



BUSINESS PAPER

GENERAL MEETING

**Wednesday 10 September 2025
at 6:30 PM**



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AGENDA AND SUMMARY OF RECOMMENDATIONS

ACKNOWLEDGEMENT OF COUNTRY

Statement by the Chairperson:

"Council recognises the Traditional Owners of the lands of Hornsby Shire, the Darug and GuriNgai peoples, and pays respect to their Ancestors and Elders past and present and to their Heritage. We acknowledge and uphold their intrinsic connections and continuing relationships to Country."

PRESENT

NATIONAL ANTHEM

OPENING PRAYER/S

ACKNOWLEDGEMENT OF RELIGIOUS DIVERSITY

Statement by the Chairperson:

"We recognise our Shire's rich cultural and religious diversity and we acknowledge and pay respect to the beliefs of all members of our community, regardless of creed or faith."

VIDEO AND AUDIO RECORDING OF COUNCIL MEETING

Statement by the Chairperson:

"I advise all present that tonight's meeting is being video streamed live via Council's website and also audio recorded for the purposes of providing a record of public comment at the meeting, supporting the democratic process, broadening knowledge and participation in community affairs, and demonstrating Council's commitment to openness and accountability. The audio and video recordings of the non-confidential parts of the meeting will be made available on Council's website once the Minutes have been finalised. All speakers are requested to ensure their comments are relevant to the issue at hand and to refrain from making personal comments or criticisms. No other persons are permitted to record the Meeting, unless specifically authorised by Council to do so."

APOLOGIES / LEAVE OF ABSENCE

POLITICAL DONATIONS DISCLOSURE

Statement by the Chairperson:

"In accordance with Section 10.4 of the Environmental Planning and Assessment Act 1979, any person or organisation who has made a relevant planning application or a submission in respect of a relevant planning application which is on tonight's agenda, and who has made a reportable political donation or gift to a Councillor or employee of the Council, must make a Political Donations Disclosure Statement."

If a Councillor or employee has received a reportable political donation or gift from a person or organisation who has made a relevant planning application or a submission in respect of a relevant planning application which is on tonight's agenda, they must declare a non-pecuniary conflict of interests to the meeting, disclose the nature of the interest and manage the conflict of interests in accordance with Council's Code of Conduct."

DECLARATIONS OF INTEREST

Councillors are reminded of their Oath or Affirmation of Office made under section 233A of the Act and their obligations under the Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

Clause 4.16 and 4.17 of Council's Code of Conduct for Councillors requires that a councillor or a member of a Council committee who has a pecuniary interest in a matter which is before the Council or committee and who is present at a meeting of the Council or committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable. The disclosure is also to be submitted in writing (on the form titled "Declaration of Interest").

- 4.16 *A councillor who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.*
- 4.17 *The councillor must not be present at, or in sight of, the meeting of the council or committee:*
- a) *at any time during which the matter is being considered or discussed by the council or committee, or*
 - b) *at any time during which the council or committee is voting on any question in relation to the matter.*

Clause 5.10 and 5.11 of Council's Code of Conduct for Councillors requires that a councillor or a member of a Council committee who has a non pecuniary interest in a matter which is before the Council or committee and who is present at a meeting of the Council or committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable. The disclosure is also to be submitted in writing (on the form titled "Declaration of Interest").

- 5.10 *Significant non-pecuniary conflict of interests must be managed in one of two ways:*
- a) *by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or*
 - b) *if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.16 and 4.17.*
- 5.11 *If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.*

CONFIRMATION OF MINUTES

THAT the Minutes of the General Meeting held on 13 August, 2025 be confirmed; a copy having been distributed to all Councillors.

PETITIONS**PRESENTATIONS****RESCISSION MOTIONS****MAYORAL MINUTES****ITEMS PASSED BY EXCEPTION / CALL FOR SPEAKERS ON AGENDA ITEMS**Note:

Persons wishing to address Council on matters which are on the Agenda are permitted to speak, prior to the item being discussed, and their names will be recorded in the Minutes in respect of that particular item.

*Persons wishing to address Council on **non agenda matters**, are permitted to speak after all items on the agenda in respect of which there is a speaker from the public have been finalised by Council. Their names will be recorded in the Minutes under the heading "Public Forum for Non Agenda Items".*

GENERAL BUSINESS

- *Items for which there is a Public Forum Speaker*
- *Public Forum for non agenda items*
- *Balance of General Business items*

OFFICE OF THE GENERAL MANAGER**Page Number 1**

Item 1 GM45/25 JUNE 2025 PERFORMANCE REPORT ON THE 2024-2027 DELIVERY PROGRAM AND QUARTERLY BUDGET REVIEW STATEMENT

RECOMMENDATION

THAT the:

1. June 2025 Performance Report showing progress of the 2024-2027 Delivery Program including the 2024/25 Operational Plan and Budget be received and noted.
2. Quarterly Budget Review Statement for the period ending June 2025 be received and noted.

CORPORATE SUPPORT DIVISION**Page Number 10****Item 2 CS39/25 GENERAL PURPOSE FINANCIAL REPORTS - 2024/25 FINANCIAL YEAR****RECOMMENDATION**

THAT the:

1. 2024/25 General Purpose Financial Reports be received and noted and referred for audit.
2. Mayor and Deputy Mayor be authorised to sign the Statutory Statements in connection with the 2024/25 Financial Reports.
3. 2024/25 Financial Reports be authorised for “presentation to the public” on receipt of the Auditor’s Report.
4. General Manager be delegated authority to fix the date of the General Meeting at which the 2024/25 Financial Reports and Auditor’s Report will be formally “presented to the public”.

Page Number 13**Item 3 CS45/25 INVESTMENTS AND BORROWINGS FOR 2025/2026 - STATUS FOR THE PERIOD ENDING 31 JULY 2025****RECOMMENDATION**

THAT the contents of Director’s Report No. CS45/25 be received and noted.

Page Number 16**Item 4 CS46/25 LOCAL GOVERNMENT NSW - 2025 ANNUAL CONFERENCE - SUBMISSION OF MOTIONS AND DETERMINATION OF VOTING DELEGATES****RECOMMENDATION**

THAT:

1. Motions dealing with; 1. Waste Levy Exemptions to Support Remediation of Legacy Landfills, 2. Coordinated Statewide Track and Trail Strategy for NSW, 3. Improving Health Outcomes and Reducing Emissions Through All-Electric New Homes; as detailed in Director’s Report No. CS46/25, be submitted for consideration at the 2025 Local Government NSW (LGNSW) Annual Conference.
2. Council determine which nine Councillors will be voting delegates for voting on Motions and for the election for Office Bearers and the Board at the 2025 LGNSW Annual Conference.
3. Registrations for attendance at the 2025 LGNSW Annual Conference be confirmed for the voting delegates determined in point 2. above, together with the remaining Councillor who will be attending the Conference as an observer.

Page Number 23**Item 5 CS47/25 SCHEDULE OF COUNCIL MEETINGS AND ORDER OF BUSINESS TO APPLY AT THOSE MEETINGS - OCTOBER 2025 TO SEPTEMBER 2026****RECOMMENDATION**

THAT Council adopt the:

1. Schedule of ordinary Council meetings for the period October 2025 to September 2026 as set out in Attachment 1. of Director's Report No. CS47/25.
2. Order of business for the ordinary Council meetings to be held in the period October 2025 to September 2026 as set out in Attachment 2. of Director's Report No. CS47/25.

Page Number 26**Item 6 CS48/25 ELECTION OF DEPUTY MAYOR****RECOMMENDATION**

THAT:

1. Council determine if it wishes to elect a Deputy Mayor.
2. If a Deputy Mayor is to be elected, Council:
 - a) Determine the period for which the Deputy Mayor is to be elected.
 - b) Determine if the election of the Deputy Mayor is to be by preferential ballot, ordinary ballot or open voting.
 - c) Request the Returning Officer to conduct the election, using the election method determined in b) above.
3. If a Deputy Mayoral election is held, the ballot papers (if any) be destroyed following the declaration of the election.

COMMUNITY AND ENVIRONMENT DIVISION

Nil

PLANNING AND COMPLIANCE DIVISION

Nil

INFRASTRUCTURE AND MAJOR PROJECTS DIVISION**Page Number 30****Item 7 IM3/25 REVIEW OF POLICIES INFRASTRUCTURE AND MAJOR PROJECTS DIVISION**

RECOMMENDATION

THAT Council adopt the recommendations contained in the table in Report No. IM3/25 in respect of each of the current policies under the jurisdiction of the Infrastructure and Major Projects Division.

PUBLIC FORUM – NON AGENDA ITEMS**QUESTIONS WITH NOTICE****MAYOR'S NOTES**

Page Number 35

Item 8 MN8/25 MAYOR'S NOTES 01 AUGUST 2025 TO 31 AUGUST 2025

NOTICES OF MOTION

Page Number 37

Item 9 NOM5/25 RESPONSE TO THREATENING AND HARASSING CORRESPONDENCE

COUNCILLOR TILBURY TO MOVE

THAT Council:

1. Provide all Councillors information at an Informal Councillor Briefing on their rights and responsibilities when receiving correspondence that may constitute harassment, intimidation, threats, or hate speech, including:
 - a) Guidance on recognising when correspondence may breach NSW or Commonwealth law.
 - b) Recommended steps for reporting and responding to such correspondence.
 - c) The role of NSW Police, the Australian Federal Police, and other authorities in investigating such matters.
 - d) Support services available to Councillors and staff.
 - e) Any other action or information the General Manager deems relevant.
2. Condemn any form of threatening, intimidatory, harassing, or hateful correspondence directed at elected officials or Council staff.
3. Take all necessary steps that it can reasonably undertake to protect the safety, wellbeing, and dignity of its elected members and staff.

SUPPLEMENTARY AGENDA**MATTERS OF URGENCY**

**1 JUNE 2025 PERFORMANCE REPORT ON THE 2024-2027 DELIVERY PROGRAM AND
QUARTERLY BUDGET REVIEW STATEMENT**

EXECUTIVE SUMMARY

- Council is required to review its budget each quarter. At the same time, the Integrated Planning and Reporting Guidelines state that progress reports should be provided to Council on the principal activities detailed in its Delivery Program at least every six months.
- In this regard, the June 2025 Performance Report showing progress of the 2024-2027 Delivery Program including the 2024/25 Operational Plan and Budget is attached for Council's consideration.
- Progress against the 2024-2027 Delivery Program including the 2024/25 Operational Plan and Budget and the operational performance of the organisation has been in line with the service delivery standards adopted by Council.
- Based on an inflow and outflow of funds as at 30 June 2025, the actual result for 2024/25 is a surplus of \$1.67 million, which is \$210K less than the forecast surplus of \$1.88 million in Council's 2024/25 Revised Budget. The result includes a number of transfers to restricted asset accounts recommended by Council Officers, as detailed in the Report.
- This Report also provides Council with an update about the latest status of major projects that are of significant dollar value or of community interest.

RECOMMENDATION

THAT the:

1. June 2025 Performance Report showing progress of the 2024-2027 Delivery Program including the 2024/25 Operational Plan and Budget be received and noted.
2. Quarterly Budget Review Statement for the period ending June 2025 be received and noted.

PURPOSE

The purpose of this Report is to present for Council's consideration the June 2025 Performance Report showing progress of the 2024-2027 Delivery Program including the 2024/25 Operational Plan and Budget, as required under s406 of the Local Government Act 1993 and the Integrated Planning and Reporting Guidelines, September 2021. Details within the Performance Report cover the twelve months from 1 July 2024 to 30 June 2025. The Performance Report includes Council's Consolidated Budget Summary as at June 2025.

BACKGROUND

On 12 June 2024, Council adopted the 2024-2027 Delivery Program including the Operational Plan and Budget 2024/25. The Delivery Program and Operational Plan set out the manner in which Council intends to deliver services and measure performance. This Performance Report provides updates on progress of actions within that document.

In line with Office of Local Government requirements, a Quarterly Budget Review Statement (QBRs) must be submitted for Council's consideration at the end of each quarter. The Statement must be based on key financial indicators and the estimate of income and expenditure set out in Council's Operational Plan for the relevant year. To streamline reporting the QBRs will be linked to the half yearly performance report for each December and June period.

DISCUSSION

Operational comment

The Delivery Program including the Operational Plan by its very nature contains a large number of Key Initiatives, Ongoing Activities and Capital Projects. All of these components are reported quarterly with an update on progress and a traffic light assigned for current status. These quarterly reports are lengthy and detailed, however relevant progress is summarised in commentary under each Focus Area within the attached Performance Report. Key Initiatives and Capital Projects Completed, Closed, On Hold or Needing Attention are listed under their relevant section, as well as any extra projects that have been added including Special Rate Variation (SRV) initiatives.

Ninety-one per cent (91%) of actions (Key Initiatives and Ongoing Activities) within the 2024-2027 Delivery Program and 2024/25 Operational Plan are completed/on track, with 83 per cent of planned capital projects being completed/on track.

The June 2025 Performance Report (Attachment 2) contains commentary and shows progress on annual and quarterly measures across the 16 Focus Areas which will help deliver on the community's long-term goals and are aligned to the Strategic Directions and Themes in our Community Strategic Plan, *Your vision | Your future 2032*.

The Report also contains updates on Major Projects, which are further detailed below in the Budget Section, and operational highlights which include:

LIVEABLE

- Hornsby Affordable Housing Strategy endorsed December 2024.
- Development Application for Westleigh Park approved December 2024.
- Thriving Suburbs grant from the Australian Government for Old Mans Valley 'Field of Play' announced in December 2024.

- Heritage and Housekeeping Planning Proposal seeking to improve the operation, accuracy and interpretation of the Hornsby Local Environmental Plan 2013 and ensure the heritage schedule is up to date finalised and gazetted in June 2025.
- Amendments to Hornsby Development Control Plan concerning dual occupancy development and updated controls for heritage items approved and came into effect in June 2025.

SUSTAINABLE

- In March 2025, Council resolved to commence a new weekly food organics (FO) recycling service from 1 July 2027 by introducing a fourth collection bin for food only.
- A survey seeking 300 responses to understand underlying values and concerns regarding trees within the Shire (public and private land) conducted in June 2025.
- Two electric vehicle chargers installed in Council's Dural Street car park, Hornsby.

PRODUCTIVE

- \$2.8 million grant received from the NSW Government, Transport for NSW, for the design and construction of the Hornsby Town Centre east side High Pedestrian Activity Area (HPAA).
- Construction completed on stage 1 works Asquith-Mount Colah Public Domain.
- Detailed design of Galston Village Public Domain completed in accordance with adopted concept plan.

COLLABORATIVE

- Updated Community Engagement Strategy adopted December 2024.
- Community Satisfaction Survey of 600 Hornsby Shire residents to understand community satisfaction with Council services and facilities conducted in November 2024.
- 692 local residents participated in the 2025 Australian Liveability Census to rate their neighbourhood and share ideas on how to make things better.
- Hornsby Town Centre Public Domain Guidelines, Hornsby Town Centre Precinct Section 7.12 Development Contributions Plan 2025 and amendments to Hornsby Development Control Plan 2024 endorsed in May 2025.
- Citizenship ceremonies welcomed nearly 1,000 new Australians. The Governor-General of Australia, the Hon Ms Sam Mostyn AC, attended the June citizenship ceremony.
- Development, review and adoption of the suite of Integrated Planning and Reporting documents required with an incoming Council: the Community Strategic Plan, *Your vision / Your future 2035*, the 2025-2029 Delivery Program including the 2025/26 Operational Plan, the Long Term Financial Plan 2025/26-2034/35, the Asset Management Strategy 2025/26-2034/35 and three Asset Management Plans (Building Infrastructure, Land Improvements, Road and Stormwater Infrastructure), and the Workforce Management Plan 2025/26-2028/29.

CAPITAL PROJECTS

Completion of 45 capital projects, including:

- Upgraded playgrounds at Montview Park and Oval, Hornsby Heights; Hastings Park, Castle Hill; Brickpit Park, Thornleigh; Norman Avenue Park, Thornleigh; Berry Park, Mount Colah; Moorfield Hills Reserve, Dural; Wollundry Park, Pennant Hills and Beecroft Village Green.

- Approximately two kilometres of new pathways at Pennant Hills Park.
- Changeroom and public toilet renewals at Greenway Park No. 2, Cherrybrook; Dusthole Bay, Berowra Waters, Tomo Richmond Oval, Brooklyn and Upper McKell Park, Brooklyn.
- Cricket wicket renewal works at Montview Oval, Hornsby Heights, John Purchase Oval, Cherrybrook and Epping Oval.
- New dog off leash areas at Brickpit Park, Thornleigh and Fagan Park, Galston and a dog off leash upgrade at Rofo Park, Hornsby.
- Seven new footpaths (totalling 2,100 metres).
- Two new shared paths at Kangaroo Point, Brooklyn and Ramsay Road, Pennant Hills (totalling 1,630 metres).
- Local road improvements at Low Street, Mount Kuring-gai; Wideview Road, Berowra; Victory Street, Asquith and Bayfield Road, Galston.
- 775 metres of local roads rehabilitated.
- 1,070 metres of new/reconstructed kerb and guttering.
- A pedestrian safety improvement at Beechwood Parade, Cherrybrook.
- 987 metres of bushwalking tracks, boardwalks and bridges constructed/upgraded at Mambara Track, Pennant Hills Park; New Farm Road, West Pennant Hills; Erlestoke Park, Castle Hill; and still continuing in projects at Lyne Road, Cheltenham near Devlins Creek; Saltpan Reserve, Brooklyn and Hornsby Heritage Steps restoration Stages 2 and 3.
- Four catchment remediation upgrades at Edward Bennett Oval, Cherrybrook; Wideview Road, Berowra; Erlestoke Park, Castle Hill and Derribong Place, Thornleigh.

BUDGET COMMENT

This Review includes the full year results for 2024/25, comparing actual expenditure, income and funding sources against the budget. Based on this inflow and outflow of funds as at 30 June 2025, the actual result for 2024/25 is a surplus of \$1.67 million, which is \$210K less than the forecast surplus of \$1.88 million in Council's 2024/25 Revised Budget. It should be noted that this result includes a number of transfers to restricted asset accounts to fund initiatives in future years, recommended by Council Officers:

- \$2.0 million - Transfer to Council's Restricted Working Funds and Capital Projects Restricted Asset account. This is required to offset a deficit forecast of (\$865K) identified in the 2027/28 financial year of the Long-Term Financial Plan with the remaining balance applied to achieve a forecast budget surplus. This will provide improved financial capacity to enable Council to respond to budget shocks that can occur in any given financial year.
- \$100K – To host an opening event at Hornsby Park.
- \$450K – To progress the next stage of the Rural Lands Study (Galston Masterplan Investigations).
- \$1.0 million – To set aside funding towards the upgrade and renewal of the loading dock at Parsley Bay. The current loading dock is at the end of its useful life and provides essential services to the residents of Dangar Island.

The transfers above were possible due to higher than anticipated returns from Council's investment portfolio based on interest rates remaining higher than originally forecasted. This situation has occurred over the last two financial years however it is anticipated that the Reserve Bank of Australia may cut the cash rate into the future impacting investment returns previously experienced.

This 30 June 2025 result is satisfactory in maintaining financial benchmark indicators in respect to liquidity.

Capital Works Program

The 2024/25 Capital Works Program includes budget estimates for Council's capital projects.

Advice has been sought from project managers throughout the year in respect of forecast expenditure at 30 June 2025, taking into account the most recent timelines for multi-year projects, with adjustments made throughout the year to reflect the anticipated timing of project milestones. During the March quarter, it became clear due to a range of reasons that numerous capital projects would not meet their expenditure target for 2024/25. As a result, the capital budget was reduced by \$26.487 million at 31 March 2025 from \$78.139 million to \$51.652 million.

At 30 June 2025 \$50.77 million has been expended on capital works, 98% of the revised budget.

Special Rate Variation (SRV) – Strategic Initiatives

The 2024/25 Original Budget included \$8.7 million to fund asset maintenance and renewal and to implement strategic priorities funded by the SRV, as included in the Program of Expenditure approved by IPART. The SRV includes similar allocations for the next 10 years to deliver an extensive program of priority projects to the community.

A summary of the Program of Expenditure as of 30 June 2025 is below. Further reporting regarding the SRV will be included in Council's 2024/25 Annual Report, as required by the terms of IPART's approval.

Program of Expenditure – 2024/25	Budget Allocated (\$'000)	Actual Spent (\$'000)	Restricted to carry forward (\$'000)
Asset management funding gap	2,108	750	1,358
Climate change mitigation and adaptation	160	149	11
Enhance cyber security	100	0	100
Track and trail asset management	66	12	54
Bushfire risk mitigation	561	341	220
Bushland reserve asset management	788	590	198
Hello Hornsby	80	61	19
Public amenities	1,000	593	407
Park amenities renewal and upgrade	650	52	598
Track and trail upgrade including accessibility and signage	273	149	124
Shared paths	1,393	398	995

Disability inclusive community centres	431	357	74
Drainage improvement works	1,000	438	562
New and upgraded play spaces	85	80	5
Total	8,695	3,970	4,725

STATUS – MAJOR PROJECTS

Updates in respect to the progress of projects of significant dollar value or of community interest are noted below.

- **Foxglove Oval** – As reported in successive Quarterly Review reports to Council the estimated cost of landfill remediation works at Foxglove Oval will exceed the balance on hand in Council's Domestic Waste Management externally restricted asset reserve by \$23.38 million based on detailed costings prepared by the relevant Director and Project Manager.

In the March 2024 Quarter Review, \$23.38 million was set aside from Council's Capital Projects and Restricted Working Funds internally restricted asset account to fund an internal loan to Domestic Waste for this purpose, with all costs incurred to be recovered through future increases in Domestic Waste Annual Charges.

Whilst Council remains in a stable financial position, a reduction in cash of this size will impact on investment returns, thereby weakening Council's liquidity position until the loan can be repaid. This places greater emphasis on the need for prudent fiscal management over future years, as set out in successive versions of Council's Long Term Financial Plan including the continuation of the adoption of a balanced budget each year and maintenance of cash reserves at existing levels. Any funding transferred from cash reserves to respond to financial challenges and unforeseen events is to be repaid as soon as practicable, to ensure Council's long term financial sustainability.

A separate report, providing a detailed overview of the history of the project to date as well as the forecast program of works, was referred to Council at the General Meeting held on 10 July 2024 in Directors Report CE7/24, Foxglove Oval Remediation Works Update.

Year to date expenditure at 30 June 2025 is \$4.082 million (\$473K related to capital expenditure) and a plan to repay the loan amount through future increases in Domestic Waste Annual Charges has been developed, commencing with a 10% increase as included in Council's 2025/26 Fees and Charges.

- **Hornsby Park** – At the 14 April 2021 General Meeting (in Deputy General Manager's Report No. IM2/21 – Master Plan for Hornsby and Westleigh Parks) it was noted that the total estimated cost of the program of works included in the Hornsby Park Master Plan is significantly above the total level of funding available. Council resolved to acknowledge that a financially responsible approach requires the project to be staged commensurate with available funding.

During the year, Council was awarded a grant of \$12 million from the Australian Government through the Thriving Suburbs grant scheme to fund the planned Field of Play at Old Mans Valley. This brings the total funding provided to this project to \$91.3 million (plus interest earned on grant funds). This is made up of:

- \$50 million grant from the NSW Government through the Stronger Communities grant scheme (100% of this grant and interest earned to date has been spent).
- \$12 million Thriving Suburbs grant.
- \$28 million allocated from development contributions, of which \$12 million is required as a co-contribution for the Thriving Suburbs grant.
- \$1.3 million of SRV funding for Shared Paths that is proposed to be expended on improvement works at Quarry Road.

The SRV did not provide any additional funds for the project over the next 10 years, and the Long Term Financial Plan does not provide for any general funds. Modelling in previous versions of Council's Long Term Financial Plan indicated that exceeding the level of external funding available would reduce Council's long term financial sustainability. Council is continuing to work to identify additional funding sources to deliver the Master Plan.

The total life to date expenditure on the project from the date of receiving the grant to 30 June 2025 is \$59.45 million. Year to date expenditure to 30 June 2025 is \$12.30 million compared to a year-to-date budget of \$11.95 million.

To protect Council from cost escalations as the redevelopment of the site progresses, a number of mitigation strategies have been agreed:

- The allocation of a 30% contingency for all components of the project, noting ongoing challenges in the external environment, including inflationary price increases, supply side shortages for materials and labour, and the impact of severe weather events and natural disasters.
 - Staging the works over time, by splitting the project into components with discrete budgets. Some components would start only after others have been completed, with the budget available for later components being adjusted based on remaining budget available at the time, with appropriate contingency provisions.
 - Works contracts to include suitable termination clauses to provide the option of ceasing work if costs escalate.
 - Provision of information for consideration by Executive Leadership Team members in respect to approving when work on components can commence.
- **Westleigh Park** – \$40 million of funding was originally provided from the NSW Government's Stronger Communities Fund and allocated to the delivery of stage one. As noted in Deputy General Manager's Report No. IM2/21 – Master Plan for Hornsby and Westleigh Parks (considered at the 14 April 2021 General Meeting), the total estimated cost of all facilities canvassed in the Master Plan was significantly above this level of funding.

During the 2023/24 financial year Council received notification from the Office of Local Government that remaining grant funding in the order of \$36 million would be required to be returned. Council is continuing to assess its options in respect to this notification.

As noted in the Financial Risks section of Council's adopted 2024/25 – 2033/34 Long Term Financial Plan and draft 2025/26 – 2034/35 Long Term Financial Plan, the notification received jeopardises the future of the project as insufficient available financial capacity is forecast over the next ten years to replace funding of this magnitude.

The total life to date expenditure to 30 June 2025 on this project (excluding the acquisition costs of \$21 million funded by development contributions) is \$6.57 million. Financial year to date expenditure at 30 June 2025 is \$385K (\$313K related to capital expenditure) that has been funded from a budget of \$1 million from development contributions available for the project.

A Development Application for the project was approved by the Sydney North Planning Panel on 9 December 2024 with 133 conditions of consent.

The redevelopment of the site is Council's second largest project; therefore, it would be financially prudent to follow the same mitigation strategies as noted for Hornsby Park, should the project proceed.

- **Galston Public Domain** – Council endorsed the Galston Village Public Domain Plan (Report No. IM6/24) on 10 July 2024 following public exhibition and community engagement.

Consultants were engaged in early December 2024 for detailed design development that is estimated to be completed by May 2025 with TfNSW approval. Once complete the project will proceed to Construction Tender.

The total life to date expenditure to 30 June 2025 on this project is \$318K out of a budget of \$7.1 million from an internally restricted asset account set aside using budget surpluses achieved in prior financial years. Year to date expenditure at 30 June 2025 is \$208K (including \$196K capital expenditure) compared to a current year to date budget of \$400K.

BUDGET

This Report provides the June 2025 Quarter Review of the 2024/25 Operational Plan (Budget), which, if adopted, will achieve an actual surplus at 30 June 2025 of \$1.67 million. The Budget result at 30 June 2025 is satisfactory in maintaining financial benchmark indicators in respect to liquidity.

POLICY

There are no policy implications associated with this Report.

CONCLUSION

Council's consideration of this Report ensures that relevant statutory requirements have been met. The June 2025 Performance Report and quarterly budget review demonstrate that Council remains in a stable position to deliver local services and facilities in a financially responsible manner at 30 June 2025.



RESPONSIBLE OFFICER

The officers responsible for the preparation of this Report are the Manager, Strategy and Place – Julie Ryland and the Chief Financial Officer – Duncan Chell. They can be contacted on 9847 6773 and 9847 6822 respectively.

GLEN MAGUS
Director - Corporate Support
Corporate Support Division

STEVEN HEAD
General Manager
Office of the General Manager

Attachments:

1.  Quarterly Budget Review Statement 30 June 2025
2.  Attachment 2 - June 2025 Performance Report

File Reference: F2024/00060

Document Number: D09193205

ITEM 1

2 GENERAL PURPOSE FINANCIAL REPORTS - 2024/25 FINANCIAL YEAR

EXECUTIVE SUMMARY

- Council's General Purpose Financial Reports for the year ended 30 June 2025 (the Financial Reports) have been completed by staff in accordance with statutory requirements and accounting standards.
- Subject to Council's approval, the Financial Reports now need to be referred for audit.
- Following receipt of the Auditor's Reports, it is proposed that the Financial Reports and Auditor's Report be "presented to the public" at the 8 October 2025 General Meeting.

RECOMMENDATION

THAT the:

1. 2024/25 General Purpose Financial Reports be received and noted and referred for audit.
2. Mayor and Deputy Mayor be authorised to sign the Statutory Statements in connection with the 2024/25 Financial Reports.
3. 2024/25 Financial Reports be authorised for "presentation to the public" on receipt of the Auditor's Report.
4. General Manager be delegated authority to fix the date of the General Meeting at which the 2024/25 Financial Reports and Auditor's Report will be formally "presented to the public".

PURPOSE

The purpose of this Report is to recommend that Council's 2024/25 Financial Reports be received and noted and referred for audit.

BACKGROUND

In accordance with Section 413 of the Local Government Act, Council must prepare a set of Financial Reports for each year and must refer them for external audit as soon as practicable after the end of that year.

DISCUSSION

Council's Financial Reports for 2024/25 have been completed by staff in accordance with the requirements of the Local Government Act, the Local Government Code of Accounting Practice and relevant Accounting Standards. It is recommended that they be referred to Council's external auditors for review.

The unaudited Financial Reports (a copy of which has been provided to Councillors under separate cover) are not for distribution to the public at this stage. The audited Reports are those that will be made available to the public in accordance with Local Government Act requirements.

Council is required to give notice as to the Meeting at which the Financial Reports (including the Auditor's Reports) will be formally "presented to the public". The proposed date for this Meeting will be set as soon as possible after the Auditor's Reports have been received.

At this stage, it is anticipated that the Reports will be "presented to the public" at the 8 October 2025 General Meeting.

Following presentation of the Reports to the public, any person may make a submission concerning the Reports within a period of seven days after the 8 October 2025 General Meeting.

It should be noted that the Audit, Risk and Improvement Committee met on the 25 August 2025 and were provided with a presentation by staff in respect to the draft Financial Reports for 2024/25.

BUDGET

There are no budgetary implications associated with this Report.

POLICY

The Financial Reports have been compiled in accordance with the Local Government Act, the Local Government (General) Regulation 2005 and the Local Government Code of Accounting Practice issued by the Office of Local Government.

CONCLUSION

Council's referral of the 2024/25 Financial Reports for audit, and ultimately the presentation of the Financial and Auditor's Report to the public at the 8 October 2025 General Meeting, will ensure that the requirements of the Local Government Act have been met.

RESPONSIBLE OFFICER

The officer responsible for the preparation of this Report is the Chief Financial Officer – Duncan Chell, who can be contacted on 9847 6822.

DUNCAN CHELL
Chief Financial Officer
Corporate Support Division

GLEN MAGUS
Director - Corporate Support
Corporate Support Division

Attachments:

There are no attachments for this report.

File Reference: F2023/00141
Document Number: D09176734

3 INVESTMENTS AND BORROWINGS FOR 2025/2026 - STATUS FOR THE PERIOD ENDING 31 JULY 2025

EXECUTIVE SUMMARY

- This Report provides details of Council's investment performance for the period ending 31 July 2025 as well as the extent of its borrowings at the end of the same period.
- Council invests funds that are not, for the time being, required for any other purpose. The investments must be made in accordance with relevant legislative requirements and Council's policies, and the Chief Financial Officer must report monthly to Council on the details of funds invested.
- All of Council's investments have been made in accordance with the requirements of the Local Government Act, the Local Government (General) Regulation and Council's Investment of Surplus Funds Policy and Investment Strategy.
- In respect of Council's cash and term deposit investments, the portfolio achieved an annualised return for July 2025 of 4.89% which includes a positive yield of 7.45% from TCorp Managed Funds.

RECOMMENDATION

THAT the contents of Director's Report No. CS45/25 be received and noted.

PURPOSE

The purpose of this Report is to advise Council of funds invested in accordance with Section 625 of the Local Government Act; to provide details as required by Clause 212(1) of the Local Government (General) Regulation and Council's Investment of Surplus Funds Policy; and to advise on the extent of Council's current borrowings.

BACKGROUND

Legislation requires that a report be submitted for Council's consideration each month detailing Council's investments and borrowings and highlighting the monthly and year to date performance of the investments. Initial investments and reallocation of funds are made, where appropriate, after consultation with Council's financial investment adviser and fund managers.

DISCUSSION

Council invests funds which are not, for the time being, required for any other purpose. Such investment must be in accordance with relevant legislative requirements and Council Policies, and the Chief Financial Officer must report monthly to Council on the details of the funds invested.

Council's investment performance for the month ending 31 July 2025 is detailed in the attached document. In summary, the portfolio achieved an annualised return for July 2025 of 4.89%, which includes a positive yield of 7.45% from TCorp Managed Funds.

The returns from TCorp Managed Funds can experience market volatility due to external economic conditions. It is noted that this product has a medium to long term investment horizon and will, therefore, reflect marked to market valuations monthly. Advice provided by Council's independent investment advisor, Prudential Investment Services, is to hold this investment for the medium to long term timeframe originally planned. This is due to the anticipated net positive performance returns that will be gained over the long term for this investment.

The Borrowings Schedule as at 31 July 2025 is attached for Council's information, noting that Council became debt free on 1 July 2023 with no loans entered into since. The Borrowings Schedule also discloses future lease repayments for various items of plant and equipment.

BUDGET

Budgeted investment income for the year is \$8,702,915 with an average budgeted monthly income of \$725,243. Net investment income for the month ended 31 July 2025 was \$1,169,927 which includes an unrealised gain of \$157,161 from TCorp Managed Funds.

Budgeted investment income year to date at 31 July 2025 is \$725,243. Total investment income year to date at 31 July 2025 is \$1,169,927 which includes a year-to-date unrealised net gain of \$157,161 from TCorp Managed Funds.

Approximately 45.09% of the investment income received by Council relates to externally restricted funds (e.g., Stronger Communities Grant funding and Section 7.11 and Section 7.12 development contribution funds) and is required to be allocated to those funds. All investments have been made in accordance with the Local Government Act, the Local Government (General) Regulation and Council's Investment of Surplus Funds Policy and Investment Strategy.

CONCLUSION

The investment of Council funds and the extent of its borrowings as of 31 July 2025 is detailed in the documents attached to this Report. Council's consideration of the Report and its attachments ensures

that the relevant legislative requirements and Council protocols have been met in respect of those investments and borrowings.



RESPONSIBLE OFFICER

The officer responsible for the preparation of this Report is the Chief Financial Officer – Duncan Chell - who can be contacted on 9847 6822.

DUNCAN CHELL
Chief Financial Officer
Corporate Support Division

GLEN MAGUS
Director - Corporate Support
Corporate Support Division

Attachments:

1.  HSC Investments Summary Report July 2025
2.  HSC Borrowings Summary Report July 2025

File Reference: F2004/06987-02
Document Number: D09190601

**LOCAL GOVERNMENT NSW - 2025 ANNUAL CONFERENCE - SUBMISSION OF MOTIONS
AND DETERMINATION OF VOTING DELEGATES**

EXECUTIVE SUMMARY

- The 2025 Annual Conference of Local Government NSW (LGNSW) is scheduled to be held at Panthers Penrith and Western Sydney Convention Centre, from Sunday 23 to Tuesday 25 November 2025.
- The Conference provides the opportunity for Council delegates to network and be involved in discussions and consideration of motions about matters which affect local government across NSW.
- In considering the submission of motion/s by Council, regard has been given to resolutions made by Council over the past 12 months, discussions between Councillors and members of the Executive Leadership Team (ELT), discussions at NSROC and recommendations emanating from ELT members in respect of matters for which their Divisions are responsible. Based on the feedback received, it is proposed that three motions be submitted by Council for consideration at the Conference.
- Council is entitled to nine voting delegates at the 2025 Conference for voting on motions and for the election of Office Bearers and the Board. As a consequence, Council will need to determine by resolution which Councillors will be voting delegates, noting that non-voting Councillors have historically been entitled to attend as an observer at the Conference.

RECOMMENDATION

THAT:

1. Motions dealing with; 1. Waste Levy Exemptions to Support Remediation of Legacy Landfills, 2. Coordinated Statewide Track and Trail Strategy for NSW, 3. Improving Health Outcomes and Reducing Emissions Through All-Electric New Homes; as detailed in Director's Report No. CS46/25, be submitted for consideration at the 2025 Local Government NSW (LGNSW) Annual Conference.
2. Council determine which nine Councillors will be voting delegates for voting on Motions and for the election for Office Bearers and the Board at the 2025 LGNSW Annual Conference.
3. Registrations for attendance at the 2025 LGNSW Annual Conference be confirmed for the voting delegates determined in point 2. above, together with the remaining Councillor who will be attending the Conference as an observer.

PURPOSE

The purpose of this Report is to provide an opportunity for Council to submit matters for consideration and debate at the 2025 LGNSW Annual Conference and to determine its voting delegates for the conference.

BACKGROUND

The 2025 LGNSW Annual Conference was scheduled to be held at Panthers Penrith and Western Sydney Convention Centre from Sunday 23 to Tuesday 25 November 2025.

The Conference traditionally provides the opportunity for Council delegates to network and be involved in discussions and consideration of motions about matters which affect local government across NSW.

Councils have been invited to submit motions for consideration at the Annual Conference. Motions proposed by councils will be grouped under one of the six categories:

1. Industrial relations and employment
2. Governance and accountability
3. Economic
4. Infrastructure and planning
5. Social and Community
6. Environment

And will be included in the Conference Business Paper where the LGNSW Board determines that the motions:

1. Are consistent with the objects of the Association (see Rule 4 of the Association's rules¹)
2. Relate to Local Government in NSW and/or across Australia
3. Concern or are likely to concern Local Government as a sector
4. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association
5. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws)
6. Are clearly worded and unambiguous in nature
7. Do not express preference for one or several members over one or several other members

Motions which do not advance the local government policy agenda will not be included in the Business Paper. Therefore, a motion will not be included if it is: operational, rather than strategic; a matter which could be actioned by LGNSW without going to Conference; not local government business; focused on a local issue only; or if the motion is consistent with longstanding actions of LGNSW.

Motions for the 2025 Conference are to be submitted online and must include the following details:

- Title
- Motion (a sentence or two which states the issue and the call to action)

- Background note (a paragraph or two to explain the context and importance of the issue to the local government sector)
- Indicate if the motion conflicts with one or more of the Fundamental Principles
- Evidence of council support for the motion

Fundamental Principles Conflict

Fundamental Principles are the overarching principles that direct LGNSW's response to broad matters of importance to the local government sector. These Fundamental Principles are endorsed (or amended) by LGNSW members at the Annual Conference. Motions submitted to the 2025 Conference are to indicate whether the motion conflicts with any of LGNSW's Fundamental Principles.

DISCUSSION

Motions

In considering the development of draft motion/s, regard has been given to resolutions made by Council over the past 12 months, discussions between Councillors and members of the Executive Leadership Team (ELT), discussions at NSROC and recommendations emanating from ELT members in respect of matters for which their divisions are responsible. Motions for debate at Conference can be lodged from Monday 1 July 2025 to Sunday 26 October 2025 via the [online portal](#) however LGNSW are encouraging Councils to have their motions submitted by Tuesday 30 September 2025 to allow for assessment of motions and distribution of the Business Paper before Conference.

Based on the feedback received and requests from Councillors, it is proposed that the following three motions be submitted by Council for consideration at the 2025 Annual Conference:

Motion 1.

Title: Waste Levy Exemptions to Support Remediation of Legacy Landfills

Motion Wording:

That Local Government NSW advocate to the NSW Government to establish a Legacy Landfill Waste Levy Exemption Policy to support local councils in the remediation and management of legacy landfill sites.

Background

Legacy landfill sites exist across NSW and were established, licenced and operated, and closed in accordance with the relevant environmental standards of their time.

These landfills have been closed, remediated and repurposed for other public uses such as the provision of open space and sportsgrounds. In many cases, local communities have safely accessed and used these recreational spaces for in excess of 40 years.

In the past three years, the NSW EPA initiated a program requiring councils to investigate hazardous ground gases from these non-operational landfills with limited situation specific guidance available and grossly inadequate funding. EPA guidelines that are available have been prepared with modern landfill construction methods in mind – in the absence of situation specific guidance tailored to legacy landfills, modern guidelines are being retrospectively applied to these sites.

Whilst community safety remains of paramount importance, the current situation imposes a significant financial and regulatory burden on councils and our communities.

The NSW Government does not currently offer any financial support to local councils managing legacy landfill sites and in Hornsby's case this has resulted in Domestic Waste Management Waste Reserve Funds being fully depleted and significant additional funds have had to be borrowed to fund critical legacy landfill investigation and remediation works.

The NSW Waste Levy (currently \$174.20/t) imposed on each tonne of waste buried in landfill, generated \$1.703 billion during 2023-24 and 2024-25, and is forecast to generate around \$4 billion between 2025-29.

It would be appropriate for some of these funds to be used to assist local councils in managing the burden of legacy landfill remediation and management to protect community health and the environment.

To address this situation, the motion proposes that the NSW Government urgently establishes a Legacy Landfill Waste Levy Exemption Policy whereby Councils that can demonstrate they are having to directly fund significant costs associated with legacy landfill site remediation and management, are granted a temporary Waste Levy exemption to cover these unplanned expenses. When the legacy landfill remediation and management activity and expense ceases, a Council would resume paying the Waste Levy as normal.

This would ensure councils can meet their obligations to protect public health and the environment, while also aligning with the NSW Government's broader goals for circular economy and sustainable waste management. Such a funding mechanism would provide certainty, equity, and accountability, enabling councils to plan and deliver remediation works effectively and safely.

Motion 2.

Title: Coordinated Statewide Track and Trail Strategy for NSW

Motion Wording:

That Local Government NSW advocate to the NSW Government to lead the development of a coordinated, tenure-blind, statewide track and trail network that supports the growing demand for unstructured recreation—including mountain biking, trail running, bushwalking, and multi-day hiking—and ensures equitable investment, strategic planning, and shared responsibility across all levels of government and land tenures.

Background

Participation in unstructured outdoor recreation is surging across NSW. Trail running, mountain biking, and multi-day hiking are also experiencing strong growth, driven by demand for accessible, nature-based experiences that support physical and mental wellbeing. Despite this, NSW lacks a coordinated, statewide strategy to plan, fund, and manage track and trail infrastructure across tenures and jurisdictions.

Local councils are often left to carry the bulk of responsibility for meeting this recreational demand, despite limited resources and fragmented land ownership. While programs like the NSW Rail Trails Framework and Cycling Towns Program have demonstrated the economic and social benefits of trail infrastructure—including increased tourism, job creation, and community cohesion these initiatives remain piecemeal and regionally focused.

A tenure-blind, statewide approach would unlock greater opportunities for connectivity, reduce duplication, and ensure infrastructure is developed where it delivers the greatest public benefit.

By taking leadership in coordinating a strategic trail network, the NSW Government can ensure more efficient use of public funds, equitable access to recreational opportunities, and stronger partnerships between councils, land managers, and communities.

This approach would also support regional development, environmental stewardship, and active transport goals, while relieving councils from doing the “heavy lifting” alone. A unified vision for trails across NSW is essential to meet current and future demand sustainably and inclusively.

Motion 3.

Title: Improving Health Outcomes and Reducing Emissions Through All-Electric New Homes

Motion Wording:

That Local Government NSW:

1. Note gas appliances used in the home are linked to a range of negative health problems, particularly amongst children, the elderly, and those with chronic health conditions, including asthma, respiratory illnesses and some cancers.
2. Note the recently published NSW State of the Environment Report 2024 states “NSW could miss its emissions reduction targets (50% by 2030, 70% by 2035 and net zero by 2050 compared with 2005 levels) without further action from the Government and private sector” and rates Total NSW non-renewable energy consumption indicator as poor.
3. Note the inefficiency of councils preparing individual policies aiming to mitigate the negative impacts of in-home gas appliances on health, emissions, and fossil fuel consumption.
4. Call on the NSW State Government to take the lead and mandate a policy that newly built homes be fitted with electric appliances only to facilitate the renewable energy transition and reduce health risks to residents.

Background

Decades of scientific medical research demonstrates the alarming health impacts of gas appliances when used indoors. For example, a recent Australian study found that gas cooktops are associated with around 12 percent of childhood asthma cases in Australia.

Medical professionals note the real rate is probably much higher, as mild asthma cases are often undiagnosed, never see a respiratory specialist, and do not appear in health statistics. Indoor gas combustion is likely to be a significant cause of Australia's relatively high rates of asthma. US researchers from Stanford University have linked gas stoves and ovens to home air levels of carcinogenic chemicals like benzene.

Long-term exposure to benzene is linked to acute lymphocytic leukaemia, chronic lymphocytic leukaemia, multiple myeloma, childhood leukaemia, and non-Hodgkin lymphoma. Methane leakage in buildings has other very serious health effects.

Given the known, scientifically proven links between indoor gas use and harmful human health outcomes, phasing gas appliances out of homes must be a priority for the NSW State Government.

In addition to the health risks of gas appliances in the home, gas is also a fossil fuel that is accelerating climate change. According to multiple reports by the State Government's Net Zero Commission and the Department of Climate Change, Energy, the Environment and Water, and NSW EPA, NSW is not on track to meet its own legislated emissions reduction targets, without further action from Government and the private sector.

Stopping new gas connections to newly built homes is a quick, simple and cost-effective way to halt emissions from the residential built environment, accelerate energy transition and improve health prospects of our communities.

Jurisdictions outside of NSW have announced limitations on gas, with the Victorian State Government announcing a statewide ban of gas connections to new homes from 1 January 2024 and the ACT government phasing out gas connections for certain new developments including residential and commercial from 2024. A NSW State-wide ban on new gas connections would simultaneously ensure a healthier community, along with benefits of energy source transition and emissions reductions.

Mandating all electric new homes in NSW would also eliminate the inefficient replication of effort for individual councils who currently address this issue via specifying, exhibiting and implementing new controls in their individual Development Control Plans.

Voting Delegates

At this year's Conference will be two types of voting – voting on motions at Conference Business Sessions and voting in the election for Office Bearers and the Board (Board election). In this regard, LGNSW have advised that Hornsby Shire Council is entitled to nine voting delegates for both Motions and Election of the Board. Voting delegates are required to be advised to the LGNSW by Friday 7 November 2025. Registrations to attend the conference opened on 1 July 2025, with Early Bird Registrations being offered if registration and payment is made by Wednesday 1 October 2025. It is envisaged that the Councillor not nominated as a voting delegate will still be entitled to attend the Conference as an observer.

BUDGET

Funds have been allocated in the 2025/26 budget for attendance by Councillors and relevant staff at the 2025 LGNSW Annual Conference.

POLICY

Councillor attendance at the 2025 LGNSW Annual Conference is in accordance with the Councillors' Expenses and Facilities Policy.

CONCLUSION

The 2024 LGNSW Annual Conference provides the opportunity for Council delegates to network and be involved in discussions and consideration of motions about matters which affect local government across NSW. In this regard, three motions dealing with; 1. Waste Levy Exemptions to Support Remediation of Legacy Landfills, 2. Coordinated Statewide Track and Trail Strategy for NSW, 3. Improving Health Outcomes and Reducing Emissions Through All-Electric New Homes, are proposed to be submitted by Council for consideration at the Conference.

RESPONSIBLE OFFICER

The officer responsible for the preparation of this Report is the Manager Governance and Customer Service – Stephen Colburt, who can be contacted on 9847 6761.

STEPHEN COLBURT
Manager, Governance and Customer Service
Corporate Support Division

GLEN MAGUS
Director - Corporate Support
Corporate Support Division

ITEM 4

Attachments:

There are no attachments for this report.

File Reference: F2025/00154

Document Number: D09194610

5 SCHEDULE OF COUNCIL MEETINGS AND ORDER OF BUSINESS TO APPLY AT THOSE MEETINGS - OCTOBER 2025 TO SEPTEMBER 2026

EXECUTIVE SUMMARY

- In accordance with Clauses 3.2 and 8.1 of the Code of Meeting Practice, Council annually determines a schedule of meeting dates for the following year and the order of business to apply at those meetings.
- It is proposed that the practice of holding one General Meeting per month be maintained for 2025/26, with that Meeting to be held on the second Wednesday of each month (excluding January) and that Workshop Meetings and informal Councillor Briefings continue to be held on other Wednesdays of the month, with appropriate notice being provided as required.
- It is also proposed that the existing order of business be maintained for 2025/26.

RECOMMENDATION

THAT Council adopt the:

1. Schedule of ordinary Council meetings for the period October 2025 to September 2026 as set out in Attachment 1. of Director's Report No. CS47/25.
2. Order of business for the ordinary Council meetings to be held in the period October 2025 to September 2026 as set out in Attachment 2. of Director's Report No. CS47/25.

PURPOSE

The purpose of this Report is to recommend a proposed schedule of ordinary Meeting dates for the period October 2025 to September 2026, and the order of business to apply at those meetings.

BACKGROUND

Council last considered its schedule of meetings and order of business at those meetings at the 14 August 2024 General Meeting – refer Director's Report No. CS34/24. At the Meeting, Council decided to maintain the practice of holding one General Meeting per month with that Meeting to be held on the second Wednesday of each month (excluding January) and that Workshop Meetings and informal Councillor Briefing sessions continue to be held as required, and with appropriate notice being provided, on the first, third, fourth and/or fifth Wednesdays of each month (except January).

DISCUSSION

Schedule of Meetings

In accordance with Clauses 3.2 and 8.1 of the Code of Meeting Practice, Council annually determines a schedule of ordinary Meeting dates for the following year and the order of business to apply at those meetings. Such determinations generally occur in September of each year.

Section 3.2(a) of Council's Code of Meeting Practice states the following in respect of ordinary Meetings:

3.2(a) Ordinary Meetings of Council are defined as:

General Meetings which are held at 6.30pm on the second Wednesday of each month (excluding January) to consider all relevant matters.

Workshop Meetings which are held at 6.30pm on the first, third, fourth and/or fifth Wednesdays of each month as required (excluding January) to consider all relevant matters, especially those where a presentation by Council staff or an external person or organisation is required.

Whilst Workshop Meetings have been held irregularly over the last few Council terms, they have been a valuable resource for previous Councils, particularly where a matter to be dealt with was quite complex and a presentation by a consultant to Council and members of the public were deemed to be useful in the decision-making process. It is noted that informal Councillor Briefings (where matters of interest are discussed but no decisions can be made) are held as required, generally on Wednesdays where a General or Workshop Meeting has not been scheduled.

A proposed schedule of General Meeting and Workshop Meeting dates for the period from October 2025 to September 2026 has now been drafted and is attached to this Report. The draft schedule of Meetings proposes the existing structure of one General Meeting per month, as well as providing for Workshop Meetings and informal Councillor Briefings as required.

Meeting dates which fall within school holiday periods have been marked with an asterisk* in the attached schedule.

Order of Business

A proposed order of business to apply at General and Workshop Meetings for the period from October 2025 to September 2026 has been drafted and is attached to this Report. The draft order of business maintains the existing structure with no changes proposed.

BUDGET

There are no budgetary implications associated with this Report.

POLICY

This Report has been prepared in accordance with the requirements of Council's Code of Meeting Practice and the Local Government Act and Regulations.

CONCLUSION

The existing schedule of holding one monthly General Meeting (except for January) is working well and the Council Meetings process appears to be running smoothly and efficiently. Meetings will be held as outlined in Attachment 1. no change to the order of business to be conducted at those meetings is proposed.



RESPONSIBLE OFFICER

The officer responsible for the preparation of this Report is the Manager, Governance and Customer Service – Stephen Colburt, who can be contacted on 9847 6761.

STEPHEN COLBURT
Manager, Governance and Customer Service
Corporate Support Division

GLEN MAGUS
Director - Corporate Support
Corporate Support Division

Attachments:

1.  Schedule of ordinary Meetings - October 2025 - September 2026
2.  Council Meeting Order of Business - October 2025 - September 2026

File Reference: F2004/07032
Document Number: D09194655

6 ELECTION OF DEPUTY MAYOR

EXECUTIVE SUMMARY

- In accordance with Section 231 of the Local Government Act, Councillors may elect a person from among their number to be the Deputy Mayor, with the term of such office being either equal to that of the Mayoral term or for a shorter period.
- This Report provides details about the role of a Deputy Mayor and the choices that Council has about the period and method of election to such office.
- If Council decides to elect a Deputy Mayor, it will need to determine the term for which the Deputy Mayor will serve and the method of voting to be used for electing the Deputy Mayor. It will also need to appoint the General Manager (or his delegate) to conduct the election.

RECOMMENDATION

THAT:

1. Council determine if it wishes to elect a Deputy Mayor.
2. If a Deputy Mayor is to be elected, Council:
 - a) Determine the period for which the Deputy Mayor is to be elected.
 - b) Determine if the election of the Deputy Mayor is to be by preferential ballot, ordinary ballot or open voting.
 - c) Request the Returning Officer to conduct the election, using the election method determined in b) above.
3. If a Deputy Mayoral election is held, the ballot papers (if any) be destroyed following the declaration of the election.

PURPOSE

The purpose of this Report is to provide Council with the opportunity to consider whether or not it wishes to elect a Deputy Mayor. The Report includes information about the role of the Deputy Mayor and the different methods of voting which can be used to elect a Deputy Mayor.

BACKGROUND

In accordance with Section 231 of the Local Government Act, Councillors may elect a person from among their number to be the Deputy Mayor, with such term of office being either equal to that of the Mayoral term or for a shorter period.

Prior to the March 2004 local government elections, Hornsby Council's Mayor was elected annually by the Councillors. It was also Council's practice to annually elect a Deputy Mayor. At the 2004 election, the method of electing Hornsby's Mayor is determined by residents/ratepayers across the Shire for the term of the elected Council, i.e., a popularly elected Mayor rather than by the elected Councillors on an annual basis.

Although Councillors no longer have the responsibility of electing the Mayor, it is still necessary for Council to decide whether or not to elect a Deputy Mayor and, if so, to determine the period of the term to be served by the Deputy Mayor.

DISCUSSION

The Role of Deputy Mayor

The Deputy Mayor may exercise any function of the Mayor, at the request of the Mayor, if the Mayor is prevented by illness, absence or otherwise from exercising the function, or if there is a casual vacancy in the office of Mayor. If there was to be a casual vacancy in the office of Mayor up until 18 months prior to the date specified for the next ordinary election, a count back or by-election for the position of Mayor would need to be conducted in accordance with a timetable set by the Local Government Act. If the vacancy occurred within 18 months of the next ordinary election, the vacancy would be filled by the NSW Governor appointing a Councillor nominated by the Council to be the Mayor. The Deputy Mayor would usually fulfil the duties of Mayor during the above periods until a new Mayor was elected or appointed.

Period of Election of the Deputy Mayor

Under Section 231 of the Local Government Act, Councillors may elect a Deputy Mayor for the same period as the Mayoral term or for a shorter period. As Council's Mayor is popularly elected, the current Mayoral term is until the next local government elections, currently scheduled for September 2028. Council may, therefore, determine that a Deputy Mayor be elected for the period until September 2028 or for some shorter period e.g., six months. The practice at Hornsby Council has been to elect a Deputy Mayor for a 12-month period (September to September).

Method of Election

If a Deputy Mayor is to be elected, the method of election is in accordance with Schedule 7 of the Local Government (General) Regulation 2005. A Councillor may be nominated without notice for election as Deputy Mayor provided the nomination is made in writing by two or more Councillors (one of whom may be the nominee) and the nominee consents to the nomination in writing. The nomination is to be delivered or sent to the Returning Officer. A nomination form in respect of a Deputy Mayoral Election is included as an attachment to this Report.

If only one Councillor is nominated for election as Deputy Mayor, that Councillor is elected. If more than one Councillor is nominated, an election shall be held at which the General Manager (or his nominee) is the Returning Officer. The Council must resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting. Historically Council has used the open voting method to elect the Deputy Mayor. To ensure probity of the election process, the counting of votes where necessary is undertaken in the presence of the Returning Officer and at least one other staff member.

It should be noted that any recommendation on the method of election (if any) is dependant to some extent on the number of candidates – see below.

Preferential Ballot

Preferential ballot would only normally be used if there are three or more candidates. Under this system, Councillors indicate their order of preference for all candidates. If a candidate receives more than half the first preference votes (i.e., an absolute majority), he or she is declared elected. If no candidate has an absolute majority, the candidate with the lowest number of votes is excluded and his or her preferences are allocated to the other candidates and so on, until one candidate has more than half the votes. A preference for each candidate standing for election must be indicated on a ballot paper, or the ballot paper will be declared invalid.

Ordinary Ballot

Ordinary ballot would normally apply where there are two or more candidates and Council decides to proceed by secret ballot. If there are only two candidates, the candidate with the higher number of votes is elected. If the two candidates are tied, the one **elected** is chosen by lot. If there are three or more candidates, the candidate with the lowest number of votes is excluded and a fresh vote is taken and so on, until there are only two candidates. A final vote between the two candidates is then taken and the candidate with the higher number of votes is declared elected. If at any stage during a count up until two candidates are remaining, there is a tie on the lowest number of votes, the one **excluded** is chosen by lot.

Open Voting

Open voting uses the same system as ordinary ballot, except that voting is by a show of hands or similar means and not by secret ballot. This method of voting has previously been the preferred practice for Hornsby Council.

Choosing by Lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the Returning Officer; folded, to prevent the names being seen; mixed and then drawn at random by the Returning Officer. The candidate whose name is on the drawn slip is chosen.

Appointment of Scrutineers and Inspection of Ballot Papers and Progress of Count

Council has previously sought legal advice about the ability of Councillors to inspect ballot papers and the progress of the count as well as the ability of election candidates to appoint scrutineers. In summary, the advice was that candidates are not entitled to appoint scrutineers; an inspection of the ballot papers should not be permitted; the progress of the count should not be revealed; and the ballot papers (if any) for the Deputy Mayoral election should be destroyed after the election has been declared.

BUDGET

There are no budgetary implications associated with this Report.

POLICY

There are no policy implications associated with this Report.

CONCLUSION

Council needs to consider the contents of this Report and determine whether or not it wishes to elect a Deputy Mayor. If it does decide to elect a Deputy Mayor, Council will also need to determine the term of office and method of voting to be used to elect the Deputy Mayor. It will also need to request the General Manager, or his nominee, to conduct the election.

RESPONSIBLE OFFICER

The officer responsible for the preparation of this Report is the Manager, Governance and Customer Service – Stephen Colburt, who can be contacted on 9847 6761.

STEPHEN COLBURT
Manager, Governance and Customer Service
Corporate Support Division

GLEN MAGUS
Director - Corporate Support
Corporate Support Division

Attachments:

1.  Deputy Mayor Election - Nomination Form

File Reference: F2004/07075

Document Number: D09194724

7 REVIEW OF POLICIES INFRASTRUCTURE AND MAJOR PROJECTS DIVISION

EXECUTIVE SUMMARY

- Council's Policy – "Review, Adoption and Alteration of Council Policies" – states that each Division of Council has a two-month period in the first and third year of each term of Council to review all policies under their control and recommend any changes to Council.
- The current policies pertaining to the Infrastructure and Major Projects Division have now been reviewed and recommendations have been made for each policy based on current service needs and legislative changes.

RECOMMENDATION

THAT Council adopt the recommendations contained in the table in Report No. IM3/25 in respect of each of the current policies under the jurisdiction of the Infrastructure and Major Projects Division.

PURPOSE

The purpose of this Report is to present to Council the outcomes of the review of policies under the jurisdiction of the Infrastructure and Major Projects Division, and to seek Council's endorsement of the recommended actions in response to the review of those policies.

BACKGROUND

Council's Policy "*Review, Adoption and Alteration of Council Policies*" requires each Division of Council to review all policies under their control and recommend any changes to Council in the first and their third year of each term.

The following definition applies in respect to the term Policy:

A "**Policy**" is a document which is:

1. Required or allowed by legislation to be determined by resolution of Council.
2. A broad statement of objectives, protocols or principles in relation to specific activities/issues of Council, the merits of which require it to be determined by resolution of Council.
3. A collection of rules, regulations, codes and standards relating to a particular subject and designed to provide guidance to Council staff and external parties about how business is done with Council, the merits of which require it to be determined by resolution of Council.

New draft policies and draft alterations to existing policies which are submitted to a Council meeting in conjunction with a report and are adopted, automatically become formal Policies of Council.

The Infrastructure and Major Projects Division is responsible for nine policies.

DISCUSSION

Infrastructure and Major Projects Division Policies

A review of the current policies under the jurisdiction of the Infrastructure and Major Projects Division has been undertaken and a listing, together with a summary of proposed amendments, is contained below. The policies, incorporating amendments where they are proposed, are attached. Deletions are shown in the attachments by strikethrough and additions by underlining.

Policy	Comment and Recommendation
Infrastructure Planning Branch	
Street Lighting POL00122	<p>The policy already meets current safety, technical and sustainability standards, shifts subdivision lighting costs to developers, and keeps day-to-day maintenance with Ausgrid.</p> <p>The review found no policy gaps or conflicts, so only minor housekeeping was needed - updating related policy references and rolling the review date to 2029 - is required.</p> <p>Recommendation - Councillors note the review and endorse retention of the updated policy</p>

Policy	Comment and Recommendation
Parking Restrictions – Council Car Parking POL00116	<p>The policy sets consistent rules for time limits and enforcement in Council owned off-street car parks so turnover, accessibility and town centre vitality are maximised while fines are administered—and selectively waived—through Revenue NSW.</p> <p>Our 2025 review refreshed the list of related legislation and strategies (e.g. Smart Places Strategy, Smart Parking Implementation Plan) and rolled the next review date to 2029, without altering operational settings or enforcement principles.</p> <p>Recommendation - Councillors note the review and endorse retention of the updated policy.</p>
Car Share Parking POL00493	<p>The policy sets the rules for where and how Council allocates and licenses on-street carshare bays, using data reporting agreements with operators to cut private car dependence, parking pressure and transport emissions across the Shire.</p> <p>The review found the framework still fully aligned with State legislation and Council's NetZero, ILUTS and Parking strategies; only editorial updates were made - refreshing the list of related strategies and statutes (e.g. new SEPP Transport & Infrastructure 2024) and rolling the next review date forward to 2029. To consolidate, the policy procedural items are referred to internal documentation.</p> <p>Recommendation - Councillors note the review and endorse retention of the updated policy.</p>
Electric Vehicle (EV) Charging Stations on Public Land Policy POL00491	<p>The policy sets the ground rules for selecting, installing and licensing fast (25 kW) universal access EV chargers on Council controlled land, covering site suitability, technology standards and provider obligations such as maintenance, safety and public benefit tests.</p> <p>The review is purely housekeeping it refreshes legislative and strategy references (e.g., new ILUTS link), confirms the next review in 2029, and tidies wording around minimum charger capacity and licence/lease terms without altering the policy's intent or scope.</p> <p>Recommendation - Councillors note the review and endorse retention of the updated policy.</p>
Parking Restrictions near Driveways POL00405	<p>The policy maintains current kerbside parking unless safety evidence (e.g., poor sight distance, crash history, access obstruction) proves a risk, while giving staff a clear risk scoring process and Local Traffic Committee oversight to ensure consistency.</p> <p>The 2025 review made only housekeeping edits, updated legislation, and shifting the procedural tables into an internal guideline, with operational settings remain unchanged and rolling the review date</p>

Policy	Comment and Recommendation
	to 2029. Recommendation - Councillors note the review and endorse retention of the updated policy.
Stormwater Management POL00144	The policy sets Council's direction for planning, funding and maintaining all pipes, pits, culverts, waterways and WSUD devices so flood risk is lowered, stormwater is treated as a resource, and water quality targets are met Shire wide. Our 2025 review only refreshes legislation and strategy references (e.g. ARR 2019, Floodplain Development Manual 2023), tidies responsibilities for easements and water quality devices, and rolls the next review date to 2029 — no substantive policy shifts were made. Recommendation - Councillors note the review and endorse retention of the updated policy
Infrastructure Operations Branch	
Street Signs POL00123	The content and intent of the policy remains relevant and should be retained. Policy objective has been refined for better clarity. Recommendation – Councillors note the review and endorse retention of the updated policy.
Vehicular Crossings POL00266	The content and intent of the policy remains relevant and should be retained. Some policy statement wordings are refined for better clarity. Recommendation – Councillors note the review and endorse retention of the updated policy.
Footpath Levels – Alterations POL00214	The content and intent of the policy remains relevant and should be retained. Policy objective and some policy statements are refined for clarity. Recommendation – Councillors note the review and endorse retention of the updated policy.

BUDGET

There are no budgetary implications associated with this Report.

POLICY

Details of the review of each current Policy that has been undertaken across the Infrastructure and Major Projects Division is summarised within this Report.

CONCLUSION

The review of policies by the Infrastructure and Major Projects Division is the first of a series of reports that Council will be asked to consider this year. Each of the other Divisions have already submitted

their reports in previous months. The major aim of the review is to only retain documents as policies if they add value to Council's operations and to ensure that policies are not simply a restatement of legislation, standards, etc that Council is otherwise expected to follow.

RESPONSIBLE OFFICER










The officer responsible for the preparation of this Report is the Director of Infrastructure and Major Projects Division – Fiona Leatham.

FIONA LEATHAM

Director, Infrastructure & Major Projects

Infrastructure and Major Projects Division

Attachments:

1.  Policy - Street Lighting
2.  Policy - Parking Restrictions - Council Car Parks
3.  Policy - Car Share Parking
4.  Policy - Electric Vehicle (EV) Charging Stations on Public Land
5.  Policy - Parking Restrictions near Driveways and Laneways
6.  Policy - Stormwater Management
7.  Policy - Street Signs
8.  Policy - Vehicular Crossings
9.  Policy - Footpath Levels - Alterations

File Reference: F2013/00454

Document Number: D09197811

8 MAYOR'S NOTES 01 AUGUST 2025 TO 31 AUGUST 2025

Note: These are the functions that the Mayor, or his representative, has attended in addition to the normal Council Meetings, Workshops, Mayoral Interviews and other Council Committee Meetings.

Friday 1st August 2025 – The Mayor attended the Hornsby/Ku-ring-gai NSW Rural Fire District's Mayoral Dinner at Hornsby RSL.

Tuesday 5th August 2025 – The Mayor attended West Pennant Hills Public School's 175 Anniversary event, West Pennant Hills.

Tuesday 5th August 2025 – The Mayor attended a Roundtable discussion on the Council's Events Grant Program, at Hornsby Library.

Tuesday 5th August 2025 – The Mayor attended a community information evening at Asquith Girls High School, Asquith.

Friday 8th August 2025 – The Mayor attended a photo opportunity with Sydney Water at the Jane Starkey tunnelling boar Thornleigh project, Thornleigh.

Saturday 16th August 2025 – On behalf of the Mayor, Deputy Mayor Councillor McIntosh attended the Australian Nursing Home Foundation, Thornleigh Nursing Home's grand opening ceremony, Thornleigh.

Sunday 17th August 2025 – The Mayor attended Berowra RSL Sub-Branch's Victory in the Pacific and Vietnam Veterans Day service, at Berowra War Memorial.

Wednesday 20th August 2025 – The Mayor hosted two Citizenship Ceremonies in the Council Administration Building, Hornsby.

Saturday 23rd August 2025 – The Mayor attended Middle Dural Rural Fire Brigade's 80 years of service celebration at Middle Dural Fire Station.

Monday 25th August 2025 – The Mayor attended Northholm Grammar School's opening ceremony of their new building and landscaping area - The Margaret Duckworth Precinct.

Wednesday 27th August 2025 – The Mayor attended the grand opening of The Village Chef in Hornsby.

Thursday 28th August 2025 – The Mayor attended Biviano's restaurant 25th Anniversary celebration, Dural.

Friday 29th August 2025 – The Mayor attended Excelsia Campus' grand opening in Pennant Hills.

Friday 29th August 2025 – The Mayor attended Hornsby Chamber of Commerce's Christmas in August event, Hornsby.

Saturday 30th August 2025 – The Mayor attended Galston 500 hosted by Galston Valley Railway in Galston.

Saturday 30th August 2025 – The Mayor attended the 75th anniversary gala dinner celebration at The Asquith Club, Asquith.

Sunday 31st August 2025 – The Mayor attended the Hornsby Ganesh Festival at Berowra Community Centre.

Sunday 31st August 2025 – The Mayor attended Oakhill College's opening of The Commons in Castle Hill.

File Reference: F2004/07053-002

Document Number: D09203662

ITEM 8

9 RESPONSE TO THREATENING AND HARASSING CORRESPONDENCE

COUNCILLOR TILBURY TO MOVE

THAT Council:

1. Provide all Councillors information at an Informal Councillor Briefing on their rights and responsibilities when receiving correspondence that may constitute harassment, intimidation, threats, or hate speech, including:
 - a) Guidance on recognising when correspondence may breach NSW or Commonwealth law.
 - b) Recommended steps for reporting and responding to such correspondence.
 - c) The role of NSW Police, the Australian Federal Police, and other authorities in investigating such matters.
 - d) Support services available to Councillors and staff.
 - e) Any other action or information the General Manager deems relevant.
2. Condemn any form of threatening, intimidatory, harassing, or hateful correspondence directed at elected officials or Council staff.
3. Take all necessary steps that it can reasonably undertake to protect the safety, wellbeing, and dignity of its elected members and staff.

Note from Councillor

Recent correspondence received by an elected member of this Council contains language and content that is offensive, harassing, intimidating, and in parts threatening. Such correspondence undermines the democratic process, causes personal distress, and can create a hostile environment for elected representatives and Council staff.

Some correspondence of this nature may also constitute a criminal offence of using a carriage service (including postal mail) to menace, harass or cause offence.

It is essential that Council supports its members, officers and staff in understanding their rights and responsibilities in these circumstances, takes appropriate action, and makes it clear to the community that this behaviour will not be tolerated under any circumstances.

Attachments:

There are no attachments for this report.

File Reference: F2009/00855

Document Number: D09203123

ITEM 9