

Please address all communications to:
The General Manager
240 Blende Street
PO Box 448
Broken Hill NSW 2880
Phone 08 8080 3300
Fax 08 8080 3424
council@brokenhill.nsw.gov.au
www.brokenhill.nsw.gov.au

ABN 84 873 116 132

May 21, 2021

ORDINARY MEETING OF THE COUNCIL MEETING

TO BE HELD

WEDNESDAY, MAY 26, 2021

SUPPLEMENTARY AGENDA NO. 1

JAY NANKIVELL
GENERAL MANAGER

FURTHER BUSINESS

1. BROKEN HILL CITY COUNCIL REPORT NO. 82/21 - DATED MAY 19, 2021 - DRAFT INTERNAL AUDIT CHARTER (18/142)..... 3

2. BROKEN HILL CITY COUNCIL REPORT NO. 83/21 - DATED MAY 20, 2021 - TERMS OF REFERENCE - PROJECT STEERING GROUP - E.P O'NEILL MEMORIAL PRECINCT REDEVELOPMENT PROJECT (20/498)
.....13

ORDINARY MEETING OF THE COUNCIL

May 19, 2021

ITEM 1BROKEN HILL CITY COUNCIL REPORT NO. 82/21SUBJECT: DRAFT INTERNAL AUDIT CHARTER 18/142**Recommendation**

1. That Broken Hill City Council Report No. 82/21 dated May 19, 2021, be received.
2. That Council endorse the Internal Audit Charter.

Executive Summary:

The Internal Audit functions of NSW agencies are required to have an Internal Audit Charter that is consistent with the content of the 'model charter'. The Chief Audit Executive is required to review, in consultation with the Accountable Authority (Council) and the Audit, Risk and Improvement Committee (ARIC), their existing Internal Audit Charter against this model.

Although Broken Hill City Council (Council) has established an Internal Audit Program as a key component of the Council's governance framework, it does not have an Internal Audit Charter.

The attached draft charter was endorsed by the ARIC at its meeting held 20 May 2021 and this report now seeks endorsement from Council of the Internal Audit Charter.

Report:

Broken Hill City Council (Council) has established an Internal Audit Program as a key component of the Council's governance framework.

Council engaged O'Connor Marsden & Associates (OCM) to undertake an internal audit function of Council's services in July 2018. This engagement included the scheduled audits as per the internal audit plan as well as additional audits as requested by the Executive Leadership Team or through the Audit, Risk & Improvement Committee. (ARIC).

The Internal Audit functions of NSW agencies are required to have an Internal Audit Charter that is consistent with the content of the 'model charter'. The Chief Audit Executive is required to review, in consultation with the Accountable Authority (Council) and the Audit, Risk and Improvement Committee (ARIC), their existing Internal Audit Charter against this model.

Although Broken Hill City Council (Council) has established an Internal Audit Program as a key component of the Council's governance framework, it does not have an Internal Audit Charter. The attached draft charter was endorsed by the ARIC at its meeting held 20 May 2021 and this report now seeks endorsement from Council of the Internal Audit Charter (Attached).

Community Engagement:

Not Applicable

Strategic Direction:

Key Direction:	4	Our Leadership
Objective:	4.1	Openness and Transparency in Decision Making
Strategy:	4.1.1	Support the organisation to operate its legal framework

Relevant Legislation:

Local Government Act 1993

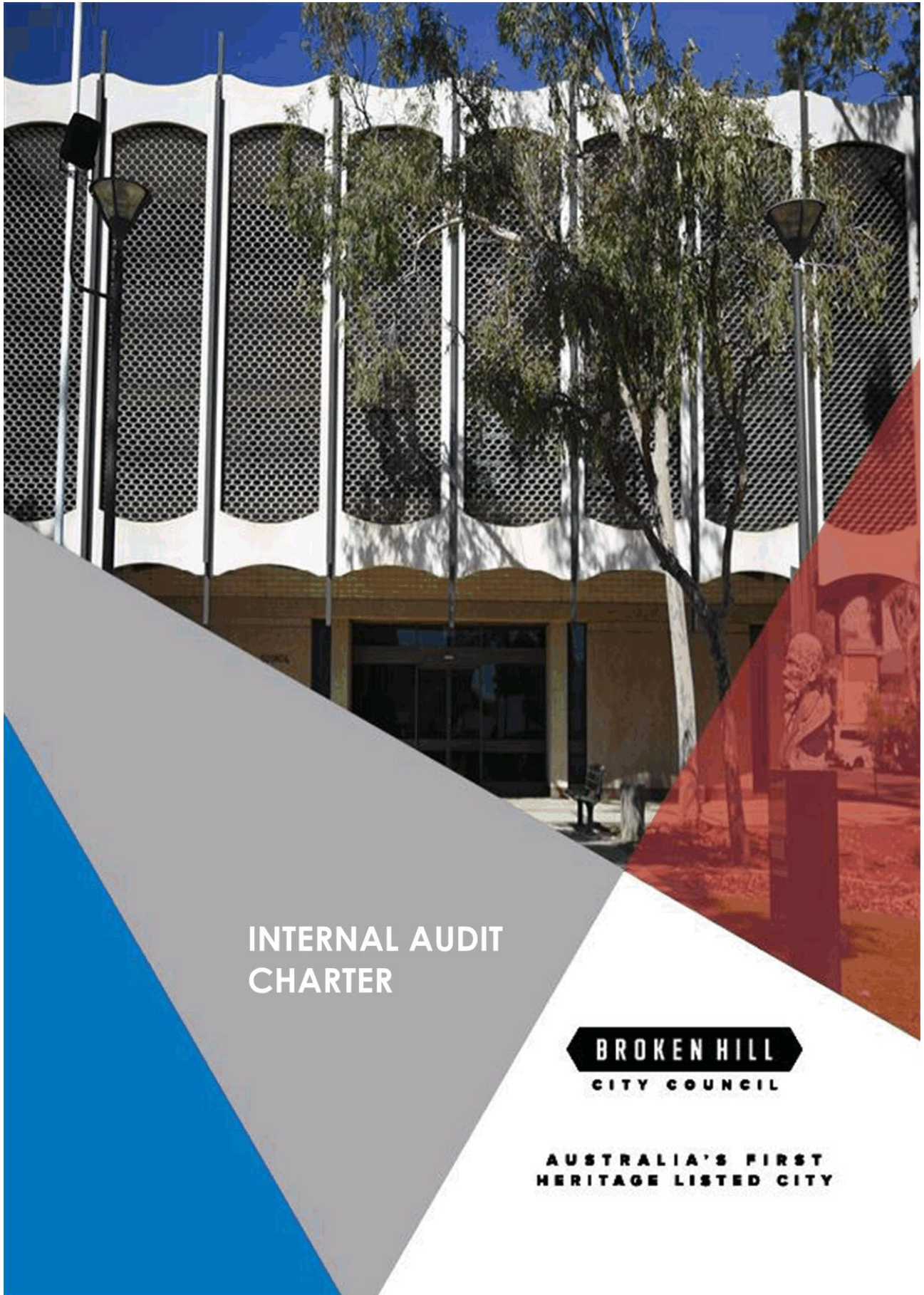
Financial Implications:

Nil Financial Implications

Attachments

1. [↓](#) Draft Internal Audit Charter

JAY NANKIVELL
GENERAL MANAGER



**INTERNAL AUDIT
CHARTER**



**AUSTRALIA'S FIRST
HERITAGE LISTED CITY**



QUALITY CONTROL			
KEY DIRECTION	4. Our Leadership		
OBJECTIVE	4.1 Openness and transparency in decision making		
STRATEGY	4.1.1 Support the organisation to operate its legal framework		
FUNCTION	Leadership and Governance		
FILE REFERENCE	18/142	EDRMS NUMBER	D21/21067
RESPONSIBLE OFFICER	General Manager		
REVIEW DATE			
DATE	ACTION		MINUTE No.
NOTES			
ASSOCIATED DOCUMENTS			

Internal Audit Charter

The Internal Audit functions of NSW agencies are required to have a charter that is consistent with the content of the 'model charter'. The Chief Audit Executive is required to review, in consultation with the Accountable Authority and the Audit, Risk and Improvement Committee, their existing Internal Audit Charter against this model. In doing so it is important that each agency consider carefully its particular circumstances, as there may be additional agency specific requirements that must also be addressed.

The purpose of this Internal Audit Charter is to address the role, responsibilities, authorisation, activities and reporting relationships of the Internal Audit function. The charter should be reviewed on a regular basis to ensure that it is consistent with changes in the financial, risk management and governance arrangements of the agency, and reflects developments in Internal Audit professional practices.



Contents

Internal Audit Charter.....2

1. Introduction4

2. Purpose of internal audit4

3. Independence4

4. Authority and confidentiality.....5

5. Roles and responsibilities5

6. Audit activities including audits with the following orientation:.....6

7. Advisory services6

8. Audit support activities.....7

9. Scope of internal audit activity7

10. Standards7

11. Relationship with external audit8

12. Planning8

13. Reporting8

14. Administrative arrangements8

15. Review of the charter.....8

1. Introduction

Broken Hill City Council (Council) has established an Internal Audit Program as a key component of the Council's governance framework.

This charter provides the framework for the conduct of the internal audit function at Council and has been approved by the Council taking into account the advice of the Audit, Risk and Improvement Committee.

2. Purpose of internal audit

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve Council's operations. It helps Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Internal audit provides an independent and objective review and advisory service to:

- provide assurance to the Council, and the Audit and Risk Committee, that the Council's financial and operational controls, designed to manage Council's risks and achieve the entity's objectives, are operating in an efficient, effective and ethical manner, and
- assist management in improving Council's business performance.

3. Independence

Independence is essential to the effectiveness of the internal audit function. Internal audit activity shall be independent, and internal auditors shall be objective in performing their work. Internal auditors shall have an impartial, unbiased attitude and avoid any conflicts of interest.

The internal audit function has no direct authority or responsibility for the activities it reviews. The internal audit function has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in original line processing functions or activities [except in carrying out its own functions].

The internal audit function is responsible on a day to day basis to the General Manager.

The internal audit function, through General Manager, reports functionally to the Audit and Risk Committee on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the Council to facilitate day to day operations. The General Manager has direct access to the Council to discuss audit and risk issues when required.

The following dual reporting line is prescribed where the dotted line represents the 'administrative' reporting line and the bold line represents the 'functional' reporting



line: *Note: Internal audit is responsible for providing assurance to the Accountable Authority and the Audit, Risk and Improvement Committee on the effectiveness of the risk management framework. However, all agencies are encouraged to nominate a CRO who is responsible for the oversight and promotion of risk management within the agency, designing the agency's risk management framework and for the day-to-day activities of embedding the framework in the agency. The CRO or risk management function should report to either the Accountable Authority or a direct report to the Accountable Authority, such as a member of the executive with responsibility for governance or planning, so that independence of risk management from line management is maintained.

4. Authority and confidentiality

Internal auditors are authorised to have full, free and unrestricted access to all functions, premises, assets, personnel, records, and other documentation and information that the General Manager considers necessary to enable the internal audit function to meet its responsibilities. When responding to requests, Council staff and contractors should cooperate with the internal audit function and must not knowingly mislead the internal audit function or willfully obstruct any audit activity.

All records, documentation and information accessed in the course of undertaking internal audit activities are to be used solely for the conduct of these activities. The General Manager and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive during the course of their work.

All internal audit documentation is to remain the property of the Council, including where internal audit services are performed by an external third-party provider.

5. Roles and responsibilities

The internal audit function shall evaluate and contribute to the improvement of governance, risk management, and control processes using a systematic and disciplined approach.

In the conduct of its activities, the internal audit function will play an active role in:

- developing and maintaining a culture of accountability and integrity,
- facilitating the integration of risk management into day-to-day business activities and processes and,

- promoting a culture of cost-consciousness, self-assessment and adherence to high ethical standards.

Internal audit activities will encompass the following areas:

6. Audit activities including audits with the following orientation:

6.1 Risk Management

- evaluate the effectiveness, and contribute to the improvement, of risk management processes,
- provide assurance to the Accountable Authority and the ARC on the effectiveness of the risk management framework including the design and operational effectiveness of internal controls,
- provide assurance that risk exposures relating to Council's governance, operations, and information systems are correctly evaluated, including:
 - reliability and integrity of financial and operational information,
 - effectiveness, efficiency and economy of operations and,
 - safeguarding of assets.
- evaluate the design, implementation and effectiveness of Council's ethics-related objectives, programs and activities,
- assess whether the information technology governance of Council sustains and supports Council's strategies and objectives.

6.2 Compliance

- compliance with applicable laws, regulations and Government policies and directions,
- performance improvement,
- the efficiency, effectiveness and economy of the entity's business systems and processes.

7. Advisory services

The internal audit function can advise Council's management on a range of matters including:

7.1 New programs, systems and processes

- providing advice on the development of new programs and processes and/or significant changes to existing programs and processes including the design of appropriate controls.

7.2 Risk management

- assisting management to identify risks and develop risk treatment and monitoring strategies as part of the risk management framework

7.3 Fraud and corruption control

- evaluate the potential for the occurrence of fraud and how cy manages fraud risk,
- assisting management to investigate fraud, identify the risks of fraud and develop fraud prevention and monitoring strategies,
- develop, implement and maintain a fraud and corruption control framework to prevent, detect and manage fraud and corruption.

8. Audit support activities

8.1 The internal audit function is also responsible for:

- managing the internal audit function,
- assisting the Audit, Risk and Improvement Committee to discharge its responsibilities,
- monitoring the implementation of agreed recommendations,
- disseminating across the entity better practice and lessons learnt arising from its audit activities.

9. Scope of internal audit activity

Internal audit reviews may cover all programs and activities of Council together with associated entities, as provided for in relevant business agreements, memorandum of understanding or contracts. Internal audit activity encompasses the review of all financial and non-financial policies and operations.

10. Standards

Internal audit activities will be conducted in accordance with this Charter, the Internal Audit and Risk Management Policy for the General Government Sector and with relevant professional standards including International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

In the conduct of internal audit work, internal audit staff will:

- comply with relevant professional standards of conduct,
- possess the knowledge, skills and technical proficiency relevant to the performance of their duties. This includes consideration of current activities, trends and emerging issues, to enable relevant advice and recommendations,
- be skilled in dealing with people and communicating audit, risk management and related issues effectively,
- exercise due professional care in performing their duties.

11. Relationship with external audit

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

12. Planning

The General Manager will prepare a risk-based annual internal audit work plan in a form and in accordance with a timetable agreed with the Audit, Risk and Improvement Committee.

13. Reporting

The General Manager will report to each meeting of the Audit, Risk and Improvement Committee on:

- audits completed,
- progress in implementing the annual audit work plan, and
- the implementation status of agreed internal and external audit recommendations.

The internal audit function will also report to the Audit, Risk and Improvement Committee at least annually on the overall state of internal controls at Council and any systemic issues requiring management attention based on the work of the internal audit function [and other assurance providers].

14. Administrative arrangements

Any change to the role of the General Manager (and, where the internal audit function uses an outsourced service delivery model, the external service provider) will be approved by the Council in consultation with the Audit, Risk and Improvement Committee.

The General Manager will arrange for an internal review, at least annually, and a periodic independent review, at least every five (5) years, of the efficiency and effectiveness of the operations of the internal audit function. The results of the reviews will be reported to the Audit, Risk and Improvement Committee who will provide advice to the Accountable Authority on those results.

15. Review of the charter

This charter will be reviewed at least annually by the Audit, Risk and Improvement Committee. Any substantive changes will be formally approved by the Council on the recommendation of the Audit and Risk Committee.

ORDINARY MEETING OF THE COUNCIL

May 20, 2021

ITEM 2BROKEN HILL CITY COUNCIL REPORT NO. 83/21

SUBJECT: TERMS OF REFERENCE - PROJECT STEERING GROUP - E.P O'NEILL MEMORIAL PRECINCT REDEVELOPMENT PROJECT
20/498

Recommendation

1. That Broken Hill City Council Report No. 83/21 dated May 20, 2021, be received.
2. That Council endorse a Governance Framework for the E.P O'Neill Memorial Precinct Redevelopment Project.
3. That Council endorse the Terms of Reference for the E.P O'Neill Memorial Precinct Project Steering Group.
4. That Council endorse the positions of Mayor and Deputy Mayor as Council's representatives to the Project Steering Group for the E.P O'Neill Memorial Precinct Redevelopment Project.

Executive Summary:

The E.P O'Neill Memorial Park site is a multi-functional hub which provides for diverse usage across the week and seasonally. Council plan to expand the efficiencies and connectivity of these functions through pathways, shared use of parking and facilities.

In June 2020 Council engaged Environmental Partnership to undertake consultation and assessment of the current site and provide a concept design and preliminary costings to achieve Council's overall vision for this site. This concept design and preliminary costings supported a grant funding application.

To ensure strong project governance for this project a Governance Framework has been developed. This report seeks endorsement of the Governance Framework including a Terms of Reference for a Project Steering Group (PSG) and appointment of Council representatives to the PSG.

Report:**Governance Framework**

Project governance provides direction and defines decision-making procedures and metrics for validating impacts to a project. It assists the project team with delivering on requirements and creates a forum for issue resolution to occur in a timely manner.

It is proposed that project governance be established for this project which will include a Project Steering Group (PSG), a Project Control Group (PCG) and a Project Delivery Team (PDT). Terms of Reference for each will be formalised with representatives also formally invited and appointed.

PROJECT STEERING GROUP (PSG)

Provide guidance to the project

Mayor, Deputy Mayor, General Manger, Group Manager Infrastructure and Projects, Projects Officer, Community Representatives from each Broken Hill Soccer Association, Broken Hill Tennis Association Inc., Broken Hill Netball Association, Barrier District Cricket Association, Aboriginal Working Party, Disability Inclusion Action Plan Monitoring Group, Youth

PROJECT CONTROL GROUP (PCG)

Responsible for detailed planning, design and implementation of project and reports

Public Works Advisory, Key Council Staff including GM, Group Manager Infrastructure and Projects, Projects Officer, Manager Communications, Business Systems Analyst, City Growth Coordinator, Coordinator Parks & Open Spaces, Leading Hand Carpenter & Joiner and a representative from the Strategic Asset Management Team.

PROJECT DELIVERY TEAM (PDT)

Manages the day to day running of the project

Group Manager Infrastructure and Projects, Projects Officer, Manager Communications

Regular meetings will occur throughout the project and project reports will be prepared as required.

Community Engagement:

Community consultation has previously been completed during the development of the Concept Design with representatives each from the Broken Hill Soccer Association, Broken Hill Tennis Association Inc., Broken Hill Netball Association and Barrier District Cricket Association. Representatives of each of the associations consulted with will be included on the Project Steering Group plus representatives from the Aboriginal Working Party, Disability Inclusion Action Plan Monitoring Group and Youth to ensure the final project meets the expectations and needs of the relevant user groups.

Strategic Direction:

Key Direction:	1	Our Community
Objective:	1.4	Our built environment supports our quality of life
Strategy:	1.4.3	Develop Council assets to promote outdoor recreation, exercise and mobility for families

Relevant Legislation:

Local Government Act 1993

Financial Implications:

Nil

Attachments

1. Terms of Reference – E.P. O'Neill Memorial Oval Redevelopment Project Steering
[↓](#) Group

JAY NANKIVELL
GENERAL MANAGER



TERMS OF REFERENCE – E.P. O'NEILL MEMORIAL PARK REDEVELOPMENT PROJECT STEERING GROUP

QUALITY CONTROL		
TRIM REFERENCES	D21/22540 – 20/498	
KEY DIRECTION	1. Our Community	
OBJECTIVE	1.4 Our built environment supports our quality of life	
STRATEGY	1.4.3 Develop Council assets to promote outdoor recreation, exercise and mobility for families	
RESPONSIBLE POSITION	General Manager	
APPROVED BY	Broken Hill City Council	
REVIEW DATE	May 2022	REVISION NUMBER 1
EFFECTIVE DATE	ACTION	MINUTE NUMBER
May 2021	Document Endorsed	

1. INTRODUCTION

Broken Hill City Council are seeking to expand the functionality of the E.P O'Neill Memorial Park, through creating a quality site that provides multi-functional sporting opportunities, while increasing the connectivity between each sporting area. The E.P O'Neill Memorial Park incorporates many sporting bodies and their facilities, including but not limited to the Broken Hill Netball Association, the Broken Hill Tennis Association, the Broken Hill Soccer Association and the Barrier District Cricket League.

The Sporting Precinct needs to be a multi-functional hub which provides for a diversity of uses across the week and throughout the seasons, as well as allowing for ease of movement between facilities and offer ample parking opportunity for participants and spectators.

The redevelopment will focus on the redesign and upgrade of the existing netballs courts and its drainage, the redesign and upgrade of the playing surface and watering system of the Norm Fox Oval, while also increasing the capacity for multiple sports to be played on this oval. The project will clarify the parking layout of all facilities with pedestrian and cycleways to link for ease of movement throughout the precinct.

The Project Steering Group (PSG) has been established to provide guidance to the project.

2. NAME

TERMS OF REFERENCE – E.P. O'NEILL MEMORIAL PARK REDEVELOPMENT PROJECT STEERING GROUP

The group shall be known as the E.P. O'Neill Memorial Park Redevelopment Project Steering Group.

3. ADDRESS

The address of the Committee will be:

c/- PO Box 448
Broken Hill NSW 2880

4. VISION, MISSION AND OBJECTIVES

4.1 Vision

To expand the role of the E.P O'Neill Memorial Park to be a multi-functional hub which provides for a diversity of uses and meets the needs of the community by enhancing the quality of recreational facilities available.

4.2 Mission

To lend advice, provide advocacy, input and engagement towards achieving the E.P. O'Neill Memorial Park redevelopment objectives.

4.3 Objectives

The Objectives of the project are:

- To increase the quality of the facilities within the precinct to enhance use from current occupants and encourage future sporting bodies to use the precinct for their chosen activities.
- To ensure the condition of the playing surfaces are of a high quality to ensure safe use from users of the precinct.
- To link all facilities by walkways and cycleways to create one united sporting precinct.
- To ensure safe, easy movement of pedestrians, cyclists and motorists in and out of the precinct.
- To have facilities that can host intercity and interstate sporting carnivals and increase tourism within the City.
- For the community to have ownership of a recreational space where all users have the ability to be active and improve their well-being.
- To have facilities that have the potential for long term evolution and future growth.

5. STRUCTURE AND MEMBERSHIP

5.1 The PSG shall consist of thirteen (13) members to be appointed at the first Committee meeting following a local election, such members to be nominated in the following manner:

- Minimum of two (2) Councillor Representatives – Mayor and Deputy Mayor (with proposed alternates).
- One (1) Project Director – General Manager (BHCC).
- One (1) representative from the Broken Hill Aboriginal Community Working Party.
- One (1) youth representative.
- One (1) representative from the Disability Inclusion Action Plan Monitoring Group.
- One (1) representative from the Broken Hill Soccer Association.
- One (1) representative from the Broken Hill Tennis Association Inc.
- One (1) representative from the Broken Hill Netball Association.
- One (1) representative from the Barrier District Cricket League.
- One (1) Community Engagement representative – Manager Communications (BHCC).
- One (1) Project Management – Group Manager Infrastructure and Projects (BHCC).
- One (1) Council Contact Officer – Project Officer (BHCC).

5.2 Council reserves the right to amend the number of PSG members and category of representation.

5.3 All members of the PSG will act in an honorary capacity.

6. TERM OF APPOINTMENT

6.1 Members appointed to the PSG will serve for a period of four (4) years coinciding with the period of election of the current elected body.

6.2 Councillors will be appointed to the group on an annual basis in September.

6.3 Members standing down during that period will be eligible for re-appointment.

6.4 Any new appointments in that period, due to vacancies or formal expansion of membership by the elected body; will serve the remainder of the four (4) year term; but will be eligible for re-appointment.

7. VACANCIES WITHIN THE PSG

7.1 Vacancies will be advertised and interested parties invited to apply for membership in writing, by completing a nomination form providing names and other necessary details for Council's consideration.

7.2 The names and addresses of the persons nominated will be forwarded in writing to Council's General Manager.

8. VACANCIES IN PSG MEMBERSHIP

8.1 PSG members will serve the set period unless the PSG is disbanded by Council prior to the time of the next local government election.

8.2 A member having failed to attend three (3) consecutive ordinary meetings, without leave of absence having been granted, shall have resigned their membership.

8.3 Any member of the PSG resigning his/her position within the PSG shall do so in writing addressed to the General Manager, such notice having effect upon receipt by the General Manager.

8.4 Membership shall cease in the following cases:

- If member becomes bankrupt;
- Member resigns from office by notification in writing to the General Manager;
- Member is absent for three (3) consecutive meetings without leave from meetings of the PSG;
- Council passes a resolution to remove the member from the PSG;
- Member holds any office of profit under the PSG;
- Member fails to disclose any pecuniary interest in any matter with which the PSG is concerned and takes part in the consideration, discussion or votes on any question relating to the matter and for the purposes of this provision 'pecuniary interest' has the same meaning given to that term in Section 441-443 of the *Local Government Act 1993*;
- Member while holding that office is convicted of an offence referred to in part 4 of the *Crimes Act 1900* (offences relating to property);
- Member is prohibited by Order under Section 230 of the Corporations Law from managing a corporation within the meaning of that Section;
- Member becomes a mentally incapacitated person; or
- Upon the death of a member.

8.5 It shall be the duty of the Chairperson, if any extraordinary vacancy occurs, to declare the fact to the next ensuing ordinary meeting and to ensure that the necessary steps are taken to fill the vacancy in accordance with this Terms of Reference.

9. MEETINGS

9.1 All meetings shall be held in accordance with the Council's Code of Meeting Practice.

- Minutes of the matters discussed will be kept and a copy forwarded to all PSG members in advance of the next meeting.
- Any items requiring action by Council are to be the subject of a report to the next scheduled meeting of Council.

9.2 There should be minimum of four (4) meetings held each year and additional as required.

9.3 The Council Contact Officer is responsible for preparing a report to Council requesting the minutes be noted and any specific recommendation of the PSG which must be endorsed at the time major events will be occurring with the PSG.

9.4 Following the Councils consideration of the Minutes and Recommendations, the Council Contact Officer will provide advice/feedback to the PSG as applicable.

10. EXECUTIVE

10.1 The Executive shall consist of a Chairperson which will be held by the incumbent Mayor of the Broken Hill City Council.

10.2 The Chairperson shall chair and maintain order at all meetings of the PSG at which he/she is present. The Chairperson may vote on all questions before the PSG and when voting is equal shall have the casting vote.

10.3 During the absence of the Chairperson, the Chairperson shall nominate an incumbent member of the PSG to hold the role in an acting capacity on his/her behalf. During this period, the acting Chairperson shall have and may exercise all the powers of the Chairperson.

10.4 Under normal circumstances only the Chairperson shall speak for the PSG however, individual members may be delegated powers of public comment by the General Manager, should circumstances warrant it.

11. RECORDS

Meetings are to follow an agenda and minutes taken are to be distributed to all members of the PSG.

12. CONFLICT OF INTERESTS

Councillors, Council Staff and members of Council Committees must comply with the applicable provisions of Council's Code of Conduct in carrying out the functions as Council Officials. It is the personal responsibility of Council Officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

PSG members must declare any conflict of interests at the start of each meeting, or before discussions of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

13. COUNCIL CONTACT OFFICER

For further information on the E.P. O'Neill Memorial Park Redevelopment Project PSG, contact the Council Contact Officer on 08 8080 3392.

TERMS OF REFERENCE – E.P. O'NEILL MEMORIAL PARK REDEVELOPMENT PROJECT STEERING GROUP

Page 5 of 6

14. DEFINITIONS

In this Constitution the following definitions will apply:

"BHCC" and "Council" shall mean Broken Hill City Council.

"Executive" shall mean the Chairperson Project Steering Group.

"PSG" shall mean the Project Steering Group.

"Contact Officer" shall mean Committee specific Council Contact Officer, as detailed at Section 13.

CONFIDENTIAL MATTERS

Ordinary Meeting of the Council Meeting to be held **Wednesday, May 26, 2021**

1. **BROKEN HILL CITY COUNCIL REPORT NO. 84/21 - DATED MAY 13, 2021 - T21/13 BROKEN HILL REGIONAL ART GALLERY MECHANICAL SERVICES UPGRADE - CONFIDENTIAL**

(General Manager's Note: This report considers a tender and is deemed confidential under Section 10A(2) (c) of the Local Government Act, 1993 which provides for information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).

2. **BROKEN HILL CITY COUNCIL REPORT NO. 85/21 - DATED MAY 18, 2021 - ART GALLERY REFURBISHMENT WORKS - CONFIDENTIAL**

(General Manager's Note: This report considers Art Gallery Refurbishment Works and Tender Costs and is deemed confidential under Section 10A(2) (c) of the Local Government Act, 1993 which provides for information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).

3. **BROKEN HILL CITY COUNCIL REPORT NO. 86/21 - DATED MAY 21, 2021 - WRITE OFF BAD DEBT - 564-638 BARRIER HIGHWAY - CONFIDENTIAL**

(General Manager's Note: This report considers the write off of bad debt and is deemed confidential under Section 10A(2) (b) (e) of the Local Government Act, 1993 which contains matters that will involve the discussion of the personal hardship of any resident or rate payer; AND which provides for information that would, if disclosed, prejudice the maintenance of law).

4. **BROKEN HILL CITY COUNCIL REPORT NO. 87/21 - DATED MAY 19, 2021 - Q21/14 - REQUEST FOR QUOTATION - PROJECT MANAGEMENT OF E.P O'NEILL MEMORIAL PRECINCT REDEVELOPMENT PROJECT - CONFIDENTIAL**

(General Manager's Note: This report considers a quotation and is deemed confidential under Section 10A(2) (c) of the Local Government Act, 1993 which provides for information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).