised cost
- fair value through profit and loss (FVTPL)
- fair value through other comprehensive income – equity instrument (FVOCI-equity)

Financial assets are not reclassified subsequent to their initial recognition.

Fair value through other comprehensive income – equity instruments

Council has a number of strategic investments in entities over which they do not have significant influence nor control. Council has made an irrevocable election to classify these equity investments as fair value through other comprehensive income as they are not held for trading purposes.

These investments are carried at fair value with changes in fair value recognised in other comprehensive income (financial asset reserve). On disposal any balance in the financial asset reserve is transferred to accumulated surplus and is not reclassified to profit or loss.

Other net gains and losses excluding dividends are recognised in the Other Comprehensive Income Statement.

Financial assets through profit or loss

All financial assets not classified as measured at amortised cost or fair value through other comprehensive income as described above are measured at fair value through profit or loss.

Net gains or losses, including any interest or dividend income, are recognised in profit or loss.

Council's financial assets measured at FVTPL comprise investments in NSW TCorp Medium Term Growth Fund and Commonwealth Bank of Australia Senior Fixed Rate Note (Jan28) BBSW +1.15%.

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

C1-3 Restricted and allocated cash, cash equivalents and investments

\$ '000	2025	2024
(a) Externally restricted cash, cash equivalents and investments		
Total cash, cash equivalents and investments	19,398	19,966
Less: Externally restricted cash, cash equivalents and investments	(7,497)	(5,413)
Cash, cash equivalents and investments not subject to external restrictions	11,901	14,553
External restrictions – other		
External restrictions included in cash, cash equivalents and investments above comprise:		
Developer contributions – general	2,782	2,211
Other developer contributions	138	138
Specific purpose unexpended grants (recognised as revenue) – general fund	1,884	694
Domestic waste management	1,619	1,023
Other special levies	1,074	1,347
External restrictions – other	7,497	5,413
Total external restrictions	7,497	5,413

Cash, cash equivalents and investments subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third-party contractual agreement.

\$ '000	2025	2024
(b) Internal allocations		
Cash, cash equivalents and investments not subject to external restrictions	11,901	14,553
Less: Internally restricted cash, cash equivalents and investments	(10,810)	(12,611)
Unrestricted and unallocated cash, cash equivalents and investments	1,091	1,942
Internal allocations		
At 30 June, Council has internally allocated funds to the following:		
Plant and vehicle replacement	333	426
Employees leave entitlement	720	801
Deposits, retentions and bonds	3,792	3,674
Construction of buildings	169	195
Office equipment	205	229
Road reconstruction	–	224
Elections	105	279
Insurance reserve	138	138
Sustainability Reserve	226	197
Asset Re-purposing	4,864	5,479
Traffic and transport	–	71
Boronia Park - disposal soil	–	87
Safety and welfare expenses - OH&S incentive	41	34
Community initiatives and minor capital works	20	20
Stormwater and marine maintenance reserve	50	15
Community Building Maintenance Reserve	50	11
Depot Operations Strategy	–	459
Gladesville Masterplan	82	260
Contributions for Hillman orchard restoration project	15	12
Total internal allocations	10,810	12,611

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The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

C1-3 Restricted and allocated cash, cash equivalents and investments (continued)

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council.

\$ '000	2025	2024
(c) Unrestricted and unallocated		
Unrestricted and unallocated cash, cash equivalents and investments	1,091	1,942

C1-4 Receivables

\$ '000	2025 Current	2024 Current
Rates and annual charges	1,001	910
Interest and extra charges	81	55
User charges and fees	1,610	1,096
Accrued revenues		
– Interest on investments	154	533
– Other income accruals	590	638
Other debtors	230	174
Payroll Debtor	–	71
Total	3,666	3,477
Less: provision for impairment		
User charges and fees	(130)	–
Total provision for impairment – receivables	(130)	–
Total net receivables	3,536	3,477

Material accounting policy information

Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days.

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

C1-5 Infrastructure, property, plant and equipment

By aggregated asset class	At 1 July 2024			Asset movements during the reporting period							At 30 June 2025		
	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals ¹	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers	Adjustments and transfers	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
\$ '000													
Capital work in progress	9,380	–	9,380	593	284	–	–	(9,331)	(43)	–	883	–	883
Plant and equipment	1,301	(716)	585	259	–	(41)	(178)	–	–	–	1,416	(791)	625
Office equipment	2,353	(2,114)	239	168	55	–	(203)	–	–	–	2,575	(2,316)	259
Furniture and fittings	514	(346)	168	–	45	–	(32)	–	–	–	558	(377)	181
Land:													
– Operational land	40,611	–	40,611	–	–	–	–	–	–	–	40,611	–	40,611
– Community land	102,832	–	102,832	–	–	–	–	–	–	–	102,832	–	102,832
Infrastructure:													
– Buildings – non-specialised	14,761	(6,765)	7,996	178	732	(170)	(427)	6,584	–	264	22,580	(7,423)	15,157
– Buildings – specialised	17,979	(8,653)	9,326	385	321	(37)	(392)	23	–	317	19,301	(9,358)	9,943
– Other structures	54,217	(22,554)	31,663	79	457	(53)	(1,124)	2,676	(1,080)	1,804	59,523	(25,101)	34,422
– Roads	68,288	(18,672)	49,616	982	437	(219)	(1,299)	16	–	3,352	73,970	(21,085)	52,885
– Footpaths	16,028	(5,167)	10,861	–	–	–	(231)	–	492	533	17,322	(5,667)	11,655
– Kerb and guttering	22,442	(6,844)	15,598	124	–	(37)	(282)	–	79	466	23,272	(7,324)	15,948
– Other road assets (including bulk earthworks)	3,710	(1,075)	2,635	–	–	(10)	(117)	32	–	108	3,889	(1,241)	2,648
– Stormwater drainage	30,886	(11,603)	19,283	48	–	(14)	(213)	–	509	123	31,616	(11,880)	19,736
Total infrastructure, property, plant and equipment	385,302	(84,509)	300,793	2,816	2,331	(581)	(4,498)	–	(43)	6,967	400,348	(92,563)	307,785

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

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The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

C1-5 Infrastructure, property, plant and equipment (continued)

By aggregated asset class	At 1 July 2023			Asset movements during the reporting period							At 30 June 2024		
	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals ¹	Additions new assets	Carrying value of disposals	Depreciation expense	Adjustments and transfers	Revaluation decrements to equity (ARR)	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
\$ '000													
Capital work in progress	2,073	–	2,073	–	7,307	–	–	–	–	–	9,380	–	9,380
Plant and equipment	1,266	(670)	596	203	–	(47)	(167)	–	–	–	1,301	(716)	585
Office equipment	2,149	(1,951)	198	204	–	–	(163)	–	–	–	2,353	(2,114)	239
Furniture and fittings	495	(319)	176	19	–	–	(27)	–	–	–	514	(346)	168
Land:													
– Operational land	40,611	–	40,611	–	–	–	–	–	–	–	40,611	–	40,611
– Community land	96,391	–	96,391	–	–	–	–	–	–	6,441	102,832	–	102,832
Infrastructure:													
– Buildings – non-specialised	11,300	(4,970)	6,330	92	–	(12)	–	(133)	–	1,719	14,761	(6,765)	7,996
– Buildings – specialised	21,026	(10,862)	10,164	88	25	(6)	(621)	133	(458)	–	17,979	(8,653)	9,326
– Other structures	20,914	(11,201)	9,713	155	3,111	–	(943)	–	–	19,627	54,217	(22,554)	31,663
– Roads	62,459	(16,581)	45,878	1,327	66	(278)	(1,190)	–	–	3,815	68,288	(18,672)	49,616
– Footpaths	15,029	(4,741)	10,288	260	–	(141)	(211)	–	–	665	16,028	(5,167)	10,861
– Other road assets (including bulk earthworks)	3,402	(895)	2,507	23	31	–	(106)	–	–	179	3,710	(1,075)	2,635
– Stormwater drainage	27,284	(10,117)	17,167	49	100	(35)	(183)	–	–	2,185	30,886	(11,603)	19,283
– Kerb and guttering	20,412	(6,042)	14,370	189	–	(56)	(256)	–	–	1,350	22,442	(6,844)	15,598
Total infrastructure, property, plant and equipment	324,811	(68,349)	256,462	2,609	10,640	(575)	(3,867)	–	(458)	35,981	385,302	(84,509)	300,793

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

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The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

C1-5 Infrastructure, property, plant and equipment (continued)

Material accounting policy information

Infrastructure, property, plant and equipment are held at fair value. Independent comprehensive valuations are performed at least every five years, however the carrying amount of assets is assessed by Council at each reporting date to confirm that it is not materially different from current fair value.

Increases in the carrying amounts arising on revaluation are credited to the revaluation reserve. To the extent that the increase reverses a decrease previously recognising profit or loss relating to that asset class, the increase is first recognised as profit or loss. Decreases that reverse previous increases of assets in the same class are first charged against revaluation reserves directly in equity to the extent of the remaining reserve attributable to the class; all other decreases are charged to the Income Statement.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to Council and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the Income Statement during the financial period in which they are incurred.

Useful Lives of IPPE

Land is not depreciated. The property, plant and equipment acquired under finance leases is depreciated over the asset's useful life or over the shorter of the asset's useful life and the lease term if there is no reasonable certainty that the Council will obtain ownership at the end of the lease term. Depreciation on other assets is calculated using the straight-line method to allocate their cost, net of their residual values, over their estimated useful lives as follows:

Plant and equipment	Years	Other equipment	Years
Office equipment	5 to 10	Playground equipment	5 to 20
Office furniture	10 to 20	Benches, seats etc.	5 to 10
Vehicles	5 to 8		
Other plant and equipment	5 to 15	Buildings	
		Buildings: masonry	50 to 100
		Buildings: other	50 to 100
Transportation assets		Stormwater assets	
Sealed roads: surface	10 to 25	Drains	60 to 150
Sealed roads: structure	60 to 100		
Kerb, gutter and footpaths	20 to 80		
Other Infrastructure	10 to 70		

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date.

Land under roads

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008. Land under roads acquired after 1 July 2008 is recognised in accordance with the IPPE accounting policy.

Crown reserves

Crown reserves under Council's care and control are recognised as assets of the Council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated.

Improvements on Crown reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating to the reserves are recognised within Council's Income Statement.

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

C2 Liabilities of Council**C2-1 Payables**

\$ '000	2025 Current	2024 Current
Goods and services – operating expenditure	433	1,079
Accrued expenses:		
– Salaries and wages	87	55
– Other expenditure accruals	1,141	866
Security bonds, deposits and retentions	3,765	3,674
Government departments and agencies	22	54
Prepaid rates	213	182
Total payables	5,661	5,910

Material accounting policy information

Council measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method. Payables represent liabilities for goods and services provided to Council prior to the end of the financial year that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

C2-2 Contract Liabilities

\$ '000	Notes	2025 Current	2024 Current
Grants and contributions received in advance:			
Unexpended capital grants (to construct Council controlled assets)	(i)	1,782	668
Total grants received in advance		1,782	668
User fees and charges received in advance:			
Other		276	231
Total user fees and charges received in advance		276	231
Total contract liabilities		2,058	899

Notes

(i) Council has received funding to construct assets including sporting facilities and playspace. The funds received are under an enforceable contract which require Council to construct an identified asset that will be under Council's control on completion. The revenue is recognised as Council constructs the asset and the contract liability reflects the funding received that cannot yet be recognised as revenue. The revenue is expected to be recognised in the next 12 months.

Significant changes in contract liabilities

The increase in a contract liability is primarily due to grants in the scope of AASB 15 and capital grants received by Council to acquire or construct assets that will be under Council's control.

Material accounting policy information

Contract liabilities are recorded when consideration is received from a customer / fund provider prior to Council transferring a good or service to the customer, Council presents the funds which exceed revenue recognised as a contract liability.

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

C2-3 Employee benefit provisions

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Annual leave	429	–	389	–
Long service leave	755	111	648	14
Other leave	103	–	102	–
Total employee benefit provisions	1,287	111	1,139	14

Current employee benefit provisions not anticipated to be settled within the next twelve months

\$ '000	2025	2024
The following provisions, even though classified as current, are not expected to be settled in the next 12 months.		
Provisions – employees benefits	813	583
	813	583

Employee benefit provisions are presented as current liabilities in the Statement of Financial Position if Council does not have an unconditional right to defer settlement for at least 12 months after the reporting date, regardless of when the actual settlement is expected to occur and therefore all annual leave and vested long service leave (or that which vests within 12 months) is presented as current.

Material accounting policy information

Short-term obligations

Liabilities for wages and salaries (including non-monetary benefits, annual leave and accumulating sick leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service) are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave and accumulating sick leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

Other long-term employee benefit obligations

The liability for long-service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

On-costs

The employee benefit provisions include the aggregate on-cost liabilities that will arise when payment of current employee benefits is made in future periods.

These amounts include superannuation, payroll tax and workers compensation expenses which will be payable upon the future payment of certain leave liabilities which employees are entitled to at the reporting period.

C3 Reserves

C3-1 Nature and purpose of reserves

IPPE Revaluation Surplus

The infrastructure, property, plant and equipment (IPPE) revaluation surplus is used to record increments and decrements in the revaluation of infrastructure, property, plant and equipment.

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

D Risks and accounting uncertainties

D1-1 Risks relating to financial instruments held

Council's activities expose it to a variety of financial risks including (1) price risk, (2) credit risk, (3) liquidity risk and (4) interest rate risk.

The Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by Council's finance section under policies approved by the Council.

A comparison by category of the carrying amounts and fair values of Council's financial assets and financial liabilities recognised in the financial statements is presented below.

\$ '000	Carrying value 2025	Carrying value 2024	Fair value 2025	Fair value 2024
Financial assets				
Measured at amortised cost				
Cash and cash equivalents	4,095	4,271	4,095	16,798
Receivables	3,536	3,477	3,666	3,477
Investments				
– Debt securities at amortised cost	11,855	12,527	11,855	12,527
Fair value through other comprehensive income				
Investments				
– Equity securities at fair value through other comprehensive income	654	545	654	533
Fair value through profit and loss				
Investments				
– Amortised cost	2,794	2,623	2,794	2,623
Total financial assets	22,934	23,443	23,064	35,958
Financial liabilities				
Payables	5,661	5,910	5,661	5,910
Total financial liabilities	5,661	5,910	5,661	5,910

Fair value is determined as follows:

- **Cash and cash equivalents, receivables, payables** – are estimated to be the carrying value that approximates market value.
- Financial assets classified (i) 'at fair value through profit and loss' or (ii) 'available-for-sale' – are based upon quoted market prices (in active markets for identical investments) at the reporting date or independent valuation.

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital.

Council has an investment policy which complies with the Local Government Act 1993 and Minister's investment order 625. This policy is regularly reviewed by Council and its staff and an investment report is tabled before Council on a monthly basis setting out the portfolio breakup and its performance as required by Local Government regulations.

The risks associated with the instruments held are:

- **Price risk** – the risk that the capital value of Investments may fluctuate due to changes in market prices, whether there changes are caused by factors specific to individual financial instruments or their issuers or are caused by factors affecting similar instruments traded in a market.
- **Interest rate risk** – the risk that movements in interest rates could affect returns and income.
- **Liquidity risk** – the risk that Council will not be able to pay its debts as and when they fall due.

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The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

D1-1 Risks relating to financial instruments held (continued)

- **Credit risk** – the risk that the investment counterparty will not complete their obligations particular to a financial instrument, resulting in a financial loss to Council – be it of a capital or income nature.
Council manages these risks (amongst other measures) by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees.

(a) Market risk – interest rate and price risk

\$ '000	2025	2024
The impact on the result for the year and equity of a reasonably possible movement in the price of investments held and interest rates is shown below. The reasonably possible movements were determined based on historical movements and economic conditions in place at the reporting date.		
Impact of a 1% movement in interest rates		
– Equity / Income Statement	166	173
Impact of a 10% movement in price of investments		
– Equity / Income Statement	228	50

(b) Credit risk

Council's major receivables comprise (i) rates and annual charges and (ii) user charges and fees.

Council manages the credit risk associated with these receivables by monitoring outstanding debt and employing stringent debt recovery procedures.

The credit risk for liquid funds and other short-term financial assets is considered negligible, since the counterparties are reputable banks with high quality external credit ratings.

There are no significant concentrations of credit risk, whether through exposure to individual customers, specific industry sectors and/or regions.

The balances of receivables that remain within initial trade terms (as detailed in the table) are considered to be of high credit quality. The maximum exposure to credit risk at reporting date is the carrying amount of each class of receivable in the financial statements.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

Credit risk profile

Receivables – rates and annual charges

Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land; that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates which further encourages payment.

\$ '000	Not yet overdue	overdue rates and annual charges		Total
		< 5 years	≥ 5 years	
2025				
Gross carrying amount	–	984	17	1,001
2024				
Gross carrying amount	–	887	23	910

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The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

D1-1 Risks relating to financial instruments held (continued)**Receivables - non-rates and annual charges and contract assets**

Council applies the simplified approach for non-rates and annual charges debtors and contract assets to provide for expected credit losses, which permits the use of the lifetime expected loss provision at inception. To measure the expected credit losses, non-rates and annual charges debtors and contract assets have been grouped based on shared credit risk characteristics and the days past due.

The loss allowance provision is determined as follows. The expected credit losses incorporate forward-looking information.

\$ '000	Not yet overdue	Overdue debts				Total
		0 - 30 days	31 - 60 days	61 - 90 days	> 91 days	
2025						
Gross carrying amount	985	158	67	45	1,410	2,665
Expected loss rate (%)	0.07%	0.07%	0.04%	0.44%	9.28%	4.95%
ECL provision	1	—	—	—	131	132
2024						
Gross carrying amount	1,071	230	110	115	1,041	2,567
Expected loss rate (%)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
ECL provision	—	—	—	—	—	—

(c) Liquidity risk

Payables are subject to liquidity risk; that is, the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels, and by maintaining an adequate cash buffer. Payment terms can be extended, and overdraft facilities drawn upon in extenuating circumstances.

The timing of cash flows presented in the table below to settle financial liabilities reflects the earliest contractual settlement dates. The timing of expected outflows is not expected to be materially different from contracted cashflows.

The amounts disclosed in the table are the undiscounted contracted cash flows and therefore the balances in the table may not equal the balances in the Statement of Financial Position due to the effect of discounting.

	Weighted average interest rate	Subject to no maturity	≤ 1 Year	payable in: 1 - 5 Years	> 5 Years	Total cash outflows	Actual carrying values
\$ '000							
2025							
Payables	0.00%	3,765	3,765	—	—	7,530	5,661
Total financial liabilities		3,765	3,765	—	—	7,530	5,661
2024							
Payables	0.00%	3,674	2,236	—	—	5,910	5,910
Total financial liabilities		3,674	2,236	—	—	5,910	5,910

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

D2-1 Fair value measurement

The Council measures the following asset and liability classes at fair value on a recurring basis:

– Infrastructure, property, plant and equipment

All assets and liabilities measured at fair value to be assigned to a 'level' in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Unobservable inputs for the asset or liability

Fair value measurement hierarchy							
\$ '000	Notes	Level 2 Significant observable inputs		Level 3 Significant unobservable inputs		Total	
		2025	2024	2025	2024	2025	2024
Recurring fair value measurements							
Financial assets C1-2							
Financial investments							
At fair value through profit or loss							
		2,794	2,623	–	–	2,794	2,623
At fair value through other comprehensive income							
		654	545	–	–	654	545
Total financial assets		3,448	3,168	–	–	3,448	3,168
Infrastructure, property, plant and equipment C1-5							
Plant & Equipment							
		–	–	625	585	625	585
Office Equipment							
		–	–	259	239	259	239
Furniture & Fittings							
		–	–	181	168	181	168
Operational Land							
		40,611	40,611	–	–	40,611	40,611
Community Land							
		–	–	102,832	102,832	102,832	102,832
Building – Non Specialised							
		–	–	15,282	7,996	15,282	7,996
Building – Specialised							
		–	–	9,942	9,326	9,942	9,326
Other Structures							
		–	–	34,423	31,663	34,423	31,663
Roads							
		–	–	52,886	49,616	52,886	49,616
Footpaths							
		–	–	11,655	10,861	11,655	10,861
Kerb & Guttering							
		–	–	15,948	15,598	15,948	15,598
Other road assets							
		–	–	2,647	2,635	2,647	2,635
Stormwater Drainage							
		–	–	19,736	19,283	19,736	19,283
Total infrastructure, property, plant and equipment		40,611	40,611	266,416	250,802	307,027	291,413

Transfers between level 1 and level 2 fair value hierarchies

During the year, there were no transfers between level 1 and level 2 fair value hierarchies for recurring fair value measurements.

Valuation techniques

Where Council is unable to derive fair valuations using quoted market prices of identical assets (ie. level 1 inputs) Council instead utilises a spread of both observable inputs (level 2 inputs) and unobservable inputs (level 3 inputs).

The fair valuation techniques Council has employed while utilising level 2 and level 3 inputs are as follows:

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D2-1 Fair value measurement (continued)

Infrastructure, property, plant and equipment (IPPE)

The market approach using Level 2 inputs was used to value operational land and Council's minor holdings of residential properties. The level 2 inputs used were quoted prices for similar assets in active markets and comparison of rates per square metre of floor area.

The following table summarises the quantitative information relating to significant unobservable inputs used in deriving the various Level 3 asset class fair values.

Fair value measurements using significant unobservable inputs (level 3)

The valuation process for level 3 fair value measurements

The council engaged external, independent and qualified valuers to determine the fair value of the infrastructure assets on a regular basis. An annual assessment is undertaken to determine whether the carrying amount of the assets is materially different from the fair value. If any variation is considered material a revaluation is undertaken either by comprehensive revaluation or by applying an interim revaluation using appropriate indices.

Changes in level 3 fair values are analysed at the end of each reporting period and discussed between the valuation team and Council.

Community Land was valued based on the Land Value provided by the Valuer-General. Where the Valuer-General did not provide Land Value an average unit rate based on the Land Value for similar community land was used.

As at 30 June 2023 a comprehensive valuation was undertaken for Operational Land was performed by Assetic.

As 30 June 2024 a Buildings revaluation was performed by Brightly Australia and Non-Specialised Buildings have been valued at market value from the sales evidence of similar or reference assets. Specialised Buildings have been valued using depreciated replacement cost. The method is based on determine the replacement cost for each building by componentising the buildings into significant parts with different useful lives and taking into account a range of factors.

Valuation of Roads was undertaken at 30 June 2023 by Brightly Australia. This asset class comprises the Road Carriageway, Suburb Markers and Traffic facilities. The road carriageway is defined as the trafficable portion of a road, between but not including the Kerb and gutter. The Cost Approach using Level 3 inputs was used to value the road and other road infrastructure. Valuation for the road carriageway, comprising surface, pavement and formation were based on calculations undertaken by the external valuation process.

Footpaths and Kerb & Gutter were segmented to match the adjacent road segment where possible and no further componentisation was undertaken. Footpaths and Kerb & Gutter were originally mapped and the condition assessed based on a physical inspection. Condition information is updated as changes in the network are observed through regular inspections. Valuation of the Footpaths and Kerb & Gutter was undertaken at 30 June 2023.

Stormwater Drainage comprise pits, pipes, open channels, headwalls and various types of water quality devices. The Cost Approach estimated the replacement cost for each asset by componentising the assets into significant parts with different useful lives and taking into account a range of factors. While the unit rates based on linear metres of certain diameter pipes and prices per pit or similar could be supported through extensive professional judgement and market evidence. Valuation of the stormwater drainage was undertaken at 30 June 2023 by Assetic.

Significant unobservable valuation inputs used (for level 3 asset classes) and their relationship to fair value.

The following table summarises the quantitative information relating to the significant unobservable inputs used in deriving the various level 3 asset class fair values.

	Valuation technique/s	Unobservable inputs
Infrastructure, property, plant and equipment		
Community Land	Land values obtained from the NSW Valuer General	Land value and land area
Plant & Equipment	Cost approach	Gross Replacement Cost, remaining useful life
Office Equipment	Cost approach	Gross Replacement Cost, remaining useful life
Furniture & Fittings	Cost approach	Gross Replacement Cost, remaining useful life

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The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

D2-1 Fair value measurement (continued)

	Valuation technique/s	Unobservable inputs
Buildings	Cost approach	Current replacement cost of modern equivalent asset using componentisation, asset condition, remaining lives, residual value
Other Structures	Cost approach	Current replacement cost of modern equivalent asset, asset condition, remaining lives, residual value
Roads	Cost approach	Asset condition, remaining lives using componentisation. Unit rates per m2 or length
Footpaths	Cost approach	Asset condition, remaining lives using componentisation. Unit rates per m2 or length
Kerb & Gutter	Cost approach	Asset condition, remaining lives using componentisation. Unit rates per m2 or length
Other Road Assets	Cost approach	Asset condition and remaining lives using componentisation
Stormwater Drainage	Cost approach	Asset condition, remaining lives Unit rates per m2 or length

A reconciliation of the movements in recurring fair value measurements allocated to Level 3 of the hierarchy by class of assets is provided below:

	Total	
\$ '000	2025	2024
Opening balance 1 July	242,806	195,028
Total gains or losses for the period		
Recognised in other comprehensive income – revaluation surplus	6,656	46,358
Other movements		
Transfers from/(to) another asset class	9,309	–
Purchases (GBV)	3,847	5,850
Disposals (WDV)	(543)	(563)
Depreciation and impairment	(3,987)	(3,867)
Closing balance 30 June	258,088	242,806

Highest and best use

All of Council's non-financial assets are considered as being utilised for their highest and best use.

D3-1 Contingencies

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge and disclosure is considered relevant to the users of Council's financial report.

LIABILITIES NOT RECOGNISED

1. Guarantees

(i) Defined benefit superannuation contribution plans

Council is party to an Industry Defined Benefit Plan under Active Super - Pool B (The Scheme) which is a defined benefit plan that has been deemed to be a 'multi-employer fund' for purposes of AASB 119 *Employee Benefits* for the following reasons:

- Assets are not segregated within the sub-group according to the employees of each sponsoring employer.
- The contribution rates have been the same for all sponsoring employers. That is, contribution rates have not varied for each sponsoring employer according to the experience relating to the employees of that sponsoring employer.
- Benefits for employees of all sponsoring employers are determined according to the same formula and without regard to the sponsoring employer.
- The same actuarial assumptions are currently used in respect of the employees of each sponsoring employer.

Given the factors above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers, and hence shares in the associated gains and losses (to the extent that they are not borne by members).

Description of the funding arrangements.

Pooled Employers are required to pay future service employer contributions and past service employer contributions to the Fund.

The future service employer contributions were determined using the new entrant rate method under which a contribution rate sufficient to fund the total benefits over the working life-time of a typical new entrant is calculated. The current future service employer contribution rates are:

Division B	1.9 times member contributions for non-180 Point Members; Nil for 180 Point Members*
Division C	2.5% of salary
Division D	1.64 times member contributions

* For 180 Point Members, Employers are required to contribute 9.5% from 1 July 2025 of salaries to these members' accumulation accounts in line with current level of SG contributions, which are paid in addition to members' defined benefits.

The past service contribution for each Pooled Employer is a share of the total past service contributions of \$20.0 million per annum for 1 January 2022 to 31 December 2024, apportioned according to each employer's share of the accrued liabilities as at 30 June. Given the funding position of the Fund as at 30 June 2024, it was recommended to cease these past service contributions effective 1 January 2025.

The adequacy of contributions is assessed at each actuarial investigation which will be conducted annually, the next of which is due effective 30 June 2025.

Description of the extent to which Council can be liable to the plan for other Council's obligations under the terms and conditions of the multi-employer plan

As stated above, each sponsoring employer (Council) is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses.

However, there is no relief under the Fund's trust deed for employers to walk away from their defined benefit obligations. Under limited circumstances, an employer may withdraw from the plan when there are no active members, on full payment of outstanding additional contributions. There is no provision for allocation of any surplus which may be present at the date of withdrawal of the Council.

There are no specific provisions under the Fund's trust deed dealing with deficits or surplus on wind-up.

There is no provision for allocation of any surplus which may be present at the date of withdrawal of an employer.

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D3-1 Contingencies (continued)

The amount of Council employer contributions to the defined benefit section of the Local Government Superannuation Scheme and recognised as an expense for the year ending 30 June 2025 was \$ 36,709.93. The last valuation of the Scheme was performed by fund actuary, Richard Boyfield, FIAA as at 30 June 2024.

The amount of additional contributions included in the total employer contribution advised above is \$2,639.14. Council's expected contribution to the plan for the next annual reporting period is \$2,682.69.

The estimated employer reserves financial position for the Pooled Employers at 30 June 2025 is:

Employer reserves only *	\$millions	Asset Coverage
Assets	2,197.6	
Past Service Liabilities	2,092.0	105.0%
Vested Benefits	2,130.4	103.2%

* excluding other accumulation accounts and reserves in both assets and liabilities.

The share of this deficit that is broadly attributed to the Council is estimated to be 0.10% as at 30 June 2025.

Council's share of that deficiency cannot be accurately calculated as the Scheme is a mutual arrangement where assets and liabilities are pooled together for all member councils. For this reason, no liability for the deficiency has been recognised in Council's accounts. Council has a possible obligation that may arise should the Scheme require immediate payment to correct the deficiency.

The key economic long term assumptions used to calculate the present value of accrued benefits are:

Investment return	6.0% per annum
Salary inflation	3.5% per annum
Increase in CPI	2.5% per annum

The contribution requirements may vary from the current rates if the overall sub-group experience is not in line with the actuarial assumptions in determining the funding program; however, any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employers group.

Please note that the estimated employer reserves financial position above is a preliminary calculation, and once all the relevant information has been received by the Funds Actuary, the final end of year review will be completed by December 2025.

(ii) Mutual Management Services Ltd

Mutual Management Services Ltd (MMS) is a company limited by guarantee and was created to provide administration services to the three CivicRisk self-insurance pools CivicRisk West (previously West Pool), CivicRisk Metro (previously Metro Pool) and CivicRisk Mutual (previously United Independent Pools).

MMS operates as a mutual for the benefit of the members who are the sixteen Councils which make up our combined CivicRisk membership being Blacktown, Blue Mountains, Burwood, Bayside, Cumberland, Camden, Hawkesbury, Fairfield, Hunters Hill, Kiama, Lane Cove, Liverpool, Penrith, Parramatta, Shellharbour and Wollongong.

The CivicRisk Self-insurance pools have been operating since the late 1980's when Councils could not purchase insurance in the market and the Councils decided to work together to share the risks and self-fund their claims costs.

MMS was created to move the administration staff and responsibilities from West Pool (now CivicRisk West) to a separate entity that provides the services to all three pools. The creation of obligations rather than a change in the underlying operations.

(iii) StateCover Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW local government industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

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D3-1 Contingencies (continued)

These future equity contributions would be required to maintain the company's minimum level of net assets in accordance with its licence requirements.

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The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

E People and relationships**E1 Related party disclosures****E1-1 Key management personnel (KMP)**

Key management personnel (KMP) of the council are those persons having the authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.

The aggregate amount of KMP compensation included in the Income Statement is:

\$ '000	2025	2024
Compensation:		
Short-term benefits	1,636	1,606
Post-employment benefits	144	104
Other long-term benefits	348	293
Total	2,128	2,003

E1-2 Councillor and Mayoral fees and associated expenses

\$ '000	2025	2024
---------	------	------

The aggregate amount of Councillor and Mayoral fees and associated expenses included in materials and services expenses in the Income Statement are:

Mayoral fee	46	47
Councillors' fees	146	153
Other Councillors' expenses (including Mayor)	7	9
Total	199	209

E2 Other relationships**E2-1 Audit fees**

\$ '000	2025	2024
---------	------	------

During the year, the following fees were incurred for services provided by the auditor of Council, related practices and non-related audit firms.

Auditors of the Council - NSW Auditor-General:**(i) Audit and other assurance services**

Audit and review of financial statements	79	52
Remuneration for audit and other assurance services	79	52
Total Auditor-General remuneration	79	52

Non NSW Auditor-General audit firms**(i) Audit and other assurance services**

Internal auditors	91	83
Remuneration for audit and other assurance services	91	83
Total remuneration of non NSW Auditor-General audit firms	91	83
Total audit fees	170	135

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

F Other matters**F1-1 Statement of Cash Flows information****Reconciliation of net operating result to cash provided from operating activities**

\$ '000	2025	2024
Net operating result from Income Statement	(1,556)	6,435
Add / (less) non-cash items:		
Depreciation and amortisation	4,498	3,867
(Gain) / loss on disposal of assets	517	501
Non-cash capital grants and contributions	(21)	–
Losses/(gains) recognised on fair value re-measurements through the P&L:		
– Investments classified as 'at fair value' or 'held for trading'	(280)	(151)
Movements in operating assets and liabilities and other cash items:		
(Increase) / decrease of receivables	(189)	(624)
Increase / (decrease) in provision for impairment of receivables	130	–
(Increase) / decrease of inventories	3	–
(Increase) / decrease of other current assets	(86)	2
Increase / (decrease) in payables	(646)	(781)
Increase / (decrease) in other accrued expenses payable	307	296
Increase / (decrease) in other liabilities	90	251
Increase / (decrease) in contract liabilities	1,159	(5,387)
Increase / (decrease) in employee benefit provision	245	25
Net cash flows from operating activities	4,171	4,434

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

F2-1 Commitments

Capital commitments (exclusive of GST)

\$ '000	2025	2024
---------	------	------

Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:

Property, plant and equipment

Information Systems	105	–
Buildings	726	704
Other structures	230	201
Traffic & Transport	749	–
Footpaths	334	–
Kerb & Gutter	210	–
Stormwater Drainage	452	–
Total commitments	2,806	905

These expenditures are payable as follows:

Within the next year	3,258	905
Total payable	3,258	905

Details of capital commitments

Council had commenced works or contracted works at 30 June 2025 that required funding to be carried-forward. These amounts are detailed in Table 2 of Report "4.4 Capital Program as at 30 June 2025 - Works in progress and funding required to be revoted" in the agenda of Ordinary Council Meeting.

F3-1 Events occurring after the reporting date

Council is unaware of any material or significant 'non-adjusting events' that should be disclosed.

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

F4 Statement of developer contributions

F4-1 Summary of developer contributions

\$ '000	Opening balance at 1 July 2024	Contributions received during the year			Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2025	Cumulative balance of internal borrowings (to)/from
		Cash	Non-cash Land	Non-cash Other					
Other	2,211	560	–	–	124	(113)	–	2,782	–
S7.11 contributions – under a plan	2,211	560	–	–	124	(113)	–	2,782	–
Total S7.11 and S7.12 revenue under plans	2,211	560	–	–	124	(113)	–	2,782	–
Total contributions	2,211	560	–	–	124	(113)	–	2,782	–

Under the *Environmental Planning and Assessment Act 1979*, local infrastructure contributions, also known as developer contributions, are charged by councils when new development occurs. They help fund infrastructure like parks, community facilities, local roads, footpaths, stormwater drainage and traffic management. It is possible that the funds contributed may be less than the cost of this infrastructure, requiring Council to borrow or use general revenue to fund the difference.

F4-2 Developer contributions by plan

\$ '000	Opening balance at 1 July 2024	Contributions received during the year			Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2025	Cumulative balance of internal borrowings (to)/from
		Cash	Non-cash Land	Non-cash Other					
S7.11 contributions – under a plan									
CONTRIBUTION PLAN NUMBER 27 NOVEMBER 2013									
Other	2,211	560	–	–	124	(113)	–	2,782	
Total	2,211	560	–	–	124	(113)	–	2,782	

The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

End of the audited financial statements

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The Council of the Municipality of Hunter's Hill | Notes to the Financial Statements 30 June 2025

The Council of the Municipality of Hunter's Hill

General Purpose Financial Statements

for the year ended 30 June 2025

Independent Auditor's Reports:

On the Financial Statements (Sect 417 [2])

Independent Auditor's Report

Please uplift Council's Audit Report PDF (opinion) for inclusion in the GPFS report (via the Home screen).

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The Council of the Municipality of Hunter's Hill

General Purpose Financial Statements

for the year ended 30 June 2025

Independent Auditor's Reports: (continued)

On the Financial Statements (Sect 417 [3])

Independent Auditor's Report

Please uplift Council's Audit Report PDF (commentary) for inclusion in the GPFS report (via the Home screen).

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The Council of the Municipality of Hunter's Hill

SPECIAL SCHEDULES
for the year ended 30 June 2025



The Council of the Municipality of Hunter's Hill

Special Schedules

for the year ended 30 June 2025

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The Council of the Municipality of Hunter's Hill | Permissible income for general rates | for the year ended 30 June 2025

The Council of the Municipality of Hunter's Hill

Permissible income for general rates

\$ '000	Notes	Calculation 2024/25	Calculation 2025/26
Notional general income calculation ¹			
Last year notional general income yield	a	11,342	11,951
Plus or minus adjustments ²	b	2	—
Notional general income	c = a + b	11,344	11,951
Permissible income calculation			
Percentage increase	d	5.00%	4.40%
Plus percentage increase amount ³	f = d x (c + e)	567	526
Sub-total	g = (c + e + f)	11,911	12,477
Plus (or minus) last year's carry forward total	h	44	4
Sub-total	j = (h + i)	44	4
Total permissible income	k = g + j	11,955	12,481
Less notional general income yield	l	11,951	12,471
Catch-up or (excess) result	m = k - l	4	10
Carry forward to next year ⁶	p = m + n + o	4	10

Notes

- (1) The notional general income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.
- (2) Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the *Valuation of Land Act 1916 (NSW)*.
- (3) The 'percentage increase' is inclusive of the rate-peg percentage, and/or special variation and/or Crown land adjustment (where applicable).
- (6) Carry-forward amounts which are in excess (an amount that exceeds the permissible income) require Ministerial approval by order published in the *NSW Government Gazette* in accordance with section 512 of the Act. The OLG will extract these amounts from Council's Permissible income for general rates Statement in the financial data return (FDR) to administer this process.

Permissible income for general rates

Permissible income for general rates: PLUS PDF inserted here

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DRAFT

The Council of the Municipality of Hunter's Hill | Report on infrastructure assets as at 30 June 2025

The Council of the Municipality of Hunter's Hill

Report on infrastructure assets as at 30 June 2025

Asset Class	Asset Category	Estimated cost to bring assets to satisfactory standard	Estimated cost to bring to the agreed level of service set by Council	2024/25 Required maintenance ^a	2024/25 Actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
		\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	1	2	3	4	5
Buildings	Council Offices/ Administration Centres	–	–	96	188	6,009	11,185	0.0%	64.0%	36.0%	0.0%	0.0%
	Council Works Depot	–	–	19	39	1,204	2,031	31.0%	24.0%	45.0%	0.0%	0.0%
	Council Public Halls	1,665	1,592	251	423	4,228	10,816	0.0%	25.0%	44.0%	31.0%	0.0%
	Other Buildings	44	–	110	217	13,663	17,850	55.0%	35.0%	10.0%	0.0%	0.0%
	Sub-total	1,709	1,592	476	867	25,100	41,882	24.9%	39.6%	27.4%	8.0%	0.0%
Other structures	Other structures	1,903	3,012	854	994	34,422	59,524	12.0%	21.0%	61.0%	5.0%	1.0%
	Sub-total	1,903	3,012	854	994	34,422	59,524	12.0%	21.0%	61.0%	5.0%	1.0%
Roads	Sealed roads	1,663	3,762	634	1,355	43,865	64,518	12.0%	59.0%	24.0%	5.0%	0.0%
	Bridges	–	–	8	–	414	634	12.0%	30.0%	58.0%	0.0%	0.0%
	Footpaths	255	33	152	209	11,654	17,322	15.0%	27.0%	56.0%	2.0%	0.0%
	Other road assets	57	–	49	185	2,647	3,888	57.0%	28.0%	12.0%	2.0%	1.0%
	Bulk earthworks	–	–	36	–	7,156	7,156	100.0%	0.0%	0.0%	0.0%	0.0%
	Car Parks	–	–	2	58	1,452	1,663	81.0%	17.0%	2.0%	0.0%	0.0%
	Sub-total	1,975	3,795	881	1,807	67,188	95,181	22.2%	46.5%	27.4%	3.8%	0.0%
Stormwater drainage	Stormwater drainage	40	60	496	232	19,736	31,616	22.0%	1.0%	77.0%	0.0%	0.0%
	Sub-total	40	60	496	232	19,736	31,616	22.0%	1.0%	77.0%	0.0%	0.0%
Kerb and Gutter	Kerb and Gutter	397	181	404	7	15,948	23,272	5.0%	14.0%	77.0%	4.0%	0.0%
	Sub-total	397	181	404	7	15,948	23,272	5.0%	14.0%	77.0%	4.0%	0.0%
Total – all assets		6,024	8,640	3,111	3,907	162,394	251,475	18.6%	30.6%	46.2%	4.3%	0.3%

(a) Required maintenance is the amount identified in Council's asset management plans.

Infrastructure asset condition assessment 'key'

#	Condition	Integrated planning and reporting (IP&R) description
1	Excellent/very good	No work required (normal maintenance)
2	Good	Only minor maintenance work required
3	Satisfactory	Maintenance work required
4	Poor	Renewal required

continued on next page ...

Page 5 of 7

The Council of the Municipality of Hunter's Hill
Report on infrastructure assets as at 30 June 2025 (continued)

5 **Very poor** Urgent renewal/upgrading required

DRAFT

The Council of the Municipality of Hunter's Hill | Report on infrastructure assets as at 30 June 2025

The Council of the Municipality of Hunter's Hill

Report on infrastructure assets as at 30 June 2025

Infrastructure asset performance indicators (consolidated) *

\$ '000	Amounts 2025	Indicator 2025	Indicators 2024	Indicators 2023	Benchmark
Buildings and infrastructure renewals ratio					
Asset renewals ¹	4,976	130.84%	62.17%	55.30%	> 100.00%
Depreciation, amortisation and impairment	3,803				
Infrastructure backlog ratio					
Estimated cost to bring assets to a satisfactory standard	6,024	3.69%	4.47%	11.90%	< 2.00%
Net carrying amount of infrastructure assets	163,277				
Asset maintenance ratio					
Actual asset maintenance	3,907	125.59%	108.72%	134.61%	> 100.00%
Required asset maintenance	3,111				
Cost to bring assets to agreed service level					
Estimated cost to bring assets to an agreed service level set by Council	8,640	3.44%	2.25%	2.07%	
Gross replacement cost	251,475				

(*) All asset performance indicators are calculated using classes identified in the previous table.

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

ITEM NO	: 4.2
SUBJECT	: DISCLOSURE OF INTEREST RETURNS - COUNCILLORS AND DESIGNATED PERSONS
STRATEGIC OUTCOME	: THE COMMUNITY IS AWARE OF COUNCIL DECISIONS THROUGH A TRANSPARENT AND DEMOCRATIC ENGAGEMENT PROCESS
ACTION	: DELIVER A DIVERSE ENGAGEMENT PROGRAM TO ENHANCE COMMUNITY AWARENESS AND PARTICIPATION
REPORTING OFFICER	: NICK TOBIN

Ref:787587

PURPOSE

The purpose of this report is to table the Disclosure of Interest Returns for the year ended 30 June 2025.

RECOMMENDATION

That the report and tabled disclosure of interest returns by councillors and designated persons for 2024-25 are received and noted.

BACKGROUND

The General Manager is required under the *Local Government Act 1993* to table written returns of interests for councillors and designated persons at a meeting of Council. Annual returns for the period 2024-25 are now due to be formally received and noted.

Section 440AAB(2) of the *Local Government Act 1993* outlines the requirement for disclosures of interest returns to be tabled by the General Manager “at a meeting of the Council, being the first meeting held after the last day specified by the code for lodgement, or if the code does not specify a day, as soon as practicable after the return is lodged.”

The returns assist in ensuring that transparency and accountability are maintained. Section 6(2) of the *Government Information (Public Access) Act 2009* (“GIPA Act”) stipulates that certain open access information must be made publicly accessible on Council’s website. Returns of interests of councillors, designated persons and delegates are classed under Schedule 1 of the *Government Information (Public Access) Regulation 2018* as open access information for the purposes of website publication.

REPORT

Specific requirements for preparation and lodgement of returns is contained in the Office of Local Government’s Model Code of Conduct. The Model Code is the basis of the current Hunter’s Hill Council Code of Conduct. All councillors and designated persons must lodge disclosure of interest returns within 3 months of:

- a) becoming a councillor or designated person
- b) 30 June each year
- c) the councillor or designated person becoming aware of an interest they are required to disclose under Schedule 1 of the Hunter's Hill Council Code of Conduct that has not been previously disclosed in a return lodged in a first time return or an annual return

A 'designated person' is described in clause 4.8 of the Hunter's Hill Council Code of Conduct as:

- a) the general manager
- b) other senior staff of the council for the purposes of section 332 of the *Local Government Act 1993*
- c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest
- d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

Preparation and proactive release of disclosure of interest returns are important elements in promoting public accountability of Council. They help to protect the integrity of Council decision making processes by allowing scrutiny of potential conflicts of interest that could arise where councillors or other key council officials participate in decision making from which they or their close associates may derive (or be perceived to derive) personal or financial benefit.

Provided that the recommendation is accepted, the returns will be published on the Council website.

CONCLUSION

Pursuant to Section 440AAB(2) of the *Local Government Act 1993*, the returns for the period ended 30 June 2022, as per the summary list in **Attachment 1** to this report, will be tabled at the meeting and published on the Council website as required under the GIPA Act and Regulation.

ATTACHMENTS

1. Designed persons for period ending 30 June 2025 [↗](#)

Designed persons for period ending 30 June 2025

The General Manager has identified the following positions as “Designated persons” required to complete a Disclosure of Interest return for the purposes of the Code of Conduct.

Position	Current Staff Member
General Manager	Nick Tobin
Director Town Planning	Steve Kourepis
Snr Development Assessment Officer	Shahram Mehdizadgan
Health & Building Surveyor Town Planner	Mark Newton
Chief Finance Officer	Christian Munday
Director Infrastructure & Environmental Sustainability	Sam Urquhart
Civil Engineer	Peter Chudek
Director People and Culture	Rosanna Guerra
Director Community & Customer Services	Annie Goodman
Manager Communication & Events	Shery Demian
Manager Digital & Customer Information	Jade Reed
Local Planning Panel Member	Charles Hill
Local Planning Panel Member	Stephen Kerr
Local Planning Panel Member	Michael Brewer
Local Planning Panel Member	Graham Brown
Local Planning Panel Member	Sally Charalambides
Local Planning Panel Member	John McInerney
Local Planning Panel Member	Lisa Trueman
Local Planning Panel Member	Joseph Vescio
Local Planning Panel Member	Greg Woodhams
Local Planning Panel Member	Paul Berkemeier
Local Planning Panel Member	Ross Bonthorne
Local Planning Panel Member	Linda Gosling
Local Planning Panel Member	Megan Jones
Local Planning Panel Member	David Milliken
Local Planning Panel Member	Peter Monks
Local Planning Panel Member	Philip North
Local Planning Panel Member	Romina Cavallo
Local Planning Panel Member	Diana Kirk
Local Planning Panel Member	Barry Buffier

The information collected on this form will be kept by the General Manager at the council offices in a register of returns. Everyone is entitled to inspect the register of returns free of charge.

In addition, the Information and Privacy Commission mandates that Returns are published on Council’s website. Residential addresses (not investment properties) and signatures are redacted from the Returns lodged with Council prior to publication on Council’s website.

ITEM NO	: 4.3
SUBJECT	: BIKE PLAN AND ALEXANDRA STREET DESIGN FOR COMMUNITY CONSULTATION
STRATEGIC OUTCOME	: SAFE WALKING, CYCLING, AND ACTIVE TRAVEL IS SUPPORTED AND ENCOURAGED WITH IMPROVED INFRASTRUCTURE.
ACTION	: REVIEW AND SUPPORT TRANSPORT TECHNOLOGY AND SUSTAINABLE TRAVEL
REPORTING OFFICER	: NICK TOBIN

Ref:795562

PURPOSE

To review a revised concept for Route HH1 from Alexandra Street to Valentia Street along Alexandra Street, Ferry Street, Woolwich Road, Gale Street and The Point Road.

RECOMMENDATION

1. That the concept plans for route HH1 to reduce on road vehicle speeds and to improve pedestrian amenity as attached be approved for public exhibition.
2. That community consultation for the detailed design locations be undertaken for a period of 28 days and reported back to Council.

REPORT

Council has been considering the design of a number of traffic calming options in the following locations:

Site 1 Alexandra Street at Hunters Hill P.S Alexandra Street at Stanley Road Alexandra Street at Ellesmere Avenue	Upgrade crossing to wombat crossing. Continuation of footpath across Stanley Road and Ellesmere Road	Funding approved for detail design and construction under Road Safety Grant by June 2026.
Site 15 Woolwich Road/Franki Avenue	Wombat crossing/intersection improvements option a, b, c further explored by survey and design	The existing road hump is confused for a raised pedestrian crossing causing a safety hazard for pedestrians. The raised crossing will also slow vehicles for cyclists
Site 5 Ferry Street/Foss Street/Ambrose Street	Wombat crossing at existing refuge and footpath continuation across Foss Street and Ambrose Street	The current refuge is inadequate for pedestrians. A wombat will improve safety for pedestrians and slow vehicles improving the road environment for cyclists.

		Continuation of the footpath across Ambrose Street and Foss Street creates a walking connection, improving the local amenity
Site 3 and Site 4 Alexandra Street at Ady Street Ferry Street at Alexandra Street	Wombat crossing on Alexandra Street at Ady, median island, refuge, kerb extension	This proposal will evoke change to motorists' behaviour by forcing motorist to slow down in a shopping area. Safety is improved for cyclists

These concept plans have been workshopped with council several times and 3 revised concept plans have been developed for:

1. Site 1
2. Site 3, 4 and 5,
3. Site 15

A copy of these plans are attached.

COMMUNITY CONSULTATION

The community consultation will include:

- a factsheet outlining the project, its purpose and broad delivery timeline.
- Councils' website will include a project page and online feedback form which will be promoted via Councils communication channels including website, social media platforms and eNews.
- Feedback opportunity will also be advertised in the local newspaper and a media release will be sent to local media outlets.
- Work project bollards with a QR code linking to Councils website will be installed in key areas.

This consultation is planned for November 2025 to ensure grant funding conditions are met.

CONCLUSION

The revised Route HH1 will improve safety for cyclists and pedestrians by reducing vehicle speeds.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

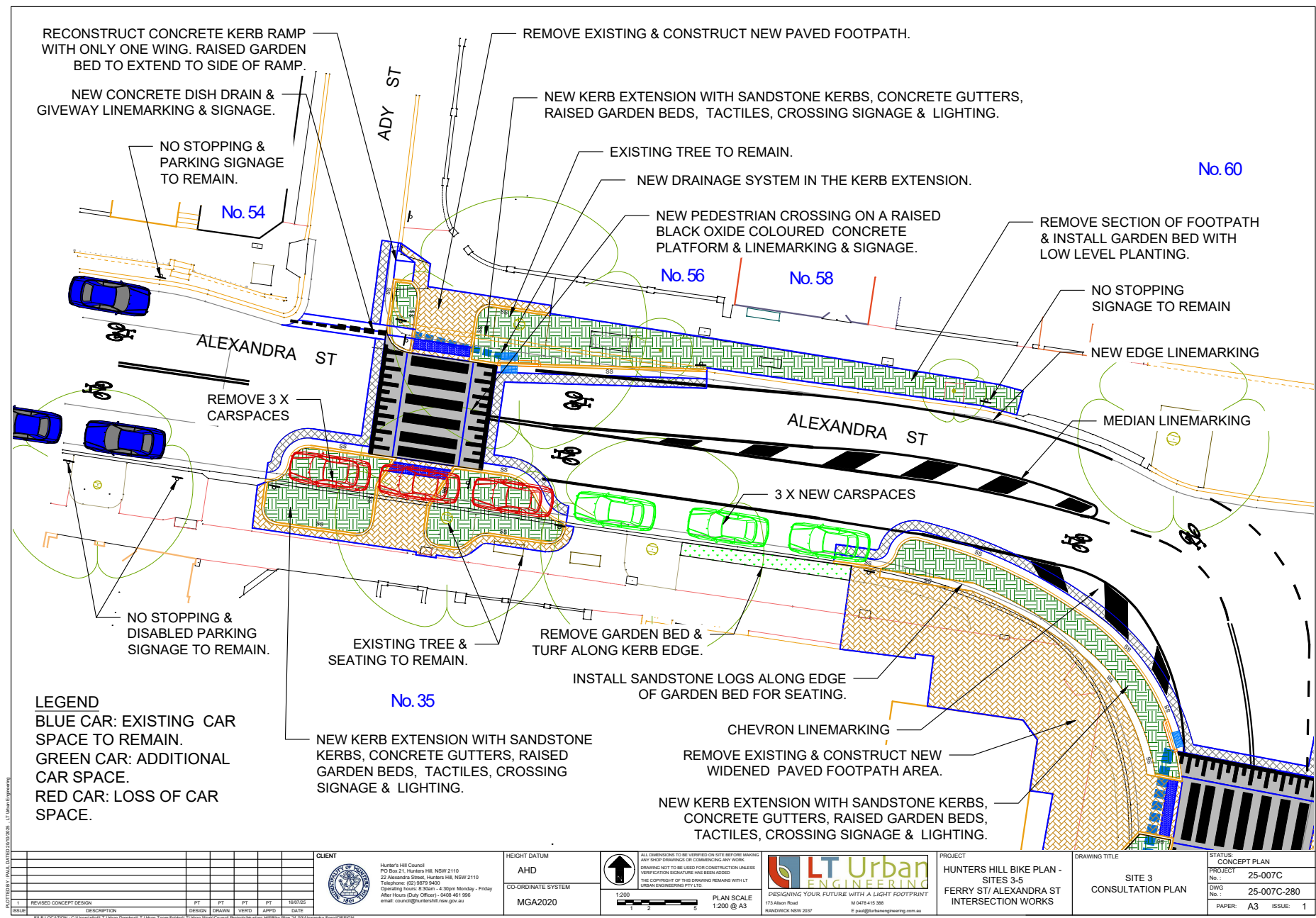
RISK ASSESSMENT

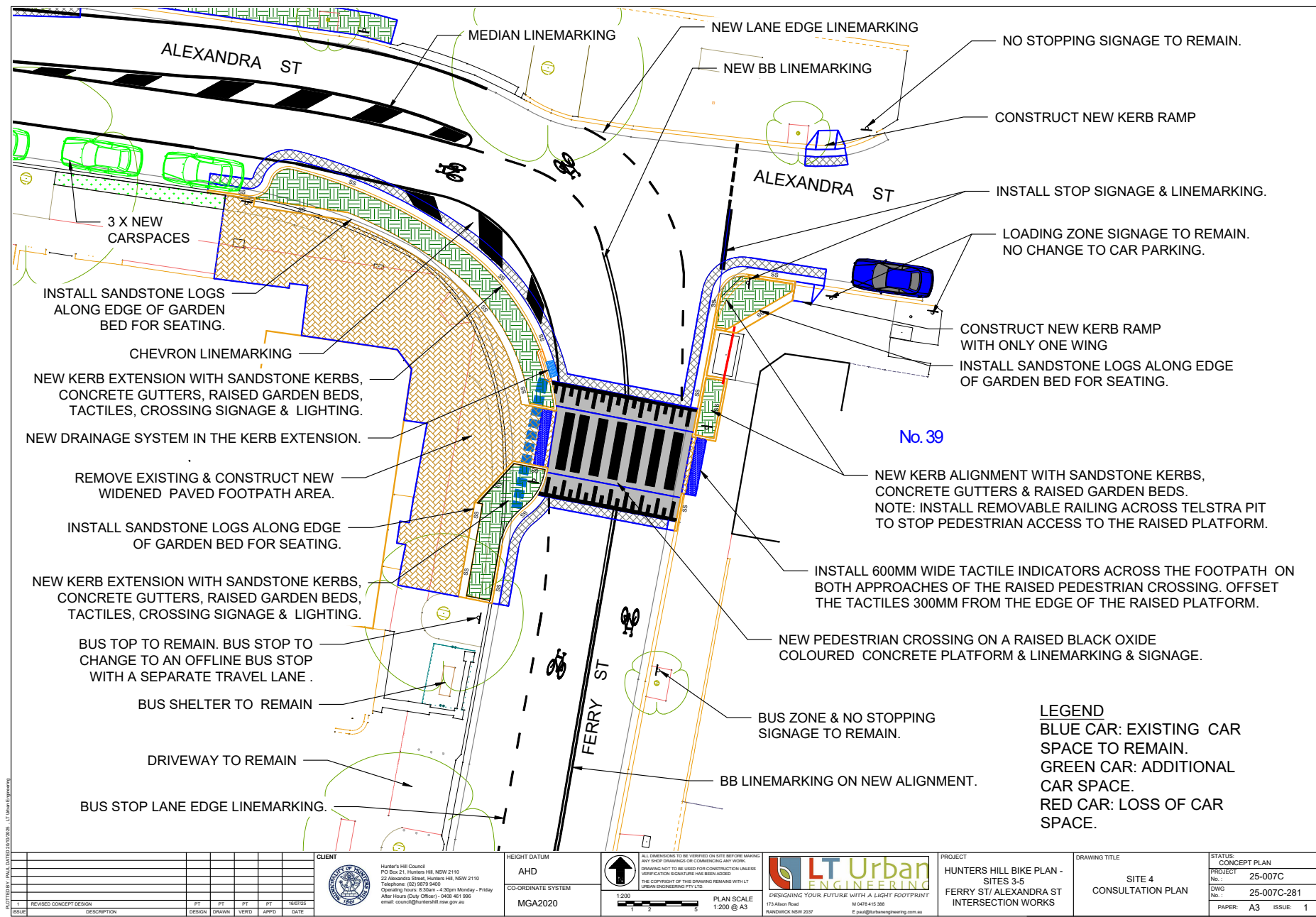
There are no direct or indirect risks impacting on Council arising from consideration of this matter.

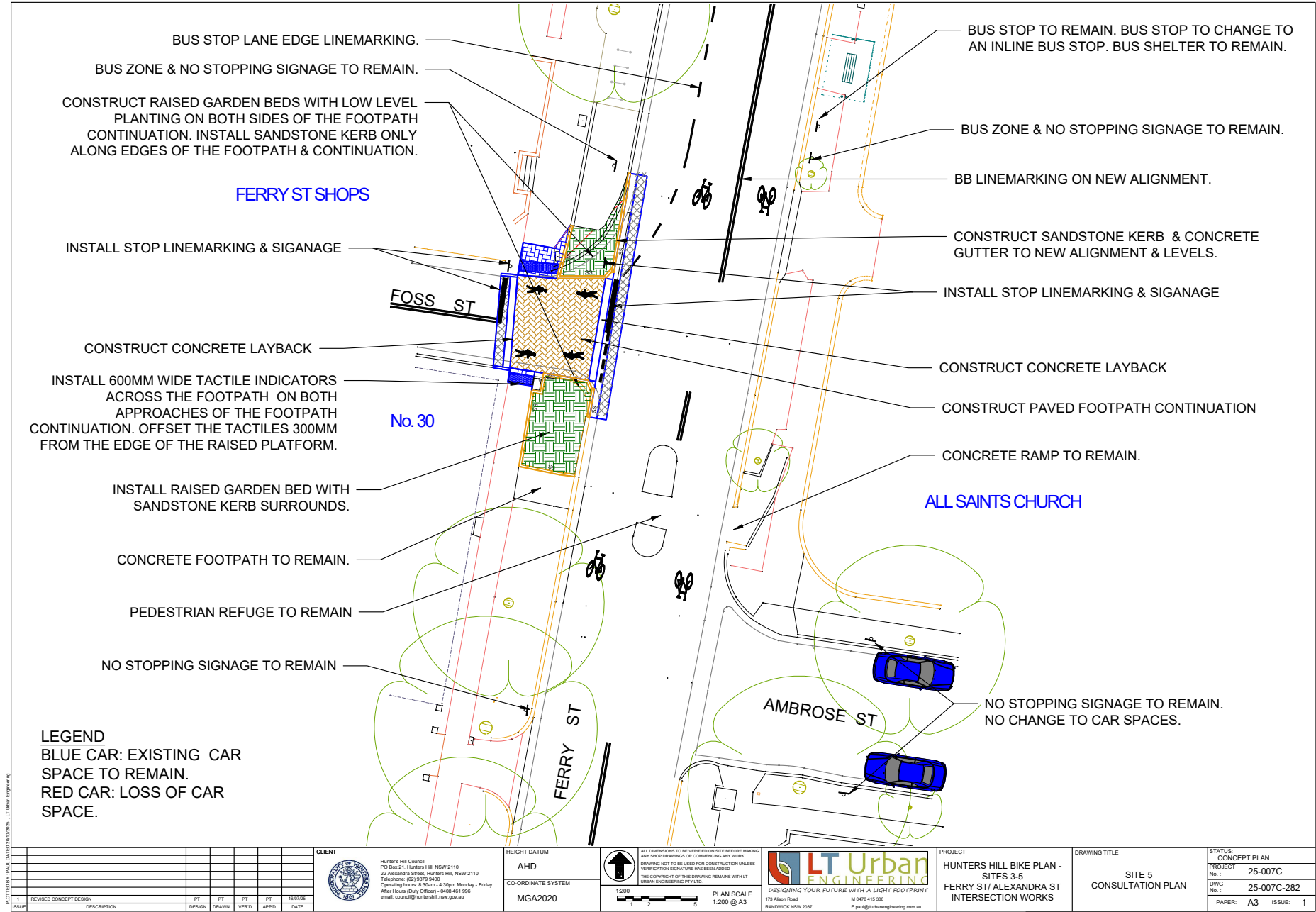
ATTACHMENTS

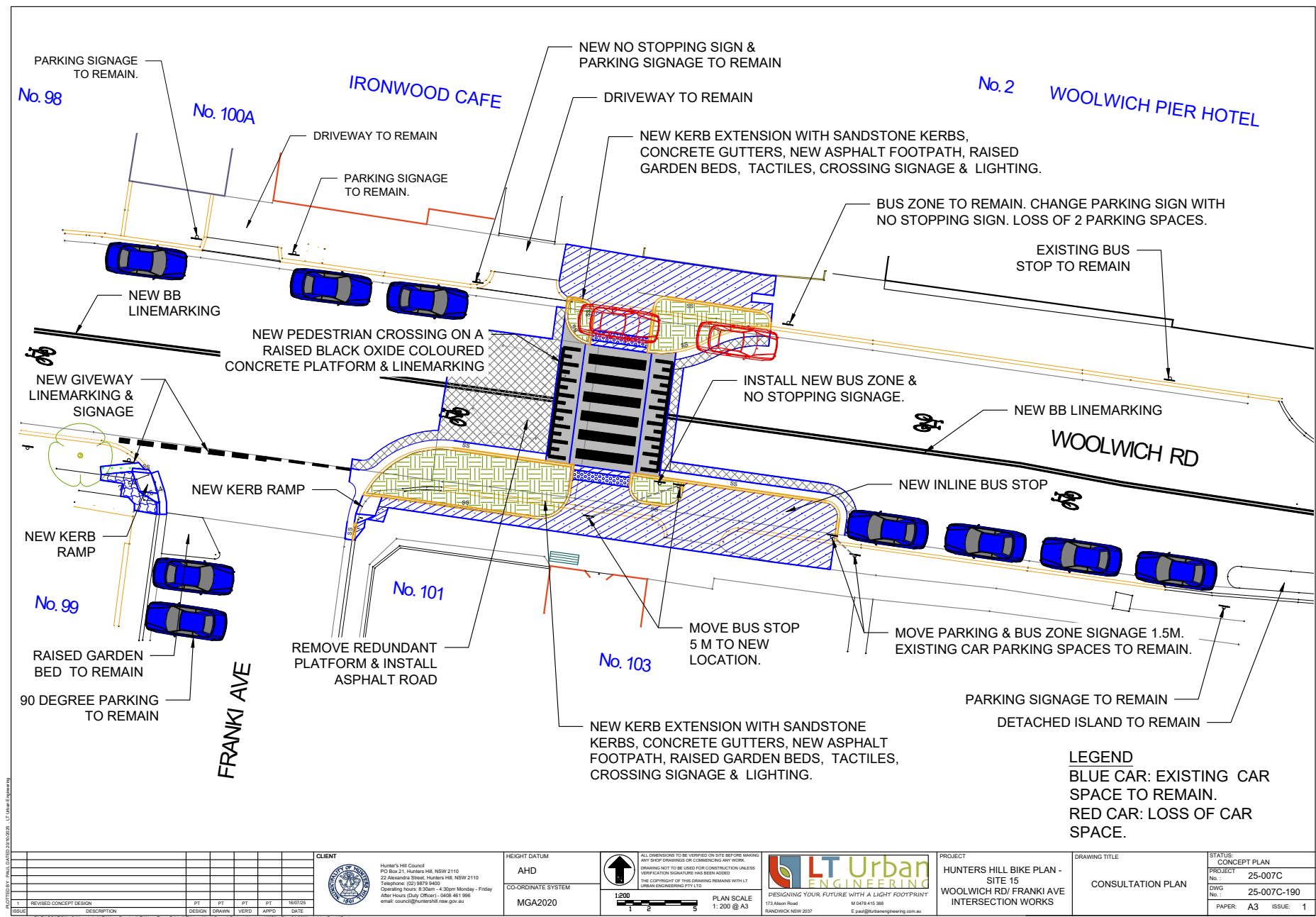
1. Draft concept plans for Sites 1, 3-5, 15 [↓](#)











ITEM NO	: 4.4
SUBJECT	: IMPLEMENTATION OF A RESIDENTIAL FOOD ORGANICS COLLECTION AND RECYCLING SERVICE
STRATEGIC OUTCOME	: SERVICES, PROGRAMS AND POLICIES REFLECT A COMMITMENT TO SUSTAINABILITY.
ACTION	: WORK TOWARDS THE IMPLEMENTATION OF A FOOD ORGANICS SERVICE
REPORTING OFFICER	: MARGAUX PARK

Ref:788666

PURPOSE

To present the preferred option for implementation of a food organics service with a targeted timeline to delivery and seek Council's endorsement of the recommendations.

A reminder that FOGO is food organics and garden organics collected together in the green lidded bin. FO is food organics collected as a separate service, likely in a smaller maroon lidded bin.



FOGO = Food and Garden Organics

FO = Food Organics

It is recommended that the Council resolve into closed session with the press and public excluded to allow consideration of the attachment to this report as provided for under section 10A(2)(c) of the *Local Government Act, 1993* on the grounds that:

(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business and dealing with the matter in open session would be, on balance, contrary to the public interest.

RECOMMENDATION

1. That Council receive and note the report.
2. That Council endorses a combined food organics garden organics (FOGO) service for service implementation across all households (and decide on the need for a replacement 240L green bin rollout) with a targeted service commencement of July 2026 under existing contracts.

3. That Council endorses to extend the waste collection contract from 2030 to 2033 under Section 55(3)(i) of the *Local Government Act 1993* with reasons referenced in section 2.7 of this report.
4. That Council endorses to make variations to the organics processing contract under Section 55(3)(i) of the *Local Government Act 1993* with reasons referenced in section 2.8 of this report.
5. That Council makes a decision on the option of commingling the recycling service into 1 x 240L yellow bin (fortnightly collection) and rolling out all new bins for all services at the same time. This additional option will result in FOGO implementation targeting October 2026.
6. That Council delegate authority to the General Manager to execute all necessary documentation to give effect to these resolutions.

BACKGROUND

Council was briefed in detail in February 2025 at their corporate planning weekend around Sydney's waste future and how food organics recycling has been mandated by the NSW EPA. A further summary report was brought to the February 2025 Council meeting.

The original report can be viewed in Council Meeting 4541 (24 February 2025) agenda, item number 4.1.

Council resolved that we would work with Lane Cove Council in a joint procurement exercise, to investigate the options together. It was noted that, whilst Lane Cove's upfront preferred option was for a FO service, this Council may elect to adopt a different service model once the financial model was completed with known costs.

1.1 Food Organics Mandate

The NSW government has adopted targets of:

- Halve food waste to landfill by 2030
- Net zero emissions from organics in landfill by 2030

In 2021, the NSW Waste and Sustainable Strategy 2041 signalled a mandate for all councils to implement a food organics collection service by 1 July, 2030.

This became law in February 2025 when the *NSW Protection of the Environment Legislation Amendment (FOGO Recycling) Bill 2024* was passed by the NSW Parliament. Under the mandate, councils may provide households with either a FOGO collection bin, or separate FO and GO collection bins.

The legislation also provides for the imposition of financial penalties for local councils that do not comply with the Mandate by 1 July, 2030.

1.2 Benefits of food waste diversion from landfill

Food organics sent to landfill generate methane, a potent greenhouse gas, which can be avoided if these organics are diverted from landfill into beneficial recycling.

Each year, organic waste in Australian landfills generates about 13 million tonnes of greenhouse gas emissions (carbon dioxide equivalent). This equates to approximately 2.5% of Australia's total annual emissions.

Diverting organics from landfill supports Council's climate change mitigation and resource recovery strategies. It also reduces pressure on the limited landfill capacity servicing the Greater Sydney region. Capacity that is expected to be exhausted by 2030.

Food waste accounts for approximately 43% of this LGA's red bin waste and 25% of this LGA's total waste stream. It is a significant material to capture, not only to avoid landfilling, but to recycle into a valuable material for land application in our regions. It is a circular economy approach to waste management that will increase our resource recovery rate.

1.3 Opportunity to access available processing capacity

Capacity for organics processing is an issue of concern across NSW as has been discussed in detail at the February 2025 briefing. There are limited facilities that will currently accept food and garden organics, and while more are coming online, modelling shows that by 2030 there will be a capacity gap of 1.1m/tonnes p.a..

There are known facility capacity shortfalls within the organics processing industry between 2028-2032. It is therefore prudent that this Council would endorse targeting commencing with a service in 2026 to avoid a situation where we are unable to secure a processing contractor between 2028 and 2032 when most Sydney councils will be tendering for similar services in a constrained marketplace.

The primary facility that is available for Council's use under current contractual terms is currently at 40% capacity and is modelled to be over capacity by 2028 based on large councils forecasted to come onboard by then. Councils waiting until closer to 2030 to make decisions may find capacity difficult to secure.

Additionally, as capacity reduces, prices increase. It is recommended to act now and secure capacity at a more attractive rate.

1.4 Summary of investigative work conducted

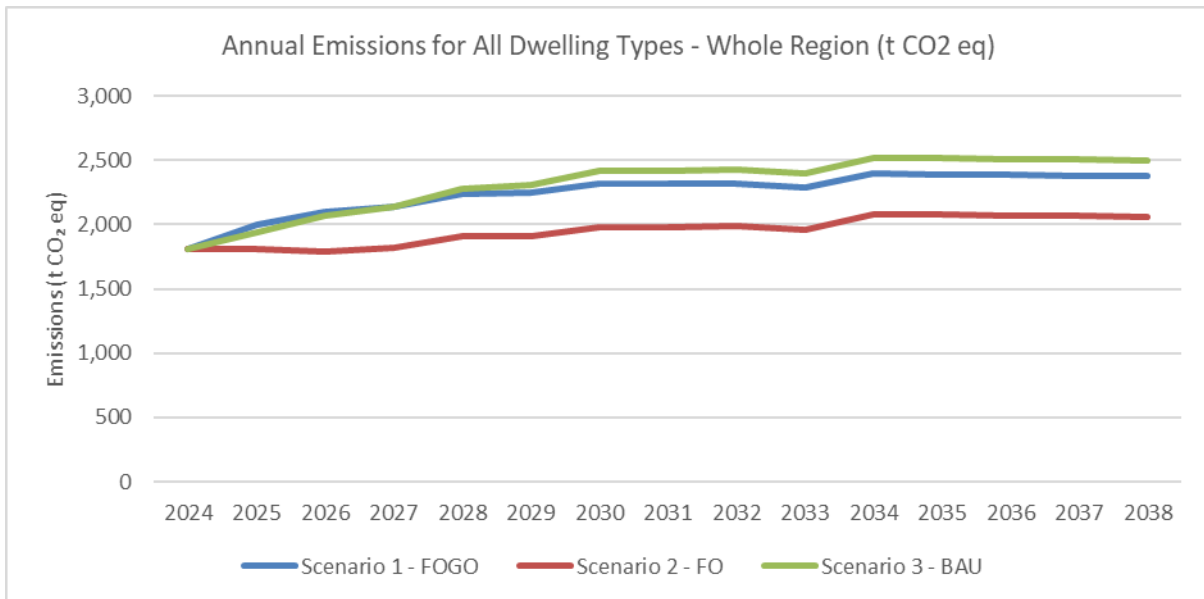
Working in collaboration with Lane Cove Council, using funding from the NSW EPA Joint Procurement Fund, we have:

- Undertaken a bin reconciliation audit to ensure data accuracy of on-ground services to assist with planning for service changes,
- Conducted a legal review of existing contracts, with the view to seek variations to those contracts for food organics services,
- Commenced discussions with our existing waste contractors for the implementation of a food organics collection service to take advantage of the capacity currently available.

1.5 Emissions profile of options

The February 2025 Council Report detailed the environmental impact of each option as indicated by a NSROC Study compiled in 2023. In summary, FO is likely to achieve 19% emissions reduction and FOGO is likely to achieve 6%. Whilst the emissions profile is a consideration in the process, the user-experience for residents of managing a 5-bin service

needs to be considered alongside the environmental benefits. For this council, it is recommended that the user-experience take precedence.



REPORT

2.1 What the two core organics options look like in practice:

1. FOGO service



- 240L FOGO bin (weekly)
- 80L, 120L or 240L general waste bin (weekly – residents' choice)
- 120L container recycling bin (fortnightly)
- 120L paper recycling bin (fortnightly)

Table 1: Benefits and barriers of a FOGO service

Benefits	Barriers
Cost of service is much less – lower resulting DWMC for residents annually	Modelled at 6% emissions reduction (composting process)
Maintain existing 4 bin service – although we may need to replace old green bins due to their age	Potential for contents to be lesser quality (although a <u>low risk</u> – HHC residents are exceptionally good recyclers)
No additional pressure on kerbside space	
Less weekly truck movements	
More convenient for residents to use	
Increased chance of higher participation in the food service	

Smells and pests in large bin is reduced as garden organics absorb liquids from food waste	
Have access to education resources (print and video) that have been designed by NSW EPA – cost saving to Council (these resources do not exist yet for FO)	
The majority of NSW have chosen to roll out this service type	

2. FO service



- 80L FO bin (weekly)
- 80L, 120L or 240L general waste bin (weekly – residents' choice)
- 240L GO bin (fortnightly)
- 120L container recycling bin (fortnightly)
- 120L paper recycling bin (fortnightly)

Table 2: Benefits and barriers of a FO service

Benefits	Barriers
Modelled at 19% emissions reduction (anaerobic digestion process producing biogas and fertiliser pellets)	Cost of service is much more – ongoing additional costs to residents through DWMC
Any contamination issues from resident misuse will not impact the wider garden organics stream	Additional cost of an 80L FO bin rollout
Source separating the product results in a cleaner stream	Additional pressure on kerbside space (up to 4 bins per hh presented weekly)
	More bin movements for our community – additional pressure on aging residents (less convenient to engage with the service)
	Many properties will not have available space to store 5 bins – anticipate pushback from residents possibly derailing a smooth rollout plan
	Risk of lower participation – residents may deem it 'not worth it' to present a bin with a couple of kgs of waste per week

	Increased smell and pests in bin – requiring more regular cleaning which may be unpalatable for residents
	All education resources have to be developed (and funded) by Council as NSW EPA hasn't produced any for FO

2.2 General waste service frequency

Some councils have introduced fortnightly general waste collections when transitioning to FOGO and, while this approach may reduce truck movements and associated collection costs, it is not recommended for Hunters Hill.

Council already provides an 80L general waste bin option, which is smaller than what is provided by most councils. Further to this, kerbside audits of neighbouring councils note that 57% of residents' general waste bins are more than 90% full on collection day. Additionally, while food waste makes up a significant portion of the contents of the red bin by weight – by volume it is much less.

Adopting fortnightly garbage collections risks Council not meeting the community's waste collection needs and is highly likely to increase contamination levels in recycling and organics bins.

Therefore, no change is being made to the provision of the general waste service to households.

2.3 Expected recovery

Through the existing green bin service, Council currently diverts around 1,320 tonnes/pa of garden organics from landfill into open windrow composting which produces quality compost and soil blends that have well established and reliable end markets.

With an estimated 43% of the 3,071 tonnes collected through the red lidded bin suitable for FO/FOGO input, there is approximately 1,320 tonnes/pa of food waste available for diversion from landfill.

The NSW EPA's Guide to Best Practice FOGO indicates that the average diversion rate from food organics systems is 41%, while at the upper limits, best practice can achieve diversion rates of up to 73%.

Based on a 50% recovery rate of available food organics, the anticipated recovery of approximately 528 tonnes/pa of food waste would increase Council's overall diversion rate from 43% to around 50%. Over time, with ongoing community engagement and education, the quantity of food waste captured is likely to increase towards the full available quantity.

Council's existing garden organics, collected fortnightly in the green bin, has a very low contamination rate (<1.5%), making it an extremely high-quality input for composting because it doesn't contaminate the organic end-product. Whilst the FOGO option risks increasing contamination of the stream, we do not anticipate it to be significant, and it should remain well within the 4% acceptance threshold set by the processor.

While the proposed service is expected to provide greater financial and environmental benefits, it is not without risk. The key risk to this service lies in human behaviour; changing long-held habits of how they engage with their waste service. These risks will need to be managed by Council through proactive communications around the benefits of the service and how residents can minimise odours and other complaints.

2.4 Service financial modelling

Formal requests for pricing a FOGO/FO service were responded to by our current service contractors in order to complete the financial model. All scenarios were considered and modelled with the below results on service pricing.

Refer to Table 3 in the confidential attachment for the details of the pricing.

Based on the operational costs, a FO service will be 7.6% more expensive than a FOGO service for this Council.

Recommendation:

Based purely on the cost for service, FOGO represents a better value for money service model for HHC.

2.5 Additional rollout costs

In 2022, the NSW EPA developed grants to support NSW councils to deliver new weekly FO or FOGO services to their communities. It is expected that there will be two grant rounds each year for four years.

As the mandate date draws closer and more councils apply for this funding, there is a risk that funding availability may reduce as funds are depleted. There is also no certainty that grant funds will be available after 2026.

Council was successful in securing funding of \$176,530 in June 2025 and the General Manager has subsequently signed the funding deed which commits us to the conditions of the grant. The entirety of this funding will be used to provide service implementation collateral.

Prior to service commencement, all households will receive:

- a 7L kitchen caddy to allow for food waste separation in the kitchen (where food is primarily generated),
- starter pack of certified compostable caddy liners and,
- an accompanying educational pack detailing how to use the service.

Liners will continue to be delivered on a 6 monthly basis to minimise contamination from plastics and non-approved bags, along with educational material to maximise utilisation of the service.

Residents needing top-up liners will be able to access additional supplies from Council offices or via a mailout system through the Waste Hotline.



Image 1: example of kitchen caddy and liners

URM was requested to provide pricing for performing the initial rollout of caddies/liners/education resources to all households as well as an ongoing six-monthly delivery of replacement liners.

Any unit complexes without an existing green bin will require a bin supplied which will be at minor cost, funded from the Waste Reserve if required.

The approved 2526 OPEX budget together with funds received from the EPA grant are generally sufficient to support the collateral required to support the implementation of a food organics service. Any shortfall will be drawn from the Waste Reserve if required.

Refer to Table 4 and 5 in the confidential attachment for the details of the pricing.

2.6 Contract terms

Legal advice was sought jointly by the councils from Maddocks Legal (experts in waste contractual law) whereby they were satisfied that making variations to current collection and processing contracts (and any associated bin rollouts) was permissible within the context of current contracts.

Refer to Table 6 in the confidential attachment for the details of the current contracts and their service periods.

No matter the service option chosen, we are required to vary the current collection and garden organics processing contracts.

Recommendation:

Taking all legal advice into consideration, the existing waste collection and garden organics processing contracts should be varied to implement a FOGO service.

2.7 *Collection Contract Extension Request

In pricing for the services, our collections contractor has requested a 5-year extension to the contract term in order to amortise the additional collection vehicle required to provide the

service. We recommend accepting a 3-year extension under the extenuating circumstances exemption under s55(3)(i) of the *Local Government Act, 1993*. The current contract final extension is set to end in November 2030 (see section above).

Section 55(3) of the *Act* sets out the circumstances in which the requirement under s55(1) to invite tenders does not apply. Section 55(3)(i) provides that the council is not required to call for tenders for a contract where extenuating circumstances exist and the council must decide based on the reasons for the decision.

Section 55(3)(i) has a very wide scope and it is reasonable for Council to be satisfied that extenuating circumstances exist in this instance due to:

- A change in Law (the mandate) has been made mid-way through current collection and processing contracts.
- As part of their Funding Deed, the NSW EPA requested evidence of contracts for a FOGO or FO service to be in effect for at least seven years. This contract extension allows for this certainty to be provided to the EPA.
- Maintaining the cost competitiveness of collection services by amortising the additional collection vehicles required to deliver the service over what would be considered a standard contract term.
- As this is a joint procurement exercise (where Lane Cove Council has endorsed a 3-year contract extension), not taking up the extension will result in both councils having different end dates to their collection contracts and therefore Council will need to bear the sole responsibility and cost of all future collection tender processes. There is a significant benefit to Council in maintaining a joint procurement approach.

When it comes to being competitive in the market, what we do know is that the average lift rate across the NSROC region is significantly higher than the proposed lift rates with a FOGO service from the collection contractor. What this tells us is that Council is unlikely to attract a more competitive price for service by calling for new tenders in line with a 2030 contract end date. Council will continue to enjoy the benefit of competitive lift rates by accepting the request for contract extension. It is feasible that Council would resolve to extend the collection contract to 2033 as a negotiation to the collection contractor's request for a 2035 extension.

Provided pricing is based on a flat rate no matter if Council ends the contract in 2030, 2033 or 2035. There is no financial incentive or penalty. 2033 is deemed a reasonable compromise to extend the contract.

Recommendation:

Taking all legal advice into consideration, there is benefit in extending the current collection contract to 24 November 2033 (from November 2030), having demonstrated the rationale under 'extenuating circumstances' in s55(3)(i) of the *Local Government Act, 1993*.

2.8 Changes to the Garden Organics Processing Contract

Changes to garden organics processing services to a FO/FOGO service presents a risk of the varied contract being characterised as a new contract for the purposes of the tendering requirements, on the basis that these are completely different processing services to those covered by the existing contract.

To mitigate this risk, Maddocks' advice is that Council should seek to rely on the extenuating circumstances exemption under the *Local Government Act, 1993* s55(3)(i).

This is an exemption to the tendering requirement where, because of extenuating circumstances, Council decides that a satisfactory result would not be achieved by inviting tenders.

Legal advice makes reference to comparing the prices from Council's existing waste processing contractors for processing of food organics. In this instance, there is a significant price difference per tonne to justify exercising the extenuating circumstances clause and make variations to the current organics processing contract.

Additionally, because of the change in law in mandating all councils to implement a food organics service by 2030, there is risk that HHC may not be able to secure a facility for processing if we wait until 2030 to act. By acting early, we place ourselves in a stronger position for future tendering, where having already secured capacity, we are able to be provided for in future contracts commencing 2030 (when the current organics processing contract ceases).

Recommendation:

Taking all legal advice into consideration, there is benefit in varying the current organics processing contract, having demonstrated the rationale under 'extenuating circumstances' in s55(3)(i) of the *Local Government Act, 1993*.

2.9 Timing of service implementation

The General Manager has signed the Funding Deed with the NSW EPA for our GO FOGO Round 4 Grant which has committed us to implementing a service in 2026. To dramatically change this timeline will place Council at risk of receiving any future funds from the EPA due to reputational damage.

Based on lengthy discussions with a number of other councils who have already made a move to a food organics service implementation, it would be prudent for Council to target implementation in July 2026 (if FOGO only option is endorsed).

Recommendation:

Taking the above information into consideration, as well as section 1.3 on the benefits of securing processing capacity now, we should target July 2026 for implementation.

2.10 Option - Commingling the recycling service and replace all bins in service

Whilst adopting a FOGO service would maintain Council's four bin service, there is an opportunity to address further service efficiency through commingling the existing two recycling services.

As part of their proposal, the collections contractor provided options to remove the 120L blue and yellow bins and replace them with a singular 240L commingled recycling service to be collected on a fortnightly cycle.

Additionally, in mid-2024, Council's collection contractor requested to meet with Council's executive team to discuss the proposal for a whole service bin replacement process. They report Council's bins were last rolled out in the 1990s and have largely reached their end of life. The bin reconciliation project conducted in April 2025 revealed only 92 bins in the field requiring attention. This does not constitute significant reason to replace all bins in the field.

As a side project to our organics journey discussions, the collection contractor has provided pricing to replace all bins to align with a targeted service change.



- 80L, 120L or 240L general waste bin (weekly – residents' choice)
- 240L FOGO bin (weekly)
- 240L commingled recycling bin (fortnightly)

Recommendation:

One option relies on the other. We wouldn't rollout all new bins now and change to a commingled service in 2033. Similarly, we wouldn't commingle the service now without replacing all bins in service.

Implementing both the commingling and whole bin rollout simultaneously to a FOGO service will significantly increase the annual DWMC incurred by residents (~17.5% + CPI in FY26/27) (see Table 7 in the confidential attachment).

It would be prudent Councillors elect to revisit these options closer to 2033 when a new collection contract is put to a competitive tender market rather than making such big decisions mid-contract.

Selection of these options will result in FOGO implementation targeting October 2026.

SUMMARY OF SCENARIO COSTS AND IMPACT ON ANNUAL DWMC

We have outlined in Section 2.4 there is an 8.1% increase to the annual service cost to run a FOGO model compared to a 15.7% increase to run a FO service.

The DWMC for 25/26FY for an 80L red bin service is currently \$468.32. Increasing the DWMC is required to implement a food organics service however it is optional whether we rollout a replacement 240L green bin or if we commingle the recycling bins and rollout all new bins at this time.

Table 7 in the confidential attachment outlines a summary of scenarios with the approximate predicted increase to the FY26/27 DWMC.

The Chief Financial Officer has indicated there is sufficient funds available in the Waste Reserve to fund any bin rollouts as a once off payment.

HHC's DWMC was benchmarked in May 2025, revealing a competitive rate for the 80L red bin service compared to other councils in the NSROC region.

Table 8: Summary of NSROC DWMC for FY24/25

Council	General Waste	Recycling	Green Waste	DWMC 2425
Hunters Hill	80L	2x120L f/n	240L f/n	\$448
Lane Cove	80L	2x120L f/n	240L f/n	\$560
North Sydney	80L	140L wkly	f/n booked	\$471
Willoughby	140L	240L wkly	240L wkly	\$640
Ku-ring-gai	120L	2 x 240L f/n	360L wkly	\$497
Mosman	120L	2 x 140L f/n	240L mthly	\$750
Ryde	140L	240L f/n	240L f/n	\$485
City of Sydney	120L	240L wkly	240L f/n	\$509
Inner West	120L	240L f/n	240L (FOGO)	\$502

Recommendation:

It is the Councillors' decision if a ~17.5% + CPI increase is desired in order to rollout all new bins and commingle the service at this time (remembering that one relies on the other) or whether this decision is better postponed until we retender the collection service closer to 2033 in a competitive market.

CONCLUSION

In the February 2025 Council Report, we concluded that:

“Whilst FO has been identified as the preferred model by Lane Cove Council at this stage, there are many unknown costs from contractors (collection and processing) to provide the service. The outcomes of contract negotiations may result in the preferred model changing if the economic viability of a FO service doesn't align with both council's objectives.”

The original financial modelling (based on assumed costs only) indicated that, for this Council, choosing either FOGO or FO were reasonably similar in price to operate.

What has resulted, after going through the formal process, demonstrates that a FO service will cost Council nearly 8% more than FOGO to implement.

We have always stated that, whilst we went through this process as a joint procurement exercise, we did not have to make the same final resolution of what service to roll out to our communities. In this instance, the financials clearly demonstrate a FO service will cost our community considerably more to utilise every year compared to FOGO. Additionally, the emissions savings of a FO service, for this Council, cannot compare to the day-to-day interaction our residents will have with their waste service. Providing a top-quality waste service that doesn't create barriers to residents utilising it is a primary consideration.

Lane Cove Council has resolved to provide a FO service (at their August 2025 Council meeting) as the modelling has demonstrated this to be a better financial outcome for them (largely due to their greater percentage of units). Whilst their decision on the service model should not impact this Council's decision, there are, however, significant financial benefits in resolving to accept the same collection contract duration.

Table 11: Benefits and barriers to moving forward jointly on timing/contract recommendations with Lane Cove Council

Benefits	Barriers
All service contracts of both councils will continue to align in timing	Different contract end dates between councils will exclude HHC from joint procurement with LCC which has large financial implications
Council will not need to re-tender for a collection service until closer to 2033, giving certainty of current rates continuing	Council risks damage to our reputation with the NSW EPA in commencing the process of returning funds received in Grants if not implementing a service in 2026 as indicated in our submission

FINANCIAL IMPACT ASSESSMENT

The financial impact on Council have been thoroughly outlined in the body of the report, clearly demonstrating a FOGO service represents a better financial outcome for residents.

ENVIRONMENTAL IMPACT ASSESSMENT

As detailed in the report, compared to business as usual, there is a 19% potential emissions reduction by commencing a FO service and 6% emissions reduction by commencing a FOGO service.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

1. Food organics implementation - Confidential

ITEM NO	: 4.5
SUBJECT	: COMMUNITY GRANTS
STRATEGIC OUTCOME	: COMMUNITY GROUPS, VOLUNTEERS AND SERVICE PROVIDERS ARE RECOGNISED AND SUPPORTED
ACTION	: PROVIDE ANNUAL COMMUNITY SERVICE GRANTS TO LOCAL ORGNSIATIONS
REPORTING OFFICER	: ANNIE GOODMAN

Ref:795511

PURPOSE

To seek endorsement of applications recommended for funding under the 2025 Community Grants Program.

RECOMMENDATION

1. That the report be received and noted.
2. That Council awards funding under the 2025 Community Grants Program to the recommended grant applications, as summarised within the body of this report (Table 1).

BACKGROUND

Council's Community Grants Program has been developed to financially support community groups and not-for-profit organisations to provide innovative and inclusive programs, events and projects in line with our Community Plan.

The program also includes support for individuals selected to compete at a recognised sporting or cultural competition outside the Sydney metropolitan area in NSW, interstate or internationally.

REPORT

The Community Grants Policy allows for \$20,000 funding for the Community Grants Program, with funds available from within Council's 2025-26 Budget, and available across two categories:

- **Community Development (service and program delivery)**
\$500, \$100 or \$1500 per application
- **Community Assistance (sports and cultural competition)**
\$150, \$250 or \$500 per application

A total of 19 submissions (17 for Community Development, 2 for Community Assistance) were received.

The Community Grants Assessment Panel, comprising the Mayor, Deputy Mayor, General Manager, Councillor Tannous-Sleiman and Councillor Kassab recommended the that the grants, summarised in Table 1 (below) be awarded.

Community Development Category		
ORGANISATION	PROJECT	RECOMMENDED GRANT
ECOBEL	Solar panel install	\$1500
Mamas & Co Choir	Mamas & Co concert	\$1500
Ryde Hunters Hill Life Education Centre Inc.	Health Promotion printing costs	\$1500
Joubert Singers Inc.	Singing workshops with choral conductor	\$1500
Hunters Hill Sailing Club Inc	Sailing for All: Expanding Access and Participation at Hunters Hill Sailing Club	\$1500
1st Hunters Hill Scout Group	Solar Battery purchase and installation	\$1500
Hunters Hill Music	Hunters Hill Music presents Emily Sun & Laurence Matheson	\$1500
Probus Club of Hunters Hill and District Inc.	A celebratory Anniversary Book '	\$1500
Country Woman's Association	New Branch Marketing	\$500
Congregational Church	sesquicentenary celebration of commencement in Hunters Hill	\$1,500
TOTAL		\$14,000
Community Assistance Category (Sports & Cultural Competitions)		
Jeffrey Tanti	Representative Athlete in Dragon Boat	\$500
JulieAnne Anderson	Attendance and participation at the World Transplant Games 2025	\$500
TOTAL		\$1000
OVERALL TOTAL		\$15,000

Residual funds totalling \$5,000 from the \$20,000 Community Grants Program can be discretioned to alternate projects at Council's discretion.

CONCLUSION

Awarding grants under this program assists to financially support community groups and not-for-profit organisations to provide innovative and inclusive programs, events and projects.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

There are no attachments to this report.

ITEM NO	: 4.6
SUBJECT	: YOUTH PROGRAMS AND SERVICES
STRATEGIC OUTCOME	: PROGRAMS, SERVICES AND EVENTS ARE WELCOMING, INCLUSIVE, SAFE AND DEDICATED TO PROMOTING ACTIVE LIVING, HEALTH AND WELL-BEING
ACTION	: PROMOTE AND ORGANISE HEALTH AND WELL BEING PROGRAMS FOR SENIORS
REPORTING OFFICER	: ANNIE GOODMAN

Ref:794496

PURPOSE

To update Council on Council's progress in developing and actioning youth services and programs.

RECOMMENDATION

1. That the report be received and noted.
2. That a further report be brought back to Council in December 2025 outlining the Youth Services and Programs to take place for the remainder of 2025-26.

BACKGROUND

At the 28 July Council Meeting Council resolved to:

3. Allocate \$10,000 in the 2025-26 budget for youth programs, services and activities.
4. Subject to the report at Item 7, any money provided to schools must be acquitted on programs which will benefit 2 or more schools located in the Hunters Hill municipality.
5. That Council engages relevant service providers to facilitate programs and/or seminars which are accessible to all local high school aged children. These programs and/or seminars are to be focussed on but not limited to mental health and wellbeing, suicide prevention, body image and respectful relationships.
6. That Council engages with the City of Ryde Council to gauge their interest in forming a partnership to work on a Youth Mental Health Forum for the students who attend the high schools within Ryde and Hunters Hill LGA's.
7. That Council writes to The Hon. Prue Car MP – Minister for Education and Early Learning to advocate for The Mane Cave and Enlighten Education programs at Hunters Hill High School.
8. That a report on 3, 4, 5 and 6 be brought to the September 2025 meeting of Council.

These resolutions are addressed in the body of this report.

REPORT

Council remains committed to supporting youth programs and services.

Response to Resolutions 3, 4 and 7

- **Allocate \$10,000 in the 2025-26 budget for youth programs, services and activities.**
- **Subject to the report at Item 7, any money provided to schools must be acquitted on programs which will benefit 2 or more schools located in the Hunters Hill municipality.**
- **That Council writes to The Hon. Prue Car MP – Minister for Education and Early Learning to advocate for The Man Cave and Enlighten Education programs at Hunters Hill High School.**

Council has not currently allocated \$10,000 to youth programs, services or activities. Council liaised with Hunters Hill High School earlier in 2025 and discussed the cost of the Man Cave and Enlighten Program, which is \$9000 for the program. As Council's resolution states that any money provided to schools must be acquitted on programs benefiting two or more schools, Council will continue to seek a program that delivers broader benefits across schools within the LGA.

Council has written to the Hon. Prue Car MP to advocate for the State Government to support and fund this program across schools in our Local Government Area (LGA) and those that are particularly focused on mental health and wellbeing and specifically requesting the State to:

1. Embed evidence-based mental health programs in school curriculum across NSW.
2. Provide funding and resources to expand initiatives like The Man Cave and Enlighten Education to all high schools in our municipality.
3. Facilitate partnerships between councils, schools, and service providers to ensure equitable access for students in both Hunters Hill and neighbouring LGAs.

Response to Resolution 5

- **That Council engages relevant service providers to facilitate programs and/or seminars which are accessible to all local high school aged children. These programs and/or seminars are to be focussed on but not limited to mental health and wellbeing, suicide prevention, body image and respectful relationships.**

Council is working with the Northern Area Health Service and NSROC councils to deliver a suite of youth related online programs. Coming up in November is the Starting High School Program, which is a free webinar for parents and carers to support their young person as they start high school. This webinar is being held on Monday 10 November from 6.30pm to 8.00pm.

Presenters will discuss understanding the challenges – learning the most common concerns Year 6 students face when starting high school, from academic pressures to social change.

- Practical strategies – Discover simple, effective ways to support you child, from building routines and organisation skills to fostering independence and resilience.
- Focusing on wellbeing – Explore how relationships, balance and open conversations can make a huge difference during this formative time.
- Helpful resources – Get introduced to trusted tools and services, including Kids Helpline, Headspace, Lifeline, and the complimentary YourCrew App, with journaling safety plans and pathways to help.

Details of this webinar will be promoted via Council's website, socials media channels and eNews.

There will be a number of webinars rolled out throughout the remainder of 2025-26.

Response to Resolution 6

- **That Council engages with the City of Ryde Council to gauge their interest in forming a partnership to work on a Youth Mental Health Forum for the students who attend the high schools within Ryde and Hunters Hill LGA's.**

Council has initiated discussions with Ryde City Council to explore their interest in collaborating on the development of a Youth Mental Health Forum, involving high schools across both local government areas. Ryde City Council have run a similar program in previous years but are now focussing on a specific 'Ryde Youth Summit'. City of Ryde are, however, interested in partnering with Hunters Hill in other ways via the Ryde Hunters Hill Youth Network and developing youth mental health initiatives. Discussions regarding this program will continue in October and November 2025 with a project plan being finalised by the end of 2025.

CONCLUSION

Council will continue to advocate for youth services and programs via online programs, local schools and neighbouring councils.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

There are no attachments to this report.

ITEM NO	: 4.7
SUBJECT	: PLANNING PROPOSAL FOR 22 ALEXANDRA STREET HUNTERS HILL
STRATEGIC OUTCOME	: COUNCIL, COMMUNITY MEMBERS AND LOCAL BUSINESSES COMMUNICATE CLEARLY AND OPENLY ABOUT POLICIES, DECISIONS AND PROJECTS
ACTION	: PROVIDE UP-TO-DATE AND TRANSPARENT INFORMATION TO THE COMMUNITY
REPORTING OFFICER	: JEFF ELLIS

Ref:795496

PURPOSE

This report has been prepared to seek Council's authorisation to undertake feasibility and viability analysis and develop a draft Development Control Plan and draft Planning Proposal to enable Seniors Living at 22 Alexandra Street, Hunters Hill.

RECOMMENDATION

1. That Council authorise the undertaking of feasibility and viability analysis and develop a draft Development Control Plan and draft Planning Proposal to enable Seniors Living at 22 Alexandra Street, Hunters Hill

BACKGROUND

The Council owned land containing the Town Hall, Administration Building, Museum and ex-Works Depot, comprises 4 lots totaling 4,490sqm and is zoned SP2 – Public Administration Building.

With the recent relocation of the Works Depot there is the opportunity to redevelop the site to incorporate Seniors Housing in the form of Independent Living Units.

REPORT

State Environmental Planning Policy (Housing) 2021 sets out the development standards and requirements for "Housing for Seniors and people with a disability.

For the SEPP to apply to the SP2 zoned, Council owned land, seniors housing must be a permitted use on the land

Currently Seniors housing is not a permitted use on 22 Alexandra Street, Hunters Hill.

To pursue Seniors Housing (Independent Living Units) on the land, a Planning Proposal (PP) is required to add an additional permitted use to Schedule 1 of Hunters Hill LEP 2012 being *Seniors Housing*.

The PP would also set out Height of Building and Floor Space Ratio controls and be supported by a site-specific Development Control Plan (DCP) to provide certainty in development outcomes. This would be guided by massing study considering the location, site constraints, character of the area, location of adjoining development as well as the requirements of the NSW Governments SEPP (Housing) 2021 and Seniors Housing Design Guide.

The next step is to undertake feasibility and viability analysis including inputs from a Seniors Housing Property Consultant as well as established Seniors Housing providers and refine the concept design.

Following the analysis above, a draft Planning Proposal and draft DCP will be prepared and reported for Councils consideration.

CONCLUSION

The preparation of a draft Planning Proposal and draft DCP will progress the opportunity for 22 Alexandra Street Hunters Hill to be redeveloped to incorporate Seniors Housing and contribute to housing diversity in Hunters Hill.

FINANCIAL IMPACT ASSESSMENT

The initial cost estimate to refine the concept, undertake analysis to further the project is \$20,000.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

There were no attachments to this report.

ITEM NO	: 4.8
SUBJECT	: CITIZEN OF THE YEAR AWARDS
STRATEGIC OUTCOME	: COUNCIL, COMMUNITY MEMBERS AND LOCAL BUSINESSES COMMUNICATE CLEARLY AND OPENLY ABOUT POLICIES, DECISIONS AND PROJECTS
ACTION	: DELIVER A DIVERSE ENGAGEMENT PROGRAM TO ENHANCE COMMUNITY AWARENESS AND PARTICIPATION
REPORTING OFFICER	: ANNIE GOODMAN

Ref:794707

PURPOSE

To seek Councillor nominations for the Citizen of the Year Awards Assessment Panel and confirmation of Citizen of the Year award categories.

RECOMMENDATION

1. That the report be received and noted.
2. That Council nominate 2 Councillors in addition to the Mayor, Deputy Mayor, General Manager and previous Citizen of the Year.
3. That Council endorse the following award categories:
 - Citizen of the Year
 - Young Citizen of the Year
 - Outstanding Sporting Achievement
 - Community Excellence
 - Environmental Excellence
4. That following assessment by the Citizen of the Year Assessment Panel a further report be brought back to Council to endorse proposed Citizen of the Year award recipients.

BACKGROUND

Each year, Hunter's Hill Council celebrates the achievements and contributions of outstanding members and groups of our community through the Citizen of the Year Awards.

The importance of the Awards is to showcase individuals and groups who demonstrate extraordinary service every day within our community - building social and cultural fabric and making a significant difference to our municipality.

The Hunters Hill Citizen of the Year Awards Panel consists of the Mayor, Deputy Mayor and 2 additional Councillors (via nomination) and the previous Citizen of the Year.

REPORT

The following award categories were adopted by Council in 2024 and are proposed for 2025:

- **Citizen of the Year**

Any resident aged 25 years or over as of 26 January 2025, who has contributed in a significant manner to the wider community in a voluntary or paid capacity.

- **Young Citizen of the Year**

Any young person aged 12 to 24-years-old as of 26 January 2025, who has contributed in a significant manner to the wider community or their school community in a voluntary capacity.

- **Outstanding Sporting Achievement**

Any sports person or team who has achieved outstanding results in their chosen sport, or who has contributed significantly to the success of their team.

- **Community Excellence**

Any individual or community group that has contributed significantly to the well-being of Hunters Hill residents.

- **Environmental Excellence**

Any individual, organisation or community group that has demonstrated outstanding efforts in any of the following; sustainability, preserving the environment, bushcare or any reducing litter and improving recycling activities.

CONCLUSION

The Citizen of the Year Awards celebrate individuals and groups who have made outstanding contributions to the Hunters Hill community. These awards recognise the values of service, leadership, and civic pride that underpin our local identity. By endorsing this program, Council affirms its commitment to acknowledging those who go above and beyond to enrich community life. The awards not only honour exceptional achievements but also inspire others to engage in meaningful volunteering and community initiatives.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

There are no attachments to this report.

ITEM NO	: 4.9
SUBJECT	: SSROC TENDER FOR ELECTRICITY SUPPLY - CONTRACT EXTENSION
STRATEGIC OUTCOME	: RESOURCES ARE MANAGED EFFICIENTLY TO ENSURE THAT PROGRAMS, SERVICES AND COLLABORATIVE PROJECTS HAVE THE NECESSARY SUPPORT AND FUNDING TO SUCCEED
ACTION	: PROVIDE TIMELY FINANCIAL INFORMATION, ADVICE AND REPORTS TO COUNCIL, THE COMMUNITY AND STAFF INCLUDING THE LONG-TERM FINANCIAL PLAN
REPORTING OFFICER	: MARGAUX PARK

Ref:789847

PURPOSE

To provide the General Manager the delegated authority to sign the contract extension documents for the Southern Sydney Regional Organisation of Councils (SSROC) Energy and Environmental Risk Solutions (PEERS) Contract for Council's Energy Supply Agreement.

SSROC has commenced the extension process and, once the extension prices are secured, the extension needs to be signed in as little as 48 hours.

RECOMMENDATION

1. That the report be received and noted.
2. That Council delegate authority to the General Manager to execute the contract extension and any other documentation required to give effect to this resolution.

BACKGROUND

Hunter's Hill Council first participated in the joint council buying group with SSROC for Energy and Environmental Risk Solutions (PEERS) in 2017. The current electricity supply contract with Zen Energy that commenced on 1 July 2022 is due to be extended under the terms of the contract and will now expire on 31 December 2030.

In its third iteration, the PEERS contract represents one of the largest renewable energy deals for local government in the country.

Council resolved to accept Zen as the successful tenderer at its [June 2021 meeting](#) however the resolution didn't explicitly state the General Manager could accept the contract extension agreement to 2030.

Since pricing is sensitive to movements in electricity markets, SSROC is continuously monitoring the market in order to judge when to seek pricing. Prices offered are typically held only for a short period – perhaps as little as 48 hours – it is therefore essential that all participating

councils are in a position to accept an offer at short notice. This is the primary reason for this report.

REPORT

SSROC has been successfully achieving the best available pricing for electricity for councils over three successive procurements. PEERS 3 (the current contract) includes 25 councils with 3.3 million residents (39% of the NSW population).

PEERS 3 is SSROC's current initiative helping councils secure competitive pricing, achieve stronger environmental outcomes, and mitigate procurement risks. Most participating councils have committed to 100% renewable energy (including HHC).

SSROC is achieving PEERS 3 objectives by:

- Aggregating council electricity loads to reach industrial-scale demand, unlocking competitive pricing and dedicated service.
- Negotiating flexible terms, including significant load variation allowances to manage changing energy needs without penalties.
- Leveraging insights from PEERS 1 & 2 to design a risk-managed procurement process that delivers optimal pricing and environmental benefits.
- Developing a tailored renewable energy PPA that complies with council requirements and the Ministerial Investment Order, avoiding CFDs.
- Sharing procurement and legal costs, making expert-led renewable energy contracting accessible to councils.
- Aligning contract terms to co-terminate with PEERS 1 agreements, enhancing future collective buying power.

The long-term commitment of PEERS 3 was essential to provide the certainty needed for energy retailers to make corresponding commitments to renewable energy generators. This extended duration enabled the setting of low, stable prices for the contract's initial term, benefiting all the participating councils by ensuring predictability and ongoing savings.

SSROC can request pricing from ZEN for the extension between 18 months and 3 months before the end of the current contract term. This process is now underway with the SSROC project panel and is anticipated to be completed in early 2026.

CONCLUSION

Participating in the SSROC group procurement for electricity provides reduced electricity rates compared to purchasing alone. In order to continue participating once the extension prices are secured, Council needs to authorise the General Manager to sign the contract extension at short notice once the tender extension negotiations are complete.

FINANCIAL IMPACT ASSESSMENT

Council will continue to receive the benefits of bulk pricing on our energy supply until the contract expiry in 2030 within the existing annual OPEX budget.

ENVIRONMENTAL IMPACT ASSESSMENT

Continued participation in this Contract meets the requirements under Council's Net Zero Implementation Plan.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

There are no attachments to this report.

ITEM NO	: 4.10
SUBJECT	: CHRISTMAS CLOSURE AND 2026 COUNCIL MEETING DATES
STRATEGIC OUTCOME	: COUNCIL, COMMUNITY MEMBERS AND LOCAL BUSINESSES COMMUNICATE CLEARLY AND OPENLY ABOUT POLICIES, DECISIONS AND PROJECTS
ACTION	: PROVIDE UP-TO-DATE AND TRANSPARENT INFORMATION TO THE COMMUNITY
REPORTING OFFICER	: NICK TOBIN

Ref:791656

PURPOSE

The purpose of this report is to advise of Council's hours of operation over the Christmas/New Year period and to ensure delegations are in place to continue the efficient operation of Council during the Christmas/New year period. This report also provides the proposed Council meeting calendar for 2026.

RECOMMENDATION

1. That Council approves the Christmas New Year closure from midday Wednesday 24 December 2025 through to Friday 2 January 2026 (inclusive).
2. That the 2026 Council Meeting Schedule, once adopted, be advertised.

BACKGROUND

Council Policy HR.18 provides that all permanent Council Officers shall be given one day as a Christmas Gratuity during the Christmas/New Year Council closure period.

During the Christmas/New Year period, the administration and operations are proposed to be closed as per previous years. Limited skeleton staff will be available to handle urgent matters and/or critical works.

During the Christmas/New Year period, a delegation to the Mayor and General Manager, in accordance with "Delegations Pursuant to Chapter 12 Part 3, Sections 377, 378 and 379 of the *Local Government Act 1993*", should be invoked, if required, to provide for the continued efficient operation of Council in the event of urgent matters arising.

REPORT**Council shut down period over Christmas 2025/New Year 2026**

The table below sets out the proposed Christmas / New Year period.

DAY	DATE	
Wednesday	24 December 2025	Council closes at 12.00pm
Thursday	25 December 2025	Public Holiday (Christmas Day)
Friday	26 December 2025	Public Holiday (Boxing Day)
Saturday	27 December 2025	Weekend
Sunday	28 December 2025	Weekend
Monday	29 December 2025	RDO / Annual Leave
Tuesday	30 December 2025	RDO / Annual Leave
Wednesday	31 December 2025	RDO / Annual Leave
Thursday	1 January 2026	Public Holiday (New Year's Day)
Friday	2 January 2026	Bonus Day
Saturday	3 January 2026	Weekend
Sunday	4 January 2026	Weekend
Monday	5 January 2026	Council reopens

Ordinary Meetings of Council for 2026

Timing of ordinary council meetings

In accordance with Section 3 of Council's proposed Code of Meeting Practice:

- 3.1 Ordinary meetings of the council will be held on the fourth Monday of each month in the Council Chamber at the Town Hall, Hunters Hill, commencing at 6.00pm except where a meeting falls within school holidays or another significant calendar event, including but not limited to a national day of mourning.

When a Public Holiday or another significant calendar event falls on the Monday set down for a meeting, such meeting is to be held on the succeeding Tuesday, unless the Council decides otherwise by resolution.

- 3.2 Ordinary meeting times and venues may be varied by specific resolution of Council or by direction of the Mayor. Wherever practicable, public notice of the variation shall be given.

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.

DAY	DATE	MONTH	COMMENT
Monday	23	February	
Monday	23	March	
Monday	27	April	School Holidays 7 – 17 April
Monday	25	May	
Monday	22	June	
Monday	27	July	School Holidays 6 – 17 July
Monday	24	August	
Monday	21	September	Meeting held on the 3 rd week due to School Holidays (28 September – 9 October)
Monday	26	October	
Monday	23	November	
Monday	21	December	Meeting held on the 3 rd week due to Christmas holidays

CONCLUSION

As per previous years, it is proposed that Council closes between Christmas and the new year.

The adopted meeting schedule for 2026 lists the first Ordinary Meeting for 2026 to be adopted as 23 February 2026.

FINANCIAL IMPACT ASSESSMENT

Nil

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

Council meetings are conducted in accordance with the OLG requirements and continue to enable community participation and access as well as ensure that the business of Council is conducted in a timely manner and progress projects and initiatives associated with the 2025 – 2026 adopted operational plan.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

There were no attachments to this report.

ITEM NO	: 4.11
SUBJECT	: INVESTMENTS REPORT AS AT 30 SEPTEMBER 2025
STRATEGIC OUTCOME	: RESOURCES ARE MANAGED EFFICIENTLY TO ENSURE THAT PROGRAMS, SERVICES AND COLLABORATIVE PROJECTS HAVE THE NECESSARY SUPPORT AND FUNDING TO SUCCEED
ACTION	: PROVIDE TIMELY FINANCIAL INFORMATION, ADVICE AND REPORTS TO COUNCIL, THE COMMUNITY AND STAFF INCLUDING THE LONG-TERM FINANCIAL PLAN
REPORTING OFFICER	: CHRISTIAN MENDAY

Ref:795324

PURPOSE

The purpose of this report is to detail Council's investment holdings and performance for the month ending 30 September 2025.

RECOMMENDATION

1. That the report on Investments held at 30 September 2025, prepared in accordance with clause 212 of the Local Government (General) Regulation 2021, be received and noted.

BACKGROUND

Clause 212 of the Local Government (General) Regulation 2021, states that the Responsible Accounting Officer must provide Council with a monthly report detailing all funds invested under Section 625 of the Local Government Act 1993. This report must include certification that the investments have been made in accordance with the Act and the Regulations made thereunder, also the revised Investment Order issued by the Minister for Local Government and Council's Financial Investment Policy.

REPORT

Total Cash and Investment Balances

Total cash and investment balances are \$21,230,770. Most of this balance is held in reserves to be spent on nominated projects and activities.

Reserves fall into one of two categories:

- external restrictions (Council is obliged by legislation, or contract, to spend the funds on certain projects and activities); and

- internal allocations (Council has resolved to spend the funds on certain projects and activities).

The following table details the reserves held. Council had an unrestricted cash balance of \$2.7 million. The unrestricted balance is high due to the receipt of the first rates instalment and efforts to review and lodge final grant acquittal for projects.

Table 6 – EXTERNAL RESTRICITIONS & INTERNAL ALLOCATIONS

	Actual as at 31 August 2025	Actual as at 30 September 2025
Developer contributions - S7.12	\$2,945,249.14	\$2,865,249.14
Other developer contribution	\$138,000.61	\$138,000.61
Specific purpose unexpended grants	\$1,461,004.84	\$1,442,183.00
Domestic waste management	\$1,618,645.33	\$1,618,645.33
Other special levies	\$1,576,272.69	\$1,572,879.51
Total External Restrictions	\$7,739,172.60	\$7,636,957.58
Internal Restrictions		
Plant and vehicle replacement	\$332,908.10	\$332,908.10
Employee leave entitlements	\$720,485.91	\$720,485.91
Deposits, retentions and bonds	\$3,797,262.73	\$3,850,127.68
Construction of building	\$169,130.00	\$169,130.00
Office equipment & furniture	\$247,714.43	\$247,714.43
Elections	\$104,877.73	\$104,877.73
Insurance reserve	\$137,859.78	\$137,859.78
Sustainability Reserve	\$226,846.14	\$226,846.14
Asset Re-purposing	\$4,863,841.74	\$4,863,841.74
Safety & welfare expenses OH&S Incentive	\$38,583.77	\$38,583.77
Community Initiatives & Minor Capital Works	\$20,000.00	\$20,000.00
Stormwater & marine maintenance reserve	\$50,000.00	\$50,000.00
Community building maintenance reserve	\$50,000.00	\$50,000.00
Gladesville Masterplan	\$82,210.00	\$81,210.00
Contributions for Hillman Orchard Restoration Project	\$14,782.14	\$14,782.14
Total Internal Restrictions	\$10,856,502.47	\$10,908,367.42
Total Restrictions	\$18,595,675.07	\$18,545,325.00
Unrestricted Cash	\$2,869,788.93	\$2,685,445.00
Total Cash and Investments	\$21,465,464.00	\$21,230,770.00

Investment Portfolio

Under Council's Investment Policy, investments are selected with the objective of generating additional income revenue streams, whilst balancing liquidity to meet organisational cash flow requirements.

Council's investment portfolio posted a marked-to-market return of 5.33%pa (0.43% actual) versus the bank bill index benchmark return of 3.62%pa (0.29% actual). For the past 12 months, Council's investment portfolio has returned 5.00% versus the benchmark's 4.19%.

Table 1 Summary of Investment Performance

Historical Performance Summary (%pa)			
	Portfolio	Annualised BB Index	Outperformance
Sep 2025	5.33%	3.62%	1.71%
Last 3 months	4.93%	3.69%	1.24%
Last 6 months	5.18%	3.92%	1.26%
Financial Year to Date	4.93%	3.69%	1.24%
Last 12 months	5.00%	4.19%	0.81%

Table 2 compares income to budget for the cash and investment portfolio. Income from the portfolio comes in two forms, interest on deposits and fair value movements on the TCorp managed fund portfolio. Fair value adjustments are non-cash. Cash is realised when the funds are sold.

Table 2 Interest on Investment Income Compared to Budget						
Year	Original Annual Budget (\$)	Revised Annual Budget (4)	YTD Budget (\$)	YTD Interest (\$)	YTD FV (\$)	YTD Earning Variance
2025/26	891,594	891,594	222,899	177,539	65,947	20,587
2024/25	853,200	853,200		826,996	171,812	145,608
2023/24	705,000	705,000		1,060,306	151,494	506,800

Term deposits are made across several financial institutions to spread risk, with the majority currently having terms over 180 days to benefit from higher returning interest yields. Floating Rate Notes are also permissible within defined portfolio institution and credit rating thresholds.

Attachment 1 – Council continues to seek independent advice for investments from Prudential Investment Services Corp. Prudential's Investment Summary Report for September 2025 is attached. The portfolio is actively managed on this advice to ensure that returns are maximised, considering diversification, cash flow requirements and risk. The attachment contains a complete analysis of the performance. The attachment also provides details of the value of accrued interest earnings for each investment holding.

The advisor makes recommendations regarding the ideal terms to maximise returns. Council's scope to act on this advice is limited by the cash flow requirements of its capital works program. Council will generally seek longer terms once it has satisfied the short to medium term requirements of its capital works program.

Table 3 - Summary of Council's Investments as at 30 September 2025

Institution	Reference	Rating	Principal	Lodged	Matures	Rate	Interest earned at maturity
Floating Rate Notes							
CBA	Floating Rate Note	AA-	\$ 500,000	13/01/2023	13/01/2028	4.87%	
Managed Funds							
TCorp	Medium Term	NR	\$ 1,767,650	2/06/2021			
TCorp	Medium Term	NR	\$ 585,949	9/08/2021			

Institution	Reference	Rating	Principal	Lodged	Matures	Rate	Interest earned at maturity
Term Deposits							
NAB	Term Deposit	AA-	\$ 1,000,000	11/03/2025	10/03/2026	4.65%	\$ 46,372.60
NAB	Term Deposit	AA-	\$ 1,000,000	18/03/2025	17/03/2026	4.63%	\$ 46,173.15
Suncorp	Term Deposit	AA-	\$ 1,000,000	29/04/2025	25/11/2025	4.06%	\$ 18,876.71
BOQ	Term Deposit	A-	\$ 1,000,000	2/06/2025	1/12/2025	4.30%	\$ 21,441.10
AMP	Term Deposit	BBB+	\$ 1,000,000	27/05/2025	3/11/2025	4.50%	\$ 19,726.03
AMP	Term Deposit	BBB+	\$ 1,000,000	11/06/2025	15/12/2025	4.45%	\$ 22,798.63
NAB	Term Deposit	AA-	\$ 1,200,000	27/05/2025	9/03/2026	4.22%	\$ 33,066.30
BOQ	Term Deposit	A-	\$ 1,000,000	28/05/2025	27/10/2025	4.25%	\$ 17,698.63
AMP	Term Deposit	BBB+	\$ 500,000	11/06/2025	20/03/2026	4.15%	\$ 16,031.51
AMP	Term Deposit	BBB+	\$ 1,000,000	6/08/2025	12/01/2026	4.30%	\$ 18,731.51
AMP	Term Deposit	BBB+	\$ 555,008	12/08/2025	10/02/2026	4.25%	\$ 21,191.78
Westpac	Term Deposit	AA-	\$ 500,000	28/08/2025	23/02/2026	4.15%	\$ 10,176.03
Westpac	Term Deposit	AA-	\$ 1,000,000	28/08/2025	6/04/2026	4.13%	\$ 25,006.30
Westpac	Term Deposit	AA-	\$ 1,000,000	28/08/2025	10/06/2026	4.11%	\$ 32,204.38
Westpac	Term Deposit	AA-	\$ 500,000	29/08/2025	29/06/2026	4.12%	\$ 17,157.26
Westpac	Term Deposit	AA-	\$ 1,000,000	29/08/2025	2/07/2026	4.12%	\$ 34,653.15
NAB	Term Deposit	AA-	\$ 1,000,000	29/09/2025	1/06/2026	4.25%	\$ 28,527.40
NAB	Term Deposit	AA-	\$ 1,000,000	30/09/2025	13/07/2026	4.24%	\$ 33,223.01
Deposits at Call							
Macquarie							
CBA	Business online saver	AA-	\$ 812,710			3.60%	
Macquarie	At call	A+	\$ 1,086,697			4.16%	
Transaction Account							
CBA							
CBA	Transaction Account	AA-	\$ 222,756			0.00%	
Total							

Investment Policy

I certify that the investments detailed in this report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2021 and in accordance with Council's Investments Policy.

The following tables detail compliance with the various parameters set out in the Investment Policy.

Table 4 Portfolio Total by Credit Exposure

Credit Rating Group	Face Value (\$)	Policy Max	
AA	11,735,466	55%	100% ✓
A	3,086,697	15%	60% ✓
BBB	4,055,008	19%	30% ✓
TC	2,353,599	11%	15% ✓
21,230,770			

Table 5 Portfolio Total by Investment Holdings

	Face Value (\$)	Current Value (\$)
Cash	2,122,163	2,122,163
Floating Rate Note	500,000	506,510
Managed Funds	2,353,599	2,353,599
Term Deposit	16,255,008	16,255,008
	21,230,770	21,237,280

Table 6 Portfolio Total by Institutional Exposure

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB+)	4,055,008	19%	6,369,231	30%	2,314,223
Bank of Queensland (A-)	2,000,000	9%	12,738,462	60%	10,738,462
Commonwealth Bank of Australia (AA-)	1,535,466	7%	12,738,462	60%	11,202,996
Macquarie Bank (A+)	1,086,697	5%	12,738,462	60%	11,651,765
National Australia Bank (AA-)	5,200,000	24%	12,738,462	60%	7,538,462
NSW T-Corp (TCm)	2,353,599	11%	3,184,615	15%	831,017
Suncorp Bank (AA-)	1,000,000	5%	12,738,462	60%	11,738,462
Westpac Group (AA-)	4,000,000	19%	12,738,462	60%	8,738,462
	21,230,770				

Table 7 Portfolio Total by Term to Maturity

	Face Value (\$)	Policy Max	
Between 0 and 1 years	20,730,770	98%	100% ✓
Between 1 and 3 years	500,000	2%	60% ✓
	21,230,770		

FINANCIAL IMPACT ASSESSMENT

Year-to-date returns on the portfolio are in line with budget.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

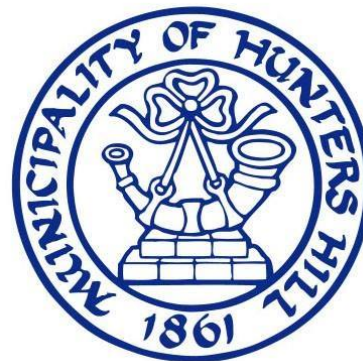
There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter. The portfolio is within the risk management parameters specified by the Investment Policy.

ATTACHMENTS

1. Hunters Hill Council Investment Summary Report for September 2025 [↓](#)



Investment Summary Report
September 2025



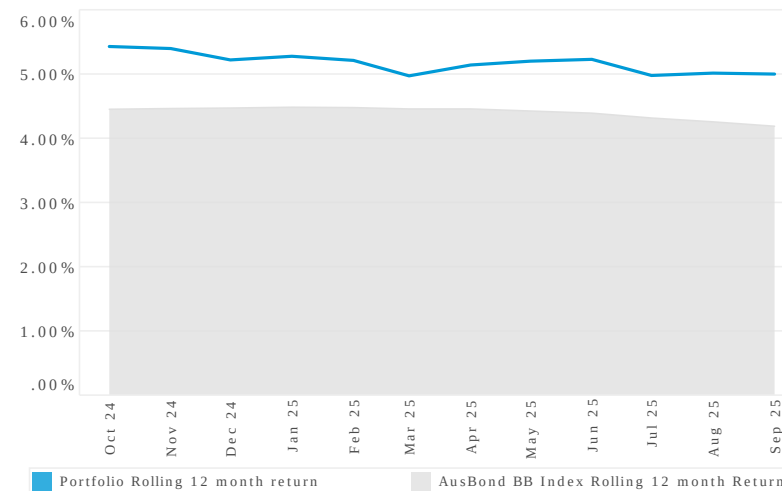


Hunters Hill Council Executive Summary - September 2025

Investment Holdings

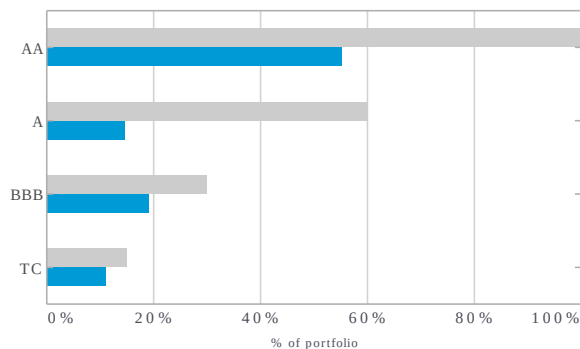
	Face Value (\$)	Current Value (\$)
Cash	2,122,163	2,122,163
Floating Rate Note	500,000	506,510
Managed Funds	2,353,599	2,353,599
Term Deposit	16,255,008	16,255,008
	21,230,770	21,237,280

Investment Performance

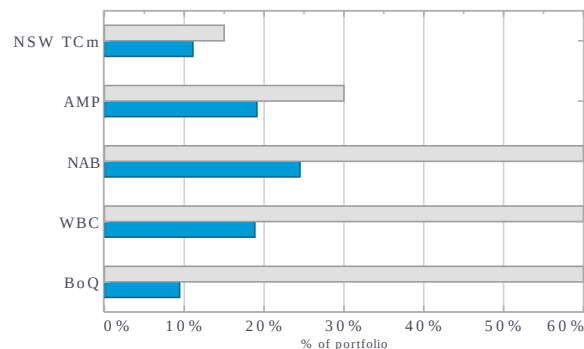


Investment Policy Compliance

Total Credit Exposure



Individual Institutional Exposures



Term to Maturities

	Face Value (\$)	Policy Max
Between 0 and 1 years	20,730,770	98% 100% a
Between 1 and 3 years	500,000	2% 60% a
	21,230,770	

Portfolio Exposure

Investment Policy Limit





Hunters Hill Council

Investment Holdings Report - September 2025

Cash Accounts											
	Face Value (\$)	Current Rate (%)	Institution	Credit Rating			Current Value (\$)	Deal No.			Reference
	222,755.52	0.00%	Commonwealth Bank of Australia	AA-			222,755.52	538227			General
	812,709.99	3.60%	Commonwealth Bank of Australia	AA-			812,709.99	545055			BOS
	1,086,697.46	4.16%	Macquarie Bank	A+			1,086,697.46	540871			Accelerator
	2,122,162.97	3.51%					2,122,162.97				

Managed Funds											
	Face Value (\$)	Monthly Return (%)	Institution	Credit Rating	Funds Name		Current Value (\$)	Deal No.			Reference
	2,353,598.50	1.1755%	NSW T-Corp (MT)	TCm	Medium Term Growth Fund		2,353,598.50	541469			
	2,353,598.50	1.1755%					2,353,598.50				

Term Deposits											
Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
27-Oct-25	1,000,000.00	4.25%	Bank of Queensland	A-	1,000,000.00	28-May-25	1,014,671.23	546091	14,671.23	At Maturity	
3-Nov-25	1,000,000.00	4.50%	AMP Bank	BBB+	1,000,000.00	27-May-25	1,015,657.53	546088	15,657.53	At Maturity	
25-Nov-25	1,000,000.00	4.60%	Suncorp Bank	AA-	1,000,000.00	29-Apr-25	1,019,534.25	546008	19,534.25	At Maturity	
1-Dec-25	1,000,000.00	4.30%	Bank of Queensland	A-	1,000,000.00	2-Jun-25	1,014,254.79	546105	14,254.79	At Maturity	
15-Dec-25	1,000,000.00	4.45%	AMP Bank	BBB+	1,000,000.00	11-Jun-25	1,013,654.79	546155	13,654.79	At Maturity	
12-Jan-26	1,000,000.00	4.30%	AMP Bank	BBB+	1,000,000.00	6-Aug-25	1,006,597.26	546309	6,597.26	At Maturity	
10-Feb-26	555,008.31	4.25%	AMP Bank	BBB+	555,008.31	12-Aug-25	558,239.52	546329	3,231.21	At Maturity	
23-Feb-26	500,000.00	4.15%	Westpac Group	AA-	500,000.00	28-Aug-25	501,932.88	546385	1,932.88	At Maturity	
9-Mar-26	1,200,000.00	4.22%	National Australia Bank	AA-	1,200,000.00	27-May-25	1,217,619.95	546087	17,619.95	At Maturity	
10-Mar-26	1,000,000.00	4.65%	National Australia Bank	AA-	1,000,000.00	11-Mar-25	1,025,989.04	545897	25,989.04	At Maturity	
17-Mar-26	1,000,000.00	4.63%	National Australia Bank	AA-	1,000,000.00	18-Mar-25	1,024,989.32	545938	24,989.32	At Maturity	
20-Mar-26	500,000.00	4.15%	AMP Bank	BBB+	500,000.00	11-Jun-25	506,367.12	546154	6,367.12	At Maturity	
6-Apr-26	1,000,000.00	4.13%	Westpac Group	AA-	1,000,000.00	28-Aug-25	1,003,847.12	546386	3,847.12	At Maturity	
1-Jun-26	1,000,000.00	4.25%	National Australia Bank	AA-	1,000,000.00	29-Sep-25	1,000,232.88	546612	232.88	At Maturity	

Hunters Hill Council

Investment Holdings Report - September 2025



Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
10-Jun-26	1,000,000.00	4.11%	Westpac Group	AA-	1,000,000.00	28-Aug-25	1,003,828.49	546387	3,828.49	At Maturity	
29-Jun-26	500,000.00	4.12%	Westpac Group	AA-	500,000.00	29-Aug-25	501,862.47	546393	1,862.47	At Maturity	
2-Jul-26	1,000,000.00	4.12%	Westpac Group	AA-	1,000,000.00	29-Aug-25	1,003,724.93	546392	3,724.93	At Maturity	
13-Jul-26	1,000,000.00	4.24%	National Australia Bank	AA-	1,000,000.00	30-Sep-25	1,000,116.16	546615	116.16	At Maturity	
	16,255,008.31	4.32 %			16,255,008.31		16,433,119.73		178,111.42		

Floating Rate Notes

Maturity Date	Face Value (\$)	Current Rate (%)	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Date	Reference
13-Jan-28	500,000.00	4.8668%	CBA Snr FRN (Jan28) BBSW + 1.15%	AA-	500,000.00	13-Jan-23	511,776.81	543689	5,266.81	13-Oct-25	
	500,000.00	4.8668 %			500,000.00		511,776.81		5,266.81		



Hunters Hill Council

Accrued Interest Report - September 2025

Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Yield (% pa)
Cash									
Commonwealth Bank of Australia	538227					2.92	0	1.83	0.00%
Commonwealth Bank of Australia	545055					8,008.73	0	3,262.81	3.60%
Macquarie Bank	540871					3,703.04	0	3,703.04	4.16%
						11,714.69		6,967.68	3.21%
Floating Rate Note									
CBA Snr FRN (Jan28) BBSW + 1.15%	543689		500,000.00	13-Jan-23	13-Jan-28	0.00	30	2,000.05	4.87%
						0.00		2,000.05	4.87%
Term Deposits									
National Australia Bank	546092		1,000,000.00	28-May-25	23-Sep-25	13,804.38	22	2,573.70	4.27%
AMP Bank	546089		600,000.00	27-May-25	29-Sep-25	9,041.10	28	2,025.21	4.40%
Bank of Queensland	546091		1,000,000.00	28-May-25	27-Oct-25	0.00	30	3,493.15	4.25%
AMP Bank	546088		1,000,000.00	27-May-25	3-Nov-25	0.00	30	3,698.63	4.50%
Suncorp Bank	546008		1,000,000.00	29-Apr-25	25-Nov-25	0.00	30	3,780.83	4.60%
Bank of Queensland	546105		1,000,000.00	2-Jun-25	1-Dec-25	0.00	30	3,534.24	4.30%
AMP Bank	546155		1,000,000.00	11-Jun-25	15-Dec-25	0.00	30	3,657.53	4.45%
AMP Bank	546309		1,000,000.00	6-Aug-25	12-Jan-26	0.00	30	3,534.25	4.30%
AMP Bank	546329		555,008.31	12-Aug-25	10-Feb-26	0.00	30	1,938.72	4.25%
Westpac Group	546385		500,000.00	28-Aug-25	23-Feb-26	0.00	30	1,705.48	4.15%
National Australia Bank	546087		1,200,000.00	27-May-25	9-Mar-26	0.00	30	4,162.20	4.22%
National Australia Bank	545897		1,000,000.00	11-Mar-25	10-Mar-26	0.00	30	3,821.92	4.65%
National Australia Bank	545938		1,000,000.00	18-Mar-25	17-Mar-26	0.00	30	3,805.48	4.63%
AMP Bank	546154		500,000.00	11-Jun-25	20-Mar-26	0.00	30	1,705.48	4.15%
Westpac Group	546386		1,000,000.00	28-Aug-25	6-Apr-26	0.00	30	3,394.52	4.13%
National Australia Bank	546612		1,000,000.00	29-Sep-25	1-Jun-26	0.00	2	232.88	4.25%
Westpac Group	546387		1,000,000.00	28-Aug-25	10-Jun-26	0.00	30	3,378.08	4.11%
Westpac Group	546393		500,000.00	29-Aug-25	29-Jun-26	0.00	30	1,693.15	4.12%



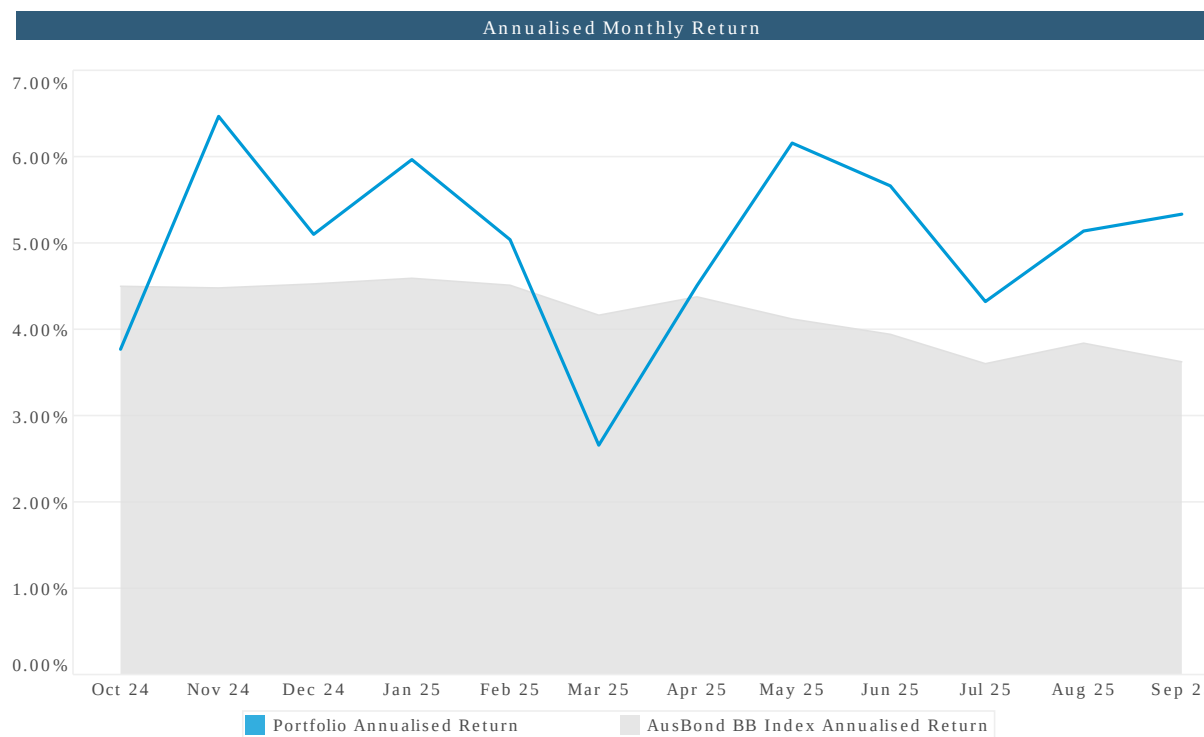
Hunters Hill Council

Accrued Interest Report - September 2025

Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Yield (% pa)
Westpac Group	546392		1,000,000.00	29-Aug-25	2-Jul-26	0.00	30	3,386.30	4.12%
National Australia Bank	546615		1,000,000.00	30-Sep-25	13-Jul-26	0.00	1	116.16	4.24%
						22,845.48		55,637.91	4.33%
<u>Grand Totals</u>						<u>34,560.17</u>		<u>64,605.64</u>	<u>4.18%</u>

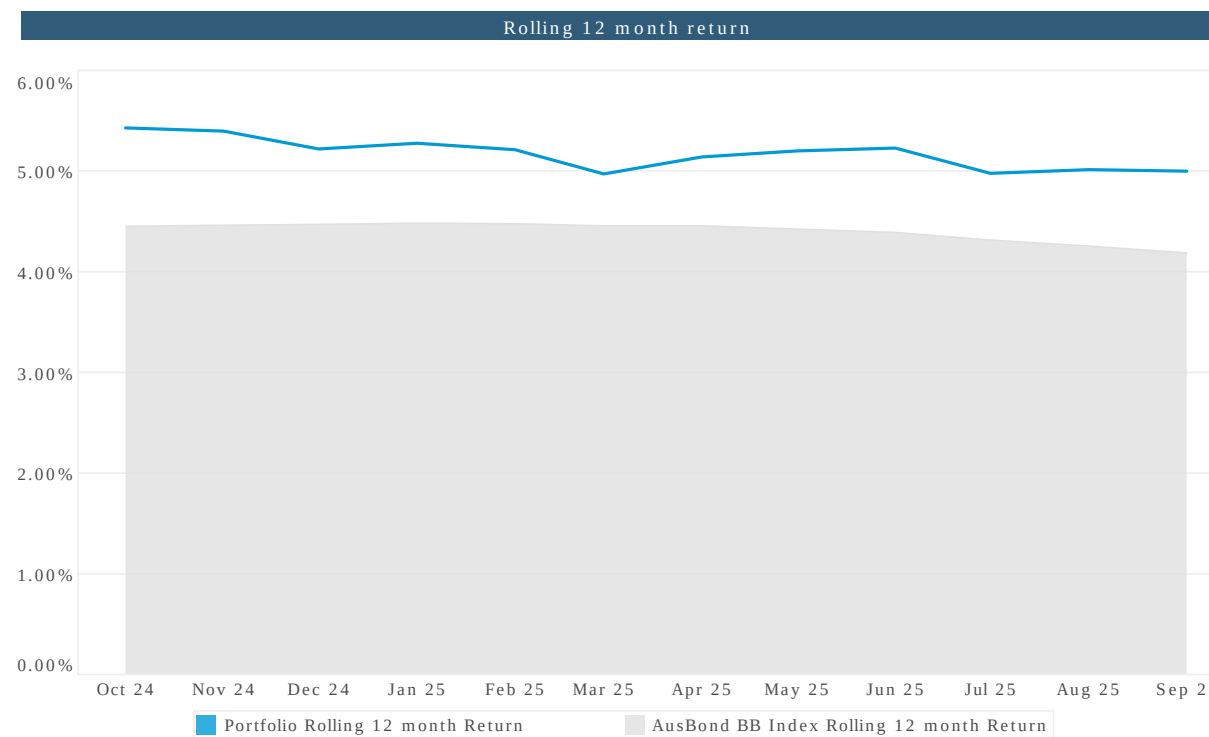
Hunters Hill Council

Investment Performance Report - September 2025



Historical Performance Summary (% pa)			
	Portfolio	Annualised BB Index	Outperformance
Sep 2025	5.33%	3.62%	1.71%
Last 3 months	4.93%	3.69%	1.24%
Last 6 months	5.18%	3.92%	1.26%
Financial Year to Date	4.93%	3.69%	1.24%
Last 12 months	5.00%	4.19%	0.81%

Hunters Hill Council Investment Performance Report - September 2025

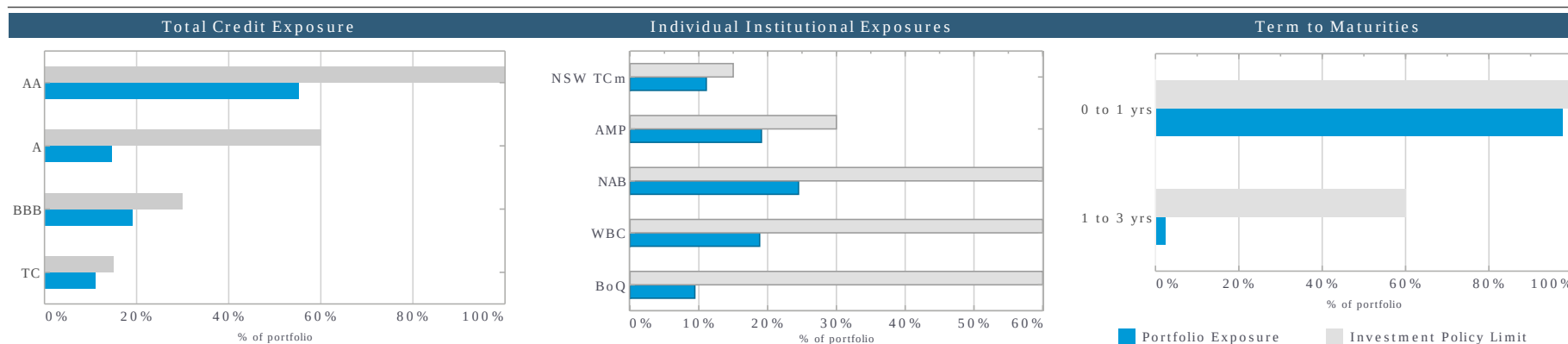


Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
Sep 2025	0.43%	0.29%	0.14%
Last 3 months	1.22%	0.92%	0.30%
Last 6 months	2.57%	1.94%	0.63%
Financial Year to Date	1.22%	0.92%	0.30%
Last 12 months	5.00%	4.19%	0.81%



Hunters Hill Council

Investment Policy Compliance Report - September 2025



Credit Rating Group	Face Value (\$)	Policy Max
AA	11,735,466	55% 100% a
A	3,086,697	15% 60% a
BBB	4,055,008	19% 30% a
TC	2,353,599	11% 15% a
	21,230,770	

Institution	% of portfolio	Investment Policy Limit
NSW T-Corp (TCm)	11%	15% a
AMP Bank (BBB+)	19%	30% a
National Australia Bank (AA-)	24%	60% a
Westpac Group (AA-)	19%	60% a
Bank of Queensland (A-)	9%	60% a
Commonwealth Bank of Australia (AA-)	7%	60% a
Macquarie Bank (A+)	5%	60% a
Suncorp Bank (AA-)	5%	60% a

	Face Value (\$)	Policy Max
Between 0 and 1 years	20,730,770	98% 100% a
Between 1 and 3 years	500,000	2% 60% a
	21,230,770	

a = compliant
r = non-compliant



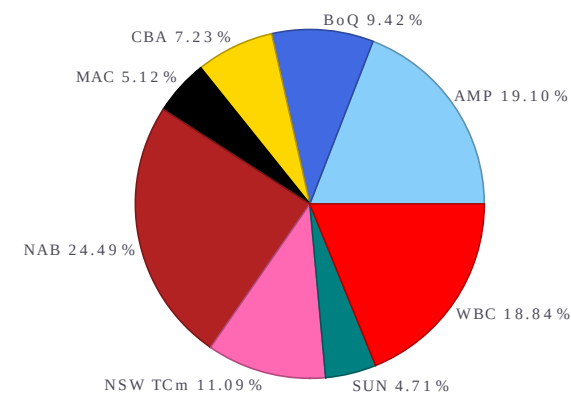
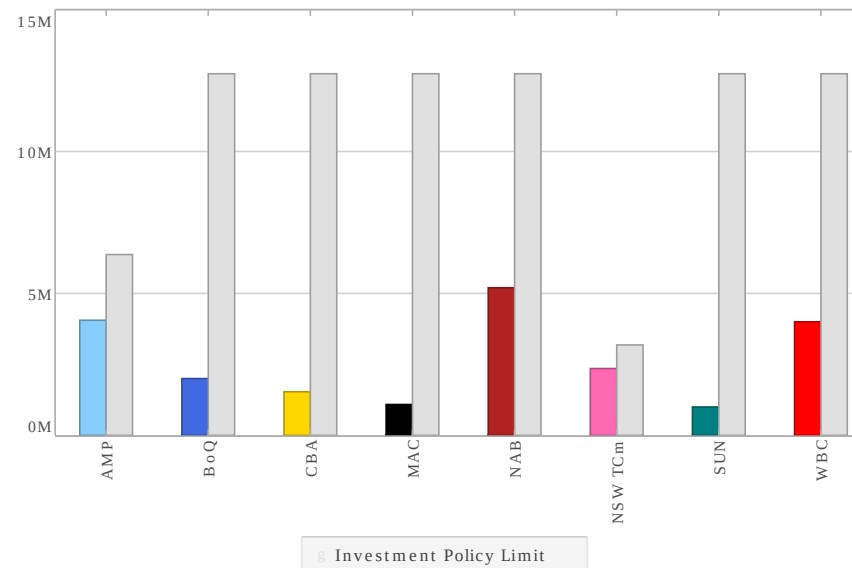
Hunters Hill Council

Individual Institutional Exposures Report - September 2025

Individual Institutional Exposures

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB+)	4,055,008	19%	6,369,231	30%	2,314,223
Bank of Queensland (A-)	2,000,000	9%	12,738,462	60%	10,738,462
Commonwealth Bank of Australia (AA-)	1,535,466	7%	12,738,462	60%	11,202,996
Macquarie Bank (A+)	1,086,697	5%	12,738,462	60%	11,651,765
National Australia Bank (AA-)	5,200,000	24%	12,738,462	60%	7,538,462
NSW T-Corp (TCm)	2,353,599	11%	3,184,615	15%	831,017
Suncorp Bank (AA-)	1,000,000	5%	12,738,462	60%	11,738,462
Westpac Group (AA-)	4,000,000	19%	12,738,462	60%	8,738,462
	21,230,770				

Individual Institutional Exposure Charts





Hunters Hill Council

Cashflows Report - September 2025

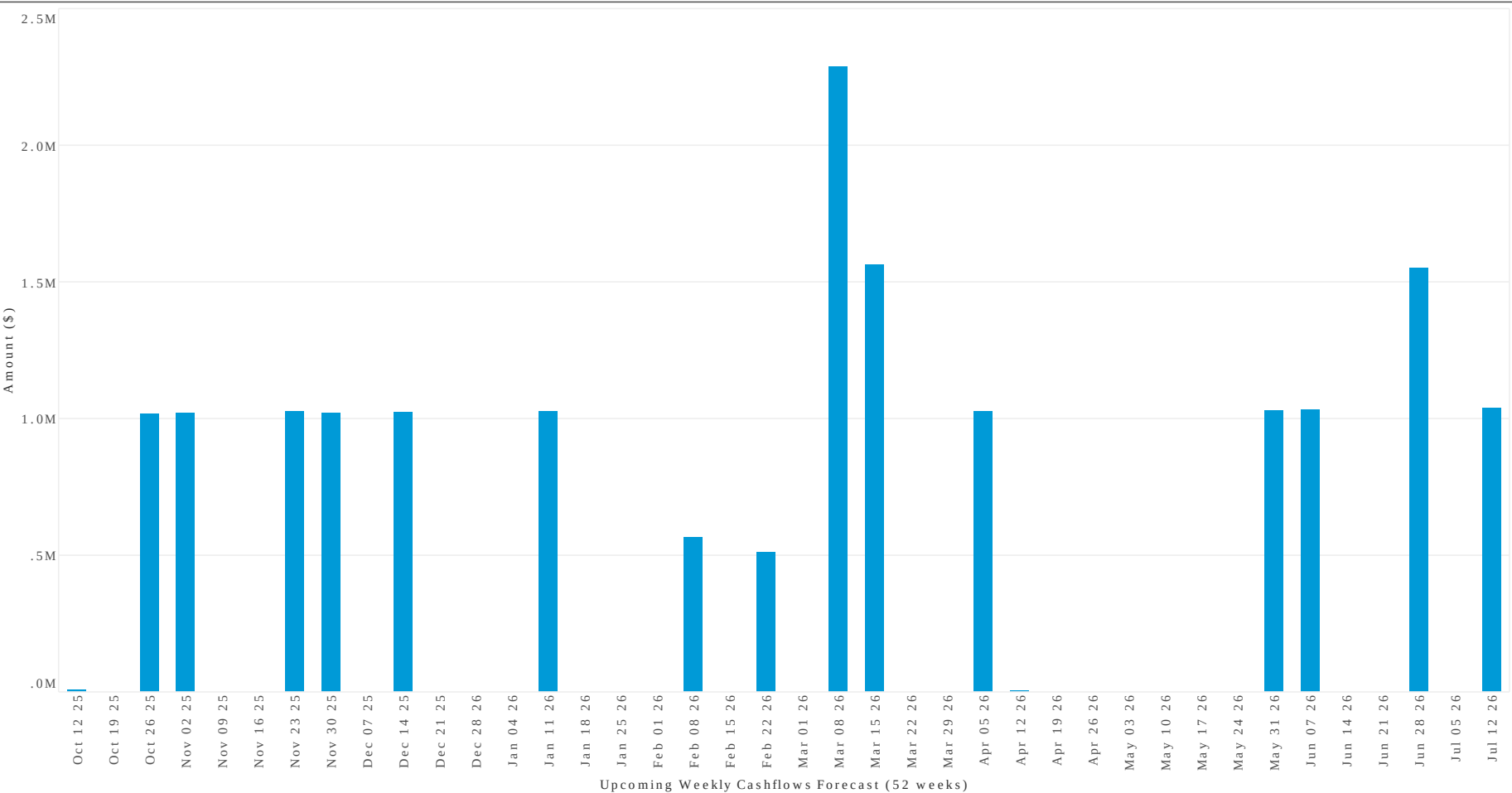
Actual Cashflows for September 2025

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
23-Sep-25	546092	National Australia Bank	Term Deposit	Maturity: Face Value	1,000,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	13,804.38
		Deal Total			1,013,804.38
				Day Total	1,013,804.38
29-Sep-25	546089	AMP Bank	Term Deposit	Maturity: Face Value	600,000.00
		AMP Bank	Term Deposit	Maturity: Interest Received/Paid	9,041.10
		Deal Total			609,041.10
29-Sep-25	546612	National Australia Bank	Term Deposit	Settlement: Face Value	-1,000,000.00
		Deal Total			-1,000,000.00
		Day Total			
30-Sep-25	546615	National Australia Bank	Term Deposit	Settlement: Face Value	-1,000,000.00
		Deal Total			-1,000,000.00
		Day Total			
				Total for Month	-377,154.52

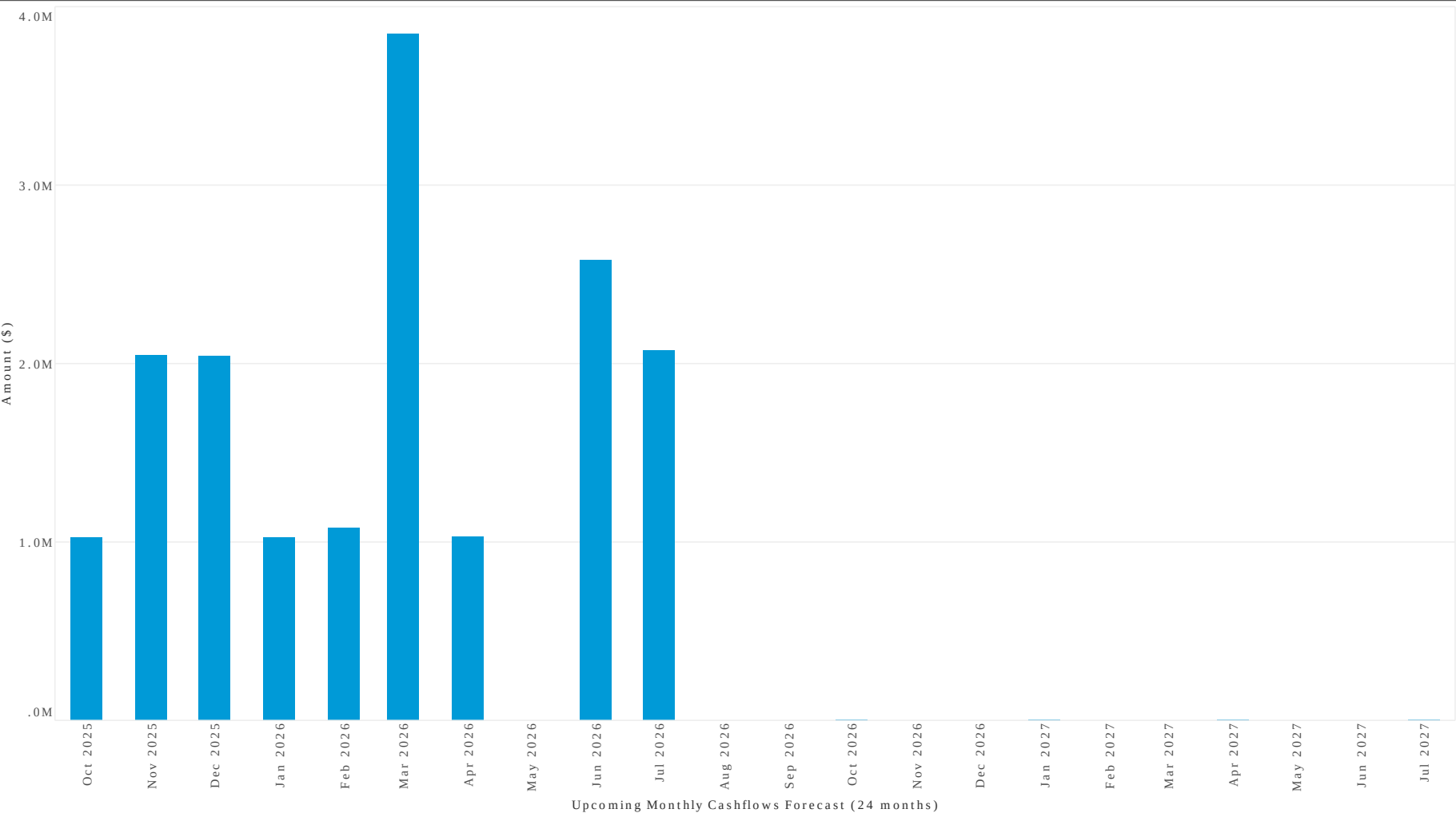
Forecast Cashflows for October 2025

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
13-Oct-25	543689	CBA Snr FRN (Jan28) BBSW+1.15%	Floating Rate Note	Coupon Date	6,066.83
				Deal Total	6,066.83
				Day Total	6,066.83
27-Oct-25	546091	Bank of Queensland	Term Deposit	Maturity: Face Value	1,000,000.00
		Bank of Queensland	Term Deposit	Maturity: Interest Received/Paid	17,698.63
				Deal Total	1,017,698.63
				Day Total	1,017,698.63
				Total for Month	1,023,765.46

Hunters Hill Council
Cashflows Report - September 2025



Hunters Hill Council
Cashflows Report - September 2025



ITEM NO	: 4.12
SUBJECT	: REPORT OF LEGAL MATTERS - SEPTEMBER 2025
STRATEGIC OUTCOME	: DEVELOPMENT APPLICATION, REGULATION AND MONITORING SERVICES ARE STREAMLINED, MORE ACCESSIBLE, AND USER FRIENDLY
ACTION	: ASSESSMENT OF DEVELOPMENT AND CONSTRUCTION PROCESSES IS REVIEWED AND STREAMLINED
REPORTING OFFICER	: STEVE KOUREPIS

Ref:794455

PURPOSE

The purpose of this report is to update Council on legal matters pertaining to planning matters. These matters are generally with the Land and Environment Court.

RECOMMENDATION

1. That the report be received and noted.

REPORT

Attached are Status Reports provided by Council's Legal Advisors: HWL Ebsworth and Marsdens (noting that there are no current cases being handled by Hall and Wilcox).

ATTACHMENTS

1. Marsdens [↓](#)
2. HWL Ebsworth [↓](#)

Hunter's Hill Council Status Report September 2025

CURRENT/PENDING MATTERS						
Our Ref	Matter Name	Acting Solicitor	Additional matter type details where relevant	Date File Opened	Description/Further investigation being conducted/Status/Forecast	Fees billed to date excluding GST
470060	HCC – Hanvey – LEC 2025/00107140 – 66 High Street, Hunters Hill	Adam Seton/Alicia Foley	Class 1 Application - Development Application No. DA2024/0107 seeking consent for the construction of a dwelling house, in-ground swimming pool and driveway access on the land at 66 High Street, Hunters Hill Issues are: Character of Hunters Hill under ZR2 Low Density including Planning, Building Height, Bulk and Scale, Floor Space Ratio, Landscaped area, Site Topography, River Front Area, Impacts on Amenity, Visual and Acoustic Privacy, Solar access, Public Interest and precedent	27/3/25	Appealed the Refusal as set out Notice of Determination 27 November 2024. Applicant commenced appeal in March 2025. Directions hearing on 9 April 2025. Council's Statement of Facts and Contentions filed 24 April 2025. Applicant's Statement of Facts and Contentions in Reply filed 13 May 2025. Short Minutes of order filed 30 April 2025 confirming conciliation conference and hearing 20 & 21 October 2025 commencing 9.30am on site and returning to Land and Environment Court. The Registrar made the following Order with respect to the preparation of expert evidence: Gerard Turris (Respondent's planning expert) and Dave Moody (Applicant's planning expert) are to confer in relation to contentions 1-8 under UCPR r31.24 and prepare a joint expert report. - Joint reports are to be filed and served by 11 September 2025.	\$4,926.00 \$11,820.00 (Expert fees)

Hunter's Hill Council
Status Report
September 2025

CURRENT/PENDING MATTERS						
Our Ref	Matter Name	Acting Solicitor	Additional matter type details where relevant	Date File Opened	Description/Further investigation being conducted/Status/Forecast	Fees billed to date excluding GST
470233	HCC – Kim & Kim– LEC 2025/00275620 – 38 Barons Crescent, Hunter's Hill	Adam Seton/Alicia Foley	Class 1 Application- Demolition of existing dwelling and construction of new two storey dwelling with basement parking and associated stormwater works on the land at 38 Barons Cres, Hunters Hill <i>Issues are:</i> <i>Character of Hunters Hill under ZR2 Low Density including Planning, Building Height, Site Topography, Excessive Tree removal, Adverse Visual Impact, Public Interest and precedent</i>	29/7/25	Deemed Refusal. Council issued correspondence to the Applicant identifying several issues with the development application recommending the application be withdrawn. Applicant commenced appeal in Land and Environment Court on 18 July 2025. These proceedings were listed for directions hearing 8 August 2025. Council's Statement of Facts and Contentions filed 19 August 2025. Short Minutes of Order filed 8 August 2025 confirming conciliation conference and hearing 18 and 19 December 2025 commencing 9.30am on site and returning to Land and Environment Court. The Registrar made the following Order with respect to the preparation of expert evidence: • Mark Adamson (Respondent's planning expert) and Anthony Betros (Applicant's planning expert) are to confer in relation to Contentions 1, 2, 3, 5, 6 and 7 under UCPR r 31.24 and prepare a joint expert report. • Catriona Mackenzie (Respondent's landscaping/arboricultural expert) and Gordon Blues (Applicant's arboricultural expert) and Scott Jarvis (Applicant's bushfire safety consultant) are to confer in relation to Contention 4 under UCPR r 31.24 and prepare a joint expert report. • Joint expert reports are to be filed and served by 11 November 2025	\$3,353.00 \$1,680.00 (Expert fees)

Hunters Hill Council
Status Report
September 2025



CURRENT/PENDING MATTERS							
Our Ref	Matter Name	Acting Solicitor	Details/Description/Issues	Date filed	Summary of issues/investigate conducted/Status/Forecast	Fees billed to date excluding GST	Disbs billed to date excluding GST
1204827	HHC v Zubaida Potres - Potential Class 4 proceedings 8 William Street, Hunters Hill	Philip Brown	Potential class 4 enforcement proceedings in relation to Council order concerning unauthorised pergola, paving and glass balustrade Refused/Deemed Refusal Issues are: privacy and landscaping	8/11/2023	Warning letter drafted/ sent to owners (21/12/2023) Without prejudice on site meeting occurred on 4 March 2024. Matter resolved via agreement of applicant to in summary carry out works and lodge BIC. However, it appears agreement has not been complied with. Further warning letter sent on 19 March 2025.. Instructions to send a further warning letter as agreement has not been complied with.	\$15,198.20	\$16.60
1225621	HHC ats Micheal Fountain Architects Pty Ltd - Class 1 Application LEC2024/130582 - 2C Margaret Street, Woolwich NSW 2110	Philip Brown	Refused/Deemed Refusal Issues are: planning, heritage, visual impact, traffic, contamination, marine ecology, marine archaeology, aboriginal cultural heritage, noise	15/04/2024	SOFAC filed Experts and Counsel have been engaged Objector parties joined as parties pursuant to statutory rights to be joined. S34 conciliation conference occurred on 19 September 2024 S34 conciliation conference has been adjourned to allow the parties to narrow the issue in dispute. Section 34 conference terminated. The matter was listed for a 10 day hearing commencing onsite at 9:30am on 4 September 2025 and concluding on 17 September 2025 . Leave was granted for the Applicant to rely upon the amended application on 8 May 2025. Additional amended material still forthcoming. Council's and the 2-11 th Respondent's Amended SOFAC filed 20 June 2025 All evidence/ joint reports filed.	\$254,183.30	\$605,720.04

Hunters Hill Council
Status Report
September 2025

Our Ref	Matter Name	Acting Solicitor	CURRENT/PENDING MATTERS				
			Details/Description/Issues	Date filed	Summary of issues/investigate conducted/Status/Forecast	Fees billed to date excluding GST	Disbs billed to date excluding GST
					The hearing has concluded and judgment is reserved.		
1290044	HHC ats Jerry Vanhua Lee - BIC Appeal - Class 1 Application LEC2025/163197 - 8 Salter Street, Huntleys Cove NSW 2111	Philip Brown	Refused/Deemed Refusal Issues are: planning, heritage and BCA non compliance, impact upon setting of heritage item	06/05/2025	Hearing occurred on 25-26 September 2025 (heard together with DA proceedings no. LEC2025/163189). SOFAC in Reply filed. Town planner and heritage consultant briefed. Judgment reserved.	\$36,500.80	\$26.39
1290033	HHC ats Jerry Vanhua Lee - DA20240233 Appeal - Class 1 Application LEC2025/163189 - 8 Salter Street, Huntleys Cove NSW 2111	Philip Brown	Refused/Deemed Refusal Issues are: Issues are: planning, heritage and BCA non compliance, impact upon setting of heritage item	06/05/2025	Hearing occurred on 25-26 September 2025 (heard together with BIC proceedings no. LEC2025/163197). SOFAC filed and Objectors notified. Town planner and heritage consultant briefed. Judgment reserved.	\$39,631.90	\$14,844.75
1320539	HHC ats Coral Sea Estates Pty Ltd - Class 1 Application - DA2022/0114 - 39 Alexandra Street, Hunters Hill NSW	Philip Brown	Refused/Deemed Refusal Issues are: heritage issues related to proposed removal of approved awning on heritage item (with associated issues related to Viva Energy	10/09/2025	New matter, experts yet to be briefed, SOFAC not required until 2 October 2025. First directions 7 October 2025. Matter listed for s 34 conference on 29 January 2026. Council's SOFAC due 24 October 2025.	\$2,630.40	\$0.00

Hunters Hill Council
Status Report
September 2025

Our Ref	CURRENT/PENDING MATTERS						
	Matter Name	Acting Solicitor	Details/Description/Issues	Date filed	Summary of issues/investigate conducted/Status/Forecast	Fees billed to date excluding GST	Disbs billed to date excluding GST
			Pipeline) and unlawful acoustic barrier (which may raise related noise issues)				

DOC 1401887296.1

- 3 -

ITEM NO	: 4.13
SUBJECT	: DEVELOPMENT APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY IN SEPTEMBER 2025
STRATEGIC OUTCOME	: DEVELOPMENT APPLICATION, REGULATION AND MONITORING SERVICES ARE STREAMLINED, MORE ACCESSIBLE, AND USER FRIENDLY
ACTION	: ASSESSMENT OF DEVELOPMENT AND CONSTRUCTION PROCESSES IS REVIEWED AND STREAMLINED
REPORTING OFFICER	: STEVE KOUREPIS

Ref:794483

PURPOSE

The purpose of this report is to advise of Development Applications determined under delegated authority for the period of September 2025.

DELEGATED AUTHORITY

In accordance with Section 327 of the Local Government Act 1993, authority is hereby delegated to the Director, Town Planning to exercise and perform those powers, duties and functions in line with the authority and limitations of that position. These include approval and refusal of Development Applications as per Section 10 of Hunter's Hill Council Delegations of Authority.

Further information and documentation regarding approval or refusal of Development Applications can be found on Council's DA Tracker -

<https://eplanning.huntershill.nsw.gov.au/Public/PlanningRegister.aspx>

RECOMMENDATION

1. That the report be received and noted.

REPORT

Type of Report	Delegated Authority	Inspection Date	12/06/25
Development Application No.	DA20250092	Zone	R2 Low Density Zone
Construction Certificate No.	N/A	Notification	Yes
Applicant	Edward Natour	Value	\$919,415
Premises	1 Manning Road, Hunters Hill	Landscaped Area	69%
Classification (BCA)	1a, 10a, 10b	Date lodged	14/05/25
Assessing Officer	Patrick Ogisi	Determination Date	19/08/25
Proposal	Alterations and Additions, including the addition of a secondary storey and a new swimming pool		

Determination	Approval		
Development Application No.	DA 2025-0179	Zone	R2
Construction Certificate No.	CC ****/****	Notification	Yes
Applicant	Eva Melhem	Inspection	18.08.2025
Premises	14 Dick Street Henley	Garden Area	N/A
Classification (BCA)	N/A	Date lodged	11.08.2025
Assessing Officer	Anna Hopwood Martin Peacock	Determination Date	02.09.2025
Proposal	Removal of one (1) tree		
Determination	Refuse removal of one (1) tree. Approve pruning with Conditions imposed to limit the extent of the pruning works.		
Tree 1 – <i>Eucalyptus pilularis</i> (Blackbutt) • Mature specimen of high Landscape Significance – tree is listed on the Hunters Hill Council Significant Tree Register. The Register notes the tree is located in a prominent elevated position and possessing excellent form and has representative and rarity value as a remaining vestige of the once extensive Coastal Sandstone Foreshore Forest community in Henley • Good/fair health • Crown density 90-100% • Slight trunk lean, no evidence of root plate instability • Moderate volumes of small (<25mm) and medium (25-50mm) diameter epicormic growth throughout crown – considered in the normal range for a large, mature example of the species • Low volumes of small (<25mm), medium (25-50mm) and large (>75mm) diameter deadwood throughout crown - considered in the normal range for a large, mature example of the species • Some deadwood extends over footpath at the property • Minor wounds in various stages of decay throughout crown • Depressed vertical seams of tissue in low trunk may indicate internal decay • Potential termite activity in trunk • Relatively small basal wound with early-stage decay that likely extends into root crown • Evidence of minor borer activity in vicinity of wounds and in dead branches • Minor kino (gummosis) production at wounds sites • Limited crown clearance from Applicant’s dwelling and lower crown conflict with neighbour’s trees/ large shrubs • An Arborist’s Report (prepared by Advanced Arborist Reporting) has been submitted in support of the Application • The Arborist’s Report (3.0 Results) indicates the tree’s health and structural condition is medium and proposes the tree should be retained • The Arborist’s Report suggests the development of dead branches may be associated with Phytophthora root rot. However, the extent of deadwood is within the normal range, and the tree’s crown density indicates the tree to be in good health. No pathology testing results have been provided in the report that confirms Phytophthora is impacting the tree			

- The Arborist's Report identifies that the tree is continually losing branches due to borer, termites, fungal infestation and summer branch drop. However, only evidence of falling dead wood (some of which has borer damage) has been provided. The recent assessment undertaken by Council's Tree & Landscape Consultant (12.08.25) did not identify any evidence of significant decay (i.e. 'fungal infestation') or summer branch drop within the tree's crown
- The Arborist's Report (4.0 Conclusion) determined the tree to be 'extremely dangerous tree from now on with increased branch fall and possible total trunk failure'
- The Arborist's Report references the QTRA tree risk assessment methodology. However, a registration check on the QTRA website does not list the Arborist as a being currently registered user. It is not known if the author holds the International Society of Arboriculture's (ISA) Tree Risk Assessment Qualification (TRAQ)
- The risk assessment provided identifies the tree to represent an 'unacceptable risk that cannot be tolerated' and recommends 'this tree should be removed as soon as possible'
- The Arborist Report contains inconsistencies in its results/recommendations. The determination that the tree is in medium health and structural condition more closely aligns with the recent assessment undertaken by Council's Tree & Landscape Consultant (12.08.25) which did not identify any significant health or structural defects that would warrant tree removal at the current time
- The potential for internal decay/termite activity in the lower trunk warrants further investigation. The Applicant should consider having Internal Diagnostic Testing (IDT) undertaken in the lower trunk to better establish the tree's structural condition. IDT should be undertaken by a qualified Arborist (AQF level 5 or above) and results interpreted in accordance with an industry recognised strength loss formula (e.g. t/R Ratio)
- All trees will periodically develop deadwood. The removal of deadwood falls under the tree owner's responsibility to maintain their tree, and does not require Council consent for removal
- The Trees (Disputes Between Neighbours) Act 2006, states that 'the natural dropping of leaves, fruit, flowers, seeds, or small elements of deadwood by urban trees is generally considered part of ordinary tree maintenance and will not be grounds for ordering the tree's removal or intervention.'
- Any potential risk associated with significant deadwood falling onto the Applicant's property, the neighbour's property or the public footpath, could be managed by periodic deadwood removal
- The Application is **refused** as insufficient evidence that the tree is in poor health and structural condition has been provided
- Pruning is **approved** to provide additional clearance from the Applicant's dwelling and to reduce crown conflict with neighbour's trees/large shrubs

The following trees may be pruned:

Tree 1	Location	Comments
<i>Eucalyptus pilularis</i> (Blackbutt)	Front garden	Prune 1x 150mm diameter 4 th order branch at 6m (approx.) over roof of Applicant's dwelling to provide 2m (max.) building clearance

		Prune 1x 175mm diameter 4th order branch at 7m (approx.) over roof of Applicant's dwelling to provide 3m (max.) building clearance Crown Lift 2x 150mm diameter 1st order branches at 4m (approx.) over boundary (branches conflict with neighbour's trees/large shrubs) The branches pruned shall represent no greater than 5% of the tree's total crown volume
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Development Application No.	DA 2025-0202	Zone	R2
Construction Certificate No.	CC ****/****	Notification	Yes
Applicant	James Tray	Value	N/A
Premises	2 James Street Hunters Hill	Garden Area	N/A
Classification (BCA)	N/A	Date lodged	14.08.25
Assessing Officer	Anna Hopwood Martin Peacock	Determination Date	25.08.25
Proposal	Pruning of three (3) trees and removal of one (1) tree		
Determination	Approve pruning of two (2) trees with Conditions imposed to limit the extent of the pruning works Refuse the pruning of one (1) tree and the removal of one (1) tree		

Tree 1 – *Ficus macrophylla* (Moreton Bay Fig)

- Listed in Council's Significant Tree Register
- Mature specimen of very high landscape significance
- Good to fair health
- Advanced decay/cavities on underside of two lowest, first order branches on SW side of crown, with wounds extending along underside of branches. Wounds consistent with previous fire damage (burning of rubbish/garden waste below crown)
- Application proposes pruning to remove the two damaged branches
- Entire removal of one (1) branch is supported. Reduction pruning of one (1) branch should be undertaken to reduce the extent of trunk wounding resultant from the removal of the entire branch
- Application is **approved** with Conditions imposed to limit the extent of the pruning works

Tree 2 – *Cinnamomum camphora* (Camphor Laurel)

- Mature specimen of high landscape significance
- Good to fair health
- Adjacent studio has been lifted by tree roots
- Application proposes tree removal due to studio damage

- Application is **refused**
- In order to support tree removal, an Engineers Report should be provided that demonstrates that the tree could not feasibly be retained as part of any repair/re-levelling of the studio

Tree 3 – *Cinnamomum camphora* (Camphor Laurel)

- Mature specimen of high landscape significance
- Good to fair health
- Limited crown clearance from power line, and limited vertical clearance over James Street
- Pruning is **approved** with Conditions imposed to limit the extent of the pruning works

Tree 4 – *Cinnamomum camphora* (Camphor Laurel)

- Mature specimen of high landscape significance
- Good to fair health
- Power line (service line to the property) running below crown. Previous Crown Lifting provides adequate service line clearance
- Pruning is **refused** due to adequate service line clearance

The following trees may be pruned:

Tree Number	Location	Comments
Tree 1 <i>Ficus macrophylla</i> (Moreton Bay Fig)	Rear garden	Prune 1x 1st order branch (SW orientation) at 2m (approx.) with extensive decay/cavity Reduction Prune 1x 1st order branch (WSW orientation) to 200mm dia. 2 nd order lateral branch at 5m (approx.) to reduce loading on basal defect. In total the branches pruned shall represent no greater than 5% of the tree's crown volume
Tree 3 <i>Cinnamomum camphora</i> (Camphor Laurel)	Front garden	Prune 1x 175mm dia. 2 nd order branch at 2.5m encroaching on power lines Crown Lift higher order branches no greater than 125mm dia. for 4.5m vertical clearance over carriageway In total the branches pruned shall represent no greater than 5% of the tree's crown volume

Type of Report	Delegated Authority	Inspection Date	24.08.25
Development Application No.	DA2021/1246-4	Zone	R2
Construction Certificate No.	N/A	Notification	Yes
Applicant	Avedis Kalloghlian	Value	\$100,000
Premises	6 Sea Street, Hunters Hill	Landscaped Area	N/A
Classification (BCA)	1a	Date lodged	08.08.25
Assessing Officer	Shahram Mehdizadgan	Determination Date	04.09.25
Proposal	Alterations and additions to the existing residential dwelling - s4.55 modification - Enclose a portion of the balcony to create an ensuite, WIR and sitting room. Modify tile roof to enclose new rooms below, modify roof to approved bin room, add skylight to existing ensuite		
Determination	Approval		

Type of Report	Delegated Authority	Inspection Date	26.06.25
Development Application No.	DA2025/0109	Zone	R2
Construction Certificate No.	N/A	Notification	Yes
Applicant	Harry Pham	Value	\$11,000
Premises	46 Batemans Rd Gladesville	Landscaped Area	<50%
Classification (BCA)	10a	Date lodged	03.06.25
Assessing Officer	Shahram Mehdizadgan	Determination Date	01.09.25
Proposal	Relocation of an existing pergola		
Determination	Approval		

Type of Report	Delegated Authority	Inspection Date	18.07.25
Development Application No.	DA2025/0153	Zone	R2
Construction Certificate No.	N/A	Notification	Yes
Applicant	Diem Le	Value	\$368,500
Premises	21 Princes Street Hunters Hill	Landscaped Area	35%
Classification (BCA)	1a, 10a, 10b	Date lodged	26.06.25
Assessing Officer	Shahram Mehdizadgan	Determination Date	12.09.25
Proposal	Secondary dwelling		
Determination	Refusal		

Type of Report	Delegated Authority	Inspection Date	Several inspections were carried out
Development Application No.	DA20250185	Zone	R2 Low Density Residential
Construction Certificate No.	N/A	Notification	Yes
Applicant	Joe Di Girolamo	Value	\$569,000

Premises	15 Hillcrest Avenue, Gladesville	Landscaped Area	51%
Classification (BCA)	1a, 10a ,10b	Date lodged	06/08/2025
Assessing Officer	Patrick Ogisi	Determination Date	12/09/2025
Proposal	Alterations and additions to the existing dwelling		
Determination	Approval		

Type of Report	Delegated Authority	Inspection Date	N/A
Development Application No.	DA2024/0101-1	Zone	R2 Low Density Residential
Construction Certificate No.	N/A	Notification	Yes
Applicant	Stephen Ryan	Value	\$0
Premises	51 Ryde Road, Hunters Hill	Landscaped Area	50.2%
Classification (BCA)	1a, 10a	Date lodged	11/09/2025
Assessing Officer	Patrick Ogisi	Determination Date	12/09/2025
Proposal	Section 4.55 application to remove Condition 14 and amend the stormwater management plan		
Determination	Approval		

Type of Report	Delegated Authority	Inspection Date	28/08/25
Development Application No.	DA20250156	Zone	R2 Low Density Residential
Construction Certificate No.	N/A	Notification	Yes
Applicant	Andrea Di Giovanni	Value	\$220,000
Premises	14a Alfred Street, Woolwich	Landscaped Area	29.7% (same as existing)
Classification (BCA)	1a, 10a, 10b	Date lodged	03/07/25
Assessing Officer	Patrick Ogisi	Determination Date	11/09/25
Proposal	The proposed development entails the expansion of the existing double garage situated at the front of the dwelling.		
Determination	Approval		

ATTACHMENTS

There were no attachments to this report.

ITEM NO	: 4.14
SUBJECT	: LEGISLATIVE UPDATES TO THE COMMUNITY PARTICIPATION PLAN
STRATEGIC OUTCOME	: DEVELOPMENT APPLICATION, REGULATION AND MONITORING SERVICES ARE STREAMLINED, MORE ACCESSIBLE, AND USER FRIENDLY
ACTION	: REVIEW PLANNING PROCESSES
REPORTING OFFICER	: ANNIE GOODMAN

Ref:794757

PURPOSE

To update Council's Community Participation Plan in line with recent State Government legislative changes aimed at 'improving transparency, compliance with legislative requirements, and supporting faster assessments of critical housing projects'.

RECOMMENDATION

1. That the report be received and noted.
2. That Council adopt the attached Community Participation Plan (Part 5 of the combined Community Engagement Strategy and Community Participation Plan) .
3. That Council note that the Community Participation Plan will override relevant sections of the Hunters Hill Consolidated DCP 2013 to ensure consistency.

BACKGROUND

The Environmental Planning and Assessment Act 1979 requires councils to maintain a Community Participation Plan to ensure meaningful engagement in planning decisions.

In September 2025, the Department made changes to its Community Participation Plan to accelerate the assessment and delivery of housing across NSW.

Some of the changes include:

- A minimum 14-day exhibition period now applies to relevant residential State significant development applications.
- The minimum 14-day exhibition period also applies to residential State significant development applications that rely on a concurrent rezoning assessed by the Department.
- Extended exhibition periods will be considered when a project involves a complex concurrent rezoning, or is wholly prohibited in the relevant land use zone(s), or would otherwise be designated development.

Council has updated its Community Participation Plan in line with legislative changes.

REPORT

Changes incorporated into Council's Community Participation Plan based on the Department's legislative changes are summarised and outlined in the table below:

Legislation Change	Page reference (bottom right corner of each page)	Item	Original	New
Exhibition timeframe	P.28	Planning Proposals for local environmental plans subject to gateway determination	28 day minimum or as specified by gateway determination	28 day minimum or as specified by gateway determination which may determine, due to the minor nature of the proposal that no public exhibition is required
Exhibition timeframe	P.28	Draft Activation Precinct Master Plan and Delivery Plans	Not listed	28 days
Minimum timeframe	P.29	Local Development Consent (other than for complying development certificate, for designated development or for State significant development)	14 days or 30 days	14 days
Clarification of minimum timeframe	P.29	Modification of Development Consent, required to be publicly exhibited by the EP&A Regulations	The period (if any) determined by the consent authority in line with CPP	14 days
Inclusion of a new item	P.30	State Significant Development (SSD)		Summary of what SSD is
Inclusion of a new item	P.30	Application for development consent (other than for complying development certificate, for designated development, State significant development or a	*May already be listed on P.29 using only slightly different terminology	14 days

Legislation Change	Page reference (bottom right corner of each page)	Item	Original	New
		development type listed in Appendix 1)		
Inclusion of a new item	P.30	Application for development consent for certain residential State significant development include: Housing development carried out by certain public authorities (Planning Systems SEPP Schedule 1, Section 26) In-fill affordable housing (Planning Systems SEPP Schedule 1, Section 26A) Build-to-rent housing (Planning Systems SEPP Schedule 1, Section 27) Seniors housing (Planning Systems SEPP Schedule 1, Section 28)		14 days
Inclusion of new item	P.30	Application for development consent for all other State significant development		28 days

CONCLUSION

Council has updated its Community Participation Plan in line with recent legislative updates.

The updated CPP will supersede certain notification and consultation requirements in Part 6 of the Hunters Hill Consolidated DCP 2013 to avoid duplication and inconsistencies.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

1. Combined Community Engagement Strategy & Community Participation Plan
[↓](#)



HUNTER'S HILL COUNCIL
COMMUNITY
ENGAGEMENT STRATEGY
&
COMMUNITY PARTICIPATION
PLAN

DEVELOPED 2024 AND
UPDATED 2025

Acknowledgement of Country

Council acknowledges the Wallumedegal of the Eora Nation as the traditional custodians of all land and water of the Hunters Hill local government area.

Council pays respect to Elders past, present and emerging, and extends this respect to all Aboriginal and Torres Strait Islander people living in or visiting the local government area.



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1. INTRODUCTION

Effective and meaningful engagement is at the heart of local government and the Integrated Planning and Reporting (IP&R) process. Engagement helps communities shape their own futures and informs the vision and direction of Council.

Every council in NSW is required to develop a [Community Engagement Strategy \(CES\)](#) to support development of plans, policies, programs and key activities. This includes those relating to IP&R, as well as strategic plans and programs required under other legislation.

Engagement activities are incorporated into one over-arching strategy that is exhibited and endorsed by Council. This includes what has been previously known as the [Community Participation Plan](#), which is a requirement under the Environmental Planning and Assessment Act 1979 for planning related engagement.

This strategy does not replace the decision-making powers of elected Councillors or the General Manager, it does enhance the capacity of Council to make well-informed decisions that clearly demonstrate community buy-in and support.

Through feedback gathered during the public exhibition phase of the draft Community Engagement Strategy and Community Participation Plan, this document has additional focus on the importance of ensuring that as many community voices as possible are heard on a range of matters, whether they be considered low impact or high impact, the level of social awareness and understanding is not directly related to the number of people involved.

And finally, it is important to outline that Council will continue to ensure that all of the objectives and actions within the Integrated Planning and Reporting are undertaken with community priorities front of mind; that Council strives for broad ranging engagement activities in circumstances that dictate legislative minimums. That continuing to investigate best practice engagement be a standard that Council strives to achieve.

Why is Council required to have a Community Engagement Strategy and a Community Participation Plan in the one document?

Legislation requires each Council to have a combined CES and CPP.

Non-statutory strategic planning matters are addressed in the CES, for example masterplans and housing strategies with statutory strategic planning matters addressed within the CPP.



P.01

1.1 LEGISLATIVE FRAMEWORK

A number of legislative requirements guide this Community Engagement Strategy and Community Participation Plan, which are summarised and outlined below:

01

Local Government Act and Integrated Planning and Reporting Framework

The Local Government Act 1993 Section 406 prescribes that Council must consult on and review the contents of the Integrated Planning and Reporting Framework documents, including (but not limited to) the Community Engagement Strategy and Community Strategic Plan (CSP). Additionally Section 402(A) prescribes that Council must establish and implement a Community Engagement Strategy for engagement with the local community when developing its plans, policies and programs and for the purpose of determining its activities (other than routine administrative matters.)

Legislative requirements about the mandatory level of engagement for some Council matters are outlined below (but not limited to):

- setting rates/special rates
- Integrated Planning and Reporting (including the Community Strategic Plan, Delivery Program, Operational Plan, Long Term Financial Plan, Asset Management Plan, Workforce Strategy)
- Local Environment Plans (LEPs) and Development Control Plans (DCPs)
- Local Strategic Planning Statement (LSPS)
- masterplans
- plans of management (PoMs)
- Council meetings
- development applications (DAs)
- local policies (defined within the NSW Local Government Act as policies concerning approvals and orders).
- public hearings, e.g. reclassification of public land.

These matters require:

- public exhibition of no less than 28 days
- public notice of no less than 42 days for Plans of Management (PoMs)
- notification and advertisements
- Councillor Briefings and bulletins
- formal approvals from State Government Departments/Ministers, e.g., Minister for Crown Lands when dealing with PoMs

P.02



1.1 LEGISLATIVE FRAMEWORK CONTINUED.....



02

Hunter's Hill Council decision making

Under the NSW Local Government Act 1993 every council is to meet at least 10 times per year, each time in a different month. During these meetings, the role of a Councillor is to represent the collective interests of residents, ratepayers and the local community. Views are expressed whilst making decisions on behalf of the community at Council Meetings. Community members are entitled to speak at Council Meetings to ensure their voices are heard and respectfully listened to. Additionally, community members have opportunities to sit on Council Committees and address the Local Planning Panel on matters which they have an interest in.

03

Environmental Planning and Assessment Act

The NSW Government have mandated that it needs to be easier for all members of the community to participate in planning decisions. This results in better outcomes and therefore planning authorities, including councils and NSW agencies with key planning approval functions, must have a community participation plan (CPP). The Environmental Planning and Assessment Act 1979 (EP&A Act) requires this. CPPs set out how Council will engage the public in their decision-making. These principles set the standard.

CPPs must meet the minimum requirements for community participation set out in Schedule 1 of the EP&A Act, but Council may choose to do more. The EP&A Act also requires Council to publicise the reasons for decisions on key matters and show how they considered community views.

Council's 2019 CPP was developed to guide our Local Strategic Planning Statement (LSPS). The Department of Planning and Environment recognise that community participation delivers better planning results for the people of NSW. This Community Engagement Strategy shares the same principles of community participation.

Council may build their CPPs into the broader community engagement strategies they prepare under local government legislation, which is reflected within this strategy.

P.03

1.2 PRINCIPLES

Our engagement principles help shape how we interact, communicate and receive feedback from our community. We follow the International Association for Public Participation (IAP2) core values to develop and implement our engagement programs, with our key principles being to:



01

Enable our community to be involved in decision making.

02

Enable our community to influence decisions.

03

Recognise the needs and interests of all participants.

04

Seek out those who could potentially be affected.

05

Support participants to design how they participate.

06

Provide all relevant information to enable participation in a meaningful way.

07

Provide as much information as possible, to as many community members as possible regardless of the size of the project, program or service.

Each of these seven principles relates directly to Council's Community Strategic Plan (CSP) and legislative compliance. Creating a vision for the CSP is one of the most important outcomes from the community engagement process. Without following the IAP2 framework (more information P.15) Council will not be in a position to support the community's sense of shared ownership and purpose.

Council must provide our community with the ability to; be involved in CSP decision making, influence decisions, recognise diverse participants, tap into who may be affected, encourage a range of ideas about participation methods, enable meaningful engagement and provide as much information as possible.

Council will be better placed by using and adhering to these core values in all of its business functions, not simply in the development of major plans and policies such as the CSP and associated IP&R documents, the Local Environmental Plan (LEP), Development Control Plan (DCP) but also in liaising and advocating for and on behalf of the local community.

P.04

1.3 SOCIAL JUSTICE PRINCIPLES

Not simply a requirement of NSW legislation and guidelines relating to IP&R, social justice principles are a responsibility of Council (Section 8(A) of the Local Government Act 1993), which outline the need for all councils to consider social justice principles when making decisions and informing engagement programs.



EQUITY

Ensuring that our community have fairness when providing their thoughts and opinions.

ACCESS

Improving access to services, resources, programs, partnerships and opportunities without prejudice.

PARTICIPATION

Ensuring that Council provides the opportunity for the community to participate in decisions that affect them.

RIGHTS

Recognising that our community have rights and providing a mechanism to listen to opinions.

These values, which outline Council's commitment to promoting diversity of opinion and inclusiveness in participation will be demonstrated in all of Council's decision making.

Providing avenues for community members to feel included and listened to no matter their background is paramount to shaping Council projects, policies and plans in a transparent and representative manner.

P.05

1.4 OBJECTIVES

A number of Community Engagement Strategy objectives have been developed to ensure that Council is enabling the communication and engagement process.

Council will ensure consistency in the future development of plans, policies and strategies by adhering to the following objectives:

01

Supporting the community to understand what is being proposed.

02

Determining where financial priorities should be focussed.

03

Understanding what services the community use.

04

Gaining feedback from residents about what is important and where Council funding should be allocated.

05

Raising awareness about local issues.

06

Enabling feedback about the vision for the future.

07

Ensuring that transparent and independent engagement is used.

08

Building Council's reputation amongst the community for being transparent and a conduit for positive change, built on community need and perception.

All of these objectives show Council's commitment to engagement, which provides the community with genuine opportunities to inform projects, strategies, services and decisions.

Council will strive to use engagement methods that are statistically valid and transparent and reduce reliance on methods that are considered non factual and open to uncertainty.

The flow on effect being that Council can then develop individual engagement plans for specific projects that reflect the principles and objectives outlined in this strategy in a more meaningful and transparent way.



P.06

2. STAKEHOLDERS

The following section highlights Council's need to identify all relevant stakeholders, determine the parameters about what engagement methods will reach these stakeholders and understand that there may be challenges and barriers to engagement.



2.1 IDENTIFICATION AND ANALYSIS

If Council is to effectively engage, it must have a clear picture of who it is engaging with. The diverse nature of the community highlights that a one-size-fits-all engagement approach will not work – Council must constantly employ a range of engagement tools and methods. Understanding the community from a demographic perspective will ensure Council delivers projects, programs and services that meet genuine need.

14,036
POPULATION

5323
TOTAL DWELLINGS

787
PEOPLE MOVED TO
HUNTERS HILL

46
MEDIAN AGE

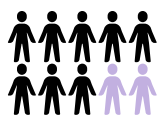
37%
COUPLES WITH
CHILDREN

23.3%
LONE PERSON
HOUSEHOLDS

1441
UNPAID CARERS

28.3%
BORN OVERSEAS

59%
PEOPLE WORKING FULL-
TIME



20%
LANGUAGE AT
HOME OTHER THAN
ENGLISH

57%
HOUSEHOLDS WHO HAVE
ACCESS TO 2+ MOTOR
VEHICLES

19.7%
VOLUNTEERS

24%
HOUSEHOLDS
RENTING

28.6%
OF PEOPLE WITH LONG
TERM HEALTH CONDITIONS

4.7%
OF POPULATION
NEEDING ASSISTANCE
DUE TO DISABILITY

9.5%
12-17 YR OLDS -
GREATER SYDNEY
7.1%

15.7%
EMPLOYED IN THE
PROFESSIONAL, SCIENTIFIC
AND TECHNICAL SERVICES

*Data used above and within this document has been obtained via Profile.id

P.07

2.2 INTERNAL STAKEHOLDERS

A vital component of the community engagement process includes identifying and understanding internal stakeholders who will be impacted by or who have an interest in a decision. In addition, Council has a number of committees made up of staff, Councillors, as well as external community members and they convene on issues relevant to specific topic areas. Internal stakeholders include:

- Councillors
- Council Committees, advisory groups, steering groups and working parties
- staff
- contractors and consultants engaged by Council



2.3 EXTERNAL STAKEHOLDERS

Council will engage with the following individuals/groups on various matters because our engagement aims to reach everyone in the community to ensure a range of views are heard. It is important that in the development or revision of the Community Strategic Plan as many voices as possible are captured:

- all residents
- religious groups and organisations
- sporting groups
- chambers of commerce
- mainstreet committees
- schools
- childcare/long daycare/family daycare/preschools
- businesses
- environmental interest groups
- transport authorities
- local members of parliament
- neighbouring/other local councils
- community groups
- active industry groups or associations
- CALD groups
- community service organisations
- Aboriginal and Torres Strait Islander People
- heritage/conservation groups/Hunters Hill Historical Society/Hunters Hill Trust
- families
- children (via school networks)
- youth
- elderly residents
- residents living with disability
- disability and wellbeing support services
- health facilities and support services
- transport authorities and services
- vulnerable people
- those living in assisted care
- potential sponsors
- people who work or visit Hunters Hill

P.08

2.4 CHALLENGES AND BARRIERS

The barriers to communication and engagement are important to highlight. Being mindful of challenges and barriers can assist in addressing gaps and obstacles that reduce community input to important discussions.

The most common barriers of communication include; irrelevance to the receiver, lack of attention and interest, distractions, physical disabilities such as speech difficulties or hearing problems, differences in perception and viewpoint, and physical barriers to non-verbal communication.

Council will ensure via targeted engagement tools that challenges and barriers are broken down and meaningful engagement takes place to inform the Community Strategic Plan.



2.5 TARGET AUDIENCE

It is important to ensure that the broader the access to community opinion, the better information and understanding will be for stakeholders to make informed decisions.

Council is mindful that there is a need for a greater sense of involvement to achieve a mutual sense of ownership. This can be achieved through identifying target audiences through the following avenues:

- Community members and organisations who have an active interest and have a strong view about all phases of the discussion/project and specifically the Community Strategic Plan.
- Community members and organisations who may have particular expertise or an actual role on behalf of those who may be directly affected.
- Community members and organisations who will have a general interest in giving feedback or taking part in Council initiated projects.
- Groups and individuals who are not directly affected by the issue but have been encouraged to take an active interest by those who are affected.
- People who would normally feel excluded or under represented.
- Communities of interest whose activities might be affected by a proposal.

The Hunter's Hill Council community is an active and engaged group. Council has developed strong working relationships with many community groups and individuals.

Council will also develop and identify any partnerships between groups and individuals and any issues that may link or have past association with target audiences, such as the Gladesville and Hunters Hill Shopping Precincts.

P.09

2.6 INCLUSIVE PARTICIPATION

Hunter's Hill Council recognises that some members of our Municipality are more difficult to reach due to a number of barriers already discussed such as language and accessibility.

Council is committed to addressing the gaps in inclusive participation by:

- Translating resources and information where necessary.
- Avoiding technical jargon and using language which is easy to understand, particularly in regards to planning matters.
- Providing language aids at Council events where possible.
- Providing information in accessible formats.
- Ensuring a variety of engagement methods are made available; print, social media, direct mail, email, etc.
- Ensuring Council venues are accessible.
- Meeting the commitments outlined in the Disability Inclusion Action Plan (DIAP) and the Pedestrian Access Mobility Plan (PAMP).

There are groups that Council will ensure to recognise including our culturally and linguistically diverse (CALD) communities, particularly because diversity is vital in any community and with 20% of our community speaking a language other than English at home it is important that Council does more to seek the opinions of these residents.

Council has not previously translated our communication and engagement materials according to our demographic profiles. However, Council will ensure to work closely with CALD communities to better service their needs and understand their opinions regarding our projects, programs and services.

Hunters Hill also has vulnerable people in the community, who live, work and visit this area. This includes people who live in social housing, which represents 5.4% of renters compared to Greater Sydney which has 4.1% of renters in social housing. Other vulnerable people include low income households, the elderly, people living with disability, and people experiencing homelessness.

Council also, importantly, needs to recognise Aboriginal and Torres Strait Islander peoples. Council is committed to working with the community about matters relating to land, water, language, culture and cultural heritage.



P.10

3. METHODS TO GATHER FEEDBACK

Hunter's Hill Council strives to deliver meaningful, diverse and genuine community participation to inform Council's decision making process.

To achieve this, Council must use a variety of methods to gather genuine and meaningful feedback.

To maintain proactive and best practice community engagement Council will explore and utilise contemporary and traditional tools of engagement and be open to new and innovative ways to engage. Engagement techniques will be selected based on the project scope and level of community impact. Engagement methods will be tailored to encourage as much participation as possible.



3.1 ENGAGEMENT OPTIONS

Generally, Council aims to keep the community informed of opportunities for engagement through the following methods:

- digital approaches such as email, e-newsletters (E-News) and social media and not limited to Council's social media, but also inclusive of existing community group social media channels such as 'Love Gladesville'
- advertisements and articles in the media
- information and displays in our service centres, The Yarn and community facilities/buildings
- direct mail and/or letterbox drop of Council's printed newsletter
- mailing lists related to specific topics.

More specifically, engagement is about an ongoing conversation. It takes many shapes and forms through a variety of channels, including (but not limited to):

- | | |
|--|---|
| • stakeholder meetings | • social media |
| • focus groups | • advertisements |
| • precinct meetings | • surveys (print, online and telephone) |
| • posters | • video and YouTube clips |
| • storyboards | • eNews |
| • community events and festivals | • public notices |
| • pop-up information sessions | • walk or bike tour |
| • front line staff through our Customer Service Centre | • pilot projects, including place making events |
| • website | • youth workshops |
| • visual preference surveys | • facilitated workshops |
| • media releases | • citizen juries |
| • public meetings | • social housing meetings |
| • door knocking | • artist impressions and/or designs |

P.11

3.2 WHAT OUR COMMUNITY SAID

Hunter's Hill Council is fortunate to have residents who are passionate about their local area and are willing to provide feedback on important issues, policies and matters concerning the local community including this Engagement Strategy. Comments received during the public exhibition phase of this document included:



"If you want to reach younger people for feedback you need to use those times outside of regular business hours."

"Provide a summary document and a survey with specific questions which make it much easier for people to provide feedback."

"A future practice of engagement and response that goes beyond the legal minimum."

"There must be greater transparency as to how Council makes decisions so that the community's concerns and feedback are reflected in decision-making and have the power to make final decisions."

"Smaller councils need rigorous engagement strategies - possible more than a larger council where there is a greater 'distance' between the Councillor and resident."

"Residents are entitled to greater transparency with less closed meetings, and clear demonstrations of how their views have been listened to, carefully considered and used to influence the decision-making process."

"When surveys are offered, there is a lack of feedback as to any action which will be taken. m."

"This sounds like a welcome and valuable plan of action."

"We expect and hope for better, particularly as Minister Hoenig and the OLG are showing a high level of concern about the manner of communication between Council and local residents."

"Council should consider using existing Facebook Community Groups like 'Love Gladesville' where lots of community engagement currently takes place."

P.12

3.2 IP&R DEVELOPMENT

The development of our Integrated Planning and Reporting documents will take place via a broad range of engagement activities. This will enable Council to consider community priorities based on the integrity of data, views, demographics and need.

Outlined in the table below are the high level engagement tools that Council will use to obtain important information needed to inform Council's suite of IP&R documents. Council will also obtain important information and feedback from:

- Listening to resident feedback on a day-to-day basis.
- Engaging with State and Federal Government Departments regarding matters affecting our local community.
- Liaising and obtaining information from Council service providers.
- Receiving feedback from Council contractors and consultants.
- Reviewing website, social media, eNews, customer service and complaint data.



APPROXIMATE TIMEFRAME	KEY ENGAGEMENT METHOD	PARTICIPATION GROUP
October 2024	Community Priority Survey	400 Residents
November 2024 - February 2025	Community Priority Online Survey	Residents, Local Businesses, Community & Sports Groups
February/March 2025	Community Strategic Plan Drop In Sessions and/or Focus Groups	Broad Resident and Community Group Invitation
March/April 2025	Children & Youth Summit	Children & Youth
March 2025	Face-to face with Committees of Council	All Committees of Council
March 2025	Face-to-face with Diverse Communities	Minority Groups
April 2025	Exhibition of IP&R Framework	All Residents and Councillors
June 2025	Adoption of IP&R Framework	The Council

P.13

3.3 DETERMINING SIGNIFICANCE

Following on from understanding legislative requirements, determining the significance of a matter is sometimes an exercise in judgement. Council must assess how a proposal, decision, issue or matter may affect people, services, facilities and infrastructure.

Significance will be considered as a continuum - ranging from day-to-day matters, right up to those with what may be considered high impact and very high significance. It is important to clarify that often what may initially be considered a small or low impact issue, can in fact have a high social impact.

This leads to questions about how to determine the significance of a project, program or service if there isn't already a legislative requirement about minimum community engagement and notification.

Council's approach to determining significance is to consider:

- The number of people affected (even if small numbers of the community are involved or affected there may be a large impact), the degree to which they are affected and the likely impact of a decision.
- Whether this type of decision has a history of generating wide public interest within the local area.
- The impact of the decision on intended service levels, including the start/stop of any activity or project.
- The degree to which a decision or proposal can be reversed should circumstances warrant.

When Council has decided what level of significance a matter has, it will consider how it should engage with the community. Engagement is also a continuum; at one end of the spectrum Council can simply forward information to the community and at the other end of the spectrum the community is empowered to make a decision.



P.14

3.4 PROVIDING INFORMATION

At a minimum, Council will strive to provide the following information/timing when conducting engagement:

- What is being proposed?
- Why is it being proposed?
- What the options and consequences are for the proposal?
- If a plan or policy or similar document is proposed to be adopted, a draft of the proposed plan, policy, or other document.
- If a plan or policy or similar document is proposed to be amended, details of the proposed changes to the plan, policy, or other document.
- What impacts (if any) may occur if the proposal goes ahead?
- How submitters and participants can provide their views and Council's contact details to enable submissions to be received.
- The timeframe for consultation and engagement.
- The timing of engagement delivered to specific stakeholders, e.g to reach younger people engage outside of school hours.
- How submitters and participants will be informed about the outcome.



3.5 REASONS FOR COMMUNITY INVOLVEMENT

When developing engagement processes, Council needs to consider the various reasons why community members may wish to be involved in the planning process.

Some examples include:

- Some people will have 'place-based' interests - they are concerned for the future of their particular suburb/area.
- Some will share a common interest, such as a business group, or a sporting organisation.
- Others will share common needs, for example people who need child care or public transport.
- Some will be motivated by negative experiences with Council and will want to address specific issues.
- Some will be motivated by other concerns, for example, sustainability or good governance.

Considering peoples motivations can assist greatly with any engagement framework. Addressing any issues people have had with Council in the early planning stages can greatly reduce time spent later on in the project.

P.15

3.6 IAP2 SPECTRUM

The IAP2 (International Association of Public Participation) Spectrum is commonly used in all levels of government, not for profit, businesses, charitable organisations, etc, and has been recommended as a baseline tool for all councils in developing their Community Engagement Strategy.



In summary, IAP2 provides an engagement framework that can be adapted to any project and shows that differing levels of participation are legitimate depending on the goals, timeframes, resources and levels of concern in the decision to be made.

The levels of participation are outlined below:

- 01

INFORM
Typically means that a decision has been made or action is needed so the community and stakeholders are provided with information e.g. notification of road resurfacing work and collapsed pontoon at Woolwich Baths.
- 02

CONSULT
The community can provide feedback on the issues, options and decisions, e.g. Community Satisfaction Survey and LEP.
- 03

INVOLVE
The community's concerns and feedback are reflected in decision-making, e.g. recommendations of Council's Committees being endorsed at Council Meetings and the re turfing of Gladesville Reserve.
- 04

COLLABORATE
The community and Council partner in decision-making towards a common goal, e.g. Henley Masterplan and Woolwich Marina development.
- 05

EMPOWER
The community and stakeholders have final decision-making power, e.g. rejection of the Montefiore Planning Proposal and Joubert Street traffic changes.

The table over page highlights a number of Council's major engagement activities and a level of engagement which will meet or better legislative requirements. This table is not definitive and simply outlines some of our major activities and the minimum exhibition periods. Council will always strive to inform, consult, involve, collaborate and empower in a meaningful way across all activity areas regardless of the legislative exhibition periods.

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Activity	Minimum Exhibition Period	Minimum level of communication	Examples
Draft local policies (S. 160 Local Government Act)	28 day minimum exhibition period up to 42 days for submissions	Council Agenda, Business Paper available online, advertisement in newspaper, website, eNews	• Outdoor dining and Mobile Food Vending • Trade or Business on Community Land
Significant policies (relating to matters that; have community impact, are related to service provision, have a financial function, relate to corporate, strategic and governance matters and so on)	28 days	Council Agenda, Business Paper available online, advertisement in newspaper, website, eNews, provision of a summary document where applicable	• Events on Council Land • Sustainability Policy • Code of Meeting Practice • Fees & Charges • Dinghy Storage Policy • Stormwater Management Policy
Plans of Management (PoMs)	Not less than 42 days after the date on which the PoM is placed on public exhibition	Council Agenda, Business Paper available online, advertisement in newspaper, website, eNews	• Figtree Park Plan of Management • Riverglade Reserve Plan of Management
Masterplans	28 days	Council Agenda, Business Paper available online, advertisement in newspaper, website, eNews, provision of a summary document	• Henley Precinct Masterplan • Gladesville Masterplan
Key land use planning documents	28 days	Council Agenda, Business Paper available online, advertisement in newspaper, website, eNews	• Voluntary Planning Agreements (VPAs) • Hunters Hill S.7.12 Plan

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Activity	Minimum Exhibition Period	Minimum level of communication	Examples
Matters relating to Public Land	28 day minimum exhibition period up to 42 days for submissions and referral to legislation	Council Agenda, Business Paper available online, advertisement in newspaper, website, eNews, provision of a summary document, direct engagement with surrounding properties and a public hearing may apply	• Planning Proposals • Community or Operational Land matters such as re classification and sale of Community Land
Integrated Planning & Reporting (IP&R) documents	28 days	Council Agenda, Business Paper available online, advertisement in newspaper, website, eNews, provision of a summary document	• Community Strategic Plan • Delivery Program • Operational Plan • Long Term Financial Plan • Asset management Plan

4.0 MEASUREMENT & EVALUATION

Capturing feedback about different engagement approaches and activities, for example, community satisfaction surveys and exit surveys from engagement events, provides Council with data and responses to matters affecting both individuals and the entire community.

Monitoring and reviewing Council's engagement activities and methods provides an avenue to identify areas for improvement and to realise objectives more efficiently. Council will use a variety of evaluation methods to assess its progress including:



Undertaking quarterly and annual audits to check progress against the objectives identified in this strategy.



Reviewing the Engagement Strategy annually to ensure best practice and legislative requirements.



Undertaking a community satisfaction survey at the commencement of each term of a new Council.



Monitoring feedback and participation rates in a variety of engagement activities.



Council will as a minimum provide contact email and reference for written feedback on policies and provide sufficient space online for detailed responses.



4.1 WHERE TO GET FURTHER INFORMATION

There are a number of supporting resources available to gain further information or to clarify the commonly used directions outlined within this policy:

- Your Peak Body for Engagement | IAP2 Australasia
- Community Engagement Strategy - Office of Local Government NSW
- Division of Local Government - IP&R Manual (nsw.gov.au)
- Community Participation Plan (nsw.gov.au)
- www.planningportal.nsw.gov.au
- <https://legislation.nsw.gov.au/view/html/inforce/current/act-1979-203#pt.2-div.2.6>

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5.1 INTRODUCTION

Planning authorities, including councils and NSW agencies with key planning approval functions, must have a community participation plan (CPP). The Environmental Planning and Assessment Act 1979 (EP&A Act) requires this. CPPs set out how the planning authority will engage the public in their decision-making.

This CPP details in table format engagement timeframes for statutory land use planning, development matters, certification and land classification.

Hunter's Hill Council recognises community participation in the planning system provides people with the opportunity to have a say and be involved in Council decisions and actions.

Recent legislative changes to the EP&A Act are intended to strengthen the opportunities for the community to participate in planning matters in the local context. The CPP intends to make it easier for our community to understand and be involved with Council's planning functions.

Community participation is an overarching term used by a planning authority, like Council, to outline how it will engage the community in its functions under the EP&A Act. Such functions include the local plan making process and making decisions on proposed development via the development application (DA) assessment process and the complying development certification processes. The level and extent of community participation will vary depending on the community, the scope of the proposal under consideration and the potential impact of the decision.

The community includes anyone who is affected by the planning system and includes individuals, community groups, Aboriginal and Torres Strait Islander communities, peak bodies representing a range of interests, business groups, local government, and State and Commonwealth government agencies.



Why is community participation important?

- It builds community confidence in the planning system.
- It creates a shared sense of purpose, direction and understanding of the need to manage growth and change, while preserving local character.
- It provides access to community knowledge, ideas and expertise.

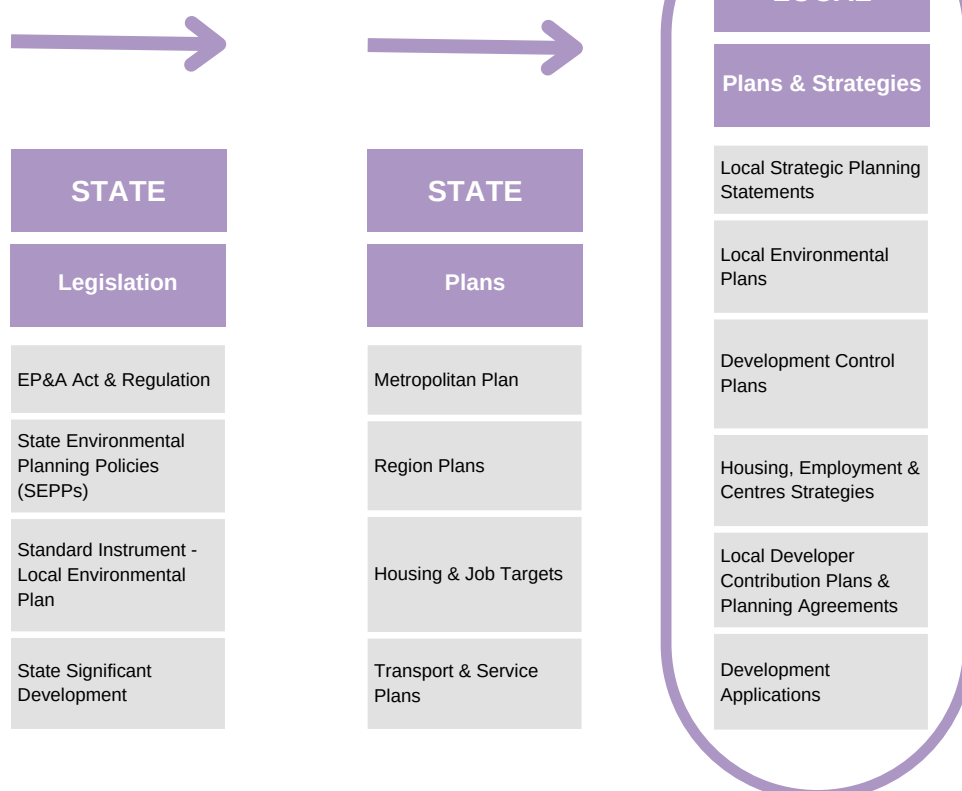
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5.2 STRATEGIC LAND USE PLANNING

Strategic planning is an essential aspect of Council's work in which the strategic direction, vision and context for planning in the Hunters Hill local government area is undertaken. It involves planning for our community and integrates social, cultural, environmental and economic factors with the area's special attributes and their future realisation in the planning system.

Examples at a local level include:

- Creation and amendment of local strategic planning statements.
- Planning proposals to create and amend local environmental plans.
- Creation and update of development control plans.
- Creation and amendment of contribution plans.
- Plans for catalyst areas or growth areas.



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5.3 PRINCIPLES

The key principal of this plan is to support collaboration with the community regarding strategic planning matters. The EP&A Act outlines the following principals:

- The community has a right to be informed about planning matters that affect it.
- Planning authorities should encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning.
- Planning information should be in plain language, easily accessible and in a form that facilitates community participation in planning.
- The community should be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered.
- Community participation should be inclusive and planning authorities should actively seek views that are representative of the community.
- Members of the community who are affected by proposed major development should be consulted by the proponent before an application for planning approval is made.
- Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions (including how community views have been taken into account).
- Community participation methods (and the reasons given for planning decisions) should be appropriate having regard to the significance and likely impact of the proposed development.

The principles outlined above seek to align community participation with local level strategic activities and frameworks. Additionally, these principles are a reminder to Council of the necessity to notify, engage and report to the community on matters affecting land use in the Hunters Hill local government area.



Development Applications & Assessments

When making decisions on a proposed development or planning enquiry, consideration is given to whether a proposal is in accordance with strategic priorities of the Department or Hunter's Hill Council, and the applicable policies and guidelines.

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5.4 OBJECTIVES & ACTIONS

The participation objectives developed for the Plan are informed by the community participation principles identified in Section 2.23(2) of the EP&A Act. They are also informed by Council's Community Engagement Strategy prepared under the Local Government Act 1993. These participation objectives will be supported by measurable actions that will be used to:

- further develop specific community participation/engagement/consultation strategies
- embed best-practice community participation at Council
- evaluate the effectiveness of our community participation

The type of actions we will undertake to deliver the participation objectives, are summarised in the table below. Examples of some of our current practice are outlined.

OBJECTIVE	ACTIONS
Community participation is inclusive	Keep the community informed by: • promoting participation opportunities • seeking community input.
	Build strong partnerships with the community.
	Accurately capture the relevant views of the community.
	Make information as accessible and inclusive as possible, and seek input from groups who may find it difficult to participate in standard engagement activities, including young and older people; people with disability; Aboriginal and Torres Strait Islander people; people from a culturally and linguistically diverse background through communication and engagement initiatives.
	Prepare information that is relevant, concise, written in plain language and easy to understand.
	Use best practice engagement methods and techniques.

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5.4 OBJECTIVES & ACTIONS

OBJECTIVE	ACTIONS
Community participation is genuine & accountable	Clearly establish the purpose for engagement and tailor engagement activities to match the: • context e.g. location; type of application; stage of the assessment process; previous engagement undertaken • scale and nature of the proposal and its impacts • level of community interest • community's preferences about how they would like to participate.
	Genuine and proper consideration to community input.
	Regularly review the effectiveness of community engagement.
	Encourage community participation by: • keeping the community informed promoting participation • opportunities - seeking community input.
	Integrate community input into the evaluation process. Ensure community engagement accurately captures the relevant views of the community.
	Protect privacy and respect confidentiality.
	Comply with any statutory obligations.
Community participation is easy, relevant & transparent	Clearly set out the purpose of any engagement and how and when the community can participate.
	Use visual representations to make it easier to understand the possible impacts of a proposal.
	Conversations should be clear on the purpose including what is and is not negotiable.
	Explain how community input was taken into consideration and ensure the response to community input is relevant and proportionate.

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5.4 OBEJECTIVES & ACTIONS

OBJECTIVE	ACTIONS
Community participation is timely & responsive	Start community engagement as early as possible, and continue this engagement for an appropriate period.
	Provide the community reasonable time to provide input.
	Keep accurate records of engagement activities and community input.
	Adjust engagement activities (if necessary) in response to community input.
Community participation is meaningful	Explain how community input was taken into consideration, and ensure the response to community input is relevant and proportionate.
	Give genuine and proper consideration to community input.
	Regularly review the effectiveness of community engagement.
	Integrate community input into the evaluation process.
	Comply with any statutory obligations.
	Protect privacy and respect confidentiality.

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5.5 THE ROLE OF PUBLIC EXHIBITIONS

Opportunities to participate in the planning system, which include plan making and development assessment, will respond to the nature, scale and likely impact of the proposal or project being considered or assessed.

A standard, regular and valuable way for the community to participate in the planning system is by making a submission on a planning proposal or DA during the notification/formal exhibition stage. Submissions can raise positive aspects of a plan or DA to be encouraged or raise areas of concern that may require further attention in assessment.

Section 2.21 (2) of the EP&A Act outlines the types of plans and DAs that must be considered in a CPP (mandatory) and Schedule (1) sets out the minimum exhibition time frames for them. The EP&A Act also allows for the inclusion of non-mandatory applications.

Sometimes a decision about a draft planning proposal (strategic planning) might be made before it is publicly exhibited. This type of decision is known as a 'pre-gateway' decision. Other than this type of specialised decision, no decision would be made before the exhibition or notification time frame for any draft plan or DA has ended.

A corner stone technique we use to encourage participation, is the formal public exhibition of a planning proposal or DA. During the public exhibition relevant documents are made available for the community to view. This may include a draft of a policy, plan or proposed DA that Council is seeking community input on.



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5.6 PUBLIC EXHIBITION TIMEFRAMES

Section 2.21 (2) of the EP&A Act details the types of proposals that must be considered in the CPP and Schedule 1 sets a minimum time frame for their exhibition or notification. The mandatory minimum time frames for the exhibition of relevant plans and DAs (for Council planning function) are shown in the tables below. Council will always exhibit a proposal for this mandatory minimum time frame and will consider an extended time frame for exhibition based on the scale and nature of the proposal.



Activity	Exhibition period	Approval, adoption, endorsement
DAs	Varies depending on DA type	Approval under delegated authority or Planning Panels
Draft Community Participation Plans	28 day minimum	Adoption
Draft Local Strategic Planning Statements	28 day minimum	Approval and adoption
Planning Proposals for local environmental plans subject to gateway determination	28 day minimum or as specified by gateway determination which may determine, due to the minor nature of the proposal that no public exhibition is required	Approval and adoption
Draft Development Control Plans (DCPs)	28 day minimum	Approval and adoption
Draft Contributions Plans	28 day minimum	Approval and adoption
Key land use planning documents (S.7.12, VPAs)	28 day minimum	Approval and adoption
Draft Planning Agreements	28 day minimum	Approval and adoption
Draft Activation Precinct Master Plan and Delivery Plans	28 day minimum	Approval and adoption

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5.7 DEVELOPMENT APPLICATIONS

While the EP&A Act sets minimum mandatory exhibition time frames for DAS, these timeframes can be extended to tailor the exhibition of applications to suit our local context.



Type of development application	Minimum exhibition period
Local Development Consent (other than for complying development certificate, for designated development or for State significant development)	14 days or 30 days
Modification of Development Consent, required to be publicly exhibited by the EP&A Regulations	14 days
Integrated Development	28 days
Designated Development	28 days
Environmental Impact Statement (Division 5.1)	28 days
Environmental Impact Statement for State Significant Infrastructure (Division 5.2)	28 days
Re-exhibition of any amended application or matter referred to in table required by or under Schedule 1 of the EP&A Act.	The period (if any) determined by the person or body responsible for publicly exhibiting the application or matter
Application for development consent for nominated integrated development or threatened species development	28 days
Application for development consent for category 1 remediation work under Chapter 4 of SEPP (Resilience and Hazards) 2021	28 days

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5.8 STATE SIGNIFICANT DEVELOPMENT

What is State Significant Development?

Development that is deemed important to the State for economic, environmental, or social reasons.

A development becomes SSD if it's declared in a State Environmental Planning Policy (SEPP) or by the Minister for Planning. The declaration is generally based on the project's scale, nature, location, economic value, or strategic importance.

Hunters Hill has had only had a small number of SSD, such as the St Joseph's College Sports Precinct and remediation of Nelson Parade.



Type of development application	Minimum exhibition period
Application for development consent (other than for complying development certificate, for designated development, State significant development or a development type listed in Appendix 1 of the State Government Community Participation Plan)	14 days
Application for development consent for certain residential State significant development include: - Housing development carried out by certain public authorities (Planning Systems SEPP Schedule 1, Section 26) - In-fill affordable housing (Planning Systems SEPP Schedule 1, Section 26A) - Build-to-rent housing (Planning Systems SEPP Schedule 1, Section 27) - Seniors housing (Planning Systems SEPP Schedule 1, Section 28)	14 days
Application for development consent for all other State significant development	28 days

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5.9 DA NOTIFICATION REQUIREMENTS

While the EP&A Act sets minimum mandatory exhibition time frames for DAs, these timeframes can be extended to tailor the exhibition of applications to suit our local context.

For DAs that require notification, the following notifications will occur by Council or the consent authority:

Development proposals, written notice shall be provided to the following:

- Owners or occupants of adjoining land which is located next to the site of the proposed development; and
- Owners or occupants of neighbouring land where, in the opinion of the responsible officer, the existing use or current enjoyment is likely to be affected detrimentally if the proposed development were to be carried out; and
- Any other persons that are required to be notified according to the Environmental Planning and Assessment Regulations. Note: generally, within 10 days after the receipt of a development application which is considered to be satisfactory, the responsible officer will form an opinion as to which persons (if any) should be notified.

When determining whether a development proposal is likely to have detrimental effects upon adjoining or neighbouring lands, the responsible officer will consider:

- Views to and from neighbouring lands.
- Overshadowing of neighbouring lands.
- Privacy of neighbouring lands.
- Potential noise impacts upon neighbouring lands.

Applications to modify a development consent, or for the review of a development consent:

- Proposals to modify an approved development under Section 4.4 of the EP&A Act which are considered significant by the responsible officer and/or the Council - notified to all owners and occupants who were notified in relation to the original DA.
- Requests for review of a development consent according to Section 8.2A of the EP&A Act - notified to owners or occupants who made submissions in relation to the original development application.



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5.9 DA NOTIFICATION REQUIREMENTS



For written notice:

- Where the adjoining or neighbouring lands are owned or occupied by more notification than one person, requirements will be satisfied by written notice to one owner or occupier.
- Non-resident owners of adjoining or neighbouring lands will be notified of the proposed development via their postal address which is shown on the Council's records.
- Where the adjoining or neighbouring lands are strata titled, notice of the proposed development will be sent to the Secretary of the Owner's Corporation.
- Where the adjoining or neighbouring lands have a community title, or are a precinct or neighbourhood parcel within the meaning of the Community Land Development Act, notice of the proposed development will be sent to the Secretary of the association for that community, precinct or neighbourhood parcel.

Persons that will not be notified are:

- Owners or occupants of a property that, in the opinion of the assessment officer, is not likely to be substantially affected by the proposed development.
- Owners or occupants of adjoining or neighbouring lands who have submitted a letter which confirms that they have no objection to the proposed development.

The notice of an application for development will be displayed on land to which the development application relates and will include details of the exhibition in accordance with the Act and the Environmental Planning and Assessment Regulations.

The notice will be a sign which is placed on the site in a position at the street frontage and the signs shall remain in place until the required notification period has expired.

- The required notice shall be provided in the form of a sign which is placed on the site in a position immediately next to the street frontage.
- Notification signs shall remain in place until the required notification period has expired.

Where to see plans and documents that are part of an exhibition?

Planning information, including plans, supporting documents and an 'application tracker', will be available for viewing on Council's website at any time. You can also visit Council's Administration Building and speak with our Customer Service Officers.

Draft planning strategies or instruments (planning proposals) can be viewed on Council's website during an exhibition period and via the NSW Planning Portal (planning proposals only).

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5.10 WHAT DOES NOTIFICATION INCLUDE?



Depending on the type of development and likely impacts, notification may include:

- an email or letter
- an advertisement in the local newspaper
- notice on Council's website, including via the 'application tracker'
- a site notice
- notice on the NSW Planning Portal

Council recognises the importance of notifying and informing the community about planning changes, plans, policies, notifications and the like. Examples of the Public Participation Spectrum are outlined below:

- Participation opportunities are promoted widely through a variety of channels including our website, correspondence, emails, media releases, editorial features and social media.
- Printed copies of planning proposals, strategies and draft LEPs and DCPs and exhibition material are available for viewing at Council's Administration Centre and upon request.
- Auslan Interpreters service is available where appropriate or at request of customer. Other communication tools like easy read documents to address access for people with diverse communication requirements will be investigated for identified projects.
- Use of a range of technology, including concept plans and 3D modelling options to make it easier to visualise how a place, plan or project would look like and what it means for a local community will be provided wherever possible.
- Use of digital engagement tools and face-to-face engagement activities to capture community feedback will be utilised wherever possible.
- Council will undertake targeted information sessions and surveys to specific audiences using relevant media.
- Consultation reports will be distributed to community members who participated in planning processes or who signed up for updates, as well as other channels like our website, social and mainstream media.
- Following determination of a DA or finalising a planning proposal or strategy, all persons who made submissions will be advised in writing of the decision.

This Plan provides examples of how the community will be engaged with for projects or development applications. However, the most appropriate engagement approach will depend on the nature and type of planning proposal, project or DA.

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5.11 HOW TO MAKE A SUBMISSION

Residents can make a submission on a draft plan or DA in several ways. However, all submissions must be in writing. Submissions will be registered into Council's Records Management System.

Submissions can be received via:

- Writing an email with the draft plan name or application number as the subject line and send it to: info@huntershill.nsw.gov.au (please ensure that submissions are sent within the exhibition/submission period).
- Write a letter and send it to Hunter's Hill Council, PO Box 21, Hunters Hill NSW 2110.
- When available you can write a submission in an online feedback form available on Council's website at: www.huntershill.nsw.gov.au

Council will notify residents by sending a letter, placing a notification on our website or in the local newspaper about the exhibition and include details about how to make a submission.



5.12 SUBMISSION CONSIDERATIONS

The following considerations apply regarding the receipt of submissions:



All written submissions received within the notification and advertised exhibition period will be considered.



Submissions received outside of the exhibition period will typically not be considered unless there are exceptional/unexpected circumstances.



Petitions are documented as one submission, which contain the number of signatories.



Submissions received will form part of the outcome report.

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ITEM NO	: 4.15
SUBJECT	: DRAFT EVENTS ON COUNCIL LAND POLICY
STRATEGIC OUTCOME	: COUNCIL, COMMUNITY MEMBERS AND LOCAL BUSINESSES COMMUNICATE CLEARLY AND OPENLY ABOUT POLICIES, DECISIONS AND PROJECTS
ACTION	: REPORT TO COUNCIL AND THE COMMUNITY ON MATTERS OF PUBLIC INTEREST VIA MAYORAL MINUTES AND STAFF REPORTS
REPORTING OFFICER	: ANNIE GOODMAN

Ref:795204

PURPOSE

For Council to place the draft Events on Council Land Policy on public exhibition for a period of 28 days to receive community feedback.

RECOMMENDATION

1. That the report be received and noted.
2. That Council place the draft Events on Council Land Policy on public exhibition for 28 days.
3. That following the exhibition period a further report be brought back to Council for consideration.

BACKGROUND

The draft Events on Council Land Policy aims to address frequently asked questions from the community and event organisers, ensuring clarity and consistency in approvals and compliance when holding events on Council land.

REPORT

The draft Events on Council Land Policy has several important benefits:

- Establishes clear approval processes for events on Council land.
- Ensures compliance with legislative requirements, risk management, and insurance obligations.
- Balances community access with event impacts.
- Promotes sustainability and minimises environmental footprint.
- Aligns event management with Council's Community Strategic Plan and public space priorities.

This draft policy applies to all events held on Council owned or managed land, including parks, reserves and community facilities and does not apply to private land and informal gatherings not requiring Council approval.

During the development of this policy Council liaised with internal and external stakeholders.

CONCLUSION

The draft Events on Council Land Policy provides a clear, consistent framework for managing events on Council-owned and managed land. It balances the need for vibrant community activities with the protection of public spaces, ensuring that events are safe, sustainable and inclusive.

This policy reinforces Council's commitment to transparent governance, environmental stewardship, and community engagement, while supporting a diverse range of events that enhance the social and cultural life of Hunters Hill.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

1. Draft Events on Council Land Policy [↓](#)

HUNTER’S HILL COUNCIL



POLICY NO.

xxx

POLICY TITLE

Events on Council Land

STATUS

Council

SERVICE

Community & Customer Service

DOCUMENT ID

INTRODUCTION

Council’s Events on Council Land Policy provides essential information for managing events within the Hunters Hill local government area.

Council offers a diverse range of events and activities throughout the year. The beautiful open spaces in Hunters Hill serve as ideal venues for various events, from small celebrations and community gatherings to major events and weddings. These events significantly contribute to the social and cultural life of the Municipality, fostering community spirit and well-being.

This policy is designed to assist organisations and individuals in understanding the procedures for hosting events in parks, open spaces, community centres or halls. This policy details the application process from submission to approval, ensuring compliance with the management framework.

By adhering to this policy, organisers can successfully navigate the event-hosting process, ensuring events are enjoyable, well-organised, and beneficial to the community.

PURPOSE

- The purpose of the policy is to:
- ensure a consistent, transparent and simple process for events on public land
 - support event organisers in planning and delivering events that are successful, safe and compliant, and benefit both event participants and residents
 - ensure a consistent approach to events across all Council directorates, including clear checklists, templates and timelines.

DEFINITIONS

Amusement Ride	Any mechanical, electrical, or inflatable device, structure, or apparatus operated for entertainment purposes at an event. This includes, but is not limited to, inflatables such as jumping castles, slides, and other temporary amusement devices.
Booking	A booking is a reservation made in advance to secure the use of a Council venue, park, or reserve for a specific date and time.

Community group	A community group is a not-for-profit organisation, club, association, or collective that operates primarily for the benefit of the local community. This includes sporting clubs, cultural or arts groups, volunteer groups or resident associations.
Confetti	Small pieces of material (including paper, plastic, metallic, or biodegradable products) designed to be thrown or scattered at events for decorative effect.
Event	Public or private gathering of people for a specific purpose at a predetermined time and location.
Exempt development	Low-impact development that does not require planning or construction approval, if it meets strict criteria.
High-Risk Activities	Activities that present elevated safety, liability, or regulatory risks and therefore require specific approval and conditions of use. This includes, but is not limited to, amusement rides (e.g. inflatables and jumping castles), petting zoos or mobile animal farms, and fireworks displays.
Organised sport	Organised sport refers to any structured sporting activity that is planned in advance and conducted under the guidance of a club, association, or group. These activities require a booking of Council playing fields or courts.
Plan of Management (PoM)	A Plan of Management is a document that sets out how community land and any buildings on it can be used and managed. It is required by the Local Government Act 1993. The PoM defines what activities are allowed, how often and how intensely they can occur, and is developed with community input before being approved by Council.
Private Event	A private event is a gathering attended by invitation only.
Public Event	A public event is an event open to any member of the community, whether ticketed or unticketed. This includes concerts, festivals, fun runs, and major sporting events. All public events require a booking and submission of an Event on Council Land Application.
Security Bond	A security bond is a refundable payment collected by Council prior to an event or booking. It is held as security against potential damage, excessive cleaning, or non-compliance with policy conditions. The bond (or part of it) may be withheld if issues are identified during the post-event inspection.
Sponsor	An individual or organisation that provides a financial or in-kind contribution, to support a Council activity or project in return for certain specified benefits.
Temporary Structure	A short-term installation constructed to support an event, such as a marquee, stage, or similar event infrastructure. This excludes amusement rides, inflatables, and mobile animal exhibits.

COMMITMENT STATEMENT

The following statements outline the fundamental principles and commitments made by both Council and event organisers. These statements are designed to ensure that events held within the Municipality are conducted in a manner that respects the local environment, community values, and cultural heritage.

They aim to set clear expectations and responsibilities, aiming to foster a collaborative approach to event management that prioritises safety, inclusivity, sustainability, and community engagement. By adhering to

this commitment statement, all organisers can work towards creating memorable and impactful events that enhance the vibrancy and cohesion of the Hunters Hill community.

ACCESSIBILITY

Council will support event organisers in hosting inclusive, accessible, and safe events that welcome people of all ages, abilities and backgrounds in alignment with our [Disability Inclusion Action Plan](#).

Event organisers are encouraged to consider how the event will accommodate people of all abilities, including those living with disabilities. This should involve ensuring physical accessibility, providing detailed event information, and making sure staff and volunteers are welcoming and inclusive.

All events within Hunters Hill should adhere to [Universal Design principles](#). By integrating the universal design principles, Council aims to create events that are inclusive and accessible, ensuring that everyone can participate and enjoy.

ACKNOWLEDGEMENT OF COUNTRY

Council believes in respecting the Traditional Owners of the land during every event and ceremony that is held within the local government area. Event organisers are encouraged to acknowledge the Traditional Owners in all events, including conducting Acknowledgment of Country and facilitating Welcome to Country. You can read more about Council's commitment in the [Reflect: Reconciliation Action Plan](#).

COMMUNITY BENEFIT

Community events create a sense of belonging and unity, by offering engaging experiences that resonate with local culture and heritage. These events not only entertain but also provide social and economic benefits, such as supporting local businesses and encouraging community participation.

Council is committed to thoughtfully planning events and engaging with all stakeholders to ensure that disruption is minimised, while maximising positive impacts on the local community.

COMMUNITY ENGAGEMENT

Council recognises the importance of community engagement in event planning. Council actively seeks to involve residents through the Cultural and Events Committee and Arts Advisory Committee. Residents may be kept informed about upcoming events through various communication channels such as newsletters, social media and Council's website. Community groups are encouraged to promote their upcoming events through the community calendar which is available on Council's website.

PARTNERSHIPS

Council seeks partnerships with community groups and sponsors to improve the events and programs offered to the community. As part of this, Council may seek funding through sponsorship of events and Council may assist community groups by reducing or waiving non-statutory fees and charges.

SUSTAINABILITY

Council aims to protect the unique character and environment of the local area by endorsing events that are environmentally sustainable. Sustainability includes aspects such as waste reduction, energy and water efficiency, and promoting sustainable transport, showing how the community can celebrate without increasing environmental stress.

REGULATORY FRAMEWORK

There is a regulatory and governance framework that guides Council's events management process. This framework includes relevant legislation and Council policies that should be read as part of the event planning process. There are several governing bodies that work with Council and other stakeholders, in providing assistance, guidance or approvals required to safe event management.

COUNCIL POLICIES

- [Disability Inclusion Action Plan \(DIAP\)](#)
- [Drone \(Remote Piloted Aircraft\) Policy](#)
- [Local Approvals Policy - Outdoor Dining and Mobile Food Vending](#)
- [Local Approvals Policy - Trade or Business on Community Land](#)
- [Reconciliation Action Plan \(RAP\)](#)
- [Reduction of Waiver of Hire Fees for Council Facilities](#)
- [Sustainability Action Plan](#)
- [Sponsorship Policy](#)
- [Volunteers Policy](#)
- [Work Health Safety Policy](#)

PLANS OF MANAGEMENT

- [Boronia Park Plan of Management](#)
- [Gladesville Reserve and Betts Park Plan of Management](#)
- [Clarks Point Reserve and Morts Reserve Plan of Management](#)
- [Ferdinand Street Reserve Plan of Management](#)
- [Figtree Park Plan of Management 2022](#)
- [Francis Street Reserve Plan of Management 2001](#)
- [Henley Precinct Plan of Management 2022](#)
- [Kellys Bush Reserve Plan of Management 1997](#)
- [Plan of Management for Crown Reserves Park and Natural Areas 2022](#)
- [Riverglade Reserve Plan of Management](#)

LEGISLATION

- [NSW Local Government Act 1993](#)
- [NSW Environmental Planning and Assessment Act 1979](#)
- [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#)
- [Cultural State Environmental Planning Policy \(Cultural SEPP\)](#)
- [NSW Liquor Act 2007](#)
- [NSW Major Events Act 2009](#)
- [NSW Work Health and Safety Act 2011](#)
- [The Local Government Filming Protocol 2025 \(Protocol\)](#)

GOVERNING BODIES

- [NSW Environment Protection Authority \(EPA\)](#)
- [SafeWork NSW](#)
- [Civil Aviation Safety Authority](#)
- [NSW Office of Local Government](#)
- [Transport for NSW \(TfNSW\)](#)
- [Ryde Police Area Command](#)

EVENT CLASSIFICATION**WHAT IS AN EVENT?**

An event is defined as a public or private gathering of people for a specific purpose at a predetermined time and location.

An event can vary in scale, ranging from small private events to larger public or private functions including festivals or markets. Depending on the type, size and scale of the event, different approvals may be required; further information about these approvals is outlined in the next section of this policy.

WHAT IS A PRIVATE EVENT?

Private events are attended through personal invitation, such as weddings, birthday parties or corporate functions.

Small private gatherings (excluding weddings) of less than 30 people in Council's parks and reserves do not require a booking or approval, providing there are no structures (including marquees and jumping castles), mobile food vans or the sale of alcohol.

You must complete the Events on Council Land Application form if your event:

- uses or obstructs public roadways, footpaths or bushwalking tracks (e.g. charity walks)
- has more than 100 people
- has a large impact on roads, traffic or parking (obstruction of footpaths).

WHAT IS A PUBLIC EVENT?

Public events are events that may be attended by any member of the community, be that ticketed or unticketed. This includes concerts, festivals, fun runs and major sporting events.

Event organisers of all public events must make a booking in Council's booking system and submit an 'Event on Council Land Application'. For events that occur on a regular or ongoing basis, one application is required per annum.

WHAT IS A BOOKING?

A booking is a reservation, made in advance to secure a space in a Council venue, park or reserve.

WHEN DO I NEED A BOOKING?

A booking is required for use of all Council community centres and halls. Council's parks and reserves are available free of charge for recreational activities and for small gatherings of up to 30 people, however a booking is required in the following circumstances:

- organised sport
- gatherings of 30 people or more
- weddings
- sports carnivals
- school usage.

Please note that your booking must accommodate bump-in and bump-out times.

WHEN DO I NEED A DEVELOPMENT APPLICATION?

Most events can be carried out as exempt development under the [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#) (Codes SEPP) and [Cultural State Environmental Planning Policy \(Cultural SEPP\)](#). The Cultural SEPP is designed to support events and cultural activities and simplify the process, which means that a Development Application (DA) is not required, provided the event meets all relevant standards. The requirement for a DA for events held on Council land is determined by the provisions of the [Hunters Hill Local Environmental Plan](#) (LEP) and [Development Control Plan](#) (DCP).

A DA is required where an event or associated structures do not comply with the exempt development standards. These will generally be events of a larger scale that could be traffic generating, require larger infrastructure or events that may impact heritage items or protected trees.

Event organisers should consult the relevant sections of the Codes SEPP, LEP and DCP or seek advice from Council staff to determine whether a DA is required for their event.

EVENT APPLICATION PROCESS

Event organisers wanting to conduct an event on land owned, controlled or managed by Council must complete an event application. All applications will be assessed against this policy.

FEES

All bookings and events are subject to a booking fee and security bond in accordance with Council's adopted fees and charges. Any bond collected is refundable in whole or in part, following a post event inspection. Council reserves the right to withhold the bond if there is evidence of damage, rubbish or non-compliance with this policy.

For events with an expected attendance of 100 people or more, a cleaning fee applies as per Council's Fees and Charges. This fee must be paid prior to the event to cover the cost of additional cleaning services.

Community groups, schools and non-for-profit organisations may be eligible for a discount or fee-waiver in accordance with Council's [Reduction of Waiver of Hire Fees for Council Facilities](#). Where a fee-waiver is granted, a security bond is still payable and a cleaning fee may apply.

TIMEFRAMES

Council aims to accommodate all bookings and events; however, it is recommended to allow 14 days' notice for standard bookings and 30 days' notice for events and bookings that require additional approvals. This will help to minimise disappointment regarding availability of your preferred location and ensure adequate time for assessment of your application.

For larger events of 100 people or more, event organisers are encouraged to submit their applications as early as possible to ensure that Council has sufficient time to review and approve the event before it is promoted.

APPROVAL PROCESS

Council will acknowledge all event applications within 2 working days. Once assessed, Council will notify event organisers in writing, advising whether or not the event has been approved and any unique conditions that may apply.

Council is committed to working with event organisers to deliver safe and fun events. Prior to determining an event application Council will provide feedback or recommended changes if required.

Council reserves the right to cancel any event that has failed to comply with Council's conditions or to refuse any event that does not bring community benefit.

ADDITIONAL PERMITS AND APPROVALS

Certain activities on Council land and in Council venues require additional approvals and permits. These requirements are in place to ensure public safety, compliance with legislation and protection of Council assets.

ALCOHOL

A liquor licence is not required for the serving of alcohol providing there is no direct or indirect charge, this includes bring your own (BYO) or complimentary drinks. However, if the event organiser receives any form of payment or benefit, such as an entry fee or a bundled package that includes drinks, a liquor licence is required.

If alcohol is being sold at your event, you must apply for a liquor license from [NSW Liquor and Gaming](#). When using Council venues event organisers are responsible for adhering to Responsible Service of Alcohol (RSA) obligations. This includes ensuring that free drinking water is available for all guests and offering suitable food whenever alcohol is served.

It is recommended that you notify NSW Police Force of any private event in which alcohol will be consumed. The party registration can be located on the [NSW Police Force Community Portal](#), and must be completed at least 7 days prior to the event.

Please note Council will not accept 18th or 21st birthday parties in Council venues, unless a copy of the approved party registration is provided.

ADVERTISING

Council offers a community directory and events calendar that enables eligible community groups to create a free directory listing and promote their upcoming events on Council's website.

The directory is designed to:

- Improve accessibility and visibility of local groups
- Allow self-service updates by community members
- Support event promotion and community engagement

Additionally, you can request for Council to advertise your event in Council's e-news. Please note that Council will consider the public interest and may refuse your request if it does not align with community standards.

Advertising and printing can generate considerable waste; therefore, it is recommended that promotional materials are electronic where possible. Any printed materials must be printed double-sided on recycled paper (80-100% post-consumer recycled content, FSC paper).

AMUSEMENT RIDES

If you wish to include amusement rides (including inflatables such as jumping castles) as part of the event, event organisers must:

- make a booking for your preferred space and time using Council's booking system and pay the associated fees and charges
- notify Council of the intention to have an amusement ride
- ensure the amusement rides are operated by a licensed amusement provider with current Public Liability Insurance to the value of \$20 million
- upload proof of insurance to your booking or email a copy to Council.

Please note that Council does not provide power. The provider is responsible for supplying and managing power for the equipment. The event organiser indemnifies Council against any claim, action, loss, damage or liability arising from the use of the rides, excluding any negligence on the part of Council.

BANNERS

Banners are temporary advertising signs for non-profit purposes or community benefit. Council has four banner locations that may be used by event organisers to display to promote their event. These locations are:

1. Hunters Hill Town Hall, Alexandra Street Hunters Hill
2. Boronia Park Reserve, Ryde Road Hunters Hill
3. Weil Park, Woolwich Road Woolwich
4. Gladesville Reserve, Victoria Road Henley

In addition, Council has 17 banner poles throughout the municipality that can be hired for a fee, as outlined in Council's fees and charges. They are located at:

1. Alexandra Street, Hunters Hill
2. Gladesville Road, Hunters Hill
3. Pittwater Road, Hunters Hill
4. Victoria Road, Gladesville

If you wish to display a banner as part of your event or hire the banner poles, please contact Customer Service.

Banners displayed on Church Street bridge over Burns Bay Road Hunters Hill, or Huntleys Point pedestrian bridge over Victoria Road Hunters Hill are managed by [Transport for NSW](#).

FILMING AND PHOTOGRAPHY

Council supports a wide range of filming and photography activities from student projects to large scale productions while ensuring minimal disruption to residents, businesses, and the local environment.

Filming means recording images (whether on film or video tape) for exhibition or broadcast (such as by cinema, television or the Internet or by other means) but does not include:

- still photography
- video recording of a wedding ceremony or other private celebration or event principally for the purpose of making a record
- recording of a television program that provides information on current affairs or daily news.

Except for those activities listed above, a Filming Application is required for any filming in Council's parks, reserve or venues. Depending on the impact of the filming, the following information may be required as part of the Filming application:

- Public Liability Insurance policy with a minimum coverage of \$20 million
- written consent from statutory authorities such as NSW Police, Transport for NSW etc
- a copy of the neighbour notification letter and proposed map
- Traffic Management Plan
- list of cast or crew production vehicles and parking plans.

For further information please refer to the [NSW Local Government Filming Protocol](#).

FIREWORKS

The use of fireworks is not permitted in the Hunters Hill Local Government Area. Exceptions may be considered for major community events (e.g. Carols in the Park or New Year's Eve).

Where an exception applies, event organisers must:

- obtain written approval from Council
- obtain a fireworks display licence from SafeWork NSW
- provide copies of the following documents to Council:
 - Events on Council Land Application
 - Public Liability Insurance policy with a minimum coverage of \$20 million
 - Fireworks permit issued by SafeWork NSW
 - proof of notification to all relevant authorities/organisations (e.g. Police, Fire & Rescue NSW)
 - completed SafeWork NSW [Fireworks Display Checklist](#)
- pay the fireworks fee as set out in Council's fees and charges
- book the location of fireworks in Council's bookings system.

Council reserves the right to object to or impose conditions on a fireworks display, where it is in the public interest to do so.

Firework displays are not permitted during a total fire ban.

FOOD STALLS/MOBILE FOOD VENDING VANS

If you plan to engage a mobile food vending vehicle to cater for your booking or event, you or your company must apply for a [Mobile Food Vending Vehicle Permit](#).

Operating a mobile food vending vehicle to store, prepare, or sell food for human consumption constitutes running a food business under the Food Act 2003. Approval is required to operate a mobile food vending vehicle within the Municipality. This includes both on-street vending (e.g., parked on the side of the road) and off-street vending (e.g., set up for an event or function in a carpark).

Food safety inspections of mobile food vending vehicles are conducted by the council where the vehicle is regularly garaged. A copy of the most recent food safety inspection from the local council must be submitted with the application to operate.

PERSONAL TRAINERS

If you are planning to run personal training or fitness classes in Council's parks and reserves, you will need to complete a Personal Trainer Application. Approvals are valid for 12 months and must be renewed annually.

Personal trainers must have:

- Public Liability Insurance with a minimum coverage of \$20,000,000 naming Council as insured party where required
- a current First Aid Certificate
- a current Fitness NSW Registration.

For further information refer to Council's [Local Approvals Policy - Trade or Business on Community Land](#).

PETTING ZOOS

Petting zoos and mobile animal farms are considered high-risk activities and are subject to strict conditions of use.

Event organisers must:

- make a booking for your preferred space and time using Council's booking system and pay the associated fees and charges
- notify Council of the intention to have a petting zoo
- ensure the provider has a current NSW DPI licence/approval to exhibit animals under the Exhibited Animals Protection Act 1986 and Regulation 2021
- ensure the provider has Public Liability Insurance policy with a minimum indemnity of \$20 million
- specify the exact outdoor location where the petting zoo will be set up (indoor petting zoos are not permitted)
- upload proof of insurance and licence/approval to your booking or email a copy to Council.
- ensure the provider has complied with NSW DPI requirements, including submission of an itinerary for the movement of animals (if applicable)
- ensure appropriate barriers, supervision, and hygiene facilities (e.g. handwashing or sanitising stations) are in place for visitors
- ensure all animal waste and litter is fully removed at the end of the event.

Council reserves the right to impose additional conditions or refuse approval based on risk, animal welfare, or public interest considerations.

MARQUEES AND TEMPORARY STRUCTURES

Temporary structures are short-term installations constructed to serve a specific function at an event. This includes marquees, stages, and similar event infrastructure (excluding amusement rides and inflatables, which are covered separately).

Event organisers must:

- make a booking for your preferred space and time using Council's booking system and pay the associated fees and charges
- notify Council of the intention to have a marquee or temporary structure
- weight not peg marquees and temporary structures
- ensure all temporary structures are installed and maintained in accordance with relevant safety and compliance standards
- provide Council with a copy of the provider's Public Liability Insurance policy with a minimum indemnity of \$20 million.

Council may impose additional conditions or refuse approval for a temporary structure if it considers the structure unsuitable, unsafe, or inconsistent with the intended use of the site.

SUSTAINABILITY REQUIREMENTS

These guidelines are designed to assist event organisers in applying environmental sustainability practices during the planning, management and running of events.

By using these Guidelines, event organisers can expect to benefit from:

- Reduced costs over time
- Finding operating efficiencies through sustainability
- Positive impact on branding, sponsorships and community engagement
- Meeting community expectations on sustainability.

SINGLE-USE PRINCIPLES

The single-use principle recognises that products designed to be used once and then discarded have a significant impact on the environment. To minimise waste and encourage sustainable practices at events, organisers are expected to critically assess whether items are necessary and, if so, to choose the most sustainable option available.

Council applies the following hierarchy to guide decision-making. The first principle is the most preferred, while the last is the least preferred:

- Avoid – Do not provide the item if it is not essential
- Swap – Replace with a reusable option wherever possible
- Replace – If a reusable option is not feasible, select a single-use product with a lower environmental impact (e.g. compostable or recyclable)
- Reduce – Minimise the quantity of items supplied.

Single-use items are only permitted where there is no feasible alternative. The table below outlines sustainable alternatives that must be considered in place of single-use plastics:

Not suitable	Preferred Alternatives
Individual salt, pepper, and sauce sachets	Bulk dispensers
Polystyrene (foam) and plastic plates, bowls, cutlery	Reusable crockery, paper or bamboo-based products*, serve finger food to avoid the need for plates
Plastic straws	Paper straws, or avoid altogether
Plastic stirrers	Paddle pop sticks, or avoid altogether

Plastic bags	Calico or paper bags
Sunscreen sachets	Bulk pump packs
Bottled water	Hire water refill stations; incentivise attendees to BYO bottle
Balloons	Reusable bunting or other reusable decorations

*Paper or bamboo-based products are suitable only where reusable options are not feasible.

WASTE MANAGEMENT

Waste is an inevitable by-product of all events however, with careful planning and supplier communication, it can be largely reduced.

Existing Council bins in public spaces cannot be relied upon to cater for waste or recycling material created in large event, therefore organisers must arrange for additional waste and recycling bins to cope with the increased demand on the site, or they must remove any excess waste.

As a general rule, calculate a minimum of 1L of waste and 1L of recycling per person, per meal however, the type of catering facilities, supply of alcohol and crowd profile can increase how much waste and recycling is generated. For example, 100 people x 1 meal = 100L waste and 100L recycling.

For large events, Council reserves the right to request a waste management plan or a site plan for bin placement.

FREQUENTLY ASKED QUESTIONS

The following FAQs provide quick answers to common questions from event organisers, hirers, and users of Council parks, reserves, and venues.

CAN I HAVE AMPLIFIED MUSIC, NOISE, OR SPEAKERS?

Yes, but amplified noise must be kept within acceptable limits and comply with the [Protection of the Environment Operations Act 1997 NSW](#). Council may impose restrictions on speaker placement, volume, and duration.

CAN I HAVE A BARBECUE AT MY EVENT?

Yes, barbecues are permitted on Council land where existing Council barbecues are provided, or if you bring your own approved gas or electric barbecue.

Conditions apply:

- barbecues must be used in a safe location, away from buildings, trees, or other flammable materials
- charcoal or solid-fuel barbecues are **not** permitted
- all barbecues must be supervised at all times and operated in accordance with safety instructions
- barbecues are not permitted during a Total Fire Ban.

CAN I CAMP IN A COUNCIL PARK OR RESERVE?

No. Camping is not permitted on any of Council's parks or reserves.

CAN I HAVE CATERING AT MY EVENT?

Yes, catering is permitted. All caterers must hold relevant NSW Food Authority licences and comply with food safety laws. A copy of the caterers Public Liability Insurance must be provided to Council as part of the booking process.

CAN I USE CONFETTI AT MY EVENT?

No. Confetti of any kind including paper, plastic, metallic, and biodegradable varieties — is not permitted on Council land or in Council facilities.

You may use real flower petals instead, provided the area is left clean and free of waste at the conclusion of your event.

CAN I DECORATE THE FACILITY WITH BANNERS AND/OR HANGING GARLANDS?

Yes, provided the decorations do not damage the venue or environment. All decorations should be reusable or made from certified biodegradable materials.

CAN I RELEASE DOVES IN A PARK OR RESERVE?

No. Doves are not permitted to be released in Council parks and reserves.

CAN I DRIVE A MOTOR VEHICLE ON A PARK OR RESERVE?

In some circumstances access can be provided, please notify Customer Service at the time of your booking.

CAN I USE A DRONE?

You do not need approval from Council to operate a drone, however you must abide by the [Civil Aviation Safety Authority \(CASA\)](#) rules and you will need to apply for approval if you intend on operating a drone in a park that is managed by [NSW National Parks and Wildlife Service \(NPWS\)](#).

If you intend on using a drone for your event, please ensure this is noted on your Events on Council Land Application form.

CAN I HAVE A DJ AT MY EVENT?

Yes, DJs are permitted in Council's indoor venues, provided noise levels comply with Council's conditions and do not cause disturbance to nearby residents. If you wish to have a DJ in an outdoor area, you will need to request approval as part of your Events on Council Land Application. Power supply must be arranged by the hirer (Council does not provide power).

CAN I USE A GENERATOR?

Yes, subject to approval of the Events on Council Land Application. Only low-noise generators are permitted, and they must be safely located away from the public with protective barriers. Power cables must be secured to avoid trip hazards.

CAN I SET UP LARGE DECORATIVE LETTERS (E.G. "LOVE" OR INITIALS)?

Yes. Large letters must be free-standing, safely secured, and removed immediately after the event. It is important to note this on your booking.

CAN I HAVE AN OPEN FIRE AT MY EVENT?

No. Open fires are not permitted on Council land or in Council facilities under any circumstances. This includes fire pits, bonfires, and other uncovered flames.

If you require heating or cooking facilities, you must use approved alternatives such as gas or electric equipment, subject to Council approval and site conditions.

CAN I HAVE A PHOTOBOOTH AT MY EVENT?

Yes, photo booths are permitted in Council's indoor venues. If you wish to have a photo booth in an outdoor area, you will need to request approval as part of your Events on Council Land Application.

CAN I USE A PARK OR RESERVE WITHOUT A BOOKING?

Yes. If you are having less than 30 people at your event and do not intend to erect any structures, you are welcome to use and enjoy Council's parks and reserves without a booking.

CAN I USE PORTABLE SPEAKERS?

Yes, small portable speakers are allowed, provided noise levels do not cause nuisance to nearby residents or other park users. Council may require volume to be reduced if complaints are received.

CAN I USE A SMOKE MACHINE?

No. Smoke, fog, or haze machines are not permitted due to safety risks and potential to trigger fire alarms.

CAN I USE A SPARK MACHINE?

No. Spark machines, pyrotechnic effects, or similar devices are not permitted due to safety risks.

CAN I TAKE WEDDING PHOTOS AT COUNCIL PARK OR RESERVE?

Yes, Wedding photography is permitted and does not require a booking. However, for large-scale or commercial photography productions, you will need to complete a Filming and Photography application.

RELATED POLICIES/PROCEDURES

- Disability Inclusion Action Plan (DIAP)
- Reconciliation Action Plan (RAP)
- Events on Council Land Policy
- Work Health Safety Policy
- Volunteers Policy
- Reduction of Waiver of Hire Fees for Council Facilities
- Local Approvals Policy – Outdoor Dining and Mobile Food Vending
- Sustainability Action Plan
- Sponsorship policy
- Local Approvals Policy - Trade or Business on Community Land
- Local Approvals Policy - Outdoor Dining and Mobile Food Vending
- Drone (Remote Piloted Aircraft) Policy

POLICY AUTHORITY

The policy authority is Council. Minor amendments can be authorised by Director Community & Customer Service.

GETTING HELP

For further information please contact Manager Digital and Customer Information.

REVIEW

This policy to be reviewed once per term of Council.

ADOPTED BY COUNCIL/EXECUTIVE:

DATE: xx
RESOLUTION NO: x

VERSION CONTROL TABLE

DATE	VERSION	RES. NO.	KEY CHANGES	AUTHOR
9.12.13	1.0	453/13	Adoption of original policy	Margaret Kelly, Manager Customer Service
16.10.25	2.0		Major review	Jade Reed, Manager Digital and Customer Information & Danielle Keating, Customer Service Manager

ITEM NO	: 4.16
SUBJECT	: RECORDS MANAGEMENT POLICY AND PROGRAM
STRATEGIC OUTCOME	: POLICIES AND FRAMEWORKS THAT ENCOURAGE COLLABORATION AND INNOVATION PROVIDE A SOLID FOUNDATION FOR SUCCESSFUL PARTNERSHIPS AND PROJECTS
ACTION	: IMPLEMENT COUNCIL'S IP&R FRAMEWORK TO MEET COMMUNITY NEEDS, REPORTING AND LEGISLATIVE REQUIREMENTS
REPORTING OFFICER	: JADE REED

Ref:795326

PURPOSE

The purpose of this report is to seek adoption of amendments to Council's Records Management Policy and Program.

RECOMMENDATION

1. That the report be received and noted.
2. That the amendments to the Records Management Policy and Program are adopted.

BACKGROUND

The Hunter's Hill Council Records Management Policy and Program was last updated in 2023.

REPORT

Under section 12(2) of the *State Records Act 1998* Council is required to establish and maintain a records management program.

This policy has been reviewed in accordance with the policy review schedule. Minor amendments include grammatical corrections and revised references to retention and disposal authorities, and records management standards.

CONCLUSION

It is recommended that Council note the minor amendments and endorse the updated policy.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

1. Revised Records Management Policy and Program [↓](#)

HUNTER'S HILL COUNCIL POLICY REGISTER



POLICY NO.	MPIMT1
POLICY TITLE	Records Management Policy and Program
STATUS	Council
SERVICE	Access to Information
DOCUMENT ID	522461

1. PURPOSE

The purpose of the policy is to ensure that Council:

- complies with the *State Records Act 1998* (the Act) and meets other legislative requirements concerning records and business or information systems
- records are managed efficiently, can be easily accessed and are maintained in an authentic and accessible form for as long as they are required
- has the records it needs to support and enhance Council and community requirements
- staff are educated in recordkeeping responsibilities.

2. SCOPE

This Records Management Policy and Program (this policy) applies to the creation, collection, processing, usage, storage and disposal of all physical and electronic records.

Under section 12(2) of the *State Records Act 1998* the Act Council is required to establish and maintain a records management program. Information and records are Council's organisational history, providing evidence of decision making and contributing to the establishment of trust with our community.

Implementation of this policy assists Council to:

- create accurate, useful and accountable records and information
- ensure that meaningful, accurate, reliable and useable records and information are available
- sustain and secure the records and information needed to support short and long term business outcomes
- proactively protect and manage the records and information that provide ongoing value to Council and the community.

In accordance with the *Act State Records Act 1998* all Council representatives are responsible for:

- creating records routinely
- capturing records in official systems
- understanding this policy
- preventing unauthorised access to information
- never destroying a record without approval
- treating records and information with care.

3. DEFINITIONS

Term	Definition
Council representative	Councillors, contractors, consultants, volunteers, delegates of the Council and members of Council committees who represent or act on behalf of Hunters Hill Council.
Business Systems	Council's approved software systems which store, process and provide access to the organisation's business information. All approved systems are supported by policies, procedures and delegated authorities for accessing and processing information.
Cloud Computing	Cloud computing is internet-based computing whereby shared resources, software and information are provided to computers and other devices on demand. Cloud computing is a general term for anything that involves delivering hosted services over the Internet.
Disposal	Range of processes associated with implementing records retention, destruction or transfer decisions which are documented in disposition authorities or other instruments. <i>AS ISO 15489.1 2017 Part 1, Clause 3.8</i>
Disposal action	Specific process or step taken regarding a record after its retention period has ended. This could include destruction, transfer to State archives, or other actions as authorised by disposal authorities. Each disposal class is assigned an approved disposal action, which determines what should happen to that record at the end of its retention period.
Disposal class	Provides a description of a type of record and provides a unique entry number for reference. For each disposal class there is an approved disposal action.
Electronic Document and Records management System (EDRMS)	An automated software application designed to facilitate the creation, management, use, storage and disposal of a range of both physical and digital documents and records. Essentially it manages unstructured records and information. The EDRMS automates business processes such as workflows and approvals and be integrated with other business systems.
Ephemeral	Records of little value that only need to be kept for a limited or short period of time. Records that are ephemeral have no continuing value to the public office and, generally, are only needed for a few hours or a few days.
Full and accurate records	Full and accurate records are sources of detailed information and evidence that can be relied on and used to support current activities. Records regardless of form or structure, should possess the characteristics of authenticity, reliability, integrity and useability to be considered authoritative evidence of business events or transactions and to fully meet the requirements of the business.
Records	Record means any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means. <i>State Records Act 1998, section 3</i> Information created, received, and maintained as evidence and as an asset by an organization or person, in pursuit of legal obligations or in the transaction of business. <i>AS ISO 15489.1 2017 Part 1, Clause 3.15</i>

Records Management Program	A records management program encompasses the management framework, the people and the systems required within an organisation to manage full and accurate records over time. This includes the identification and protection of records with longer-term value that may be required as State archives.
State archive	A State record that has been identified to be kept in perpetuity and may not be disposed of. Once a State archive is no longer being used for business purposes, it should be transferred to Museums of History NSW.
State record	A State record is any record made or received by any person: • in the course of exercising official functions in a public office, or • for the purpose of a public office, or • for the use of a public office.

4. RECORDS MANAGEMENT CONCEPTS

4.1 What is a record?

A record is defined in the ~~Act State Records Act 1998~~ as any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means.

4.1 What is a state record?

A State record is any record made or received by any person:

- in the course of exercising official functions in a public office, or
- for the purpose of a public office, or
- for the use of a public office.

4.2 Electronic Records Management

Council has a legal obligation to manage its information and must be able to account for its actions and expenditure of resources. Information is an asset and needs to be managed well to realise its value.

Electronic management of records enables Council to make the best use of new technologies and creates efficient and effective ways of doing business. All information and records must be created or captured electronically in approved business systems.

Council implemented an electronic document and records management system (EDRMS) in 2012. Council no longer supports the creation of hardcopy records. Any records that are made or received in physical format must be digitised and captured in Councils approved business systems.

4.3 Create and Capture

Records are created every time someone in Council writes an email, drafts a brief, writes a report or records minutes, adds data to a spread sheet or takes a photo. This information is created as part of a specific business process, and needs to be managed so that it can be searched, shared, reused and repurposed, and increasing its value to Council.

All Council Representatives are required to make and keep full and accurate records of their business activities. Council Representatives are responsible for creating and capturing records including emails to the business systems that document:

- What happened, the order of events
- What was decided or recommended
- What advice or instruction was given

- When it happened and who was involved.

4.1 Personnel Records

Personnel records document the management of employees and are important records. These records may need to be maintained longer after an employee has left Council, in order to protect ongoing rights and interests of the employee and the Council.

Personnel records contain personal and health information about individuals. Personnel records are categorised, handled as sensitive information and protected accordingly.

Only the General Manager and the Manager People and Culture have access to personnel records. Respective Manager’s may also access some personnel records in order to appropriately manage staff.

4.2 Access to Information

Council requires open access to information and records unless the record itself requires protection. Many Council records are public documents and must be managed to provide easy access by our community. Access and protection of our information and records are governed by:

- *Government Information (Public Access) Act 2009* (GIPA Act)
- *Privacy and Personal Information Protection Act 1998* (PPIP Act)
- *Health Records and Information Privacy Act 2002* (HRIP Act)

Council Representatives are not permitted to access information that is not directly related to their specific duties, unless requested to do so by the General Manager for a specific purpose.

Under the Code of Conduct it is considered inappropriate for a Council Representative to access any record that relates to a private or personal matter. Access to such information must be applied for in the same manner as a member of the public, under the GIPA Act.

Unauthorised access to information or records by a Council stakeholder can be considered a data breach in accordance with part 6A of the PPIP Act. For example, if a staff member accesses records relating to a family member or celebrity without a legitimate purpose.

5. RECORDS MANAGEMENT PROGRAM

The Records Management Program is conducted across all of Council for the management of records, recordkeeping activities and recordkeeping systems. It is a planned, coordinated set of standards, codes of best practice, policies, procedures, and systems required to manage records. It also incorporates the people required to undertake recordkeeping.

Council’s Records Management Program is established in accordance with part 2 section 12(2) of the [Act State Records Act 1998](#). This policy provides the framework and outlines the responsibilities for the operation of Hunters Hill Council’s Records Management Program.

An effective Records Management Program entrenches formalised standards, codes, policies, procedures, recordkeeping systems and controls for future expansion and requirements.

There are several components and associated documents that are mandatory and are used to ensure that the Records Management Program is operating effectively.

Type	Component
Standards	• Standard on records management (Standard No. 12 15) • Standard on the physical storage of State records (Standard No. 14 13)

	- Information Management Standard for Australian Government - Australian Government Recordkeeping Metadata Standard
Codes	- Code of Best Practice ISO 15489.1:2017 - Council's Code of Conduct
Disposal Authorities	- Local Government Records (GA39) (FA450) – (primary authority) - Original or source records that have been copied (GA4551) – (primary authority) - Taking or sending records out of NSW (GA50) - Personnel (GA28) Video / Visual surveillance records (GDA8) Audio visual programs and recordings (GDA11) - Source Records that have been Migrated (GA48) - Administrative records (GA28) - Cultural, recreation and sporting institutions (FA402) - Normal Administrative Practice Guidelines (NAP).
Legislation	<i>State Records Act 1998</i> <i>State Records Regulation 2015</i> <i>Local Government Act 1993</i> <i>Copyright Act 1968</i> <i>Privacy and Personal Information Protection Act 1998</i> <i>Government Information (Public) Access Act 2009</i> <i>Workplace Surveillance Act 2005</i> <i>Evidence Act 1995</i> - Any other State or Local legislation that affects recordkeeping
Policies	- Building the archives: policy of records appraisal and the identification of State archives - Digital records preservation policy - Council's State records retention and disposal policy - Council's State archives management policy.

6. RESPONSIBILITY

All Council Representatives have accountability requirements for Councils records management program. The table below outlines responsibilities in accordance with ~~the Act State Records Act 1998~~ (Part 2 section 10) and the Standard on records management.

Position	Responsibilities
General Manager	Ensure Council complies with the regulations and requirements of the Act State Records Act 1998 .
Director Community and Customer Service	Provide executive direction and support for records and information management.
Manager Digital and Customer Information (MDCI)	MDCI is the designated Senior Responsible Officer (SRO) and is responsible for ensuring that records and information management is in place and operating effectively to support business operations. These responsibilities include:

	• working with the General Manager and senior staff to ensure compliance with the Act State Records Act 1998 • overseeing the records management program • leads records, information and data management initiatives • collaborating with business stakeholders to ensure good recordkeeping practices are embedded across the organisation.
Digital and Customer Information Team	Support and delivery of the requirements of the Records Management Program through: • development of formal documentation • classification and capture of records • maintenance of access and security • retention, disposal, storage and transfer • providing support, training, guidance and advice to all Council representatives.
All Council Representatives	Must comply with the Records Management Policy and Program. Council representatives must: • keep full and accurate records in approved business systems (this includes saving emails in the EDRMS) emails • ensure personal and confidential information is kept securely • undertake mandatory training • keep up-to-date with policies, procedures and guidelines. Council representatives must not: • permanently save State records permanently on network or personal drives, USB's or cloud locations • abandon or dispose of a State record • transfer or offer to transfer, or be a party to arrangements for the transfer of, the possession or ownership of a State record • take or send a State record out of New South Wales • damage or alter a State record • neglect a State record in a way that causes or is likely to cause damage to the State record.

7. RETENTION AND DISPOSAL

Council records must be protected, maintained and accessible for their total retention period and must be disposed of in accordance with the ~~Act State Records Act 1998~~. Disposal Authorities are applicable to any record in Council irrespective of record format or type.

Hardcopy and digital records of short-term value will be disposed of at suitable intervals, records of long term or archival value will be retained electronically and will be managed in accordance with retention, disposal and / or transfer rules.

General staff cannot destroy or dispose of Council records. Only authorised staff may destroy or dispose of Council records. The General Manager and Manager Digital and Customer Information have delegated authority to approve disposal authorities in accordance with the requirements of ~~FA45 GA39-General Functional~~-retention and disposal authority: local government ~~records~~ which is prescribed under provisions of the ~~Act State Records Act 1998~~.

Records can only be destroyed in accordance with:

- The General Disposal Authorities
- Council specific Disposal Authorities
- Transferred to State Archives for permanent retention.

Information and records, which staff deem as ephemeral, may be destroyed using a procedure called 'Normal administrative practice (NAP)'. This practice usually occurs because the records are duplicated, unimportant or for short-term use only.

As a general guideline, all Council Representatives can securely dispose of the following information and records:

- Ephemeral records or duplicates
- print out of records saved in Councils EDRMS
- solicited and unsolicited advertising material
- drafts and working papers of a routine nature.

Drafts or working papers must not be disposed of if they document significant decisions, discussions, reasons and actions or contain significant information that is not contained in the final version of the record.

All disposal processes must be undertaken in accordance with Council's State Records Retention and Disposal Policy and State Archives Management Policy.

8. BUSINESS AND INFORMATION SYSTEMS

8.1 Approved Business Systems

Records should be stored within approved recordkeeping systems to prevent unauthorised destruction, alteration or removal. Council's approved recordkeeping systems have a full audit log, appropriate security settings, access restrictions and are managed and monitored.

Council records must be stored only in Council's official recordkeeping systems for example EDRMS, Finance System and Customer Relationship Management System.

Documented recordkeeping assessments are performed on existing business systems, and include recordkeeping activities, system functionality and processes. Assessments are undertaken using the minimum compliance requirements of the principles contained in Standard ~~12~~ 15: Standard on Records Management.

The Standard is used in conjunction with the Code of Best Practice 15489.1:2017 to ensure that the application and objectives of the Records Management Program are achieved and where necessary any corrective actions are undertaken to address issues encountered in existing business systems.

8.2 Implementing or Decommissioning Systems

Acquisition of all new business systems must include preparation of a business case, which documents project implementation and ongoing maintenance costs. Business system risk assessments (which may include network penetration testing) needs to be also undertaken. Business cases that are recommended to the Executive, need to be reviewed and endorsed by Manager Digital and Customer Information (or their delegate).

Records and information management requirements should be addressed in specifications for system acquisitions including integration requirements or information management issues addressed in any the contractual arrangements.

When decommissioning systems or transitioning a process is required to support business and accountability requirements. This should include:

- a documented migration strategy
- the retention and disposal of records and information contained in the system
- the migration of records and metadata from one system to another is a managed process which results in trustworthy and accessible records
- the portability of records and information
- adequate system documentation is maintained.

9. MONITORING AND COMPLIANCE

9.1 Internal Monitoring

The Digital and Customer Information team oversees the coordination of recordkeeping and can conduct audits on individuals or departments to ensure that good recordkeeping is occurring and is meeting business and legislative requirements.

9.2 Records Management Assessment Tool

In accordance with sections 12(5) and 12(6) State Records NSW can issue a notice ordering Council to assess recordkeeping processes and the records management program. These findings must be reported to State Records NSW and if they are not satisfied with these findings they may include this information in their annual report.

9.3 Non-Compliance

Council is required to meet compliance in line with State Records legislation, stringent governance standards expected by Auditors and to be able to respond effectively to requests under Subpoena, the Government Information (Public Access) Act 2009 (GIPA), or any internal or external investigative inquiry.

Council is obligated to adhere to State Records legislation, meet the governance criteria expected by Auditors, and promptly respond to requests made under a Subpoena, the GIPA Act, or any internal or external investigative inquiry.

Non-compliance in recordkeeping can result in:

- problems for or with customers
- monetary losses
- litigation
- formal investigations and inquiries
- unwarranted adverse publicity
- loss in reputation and embarrassment to Council.

Recordkeeping performance is measured and monitored across Council for effectiveness, planning and improvement purposes, and conformity with the ~~Act-State Records Act 1998~~.

9.4 Offences and Penalties

In accordance with section 21(1) and section 78, individual penalties of up to \$11,000 can be issued if a Council representative:

- abandons or disposes of a State record
- transfers or offers to transfer, or is involved in arrangements to transfer the possession or ownership of a State record
- takes or sends a State record out of New South Wales
- damages or alters a State record

- neglects a State record in a way that causes or is likely to cause damage to the State record.

10. RELATED POLICIES/PROCEDURES

- State records retention and disposal policy
- State archives management policy.
- Privacy Management Plan
- Cyber Security Policy
- IT Usage and Surveillance Policy
- Code of Conduct

11. POLICY AUTHORITY

Council.

12. GETTING HELP

For further information regarding this policy please contact Manager Digital and Customer Information.

13. REVIEW

This policy to be reviewed ~~once per term of Council every two years~~ or in accordance with legislative changes.

14. ADOPTED BY COUNCIL/EXECUTIVE:

DATE: xx

RESOLUTION NO: x

15. VERSION CONTROL TABLE

DATE	VERSION	RES. NO.	KEY CHANGES	AUTHOR
12 February 2007	1.0	25/07	New Policy	
07 April 2021	2.0	9.2 (Executive)	Major review	Jade Reed, Manager Digital and Customer Information
29 November 2022	3.0	9.2 (Executive)	Minor review	Jade Reed, Manager Digital and Customer Information
23 October 2023	3.1	216/23	Incorporate of changes to the <i>State Records Act 1998</i> and addition of reference to other policies and changes to the PPIP Act.	Jade Reed, Manager Digital and Customer Information
20 October 2025	3.2		Minor review	Jade Reed, Manager Digital and Customer Information

ITEM NO	: 4.17
SUBJECT	: STATE ARCHIVES MANAGEMENT POLICY
STRATEGIC OUTCOME	: POLICIES AND FRAMEWORKS THAT ENCOURAGE COLLABORATION AND INNOVATION PROVIDE A SOLID FOUNDATION FOR SUCCESSFUL PARTNERSHIPS AND PROJECTS
ACTION	: IMPLEMENT COUNCIL'S IP&R FRAMEWORK TO MEET COMMUNITY NEEDS, REPORTING AND LEGISLATIVE REQUIREMENTS
REPORTING OFFICER	: JADE REED

Ref:795340

PURPOSE

The purpose of this report is to seek adoption of amendments to Council's State Archives Management Policy.

RECOMMENDATION

1. That the report be received and noted.
2. That the amendments to the State Archives Management Policy be adopted.

BACKGROUND

The Hunter's Hill Council State Archives Management Policy was last updated in 2023.

REPORT

The State Archives Management Policy establishes the framework for identifying, managing, and transferring State archives within Hunter's Hill Council. This policy is integral to Council's Records Management Program and ensures compliance with the *State Records Act 1998* and associated regulations.

This policy includes minor amendments in accordance with legislative changes and the removal of Fairland Hall as a storage location.

CONCLUSION

Ongoing review, monitoring, and implementation of this policy will help meet the requirements of Council and the community, by maintaining the integrity and accessibility of State archives in the future.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

1. Revised State Archives Management Policy [↓](#)

HUNTER'S HILL COUNCIL POLICY REGISTER



POLICY NO.	CPIMT6
POLICY TITLE	State Archives Management Policy
STATUS	Council
SERVICE	Access to Information
DOCUMENT ID	670970

1. PURPOSE

The purpose of this policy is to:

- establish a framework that ensures the objectives that guide the identification, management and transfer of State archives are met now and, in the future
- ensure that all State archives are stored securely and protected through measures such as climate control, with the intention that the records are preserved and accessible forever.

2. SCOPE

This policy covers aspects of the management of State archives, including the identification of State archives in Council's records collection, management of State archives, planning for and transferring State archives when they are no longer required by Council for official purposes.

3. DEFINITIONS

Access Direction	A direction made by a public office to open or close a series, group or class of records in the open access period to public access. An open to public access (OPA) direction allows access to anyone. A closed to public access (CPA) direction closes the records for a specified period. A CPA direction does not affect other entitlements of access. Access directions are made according to guidelines issued by the Attorney General. Public offices can also grant early access to records that are less than 20 years old.
Appraisal	Appraisal for managing records is the recurrent process of evaluating business activities to determine which records need to be created and captured as well as how and how long the records need to be kept. It combines an understanding of business activities and their context with: • the identification of business needs, regulatory requirements and societal expectations relating to records, and • the assessment of opportunities and risks associated with the creation and management of records.
Council representative	Councillors, contractors, consultants, volunteers, delegates of the Council and members of Council committees who represent or act on behalf of Hunters Hill Council.

Business Systems	Council's approved software systems which store, process and provide access to the organisation's business information. All approved systems are supported by policies, procedures and delegated authorities for accessing and processing information.
Destruction	Destruction is defined as the complete and irreversible physical erasure of a record which ensures that the record cannot be reconstituted or reconstructed. Destruction of records should be irreversible. This means that there is no reasonable risk of the information being recovered again or the record being reconstituted. Process of eliminating or deleting a record, beyond any possible reconstruction. The process includes destroying all copies of the record. Destruction of State records needs to be documented.
Disposal	Range of processes associated with implementing records retention, destruction or transfer decisions which are documented in disposition authorities or other instruments. AS ISO 15489.1 2017 Part 1, Clause 3.8
Disposal action	Specific process or step taken regarding a record after its retention period has ended. This could include destruction, transfer to State archives, or other actions as authorised by disposal authorities. Each disposal class is assigned an approved disposal action, which determines what should happen to that record at the end of its retention period.
Disposal class	Provides a description of a type of record and provides a unique entry number for reference. For each disposal class there is an approved disposal action.
Electronic Document and Records management System (EDRMS)	An automated software application designed to facilitate the creation, management, use, storage and disposal of a range of both physical and digital documents and records. Essentially it manages unstructured records and information. The EDRMS automates business processes such as workflows and approvals and be integrated with other business systems.
Records	Record means any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means. <i>State Records Act 1998, section 3</i> Information created, received, and maintained as evidence and as an asset by an organisation or person, in pursuit of legal obligations or in the transaction of business. AS ISO 15489.1 2017 Part 1, Clause 3.15
Records Management Program	A records management program encompasses the management framework, the people and the systems required within an organisation to manage full and accurate records over time. This includes the identification and protection of records with longer-term value that may be required as State archives.
State Archive	A state record that is appraised as having a continuing value to the Council and in which the Museums of History NSW has control of under the State Records Act 1998. A State record that has been identified to be kept in perpetuity and may not be disposed of. Once a State archive is no longer being used for business purposes, it should be transferred to Museums of History NSW.
State Record	A State record is any record made or received by any person: • in the course of exercising official functions in a public office, or • for the purpose of a public office, or • for the use of a public office.

4. INTRODUCTION

The State Archives Management Policy is a crucial part of Council's Records Management Program.

A State archive is a state record that the Museums of History NSW has control of under the *State Records Act 1998* (The Act). State archives are records that have a continuing value, in accordance with State Records Regulation 2015, this includes records that have administrative, business, fiscal, legal, evidential or historic value to the Public office.

Deciding what records should be selected and retained as state archives is critical and a complex decision-making process. The significance of functions and activities, interests of stakeholders and resource implications must all be evaluated as part of the appraisal process to identify the best possible records to retain as State archives.

The functions, activities and records of Council are appraised in the whole of government context to identify records:

- which must be retained as evidence of the authority of government and the rights of individuals,
- which provide an adequate record of the significant decisions and actions of government and impact their implementation, and
- which add the maximum possible value to the State archives as a cultural resource.

State archives are also identified and selected using authorised disposal authorities, for Council ~~it is~~ the **primary authority is the General Functional** retention and disposal authority: Local Government Records, Authority Number ~~GA39~~ FA450 (fa450)-~~GA39~~. **Other retention and disposal authorities that apply to Council include:**

- Original or source records that have been copied (GA51)
- Taking or sending records out of NSW(GA50)
- Source Records that have been Migrated (GA48)
- Administrative records (GA28)
- Cultural, recreation and sporting institutions (FA402).

5. ROLES AND RESPONSIBILITIES

Records retention and disposal is a process undertaken exclusively under delegated authority and forms a fundamental part of Council's Records Management Program.

POSITION	RESPONSIBILITY
General Manager	The General Manager has overall accountability for the Council archives. The General Manager is accountable for ensuring that Council complies with legislation and standards that affect the archives.
Manager Digital and Customer Information	The Manager Digital and Customer Information is responsible for the management of the State archives, including authorisation for access directions on records, transfer of State archives and any distributed management agreements for retaining archives within the Council.
Records Manager and Records Coordinator	The Records Manager and Records Coordinator are responsible for the day to day operations of the archives function, including the care, control and preservation of State records and provision of access to records.
All Council Representatives	All Council Representatives are required to comply with the provisions of this policy.

6. COUNCIL MANAGED STATE ARCHIVES

Council creates and manages a number of records that are identified as State archives. This includes, but is not limited to:

- confirmed minutes, agendas and reports of all Council meetings
 - rate books, **electoral rolls** and other registers
 - ~~records created before 1980~~
- subject files relating to Council's purpose and operations
- records relating to approved, refused and lapsed applications for development works on land, buildings or sites that set a precedent or are significant or are heritage listed
- legal documents relating to titles to property, contracts, patents, leases
 - architectural maps or plans relating to Council buildings and properties
 - **curtilage and heritage studies**
- artwork.

Council's archives collection consists of State archives and inactive records. Inactive records are transferred to an archive pending appraisal action. State archives are retained until they are no longer required for official purposes, and then arranged for transfer to the Museums of History NSW for inclusion in the State Archives Collection.

Council currently have multiple archive locations. They are:

- Government Records Repository, Kingswood
- Grace Fine Art, Seven Hills
- ~~CA Fairland Hall, Hunters Hill~~
- Hunter's Hill Council Depot, Hunters Hill
- **Grace Records Management, Seven Hills.**

7. COMPLIANCE REQUIREMENTS

Council has an obligation to protect records under the *State Records Act 1998*, this includes responsibility to:

- ensure the safe custody and proper preservation of the state records that it has control of
- ensure that records that are required to be retained as part of the state archives must be properly protected while they remain in Council's custody
- develop and submit State archive transfer plans
- contact Museums of History NSW to discuss transfer options for their permanent preservation
- ensure public access to state records after 20 years (unless a CPA is in place).

All state records must be stored in accordance with the compliance requirements of Standard on the Physical Storage of State records (standard **14 13**). Storage conditions include:

- location and building construction
- environmental controls
- shelving and packaging
- maintenance
- identification and control
- security.

Physical records deemed as a state archives that cannot be digitised and disposed of, and cannot yet be transferred to Museums of History NSW should be stored in GRR (or equivalent) to ensure adequate storage conditions.

8. DISPOSAL OF STATE ARCHIVES

Records identified as state archives need to be maintained and preserved for the benefit and use of future generations. State archives include both paper and digital form. ~~and include the following Council records:~~

- ~~Council records pre-dating 1920 and are not included within the GA39 formal disposal authority.~~

- ~~Council records post-dating 1920 which are included within the GA39 formal disposal authority and that are identified to be retained as State archives.~~

Any paper records identified in the ~~GA39 FA450~~ or any other relevant disposal authority, as State archives from 1980 onwards, that ~~have been digitised and~~ are captured into Council's information management system can be legally disposed of in accordance with the General Retention and Disposal Authority GA~~4551~~ for original or source records that have been copied.

The following original source records cannot be destroyed, even if they have been digitised:

- Original records required as State archives that were created in full or part prior to 1 January 1980 that have been copied.
- Records subject to a legislative or Government policy requirement that the record not be destroyed that have been copied.
- Original records documenting special circumstances personal information of high personal value to the subject of the record that have been copied.
- Records that are considered to have cultural, iconic, heritage or aesthetic value as a physical artefact value in their original format that have been copied.

~~Paper records created or received prior to 1 January 1980 that are identified in the GA39 as 'Required as State archives' cannot be destroyed, even if they have been digitised.~~

State records required to be permanently retained as State archives that are only in digital form within an information management system can never be destroyed, ~~when no longer in active use~~ these records ~~when no longer required~~ should be transferred to the Museums of History NSW for inclusion in the State Archives Collection.

9. TRANSFER TO MUSEUMS OF HISTORY NSW

Transfer is the process that results in records being taken into the custody of Museums of History NSW to become part of the State Archives Collection.

In accordance with section 32(4) of the Act, Council must develop plans to transfer records required as State archives.

Benefits of transferring records to the custody of Museums of History NSW include:

- reduction in Council storage costs
- passes the risks and liabilities associated with managing and protecting records to Museums of History NSW
- passing the responsibility for managing public access to records under the Act to Museums of History NSW
- enabling Council to comply with section 29 of the Act
- ensuring state records are stored securely and protected through measures such as climate control; ensuring that the records are preserved and accessible forever.

All State archives held by Council, once appraised, will be transferred to the Museums of History NSW when it is no longer required for official purposes. If the State archive is still required for official purposes it will be digitised (if practical), with an electronic copy retained in Council's custody and the physical record transferred.

The exception to this is State records that have a distributed management agreement in place. Distributed management of State archives is an alternative to the standard option of transferring records to the custody of the Museums of History NSW.

Under the distributed management model, State records still become State archives when control passes to the Museums of History NSW, however the records will remain in the custody of another party, such as Council storing and managing the State archives by agreement.

All transfers will be completed in accordance with the Museums of History NSW resources and guidelines. This process will be formally documented with a record of transfer kept by Council.

10. MONITORING, REPORTING AND EVALUATION

Council is required to ensure that compliance in the disposal of records is regularly assessed, reviewed and monitored. Regular monitoring and evaluation of compliance with the retention and disposal process and associated practices is undertaken by the Manager Digital and Customer Information.

Compliance is monitored by:

- ensuring that any amendments or new versions of disposal authorities are implemented
- reviewing appraisal analysis and decisions to determine they are approved and current
- checking to ensure records are retained or destroyed in accordance with authorised retention periods
- ensuring records are linked to correct disposal classes at capture in the EDRMS
- inspecting the documentation and evidence of records destroyed to determine that disposal actions are authorised and meet approved standards.

State Records NSW also monitor compliance, and have the authority to conduct an assessment of all recordkeeping processes and Council's Records Management Program.

11. RELATED POLICIES/PROCEDURES

- Hunter's Hill Council Records Management Policy and Program
- Hunter's Hill Council Code of Conduct
- Hunter's Hill Council Access to Information Policy
- Hunter's Hill Council Retention and Disposal Policy

12. POLICY AUTHORITY

Council.

13. GETTING HELP

For further information regarding this policy please contact Manager Digital and Customer Information.

14. REVIEW

This policy to be reviewed ~~once per term of Council every two (2) years~~ or in accordance with legislative changes.

15. ADOPTED BY COUNCIL/EXECUTIVE:

DATE: 23 October 2023
RESOLUTION NO: 218/23

16. VERSION CONTROL TABLE

DATE	VERSION	RES. NO.	KEY CHANGES	AUTHOR
07 November 2022	1.0	Executive	New Policy	Jade Reed, Manager Digital and Customer Information
23 October 2023	2.0	218/23	Amendments in accordance with legislative changes.	Jade Reed, Manager Digital and Customer Information

16 October 2025	2.1	Minor legislative amendments	Jade Reed, Manager Digital and Customer Information
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Draft State Archives Management Policy

7

ITEM NO	: 4.18
SUBJECT	: STATE RECORDS RETENTION AND DISPOSAL POLICY
STRATEGIC OUTCOME	: POLICIES AND FRAMEWORKS THAT ENCOURAGE COLLABORATION AND INNOVATION PROVIDE A SOLID FOUNDATION FOR SUCCESSFUL PARTNERSHIPS AND PROJECTS
ACTION	: IMPLEMENT COUNCIL'S IP&R FRAMEWORK TO MEET COMMUNITY NEEDS, REPORTING AND LEGISLATIVE REQUIREMENTS
REPORTING OFFICER	: JADE REED

Ref:795354

PURPOSE

The purpose of this report is to seek adoption of amendments to Council's State Records Retention and Disposal Policy.

RECOMMENDATION

1. That the report be received and noted.
2. That the amendments to the State Records Retention and Disposal Policy be adopted.

BACKGROUND

In February 2025, State Records NSW formally issued the new Functional Retention and Disposal Authority for Local Government (FA450). FA450 replaces the previous General Retention and Disposal Authority for Local Government (GA39), which has been in place since 2011.

REPORT

The State Records Retention and Disposal Policy was last updated in 2022. This review incorporates minor amendments, primarily to reflect legislative changes including the implementation of FA450.

Some of the key changes under FA450 include:

- Retention period adjustments - some classes have longer retention periods to reflect higher risk or increased archival value.
- Removal of pre-1920 assumption - Under GA39 many pre-1920 records were required as State archives. FA450 no longer imposes that extensive requirement for all pre-1920 material.
- Flexibility in business classification scheme (BCS) - FA450 moves away from the rigid keyword-based BCS used under GA39. This provides an opportunity for Council to amend the existing BCS to better suit organisational requirements.
- Use of other disposal authorities - FA450 does not cover all record types previously covered under GA39. Some records now fall under other authorities such as GA28.

CONCLUSION

Updating the State Records Retention and Disposal Policy is both timely and essential to ensure effective implementation of FA450 and compliance with the *State Records Act 1998*.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

1. Revised State Records Retention and Disposal Policy [↓](#)

HUNTER'S HILL COUNCIL POLICY REGISTER



POLICY NO.	CPIMT5
POLICY TITLE	State Records Retention and Disposal Policy
STATUS	Council
SERVICE	Access to Information
DOCUMENT ID	670967

1. PURPOSE

The purpose of this policy is to:

- ensure a planned, systematic and strategic approach to the retention and disposal of State records
- determine appropriate retention periods and disposal actions
- ensure records are sentenced in accordance with legal requirements, standards, codes and practices issued under the *State Records Act 1998* (the Act).

2. SCOPE

This policy applies to all Council representatives, covers all of Council's State records irrespective of their format or type, and includes records and metadata contained in all Council business systems.

3. DEFINITIONS

Council representative	Councillors, contractors, consultants, volunteers, delegates of the Council and members of Council committees who represent or act on behalf of Hunters Hill Council.
Business systems	Council's approved software systems which store, process and provide access to the organisation's business information. All approved systems are supported by policies, procedures and delegated authorities for accessing and processing information.
Cloud computing	Cloud computing is internet-based computing whereby shared resources, software and information are provided to computers and other devices on demand. Cloud computing is a general term for anything that involves delivering hosted services over the Internet.
Destruction	Process of eliminating or deleting a record, beyond any possible reconstruction. The process includes destroying all copies of the record. Destruction of State records needs to be documented.
Disposal	Range of processes associated with implementing records retention, destruction or transfer decisions which are documented in disposition authorities or other instruments. AS ISO 15489.1 2017 Part 1, Clause 3.8
Disposal action	Specific process or step taken regarding a record after its retention period has ended. This could include destruction, transfer to State archives, or other actions as authorised by disposal authorities. Each disposal class is assigned an approved disposal action, which determines what should happen to that record at the end of its retention period.
Disposal class	Provides a description of a type of record and provides a unique entry number

	for reference. For each disposal class there is an approved disposal action.
Electronic Document and Records management System (EDRMS)	An automated software application designed to facilitate the creation, management, use, storage and disposal of a range of both physical and digital documents and records. Essentially it manages unstructured records and information. The EDRMS automates business processes such as workflows and approvals and be integrated with other business systems.
Ephemeral	Records of little value that only need to be kept for a limited or short period of time. Records that are ephemeral have no continuing value to the public office and, generally, are only needed for a few hours or a few days.
Full and accurate records	Full and accurate records are sources of detailed information and evidence that can be relied on and used to support current activities. Records regardless of form or structure, should possess the characteristics of authenticity, reliability, integrity and useability to be considered authoritative evidence of business events or transactions and to fully meet the requirements of the business.
Record	Record means any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means. <i>State Records Act 1998, section 3</i> Information created, received, and maintained as evidence and as an asset by an organisation or person, in pursuit of legal obligations or in the transaction of business. <i>AS ISO 15489.1 2017 Part 1, Clause 3.15</i>
Records Management Program	A records management program encompasses the management framework, the people and the systems required within an organisation to manage full and accurate records over time. This includes the identification and protection of records with longer-term value that may be required as State archives.
State archive	A state record that is appraised as having a continuing value to the Council and in which the State Archives and Records Authority of NSW has control of under the State Records Act 1998. A State record that has been identified to be kept in perpetuity and may not be disposed of. Once a State archive is no longer being used for business purposes, it should be transferred to Museums of History NSW.
State record	A State record is any record made or received by any person: • in the course of exercising official functions in a public office, or • for the purpose of a public office, or • for the use of a public office.

4. INTRODUCTION

The State records retention and disposal policy forms part of Council's Records Management Program.

Records and information are vital assets and need to be retained and disposed of in a way that is secure, timely and in accordance within legislative requirements. This process is performed in accordance with best practice as described in the Australian Standard AS ISO15489 and standards endorsed by the State Records NSW.

4.1 The value of Council's State records

Council's State records fall into one of the following four categories:

- records of permanent (continuing) value known as state archives
- records of temporary value, to be retained for long periods of time known as long term state records
- records of temporary value, to be retained for short periods of time known as short term state records

- records of temporary value that can be immediately destroyed.

4.2 What is disposal and what is destruction?

The terms 'disposal' and 'destruction' are often used interchangeably, but disposal does not always mean destruction.

Disposal includes a range of processes associated with implementing records retention, destruction or transfer. Whereas, destruction is a process that involves deleting or destroying all copies of the record.

4.3 Why dispose of records?

Retention and disposal are important to support the efficient and effective management of government records. Regular and systematic retention and disposal processes will result in reduced:

- cost of records storage
- time and cost associated with searching for and locating records
- **risk of unauthorised access to confidential or personally identifiable information**
- risk arising from illegal or unmanaged destruction of records and from keeping records that should be destroyed.

To attempt to keep everything indefinitely, creates number of risks including:

- unsustainable storage costs
- unnecessary ongoing costs to retain information that is authorised for destruction
- slower or ineffective information retrieval times
- no prioritisation and management of high value information
- digital continuity issues.

All records are created for a purpose and the majority of records can be disposed of once that purpose and all legal requirements for their retention have been met.

There are certain types of records, such as sensitive personal information, which the community expects will be disposed of when no longer required for the purpose they were created.

5. ROLES AND RESPONSIBILITIES

Records retention and disposal is a process undertaken exclusively under delegated authority. This delegation forms a fundamental part of Council's Records Management Program.

POSITION	RESPONSIBILITY
General Manager	The General Manager has overall accountability for records retention and disposal. The General Manager is accountable for ensuring that Council complies with legislation and standards that affect the records retention and disposal process.
Manager Digital and Customer Information	Manager Digital and Customer Information (MDCI) is the Senior Responsible Officer (SRO), assigned with strategic and managerial responsibility for records and information management. The SRO has delegated accountability to ensure that records retention and disposal is conducted in accordance with this policy. The SRO is responsible for ensuring that records and information management is in place and operating effectively to support business operations. The SRO is responsible for management of records retention and disposal in accordance with the Act and has delegated authority to authorise the

	disposal of Council information, ensuring that all activities are undertaken appropriately.
Directors / Department Head	Directors (or nominated Managers in the absence of a Director) are responsible for approving disposal of records under General Functional Retention and Disposal Authority for Local Government Records (GA39)FA450 and other relevant disposal authorities, once disposal has been authorised by MDCI.
Records Manager and Records Coordinator	The Records Manager and Records Coordinator have delegated authority to physically dispose of Council records once destruction has been authorised.
All other Council Representatives	All Council Representatives must comply with the provisions of this policy and are responsible for ensuring that they do not dispose of any Council records without approval from the SRO.
	They must direct all enquiries regarding appraisal, storage or disposal of Council records to delegated staff as outlined in this table.

6. COMPLIANCE REQUIREMENTS AND AUTHORISATIONS

To ensure compliance, decisions made regarding all retention and disposal activities must ensure they:

- are based on analysis of the business needs, organisational accountability and community expectations in which the records were created and maintained
- include records in all formats
- are authorised and undertaken by those with appropriate delegated authority
- are documented and include the nature, date of disposal action, name of the person performing the action and the authorising disposal authority
- are supported by established policies, procedures and business rules
- are routinely implemented and are a regular part of the Records Management Program.

6.1 Unauthorised disposal of records

Records cannot be disposed of earlier than their retention periods. Disposal of Council records is only undertaken by delegated staff, and under no circumstances can Council staff undertake their own disposal of records unless prior authorisation is obtained.

This includes the 'throwing out' of any records in recycling bins located within Council offices or deletion of any metadata and records from within business systems. These are examples of breaches of the disposal provisions under the Act, and as a result can incur penalties for unauthorised disposal.

Section 21(1) of the Act prohibits the disposal of state records except where disposal is authorised. This section of the Act also imposes a penalty for the illegal disposal of State records. All public offices must be able to account for their decisions to destroy records. When records are destroyed, Council must be able to demonstrate that the destruction was permitted by an appropriate officer.

6.2 Authorised disposal of State records

~~Section 21(2) of the~~ The Act established a number of mechanisms for the lawful destruction of State Records. The two most relevant to Council are:

- the disposal of records in accordance with documents known as Disposal Authorities. These are issued by ~~State Archives and Records NSW State Records, with the approval of the State Archives and Records Authority Board~~ and approved by the Board of the State Records Authority NSW in accordance with section 21(3) of the Act
- the destruction of records in accordance with what the Act terms normal administrative practice (NAP).

7. RETENTION AND DISPOSAL ACTIVITIES

Retention and disposal actions are implemented to ensure that records are maintained for the suitable duration. Following the conclusion of the retention period, records should be securely and promptly destroyed. If they cannot be destroyed for any reason and are no longer actively in use, they should be transferred to archival storage.

7.1 Capturing State records

Records captured and managed in a recordkeeping system provide value to Council as evidence of business activities. Recordkeeping systems impose controls on records which protect their authenticity and reliability. The first stage of the retention and disposal process is to determine the value of a record at time of capture.

All records captured in Council's EDRMS are assigned a classification. Each classification is linked to an approved disposal authority, allowing for continuing retention or disposal actions to automatically link to the records as they are captured.

7.2 Sentencing State records

Sentencing it is about identifying the appropriate disposal classes within the disposal authority and applying them to the records to ensure that records are retained as long as required, and that the correct disposal decision and action is applied.

Records may have to be re-sentenced if the current disposal authority has been amended, updated or made obsolete. They could also be re-sentenced if there is a need to retain any records longer than their retention periods.

7.3 Retention periods applicate to State records

Retention periods are assigned to Council records to ensure they are retained as long as they are required to meet the needs of Council. Records could be retained indefinitely or temporarily over long or short periods of time. These periods are based on the frequency of current and future use and statutory and regulatory provisions that records need to be retained before their final disposal.

Retention periods are also used to indicate the length of time Council records are retained in archival storage.

The retention periods that are set, are minimum periods only and Council may keep records for longer periods if necessary. Council should be aware of the risks associated with keeping records indefinitely.

7.4 Use of retention and disposal authorities

Records are appraised and sentenced by a process involving the design and implementation of functional or general retention and disposal authorities, (FA, GA or GDA); these are based on legislative requirements and provisions.

~~Council is legally required to use General Retention and Disposal Authorities applicable to Local Government Records in accordance with section 21(3) of the Act.~~

The disposal authorities authorise the disposal of functional and other common administrative records, created and maintained in any format, by NSW Councils and they apply to all state records. ~~wholly created after 1920. Records created before 1920 are required to be retained as State archives.~~

The following ~~General r~~Retention and ~~d~~Disposal authorities apply to Council and are used in conjunction with each other to undertake the retention and disposal process:

~~General Retention and disposal authority for:~~

- Local Government Records (~~GA39~~) (FA450) – (primary authority)
- Original or source records that have been copied (GA4551) – (primary authority)
- ~~Video / visual surveillance records (GDA8)~~
- ~~Audio visual programs and recordings (GDA11)~~
- ~~Transferring Taking or sending records out of NSW for storage with or maintenance by service providers based outside of the State (GA35) (GA50)~~
- Source Records that have been Migrated (GA48)
- Administrative records (GA28)
- Cultural, recreation and sporting institutions (FA402)
- Normal Administrative Practice Guidelines (NAP).

The disposal authorities should also be used in conjunction with any other legislation that may affect or impact the operation of the Act.

8. DESTRUCTION OF STATE RECORDS

Depending on the type, age and format of a state record, there are different rules and methods that must be followed.

8.1 State Records that cannot be Destroyed

At the time of any disposal, Council must not destroy records that are:

- required as evidence in current or pending legal action,
- the subject of a current or pending access request or application, such as under the *Government Information (Public Access) Act* (GIPA Act), or privacy request, or
- the subject of any other statutory access request.

Other records that can never be destroyed include:

- ~~originals of paper records required as State archives received or created prior to 1 January 1980~~
- any record retained in digital form only within an EDRMS identified as being required as a State Archive
- records that are the subject of government policy or directive
- original artworks, original proclamations, charters, testimonials and intergovernmental agreements or treaties
- a special legislative requirement for records to be retained in their original format (for display)
- original records required as State archives that were created in full or part prior to 1 January 1980 that have been copied
- records subject to a legislative or Government policy requirement that the record not be destroyed that have been copied
- original records documenting special circumstances personal information of high personal value to the subject of the record that have been copied
- records that are considered to have cultural, iconic, heritage or aesthetic value as a physical artefact value in their original format that have been copied.

Early collections of local government records (including but not limited to records dated prior to 1920) that are not identified as State archives in FA450 and may be considered to have continuing value must not be disposed of without advice from Museums of History NSW.

8.2 Destruction of Physical State Records

Physical records (paper files from the legacy recordkeeping system) are disposed of using the ~~GA39~~ FA450, GA28 and other relevant disposal authorities. Once these files are appraised and sentenced they are then culled from the EDRMS and disposed of in a confidential and secure manner. ~~on the premises of the NSW State Archives and Records Authority Museums of History NSW.~~

The destruction of paper records is irreversible and cannot be reconstituted or reconstructed, only the ~~metadata~~ record of destruction of the records remains available in the EDRMS.

Destruction must be authorised by Manager Digital and Customer Information and the Department Head or General Manager.

8.3 Disposal of Original or Source Paper Records That Have Been Copied (Digitised)

Original hard copy ~~or source~~ records that have been ~~copied or~~ digitised (paper records stored in day boxes) can be disposed of in accordance with the GA~~4551~~ Disposal Authority.

These records are retained for 3 months and have quality control checks applied at the time of scanning, capture and prior to disposal.

The disposal of paper records is irreversible and cannot be reconstituted or reconstructed, however the digital record for each is available and becomes the official record in the EDRMS.

Disposal must be authorised by Manager Digital and Customer.

8.4 Disposal of Original Paper Records Through Digitisation Projects

Digitisation projects involve the back scanning or retrospective scanning of legacy records held in hardcopy (physical files) that may be indexed within an EDRMS but do not have a digital image. Digitisation involves scanning records to digital format, uploading and capturing the metadata and images of the records into the EDRMS and disposal of the original hardcopy record.

The disposal of paper records is irreversible and cannot be reconstituted or reconstructed, however the digital record for each is available and becomes the official record in the EDRMS.

~~When undertaking records digitisation projects:~~

- ~~• permission is given for the destruction of original State records after digitising or copying:

 - ~~○ paper records created or received after 1 January 1980 that are identified in the GA3951 as 'Required as State archives'~~
 - ~~○ records created at any time that are not required as State Archives.~~~~
- ~~• permission is not given for the destruction of original State records after digitising or copying:

 - ~~○ paper records created or received prior to 1 January 1980 that are identified in the GA3951 as 'Required as State archives'~~
 - ~~○ Records listed as State Records that cannot be Destroyed, as above in this table.~~~~

8.5 Destruction of Digital State Records

Digital records are disposed of using the GA~~39~~FA450, GA28 and other relevant disposal authorities. Digital records are linked directly to this authority. Disposal triggers are assigned to records at capture and are triggered when the minimum retention periods have lapsed, once appraised for disposal, records are then purged from the system.

Destruction of digital records is authorised using GA~~39~~FA450 and other relevant disposal authorities, and is irreversible and cannot be reconstituted or reconstructed, ~~only records of the destruction process remain, only the metadata of the records remains in the system along with the evidential metadata containing details of the destruction process.~~

Destruction must be authorised by Manager Digital and Customer Information and the Department Head or General Manager.

8.6 Purging State Records

Purging of digital records is their final destruction process and occurs within systems only for the following reasons:

- records identified as having a temporary value that can be immediately destroyed

- records identified of a confidential personal nature where there is no requirement to keep them
- records contained in business systems that are duplicated in the EDRMS
- records that were created in error but not distributed
- records contained in business systems that are of short- term value and are not captured in the EDRMS, and where their retention periods have lapsed
- records contained in the EDRMS where retention periods have lapsed and are triggered for disposal action.

The purging of digital records is irreversible and cannot be reconstituted or reconstructed. ~~only the metadata of the records remains in the system along with the evidential metadata containing details of the destruction process.~~

Purging can only be conducted by Records Coordinator, Records Manager, IT Business Partner or Manager Digital and Customer Information and can be completed without a destruction authorisation form.

8.7 Destruction of State Records Under the Provisions of Normal Administrative Practice

Records can also be disposed of in accordance with section 22 of the Act, Normal Administrative Practice (NAP). The provisions of NAP provide for limited legal disposal of State records without specific reference or authorisation.

The inclusion of NAP provisions in the Act is intended to enable public offices to carry out a number of everyday, common sense procedures and practices.

NAP applies to records irrespective of format including electronic records. Where NAP guidelines indicate that a record may be destroyed, then the record can be destroyed without reference to a disposal authority, these do not need to go through any formal appraisal and disposal process.

These records are ephemeral, facilitative or duplicate in nature (and are not of continuing value to the organisation) may not need to be placed within recordkeeping systems and may be required for only a few hours or days. The destruction of these types of records is acceptable as a part of normal administrative practice for a public office.

Council representatives should seek guidance from the Digital and Customer Information department prior to undertaking any records disposal.

A destruction authorisation form is not required for NAP.

8.8 Destruction of State Records from Council Business Systems

Disposal of records and metadata can also include the retention, transfer, deletion or destruction of records in or from recordkeeping systems or business systems, this usually occurs during migrations or the transmission of records between recordkeeping and business systems.

Council's business systems contain records, and as a result all retention and disposal activities outlined in this policy apply to these systems. Where there are authorised disposal guidelines developed by the Digital and Customer Information department for business system processes and records, all disposal activities must be carried out in accordance with these guidelines.

8.9 Disposal of State Records Through Migration Projects

Migration involves a set of organised tasks designed to periodically transfer records from one hardware or software configuration to another, or from one generation of technology to another during new systems implementation, while maintaining the records' authenticity, integrity, reliability and useability.

The General Retention and Disposal Authority for Source Records that have been Migrated, GA48 is used in conjunction with the ~~GA39FA450~~ to dispose of State records which have been used as the input or source records for migration operations and projects. This authority is required because the process of migrating

records yields two versions of the same record. The original record, known as the source record, continues to exist after a new version of it has been created by the migration process.

It applies only to source records where it is the intention that the new migrated copy of the source record will be kept as the official record of business. It also applies equally to metadata of the records. It is important that migration is performed on all aspects of a record – namely for digital records, the record object and the metadata that supports it. Migration also can be performed on metadata only, when the metadata that is used to manage hardcopy records is moved from one system to another.

9. DOCUMENTING THE RETENTION AND DISPOSAL PROCESS

Formal documentation of the retention and disposal processes applied to records is required to ensure accountability and evidence of the process. Formal documentation consists of:

- request forms for the appraisal, storage, retention and /or destruction of Council records
- all decisions concerning the activities in relation to the retention and disposal process including, recommendations, approvals and authorisations
- destruction documentation that identifies consignment lists of the records that have been destroyed, when, how and where they are destroyed and under what disposal authority
- a destruction authority certificate issued for records that are disposed of as a proof of destruction.

Documentation is not required for purging or documents disposed of under NAP.

10. MONITORING, REPORTING AND EVALUATION

Council is required to ensure that compliance in the disposal of records is regularly assessed, reviewed and monitored. Regular monitoring and evaluation of compliance with the retention and disposal process and associated practices is undertaken by the Manager Digital and Customer Information.

Compliance is monitored by:

- ensuring that any amendments or new versions of disposal authorities are implemented
- reviewing appraisal analysis and decisions to determine they are approved and current
- checking to ensure records are retained or destroyed in accordance with authorised retention periods
- ensuring records are linked to correct disposal classes at capture in the EDRMS
- inspecting the documentation and evidence of records destroyed to determine that disposal actions are authorised and meet approved standards.

State Records NSW also monitor compliance and have the authority to conduct an assessment of all recordkeeping processes and Council's Records Management Program.

11. RELATED POLICIES/PROCEDURES

- Records Management Policy and Program
- State Archives Management Plan
- Code of Conduct

12. POLICY AUTHORITY

Council. **Minor amendments can be authorised by Director Community and Customer Service.**

13. GETTING HELP

For further information regarding this policy please contact Manager Digital and Customer Information.

14. REVIEW

This policy to be reviewed **once per term of Council every two (2) years** or in accordance with legislative changes.

15.ADOPTED BY COUNCIL/EXECUTIVE:

DATE:

RESOLUTION NO:

16.VERSION CONTROL TABLE

DATE	VERSION	RES. NO.	KEY CHANGES	AUTHOR
7 November 2022	1.0	9.2 (Executive)	New policy	Jade Reed, Manager Digital and Customer Information
12 October 2023	2.0	217/23	Minor amendments	Jade Reed, Manager Digital and Customer Information
07 October 2025	3.0		Minor update in accordance with changes to disposal authorities	Jade Reed, Manager Digital and Customer Information

ITEM NO	: 4.19
SUBJECT	: MINUTES OF THE BUSHLAND MANAGEMENT ADVISORY COMMITTEE HELD ON 15 SEPTEMBER 2025
STRATEGIC OUTCOME	: NATURAL SPACES, INCLUDING OUR BUSHLAND, URBAN TREE CANOPY, FORESHORES AND WATERWAYS ARE PRESERVED AND ENHANCED
ACTION	: COMPLETE THE ANNUAL BUSHCARE MAINTENANCE PROGRAM
REPORTING OFFICER	: JACQUI VOLLMER

Ref:791499

PURPOSE

The purpose of this report is to provide Council with the minutes of the Bushland Management Advisory Committee held 15 September 2025.

The objective of the committee is to provide a formal mechanism for Council to consult with key stakeholders, seek advice and assistance from the community and enable community participation in the formulation, development and delivery of bushland management strategies, initiatives and activities to:

- Protect and promote the intrinsic value of Hunters Hills bushland.
- Protect, preserve and enhance Hunters Hill bushland to achieve ecological diversity, including local native flora and fauna that it supports; associated habitat and wildlife corridors; as well as Endangered Ecological Communities in the municipality listed under the Biodiversity Conservation Act 2016, namely Sydney Turpentine Ironbark Forest, Coastal Saltmarsh, Swamp Oak Floodplain Forest and Sydney Freshwater Wetlands.
- Protect, preserve and enhance Hunters Hill's natural heritage and associated cultural heritage, including Aboriginal heritage.
- Provide advice, community views and information, where requested, to assist the Council in meeting its statutory and other requirements regarding bushland management.

RECOMMENDATION

That the Minutes be received and noted.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

Minutes of the Bushland Management Advisory Committee held 15 September 2025.**COMMENCEMENT**

The meeting opened at 3.35 PM.

IN ATTENDANCE

Cr Carla Kassab	Chairperson
Jim Sanderson	Community Representative
Liz Hinton	Friends of Kelly's Bush
Chris Mutton	Friends of Gladesville Reserve and Betts Park
Michael Shilman	Bushcare Coordinator
Bev Debrincat	Bedlam Bay and Tarban Creek Bridge
Heather Armstrong	Friends of Buffalo Creek Reserve and the GNW
Sally Gaunt	Tarban Creek Action Group
Ms Annie Goodman	Director Community & Customer Services
Jacqui Vollmer	Bushland Management Officer

APOLOGIES

Cr Tatyana Virgara	
Steven Buchert	Friends of Boronia Park
Brigid Dowsett	Tarban Creek Action Group and Ferdinand St Reserve
Katherine Hassett	Riverglade Bushcare

DECLARATIONS OF INTEREST

The Chairperson called for Declarations of Interest without response.

CONFIRMATION OF MINUTES**RECOMMENDATION**

That the Minutes of Bushland Management Advisory Committee of previous Meeting held on 2/06/2025 be adopted moved by Heather Armstrong and seconded by Jim Sanderson.

BUSINESS ARISING**2.1 BUSINESS ARISING**

- Greater Sydney Landcare Network is offering to partner Councils for the Greening Our City 2025 Grant Program.

- The Committees of Council will feed into the Community Advisory Group (CAG) for the Clarkes Point Reserve and Morts Reserve Plan of Management (PoM). Relevant reviews and updates will be presented to this Committee. Council is updating the current PoM inhouse however expert input is being sought (e.g. flora and fauna study covering both Council and Sydney Harbour Federation Trust (SHFT) lands), and extensive community consultation is planned. It was suggested that BMAC be advised of CAG meetings, which will be advertised on Councils website. In addition, Council is working closely with SHFT who are updating the Woolwich Dock and Parklands PoM at the same time. It was suggested that the various groups are invited to contribute from the start and there's an opportunity for comparative analysis between Council and SHFT lands. It was also suggested that the shipways in Clarkes Point be listed as a separate heritage item.

REPORTS

3.1 URBAN FOREST STRATEGY IMPLEMENTATION

Matthew Vidmar Parks and Landscape Coordinator provided the following information on the program for the tree planting over the next 5 years as per the Urban Forest Strategy.

We have \$50,000 per year over the next 5 years to spend on tree planting. Tree planting will occur in 4 of those years and another tree audit done for the 5th year. We hope to plant more trees with the potential for grant funding i.e. there is a 2025 Greening Our City Grant Program due in late September for 2 ½ years which we intend to apply for around \$150-200,000.

It is estimated that we will plant a variety of small, medium and large trees. With the budget Matthew will need to work with contractors to get a price and that will enable us to have a figure of how many trees we will be able to plant. Trees to be both planted in streets and parks/reserves. (street trees will take priority). Additional grant funding will need to be sourced to enable Council to complete the full amount of tree planting required to meet the targets.

At this stage it is anticipated that we will plant in the following suburbs during April/May of each year. In addition a letter will be distributed to adjoining residents in February to the proposed street tree planting and/or park plantings:

- 2025/26 – Planting in Gladesville (Gladesville has the lowest % canopy cover in Hunter's Hill)
- 2026/27 – Huntley's Point (second lowest %), Henley and Huntleys Cove
- 2027/28 – Woolwich
- 2028/29 – Potential Tree Audit
- 2029/30 – Hunters Hill
-

Matthew Vidmar is happy for the BMAC Committee to have input in planting locations, both street and park plantings and understorey planting locations. Some locations in Gladesville for planting opportunities are:

- Mackinson Street
- Earnshaw Street
- Isler Street
- Sunnyside Street
- Tarban Creek Reserve

The Committee provided the following feedback:

- It is vital that follow up watering is part of the maintenance contract.
- The grant is additional plantings to the street tree audit program.
- Potentially more planting could occur near Fryar Place in Riverglade Reserve. It was also suggested to mulch and plant along the pathway where Melaleucas are planted.
- There is an opportunity to use grant funds for a “clean up” of Gladesville Reserve near the Henley Community Centre.

3.2 TREE VANDALISM MITIGATION REPORT

Matthew Vidmar reported that he is waiting for further information on the Betts Park tree vandalism sign and potential position given the wind channel and rocky soil at the Reserve. He wants to ensure the permanent sign is properly installed. The contractor needs to confirm when they are available to meet on site, initial discussions have been held regarding size and design, which will be similar to the wording on the corflute signs.

The Infrastructure and Environmental Sustainability team have received a quote for \$10,000 to install CCTV cameras at Betts Park. We currently don't have budget for this however the BMAC Committee could recommend this a priority item. Matthew Vidmar suggested its worth exploring potential options around it. Resources and staff time could also be an issue.

We actively follow up on each report we get of potential unauthorized/illegal tree works, be it pruning, removal or vandalism. This includes:

- Site inspections
- Installation of corflute signs where necessary
- Letter box drops requesting further information
- Enforcement by Councils rangers

Matthew Vidmar is actively working with both Rangers and our Health and Building Inspector to ensure any request or enquiry is followed up to ensure works are being done in compliance with the relevant approvals.

In addition, we have a first draft Tree Vandalism Policy which we would like BMAC Committee feedback on (paper copies available).

The Committee provided the following feedback:

- Committee members will edit the Tree Vandalism Policy which will be brought back to the next meeting for discussion.
- Maintenance of CCTV footage is an issue but there are ways around this, and the cameras are a deterrent. We also need to liaise with the Police to release footage.
- Local witnesses are afraid to report tree vandalism and don't want to be identified.
- The draft policy focuses on public land. There needs to be a policy for private land particularly as trees are removed for profit and landowners happy to pay the fine.
- Councillor Carla Kasab has offered to assist with illegal tree works situations.
- Painting branches as written in the draft policy may not be appropriate however it may be an opportunity to create artificial hollows.
- Tree vandalism was reported a week ago on a Eucalyptus on SHFT land corner of Edgecliff and Clarkes Road and could use a tree vandalism banner.
- City of Ryde recently installed a banner in front of a house on the nature strip in a vandalised tree.

3.3 REPORTS BY EXCEPTION

- Friends of Buffalo Creek Reserve and the Great North Walk reported that weeds have been overwhelming due to the rain however Great North Walk plantings are doing well. Although they are removing lantana they are replacing it with understorey habitat.
- Michael Shilman reported that a gentleman has offered to remove African Olives at Huntleys Point. The Committee directed Michael to encourage him to come along to the Wednesday bushcare session.
- Tarban Creek Action Group wanted an update on the vegetation removal works along Richmond Crescent as reported previously. Works to be completed 16 September and will involve pruning of Jacaranda, Brush Box and Angophoras and removal of the Chinese Elm at the corner of Richmond Crescent and Mary Street.
- Bev Debrincat from bushcare, Habitat Network and Greater Sydney Landcare Network reported that residents of Huntleys Cove have prepared a

Management Plan for their bushland adjoining Riverglade Reserve. The Hunters Hill Anglican Church's habitat garden is thriving, and they are doing some infill understorey plantings. She is also hosting a small bird talk and walk on Tuesday 23 September at Bedlam Bay – see website for details. The Habitat nursery offers 20 free plants for bushcare groups at a time.

- Friends of Gladesville Reserve and Betts Park have 4 members and would like bushcare promoted. Suggestions include: video promotion, A frame signage at bushcare working bees, promotion of Duke of Edinburgh to local and private schools, and Happy Hens having regular groups doing a variety of works i.e. planting, weeding, propagation etc.

OTHER BUSINESS

4.1 OTHER BUSINESS

The Committee supports the upgrade the Alfred Street stone steps to make safe for walkers including installing a suitable handrail. The Committee understands that it is an unbudgeted item and is seeking Councils guidance on suitable funding models.

The next meeting will be Monday 3 November at 3.30pm.

The meeting closed at 5.00 PM.

I confirm that these Minutes are a true and accurate record of Bushland Management Advisory Committee Meeting held on 15 September 2025.

.....
CHAIRPERSON

ATTACHMENTS

There are no attachments to this report.

ITEM NO	: 4.20
SUBJECT	: MINUTES OF THE CONSERVATION ADVISORY PANEL HELD ON 17 SEPTEMBER 2025
STRATEGIC OUTCOME	: DEVELOPMENT APPLICATION, REGULATION AND MONITORING SERVICES ARE STREAMLINED, MORE ACCESSIBLE, AND USER FRIENDLY
ACTION	: DEVELOPMENT APPLICATIONS (DAS) ARE PROCESSED IN ACCORDANCE WITH SERVICE STANDARDS
REPORTING OFFICER	: STEVE KOUREPIS

Ref:794982

PURPOSE

The purpose of this report is to provide Council with the Minutes of the Conservation Advisory Panel Meeting held 17 September 2025.

RECOMMENDATION

That the Minutes be received and noted.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

Minutes of the Conservation Advisory Panel Meeting held 17 September 2025

COMMENCEMENT

The meeting opened at 4.05pm.

PANEL MEMBERS IN ATTENDANCE

Mayor Zac Miles	Mayor
Cr Tatyana Virgara	Councillor
Lucy Creagh	Representative of National Trust of Australia (NSW)
Robert Moore	Representative of Australian Institute of Architects (NSW Chapter) (via Zoom)
Simon Frame	Community Member

ALSO PRESENT

Mr Steve Kourepis	Director, Town Planning
Chery Kemp	Heritage Adviser
Sarah Valentine	Town Planning Coordinator

APOLOGIES

No apologies were received.

DECLARATIONS OF INTEREST

The Chairperson called for Declarations of Interest with declarations as follows:

- Lucy Creagh knows the owners of 5 Werambie as a community member of Hunters Hill.
- Robert Moore provided heritage advice and supported a minor works application for 5 Werambie last year for works to the roof.

CONFIRMATION OF MINUTES

RESOLVED on the MOTION of Cllr Virgara, seconded Lucy Creagh

That the Minutes of Conservation Advisory Panel of previous Meeting held on 20/08/2025 be adopted.

REPORTS

3.1 4.15PM 17 NELSON PARADE, HUNTERS HILL

PROCEEDINGS IN BRIEF

Attendance James Phillips - Heritage Architect
Rob Meterson and William McKee - Architects

Andrew Martin – Town Planner

- | | |
|--|---|
| Comments from Council's Heritage Adviser | <ul style="list-style-type: none"> Any new dwellings should comply with all development standards. Uncharacteristic building setback from the foreshore which does not relate to the foreshore building setbacks of adjacent buildings, despite the proposal being for a new dwelling. Removal of foreshore <i>Ficus Rubignosa</i> (Port Jackson Fig) which the applicant's own Arborist's report recommends the retention of. Removal of 17 trees from the site without evidence of replacement in the landscape plan. That the proposal does not appear to achieve the 60% landscaped area required in the DCP for foreshore sites. The proposed new dwelling is 4 storeys where the two 2-storey building elements overlap. The proposal wall colour in the Schedule of exterior materials, colours and finishes is too light, particularly in relation to the reflectivity in this waterfront location. The Heritage Impact Statement has not been included in DA documentation. |
| Comments from the Panel | <ul style="list-style-type: none"> From the street, the main presentation is the fence. The two part test will be applied. In order to consider the first demolition part of this test, the Panel needs to understand the current dwelling. The survey of existing was only presented in the meeting, and insufficient time was provided to consider this. There is no Heritage Impact Statement submitted with the proposal. This, with the survey of the existing, must be provided for the first test of the two-part test to be applied. Please submit in the Planning Portal. There is a concern that 19 of the 21 mature trees on the site are proposed to be removed, including mature jacarandas and ficus, which are a characteristic trees of Hunters Hill. There is a high importance placed in the arborist report on an Illawarra Flame tree which is proposed for removal. It is proposed to plant an advance tree as a replacement, however retention of such an important tree would be the usual practice. The dwelling proposal is very different to the current surrounding developments in form, extent and streetscape presence, and thus the trees and garden become an important part of ensuring the development will sit comfortably in the heritage conservation area. The presentation of the development to the river is important. The proposed dwelling currently dominates the site when viewed from the water. Trees could potentially break up the boundary to boundary appearance of the development. The form of the building could be broken up further to allow significant tree planting between the two two-storey components of the development to mediate impacts to the river frontage. The removal of the existing <i>Ficus rubiginosa</i> (T14) on the waterfront has also been recommended for retention by the arborist, but is also proposed for removal in the development. |

- The desired character of the street is not for garages and the opening up a view of the harbour from the street is a positive.
- Concerns are that developments should respond to the character of Hunters Hill and the extent of the minor pitch roof planes are very large and unusual in the houses in the neighbouring vicinity.
- There is no precedent for this roof form in extent or its appearance from the side in the vicinity.
- White brick and metal finishes do not assist with the integration of the building and the use of these materials in the conservation area is not supported.
- The low wall to the street is not a characteristic of the older properties in the area, nor the newer properties. There is opportunity for timeless fencing to contribute to the characteristics of the Heritage Conservation Area.
- The Panel would appreciate photomontages to better understand the application.
- A photomontage from the water is required.
- A copy of the Heritage Impact Statement needs to be provided to Council

RECOMMENDATION

That the Panel advise its preliminary comments to the Director, Town Planning for consideration in the assessment of the development application.

3.2 4.45PM 5 WERAMBIE STREET, WOOLWICH

PROCEEDINGS IN BRIEF

Attendees Andrew Skullina and Anthony Gill - architects

- | | |
|---------------------------|--|
| Heritage Adviser Comments | <ul style="list-style-type: none"> • It is a positive that the footprint of the existing garage will be reduced and the landscaping area will be increased. • Primary concern is the proposed excavation beneath the existing heritage listed 19th century building. • It's noted that a geotechnical report has been lodged but there is concern for the structural stability of the building. A structural engineering report may be required. • The proposed garaging to the street is not in keeping with the DCP provisions. |
| Comments from the Panel | <ul style="list-style-type: none"> • Open carports are encouraged that do not impede views. View lines to the water are encouraged. • The materials of the carport and potting shed are important. More detail on the design and materials of the sliding barrier to the garage is required. • The carport is sitting at an acute angle and there may be an opportunity for planting at the side if there was a slight shift in its location. • The Panel identified that an Aboriginal archaeological assessment report may be required. • Is there any potential for retaining the heritage piers beneath the existing house or the re-use of them in an interpretative way. • The new stairwell replacing the existing non-compliant stairwell appears in the drawings to be the major visual impact. A study of the balustrade |

demonstrating the detail would be beneficial. A dark and recessive colour would be preferable.

- The glass panel to the gable end of the boatshed is not acceptable and should be replaced.
- The Heritage Impact Statement fails to mention the previous owner of the house, Carl Ryves, who was a very significant figure in sailing in Australia.
- The HIS should be amended to examine Carl Ryves' contributions to the house and site and what the proposed works mean in relation to those contributions.
- A photomontage or digital impression of how the proposal would appear from the water is recommended.
- The Panel is generally supportive of the application.
- The Panel was complimentary of the drawings and the detail.

RECOMMENDATION

That the Panel advise its preliminary comments to the Director, Town Planning for consideration in the assessment of the development application.

The meeting closed at 5.09pm.

ATTACHMENTS

There are no attachments to this report.

ITEM NO	: 4.21
SUBJECT	: COUNCILLOR BRIEFING AND WORKSHOPS
STRATEGIC OUTCOME	: COUNCIL, COMMUNITY MEMBERS AND LOCAL BUSINESSES COMMUNICATE CLEARLY AND OPENLY ABOUT POLICIES, DECISIONS AND PROJECTS
ACTION	: PROVIDE UP-TO-DATE AND TRANSPARENT INFORMATION TO THE COMMUNITY
REPORTING OFFICER	: NICK TOBIN

Ref:795250

PURPOSE

The purpose of this report is to provide an update about the most recent Councillor Briefing held on 20 October 2025.

RECOMMENDATION

1. That the report be received and noted.

BACKGROUND

At the Ordinary Council Meeting held on 9th March 2015, on the motion of Clr Bird and seconded by Clr McLaughlin, it was resolved (058/15) unanimously that:

1. *The agenda for Councillor Workshops and Briefings conducted prior to an Ordinary Meeting to be published and made available to the public along with the Business paper.*
2. *Members of the public be allowed to speak at Ordinary Meetings on topics that have been discussed prior to the meeting during Councillor Workshops and Briefings.*
3. *The PROCEDURE IN WORKSHOPS' section of The Hunters Hill Code of Meeting Practice should state:*
 - a. *'there should be no opinion and debate on issues and projects.'*
 - b. *'Questions should aim to clarify facts and not elicit opinion.'*
4. *A brief summary of issues discussed by included in a formal report to council report.*

REPORT

Agenda for Councillor briefing session held on Monday, 20 October 2025:

Topic	Speaker/s	Notes
39 Alexandra Street – Class 1 application	Steve Kourepis (Director Town Planning)	The Director of Planning provided a confidential update on this matter, and a report will be presented to the Council meeting on 27 October 2025.
DCP		Council's strategic planner provided an overview of the draft DCP soon to be exhibited with amendments to the LEP and Councillors provided feedback on various components of the document.
New NSW Planning System Reforms		Council's planner Patrick Ogisi provided an update on proposed amendments the the NSW planning system.
FOO/FOGO	Nick Tobin (General Manager)	The General Manager provided further in formation in relation to proposed variations to Council's domestic waste service and a further report will be presented to Council on 27 October 2025.
The Priory update		The General Manager and Senior Projects Advisor provided an update on current actions being undertaken to ascertain the feasibility of restoring and utilizing the building.
Library Project		The General Manager and Director Community and Customer Service provided council with an update on current actions being undertaken to progress the establishment of a new library and associated facilities in Gladesville Road. A further report will be presented at a meeting of Council in December.
Organisation structure		The General Manager provided a confidential update on proposed organizational restructure to be presented to Council on 27 October 2025.
Depot update		The General Manager and Senior Projects Advisor provided an update on current actions being undertaken to determine the value and best options for the repurposing of the Council depot and surrounding spaces
Overview: Minutes of previous council meetings.		Councillors were provided a copy of the Minutes from the September meeting of council to be adopted at the Council Meeting on October 27.
Cr Requests	All	The current status of Councillor Requests was circulated to Councillors for comment.

CONCLUSION

A 'brief' summary of issues discussed at a Councillor Workshop or Briefing be included as a report to Council.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

There were no attachments to this report.

7.1 : CR MARC LANE
COUNCILLOR : CR MARC LANE

Questions With Notice were submitted in writing by Cr Marc Lane to the General Manager on 13 October 2025.

Council's Code of Meeting Practice (Clause 3.16) states: The General Manager or their nominee may respond to a question with notice 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.

The General Manager has provided the response.

QUESTIONS FROM CR LANE

Question/s or service/s requested:

1. In item 4.1 Youth Program and Services in the 25 August 2025 meeting it was resolved (123/25) at 7 "That a report on 3, 4, 5 and 6 be brought to the September 2025 meeting of council." This report was not brought to the September meeting.

Please provide the report to this meeting. If it is not available please indicate when it will be available.

RESPONSE:

A report has been prepared for the 27 October meeting. Staff are still waiting on responses from other organisations.

ATTACHMENTS

There were no attachments to this report.

CONFIDENTIAL MATTERS

In accordance with Section 10A(2) of the *Local Government Act 1993*, Council can exclude members of the public from the meeting and go into Closed Session to consider confidential matters, if those matters involve:

- a) personnel matters concerning particular individuals; or
- b) the personal hardship of any resident or ratepayer; or
- c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business; or
- 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, or
- e) information that would, if disclosed, prejudice the maintenance of law; or
- f) matters affecting the security of the council, councillors, council staff or council property; or
- g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege or information concerning the nature and location of a place; or
- h) an item of Aboriginal significance on community land,

and Council considers that the closure of that part of the meeting for the receipt or discussion of the nominated items or information relating thereto is necessary to preserve the relevant confidentiality, privilege or security of such information, and discussion of the material in open session would be contrary to the public interest.

In accordance with Section 10A(4) of the *Local Government Act 1993* the Chairperson will invite members of the public to make verbal representations to the Council on whether the meeting should be closed to consider the following confidential matters.

RECOMMENDATION

1. THAT pursuant to Section 10A subsections 2 & 3 and Section 10B of the *Local Government Act, 1993* (as amended) the following items on the agenda for the Ordinary Council meeting be dealt with in Closed Session for the reasons specified below:

4.4 Implementation of a Residential Food Organics Collection and Recycling Service

Item 4.4's attachment 1 is confidential in accordance with s10A(2)(d)(ii) of the *Local Government Act* because it contains matters and information that are commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the council.

8.1 Update on the Proceedings at 39 Alexandra Street, Hunters Hill

Item 8.1 is confidential in accordance with s10A(2)(e) of the *Local Government Act* because it contains information that would, if disclosed, prejudice the maintenance of law.

8.2 Review of the Organisational Structure

Item 8.2 is confidential in accordance with s10A(2)(a) of the *Local Government Act* because it contains personnel matters concerning particular individuals (other than councillors).

2. The press and public be excluded from the proceedings of the Council in Closed Session on the basis that these items are considered to be of a confidential nature.
3. That the Minutes and Business Papers including any reports, correspondence, documentation or information relating to such matter be treated as confidential and be withheld from access by the press and public, until such time as the Council resolves that the reason for confidentiality has passed or become irrelevant.