



ORDINARY MEETING

Date of meeting: 4 February 2025
Location: Council Chambers
Time: 6:30 PM

BUSINESS PAPER

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1. WELCOME

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1. WELCOME

a) Acknowledgement of Indigenous Heritage

The Mayor, Councillor Les Sheather will acknowledge the Indigenous Heritage.

b) General Manager's Matters for Mention

The General Manager will address the Council meeting, mentioning:

- Emergency Procedures
- Recording of the Council Meeting
- Statement regarding people addressing the Meeting
- Mobile phones

c) Oath of Office by Councillor Peter Ryan

2. ACKNOWLEDGEMENT OF OFFICIAL VISITORS TO THE COUNCIL

The Mayor will acknowledge and welcome official visitors to the Council and make any relevant presentations as required.

3. APOLOGIES AND LEAVE OF ABSENCE OR ATTENDANCE BY AUDIO-VISUAL LINK BY COUNCILLORS

The Mayor will ask for any Apologies or Leave of Absence Requests to be noted.

Attendance

Attending Councillors and Council staff members will be noted for the purposes of the Minutes.

4. DECLARATIONS OF INTERESTS

The Mayor will ask for any Declaration of Interests from the attending Councillors. These will then be addressed at the relevant item.

Statement of Ethical Obligations

On 15 October 2024 in accordance with Section 233A of the Local Government Act 1993, Councillors took an oath or made an affirmation of office to undertake the duties of the office of Councillor in the best interests of the people of the Hawkesbury City Council Local Government Area and the Hawkesbury City Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in Councillors under the Local Government Act 1993 or any other Act to the best of their ability and judgment. Council's Code of Conduct requires Councillors to disclose and appropriately manage conflicts of interest.

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5. CONFIRMATION OF MINUTES

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6. AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS

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7. CONDOLENCES

Meeting Date: 4 February 2025

7. CONDOLENCES

There were no Condolences at the time of preparing this Business Paper.

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8. MAYORAL MINUTES

Meeting Date: 4 February 2025

8. MAYORAL MINUTES

There was no Mayoral Minute at the time of preparing this Business Paper.

Notwithstanding the above, pursuant to Clauses 9.6-9.9 of Council's Code of Meeting Practice, the Mayor may submit a Mayoral Minute to the meeting without notice in relation to any matter or topic that:

- Is within the jurisdiction of the Council
- Council has official knowledge of.

However, a Mayoral Minute must not be put without notice if it relates to a routine or non-urgent matter.

A matter is considered to be urgent when it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

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9. EXCEPTION REPORTS - ADOPTION OF ITEMS NOT IDENTIFIED FOR DISCUSSION AND DECISION

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10. REPORTS FOR DETERMINATION

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10. REPORTS FOR DETERMINATION

10.1. PLANNING DECISIONS

Nil reports.

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10.2. GENERAL MANAGER

Nil reports.

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10.3. CITY PLANNING

10.3.1. CP - Submission to Richmond Bridge Stage 2 Review of Environmental Factors – (124414)

Previous Item: Item 124, Ordinary (29 June 2021)
Item 155, Ordinary (10 August 2021)
Item 172, Ordinary (14 September 2021)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is for Council to consider and endorse the draft submission to Richmond Bridge Project - Stage 2 - Review of Environmental Factors that is currently being exhibited by Transport for NSW (TfNSW).

EXECUTIVE SUMMARY

The Review of Environmental Factors for Stage 2 of the Transport for NSW's Richmond Bridge Project commenced exhibition on 16 December 2024, and closes on 21 February 2025. The Review of Environmental Factors examines the extent and nature of the impacts of the proposal, and aims to justify the merit of the project in relation to these concerns. Council Officers have reviewed the associated documentation and prepared a draft submission (Attachment 1) for consideration and endorsement.

RECOMMENDATION

That Council endorse the draft submission to the Richmond Bridge Project - Stage 2 Review of Environmental Factors, included as Attachment 1 to the report, and forward the submission to Transport for NSW (TfNSW).

BACKGROUND

In November 2019, the Federal and State Governments announced the commitment of \$250 Million to deliver a new bridge, and other traffic improvements in the area. This announcement presented several route options demonstrated in Figure 1, which were being investigated.

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Figure 1 - Richmond bridge and Traffic Improvements Route Options 2019

Following preliminary investigations and community consultation, a revised version of the North Richmond northern bypass route (Green Route) was identified as the preferred option on the balance of traffic efficiency, minimising environmental impact and disruption to local communities and businesses. Additionally, it was announced in June 2021 that \$500 Million had been committed to the infrastructure project by the Federal and State Governments.

Council considered a report on the preferred option at the Ordinary Meeting on 14 September 2021 where a draft submission was endorsed. The submission provided in principle support for Stage 1 works on The Driftway, and provided comments on the presented preferred route in relation to the following issues:

- Strategic Context
- Socio-economic Impacts
- Need to Improve Flood Resilience
- Heritage Considerations Funding
- Town Centre Revitalization and Active Transport Links
- Acquisition and Engagement with Property Owners
- Suggested Improvements and Clarification of Timing and Process.

In December 2022, after considering public submissions, a revised Preferred Option Report was released which presented the Hybrid Route as the preferred option for the project, as shown in Figure 2. The Hybrid Route combined the Green Route with the Bells Line of Road and Yarramundi Lane

(Yellow) Route, by continuing the Southee Road duplication and bypass presented in the Green Route, and having the bypass feed into an upgraded Kurrajong Road and duplicated bridge adjacent to the existing bridge, and continuing through Bells Line of Road through the North Richmond Town Centre as per the Yellow Route.



Figure 2 - Hybrid Route Option

An environmental assessment has been conducted of the new preferred route, with the Review of Environmental Factors now on public exhibition between 16 December 2024 and 21 February 2025.

DISCUSSION

Following consideration of the Review of Environmental Factors a draft submission has been prepared and included as Attachment 1 to this report.

Notably, the release of the Review of Environmental Factors announced the staging of Stage 2 into the following stages:

- **Stage 2a:** Richmond Bridge, bypass and approaches
- **Stage 2b:** Southee Road and Bells Line of Road upgrade

Transport for NSW states that the staging of this infrastructure project is due to there being no secured funding for items included in Stage 2b. This staging is a significant concern given the potential for delays in delivering Stage 2b due to not having committed funding. This is especially so given the proposed interim measures between Stage 2a and 2b, and in particular the proposed roundabout at Castlereagh Road and Inalls Lane which then feeds all traffic directly into the existing Southee Road, and not a duplicated Southee Road. Council has significant concerns in respect to the proposed sub-staging and the high potential for lengthy delays and uncertainty eventuating. Primary points included in the draft submission in this respect include:

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- Significant concern with the potential for ongoing impacts to residents and the local character with the existing road having to sustain the increased volume of traffic for an unknown period of time
- Seeking an indication of what the costs are to deliver Stage 2b so that the community has an understanding of the additional funding that is required to deliver the whole project
- Impacts to Council controlled roads as a consequence – increased maintenance and damage especially with truck movements
- Potential for congestion as a consequence of delays to Stage 2b i.e. provision for a four lane bridge but not providing the lanes for that traffic to move into, particularly Bells Line of Road, including the need to widen Bells Line of Road at the Redbank Creek Bridge due to the existing narrow carriageway.

Further, the draft submission raises concerns and comments similar to the same issues contained in the 2021 submission. Key points include:

- **Strategic Context** - The Resilient Valley Resilient Communities - Hawkesbury-Nepean Valley Flood Risk Management Strategy should be considered further.
- **Socio Economic and Community Impacts** - Further consideration of impacts on highly sensitive residential areas, Colo Soccer Fields and local polo facilities, and clarification in terms of the indicated business community sector support for use of the existing Bells Line of Road corridor through North Richmond.
- **Flood Resilience** - For the Hawkesbury community, flood resilience is front of mind, and as such need to consider a higher flood immunity for the bridge and approaches. Additionally, concerns are identified in relation to locating of stockpiles during construction, and clarification in terms of floodplain impacts that the raised embankments will not increase flooding.
- **Heritage Consideration** - Need to consider/assess Macquarie Towns sightlines.
- **Town Centre Revitalisation and Active Transport** - The retention of the existing bridge as a multi-modal point of connection for pedestrians and cyclists is welcomed, but clarification is sought in terms of ongoing responsibility for this item, including maintenance costs.
- **Detour Routes** - Detour routes cannot safely function in the present state. Minor works will need to be provided to allow the detour route to function.
- **Urban Greening** - Council supports the development of a Corridor Green Strategy, and is open to collaborate in the development of this strategy.

Additionally, Council reiterates the need to engage with affected property owners and acquisitions transparently and meaningfully, as previous Corridor Planning undertaken by Transport for NSW has been problematic for the affected community. Council encourages high levels of meaningful communication when dealing with affected property owners, particularly where acquisition is required.

It is also noted that Council has also received correspondence from Transport for NSW in respect to requirements of Part 2.2 Division 1 of the Transport State Environmental Planning Policy for this project. This relates to consultation requirements for development with impacts on council-related infrastructure or services, local heritage and flood liable land. A separate response will be provided to Transport for NSW by Council Officers in respect to these legislative consultation requirements by or before the closing date of 21 February 2025, and which will be based on Council's endorsed submission to the Review of Environmental Factors.

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COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy, as the consultation is being undertaken by Transport for NSW (TfNSW).

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Great Place to Live

- 1.1 Enable a shared responsibility for community resilience, community safety and disaster management.
- 1.2 Encourage and enable our community to participate in a healthy lifestyle.
- 1.3 Increase the range of local partnerships and plan for the future.
- 1.4 Facilitate the delivery of infrastructure through relevant agencies for Council's own works.
- 1.5 Provide the right places and spaces to serve our community.
- 1.6 Build on a sense of community and wellbeing.
- 1.7 Encourage broad and rich celebration of our local culture and significant heritage.

Protected Environment and Valued History

- 2.1 Value, protect and enhance our historic built environment as well as our relationship to Aboriginal and non-Aboriginal history.
- 2.2 Value, protect and enhance our natural land-based environment with an emphasis on using local resources and key partnerships.

Strong Economy

- 3.1 Creating an integrated and well-maintained transport system is an important local priority.
- 3.2 Increase the range of local industry opportunities and provide effective support to continued growth.
- 3.3 Promote our community as the place to visit, work and invest.
- 3.4 Support the revitalisation of our town centres and growth of our business community.
- 3.5 Celebrate our creativity and cultural expression.

Reliable Council

- 4.7 Encourage informed planning, balanced growth and community engagement.
- 4.8 Facilitate the delivery of infrastructure through relevant agencies and Council's own works.

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FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

While not the delivery authority for this project, a reputational risk is present in ensuring that Council represents the interests of the community in commenting and engaging with this critical infrastructure project.

ATTACHMENTS

AT - 1 Draft submission to Richmond Bridge Stage 2 Review of Environmental Factors – *(Distributed under separate cover)*

oooO END OF REPORT Oooo

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10.4. CORPORATE SERVICES

10.4.1. CS - Audit, Risk and Improvement Committee Draft Four Year Strategic Work Plan from 2024/2025 to 2027/2028 - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to seek Council adoption of the Draft Audit, Risk and Improvement Committee Four Year Strategic Work Plan 2024/2025 to 2027/2028.

EXECUTIVE SUMMARY

The Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 and the Guidelines for Risk Management and Internal Audit for Local Government in NSW (Guidelines) were adopted in December 2023.

The Guidelines state Council's Audit, Risk and Improvement Committee must develop a Strategic Work Plan every four years to ensure that all the matters listed in Section 428A of the Local Government Act 1993 (Act) are reviewed by the Audit, Risk and Improvement Committee. In addition to the Work Plan being developed by the Audit, Risk and Improvement Committee, it must be developed in consultation with the Governing Body, General Manager, the Internal Audit Coordinator and Senior Managers (where appropriate) and adopted by the Governing Body of the Council at the start of the Council term.

This report presents the Four Year Strategic Work Plan from 2024/2025 to 2027/2028 to Council for adoption.

RECOMMENDATION

That Council adopt the Audit, Risk and Improvement Committee Four Year Strategic Work Plan 2024/2025 to 2027/2028 included as Attachment 1 to this report.

BACKGROUND

On 1 December 2023, the Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 and the Guidelines for Risk Management and Internal Audit for Local Government in NSW (Guidelines) were adopted.

The Guidelines state that Council's Audit, Risk and Improvement Committee must develop a Strategic Work Plan every four years to ensure that all the matters listed in Section 428A of the Local Government Act 1993 (Act) are reviewed by the Audit, Risk and Improvement Committee. In addition to the Work Plan being developed by the Audit, Risk and Improvement Committee, it must be developed in consultation with the Governing Body, General Manager, the Internal Audit Coordinator and Senior Managers (where appropriate) and adopted by the Governing Body of the Council at the start of the Council term.

Section 428A of the Act requires the Audit, Risk and Improvement Committee to keep under review the following aspects of the Council's operations:

- (a) compliance,

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- (b) risk management;
- (c) fraud control;
- (d) financial management;
- (e) governance;
- (f) implementation of the strategic plan, delivery program and strategies;
- (g) service reviews;
- (h) collection of performance measurement data by the council;
- (i) any other matters prescribed by the regulations.

The adopted Terms of Reference for the Audit, Risk and Improvement Committee includes the following:

"The work of the Committee is to be thoroughly planned and executed. The Committee must develop a Strategic Work Plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the Committee."

DISCUSSION

A Draft Audit, Risk and Improvement Committee Four Year Strategic Work Plan 2024/2025 to 2027/2028 was presented to the Audit, Risk and Improvement Committee (Committee) at its meeting of 13 September 2024 and the Committee resolved as follows:

"That the Audit, Risk and Improvement Committee approve the Draft Audit, Risk and Improvement Committee Four Year Strategic Work Plan from 2024/2025 to 2027/2028 attached as Attachment 1 to this report."

Council, at its meeting of 29 October 2024, received and noted the Minutes of the Committee Meeting held on 13 September 2024.

Upon approval of the Draft Audit, Risk and Improvement Committee Four Year Strategic Work Plan from 2024/2025 to 2027/2028 by the Committee, the following steps were carried out:

- Consultation occurred with the Executive Leadership Team (General Manager, Director Corporate Services, Director Infrastructure Services and the Director City Planning) at its meeting on 8 October 2024.
- Consultation occurred with Councillors at a Councillor Briefing Session of 10 November 2024.
- The Draft Four Year Strategic Work Plan from 2024/2025 to 2027/2028 was reported to the Audit, Risk and Improvement Committee at its meeting 6 December 2024 for endorsement.

At its meeting of 6 December 2024, the Audit, Risk and Improvement Committee resolved as follows:

"That the Audit, Risk and Improvement Committee endorse the Audit, Risk and Improvement Committee Four Year Strategic Work Plan from 2024/2025 to 2027/2028, incorporating the Annual Work Plan for the 2024/2025 year, attached as Attachment 1 to this report."

The Minutes of the Committee Meeting held on 6 December 2024 are the subject of a separate report to Council at this meeting on 4 February 2025.

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A copy of the Audit, Risk and Improvement Committee Four Year Strategic Work Plan from 2024/2025 to 2027/2028 is included as Attachment 1 to this report.

The Draft Four Year Strategic Work Plan from 2024/2025 to 2027/2028 is presented to Council for consideration and adoption.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

4.1 Provide representative, responsive and accountable governance.

4.5 Encourage a shared responsibility for effective compliance.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

Council is required to adopt a Four Year Strategic Work Plan which sets out the matters listed in Section 428A of the Local Government Act 1993 are to be reviewed by the Audit, Risk and Improvement Committee. There is a moderate compliance risk management consideration associated with this matter should Council not adopt the Four Year Strategic Work Plan.

ATTACHMENTS

AT - 1 Audit, Risk and Improvement Committee Four Year Strategic Work Plan from 2024/2025 to 2027/2028 - *(Distributed under separate cover)*.

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10.4.2. CS - Investment Report - November 2024 - (95496, 96332)

Previous Item: 4.4.6, Ordinary (14 May 2024)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to provide the Council with a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act, 1993.

EXECUTIVE SUMMARY

This report indicates that Council held \$104 million in investments as at 30 November 2024 and outlines that all investments were made in accordance with the Local Government Act, 1993, the Local Government (General) Regulation, 2021 and Council's Investment Policy.

RECOMMENDATION

That the Monthly Investment Report for November 2024 be received and noted.

BACKGROUND

Council held \$104 million in investments as at 30 November 2024. Details on the composition of the Investment Portfolio, and its compliance with Council's Investment Policy are provided below. Details include the financial institutions with which the investments were made, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, the percentage of the total portfolio, exposure to credit ratings bands and the spread of maturities.

1. Composition of Investment Portfolio

Tables 1 to 4 provide details regarding the \$104 million in investments as at 30 November 2024.

Table 1: Summary of Council's Investment Portfolio as at 30 November 2024

| Product Type | Face Value | % of Total |
|---------------------------------|----------------------|-------------------|
| Term Deposits - Fixed Rate | \$83,000,000 | 79% |
| Floating Rate Notes | \$4,850,000 | 5% |
| NSW TCorp Long Term Growth Fund | \$1,155,246 | 1% |
| At Call Deposits | \$15,275,118 | 15% |
| Grand Total | \$104,280,364 | 100% |

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Table 2: Total Investments by Issuer's Long – Term Credit Rating

| Long Term Credit Rating | Face Value | % of Total |
|---------------------------------|----------------------|-------------|
| AA | \$88,775,118 | 85% |
| A | \$13,350,000 | 13% |
| BBB | \$1,000,000 | 1% |
| NSW TCorp Long Term Growth Fund | \$1,155,246 | 1% |
| Grand Total | \$104,280,364 | 100% |

Table 3 – Fixed Term Deposits

| Financial Institution | Long Term Rating | Maturity Date | Interest Date | Face Value |
|-------------------------|------------------|---------------|---------------|-------------|
| Bendigo Adelaide | A- | 11-Dec-24 | 5.07% | \$1,000,000 |
| | | 5-Feb-25 | 5.10% | \$2,000,000 |
| | | 21-May-25 | 5.10% | \$2,000,000 |
| | | 20-Aug-25 | 5.15% | \$2,000,000 |
| Bank of Queensland | BB+ | 30-Mar-28 | 4.80% | \$1,000,000 |
| National Australia Bank | AA- | 11-Dec-24 | 5.05% | \$4,000,000 |
| | | 11-Dec-24 | 4.95% | \$1,000,000 |
| | | 8-Jan-25 | 5.05% | \$4,000,000 |
| | | 20-Feb-25 | 5.00% | \$1,000,000 |
| | | 19-Mar-25 | 5.40% | \$4,000,000 |
| | | 26-Mar-25 | 5.37% | \$2,500,000 |
| | | 26-Mar-25 | 5.00% | \$1,000,000 |
| | | 10-Apr-25 | 5.40% | \$2,000,000 |
| | | 24-Apr-25 | 5.30% | \$2,000,000 |
| | | 24-Apr-25 | 5.05% | \$1,500,000 |
| | | 7-May-25 | 5.30% | \$3,000,000 |
| | | 7-May-25 | 5.30% | \$1,000,000 |
| | | 7-May-25 | 5.00% | \$4,000,000 |
| | | 25-Jun-25 | 5.30% | \$1,500,000 |
| 25-Jun-25 | 5.50% | \$1,500,000 | | |
| 9-Jul-25 | 5.10% | \$2,000,000 | | |
| 13-Aug-25 | 5.10% | \$2,000,000 | | |
| 19-Nov-25 | | 0.90% | \$500,000 | |
| RaboBank | A2 | 20-Nov-25 | 5.16% | \$2,000,000 |
| Suncorp | A1+ | 15-Jan-25 | 5.18% | \$1,500,000 |
| | | 24-Jan-25 | 5.18% | \$2,000,000 |
| | | 24-Jan-25 | 5.22% | \$2,000,000 |
| | | 5-Feb-25 | 5.20% | \$2,500,000 |

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| Financial Institution | Long Term Rating | Maturity Date | Interest Date | Face Value |
|-----------------------|------------------|---------------|--------------------|---------------------|
| | | 20-Feb-25 | 5.26% | \$3,000,000 |
| | | 24-Apr-25 | 5.05% | \$3,500,000 |
| | | 11-Jun-25 | 5.07% | \$2,000,000 |
| | | 11-Jun-25 | 5.12% | \$1,000,000 |
| | | 09-Jul-25 | 5.07% | \$2,000,000 |
| | | 23-Jul-25 | 5.07% | \$2,000,000 |
| | | 23-Jul-25 | 5.12% | \$2,000,000 |
| | | 17-Sep-25 | 5.12% | \$1,000,000 |
| | | 17-Sep-25 | 5.12% | \$2,000,000 |
| Westpac | AA- | 8-Jan-25 | 5.07% | \$1,000,000 |
| | | 20-Feb-25 | 4.97% | \$2,000,000 |
| | | 10-Apr-25 | 5.07% | \$4,000,000 |
| | | 2-Apr-25 | 5.17% | \$1,000,000 |
| | | | Grand Total | \$83,000,000 |

Table 4: Floating Rate Notes

| Institution | Maturity | Yield | Face Value |
|--------------------|-----------|--------------------|--------------------|
| Macquarie Bank | 14-Sep-26 | 5.27% | \$800,000 |
| Suncorp | 13-Mar-29 | 5.40% | \$500,000 |
| Bank of Queensland | 30-Apr-29 | 5.67% | \$2,050,000 |
| Bendigo Adelaide | 14-May-27 | 5.36% | \$500,000 |
| AMP | 13-Sep-27 | 5.69% | \$1,000,000 |
| | | Grand Total | \$4,850,000 |

2. Environmental, Social and Governance (ESG) Investment

Tables 5 and 6 provide the details on Environmental, Social and Governance (ESG) investments and the proportion compared to the total Investment Portfolio.

Table 5: ESG Investments

| Institution | Maturity | Rate | Face Value |
|--------------------|------------|-------|-------------|
| AMP | 13-Sept-27 | 5.69% | \$1,000,000 |
| Bank of Queensland | 30-Mar-28 | 4.80% | \$1,000,000 |
| | 30-Apr-29 | 5.67% | \$2,050,000 |
| Bendigo Adelaide | 11-Dec-24 | 5.07% | \$1,000,000 |
| | 5-Feb-25 | 5.10% | \$2,000,000 |
| | 21-May-25 | 5.10% | \$2,000,000 |
| | 20-Aug-25 | 5.15% | \$2,000,000 |
| | 14-May-27 | 5.36% | \$500,000 |
| Rabobank | 20-Nov-25 | 5.16% | \$2,000,000 |

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 4 February 2025

| Institution | Maturity | Rate | Face Value |
|--------------------|-----------------|--------------------|---------------------|
| Suncorp | 15-Jan-25 | 5.18% | \$1,500,000 |
| | 24-Jan-25 | 5.18% | \$2,000,000 |
| | 24-Jan-25 | 5.22% | \$2,000,000 |
| | 5-Feb-25 | 5.20% | \$2,500,000 |
| | 20-Feb-25 | 5.26% | \$3,000,000 |
| | 24-Apr-25 | 5.05% | \$3,500,000 |
| | 11-Jun-25 | 5.07% | \$2,000,000 |
| | 11-Jun-25 | 5.12% | \$1,000,000 |
| | 9-Jul-25 | 5.07% | \$2,000,000 |
| | 23-Jul-25 | 5.07% | \$2,000,000 |
| | 23-Jul-25 | 5.12% | \$2,000,000 |
| | 17-Sep-25 | 5.12% | \$1,000,000 |
| | 17-Sep-25 | 5.12% | \$2,000,000 |
| | 13-Mar-29 | 5.40% | \$500,000 |
| Westpac | 8-Jan-25 | 5.07% | \$1,000,000 |
| | 10-Apr-25 | 5.07% | \$4,000,000 |
| | | Grand Total | \$45,550,000 |

| Product Type | Face Value | % of Total |
|--|----------------------|-------------------|
| Non Fossil Fuel Lending ADIs | \$40,550,000 | 39% |
| - AMP | \$1,000,000 | |
| - Bank of Queensland | \$3,050,000 | |
| - Bendigo Adelaide | \$7,500,000 | |
| - Rabobank Australia | \$2,000,000 | |
| - Suncorp Bank | \$27,000,000 | |
| Socially Responsible Investment | \$5,000,000 | 5% |
| - Westpac | \$5,000,000 | |
| Fossil Fuel Lending ADIs | \$57,575,118 | 55% |
| - Commonwealth Bank | \$15,275,118 | |
| - Macquarie Bank | \$800,000 | |
| - National Australia Bank | \$38,500,000 | |
| - Westpac | \$3,000,000 | |
| Other | \$1,155,246 | 1% |
| - NSW TCorp Long Term Growth Fund | \$1,155,246 | |
| Grand Total | \$104,280,364 | 100% |

3. Compliance to Investment Policy

Tables 7 to 8 summarise Council's exposure limits to the credit ratings bands, term to maturity parameters and compliance with Council's Investment Policy.

ORDINARY MEETING
10. REPORTS FOR DETERMINATION
Meeting Date: 4 February 2025

Table 7: Exposure Limits to credit ratings bands

| Long-Term Credit Rating | % of Portfolio | Policy Maximum | Compliant with Policy |
|-------------------------|----------------|----------------|-----------------------|
| AA | 85% | 100% | Yes |
| A | 13% | 60% | Yes |
| BBB | 1% | 50% | Yes |
| NSW TCorp Funds | 1% | 20% | Yes |

Table 8: Term to Maturity

| Term to Maturity | % of Portfolio | Policy Range | Compliant with Policy |
|-----------------------|----------------|--------------|-----------------------|
| Between 0 and 1 years | 94% | 40% - 100% | Yes |
| Between 1 and 5 years | 6% | 0% - 60% | Yes |

4. Portfolio Return

Council's investment portfolio (excluding At Call Deposits and NSW TCorp Managed Funds) provided a weighted average return (running yield) as shown in Table 9.

Table 9: Portfolio Return

| 30 November 2024 | Monthly Return (Annualised) | Financial Year to Date (Annualised) |
|--|-----------------------------|-------------------------------------|
| Hawkesbury City Council – Investment Portfolio | 5.00% | 4.71% |
| Benchmark – Bloomberg Ausbond Bank Bill Index | 4.48% | 4.49% |
| Performance Relative to Benchmark | 0.52% | 0.22% |

Relevant Legislation

According to Clause 212 of the Local Government (General) Regulation 2021, the Responsible Accounting Officer must provide the Council with a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The report must include a certificate as to whether investments have been made in accordance with the Act, the Regulation, and the Council's Investment Policy.

Investment Certification

The Responsible Accounting Officer hereby certifies that the investments listed 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 Council's Investment Policy.

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 4 February 2025

DISCUSSION

Council's investments and returns achieved are driven and impacted by economic and market conditions. Council's Investment Advisor, Prudential Investment Services Corp has reviewed Council's investments as at 30 November 2024 and has advised of the following:

"Council's investment portfolio returned 5.00%pa for the month versus the bank bill index benchmark's 4.48%pa return. Over the past 12 months, the investment portfolio has returned 4.69% versus the bank bill index benchmark's 4.46%.

The NSW TCorp Long Term Growth Fund recorded a strong gain for the month, +2.70% actual, aided by strong results in the Australian and US share markets. The rise in long dated interest rates reined in performance on fixed rate bonds, both in the fund and directly held, but high running yields on floating rate notes and term deposits helped offset the fixed rate bonds' impact.

Without marked-to-market influences, Council's investment portfolio yielded 5.11%pa for November. This is based on the actual interest rates being received on existing investments and excludes the underlying changes to the market value of the FRNs.

During November, Council had maturities of \$9.5m among seven term deposits, including a long dated deposit that was broken early in order to reinvest in a higher yielding option. The average yield of the maturing deposits was 4.45%. Council invested \$12m across seven deposits with maturities between 6 and 12 months yielding an average of 5.13%.

Council has \$6m in term deposits maturing in December. Looking forward the following is recommended for consideration over the coming month:

- Depending on future expenditure requirements, fixed rate TDs remain recommended for terms up to 12 months and floating rate notes, whose interest rate is reset quarterly based on the prevailing 3mo BBSW rate plus a credit margin, for holdings that can be invested beyond 12 months.*
- The jump up in rates in November primarily impacted long dated terms in the 4-5 year area which are still lower than most banks' 6-12 month rates. For maturities landing in the June – December 2025 range it is still possible to lock in up to the 5.00% to 5.10%pa range.*
- Suncorp remains competitive, particularly in the 5-11 month range, however occasionally they only accept maturity rollovers, no new funds. For the 6 and 7 month area specifically, consider Rabobank and BOQ, both of whom are offering rates in the 5.15%-5.20%pa area.*
- Council has been proactive in investing in new FRNs from highly rated Australian owned banks, helping to establish a good foundation for a sound and well diversified long dated portfolio. New FRN issues suitable for Council will continue to be monitored and recommended when appropriate.*

It is expected that Council's portfolio will achieve above benchmark returns over the medium/long term with prudent investment selection and holding the securities for the recommended time horizons of their asset classes."

Restriction of Funds

Council's total investment portfolio as at 30 November 2024 included funds that are restricted as to what they can be expended on.

ORDINARY MEETING
10. REPORTS FOR DETERMINATION
Meeting Date: 4 February 2025

Table 10: Restriction of Funds

| Restriction Type | November 2024 | % | October 2024 | % |
|--|----------------------|-------------|---------------------|-------------|
| External Restrictions - S7.11 and S7.12 Developer Contributions | \$28,938,994 | 27.75% | \$28,738,296 | 29.52% |
| External Restrictions - Bushfire and Flood Grants | \$7,379,905 | 7.08% | \$7,767,470 | 7.98% |
| External Restrictions - West Invest Program | \$9,357,802 | 8.97% | \$9,010,185 | 9.26% |
| External Restrictions - Other (e.g. domestic waste, sewerage, loans) | \$3,560,638 | 3.41% | \$19,715,538 | 20.26% |
| Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements) | \$31,962,860 | 30.65% | \$16,519,251 | 16.97% |
| Unrestricted | \$23,080,165 | 22.14% | \$15,585,471 | 16.01% |
| Total | \$104,280,364 | 100% | \$97,336,211 | 100% |

As there are timing differences between the accounting for income and expenditure in line with the Operational Plan, and the corresponding impact on Council's cash funds, a sufficient level of funds is required to be kept at all times to ensure Council's commitments are met in a timely manner. Council's cash management processes are based on maintaining enough cash levels to enable commitments to be met when due, while at the same time ensuring investment returns are maximised through term investments where possible.

In addition to funds being fully allocated to fund the Operational Plan activities, funds relating to closed self-funded programs and that are subject to legislative restrictions cannot be used for any purpose other than that specified. Externally restricted funds include funds relating to Section 7.11 and Section 7.12 Contributions, Domestic Waste Management, Sewerage Management, Stormwater Management and Grants.

Funds subject to an internal restriction refer to funds kept aside for specific purposes, or to meet future known expenses. This allows for significant expenditures to be met in the applicable year without having a significant impact on that year. Internally restricted funds include funds relating to Tip Remediation, Workers Compensation, and Elections.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

ORDINARY MEETING
10. REPORTS FOR DETERMINATION
Meeting Date: 4 February 2025

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Reliable Council

4.3 Build strong financial sustainability for now and future generations.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The income applicable is provided for in the Adopted 2024/2025 Operational Plan.

RISK MANAGEMENT CONSIDERATIONS

The recommendation in this report is to receive and note the performance of Council's Investment Portfolio. Should Council not proceed with the recommendation, there is a minimal reputational risk to Council, as legislative compliance is met by the report being tabled to Council. Financial risks are mitigated through the application of Council's Investment Policy when making investment decisions and do not apply to the actual report itself.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 4 February 2025

10.4.3. CS - Disclosure of Pecuniary Interests and Other Matters Returns - (95496)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to table the required Disclosure of Interests in Written Returns lodged by a Councillor and two Designated Persons.

EXECUTIVE SUMMARY

Council's Code of Conduct details the statutory requirements in respect of the lodgement of Disclosure of Interests in Written Returns by Councillors and Designated Persons. This report provides information regarding three Returns recently lodged with the General Manager by a Councillor and two Designated Persons.

RECOMMENDATION

That Council note that the Disclosure of Interests in Written Returns outlined in the report and lodged with the General Manager, have been tabled.

BACKGROUND

Sections 4.21 to 4.27 of Council's Code of Conduct (the Code) relate to the register of Disclosure of Interests in Written Returns and the tabling of these Returns, which have been lodged by Councillors and Designated Persons. Section 4.21 of the Code is as follows:

"4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in Schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in Schedule 1 to this code within 3 months after:

- *becoming a councillor or designated person, and*
- *30 June of each year, and*
- *the councillor or designated person becoming aware of an interest they are required to disclose under Schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b)."*

As required by Section 4.24 of the Code, a register of all Returns to be completed under Section 4.21 of the Code is kept by Council.

In accordance with Section 4.25 of the Code, all Returns lodged by Councillors and Designated Persons under Section 4.21(a) of the Code must be tabled at the first meeting of the Council after the last day the Return is required to be lodged.

The purpose of this report is to table three Returns submitted by a Councillor and two Designated Persons under Section 4.21(a) of the Code.

DISCUSSION

The following Returns have been lodged under Section 4.21(a) of the Code:

ORDINARY MEETING
10. REPORTS FOR DETERMINATION

Meeting Date: 4 February 2025

| Position | Return Date | Date Lodged |
|--|--------------------|--------------------|
| Program Manager - Western Sydney Infrastructure Grants | 23 September 2024 | 26 November 2024 |
| Councillor Michael Creed | 3 October 2024 | 21 January 2025 |
| Acting Chief Financial Officer | 11 November 2024 | 18 November 2024 |

The above details are now tabled in accordance with Section 4.25 of the Code, and the Returns are available for inspection upon request, subject to any overriding public interest considerations against the disclosure of certain information within the Returns.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The proposal is consistent with the following Long-Term Community Objectives set out within the CSP.

Reliable Council

4.1 Provide representative, responsive and accountable governance.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

As the Returns are required by Section 4.25 of the Code of Conduct to be tabled at the first Council meeting after the last day on which the Returns are required to be lodged, there is a minor Compliance risk to Council if the Returns are not received and noted by the Council.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 4 February 2025

10.5. INFRASTRUCTURE SERVICES

Nil reports.

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 4 February 2025

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ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

11.1.1. ROC - Audit, Risk and Improvement Committee - 6 December 2024 - (158054, 95196)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to present the Minutes of the Audit, Risk and Improvement Committee, held on 6 December 2024.

EXECUTIVE SUMMARY

The Audit, Risk and Improvement Committee considered nineteen items and a General Business item at its meeting on 6 December 2024. The nineteen items and the General Business item have no policy or financial implications for Council and therefore, they are presented for information only.

RECOMMENDATION

That Council receive and note the Minutes of the Audit, Risk and Improvement Committee Meeting held on 6 December 2024.

DISCUSSION

The Minutes of the Audit, Risk and Improvement Committee meeting held on 6 December 2024 are attached as Attachment 1 to this report.

The Audit, Risk and Improvement Committee met on 6 December 2024 and discussed the following Items:

- Item 1 - 2023/2024 and 2024/2025 Internal Audit Programs Update
- Item 2 - Status of Internal Audit Management Actions as at 12 November 2024
- Item 3 - Cyber Security Internal Audit Report
- Item 4 - Finance Reports and Audited Financial Statements for the Year ended 30 June 2024
- Item 5 - Council Accounting Policies and Disclosures
- Item 6 - Risk Management Update
- Item 7 - Risk Management Framework, Self-Assessment and Culture
- Item 8 - Cyber Security Quarterly Update - November 2024
- Item 9 - Revised Service Catalogue
- Item 10 - Council's Performance Measurement
- Item 11 - Integrated Planning and Reporting Progress Report

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

- Item 12 - Legislative Compliance
- Item 13 - Work Health and Safety Risk
- Item 14 - Insurance Arrangements
- Item 15 - Status of the Hawkesbury Sports Council Governance Review
- Item 16 - Audit, Risk and Improvement Committee Draft Four Year Strategic Work Plan from 2024/2025 to 2027/2028
- Item 17 - Audit, Risk and Improvement Committee Annual Assessment 2023/2024 - General Manager Action Plan
- Item 18 - 2025 Meeting Dates
- Item 19 - 2023/2024 Review of the Performance of the Internal Audit Service Provider
- General Business – In Camera Sessions

In relation to Item 16 regarding the Audit, Risk and Improvement Committee Draft Four Year Strategic Work Plan from 2024/2025 to 2027/2028, the Committee at its meeting on 6 December 2024 endorsed the Draft Four Year Strategic Work Plan from 2024/2025 to 2027/2028. This matter is the subject of a separate report to this Council Meeting.

ATTACHMENTS

AT - 1 Minutes of the Audit, Risk and Improvement Committee - 6 December 2024

Attachment 1 - Minutes of the Audit, Risk and Improvement Committee - 6 December 2024



Audit, Risk and Improvement Committee

MINUTES

Date of meeting: 6 December 2024
Location: Large Committee Room
Time: 11:00 AM

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

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11. RECEIPT OF MINUTES OF OTHER COMMITTEES
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ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

1. PROCEDURAL MATTERS

Minutes of the Meeting of the Audit, Risk and Improvement Committee held in Council Committee Rooms, Windsor, on Friday, 6 December 2024, commencing at 11:05am.

ATTENDANCE

Present: Mr Michael Quirk (Chairperson)
Ms Rachel Harris – (Audio-Visual Link)
Mrs Rhonda Wheatley - (Audio-Visual Link)
Councillor Mike Creed, Hawkesbury City Council (Audio-Visual Link)

Apologies: Nil

In Attendance: Ms Susan Leahy, Centium (Audio-Visual Link)
Mr Kenneth Leung, NSW Audit Office
Mr Scott Thomson, Centium
Ms Elizabeth Richardson, Hawkesbury City Council
Mr Laurie Mifsud, Hawkesbury City Council
Mr Francesco Rombola, Hawkesbury City Council
Ms Donna McCue, Hawkesbury City Council
Ms Sharlene Van Leerdam, Hawkesbury City Council
Mr Miles Carter, Hawkesbury City Council
Ms Angela Trent, Hawkesbury City Council
Mr Craig Winn, Hawkesbury City Council
Ms Vandana Saini, Hawkesbury City Council
Ms Imogen Williams, Hawkesbury City Council

| Member | 22/03/2024 | 28/06/2024 | 13/09/2024 | 06/12/2024 |
|--------------------------------|------------|------------|------------|------------|
| Mr Michael Quirk (Chairperson) | ✓ | ✓ | ✓ | ✓ |
| Ms Rachel Harris | ✓ | ✓ | ✓ | ✓ |
| Mrs Rhonda Wheatley | ✓ | ✓ | ✓ | ✓ |
| Councillor Mike Creed | N/A | N/A | N/A | ✓ |

Key: A = Formal Apology ✓ = Present X = Absent - no apology N/A = Not Applicable

APOLOGIES

There were no apologies received.

DECLARATION OF INTERESTS

There were no Declarations of Interests made.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

2. CONFIRMATION OF MINUTES

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley that the Minutes of the Audit, Risk and Improvement Committee held on 13 September 2024, be confirmed.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

3. REPORTS FOR DETERMINATION

3.1.1. ARIC - 2023/2024 and 2024/2025 Internal Audit Programs Update - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the progress report on the 2023/2024 and 2024/2025 Internal Audit Programs be received and noted.

DISCUSSION:

- Mr Michael Quirk informed the Audit, Risk and Improvement Committee that Council has completed the 2023/2024 Internal Audit Program and has commenced the 2024/2025 Internal Audit Program. He also added that the scope statements for the 2024/2025 Internal Audits were presented at the Audit, Risk and Improvement Committee meeting on 28 June 2024 and that the Payroll Audit has been included in the 2025/2026 Internal Audit Program.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Rachel Harris and seconded by Mrs Rhonda Wheatley.

That the progress report on the 2023/2024 and 2024/2025 Internal Audit Programs be received and noted.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

**3.1.2. ARIC - Status of Internal Audit Management Actions as at 12 November 2024
- (158054, 121470, 95496, 79351)**

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the following reports:

1. Internal Audit Management Actions Summary Report as at 12 November 2024, as outlined in Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 12 November 2024, as outlined in Attachment 2 to this report.
3. Recently Completed Internal Audit Management Actions Report, as outlined in Attachment 3 to this report.
4. Approved Requests for Due-Date Extensions for Internal Audit Management Actions items, as outlined in Attachment 4 to this report.

DISCUSSION:

- The Director Corporate Services provided an overview on the Status of Internal Audit Management Actions as at 12 November 2024.
- The Audit, Risk and Improvement Committee recognised the commendable effort of staff in providing the most recent status of the Internal Audit Management Actions.
- Ms Rachel Harris enquired about the status of the outstanding Management Actions from the Work Health and Safety Internal Audit, pointing out that Work Health and Safety is a crucial item and that the outstanding Management Actions should be finished as soon as possible. Mr Michael Quirk and Mrs Rhonda Wheatley pointed out that the outstanding Management Actions from the Work Health and Safety Internal Audit are classified as moderate risk.
- Mr Michael Quirk also raised concern on the outstanding Management Action regarding leachate pumps from the Waste Management Facility Operations Internal Audit and pending Management Actions from the Internal Audit Function Internal Audit.
- The Director Corporate Services provided an update on the outstanding Management Actions of Governance and Risk advising that the Records Management Strategy and Policy will be presented to the Executive Leadership Team in the next week, with work underway for the majority of the other outstanding Governance and Risk Management Actions expected to be completed by 31 December 2024.
- The General Manager provided an update on leachate pump actions, stating that they have been posted to Council's asset register and are substantially completed. New assets are expected to be incorporated into the asset register by the end of February 2025. The General Manager further advised that working on the Work Health and Safety database is challenging due to the abundance of outdated and redundant equipment in the asset database. The other two outstanding Management Actions from the Waste Management Facility Operations Internal Audit are expected to be completed by the next Audit, Risk and Improvement Committee meeting in March 2025.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

That the Audit, Risk and Improvement Committee receive and note the following reports:

1. Internal Audit Management Actions Summary Report as at 12 November 2024, as outlined in Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 12 November 2024, as outlined in Attachment 2 to this report.
3. Recently Completed Internal Audit Management Actions Report, as outlined in Attachment 3 to this report.
4. Approved Requests for Due-Date Extensions for Internal Audit Management Actions items, as outlined in Attachment 4 to this report.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

3.1.3. ARIC - Cyber Security Internal Audit Report - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the Cyber Security Internal Audit Report attached as Attachment 1 to this report.

DISCUSSION:

- Mr Scott Thomson, Internal Auditor from Centium, provided a background summary on the Cyber Security Guidelines developed by the Office of Local Government and its obligations on the Council. The Cyber Security Internal Audit Report provides the Audit, Risk and Improvement Committee with the baseline, of where Council is at the time of the Audit, relative areas of maturity and which areas will require attention in the future and set targets to achieve recommendations.
- Ms Rachel Harris sought clarification on the number of Internal Audit Management Actions that have already been completed. The Internal Audit was carried out a number of months ago, and therefore a number of the Actions have recently been completed. Mr Scott Thomson responded that there were varying degrees of comprehension regarding the material's robustness where maturity needed to be raised, and that while there are safeguards in place, it's uncertain if they adequately mitigate the risks identified. Mr Scott Thomson suggested that Council should strengthen its broader people and process operations and disseminate information about how cyber security is being handled throughout the organisation, given there is technology in place.
- Mr Michael Quirk noted the complexity of the Internal Audit report that does not provide context to the stages of Council technology and organisational conflicts. The risk rating is presumably high and the Audit, Risk and Improvement Committee would appreciate risk prioritisation and identifying Crown Jewels. Mr Scott Thomson responded that guidance is provided for risks that could be diminished in the short term and that discussions around timeframes and resourcing are first steps.
- Mr Michael Quirk asked how many recommendations were identified in the report. Mr Scott Thomson responded that there were more than 30 recommendations and therefore it was more logical to group actions together, rather than adding them up by item level.
- Mr Michael Quirk asked if Council has a plan to address the Audit Management Actions. The Director Corporate Services responded that this Audit was carried out a number of months ago and that a number of Actions have been completed and that progress against a number of the remaining Management Actions has already been made since then.
- Mrs Rhonda Wheatley asked if Council is doing constant phishing exercises with the staff. The Information Service Manager responded that this is addressed in the Cyber Security Quarterly Report later in the agenda.
- Mr Michael Quirk asked if the Internal Auditor is happy with the grouping of Agreed Management Actions. Mr Scott Thomson responded that he is, because it makes sense to the organisation in the way the Management Actions are actioned by Council.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mrs Rhonda Wheatley and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee receive and note the Cyber Security Internal Audit Report attached as Attachment 1 to this report.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

3.1.4. ARIC - Finance Reports and Audited Financial Statements for the Year ended 30 June 2024 - (158054, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the report regarding the September 2024 Quarterly Budget Review Statement, the October 2024 Investment Report, the Debtor Analysis Report as at 31 October 2024, the Audited Financial Statements for the year ended 30 June 2024 and the Audit Engagement Plan for the year ended 30 June 2025.

DISCUSSION:

- The Acting Chief Financial Officer and Mr Kenneth Leung provided an update on the Finance Reports and Audited Financial Statements for the year ended 30 June 2024 and the Audit Engagement Plan for the year ended 30 June 2025.
- Ms Rachel Harris asked if there has been a conversation about what the ratio of unsecured revenue being less than 60% means for Council. The Acting Chief Financial Officer and General Manager attributed this ratio to increased grant funding received by Council.
- Mr Michael Quirk asked if early close of revaluation assets is likely to be achieved by next year. The Acting Chief Financial Officer confirmed that they are.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mrs Rhonda Wheatley and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee receive and note the report regarding the September 2024 Quarterly Budget Review Statement, the October 2024 Investment Report, the Debtor Analysis Report as at 31 October 2024, the Audited Financial Statements for the year ended 30 June 2024 and the Audit Engagement Plan for the year ended 30 June 2025.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

3.1.5. ARIC - Council Accounting Policies and Disclosures - (95496, 96332, 158054)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the list of Accounting Policies and Disclosures attached as Attachment 1 to the report,

DISCUSSION:

- The Acting Chief Financial Officer provided an overview on the Council Accounting Policies and Disclosures.
- Mrs Rhonda Wheatley asked if the Policies and Disclosures are all current. The Acting Chief Financial Officer responded that the Borrowing and Restricted Assets Policies are in draft and due to be completed early in 2025, and that the rest of the policies are current.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mrs Rhonda Wheatley and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee receive and note the list of Accounting Policies and Disclosures attached as Attachment 1 to the report,

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

3.1.6. ARIC - Risk Management Update - (95496, 158054)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the Risk Management Update.

DISCUSSION:

- The Director Corporate Services provided an overview on Risk Management.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee receive and note the Risk Management Update.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

3.1.7. ARIC - Risk Management Framework, Self Assessment and Culture

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the update on the implementation of the Risk Management Framework, Council's approach to a self-assessment on the adequacy of Council's Risk Management Framework and function and update on embedding a culture of risk management into the organisation.

DISCUSSION:

- The Director Corporate Services provided an overview on the Risk Management Framework, Self Assessment and Culture.
- Mr Michael Quirk noted that Self-Assessment and Culture is addressed with Level 1 and 2 leaders and asked if it will be discussed with Level 3 and 4 leaders in the future. The General Manager responded that Council's Senior Leadership Team already includes Level 3 managers, and that Council has recently started an Emerging Leadership Program which involves Level 4 leaders, and that Risk Management will also be discussed with this group in the future.
- The Director Corporate Services advised that risk management considerations are included in all reports to Council, the Executive Leadership Team and the Senior Leadership Team.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee receive and note the update on the implementation of the Risk Management Framework, Council's approach to a self-assessment on the adequacy of Council's Risk Management Framework and function and update on embedding a culture of risk management into the organisation.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

3.1.8. ARIC - Cyber Security Quarterly Update - November 2024 (158054, 121470, 95496, 79351, 79352)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the update on Information Technology cyber security.

DISCUSSION:

- The Information Services Manager provided an overview on the Cyber Security Quarterly Update, November 2024.
- Mrs Rhonda Wheatley asked how many dual factor authentication packages are used by Council. The Information Services Manager responded that Microsoft Multifactor Authentication is used when working remotely, and for field staff.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee receive and note the update on Information Technology cyber security.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

3.1.9. ARIC - Revised Service Catalogue - (95496, 158054)

Previous Item: 3.1.8, (28 June 2024)

Directorate: General Manager

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee:

1. Receive and note the revised Service Catalogue attached as Attachment 1 to the report.
2. Note the pilot approach and delivery dates outlined in the report.

DISCUSSION:

- The Manager Customer Experience and Business Transformation provided an overview on the Revised Service Catalogue.
- Mr Michael Quirk asked where the setting of asset service standards is addressed. The Manager Customer Experience and Business Transformation responded that asset management is set as an internal service.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Rachel Harris and seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee:

1. Receive and note the revised Service Catalogue attached as Attachment 1 to the report.
2. Note the pilot approach and delivery dates outlined in the report.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

3.1.10. ARIC - Council's Performance Measurement - (79351,159586)

Directorate: General Manager

OFFICER'S RECOMMENDATION:

That the report regarding Council's Performance Measurement be received and noted.

DISCUSSION:

- The Corporate Planning and Performance Strategist provided an overview on the Council's Performance Measurement.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rachel Harris.

That the report regarding Council's Performance Measurement be received and noted.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

3.1.11. ARIC - Integrated Planning and Reporting Progress Report - (79351,159586)

Previous Item: 3.1.8 (22 March 2024)

Directorate: General Manager

OFFICER'S RECOMMENDATION:

That the report regarding the Six Monthly Progress Report on the 2023/2024 Operational Plan for the period 1 January 2024 to 30 June 2024, be received and noted.

DISCUSSION:

- The Corporate Planning and Performance Strategist provided an overview on the Integrated Planning and Reporting Progress Report.
- Mr Michael Quirk asked if the Economic Development Strategy was difficult to progress. The General Manager responded that Council held back on this Strategy due to business recovery work. Staff will be having further higher level conversations with Councillors.
- Mr Michael Quirk asked if the induction of Councillors has been completed. The General Manager responded that this has been completed, and Council will now develop professional development programs for Councillors.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the report regarding the Six Monthly Progress Report on the 2023/2024 Operational Plan for the period 1 January 2024 to 30 June 2024, be received and noted.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

3.1.12. ARIC - Legislative Compliance

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the report on the legislative compliance of Council, and the update on the implementation of the Legislative Compliance Register.

DISCUSSION:

- The Director Corporate Services provided an overview on Legislative Compliance.
- Ms Rachel Harris asked how the Calendar of Compliance and Annual Report Checklist are used to ensure compliance. The Director Corporate Services responded that the Office of Local Government's Compliance Calendar sets out the legislative requirements and advice notes that Council needs to comply with. The Annual Report Checklist is used to make sure Council complies with legislation by including everything that it is required to be included in Council's Annual Report.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee receive and note the report on the legislative compliance of Council, and the update on the implementation of the Legislative Compliance Register.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

3.1.13. ARIC - Work Health and Safety Risk

Directorate: General Manager

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the Self-Insurance Case Management Audit Report.

DISCUSSION:

- The Manager People and Development provided an overview on Work Health and Safety Risk.
- Mr Michael Quirk noted that the report provides a reasonable framework and asked which insurers are used by Council. The Manager People and Development responded that Council uses CivicRisk Mutual, but are self-insured for workers compensation matters.
- Mr Michael Quirk asked how often the Self-insurance Case Management Audit would be undertaken. The Manager People and Development responded that it will be undertaken annually.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee receive and note the Self-Insurance Case Management Audit Report.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

3.1.14. ARIC - Insurance Arrangements

Directorate: General Manager

OFFICER'S RECOMMENDATION:

That Audit, Risk and Improvement Committee received and note the report regarding Council's current insurance arrangements.

DISCUSSION:

- The General Counsel provided an overview on the Insurance Arrangements.
- Mr Michael Quirk asked what the marine insurance cover. The General Manager responded that this might not be needed due to the Lower Portland Ferry moving to Transport for NSW. The General Counsel agreed that this will need to be reviewed at the end of its contract.
- Ms Rachel Harris asked how cyber insurance is quantified. The General Counsel responded that the process is covered by CivicRisk Mutual on behalf of the member Councils. The Mutual will enter into a fact-finding exercise with various councils and develop parameters for respective councils. Council relies upon the Mutual to make decisions.
- Ms Rachel Harris asked if there are obligations on Council and whether insurance cover is complete. The General Counsel responded that Council is heavily reliant on experts in respective fields and accepts advice in good faith.
- Mrs Rhonda Wheatley asked which insurance broker Council uses. The General Counsel responded that WTW Insurance is used.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That Audit, Risk and Improvement Committee received and note the report regarding Council's current insurance arrangements.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

3.1.15. ARIC - Status of the Hawkesbury Sports Council Governance Review

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the report on the status of the Hawkesbury Sports Council Governance Review.

DISCUSSION:

- The Director Corporate Services provided an overview on the Status of the Hawkesbury Sports Council Governance Review.
- Mr Michael Quirk noted that during his meeting with the Mayor, Councillor Les Sheather, discussions were held regarding the Hawkesbury Sports Council. The General Manager advised that an Internal Governance Group has been created by Council to action the recommendations from the Governance Review. Discussions are at a critical point in regard to when capital works will be undertaken, and how the Hawkesbury Sports Council will manage assets. The Governance Group is working with the Hawkesbury Sports Council to finalise a Service Level Agreement.
- Mr Michael Quirk asked who holds public liability risk for assets. The General Manager advised that this will be checked and the Audit, Risk and Improvement Committee will be advised.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee receive and note the report on the status of the Hawkesbury Sports Council Governance Review.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

3.1.16. ARIC - Audit, Risk and Improvement Committee Draft Four Year Strategic Work Plan from 2024/2025 to 2027/2028 - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee endorse the Audit, Risk and Improvement Committee Four Year Strategic Work Plan from 2024/2025 to 2027/2028, incorporating the Annual Work Plan for the 2024/2025 year, attached as Attachment 1 to this report.

DISCUSSION:

- The Director Corporate Services provided an overview on the Audit, Risk and Improvement Committee Draft Four Year Strategic Work Plan from 2024/2025 to 2027/2028.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee endorse the Audit, Risk and Improvement Committee Four Year Strategic Work Plan from 2024/2025 to 2027/2028, incorporating the Annual Work Plan for the 2024/2025 year, attached as Attachment 1 to this report.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

3.1.17. ARIC - Audit, Risk and Improvement Committee Annual Assessment 2023/2024 - General Manager Action Plan - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee approve the Audit, Risk and Improvement Committee Annual Assessment 2023/2024 - General Manager Action Plan attached as Attachment 2 to the report, for consultation with Councillors at an Annual Assurance Meeting.

DISCUSSION:

- Director Corporate Services provided an overview on the Audit Risk and Improvement Committee Annual Assessment 2023/2024 – General Manager Action Plan.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee approve the Audit, Risk and Improvement Committee Annual Assessment 2023/2024 - General Manager Action Plan attached as Attachment 2 to the report, for consultation with Councillors at an Annual Assurance Meeting.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

3.1.18. ARIC - 2025 Meeting Dates - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee approve the meeting dates from January 2025 to December 2025 as follows:

- Friday, 28 March 2025
- Friday, 27 June 2025
- Friday, 26 September 2025
- Friday, 5 December 2025.

DISCUSSION:

- The Director Corporate Services provided an overview on the 2025 Meeting Dates.
- All Committee Members agreed on the dates proposed in the report.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee approve the meeting dates from January 2025 to December 2025 as follows:

- Friday, 28 March 2025
- Friday, 27 June 2025
- Friday, 26 September 2025
- Friday, 5 December 2025.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

4. CONFIDENTIAL REPORTS

4.1.1. ARIC - 2023/2024 Review of the Performance of the Internal Audit Service Provider - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

REASON FOR CONFIDENTIALITY

This report is CONFIDENTIAL in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning the supply of goods and/or services to Council and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

In accordance with the provisions of Section 11(2) & (3) of the Local Government Act 1993, the reports, correspondence and other relevant documentation relating to this matter are to be withheld from the press and public.

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the report on the 2023/2024 Review of the Performance of Council's Internal Audit Service Provider.

DISCUSSION:

- The Director Corporate Services provided an overview on the 2023/2024 Review of the Performance of the Internal Audit Service Provider.
- Mrs Rhonda Wheatley asked how many people were surveyed in the first section. The Director Corporate Services confirmed that the first section surveyed five managers involved in internal audits throughout the 2023/2024 year and the second section surveyed six people, including the Chair and Committee Members of the Audit, Risk and Improvement Committee, the General Manager, the Director City Planning and the Director Infrastructure Services.
- Mrs Rhonda Wheatley asked when Council's contract with the Internal Audit Service Provider ends. The Director Corporate Services confirmed that the contract ends on 30 June 2025, with a one year option available.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee receive and note the report on the 2023/2024 Review of the Performance of Council's Internal Audit Service Provider.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 6 December 2024

5. GENERAL BUSINESS

A. In Camera Sessions

Mr Michael Quirk noted that he would like the future In Camera Sessions to involve the Committee Members, the Internal Audit Coordinator and the External Auditor.

Mr Michael Quirk noted that an In Camera Session was held with the Hawkesbury City Council Mayor, Councillor Les Sheather prior to this Audit, Risk and Improvement Committee Meeting.

Mr Michael Quirk also noted that an In Camera Session was held with the External Auditor in the week prior to this Audit, Risk and Improvement Committee Meeting.

The meeting terminated at 1:25pm.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 4 February 2025



**Audit, Risk and Improvement
Committee
Meeting**

**End of
Minutes**

This business paper has been produced electronically to reduce costs, improve efficiency and reduce the use of paper. Internal control systems ensure it is an accurate reproduction of Council's official copy of the business paper.

oooO END OF REPORT Oooo

12. NOTICES OF MOTION

12.1.1. NM1 – Community Justice Centres

Submitted by: Councillor Wheeler

NOTICE OF MOTION

That Council:

1. Note with concern the State Government's decision to close all Community Justice Centres (CJCs) from 30 June 2025, without consultation with communities or local Councils.
2. Note that the loss of valuable mediation and dispute resolution services will financially impact Councils, force disputes into the court system thereby delaying all court proceedings and remove access to free legal support for people who cannot afford private legal advice.
3. Write to the Department of Communities and Justice requesting the Department provide Council with data on the use of CJC's, for the past five years, within the Hawkesbury Local Government Area, to include data on the number of community/neighbour disputes received, the number of community/neighbour disputes resolved informally, the number of community/neighbour disputes referred to and resolved by way of mediation and the number of community/neighbour disputes that resulted in litigation.
4. Contact the NSW Attorney General, The Honourable Michael Daley MP, highlighting Council's concerns with the loss of the service, the adverse impacts of closures on the community and Council, especially in light of the increased stressors experienced in the Hawkesbury following repeated natural disasters, and requesting that any closures be reconsidered.
5. Provide the local member, The Honourable Robyn Preston MP, the Greens Justice Spokesperson, Sue Higginson MLC, and other members of the NSW cross bench with a copy of the letter to the Attorney General, inform them of this Council resolution, and ask them to oppose these closures.
6. Contact the President of Local Government NSW, Ms Phyllis Miller OAM, informing her of this resolution and Council's support for Community Justice Centres.

BACKGROUND

Community Justice Centres provide mediation services for neighbour disputes that cannot be resolved through Council policy (fences, trees, access, noise complaints). They also mediate conflicts within family and community groups, and between residents in public housing, as well as handling applications for some Apprehended Personal Violence Orders. They provide this service at no cost to the user, often providing the only opportunity for mediation and justice available to those of limited means.

Councils frequently refer residents to CJCs, saving Councils time and costs, and improving community cohesion.

While Councils were in the caretaker period in 2024, the NSW Labor Government informed CJCs that they would be closed at the end of June 2025, without any consultation with staff or local government. The Government claims this is because of reduced usage. The reduced usage is not due to reduced

ORDINARY MEETING

12. NOTICES OF MOTION

Meeting Date: 4 February 2025

need but due to reduced service provision, outreach to local government and the closure of regional services.

CJCs are extraordinarily successful, reaching agreement in more than 80% of cases. Where small disputes are unable to be resolved, they either become bigger, more expensive disputes which take up police and court time and resources, or one or more parties forgoes justice.

Since their inception in the 1980's, CJCs have ensured that everyone, no matter what their financial position, can access high quality mediation and seek justice. They are a cost-effective and accessible "fair go" in a normally complex legal system. They provide a vital support to Councils like Hawkesbury which do not provide mediation services but rely on CJCs for neighbour dispute resolution. That they will be scrapped with no consultation and no details about replacement services is unacceptable.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

NOTE BY MANAGEMENT

Nil.

oooO END OF REPORT Oooo

ORDINARY MEETING

13. QUESTIONS WITH NOTICE

Meeting Date: 4 February 2025

13. QUESTIONS WITH NOTICE

Nil reports.

ORDINARY MEETING
13. QUESTIONS WITH NOTICE
Meeting Date: 4 February 2025

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ORDINARY MEETING

14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING

Meeting Date: 4 February 2025

14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING

**14.1.1. Responses to Councillor Questions Taken on Notice at the Council Meeting
10 December 2024**

The following questions were raised from Councillors regarding matters on the Council Meeting Business Paper of 10 December 2024. These questions were taken on notice and the responses are provided below:

| # | Councillor | Question | Response |
|---|------------|---|---|
| 1 | Veigel | Can a reference to the below data be provided? (Based on the annual emissions estimate of 4,099 tonnes of CO ₂ , this equates to the running of 891 Toyota RAV 4 AWD (2020) for a year which is a fuel-efficient hybrid SUV, or the running of 20,044 LED lights for a year.) | To assist with a preparing a response to the question, the Australian National Greenhouse Accounts Factors - Department of Climate Change, Energy the Environment and Water (DCCEE) was used, and applied to the assumptions in terms of emissions from the gas lamps. Since this response was provided, Council has received a series of utility bills for the gas lamps which will be reviewed to provide a greater degree of certainty regarding the projected emissions. |
| 2 | Kotlash | Is the estimate of 4,099 tonnes of CO ₂ s equivalent to 891 Toyota RAV 4 AWD (2020)? Can we confirm the figure. | The first series of utility bills for the gas lamps are being reviewed and further advice, including a pro rata rate of emissions, will be provided to Council once determined. |

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING

Meeting Date: 4 February 2025

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ORDINARY MEETING

14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING

Meeting Date: 4 February 2025

**14.1.2. Response to Councillor Questions Taken on Notice at the Council Meeting
16 December 2024**

The following question was raised from Councillors regarding matters on the Council Meeting Business Paper of 16 December 2024. This question was taken on notice and the response is provided below:

| # | Councillor | Question | Response |
|---|------------|---|---|
| 1 | Sheather | How is it ensured that the post development stormwater discharge from the Redbank development is no greater than pre-development discharge? | <p>It is a requirement of the Hawkesbury Development Control Plan/Engineering Specifications that:</p> <ul style="list-style-type: none">• Following development, both the runoff flow rate and pollutant load should be controlled to avoid destabilising the downstream creek bed and adversely affecting the ecology.• The peak flow rates of runoff from the site should be controlled so as not to exceed existing rates for all severity of storms. <p>For the Redbank Development a condition of Water Management for the site is that there is no net increase of flows into Redbank Creek as well as ensuring the water quality is improved. This is undertaken through Water Sensitive Urban Design (WSUD) initiatives integrated across the site through the open space network. Part of the overall scheme is to utilise existing dams and adapting these facilities to become water body features.</p> <p>This is achieved through:</p> <ul style="list-style-type: none">• Requiring stormwater management plans to be submitted for all subdivision/ development applications to demonstrate how these requirements will be achieved for future development• Ensuring that stormwater control design/management is consistent with any approved stormwater management plans, and assessed under the requirements of development control plans, engineering specifications, and other best practice guidelines, prior to approval• Undertaking inspections to ensure that works are constructed in accordance with approved designs• Requiring Works-as-Executed plans to be provided prior to the issue of subdivision certificates/occupation certificates. |

ORDINARY MEETING

14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING

Meeting Date: 4 February 2025

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

15. CONFIDENTIAL REPORTS

Meeting Date: 4 February 2025

15. CONFIDENTIAL REPORTS

15.1. GENERAL MANAGER

Nil reports.

ORDINARY MEETING

15. CONFIDENTIAL REPORTS

Meeting Date: 4 February 2025

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ORDINARY MEETING
15. CONFIDENTIAL REPORTS
Meeting Date: 4 February 2025

15.2. CITY PLANNING

15.2.1. CP - Community Representation on Council's Heritage Committee (80242)

Directorate: City Planning

REASON FOR CONFIDENTIALITY

This report is CONFIDENTIAL in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.

Specifically, the matter is to be dealt with pursuant Section 10A(2)(a) of the Act as it relates to personnel matters concerning particular individuals (other than Councillors).

In accordance with the provisions of Section 11(2) & (3) of the Local Government Act 1993, the reports, correspondence and other relevant documentation relating to this matter are to be withheld from the press and public.

ORDINARY MEETING

15. CONFIDENTIAL REPORTS

Meeting Date: 4 February 2025

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ORDINARY MEETING

15. CONFIDENTIAL REPORTS

Meeting Date: 4 February 2025

15.2.2. CP - Community Representation on Council's Floodplain Management Committee (161821)

Directorate: City Planning

REASON FOR CONFIDENTIALITY

This report is CONFIDENTIAL in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.

Specifically, the matter is to be dealt with pursuant Section 10A(2)(a) of the Act as it relates to personnel matters concerning particular individuals (other than Councillors).

In accordance with the provisions of Section 11(2) & (3) of the Local Government Act 1993, the reports, correspondence and other relevant documentation relating to this matter are to be withheld from the press and public.

ORDINARY MEETING

15. CONFIDENTIAL REPORTS

Meeting Date: 4 February 2025

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ORDINARY MEETING

15. CONFIDENTIAL REPORTS

Meeting Date: 4 February 2025

15.3. CORPORATE SERVICES

15.3.1. CS - Compulsory Lease of Part of 3 Bells Line of Road, North Richmond by Transport for New South Wales (159585)

Directorate: Corporate Services

REASON FOR CONFIDENTIALITY

This report is CONFIDENTIAL in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

In accordance with the provisions of Section 11(2) & (3) of the Local Government Act 1993, the reports, correspondence and other relevant documentation relating to this matter are to be withheld from the press and public.

ORDINARY MEETING

15. CONFIDENTIAL REPORTS

Meeting Date: 4 February 2025

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ORDINARY MEETING

15. CONFIDENTIAL REPORTS

Meeting Date: 4 February 2025

15.4. INFRASTRUCTURE SERVICES

Nil reports.



Ordinary Meeting

End of Business Paper

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