

August 18, 2021

ORDINARY MONTHLY MEETING

TO BE HELD

WEDNESDAY, AUGUST 25, 2021

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
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ABN 84 873 116 132

Dear Sir/Madam,

Your attendance is requested at the Ordinary Meeting of the Council of the City of Broken Hill to be held **via videoconference** on **Wednesday, August 25, 2021** commencing at 6:30pm to consider the following business:

- 1) Opening Meeting
 - 1a) Requests from Councillors to attend via audio-visual link
- 2) Apologies and Leave of Absence
- 3) Prayer
- 4) Acknowledgement of Country
- 5) Minutes for Confirmation
- 6) Disclosure of Interest
- 7) Mayoral Minute(s)
- 8) Notice of Motion
- 9) Notices of Rescission
- 10) Reports from Delegates
- 11) Reports
- 12) Committee Reports
- 13) Questions Taken on Notice from Previous Council Meeting
- 14) Questions for Next Meeting Arising from Items on this Agenda
- 15) Confidential Matters
- 16) Conclusion of the meeting

JAY NANKIVELL
GENERAL MANAGER

LIVESTREAMING AND RECORDING OF COUNCIL MEETINGS

PLEASE NOTE: This Council meeting is being livestreamed via YouTube and recorded and published online via Facebook.

To those present in the meeting today, by participating in this public meeting you are consenting to your image, voice and comments being recorded and published.

The Mayor and/or General Manager have the authority to pause the livestream if comments or debate are considered defamatory or otherwise inappropriate for publishing.

Participants are advised that they may be subject to legal action if they engage in unlawful behaviour or commentary.

MINUTES FOR CONFIRMATION

Minutes of the Ordinary Meeting of the Council meeting held Wednesday, July 28, 2021.

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Meeting commenced at 6:30pm.

PRESENT:

Councillor D. Turley (Mayor) Councillor C. Adams (Deputy Mayor)
Councillors B. Algate, M. Browne, M. Clark, D. Gallagher, T. Kennedy,
B. Licul, J. Nolan (audio-visual link) and R. Page.

General Manager, Acting Chief Financial Officer, Chief Corporate and
Community Officer, Manager Communications and Marketing, Group
Manager Infrastructure and Projects, Governance Officer and Executive
Support Officer.

Media (2), Members of the Public (5).

APOLOGIES:

Nil

PRAYER

Deputy Mayor Adams delivered the prayer.

ACKNOWLEDGEMENT OF COUNTRY

Councillor Gallagher delivered the Acknowledgment of Country.

MINUTES FOR CONFIRMATION

RESOLUTION

Minute No. 46589

Deputy Mayor C Adams moved

Councillor M Clark seconded

)
)

Resolved

That the Minutes of the Ordinary Meeting of the
Council of the City of Broken Hill held June 30,
2021 be confirmed.

That the Minutes of the Extraordinary Meeting of
the Council of the City of Broken Hill held July
07, 2021 be confirmed.

CARRIED UNANIMOUSLY

DISCLOSURE OF INTEREST

Nil.

MAYORAL MINUTES

**ITEM 1 - MAYORAL MINUTE NO. 5/21 - DATED JULY 21, 2021 - PROPOSAL TO ESTABLISH A
SISTER CITY RELATIONSHIP WITH BLACKTOWN CITY COUNCIL** 11/401

Motion

- | | | |
|-------------------------------|---|---|
| Mayor D Turley moved |) | 1. That Mayoral Minute No. 5/21 dated July 21, 2021, be received. |
| Deputy Mayor C Adams seconded |) | |
2. That Council liaises with Blacktown City Council to discuss the possibility of forming an arts-based Sister City friendship agreement.
 3. That Council receives a further report regarding the outcome of these discussions, and the report to include the amount of funding required to participate in Sister City cultural exchange program and the benefits to Broken Hill.
 4. That correspondence be sent to Canterbury-Bankstown City Council thanking them for their long-standing Sister City Relationship with Broken Hill City Council.

Amendment

- | | | |
|------------------------------|---|---|
| Councillor T Kennedy moved |) | 1. That Mayoral Minute No. 5/21 dated July 21, 2021, be received. |
| Councillor R Algate seconded |) | |
2. That Council reinvigorates the Sister City 355 Committee to facilitate the Bankstown/Broken Hill Sister City relationship.
 3. That Council calls for Expressions of Interest from sporting groups in Broken Hill who are interest in participating, local gaming clubs and the Bankstown District Sporting Club to promote the relationship.

LOST

Prior to the vote on the Amendment, Councillor Clark foreshadowed a further Amendment.

FOR: Crs R Algate, T Kennedy and R Page
AGAINST: Crs C Adams, M Browne, M Clark, D Gallagher, B Licul, J Nolan and D Turley

Councillor Clark's foreshadowed Amendment was put.

Amendment

- | | | |
|------------------------------|---|---|
| Councillor M Clark moved |) | 1. That Mayoral Minute No. 5/21 dated July 21, 2021, be received. |
| Councillor M Browne seconded |) | |
2. That Council liaises with Blacktown City Council to discuss the possibility of forming

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an arts-based Sister City friendship agreement.

3. That Council receives a further report regarding the outcome of these discussions, and the report to include the amount of funding required to participate in Sister City cultural exchange program and the benefits to Broken Hill.
4. That correspondence be sent to Canterbury-Bankstown City Council thanking them for their long-standing Sister City Relationship with Broken Hill City Council.
5. That the Our Community Key Direction Working Group investigates reinvigorating the Sister City Bankstown Sporting Exchange, and a report be presented to Council in partnership with the Sister City Committee.

CARRIED

FOR: Crs C Adams, M Browne, M Clark, D Gallagher, T Kennedy, B Licul, J Nolan, R Page
and D Turley
AGAINST: Cr R Algate

The amendment becomes the motion.

RESOLUTION

Minute No. 46590

Councillor M Clark moved)
Councillor M Browne seconded)

Resolved

1. That Mayoral Minute No. 5/21 dated July 21, 2021, be received.
2. That Council liaises with Blacktown City Council to discuss the possibility of forming an arts-based Sister City friendship agreement.
3. That Council receives a further report regarding the outcome of these discussions, and the report to include the amount of funding required to participate in Sister City cultural exchange program and the benefits to Broken Hill.
4. That correspondence be sent to Canterbury-Bankstown City Council thanking them for their long-standing Sister City Relationship with Broken Hill City Council.
5. That the Our Community Key Direction Working Group investigates reinvigorating the Sister City Bankstown Sporting Exchange, and a report be presented to Council in partnership with the Sister City Committee.

CARRIED

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FOR: Crs C Adams, M Browne, M Clark, D Gallagher, T Kennedy, B Licul, J Nolan, R Page
and D Turley
AGAINST: Cr R Algate

**ITEM 2 - MAYORAL MINUTE NO. 7/21 - DATED JULY 27, 2021 - POSTPONEMENT OF 2021
LOCAL GOVERNMENT ELECTIONS**

19/7

Motion

Mayor D Turley moved
Councillor M Clark seconded

-) 1. That Mayoral Minute No. 7/21 dated July 27,
) 2021, be received.
2. That the postponement of the NSW 2021
Local Government Elections has taken away
the democratic voting rights of the residents
in NSW; given elections have already been
postponed by 12 months.
3. That the postponement of the NSW 2021
Local Government Elections by a further
three months will severely impact the next
Council by effectively reducing their term
from four years to two years and nine
months.
4. That Council write to the NSW Premier,
Gladys Berejiklian, NSW Opposition Leader,
Chris Minns, NSW Minister for Local
Government, Shelley Hancock, Shadow
Minister for Local Government, Greg Warren,
Minister for Western NSW, Adam Marshall,
Shadow Minister for Western NSW, Mick
Veitch, Member for Barwon, Roy Butler and
NSW Electoral Commissioner, John Schmidt
calling for an exemption for the
postponement of the NSW Local Government
Elections to be held of September 4 for
Regional and Rural Councils.

Amendment

Councillor T Kennedy moved
Councillor R Algate seconded

-) 1. That Mayoral Minute No. 7/21 dated July 27,
) 2021, be received.
2. That the postponement of the NSW 2021
Local Government Elections has taken away
the democratic voting rights of the residents
in NSW; given elections have already been
postponed by 12 months.
3. That the postponement of the NSW 2021
Local Government Elections by a further
three months will severely impact the next
Council by effectively reducing their term
from four years to two years and nine
months.
4. That Council write to the NSW Premier,
Gladys Berejiklian, NSW Opposition Leader,

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Chris Minns, NSW Minister for Local Government, Shelley Hancock, Shadow Minister for Local Government, Greg Warren, Minister for Western NSW, Adam Marshall, Shadow Minister for Western NSW, Mick Veitch, Member for Barwon, Roy Butler and NSW Electoral Commissioner, John Schmidt calling for an exemption for the postponement of the NSW Local Government Elections to be held of September 4 for all council areas that do not have a significant COVID-19 outbreak.

LOST

FOR: Crs R Algate and T Kennedy

AGAINST: Crs C Adams, M Browne, M Clark, D Gallagher, B Licul, J Nolan, R Page and D Turley

The original motion was put.

RESOLUTION

Minute No. 46591

Mayor D Turley moved)

Councillor M Clark seconded)

Resolved

1. That Mayoral Minute No. 7/21 dated July 27, 2021, be received.
2. That the postponement of the NSW 2021 Local Government Elections has taken away the democratic voting rights of the residents in NSW; given elections have already been postponed by 12 months.
3. That the postponement of the NSW 2021 Local Government Elections by a further three months will severely impact the next Council by effectively reducing their term from four years to two years and nine months.
4. That Council write to the NSW Premier, Gladys Berejiklian, NSW Opposition Leader, Chris Minns, NSW Minister for Local Government, Shelley Hancock, Shadow Minister for Local Government, Greg Warren, Minister for Western NSW, Adam Marshall, Shadow Minister for Western NSW, Mick Veitch, Member for Barwon, Roy Butler and NSW Electoral Commissioner, John Schmidt calling for an exemption for the postponement of the NSW Local Government Elections to be held of September 4 for Regional and Rural Councils.

CARRIED

FOR: Crs C Adams, M Browne, M Clark, D Gallagher, T Kennedy, B Licul, J Nolan, R Page and D Turley

AGAINST: Cr R Algate

NOTICES OF MOTION

A Confidential Notice of Motion will be considered in the Confidential Section of this meeting.

RESCISSION MOTIONS

Nil.

REPORTS FROM DELEGATES

ITEM 3 - REPORTS FROM DELEGATES NO. 3/21 - DATED JUNE 22, 2021 - ATTENDANCE AT THE ASSOCIATION OF MINING AND ENERGY RELATED COUNCIL MEETING HELD 21 MAY 2021 IN GUNNEDAH 11/195

Motion

Councillor J Nolan moved) 1. That Reports from Delegates No. 3/21 dated
Councillor M Browne seconded) June 22, 2021, be received.

Amendment

Councillor T Kennedy moved) 1. That Reports from Delegates No. 3/21 dated
Councillor R Algate seconded) June 22, 2021, be received.

2. That Councillor Nolan be commended and thanked for his service to the City over many years, as Council's Delegate on the Mining and Energy Related Council.

CARRIED UNANIMOUSLY

The amendment becomes the motion.

RESOLUTION

Resolved

Minute No. 46592

Councillor T Kennedy moved) 1. That Reports from Delegates No. 3/21
Councillor R Algate seconded) dated June 22, 2021, be received.

2. That Councillor Nolan be commended and thanked for his service to the City over many years, as Council's Delegate on the Mining and Energy Related Council.

CARRIED UNANIMOUSLY

REPORTS

ITEM 4 - BROKEN HILL CITY COUNCIL REPORT NO. 117/21 - DATED JULY 09, 2021 - CORRESPONDENCE REPORT - TRIAL COACH SERVICES, BROKEN HILL TO MILDURA AND ADELAIDE 11/161

RESOLUTION

Resolved

Minute No. 46593

Deputy Mayor C Adams moved) 1. That Broken Hill City Council Report No.
Councillor M Browne seconded) 117/21 dated July 9, 2021, be received.

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2. That correspondence from Transport NSW dated 9 July 2021 advising of a twelve-month extension to the trial coach services between Broken Hill and Mildura, and between Broken Hill and Adelaide to 30 June 2022, be received and noted.
3. That Council sends further correspondence, prior to June 2022, to the Minister for Regional Transport and Roads and to Transport NSW advocating for both Trainlink coach services between Broken Hill and Mildura and between Broken Hill and Adelaide to continue in operation permanently.
4. That Council writes to Transport NSW requesting that both coach services between Broken Hill and Mildura and between Broken Hill and Adelaide are advertised and promoted more prominently to ensure that the public are aware that the services are continuing for a further twelve months to 30 June 2022.

CARRIED UNANIMOUSLY

ITEM 5 - BROKEN HILL CITY COUNCIL REPORT NO. 118/21 - DATED JULY 08, 2021 - LOCAL GOVERNMENT ELECTIONS 2021 - CARETAKER PERIOD 15/23

RESOLUTION

Minute No. 46594

Deputy Mayor C Adams moved)

Councillor M Clark seconded)

Resolved

1. That Broken Hill City Council Report No. 118/21 dated July 8, 2021, be received.

CARRIED UNANIMOUSLY

ITEM 6 - BROKEN HILL CITY COUNCIL REPORT NO. 119/21 - DATED JULY 16, 2021 - DRAFT LIBRARY POLICIES FOR PUBLIC EXHIBITION 12/14

RESOLUTION

Minute No. 46595

Deputy Mayor C Adams moved)

Councillor J Nolan seconded)

Resolved

1. That Broken Hill City Council Report No. 119/21 dated July 16, 2021, be received.
2. That Council endorses the draft Library Computer and Internet Access Policy, draft Library Membership Policy and draft Library Policy for the purpose of public exhibition.
3. That Council publicly exhibits the draft Library Computer and Internet Access Policy, draft Library Membership Policy and draft Library Policy and accepts submissions from the public for a period of 28 days.

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4. That Council notes that following the 28 day consultation process and final resolution of Council, that Library Policy (2009) will be rescinded and superseded by the Computer and Internet Access Policy, Library Membership Policy and Library Policy.
5. That Council receives a further report at the conclusion of the exhibition period, detailing submissions and any recommended changes arising, with a view to adopting the draft Library Computer and Internet Access Policy, draft Library Membership Policy and draft Library Policy.

CARRIED UNANIMOUSLY

ITEM 7 - BROKEN HILL CITY COUNCIL REPORT NO. 120/21 - DATED JULY 16, 2021 - INVESTMENT REPORT FOR JUNE 2021

17/82

RESOLUTION

Minute No. 46596

Councillor J Nolan moved)
Councillor D Gallagher seconded)

Resolved

1. That Broken Hill City Council Report No. 120/21 dated July 16, 2021, be received.

CARRIED UNANIMOUSLY

ITEM 8 - BROKEN HILL CITY COUNCIL REPORT NO. 121/21 - DATED JULY 14, 2021 - MUNDI MUNDI FRINGE FOOTPATH DINING EXEMPTION - AMENDMENT

21/68

RESOLUTION

Minute No. 46597

Deputy Mayor C Adams moved)
Councillor D Gallagher seconded)

Resolved

1. That Broken Hill City Council Report No. 121/21 dated July 14, 2021, be received.
2. That Council approves the change of date for the footpath dining fee exemption from Sunday August 15 to Saturday 28 August to Sunday September 19, 2021 to Saturday 02 October, 2021 inclusive, to coincide with change in dates for the Broken Hill Mundi Mundi Bash.
3. That Council endorses the General Manager to amend the dates of the exemption if the dates for the Broken Hill Mundi Mundi Bash are changed in future, due to the changing circumstances around COVID-19 restrictions.

CARRIED UNANIMOUSLY

ITEM 9 - BROKEN HILL CITY COUNCIL REPORT NO. 122/21 - DATED JULY 16, 2021 - MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 415 HELD TUESDAY, 6 JULY 2021 11/397

RESOLUTION

Minute No. 46598

Councillor M Browne moved)
Councillor M Clark seconded)

Resolved

1. That Broken Hill City Council Report No. 122/21 dated July 16, 2021, be received.

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2. That the minutes from the Local Traffic Committee Meeting No. 415 held, Tuesday, 6 July 2021 be received.
3. That Item Number 406.6.1 – That a 'Loading Zone' be installed in Crystal Lane on the side of the Astra to service all businesses.
4. That Item Number 414.6.5 - That an additional disability parking space be installed adjacent to the Broken Hill Regional Aquatic Centre, in the same location as current disability parking spaces as this is the best location for ramp access.
5. That Item Number 415.6.4 – That traffic counters be installed in Kaolin Street adjacent the Happy Day Preschool to determine the volume and speed of traffic.
6. That Council submits a motion to the Local Government NSW Conference advocating for reduced speed limits for all NSW childcare centres and long day-care centres.
7. That Councillor Browne be commended and thanked for her service to the City over many years, as Council's Delegate on the Local Traffic Committee.

CARRIED UNANIMOUSLY

ITEM 10 - BROKEN HILL CITY COUNCIL REPORT NO. 123/21 - DATED JULY 14, 2021 - MINUTES AND REPORTS BROKEN HILL LEAD REFERENCE GROUP 20 MAY 2021 D21/24152

RESOLUTION

Minute No. 46599

Councillor M Browne moved)
Councillor M Clark seconded)

Resolved

1. That Broken Hill City Council Report No. 123/21 dated July 14, 2021, be received.
2. That the minutes and reports of the Broken Hill Lead Reference Group for meeting held 20 May 2021 be received

CARRIED UNANIMOUSLY

ITEM 11 - BROKEN HILL CITY COUNCIL REPORT NO. 124/21 - DATED JULY 07, 2021 - ACTION LIST REPORT 11/21

RESOLUTION

Minute No. 46600

Councillor D Gallagher moved)
Councillor B Licul seconded)

Resolved

1. That Broken Hill City Council Report No. 124/21 dated July 7, 2021, be received.

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2. That the General Manager be thanked for his work in ensuring that Council resolutions are actioned in a timely manner.

CARRIED UNANIMOUSLY

COMMITTEE REPORTS

ITEM 12 - BROKEN HILL CITY COUNCIL REPORT NO. 125/21 - DATED JUNE 22, 2021 - MINUTES OF THE PICTON OVAL COMMUNITY COMMITTEE MEETINGS HELD 21 JUNE 2021 AND 12 JULY 2021 12/54

RESOLUTION

Minute No. 46601

Councillor B Licul moved)

Deputy Mayor C Adams seconded)

Resolved

1. That Broken Hill City Council Report No. 125/21 dated June 22, 2021, be received.

2. That the minutes of the Picton Oval Community Committee Meetings held 21 June 2021 and 12 July 2021, be received.

CARRIED UNANIMOUSLY

QUESTIONS TAKEN ON NOTICE FROM PREVIOUS COUNCIL MEETING

ITEM 13 - QUESTIONS ON NOTICE NO. 6/21 - DATED JULY 07, 2021 - COUNCILLOR QUESTIONS TAKEN ON NOTICE AT THE JUNE 2021 ORDINARY COUNCIL MEETING 16/165, 13/163, 11/161

RESOLUTION

Minute No. 46602

Councillor M Clark moved)

Deputy Mayor C Adams seconded)

Resolved

1. That Questions On Notice No. 6/21 dated July 7, 2021, be received.

CARRIED UNANIMOUSLY

QUESTIONS FOR NEXT MEETING ARISING FROM ITEMS ON THIS AGENDA

Union Street Parking - (Item 8 - Local Traffic Committee Minutes) 11/397
Councillor Kennedy asked for an update on the Union Street Parking matter which a resident had recently raised with Council.

Confidential Business Papers 11/21
Councillor Algate asked that other options regarding the security watermarking of Confidential Business Papers be investigated as the current process using the BigTinCan Hub settings makes the Confidential Business Papers hard to read on the Councillor electronic devices.

ACKNOWLEDGEMENT

Prior to the Council Meeting moving into Closed Session to consider the Confidential Matters, Deputy Mayor Adams congratulated Mayor Turley and Councillor Gallagher on their recent retirements from the public service sector. Mayor Turley for 40 years of service to NSW Health and Councillor Gallagher for 40 years of service to NSW Police.

All present congratulated Mayor Turley and Councillor Gallagher.

RESOLUTION

Minute No. 46603

Councillor B Licul moved
Councillor M Clark seconded

Resolved

) That the meeting move into closed session in
) accordance with *Section 10A(2) of the Local Government Act 1993* whilst the confidential matters are considered.

CARRIED UNANIMOUSLY

Members of the media and public left the Council Chambers at 7:36pm.

CONFIDENTIAL MATTERS

**ITEM 14 - BROKEN HILL CITY COUNCIL REPORT NO. 126/21 - DATED JULY 02, 2021 -
CONFIDENTIAL MINUTES FOR CONFIRMATION OF THE COUNCIL MEETING HELD 30 JUNE
2021 - CONFIDENTIAL**

21/43

(General Manager's Note: This report considers confidential minutes for confirmation and is deemed confidential under Section 10A(2) (c) (d) 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; AND which provides for commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).

RESOLUTION

Minute No. 46604

Deputy Mayor C Adams moved
Councillor M Clark seconded

Resolved

1. That Broken Hill City Council Report No. 126/21 dated July 2, 2021, be received.
2. That the confidential minutes of the Ordinary Council Meeting held 30 June 2021 be confirmed.

CARRIED

FOR: Crs C Adams, M Browne, M Clark, D Gallagher, B Licul, J Nolan, R Page and D Turley
AGAINST: Crs R Algate and T Kennedy

**ITEM 15 - MAYORAL MINUTE NO. 6/21 - DATED JULY 09, 2021 - GENERAL MANAGER'S
PERFORMANCE AGREEMENT CRITERIA - CONFIDENTIAL**

20/557

(General Manager's Note: This report considers a staffing matter and is deemed confidential under Section 10A(2) (a) of the Local Government Act, 1993 which contains matters that will involve the

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discussion of personnel matters concerning a particular individual).

RESOLUTION

Minute No. 46605

Councillor D Gallagher moved)
Councillor M Clark seconded)

Resolved

1. That Mayoral Minute No. 6/21 dated July 9, 2021, be received.
2. That the minutes of the General Manager's Performance Review Panel workshop held on 16 June 2021, be received and noted.
3. That the criteria of the General Manager's Performance Agreement as attached to the Mayoral Minute, be received and noted.

CARRIED UNANIMOUSLY

ITEM 16 - MOTIONS OF WHICH NOTICE HAS BEEN GIVEN NO. 18/21 - DATED JULY 16, 2021 - EXPENSES RELATING TO LEGAL ACTION - CONFIDENTIAL 17/186, 17/114, 18/134
(**General Manager's Note:** This report considers information regarding ongoing legal matters and is deemed confidential under Section 10A(2) (e) (g) of the Local Government Act, 1993 which provides for information that would, if disclosed, prejudice the maintenance of law; AND which contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege).

RESOLUTION

Minute No. 46606

Councillor M Browne moved)
Councillor M Clark seconded)

Resolved

1. That Motions of Which Notice has been Given No. 18/21 dated July 16, 2021, be received.
2. That Council initiate an independent audit of the Civic Centre litigation matter once it is completed.
3. That the audit is completed in alignment with Council's internal audit framework and program.
4. That the Audit, Risk and Improvement Committee develop the terms of reference of the audit in conjunction with Council's independent auditors and also provide oversight of the process and implementation of any recommendations.
5. That a report from the Audit, Risk and Improvement Committee on the Committee's findings and recommendations be presented to Council.

CARRIED

FOR: Crs C Adams, M Browne, M Clark, D Gallagher, B Licul, J Nolan, R Page and D Turley
AGAINST: Crs R Algate and T Kennedy

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**ITEM 17 - BROKEN HILL CITY COUNCIL REPORT NO. 127/21 - DATED JULY 12, 2021 - T21/14 -
CENTRAL BUSINESS DISTRICT WAYFINDING PROJECT - CONFIDENTIAL** T21/14

(General Manager's Note: This report considers a tender and is deemed confidential under Section 10A(2) (c) (d) 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; AND which provides for commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).

RESOLUTION

Resolved

Minute No. 46607

Councillor M Clark moved)
Councillor M Browne seconded)

1. That Broken Hill City Council Report No. 127/21 dated July 12, 2021, be received.
2. That Council endorses the tender from Buchan for stage 1 of the CBD Wayfinding Project as detailed within the report and submission for the amount of \$134,320.00 (ex GST).
3. That Council endorse the tender from Buchan for stage 2 of the CBD Wayfinding Project as detailed within the report and submission for the manufacturing and installation of the wayfinding project to be negotiable dependent on stage 1 of the tender to a maximum value of \$641,000 (ex GST).

CARRIED UNANIMOUSLY

**ITEM 18 - BROKEN HILL CITY COUNCIL REPORT NO. 128/21 - DATED JULY 12, 2021 - T21/15 -
CENTRAL BUSINESS DISTRICT BANNER POLES - CONFIDENTIAL** T21/15

(General Manager's Note: This report considers a tender and is deemed confidential under Section 10A(2) (c) (d) 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; AND which provides for commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).

RESOLUTION

Resolved

Minute No. 46608

Councillor J Nolan moved)
Councillor M Clark seconded)

1. That Broken Hill City Council Report No. 128/21 dated July 12, 2021, be received.
2. That Council awards the T21-15 tender to One Wifi & Infrastructure Pty Ltd to provide Smart Banner Poles in the Central Business District and Patton Street Precinct up to a maximum sum of \$886,435 (ex GST), negotiable upon the number of poles required.

CARRIED UNANIMOUSLY

**ITEM 19 - BROKEN HILL CITY COUNCIL REPORT NO. 129/21 - DATED JULY 06, 2021 - T21/9 -
GALENA MERCURY TALC INTERSECTION UPGRADE- UTILITIES RELOCATION -STAGE-1,
VP249646 - CONFIDENTIAL** T21/9

(General Manager's Note: This report considers a tender and is deemed confidential under Section 10A(2) (c) (d) 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; AND which provides for commercial information of a confidential

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nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).

RESOLUTION

Minute No. 46609

Councillor B Licul moved)

Councillor D Gallagher seconded)

Resolved

1. That Broken Hill City Council Report No. 129/21 dated July 6, 2021, be received.
2. That Council award tender T21/9- Galena Mercury Talc Intersection upgrade - utilities relocation to Vertex Power and Process Pty Ltd for the tendered amount of \$342,904 (excluding GST).
3. That Council accept the proposals for the relocation of utilities and electrical assets as part of Galena Mercury Talc streets intersection upgrade.

CARRIED UNANIMOUSLY

ITEM 20 - BROKEN HILL CITY COUNCIL REPORT NO. 130/21 - DATED JULY 15, 2021 - T21/10 - SUPPLY OF 4 X WASTE TRUCK FLEET PACKAGE - CONFIDENTIAL T21/10

(General Manager's Note: This report considers a tender and is deemed confidential under Section 10A(2) (c) (d) 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; AND which provides for commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).

RESOLUTION

Minute No. 46610

Councillor J Nolan moved)

Councillor D Gallagher seconded)

Resolved

1. That Broken Hill City Council Report No. 130/21 dated July 15, 2021, be received.
2. That Council award tender T21/10 for the purchase of 4 Waste truck Fleet package consisting of 3 x FE Eu6 4x2 Rigid Air Ride with Bucher Body and 1 x FM11 HA 8x4 Rigid Air Ride – Distribution BUCHER Front Lift to Hino Motor Sales (Johnsons Truck and Coach) for the total price of \$1,578,528.90 (inc. GST).

CARRIED

FOR: Crs C Adams, R Algate, M Browne, M Clark, D Gallagher, B Licul, J Nolan, R Page and D Turley

AGAINST: Cr T Kennedy

Members of the media and public returned to the Council Chambers at 8:00pm.

At the Mayor's invitation, the General Manager read the resolutions of the items considered in closed session.

There being no further business the Mayor closed the meeting at 8:07pm.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
JULY 28, 2021

THE FOREGOING MINUTES WERE READ
AND CONFIRMED AT THE ORDINARY
MEETING OF THE BROKEN HILL CITY
COUNCIL HELD ON 25 AUGUST 2021.

)
)
)
)

CHAIRPERSON

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ORDINARY MEETING OF THE COUNCIL

August 12, 2021

ITEM 1**BROKEN HILL CITY COUNCIL REPORT NO. 131/21**

SUBJECT: LOCAL GOVERNMENT ELECTIONS 2021 - NEW CARETAKER
PERIOD 15/23

Recommendation

1. That Broken Hill City Council Report No. 131/21 dated August 12, 2021, be received.
2. That due to the postponement of the NSW Local Government Elections to 4 December 2021 (as advised by the Office of Local Government on 25 July 2021) Council notes that the caretaker period requirements as detailed in the report, will now commence on 5 November 2021 and conclude on 4 December 2021.

Executive Summary:

Council previously received Circular No. 21-17 dated 8 July 2021 Reference A755930 issued by the NSW Office of Local Government (OLG) regarding Council decision-making prior to the September 2021 Local Government Elections. This circular was presented to the 28 July 2021 Council Meeting. Also presented to the July Council Meeting was a late Mayoral Minute advising of the OLG Circular 21-20 and Frequently Asked Questions document regarding the postponement of the Local Government Elections to 4 December 2021. Due to the postponement of the elections, the caretaker period has also been postponed and will commence on 5 November 2021 and conclude on 4 December 2021.

This report provides advice to Council regarding Council's decision-making requirements during the caretaker period of 5 November 2021 to 4 December 2021.

Report:

Clause 393B of the *Local Government (General) Regulation 2005* limits a Councils' ability to exercise some of their functions in the four weeks preceding the date of an Ordinary Local Government Election (the caretaker period).

The NSW Office of Local Government have issued a circular to all NSW councils regarding the caretaker period requirements.

The Regulations require that Councils, General Managers or any other delegate of Councils (other than a Joint Regional Planning Panel, a Local Planning Panel or the Central Sydney Planning Committee) must not exercise the following functions during the caretaker period:

- Entering into any contract or undertaking involving an expenditure or receipt by the Council of an amount equal to or greater than \$150,000 or 1% of the Council's revenue from rates in the preceding financial year (whichever is the larger);
- Determining a "controversial development application", except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed

refusal arose before the commencement of the caretaker period;

- Appointing or reappointing the Council's General Manager (except for temporary appointments).

In certain circumstances, the abovementioned functions may be exercised with the approval of the Minister.

The Office of Local Government advised NSW Councils via Circular 21-20 on 25 July 2021 that the Minister for Local Government had published an order in the Gazette under section 318C of the Local Government Act 1993 (the Act) postponing all council elections to 4 December 2021. The circular advised that the decision to postpone all Council elections had been made in response to the escalating outbreak of the Delta variant of the COVID-19 virus in Greater Sydney and the potential for further outbreaks in regional area; and that the decision had been made in consultation with and on the advice of the NSW Electoral Commissioner and NSW Health.

Due to the postponement of the Local Government Elections the caretaker period will now commence on Friday 5 November 2021 and ends on Saturday 4 December 2021.

A copy of the OLG Frequently Asked Questions which contains a list of key dates is attached to this report (Attachment 1).

Also attached is the relevant section of the *Local Government (General) Regulations 2005* (Attachment 2).

Community Engagement:

Nil.

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

Local Government (General) Regulation 2005

Financial Implications:

Nil.

Attachments

1. [↓](#) OLG Frequently Asked Questions - Postponement of Local Government Elections
2. [↓](#) Extract of Local Government (General) Regulation 2005

JAY NANKIVELL
GENERAL MANAGER

Postponement of the 2021 local government elections

Frequently asked questions



Questions about the postponement of council elections

When will council elections be held?

All council elections will be held on **4 December 2021**.

Why are council elections being postponed?

Council elections are being postponed in response to the current outbreak of the Delta variant of the COVID-19 virus. Global experience has demonstrated that previously effective mitigation strategies for the COVID-19 virus are no longer effective in containing the spread of the Delta variant. Only the strictest controls will contain the current outbreak.

It would be untenable for the Government to encourage electors to leave their homes to vote at a time when people are also being advised not to leave their homes unless it is essential to do so, to limit the spread of the virus.

The Government is also concerned that the current outbreak and restrictions may see a low voter turnout at council elections that could jeopardise the legitimacy of election outcomes and public confidence in them.

Has the NSW Electoral Commissioner been consulted?

The decision to postpone council elections has been made in consultation with the NSW Electoral Commissioner and NSW Health. The NSW Electoral Commissioner has advised the Government that it is no longer tenable to hold council elections during the current COVID outbreak. The Commission now faces insurmountable challenges in conducting council elections in areas affected by outbreaks.

The current outbreak and stay at home restrictions do not only affect electors' ability to vote in person but also the ability of election workers to attend polling places and counting venues for the purposes of their work. The Commission is also finding it increasingly difficult to engage and retain election workers because of fear of COVID.

Why have council elections in regional areas been postponed?

The current outbreak has seen stay at home restrictions imposed in the Orange, Blayney and Cabonne local government areas and cases and transmission hotspots identified in other regional areas.

The Government cannot take the chance that there will be no further outbreaks in regional areas between now and 4 September 2021 that would put council elections in those areas at risk.

Conducting council elections in regional areas will also require the movement of personnel and equipment from Greater Sydney to those areas creating the risk that holding elections in regional areas may cause the virus to be seeded in those areas.

Postponement of the 2021 local government elections

Frequently asked questions



Why can't council elections be held on 4 September 2021 by postal voting?

When holding postal voting only elections for the 2021 local government elections was proposed as an option to address the risks of holding council elections during the COVID-19 pandemic, it was strongly opposed by the local government sector. It is now too late to revisit that option.

To allow council elections to be held by postal voting only outside the circumstances current permitted under the *Local Government Act 1993* (the Act) would require an amendment to that Act. The earliest this could occur is in the week starting on the 4 August when Parliament is scheduled to resume, by which time it will already be too late. There is no guarantee any legislation mandating postal voting only elections would be supported by the local government sector or would pass the Parliament.

Even if the necessary amendments could be passed, the NSW Electoral Commission has advised that it will not be logistically possible to distribute, receive and process postal votes for every elector in NSW in the time between now and 4 September.

Why can't council elections be held on 4 September 2021 using on-line voting?

Technology assisted voting is currently only available to a limited class of electors and only at council elections administered by the NSW Electoral Commissioner. The eligibility criteria for technology assisted voting for council elections is largely the same as State elections.

As with postal voting, to allow council elections to be held by online voting only would require an amendment to the Act. The earliest this could occur is in the week starting 4 August. The Parliament has previously indicated opposition to any expansion of technology assisted voting and any legislation allowing an expansion of technology assisted voting would be unlikely to pass.

Even if the necessary amendments could be passed, the NSW Electoral Commission has advised that its online voting systems could not accommodate every elector in NSW.

Questions about the 4 December 2021 elections

How can the Government be sure that it will be safe to hold council elections on 4 December 2021?

The restrictions imposed under the *Public Health (COVID-19 Temporary Movement and Gathering Restrictions) Order 2021* are designed to contain and reduce the spread of the current outbreak. It is hoped that the measures imposed under the Public Health Order will be effective in containing the current outbreak well before December.

The Government also expects that community vaccination rates will have increased to a level by December to allow available mitigation strategies to be more effective in containing the spread and impact of the Delta variant.

Postponement of the 2021 local government elections

Frequently asked questions



What legislative measures have been taken to support council elections in December being COVID-safe?

Amendments have been made to the *Local Government (General) Regulation 2005* (the Regulation) to facilitate delivery of the December 2021 local government elections in a COVID-safe manner.

Among other things, the amendments to the Regulation expand the eligibility criteria for pre-poll and postal voting in response to the COVID-19 pandemic and allow technology assisted voting at elections administered by the NSW Electoral Commission.

The criteria for pre-poll voting for the 2021 elections have been relaxed allowing any elector to vote during the pre-poll voting period. This will mean that voting will not occur on a single day but over a period of 13 days, including election day. This will assist in allowing a range of COVID-safe measures to be implemented at polling places.

Additional eligibility criteria have been introduced for postal voting in response to the COVID-19 pandemic. These allow electors to vote by post if they are self-isolating because of COVID-19 related reasons, or because they reasonably believe that attending a polling place on election day will pose a risk to their health or safety or the health or safety of another person because of COVID-19. Permanent and temporary residents in hospitals, nursing homes, retirement villages and similar facilities are also eligible to vote using postal voting because of their particular vulnerability.

Technology assisted voting, or iVote, will be able to be made available to electors at council elections administered by the NSW Electoral Commission, and will operate in the same way it does for State elections. Eligibility to vote using iVote will be limited to the same criteria that apply at State elections. Electors who are eligible to vote by post and who have applied for but have not received their postal ballot paper 8 days before election day will also be eligible to vote using iVote.

New powers have also been introduced to allow election managers and officials to maintain COVID-safe measures at and around polling places and at venues where votes are scrutinised or counted. The Regulations empower election managers to:

- restrict posters being displayed and canvassing activities within 100 metres of polling places where this is necessary to comply with a public health order or to reduce the risk of infection from COVID-19, (where posters and canvassing are restricted, links to the posters and other election material may instead be published on the election manager's website)
- prohibit or restrict the number of scrutineers present at polling places and places where ballot-papers are scrutinised or votes counted where this is necessary to comply with a public health order or to reduce the risk of infection from COVID-19, subject to there being alternative scrutiny arrangements (eg filming the counting of votes)

Postponement of the 2021 local government elections

Frequently asked questions



- temporarily suspend voting at a polling place for up to 4 hours and to adjourn voting for up to 13 days after election day in response to a health hazard.

What are the key dates for the 4 December local government elections?

Key dates for the December 2021 local government elections are as follows:

Key date	Step
25 October 2021	Close of electoral rolls (6pm) Candidate nominations open Commencement of the "regulated period" for the elections (for example, published electoral material must comply with authorisation rules)
26 October 2021	Postal vote application opens
3 November 2021	Close of candidate nominations (12pm) Registration of electoral material that is for distribution on election day commences
4 November 2021	Ballot paper draw
5 November 2021	Caretaker period commences
22 November 2021	Pre-poll voting opens iVote commences
26 November 2021	Registration of electoral material for distribution on election day closes (5pm)
29 November 2021	Postal vote applications close (5pm)
3 December 2021	Pre-poll voting closes
4 December 2021	iVote applications close (1 pm) iVote voting closes (6pm) Election day (8am-6pm)
17 December 2021	Return of postal votes closes (6pm)
21 – 23 December 2021	Results declared progressively as counts are finalised by Returning Officers

Postponement of the 2021 local government elections

Frequently asked questions



When will council elections be declared?

In response to changing postal delivery services, on the advice of the NSW Electoral Commission, the time for the receipt of postal votes has been extended to 13 days after election day. This change has been made to provide a greater opportunity for valid postal votes to be received and counted. This change will mean it is unlikely council elections will be declared before **21 December 2021**.

When should councils schedule their first meetings after the election?

As noted above, council elections are not likely to be declared before **21 December 2021**. Councils should schedule the timing of their first meetings following the election on this basis.

Councils that elect their mayor are required to hold a mayoral election with 3 weeks after the declaration of the ordinary election and will be required to schedule a meeting for this purpose within 3 weeks of the declaration of the election.

When scheduling the first meeting following the election, councils will need to factor in the Christmas/New Year period.

What needs to happen at the first meeting after the elections?

At the first meeting after the election:

- all councillors and members of county councils must take an oath or make an affirmation of office - councillors are not permitted to participate in meetings until they have done so
- councils must, by resolution, declare that casual vacancies occurring in the office of a councillor within 18 months of the election are to be filled by a countback of votes cast at the election if councils want to fill vacancies by these means – councils that do not resolve to fill vacancies using a countback at their first meeting after the election will be required to fill vacancies using a by-election
- councils that elect their mayors must hold a mayoral election and an election for deputy mayor where they have one
- joint organisations must elect a new chairperson
- county councils must elect a new chairperson.

The Office of Local Government will issue more detailed guidance about these requirements closer to the elections.

Postponement of the 2021 local government elections

Frequently asked questions



Questions about the effect of the postponement of council elections?

What does the postponement of the elections mean for current councillors?

Current councillors will continue to hold their civic offices until council elections are held on 4 December 2021. The civic offices of current councillors will expire on election day on **4 December 2021**.

What does the postponement of the elections mean for popularly elected mayors?

Popularly elected mayors will continue to hold their civic offices. Under the Act, popularly elected mayors continue to hold their office until their successor is declared elected.

What does the postponement of the elections mean for mayors elected by councillors?

The making of the order will not affect the requirement to hold mayoral elections. Mayoral elections must be held for mayors elected in September 2019 when their two year-terms expire in September 2021. The Office of Local Government will issue more detailed guidance on this before September.

Mayors elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.

The civic offices of all mayors elected by councillors will expire on election day on **4 December 2021**.

What does the postponement of the elections mean for deputy mayors?

Deputy mayors may be elected for the mayoral term or a shorter term. Deputy mayors hold their office for the term specified by the council's resolution. If a deputy mayor's term expires before election day on 4 December 2021, an election may need to be held for deputy mayor. It should be noted however, that councils are not required under the Act to have a deputy mayor.

What does the postponement of the elections mean for chairpersons of county councils?

Chairpersons of county councils now hold office for two years. Chairpersons of county councils elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.

The civic offices of chairpersons of county councils will expire on the election day for their constituent council on **4 December 2021**.

Postponement of the 2021 local government elections

Frequently asked questions



What does the postponement of elections mean for joint organisations?

The composition of joint organisation boards may need to change in September 2021 if mayors of member councils elected by councillors are not re-elected.

Joint organisations elected chairpersons for a two-year term in 2020. Chairpersons elected in 2020 will continue to hold office until council elections are held on 4 December 2021.

The civic offices of chairpersons of joint organisations will expire on the election day for their member council on **4 December 2021**.

Will councils need to hold by-elections to fill casual vacancies occurring before 4 December 2021?

No. The order postponing the ordinary elections provides that any casual vacancies occurring in a council between now and 4 December are to be filled by the ordinary election for that council to be held on 4 December 2021.

This means that councils are not required to hold a by-election to fill casual vacancies occurring between now and 4 December 2021 or to apply to the Minister for a dispensation from the requirement to hold a by-election.

General managers are still required to notify the Office of Local Government, Local Government NSW, and the NSW Electoral Commissioner of any vacancies within 7 days of their occurring.

What happens if the resignation of councillors between now and 4 December results in a loss of quorum?

It is not possible under the Act for councils to lose quorum because of councillor resignations.

A quorum is defined under section 368 of the Act as *"a majority of the councillors of the council who hold office for the time being and are not suspended from office"*. This means that the quorum is calculated based on the number of councillors who hold office at a particular point in time and does not include civic offices that are currently vacant.

How will the postponement of elections to 4 December 2021 affect the next term of councils?

The postponement of the elections will not affect the timing of future council elections, and the subsequent ordinary local government elections will still proceed in September 2024.

Postponement of the 2021 local government elections

Frequently asked questions



What does the postponement of elections mean for the requirement for councillors to lodge returns of interests?

Under the *Model Code of Conduct for Local Councils in NSW*, councillors (and designated persons) must lodge returns of their interests within three months of 30 June of each year.

All current serving councillors, members of county councils and voting representatives of the boards of joint organisations must lodge a written return of interests with the general manager (or the executive officer in the case of joint organisations) before **30 September 2021** unless they have submitted a return within the previous three months.

Returns of interests must be tabled at the first meeting of the council or board of the joint organisation after they are required to be lodged. They must also be made publicly available free of charge on councils', county councils' and joint organisations' websites, unless there is an overriding public interest against disclosure of the information contained in them or to do so would impose unreasonable additional costs on the council or joint organisation.

When will the caretaker period begin for the next local government elections?

The caretaker period no longer commences on 6 August 2021 and *Circular 21-17 Council decision-making prior to the September 2021 local government elections* may now be disregarded.

The caretaker period for the 4 December 2021 elections will now commence on **5 November 2021** and end on **4 December 2021**.

During the caretaker period, councils, general managers, and other delegates of councils (other than a joint regional planning panel, a local planning panel or the Central Sydney Planning Committee) must not exercise the following functions:

- entering into any contract or undertaking involving an expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger)
- determining a "controversial development application" (as defined by clause 393B(3) of the Regulation), except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period
- appointing or reappointing the council's general manager (except for temporary appointments).

Councils should plan now to avoid the need to make these types of decisions during the caretaker period.

Postponement of the 2021 local government elections

Frequently asked questions



The Office of Local Government will issue more detailed guidance about the caretaker requirements closer to the elections.

When will the “regulated period” begin for the next local government elections?

The “regulated period” is the period commencing 40 days before elections in which rules regulating “electoral material” as defined by the Regulation come into effect.

The regulated period no longer commences on 26 July 2021 and *Circular 21-12 “Electoral matter” and use of council resources prior to local government elections* may now be disregarded.

The “regulated period” for the 4 December 2021 elections will now commence on **25 October 2021** and end on **4 December 2021**.

Councils should plan now to issue publications that may be affected by the rules governing “electoral material” during the regulated period before that period commences.

The Office of Local Government will issue more detailed guidance about “electoral matter” and use of council resources during the regulated period closer to the elections.

How will the postponement of the elections affect councils’ IP&R cycle?

The postponement of the elections will not impact on councils’ IP&R cycles.

The postponement of council elections from 4 September 2021 to 4 December 2021, will not alter the requirement under the Act for councils to review the community strategic plan before 30 June 2022 and establish a new delivery program to cover their principal activities for the 4-year period commencing on 1 July 2022.

However, the postponement of elections will impact of the timing of the end of term report.

Has Central Coast Council’s referendum been postponed?

Central Coast Council will not be proceeding with its referendum on 4 September 2021. It will be a matter for the Council to determine the future timing of the referendum based on the advice of NSW Health and the requirements of the Public Health Order.

How does the postponement of elections affect councils that are currently under administration?

Four councils are currently under administration:

- Balranald Shire Council
- Central Coast Council
- Central Darling Shire Council
- Wingecaribee Shire Council.

Postponement of the 2021 local government elections

Frequently asked questions



Balranald Shire Council, Central Coast Council and Central Darling Council will continue under Administration despite the postponement of the elections.

Version update as of 27 July 2021: The Minister's position regarding Wingecarribee Shire Council has not been finalised and the Minister is waiting on the interim report from the Administrator.

Where can I get more information?

Contact your Engagement Manager or the Office of Local Government's Council Governance Team on 4428 4100 or olg@olg.nsw.gov.au.

EXTRACT OF LOCAL GOVERNMENT (GENERAL) REGULATION 2005:

393B Exercise of council functions during caretaker period

- (1) The following functions of a council must not be exercised by the council, or the general manager or any other delegate of the council (other than a Joint Regional Planning Panel or the Central Sydney Planning Committee), during a caretaker period—
 - (a) entering a contract or undertaking involving the expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger),
 - (b) determining a controversial development application, except where—
 - (i) a failure to make such a determination would give rise to a deemed refusal under section 82 of the *Environmental Planning and Assessment Act 1979*, or
 - (ii) such a deemed refusal arose before the commencement of the caretaker period,
 - (c) the appointment or reappointment of a person as the council's general manager (or the removal of a person from that position), other than—
 - (i) an appointment of a person to act as general manager under section 336(1) of the Act, or
 - (ii) a temporary appointment of a person as general manager under section 351(1) of the Act.
- (2) Despite subclause (1), such a function may be exercised in a particular case with the consent of the Minister.
- (3) In this clause—

caretaker period means the period of 4 weeks preceding the date of an ordinary election.

controversial development application means a development application under the *Environmental Planning and Assessment Act 1979* for which at least 25 persons have made submissions under section 79(5) of that Act by way of objection.

Note—

See also Division 9A (Provisions relating to activities during regulated periods) of this Part for controls on certain activities during the regulated period before elections.

ORDINARY MEETING OF THE COUNCIL

July 2, 2021

ITEM 2**BROKEN HILL CITY COUNCIL REPORT NO. 132/21**

SUBJECT: **DECEMBER AND JANUARY COUNCIL MEETING**
ARRANGEMENTS AND CHRISTMAS SHUT DOWN PERIOD 11/21

Recommendation

1. That Broken Hill City Council Report No. 132/21 dated July 2, 2021, be received.
2. That Council's Ordinary Monthly Meeting for December 2021 will be determined by the General Manager in conjunction with the newly elected Mayor and will be dependent on the date that the Broken Hill City Council Local Government election results are declared; with the preference being that an Ordinary Meeting (for the new Councillors to be sworn into Office and machinery matters associated with the appointment of a new Council) to be held prior to Council's Christmas shutdown period proposed to commence from the close of business on Friday 24 December 2021.
3. That should the declaration of the Broken Hill City Council Local Government election results be announced late in December without adequate time to arrange an Ordinary Council Meeting (as per Council's Code of Meeting Practice Policy) prior to the proposed Christmas Shutdown period, the December Ordinary Council Meeting be held early in January 2022 in order for Council to meet its requirements for the election of the Deputy Mayor to occur within three weeks of the declaration of the election.
4. That if any additional urgent matter arises in January, an Extraordinary Council Meeting will be arranged.
5. That the Council shutdown period for the Administrative Centre and the Warnock Street Works Depot be from Monday 27 December 2021 to Friday 7 January 2022 (from close of business on Friday 24 December 2021 and reopening at the commencement of business on Monday 10 January 2022).
6. That Council advertise the shutdown period for the Administrative Centre and the Warnock Street Works Depot and that this advertisement also includes the operating hours for all other Council facilities during this period.

Executive Summary:

Council's Ordinary Monthly Meeting for December 2021 is scheduled to fall on 29 December 2021 which will be during Council's Christmas Shutdown period from Monday 27 December 2021 to Friday 7 January 2022 (from close of business on Friday 24 December 2021 and reopening at the commencement of business on Monday 10 January 2022).

Scheduling the Ordinary Council Meeting in December is further complicated due to the postponement of the 2021 NSW Local Government Elections to 4 December 2021 and the uncertainty surrounding the date that the election results will be declared.

This report is presented to Council to determine a suitable alternative date for the December Ordinary Council Meeting; and to endorse the Christmas shutdown period for Council's Administrative Centre and the Warnock Street Works Depot.

Report:

As per Council's Code of Meeting Practice Policy an Ordinary Council Meeting for January is not held each year and the date of the Council Meeting to be held in December each year is set by Council Resolution as per clause 3.1, which states:

"3. BEFORE THE MEETING

Timing of Ordinary Council Meetings

3.1 Ordinary meetings of the council will be held on the following occasions:

Ordinary Council Meetings will be held on the last Wednesday of each month for the months of February to November each year. The meeting will commence at 6:30pm and be held in the Council Chambers. A Public Forum Session will be held prior to meetings commencing at 6:15pm and held in the Council Chambers.

An Ordinary Council Meeting will not be held in January each year and the December Council Meeting will be set by Council Resolution each year.

Should an urgent matter/s arise in January, an Extraordinary Council Meeting will be held to deal with such urgent matter/s.

Note: Clause 3.1 reflects section 365 of the Local Government Act 1993."

The timing of an Ordinary Council Meeting for December 2021 is further complicated by the postponement of the 2021 NSW Local Government Elections to 4 December 2021 and the uncertainty surrounding the date that the election results will be declared.

The postponement of the NSW Local Government Elections was advised to Council in a late Mayoral Minute to the 28 July 2021 Council Meeting.

I have attached to this report, the Office of Local Government (OLG) Circular to Council No. 21-25 and associated Frequently Asked Questions issued to Councils on 25 July 2021. The Frequently Asked Questions document provides the following advice regarding the scheduling of the first meeting after the election:

When should councils schedule their first meeting after the election?

As noted above, council elections are not likely to be declared before 21 December 2021. Councils should schedule the timing of their first meetings following the election on this basis.

Councils that elect their mayor are required to hold a mayoral election within 3 weeks after the declaration of the ordinary election and will be required to schedule a meeting for this purpose within 3 weeks of the declaration of the election.

When scheduling the first meeting following the election, councils will need to factor in the Christmas/New Year period.

What needs to happen at the first meeting after the elections?

At the first meeting after the election:

- *All Councillors and members of County Councils must take an oath or make an affirmation of office – Councillors are not permitted to participate in meetings until they have done so.*
- *Councils must, by resolution, declare that casual vacancies occurring in the office of a Councillor within 18 months of the election are to be filled by a countback of votes cast at the election if Councils want to fill vacancies by these means – Councils that do not resolve to fill vacancies using a countback at their first meeting after the election will be required to fill vacancies using a by-election.*
- *Councils that elect their Mayors must hold a Mayoral election and an election for Deputy Mayor where they have one.*
- *Joint Organisations must elect a new Chairperson.*
- *County Councils must elect a new Chairperson.*

It should be noted that the provisions for Councils who elect a Mayor, also applies to Councils who elect a Deputy Mayor.

In the event that the declaration of the Broken Hill City Council election is announced late in December (as indicated in the FAQ's that it is not likely that it will be announced before 21 December 2021) there may not be adequate time to arrange a Council Meeting prior to Council's Christmas Shutdown period which will commence at close of business on Friday 24 December 2021 and reopening at the commencement of business on Monday 10 January 2022. This is due to the requirements of notice to Councillors and notice to the public (clauses 3.3 - 3.7 of the Code of Meeting Practice Policy). The December Ordinary Council Meeting would therefore be arranged to be held late in the first week that Council reopens after the Christmas Shutdown period in order that Council meets the requirements of holding the first meeting within three weeks of the declaration of the election.

Should the declaration of the Broken Hill City Council election be announced earlier than expected and time permits for Council to meet the notice requirements under its Code of Meeting Practice Policy before the Christmas Shutdown period commences, then Council will arrange an Ordinary Council Meeting late in December 2021.

In addition to this, if an urgent matter arises in January, then an Extraordinary Council Meeting would be held.

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 (Section 365)
Council's adopted Code of Meeting Practice Policy

Financial Implications:

Nil.

Attachments

1. [↓](#) OLG Circular to Council's No. 21-20
2. [↓](#) OLG - Frequently Asked Questions

JAY NANKIVELL
GENERAL MANAGER



Office of
Local Government

Circular to Councils

Circular Details	21-20/ 25 July 2021
Previous Circular	20-25 <i>The date of the next ordinary local government elections is 4 September 2021</i>
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance Team/ 02 4428 4100/ olg@olg.nsw.gov.au
Action required	Information

Postponement of the local government elections to 4 December 2021

What's new or changing

- The Minister for Local Government has published an order in the Gazette under section 318C of the *Local Government Act 1993* (the Act) postponing all council elections to **4 December 2021**.
- The decision to postpone all council elections has been made in response to the escalating outbreak of the Delta variant of the COVID-19 virus in Greater Sydney and the potential for further outbreaks in regional areas.
- The decision has been made in consultation with and on the advice of the NSW Electoral Commissioner and NSW Health

What this will mean for your council

- Current councillors and popularly elected mayors will continue to hold their civic offices until council elections are held on 4 December 2021.
- The order made under section 318C continues the suspension of the requirement to hold by-elections to fill vacancies for the period specified in the order.
- Councils will not be required to hold by-elections to fill vacancies or to apply to the Minister to dispense with the requirement to hold a by-election before ordinary council elections are held on 4 December 2021.
- The making of the order will not affect the requirement to hold mayoral elections.
- Mayoral elections must be held for mayors elected in September 2019 when their two year-terms expire in September 2021.
- Mayors elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.
- Chairpersons of county councils now hold office for two years.
- Chairpersons of county councils elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.
- The composition of joint organisation boards may need to change in September 2021 if mayors of member councils elected by councillors are not re-elected.
- The postponement of the next ordinary local government elections will not affect the timing of future council elections, and the subsequent ordinary local government elections will still proceed in September 2024.

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Key points

- The local government elections were previously postponed to 4 September 2021 by orders made under section 318B of the Act.
- The order made under section 318C revokes the previous order and appoints 4 December 2021 as the day on which all council elections will be held.

Where to go for further information

- Further information is provided in the FAQ which is available on the Office of Local Government's website [here](#).
- For further information, please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

Kiersten Fishburn

Coordinator General, Planning Delivery and Local Government

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Postponement of the 2021 local government elections

Frequently asked questions



Questions about the postponement of council elections

When will council elections be held?

All council elections will be held on **4 December 2021**.

Why are council elections being postponed?

Council elections are being postponed in response to the current outbreak of the Delta variant of the COVID-19 virus. Global experience has demonstrated that previously effective mitigation strategies for the COVID-19 virus are no longer effective in containing the spread of the Delta variant. Only the strictest controls will contain the current outbreak.

It would be untenable for the Government to encourage electors to leave their homes to vote at a time when people are also being advised not to leave their homes unless it is essential to do so, to limit the spread of the virus.

The Government is also concerned that the current outbreak and restrictions may see a low voter turnout at council elections that could jeopardise the legitimacy of election outcomes and public confidence in them.

Has the NSW Electoral Commissioner been consulted?

The decision to postpone council elections has been made in consultation with the NSW Electoral Commissioner and NSW Health. The NSW Electoral Commissioner has advised the Government that it is no longer tenable to hold council elections during the current COVID outbreak. The Commission now faces insurmountable challenges in conducting council elections in areas affected by outbreaks.

The current outbreak and stay at home restrictions do not only affect electors' ability to vote in person but also the ability of election workers to attend polling places and counting venues for the purposes of their work. The Commission is also finding it increasingly difficult to engage and retain election workers because of fear of COVID.

Why have council elections in regional areas been postponed?

The current outbreak has seen stay at home restrictions imposed in the Orange, Blayney and Cabonne local government areas and cases and transmission hotspots identified in other regional areas.

The Government cannot take the chance that there will be no further outbreaks in regional areas between now and 4 September 2021 that would put council elections in those areas at risk.

Conducting council elections in regional areas will also require the movement of personnel and equipment from Greater Sydney to those areas creating the risk that holding elections in regional areas may cause the virus to be seeded in those areas.

Postponement of the 2021 local government elections



Frequently asked questions

Why can't council elections be held on 4 September 2021 by postal voting?

When holding postal voting only elections for the 2021 local government elections was proposed as an option to address the risks of holding council elections during the COVID-19 pandemic, it was strongly opposed by the local government sector. It is now too late to revisit that option.

To allow council elections to be held by postal voting only outside the circumstances current permitted under the *Local Government Act 1993* (the Act) would require an amendment to that Act. The earliest this could occur is in the week starting on the 4 August when Parliament is scheduled to resume, by which time it will already be too late. There is no guarantee any legislation mandating postal voting only elections would be supported by the local government sector or would pass the Parliament.

Even if the necessary amendments could be passed, the NSW Electoral Commission has advised that it will not be logistically possible to distribute, receive and process postal votes for every elector in NSW in the time between now and 4 September.

Why can't council elections be held on 4 September 2021 using on-line voting?

Technology assisted voting is currently only available to a limited class of electors and only at council elections administered by the NSW Electoral Commissioner. The eligibility criteria for technology assisted voting for council elections is largely the same as State elections.

As with postal voting, to allow council elections to be held by online voting only would require an amendment to the Act. The earliest this could occur is in the week starting 4 August. The Parliament has previously indicated opposition to any expansion of technology assisted voting and any legislation allowing an expansion of technology assisted voting would be unlikely to pass.

Even if the necessary amendments could be passed, the NSW Electoral Commission has advised that its online voting systems could not accommodate every elector in NSW.

Questions about the 4 December 2021 elections

How can the Government be sure that it will be safe to hold council elections on 4 December 2021?

The restrictions imposed under the *Public Health (COVID-19 Temporary Movement and Gathering Restrictions) Order 2021* are designed to contain and reduce the spread of the current outbreak. It is hoped that the measures imposed under the Public Health Order will be effective in containing the current outbreak well before December.

The Government also expects that community vaccination rates will have increased to a level by December to allow available mitigation strategies to be more effective in containing the spread and impact of the Delta variant.

Postponement of the 2021 local government elections

Frequently asked questions



What legislative measures have been taken to support council elections in December being COVID-safe?

Amendments have been made to the *Local Government (General) Regulation 2005* (the Regulation) to facilitate delivery of the December 2021 local government elections in a COVID-safe manner.

Among other things, the amendments to the Regulation expand the eligibility criteria for pre-poll and postal voting in response to the COVID-19 pandemic and allow technology assisted voting at elections administered by the NSW Electoral Commission.

The criteria for pre-poll voting for the 2021 elections have been relaxed allowing any elector to vote during the pre-poll voting period. This will mean that voting will not occur on a single day but over a period of 13 days, including election day. This will assist in allowing a range of COVID-safe measures to be implemented at polling places.

Additional eligibility criteria have been introduced for postal voting in response to the COVID-19 pandemic. These allow electors to vote by post if they are self-isolating because of COVID-19 related reasons, or because they reasonably believe that attending a polling place on election day will pose a risk to their health or safety or the health or safety of another person because of COVID-19. Permanent and temporary residents in hospitals, nursing homes, retirement villages and similar facilities are also eligible to vote using postal voting because of their particular vulnerability.

Technology assisted voting, or iVote, will be able to be made available to electors at council elections administered by the NSW Electoral Commission, and will operate in the same way it does for State elections. Eligibility to vote using iVote will be limited to the same criteria that apply at State elections. Electors who are eligible to vote by post and who have applied for but have not received their postal ballot paper 8 days before election day will also be eligible to vote using iVote.

New powers have also been introduced to allow election managers and officials to maintain COVID-safe measures at and around polling places and at venues where votes are scrutinised or counted. The Regulations empower election managers to:

- restrict posters being displayed and canvassing activities within 100 metres of polling places where this is necessary to comply with a public health order or to reduce the risk of infection from COVID-19, (where posters and canvassing are restricted, links to the posters and other election material may instead be published on the election manager's website)
- prohibit or restrict the number of scrutineers present at polling places and places where ballot-papers are scrutinised or votes counted where this is necessary to comply with a public health order or to reduce the risk of infection from COVID-19, subject to there being alternative scrutiny arrangements (eg filming the counting of votes)

Postponement of the 2021 local government elections

Frequently asked questions



- temporarily suspend voting at a polling place for up to 4 hours and to adjourn voting for up to 13 days after election day in response to a health hazard.

What are the key dates for the 4 December local government elections?

Key dates for the December 2021 local government elections are as follows:

Key date	Step
25 October 2021	Close of electoral rolls (6pm) Candidate nominations open Commencement of the “regulated period” for the elections (for example, published electoral material must comply with authorisation rules)
26 October 2021	Postal vote application opens
3 November 2021	Close of candidate nominations (12pm) Registration of electoral material that is for distribution on election day commences
4 November 2021	Ballot paper draw
5 November 2021	Caretaker period commences
22 November 2021	Pre-poll voting opens iVote commences
26 November 2021	Registration of electoral material for distribution on election day closes (5pm)
29 November 2021	Postal vote applications close (5pm)
3 December 2021	Pre-poll voting closes
4 December 2021	iVote applications close (1 pm) iVote voting closes (6pm) Election day (8am-6pm)
17 December 2021	Return of postal votes closes (6pm)
21 – 23 December 2021	Results declared progressively as counts are finalised by Returning Officers

Postponement of the 2021 local government elections

Frequently asked questions



When will council elections be declared?

In response to changing postal delivery services, on the advice of the NSW Electoral Commission, the time for the receipt of postal votes has been extended to 13 days after election day. This change has been made to provide a greater opportunity for valid postal votes to be received and counted. This change will mean it is unlikely council elections will be declared before **21 December 2021**.

When should councils schedule their first meetings after the election?

As noted above, council elections are not likely to be declared before **21 December 2021**. Councils should schedule the timing of their first meetings following the election on this basis.

Councils that elect their mayor are required to hold a mayoral election with 3 weeks after the declaration of the ordinary election and will be required to schedule a meeting for this purpose within 3 weeks of the declaration of the election.

When scheduling the first meeting following the election, councils will need to factor in the Christmas/New Year period.

What needs to happen at the first meeting after the elections?

At the first meeting after the election:

- all councillors and members of county councils must take an oath or make an affirmation of office - councillors are not permitted to participate in meetings until they have done so
- councils must, by resolution, declare that casual vacancies occurring in the office of a councillor within 18 months of the election are to be filled by a countback of votes cast at the election if councils want to fill vacancies by these means – councils that do not resolve to fill vacancies using a countback at their first meeting after the election will be required to fill vacancies using a by-election
- councils that elect their mayors must hold a mayoral election and an election for deputy mayor where they have one
- joint organisations must elect a new chairperson
- county councils must elect a new chairperson.

The Office of Local Government will issue more detailed guidance about these requirements closer to the elections.

Postponement of the 2021 local government elections

Frequently asked questions



Questions about the effect of the postponement of council elections?

What does the postponement of the elections mean for current councillors?

Current councillors will continue to hold their civic offices until council elections are held on 4 December 2021. The civic offices of current councillors will expire on election day on **4 December 2021**.

What does the postponement of the elections mean for popularly elected mayors?

Popularly elected mayors will continue to hold their civic offices. Under the Act, popularly elected mayors continue to hold their office until their successor is declared elected.

What does the postponement of the elections mean for mayors elected by councillors?

The making of the order will not affect the requirement to hold mayoral elections. Mayoral elections must be held for mayors elected in September 2019 when their two year-terms expire in September 2021. The Office of Local Government will issue more detailed guidance on this before September.

Mayors elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.

The civic offices of all mayors elected by councillors will expire on election day on **4 December 2021**.

What does the postponement of the elections mean for deputy mayors?

Deputy mayors may be elected for the mayoral term or a shorter term. Deputy mayors hold their office for the term specified by the council's resolution. If a deputy mayor's term expires before election day on 4 December 2021, an election may need to be held for deputy mayor. It should be noted however, that councils are not required under the Act to have a deputy mayor.

What does the postponement of the elections mean for chairpersons of county councils?

Chairpersons of county councils now hold office for two years. Chairpersons of county councils elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.

The civic offices of chairpersons of county councils will expire on the election day for their constituent council on **4 December 2021**.

Postponement of the 2021 local government elections

Frequently asked questions



What does the postponement of elections mean for joint organisations?

The composition of joint organisation boards may need to change in September 2021 if mayors of member councils elected by councillors are not re-elected.

Joint organisations elected chairpersons for a two-year term in 2020. Chairpersons elected in 2020 will continue to hold office until council elections are held on 4 December 2021.

The civic offices of chairpersons of joint organisations will expire on the election day for their member council on **4 December 2021**.

Will councils need to hold by-elections to fill casual vacancies occurring before 4 December 2021?

No. The order postponing the ordinary elections provides that any casual vacancies occurring in a council between now and 4 December are to be filled by the ordinary election for that council to be held on 4 December 2021.

This means that councils are not required to hold a by-election to fill casual vacancies occurring between now and 4 December 2021 or to apply to the Minister for a dispensation from the requirement to hold a by-election.

General managers are still required to notify the Office of Local Government, Local Government NSW, and the NSW Electoral Commissioner of any vacancies within 7 days of their occurring.

What happens if the resignation of councillors between now and 4 December results in a loss of quorum?

It is not possible under the Act for councils to lose quorum because of councillor resignations.

A quorum is defined under section 368 of the Act as *"a majority of the councillors of the council who hold office for the time being and are not suspended from office"*. This means that the quorum is calculated based on the number of councillors who hold office at a particular point in time and does not include civic offices that are currently vacant.

How will the postponement of elections to 4 December 2021 affect the next term of councils?

The postponement of the elections will not affect the timing of future council elections, and the subsequent ordinary local government elections will still proceed in September 2024.

Postponement of the 2021 local government elections



Frequently asked questions

What does the postponement of elections mean for the requirement for councillors to lodge returns of interests?

Under the *Model Code of Conduct for Local Councils in NSW*, councillors (and designated persons) must lodge returns of their interests within three months of 30 June of each year.

All current serving councillors, members of county councils and voting representatives of the boards of joint organisations must lodge a written return of interests with the general manager (or the executive officer in the case of joint organisations) before **30 September 2021** unless they have submitted a return within the previous three months.

Returns of interests must be tabled at the first meeting of the council or board of the joint organisation after they are required to be lodged. They must also be made publicly available free of charge on councils', county councils' and joint organisations' websites, unless there is an overriding public interest against disclosure of the information contained in them or to do so would impose unreasonable additional costs on the council or joint organisation.

When will the caretaker period begin for the next local government elections?

The caretaker period no longer commences on 6 August 2021 and *Circular 21-17 Council decision-making prior to the September 2021 local government elections* may now be disregarded.

The caretaker period for the 4 December 2021 elections will now commence on **5 November 2021** and end on **4 December 2021**.

During the caretaker period, councils, general managers, and other delegates of councils (other than a joint regional planning panel, a local planning panel or the Central Sydney Planning Committee) must not exercise the following functions:

- entering into any contract or undertaking involving an expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger)
- determining a "controversial development application" (as defined by clause 393B(3) of the Regulation), except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period
- appointing or reappointing the council's general manager (except for temporary appointments).

Councils should plan now to avoid the need to make these types of decisions during the caretaker period.

Postponement of the 2021 local government elections



Frequently asked questions

The Office of Local Government will issue more detailed guidance about the caretaker requirements closer to the elections.

When will the “regulated period” begin for the next local government elections?

The “regulated period” is the period commencing 40 days before elections in which rules regulating “electoral material” as defined by the Regulation come into effect.

The regulated period no longer commences on 26 July 2021 and *Circular 21-12 “Electoral matter” and use of council resources prior to local government elections* may now be disregarded.

The “regulated period” for the 4 December 2021 elections will now commence on **25 October 2021** and end on **4 December 2021**.

Councils should plan now to issue publications that may be affected by the rules governing “electoral material” during the regulated period before that period commences.

The Office of Local Government will issue more detailed guidance about “electoral matter” and use of council resources during the regulated period closer to the elections.

How will the postponement of the elections affect councils’ IP&R cycle?

The postponement of the elections will not impact on councils’ IP&R cycles.

The postponement of council elections from 4 September 2021 to 4 December 2021, will not alter the requirement under the Act for councils to review the community strategic plan before 30 June 2022 and establish a new delivery program to cover their principal activities for the 4-year period commencing on 1 July 2022.

However, the postponement of elections will impact of the timing of the end of term report.

Has Central Coast Council’s referendum been postponed?

Central Coast Council will not be proceeding with its referendum on 4 September 2021. It will be a matter for the Council to determine the future timing of the referendum based on the advice of NSW Health and the requirements of the Public Health Order.

How does the postponement of elections affect councils that are currently under administration?

Four councils are currently under administration:

- Balranald Shire Council
- Central Coast Council
- Central Darling Shire Council
- Wingecarribee Shire Council.

Postponement of the 2021 local government elections

Frequently asked questions



Balranald Shire Council, Central Coast Council and Central Darling Council will continue under Administration despite the postponement of the elections.

Version update as of 27 July 2021: The Minister's position regarding Wingecarribee Shire Council has not been finalised and the Minister is waiting on the interim report from the Administrator.

Where can I get more information?

Contact your Engagement Manager or the Office of Local Government's Council Governance Team on 4428 4100 or olg@olg.nsw.gov.au.

ORDINARY MEETING OF THE COUNCIL

August 4, 2021

ITEM 3BROKEN HILL CITY COUNCIL REPORT NO. 133/21

SUBJECT: APPOINTMENT OF DELEGATES TO COMMITTEES -
SEPTEMBER 2021 TO DECEMBER 2021 11/9

Recommendation

1. That Broken Hill City Council Report No. 133/21 dated August 4, 2021, be received.
2. That the status quo remain regarding Council's current Delegates on Section 355 Committees and various other Committees and Working Groups for the period September 2021 until the Local Government Election on 4 December 2021.
3. That Council appoints its new Delegates on Section 355 Committees and various other Committees at the first Council Meeting following the 4 December 2021 Local Government Election.

Executive Summary:

Council needs to determine its representation on the Section 355 Committees of Council and also its delegates to various other organisations and committees. These machinery matters are usually considered by Council annually at the September Council Meeting during the term of Council and at the first Council Meeting following a Local Government Election.

The Office of Local Government advised NSW Councils via Circular 21-20 on 25 July 2021 that the Minister for Local Government had published an order in the Gazette under section 318C of the Local Government Act 1993 (the Act) postponing all council elections to 4 December 2021. The circular advised that the decision to postpone all council elections had been made in response to the escalating outbreak of the Delta variant of the COVID-19 virus in Greater Sydney and the potential for further outbreaks in regional area; and that the decision had been made in consultation with, and on the advice of, the NSW Electoral Commissioner and NSW Health.

As the Local Government Election will now be held on 4 December, 2021 this report is presented to Council to consider resolving that the current Councillor Delegates on Council's Section 355 Committees and other Committees and Working Groups (as per the schedule attached) remain in order to keep continuity of membership on the various Committees and Working Groups until the Local Government Election on 4 December, 2021.

Report:

The *Local Government Act 1993, Section 355* provides that a function of the Council may be exercised:

- (a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or

- (b) by a committee of the council, or
- (c) partly or jointly by the council and another person or persons, or
- (d) jointly by the council and another council or councils, or
- (e) by a delegate of the council.

Council currently has 10 Section 355 committees, as follows:

- Alma Oval Community Committee
- Broken Hill Community Strategic Plan Round Table Committee
- Broken Hill Heritage Committee
- Broken Hill Regional Art Gallery Advisory Committee
- BIU Band Hall Community Committee
- Friends of the Flora and Fauna of the Barrier Ranges Community Committee
- Memorial Oval Community Committee
- Norm Fox Sportsground Community Committee
- Picton Sportsground Community Committee
- Riddiford Arboretum Community Committee

The Constitutions of the above committees detail its membership. All of Council's Section 355 Committees include Councillor representation in their membership.

Attachment 1 to this report shows the current list Councillor Delegates on the S355 Committees and other Committees and internal/external Working Groups.

Time will be taken at the September Council Meeting to go through the list one by one to appoint Councillor representatives in order to obtain full representation on all Committees and Working Groups.

Due to the postponement of the Local Government Election to 4 December, 2021 this report is presented to Council to consider resolving that the current twelve month term of Councillor Delegates on Council's Section 355 Committees and other Committees and Working Groups (as per the schedule attached) continue until the Local Government Election on 4 December, 2021 in order to keep continuity of membership on these Committees and Working Groups, rather than disrupt the Committees and Working Groups for such a short period of time (between September 2021 and the Local Government Election in December 2021).

Community Engagement:
Nil.

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 (Section 355)

Financial Implications:

Council's current Operational Plan includes provision for travel and related expenses for Council delegates to represent Council outside of Broken Hill.

Attachments

1. Current Schedule of Council Delegates on various Committees and Working
[↓](#) Groups

JAY NANKIVELL
GENERAL MANAGER



COUNCIL DELEGATES TO SECTION 355 COMMITTEES AND OTHER COMMITTEES

SEPTEMBER 2020 TO SEPTEMBER 2021

COUNCIL S355 COMMITTEES	
Committee Name	Delegates
Community Strategic Plan Round Table Mayor 3x Key Direction Portfolio Councillors and Alternates <u>Our Leadership</u> 1x Councillor 1x Alternate <u>Our Community</u> 1x Councillor 1x Alternate <u>Our Economy</u> 1x Councillor 1x Alternate <u>Our Environment</u> 1x Councillor 1x Alternate	<u>Our Leadership</u> (Jay Nankivell) Mayor Turley (Chairperson) Councillor Gallagher (Alternate) <u>Our Community</u> (Razija Nu'man) Councillor Kennedy (Chairperson) Councillor Page (Alternate) <u>Our Economy</u> (Jay Nankivell) Councillor Licul (Chairperson) Councillor Nolan (Alternate) <u>Our Environment</u> (Jay Nankivell) Councillor Browne (Chairperson) Councillor Clark (Alternate)
Alma Oval Community Committee At least 1 x Councillor	Councillor Algate Councillor Gallagher
Broken Hill Heritage Committee 5 x Councillors	Mayor Turley Deputy Mayor Adams Councillor Browne Councillor Clark Councillor Page
Broken Hill Regional Art Gallery Advisory Committee 2 x Councillors	Councillor Licul Councillor Clark
BIU Band Hall Community Committee At least 1 x Councillor	Councillor Licul
Friends of the Flora and Fauna of the Barrier Ranges Community Committee At least 1 x Councillor	Councillor Browne
Memorial Oval Community Committee At least 1 x Councillor	Councillor Gallagher

Norm Fox Sportsground Community Committee At least 1 x Councillor	Mayor Turley Councillor Algate
Picton Sportsground Community Committee At least 1 x Councillor	Deputy Mayor Adams Councillor Licul
Riddiford Arboretum Community Committee At least 1 x Councillor	Councillor Browne
OTHER COMMITTEES	
Committee Name	Delegates Required
Association of Mining Related Councils 1 x Councillor	Councillor Nolan Councillor Page (Alternate)
Australia Day Advisory Group 4 x Councillors	Deputy Mayor Adams Councillor Browne Councillor Gallagher Councillor Kennedy
Australian Floodplains Association Mayor + alternate	Mayor Turley Councillor Browne (alternate)
Australian Mining Cities and Centres Alliance Mayor + Deputy Mayor(alternate)	Mayor Turley Deputy Mayor Adams (alternate)
Audit, Risk & Improvement Committee 3 x Councillors	Mayor Turley Councillor Nolan Councillor Gallagher
Asset Naming Committee 5 x Councillors	Deputy Mayor Adams Councillor Browne Councillor Licul Councillor Algate Councillor Clark
Broken Hill Lead Reference Group 1 x Councillor	Councillor Browne
Broken Hill Liquor Accord 1 x Councillor	Councillor Gallagher
Broken Hill Traffic Committee 1 x Councillor (observer only)	Councillor Browne
Broken Hill ClubGRANTS Committee 2 x Councillors	Councillor Nolan Councillor Kennedy
City Improvement Working Group Mayor + 2-3 Councillors	Mayor Turley Deputy Mayor Adams Councillor Licul Councillor Browne
Community Assistance Grants Panel Mayor, 1 x Councillor and Our Community Portfolio Councillor	Councillor Gallagher Councillor Clark Councillor Kennedy (Our Community Portfolio)

Companion Animals Management Working Group 3 x Councillors	Councillor Licul Councillor Kennedy Councillor Gallagher
Disability Inclusion Action Plan Working Group 2 x Councillors	Mayor Turley Deputy Mayor Adams
EP O'Neill Memorial Precinct Project Steering Group Mayor, Deputy Mayor plus 1 x Councillor	Mayor Turley Deputy Mayor Adams Councillor Kennedy
Essential Water Customer Council 1 x Councillor	Councillor Browne
Far West Joint Organisation Mayor and Deputy Mayor	Mayor Turley Deputy Mayor Adams
General Manager's Performance Review Committee Mayor, Deputy Mayor and 3x Councillors	Mayor Turley Deputy Mayor Adams Councillor Gallagher Councillor Browne Councillor Kennedy
Library and Cultural Precinct Project Steering Group Mayor and Deputy Mayor	Mayor Turley Deputy Mayor Adams
Menindee Lakes Stakeholder Group	Councillor Browne
Murray Darling Association 2 x Councillors	Councillor Browne Councillor Page
Reconciliation Action Plan (RAP) Working Group 3 x Councillors	Mayor Turley Councillor Browne Councillor Clark
Silverton Wind Farm Community Consultative Committee 1 x Councillor	Councillor Browne Councillor Nolan (Alternate)
Sister City Working Group 3 x Councillors	Deputy Mayor Adams Councillor Gallagher Councillor Nolan
Tidy Towns Working Group 2 x Councillors	Deputy Mayor Adams Councillor Browne
Western Division Councils 2 x Councillors	Mayor Turley Councillor Gallagher
Western NSW Mining and Resource Development Taskforce Mayor	Mayor Turley
Volunteer Working Group 4 x Councillors	Deputy Mayor Adams Councillor Page Councillor Browne Councillor Licul

QUALITY CONTROL TABLE		
Minute No.	Date	Resolution
46345	25 September 2019	Appointment of Delegates to Committees
46533	26 May 2021	Establishment of a Companion Animals Management Working Group
46544	26 May 2021	Establishment of the EP O'Neill Memorial Precinct Project Steering Group

ORDINARY MEETING OF THE COUNCIL

August 5, 2021

ITEM 4

BROKEN HILL CITY COUNCIL REPORT NO. 134/21

SUBJECT: COUNCILLOR ATTENDANCE AND MOTIONS TO THE LOCAL GOVERNMENT NSW ANNUAL CONFERENCE (ON-LINE) 29 NOVEMBER 2021 AND SPEICAL CONFERENCE HELD IN SYDNEY 28 FEBRUARY - 2 MARCH 2022 (IN-PERSON) 11/364

Recommendation

1. That Broken Hill City Council Report No. 134/21 dated August 5, 2021, be received.
2. That Council notes that the 2021 Local Government NSW Annual Conference has been postponed due to the proximity of the Local Government Elections and will now be held in two parts:
 - A free one-hour Annual Conference to present LGNSW annual report and financial reports, which will be conducted online on Monday 29 November 2021; and
 - A Special Conference including debate and resolution of motions from member councils setting LGNSW's advocacy agenda for 2022 will be held in-person in Sydney from 28 February to 2 March 2022.
3. That Council determines its Councillor Delegates to attend the one-hour Annual Conference (online) on 29 November 2021 and the Special Conference (in-person) in Sydney from Monday 28 February to Wednesday 2 March 2022.
4. That Council determines its voting delegates (2) and advises Local Government NSW by 5:00pm (AEDT) on Tuesday 5 October 2021 for Board Elections and the Annual Conference; and 17 February 2022 for the Special Conference.
5. That Council endorses the following motion (from the 28 July 2021 Council Meeting, Minute Number 46598), and determine any further motions to the Conference in-line with the criteria for motions (note: a further report will be presented to Council calling for motions closer to the deadline date).
 - a) That Local Government NSW lobbies the Minister for Transport and Transport NSW to re-introduce reduced speed zones around all NSW childcare centres and long day-care centres to ensure the safety of families and young children attending the centres.
6. That motions along with the accompanying Council Resolution be submitted prior to the new closing date of 30 January 2022.

Executive Summary:

Local Government NSW (LGNSW) have postponed the 2021 Annual Conference and have also split their Conference into two parts. This is due to the current climate of the COVID-19 pandemic with the evolving outbreak in NSW of the Delta variant and the subsequent travel

restrictions imposed; also the proximity of the NSW Local Government Elections, which have been postponed to 4 December 2021, to the original dates of the Local Government NSW (being the last week of the election campaign period).

LGNSW have announced that the Conference will be held in two parts on the following dates:

1. A free one-hour online Annual Conference to present the LGNSW annual report and financial reports, which will be conducted on Monday 29 November 2021; and
2. A Special Conference which will include the debate and resolution of motions setting LGNSW's advocacy agenda for 2022. The Special Conference will be held in-person in Sydney from Monday 28 February to Wednesday 2 March 2022.

Report:

The LGNSW Conference is the annual policy-making event for councils of NSW. The Conference is the pre-eminent event of the local government year where local Councillors come together to share ideas and debate issues that shape the way we are governed.

The split conference format will ensure that LGNSW meet its legal obligations as a registered organisation to present its annual report and financial report to members within six months of the end of the 2020/2021 financial year. These matters will be considered during the one-hour Annual Conference on Monday 29 November 2021. The Special Conference held between 28 February 2021 to 2 March 2022 in-person will follow the standard conference program.

The theme for the Special Conference and the draft program have not yet been released but based on the format of previous years the Conference will include addresses by keynote speakers, presentations, panel addresses, workshops and trade exhibitions all tailored to the various aspects and current issues facing Local Government.

The Special Conference will also include the consideration of motions that are submitted by member Councils. The Special Conference Business Paper will be available on the LGNSW website two weeks prior to the Conference.

Attendance at the Special Conference will ensure that remote areas such as the Far West are not placed at a disadvantage by decisions made. LGNSW have advised that the in-person Conference will follow all government COVID-19 guidelines and will have Safety Plans in place to ensure a safe event for all participants, although there are no guarantees that the format of the Special Conference may need to change if the pandemic situation has not eased closer to the event.

Voting

Voting delegates must be registered to attend the Conference and be registered as a nominated voting delegate.

To vote on motions, delegates must be an elected member of a council, county council, the Lord Howe Island Board (LHIB), Norfolk Island Regional Council (NIRC) or Related Local Government Body (RLGB) or an Administrator appointed in accordance with the *Local Government Act 1993*.

As per the Rules of the Local Government NSW (Rule 23) the formula to determine the number of voting delegates for a Council with the population between 10,001 to 20,000 is 2,

therefore Broken Hill City Council is entitled to 2 voting delegates.

Ordinary members need to advise LGNSW of the name(s) of their nominated voting delegate(s) for voting on motions.

Members are required to advise LGNSW of the names of their nominated voting delegates by the following dates:

- For the Board Elections and the Annual Conference online event 29 November 2021 - **5:00pm (AEDT) on Tuesday, 5 October 2021**
- For the Special Conference 28 February – 2 March 2022 - **5:00pm (AEDT) on Thursday, 17 February 2022**

Motions

The Board encourages submission of motions along with the accompanying Council Resolution by the new deadline of **12 midnight (AEDT) on Sunday 30 January 2021** to allow printing and distribution of the Business Paper before the Special Conference.

The Board has resolved that motions will be included in the Business Paper for the conference only where they:

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

As a Council Resolution must accompany any motions that Council wishes to submit, the last Council Meeting that these motions must be resolved is at the November 2021 Ordinary Council Meeting in order to meet the submission deadline of 30 January 2022.

Council has already determined one motion for the Conference, at its Ordinary Meeting held 28 July 2021, (Minute Number 46598):

"That Local Government NSW lobbies the Minister for Transport and Transport NSW to re-introduce reduced speed zones around all NSW childcare centres and long day-care centres to ensure the safety of families and young children attending the centres."

A further report will be presented to the November 2021 Ordinary Council Meeting to determine any additional motions to the Conference.

Attached to the report is a guide for the submission of motions.

Community Engagement:

Nil.

Strategic Direction:

Key Direction:	4	Our Leadership
Objective:	4.2	Our leaders make smart decisions
Strategy:	4.2.1	Provide learning and networking opportunities for elected members

Relevant Legislation:

Local Government Act 1993

Local Government (General) Regulation 2005

Financial Implications:

Following are the costs associated with attending the 2021 Local Government NSW Annual Conference per person:

<u>Online Annual Conference</u>	FREE
<u>In-person Special Conference</u>	
Early Bird Registration Fee 2021 (paid by 11 October 2021)	\$979.00
OR - Standard Registration Fee 2021 (paid by 12 November 2021)	\$1,094.50
Conference Dinner Ticket 2021	\$176.00
ALGWA event	\$77.00
Workshops	\$55.00
Return Travel costs to Sydney – approximate	
Flights	\$800.00
Accommodation per night (as per Council policy)	\$230.00

Councillors will also be reimbursed for any out-of-pocket travel expenses incurred as per Council's adopted Councillor Support Policy.

Attachments

1. [↓](#) LGNSW Official Notice of 2021 Annual Conference
2. [↓](#) Frequently Asked Questions - Postponement of 2021 LGNSW Annual Conference
3. [↓](#) LGNSW Motions Submission Guide

JAY NANKIVELL
GENERAL MANAGER



Our ref: Rxx/xxxx Out-
10 August 2021
GMs and Mayors

Dear Member,

OFFICIAL NOTICE

Local Government NSW Annual Conference: 29 Nov (online)

Event: LGNSW Annual Conference 2021

Time & Date: 0930, 29 November, 2021

Venue: Online

As a result of COVID constraints and the further postponement of local government elections, Local Government NSW (LGNSW) will this year truncate the Annual Conference to a one-hour, online event from 0930 on 29 November 2021, followed by a Special Conference from 28 February 2022.

While the Special Conference will incorporate the debate and resolution of motions and a range of keynote speakers, the Annual Conference online event will be limited to the adoption of standing orders, along with reports from the President and Treasurer.

The following letter contains important information to help you to plan ahead and participate fully in the Annual Conference online event.

Registration to attend the Conference

Registrations to the online Annual Conference is free, with attendees asked to register online on [the LGNSW website](#).

Voting Delegates: 2021 Annual Conference and Board election

Separate from Conference registration, members must advise LGNSW of the name(s) of their nominated voting delegates for both or the Annual Conference and LGNSW Board election by **5pm (AEDT) on Tuesday 5 October 2021**.

Details on how to advise LGNSW of the names of their voting delegates for the Special Conference will be emailed directly to members at a later date.

Voting entitlements

The formula for calculating members' voting entitlements is prescribed at rule 23 of the LGNSW rules. A copy of the LGNSW (Federal) rules may be found [here](#).



The **number of voting delegates** that each member is entitled to send to the Annual Conference and for voting in the Board election is listed in **Appendix A**. Column A indicates the number of voters for voting at the Annual Conference and, where applicable, Column B indicates the number of voters for voting in the Board election.

In accordance with the LGNSW rules, only members that were financial on 1 March 2021 (the 'calculation date') have been allocated voting entitlements. To exercise voting rights, members also need to be financial on the date the 'roll of voters' closes (31 August 2021).

Nomination as a voting delegate

Ordinary members need to advise LGNSW of the name(s) of their nominated voting delegate(s) for voting on Standing Orders and the Treasurer's Report, as well as voting in the Board election.

Associate members need to advise LGNSW of the name(s) of their nominated voting delegate(s) for voting at the Annual Conference only.

Nominations received after **5pm (AEDT) on Tuesday 5 October 2021** cannot be accepted. However, a member may, subject to the LGNSW rules, notify LGNSW of a change to the name of an already nominated voting delegate for voting on motions (a substitute delegate - see below).

For further information on voting entitlements and processes, [email Adam Dansie](mailto:adam.dansie@lgnsw.org.au) or call (02) 9242 4140.

Substitution of nominated voting delegates for voting on motions

Subject to the LGNSW rules, Ordinary members and Associate members may notify a change to the name of a nominated voting delegate for voting at the Annual Conference under rule 34(b) of the LGNSW rules (a substitute delegate). This is achieved by giving notice in writing signed by either the Mayor/Chairperson (or Deputy Mayor/Deputy Chairperson with the Mayor/Chairperson's written delegated authority), or General Manager/Chief Executive Officer (or Acting General Manager/Acting Chief Executive Officer with the General Manager/Chief Executive Officer's written delegated authority).

Written notice should be sent to Andrew Olivares (LGNSW) at andrew.olivares@lgnsw.org.au.

Further instructions on how to substitute voting delegates, and a link to a 'Substitute Delegate Form' will be provided in future Conference communications.

Business Papers

The Annual Conference Business Paper is expected to be available on the LGNSW website and forwarded to members (in electronic format) approximately two weeks prior to the Conference.



Previously Booked Accommodation

Conference delegates who have booked accommodation directly through the previously-provided Conference booking link will have their rooms all automatically cancelled without penalty. Accommodation at the Hyatt Regency Sydney for the Special Conference (28 February to 2 March 2022) will need to be re-booked via this special link:

[Rebook Hyatt Regency Sydney for Special Conference](#)

Delegates who had already reserved accommodation for November 28 (with the Hyatt Regency Sydney or other hotels) through other means will need to cancel their original reservations via their original booking platform.

Privacy Statement

LGNSW, which is regulated by the *Privacy Act 1988* (Cth), collects private information about registered attendees to the Conference such as names, addresses, telephone numbers, credit card information and email addresses. We use the private information you give us to process your registration and to send you information in relation to the Conference.

If you choose not to provide some or all of the private information that we have sought, LGNSW may be unable to process your registration, or it may result in you being unable to vote at the Conference. Further information about how LGNSW collects, holds and uses private information is contained in LGNSW's Privacy Policy which is available on the [LGNSW website](#).

Further details

Further details about the Conference can be found on the [LGNSW website](#).

I look forward to seeing you online at the Conference in November.

Yours sincerely

Cr Linda Scott
President



Appendix A

Members' voting entitlements: 2021 Annual Conference and Board election

Member	Column A – Number of voters for voting on motions	Column B – Number of voters for voting in Board election
Albury (R/R)	4	4
Armidale Regional (R/R)	3	3
Ballina (R/R)	3	3
Balranald (R/R)	1	1
Bathurst Regional (R/R)	3	3
Bayside (M/U)	9	9
Bega Valley (R/R)	3	3
Bellingen (R/R)	2	2
Berrigan (R/R)	1	1
Blacktown (M/U)	11	11
Bland (R/R)	1	1
Blayney (R/R)	1	1
Blue Mountains (R/R)	4	4
Bogan (R/R)	1	1
Bourke (R/R)	1	1
Brewarrina (R/R)	1	1



Broken Hill (R/R)	2	2
Burwood (M/U)	3	3
Byron (R/R)	3	3
Cabonne (R/R)	2	2
Camden (M/U)	6	6
Campbelltown (M/U)	9	9
Canada Bay (M/U)	5	5
Canterbury-Bankstown (M/U)	11	11
Carrathool (R/R)	1	1
Castlereagh-Macquarie County (R/R)	1	0
Central Coast (R/R)	7	7
Central Darling (R/R)	1	1
Central Tablelands Water County (R/R)	1	0
Cessnock (R/R)	4	4
Clarence Valley (R/R)	4	4
Cobar (R/R)	1	1
Coffs Harbour (R/R)	4	4
Coolamon (R/R)	1	1
Coonamble (R/R)	1	1
Cootamundra-Gundagai Regional (R/R)	2	2
Cowra (R/R)	2	2
Cumberland (M/U)	9	9
Dubbo Regional (R/R)	4	4
Dungog (R/R)	1	1



Edward River (R/R)	1	1
Fairfield (M/U)	9	9
Far West Joint Organisation	1	0
Federation (R/R)	2	2
Forbes (R/R)	1	1
Georges River (M/U)	9	9
Gilgandra (R/R)	1	1
Glen Innes Severn (R/R)	1	1
Goldenfields Water County (R/R)	1	0
Greater Hume (R/R)	2	2
Griffith (R/R)	3	3
Gunnedah (R/R)	2	2
Gwydir (R/R)	1	1
Hawkesbury City (M/U)	5	5
Hawkesbury River County (M/U)	2	0
Hay (R/R)	1	1
Hilltops (R/R)	2	2
Hornsby (M/U)	9	8
Hunters Hill (M/U)	2	2
Inner West (M/U)	9	9
Inverell (R/R)	2	2
Junee (R/R)	1	1
Kempsey (R/R)	3	3
Kiama (R/R)	3	3



Kimbriki Environmental Enterprises Pty Ltd (M/U)	1	0
Ku-ring-gai (M/U)	6	6
Kyogle (R/R)	1	1
Lachlan (R/R)	1	1
Lake Macquarie (R/R)	7	7
Lane Cove (M/U)	3	3
Leeton (R/R)	2	2
Lismore (R/R)	3	3
Lithgow (R/R)	3	3
Liverpool (M/U)	9	9
Liverpool Plains (R/R)	1	1
Lockhart (R/R)	1	1
Maitland (R/R)	4	4
Mid-Coast (R/R)	4	4
Moree Plains (R/R)	2	2
Mosman (M/U)	3	3
Murray River (R/R)	2	2
Murrumbidgee (R/R)	1	1
Muswellbrook (R/R)	2	2
Nambucca (R/R)	2	2
Narrabri (R/R)	2	2
Narrandera (R/R)	1	1
Narromine (R/R)	1	1
Newcastle (R/R)	7	7



New England County (R/R)	1	0
Norfolk Island Regional Council (R/R)	1	0
North Sydney (M/U)	5	5
Northern Beaches (M/U)	10	10
Northern Sydney Regional Organisation of Councils (M/U)	1	0
Oberon (R/R)	1	1
Orange (R/R)	3	3
Parkes (R/R)	2	2
Parramatta, City of (M/U)	10	9
Penrith (M/U)	9	9
Port Macquarie-Hastings (R/R)	4	4
Port Stephens (R/R)	4	4
Queanbeyan-Palerang Regional (R/R)	4	4
Randwick (M/U)	9	9
Richmond Valley (R/R)	3	3
Riverina Water County (R/R)	1	0
Rous County (R/R)	1	0
Ryde (M/U)	6	6
Shellharbour (R/R)	4	4
Shoalhaven (R/R)	5	5
Singleton (R/R)	3	3
Snowy Monaro Regional (R/R)	3	3
Snowy Valleys (R/R)	2	2
Southern Sydney Regional Organisation of Councils	1	0



(M/U)		
Strathfield (M/U)	3	3
Sutherland Shire (M/U)	9	9
Sydney, City of (M/U)	10	9
Tamworth Regional (R/R)	4	4
Temora (R/R)	1	1
Tenterfield (R/R)	1	1
The Hills Shire (M/U)	9	9
Tweed (R/R)	4	4
Upper Hunter (R/R)	2	2
Upper Lachlan (R/R)	1	1
Upper Macquarie County (R/R)	1	0
Uralla (R/R)	1	1
Wagga Wagga (R/R)	4	4
Walcha (R/R)	1	1
Walgett (R/R)	1	1
Warren (R/R)	1	1
Warrumbungle (R/R)	1	1
Waverley (M/U)	5	5
Weddin (R/R)	1	1
Wentworth (R/R)	1	1
Western Sydney Regional Organisation of Councils (M/U)	1	0
Willoughby (M/U)	5	5
Wingecarribee (R/R)	4	4



Wollondilly (R/R)	4	4
Wollongong (R/R)	7	7
Woollahra (M/U)	5	5
Yass Valley (R/R)	2	2
LGNSW Board (M/U)	10	10
LGNSW Board (R/R)	8	8
TOTAL:	476	458

2021 LGNSW ANNUAL CONFERENCE – FREQUENTLY ASKED QUESTIONS

[Home](#) » [Calendar](#) » [Annual Conference](#)

CONTACT
LGNSW Events
Phone: 02 9242 4000
events@lgnsw.org.au

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Conference Structure and Scheduling

Why is the Annual Conference being split into two parts?
As a registered organisation, LGNSW is bound by a number of legal obligations, including the need to report back to members on financial performance within six months of the end of the 2020-21 financial year. For this reason, an Annual Conference must be held within the relevant time period.

LGNSW's Annual Conference has also traditionally provided the opportunity for member councils to bring forward policy motions for debate and resolution, thus helping to set the Association's advocacy agenda for the year to come. Member feedback following 2020's online conference experience indicated a strong preference for an in-person event at which more motions could be debated and resolved.

It would be unreasonable to ask councillors to interrupt their election campaigns for the length of time required for an in-person event in late November. A one-hour online Annual Conference in November, followed by a full Special Conference scheduled for 28 February to 2 March 2022, has been identified as the best and fairest way to fulfil LGNSW's legal obligations as well as its accountability commitment to members.

Why not bring the Annual Conference forward?
The rules governing LGNSW require us to provide a minimum four months' notice for the holding of an Annual Conference. It was not possible to hold a meeting before this date.

Why not just postpone the entire Annual Conference?
As a Registered Organisation, LGNSW is legally required to report back to the membership on its financial results within six months of the end of the financial year. The Annual Conference online event on 29 November is designed to meet this obligation while maintaining LGNSW's commitment to full and transparent accountability.

How can you guarantee that the in-person Special Conference will go-ahead in February?
The COVID-19 pandemic has demonstrated over and over again that there are no guarantees. However, as vaccination programs continue to rollout across NSW, every tier of government is working to help ensure we can return to a more normal way of life for both organisations and individuals.

Will I need to register separately for the Annual Conference online event and the Special Conference?
Yes: separate registrations are required to allow for potential attendance changes brought about by the local government election.

Registrations for the **Annual Conference online event on 29 November** are now open, with all mayors, councillors and general managers notified by direct email. Attendance will be free.

REGISTER FOR ONLINE CONFERENCE

Registrations for the three-day **Special Conference from 28 February to 2 March 2022** will carry a standard registration charge. Members will be advised of registration opening for this event via direct email.

Will there also be an Annual Conference in 2022?
Yes – LGNSW's Annual Conference 2022 is scheduled to take place in the Hunter Valley in October 2022.

Motions and Voting

What impact does this have on the submission of Conference motions?
Motions will now be debated and resolved at LGNSW's Special Conference (Monday 28 February - Wednesday 2 March 2022).

The deadline for accepting motions for inclusion in the Special Conference business paper has been extended to **midnight on Sunday 30 January 2022**.

This has the additional benefit of providing sufficient time for newly elected councils to finalise their submitted motions, should they so choose.

[Download the Motions Submissions Guide](#)

What is happening with the LGNSW Board election?
To avoid any election irregularities, LGNSW has asked the Australian Electoral Commission (AEC) to conduct and finalise this election so it does not clash with the local government election.

We are awaiting further advice from the AEC and will provide updated information on this issue as soon as possible.

How can the AEC conduct a COVID-safe election for the LGNSW Board?

Discussions with the AEC are continuing, but it is expected COVID-related restrictions will require the election for the LGNSW Board to be undertaken via postal ballot.

How does the new two-part structure impact on the nomination of voting delegates?

Members are now required to advise LGNSW of the names of their nominated voting delegates by the following dates:

- Annual Conference online event (29 Nov) – **by 5pm (AEDT) on Tuesday 5 October 2021**
- Special Conference (28 Feb – 2 March) – **by 5pm (AEDT) on Thursday 17 February 2022**

MORE INFORMATION →

Forms for advising LGNSW of the names of nominated voting delegates for the 2021 Annual Conference and LGNSW Board election are available via these links:

ANNUAL CONFERENCE NOMINATED VOTING DELEGATES →

LGNSW BOARD ELECTION NOMINATED VOTING DELEGATES →

Further information on determining and registering nominated voting delegates for the Special Conference (28 Feb – 2 Mar 2022) will be provided to all members at a later date.

Travel and Accommodation Arrangements

What happens to Conference accommodation pre-booked at the Hyatt Regency Sydney?

Conference delegates who have booked accommodation directly through the previously provided Conference booking link will have their rooms automatically cancelled without penalty.

Accommodation at the Hyatt Regency Sydney for the new conference dates (28 February to 2 March) will need to be re-booked via [this special link](#).

Delegates who have reserved accommodation with the Hyatt Regency Sydney or other hotels through other means will need to cancel these reservations via their original booking platform.

What about pre-booked travel arrangements?

Delegates who have pre-booked travel arrangements will need to amend these bookings via their original booking platform.



LGNSW 2021 Annual Conference Motions Submission Guide

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LGNSW Annual Conference Motions Submission Guide

1. Introduction

The Local Government NSW (LGNSW – the “Association”) Annual Conference is the pre-eminent policy making event for the local government sector. Resolutions of Conference help determine the policies and priorities for LGNSW and the sector. It is a key event for local government where councillors come together to share ideas and debate issues that shape the way the sector functions and is governed.

LGNSW member councils are invited to submit motions to the Conference to advance the sector wide policy agenda. Motions are strategic local government issues which affect members state-wide and introduce new or emerging policy issues and actions.

This guide outlines the process for councils to submit motions for LGNSW's Annual Conference.

2. Deadlines

Members are encouraged to submit motions [online](#) by **12 midnight (AEST) on Monday 27 September 2021** to allow assessment of the motions and distribution of the Business Paper before the Conference. However, in line with the LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 31 October 2021** (28 days prior to Conference).

3. Criteria for motion submission

The LGNSW Board has resolved that motions will be included in the Business Paper for the Annual Conference only where they:

1. are consistent with the objects of the Association (see Rule 4 of the Association's [rules](#)),
2. relate to local government in NSW and/or across Australia,
3. concern or are likely to concern local government as a sector,
4. seek to advance the local government policy agenda of the Association and/or improve governance of the Association,
5. have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws),
6. are clearly worded and unambiguous in nature, and
7. do not express preference for one or several members over one or several other members.

Council members are encouraged to review [Action Reports](#) (on the member only pages of the LGNSW website) from previous Conferences and the [LGNSW Policy Platform](#) before submitting motions for this year's Annual Conference to ensure the proposed motion wording reflects any recent developments and does not duplicate existing positions..

4. How to write a motion

Motions adopted at the Annual Conference inform LGNSW's advocacy actions on behalf of the local government sector. LGNSW includes the exact wording of motions when writing to ministers, departments and agencies post-conference and so it is important that the wording of motions clearly outlines your council's policy intent or objective.

The format of motions, as much as possible, should call on a specific body (e.g. LGNSW, state government, federal government, a specific department or minister) and have a specific outcome that the motion is aiming to achieve. The wording should be unambiguous.

Examples of clearly-worded Annual Conference motions:

Minister for Rural and Regional NSW

That LGNSW lobbies the NSW State Government to appoint a Minister for Rural and Regional NSW with suitable resources to undertake meaningful representative activities.

Natural Disaster Funding, Day Labour

That LGNSW requests the Australian and NSW governments reinstate the claimable expense for the use of council staff during their normal working hours to attend to natural disaster relief and recovery funded works and reverse the present policy that effectively requires the mandatory use of contractors for recovery works.

Companion Animal Act matters

That LGNSW advocates that the NSW Government takes the following steps to improve the management of companion animals:

- establish an integrated on-line statewide registration process as an improved service to companion animal owners;
- resolve difficulties with the *Companion Animals Act 1998* definition of an "Authorised Officer", by using the definition contained in the *Impounding Act 1993* as the definition in both Acts, allowing councils choice in the business model for its area; and
- review the dismissal of charges under section 10 of the *Crimes (Sentencing Procedure) Act 1999* in relation to offences under the *Companion Animals Act 1998*.

For more examples see Business Papers from [past Conferences](#) on the LGNSW website.

5. Demonstrating evidence of council support for motion

The member submitting the motion must provide accompanying evidence of support for the motion. Such evidence may include an attachment note or extract from the minutes of the council meeting, at which the member council resolved to submit the motion for consideration by the Conference. In the absence of a council meeting, the evidence should be a letter signed by both the Mayor and General Manager.

LGNSW has developed a template council report for members to use to resolve at their own council meetings to submit motions to LGNSW for Conference at **Attachment B** of this Guide.

6. How to submit a motion

LGNSW members are invited to submit motions through an [online portal](#) from **12 July 2021**.

Each motion submission should include responses to the following fields:

1. **Council name**
2. **Contact details** of relevant officer
3. **Motion category** (e.g. *planning, economic, environment etc. This assists with assigning motions to the relevant policy staff and grouping related motions in the Conference Business Paper.*)
4. **Motion title** (a few words)
5. **Motion** (a sentence or two which includes the call to action)
6. **Background note** (a paragraph or two to explain the context and importance of the issue to the local government sector)
7. **Evidence of council support** for the motion (e.g. *extract of council meeting minutes*)

Once a motion has been submitted it cannot be edited without contacting LGNSW so please review the content carefully before submission.

7. How LGNSW manages incoming motions

The LGNSW Board has established a committee and delegated the function of managing incoming motions for the Annual Conference to this committee. The Chief Executive will refer motions to the committee and the committee will assess whether the motion meets or doesn't meet the criteria or if it is unclear whether it meets the criteria and will make the final decision on inclusion of motions into the Annual Conference Business Paper.

Prior to the committee making a final decision, LGNSW may contact the council that submitted the motion to seek clarity on its intent or wording.

Incoming motions which seek to change any long-held Fundamental [Principles](#), will be highlighted in the Business Paper for members' information at time of voting.

Motions which are consistent with current LGNSW actions or existing LGNSW positions, or that are operational and can be actioned without a Conference resolution, may still be printed in the Business Paper but will not be debated at the Annual Conference.

8. What happens to motions at the LGNSW Annual Conference

Standing orders are outlined at the front of the Business Paper and adopted at the commencement of each Annual Conference. They outline the manner in which the Conference deals with motions. The standing orders adopted at the 2019 Conference can be found in **Attachment A**.

During debate on motions at Conference, the standing orders generally permit councillor delegates to speak in support of or against each motion. Following a vote on a motion, the motion is either carried and then becomes a resolution of the Annual Conference, or the motion is defeated.

9. Post-conference: Updates to the LGNSW Policy Platform

LGNSW's [Policy Platform](#) consolidates the voices of councils across NSW, reflecting the collective positions of local government on issues of importance to the sector. Importantly, the Policy Platform guides LGNSW in its advocacy on behalf of the local government sector.

The Policy Platform consists of two parts: LGNSW's Fundamental Principles, and the more targeted Position Statements.

- **Fundamental Principles** are the enduring and overarching principles that direct LGNSW's response to broad matters of importance to the local government sector. These Fundamental Principles are endorsed (or amended) by LGNSW members at the Annual Conference.
- **Position Statements** contain LGNSW's more detailed positions on specific issues and guide LGNSW's work on, and response to, policy issues of the day. Position Statements are subordinate to LGNSW's Fundamental Principles but are more agile and are targeted at specific policy issues as they arise.

Changing Fundamental Principles

Where a motion conflicts or may conflict with a Fundamental Principle, this will be clearly highlighted for delegates in the Conference Business Paper. If the motion is adopted as a resolution at Conference, then the relevant Fundamental Principle will be changed.

It is expected that changes to the Fundamental Principles will be uncommon, given their broad focus and general acceptance among the local government sector.

Changing Position Statements

Following each Annual Conference, LGNSW will review resolutions of that Conference to determine whether the intent of each resolution is adequately covered by existing Position Statements. Where the Position Statements do not adequately include the intent of a resolution, LGNSW will update an existing Position Statement or draft a new Position Statement, to be endorsed by the LGNSW Board as part of the LGNSW Policy Platform.

LGNSW members will be informed of updates to the LGNSW Policy Platform.

10. Post-conference: Determining LGNSW Advocacy Priorities

Following the LGNSW Annual Conference, LGNSW will review the resolutions and identify key areas of focus to guide LGNSW's advocacy for the coming year. These areas of focus will also be informed by member feedback, the LGNSW strategic plan, position statements, emerging issues, and Board input.

This broad review will result in the development of LGNSW's Advocacy Priorities for the following year, for endorsement by the LGNSW Board and communication to members.

As LGNSW undertakes advocacy actions on each of the Conference resolutions throughout the year, these actions and their outcomes will be published in LGNSW's Action Report ([past Action reports](#) are available on the member only pages of the LGNSW website).

11. Further information

For further information on the motion submission process, please contact Beau Reid, Policy Officer at beau.reid@lgnsw.org.au.

Frequently Asked Questions

- **How do I know if my proposed motion is consistent with existing LGNSW policy positions?**

The subject matter expert within council is best placed to identify this (for example, if the motion relates to a planning matter, this question should be answered by the Planning Manager). Subject matter experts are encouraged to review LGNSW's [Policy Platform](#) to gain an understanding of LGNSW's position on a particular matter to help identify whether your proposed motion is consistent.

- **What is the deadline for submitting motions?**

Members are encouraged to submit motions [online](#) by **12 midnight (AEST) on Monday 27 September 2021** to allow assessment of the motions and distribution of the Business Paper before the Conference. However, in line with the LGNSW Rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is **12 midnight AEST on Sunday 31 October 2021** (28 days prior to Conference).

LGNSW can receive more than 300 motions for an Annual Conference. Submitting motions as early as possible helps LGNSW to manage the large volume of motions received within a short period of time and allows LGNSW to seek clarification on any motions if required.

- **I'm unsure which motion category or sub-category I should select in the online portal**

If you are unsure, just select the category you think best fits. LGNSW can reallocate the motion if necessary.

- **Who should be the council contact for motions?**

We recommend the council contact is someone who is available during the months that motions are open, and able to respond promptly to communications between the subject matter expert, your council and LGNSW. Some councils have identified the General Manager and others have identified the Governance Officer – it is a decision for each council.

- **Will the COVID-19 pandemic affect the motions process?**

The LGNSW Annual Conference motions process is an important policy setting process for the local government sector. The Annual Conference will follow government guidelines on safe events and social distancing. In 2020, the LGNSW conference was held online due to COVID-19 health and safety orders and delegates had the opportunity to debate motions during the conference.

- **How can I amend my council's motion that I've already submitted?**

Once a motion has been submitted it cannot be edited without contacting LGNSW so please review the content carefully before submission. If you need to edit a submitted motion, please contact Beau Reid, Policy Officer at beau.reid@lgnsw.org.au. You may need to provide evidence of support for the change (see section 5).

Attachment A – Excerpt of LGNSW 2019 Annual Conference Standing Orders

The 2020 Annual Conference was held wholly online and as such the standing orders differed substantially from past years. The 2019 standing orders are below as a guide.

Manner of dealing with Conference Business

11. Conference Business will be dealt with in any order at the discretion of the Chairperson.
12. Nothing in these Standing Orders shall prevent the Chairperson from dealing with motions concurrently.

In the case of motions

13. The Chairperson, upon coming to a motion set out in the Business Paper, must ask whether there is any dissent to the proposed resolution the subject of the item and, if no dissent be signified, may at any time, declare the motion carried.
14. Where dissent is signified, the Chairperson shall require the motion to be moved and seconded.
15. If the motion is moved and seconded, the Chairperson may, at any time during debate, make such inquiries as to the nature of the dissent so as to confine any debate to the issues genuinely in dispute or to explore amendments to the proposed resolution which satisfactorily accommodate the moving and dissenting Delegates and Delegates generally.
16. Movers of motions shall be permitted two (2) minutes to introduce their proposed resolution into debate and one and a half (1.5) minutes in reply. All other speakers shall each be permitted to speak once for one and a half (1.5) minutes. The Conference may, on application by a speaker, permit that speaker to have one, but only one, further period of one and a half (1.5) minutes in which to speak.
17. A Delegate seconding a motion shall not be permitted to speak until at least one Delegate has spoken in dissent.
18. The Chairperson may, during the course of debate direct a speaker to confine his or her speech so as to:
 - a. limit repetition of matters addressed by other speakers;
 - b. limit debate about matters or issues not genuinely disputed.
19. Except as otherwise provided herein, it shall not be in order to move that any resolution be immediately put until at least two Delegates, in addition to the mover and the seconder, shall have had an opportunity to speak on the resolution then before the Conference.
20. A Delegate can, without notice, move to dissent from the ruling of the Chairperson on a point of order. If that happens, the Chairperson must suspend the business before the Conference until a decision is made on the motion of dissent;
 - a. If a motion of dissent is passed, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the Chairperson must restore the motion or business to the agenda and proceed with it in due course; and
 - b. Despite any clause to the contrary, only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.
21. A Delegate may not substitute from the floor of the Conference a new motion for one listed in the Business Paper unless the new motion is substantially the same, and dealing with the same subject matter, as the original motion, and the new motion is accompanied by written evidence that it has the support of the member concerned.
22. When an amendment is before the Conference, no further amendment shall be discussed until that amendment has been dealt with.

23. *No more than one amendment upon any motion shall be considered unless notice of such further amendment is given before the amendment then under discussion has been dealt with.*
24. *The mover of an amendment which has been adopted as the motion shall (as in the case of the mover of an original motion) have the right of reply to any further amendments submitted.*
- New motions from the floor of Conference**
25. *At least 24 hours' notice shall be given before dealing with any new motions introduced during the Conference (Rule 28(d)).*
26. *Where a Member seeks to introduce a new motion during the Conference, they shall submit the motion and evidence that the motion has the support of the member concerned, to the Association's Chief Executive (or the Chief Executive's nominee), in writing.*
27. *The Chief Executive (or the Chief Executive's nominee), upon receiving a new motion submitted during the Conference, shall immediately record the time that they receive the motion and make arrangements for copies of the motion to be provided to Delegates.*
- Motions that reflect existing LGNSW policy**
28. *Motions submitted for inclusion in the Business Paper to the Conference which reflect existing LGNSW policy (Category 2 motions) shall remain existing LGNSW policy unless superseded or replaced by a subsequent Conference resolution.*
- In the case of all other Conference Business**
29. *All other Conference Business will be dealt with at the discretion of the Chairperson.*
- Manner of voting**
30. *Only Members' nominated voting Delegates and members of the Board may debate and vote on motions.*
31. *Except as hereinafter provided voting on any matter shall be on the show of cards.*
32. *The Chairperson may direct that voting on any matter be taken by show of voting cards or by use of electronic voting.*
33. *After a show of voting cards or on conclusion of an electronic vote the Chairperson may either:*
- a. declare the question resolved in the affirmative or negative; or*
 - b. if voting cards have been used, call for a new vote using electronic voting.*
34. *A Division may be called following a vote on the show of cards by no less than 10 Delegates.*
35. *A Division will be taken by use of electronic voting.*
- Suspending Standing Orders**
36. *Standing Orders may be suspended by a majority of those present, provided the meeting is in quorum. A motion to this effect shall be open to debate.*
- Outstanding business**
37. *In the event that the Conference, having commenced in quorate, subsequently loses a quorum and is unable to consider any item(s) of business properly put before the Conference, they shall be referred to the Association's Board for consideration.*

Attachment B – Template – Council Meeting Report

Item number	XX	Division	XX
Responsible officer	XX	Confidentiality	XX
Date	XX	Reference	XX
Subject	2021 Local Government NSW Annual Conference		

Purpose of report/summary

To provide Council with the opportunity to nominate motions, voting delegates and attendance for the upcoming Local Government NSW (LGNSW) Annual Conference.

Overview

The 2021 LGNSW Annual Conference will be held from 28-30 November 2021 at the Hyatt Regency Hotel in Sydney. LGNSW is asking councils to also reserve Monday 20 December 2021 for continuation of the Conference online (if required). This year is a Board election year and if the Australian Electoral Commission (AEC) requires the election to be conducted by postal ballot due to COVID-19 (instead of in-person at the Conference) the reserve date will be used to announce and introduce LGNSW's new Board members.

The LGNSW Annual Conference is the pre-eminent policy making event for the local government sector. Delegates will vote on motions which help determine the policies and priorities for LGNSW and the sector. It is a key event for local government where councillors come together to share ideas and debate issues that shape the way the sector functions and is governed.

For Council to participate fully in the Annual Conference, it is recommended the Council register attendees, nominate voting delegates and submit motions for debate within the timeframes specified in this paper.

Registration to attend the Conference

Conference attendees are invited to register from 27 July 2021.

- Early bird registration rate is \$890 ex GST and applies if you register and pay by 11 October 2021
- Standard registration rate is \$995 ex GST for all registrations made between 12 October and 12 November 2021.

The following optional events are available to attendees at an additional cost:

- Conference Dinner - \$160 ex GST per delegate
- Councillor Training Workshops - \$50 ex GST per delegate
- ALGWA Breakfast - \$70 ex GST per delegate
- Welcome Reception - \$85 ex GST per delegate

Accommodation has been secured at the Hyatt Regency Hotel, with rooms accommodating up to two people incurring a cost from \$330 per night for two nights.

Registration as a voting delegate

Voting delegates must be registered to attend the Conference and also be registered as a voting delegate.

[IF COUNCIL IS AN ORDINARY MEMBER OF LGNSW]

Confirmation has been received from LGNSW that Council is entitled to have XX voting delegates for voting on motions and XX voting delegates for voting in the election for Office Bearers and the Board.¹

It is proposed that Council:

¹ Find your council's voting entitlements via the Annual Conference page of the LGNSW website: lgnsw.org.au.

- (i) register the Mayor and [XX number] Councillors to attend the Conference;
- (ii) nominate [XX number] Councillors as the Council's nominated voting delegate(s) for voting on motions, comprising of:
 - 1) Cr XX (Mayor)
 - 2) Cr XX
 - 3) Cr XX
 - 4) Cr XX
 - 5) (continue until voting entitlement is exhausted)
- (iii) nominate [XX number] Councillors as the Council's nominated voting delegate(s) for voting in the Board election, comprising of:
 - 1) Cr XX (Mayor)
 - 2) Cr XX
 - 3) Cr XX
 - 4) Cr XX
 - 5) (continue until voting entitlement is exhausted)

[IF COUNCIL IS AN ASSOCIATE MEMBER OF LGNSW]

Confirmation has been received from LGNSW that Council is entitled to have XX² voting delegates for voting on motions.

It is proposed that Council:

- (i) register the Mayor and [XX number] Councillors to attend the Conference;
- (ii) nominate [XX number] Councillors as the Council's nominated voting delegate(s) for voting on motions, comprising of:
 - 1) Cr XX (Mayor)
 - 2) Cr XX
 - 3) Cr XX
 - 4) Cr XX
 - 5) (continue until voting entitlement is exhausted)

The deadline to provide LGNSW with the names of voting delegates is **5pm (AEDT) on Tuesday 2 November 2021**. Additional nominations submitted after the closing date cannot be accepted. However, the names of voting delegates submitted for voting on motions prior to the cut-off date may be substituted at any time, in line with Rule 34(b) of the LGNSW Rules.

Voting delegates may not appoint a proxy to attend or vote at formal business sessions on their behalf (absentee/proxy voting is only available for voting in elections for Office Bearers and the Board).

Conference Motions Submission Guide

Council is invited to submit motions for possible debate at the Annual Conference to advance the sector wide policy agenda. Motions are strategic local government issues which affect members state-wide and introduce new or emerging policy issues and actions.

Important information on the motions process, including submitting motions, motion criteria and a sample submission form are available in the *LGNSW 2021 Annual Conference Motions Submission Guide* at Attachment XX.

Deadlines

² Find your council's voting entitlements via the Annual Conference page of the LGNSW website: lgnsw.org.au.

Members are encouraged to submit motions online by **12 midnight (AEST) on Monday 27 September 2021** to allow assessment of the motions and distribution of the Business Paper before the Annual Conference. However, in line with the LGNSW rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is **12 midnight (AEDT) on Sunday 31 October 2021**.

Draft motions for consideration for LGNSW Annual Conference

Having regard to the above motion requirements set out by the LGNSW Board, the following draft motions are provided for consideration by Council:

Proposed motion 1

Motion category

Motion title

Motion background note

Proposed motion 2

Motion category

Motion title

Motion background note

{please repeat for the number of proposed motions required}

Recommendations

1. Approve registration of the Mayor and [XX number] other Councillors to attend the 2021 LGNSW Annual Conference
2. Determine the Council's nominated voting delegate(s) for voting on motions at the 2021 LGNSW Annual Conference.
3. Determine the Council's nominated voting delegate(s) for voting in the election for Office Bearers and the Board of LGNSW [IF APPLICABLE]
4. Adopt the proposed motions for submission to the 2021 LGNSW Annual Conference Business Paper
5. Determine any additional motions for submission at this meeting
6. That the Mayor be given delegated authority to submit any further proposed motions after consulting with Councillors prior to the deadline for submitting motions.

ORDINARY MEETING OF THE COUNCIL

July 6, 2021

ITEM 5BROKEN HILL CITY COUNCIL REPORT NO. 135/21SUBJECT: ADOPTION OF THE DRAFT CYBER SECURITY FRAMEWORK 12/14**Recommendation**

1. That Broken Hill City Council Report No. 135/21 dated July 6, 2021, be received.
2. That Council notes that nil public submissions were received during the public exhibition period of the draft Cyber Security Framework.
3. That Council adopts the draft Cyber Security Framework as a Framework of Council.

Executive Summary:

Broken Hill City Council (Council) depends up on reliable critical technology infrastructure to deliver services to the community and to facilitate business and governance functions. Cyber security threats exploit the complexity and connectivity of critical infrastructure systems, placing the organisation and the public at risk. These threats can result in financial and reputational risks, create legal challenges and result in non-compliance of the law.

As part of the external Audit process in 2019/20 it was noted that Council lacked a Cyber Security framework.

The draft Cyber Security Framework has been developed to address the ever-increasing risks posed by cyber threats and to standardise and guide the approach for establishing, implementing, maintaining and continually improving the cyber security posture of Council; and is underpinned by the Information Services Standards Library which outline the rules and guidelines around system management, operation and use.

The draft Framework was endorsed by the Audit, Risk & Improvement Committee at its meeting held 20 May 2021 and is now presented to Council for the consideration of adoption for public exhibition.

Council endorsed the draft Cyber Security Framework at its meeting held 30 June 2021 for the purpose of public exhibition (Minute No. 46564). The draft Cyber Security Framework was placed on public exhibition for a period of 28 days concluding at midnight on 30 July 2021, during which time Council received nil submissions from the public.

The draft Cyber Security Framework is now presented to Council for consideration of adoption.

Report:

The draft Cyber Security Framework has been developed to standardise and guide the approach for establishing, implementing, maintaining, and continually improving the cyber security posture of Council.

For the purposes of the framework “Cyber Security” refers to the measures relating to the defense of Council systems from attack and “Information Security” refers to measures relating to the confidentiality, availability and integrity of information that is processed, stored and communicated by electronic or similar means.

The Cyber Security Framework is a risk-based framework developed to assist with preserving the confidentiality, integrity and availability of information by applying risk management processes, with increasing control measures to be implemented based on increased likelihood or impact. A risk-based approach to cyber security management provides flexibility to implement controls based on risk profile, as opposed to a one-size-fits-all approach.

The framework outlines the mandatory requirements to which all staff must adhere as well as a set of supporting expectations. This document is designed to be used by all personnel within Council including senior leadership, managers, information services staff, audit and risk teams. The Cyber Security Framework is supported by a significant suite of supporting documentation, guidance and templates from the Information Services Standards library to help employees implement the framework based on their risk profile and in line with an existing IT policies and procedures.

In accordance with the *Local Government Act 1993* any new or reviewed policies require public exhibition for a period no less than 28 days following which all submissions should be considered and the policies be either amended, adopted or rejected.

The draft Cyber Security Framework was endorsed by the Audit, Risk and Improvement Committee at its meeting held 20 May 2021 and was subsequently endorsed by Council at its meeting held 30 June 2021 for public exhibition.

Community Engagement:

The draft Cyber Security Framework was placed on public exhibition for a period of 28 days concluding 30 July 2021.

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 within its legal framework

Relevant Legislation:

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*

Financial Implications:.

Attachments

1. [DRAFT CYBER SECURITY FRAMEWORK](#)

SIMON BROWN
ACTING CHIEF FINANCIAL OFFICER

JAY NANKIVELL
GENERAL MANAGER



DRAFT BROKEN HILL CITY COUNCIL - CYBER SECURITY FRAMEWORK

BROKEN HILL
CITY COUNCIL

**AUSTRALIA'S FIRST
HERITAGE LISTED CITY**



QUALITY CONTROL			
KEY DIRECTION	4. Our Leadership		
OBJECTIVE	4.2 Ensure Council has robust Information Communications Technology Platform		
FUNCTION	Leadership & Governance		
STRATEGY	4.2.3.1 Continue to implement the agreed Information and Communication Technology Strategy/Roadmap		
FILE REFERENCE No	18/142	TRIM No	D21/10467
RESPONSIBLE OFFICER	Manager Information Services		
REVIEW DATE	June 2023		
DATE	ACTION	MINUTE No	
30 June 2021	Public Exhibition	46564	

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1. INTRODUCTION

Broken Hill City Council (Council) depends up on reliable critical technology infrastructure to deliver services to the community and to facilitate business and governance functions. Cyber security threats exploit the complexity and connectivity of critical infrastructure systems, placing the organization and the public at risk. These threats can result in financial and reputational risks, create legal challenges and result in non-compliance of the law.

At council, the Cyber Security Framework is underpinned by the Information Services Standards Library which outline the rules and guidelines around system management, operation and use.

2. FRAMEWORK OBJECTIVE

The Cyber Security Framework has been developed to standardise and guide the approach for establishing, implementing, maintaining and continually improving the cyber security posture of Council.

For the purposes of this document "Cyber Security" refers to the measures relating to the defence of Council systems from attack and "Information Security" refers to measures relating to the confidentiality, availability and integrity of information that is processed, stored and communicated by electronic or similar means.

The Cyber Security Framework is a risk-based framework developed to assist with preserving the confidentiality, integrity and availability of information by applying risk management processes, with increasing control measures to be implemented based on increased likelihood or impact. A risk-based approach to cyber security management provides flexibility to implement controls based on risk profile, as opposed to a one-size-fits-all approach.

The framework outlines the mandatory requirements to which all staff must adhere as well as a set of supporting expectations. This document is designed to be used by all personnel within Council including senior leadership, managers, information services staff, audit and risk teams.

3. FRAMEWORK SCOPE

Relevant sections of the Cyber Security Framework will also apply to contractors working for/with Council as well as suppliers that provide goods to Council.

4. FRAMEWORK STATEMENT

The Cyber Security Framework is supported by a significant suite of supporting documentation, guidance and templates from the Information Services Standards library to help employees implement the framework based on their risk profile and in line with an existing IT policies and procedures.

4.1 Council Policies

- Email, Internet and Computer Systems Usage Policy.
- Mobile Telephone Policy.

4.2 Operational Policies

- Information Services Standards Library.

4.3 International Standards

- ISO27001 – Information Security Management System.
- ISO27002 – Code of practice for information security controls.

4.4 Australian Strategies

- Australian Cyber Security Centre Essential 8 Security Mitigation Strategies.

5. IMPLEMENTATION

5.1 Roles and Responsibilities

The following Council Officers are responsible for the implementation of and the adherence to this framework:

- General Manager
- Chief Financial Officer
- Manager Information Services
- Information Services Staff
- Council Staff, Contractors, Suppliers and Volunteers

5.2 Communication

This framework will be communicated to all staff and available electronically.

All Council employees will have access to Operational policies via Council's Intranet and Council policies via Council's website. The community will have access to Council policies via Council's website. Access to procedures and processes will be available via Council's electronic information management system (Content Manager).

5.3 Associated Documents

- D12/1833 – Email, Internet and Computer Systems Usage Policy
- Information Services Standards Library available at <https://ITStandards.brokenhill.nsw.gov.au>
- D21/9990 – Australian Cyber Security Centre - Essential Eight Explained (June 2020)
- D21/9991 – Australian Cyber Security Centre - Essential Eight Maturity Model (June 2020)
- D21/9994 – Australian Government Information Security Manual (March 2021)

6. PRINCIPLES AND POLICIES

The Cyber Security Framework consists of 20 policy statements underpinning the principles of Governance, Information, Personnel and Physical.

Principle: Governance		
Manage security risks and support a positive security culture, ensuring clear lines of accountability, strategic planning, assurance and review, and proportionate reporting.		
Leadership	Staff Responsibilities	Risk Management
Policies, Procedures and Compliance	Audit (Internal and External)	
Principle: Information		
Maintain the confidentiality, integrity and availability of all information and systems to an appropriate level, depending on the information classification.		
Information Asset Identification and Classification	Incident Management	Resilience and Service Continuity
Access to Information	Administrative Access	Vulnerability Management
System and Software Acquisition	Cloud Computing	Network Communications
Mobile Device Management	Teleworking	Robust ICT Systems and Operations
Principle: Personnel		
Ensure employees and contractors are suitable to access Council resources and meet an appropriate standard of integrity and honesty.		
Awareness	Personnel Security Lifecycle	
Principle: Physical		
Provide a safe and secure physical environment for people, information and assets.		
Physical Security		

6.1 Policy and Expectation Statements

POLICY STATEMENT	EXPECTATIONS
<p>6.1.1 - Leadership</p> <p>Senior leadership is ultimately accountable for the implementation and effectiveness of the council's cyber security program. Senior leadership must be actively engaged in cyber security initiatives and champion cultural change.</p>	<ul style="list-style-type: none"> • Cyber security is regularly included in the agenda of an appropriate senior leadership body, ensuring discussion is focused on the progress of the cyber security program and cyber security risks to the council, both existing and emerging. • Senior leadership allocates roles, responsibilities and resources to support and enable the Council's Cyber Security Program.
<p>6.1.2 - Staff Responsibilities</p> <p>Roles and responsibilities for cyber security must be formally assigned by senior leadership, demonstrating commitment to providing suitable resources to manage the council's cyber security program.</p> <p>Personnel and contractors must be provided with information and training to support awareness of their collective responsibility to foster a positive security culture.</p>	<ul style="list-style-type: none"> • Council has appointed a leader accountable for cyber security to provide strategic level guidance for the council's cyber security program and ensure compliance with cyber security policy, standards, regulations and legislation. • Responsibility for day-to-day cyber security operations is assigned and documented in policy and relevant position descriptions. • Cyber security education and awareness training is provided to all personnel and contractors during induction and at least annually thereafter, ensuring they are aware of their responsibilities regarding the appropriate use of council information assets. • Skills gap assessments are performed for cyber security and IT personnel responsible for implementing or managing technical security controls. Targeted training is provided for these personnel specific to the technologies in use within the organisation. Where contractors or third parties are used in place of internal resources, contract staff are held to the same standards as staff.
<p>6.1.3 - Risk Management</p> <p>The council must take steps to identify, understand, assess and manage cyber security risks to its critical processes and information assets.</p> <p>Cyber security risk management processes must be embedded within the council's risk management framework and align to the risk appetite of the council.</p> <p>Senior leadership must be aware of current and emerging cyber security risks to the organisation.</p>	<ul style="list-style-type: none"> • Cyber security risks are documented in a cyber security risk management matrix maintained by IT and Risk personnel and periodically reviewed by the Audit Committee.

<p>6.1.5 - Audit (Internal and External)</p> <p>Cyber security is regularly assessed by both internal and external audits.</p> <p>A program of cyber security assurance activities must be in place to evaluate the effectiveness of the council's cyber security program and ensure cyber security controls are implemented and operated in accordance with the council's policies and procedures, relevant laws, regulations and contractual requirements and this framework.</p>	<ul style="list-style-type: none"> Independent reviews are performed periodically in line with council requirements. Technical security reviews of critical systems are planned and carried out using a risk-based approach.
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6.2 Principle: Information

POLICY STATEMENT	EXPECTATIONS
<p>6.2.1 - Information Asset Identification and Classification</p> <p>Information assets supporting critical processes must be identified, recorded and classified.</p> <p>Processes must be in place for labelling, storing, handling and disposing of information assets in alignment with their classification.</p>	<ul style="list-style-type: none"> Information assets supporting critical processes are identified and recorded in an information asset register. Information assets are formally assigned an owner.
<p>6.2.2 - Incident Management</p> <p>Cyber security incident response plans must be in place and aligned with an overarching incident management process to enable a consistent approach to the management of cyber security incidents.</p>	<ul style="list-style-type: none"> Cyber security incident response is included in the Council's BCP, documenting responsibility for cyber security incident management. Testing of incident response plans is included in assurance activities. Post-incident reviews are performed and evidence relevant to cyber security incidents is recorded and retained. Reporting of breaches that fall under the federal Notifiable Data Breaches (NDB) legislation occurs.
<p>6.2.4 - Access to Information</p> <p>Access to council systems, applications and information must be based on business need, authorised by the information owner or delegated custodian and be limited to the minimum required for personnel to undertake their duties.</p> <p>Secure authentication mechanisms must be in place to control access to council systems, applications and information.</p>	<p>Access Provisioning:</p> <ul style="list-style-type: none"> Physical or logical access to council information assets is provided based on business need and least-privilege principles. The processes to provision access to systems and applications in use within the council are documented. Authentication and Traceability. All users have unique accounts providing traceability of actions within critical systems and applications.

	<ul style="list-style-type: none"> Secure encrypted remote access technologies are used to remotely access the council's IT environment. User password standards (complexity, minimum length, maximum age) are documented and implemented on all systems and applications. Multi-factor authentication is required to authenticate users to systems supporting this technology when not accessed from regular workstations and/or locations. Certificate based authentication is implemented to identify authorised workstations connected to the council's network. <p>Access Reviews:</p> <ul style="list-style-type: none"> Reviews of user access are performed at least annually for the network and all critical applications. Termination of Access. Terminated user's access is revoked within defined timeframes.
<p>6.2.5 - Administrative Access</p> <p>Administrative access to council systems, applications and information must be restricted to personnel with a specific business need which is validated on a periodic basis.</p>	<p>Access Provisioning:</p> <ul style="list-style-type: none"> IT users are assigned a dedicated privileged account to be used solely for tasks requiring privileged access. Technical controls are in place to restrict the use of privileged accounts from reading emails, accessing the internet and obtaining files via online services. Everyday use accounts do-not have local administrative privileges on workstations and servers. <p>Access Reviews:</p> <ul style="list-style-type: none"> Reviews of privileged user access are performed at least every six months. <p>Authentication and Traceability:</p> <ul style="list-style-type: none"> Privileged account actions deemed high risk by the council are logged and monitored for unusual activity. Password standards (complexity, minimum length, maximum age) for privileged accounts are documented and implemented on all systems and applications. Multi-factor authentication is required to authenticate privileged users in all systems supporting the functionality. <p>Termination of Access:</p> <ul style="list-style-type: none"> Privileged access is revoked immediately once there is no longer a specific business need for it.

<p>6.2.6 - Vulnerability Management</p> <p>Security vulnerabilities in council ICT equipment, systems and applications must be identified and managed.</p>	<ul style="list-style-type: none"> • Security vulnerabilities in applications and operating systems are patched or mitigated within one month of fix release for all workstations and servers. • Security vulnerabilities in applications and operating systems that are assessed as 'extreme' are patched or mitigated within 48 hours of release for all workstations and servers. • There is a documented process for managing the risks associated with non-vendor supported applications and operating systems where they are required for a specific purpose. • A mechanism is in place to ensure compliance to patching requirements. • Malware detection and prevention tools are in place on all workstations and servers. • A vulnerability management process is in place that includes: <ul style="list-style-type: none"> ○ Conducting vulnerability assessments and network penetration tests for key systems throughout their lifecycle to identify security vulnerabilities. ○ Analysing identified security vulnerabilities to determine their potential impact and appropriate mitigations or treatments based on effectiveness, cost and existing security controls. ○ Using a risk-based approach to prioritise the implementation of identified mitigations or treatments. ○ Monitoring information on new or updated security vulnerabilities in operating systems, software and ICT equipment as well as other elements which may adversely impact the security of a system.
<p>6.2.7 - System and Software Acquisition</p> <p>Cyber security requirements must be considered throughout the acquisition lifecycle for acquiring new systems and software</p>	<ul style="list-style-type: none"> • Security risks associated with system and software acquisition or significant system enhancements are identified, documented and managed as per the council's risk management framework before the system and/or software is implemented into production. • Where system acquisition relates to a cloud service, the requirements of 2.8 Cloud Computing are applied.
<p>6.2.8 - Cloud Computing</p> <p>Risk assessments must be performed by the council prior to implementing any cloud computing service in order to assess the benefits of the service balanced with the additional jurisdictional, governance,</p>	<ul style="list-style-type: none"> • A risk assessment is performed before implementing any cloud service. • Security risks associated with a cloud service are identified, documented and managed as per the council's risk management framework before the cloud service is implemented.

privacy and security risks associated with the use of such services	<ul style="list-style-type: none"> Cloud services fully hosted within Australia, subject to Australian laws are preferred.
<p>6.2.9 - Network Communications</p> <p>Network communications must be secured, ensuring council information traversing internal and external networks can only be accessed by authorised parties.</p>	<ul style="list-style-type: none"> The council's network architecture is documented showing the internal network structure and incoming/outgoing egress points. Information flows associated with critical processes are documented listing: <ul style="list-style-type: none"> The type of information, The classification of the information, Who the information is being exchanged with? The controls in place to protect the information. Network segregation is implemented throughout the council's network.
<p>6.2.10 - Mobile Device Management</p> <p>Technical and procedural controls must be in place to address the risks associated with the use of mobile devices including mobile phones, smartphones, tablets, laptops, portable electronic devices, portable storage and other portable internet connected devices.</p>	<ul style="list-style-type: none"> Procedural controls have been established, outlining the mechanisms for protecting council information stored on or accessed from laptops, mobile phones and removable storage devices. Processes exist for requesting and authorising the use of personal mobile phones to access council information such as emails. Passphrases and/or PIN codes are in place on laptops and mobile phones used for accessing council information. Encryption of storage is enabled for all laptops, mobile phones, and removable storage devices A mobile device management solution is in place to ensure that appropriate controls are applied to all mobile phones, including personal phones used for work. Remote wipe functionality is enabled for all council laptops and mobile phones, including personal phones used for work.
<p>6.2.11 - Teleworking</p> <p>Secure practices for teleworking must be established and understood by council personnel, with technical controls implemented to enable secure remote access to council information.</p>	<ul style="list-style-type: none"> Teleworking procedures are established and socialised with council personnel working offsite. Technical controls are implemented to enable secure remote access to council information assets.
<p>6.2.12 - Robust ICT Systems and Operations</p> <p>Standard operating procedures and technical controls must be in place to provide a consistent and secure approach</p>	<p>Standard Operating Procedures:</p> <ul style="list-style-type: none"> Standard operating procedures have been developed for all primary cyber security functions performed by council personnel.

<p>to system administration, maintenance and configuration activities.</p>	<p>Change management:</p> <ul style="list-style-type: none"> • A change management process is developed and implemented that includes: • Identification and documentation of changes to be made, • Approval required for changes to be made, • Implementation and testing of approved changes, and • Any actions to be taken before and after approved changes are made. <p>Backups:</p> <ul style="list-style-type: none"> • Backup, restoration and preservation strategies are developed and implemented as part of business continuity, disaster recovery and information preservation planning. • Backups of important information, software and configuration settings are performed at least daily and stored for at least three months. • Backup and restoration processes are tested annually. • Backups are stored offline, or online in a non-rewritable and non-erasable manner. • Full back up and restoration processes are tested when fundamental IT infrastructure changes occur. <p>System Configuration and Hardening:</p> <ul style="list-style-type: none"> • Macro settings within Microsoft Office are as follows: <ul style="list-style-type: none"> ○ Only signed Microsoft Office macros can execute. ○ Microsoft Office macros in documents originating from the Internet are blocked. ○ Microsoft Office macro security settings cannot be changed by users. ○ Web browsers are configured to block or disable support for Flash content, web advertisements and Java from the Internet. ○ Technical controls are in place to restrict non-privileged users from installing software. • Application whitelisting is implemented on all workstations and servers to restrict the execution of executables and software libraries to an approved set. <p>Event Logging and Monitoring:</p> <ul style="list-style-type: none"> • An event logging strategy is developed and implemented covering events to be logged, logging facilities to be used, event log retention periods and how event logs will be protected.
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	<ul style="list-style-type: none"> • A centralised logging facility is implemented, and systems are configured to save event logs to the centralised logging facility as soon as possible after each event occurs. • An accurate time source is established and used consistently across systems and network devices to assist with the correlation of events.
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6.3 Principle: Personnel

POLICY STATEMENT	EXPECTATIONS
6.3.1 - Personnel Security Lifecycle Current/Separating personnel must be made aware of their ongoing cyber security obligations.	<ul style="list-style-type: none"> • New/Current staff are offered cyber security awareness training and annually sign-off on their obligations. • Separating personnel are made aware of their ongoing cyber security obligations, and have their access to council resources withdrawn, per user access management processes.

6.4 Principle: Physical

POLICY STATEMENT	EXPECTATIONS
6.4.1 - Physical Protection Protective security must be integrated in the process of planning, selecting, designing and modifying council facilities for the protection of people, information and physical assets.	<ul style="list-style-type: none"> • Physical security measures are in place to protect council physical assets including people, information and facilities based on the classification of the information that they are approved for processing, storing or communicating.

7. REVIEW

The review of this framework shall be undertaken within two years and will incorporate consideration of relevant legislation and best practice guidelines. The responsible Council officer will be notified of the review requirements three months prior to the expiry of the Framework.

Council's Manager Information Services is responsible for the review of this Framework.

8. DEFINITIONS

In this Framework the following definitions will apply:

Classification – shall mean the process by which information assets are labelled according to their business importance and sensitivity. Classification ratings are used to indicate the value of the information.

Council – shall mean Broken Hill City Council.

Council Policies – shall mean policies regarding specific statutory, strategic or administrative direction and adopted, amended and reviewed by Council with a minute number recorded.

Critical Processes – shall mean Council processes that, if not performed, would eventuate in the highest level of risk to the organisation. This could include meeting critical needs of the organisation or satisfying mandatory regulations and requirements.

Critical Service – shall mean services that, if compromised, would result in significant damage to the physical, social or economic wellbeing of the LGA. Critical Services are not typically ICT services, they are services that an agency delivers to the community.

Cyber Security – shall mean measures relating to the confidentiality, availability and integrity of information that is processed, stored and communicated by electronic or similar means.

Delegation – shall mean the delegated authority from the General Manager to Council officers.

Encryption – shall mean the process of converting information or data into a code, especially to prevent unauthorized access.

Extreme Vulnerability – Defined as:

- the security vulnerability facilitates remote code execution,
- critical business systems are affected,
- an exploit exists in the public domain and is being actively used, and/or
- the system is internet-connected with no mitigating controls in place.

Framework – shall mean a basic conceptual structure used to solve or address complex issues.

LGA – shall mean Local Government Area.

Governance – shall mean the exercising of authority or decision-making processes.

ICT – shall mean Information and Communication Technology.

Operational Policies – shall mean policies regarding operational and employment matters and approved by the General Manager.

Policy – shall mean a high-level statement that establishes the basis and framework for conduct and practice by and at Broken Hill City Council. It is the 'what' and 'why' of Council decision-making. Policies will typically be brief and rely on other means to give effect to their direction.

Policy, Procedure and Process Statements – shall mean the communication of the specific detail and course of action that will be adhered to by Council and its employees.

Policy Type – shall mean either "Council Policy" or "Operational Policy".

Procedure – shall mean a document written to support a "policy or organisational directive" and designed to describe who, what, when and why in order to establish corporate accountability.

Process – shall mean the documentation of the "how" to steps for the completion of a task or function.

Security Incident – shall mean a security incident is an event that may indicate that an organization's systems or data have been compromised or that measures put in place to protect them have failed. Loss/degradation of service, corruption of data or breach of privacy are likely outcomes.

Information Assets – shall mean any information or asset supporting the use of the information that has value to the organisation, such as collections of data, processes, ICT, people and physical documents.

Information Custodian – shall mean the individual or group assigned responsibility for managing a set of information.

Information Owner – shall mean the individual or group responsible and accountable for a set of information. The information owner may, at their discretion, assign responsibility for management of the information to another person or group, also known as an information custodian.

Mobile Device – shall mean mobile phones, smartphones, tablets, laptops, portable electronic devices, portable storage and other portable internet-connected devices.

Multi-factor – shall mean a method of authentication using separate mutually dependent credentials, typically "something you have" and "something you know".

BROKEN HILL
CITY COUNCIL

www.brokenhill.nsw.gov.au

ORDINARY MEETING OF THE COUNCIL

July 6, 2021

ITEM 6BROKEN HILL CITY COUNCIL REPORT NO. 136/21SUBJECT: ADOPTION OF DRAFT CONTRACT MANAGEMENT POLICY 12/14**Recommendation**

1. That Broken Hill City Council Report No. 136/21 dated July 6, 2021, be received.
2. That Council notes that nil public submissions were received during the public exhibition period of the draft Contract Management Policy.
3. That Council adopts the draft Contract Management Policy as a Policy of Council.

Executive Summary:

It was noted During the 2019/20 external audit and also in subsequent internal audits that Council lacked a contract management policy. This policy and associated attachments have been developed to provide a clear and standardised approach to managing and administering contracts for goods and services purchased from suppliers and also revenue generating contracts for Council.

The effective management of contracts is essential to Council in maximising the benefits of and achieving required objectives from contracts entered into by Council.

The draft Contract Management Policy was endorsed by the Audit, Risk and Improvement Committee Meeting held 20 May 2021 and subsequently endorsed by Council for the purpose of public exhibition at Council's Ordinary Meeting held 30 June 2021 (Minute No. 46565).

The draft Contract Management Policy was placed on public exhibition for a period of 28 days concluding at midnight on 30 July 2021, during which time Council received nil submissions from the public.

The draft Contract Management Policy is now presented to Council for consideration of adoption.

Report:

This contract management policy applies to all Council staff and contractors that are involved in the management of supplier Contracts on behalf of council.

This Policy applies to all Contracts and any other documents that create legally binding obligations on the Council for the procurement of goods, services and works which may include procurements which are simple in nature and low risk. Further, it applies to a Contract until all contractual obligations have been completed.

Management of Contracts is closely linked to Councils Procurement Framework and Policy and ensures expenditure of council funds results in the most advantageous outcomes for the community.

The Following are excluded from this policy:

- Employment contracts
- Non-binding memoranda of understanding

The policy covers Contracts from commencement through to contract closeout and review.

Items addressed in the policy and attachments include:

- Stages of contract management
- Mandatory Requirements for contract management
- Variations
- Ethics and Probity
- The role of the contract manager
- Responsibilities of Employees, ELT, Contract Owners and Contract Managers.

The implementation of this policy provides guidance for contract owners and managers and will result in consistent management of contracts across the organisation ensuring maximum benefit is obtained for council.

In accordance with the *Local Government Act 1993* any new or reviewed policies require public exhibition for a period no less than 28 days following which all submissions should be considered and the policies be either amended, adopted or rejected.

The draft Contract Management Policy was endorsed by the Audit, Risk and Improvement Committee Meeting held 20 May 2021 and subsequently endorsed by Council for the purpose of public exhibition at Council's Ordinary Meeting held 30 June 2021.

That draft Contract Management Policy is now presented to Council for consideration of adoption.

Community Engagement:

The draft Contract Management Policy was placed on public exhibition for a period of 28 days concluding 30 July 2021.

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 within its legal framework

Relevant Legislation:

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*

Financial Implications:

Nil.

Attachments

1. [↓](#) Draft Contract Management Policy
2. [↓](#) Contract Procurement Checklist
3. [↓](#) Contract Performance Evaluation Form
4. [↓](#) Tender Evaluation form

SIMON BROWN
ACTING CHIEF FINANCIAL OFFICER

JAY NANKIVELL
GENERAL MANAGER



DRAFT CONTRACT MANAGEMENT POLICY

QUALITY CONTROL			
EDRMS REFERENCES			
RESPONSIBLE POSITION	Manager Finance		
APPROVED BY	Chief Financial Officer		
REVIEW DATE	January 2022	REVISION NUMBER	
EFFECTIVE DATE	ACTION	MINUTE NUMBER	
30 June 2021	Public Exhibition	46565	

1. POLICY STATEMENT

1.1 PURPOSE

The purpose of this policy and associated procedures is to provide a clear and standardised approach to managing and administering contracts for goods and services purchased from suppliers and also revenue generating contracts for Council.

The effective management of contracts is essential to Council in maximising the benefits and achieving required objectives from contracts entered into by Council.

Benefits of Contract Management	
Business Benefits	<ul style="list-style-type: none"> Maximises outcomes to the Council and our customers (i.e. the council "gets what it is paying for") by managing supplier performance, maintaining quality, improving productivity and identifying opportunities for improvement and innovation
Value for Money	<ul style="list-style-type: none"> Enables savings and benefits opportunities identified during the procurement or contract management process to be realised, whilst also ensuring the achievement of expected procurement outcomes. Enables further benefits through ongoing performance reviews, service improvements, supply chain improvements, innovation, etc.
Risk management	<ul style="list-style-type: none"> Reduces contractual risks through the robust contract management practices Ensures the Council is aware of, and complies with, its own contractual and legislated obligations

2.1 POLICY OBJECTIVE

The specific policy objectives are to ensure

- Contracts are managed in a manner that facilitates business delivery while minimising risk
- A standard contract management approach is undertaken
- Contracts are managed maximising financial and operational performance for both expenditure and revenue generating contracts
- Role and task clarity is provided
- Probity and fairness in contract management is achieved
- Legislative compliance

3.1 POLICY SCOPE

This contract management policy applies to all Council staff and contractors that are involved in the management of supplier Contracts on behalf of council.

This Policy applies to all Contracts and any other documents that create legally binding obligations on the Council for the procurement of goods, services and works which may include procurements which are simple in nature and low risk. Further, it applies to a Contract until all contractual obligations have been completed.

Management of Contracts is closely linked to Councils Procurement Framework and Policy and ensures expenditure of council funds results in the most advantageous outcomes for the community.

The Following are excluded from this policy:

- Employment contracts
- Non-binding memoranda of understanding

4. POLICY

4.1.1 The Function of contract management is the management of contracts formed with contractors to ensure delivery of goods, services and works as agreed over the life of the contract.

4.1.2 The management of a contract may extend beyond the current term of the contract when there are ongoing obligations associated with maintenance agreements, warranties and guarantees.

4.2 STAGES OF CONTRACT MANAGEMENT

4.2.1

Stage 1	Contract commencement – How to initiate and plan the contract management process
Stage 2	Contract Management – How to manage and administer contracts
Stage 3	Contract Closeout – How to close and transition contracts

4.2.2 Contract Commencement (Stage 1)

Successful Contract Management is highly influenced by activities performed prior to contract award. Ensuring that contract terms, conditions, scope and deliverables, KPI reporting and relationship management are clearly established in the signed Contract and understood by all parties, is fundamental for effective Contract Management.

4.2.3 Contract Management (stage 2) – runs until formal closure

Properly managing supplier performance with respect to outcomes and deliverables clearly specified and agreed in the contract will help ensure Council and its customers obtain the benefits and value for money within target timeframes.

4.2.4 Contract Closure (stage 3)

The contract close-out is the stage for closing-out contract obligations and liabilities with suppliers. It may also include transitioning to another supplier for the goods and services.

4.3 MANDATORY REQUIREMENTS FOR CONTRACT MANAGEMENT

4.3.1 The following minimum requirements apply to all council contracts valued at \$22,000 or more:

- Staff must adhere to Councils Procurement Framework and Policy
- **Contract procurement Checklist** must be completed for contract procurements over \$22,000
- Each contract must be registered in councils EDRMS (TRIM) With 'contract' As the first word in the filename
- Specific details must be entered into Councils contract register
- Contract Managers must be suitably qualified or experienced
- During the contract term effective communication and open and collaborative business relationships are to be established and maintained with all stakeholders
- A contract manager must be appointed – the contract manager may manage a contract valued at more than their level of financial delegation. However, the contract manager must not approve or incur expenditure on goods, services or a project valued at more than their level of financial delegation. This also applies to any changes (variations) to the original price of procurement.
- All relevant approvals and licenses must be obtained prior to commencement of a contract
- Contract performance of all contracts valued at more than \$50,000 must be regularly monitored evaluated and reported. This is required at least annually over the term of the contract and upon completion and conclusion of a contract. Complete and document performance evaluations and register in Councils EDRMS (TRIM) With 'Contract Evaluation' as the first part of the file name
- Disputes are to be managed in accordance with the Resolution of disputes clause in the contract
- At the completion of a contract a **Contract performance evaluation form** must be completed and filed in the appropriate TRIM Container.

4.4 VARIATIONS

- All contract variations must be managed in accordance with the conditions of the contract.
- All contract variations must be approved in writing in accordance with the contract and be approved by the appropriate delegate.

4.5 ETHICS AND PROBITY

4.5.1 Council's code of conduct must be adhered to in the management of contracts on behalf of Council, ensuring responsible decision making, declaration and appropriate management of any conflicts of interest and appropriate decline of any offered gifts or benefits.

4.6 ROLE OF CONTRACT MANAGER

4.6.1 The responsible contract owner or project manager assigns the day to day management of a contract to the contract manager.

4.6.2 The contract manager many and varied responsibilities in undertaking the day to day management of a contract. Some of these key responsibilities and outlines in the responsibilities table below.

4.6.3 For the purpose off this policy, staff that are responsible for managing procurement that is simple in nature and low risk, will be considered a contract manger. Therefore, staff must manage all related legally binding obligations on the Council in an appropriate manner in accordance with This policy and the Procurement Framework and Policy

4.6 Responsibilities

Position	Responsibility
Employees	<ul style="list-style-type: none"> • Are responsible for managing contracts in accordance with Council's financial delegations, procurement Framework and Policy and contract management policy in a manner that is appropriate for the complexity and risk of the procurement activity.
Chief Financial Officer	<ul style="list-style-type: none"> • Development of the Policy.
Executive Team	<ul style="list-style-type: none"> • Overall implementation of the Policy.
Contract Owner	<ul style="list-style-type: none"> • Facilitation and oversight of contracts on the contracts register within their respective portfolio. • Appointment of a suitably qualified, capable and adequately skilled Contract Manager according to the level and complexity of a contract. • Ensuring the Contract Manager has adequate skills in managing contracts. • Assigning the day to day management of a contract to a Contract Manager. • Regularly monitoring and evaluating contracts valued at \$50,000 or more and reporting on at least annually.
Contract Manager	<ul style="list-style-type: none"> • Development, negotiation, execution and management of contracts in accordance with approved policies, procedures and processes. • Ensuring contracts valued at \$10,000 or more are registered in Council's Contracts register. • Day to day management of assigned contracts. • Clearly defining in contracts the performance standards, review mechanisms and deliverables required from contractors. • Ensuring contracts are managed in compliance with approved policies, procedures and processes and all client obligations contained in contracts are fully satisfied. • Maintenance of contract details and information in TRIM.

5.1 Glossary

Contract	An agreement, exchange of letters, heads of agreement, deeds of agreement, binding memorandum of understanding, response to tender, grant application, trust deed and any other document which creates or which may create binding obligations on the Council and on the other party / parties to the contract
Program Manager	The responsible officer (usually a Senior Manager) for overseeing the contract and any major contractual changes and strategies. The Program Manager or Director (owner) appoints the Contract Manager.
Contract Management	Refers to all activities at the commencement of, during and after the contract period, to ensure that all contractual obligations have been completed.
Contract Owner	The Council staff member who is ultimately accountable for the outcomes of the contract, usually the ELT member or Manager with the Financial Delegation. The Contract Owner approves contract variations, including extensions, as well appoints the contract management roles.
Contract Manager	The Council staff member nominated to be responsible for the management of the administration and management of a contract.
Contract Register	A register maintained for all Contracts.
Contract Variation	Is an addition or alteration to the original contract and may include a change to the scope of the contract, value of the contract, the contract options to be exercised, contract prices and quantity purchased.

Contractor	The supplier or the service provider (the other party) under a contract.
Value of a Contract	<p>The value of a contract is whichever of the following values (incl. GST) is appropriate to the kind of contract concerned:</p> <ul style="list-style-type: none">• The total estimated value of the project, or• The total estimated value of the goods or services over the term of the contract, or• The value of the real property transferred, or• The rent for the term of the lease

CONTRACT PROCUREMENT CHECKLIST RFQ/RFT

Trim Reference No:

This form is to be completed for all contract procurements of **\$22,000 or greater**.

Refer to Procurement Framework and Policy prior to procuring any goods or services.

This checklist **must be attached** to all supporting documentation

Project Title

Project Manager

	☑ / N/A	
Contact It to create TRIM container for the procurement		
1. Conduct consultation as necessary		
2. Create RFQ or RFT and file relevant forms listed above in Trim Container		
3. Obtain Manager approval for release of RFQ/RFT		
4. Attach RFQ and any other relevant documents to Vendorpanel request and Release RFQ/RFT		
5. Receive responses in Vendorpanel and save to TRIM container		
6. Create Evaluation Panel as per Procurement Framework and Policy and Schedule evaluation Meeting		
7. Complete conflict of interest declaration forms		
8. Complete evaluation for purchase using procurement evaluation spreadsheet.		
9. Accept Successful quote in Vendorpanel		

PREFERRED SERVICE PROVIDER is:	insert providers name	
10. Advise preferred service provider successful	I	
11. Advise unsuccessful service providers		
12. Obtain Quality & Safety Officer confirmation of OHS compliance		Sign here
13. Formalise engagement with purchase order		
A copy of the proposal as well as this form, should be attached to purchase order or contract		
14. Update Contract Register with all relevant details		
15. If contract, commence and complete File in trim with 'Contract' as the first word in the filename	Form	
16. Save Contract performance evaluation form to TRIM to be completed within 12 months or end of contract whichever happens first.		

Broken Hill City Council Contract Review

[Insert supplier(s) name]

[Describe goods/services eg. Travel Services]

[Insert Contract No(s)]

[Date]

DOCUMENT HISTORY

Version	Date	Status	Key changes made	Author/s	Reviewer/s

BACKGROUND

1.1. BASIC INFORMATION ABOUT THE CONTRACT

Supplier name/ABN:		Contract Ref/No:	
Commencement date of original contract	DD/MM/YYYY		
Term of original contract	[insert] years		
Are there extension options in the contract?	Yes/No (if yes provide details)		
Will this extension/renewal result in: (tick all that apply)	<input type="checkbox"/> An extension of time <input type="checkbox"/> Increase in costs (spend) <input type="checkbox"/> Change to the original scope		

1.2. BACKGROUND TO THE ESTABLISHMENT OF THE CONTRACT(S)

Insert background information about this contract/arrangement, including the nature of goods/services purchased under the contract and the contract objectives, and the circumstances under which the contract was established (if relevant).

2. CONTRACT VALUE

2.1. CONTRACT VALUE

Insert details of the annual spend under the contract(s) and total spend under the contract(s) to date. Include any other information that is relevant to explaining spend under the contract. You can include more detailed information about spend under the contract(s) as an attachment if required.

Original approved contract value:	\$
Estimated <u>annual</u> spend under contract:	\$
Estimated <u>total</u> spend under contract to date:	\$
Forecast spend under contract lifetime	\$

2.2. ARRANGEMENT USAGE

If the contract(s) you are reviewing are part of a Supplier Agreement, provide information about usage of the agreement. Include any statistics you have about panel usage, such as:

- a breakdown of goods/services purchased under the arrangements (including as a % of total spend)*
- any other useful information about buying under the arrangement.*

You can include more detailed information about the arrangement usage as an attachment if required.

2.3. LEAKAGE

For Supplier Agreements, identify whether there is any leakage of spend outside of the SA, including details of where the leakage is occurring and reasons why. If there is no issue with spend leakage then say so.

3. PERFORMANCE

3.1. SUPPLIER FEEDBACK

If you have obtained supplier feedback, then explain:

- how and when you obtained the feedback, including who was involved*
- the feedback received (good, bad or otherwise).*

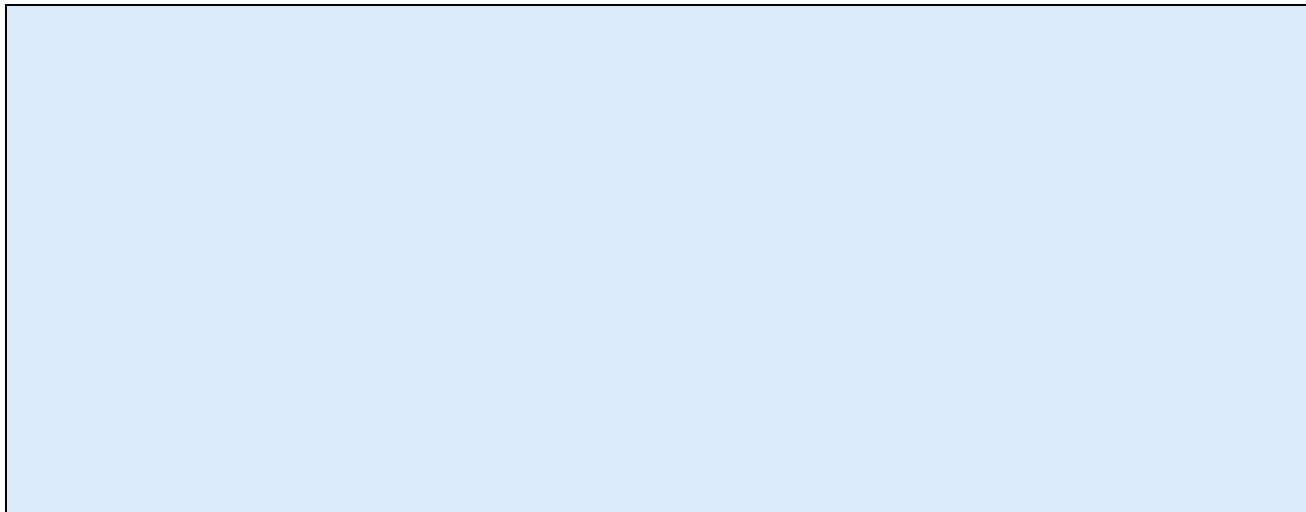


3.2. STAKEHOLDER FEEDBACK

You must always obtain stakeholder feedback about the supplier(s) performance. In particular, feedback should be obtained from key customers, and other stakeholders directly impacted by the goods/services.

Include the following details in this section:

- *Which stakeholders did you obtain feedback from?*
- *How did you obtain the feedback (e.g. phone, meetings, surveys)?*
- *What feedback did you obtain from stakeholders (good, bad or otherwise)? Did they raise any concerns? Did they offer any suggestions for improvement?*



4. RENEWAL ANALYSIS

This section contains your Renewal analysis. If you are requesting a contract extension/renewal, then you must demonstrate that:

- *doing so will result in value for money*
- *re-approaching the market would not result in better value for money.*

5. BENCHMARKING

This section contains details of the benchmarking exercise you have conducted to compare pricing under the contract(s) with market rates. The purpose of this section is to:

- *demonstrate whether or not we are achieving value for money from competitive pricing under the contract(s)*
- *identify whether pricing needs to be renegotiated as part of the extension/renewal.*

Provide an overview of the data sources and benchmarking analysis performed. You might need to attach more detailed information about the results of the benchmarking analysis as an attachment.

Example

A benchmarking exercise has been conducted as below:

Item	Compared to 1	Compared to 2	Is value for money being achieved through competitive pricing?
[Item 1]			
[Item 2]			

6. VALUE FOR MONEY

What opportunities have been identified to improve value for money under the contract?

Describe why/how value for money for Broken Hill City council has been achieved under this contract. For example:

- identify how the contract/arrangement helps achieve Broken Hill City council objectives and outcomes (e.g. advancing Broken Hills economic, environmental and social objectives, supporting the long-term wellbeing of the community)
- identify how the contract/arrangement promotes the principles of the Broken Hill City Councils Procurement Framework and Policy
- identify cost savings achieved through the contract/arrangement
- identify any non-cost factors that are important to recognise as delivering value for money under the contract/arrangement (e.g. effective management of risk, fitness for purpose, quality, delivery, service, support, sustainability impacts)
- refer to improvement opportunities that are recommended to be incorporated into the extended term (see Section 9: Improvement to Contract Terms).

7. CONTINUOUS IMPROVEMENT INITIATIVES

As part of the feedback obtained from suppliers and customers/stakeholders, a number of opportunities for improvement may have been identified. Those opportunities might relate to improvements in:

- internal processes/procedures (e.g. streamlining current processes, improving demand management, addressing other inefficiencies that are negatively impacting the supply arrangement); or*
- arrangements between the customer and supplier, where some further work needs to be done before the 'requirement' can be clearly defined and the necessary changes to the contract identified and agreed with the supplier.*

In this section, identify what other initiatives are on the agenda (to be addressed during the contract extension/renewal period) to improve value for money, or to make it 'easier to do business' under the contract/arrangement. Identify the initiative, who is responsible, the anticipated timeframe to implement the initiative, forecast implementation date and the outcome that will be achieved from the initiative.

If there are a lot of continuous improvement initiatives identified you might want to include as an attachment.

Based on feedback from customers, key stakeholders and supplier(s), it is recommended that the following initiatives are implemented during the extended/renewed contract term to improve value for money and/or make it easier to do business under the contract:

Continuous Improvement Initiative	Who is responsible?	Time to implement initiative	Due Date	Outcome
Employee communication in relation to supplier arrangements	Broken Hill City Council	One month	[DD/MM/YY]	Improve awareness of supplier arrangements to reduce leakage

8. ONGOING CONTRACT MANAGEMENT

8.1. CONTRACT MANAGER

The contract manager for this contract/arrangement is [insert name, position]

9. ENDORSEMENT

Prepared by: [Name] [Position] Date:	Approved by: [Name] [Position] Date:
--	--



QUOTE/TENDER / APPLICATION EVALUATION -
MULTIPLE

Document Reference No:

This form is to be completed by each panel member to evaluate all submitted quotes / applications.

Project details

Project Title:

Panel Member:

The Points Scoring Guide is as follows:

- 0 Does not comply with required standards.
1 Barely compliant, confident that required standards will not be met
2 Well below average, successful completion is unlikely.
3 Adequate, not all claims supported by information.
4 Acceptable, met minimum standards. Successful completion is not assured
5 Average, satisfies all requirements, successful completion likely.
6 Better than average, satisfies all requirements and claims are mostly supported by information provided.
7 Good, satisfies all requirements and all claims are supported by information provided.
8 Very good, satisfies all requirements and supporting information is convincing.
9 Excellent, exceeds requirements in most aspects.
10 Superior, exceeds requirements in all aspects

Evaluation Criteria	Weighting %
(Weighting percentage (W%) for each criteria is to be entered below.)	
1. Value for money	40
2. Level of Local Content provided or likely to	10
3. Relevant experience.	
4. Key Personnel skills and experience	
5. Referees	
6. Previous Performance History	0
7. Relevant Experience	0

Evaluation Scores

To manually calculate the weighted score, divided the score by 10 and times the result by the weighting percent ie (Score/10) x weighting %

Supplier	Value for Money		Local Content		Relevant Experience		Key Personnel		Referees		Performance History		Relevant Experience		Total		NOTES
	Score	Weighted Score	Score	Weighted score	Score	Weighted score	Score	Weighted score	Score	Weighted score	Score	Weighted score	Score	Weighted score	Score	Weighted score out of 100%	
	0		0		0		0		0		0		0		0		
1																	
2																	
3																	
4																	

*Scores are to be in whole numbers only no part or half numbers.

Signature:

Date:

Comments:

11313.4

ORDINARY MEETING OF THE COUNCIL

August 11, 2021

ITEM 7**BROKEN HILL CITY COUNCIL REPORT NO. 137/21**

SUBJECT: **PUBLIC INTEREST DISCLOSURES ANNUAL REPORT 2020/2021**
12/67

Recommendation

1. That Broken Hill City Council Report No. 137/21 dated August 11, 2021, be received.
2. That the Broken Hill City Council Public Interest Disclosures Annual Report 2020/2021 be forwarded to the Minister for Local Government and the NSW Ombudsman by 30 October 2021.

Executive Summary:

In accordance with Section 31 of the *Public Interest Disclosures Act 1994 (the Act)* each public authority must, within four months after the end of each reporting year, prepare an annual report on the public authority's obligations under the Act for submission to the Minister responsible for the public authority. A copy of the report is also to be provided to the NSW Ombudsman.

Council adopted the reviewed Reporting of Public Interest Disclosures Policy on 25 September 2019. The objective of this policy is to establish an internal reporting system for staff and Councillors, volunteers, consultants and contractors to report wrongdoing without fear of reprisal. The policy sets out to whom wrongdoing can be reported at Broken Hill City Council, what can be reported and how reports of wrongdoing will be dealt with. A copy of the Reporting of Public Interest Disclosures Policy is attached for Council's information.

The Act focuses on corrupt conduct, maladministration, serious and substantial waste of public money or local government money (as appropriate), Government information contraventions and local government pecuniary interest contraventions.

Council's reporting year is aligned with financial year reporting. As such, this report is for 1 July 2020 through to 30 June 2021.

Report:

The *Public Interest Disclosures Regulation 2011* – Reg 4 requires the following information to be included in the Public Interest Disclosures Annual Report:

The <i>Public Interest Disclosures Regulation 2011</i>, requires the following information to be included in the Public Interest Disclosures Annual Report:		
	Requirement	Statistic
(a)	The number of public officials who have made a public interest disclosure to the public authority	Nil
(b)	The number of public interest disclosures received by the public authority in total and the number of public interest disclosures received by the public authority relating to each of the following:	Nil
	(i) corrupt conduct	Nil
	(ii) maladministration	Nil

	(iii) serious and substantial waste of public money or local government money (as appropriate)	Nil
	(iv) government information contraventions	Nil
	(v) local government pecuniary interest contraventions	Nil
(c)	The number of public interest disclosures finalised by the public authority	Nil
(d)	Whether the public authority has a public interest disclosure policy in place	A copy of Council's Reporting of Public Interest Disclosures Policy is available on Council's website www.brokenhill.nsw.gov.au
(e)	What actions the head of the public authority has taken to ensure that his or her staff awareness responsibilities under section 6E (1) (b) of the Act have been met.	<ul style="list-style-type: none"> • Council's reviewed Reporting of Public Interest Disclosures Policy was adopted by Council 25 September 2019 and is available on Council's website and intranet site. • PID Awareness and information on PID Policies and Procedures is included in Council's Corporate Induction Program.

Community Engagement:

Reporting of Public Interest Disclosures Policy was placed on 28-day public exhibition for comment in July 2019 and once adopted, the Policy was placed on Council's website.

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:

Public Disclosures Act 1994

Public Interest Disclosures Regulation 2011

Local Government Act 1993

Financial Implications:

Nil

Attachments

1. [↓](#) Reporting of Public Interest Disclosures Policy

RAZIJA NU'MAN

CHIEF CORPORATE AND COMMUNITY OFFICER

JAY NANKIVELL

GENERAL MANAGER



REPORTING OF PUBLIC INTEREST DISCLOSURES POLICY

QUALITY CONTROL		
TRIM REFERENCES	D12/11938 - 12/14	
RESPONSIBLE POSITION	Director Corporate	
APPROVED BY	Council	
REVIEW DATE	July 2023	REVISION NUMBER 8
EFFECTIVE DATE	ACTION	MINUTE NUMBER
25 January 2012	Amendment Adopted	43177
10 October 2015 – 6 November 2015	Public Display	45074
25 November 2015	Adopted	45126
31 July 2019	Public Display	46031
25 September 2019	Adopted	46081

1. INTRODUCTION

In accordance with section 6D of the *Public Interest Disclosures Act 1994* (the PID Act), public authorities are required to have a policy and procedures for receiving, assessing and dealing with public interest disclosures. The definition of public authorities includes councils.

Broken Hill City Council (Council) is committed to encouraging and supporting the reporting of wrongdoing and corrupt conduct such as fraud, maladministration or serious and substantial waste of public money.

2. POLICY OBJECTIVE

The objective of this policy is to establish an internal reporting system for staff and Councillors to report wrongdoing without fear of reprisal. The policy sets out to whom wrongdoing can be reported at Council, what can be reported and how reports of wrongdoing will be dealt with.

The policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to raise matters of concern at any time with their supervisors, but also have the option of making a report about a public interest issue in accordance with this policy and the PID Act.

The internal reporting system established under this policy is not intended to be used for staff grievances, which should be raised through the Complaints Management Policy.

This Public Interest Disclosures policy is supported by the NSW Ombudsman's internal reporting policies, procedures and guidelines under the PID Act.

This policy is one of several related Council policies including its Code of Conduct, Statement of Business Ethics, and policies relating to Gifts and Benefits, Fraud Control, and Conflicts of Interest.

3. POLICY SCOPE

This policy applies to Councillors, all employees of Council, Council volunteers, consultants and contractors working for Council. It may also apply to other persons who perform any public official functions for the Council.

4. POLICY STATEMENT

4.1 What should be reported?

You should report any suspected serious wrongdoing you see within Council or any activities or incidents you see that you believe are wrong. Reports about the five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the *Government Information (Public Access) Act 2009* (GIPA Act) and local government pecuniary interest contravention – will be dealt with under the *PID Act* as public interest disclosures and according to this policy.

4.1.1 Corrupt conduct

Corrupt conduct is the dishonest or partial exercise of official functions by a public official.

For example, this could include:

- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust
- a member of the public influencing a public official to use their position in a way that is dishonest, biased or breaches public trust.

4.1.2 Maladministration

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives.

For example, this could include:

- making a decision and/or taking action that is unlawful
- refusing to grant someone a licence for reasons that are not related to the merits of their application
- issuing an order against a person without giving them procedural fairness
- failing to make a decision in accordance with official policy with no appropriate reason.

4.1.3 Serious and substantial waste of public money

Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in the loss or wastage of public money. This includes all revenue, loans and other money collected, received or held by, for or on account of the Council.

For example, this could include:

- misappropriation or misuse of public property
- purchase of unnecessary or inadequate goods and services
- poor project management practices leading to projects running over time
- having poor or no processes in place for a system involving large amounts of public funds.

4.1.4 Breach of the GIPA Act

A government information contravention is a failure to properly fulfil functions under the GIPA Act.

For example, this could include:

- intentionally overlooking documents that are clearly covered by an access application
- destroying, concealing or altering records to prevent them from being released
- knowingly making decisions that are contrary to the legislation
- directing another person to make a decision that is contrary to the legislation.

4.1.5 Local government pecuniary interest contravention

A local government pecuniary interest contravention is a failure to comply with requirements under the *Local Government Act 1993* relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns, lodge written declarations and disclose pecuniary interests at Council and Council committee meetings. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

For example, this could include:

- a senior Council staff member recommending a family member for a Council contract and not declaring the relationship
- a General Manager holding an undisclosed shareholding in a company competing for a Council contract
- a Councillor participating in consideration of a Development Application for a property in which they or their family have an interest.

For more information about what should be reported, see the NSW Ombudsman's Guideline B2 at www.ombo.nsw.gov.au.

4.1.6 Other wrongdoing

Although reports about the previous five categories of conduct can attract the specific protections of the PID Act, you should report all activities or incidents that you believe are wrong.

For example, these could include:

- harassment or unlawful discrimination
- reprisal action against a person who has reported wrongdoing
- practices that endanger the health or safety of employees or the public.

These types of issues should be reported to a supervisor, in line with the following Council's policies and procedures on:

- Code of Conduct
- Statement of Business Ethics
- Conflicts of Interest
- Equal Employment Opportunity
- Fraud Control
- Gifts and Benefits
- Complaints Management

All these policies are available from the home page link on Council's intranet.

Even if these reports are not dealt with as public interest disclosures, the Council will consider each matter and make every attempt to protect the employee making the report from any form of reprisal.

4.1.7 When will a report be protected?

The Council will support any employees who report wrongdoing. For a report to be considered a public interest disclosure, it has to meet all of the requirements under the PID Act. These requirements are:

- The report must be about one of the following five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, or local government pecuniary interest contravention
- The person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing
- The report has to be made to either the General Manager or, for reports about the General Manager, the Mayor
 - 1..1..1. a position nominated in this policy – see section 4.5 of this policy
 - 1..1..2. one of the investigating authorities nominated in the PID Act – see section 4.12 of this policy

Reports by employees and Councillors will not be considered to be public interest disclosures if they:

- mostly question the merits of government policy, including the policy of the governing body of the Council
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action.

4.2 How to make a report

You can report wrongdoing in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation.

If a report is made verbally, the person receiving the report must make a comprehensive record of the disclosure and ask the person making the disclosure to sign this record. The employee should keep a copy of this record.

If you are concerned about being seen making a report, ask to meet in a discreet location away from the workplace.

4.3 Can a report be anonymous?

There will be some situations where you may not want to identify yourself when you make a report. Although these reports will still be dealt with by the Council, it is best if you identify yourself. This allows us to provide you with any necessary protection and support, as well as feedback about the outcome of any investigation into the allegations.

It is important to realise that an anonymous disclosure may not prevent you from being identified by the subjects of the report or your colleagues. If it is not known who made the report, it is very difficult to prevent any reprisal action.

4.4 Maintaining confidentiality

The Council realises employees may want their report to remain confidential. This can help to prevent any action being taken against them for reporting wrongdoing.

Where possible and appropriate, Council will take steps to keep your identity, and the fact you have reported wrongdoing, confidential. However, there may be situations where this may not be possible or appropriate. We will discuss with you whether it is possible to keep your report confidential.

If confidentiality cannot be maintained, we will develop a plan to support and protect you from risks of reprisal. You will be involved in developing this plan. You will also be told if your report will be dealt with under the Council's Code of Conduct, as this may mean certain information will have to be tabled at a Council meeting.

If you report wrongdoing, you should only discuss your report with those dealing with it. This will include the disclosures coordinator and the General Manager. If you discuss your report more broadly, you may affect the outcome of any investigation.

4.5 Who can receive a report within the Council?

Staff are encouraged to report general wrongdoing to their supervisor. However, the PID Act requires that – for a report to be a public interest disclosure – it must be made to certain public officials identified in this policy or any supporting Council procedures.

Any supervisor who receives a report that they believe may be a public interest disclosure must refer the employee making the report to one of the positions listed below.

If you are a Council employee and your report involves a Councillor, you should make it to the General Manager or the Mayor. If you are a Councillor and your report is about another Councillor, you should make it to the General Manager or the Mayor.

The following positions are the only employees within the Council who can receive a public interest disclosure.

4.5.1 General Manager

You can report wrongdoing directly to the General Manager. The General Manager is responsible for:

- deciding if a report is a public interest disclosure
- dealing with reports made under the Council's Code of Conduct procedures

- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified
- referring any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

The General Manager must make sure there are systems in place in the Council to support and protect employees who report wrongdoing and is also responsible for referring actual or suspected corrupt conduct to the Independent Commission Against Corruption.

4.5.2 Mayor

If you are making a report about the General Manager, you should make your report to the Mayor. The Mayor is responsible for:

- deciding if a report is a public interest disclosure
- dealing with reports made under the Council's Code of Conduct procedures
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified.

The Mayor must make sure there are systems in place in the Council to support and protect employees who report wrongdoing.

If the report is about the General Manager, the Mayor is also responsible for referring actual or suspected corrupt conduct to the Independent Commission Against Corruption (ICAC).

4.5.3 Disclosures coordinator

The disclosures coordinator has a central role in dealing with reports made by employees. The disclosures coordinator will receive, assess, and refer to the people within the Council who can deal with the reporter appropriately.

- deciding if a report is a public interest disclosure and how each report will be dealt with in consultation with the General Manager
- dealing with reports made under the Council's Code of Conduct procedures
- coordinate the response to the report
- acknowledge reports and provide updates and feedback to the reporter
- assess whether it is possible and appropriate to keep the reporter's identity confidential
- assess the risk of reprisal and workplace conflict related to or likely to arise out of a report and develop strategies to manage any risk identified
- where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interest of any officer the subject of a report
- provide six monthly reports to the NSW Ombudsman in accordance with section 6CA of the PID ACT.

Council's Disclosures Coordinator is the Director Corporate.

4.5.4 Disclosures officer

Disclosures Officers work with the Disclosures Coordinator, and are responsible for receiving, forwarding and/or dealing with reports made in accordance with this policy. The Disclosure Officer is responsible for:

- Documenting in writing any reports received verbally and have the document signed and dated by the reporter
- Making arrangements to ensure reporters can make reports privately and discreetly when requested, if necessary, away from the workplace
- Discussing with the reporter any concerns they may have about reprisal or workplace conflict
- Carrying out preliminary assessment and forward reports to the Disclosures Coordinator or General Manager for full assessment.

Council's Disclosures Officer is the Corporate Services Coordinator.

4.5.5 Supervisors and line managers

Supervisors and line managers play an important role in managing the immediate workplace of those involved in or affected by the internal reporting process. Supervisors and line managers should be aware of the internal reporting policy and are responsible for creating a local work environment where staff are comfortable and confident about reporting wrongdoing. They have a responsibility to:

- Encourage staff to report known or suspected wrongdoing within the organisation and support staff when they do
- Identify reports made to them in the course of their work which could be public interest disclosures, and assist the staff member to make the report to an officer authorised to receive public interest disclosures under this policy
- Implement local management strategies, in consultation with the Disclosures Coordinator, to minimise the risk of reprisal or workplace conflict in relation to a report
- Notify the Disclosures Coordinator or General Manager immediately if they believe a staff member is being subjected of reprisal as a result of reporting wrongdoing, or in the case of suspected reprisal by the General Manager, notify the Mayor.

4.6 Who can receive a report outside of the Council

Staff and Councillors are encouraged to report wrongdoing within the Council, but internal reporting is not the only option. You can also make a public interest disclosure to an investigating authority. Employees can do this first, or at any stage after their initial report to the Council. If your report is about the General Manager or the Mayor, you should consider making it to an investigating authority. You can also choose to make a report to a Member of Parliament or a journalist, but **only** in limited circumstances.

4.6.1 Investigating authorities

The PID Act lists a number of investigating authorities in NSW where staff and Councillors can report wrongdoing and the type of wrongdoing each authority can deal with.

In relation to Council, these authorities are:

- the Independent Commission Against Corruption (ICAC) — for corrupt conduct
- the Ombudsman — for maladministration

- the Office of Local Government (OLG) — for disclosures about local government
- Auditor-General of the NSW Audit Office – for disclosures about serious and substantial waste
- the Information Commissioner — for disclosures about a government information contravention i.e. breach of the GIPA Act.

You should contact the relevant authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

You should be aware that it is very likely the investigating authority will discuss the case with the Council. Council will make every effort to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately and there is a satisfactory outcome. Council will also provide appropriate support and assistance to staff who report wrongdoing to an investigating authority.

4.6.2 Members of Parliament or journalists

To have the protections of the PID Act, staff reporting wrongdoing to a Member of Parliament (MP) or a journalist **must** have already made substantially the same report to one of the following:

- the General Manager of Council
- a person nominated in this policy, including the Mayor for reports about the General Manager
- an investigating authority in accordance with the PID Act.

Also, the Council or investigating authority that received the report must have either:

- decided not to investigate the matter
- decided to investigate the matter, but not completed the investigation within six months of the original report
- investigated the matter but not recommended any action as a result
- not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true.

If you report wrongdoing to a person or an organisation that is not listed above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or the Council Code of Conduct – by, for example, disclosing confidential information.

For more information about reporting wrongdoing outside the Council, contact the Disclosures Coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. The Unit's contact details are provided at the end of this policy.

4.7 Feedback to employees who report wrongdoing

Employees who report wrongdoing will be told what is happening in response to their report.

When you make a report, you will be given:

- an acknowledgement that your disclosure has been received
- the timeframe for when you will receive further updates
- the name and contact details of the people who can tell you what is happening or handle any of your concerns.

The PID Act requires that you are provided with an acknowledgement letter and a copy of this policy within 45 days after you have made your report. Council will attempt to get this information to you within two working days from the date you make your report.

After a decision is made about how your report will be dealt with, you will be given:

- information about the action that will be taken in response to your report
- likely timeframes for any investigation
- information about the resources available within Council to handle any concerns you may have
- information about external agencies and services you can access for support.

This information will be given to you within 10 working days from the date you make your report. You will also be advised if the report will be treated as a public interest disclosure and provide you with a copy of this policy at that time, as required by the PID Act.

If you make a report which meets the requirements of the PID Act but the report was made under a statutory or legal obligation or incidental to the performance of your day to day functions, you will not receive an acknowledgement letter or a copy of this policy.

During any investigation, you will be given:

- information on the ongoing nature of the investigation
- information about the progress of the investigation and reasons for any delay
- advice if your identity needs to be disclosed for the purposes of investigating the matter, and an opportunity to talk about this.

At the end of any investigation, you will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified
- advice about whether you will be involved as a witness in any further matters, such as disciplinary or criminal proceedings.

4.8 Protection against reprisals

The PID Act provides protection for people reporting wrongdoing by imposing penalties on anyone who takes detrimental action substantially in reprisal for them making the public interest disclosure.

The Council will not tolerate any reprisal action against employees who report wrongdoing. The criminal penalties that can be imposed include imprisonment or fines. Detrimental action is also misconduct that justifies disciplinary action. People who take detrimental action against someone who has made a disclosure may also be required to pay damages for any loss suffered by that person.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss

- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment
- dismissal from, or prejudice in, employment
- disciplinary proceedings.

Taking detrimental action in reprisal is also a breach of the Council's Code of Conduct which may result in disciplinary action.

4.8.1 Responding to allegations of reprisals

If you believe that detrimental action has been or is being taken against you or someone else who has reported wrongdoing in reprisal for making a report, you should tell your supervisor, the Disclosures Coordinator or the General Manager immediately. In the case of an allegation of reprisal by the General Manager, the Mayor can alternatively be notified.

All supervisors must report any suspicions they have that reprisal action against an employee is occurring, or any reports that are made to them, to the Disclosures Coordinator or the General Manager.

If Council becomes aware of or suspects that reprisal is being or has been taken against a person who has made a disclosure, Council will:

- assess the allegation of reprisal to decide whether the report should be treated as a public interest disclosure and whether the matter warrants investigation or if other action should be taken to resolve the issue
- ensure a senior and experienced member of staff, who has not been involved in dealing with the initial disclosure, will investigate the suspected reprisal
- give the results of that investigation to the General Manager for a decision
- give the results of that investigation to the Mayor for a decision if the allegation of reprisal action is about the General Manager
- if it has been established that reprisal action is occurring against someone who has made a disclosure, take all steps possible to stop that activity and protect the employee who made the disclosure
- take appropriate disciplinary action or refer any evidence of an offence under section 20 of the PID Act to the ICAC or NSW Police force against anyone proven to have taken or threatened any action in reprisal for making a disclosure.

If you report reprisal action, you will be kept informed of the progress of any investigation and the outcome. The General Manager may issue specific directions to help protect against reprisals. These may include:

- issuing warnings to those alleged to have taken reprisal action against the employee who made the disclosure
- relocating the employee who made the disclosure or the subject officer within the current workplace
- transferring the employee who made the disclosure or the employee who is the subject of the allegation to another position for which they are qualified
- granting the employee who made the disclosure or the subject officer leave of absence during the investigation of the disclosure.

These directions will only be taken if the employee who made the disclosure agrees to it. The Disclosures Coordinator will make it clear to other employees that this action was taken in consultation with the employee and with management support – and is not a punishment.

If you have reported wrongdoing and feel that any reprisal action is not being dealt with effectively, contact the OLG, the Ombudsman or the ICAC – depending on the type of wrongdoing you reported. Contact details for all these investigating authorities are included at the end of this policy.

4.8.2 Protection against legal action

If you make a disclosure in accordance with the PID Act, you will not be subject to any liability and no action, claim or demand can be taken against you for making the disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

4.9 Support for those reporting wrongdoing

The Council will make sure that employees who have reported wrongdoing, regardless of whether they have made a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process – such as stress management, counselling services, legal or career advice.

Council also has employees who will support those who report wrongdoing. They are responsible for initiating and coordinating support, particularly to those who are suffering any form of reprisal.

All supervisors must notify the Disclosures Coordinator if they believe an employee is suffering any detrimental action as a result of disclosing wrongdoing.

4.10 Sanctions for making false or misleading disclosures

It is important that all employees are aware that it is a criminal offence under the Public Interest Disclosures (PID) Act to wilfully make a false or misleading statement when reporting wrongdoing.

4.11 Support for the subject of a report

The Council is committed to ensuring employees who are the subject of a report of wrongdoing are treated fairly and reasonably. This includes keeping the identity of any person the subject of a report confidential, where this is practical and appropriate. If you are the subject of a report, you will be:

- advised of the details of the allegation
- told your rights and obligations under our policies and procedures
- kept informed during any investigation
- given the opportunity to respond to any allegation made against you
- told the result of any investigation.

Where the reported allegations against the subject officer are clearly wrong or have been investigated and unsubstantiated, the subject officer will be supported by Council. The fact of the allegations and any investigation will be kept confidential unless otherwise agreed to by the subject officer.

4.12 Resources

The contact details for external investigating authorities that employees can make a public interest disclosure to or seek advice from are listed below:

For disclosures about corrupt conduct:

Independent Commission Against Corruption (ICAC)
Phone: 02 8281 5999
Toll free: 1800 463 909
Tel. typewriter (TTY): 02 8281 5773
Facsimile: 02 9264 5364
Email: icac@icac.nsw.gov.au
Web: www.icac.nsw.gov.au
Address: Level 21, 133 Castlereagh Street, Sydney NSW 2000

For disclosures about serious and substantial waste:

Auditor-General of the NSW Audit Office
Phone: 02 9275 7100
Facsimile: 02 9275 7200
Email: mail@audit.nsw.gov.au
Web: www.audit.nsw.gov.au
Address: Level 15, 1 Margaret Street, Sydney NSW 2000

For disclosures about breaches of the GIPA Act:

Information Commissioner
Toll free: 1800 472 679
Facsimile: 02 8114 3756
Email: ipcinfo@ipc.nsw.gov.au
Web: www.ipc.nsw.gov.au
Address: Level 11, 1 Castlereagh Street, Sydney NSW 2000

For disclosures about maladministration:

NSW Ombudsman
Phone: 02 9286 1000
Toll free (outside Sydney metro): 1800 451 524
Tel. typewriter (TTY): 02 9264 8050
Facsimile: 02 9283 2911
Email: nswombo@ombo.nsw.gov.au
Web: www.ombo.nsw.gov.au
Address: Level 24, 580 George Street, Sydney NSW 2000

For disclosures about local government agencies:

Office of Local Government (OLG)
Phone: 02 4428 4100
Tel. typewriter (TTY): 02 4428 4209
Facsimile: 02 4428 4199
Email: dlg@dlg.nsw.gov.au
Web: www.dlg.nsw.gov.au
Address: 5 O'Keefe Avenue, Nowra NSW 2541

5 IMPLEMENTATION

5.1 Roles and Responsibilities

The following Council officers are responsible for the implementation and the adherence to this policy:

- General Manager
- Disclosures Coordinator
- Disclosures Officer
- Mayor
- Supervisors and line managers
- Employees who are aware of a disclosure must support those who have made disclosures, as well as protect and maintain their confidentiality; and must not victimise or harass anyone who has made a disclosure.

5.2 Communication

This Policy will be communicated to the community and staff in accordance with Council's Policy, Procedure and Process Framework and Council's Business Paper process. Following adoption by Council the Policy will be made available on Council's website.

Employees can also access advice and guidance from the Council Disclosures Coordinator and the NSW Ombudsman's website at www.ombo.nsw.gov.au.

5.3 Associated Documents

The following documentation is to be read in conjunction with this policy.

- Code of Conduct
- Statement of Business Ethics
- Gifts and Benefits Policy
- Conflicts of Interest Policy
- Fraud Control Policy
- Equal Employment Opportunity Policy
- Complaints Management Policy

6 REVIEW

Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.

This policy will be reviewed every two years. The responsible Council officer will be notified of the review requirements three (3) months prior to the expiry of this policy.

7 LEGISLATIVE AND LEGAL FRAMEWORK

This policy is to be read in conjunction with the following:

- *Public Interest Disclosure Act 1994 (PID ACT)*
- *Local Government Act 1993*
- *Model Internal Reporting Policy, Ombudsman New South Wales, June 2014*

Council employees shall refrain from personal activities that would conflict with proper execution and management of Council's Reporting of Public Interest Disclosures Policy. Council's Code of Conduct provides guidance for recognising and disclosing any conflicts of interest.

8 DEFINITIONS

"**Council**" shall mean Broken Hill City Council

"**ICAC**" shall mean the Independent Commission Against Corruption

"**PID Act**" shall mean *Public Interest Disclosures Act 1994*

ORDINARY MEETING OF THE COUNCIL

August 9, 2021

ITEM 8BROKEN HILL CITY COUNCIL REPORT NO. 138/21

SUBJECT: 2021-2022 DELIVERY PROGRAM KEY PERFORMANCE
INDICATORS PROGRESS REPORT FOR PERIOD ENDING 30
JUNE 2021, INCLUSIVE OF OPERATIONAL PLAN 2020/2021
OUTCOMES 16/165

Recommendation

1. That Broken Hill City Council Report No. 138/21 dated August 9, 2021, be received.
2. That Council adopt the 2021-2022 Delivery Program Key Performance Indicators Progress Report for period ending 30 June 2021, inclusive of Operational Plan 2020/2021 outcomes.

Executive Summary:

The Office of Local Government, NSW Department of Premier and Cabinet established the Integrated Planning and Reporting Guidelines for all New South Wales Councils. One of the components within the framework is a four-year Delivery Program.

Section 404 of the *Local Government Act 1993* requires that *'The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months'*.

Report:

This report relates to the Council's progress on the Delivery Program 2021-2022, inclusive of Operational Plan 2020/2021 outcomes, for the period ending 30 June 2021. It provides an indication of progress against set targets, particularly those measures and tasks assigned to be achieved within the 2020/2021 financial year.

A total of 97 performance action targets were set in the 2021-2022 Delivery Program, inclusive of the 2020/2021 Operational Plan. A snapshot of Council's **Delivery Program 2021-2022** progress report indicates 69 Actions have 100% target achieved; 18 Actions have less than 70% target achieved and 10 Actions have 70% to 90% target achieved.

Year 2020/21 actions were significantly impacted by COVID-19 service interruptions, which have affected delivery of items within the Operational Plan.

The one-year Operational Plan for 2020/2021 is at the end of the 12-month period as of 30 June 2021. This final report shows 71% of the Actions have been achieved, with 29% (28 Actions) still in progress. A legend table to explain the performance descriptors can be found below the graph diagram on the next page of this report.

2021-2022 DELIVERY PROGRAM, INCLUSIVE OF 2020/2021 OPERATIONAL PLAN SNAPSHOT - 1 JULY 2020 to 30 JUNE 2021

OVERVIEW

ACTION SUMMARY

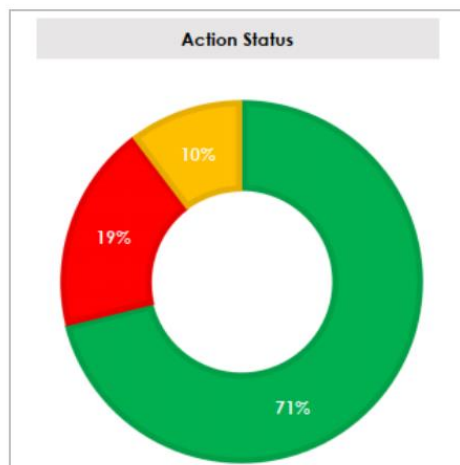
By Performance

69 Achieved

18 Less than 70% achieved

10 Between 70% to 90% achieved

28 Actions
have not been achieved



Action Progress Against Targets

97 Actions in total

69 100% of action target achieved

18 Between 70% and 90% of action target achieved

10 Less than 70% of action target achieved

Community Engagement:

The Delivery Program inclusive of the Operational Plan was placed on exhibition for a period of 28 days to allow for public comment on 27 May 2020.

The 2021-2022 Delivery Program progress report for the period ending 30 June 2021 will be the subject of an open report in the August 2021 Ordinary Council meeting agenda and will be placed on Council's website following adoption by Council.

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, Sect 404 - Delivery program
404 Delivery program

(5) The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months.

Financial Implications:

Measures and actions identified in the Delivery Program are adopted in accordance with Council's Long Term Financial Plan and annual budgets.

Attachments

- 2021-2022 Delivery Program inclusive of 2020-2021 Operational Plan - Key Performance Indicator Progress Report ending 30 June 2021

RAZIJA NU'MAN
CHIEF CORPORATE AND COMMUNITY OFFICER

JAY NANKIVELL
GENERAL MANAGER



2021-2022 DELIVERY PROGRAM INCLUSIVE OF 2020/2021 OPERATIONAL PLAN - KPI PROGRESS REPORT ENDING 30 JUNE 2020

Broken Hill City Council

OVERVIEW

ACTION SUMMARY

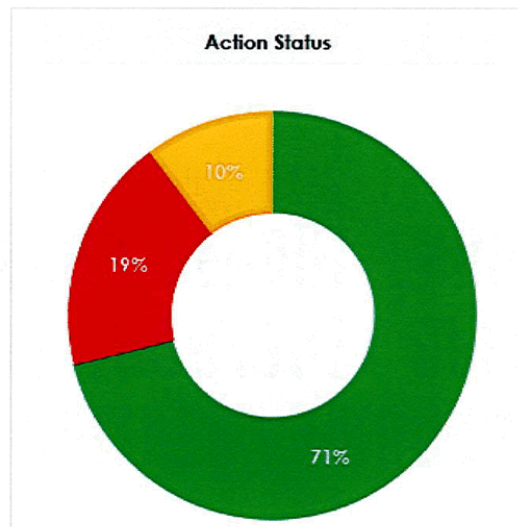
By Performance

69 Achieved

18 Less than 70%
achieved

10 Between 70% to
90% achieved

28 Actions
have not been
achieved



Action Progress Against Targets

97 Actions in total

69 100% of action target achieved

18 Between 70% and 90% of action
target achieved

10 Less than 70% of action target
achieved

ACTION TARGET LEGEND



At least 90% of action target
achieved



Between 70% and 90% of action target
achieved



Less than 70% of action target
achieved



No target set


* Dates have been revised from the Original dates

1 Our Community

1.1 People in our Community are in safe hands

1.1.1 Implement infrastructure and services for the effective management and control of companion animals


Action Title: 1.1.1.1 Provide a comprehensive companion animal management service to the Broken Hill community in accordance with objectives in the Companion Animal Management Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2020	30-Jun-2021	90%	100.00%	 GREEN

Action Progress Comments: Council has appointed two new rangers to deliver companion animal management services to the community. Dog and Cat desexing programs were rolled out from January - June 2021. Media education program on dangerous dogs and compliance has been undertaken along with the creation of a Companion Animals Management Working Group, inclusive of Councillors, Industry stakeholders, Council Staff and Community Representation.

1.1.2 Prioritise actions within the Smart City Framework that support safer communities within our Parks and Open Spaces

Action Title: 1.1.2.1 Continue the implementation of Smart City Projects in accordance with the Smart City Framework

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Smart Parking App for Airport parking is nearing completion and ready for implementation. Tender documents being prepared to increase smart light infrastructure in various locations across the City. The redevelopment at Queen Elizabeth Park and the CBD Redevelopment Project also includes specifications for the upgrades to include smart technology to ensure they become smart precincts maximising efficiency for Council, but to also increase the experience and environment for community users. The adaption and use of smart technology is built into all Council processes and all specifications for new and renewal works.

1.1.3 Provide suitable land within the Cemetery reserve and develop for future expansion

Action Title: 1.1.3.1 Develop Rosemary and Lavender Garden in Cemetery

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Assets Planner-Parks & Open Spaces	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Initial planning for development of Rosemary and Lavender Garden included discussions of a garden being developed on Rakow Street nature strip however, this was determined as not suitable due to minimal sun exposure, water availability and ease of maintenance. The existing garden area has been redeveloped with the addition of new plants. Further discussions to occur in 2021/22 regarding the placement of signage to encourage users to pick from the garden.

Action Title: 1.1.3.2 Complete investigation to extend Cemetery grounds


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2020	30-Jun-2021	85%	100.00%	 AMBER

Action Progress Comments: Request for Quotation being prepared to issue to Market to ascertain expansion capability in the existing location, as well as possible expansion to nearby sites if the current location is not fit for purpose. Further investigations will continue in 2021/22.

1.2 Our Community works together

1.2.1 Advocate for and recognise volunteerism


Action Title: 1.2.1.1 Review Volunteer Strategy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Volunteer Strategy completed and awaiting endorsement by Executive Leadership Team for presentation to Council.


1.2.2 Develop and implement a Customer Contact and Call Centre

Action Title: 1.2.2.1 Implement the Customer Services Framework throughout the organisation for improved customer experience and business improvement, including continuous improvement approach to processes

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN


Action Progress Comments: The Customer Service Framework was endorsed in September 2017 following comprehensive employee consultation and was implemented throughout the organisation through the Customer Service Strategy Working Group. This group also played a vital role in the review of the Framework during 2020. The review captured only minor amendments to the Framework however, new components were developed including the Complaints Handling Procedure (including flowchart), a Customer Service Telephone Evaluation Template and an online version of the Customer Feedback Form. A report was submitted to the Executive Leadership Team (ELT) in December 2020 to endorse the General Manager's approval of the review of the Customer Service Framework and its components, to allow for the Framework and its components to be communicated to all staff and implemented through the Customer Service Strategy Working Group. A communication in accordance with Council's Internal Engagement Matrix will ensure that the Framework's implementation potential is maximised for delivery of an improved customer service experience and continuous improvement of processes throughout the organisation.

Action Title: 1.2.2.2 Undertake Customer Relations Satisfaction Survey

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	In Progress	01-Jul-2020	30-Jun-2021	80%	100.00%	 AMBER

Action Progress Comments: The recent review of the Customer Service Framework included the addition of an online version of the Customer Feedback Form. A report was submitted to the Executive Leadership Team (ELT) in December 2020 to endorse the General Manager's approval of the review of the Framework and its components. Processes are currently being developed and scheduled for the introduction of Customer Relations Satisfaction Surveys utilising the feedback form and surveying customers who have recently had dealings with Council. In addition to the availability of hard copy and online feedback forms to collect data, a post call survey attached to Council's Mitel phone system has been implemented and data is currently being analysed for future reporting. A Community Satisfaction Survey will be undertaken in the community in 2022.


Action Title: 1.2.2.3 Develop Customer Service Telephone Evaluation Template

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: A Customer Service Telephone Evaluation Template was developed in conjunction with the Customer Service Framework review undertaken during 2020. The template has been included as a component in the Customer Service Framework and was submitted to the Executive Leadership Team (ELT) in December 2020 for ELT endorsement of the General Manager's approval. The template is a tool to assess call quality and ensure standard telephone protocols are followed. It can also be used to measure, evaluate and benchmark the quality of Council calls and help assess if Council's agents understand the customer concerns and offer the most appropriate solution. The Customer Service Telephone Evaluation Template will enable a system of continuous improvement in customer service and offers the ability to provide observations and feedback on how agents can improve the quality of calls. Evaluations have been scheduled to be undertaken quarterly.

1.2.3 Support the Reconciliation Movement

Action Title: 1.2.3.1 Seek endorsement of Reconciliation Action Plan from Reconciliation Australia

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Development Officer	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Reconciliation Australia endorsed Broken Hill City Council's Reconciliation Action Plan on 08/10/2020. The fully endorsed Reconciliation Action Plan was approved by Broken Hill City Council at the Ordinary meeting held on 28/10/2020 and placed on Council's website.

Action Title: 1.2.3.2 Investigate Mukutu Cultural Engagement Database for potential community engagement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	



Action Progress Comments: State Library NSW are the owners of the Mukutu Cultural Engagement Database. Discussions between State Library NSW and Library Coordinator have taken place regarding implementation in Broken Hill. Presentation to Aboriginal Affairs was held in March 2021 to provide an overview of this database. The decision to implement use has been postponed until consultation with Indigenous community has occurred and approval received. this Action will continue in 2021/22.

1.2.4 Engage with key community sectors via Community Round Table

Action Title: 1.2.4.1 Establish methodologies to ensure community representatives understand the functions and reporting associated with \$355 for the Community Strategic Plan Round Table Committee

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Support Officer	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: No Community Strategic Plan Round Table meetings were held in 2020 due to COVID-19 pandemic restrictions. A Community Strategic Plan Round Table meeting was held in March 2021. It was decided by the General Manager not to hold any further meetings until the new Council is declared. Methodologies will then be workshopped with the new Councillors and members of the Community Strategic Plan Round Table Committee to develop a greater understanding of the Community Strategic Plan and the importance of the Community Strategic Plan Round Table meetings and associated reporting requirements.

1.3 Our history, culture and diversity is embraced and celebrated

1.3.1 Advocate for funding and investment for Community Development Projects in City growth and development


Action Title: 1.3.1.1 Work with third parties to seek funding

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
City Growth Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Advice and support provided to community organisation preparing applications for Stronger Country Communities 4. Ongoing management of existing Stronger Country Community grants including variations and acquittal assistance. Letters of support provided to applicants.

1.3.2 Develop the Broken Hill Cultural Precinct, Library and Archive

Action Title: 1.3.2.1 Continue to pursue funding sources and opportunities to construct the Cultural Precinct

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2020	30-Jun-2021	90%	100.00%	 GREEN

Action Progress Comments: This is continually pursued at every funding opportunity. The biggest impediment now is trying to align funding commitments from both the Federal and State Government at the same time. Applications have been submitted to both Federal and State Government and are awaiting assessment. This action has been included in the 2021/22 Operational Plan for further progression.

Action Title: 1.3.2.2 Begin construction of new Cultural Precinct, Library and Archive

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2020	30-Jun-2021	90%	100.00%	 GREEN

Action Progress Comments: Tender ready documents and detailed designs complete. Project Manager Tender awarded. Awaiting funding for construction. Funding applications submitted to both Federal & State Government. This action has been included in the 2021/22 Operational Plan.

1.3.3 Promote City's listing as Australia's First Heritage City

Action Title: 1.3.3.1 Continue to build Broken Hill Heritage Festival as an annual event


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Events Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN
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Action Progress Comments: Heritage Festival event plans continue to build on the status of the heritage listing each year through a variety of activities and functions.

1.3.4 To facilitate lifelong learning via access to books, learning resources and other information


Action Title: 1.3.4.1 Update two policies in relation to Library and Archive Services

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: The Library Membership policy, Library Computer and Internet Access policy, Library Services Policy and Library Disposal Policy/guideline have been updated. To be present to July Council Meeting for public exhibition and adoption.

1.3.5 To preserve and share the City's archive, art and mineral asset collections through digitisation

Action Title: 1.3.5.1 Finalisation of Strategic Business Plan and review of Policies for Art Gallery and Museum

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	In Progress	01-Jul-2020	30-Jun-2021	90%	100.00%	 GREEN

Action Progress Comments: Strategic Business Plan finalised for Art Gallery and Museum. Policies for Art Gallery have been reviewed, including the adoption and implementation of Public Art Policy. Review of policies for the Museum is in progress. Staff are currently reviewing the DRAFT GeoCentre Strategic Business plan to identify areas for improvement, change or removal.


Action Title: 1.3.5.2 Digitisation of City's art assets

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Gallery and Museum Manager	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN
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Action Progress Comments: Digitisation of the City's art assets has been completed as part of the externally funded digitisation project (funded by CreateNSW). Artworks have been digitised and entered into industry standard collection management system Axiell EMU.

Action Title: 1.3.5.3 Seek funding for the Digitisation of City's archival assets

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	In Progress	01-Jul-2020	30-Jun-2021	60%	100.00%	 RED

Action Progress Comments: EMU Cultural facilities database purchased in 2018. Additional funding for Archive being sought and considered as opportunities become available. However, no suitable funding has become available at this stage. Archivist (2-year contract) approved to audit and prepare collection for automated catalogue in EMU database and propose workflow for digitisation of the collection. Date for commencement to be confirmed. This Action will continue in 2021/22.

Action Title: 1.3.5.4 Digitisation of the City's mineral assets

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Digitisation of the City's mineral assets has been completed as part of the externally funded digitisation project (funded by CreateNSW). Artworks have been digitised and entered into industry standard collection management system Axiell EMU.

Action Title: 1.3.5.5 Seek funding for method for making art and mineral collections publicly accessible online

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	In Progress	01-Jul-2020	30-Jun-2021	90%	100.00%	 GREEN

Action Progress Comments: Web Company engaged and is due to send the first deliverables for the online Collection website at the beginning of June. Online Collection website expected to be finalised and Live in line with Gallery Closure. The project has significant room for expansion to incorporate a collection search for the museum collection. Staff are investigating a business case for the museum that will incorporate elements of the online collection search to seek further funding.


1.3.6 Develop interstate and regional partners to maximise tourism opportunities

Action Title: 1.3.6.1 Support the development of the Silver to Sea Trail project

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Council's Visitor Services Coordinator is in regular contact with the Project Coordinator, to ensure Council is kept in the loop and can offer support where needed. The trail has a large economic potential by funnelling more SA residents and visitors to Broken Hill and increase visitation and overnight stays. The Building Better Regions funding application for stage 1 (Port Pirie to Peterborough) awarded in June 2020 will be made available over three years to make the route come alive, with the completion of major conservation works on heritage buildings and a series of new compelling digital experiences, including a state-of-the-art augmented reality offering, enhanced visitor amenities and night-time visitor experiences at major sites, all integrating the stories and perspectives of the Aboriginal nations whose land the trail traverses.


Action Title: 1.3.6.2 Continue to develop working relationships with the South Australian Visitor Information Network

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: The Broken Hill Visitor Information Centre continues to be a member of the South Australian Visitor Information Centre (SAVIC) network and actively engages with its members via their closed Facebook group for SA product information, regional developments and tips on product development and strategy. Two staff members attended the SAVIC yearly conference in Claire this year. Cooperation around the establishment of a local City Ambassador program similar to Adelaide and Hahndorf.

1.3.7 Develop a City-wide Cultural Plan

Action Title: 1.3.7.1 Seek funding and develop a City-wide Cultural Plan


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Corporate and Community Officer	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Funding sourced and contractors, Cred Consulting, have been appointed via Request for Quotation process. Consultants made their first visit to Broken Hill in November and will continue to develop Cultural plan which is due for completion within 2020/21. Due to COVID-19 concerns and the contractors being based in Sydney, their second visit, set for February, has now been moved to March 2021 for public consultation. A dynamic and engaging schedule has been put together for their visit from the 15th - 21st March. The Consultants completed the planned consultation processes and submitted their draft report which was presented to the June 2021 meeting of Council and placed on public exhibition for a period of 28-days. The report will be updated in accordance with feedback received and presented to Council.

1.4 Our built environment supports our quality of life


1.4.1 Develop City Strategic Plan

Action Title: 1.4.1.1 Investigate option for a multi lot subdivision at the Broken Hill Airport to promote non aeronautical and aeronautical development

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2020	30-Jun-2021	50%	100.00%	 RED

Action Progress Comments: Revision of Airport Masterplan underway and initial assessment of subdivision costs being investigated. An Expression of Interest to develop an Airport Commercial Precinct is being prepared. This action has been included in the 2021/22 Operational Plan for further investigation.

Action Title: 1.4.1.2 Carry out a review of the Broken Hill Development Control Plan in order to develop development controls to address local development needs

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2020	30-Jun-2021	90%	100.00%	 GREEN


Action Progress Comments: Review is well advanced and will be presented to the newly elected Council for consideration. Due to the delay in the election, this will now occur in February 2022.

Action Title: 1.4.1.3 Advocate to secure funding for heavy vehicle bypass road

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
City Growth Coordinator	In Progress	01-Jul-2020	30-Jun-2021	50%	100.00%	 RED

Action Progress Comments: Advocacy to secure funding for heavy vehicle bypass road has been Included in Council's Advocacy Strategy and in discussions with Government agencies.

Action Title: 1.4.1.4 Advocate to secure funding for a Truck Wash

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
City Growth Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Council supported the Western Local Land Services proposal to reallocate the funding to Western Local Land Services (LLS), subject to Transport NSW receiving an acceptable project proposal from Western LLS in December 2020.


1.4.2 Maintain the serviceability of Council's assets at an appropriate condition level

Action Title: 1.4.2.1 Develop Asset Management Plan - Roads and Footpaths

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Manager	Deferred	01-Jul-2020	30-Jun-2021	25%	100.00%	 RED


Action Progress Comments: The delivery of this project has been postponed until 2021/22. This is a result of the prioritisation for the delivery of the Tree Management, Parks and Open Space Asset Management Plan and the commencement of the Buildings Asset Management Plan in the third quarter of 2020/21 financial year.

Action Title: 1.4.2.2 Develop Asset Management Plan - Trees

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Manager	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Draft Tree Management Plan was adopted at the 30 June 2021 Council Meeting.


Action Title: 1.4.2.3 Develop Asset Management Plan - Parks and Open Spaces

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Manager	In Progress	01-Jul-2020	30-Jun-2021	75%	100.00%	 AMBER


Action Progress Comments: With the adoption of the Tree Management Plan, development of the draft Parks and Open Spaces Asset Management Plan is now the primary focus of the Assets Team. Long term financial plans supporting the Parks and Open Spaces AMP is nearing completion. This action will continue in 2021/22.

Action Title: 1.4.2.4 Develop Asset Management Plan - Buildings


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Strategic Asset Manager	In Progress	01-Jul-2020	30-Jun-2021	25%	100.00%	 RED
Action Progress Comments: Drafting of the Building Asset Management Plan (AMP) is in progress. The financial element which forms an integral part of the Long Term Financial Plan (LTFP) and provides data for the financial modelling in support of the AMP, will not be available until towards the end of the 2021 calendar year. Documentation allowing the consistent collection of financial data has been developed and is open to internal review prior to its adoption. This action will continue in 2021/22 and the completion date of the Building Asset Management Plan is planned for the end of the second quarter of 2021/22.						

Action Title: 1.4.2.5 Finalise and prioritise implementation actions within Active Transport Plan (including Footpaths, Bicycle paths, Signage, Pedestrian Access etc)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Manager	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN
Action Progress Comments: Active Transport Plan implementation actions have been identified and prioritised. Council has appointed a panel of contractors to undertake the works identified and prioritised. A three-year project plan has been developed and implemented.						

Action Title: 1.4.2.6 Develop Fleet Asset Management Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Manager	Deferred	01-Jul-2020	30-Jun-2021	5%	100.00%	 RED
Action Progress Comments: The delivery of this project has been postponed until 2021/22. This is a result of the prioritisation for the delivery of the Tree Management, Parks and Open Space Asset Management Plan in 2020/21 and the commencement of the Buildings Asset Management Plan in the third quarter of 2020/21.						


1.4.3 Develop Council assets to promote outdoor recreation, exercise and mobility for families

Action Title: 1.4.3.1 Develop and implement a master plan for the Norm Fox Oval Precinct

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Projects Officer	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Concept Designs have been finalised for E.P. O'Neill Memorial Park. Public Works Advisory (PWA) were engaged to provide Project Management services for the E.P. O'Neill Memorial Park project at the May 2021 Council meeting. PWA are developing a final Project Plan and Tender for the Design Phase of the project.

Action Title: 1.4.3.2 Develop and reactivate Queen Elizabeth Park with the relocation of the Picnic Train


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Projects Officer	In Progress	01-Jul-2020	30-Jun-2021	50%	100.00%	 RED

Action Progress Comments: Rail relocation completed and an 'as built' survey completed. A Structural Engineering Consultant has been engaged to advise on safety. The scope of works has been completed and included in the Request for Tender, describing the required works in sufficient detail to enable tenderers to bid on doing the work. A site meeting with potential tenderers was held on 15 December 2020. The tender closed on 28 January 2021. A tender evaluation plan has been completed, which allows evaluation of tenders when received in January 2021, so that a successful tenderer can be selected and offered the project.

1.5 Our health and wellbeing ensures that we live life to the full

1.5.1 Support our residents to lead healthy, active and independent lives

Action Title: 1.5.1.1 Partner with YMCA to provide Prevention and Wellness sessions via -grant proposals

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN


Action Progress Comments: Council successfully partnered with the YMCA Young Leaders to win a FRRR- ABC Heywire grant to execute an event in 2021. This inclusive event includes a colour run and Sturt park-based activities aimed to celebrate diversity with the wider community and will be held in March 2021. Council successfully gained grant funding to conduct events for Seniors Week, Youth Week and Women's Week and utilised the physical activity services of the YMCA and other providers to execute these events.

2 Our Economy

2.1 Our economy is strong and diversified and attracts people to work, live and invest


2.1.1 Council's Workforce Management Plan reflects the needs of the organisation

Action Title: 2.1.1.1 Learning and Development plans are completed for all employees including succession and career options

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Human Resources Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Annual performance review training plans have been completed for all staff. Online monitoring and training platforms have been created and implemented with staff to complete for FY 2020/21 and for 2021/22 to identify and plan for future succession planning, training needs analysis and workplace strategic plan development for council.


Action Title: 2.1.1.2 Commence revision of Workforce Management Plan 2020-2024 in line with Local Government election process

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Human Resources Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Workforce Management Plan review has been completed for June 2021.

Action Title: 2.1.1.3 Continue to improve Recruitment Service Delivery and employee experiences

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Human Resources Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN
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Action Progress Comments: Service review operational recommendations are now fully implemented and operational.

2.1.2 Develop the Airport as a commercial precinct


Action Title: 2.1.2.1 Advocate for Airport upgrades in line with Advocacy Strategy and Airport Business Case

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Advocacy for Airport funding and upgrades is ongoing. Funding has been achieved for stage one, which includes upgrade to perimeter fencing, lighting and landing aids. Funding applications have been submitted for stage two, which includes strengthening of runway 05/23 and reconstruction of aprons and taxiways. This action has been included in the 2021/22 Operational Plan for further advocacy.

2.1.3 Advocate for affordable housing


Action Title: 2.1.3.1 Develop an Affordable Housing Strategy and identify available land

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2020	30-Jun-2021	80%	100.00%	 AMBER

Action Progress Comments: An affordable housing discussion paper and action plan has been developed by the 'Our Economy' Key Direction Working Group. Discussion with key industry and ascertainment of current demand and availability is being identified. An Expression of Interest (EOI) seeking Social and Affordable housing suppliers to partner with Council to utilise the vacant land at 331 Murton Street was resolved at the June 2020 Ordinary Council Meeting. This EOI was issued in August 2020 and finalised in December 2020 with no suitable applications. The land at 331 Murton Street was subsequently sold to a private developer. An EOI is being prepared to develop a Strategic Housing Strategy for the City and has been included in the 2021/22 Operational Plan.


2.1.4 Advocate Broken Hill and Far West as a centre for renewable energy

Action Title: 2.1.4.1 Seek to understand capacity to expand electricity grid

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Development of a Renewable Energy Plan was adopted by Council in February 2021. This includes the development of a solar array and storage system to reduce the demand on the electricity grid during peak hours by utilising stored supply.


Action Title: 2.1.4.2 Develop a Renewable Energy Action Plan (REAP)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: The Renewable Energy Action Plan was adopted at the February 2021 Ordinary Council Meeting.

2.1.5 Increase digital communication network through projects outlined in Smart Communities Framework

Action Title: 2.1.5.1 Increase city coverage of City Smart Devices (smart bins, lighting, WIFI and parking)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Group Manager Infrastructure & Projects	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: A total of 29 Smart Bins have been installed within the Central Business District and outlying areas. Smart Lighting has been installed at Sturt Park, Patton Park and the Council Administrative Centre. Installation of new LED streetlights by Essential energy has started and will continue through 2021. Installation of Smart Paid Parking at the Airport and the controlling software application was completed. Increasing City coverage of City Smart Devices will continue in 2021/22.

Action Title: 2.1.5.2 Provide open data to community via IoT (Internet of Things) platform


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Information & Communications Technology	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Internet of Things dashboard built and available on Council's website at <https://www.brokenhill.nsw.gov.au/Community/About-the-city/Smart-Broken-Hill/Dashboards>. This dashboard incorporates widgets in the following categories: * Airport Carpark – Free and Occupied Car Bays, * Sturt Park Environment – Temperature, Humidity, Nitrogen and Carbon Dioxide Levels, * Patton Street Park Environment – Temperature, Humidity, Nitrogen and Carbon Dioxide Levels.

Last Updated: 27-Jan-2021


2.1.6 Expand available industrial land

Action Title: 2.1.6.1 Advocate for early determination for land that has a Local Aboriginal Claim which is zoned as industrial land

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2020	30-Jun-2021	10%	100.00%	 RED

Action Progress Comments: This has been raised with appropriate representatives of NSW Government.


Action Title: 2.1.6.2 Collaborate with State Government to expand the industrial area in accordance with objectives in the Local Strategic Planning Statement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
City Growth Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: This has been raised with appropriate representatives of NSW Government. This Action will continue in 2021/22.

2.1.7 Advocate for incentives and initiatives that support business and industry to expand

Action Title: 2.1.7.1 Collaborate with Business and Industry to attract investment

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
City Growth Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Council regularly meets with Department of Regional NSW and other agencies to discuss investment into Broken Hill, supported the Tourism Industry stakeholder forum and is a part of the Broken Hill Alliance that meets on a regular basis to discuss business and industry. This Action will continue in 2021/22.


Action Title: 2.1.7.2 Implement Business and Industry Support Strategy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
City Growth Coordinator	In Progress	01-Jul-2020	30-Jun-2021	90%	100.00%	 GREEN

Action Progress Comments: The Strategy was presented to the April Meeting of Council and endorsed for public consultation for 28 days. Council is continuing to assess the feedback to return the Strategy to Council at the September 2021 meeting.

2.1.8 Work closely with the newly established Far West Joint Organisation for successful regional outcomes


Action Title: 2.1.8.1 Support the initiatives that are endorsed by the Far West - South Joint Organisation

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: This is ongoing, with Broken Hill playing a major role in the success and running of the Far West Joint Organisation.

2.1.9 Promote a strategic approach to improve transport services

Action Title: 2.1.9.1 Advocate for improved air and rail services through active lobbying and participation in government inquiries


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Advocacy is ongoing through Federal and State Government as well as other stakeholders. COVID-19 is having a dramatic impact on the feasibility of increasing services due to reduced demand and travel restrictions. This action has been included in the 2021/22 Operational Plan for further advocacy.

2.2 We are a destination of choice and provide a real experience that encourages increased visitation

2.2.1 Heritage Festival continues to grow and become nationally recognised

Action Title: 2.2.1.1 Facilitate an annual Heritage Festival

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Heritage Festival conducted from 1 - 4 April 2021. The event included the Heritage Highlights projections on the rear of the Town Hall Facade, live theatre, Heritage Awards, Cemetery and walk tours across the four days. The Festival was a scaled back event plan due to COVID-19 restrictions.


2.2.2 Develop the Visitor Experience

Action Title: 2.2.2.1 Develop Business Plan for Visitor Information Centre

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	In Progress	01-Jul-2020	30-Jun-2021	70%	100.00%	 AMBER

Action Progress Comments: The Visitor Information Centre Business plan is under development and will be finalised by December 2021.


Action Title: 2.2.2.2 Collaborate with industry to expand destination marketing campaign

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
City Growth Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: The third year of the It's Out There campaign was delivered into market in 2021 in collaboration with Destination NSW and Destination Country and Outback.


2.2.3 Develop the Civic Centre Business to be a self-sufficient profit making enterprise

Action Title: 2.2.3.1 Develop Marketing Plan for Civic Centre

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	In Progress	01-Jul-2020	30-Jun-2021	25%	100.00%	 RED

Action Progress Comments: Marketing outline included in Civic Centre Business Plan. Full Marketing Plan development in progress and to be completed in 2021/22.

Action Title: 2.2.3.2 Develop Business Plan for Civic Centre


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Civic Centre Business Plan developed.

2.3 A supported and skilled workforce provides strength and opportunity


2.3.1 Collaborate with education and training providers to deliver training and education locally

Action Title: 2.3.1.1 Continue funding for school-based and apprenticeships and traineeships through government funding

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Human Resources Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Funding opportunities are now open and Council is applying to host school-based trainees and if successful then recruitment will commence October 2021 for traineeships to start January 2022.


Action Title: 2.3.1.2 Continue to encourage a career path at Council and local employment for Aboriginal and Torres Strait Islander community members

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Human Resources Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Council has continued to build relationships with key community stakeholders to make opportunities available and to provide work experiences for those who are interested.

2.3.2 The Library supports formal and informal learning

Action Title: 2.3.2.1 Provision of technology and resources to support health and wellbeing


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Accessible public computers were available at the Library for use by the community. Library resources are purchased for the collection and made available to the public. The Library website provides access to the Central West Zone online BorrowBox

"Mindful and Well-being" collection which is also supported by the Books on Prescription grant from the Library Council of NSW. The Library makes regular adjustments to programs to ensure inclusion and all program delivery, whether online or in house, have built in flexibility to adjust to differing abilities, ages and needs.

2.3.3 Foster partnerships with tertiary institutions to bring scarce skills to the City


Action Title: 2.3.3.1 Explore opportunities to partner with institutions for Archives and Library services

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: COVID-19 has impacted upon opportunities to partner with institutions. Broken Hill City Library has participated in the NSW Author talks organised by the NSW Public Libraries Association and the Australian and Library and Information Association and accessible online. Investigations are ongoing and negotiations with institutions will occur as opportunities arise. This Action will continue in 2021/22.


The State Archive and Records NSW draft Distributed Management Agreement is being updated and the Library is awaiting the final document. The existing Distributed Management Agreements are nearly 10 years old and are based on a template that is closer to 20 years old. A number of factors such as staff changes, interest from institutions in distributed management agreements and changes in processes lead NSW State Archives to start a process to update the typical Distributed Management Agreement for Regional Archives Centres. The new draft generic Distributed Management Agreement for Regional Archives Centres provides greater clarity in a number of areas including insurance, valuation requirements and provision of support. The new agreement will bring all Regional Archives Centres onto a consistent footing and reflects a more modern approach to these arrangements. This action will continue in 2021/22.

Action Title: 2.3.3.2 Explore grant opportunities for Archives

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Funding for Archive being sought and considered as opportunities become available. This action will continue in 2021/22.

Action Title: 2.3.3.3 Explore grant opportunities for Gallery programmes and exhibitions

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN


Action Progress Comments: The Broken Hill Regional Art Gallery (BHRAG) was successful in confirming ongoing triennial funding from Create NSW, \$100,000 per annum from 2021-2023 (calendar years).

3 Our Environment

3.1 Our environmental footprint is minimised


3.1.1 Review Waste Management Strategy and implement actions to reduce environmental footprint

Action Title: 3.1.1.1 Provide community education to support the ongoing management of the Waste Transfer Station

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Sustainability Waste & Works	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN


Action Progress Comments: Community education on the function and management of the Waste Transfer Station was provided throughout 2020/21. This was delivered through local media, social media posts, Council's website, printed material and through weighbridge operators. Although community education is ongoing, the community is now well educated in its use and waste management.

Action Title: 3.1.1.2 Investigate potential for conversion of shredded tyres to road base

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Sustainability Waste & Works	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN


Action Progress Comments: The potential for conversion of shredded tyres to road base has been investigated in consultation with the Tyre Stewardship of Australia. It is estimated that an outlay of \$1,000,000 would be required for infrastructure to be established in Broken Hill and advised that additional material would need to be imported. Recommendation of shredded material or whole tyres to be exported for recycling has been quoted at \$400 per tonne. Due to the significant set up cost to process an average of ~250 tonnes of tyres per annum, on-site shredding of tyres for road base is not viable at this time. Technological improvements, potential funding sources and off-site processing opportunities will continue to be monitored for future tyre management.

Action Title: 3.1.1.3 Investigate potential for increased recycling options at the Waste Management Facility

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Sustainability Waste & Works	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN




Action Progress Comments: An Expression of Interest for Resource Recovery at the Broken Hill Waste Management Facility was advertised on Vendor Panel during November to December 2020. Nine responses were received for green waste, tyre shredding, scrap metal and weighbridge calibration. Additional potential is currently being investigated with the revision of the Council's Integrated Waste and Resource Recovery Strategy. Investigations into increased recycling options will continue in 2021/22, with significant changes and potential funding sources announced in line with the recently released 20 Year Waste Strategy.

Action Title: 3.1.1.4 Investigate potential for purchase of a multi-purpose shredder for the sale of granulated product

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Sustainability Waste & Works	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: A quote was obtained in January 2020 for ~\$1,000,000 for the purchase of a new multi-purpose Shredder and forwarded to the Chief Financial Officer. The release of the NSW 20 Year Waste and Resource Recovery Strategy at the end of June 2021 will be used to explore funding sources and a cost benefit analysis of a multi-purpose shredder will continue to be investigated further.

Action Title: 3.1.1.5 Develop guidelines and partnerships to encourage local businesses to implement waste reduction measures

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Sustainability Waste & Works	In Progress	01-Jul-2020	30-Jun-2021	25%	100.00%	 RED
Action Progress Comments: Partnerships are being explored with NetWaste, Landcare, Huskee Cups and local organisations and will continue to expand and develop into 2021/22. Additionally, Council's Integrated Waste and Resource Recovery Strategy is proposed to be released at the end of 2021. Guidelines and partnerships to encourage local businesses to implement waste reduction measures will be incorporated into the Strategy.						
Action Title: 3.1.1.6 Identify non-operational areas of the Waste Management Facility for rehabilitation activities						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Sustainability Waste & Works	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN
Action Progress Comments: The 2021 Waste Management Facility Annual Survey and discussions with the waste management team have identified that there is currently limited opportunity for progressive rehabilitation of the site to occur at this stage. This will be monitored annually moving forward through revising active areas against the annual surveys.						
Action Title: 3.1.1.7 Investigate potential for a major material recycling facility in Broken Hill						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Sustainability Waste & Works	In Progress	01-Jul-2020	30-Jun-2021	25%	100.00%	 RED
Action Progress Comments: The potential for a major material recycling facility (MRF) continues to be investigated with opportunities to be explored with the recent release of the NSW 20 Year Waste and Resource Recovery Strategy and the revision of the Council's Integrated Waste and Resource Recovery Strategy which is expected to be finalised at the end of 2021.						


3.1.2 Implement outcomes outlined in Sustainability Strategy

Action Title: 3.1.2.1 Develop guideline for including energy efficiency in the planning for all new Council buildings or Council building upgrades

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Sustainability Waste & Works	In Progress	01-Jul-2020	30-Jun-2021	50%	100.00%	 RED


Action Progress Comments: The Broken Hill City Council Renewable Energy Action Plan (REAP) has been prepared and adopted in consultation with the Environmental Key Direction Working Group to enable the Council to achieve 100% renewable status. The Plan outlines priority renewable energy options including energy efficiency measures, smart metering and load control. The REAP will inform the development of energy efficiency guidelines which will be developed in consultation with the Planning and Assets team in 2021/22.

Action Title: 3.1.2.2 Investigate the option to implement hybrid cars into Council light fleet as part of fleet replacement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Sustainability Waste & Works	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN


Action Progress Comments: The Broken Hill City Council Renewable Energy Action Plan (REAP), was prepared in consultation with the Environmental Key Direction Working Group to examine the options available to Council on achieving 100% renewable status. The REAP investigates opportunities for Council to ensure fleet purchases meet strict greenhouse gas emissions requirements and support the uptake of electric vehicles. This will be further investigated in the next reporting year in consultation with the Fleet Manager once appointed in second half of 2021.

Action Title: 3.1.2.3 Develop maintenance program to ensure that water infrastructure is maintained to optimum efficiency

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Manager	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN


Action Progress Comments: Maintenance programs have been developed and implemented for all irrigated grounds. Scheduled works based on the maintenance programs will be implemented into and generated from Council's maintenance software "I am Omni".

Action Title: 3.1.2.4 Investigate opportunities for Council buildings and facilities to achieve 100% renewable status and to reduce emissions

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Sustainability Waste & Works	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: The Broken Hill City Council Renewable Energy Action Plan (REAP) adopted by Council in February 2021, was prepared by Constructive Energy Pty Ltd in consultation with the Environmental Key Working Group to examine the options available to the Council on achieving 100% renewable status. The purpose of this report was to identify and recommend options for innovative, renewable energy projects that will reduce the cost and uncertainty of future energy supply to Council infrastructure and transport, increase use and innovation of renewable resources and decrease the use of non-renewable resources. The REAP will inform the further development of the energy efficiency guidelines for Council buildings and facilities.

Action Title: 3.1.2.5 Investigate potential activities that may be supported through the Emissions Reduction Fund

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Sustainability Waste & Works	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN


Action Progress Comments: The alternative treatment of organic waste is identified as a potential project that can be undertaken at the Waste Management Facility as part of the Emissions Reduction Fund. Submissions pertaining to organic waste were received in the Expression of Interest for Resource Recovery at the Broken Hill Waste Management Facility, with a number of potential partners identified for further exploration.

3.2 Natural flora and fauna environments are enhanced and protected


3.2.1 Develop the Crown Land Management Plan and review the Living Desert Management Plan as required

Action Title: 3.2.1.1 Develop Plan of Management for all Crown Reserves under Council Management

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Strategic Land Use Planner	In Progress	01-Jul-2020	30-Jun-2021	80%	100.00%	
<p>Action Progress Comments: Plan of Management for Queen Elizabeth Park has been approved by Crown Lands and public exhibition has closed, the final version was adopted by Council in February 2021. SLR Consulting have been engaged to prepare all other Plans of Management, being a combination of generic and site-specific Plans. In June 2021 Council resolved to refer four generic Plans of Management to Crown Lands for approval, being Plans of Management (POMS) for reserves categorised General Community Use, Natural Area, Sportsgrounds, and Parks. Once approved by Crown Lands, they will be then placed on public exhibition and following that adopted by Council. These four PoMs comprise the majority of the reserves managed by Council, with two further generic PoMs and two further site-specific Plans to be presented to Council, anticipated September/October 2021. It is also important to note that Crown Lands have since removed the due date of 30 June 2021, with Councils now having no due date to adopt Plans of Management. However, all Plans of Management are well progressed and it is anticipated they will be finalised for all reserves in 2021/22.</p>						

Action Title: 3.2.1.2 Update the Living Desert Management Plan in accordance with Crown Reserves Plan of Management


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Land Use Planner	In Progress	01-Jul-2020	30-Jun-2021	75%	100.00%	

Action Progress Comments: SLR Consulting have been engaged to prepare Plans of Management for all Crown Reserves under Council management, including the Living Desert. A Plan of Management of the Living Desert was prepared and adopted prior to the introduction of new Crown Land legislation. SLR Consulting are reviewing the existing Living Desert Plan of Management and drafting any amendments to ensure compliance with the Crown Land Management Act 2016 and a site visit was conducted in December 2020. Crown Lands have since removed the legislated due date for all Plans of Management, with councils now having no set timeframe to finalise Plans of Management. The reserves without existing Plans of Management have been prioritised, and it is anticipated the draft amended Living Desert Plan of Management will be presented to Council late 2021. Following the draft being presented to Council, the amended Plan of Management will be sent to Crown Lands for Ministerial approval and placed on public exhibition once Ministerial approval is received.

3.2.2 Review and implement outcomes identified in the Noxious Weeds Program

Action Title: 3.2.2.1 Implement the Western Land Services Weeds Management program

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Strategic Asset Manager	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN
Action Progress Comments: Council has formed a partnership with Western Local Land Services (WLLS). WLLS have engaged additional Bio Security officers to undertake inspection of noxious weeds in Western area of the state and report to Council the identified areas of infestation. Council is responsible for the implementation of the annual eradication program for each noxious species identified.						


3.3 Proactive, innovative and responsible planning supports the community, the environment and beautification of the City

3.3.1 Investigate and cost spin-off strategies from the Cultural Framework for greening the City

Action Title: 3.3.1.1 Trial Installation of mature trees in priority areas of the City

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Assets Planner-Parks & Open Spaces	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN
Action Progress Comments: 45L and 100L species have been planted in various locations throughout the town. Fraxinus (Claret Ash) have been planted in Bromide Street between Blende and Beryl Streets, which thus far have successfully taken to the sites. With the recently adopted Tree Management Plan (TMP), Broken Hill City Council will develop a tree replacement program that will include mature trees planted in priority areas. Essential Energy, Council and Broken Hill Landcare are in discussion for removing dangerous trees. Trees considered to be dangerous are overgrown species, weak limb species and encroaching trees to powerlines. A program will be developed in 2021/22 for a preferred tree species list. Once developed, additional mature trees will be trialled in specific areas.						

Action Title: 3.3.1.2 Programme to replace dead trees within the City

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Planner-Parks & Open Spaces	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN
Action Progress Comments: Council has purchased Tree Plotter software and engaged a contractor to undertake an audit and recording of all tree attributes, including a health and risk assessment. A report from the software will prioritise the removal of trees forming the basis of the						


10-year tree replacement program as identified in the recently adopted Tree Management Plan. Recommendations will be placed on these requests for suitable re-plantings. Re-plantings have included Fraxinus, Corymbia ficifolia, murraya paniculata and callistemon viminalis. Replacement of dead trees within the City will continue in 2021/22.

4 Our Leadership

4.1 Openness and transparency in decision making


4.1.1 Support the organisation to operate its legal framework

Action Title: 4.1.1.1 Develop and implement Governance Framework, adopting best practice principles for governance arrangements and culture

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	In Progress	01-Jul-2020	30-Jun-2021	70%	100.00%	 AMBER

Action Progress Comments: Corporate Services undertook a lead role in the coordinating and production of information required by Council's auditor in the Governance Lighthouse Review, October 2019. The review established a sound platform and a gap analysis tool to assist in the development of a Governance Framework. The content structure of the Framework has been developed, with the document under draft development for collaboration with key stakeholders, prior to presentation to ELT. The Governance Framework has been rolled over into the 2021/2022 Operational Plan for completion and implementation across the organisation.


Action Title: 4.1.1.2 Work with NSW Electoral Commission to carry out Local Government Election

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Corporate and Community Officer	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Notification received from Office of Local Government that elections will be held in September 2021 and will remain attendance based rather than by postal vote which was initially an intended change to the way people would vote at future Local Government elections. Assistance has been provided to the Electoral Commission in the selection of voting venues and Returning Officer office site. At the end of the reporting period Council was preparing for entering Caretaker mode from 7 August 2021 and for the community

to vote on 4 September 2021. However, further information received post reporting period, now has Council preparing for Caretaker mode from 5 November 2021 and for the community to vote on 4 December 2021.

Action Title: 4.1.1.81 Develop an election method and Election Plan Manual

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	In Progress	01-Jul-2020	30-Jun-2021	70%	100.00%	 AMBER

Action Progress Comments: An election method spreadsheet with corresponding timelines has been developed and two internal stakeholder meetings have been held, with a further meeting held in the first quarter of 2021. A structure for the Election Plan Manual has been recorded and the development of the manual is in progress in conjunction with real time tasks. NSW council elections have been postponed on two occasions due to the COVID-19 pandemic and the manual is now expected to be completed by the end of 2021. Council staff will use the information gathered during this time to review and continuously improve its election planning processes.

4.1.2 Develop, implement and embed a structured and holistic approach to the management of risk at all levels of the organisation and all business activities of Council


Action Title: 4.1.2.1 Initiate Stage 2 of the Enterprise Risk Management Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Risk Coordinator	In Progress	01-Jul-2020	30-Jun-2021	39%	100.00%	 RED

Action Progress Comments: Limited progress achieved due to the COVID-19 pandemic and management of the situation by Council's Risk Team on behalf of Council. Work plan now in place to improve completion rate with this action continuing in 2021/22.


Action Title: 4.1.2.2 Full review and testing of Council's Business Continuity Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Corporate Risk Coordinator	In Progress	01-Jul-2020	30-Jun-2021	20%	100.00%	
Action Progress Comments: Full review of Council's Business Continuity Plan to include COVID-19 pandemic response is underway however, as pandemic response is ongoing and requirement for focus of available Risk/WHS resources to be reallocated to responding to critical safety incidents which occurred in January - February 2021. This action will continue in 2021/22.						


4.1.3 Ensure a robust Safety Management System (SMS) is in place which supports our workforce to operate in a safe and sustainable way

Action Title: 4.1.3.1 Control effectiveness is reported

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Risk Coordinator	In Progress	01-Jul-2020	30-Jun-2021	20%	100.00%	

Action Progress Comments: Limited progress achieved due to the COVID-19 pandemic and management of the situation on behalf of Council by the Risk Team. This action will continue 2021/22.


Action Title: 4.1.3.2 Review Council's Injury Management Plan to support "recover at work" principles and manage high risk work

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Risk Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	

Action Progress Comments: Full review completed by Human Resources team in consultation with Risk Team in November 2020 and Injury Management Plan updated.

Action Title: 4.1.3.3 Implement an accredited Chain of Responsibility Policy Framework and Procedure


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Corporate Risk Coordinator	In Progress	01-Jul-2020	30-Jun-2021	27%	100.00%	 RED
Action Progress Comments: Limited progress achieved due to the COVID-19 pandemic and daily management of the situation by Council's Risk Team on behalf of Council. In addition focus of available resources has been placed on responding to critical safety incidents which occurred in January - February 2021. This action will continue in 2021/22.						

4.2 Our leaders make smart decisions

4.2.1 Provide learning and networking opportunities for elected members


Action Title: 4.2.1.1 Councillors have accessed and implemented individual learning plans

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Support Officer	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Some Councillors undertook professional development training courses during 2020/2021. Councillors were set up and given access to Local Government NSW Professional Development in A Box, to plan and track their training and access opportunities as they arose. Councillors also undertook Enterprise Risk Management training in November 2020 as part of their individual learning plan. Councillors completed Chairing and Effective Meeting Procedures training in June 2020 via Zoom video conference with Local Government NSW facilitating.


4.2.2 Continue to look for efficiencies in the organisation and ensure financial sustainability

Action Title: 4.2.2.1 Continue to implement service reviews as per the Service Review Framework

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Business Systems Analyst	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Executive Support Service Review completed in Quarter 1; Garage Service Review is ongoing; Fleet Management Service Review ongoing.

Action Title: 4.2.2.2 Reduce the annual operational deficit in line with the Long Term Financial Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	02-Sep-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: 2020/21 Budget prepared in accordance with the Long Term Financial Plan and expectation to return to surplus in 2023. Business Improvement and efficiency are continually searched for and made to ensure this target is achieved, as per the Quarterly Budget Review Statements. As accounts are still being finalised a final operating position is unknown, however the actual annual operating deficit is expected to be consistent with the expected budget result and Council is on track for delivering a break-even budget in 2023. In addition, the preparation of the 2022 Annual Budget has been completed in accordance with the expectations of the LTFFP, however the recent increase in the COVID-19 pandemic and associated restrictions will impact this result and Council's overall financial health.

4.2.3 Ensure Council has robust Information Communications Technology Platform

Action Title: 4.2.3.1 Continue to implement the agreed Information and Communication Technology Strategy/Roadmap

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Information & Communications Tec	In Progress	02-Sep-2020	30-Jun-2021	60%	100.00%	 RED

Action Progress Comments: The Information and Communication Technology (ICT) Strategy contained 77 major projects, of which 35 have been completed, 7 have significantly progressed (70% or more completion) and 15 projects have been started. COVID-19 has delayed and re-prioritised some projects. This Action will continue in 2021/22.

4.3 We unite to succeed in Australia's first heritage listed city

4.3.1 Develop a strategy to protect Broken Hill Heritage Assets


Action Title: 4.3.1.1 Develop the National Heritage Values Planning Framework

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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City Growth Coordinator	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN
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Action Progress Comments: Drafting of the National Heritage Values Planning Framework is complete. Final edits underway.

Action Title: 4.3.1.2 Review the Broken Hill Heritage Study

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
City Growth Coordinator	In Progress	01-Jul-2020	30-Jun-2021	97%	100.00%	 GREEN

Action Progress Comments: Review of Broken Hill Heritage Study is in the final stages with Heritage Advisor and Heritage Committee.

Action Title: 4.3.1.3 Advocate for tri-partisan government approach to management of the National Heritage assets


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
City Growth Coordinator	In Progress	01-Jul-2020	30-Jun-2021	50%	100.00%	 RED

Action Progress Comments: This is ongoing and will be further informed by the Heritage Values Planning Framework.

4.4 Our community is engaged and informed


4.4.1 Facilitate engagement activities to determine the community's long term vision

Action Title: 4.4.1.1 Continue stakeholder and community engagement to review and update the Community Strategic Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications	Completed	01-Jul-2020	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Community engagement completed, draft document to be collated and considered by incoming Council.

Action Title: 4.4.1.2 Continue development of Community Strategic Plan to ensure finalisation within 9 months of election to meet compliance requirements

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	In Progress	01-Jul-2020	30-Jun-2021	70%	100.00%	 AMBER

Action Progress Comments: Blackadder Associates were engaged to deliver a high-level Assumptions Paper, conduct an Intensive Community Engagement programme and deliver a draft 'Our Broken Hill 2040 Community Strategic Plan'. Engagement workshop sessions held in March 2020 for stakeholders from Council staff, Industry, Open Community, Volunteers, Arts and History, Social/Aged/Disability, First Responders, Health and Human Services, Economic Development, Justice, Aboriginal Community, Early Childhood, Environment - Built and Natural, Sporting Groups, Education, Health and Well-being, Leadership groups, provided an interim discussion/progress paper, developed from the Assumptions Paper and notes collected at the stakeholder engagement sessions. An online survey conducted for a 6-week period during August to September 2020, targeted those who attended the engagement sessions in March 2020. A series of questions were asked to extend the ideas gathered from the engagement sessions, to incorporate further inclusions or changes influenced by the COVID-19 pandemic. The online survey closed on 30 September 2020 and the results were relayed to Blackadder on 1 October 2020 for inclusion in the draft Plan. Community engagement pop up sessions were conducted on 27 and 28 October 2020 at the temporary Argent Street Arboretum, a further session was undertaken on 16 December 2021 at Westside Plaza, with an additional session held in January 2021. The information from these sessions was relayed to Blackadder in January 2021. A youth survey was distributed on 20 December 2020 and closed on 20 February 2021. Due to the COVID-19 pandemic, the Office of Local Government advised Council elections will be held in September 2021. Therefore, the following timeline was confirmed to ensure finalisation meets the organisations needs and compliance requirements: Online Survey August - September 2020, Community Engagement Activities September - November 2020 and February 2021, Engagement/survey information provided to Blackadder- December - January 2021, Comprehensive Draft CSP document provided to Council by Blackadder February - March 2021. CSP Project Team Workshops scheduled to finalise the strategies and publish a draft Community Strategic Plan for further engagement with partners and the community, and with the newly elected Council. This Action will continue in 2021/22.

ORDINARY MEETING OF THE COUNCIL

August 9, 2021

ITEM 9

BROKEN HILL CITY COUNCIL REPORT NO. 139/21

SUBJECT: 2017-2021 DISABILITY INCLUSION ACTION PLAN KEY
PERFORMANCE INDICATORS PROGRESS REPORT FOR
PERIOD ENDING 30 JUNE 2021

16/82

Recommendation

1. That Broken Hill City Council Report No. 139/21 dated August 9, 2021, be received.
2. That Council adopt the 2017-2021 Disability Inclusion Action Plan – Key Performance Indicators Progress Report for the reporting period ending 30 June 2021.

Executive Summary:

The NSW *Disability Inclusion Act 2014* aims to achieve the goal of ensuring people with disability achieve full inclusion in community life. Under the Act, the NSW Government required all councils to implement a Disability Inclusion Action Plan (DIAP) by July 2017. Council's DIAP was developed according to the legislative requirements described in the Act and adopted on 28 June 2017.

The Disability Inclusion Action Plan Monitoring Group provides a forum for relevant stakeholders and representatives to monitor the progress of Council's four-year plan to achieve the requirements of the NSW *Disability Inclusion Act 2014*.

Report:

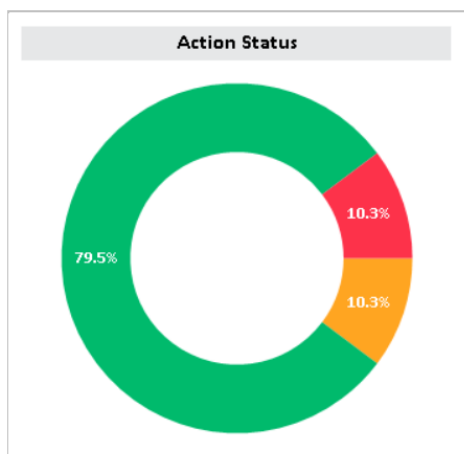
This report relates to progress of Actions within the plan, for the period ending 30 June 2021.

A total of 78 performance action targets were set within Council's 2017-2021 DIAP. The plan is in its final year of its four-year duration and shows the targets set for achievement of actions. The report provides an indication of performance against targets set for the last 12 months and includes those actions already achieved in previous years.

A snapshot of the Action KPIs for the final year of the four-year plan indicates 62 Actions have 100% target achieved, 8 Actions have less than 70% target achieved and 8 Actions have 70% to 90% target achieved. This final report of the reporting period shows 80% of the Actions have been achieved. A legend table to explain the performance descriptors can be found on the next page of this report.

DISABILITY INCLUSION ACTION PLAN SNAPSHOT - 1 JULY 2017 to 30 JUNE 2021**OVERVIEW****ACTION SUMMARY**

By Performance

62 Achieved**8** Less than 70% achieved**8** Between 70% to 90% achieved**16** Actions have not been achieved**Action Progress Against Targets****78** Actions in total**62** 100% of action target achieved**08** Between 70% and 90% of action target achieved**08** Less than 70% of action target achieved**Community Engagement:**

The 2017-2021 Disability Inclusion Action Plan was placed on exhibition, for a period of 28 days to allow for public comment, on 26 April 2017.

The Disability Inclusion Action Plan progress report for the period ending 30 June 2021, will be placed on Council's website following adoption by Council.

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:*Disability Inclusion Act (NSW) 2014**Disability Discrimination Act (Commonwealth) 1992**Local Government Act 1993*

Integrated Planning and Reporting Framework

Financial Implications:

The DIAP is included in the Integrated Planning and Reporting Framework, with actions identified in the Delivery Program, in accordance with Council's Long Term Financial Plan, annual Operational Plan and annual budget processes.

Attachments

1. 2017-2021 Disability Inclusion Action Plan - Key Performance Indicator Progress Report ending 30 June 2021

RAZIJA NU'MANCHIEF CORPORATE AND COMMUNITY OFFICERJAY NANKIVELLGENERAL MANAGER



2017-2021 DISABILITY INCLUSION ACTION PLAN - KPI PROGRESS REPORT ENDING 30 JUNE 2020

Broken Hill City Council

OVERVIEW

ACTION SUMMARY

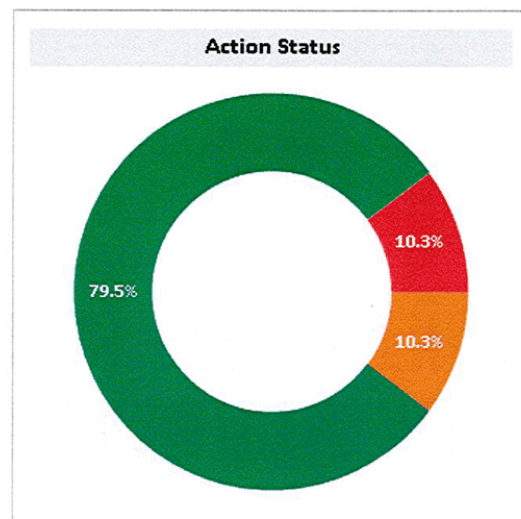
By Performance

62 Achieved

8 Less than 70%
achieved

8 Between 70% to
90% achieved

16 Actions
have not been
achieved



Action Progress Against Targets

78 Actions in total

62 100% of action target achieved

08 Between 70% and 90% of action
target achieved

08 Less than 70% of action target
achieved

ACTION TARGET LEGEND



GREEN

At least 90% of action target
achieved



AMBER

Between 70% and 90% of action target
achieved



RED

Less than 70% of action target
achieved



No target set

* Dates have been revised from the Original dates

2017-2021 DISABILITY INCLUSION ACTION PLAN

1 Attitudes and Behaviours

1.1 Support positive attitudes towards inclusion amongst our Council staff

1.1.1 All Council staff have an awareness of what inclusion means

Action Title: 4.1.1.3 DIAP A1.1.01 - Develop in-house training materials on inclusion of people with disability

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Human Resources Coordinator	In Progress	01-Jul-2017	30-Jun-2021	75%	100.00%	



Action Progress Comments: Awareness training materials for inclusion in induction and/or refresher courses under development. This will be included in Council's review of its Corporate Orientation and Onboarding induction process. New Corporate Induction is being trialled online for all council staff, with Corporate Orientation and Employee Onboarding processes being drafted to align with new online staff induction requirements.


Action Title: 4.1.1.4 DIAP A1.1.02 - Deliver induction sessions that encompass the topic of inclusion of people with disability

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Human Resources Coordinator	In Progress	01-Jul-2017	30-Jun-2021	50%	100.00%	




Action Progress Comments: Inclusion awareness training to be incorporated into review of induction processes. This will be included in Council's review of its Corporate Orientation and Onboarding induction process. New Corporate Induction is being trialled online for all council staff, with Corporate Orientation and Employee Onboarding processes being drafted to align with new online staff induction requirements. Council has requested specific module to be created for disability inclusivity within council's online training portal.

Action Title: 4.1.1.5 DIAP A1.1.03 - Develop and implement an annual training program that promotes inclusivity

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Human Resources Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Annual Training program development underway and will be included in Council's review of its Learning and Development Framework process. CAMMS Talent system audit review commenced in August 2020 for employee learning and development programs to be entered for Annual Performance reviews for 2020/21. CAMMS Talent audit was completed with annual reviews to be conducted through CAMMS Talent online for FY 2020/21. Employee training on CAMMS Talent commenced in May/June 2021 with all staff attending sessions. New Corporate Online Annual Compliance training is now incorporated into mandatory annual training requirements for all staff commencing FY 2020/21 for employee annual performance reviews.

Action Title: 4.1.1.6 DIAP A1.1.04 - Incorporate disability awareness and person centred communication in the Customer Service Framework

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	 GREEN


Action Progress Comments: Documentation within the Customer Service Framework includes sections on Inclusion and Accessibility and incorporates awareness and effective communication with customers who may have disability.

1.2 Train Council staff to respectfully, confidently and effectively communicate with people with disability

1.2.1 Council staff are confident and skilled in communicating with people who have disability


Action Title: 4.1.1.7 DIAP A1.2.01 - Provide key Council staff in Corporate Services, Human Resources and Planning, Development & Compliance training in creating alternative document formats in Word, PDF, PowerPoint (as a minimum)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Human Resources Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	
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Action Progress Comments: All new and revised existing documentation is being reviewed by Corporate Services to ensure that compliance for alternative formats is made available under disability inclusion requirements. Training in creating alternative document formats to be further investigated. Staff individual development plans are currently being completed for 2021 and will be reviewed in staff annual performance reviews for FY 2020/21. Current accessible documents have been assessed through council's communications and digital marketing department to meet inclusivity standards.

Action Title: 4.1.1.8 DIAP A1.2.02 - Provide Information Services, Digital Officer and other staff who may be required to update web pages with training in web content and design compatible with Web Content Accessibility Guidelines (WCAG) 2.0

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Human Resources Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	


Action Progress Comments: Website Content Accessibility Guidelines awareness and compliance forms a standard part of Social Media, Open Forms, and Open Cities training provided to content creators. Open Forms training has been delivered to 22 staff over 8 sessions to 31 December 2018.

Action Title: 4.1.1.9 DIAP A1.2.03 - Support the Assets and Infrastructure team to enhance disability confidence and communication skills in order to effectively engage people with disability in the Pedestrian Access Mobility Plan (PAMP) and the Traffic Committee

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	


Action Progress Comments: Support provided to Assets and Infrastructure team to enhance disability confidence and communication skills and liaising with community in responding to CRMs, is included in weekly team meetings. Process embedded into ongoing consultation and communication plans.

Action Title: 4.1.1.10 DIAP A1.2.04 - Provide Council staff from Library, Events, GeoCentre and Art Gallery with opportunities to gain awareness of the needs of children with autism (and the needs of their parents, caregivers and siblings)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Human Resources Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN


Action Progress Comments: Staff attended planned lecture from Professor Tony Attwood (Clinical Psychologist) on 22 February 2018. Further autism awareness training activities will be scheduled as made available. Further online training and resources have been accessed by relevant staff within these areas as required.

Action Title: 4.1.1.11 DIAP A1.2.05 - Provide GeoCentre, Library, events and Art Gallery staff with skills (via training or partnership with parents and/or experienced professionals) to create Social Stories that will assist children with autism, or children who experience anxiety, to be involved in groups or formal program activities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Human Resources Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Staff attended planned lecture from Professor Tony Attwood (Clinical Psychologist) on 22 February 2018. A social story using photos and simple text to show children what to expect and how to interact in unfamiliar social settings has been developed for the Library. Development skills for staff to create Social Stories relating to programs and events to be undertaken with invitations to be extended as opportunities identified.

Action Title: 4.1.1.12 DIAP A1.2.06 - Expand awareness and/or training programs for Council staff across the organisation to ensure all services can be delivered in an inclusive manner


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Human Resources Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: All training programs are being assessed for inclusivity factors. Online learning training platform has commenced for all annual compliance staff training which meet this requirement.

1.3 Contribute positive media stories about what Council is doing to build inclusion with people with disability


1.3.1 The community is aware of the activities Council is undertaking to progressively build greater inclusion of people with disability

Action Title: 4.1.1.13 DIAP A1.3.01 - Provide regular media stories (including on social media) on the progress of the implementation of the DIAP

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Disability Inclusion Action Plan has been referenced in all relevant releases and statements.

Action Title: 4.1.1.14 DIAP A1.3.02 - Source and provide stories to media on the experiences and/or opinions of people with disability with regards to the effectiveness of Council's strategies to build inclusion


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications	In Progress	01-Jul-2017	30-Jun-2021	75%	100.00%	 AMBER

Action Progress Comments: Disability Inclusion Action Plan referenced in relevant releases and statements.

1.4 Contribute to creating positive attitudes towards inclusion in Broken Hill community


1.4.1 The community has a greater awareness of disability inclusion and the benefits of inclusion to the broader community

Action Title: 4.1.1.15 DIAP A1.4.01 - Support disability awareness campaigns by displaying promotional posters in Council buildings and facilities (e.g. Autism Awareness, Mental Health Month, International Day of People with Disability and National Relay Service)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN


Action Progress Comments: Council has supported the NDIS information and preplanning hubs, National Reconciliation Week, Positive Partnerships Autism Awareness, Inclusive Tourism Online Learning (internal promotion), Stress Down Day and International Day of People with a Disability community event.

Action Title: 4.1.1.16 DIAP A1.4.02 - Extend an invitation to YMCA staff, to join the autism awareness session and/or training provided to Library, Events, GeoCentre and Art Gallery staff


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Human Resources Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: 80% targeted attendance at education/training sessions by YMCA staff - Invitation sent to education/training sessions to YMCA. Evaluation by Council and YMCA staff attending autism awareness training indicates an increase in confidence in meeting the needs of children with autism and their families.

Action Title: 4.1.1.17 DIAP A1.4.03 - Extend an invitation to YMCA staff, to join the professional development opportunities relating to creating Social Stories for children with autism or who experience anxiety

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Human Resources Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN
Action Progress Comments: No training opportunities identified for creating Social Stories. Invitation to be extended as opportunities identified.						

Action Title: 4.1.1.18 DIAP - A1.4.04 - Library, GeoCentre and/or Art Gallery host programs and/or events that include disability as being part of the human experience and/or reflected in cultural artefacts


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN
<p>Action Progress Comments: The Library, Gallery and Museum make regular adjustments to programs for people with disability to attend. The Gallery has resumed programming (February 2021) and is now running a regular after school art program (arts/COOL), along with school workshops and Tour groups.</p> <p>The Gallery remains accessible with participation open to everyone for these programs. The Gallery has continued to offer and endorse an inclusive environment where participants feel comfortable to visit and attend. Adjustments are made for participants with a disability and these adjustments are successfully reflected in our current programs where children and adults with disability are currently enrolled. Enrich workshops have resumed (March 2021), where groups of medical students from the University of Sydney: School of Rural Health visit the Gallery. These workshops aim to broaden the understanding and use of visual arts and creative practices as an important and relevant communication tool to prepare and relate to a practitioner/client environment.</p> <p>The Geo Centre has continued to offer and endorse an inclusive environment where participants feel comfortable to visit and attend. Adjustments are made when and where required for people to attend who may have a disability.</p> <p>Library early literacy programming commenced in January 2021. Library programming remains accessible with participation open to everyone for these programs. The Library makes regular adjustments to programs to ensure inclusion and all program delivery, whether online or in house, have built in flexibility to adjust to differing abilities, ages and needs.</p>						

2 Liveable Communities

2.1 Progressively improve the accessibility of footpaths in Broken Hill LGA in consultation with people with mobility and vision related disabilities


2.1.1 People with disability are consulted about the priority maintenance and upgrade of footpaths, kerbs, crossings and ramps in Broken Hill

Action Title: 4.1.1.19 DIAP A2.1.01 - Write Terms of Reference for a PAMP Reference Group that includes purpose, duration, frequency, representation across Broken Hill and representational of various mobility types and parents/guardians of school aged children

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Group Manager Infrastructure & Projects	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	 GREEN

Action Progress Comments: PAMP Reference Group Terms of Reference have been drafted however, due to the lack of response from the public to participate in the PAMP Reference Group, the group will not progress. The community was provided the opportunity to participate in the development of the PAMP through consultation sessions/workshops on the 5 December 2018 and further consultation on 15 August 2019 completed this process.


Action Title: 4.1.1.20 DIAP A2.1.02 - Advertise for PAMP Reference Group members, and use contacts from industry and Government services to assist to fill all required representation positions


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Group Manager Infrastructure & Projects	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	 GREEN

Action Progress Comments: The PAMP Reference Group will not proceed due to lack of response following advertising. All future PAMP development activity will be reported to Council.


Action Title: 4.1.1.21 DIAP A2.1.03 - Conduct meetings (using Accessible Meeting Guidelines) and report on PAMP progress and asking the PAMP Reference Group to provide feedback on the priorities listed in the PAMP

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Group Manager Infrastructure & Projects	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	
Action Progress Comments: The PAMP has been incorporated into an Active Transport Plan as directed by the RMS. The Active Transport Plan will include a forward works program of footpath maintenance and upgrade works.						

Action Title: 4.1.1.22 DIAP A2.1.04 - Review the PAMP priorities and assessments based on input from the PAMP Reference Group						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Projects Engineer	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	
<p>Action Progress Comments: Council received funding from Roads and Maritime Services (RMS) to develop a city-wide Pedestrian Access and Mobility Plan (PAMP) commencing in 2018/2019. The PAMP has been upgraded to an Active Transport Plan (ATP) which also incorporates a bike plan. The project incorporates community consultation and development of a reference group however, advertising for participation for this group resulted in a lack of response. The reference group has been removed from the project and will now be communicated through Council. An invitation was extended to the community for public consultation sessions, with representation from disability organisations attending.</p> <p>Grant funding of \$977,101 in Phase -1 and Phase -2, has been secured from Infrastructure, Transport, Regional Development and Communication under the Local Roads and Community Infrastructure Program, for footpath upgrades in accordance with Council's Active Transport Plan (ATP). Tender for the work was awarded to a panel of contractors in December 2020 and works commenced in March 2021. Shared footpath upgrades have been completed in the following footpath links: O'Farrell Street from Morgan Street to Williams Street, Patton Street from Bonanza Street to Queen Street, Galena Street from Williams Street to Talc Street, Blende Street from Sulphide Street to Chloride Street.</p> <p>The first phase of work commenced in March 2021 and was completed by 30 June 2021. The second phase of work is to be completed by December 2021 in accordance with the grant funding agreement.</p>						

Action Title: 4.1.1.23 DIAP A2.1.05 - Inform the public of the consultation with the PAMP Reference Group and the priority list for maintenance or upgrade of PAMP related infrastructure


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Group Manager Infrastructure & Projects	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	 GREEN

Action Progress Comments: PAMP review as part of the Active Transport Plan completed. Council actively prepared media releases for key stages of the project where relevant. During the community consultation phase, Council promoted the completion of the community survey on social media. The General Manager undertook a radio interview explaining the project on the ABC Radio. Consultations completed.

2.2 Plan to progressively improve the accessibility of public toilets (including way finding)

2.2.1 People with disability are directly consulted about the priorities for enhancement of Council public toilets


Action Title: 4.1.1.24 DIAP A2.2.01 - Write a Consultation Plan for a community consultation on Council public toilet maintenance and upgrade, and way finding priorities including: purpose and aim of the consultation; promotional plan to engage a broad range of relevant stakeholders (particularly mobility and vision related disability); draft consultation questions

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Group Manager Infrastructure & Projects	In Progress	01-Jul-2017	30-Jun-2021	50%	100.00%	 RED

Action Progress Comments: Accessible public amenities fall partially under the umbrella of the Active Transport Plan as access to toilets is part of a pedestrian network and is underway. The provision of accessible toilets is a separate project which requires the development of a works program to be supported by the community. The Communications team to work with Infrastructure on a consultation plan to discuss the upgrade of public facilities for disability access. Audit is complete. Consultation to be carried out in 2021/2022.

Action Title: 4.1.1.25 DIAP A2.2.02 - Advertise community consultation on accessible Council public toilets (maintenance and upgrade and way finding priorities), using industry and government contacts to assist to reach target audience

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Group Manager Infrastructure & Projects	In Progress	01-Jul-2017	30-Jun-2021	50%	100.00%	 RED
Action Progress Comments: Public toilet upgrade was carried out in Patton Park 2019/2020, the design of the toilets was consulted on with the community and designed to comply with accessibility standards, codes and legislation, with Council installing a state-of-the-art accessible amenities block. For future replacements/upgrades of public amenities, the Infrastructure team is to develop a replacement schedule and type of toilet facility for public comment. It is aimed to have a replacement plan completed during 2021 and community consultation and advertising for consultation to be conducted in 2022.						

2.2.3 Current and accurate information on the location of Council accessible toilets is available to residents and visitors

Action Title: 4.1.1.26 DIAP A2.2.03 - Conduct community consultation on accessible Council public toilets (maintenance and upgrade and way finding priorities) using Accessible Meetings Guidelines


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Group Manager Infrastructure & Projects	In Progress	01-Jul-2017	30-Jun-2021	53%	100.00%	 RED
Action Progress Comments: Public toilet upgrade was carried out in Patton Park 2019/2020, the design of the toilets was consulted on with the community and designed to comply with accessibility standards, codes and legislation, with Council installing a state-of-the-art accessible amenities block. For future replacements/upgrades of public amenities, the Infrastructure team is to develop a replacement schedule and type of toilet facility for public comment. It is aimed to have a replacement plan completed during 2021 and community consultation to be conducted in 2022 using Accessible Meeting Guidelines.						

Action Title: 4.1.1.27 DIAP A2.2.04 - Review the PAMP priorities and assessments on accessible Council public toilet (including way finding) needs based on the community consultation results and other relevant data

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Group Manager Infrastructure & Projects	In Progress	01-Jul-2017	30-Jun-2021	75%	100.00%	 AMBER

Action Progress Comments: 75% audit completed on public toilets. Upon 100% completion and review, the program will be used to inform future capital works.


Action Title: 4.1.1.28 DIAP A2.2.05 - Progressively maintain or upgrade accessible Council public toilets (including way finding) based on the priorities identified following community consultation and other data

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Group Manager Infrastructure & Projects	In Progress	01-Jul-2017	30-Jun-2021	75%	100.00%	 AMBER

Action Progress Comments: 75% audit completed on public toilets. Upon 100% completion and review, the program will be used to inform future capital works.

2.2.4 Suitable sites for the potential installation of adult change tables identified in consultation with people with disability and included as an addendum to the PAMP


Action Title: 4.1.1.29 DIAP A2.2.06 - Compile a PDF for each accessible Council public toilet describing the access features (including availability of adult change tables), and providing a picture of each toilet (to enable families of people with profound disability to decide on suitability of access for their needs)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	In Progress	01-Jul-2017	30-Jun-2021	71%	100.00%	 AMBER

Action Progress Comments: The National Public Toilet Map www.toiletmap.gov.au assists people with disabilities to know what toilets are accessible and where they are located. The online database includes all features of the Public Toilet and can include information such as the size of the toilet room, photos and other vital information. Research undertaken by the Corporate Services team indicated that the National Public Toilet Map was the preferred database by councils and other businesses. A link to the National Public Toilet Register has been included


on Council's website under 'Facilities'. The National Public Toilet Register is updated regularly. Further investigations and considerations required for the development of accessibility features PDF at each amenity.

Action Title: 4.1.1.30 DIAP A2.2.07 - Review map of accessible Council public toilets based on the information collected in A2.2.06

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Manager	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN


Action Progress Comments: Public toilets are reviewed and linked to National Public Toilets Map Register.

Action Title: 4.1.1.31 DIAP - A2.2.08 - Review the National Public Toilet Map including descriptions of access features described as important by the community consultation results

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Manager	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Public toilets are reviewed and linked to National Public Toilets Map Register.

Action Title: 4.1.1.32 DIAP A2.2.09 - Identify suitable sites for the potential installation of adult change tables identified in consultation with people with disability and included as an addendum to the PAMP


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Group Manager Infrastructure & Projects	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Council has been proactive in the installation of adult change tables at key locations such as at the Broken Hill Regional Aquatic Centre and the Patton Park amenities block.

2.3 Increase accessibility and inclusion of events held in Broken Hill and of Council meetings


2.3.1 Council staff are supported to increase or promote access and inclusion of events and meetings

Action Title: 4.1.1.33 DIAP A2.3.01 - Council staff responsible for events are provided with professional development (and/or training) opportunities to enhance their knowledge and skills relating to organising accessible events

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Council departments share templates and resources internally on an ongoing basis.

Action Title: 4.1.1.34 DIAP A2.3.02 - Source existing Accessible and Inclusive Event Guidelines for use within Council


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Accessible and Inclusive Guidelines are accessed as required from industry bodies and government agencies.

2.3.2 People with disability have greater access to events hosted in Broken Hill LGA


Action Title: 4.1.1.35 DIAP A2.3.03 - Progressively incorporate Council's Access and Inclusion Plans into all civic events

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Events Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	
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Action Progress Comments: All Civic events include disability access in the planning template.

Action Title: 4.1.1.36 DIAP A2.3.04 - Progressively develop Council's Accessible Event templates, guidelines, policies and/or procedures specific to the context of Broken Hill events

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	

Action Progress Comments: Accessible event planning incorporated into Council's Event Guide.

Action Title: 4.1.1.37 DIAP A2.3.05 - Make Council's Accessible Event Guidelines (including promotional information about drop off points and parking etc) available to event organisers booking Council owned sites


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	

Action Progress Comments: Broken Hill Event Guide complete and available for event planners via Council's website.

2.3.3 Access by people with disability attending meeting held at Council is specifically addressed and catered for

Action Title: 4.1.1.38 DIAP A2.3.06 - Develop a Council Accessible Meetings checklist template to assist staff to cater for meeting participants who may have a disability

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	 GREEN
Action Progress Comments: An Accessible Meeting Checklist has been researched and developed for communication and implementation in 2021.						


Action Title: 4.1.1.39 DIAP A2.3.07 - Develop a process to ensure meeting requests or invitations consider the accessibility requirements of attendees						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	 GREEN
Action Progress Comments: An Accessible Meeting Process has been researched and developed for communication and implementation in 2021 and includes the Accessible Meeting Checklist.						

2.4 Progressively increase accessibility and inclusion of places of recreation, learning and leisure

2.4.1 People of all ages with disability have greater access to Library service, Art Gallery and GeoCentre


Action Title: 4.1.1.40 DIAP A2.4.01 - Compile a PDF for Council buildings describing the access features of the building and the activities hosted in them						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Asset Planner Buildings	In Progress	01-Jul-2017	30-Jun-2021	95%	100.00%	 GREEN
Action Progress Comments: All Councils facilities have been inspected and recorded, the relevant site information is being converted to PDF format and is to be installed in a prominent area within all sites. Expected completion date is 31 July 2021.						

Action Title: 4.1.1.41 DIAP A2.4.02 - Document the accessibility features of the Library, Art Gallery, Tourist and Travellers Centre and GeoCentre buildings and publish these in relevant locations (website, social media, intranet, tourism collateral and onsite)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Corporate and Community Officer	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	

Action Progress Comments: The Art Gallery and GeoCentre introduced building access information in advertising and marketing information during July 2017 to June 2018.
The Art Gallery has its own dedicated website with a page regarding access including building accessibility and all other appropriate information - <https://www.bhartgallery.com.au/Visit/Access>
The GeoCentre continues to include accessibility information in marketing material and will work towards including this on the website as well.
The Broken Hill City Library promotes sensory friendly afternoons for the community and has uploaded information regarding accessibility on the Library website - <https://www.brokenhill.nsw.gov.au/Facilities/Library/Library-services/Library-accessibility>.
The Broken Hill Visitor Information Centre displays accessibility information for the Tourist and Travellers Centre via the Australian Tourism Data Warehouse and the Broken Hill City Council website. Signage for ramps and disability parking is displayed at the facility.


Action Title: 4.1.1.47 DIAP A2.4.08 - Art Gallery and/or GeoCentre workshops and/or activities provide adjustments enabling people with disability to attend

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	

Action Progress Comments: The Art Gallery hosted workshops for Maari Ma Health group clients. The Gallery and Museum make regular adjustments to programs for people with disability to attend. Workshops at the Gallery and Museum recommenced in February 2021 for the first time since COVID-19, with adjustments made to workshops for people with disability to attend.


2.4.2 Parents of children with disability access the Library

Action Title: 4.1.1.42 DIAP A2.4.03 - Design Library activities and/or events that provide adjustments enabling people with disability to attend

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: The Library is a space that is free, inclusive, diverse and available for all members of the community regardless of culture, religion, race, gender or socio-economic status. Library early literacy programming commenced in January 2021. Library programming remains accessible with participation open to everyone for these programs. The Library makes regular adjustments to programs to ensure inclusion and all program delivery, whether online or in house, have built in flexibility to adjust to differing abilities, ages and needs. Accessible public computers are available at the Library for use by the community. The Library website provides access to the Central West Zone online BorrowBox "Mindful and Well-being" collection which is supported by the Books on Prescription grant from the Library Council of NSW. For those members unable to visit the Library offers two outreach programs: Home Library Service which delivers Library items directly to the door of members who are frail, ill, disabled or unable to visit the library due to medical reasons including carers. Outback Letterbox Library Service which delivers Library items directly to the door of members who are isolated and residing in remote areas of the Far West of NSW, Unincorporated area and Central Darling Shire.

Action Title: 4.1.1.43 DIAP A2.4.04 -Work in partnership with families and/or service providers of children with autism to create suitable Library activities and/or events and programs (particularly in school holidays)


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	In Progress	01-Jul-2017	30-Jun-2021	75%	100.00%	 AMBER

Action Progress Comments: The Library is a space that is free, inclusive, diverse and available for all members of the community regardless of culture, religion, race, gender, ability or socio-economic status. Library programming remains accessible with participation open to everyone for these programs. The Library makes regular adjustments to programs to ensure inclusion and all program delivery, whether online or in

house, have built in flexibility to adjust to differing abilities, ages and needs.


The Library has developed a Library Social Story which uses photos and simple text to show children on the autism spectrum what to expect and how to interact in unfamiliar social settings. Caryn Ferguson Allied Health Assistant, Aspect Therapy has had input into the final publication. The Social Story will be available in hard copy and available on the Library Web page by the end of August 2021. COVID-19 and staffing issues have impacted upon implementation of events and programs especially those with autism. Passive support is provided via: Accessible public computers are available at the Library for use by the community. The Library website provides access to the Central West Zone online BorrowBox "Mindful and Well-being" collection which is supported by the Books on Prescription grant from the Library Council of NSW. Library early literacy programming commenced in January 2021.

Action Title: 4.1.1.44 DIAP A2.4.05 - Develop a Social Story about going to the Library (or story time within the Library) to enable children with autism and children who experience anxiety to be more comfortable attending these places and events

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: A social story using photos and simple text to show children what to expect and how to interact in unfamiliar social settings has been developed for the Library. Caryn Ferguson Allied Health Assistant, Aspect Therapy has had input into the final publication. The Social Story will be available in hard copy and available on the Library Web page by the end of August 2021 due to staffing issues affecting completion as predicted in June 2021.

Action Title: 4.1.1.45 DIAP A2.4.06 - Support ATSI persons with disability to attend culturally safe and appropriate activities and/or events

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: The Library is a space that is free, inclusive, diverse and available for all members of the community regardless of culture, religion, race, gender or socio-economic status. Library staff have completed the Aboriginal and Torres Strait Islander Cultural Competence Course through the Centre for Cultural Competence Australia and funded by the State Library NSW, the majority of Library staff

have completed this course.

Library early literacy programming commenced in January 2021. Library programming remains accessible with participation open to everyone for these programs. The Library makes regular adjustments to programs to ensure inclusion and all program delivery, whether online or in house, have built in flexibility to adjust to differing abilities, cultures, ages and needs.

Accessible public computers are available at the Library for use by the community. The Library website provides access to the Central West Zone online BorrowBox "Mindful and Well-being" collection which is supported by the Books on Prescription grant from the Library Council of NSW.

For those members unable to visit the Library offers two outreach programs:

Home Library Service which delivers Library items directly to the door of members who are frail, ill, disabled or unable to visit the library due to medical reasons including carers.

Outback Letterbox Library Service which delivers Library items directly to the door of members who are isolated and residing in remote areas of the Far West of NSW, Unincorporated area and Central Darling Shire.

Action Title: 4.1.1.46 DIAP A2.4.07 - Host activities and/or events in the Library designed to support parents and care givers of children who have a disability


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	In Progress	01-Jul-2017	30-Jun-2021	75%	100.00%	

Action Progress Comments: The Library is a space that is free, inclusive, diverse and available for all members of the community regardless of culture, religion, race, gender or socio-economic status. Library programming remains accessible with participation open to everyone for these programs. The Library makes regular adjustments to programs to ensure inclusion and all program delivery, whether online or in house, have built in flexibility to adjust to differing abilities, ages and needs.

COVID-19 and staffing issues have impacted upon implementation of events and programs especially for those with disability. Passive support is provided via: Library early literacy programming commenced in January 2021. Accessible public computers are available at the Library for use by the community. The Library website provides access to the Central West Zone online BorrowBox "Mindful and Well-being" collection which is supported by the Books on Prescription grant from the Library Council of NSW.


2.4.3 Families have improved information about the access features of playgrounds (including fencing)

Action Title: 4.1.1.48 DIAP A2.4.09 - Design a template to capture information about the accessibility features of Council parks, sporting and playgrounds (including fencing) in a standard format

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	 GREEN

Action Progress Comments: Council's Corporate Services staff collaborated with Council's Asset Planner Open Spaces to develop a template to capture the information about the accessibility features of Council's parks, sports fields and playgrounds. The template is now complete and has been provided to the Asset Planner Open Spaces for data input and upload to Council's website.

Action Title: 4.1.1.49 DIAP A2.4.10 - Document the accessibility features of Council parks, sporting and playgrounds (including fencing) and post these on all relevant websites

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Assets Planner-Parks & Open Spaces	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Drafting of accessibility features of Council parks, sporting and playgrounds (including fencing) is in progress with 25% completed across Parks and Open Spaces. Patton Street Park upgrade allowed wheelchair access to most areas of the parks including seating, BBQs and amenities, an accessible playground exists within AJ Keast Park in Gypsum Street. The following will be installed during 2021/22: fully accessible drinking fountain in Apex Park, 4 x new picnic tables with wheelchair access in Sturt Park. Items will be added to website upon completion of drafting accessibility features.


2.4.4 Tourists and visitors with disability have greater access to information on accessibility features of accommodation, and places and activities of interest in and around Broken Hill

Action Title: 4.1.1.50 DIAP A2.4.11 - Review the template for accessible accommodation and encourage the use of photos to show the accessible bathroom features and any other accessibility features

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN


Action Progress Comments: The current accommodation guide template produced by the Visitor Information Centre (VIC) was reviewed and highlights properties that are wheelchair accessible and have a wheelchair accessible bathroom. More detailed information on accessibility features including photos will require a larger accessibility audit of local tourism product.

Action Title: 4.1.1.51 DIAP A2.4.12 - Review the accessible accommodation guide annually, progressively incorporating enhanced information on accessible accommodation

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: The current accommodation guide that is produced by the Visitor Information Centre highlights properties that are wheelchair accessible and have a wheelchair accessible bathroom. This is reviewed annually at the beginning of the year. Visitor Information Centre staff also encourage the local tourism industry to keep their free listing on the Australian Tourism Data Warehouse up to date, which prompts operators to enter detailed information on their accessibility features. The information in this database can be accessed via all government tourism websites including visitnsw.com.au.

Action Title: 4.1.1.52 DIAP A2.4.13 - Create a dedicated section on the Tourism website, annually reviewed, that holds enhanced information about accessible accommodation and activities


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	Not Started	01-Jul-2017	30-Jun-2021	0%	100.00%	 RED

Action Progress Comments: Broken Hill City Council no longer operates a Tourism website - This is provided via www.destinationbrokenhill.com.au.

2.5 Improve access to Council Administrative Centre and Civic Centre, and Visitor Information Centre, including better way finding


2.5.1 Council Administrative Centre, Civic Centre and Visitor Information Centre have improved access features

Action Title: 4.1.1.53 DIAP A2.5.01 - Ensure the Council Administrative Centre refurbishment considers provision for: a lift; a lower information desk for people using wheelchairs; availability of hearing loop; and a meeting room enabling sound privacy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Asset Planner Buildings	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN


Action Progress Comments: Design has been completed as part of refurbishment associated with new library temporary relocation. Inclusion of the installation of a Hearing Loop, dedicated room enabling sound privacy and the redesign of the information desk for wheelchair access has been undertaken as part of the design for the Temporary Library to be located on the lower floor of the Admin Building. These inclusions will be in place for the life of the Temporary Library project. Installation of a permanent disability toilet on the lower floor has also been included as part of the redesign of the lower floor.

Action Title: 4.1.1.54 DIAP A2.5.02 - Ensure the Civic Centre refurbishment considers provision for: a lift; accessible toilet; hearing loop and theatre area suitable for people who use wheelchairs

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Group Manager Infrastructure & Projects	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	 GREEN

Action Progress Comments: Civic Centre access features completed including a lift; accessible toilet; hearing loop and theatre area suitable for people who use wheelchairs.


Action Title: 4.1.1.55 DIAP A2.5.03 - Ensure the Visitor Information Centre is accessible to visitors who use wheelchairs

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Asset Planner Buildings	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Further investigations required for a wheelchair height counter and installation of directional signage to direct people in wheelchairs to the auto-doors. To be added into 2022/23 financial year.

2.5.2 Way finding in and around Council Administrative Centre, Civic Centre and Visitor Information Centre is inclusive of people with vision and/or hearing impairment, blindness and/or deafness

Action Title: 4.1.1.56 DIAP A2.5.04 - Install appropriate way finding, suitable for guests who may be vision or hearing impaired; blind and/or deaf, in Council Administrative Centre, Civic Centre and Visitor Information Centre

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Group Manager Infrastructure & Projects	In Progress	01-Jul-2017	30-Jun-2021	10%	100.00%	 RED

Action Progress Comments: Wayfinding concepts have been considered and form parts of the development of the new proposed Cultural Hub.


2.6 Encourage, support and promote accessible businesses and tourism in Broken Hill

2.6.1 Businesses and tourist attractions in Broken Hill have greater awareness of the economic benefits of developing accessible and ageing friendly places and activities


Action Title: 4.1.1.57 DIAP A2.6.01 - Support the promotion of the economic benefits of accessible and ageing friendly businesses and activities via information updates to businesses

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN
Action Progress Comments: Business Forums successfully run for the Broken Hill Mundi Mundi Bash as a precursor for enabling further industry sessions to promote the benefits of ageing friendly businesses and accessibility in general. Council have also supported a number of activities promoting accessibility and is forefront in the newly developed Business Development Policy. Further consultation and promotion have been impacted by COVID-19. The Our Economy Key Direction Working Group have progressed this action by being a part of business breakfasts presentations initiated by BEC Business Advice. Media releases have previously been made detailing the economic benefits local business could have by becoming disability and ageing friendly.						

Action Title: 4.1.1.58 DIAP A2.6.02 - Promote the economic benefits of accessible and ageing friendly businesses and activities in a variety of media


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN
Action Progress Comments: Specific media releases have referenced the financial benefits of operating disability friendly businesses.						

Action Title: 4.1.1.59 DIAP A2.6.03 - Encourage and support the organisers of Business Awards to include an Accessible and Inclusive Business Award in their award categories

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Due to COVID-19, the local business awards were deferred for 2021 however, Council was an active supporter and participant in the lead up.

Action Title: 4.1.1.60 DIAP A2.6.04 - Promote the accessibility features of tourism properties

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN


Action Progress Comments: The current accommodation guide that is produced by the Visitor Information Centre (VIC) highlights properties that are wheelchair accessible and have a wheelchair accessible bathroom. The guide is made available to visitors and posted and emailed as part of VIC information packs. This guide is reviewed annually at the beginning of the year. VIC staff also encourage local tourism industry to keep their free listing on the Australian Tourism Data Warehouse up to date, which prompts operators to enter detailed information on their accessibility features. The information in this database can be accessed via all government tourism websites including visitnsw.com.au.

3 Systems and Processes

3.1 Update the Customer Service Framework to provide guidance to staff on how to make information more accessible

3.1.1 Written information produced by Council is easier to read both in form and content


Action Title: 4.1.1.61 DIAP A3.1.01 - Develop guidelines and/or checklists for staff to author web accessible documents

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: Guide developed and distributed to web content authors.

3.1.2 People with disabilities can request information in alternative formats and are presented with options to better meet their communication needs

Action Title: 4.1.1.62 DIAP A3.1.02 - Develop guidelines or procedure(s) to produce documentation in alternative formats including providing options that enable timely and cost effective communication to occur

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN

Action Progress Comments: An Accessible Format Request Process has been developed. The purpose of this process is to ensure Council maintains and continues to improve document accessibility in line with the Disability Inclusion Action Plan. An OpenForm has been developed to allow requests for alternate formats of all available Council documents and where practicable, Council will endeavour to provide requested documentation formats.

3.2 Progressively improve accessibility of Council websites

3.2.1 People with disability have greater access to information via Council websites

Action Title: 4.1.1.63 DIAP A3.2.01 - Undertake an audit of Council's websites and intranet against WCAG2.0 standards


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Information & Communications Technology	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	 GREEN

Action Progress Comments: Website accessibility audit of brokenhill.nsw.gov.au complete.

Action Title: 4.1.1.64 DIAP A3.2.02 - Ensure contact details for the National Relay Service and how to access or request alternative format documents is provided on the contact and accessibility pages on Council's website

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	 GREEN
Action Progress Comments: Completed and available at https://www.brokenhill.nsw.gov.au/Website-accessibility						


Action Title: 4.1.1.65 DIAP A3.2.03 - Develop a business case with estimates of costs for updating vs replacing the Council website to WCAG 2.0 AA standard

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	 GREEN
Action Progress Comments: Business case complete and new website deployed. Website conforms to Web Content Accessibility Guidelines 2.1 "AA" standards.						

Action Title: 4.1.1.66 DIAP A3.2.04 - Create an Accessibility page on Council's website describing the accessibility features of the site

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	 GREEN
Action Progress Comments: Completed and available at https://www.brokenhill.nsw.gov.au/Website-accessibility						


Action Title: 4.1.1.67 DIAP A3.2.05 - Create an Accessibility page on the Tourism and Council's websites describing the accessibility features for getting around Broken Hill.

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	Not Started	01-Jul-2017	30-Jun-2021	0%	100.00%	 RED
Action Progress Comments: Broken Hill City Council no longer operates a tourism website - it is provided via www.destinationbrokenhill.com.au . More detailed information on accessibility features around Broken Hill require a larger accessibility audit of local tourism product. Further discussions are required for budget considerations to a) run a local workshop with Visitor Information Centre (VIC) staff and local businesses to educate on the importance of Accessible Tourism and what accessibility features are important and how to log them and b) to have a VIC staff member visit businesses to audit their existing features and take photos.						

3.3 Progressively incorporate accessibility and inclusion considerations in procurement decisions and contracts

3.3.1 Council contracts increasingly specify delivery of accessible and inclusive goods, programs and services by third parties or contractors


Action Title: 4.1.1.68 DIAP A3.3.01 - Source or develop guidelines for incorporating accessibility and inclusion considerations in procurement contracts

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN
Action Progress Comments: Procurement Framework and Policy implemented and currently in use since approval at August 2020 Council meeting.						

3.4 Review the Community Engagement Strategy (Round Table or equivalent body) to improve representation of people with disability, their families and supporters


3.4.1 People with disabilities increasingly give feedback to Council and are able to give formal and informal input on the development and progress of Council plans

Action Title: 4.1.1.69 DIAP A3.4.01 - Develop surveys (including easy read surveys) to distribute at the International Day of People with Disabilities events, and provided to all National Disability Insurance Agency (NDIA) registered service providers operating in Broken Hill, asking key questions about the satisfaction with Community Strategic Plan (CSP) progress

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	 GREEN


Action Progress Comments: The action was scheduled for 2019/2020 for commencement. However, with the presence of COVID-19 identified internationally in December 2019 and the Australian responses made between January 2020 and March 2020, the action has been significantly impacted and consequently delayed. International Day of people with Disabilities events were not conducted in the community in 2020. The easy read survey was completed and distributed in June 2021. The survey was offered as a hard copy and as an OpenForm, and distributed to NDIS providers and sector partners and available to the wider community. Survey results have been collated for inclusion into the engagement material collected to inform the Your Broken Hill 2040 Community Strategic Plan.

Action Title: 4.1.1.70 DIAP A3.4.02 - Recruit and/or invite people with disabilities to the Round Table or equivalent body and enable their active participation by way of Accessible Meeting Guidelines

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2017	30-Jun-2021	75%	100.00%	 AMBER

Action Progress Comments: Website has been updated to include easy access for people with a disability. All relevant documentation on the Community Round Table, including agendas and minutes, are uploaded to the website. Representation of people with disability on the Round Table or equivalent body to be further investigated with the inclusion of a member from the Disability Inclusion Action Plan Monitoring Group as a member of the Community Round Table.

3.5.1 People with disability are represented on reference groups and/or advisory bodies relating to the PAMP; Traffic Safety; Flood/Emergency Evacuation Plans and Council Building refurbishment plans


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Group Manager Infrastructure & Projects	In Progress	01-Jul-2017	30-Jun-2021	50%	100.00%	 RED

Action Title: 4.1.1.72 DIAP A3.5.02 - Ensure consultation with people with disability to provide input on the suggested access features for the Council Administrative Centre and Civic Centre

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Jay Andrew Nankivell - 1001.2 - 1001.2 - General Manager	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	 GREEN

3.6 Ensure Council's emergency evacuation procedures specifically consider the needs of people with disability

3.6.1 Council's emergency evacuation procedures address the specific needs of people with disability

Action Title: 4.1.1.73 DIAP A3.6.01 - Review emergency evacuation procedures for all Council buildings to address the needs of people with disability						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Risk Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	 GREEN
Action Progress Comments: Review of emergency evacuation procedures completed, fire warden training completed, independently reviewed evacuation drills completed for all Council sites and documentation updated accordingly.						

3.7 Progressively review the procedures supporting access to all Council services and processes (such as making a complaint etc) to ensure improved access

3.7.1 Council services can be accessed more independently by people with disability

Action Title: 4.1.1.74 DIAP A3.7.01 - Review the policy and procedures for handling complaints to ensure better access for people with disability						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	 GREEN
Action Progress Comments: Complaints Management Policy adopted 30 August 2017; minute number 45610. Complaints Management Procedure and Workflow developed with communication and implementation scheduled for 2021. Policy and procedure consider disability inclusion with plain English documentation and an accommodation of a variety of methods to register a complaint and easy to follow workflow chart.						

Action Title: 4.1.1.75 DIAP A3.7.02 - Review the procedures for handling customer service requests to ensure better access for people with disability						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %

Corporate Services Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	0.00%	<div><div></div><div></div><div></div><div></div></div> <div>GREEN</div>
Action Progress Comments: The review of procedures for handling customer requests is incorporated in Council's Customer Service Framework. The review of the Customer Service Framework was undertaken in 2019/2020 and is reviewed every two years. Better access for those with a disability is included and considered within the procedures in this Framework.						
4 Employment						
4.1 Review Council recruitment and employment processes to ensure they provide fair and barrier free opportunity to candidates who have a disability						
4.1.1 Council has access to resources supporting best practice with regards to recruiting people with disability						
Action Title: 4.1.1.76 DIAP A4.1.01 - Join the Australian Network on Disability to access resources that will support Council to become a more inclusive employer						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Resources Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	<div><div></div><div></div><div></div><div></div></div> <div>GREEN</div>
Action Progress Comments: Budget to purchase Membership of the Australian Network on Disability approved for 2017/2018 and ongoing.						
Action Title: 4.1.1.77 DIAP A4.1.02 - Access and implement the free resources from the Australian Network on Disability, specifically: <ul style="list-style-type: none"> • Sharing and monitoring disability information in the workplace; and • Employers' Guide to Partnering with Disability Employment Services 						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Human Resources Coordinator	Completed	01-Jul-2017	30-Jun-2021	100%	100.00%	<div><div></div><div></div><div></div><div></div></div> <div>GREEN</div>

Action Title: 4.1.1.78 DIAP A4.1.03 - Purchase the Australian Network on Disability resource "Manager's Guide: Disability in the Workplace" and update Council's policies in line with best practice examples provided

Action Progress Comments: Council has purchased of "Manager's Guide: Disability in the Workplace" and all current policies and procedures being reviewed for implementation of best practice amendments as required.

Action Title: 4.1.1.79 DIAP A4.1.04 - Ensure employment processes and budget is developed to assess and/or implement appropriate and reasonable adjustment

Action Progress Comments: Recruitment Framework has been finalised and implemented operationally and addressed Council's ability to implement reasonable adjustment for all applicants during the employment process.

ORDINARY MEETING OF THE COUNCIL

August 4, 2021

ITEM 10BROKEN HILL CITY COUNCIL REPORT NO. 140/21

SUBJECT: INVESTMENT STRATEGY AND PORTFOLIO REVIEW FOR
2020/2021 17/82

Recommendation

1. That Broken Hill City Council Report No. 140/21 dated August 4, 2021, be received.

Executive Summary:

This report is to satisfy the *Local Government (General) Regulation 2005* (Part 9, Division 5, Clause 212), effective from 1 September 2005, requires the Responsible Accounting Officer of a Council to provide a written report setting out details of all monies that have been invested under Section 625 (2) of the *Local Government Act 1993*, as per the Minister's Amended Investment Order gazetted 11 March 2011.

The global economic recovery is well under way despite the occasional set back among specific countries and regions as well as Covid variants reversing the recent downward trends in hospitalisations and deaths in advanced economies.

The Australian economy continues to transition from recovery to expansion. GDP increased by a stronger-than-expected 1.8% in the March quarter to be almost 1% above its pre-pandemic level. The solid momentum in growth has continued into the June quarter.

Despite the strong recovery in jobs and reports of labour shortages, domestic inflation and wage outcomes remain subdued. While a pick-up in inflation and wages growth is expected, RBA economists expect it to be only gradual and modest over the coming 2 years.

Council's investment portfolio performed strongly over the Financial Year, earning 1.92% in a very low interest rate environment. The gains were predominately a result of solid gains in domestic and international share markets reflected through the NSW TCorplm Medium Term Growth Fund.

Competitively priced term deposits in the 3-6 month range are good value now as reinvestment rates upon their maturities will likely be similar to current levels. It is recommended to be selective with 9-12 month TDs in the current environment to help minimise reinvestment risk.

All of council's investment have been made within council policy and the *Local Government Act 1993*.

Report:**Investment Climate**

The global economic recovery is well under way despite the occasional set back among specific countries and regions as well as Covid variants reversing the recent downward trends in hospitalisations and deaths in advanced economies. Central bank interest rate

policy settings remain highly accommodative, i.e. rates are being kept low, even as some economists worry about the flare up of inflation.

Headline consumer price inflation has increased in advanced economies, although price pressures have been narrowly concentrated in specific sectors and is expected to be short-lived. Medium-term inflation expectations have increased in many advanced economies, but only to rates consistent with or a little below central banks' targets, at least in the estimation of the central banks' economists.

Overall, the rollout of Covid vaccinations has progressed well over the past 6 months in many advanced economies and some large emerging market economies, although progress had been hindered in some countries by limited supplies, logistical issues and vaccine hesitancy.

There has even been a tentative restart to international tourism in some countries, particularly within Europe. Global goods trade and the global manufacturing sector continue to improve due to ongoing strength in the consumption of goods in advanced economies and indications are that the pipeline of work will continue to support global production and goods trade in the months ahead.

Labour participation rates are still lower than before the pandemic in most advanced economies. An exception has been the United States which is expected to have a quick return to tight labour market conditions where substantial fiscal stimulus continues to support demand, this has led to the US Federal Reserve bringing forward its expectations of an increase in key interest rates to 2023 from 2024.

Australian Economic Conditions

The Australian economy continues to transition from recovery to expansion. Gross Domestic Product (GDP) increased by a stronger-than-expected 1.8% in the March quarter to be almost 1% above its pre-pandemic level. The solid momentum in growth has continued into the June quarter.

Recent Covid outbreaks in many parts of the country, and associated restrictions, will likely weigh on household consumption through the next six months. However, spending is expected to rebound, supported by the low interest rate environment, when vaccination progress improves and containment measures are eased.

The unemployment rate has declined further and faster than expected earlier in the year, dipping below 5% in June, hitting pre-pandemic levels. Job vacancies have increased significantly and have reached multi-decade highs as a share of the labour force.

Despite the strong recovery in jobs and reports of labour shortages, inflation and wage outcomes remain subdued. While a pick-up in inflation and wages growth is expected, RBA economists expect it to be only gradual and modest over the coming 2 years.

Interest Rate Environment

With cuts of 25 basis points in July and October, the RBA has slashed the official cash rate to a record low of 0.75% in its effort to increase employment and lift stubbornly low inflation back into the 2-3% target band.

With little signs of the last round of cuts being on course to meet their full objectives, the RBA is expected to cut a further 25 basis points off the cash rate within the next six months.

In the minutes of its latest meeting, the RBA noted that it "had the ability to provide further stimulus to the economy, if required" (i.e. more rate cuts) and that "it was reasonable to expect that an extended period of low interest rates would be required in Australia to reach full employment and achieve the inflation target."

At this stage, the futures market is pricing in another 25bp rate cut by July, which would take the official cash rate to 0.50%

International & Australian Equities

Overall, the 2020/21 financial year saw a strong rebound in returns for investors as the focus shifted from the recession to recovery against a backdrop of policy stimulus and vaccines.

Equity markets entered the financial year strongly due to increased investor confidence after the sharp fall in early 2020 off the back of initial Covid fears.

Markets then fell in mid/late 2020 as technology stocks fell out of favour, followed by the rapid spread of Covid case numbers in Europe and the US elections in October.

US share markets rebounded after President Biden's election victory and positive news on the progress of Covid vaccines. The passage of the US fiscal stimulus package in December resulted in the US S&P 500, breaking through 3700 for the first time and has continued its upward trend since, ending June at 4300.

Gains in the US markets were largely mirrored in other advanced countries as European and Japanese share indices both gained over 28% with investors anticipating pent up demand for goods to soar as Covid vaccines take hold. Despite a slowing vaccine take-up rate in some advanced countries, there is enough indication of a light at the end of the tunnel to encourage optimism.

Council's Portfolio Performance

Council's investment portfolio performed strongly over the Financial Year, earning 1.92% in a very low interest rate environment. The gains were predominately a result of solid gains in domestic and international share markets reflected through the NSW TCorpIM Medium Term Growth Fund.

Monthly performance of the NSW TCorpIM Medium Term Growth Fund is subject to greater volatility than other assets in Council's portfolio and are recommended for holdings with time horizons of at least 3-7 years.

All of council's investment have been made within council policy and the *Local Government Act 1993*.

Investment Strategy Recommendation

High yield at call and short dated notice accounts are paying very attractive rates and Council's use of them is recommended, but with a caution that the banks can change their rates at any point. Therefore, diversifying by locking attractive rates for longer periods remains advised for a portion of the portfolio, depending on cash flow requirements.

With 15% of the portfolio in the NSW TCorpIM Medium Term Growth Fund, Council has a well-diversified long term exposures.

As new FRN(Floating-Rate Note) issues come to market, it is recommended Council consider those that may present as good long term value if expenditure requirements allow.

For further and more in-depth information, please refer to the attached report.

Strategic Direction:

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

Relevant Legislation:

This report is provided for Council's consideration in compliance with the requirements of *Part 9, Division 5, Clause 212 of the Local Government (General) Regulations 2005*.

Attachments

1. [↓](#) Investment Strategy & Portfolio Review for 2020/21 Financial Year

SIMON BROWN
ACTING CHIEF FINANCIAL OFFICER

JAY NANKIVELL
GENERAL MANAGER



27 July 2021

Mr Jay Nankivell
Chief Financial Officer
Broken Hill City Council
240 Blende St
BROKEN HILL NSW 2880

Dear Jay,

Investment Strategy and Portfolio Review – 2020/21 Financial Year

Please find attached Council's Investment Strategy and Portfolio Review for the 2020/21 Financial Year.

The global economic recovery is well under way despite the occasional set back among specific countries and regions. Likewise, the Australian economy continues to transition from recovery to expansion with recent GDP and employment data reaching pre-pandemic levels.

Nevertheless, the RBA still expects inflation and wages growth to not reach sufficient levels to warrant a rate rise until at least 2024 which, if correct, will mean another 2+ years of the current low interest rate environment.

Strong returns from Council's NSW TCorpIM Medium Term Growth Fund have resulted in the portfolio earning 1.92% during the Financial Year, well above a strictly cash and fixed interest portfolio.

Please call with any questions or we can also arrange a video meeting at your convenience if you wish.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Erik Gates', enclosed within a thin black rectangular border.

Erik Gates

Director



**Investment Strategy
and
Portfolio Review
2020/21 Financial Year**



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Executive Summary

Investment Climate:

- The global economic recovery is well under way despite the occasional set back among specific countries and regions as well as Covid variants reversing the recent downward trends in hospitalisations and deaths in advanced economies.
- Global goods trade and the global manufacturing sector continue to improve due to ongoing strength in the consumption of goods in advanced economies. Inflation has also increased in those economies, although price pressures have been narrowly concentrated in specific sectors and is expected to be short-lived.
- The Australian economy continues to transition from recovery to expansion. GDP increased by a stronger-than-expected 1.8% in the March quarter to be almost 1% above its pre-pandemic level. The solid momentum in growth has continued into the June quarter.
- Despite the strong recovery in jobs and reports of labour shortages, domestic inflation and wage outcomes remain subdued. While a pick-up in inflation and wages growth is expected, RBA economists expect it to be only gradual and modest over the coming 2 years.

Investment Portfolio:

- Council's investment portfolio performed strongly over the Financial Year, earning 1.92% in a very low interest rate environment. The gains were predominately a result of solid gains in domestic and international share markets reflected through the NSW TCorpIm Medium Term Growth Fund.
- High yield at call and short dated notice accounts are paying very attractive rates and Council's use of them is recommended, but with a caution that the banks can change their rates at any point. Therefore, diversifying by locking attractive rates for longer periods remains advised for a portion of the portfolio, depending on cash flow requirements.

Investment Strategy:

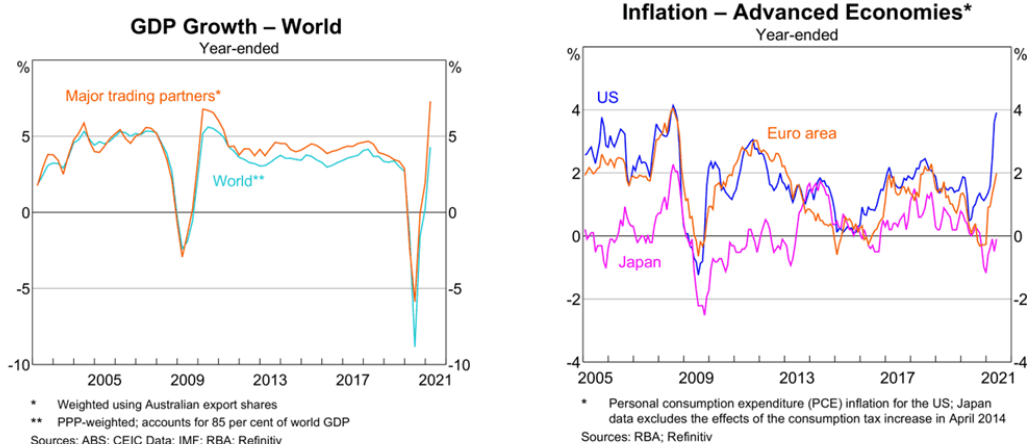
- Competitively priced term deposits in the 3-6 month range are good value now as reinvestment rates upon their maturities will likely be similar to current levels. It is recommended to be selective with 9-12 month TDs in the current environment to help minimise reinvestment risk.
- The market is expecting interest rates to be 25-75 basis points higher across the yield curve a year from now, therefore floating rate options will likely be favoured over fixed rates for longer term deposits/securities.



Investment Climate

International Economic Overview

The global economic recovery is well under way despite the occasional set back among specific countries and regions as well as Covid variants reversing the recent downward trends in hospitalisations and deaths in advanced economies. Central bank interest rate policy settings remain highly accommodative, i.e. rates are being kept low, even as some economists worry about the flare up of inflation.



Headline consumer price inflation has increased in advanced economies, although price pressures have been narrowly concentrated in specific sectors and is expected to be short-lived. Medium-term inflation expectations have increased in many advanced economies, but only to rates consistent with or a little below central banks' targets, at least in the estimation of the central banks' economists.

Overall, the rollout of Covid vaccinations has progressed well over the past 6 months in many advanced economies and some large emerging market economies, although progress had been hindered in some countries by limited supplies, logistical issues and vaccine hesitancy.

There has even been a tentative restart to international tourism in some countries, particularly within Europe. Global goods trade and the global manufacturing sector continue to improve due to ongoing strength in the consumption of goods in advanced economies and indications are that the pipeline of work will continue to support global production and goods trade in the months ahead.

Labour participation rates are still lower than before the pandemic in most advanced economies. An exception has been the United States which is expected to have a quick return to tight labour market conditions where substantial fiscal stimulus continues to support demand, this has led to the US Federal Reserve bringing forward its expectations of an increase in key interest rates to 2023 from 2024.



Australian Economic Overview

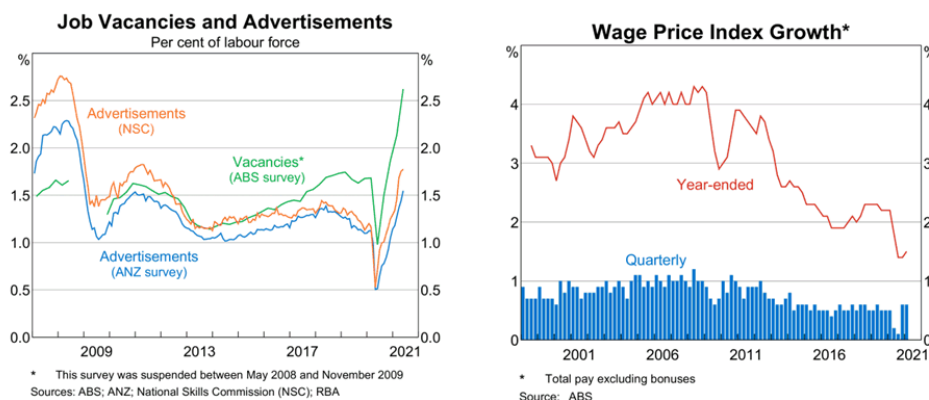
The Australian economy continues to transition from recovery to expansion. Gross Domestic Product (GDP) increased by a stronger-than-expected 1.8% in the March quarter to be almost 1% above its pre-pandemic level. The solid momentum in growth has continued into the June quarter.

Recent Covid outbreaks in many parts of the country, and associated restrictions, will likely weigh on household consumption through the next six months. However, spending is expected to rebound, supported by the low interest rate environment, when vaccination progress improves and containment measures are eased.

The unemployment rate has declined further and faster than expected earlier in the year, dipping below 5% in June, hitting pre-pandemic levels. Job vacancies have increased significantly and have reached multi-decade highs as a share of the labour force.

Despite the strong recovery in jobs and reports of labour shortages, inflation and wage outcomes remain subdued. While a pick-up in inflation and wages growth is expected, RBA economists expect it to be only gradual and modest over the coming 2 years.

Job advertisements and vacancies are surging, yet wage growth remains sluggish:



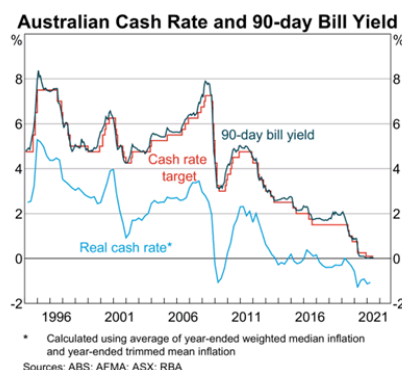
Year-ended CPI inflation is expected to rise temporarily above the 2-3% target in the June quarter owing to the reversal of some Covid-related price reductions in the previous year but it is then expected to decline again over the short term.

The low interest rate environment continues to fuel the housing market. Nationally, housing prices have increased by more than 10% in the first half of the 2021; a similar pace of growth has been recorded in other advanced economies. Conditions have been strong in capital cities and regional areas alike, as well as across different price segments and among both apartments and houses.



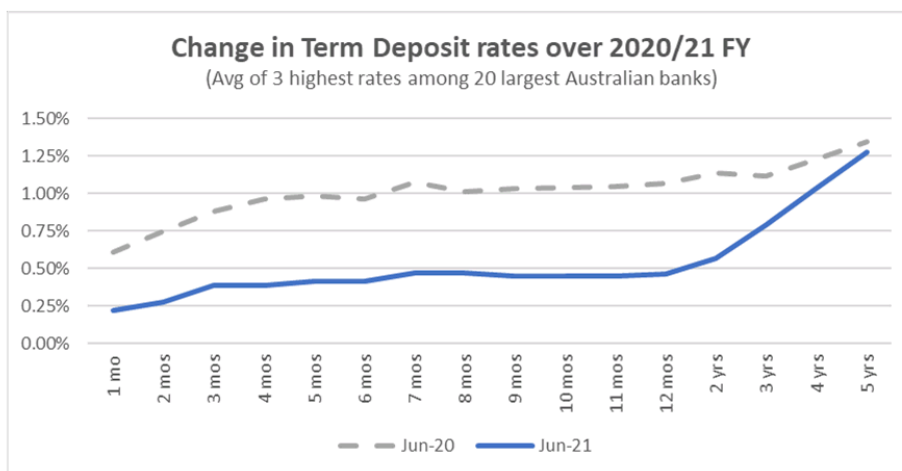
Interest Rate Environment and Forecasts

The Australian Government and the RBA have taken aggressive fiscal and monetary action since the onset of Covid-19 to help offset the detrimental effects of mandatory lockdowns. The RBA is slowly easing up on their funding programs to the financial markets but continue to maintain that they expect to keep the official cash rate unchanged until at least 2024.



The RBA's Term Funding Facility (TFF) which provided banks with 3 year funds at 0.10%pa, ended in June. The impact of the TFF resulted in bank funding costs and lending rates drifting to historic lows. The central bank has also cut its weekly bond purchases, another tool to help keep interest rates low, from \$5bln to \$4bln.

Over the 2020/21 FY, the average term deposit rates on a selection of the largest Australian banks have declined by an average of 50 basis points across the 1 month to 5 year range. An increase in long dated interest rates over recent months closed the gap in the 3-5 year area vs TD rates received a year ago:



The RBA has remained committed to maintaining highly supportive monetary conditions for the labour market to tighten enough to generate wages growth materially higher than current levels, and inflation consistent with the 2-3% target.



Despite some economists predicting rate rises starting in mid/late 2023, the RBA's forecasting shows that the conditions they require for a rate rise will not be met before 2024.

Forecast inflation, benchmark rate levels and investment returns are shown below. Assumptions for the returns are shown in parentheses:

Long Term Inflation and Returns Forecasts	1	2	3	4	5	6	7	8	9	10
	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Australian CPI	1.25%	2.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
RBA Cash Rate	0.10%	0.25%	0.50%	1.00%	1.25%	1.50%	1.75%	2.00%	2.00%	2.00%
90 Day Bank Bill	0.22%	0.75%	1.25%	1.60%	1.95%	2.20%	2.30%	2.35%	2.40%	2.50%
TD Returns (90 day BB +0.50% until 2022/23, then +0.40%)	0.72%	1.25%	1.65%	2.00%	2.35%	2.60%	2.70%	2.75%	2.80%	2.90%
FRN Returns (BBSW +0.80% until 2023/24, then BBSW+0.50%)	1.02%	1.55%	2.05%	2.10%	2.45%	2.70%	2.80%	2.85%	2.90%	3.00%
TCorp MTGF Target Returns (CPI +2.0% over rolling 7yrs)	3.25%	4.00%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
TCorp LTGF Target Returns (CPI +3.5% over rolling 10yrs)	4.75%	5.50%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%

Sources: International Monetary Fund; Reuters; Reserve Bank of Australia; Commonwealth Budget forecasts



International & Australian Equities

Overall, the 2020/21 financial year saw a strong rebound in returns for investors as the focus shifted from the recession to recovery against a backdrop of policy stimulus and vaccines.

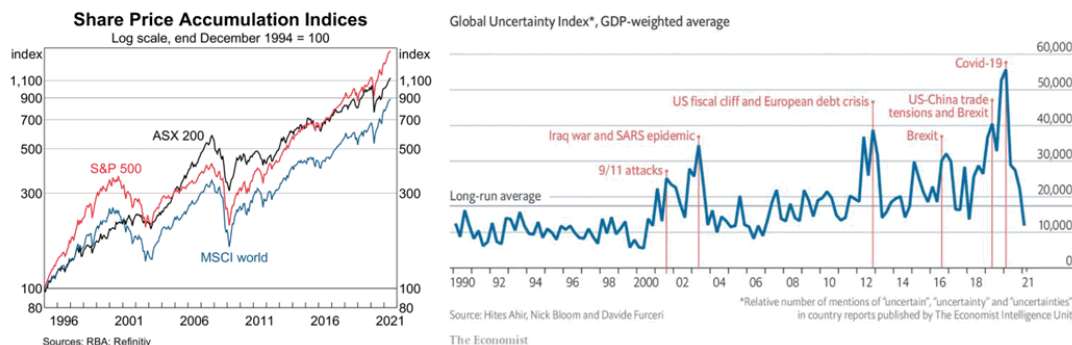
Equity markets entered the financial year strongly due to increased investor confidence after the sharp fall in early 2020 off the back of initial Covid fears.

Markets then fell in mid/late 2020 as technology stocks fell out of favour, followed by the rapid spread of Covid case numbers in Europe and the US elections in October.

US share markets rebounded after President Biden's election victory and positive news on the progress of Covid vaccines. The passage of the US fiscal stimulus package in December resulted in the US S&P 500, breaking through 3700 for the first time and has continued its upward trend since, ending June at 4300.

Gains in the US markets were largely mirrored in other advanced countries as European and Japanese share indices both gained over 28% with investors anticipating pent up demand for goods to soar as Covid vaccines take hold. Despite a slowing vaccine take-up rate in some advanced countries, there is enough indication of a light at the end of the tunnel to encourage optimism.

The charts below reflect the surge in share markets (left) as the "Global Uncertainty Index", an index based on a wide set of information from over 140 countries, has fallen sharply from its Covid related peak in early 2020:



The Australian share market also performed strongly with the All Ords Accumulation Index up over 30% over the past 12 months led by Consumer Discretionary Goods +48%, Financials and IT both up 40% and Materials +35%. Utilities performed poorly over the financial year (-18%) as "risk on" investors turned to the IT sector and long term bond yields started to rise again.



As for the upcoming financial year, views of leading economists include:

- Overall returns from well diversified portfolios are still likely to be perform well over the next 12 months. Shares are expected to see reasonable returns helped by strong economic and earnings growth and continued low interest rate environment.
- Cash and bank deposit returns are likely to remain low as the RBA is expected to keep the cash rate at 0.10%.
- Low starting point yields and a capital loss from gradually rising yields are likely to result in low returns from bonds.
- Unlisted commercial property may still see some weakness in retail and office returns but the industrial sector is likely to be strong. Unlisted infrastructure is expected to be solid.
- Home prices are expected to rise 20% this year but slow to 5% growth next year as poor affordability, rising fixed rates, tighter lending standards and reduced population growth impact the market.
- The Australian dollar is expected to trend upward in line with global recovery and strong commodity prices.

Primary areas of focus for the upcoming 12 months are expected to be the progress of Covid vaccinations and virus-related lockdowns stalling the economy, inflationary pressures both domestically and abroad, central banks' winding down of stimulus measures, and trade tensions with China.

Commentary sources: AMP Capital Markets, International Monetary Fund, Reserve Bank of Australia, the Economist Group



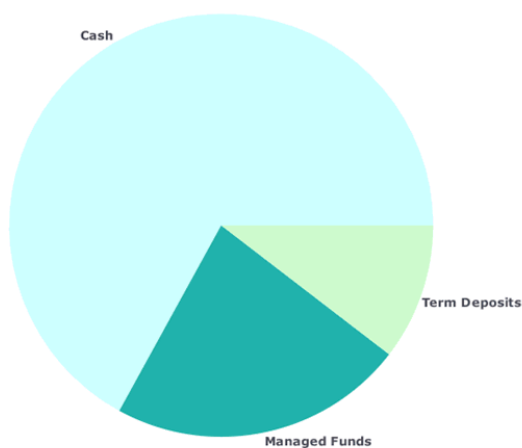
Investment Portfolio Structure and Exposures vs Policy Limits

Council has a well-diversified investment portfolio across a range of asset types including:

- **Cash:** including the high yielding Westpac 90 day Notice Account (paying 0.55%pa) and the Macquarie Bank Accelerator account (paying 0.40%pa) both of which are higher than many longer dated term deposits.
- **Term Deposits** among a selection of Australian Authorised Deposit taking Institutions (ADIs)
- **Growth Assets** via the NSW TCorpIM Medium Term Growth Fund (further details in Appendix A)

Asset Allocation as of June 30:

Portfolio Holding Breakdown	
Product Type	Face Value
Cash	19,256,428.61
Managed Funds	6,475,968.09
Term Deposits	3,000,000.00
	28,732,396.70

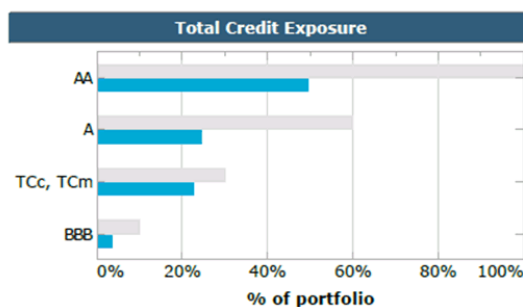




The following tables summarise Council's Investment Portfolio, as of June 30, in terms of its Investment Policy Framework:

- A. Overall Portfolio Credit Limits
- B. Individual Institution Limits, and
- C. Term to Maturity Limits

A. Overall Portfolio Credit Limits:



Credit Rating	Face Value (\$)		Policy Max	
AA	14,227,959			
	14,227,959	50%	100%	✓
A	7,028,470			
	7,028,470	24%	60%	✓
TCc	2,126,483			
TCm	4,349,485			
	6,475,968	23%	30%	✓
BBB	1,000,000			
	1,000,000	3%	10%	✓
	28,732,397	100%		

✓ = compliant
X = non-compliant

Council's portfolio is well diversified, and within policy limits, across investment grade rated banks and NSW TCorpIM funds.

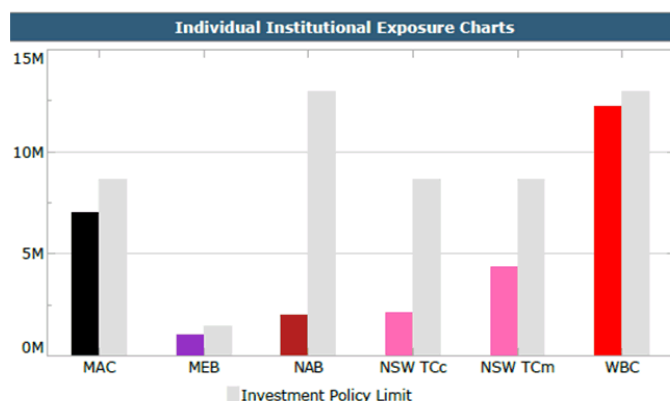
A list of Australian ADIs with their current credit ratings are included in Appendix C of this review.



B. Individual Institution Limits:

Council's portfolio consists of a diversified selection of authorised investment options for NSW councils.

Council's exposures versus policy limits as of 30 June:



Current Exposures		
Macquarie Bank (A+)	7,028,470	24%
Members Equity Bank (BBB)	1,000,000	3%
National Australia Bank (AA-)	2,000,000	7%
NSW T-Corp (TCc)	2,126,483	7%
NSW T-Corp (TCm)	4,349,485	15%
Westpac Group (AA-)	12,227,959	43%
	28,732,397	

During the financial year, Council updated its Investment Policy to comply with NSW TCorp's loan covenant requirements. A significant change was a reduced limit allowed for banks in the BBB rating category.

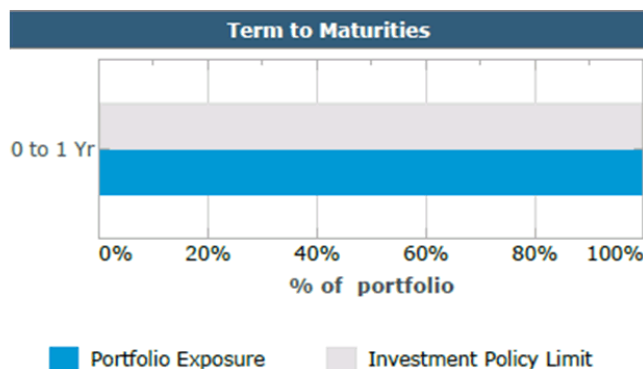
However, Council has done well sourcing good opportunities among the higher rated banks including using the Macquarie Bank at call account paying 0.40%pa which is a better rate than most term deposits out to 12 months.

Council's portfolio exposures comply with legislation and are within Council's investment policy guidelines.



C. Term to Maturity Limits:

Council's investment portfolio has a combination of short dated cash accounts; managed cash fund; fixed interest securities (term deposits) and long term growth asset exposure through the NSW TCorpIM Medium Term Growth Fund:



Detailed Maturity Profile	Face Value (\$)	
00. Cash + Managed Funds	25,732,397	90%
02. Between 30 Days and 60 Days	500,000	2%
04. Between 90 Days and 180 Days	2,000,000	7%
05. Between 180 Days and 365 Days	500,000	2%
	28,732,397	

Council is taking good advantage of high yield at call and short dated notice accounts which are currently paying rates well above even 12 month term deposits. As these accounts can change their rates at any point, it is still recommended to seek competitive longer dated deposits for funds not required in the near term.

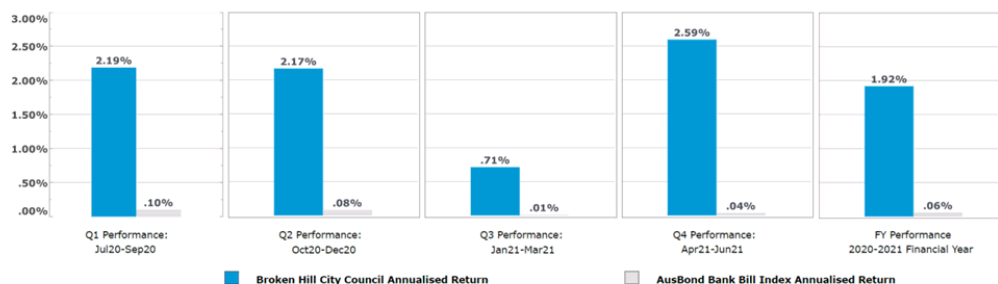
Council's holdings in the NSW TCorpIM Medium Term Growth Fund, totalling approx. \$4.3m, are in the "Cash + Managed Funds" category above.

Council's short/long term investment ratio is approximately 85%/15% when accounting for the NSW TCorpIM Medium Term Growth Fund as a long term holding. While these are held as long term investments, they are available to be liquidated within days.



Portfolio Performance, Interest Details & Capital Movements

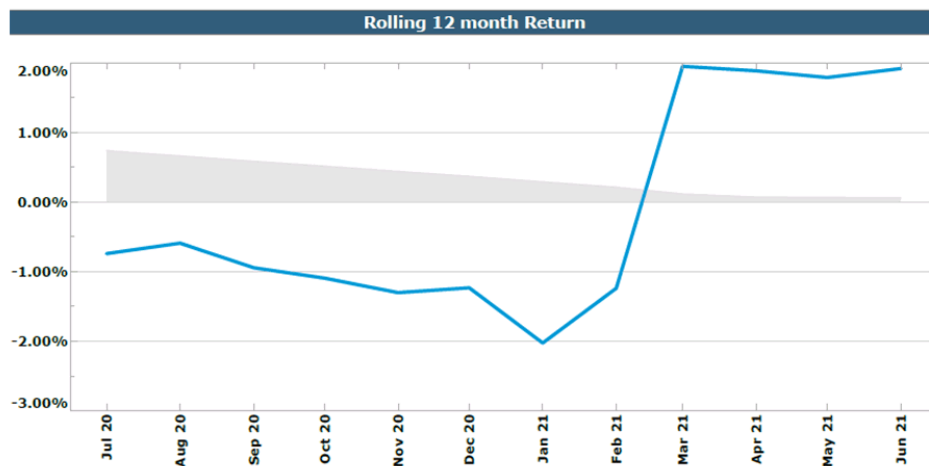
The charts below show Council's 2020/21 quarterly and FY investment portfolio returns against benchmark:



Council's investment portfolio performed strongly over the Financial Year, earning 1.92% in a very low interest rate environment. The gains were predominately a result of solid gains in domestic and international share markets reflected through the NSW TCorpIm Medium Term Growth Fund. *(Marked-to-market returns include any changes on underlying security valuations based upon current market interest rates).*

Monthly performance of the NSW TCorpIM Medium Term Growth Fund is subject to greater volatility than other assets in Council's portfolio and are recommended for holdings with time horizons of at least 3-7 years.

The chart below shows Council's total portfolio return on a rolling 12 month basis:





Interest Accrued

Summary Interest Accrued Calculations up to 30-Jun-21

Instrument	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021	Grand Total
Cash	5,229.57	4,920.51	4,212.05	8,152.38	7,962.43	7,065.39	7,122.09	5,255.7	5,247.5	4,922.18	5,049.91	4,761.77	69,901.48
Managed Fund	849.84	529.74	394.54	752.73	569.06	186.59	82.83	-19.28	12.55	48.22	117.42	-103.85	3,420.39
Term Deposit	7,672.61	5,478.09	4,315.89	3,800.81	3,177.24	2,202.88	2,068.1	1,369.31	1,266.28	1,101.66	1,037.95	983.01	34,473.83
Grand Total	13,752.02	10,928.34	8,922.48	12,705.92	11,708.73	9,454.86	9,273.02	6,605.73	6,526.33	6,072.06	6,205.28	5,640.93	107,795.70

Council has accrued just under \$108,000 in interest for the 2020/21 Financial Year.

Interest Received

Summary Interest Received Calculations up to 30-Jun-21

Instrument	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021	Grand Total
Cash	5,229.57	4,920.51	4,212.05	8,152.38	7,962.43	7,065.39	7,122.09	5,255.7	5,247.5	4,922.18	5,049.91	4,761.77	69,901.48
Term Deposit	7,666.43	19,197.26	8,545.21	1,408.9	4,758.35	10,221.91		4,200	1,978.77	832.19	1,745.21	1,171.78	61,726.01
Grand Total	12,896	24,117.77	12,757.26	9,561.28	12,720.78	17,287.3	7,122.09	9,455.7	7,226.27	5,754.37	6,795.12	5,933.55	131,627.49

Council has received over \$131,000 in interest/coupons in the 2020/21 Financial Year.

Capital Movements

Summary Capital Movements Calculations up to 30-Jun-21

Instrument	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021	Grand Total
Managed Fund	34,656.13	28,893.72	-10,462.22	-735.63	108,341.26	13,118.65	-9,726.6	-21,823.55	54,640.61	64,367.21	27,790.29	59,890.11	348,948.98
Grand Total	34,656.13	28,893.72	-10,462.22	-735.63	108,341.26	13,118.65	-9,726.6	-21,823.55	54,640.61	64,367.21	27,790.29	59,890.11	348,948.98

Council's investment in the NSW TCorp Medium Term Growth Fund increased by nearly \$350k in a very good year for domestic and international share markets.

Purchase/Maturities/Sales

Summary Purchases/Maturities/Sales Calculations up to 30-Jun-21

Instrument	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021	Grand Total
Managed Fund											1,000,000	1,000,000
Term Deposit	-1,000,000	-1,500,000	500,000	-500,000	0	0	-500,000	-500,000	0	0	0	-3,500,000
Grand Total	-1,000,000	-1,500,000	500,000	-500,000	0	0	-500,000	-500,000	0	0	1,000,000	-2,500,000.00

During the financial year, Council decreased its net term deposit exposures by \$3.5m largely in favour of the high yield cash accounts. The new term deposits are earning a weighted average rate of 0.48%pa which is inline with the combination of the Westpac 90d Notice Account (paying 0.55%) and the Macquarie Accelerator Account (paying 0.40%).

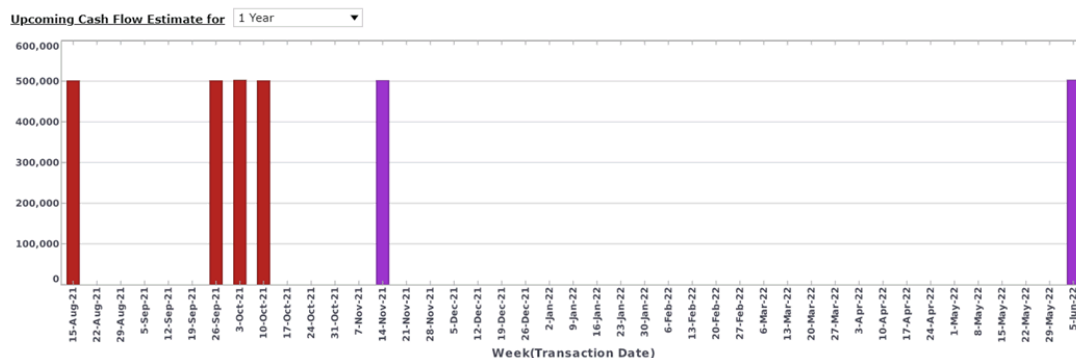


Investment Strategy Recommendations

Upcoming cash flow (existing investments):

Council is taking advantage of the high yield cash accounts from Westpac and Macquarie Bank resulting in a modest term deposit portfolio.

Short-term: weekly maturity schedule for 12 months:



High yield at call and short dated notice accounts are paying very attractive rates and Council's use of them is recommended, but with a caution that the banks can change their rates at any point. Therefore, diversifying by locking attractive rates for longer periods remains advised for a portion of the portfolio, depending on cash flow requirements.

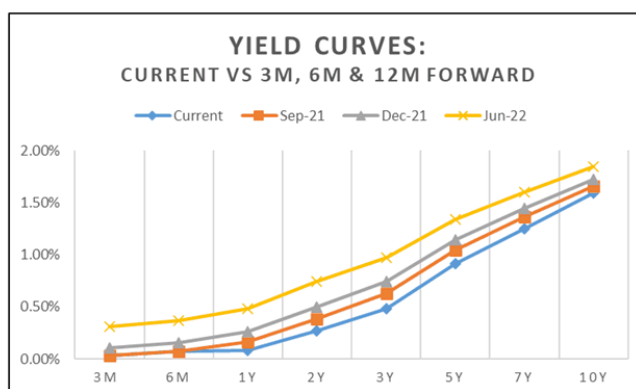
With 15% of the portfolio in the NSW TCorpIM Medium Term Growth Fund, Council has a well-diversified long term exposures.

As new FRN issues come to market, it is recommended Council consider those that may present as good long term value if expenditure requirements allow.



Looking Forward – Value in the Market

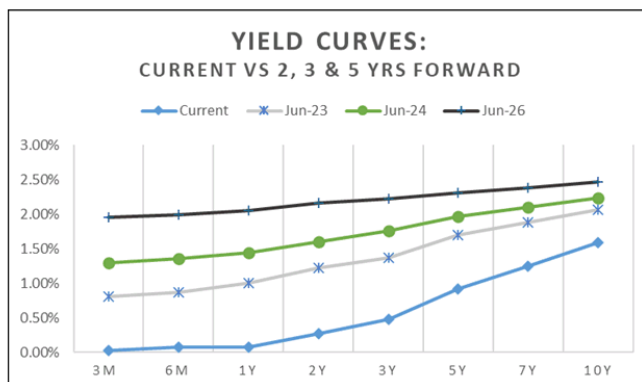
Short-term Outlook (up to 12 months): short term interest rates are expected to increase modestly over the next 6 months (difference between the blue and grey lines below). But, by the end of the 2021/22 financial year, market rates are expected to be up to 30 basis points (0.30%) higher across the 3-12 month terms (blue line versus yellow line):



This indicates that competitively priced term deposits in the 3-6 month range are good value now as reinvestment rates upon their maturities will likely be similar to current levels.

The gap between today's rates and those expected to be offered in the future begins to widen after 6 months, therefore it is recommended to be particularly selective with 9-12 month TDs in the current environment to help minimise reinvestment risk.

Long-term Outlook (12 months and greater): The market is expecting interest rates to be 30-75 basis points higher across the yield curve a year from now (blue vs grey lines below), with the biggest increases in the 3 month to 3 year time frames. Therefore, floating rate investment options, e.g. Floating Rate Notes and TDs, are recommend for long term investments of 12 months or greater:





Over the past 18 months the RBA's Term Funding Facility (TFF) had been providing Australian banks with very cheap funding, consequently the banks' appetite for more expensive customer and market funding options such as term deposits and bond issues had decreased.

Now that the RBA has stopped the TFF program, it is expected that banks will again come to market with long dated bond issues. The impact of the remaining RBA stimulus measures (such as the weekly bond purchases aimed at keeping longer term rates low) on bond pricing is yet to be seen.

While the low interest rate environment continues to prevail, it is expected that rates will begin to rise over the coming year. Therefore, being selective in terms and interest rate formats (fixed vs floating) is important. There remain specials across all time periods offering good value:

At Call	Macquarie Bank Accelerator paying 0.40%pa variable on balances up to \$10m. <i>(Being utilised by Council)</i>
Notice Account	Westpac 90 day Notice Account paying 0.55%pa variable. <i>(Being utilised by Council)</i>
<12 month investments	Currently good value in competitive TD rates in the 3-6 month area. With rates expected to be higher in 12 months, 9-12 month fixed rate TDs entered into now need to be offering very attractive rates to help reduce interest rate risk upon maturity.
>12 month investments	<p>Currently there is limited value in fixed rate options greater than 12 months, however, NAB's 18mo and 2yr rates have been competitive, particularly for a major.</p> <p>There have been only a few new floating rate note issues over the past 12+ months, and none from the majors. This market is expected to become more active over the coming year, but pricing may continue to be less aggressive than in prior years. Occasionally, existing offers on the secondary market provide reasonable value and can be reviewed on a case-by-case basis if Council's cashflow requirements permit.</p> <p>NSW TCorpIM Medium and Long Term Growth Funds for holdings available for 3-7+yrs. These funds provide a good option for very long term holdings, but Council must be remain comfortable with short term volatility.</p> <p><i>(Council is utilising the Medium Term Growth Fund)</i></p>

Note: prevailing interest rates, appropriateness for Council and compliance with policy limits are always reviewed at time of consideration.



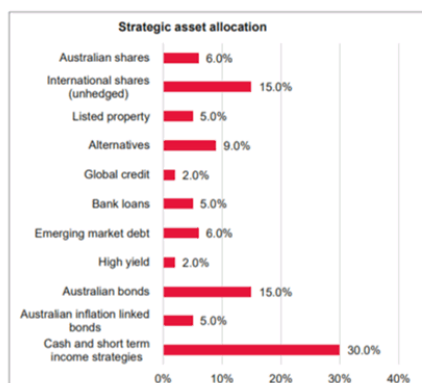
Appendix A – Managed Funds

Managed Funds																		
<div>NSW TCorp Cash Fund</div> <div><div>\$ 2,126,483 investment</div><div>Unrated</div></div>	<div>The NSW TCorp Cash Facility aims to earn an after-fee return similar to that of the Bloomberg Bank Bill Index (its benchmark). It is primarily a cash management tool allowing for same day access to funds whilst paying a slightly higher return than could be expected from a bank cash management account. This fund is designed as a high volume transactional account for investors that deposit and redeem large tranches of funds at least weekly.</div> <div>The charts below show the current asset allocation, credit profile and maturity profile of the underlying holdings in the NSW TCorpIM Cash Fund:</div> <div><div><div>Security allocation</div></div><div><div>Maturity profile</div></div><div><div>Issuer rating allocation</div></div><div><div>Running yield</div><table><tr><td></td><td>%</td></tr><tr><td>Fund</td><td>0.08</td></tr><tr><td>Benchmark</td><td>0.03</td></tr></table><div><div>Duration</div><table><tr><td></td><td>Years</td></tr><tr><td>Fund</td><td>0.18</td></tr><tr><td>Benchmark</td><td>0.13</td></tr></table></div></div></div>					%	Fund	0.08	Benchmark	0.03		Years	Fund	0.18	Benchmark	0.13		
		%																
	Fund	0.08																
	Benchmark	0.03																
	Years																	
Fund	0.18																	
Benchmark	0.13																	
<div>The running yield on the fund is currently 0.08%pa or less than 0.01% per month. With the fund attracting a 0.01% buy and 0.01% sell spread, any funds that are deposited and withdrawn within the quarter will lose money (assuming no movement in credit spreads).</div> <div>The low running yield also makes the fund susceptible to negative monthly returns if credit spreads widen during the month.</div>																		
<table><tr><td></td><td colspan="4">Performance to June 2021</td></tr><tr><td></td><td>1 year</td><td>1 year benchmark</td><td>3 year</td><td>3 year benchmark</td></tr><tr><td>NSW TCorp Cash Fund</td><td>0.97%</td><td>0.06%</td><td>1.79%pa</td><td>0.96%pa</td></tr></table>					Performance to June 2021					1 year	1 year benchmark	3 year	3 year benchmark	NSW TCorp Cash Fund	0.97%	0.06%	1.79%pa	0.96%pa
	Performance to June 2021																	
	1 year	1 year benchmark	3 year	3 year benchmark														
NSW TCorp Cash Fund	0.97%	0.06%	1.79%pa	0.96%pa														
<div>NSW TCorp Medium Term Growth Fund</div> <div><div>\$ 4,349,484 investment</div></div>	<div>The NSW TCorp Medium Term Growth Fund aims ‘to provide potential for capital growth, while maintaining a high exposure to defensive assets’. It is intended to be at least a 3 to 7 year investment, with occasion periods of negative monthly returns. The long run expectation of the fund is to provide a return of CPI plus 2%pa over a 7 year period with greater than 50% probability.</div>																	



■ Unrated

The fund has a 50% strategic asset allocation towards defensive assets, a 24% strategic asset allocation towards alternative assets, and a 26% strategic asset allocation towards growth assets:



Asset class performance	Actual return	
	1 month %	FYTD %
Australian shares	2.14	28.34
International shares (unhedged)	4.14	24.74
Listed property	1.95	31.24
Alternatives	1.70	4.61
Global credit	0.50	6.38
Bank loans	0.48	11.58
Emerging market debt	2.72	0.32
High yield	1.04	19.01
Australian bonds	0.78	(0.12)
Australian inflation linked bonds	0.69	4.64
Cash and short term income strategy	0.06	0.61

The NSW TCorpIM Medium Term Growth Fund gained 8.69% for the 2020-21 Financial Year.

The fund's strong performance was led by its exposures to listed property (+31%), domestic shares (+28%) and international shares (+25%). All asset classes held in the fund had positive gains over the financial year with the exception of Australian bonds which had a slightly negative results as long dated interest rates increased over the past few months.

	Performance to June 2021			
	1 year	1 year CPI+2.0%	7 year	7 year CPI+2.0%
NSW TCorp Medium Term Growth Fund	8.69%	4.19%	5.10%pa	3.77%pa

Holdings in the investment portfolio are considered to be sound with little risk of long term capital loss:

Other Key Risks: The following risks may also apply to Council's investments:

- **Liquidity risk:** The risk that Council may be unable to sell any or part of an investment on to the secondary market at a level suitable to them – or at all. Tradeable securities may be liquid in normal market conditions; however rates/margins may change substantially in periods of market stress.
- **Interest Rate Risk:** The risk to the value of an investment caused by changes in market interest rates. Floating Rate Securities have limited interest rate risk; Fixed Rate Securities are exposed to mark-to-market changes caused by movements in swap markets.



- **Market Risk:** The risk to the value of an investment caused by changes in related markets. Tradeable securities are exposed to market perceptions of issuer credit and credit markets generally.
- **Issuer/Credit risk:** The risk of default of the Issuer/Counterparty. Note that any issuer default may result in partial or total investor capital loss.

Disclaimer: The statements and opinions contained in this report are based on currently prevailing conditions in financial markets and are so contained in good faith and in the belief that such statements and opinion are not false or misleading. In preparing this report, Prudential Investment Services Corp has relied upon information which it believes to be reliable and accurate. Prudential Investment Services Corp believes that this report and the opinions expressed in this report are accurate, but no warranty of accuracy or reliability is given. Prudential Investment Services Corp does not warrant that its investigation has revealed all of the matters which a more extensive examination might disclose. This report may not be reproduced, transmitted, or made available either in part or in whole to any third party without the prior written consent of Prudential Investment Services Corp. AFS Licence No. 468145.



Appendix B – NSW Local Government Eligible Investments

Definitions of Eligible ADI Investments:

At call deposits: Cash invested on an overnight basis with an Australian Authorised Deposit-taking Institution (ADI). Funds can be recalled or re-invested prior to the bank's Real Time Gross Settlement cut-off each day.

Benefits

- At call accounts provides a quick and easy investment solution for current balances that are not being used otherwise.

Major Risks / Disadvantages

- Potentially a lower return investment product.
- Credit risk is a function of the creditworthiness of the issuer.

Covered Bonds: interest bearing senior ranking debt obligations of an Authorised Deposit-taking Institution (ADI) which have specific bank assets, ie loans, backing the bond. Covered bonds are market traded securities. They can be either fixed rate or floating rate interest bearing and typically are issued with 5+ year maturities. In the case of a bank failure, holders of covered bonds rank ahead of depositors and unsecured senior bond holders having first recourse to the underlying pool of assets backing the bond. If the pool's assets are not sufficient to meet the covered bond's obligations, holders then have recourse to the bank's total assets equal to other senior unsecured bondholders.

Benefits

- Highest ranking securities within a bank's capital structure.
- Securities are liquid allowing them to be sold on the secondary market.
- Fixed rate: Future coupons are known which helps with cash flow forecasting.
- Floating rate: Coupons move with the market, allowing for investor participation when interest rates increase.

Major Risks / Disadvantages

- Credit risk is a function of the creditworthiness of the issuer/ underlying assets.
- Fixed rate: interest rate risk applies in that a pre-determined coupon rate is locked in.
- Floating rate: coupons move with the market, allowing for reduced earning capacity when interest rates decrease.

Current Covered Bond offerings are not representing good value for Council's portfolio, however these are being reviewed on an ongoing basis and should any issuance present an attractive proposition for Council's portfolio Prudential shall bring it to Council's attention.



Term deposits: interest bearing deposit held at an ADI for a specific contracted period. Term deposits are not tradeable in the market. They typically have a fixed rate for their life, but floating rate term deposits are also available. Prior to the introduction of Covered Bonds into the Australian market, in early 2012, term deposits ranked at the top of an ADI's capital structure.

Benefits

- Term deposits are considered to be a relatively low-risk investment.
- As these funds are not callable prior to maturity, banks generally offer a return premium.
- This type of investment allows investors to match cash flow requirements.
- The return is known.

Major Risks/ Disadvantages

- Liquidity risk applies in that deposits are not redeemable before maturity. Deposits may not be breakable at all or may only be broken after a prohibitive break fee is paid.
- Interest Rate risk applies in that the rate of return is fixed.
- Credit risk is a function of the creditworthiness of the ADI.
- Counterparty/credit risk increases if invested with unrated/low rated financial institutions.

Term Deposits are providing good value and are being actively recommended to Council. As with all investments there is a risk/reward trade-off - even with term deposits from Australian ADI's - and these are being actively monitored.

Bank Bills and Negotiable Certificates of Deposits (NCDs): are similar types of interest bearing securities issued/accepted by ADIs, typically short dated. Unlike term deposits, these are tradeable in the market prior to maturity.

Benefits

- Counterparty party risk is partially mitigated by the accepting/issuing bank, which is typically a bank with very high credit rating.
- The return on the bank Bill and NCD is known if held until maturity.
- Bank bills and NCDs are liquid and can be traded on the secondary market.

Major Risks / Disadvantages

- Being a lower risk investment option, Bank Bills/NCDs provide a lower return.
- Interest Rate risk is present in that the rate is locked in for a fixed term.
- Credit risk is a function of the creditworthiness of the accepting/issuing bank.



These securities provide exceptional liquidity and in the current climate are very useful where this is a key requirement for cash flow management. However, most current offerings are not providing as attractive a return as available from Term Deposits. As with other eligible investments, these are being regularly monitored, particularly as the margins on Term Deposits narrow.

Senior Debt Bonds: interest bearing securities which are senior debt obligations of the issuing ADI. Senior bonds are tradeable in the market. They can be either fixed rate or floating rate interest bearing and are typically issued with 3+ year maturities. Interest is paid at scheduled intervals based on the face value of the bond with repayment of capital paid upon maturity. In the case of a bank failure, senior bond holders rank above subordinated debt holders and shareholders but below covered bond holders and depositors.

Benefits

- High ranking securities within a bank's capital structure.
- Securities are liquid allowing them to be sold on the secondary market.
- Fixed rate: Future coupons are known which helps with cash flow forecasting.
- Floating rate: Coupons move with the market, allowing for investor participation when interest rates increase.

Major Risks / Disadvantages

- Credit risk is a function of the creditworthiness of the issuer/ underlying assets.
- Interest rate risk applies in that a pre-determined coupon rate is locked in.
- Fixed rate: interest rate risk applies in that a pre-determined coupon rate is locked in.
- Floating rate: coupons move with the market, allowing for reduced earning capacity when interest rates decrease.

Australian-owned ADIs regularly issue Senior Bank Bond issues and many NSW Councils include these in their portfolios. Council has historically not invested in these, but if it were to consider long dated income producing exposures these would be compared to long dated TDs.

Other NSW Local Government Eligible Investments (Non-ADI):

Commonwealth/State/Territory Government securities e.g. bonds:-

These are interest paying securities which are issued by one of the above Australian government bodies and are guaranteed by that issuer. As such, these securities carry the same credit rating as the issuing government body.

Benefits

- Among the most secure investments available to Australian investors.
- Future coupons are known which helps with cash flow forecasting.

Major Risks / Disadvantages

- Typically much lower yielding than other investment options due to low investment risk of issuer.
- Interest rate risk applies in that a pre-determined coupon rate is locked in.



Commonwealth and State and Territory Bond offerings are being reviewed by Prudential on an ongoing basis and those that represent good value to Council will be brought to Council's attention for consideration.

Deposits with NSW Treasury &/or Investments in NSW Treasury Corporation's Investment Management Funds:-

The NSW Treasury Corporation Investment Management Funds (TCorpIM Funds) comprises a number of pooled managed funds options each set up as a unit trust. The current cash and fixed income options available through TCorpIM are the Cash Fund and the Short Term Income Fund.

The Cash Fund provides the more transactional type option and is designed for investments ranging from overnight to 1.5 years, whilst the Short Term Income Fund is designed for investments ranging from 1.5 years out to 3 years. Both investments will pay back the balance of the investment generally within 24 to 72 hours.

In addition, the NSW TCorpIM Medium Term Growth and Long Term Growth Funds provide access to growth assets which are not available via direct investment. Full details of the asset classes and their risks is available via the NSW TCorp website.

Benefits

- Investments are pooled and as such a much more diversified pool of underlying investment is possible over investing in securities directly – particularly for small investment amounts.
- A broader investment pool usually allows for a smoothing of any volatility in the underlying investments.

Major Risks/Disadvantages

- As a unit trust, investment in the TCorpIM Funds are not deposits or liabilities of NSW TCorp.
- The TCorp IM Funds are subject to market and liquidity risk associated with their underlying securities.
- Usually an additional layer of fees is incurred via a managed fund to pay for fund manager costs.

Council currently has holdings in the NSW TCorpIM Cash Fund and the Medium Term Growth Fund.



Appendix C – Australian ADI Credit Ratings

S&P Ratings (unless noted otherwise)		As at 30 Jun 2021 (Changes within past 12 months in yellow)			
		Long Term Ratings		Short Term Ratings	
Issuer Name	Rating Type	Rating	Date	Rating	Date
Long term 'AA' rating category					
ANZ Bank New Zealand Ltd	Issuer	AA-	01-Dec-2011	A-1+	11-Sep-1996
	Outlook	Stable	07-Jun-2021		
Commonwealth Bank of Australia	Issuer	AA-	01-Dec-2011	A-1+	14-Jun-1996
	Outlook	Stable	07-Jun-2021		
National Australia Bank Limited	Issuer	AA-	01-Dec-2011	A-1+	15-Nov-1994
	Outlook	Stable	07-Jun-2021		
Westpac Banking Corporation	Issuer	AA-	01-Dec-2011	A-1+	12-Sep-1996
	Outlook	Stable	07-Jun-2021		
Bank of Melbourne		Refer to Westpac Banking Corp		Refer to Westpac Banking Corp	
Bankwest		Refer to Commonwealth Bank of Aust		Refer to Commonwealth Bank of Aust	
St George Bank		Refer to Westpac Banking Corp		Refer to Westpac Banking Corp	
Long term 'A' rating category					
Cuscal Limited	Issuer	A+	22-Dec-2010	A-1	22-Dec-2010
	Outlook	Positive	27-Apr-2021		
HSBC Bank Australia Limited	Issuer	A+	30-Jul-2013	A-1	30-Jul-2013
	Outlook	Stable	30-Jul-2013		
Macquarie Bank Ltd	Issuer	A+	11-Dec-2019	A-1	17-Jan-1994
	Outlook	Stable	07-Jun-2021		
Rabobank Australia Ltd	Issuer	A+ (parent rating)	04-Nov-2014	A-1 (parent rating)	04-Nov-2014
	Outlook	Stable	24-Jun-2021		
Suncorp-Metway Limited	Issuer	A+	04-Oct-2010	A-1	11-Dec-2003
	Outlook	Positive	31-Jan-2020		
ABN AMRO Bank N.V.	Issuer	A	16-Nov-2012	A-1	05-Feb-2010
	Outlook	Stable	02-Feb-2021		
Bank of China Ltd	Issuer	A	30-Nov-2011	A-1	30-Nov-2011
	Outlook	Stable	30-Nov-2011		
ING Bank (Australia) Ltd	Issuer	A	27-Jul-2017	A-1	27-Jul-2017
	Outlook	Stable	27-Jul-2017		
Long term 'BBB' rating category					
AMP Bank Ltd	Issuer	BBB	07-Sep-2020	A-2	01-Mar-2019
	Outlook	Stable	07-Sep-2020		
Bank of Queensland Limited	Issuer	BBB+	22-May-2017	A-2	04-Sep-2013
	Outlook	Positive	27-Apr-2021		
Bendigo & Adelaide Bank Limited	Issuer	BBB+	22-May-2017	A-2	29-May-2002
	Outlook	Positive	27-Apr-2021		
Heritage Bank Ltd	Issuer	Baa1 (Moody's)	20-Jun-2017	P-2 (Moody's)	20-Jun-17
	Outlook	Stable	20-Jun-2017		
Mystate Financial Ltd	Issuer	Baa1 (Moody's)	17-Oct-2017	P-2 (Moody's)	17-Oct-17
	Outlook	Stable	17-Oct-2017		
RACQ Bank (ex-QT Mutual Bank)	Issuer	BBB+	16-Jul-2012	A-2	16-July-2012
	Outlook	Stable	24-Nov-2016		
Rural Bank Ltd		Refer to Bendigo & Adelaide Bank		Refer to Bendigo & Adelaide Bank	
Australian Central Credit Union Ltd (Peoples Choice Credit Union)	Issuer	BBB	22-May-2017	A-2	15-Jun-2012
	Outlook	Positive	27-Apr-2021		
Auswide Bank Ltd	Issuer	Baa2 (Moody's)	18-Sep-2017	P-2 (Moody's)	18-Sep-2017
	Outlook	Stable	18-Sep-2017		
Bank Australia	Issuer	BBB	22-May-2017	A-2	21-Jan-2008
	Outlook	Positive	27-Apr-2021		
Credit Union Australia Ltd	Issuer	BBB	22-May-2017	A-2	15-Oct-2010
	Outlook	Positive	27-Apr-2021		
Defence Bank Ltd	Issuer	BBB	22-May-2017	A-2	22-Apr-2013
	Outlook	Positive	27-Apr-2021		
Greater Bank Ltd	Issuer	BBB	22-May-2017	A-2	12-Oct-2006
	Outlook	Positive	27-Apr-2021		
IMB Ltd	Issuer	Baa1 (Moody's)	22-Dec-2017	P-2 (Moody's)	22-Dec-2017
	Outlook	Stable	22-Dec-2017		
Members Equity Bank Pty Ltd	Issuer	BBB+	01-Jul-2021	A-2	25-Aug-2006
	Outlook	Positive	01-Jul-2021		
Newcastle Permanent Building Society Ltd	Issuer	BBB	22-May-2017	A-2	12-Oct-2004
	Outlook	Positive	27-Apr-2021		
Police & Nurses Ltd	Issuer	BBB	01-Sep-2014	A-2	02-Feb-2012
	Outlook	Positive	27-Apr-2021		
Police Bank Ltd	Issuer	BBB	22-May-2017	A-2	02-Feb-2012
	Outlook	Positive	27-Apr-2021		
Teachers Mutual Bank Ltd	Issuer	BBB	22-May-2017	A-2	04-Aug-2010
	Outlook	Positive	27-Apr-2021		
Qudos Bank (Qantas Staff Credit Union Ltd)	Issuer	Baa1 (Moody's)	29-Jul-2019	P-2 (Moody's)	29-Jul-2019
	Outlook	Stable	29-Jul-2019		
QBank (QPCU Ltd)	Issuer	BBB-	22-May-2017	A-3	22-May-2017
	Outlook	Positive	27-Apr-2021		



Appendix D – Standard & Poor's Credit Ratings Definitions

Short-Term Issue Credit Ratings

Category	Definition
A-1	A short-term obligation rated 'A-1' is rated in the highest category by Standard & Poor's. The obligor's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.
A-2	A short-term obligation rated 'A-2' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.
A-3	A short-term obligation rated 'A-3' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.
B	A short-term obligation rated 'B' is regarded as vulnerable and has significant speculative characteristics. The obligor currently has the capacity to meet its financial commitments; however, it faces major ongoing uncertainties which could lead to the obligor's inadequate capacity to meet its financial commitments.
C	A short-term obligation rated 'C' is currently vulnerable to nonpayment and is dependent upon favorable business, financial, and economic conditions for the obligor to meet its financial commitment on the obligation.
D	A short-term obligation rated 'D' is in default or in breach of an imputed promise. For non-hybrid capital instruments, the 'D' rating category is used when payments on an obligation are not made on the date due, unless Standard & Poor's believes that such payments will be made within any stated grace period. However, any stated grace period longer than five business days will be treated as five business days. The 'D' rating also will be used upon the filing of a bankruptcy petition or the taking of a similar action and where default on an obligation is a virtual certainty, for example due to automatic stay provisions. An obligation's rating is lowered to 'D' if it is subject to a distressed exchange offer.

Long-Term Issue Credit Ratings*

Category	Definition
AAA	An obligation rated 'AAA' has the highest rating assigned by Standard & Poor's. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.
AA	An obligation rated 'AA' differs from the highest-rated obligations only to a small degree. The obligor's capacity to meet its financial commitment on the obligation is very strong.
A	An obligation rated 'A' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher-rated categories. However, the obligor's capacity to meet its financial commitment on the obligation is still strong.
BBB	An obligation rated 'BBB' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.
BB; B; CCC; CC; and C	Obligations rated 'BB', 'B', 'CCC', 'CC', and 'C' are regarded as having significant speculative characteristics. 'BB' indicates the least degree of speculation and 'C' the highest. While such obligations will likely have some quality and protective characteristics, these may be outweighed by large uncertainties or major exposures to adverse conditions.
BB	An obligation rated 'BB' is less vulnerable to nonpayment than other speculative issues. However, it faces major ongoing uncertainties or exposure to adverse business, financial, or economic conditions which could lead to the obligor's inadequate capacity to meet its financial commitment on the obligation.
B	An obligation rated 'B' is more vulnerable to nonpayment than obligations rated 'BB', but the obligor currently has the capacity to meet its financial commitment on the obligation. Adverse business, financial, or economic conditions will likely impair the obligor's capacity or willingness to meet its financial commitment on the obligation.
CCC	An obligation rated 'CCC' is currently vulnerable to nonpayment, and is dependent upon favorable business, financial, and economic conditions for the obligor to meet its financial commitment on the obligation. In the event of adverse business, financial, or economic conditions, the obligor is not likely to have the capacity to meet its financial commitment on the obligation.
CC	An obligation rated 'CC' is currently highly vulnerable to nonpayment. The 'CC' rating is used when a default has not yet occurred, but Standard & Poor's expects default to be a virtual certainty, regardless of the anticipated time to default.
C	An obligation rated 'C' is currently highly vulnerable to nonpayment, and the obligation is expected to have lower relative seniority or lower ultimate recovery compared to obligations that are rated higher.
D	An obligation rated 'D' is in default or in breach of an imputed promise. For non-hybrid capital instruments, the 'D' rating category is used when payments on an obligation are not made on the date due, unless Standard & Poor's believes that such payments will be made within five business days in the absence of a stated grace period or within the earlier of the stated grace period or 30 calendar days. The 'D' rating also will be used upon the filing of a bankruptcy petition or the taking of similar action and where default on an obligation is a virtual certainty, for example due to automatic stay provisions. An obligation's rating is lowered to 'D' if it is subject to a distressed exchange offer.
NR	This indicates that no rating has been requested, or that there is insufficient information on which to base a rating, or that Standard & Poor's does not rate a particular obligation as a matter of policy.

*The ratings from 'AA' to 'CCC' may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

ORDINARY MEETING OF THE COUNCIL

August 11, 2021

ITEM 11**BROKEN HILL CITY COUNCIL REPORT NO. 141/21****SUBJECT:** INVESTMENT REPORT FOR JULY 202117/82**Recommendation**

1. That Broken Hill City Council Report No. 141/21 dated August 11, 2021, be received.

Executive Summary:

The *Local Government (General) Regulation 2005* (Part 9, Division 5, Clause 212), effective from 1 September 2005, requires the Responsible Accounting Officer of a Council to provide a written report setting out details of all monies that have been invested under Section 625 (2) of the *Local Government Act 1993*, as per the Minister's Amended Investment Order gazetted 11 March 2011. The Responsible Accounting Officer must also include in the report, a certificate as to whether the investment has been made in accordance with the Act, the Regulations and the Council's Investment Policy.

As at 31 July 2021, Council's Investment Portfolio had a current market valuation of \$26,417,588 or principal value (face value) of \$26,413,472 and was compliant with policy and legislative requirements as per the below table.

Report:

Council's investments as at 31 July 2021 are detailed in Attachment 1.

Portfolio Summary		
Portfolio Performance vs. RBA Cash Rate	✓	Council's investment performance did exceed benchmark.
Investment Policy Compliance		
Legislative Requirements	✓	Compliant with policy
Portfolio Credit Rating Limit	✓	Compliant with policy
Institutional Exposure Limits	✓	Compliant with policy
Term to Maturity Limits	✓	Compliant with policy

Market Review**Global issues**

In the US, despite rising Covid case numbers driven by the Delta variant, data releases are still showing a strengthening economy. Business confidence and conditions surveys are increasing in key cities, jobless claims are falling and June Quarter GDP was up strongly. Europe continues to benefit from reopening with economic confidence surveys rising to record highs. The Japanese economy is sending mixed signals as business confidence is falling, given the latest wave of Covid infections triggering a state of emergency, yet latest job data and industrial production figures were stronger than expected.

Domestic issues

As was widely expected, Australian CPI inflation spiked higher in its latest release, up 3.8%pa, largely as a result of last year's free childcare support and sharply lower petrol prices rolling off the annual figures. Economists are expecting inflation to settle back down to the 1.25%-1.50% area over the 2021/22 financial year. With the recent wave of Covid cases triggering more lockdowns across Australia, business conditions surveys have dropped sharply and latest monthly retail sales were down nearly 2%. This has taken the shine off the earlier release of jobs data showing the unemployment rate having dropped to a 10 year low of 4.9%.

Interest rates

There likely remains too many unknowns regarding the longevity of the current lockdowns for the RBA to change its projection of no interest rate increases until 2024. The market is pricing cash rate futures to gradually rise in late 2022, but still not hit the 0.25% level of a RBA rate hike.

Investment Portfolio Commentary

Council's investment portfolio posted a return of 3.33%pa for the month of July versus the bank bill index benchmark return of 0.04%pa. For the past 12 months, the investment portfolio returned 1.91%pa, exceeding the bank bill index benchmark's 0.05%pa by 1.86%pa.

The TCorpIM MT Growth Fund had another month of solid gains in July, rising 1.54% (actual). The Australian share market rose 1.1% for the month with the mining/materials sector leading the way (+7.1%) followed closely by industrials, up 4.1%. After strong results in June, the IT sector gave back some of its gains to be worst performer in July (-6.4%). Overseas markets were mixed with the US S&P 500 (+2.4%) and European S&P350 (+1.8%) recording similar gains as June but the Japanese S&P 500 (-2.4%) and Chinese S&P 300 (-6.8%) dropping lower. During July, Council had no term deposit maturities and made no new investments in term deposits.

Council has a well-diversified portfolio invested predominantly among a range of high yield cash accounts and term deposits from highly rated Australian banks. Council also has approximately 25% of its portfolio invested in a professionally managed fund, via NSW TCorp, which provide exposure to a wide range of asset classes, including international and domestic shares. It is expected that Council can continue to achieve above benchmark returns with prudent investment selection for its short and long term holdings.

Council's Portfolio by Source of Funds – July 2021

As at 31 July 2021, Council's Investment Portfolio had a current market valuation of \$26,417,588 or principal value (face value) of \$26,413,472 and was compliant with policy and legislative requirements as per the table above.

	Source of Funds	Principal Amount
GENERAL Fund	Operating Capital & Internal Restrictions	\$21,418,472
	Royalties Reserve	\$703,000
	Domestic Waste Management Reserve	\$1,265,000
	Grants	\$3,027,000
	TOTAL PORTFOLIO	\$26,413,472

Certificate by Responsible Accounting Officer

All investments have been placed in accordance with Council's Investment Policy, Section 625 of the *Local Government Act 1993* (as amended), the Revised Ministerial Investment Order gazetted 11 February 2011, Clause 212 of the *Local Government (General) Regulations 2005* and Third-Party Investment requirements of the then Department Local Government Circular 06-70. Council continues to obtain independent financial advice on its investment portfolio in accordance with the then Department of Local Government Circular of 16 September 2008.

Community Engagement:

Nil

Strategic Direction:

Key Direction 4: Our Leadership
Objective 4.1: Openness and Transparency in Decision Making
Action 4.1.1 Maintain good governance and best practice methods and ensure compliance with various guidelines and legislation.

Relevant Legislation:

This report is provided for Council's consideration in compliance with the requirements of *Part 9, Division 5, Clause 212 of the Local Government (General) Regulations 2005*.

Financial Implications:

The recommendation has no financial impact.

Attachments

1. [↓](#) Investment Report July 2021

SIMON BROWN
ACTING CHIEF FINANCIAL OFFICER

JAY NANKIVELL
GENERAL MANAGER



**Investment Summary Report
July 2021**



Broken Hill City Council

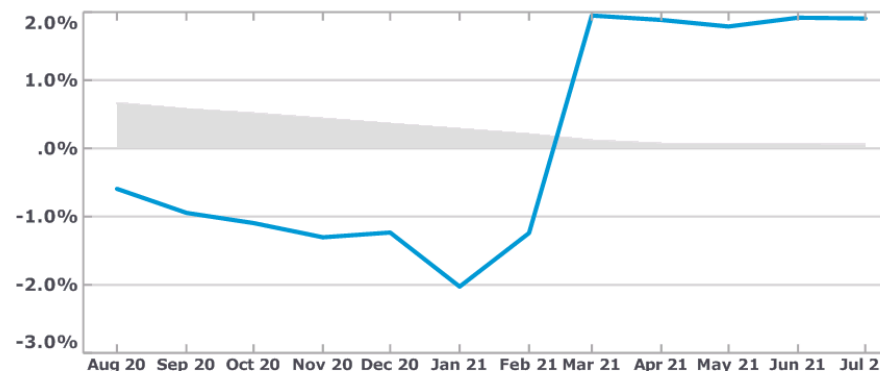
Executive Summary - July 2021



Investment Holdings

Investment Performance

By Product	Face Value (\$)	Current Value (\$)	Current Yield (%)
Cash	16,870,278.69	16,870,278.69	0.3437
Managed Funds	6,543,193.10	6,543,193.10	13.3512
Term Deposit	3,000,000.00	3,004,116.30	0.4000
	26,413,471.79	26,417,588.09	3.5723



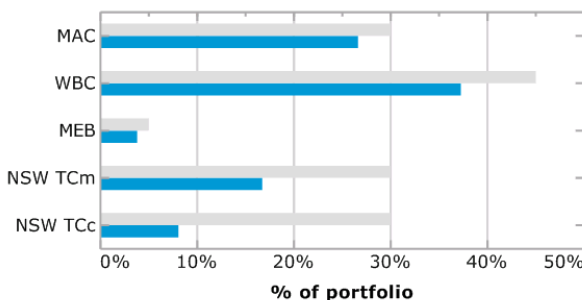
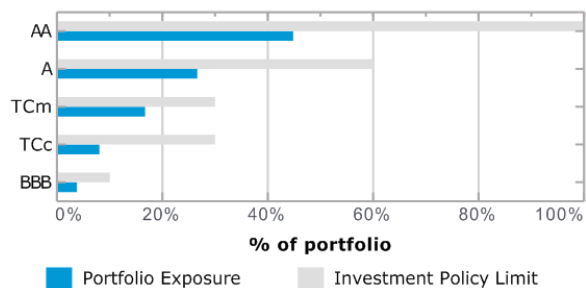
AusBond BB Index Rolling 12 month Return Portfolio Rolling 12 month Return

Investment Policy Compliance

Total Credit Exposure

Highest Individual Exposures

Term to Maturities



Maturity Profile	Face Value (\$)	Policy Max
Less than 1yr	26,413,472	100% 100%
	26,413,472	

Broken Hill City Council

Investment Holdings Report



Cash Accounts							
Face Value (\$)	Rate (%pa)	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference	
5,428,532.88	0.5500%	Westpac Group	AA-	5,428,532.88	535442	90d Notice	
7,030,857.53	0.4000%	Macquarie Bank	A+	7,030,857.53	540354	Accelerator	
4,410,888.28	0.0000%	Westpac Group	AA-	4,410,888.28	473409	Cheque	
16,870,278.69	0.3437%			16,870,278.69			

Managed Funds							
Face Value (\$)	Monthly Return (%)	Institution	Credit Rating	Fund Name	Current Value (\$)	Deal No.	Reference
2,126,710.84	0.0107%	NSW T-Corp (Cash)	TCc	Cash Fund	2,126,710.84	535329	
4,416,482.26	1.5404%	NSW T-Corp (MT)	TCm	Medium Term Growth Fund	4,416,482.26	536441	
6,543,193.10					6,543,193.10		

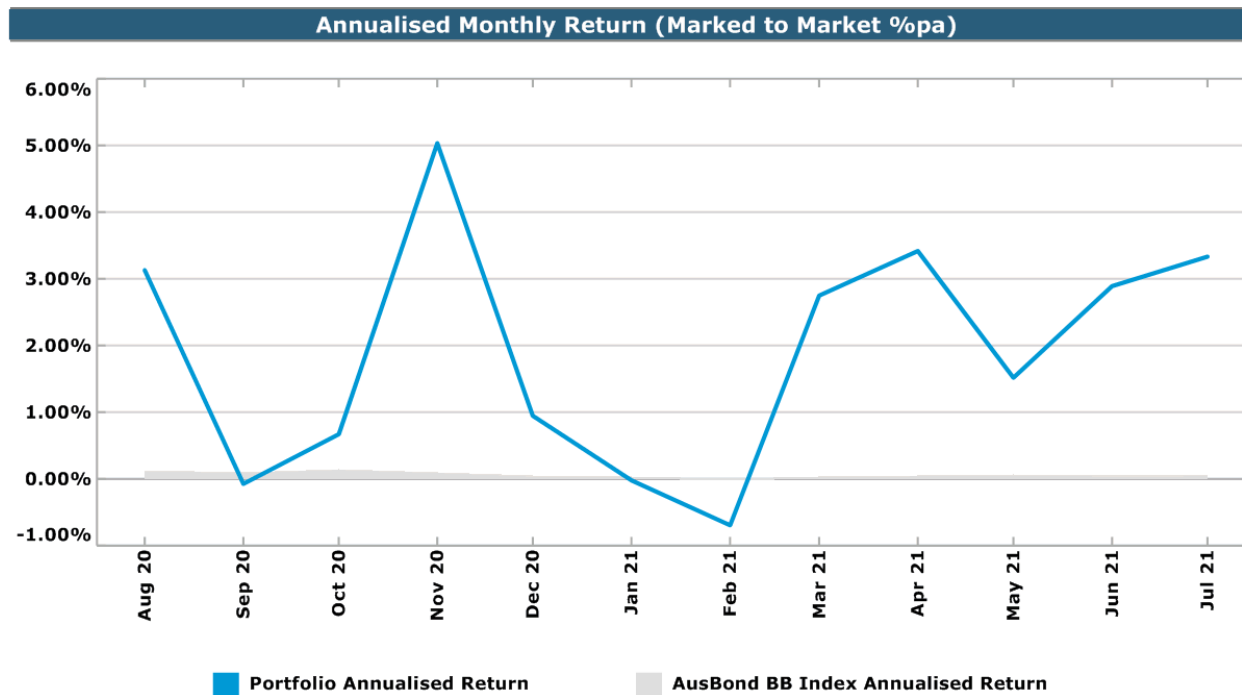
Term Deposits										
Maturity Date	Face Value (\$)	Rate (%pa)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency Reference
18-Aug-21	500,000.00	0.3200%	National Australia Bank	AA-	500,000.00	17-Mar-21	500,600.55	541209	600.55	At Maturity
29-Sep-21	500,000.00	0.3200%	National Australia Bank	AA-	500,000.00	31-Mar-21	500,539.18	541233	539.18	At Maturity
6-Oct-21	500,000.00	0.5000%	National Australia Bank	AA-	500,000.00	2-Dec-20	501,657.53	540637	1,657.53	At Maturity
13-Oct-21	500,000.00	0.3100%	National Australia Bank	AA-	500,000.00	14-Apr-21	500,462.88	541264	462.88	At Maturity
17-Nov-21	500,000.00	0.4500%	ME Bank	BBB	500,000.00	13-May-21	500,493.15	541332	493.15	At Maturity
8-Jun-22	500,000.00	0.5000%	ME Bank	BBB	500,000.00	9-Jun-21	500,363.01	541512	363.01	At Maturity
	3,000,000.00	0.4000%			3,000,000.00		3,004,116.30		4,116.30	

Broken Hill City Council
Accrued Interest Report - July 2021**Accrued Interest Report**

Investment	Deal No.	Ref	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Percentage Return
Cash									
Westpac Group	473409	Cheque	4,410,888.28			0.00	31	0.00	.00%
Westpac Group	535442	90d Notice	5,428,532.88			2,452.88	31	2,452.88	.55%
Macquarie Bank	540354	Accelerator	7,030,857.53			2,387.67	31	2,387.67	.40%
Cash Total						4,840.56		4,840.56	.34%
Managed Funds									
Cash Fund	535329		2,126,710.84	29-May-17		0.00	31	227.35	.13%
Medium Term Growth Fund	536441		4,416,482.26	12-Feb-18		0.00	31	66,997.66	19.72%
Managed Funds Total						0.00		67,225.01	12.92%
Term Deposit									
National Australia Bank	541209		500,000.00	17-Mar-21	18-Aug-21	0.00	31	135.89	.32%
National Australia Bank	541233		500,000.00	31-Mar-21	29-Sep-21	0.00	31	135.89	.32%
National Australia Bank	540637		500,000.00	02-Dec-20	06-Oct-21	0.00	31	212.32	.50%
National Australia Bank	541264		500,000.00	14-Apr-21	13-Oct-21	0.00	31	131.65	.31%
ME Bank	541332		500,000.00	13-May-21	17-Nov-21	0.00	31	191.10	.45%
ME Bank	541512		500,000.00	09-Jun-21	08-Jun-22	0.00	31	212.33	.50%
Term Deposit Total						0.00		1,019.18	.40%
						4,840.56		73,084.75	3.33%

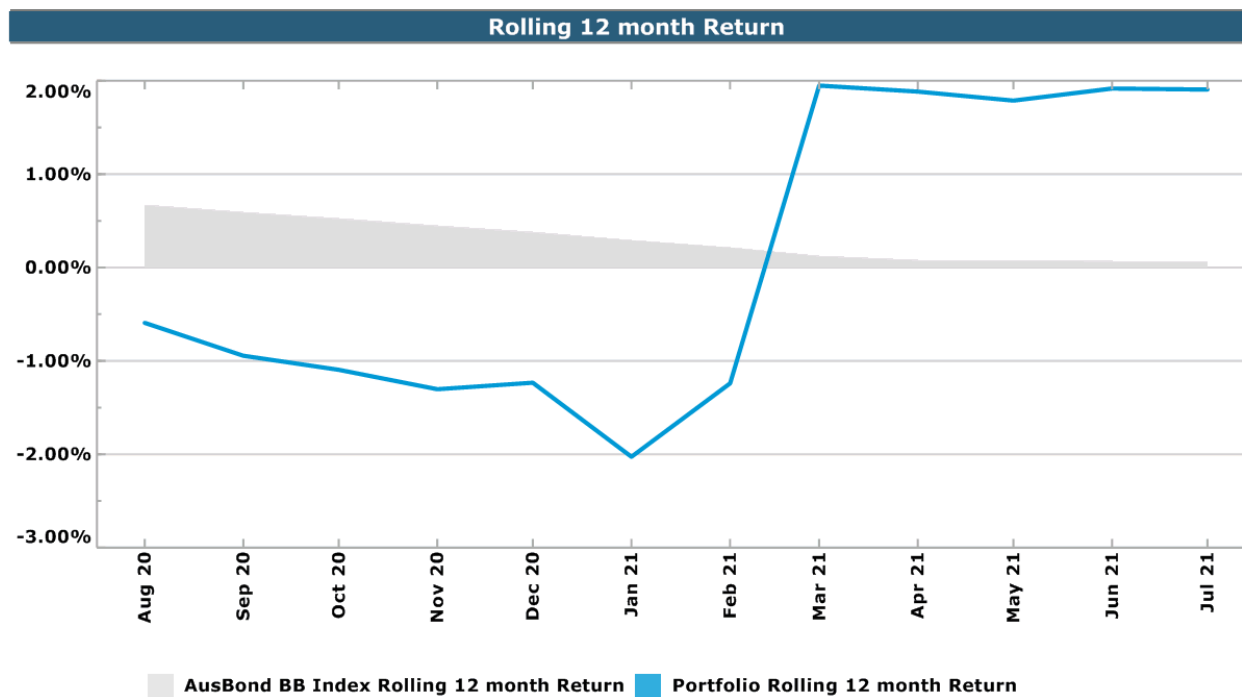
Broken Hill City Council

Investment Performance Report



Historical Performance Summary			
	Portfolio	AusBond BB Index	Outperformance
Jul 2021	3.33%	0.04%	3.29%
Last 3 Months	2.57%	0.04%	2.53%
Last 6 Months	2.23%	0.03%	2.20%
Financial Year to Date	3.33%	0.04%	3.29%
Last 12 months	1.91%	0.05%	1.86%

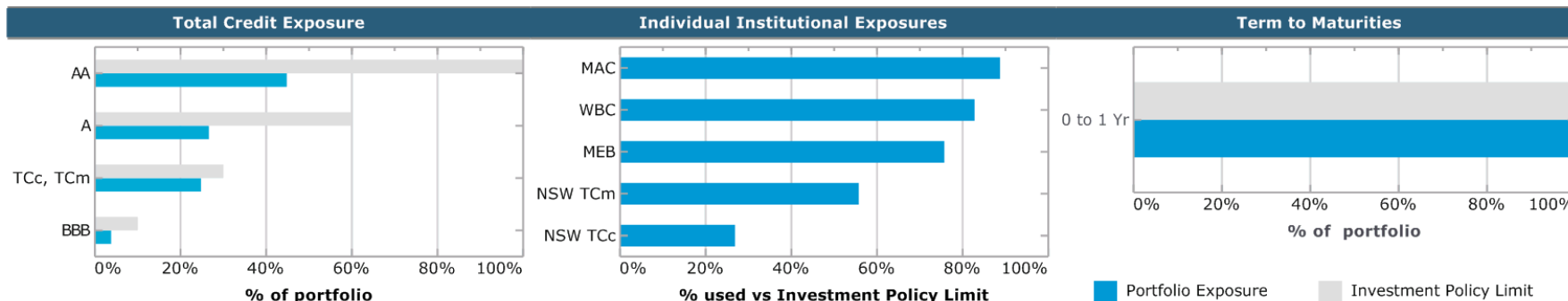
Broken Hill City Council
Investment Performance Report



Historical Performance Summary (actual)			
	Portfolio	AusBond BB Index	Outperformance
Jul 2021	0.28%	0.00%	0.28%
Last 3 Months	0.64%	0.01%	0.63%
Last 6 Months	1.10%	0.01%	1.09%
Financial Year to Date	0.28%	0.00%	0.28%
Last 12 months	1.91%	0.05%	1.86%

Broken Hill City Council

Investment Policy Compliance Report



Credit Rating	Face Value (\$)		Policy Max	
AA	11,839,421			
	11,839,421	45%	100%	a
A	7,030,858			
	7,030,858	27%	60%	a
TCc	2,126,711			
TCm	4,416,482			
	6,543,193	25%	30%	a
BBB	1,000,000			
	1,000,000	4%	10%	a
	26,413,472	100%		

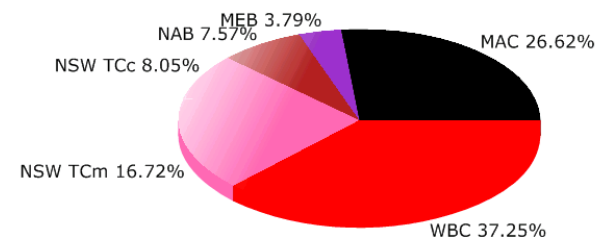
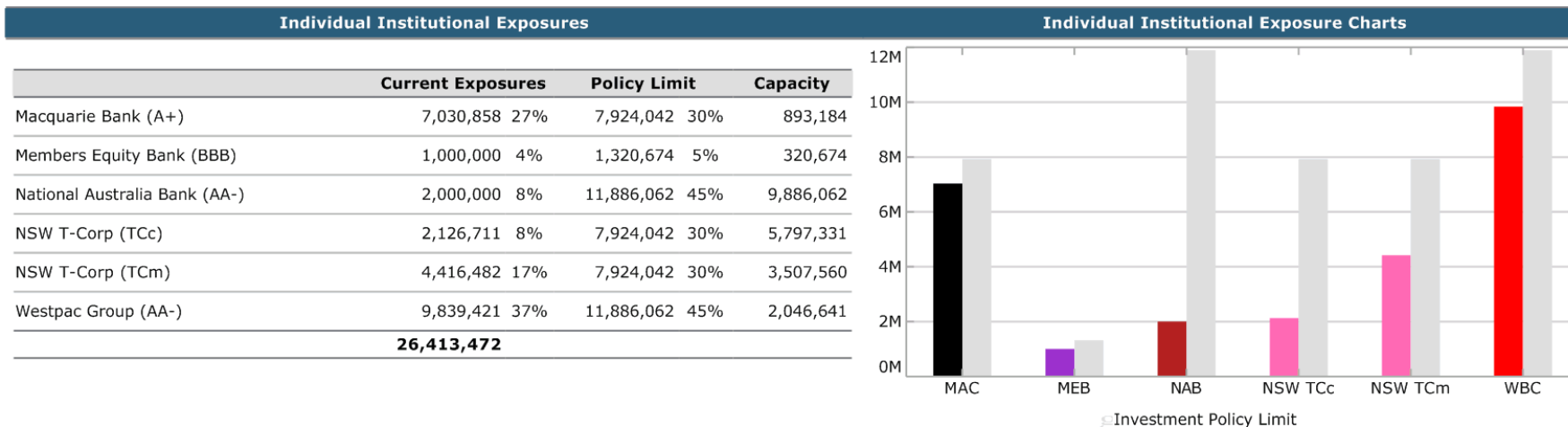
a = compliant
r = non-compliant

	% used vs Investment Policy Limit	
Macquarie Bank (LT) (A+)	89%	a
Westpac Group (LT) (AA-)	83%	a
Members Equity Bank (LT) (BBB)	76%	a
NSW T-Corp (MT) (TCm)	56%	a
NSW T-Corp (Cash) (TCc)	27%	a
National Australia Bank (LT) (AA-)	17%	a

	Face Value (\$)	Policy Max	
Between 0 and 1 Year	26,413,472	100%	a
	26,413,472		
Detailed Maturity Profile	Face Value (\$)		
00. Cash + Managed Funds	23,413,472	89%	
01. Less Than 30 Days	500,000	2%	
03. Between 60 Days and 90 Days	1,500,000	6%	
04. Between 90 Days and 180 Days	500,000	2%	
05. Between 180 Days and 365 Days	500,000	2%	
	26,413,472		

Broken Hill City Council

Individual Institutional Exposures Report



Broken Hill City Council

Cash Flows Report

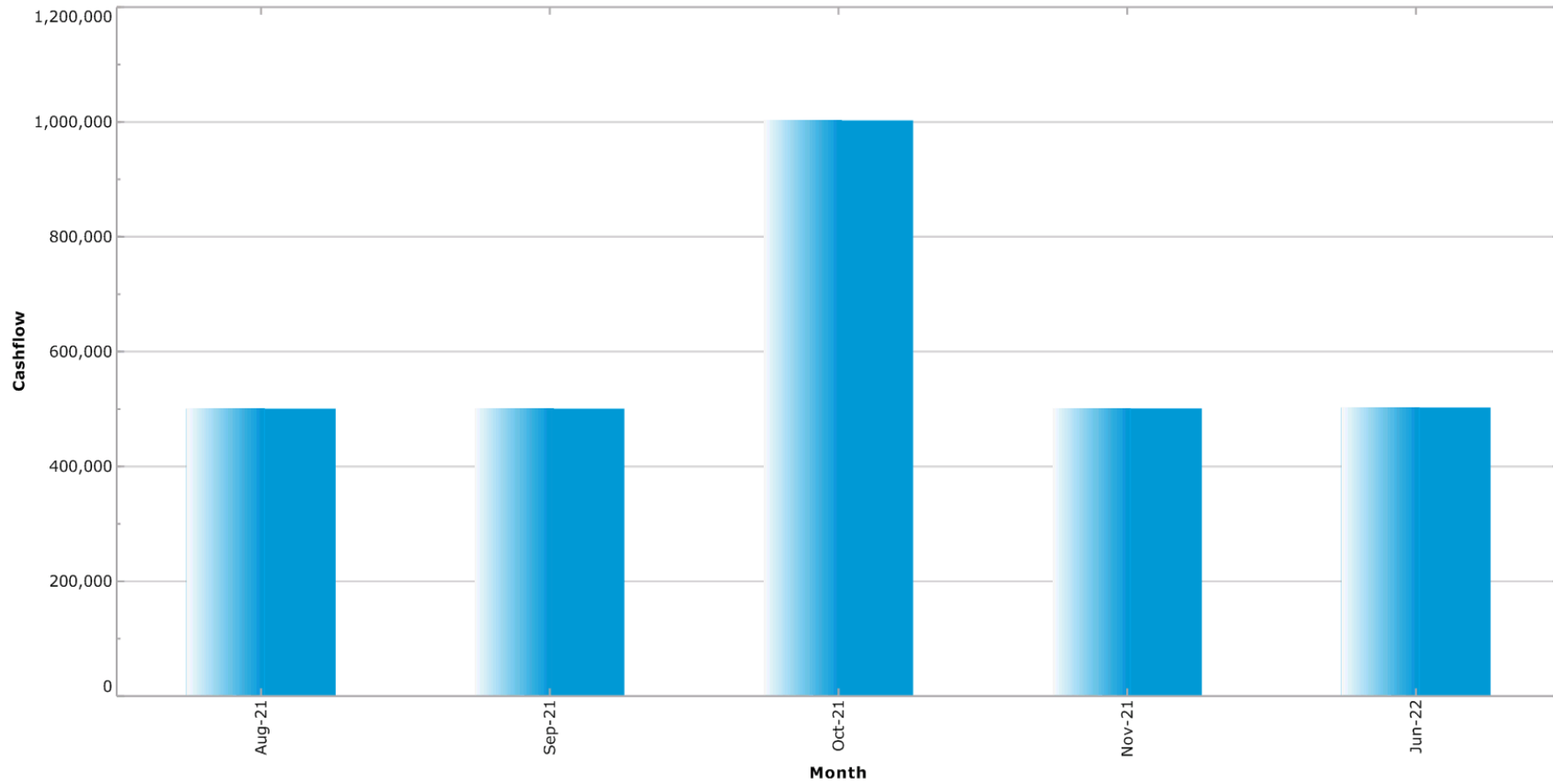


Current Month Cashflows

<u>Transaction Date</u>	<u>Deal No.</u>	<u>Cashflow Counterparty</u>	<u>Asset Type</u>	<u>Cashflow Description</u>	<u>Cashflow Received</u>
Net Cash Movement for Period					

Next Month Cashflows

<u>Transaction Date</u>	<u>Deal No.</u>	<u>Cashflow Counterparty</u>	<u>Asset Type</u>	<u>Cashflow Description</u>	<u>Cashflow Due</u>
18-Aug-21	541209	National Australia Bank	Term Deposit	Maturity Face Value - Received	500,000.00
		National Australia Bank	Term Deposit	Interest - Received	675.07
<u>Deal Total</u>					<u>500,675.07</u>
Day Total					500,675.07
Net Cash Movement for Period					500,675.07

Broken Hill City Council
Cash Flows Report

ORDINARY MEETING OF THE COUNCIL

August 11, 2021

ITEM 12

BROKEN HILL CITY COUNCIL REPORT NO. 142/21

SUBJECT: ALCOHOL AND OTHER DRUG DETOXIFICATION AND REHABILITATION STEERING COMMITTEE UPDATE 21/107

Recommendation

1. That Broken Hill City Council Report No. 142/21 dated August 11, 2021, be received.
2. That Broken Hill City Council continues to provide support to the Alcohol and Other Drug Detoxification and Rehabilitation Steering Committee

Executive Summary:

In March 2021 the WNSW PHN (Western New South Wales Primary Health Network) committed to support the local community to facilitate a codesign process and develop a business case in support of an Alcohol and Other Drug Detoxification and Rehabilitation facility in Broken Hill.

A Steering Committee has been formed and is charged with defining the current AoD situation in Broken Hill, identifying the best solutions for this community, creating a business case and seeking appropriate funding for these identified solutions. The Steering Committee will complete those tasks according to timeline to October 2021 which includes the formation of a Clinical Advisory Group and a Community Advisory Group within the governance structure.

Council's Community Development Officer has joined the Steering Committee for the AoD Detox and Rehab Detoxification and Rehabilitation facility development.

Report:

At Council's May meeting, it was resolved that:

ITEM 1-MAYORAL MINUTE NO. 4/21 -DATED MAY 19, 2021 -NEED FOR ALCOHOL AND OTHER DRUGS DETOXIFICATION AND REHABILITATION SERVICES

11/161

1. That Mayoral Minute No. 4/21 dated May 19, 2021, be received.

2. That the Broken Hill City Council support the formation of a community entity as outlined by the Western NSW Primary Health Network.

3. That the Broken Hill City Council work in partnership with the Western NSW Primary Health Network and other entities to advocate for an Alcohol and Other Drugs Detoxification and Rehabilitation Service in Broken Hill.

CARRIED UNANIMOUSLY

The eight-member Steering Committee first met in July and has agreed on a timeline of actions to deliver the best opportunity to reach the goal of developing a culturally respectful, compassionate and whole of community designed business case for Detoxification and Rehabilitation facilities in Broken Hill which will attract funding.

The Steering Committee is chaired by local long-term advocate and counsellor and its membership includes community members, LHD, CWP and Council representatives and professional practitioners in mental health drug and alcohol services with an interest in the provision of a Detoxification and Rehabilitation facility. The governance structure includes the formation of both a Clinical Advisory Group and Community Advisory Group, which will be completed by the end of August 2021.

The Steering Committee has agreed on Terms of Reference and a shared Vision and has endorsed a timeline of actions to be completed by the end of 2021.

Council has been identified to play a role in three major tasks of the Steering Committee. These are:

- Community Engagement, including Aboriginal Engagement,
- Business Case Development and
- Developing the Communication Strategy including the plan to lobby funding bodies and engaging media.

The WNSW PHN is providing support and expertise in the initial stages of the development of the Steering Committee to ensure that the business case and accompanying activities can achieve a funded Alcohol and Other Drug Detoxification and Rehabilitation facility in Broken Hill.

Community Engagement:

The Steering Committee includes community representatives with an interest in the provision of adequate drug and alcohol services and meets fortnightly.

Strategic Direction:

Key Direction:		Our Community
Objective:	1.5	Our Health and Wellbeing Ensures That We Live Life to The Full
Strategy:	1.5.2	Provide quality health, medical and allied services to meet demographic changes, particularly 24-hour medical services, specialist services, mental health support services and rehabilitation services

Relevant Legislation:

Local Government Act 1993 (NSW)
Health Services Act 1997

Financial Implications:

Nil.

Attachments

There are no attachments for this report.

RAZIJA NU'MAN
CHIEF CORPORATE AND COMMUNITY OFFICER

JAY NANKIVELL
GENERAL MANAGER

ORDINARY MEETING OF THE COUNCIL

August 11, 2021

ITEM 13BROKEN HILL CITY COUNCIL REPORT NO. 143/21SUBJECT: AGREEMENT WITH SERVICE NSW FOR BUSINESS 18/68**Recommendation**

1. That Broken Hill City Council Report No. 143/21 dated August 11, 2021, be received.
2. That Council delegates authority to the General Manager to enter into an agreement with Service NSW.
3. That the Mayor and General Manager be authorised to execute any necessary documents under the Common Seal of Council.

Executive Summary:

The purpose of this report is to provide background information and seek support to enter into an agreement with Service NSW and to consider future business improvement initiatives.

Council currently has an agreement in place with Service NSW to promote and provide access to NSW Government information and services to better assist business owners and to support the local economy.

The support provided by Council to individuals and businesses to access these services has been invaluable, particularly during these challenging times.

Report:

Service NSW for Business provides free, personalised support to small business owners, to help them understand industry regulations, to guide them through transactions, and to access support.

The services provided to business owners include:

- Business Concierges offering over-the-phone, email and face-to-face support and case management.
- An online Business Profile to make it faster and easier for business owners to transact with NSW Government.
- Guidance and support for small business owners impacted by natural disasters or emerging issues to access a range of Government stimulus, support and information.
- Online business information hubs including how-to guides to help business owners understand key tasks and the support and the support available when starting and running a business in NSW.

- A new Partnership Agreement has been developed to provide consistency across all councils, reflect the broader focus of Service NSW for Business and provide the opportunity for Broken Hill City Council to engage with all services across Service NSW now and into the future.
- The new Partnership Agreement includes further detail and clarity about the roles and responsibilities of all agencies in relation to the collection, storage and security of personal information.
- The intention of the Partnership Agreement is to build awareness of specialist advice services available, ensure Council staff can direct enquiries to these services and provide applicants with the skills to be better informed and researched prior to lodging any applications.
- For Broken Hill City Council, the process is to endorse the proposed recommendations and to inform Service NSW when this endorsement has occurred.

By Broken Hill City Council supporting this initiative, the local business community and potential business investors can have some confidence that Council is supportive of small business and is actively trying to reduce the costs associated with small business startup.

Community Engagement:

N/A

Strategic Direction:

Key Direction:	2	Our Economy
Objective:	2.1	Our economy is strong and diversified and attracts people to work, live and invest
Strategy:	2.1.7	Advocate for incentives and initiatives that support business and industry to expand

Relevant Legislation:

Local Government Act 1993

Local Government (General) Regulations 2005

Council would still undertake all and any relevant assessments as per appropriate legislation.

Financial Implications:

This program is at no cost to Broken Hill City Council to participate. Support material, training and advice is provided by Service NSW for Business at no cost. Implementation of the program should lead to reduced processing times and costs relating to applications to Council.

Attachments

1. [Broken Hill City Council - Service NSW template agreement](#)

JAY NANKIVELL
GENERAL MANAGER



PARTNERSHIP AGREEMENT

Between **Service NSW** (ABN 37 552 837 401) and the **LOCAL GOVERNMENT** (the '**Council**)
(the '**Parties**')

Last Updated: 9 July 2021

1. Purpose

1.1. The purpose of this Agreement is to:

- A. Provide the services of Service NSW for Business, which is a division of Service NSW with a mandate of being the one front door for businesses in NSW to access government information and services.
- B. Provide the framework within which Services will be delivered
- C. Document the responsibilities of Service NSW and the Council on the provision of Services
- D. Provide mechanisms to manage the relationship between the Parties
- E. Promote a collaborative approach to working together in a timely and effective manner and to act in good faith

This Agreement is not legally binding.

2. Background

- 1) Service NSW is a Division of the Government Service established under the Service Act. The functions of Service NSW include the exercise of customer service functions, within the meaning of the Service Act; other functions conferred by statute; and other functions relating to the delivery of Government services, as directed by the Minister responsible for Service NSW.
- 2) Section 7 of the Service Act makes provision for customer service functions to be delegated by other NSW Government agencies to the Chief Executive Officer ('CEO').
- 3) The functions of the CEO are exercised by the staff of Service NSW.
- 4) Section 8 of the Service Act enables the CEO to enter into Agreements with local government agencies for the exercise of a non-statutory customer service function of the agency; or with respect to the exercise of a customer service function delegated to the CEO.
- 5) Subsection 8(4) of the Service Act provides that an Agreement with a council, a county council or a joint organisation within the meaning of the *Local Government Act 1993* must be approved by a resolution of the council, county council or joint organisation, must be approved before it is entered into.
- 6) SNSW partners with the Council to promote and deliver the services of SNSW for Business to businesses across NSW.

29/3/21

7) the purpose of this collaboration is to ensure awareness and access to Government services to all businesses in NSW.

8) the services of SNSW for Business are free for the Council and for customers.

9) The PPIP Act and the HRIP Act set out information handling principles that apply to public sector agencies (as defined in section 3 of the PPIP Act). As public sector agencies, the parties must not do anything, or engage in any practice, that contravenes a privacy principle that applies to them.

10) Section 14 of the Service Act makes provision for the disclosure and use of information, including personal information, for the purposes of the exercise of customer service functions by the CEO. Section 14 has effect despite the provisions of any other Act, including the PPIP Act and the HRIP Act.

11) Section 15 of the Service Act makes provision for the collection of personal information for the purposes of the PPIP Act and the HRIP Act, by Service NSW.

12) Section 16 of the Service Act enables an Agreement made under the Service Act, or a delegation of a customer service function by an agency to the CEO, to provide for the exercise by Service NSW of functions relating to access to information under the Government Information (Public Access) Act 2009 and functions relating to the State Records Act 1998, in connection with the functions of the council concerned. The responsibilities of Agencies under the *State Records Act 1998* include making and keeping full and accurate records of their office.

13) The Parties have agreed to enter into an Agreement under section 8 of the Service Act, incorporating these Standard Terms of Engagement.

3. Guiding Principles

3.1. The Parties will:

- A. Work collaboratively and in good faith in a timely and effective manner, with open communication to achieve shared objectives
- B. Facilitate a partnership relationship that promotes and achieves continuous improvement and accountability
- C. Ensure that each of its Personnel complies with this AGREEMENT and all applicable laws and policies relating to the Services, including the *Work Health and Safety Act 2011*
- D. Comply with the agreed timelines for meeting obligations to ensure efficient and effective delivery of Services
- E. Work together to identify and manage shared risks
- F. Work together to prioritise initiatives and enhancements, particularly where there are limitations on time and resources; and
- G. Work together to respond to the media, advise Ministers, and consult each other when developing communications that impact on Services.

4. Roles and Responsibilities

4.1. Service NSW will:

29/3/21

2

- A. Provide the Services in accordance with this Agreement Standard Terms, subject to any Change Request
- B. Exercise the required standard of skill, care and diligence in its performance of the Services and ensure that its Personnel have appropriate qualifications and skills to provide the Services
- C. Take responsibility for the management of records it creates or holds as a result of the exercise of a customer service function, where required; and
- D. Take responsibility for performing necessary maintenance of its systems and data managing the impact on customers from Service NSW system outages and working in conjunction with the Council.

4.2. The Council will:

- A. Provide Service NSW with all information, inputs, resources and subject matter expertise in a timely manner as required to enable Service NSW to provide the Services as set out in the Agreement
- B. Take responsibility for the management of records it receives or holds following the exercise of a customer service function by Service NSW.

4.3. The Parties undertake to maintain open channels of communication by:

- A. Making available Personnel, data, reports and computer systems for the purposes of resolving customer issues
- B. Appointing a Relationship Manager with responsibility for managing the contractual and operational aspects of the Services. The Relationship Manager may be varied.

5. Services

A. Service NSW will:

- (i) provide the relevant information and contacts to Council to ensure its local businesses are aware and can access the SNSW for Business services
- (ii) provide a single point of contact for Council to ensure it can access SNSW for Business services.

B. the Council will:

- (i) refer eligible customers to the Program
- (ii) provide guidance to Service NSW staff to assist in responding to inquiries
- (iii) inform customers and Service NSW of the outcome of relevant applications in line with privacy requirements
- (iv) provide updates on changes to local government policies, guidelines or other matters which may affect the Program
- (v) identify local opportunities to inform customers of the program
- (vi) provide Service NSW with feedback on the effectiveness and performance of the Program.

6. Liability

- 6.1. To the full extent permitted by law, neither Council or Service NSW will be liable to the customer for the customer's actions or responsible for any liability, loss or cost suffered directly or indirectly by the business in connection with the Service NSW for Business service.

7. Data and Data Security

7.1. Each party retains ownership of its Data.

7.2. Except as required by law, neither party must ensure that its Personnel will not:

- A. use the Data belonging to the other party for any purpose other than the performance of its obligations under this Agreement
- B. sell, commercially exploit, let for hire, assign rights in or otherwise dispose of any Data; or

Each party must establish and maintain safeguards against the destruction, loss or alteration of either party's Data in the possession or control of that party which are consistent with and no less rigorous than those maintained by either party to secure its own data; and comply with all applicable laws and policies.

In particular, the Parties will ensure the secure transmission and storage of data, at standards no less than those recommended by Cyber Security NSW.

8. Confidential Information

8.1. The Parties must, in respect of any Confidential Information:

- A. Keep the Confidential Information confidential and not disclose that information to any person without the prior written consent of the disclosing party, other than to its Personnel, professional advisors or contractors requiring access to the Confidential Information in connection with providing the Services
- B. Use the Confidential Information solely for the purpose of carrying out its obligations
- C. Not permit the Confidential Information to be reproduced except to the extent reasonably required to carry out its obligations
- D. Not do anything that would cause the disclosing party or its Personnel to breach their obligations under Privacy Law; and
- E. Notify the other party as soon as possible upon becoming aware of any breach of this clause.

9. Privacy

9.1 Each party and its Personnel must:

- A. Comply with Privacy Laws; and
- B. Do all that is reasonably necessary to enable the other party to comply with Privacy Laws, including the development of documentation to demonstrate compliance with Privacy Laws, as agreed between the parties

9.2. In particular, Service NSW acknowledges that:

- A. The collection of personal or health information will take place in compliance with the Privacy Laws, as modified by section 15 of the Service Act; and

- B. the use, disclosure, storage and retention of such information will be in accordance with the Privacy Laws, and in accordance with applicable policies.

Schedule 3 documents the respective responsibilities of Service NSW and the Council in relation to the collection, storage, use, retention and disclosure of personal information.

- 9.4 Personal and health Information collected, used, disclosed or retained between the parties will be managed and retained by the parties in accordance with the *State Records Act 1998* (NSW) and all other applicable laws, including Privacy Laws.
- 9.5 Once either of the Parties has reasonable grounds to believe there has been unauthorised access to, unauthorised disclosure of, or a loss of Personal or Health Information, dealt with in connection with this Agreement ('**Data Incident**'):
 - A. The party must immediately (but in any event, no later than 72 hours of becoming aware of the Data Incident) notify the other party of that contravention together with all relevant information relating to the contravention
 - B. Consult with the other party as to which party should have primary responsibility for investigating and dealing with the breach or possible breach
 - C. Consider, having regard to the scope of the Data Incident and the nature of the personal or health information involved, together with any other relevant factors, whether the Data Incident is serious.
 - D. The party with primary responsibility for the breach must notify the Privacy Commissioner as soon as practicable that a serious Data Incident has occurred; and
 - E. The parties must co-operate and collaborate in relation to assessment and investigation of the Data Incident, and action required to prevent future Data Incidents.
- 9.6 If either of the Parties receives a complaint or request for an internal review of conduct in relation to a breach or alleged breach of a Privacy Law, including under section 53 of the PPIP Act, (a '**Complaint**'), the following will apply:
 - A. It is the responsibility of the party that receives the Complaint to perform a preliminary investigation to determine the party responsible for the conduct
 - B. If responsibility lies wholly with the party that received the Complaint, then that party is responsible for responding to the complaint or conducting the internal review of conduct
 - C. If, after performing the investigation, the relevant party reasonably considers that the Complaint should be transferred to the other party, it will (after obtaining the consent of the customer) promptly transfer the Complaint and any further information obtained by the party from its preliminary investigation to the other party, no later than 20 days after receipt of the original Complaint
 - D. If the Complaint relates jointly to the conduct of both parties, then the party that received the Complaint will (after obtaining the consent of the Customer) notify the other party no later than 20 days after its receipt of the original Complaint and provide any further information obtained by that party from its preliminary investigation. The parties will then work together to coordinate a joint response from the parties within 60 days of receipt of the Complaint. This response may include an internal review of conduct.

10. Intellectual Property

- 10.1 Each party will retain the Intellectual Property Rights in its Existing Material.
- 10.2 Each party agrees to grant to the other party a non-exclusive and royalty free licence to use, sublicense, adapt, or reproduce:
 - A. Their Existing Material; and
 - B. All methodologies, processes, techniques, ideas, concepts and know-how embodied in their Existing Material,
 - C. To the extent their Existing Material is required for use by the other party, solely in connection with provision of the Services.
- 10.3 Each party represents and warrants to the other party that it has all required rights and consents for its Existing Material to be used for the Services.
- 10.4 Intellectual Property Rights in all New Contract Material will vest in the Council.
- 10.5 The Council grants a perpetual, worldwide, irrevocable and royalty free licence to the Intellectual Property Rights in all New Contract Material to Service NSW for the purpose of performing the Services.
- 10.6 Subject to clauses 10.1 and 10.4, Service NSW will own all Intellectual Property Rights in the provision of the Services, including any solution and service design.

11. Performance Management and Continuous Improvement

- 11.1 Service NSW for Business does not require any provisions in relation to performance management
- 11.2 Service NSW for Business will work collaboratively with Council to ensure continuous improvement of its services to Council
- 11.3 Any future extension of this Agreement by Service NSW with Council will specify the relevant performance management and continuous improvement provisions required.

12. Reporting

- 12.1 Service NSW for Business does not require any reporting arrangements
- 12.2 Any future arrangements that require reporting will be outlined in a Schedule to this Agreement.

13. Change Management

- 13.1 Each party will comply with the Change Management Process set out in Schedule 4.
- 13.2 The parties agree to complete a Change Request in the form set out in Schedule 4 to add to or vary the Services.

14. Governance

- 14.1 The parties agree to comply with the Governance Framework.

15. Business Continuity and Disaster Recovery

- 15.1 Each party will maintain Business Continuity and Disaster Recovery Plan arrangements to ensure that each party is able to continue to perform its obligations under this Agreement, or where performance is not possible, resume performance as soon as reasonably practicable in the event of a Disaster.

16. Dispute Resolution

- **16.1** In the event of a dispute between the parties, a party will:
- Raise the dispute with the other party's Relationship Manager and use best efforts to resolve the dispute
- If the dispute is not resolved within a reasonable period, the Chief Executive of the Council or their delegate will meet with the Chief Executive Officer of Service NSW (or their delegate) with a view to resolving the dispute.
- If the dispute is not resolved under clauses 16.1(b) within a reasonable period, attempt to resolve any dispute in accordance with the Premier's Memorandum M1997-26.
- **16.2** Despite the existence of a dispute, each party must continue to perform its obligations.

17. Termination

- 17.1 Either party may terminate this Agreement in whole or in part by giving the other party 90 days written notice or as otherwise agreed.
- 17.2 On notice of termination or where Service NSW is otherwise required to cease to perform some or all of the Program, the parties will work together in good faith to finalise and agree a transition out plan to facilitate smooth and orderly transition of the relevant Program to the Council or the Council's nominated third party. Where the parties cannot agree, the dispute resolution provisions in clause 16 will apply.
- 17.3 Upon termination, each party agrees to return all Data and property belonging to the other party within 30 days of the termination date and comply with the transition out plan agreed under clause 17.2.

18. Miscellaneous

18.1 Entire Agreement

This Agreement supersedes all previous Agreements, understandings, negotiations, representations and warranties and embodies the entire Agreement between the Parties about its subject matter.

18.2 Survival

The following clauses survive termination or expiry of the Agreement: Clauses 4, 6, 7, 8, 9, 14, 15, 16, 17, 18, 19 and any other clause which by its nature is intended to survive termination or expiry of the Agreement.

18.3 Notices

A notice under this Agreement Standard Terms must be in writing and delivered to the address or email address of the recipient party.

18.4 Variation

All variations to this Agreement and all consents, approvals and waivers made under this Agreement must be evidenced in writing and variations signed by both parties.

18.5 Waiver

If a party does not exercise (or delays in exercising) any of its rights, that failure or delay does not operate as a waiver of those rights.

10.6. Applicable law

The Agreement is governed by, and is to be construed in accordance with, the laws in force in NSW.

18.7 Counterparts

The Agreement may consist of a number of counterparts and if so, the counterparts taken together constitute one and the same instrument.

19. Execution

Broken Hill City Council has reviewed and accepts this Agreement

Signed for and on behalf of Broken Hill City Council by its authorised signatory	Signed for and on behalf of Service NSW by its authorised signatory
Name:	Name:
Title:	Title:
Date:	Date:
Signature:	Signature:
Witness:	Witness:
Signature:	Signature:

Schedules

Schedule 1 - Definitions

In these Standard Terms, except where a contrary intention appears:

Business Continuity and Disaster Recovery Plan means a business continuity and disaster recovery plan which documents the back-up and response actions each of the parties will take to continue its obligations if a Disaster occurs

Change Request means the request for a change to the scope of Services in the form set out in Schedule 2

Commencement Date means the date of start of this Agreement.

Confidential Information of a party means any written or oral information of a technical, business or financial nature disclosed to the other party, including its employees or agents, by the disclosing Party (whether orally or in writing) whether before or after the Commencement Date, that:

- A. is by its nature confidential; or
- B. is designated as confidential; or
- C. the other party knows or ought to know is confidential,
- D. but does not include information which:
 - a. is or becomes public knowledge other than by breach of these Standard Terms; or
 - b. is in the lawful possession of the Party without restriction in relation to disclosure before the date of receipt of the information; or
 - c. is required to be disclosed by Law, government policy or legal process.

Contact Centre has the meaning set out in Schedule 1

Continuous Improvement Principles have the meaning set out in Schedule 1

Continuous Improvement Process has the meaning set out in Schedule 1

Data means the data of each party and all data and information relating to their operations, Personnel, assets, customers and systems in whatever form that may exist, including Confidential Information

Disaster means an event that causes, or is likely to cause, a material adverse effect on the provision of the Services that cannot be managed within the context of normal operating procedures including interruption, destruction or other loss of operational capacity

Existing Material means any material that is developed prior to entering into a Project Agreement or Service Agreement, or developed independently of a Project Agreement or Service Agreement, and includes any enhancements and modifications to its Existing Material created as part of a Project Agreement or Service Agreement

Governance Framework means the governance arrangements set out in the Service Agreement

HRIP Act means the *Health Records and Information Privacy Act 2002* (NSW);

Instrument of Delegation means the instruments of delegation (including its terms and conditions) made by the Council in relation to the Delegated Functions.

Intellectual Property Rights includes patent, knowhow, copyright, moral right, design, semi-conductor, or circuit layout rights, trademark, trade, business or company names or other proprietary rights and any rights to registration of such rights, whether created before or after the Commencement Date, in Australia or

elsewhere

Middle Office has the meaning set out in Schedule 1

Moral Rights means the right of integrity of authorship and the right not to have authorship falsely attributed, as confined by the *Copyright Act 1968* (Cth) and the rights of similar nature anywhere in the world, whether in existence before or after the Commencement Date

New Contract Material means new data created, other than the solution or service design

Personal Information has the meaning given to it in the Privacy Laws, as amended from time to time

Personnel means the person or persons employed or otherwise contracted by either party under these Standard Terms, as the context requires

PPIP Act means the *Privacy and Personal Information Protection Act 1998* (NSW)

Privacy Law means any law that applies to either or both of the parties which affect privacy or any personal information or any health information (including its collection, storage, use or processing) including:

- A. the PPIP Act; and
- B. the HRIP Act.

Program means the Easy to do Business program

Quarterly Forecast has the meaning set out in Schedule 1

Relationship Manager means the nominated relationship managers of either party, as set out in the Service Agreement, or as otherwise nominated by a party from time to time

A. **Service Act** means the *Service NSW (One-stop Access to Government Services) Act 2013* (NSW);

Service Centre has the meaning set out in Schedule 1

Service NSW Standard Operating Conditions means the standard operating conditions met by Service NSW in the usual course of its performance of the Services set out in Schedule 1

Service Levels means the service levels, operating conditions and service levels relating to the Services as set out in the Service Agreement

Standard Terms of Engagement or **Standard Terms** means these terms and conditions and includes Schedules 1 and 2

Subcontractor means a third party to which Service NSW has subcontracted the performance or supply of any Services

Schedule 2

1. Service NSW Standard Operating Conditions

In addition to the Project Agreement, Service Agreement or Research Agreement, this section covers the standard omnichannel service inclusions.

1.1. Service Centre

Similar services as those available at Service Centres may be offered through Mobile Service Centres. The Mobile Service Centre timetable is published regularly on the Service NSW website.

Inclusion	Description
Concierge and digital assisted services	A Service NSW Concierge will greet and direct customers to the appropriate channel and dispense a ticket where applicable. If the transaction can be completed online, a Digital Service Representative will assist the customer to complete the transaction
Customer sentiment surveys	Before leaving the centre, customers will be offered the option of leaving feedback via a digital terminal

1.2. Contact Centre

Similar services (to that of phone-based) may be offered through a web chat feature accessible via the Service NSW website.

Inclusion	Description
Virtual hold call back system	During high volume periods, customers will be offered the option of leaving their details with an Interactive Voice Response (IVR) auto attendant. Customers can hang up while holding their place in the queue. Their call will be returned by the next available operator
Inbound number	Service NSW will answer all inbound enquiries on 13 77 88 as 'Service NSW'
Call coding	A Customer Service Representative will record the customer's reason for calls and the outcome
Customer sentiment surveys	Once the call is complete, customers will be offered the option of leaving feedback via an automated IVR system

1.3. Middle Office

Inclusion	Description
-----------	-------------

Enquiry triage	Service NSW will triage enquiries received to info@service.nsw.gov.au or via Service NSW website 'Contact Us' page and <ul style="list-style-type: none"> - Resolve these enquiries or - Refer it to the appropriate business area at the Agency
Enquiry coding	A Customer Service Representative will record the customer's reason for enquiring and the outcome

1.4. Service NSW Website and Mobile App

Inclusion	Description
Scheduled maintenance and planned outages	Service NSW will conduct regularly scheduled maintenance of the website and mobile app. 10 business days of notice will be provided regarding outages from planned and scheduled maintenance Maintenance activities with negligible impact or outage, such as enhancements to optimise for cybersecurity or performance, may occur without notification to the Agency

1.5. Service NSW for Business

Service NSW for Business provides a multi-channel service including digital, phone and face-to-face services for metro and regional businesses in NSW and develops relationships with councils and business associations to promote the offering to local businesses.

Inclusion	Description
Relationship management	Business Customer Service staff initiate and maintain relationships with councils and business associations to promote awareness and use of the service offering by such stakeholders and their local business community. It may include, but is not limited to, information sharing, regular liaison at events and stakeholder premises and issue of surveys.
Scheduled Maintenance and Planned Outages	Digital products controlled by Service NSW for Business will be regularly updated, upgraded and maintained without any outages.

1.6. Training

Service NSW will provide appropriately trained Personnel to deliver the Services.

1.7. Language

Service NSW will provide services in English and may arrange translation and interpreter services for customers from non-English speaking backgrounds if required.

1.8. Branding

Unless otherwise set out in the Project Agreement, Service Agreement or Research Agreement, Service NSW channels are singularly branded. Marketing communication is limited to Service NSW led or co-led campaigns and programs.

1.9. Contractors and Agents

Service NSW may use contractors and agents in connection with the delivery of Services. Such agents and contractors are approved persons under Part 2 Section 12 of the Service Act.

1.10. Out of Scope Services

Any item, service or deliverable that is not specified in a Project Agreement, Service Agreement or Research Agreement is deemed to be out of scope for Service NSW.

2. Operational Framework

Service NSW operational framework outlines how operations are managed on a day-to-day basis.

Operational Support	Description
Knowledge Management	Service NSW creates and maintains support material (knowledge articles) for serving customers. These will be sent to the Agency for endorsement of content accuracy bi-annually
Complaints Management	Service NSW will record complaints and its supporting information unless resolved at the outset. Service NSW will contact the Agency where assistance is required
Issues Management	Issues relating to existing products and services should be raised via partnerships@service.nsw.gov.au or directly with the Relationship Manager The Relationship Manager will assess the issue and facilitate a resolution within Service NSW, providing regular updates
Quality control framework/ compliance	Service NSW has a quality control framework that governs transactional activities in line with risk assessment at the time of onboarding The framework includes: <ul style="list-style-type: none"> - Regular review of contact centre calls, including being assessed against procedure and process used by the agent during the call - Daily quality checks of transactions undertaken by the service centre - Quarterly compliance reviews and certifications provided by all service delivery channels

2.1. IT Operations & Support

29/3/21

14

Service NSW runs a 24/7, 365 days a year service desk. Unplanned interruptions or degradations in quality of service should be raised to the Service NSW Service Desk on 1300 697 679 (option 2) or servicedesk@service.nsw.gov.au

Incident response times in our production environment are prioritised based upon urgency and impact, with associated response and resolution times.

Priority Code	Service Level Target Response/Resolution Time
P1 - Critical	Response: Immediate response, action/update within 15 minutes Resolution: 2 hours
P2 - High	Response: Immediate response, action/update within 30 minutes Resolution: 4 hours
P3 - Medium	Response: 8 hours Target Resolution: 10 working days
P4 - Low	Response: Email notification of call being logged within 2 days. Response by email or phone within 2 working days Target Resolution: 20 working days

Where vendors or other government platforms are involved, Service NSW utilises a best practice vendor governance framework for service level Agreements and for priority 1 and 2 incidents.

2.2. System and Security Maintenance

Service NSW complies with the NSW Government Cyber Security Policy and operates an information security management system that is certified against ISO 27001. These engagement Terms do not extend the certification scope to the Agency's specific activities.

3. Customer Payments

Service NSW will collect payments from customers for transactions set out in the Service Agreement. Cash, cheque, money order, credit or debit card may be accepted and merchant fees plus GST will be recovered.

Service NSW will provide remittances and reconciliation files to the Agency which include:

- A. Credit T+2 value for cash, cheques* and bank card payments
- B. Credit T+2 value for AMEX payments
- C. Debit any cheques dishonoured
- D. Debit any card payment chargebacks
- E. Debit any refunds processed on behalf of the Agency

Cheque payments received over \$50,000 will be remitted back to the Agency once the funds clear the Service NSW remitting bank account.

4. Business Continuity and Disaster Recovery

Service NSW will maintain an Enterprise Risk Management Framework focused on managing risks to Service NSW, including mitigation of the likelihood and impact of an adverse event occurring. As a function of risk management, business continuity management will enable Service NSW to minimise disruptive risks and restore and recover its business-critical services within acceptable predefined timeframes should an adverse event or other major business disruption occur.

Recovery and timeframes may be impacted when events or disruptions are related to dependencies on partner Agencies. The Parties will agree on Recovery Point Objectives and Recovery Time Objectives and associated charges prior to designing the system and will periodically review these objectives.

All systems and technology provided by Service NSW internally and through third-party vendors, operate through multiple data centres to achieve high availability. Service NSW systems are architected, where practicable and possible, to ensure continuity of service in the event of a data centre disruption or outage.

Definitions

Recovery Point Objectives means the age of files that must be recovered from backup storage for normal operations to resume if a computer, system, or network goes down because of a hardware, program, or communications failure.

Recovery Time Objectives means the targeted duration of time and a service level within which a business process must be restored after a disaster (or disruption) to avoid unacceptable consequences associated with a break in business continuity.

5. Continuous Improvement

Service NSW regularly reviews improvement ideas from employees and customers. We will provide you with any ideas relevant to your agency for consideration.

'Continuous Improvement' refers to identifying a process, system or policy opportunities that will deliver a benefit for our people, our customers or the NSW government. These improvements may be delivered in house where possible or by engaging our partnering agencies where further input or decisions are required under policy or legislation. A Continuous Improvement:

- A. Puts the customer first
- B. Makes the customer service job easier
- C. Improves a step in a process
- D. Changes the way a task is completed so that it doesn't take as long
- E. Reduces handling time and is cost effective
- F. Allows others to benefit from best practices
- G. Allows us to do things better locally, regionally or organisation-wide
- H. Is a low-investment process change and not a policy change
- I. Improves accountability within the various stages of the process
- J. Removes steps that don't add any value to a process

Service NSW will consider several factors such as cost to implement, cost savings, customer experience, team member experience and operational efficiency in prioritising continuous improvements.

5.1. Continuous Improvement Process

The parties will identify new continuous improvement initiatives on an annual basis, with a 6-monthly check-in on ongoing continuous improvement initiatives.

When establishing a new continuous improvement initiative, the parties will classify the initiative based on

whether it can be implemented as:

- A. part of the ongoing 'business as usual' services (cost and resourcing to be absorbed by Service NSW; or
- B. a new project initiative (cost and resourcing to be agreed by the parties).

A prioritisation process will be agreed upon between the parties to prioritise initiatives (for Service NSW, this will be performed by the Partnerships team).

The Agency may be required to effect policy, system or regulatory changes to assist in delivering the service process improvement, as agreed with Service NSW. Where a review of Agency policy, system or regulatory changes is requested by Service NSW from the Agency, these should be conducted within timeframes agreed between the respective Relationship Managers.

Schedule 3 – Privacy and Data Security

(a) General

(i) Service NSW may collect, use, disclose, store and retain personal information when exercising functions for the Council:

(iv) Where Service NSW exercises functions for the Council, Service NSW can share information it obtains with the Council without separately requesting the customer's consent. Service NSW can also share the information it obtains with any person that the Council is authorised or required to disclose the information to in accordance with the Service Act.

(c) Collection of information

(i) Service NSW will collect the following information when exercising functions for the Council:

(ii) Service NSW will take reasonable steps to ensure that the personal or health information it collects on behalf of the Council is accurate, up-to-date and complete.

(iii) Service NSW will provide a privacy collection notice to customers whenever it collects their information.

(iv) If Service NSW collects personal information for its own internal purposes, when exercising functions for the Council, it will ensure that the privacy collection notice meets the requirements of section 10 of the *PIIP Act* in light of section 15(3) of the *Service Act*.

(v) The notice will address each of the matters that a privacy collection notice is, by law, required to address. Service NSW will develop the content of the notice in consultation with Broken Hill City Council.

(d) Internal records maintained by Service NSW

(i) Under the *Service Act*, Service NSW is permitted to collect, maintain and use the following records for its internal administrative purposes, including for the purposes of its interactions with customers for whom functions are exercised:

- Details of transactions between customers and Service NSW
- The preferences of customers for transacting matters with Service NSW and Broken Hill City Council, and
- Other information about customers.

(ii) Service NSW collects, maintains and uses the following information for its internal administrative purposes:

- Details of transactions between customers and Service NSW
- The preferences of customers for transacting matters with Service NSW and Broken Hill City Council, and
- Other information about customers.

(e) Use of information

- (i) Service NSW can use information in accordance with the *Service Act*, PPIP Act and HRIP Act.

(f) Disclosure

- (i) Service NSW can disclose information in accordance with the *Service Act*, PPIP Act and HRIP Act.

(ii) Where Service NSW performs a transaction for a customer, when exercising functions for the Council, it will ask the customer for consent before sharing that information with a different agency, unless there is another legal basis for Service NSW sharing the information.

(g) Privacy Management plans

The parties agree to update and periodically review their privacy management plans or other relevant policy documents so that any person can ascertain whether Service NSW or the Council holds personal information relating to that person and if so, the nature of the information, the main purposes for which it is used and the person's entitlement to access the information, in relation to the services covered by this Agreement.

(h) Access to and amendment of

- (i) Service NSW agrees that it will provide any individual who requests it with access to their own personal information without excessive delay and without any expense, in relation to information it holds as a result of exercising functions for the Council.

(i) Privacy Officer

The parties have nominated a Privacy Officer who is the point of contact for dealing with complaints, applications for internal reviews, data breaches, employee education and other privacy matters.

Privacy Officers can be contacted as follows:

Service NSW:

Privacy Officer
Service NSW
2-24 Rawson Place, Sydney NSW 2000
Phone: 13 77 88
Email: privacy@service.nsw.gov.au

Broken Hill City Council:

ORDINARY MEETING OF THE COUNCIL

August 6, 2021

ITEM 14BROKEN HILL CITY COUNCIL REPORT NO. 144/21

SUBJECT: TEMPORARY SUSPENSION OF A PORTION OF THE CENTRAL BUSINESS DISTRICT (CBD) ALCOHOL-FREE ZONE FOR THE 2021 BROKEN HEEL FESTIVAL 11/307

Recommendation

1. That Broken Hill City Council Report No. 144/21 dated August 6, 2021, be received.
2. That Council approve the change of date for the temporary suspension of a portion of the CBD Alcohol-Free Zone for a section of Sulphide Street, bounded by Crystal Street and Argent Street, adjacent to the Palace Hotel (see attached map) for the 2021 Broken Heel Festival event. Specific details of the suspension are Argent Street from 207 Argent Street to 227 Argent Street; Crystal Lane from behind 207 Argent Street to 227 Argent Street; and Sulphide Street from Crystal Street to Argent Street. This area includes all footpaths and car parks in the sections of Argent and Sulphide Streets.
3. That Council approve the temporary suspension be in place from 9am on Thursday, 2 December to 9am on Tuesday, 7 December 2021 subject to the final conditions, contained in the liquor licence. Council to note that should the Broken Heel Festival event not go ahead; the associated temporary suspension application becomes void and the full CBD Alcohol-Free Zone remains in force.
4. That Council approve the temporary suspension of a portion of the CBD Alcohol-Free Zone for a section of Sulphide Street, bounded by Crystal Street and Argent Street, adjacent to the Palace Hotel be advised to the public by way of advertisement in the Barrier Daily Truth; and that the advertisement also confirms that all other existing alcohol-free zones in Broken Hill remain in force.
5. That Council authorise the General Manager to amend the dates of the temporary suspension of a portion of the CBD Alcohol-Free Zone, should the dates for the Broken Heel Festival change in the future due to the changing circumstances around COVID-19 restrictions; subject to all other requirements for the event approved and in place.
6. That Council endorses the General Manager to implement the suspension and advertising processes on final advice of Barrier Local Area Command.
7. That Barrier Local Area Command be advised of Council's decision.

Executive Summary:

At the April 2021 Council meeting, Council approved the temporary suspension of a portion of the established Alcohol-Free Zone in the CBD area for the duration of the Broken Heel Festival, from 9am Thursday, 9 September 2021 to 9am Tuesday, 14 September 2021.

On Friday, 23 July 2021, Council received notification from the event organiser, that due to COVID-19 restrictions, the 2021 Broken Heel Festival would be postponed from September

to December, therefore requiring the temporary Alcohol-Free Zone suspension from 9am on Thursday, 2 December 2021 to 9am on Tuesday, 7 December 2021.

Report:

To obtain maximum benefit from the Broken Heel Festival event, event organisers from the Palace Hotel requested and received approval for temporary suspension of a portion of the CBD Alcohol-Free Zone and subsequent road closure of the area of Sulphide Street bounded by Argent Street from 207 Argent Street to 227 Argent Street, Crystal Lane behind the Palace Hotel, from 207 Argent Street to 227 Argent Street and Sulphide Street from Crystal Street to Argent Street. The approval also included footpaths and carparks in the closed section of Sulphide Street and the Argent Street footpath and carparks in front of 207 Argent Street to the Palace Hotel at 227 Argent Street. (See map attached with area highlighted).

Barrier Local Area Command (LAC) were advised on 4 May 2021 of the approach by the organisers of the festival for temporary suspension of a portion of the CBD Alcohol-Free Zone; and on 10 May 2021, LAC advised Council of no objections to the temporary suspension of a portion of the CBD AFZ. Following approval of this report's recommendations, Council will again liaise with LAC to advise of change of dates for temporary suspension of a portion of the CBD AFZ to occur in December.

The final decision on suspension of the Alcohol-Free Zone involves coordinated efforts among Barrier Local Area Command, Local Traffic Committee and Council on the various application components organised by the applicant. Previously submitted applications for road closures and hoarding associated with the event will be reconsidered by the Local Traffic Committee closer to the event, to see if any conditions have changed.

In accordance with Ministerial Guidelines on Alcohol-Free Zones;

- specifically, that Council must pass a valid resolution to suspend a particular alcohol-free zone;
- that liaison with the local police, before and after the council resolution is essential to ensure that both groups are informed, and action is coordinated; and
- that Council may undertake any other consultation that it considers necessary.

Given that the event has been postponed until December 2021, it is recommended that Council give agreement to the temporary suspension of a portion of the Alcohol-Free Zone, subject to conditions in the liquor licence and final advice of Barrier Local Area Command; with the General Manager authorised to amend the dates of the temporary suspension due to changing circumstances around COVID-19 restrictions and to implement the temporary suspension and advertising processes when so advised. Council to note that should the Broken Heel Festival not go ahead; the associated temporary suspension application becomes void and the full CBD Alcohol-Free Zone remains in force.

Community Engagement:

Neighbourhood notification in relation to the suspension of the Alcohol Free Zone in September was undertaken with no objections received.

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 within its legal framework

Relevant Legislation:

Suspension of Alcohol-Free Zones must be in accordance with the *Local Government Act 1993* and Ministerial Guidelines 2009 on Alcohol-Free Zones.

Financial Implications:

Advertising of the temporary suspension of a portion of the CBD Alcohol-Free Zone in the Barrier Daily Truth is budgeted within the Operational Advertising budget.

There are no financial implications to Council associated with the temporary suspension of a portion of the established CBD Alcohol-Free Zone, as there are no signs located in the immediate area that require removal and/or cover up for the duration of the temporary suspension.

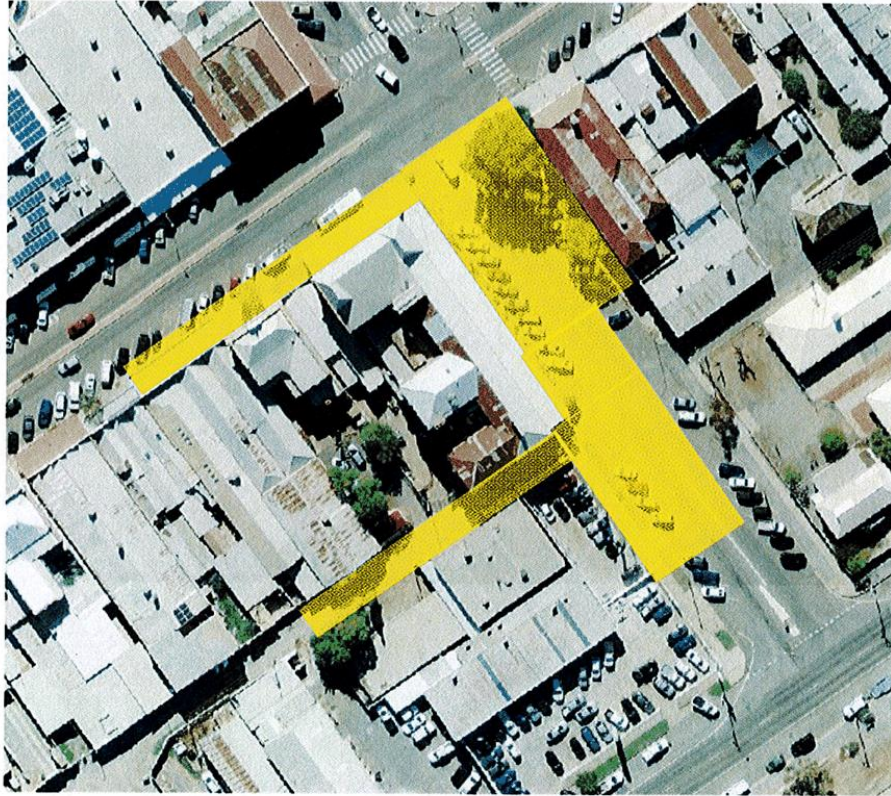
Attachments

1. Broken Heel Festival 2021 - Temporary Suspension of portion of CBD AFZ Map -
[↓](#) December

RAZIJA NU'MAN
CHIEF CORPORATE AND COMMUNITY OFFICER

JAY NANKIVELL
GENERAL MANAGER

Broken Heel Festival 2021 – Temporary suspension of portion of CBD AFZ map



ORDINARY MEETING OF THE COUNCIL

August 12, 2021

ITEM 15BROKEN HILL CITY COUNCIL REPORT NO. 145/21

SUBJECT: MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 416 HELD TUESDAY, 3 AUGUST 2021 11/397

Recommendation

1. That Broken Hill City Council Report No. 145/21 dated August 12, 2021, be received.
2. That the minutes from the Local Traffic Committee - Meeting No. 416 held, Tuesday, 3 August 2021 be received.
3. That Item No. 406.6.1 – That a 'Loading Zone' be installed in Crystal Lane on the Astra side of the lane.

The loading zone will be 8 meters long and 2.4 meters wide and positioned 6.7 meters from 'Give Way' sign at the intersection of the lane and an offset of 2.5 meter from the gate way to the Astra carpark.

4. That Item No. 414.8.6 – That three additional parking spaces to be line marked where the unused driveway is located adjacent to the Hearing Centre in Sulphide Street.

Executive Summary:

Under Guidelines published in March 2009 by the Roads and Traffic Authority (now known as Transport for NSW), entitled 'A guide to the delegation to councils for the regulation of traffic states':

"The Local Traffic Committee (LTC) has no decision-making powers and is primarily a technical review committee. It only advises the Council on matters for which the Council has delegated authority, being certain prescribed traffic control devices and traffic control facilities.

The Council must refer all traffic related matters to the LTC prior to exercising its delegated functions. Matters related to State Roads or functions that have not been delegated to the elected Council must be referred directly to Transport for NSW or relevant organisation. Such matters must not be referred to the LTC.

Council is not bound by the advice given by its LTC. However, if Council does wish to act contrary to the unanimous advice of the LTC or when the advice is not unanimous, it must notify Roads and Maritime Services and the NSW Police and wait 14 days before proceeding."

Report:

This report is to provide Council with the minutes and action list of the Local Traffic Committee meeting held on Tuesday, 3 August 2021 which details recommendations to Council for consideration and adoption.

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:

- *Road Transport (Safety and Traffic Management) Regulation 1999*, and
- Road Rules 2008
- A guide to the delegation to councils for the regulation of traffic (guidelines)

Financial Implications:

Financial implications for any of the recommendations to Council will be detailed in the LTC minutes, if relevant.

Attachments

1. MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 416 - 3
[↓](#) AUGUST 2021

JAY NANKIVELL
GENERAL MANAGER

LOCAL TRAFFIC COMMITTEE

MINUTES OF MEETING NO. 416

Held 2pm Tuesday, 3 August 2021

First Floor Meeting Room, Administrative Centre and via Teams for external members.

Minutes taken by: Council's Administration Officer, Tanya Ralph.

Chairperson Bibek Bhattarai, Infrastructure Projects Engineer opened the meeting at 2pm and welcomed all representatives present.

4.16.1 Present

Bibek Bhattarai	Chairperson/Infrastructure Projects Engineer
Marion Browne	Councillor
David Vant	Transport for NSW Representative
Matthew McCarthy	NSW Police Representative
Paul Bezzina	Asset Officer
Peter Beven	Local Member's Representative

4.16.2 Apologies

Codie Howard	Group Manager Infrastructure and Projects
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4.16.3 Disclosure of interest – NIL

4.16.4 Adoption of previous minutes

Previous minutes of meeting No. 414 held 8 June 2021 were confirmed via online voting as follows:

All in favour: Moved: Peter Beven Seconded: David Vant

4.16.5 Council Resolutions

The following Committee Recommendations over the page were adopted by Council at its meeting held on Wednesday, 28 July 2021.

ITEM 9 - BROKEN HILL CITY COUNCIL REPORT NO. 122/21 - DATED JULY 16, 2021 - MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 415 HELD TUESDAY, 6 JULY 2021 11/397	
RESOLUTION Minute No. <u>46598</u> Councillor M Browne moved) Councillor M Clark seconded)	Resolved <ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 122/21 dated July 16, 2021, be received. 2. That the minutes from the Local Traffic Committee Meeting No. 415 held, Tuesday, 6 July 2021 by received. 3. That Item Number 406.6.1 – That a 'Loading Zone' be installed in Crystal Lane on the side of the Astra to service all businesses. 4. That Item Number 414.6.5 - That an additional disability parking space be installed adjacent to the Broken Hill Regional Aquatic Centre, in the same location as current disability parking spaces as this is the best location for ramp access. 5. That Item Number 415.6.4 – That traffic counters be installed in Kaolin Street adjacent the Happy Day Preschool to determine the volume and speed of traffic. 6. That Council submits a motion to the Local Government NSW Conference advocating for reduced speed limits for all childcare centres and long day-care centres. 7. That Councillor Browne be commended and thanked for her service to the City over many years, as Council's Delegate on the Local Traffic Committee. <p style="text-align: right;">CARRIED UNANIMOUSLY</p>

4.16.6 Correspondence In

Item No.	EDRMS No.	Details
416.6.1	D21/33601	Request for the removal of the school zone signage on the resident's side of Union Street.

4.16.7 Correspondence Out - NIL

4.16.8 General Business

Item No.	EDRMS No.	Details
416.8.1		'2021 Broken Heel Festival' postponed.
Discussion Notes		The organisers of the '2021 Broken Heel Festival' announced that they have decided to move the dates for this year's event to 2-6 December 2021, to help minimise possible impact of Covid travel and gathering restrictions placed in NSW.

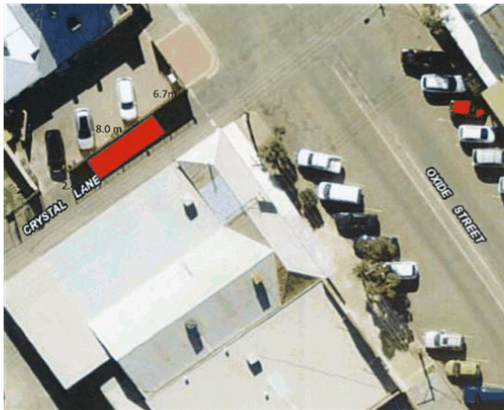
		<p>The Local Traffic Committee because of covid restrictions agreed to postpone their approvals for the road closure applications received for both the Broken Heel Festival parade and the event surrounding the Palace Hotel at 221 Argent Street, as long as the conditions set by the committee at a previous meeting are complied with.</p> <p>The committee will revisit this matter as it gets closer to the new dates and will review all traffic matters prior to the event commencing.</p>
Item No.	EDRMS No.	Details
416.8.2		'Mundi Mundi Big Bash' postponed.
Discussion Notes		<p>The organisers of the 'Mundi Mundi Big Bash' announced that the Big Bash has been postponed until 21-23 April 2022, due to Covid issues in NSW.</p> <p>Council will continue to work with the organisers on the issues raised at a previous meeting once the COVID issue settles.</p>
Item No.	EDRMS No.	Details
416.8.3		Request to Seal the Transport Hub to Queensland
Discussion Notes		<p>Local Member's Representative, Peter Beven asked David Vant from Transport for NSW if he could seek funding to seal the road from the gate, back to Tibbooburra. David advised that it take a couple of years for Transport for NSW to seal the road.</p> <p>Peter Beven informed the committee that he will be sending a letter to the Member of Parliament regarding this matter and requesting action.</p> <p>No further action will be taken by the committee, as this is not a matter for the Local Traffic Committee. The committee were advised for information only.</p>
Item No.	EDRMS No.	Details
416.8.4		Request to relocate the 'Give Way' sign on the traffic island recent constructed at the intersection of Iodide and Argent Streets.
Discussion Notes		<p>The committee were informed that the current position of the 'Give Way' sign on the traffic island obstructs the line of sight for motorist not being able to see traffic traveling down Argent Street from Oxide Street direction.</p> <p>Council's Infrastructure Engineer, Bibek Bhattarai advised the committee that line markers will be in town later in the month and will be asked to review the position of the 'Give Way' line marking at this intersection so that vehicles will give way to where they will be able to see oncoming traffic.</p>

4.16.9 Action Item List

Date	Item Details
September 2020	Review No Stopping Signs – TNT Broken Hill
Item No.	406.6.1
EDRMS No.	D20/35512 and D20/40169
CRM No.	N/A
Responsible Officer	Council's Infrastructure Engineer, Bibek Bhattarai
Current Status	Pending
Date	Committee Recommendation/s
September 2020	All in favour of a letter being sent advising that there will be/is a loading zone in Oxide Street near the Astra which can be utilised.
July 2021	That a 'Loading Zone' be installed in Crystal Lane on the side of the Astra to service all businesses.
August 2021	That a loading zone will be installed in Crystal Lane on the Astra side of Crystal Lane. The loading zone will be 8 meters long and 2.5 meters wide and positioned 6.7 meters from 'Give Way' sign at the intersection of the lane and an offset of 2.5 meter from the gate way to the Astra carpark.
Action Date	Running Actions
September 2020	Discussion around Crystal Lane and that there are no loading zones. Although the laneway is narrow there should still be a loading zoning. Committee determined at last meeting to install a loading zone in Oxide Street near the Astra. This zone can be utilised for Repco.
October 2020	Discussion around Development Application (DA) conditions for deliveries for Repco. TNT have mentioned the use of a forklift for deliveries, was this taken into consideration in original DA and what were the conditions for unloading/loading of supplies with delivery vehicles. A Traffic Management Plan for the safety of pedestrians would have been submitted. Committee discussed the following: <ul style="list-style-type: none"> Laneway is 5.6m wide, delivery truck is close to 2.5m in size which would only leave available width of 3.1m for passing vehicles. Delivery truck would need to be parked right against the building to allow for clearance. Reduce lane width to 3m maximum.

	<ul style="list-style-type: none"> • Presumption that the vehicle is unloaded from the rear or the side. • Available space near the 'No Stopping' sign is 9.6m. Operations would basically close that Lane, there is no way a delivery truck would be able to unload as well as have passing traffic. • Cannot see anything that has been changed in relation to deliveries. Council's Rangers have been issuing more fines and been more observant of things happening around the place. <p>Transport for NSW do not support the proposed loading zone and stick with the original recommendation of utilising the loading zone located in Oxide Street near the Astra.</p> <p>Council to investigate the original Development Application lodged and report back to the Committee.</p>
November 2020	<p>Advice: Council's Planning, Development and Compliance Department have conducted a search through Council's records on Development Applications (DA) for Oxide Street, Repco.</p> <p>There is no DA showing up for the premises in Oxide Street, being Repco. It is likely that, at the time, a DA was not required for the business to commence.</p> <p>Please note that in some cases, in commercial zones, shops can change over to other shops within existing buildings, without needing to gain DA consent. (this is called exempt development). So, there will be occasions where a tenant may change, but there will not necessarily be a requirement for a DA.</p> <p>Historically, in the CBD area within town, consideration was given to how businesses could operate within existing buildings, and still be able to load/unload goods. In many cases the only option would be from the rear lanes of properties. This was not necessarily dealt with through the DA process, but rather through Traffic committee consideration as a separate matter.</p> <p>Where businesses are building a new premise, on vacant land, then consideration can be given to enforce they provide an on-site loading area, however this is not the case with existing businesses such as in Argent Street, of course.</p> <p>To be sent a letter advising a city-wide audit will be conducted. Council to complete audit and report back to the Committee.</p>
December 2020	City wide audit of Loading Zones and No Stopping Zones to be completed by March 2021.
February 2021	City wide audit of Loading Zones and No Stopping Zones to be completed by March 2021.
March 2021	City wide audit of Loading Zones and No Stopping Zones to be completed by March 2021.

April 2021	<p>In 2017 Council went to consultants to create a parking strategy with input from local business recommending turning certain 'parking zones' into 'loading zone only'. The plan went through ELT and Council however was not put through due to the creation of the CBD Master Plan.</p> <p>Council's proposal is to turn Crystal Lane, Argent Lane and Gawler Place 'parking zones' into 'loading zone only'. Council to correspond with businesses and residents in relation to the proposal. A plan will then be forwarded by Council to the Local Traffic Committee for review and approval.</p>
May 2021	<p>In 2017 Council went to consultants to create a parking strategy with input from local business recommending turning certain 'parking zones' into 'loading zone only'. The plan went through ELT and Council however was not put through due to the creation of the CBD Master Plan.</p> <p>Council's proposal is to turn Crystal Lane, Argent Lane and Gawler Place 'parking zones' into 'loading zone only'. Council to correspond with businesses and residents in relation to the proposal. A plan will then be forwarded by Council to the Local Traffic Committee for review and approval.</p> <p>Council's Infrastructure Engineer, Bibek Bhattarai and Ground Manager Infrastructure and Projects, Codie Howard are liaising Council's Ranger and have requested that he inspect and assess the areas for all 'Loading Zones' and parking areas.</p> <p>The committee will be provided an update at the next committee meeting.</p>
June 2021	<p>The Local Traffic Committee Members inspected the site on Wednesday, 16 June 2021 to determine the location of the proposed loading zone.</p> <p>Among the two sides of Crystal Lane, it would be beneficial to place the loading zone adjacent the Astra fence as there is a gas filling station in this area.</p> <p>The committee will discuss this matter further at the July Committee meeting to then provide a recommendation to council for implementation.</p>
July 2021	<p>During the last site visit, Council's Asset Officer, Paul Bezzina communicated with TNT and Repco. It was determined that a loading zone will be installed on the side of the Astra, this will service all businesses.</p> <p>There were no objections from the Local Traffic Committee and the matter will be referred to the July Council meeting.</p>
August 2021	<p>Council's Infrastructure Engineer, Bibek Bhattarai advised the committee that a 'Loading Zone' will be installed in Crystal Lane on the Astra side of the lane.</p> <p>Recommendation:</p> <p><i>The 'Loading Zone' will be 8 meters long and 2.4 meters wide and positioned 6.7 meters from 'Give Way' sign at the intersection of the lane and an offset of 2.5 meter from the gate way to the Astra car park.</i></p> <p>The committee recommend that this proposal be presented to Council at the August Council Meeting for endorsement.</p>

	<p>The loading zone will be installed in line with the design plan shown below that was approved by the committee.</p> 
Date	Item Details
May 2021	Proposed roundabout to be installed at the Mercury and Galena Streets intersection.
Item No.	413.8.3
EDRMS No.	
CRM No.	N/A
Responsible Officer	Council's Infrastructure Engineer, Bibek Bhattarai
Current Status	Completed
Date	Committee Recommendation/s
Action Date	Running Actions
May 2021	<p>Council's Infrastructure Engineer, Bibek Bhattarai informed the committee that Council has plans to install a roundabout at the Mercury and Galena Streets intersection. Bibek is currently liaising with Essential Energy to make the necessary arrangement for the power poles to be relocated.</p> <p>Surveyor, Graham Howe was been engaged to survey the subdivision of the Arboretum area.</p> <p>An update on the process will be provided to the committee at the next meeting. Council anticipates, that by constructing the roundabout in this are it will eliminate speeding and reduce risk for motorist.</p> <p>The plan is for the roundabout to be installed by April 2022.</p>

June 2021	<p>Council's Infrastructure Engineer, Bibek Bhattarai informed the committee that Council has plans for a roundabout to be construction at the Galena Street, Talc Street and Mercury Street Intersection.</p> <p>A design of the roundabout has been provided to Transport for NSW, David Vant for comments.</p> <p>David stated that this design has been developed to the specification for the sweeps area for an AB Triple, which would require a section of the existing footpath a section of the Arboretum to be used for the construction. David advised that the design can be altered for the sweep specifications for a 2B, as this route is not allocated on the approved Heavy Vehicles Bypass Route through the City.</p> <p>Council had a site consultation meeting with the Arboretum meeting on the revised boundary fence and the committee did not have objections.</p>
July 2021	<p>Council's Infrastructure Engineer, Bibek Bhattarai advised the Request for Tender for the relocation of the electrical poles was uploaded to Vendor Panel on 17 June 2021 and will close 7 July 2021. The Tender for the road works – stage 2, is yet to be advertised on Vendor Panel. Additional proposal has been made to the Arboretum Committee to acquire only land required for the road works adjacent to boundary line. The Arboretum Committee reviewed the plan and welcomes the proposal.</p>
August 2021	<p>The successful tenderer for the replacement of the electrical assets at the intersection has been advised.</p> <p>Power outage notice would be circulating by the successful contractor soon.</p>
Date	Item Details
May 2021	Request for 'No Parking' sign to be installed between 458 and 460 Lane Lane to all for residents' access to their property.
Item No.	414.6.6
EDRMS No.	D21/42468
CRM No.	N/A
Responsible Officer	Council's Infrastructure Engineer, Bibek Bhattarai
Current Status	Pending
Date	Committee Recommendation/s
Action Date	Running Actions
June 2021	An inspection of area will be undertaken by Council and an update will be provided to the committee at the next scheduled committee meeting on Tuesday, 6 July 2021.

July 2021	An inspection of area will be undertaken by Council's Asset Officer, Paul Bezzina and an update will be provided to the committee at the next scheduled committee meeting on Tuesday, 3 August 2021.
August 2021	<p>The committee were informed that the resident at 458 Lane Lane is parking their vehicle in the access lane/right of way next to their house, which has access to the adjoining properties. Council's Asset Officer, Paul Bezzina has inspected the area and observed that there is not parking at the property 458 Lane Lane.</p> <p>The request for a 'No Stopping' sign in this area has been denied by the Local Traffic Committee, being that the committee have stressed that this is an enforcement issue and will be handled by Council's Ranger.</p> <p>Since this inspection the complainant has spoken with the resident of 458 Lane Lane and they have come up with an arrangement that suits both parties.</p> <p>There is no further action required by the Local Traffic Committee in relation to this matter and this request can be removed from the action list.</p>
Date	Item Details
June 2021	Request for addition parking spaces to installed adjacent the Hearing Centre in Sulphide Street.
Item No.	414.8.6
EDRMS No.	General Business
CRM No.	N/A
Responsible Officer	Council's Infrastructure Engineer, Bibek Bhattarai
Current Status	Pending
Date	Committee Recommendation/s
August 2021	That three additional parking spaces to be line marked where the unused driveway is located adjacent to the Hearing Centre in Sulphide Street.
Action Date	Running Actions
June 2021	<p>Currently there is only two parking spaced adjacent the Hearing Centre in Sulphide Street and the question has been raised if additional parking spaces can be installed in the area.</p> <p>An inspection of the area will be completed by Council staff and the results reported back to the committee at the next meeting in July 2021.</p>
July 2021	Council's Asset Officer, Paul Bezzina advised after discussion with the business, it was determined that the existing dish crossing is no longer used. The Hearing Centre advised they are happy for the dish crossing to be it to be removed and have kerb and guttering installed. Parking signs will be relocated, and an additional three parking spaces marked.

	Designs of the proposed parking spaces will be provided to the committee for review and approval before prior to work commencing.
August 2021	<p>Council's Infrastructure Engineer, Bibek Bhattarai inspected the area and after speaking with the proprietor of the Hearing Centre has determined that driveway is not used and that three additional parking spaces would be more beneficial in this area.</p> <p>Recommendation:</p> <p><i>That three additional parking spaces to be line marked where the unused driveway is located adjacent to the Hearing Centre in Sulphide Street.</i></p> <p>Proposal to be presented to Council at the August Council meeting for endorsement.</p>
Date	Item Details
July 2021	Request for additional longer-term parking at Country Universities Centre Far West, 318-324 Crystal Street – Michael Williams.
Item No.	415.6.1
EDRMS No.	D21/29055
CRM No.	N/A
Responsible Officer	Council's Infrastructure Engineer, Bibek Bhattarai
Current Status	Pending
Date	Committee Recommendation/s
Action Date	Running Actions
July 2021	<p>Council's Asset Officer, Paul Bezzina carried out an inspection. It was found that it is currently sign posted as '4h Hour' parking from 8.30am-6pm. Council will gather more information from Country Universities Centre regarding the number of students, number of classes and peak periods of use.</p> <p>An update will be provided to the committee at the next scheduled committee meeting on Tuesday, 3 August 2021.</p>
August 2021	<p>Council's Infrastructure Engineer, Bibek Bhattarai conducted a parking audit in the vicinity of the University in Crystal Street to identify the number of car spaces available in the area. There are 12, 1-hour and 14, 2-hour timed parking spaces on Crystal Street.</p> <p>The committee were informed that there are 200 students currently enrolled at the University and the number of students could reach up to 300 plus during peak session for exams.</p>

	<p>Michael Williams from the University has expressed that there are not enough of the 4-hour parking spaces to enable students to park for up to 4-hours during exams. Students are not permitted to leave during an exam to move their cars.</p> <p>The committee were informed that the Credit Union has lodged a Development Application (DA) to reduce the size of the RSL Hall. Council's City Development, Planning and Compliance department will be contacted to find out what the determination is for the DA to how the changes will affect parking in Crystal Street.</p> <p>Transport for NSW, David Vant has asked if there is the provision for a section of Crystal Street to be converted to angle parking. This would allow for more parking spaces in Crystal Street.</p> <p>Crystal Street is on the approved Heavy Vehicle route that needs to accommodate wide loads passing through the city.</p> <p>Further investigation is required to determine the possibility of implementing a section for angled parking in Crystal Street, adjacent the University near the pedestrian crossing. David Vant in line with his suggestion is to add that there could be the provision for rear to kerb parking.</p> <p>The committee will be provided an update at their next meeting in September 2021.</p>
Date	Item Details
July 2021	Happy Day submission to Traffic Committee - 40kmh signs
Item No.	415.6.
EDRMS No.	D21/30070
CRM No.	N/A
Responsible Officer	Council's Infrastructure Engineer, Bibek Bhattacharai
Current Status	Pending
Date	Committee Recommendation/s
July 2021	That traffic counters be installed in Kaolin Street adjacent the Happy Day Preschool to determine the volume and speed of traffic.
Action Date	Running Actions
July 2021	Transport for NSW, David Vant met with the Director from Happy Day Preschool to discuss their concerns. It was determined that Happy Day Preschool being a private business, these signs were not justified as the zoning around the preschool does not fall under the same legislation as school zones and children must be accompanied by an adult in order to enter and leave the premises.

	<p>A request was issued for the signs to be removed by Council. TfNSW agreed to install warning signs in each approaching direction as well as blisters at a cost of around five to seven thousand dollars.</p> <p>It has been suggested that the installation of traffic classifiers/counters would be of benefit in order to determine if the area around the preschool is a traffic hot spot with data to be provided to NSW Police to enable them to monitor the area for speeding.</p> <p>Council's Infrastructure Engineer, Bibek Bhattarai advised the committee that Council will install traffic classifiers/counters as a matter of urgency.</p>
August 2021	<p>The committee were provided an aerial map of the locations where the blisters will be installed in Kaolin Street and Cummins Street and the Traffic Counter Report including speed data from Kaolin Street and Cummins Street adjacent the Happy Day Preschool. (Refer to related information – Pages 15-22).</p> <p>Council's Infrastructure Engineer, Bibek Bhattarai advised that the School Zone signs were removed the 25 June 2021 and the blister will be installed by the end of the week.</p> <p>The traffic data on the Traffic Counter report was completed during a period of one week prior to this meeting.</p> <p>Transport for NSW, David Vant requested that the Traffic Counters/Classifiers are to be placed closer to the Preschool at the north of Morgan Street near the 40km sign and to the south of the pedestrian refuge in Kaolin Street. Both counters should be in position for a minimum of two weeks to capture accurate data on the speed and the type of vehicles.</p> <p>The data from this report can then be passed onto the Police to patrol the area during the significant times identified on the traffic report.</p> <p>Local Member's Representative, Peter Beven has requested that additional 50km speed signs be installed at difference points along Kaolin Street as that traffic coming into town from the 9 Mile Road are continue speeding when passing the Preschool. David Vant advised the committee that Council do not have the delegation to install speed zone signs.</p> <p>David has requested that an aerial map be provided to him pointing out where the proposed speed zone signs are to be installed and he will arrange for these to be installed by Transport for NSW.</p>
Date	Item Details
June 2021	Timed Parking in Oxide Street, between Crystal and Beryl Streets.
Item No.	415.8.1
EDRMS No.	General Business
CRM No.	N/A

Responsible Officer	Council's Infrastructure Engineer, Bibek Bhattarai
Current Status	Pending
Date	Committee Recommendation/s
Action Date	Running Actions
July 2021	It has been brought to Council's attention that the timed parking in Oxide Street, between Crystal and Beryl Streets have increased from 2-hour timed parking to 4-hour timed parking.
August 2021	<p>Council Asset Inspector, Paul Bezzina inspected the 'Timed Parking' in Oxide Street, between Crystal and Beryl Streets and identified the existing timed parking is as follows:</p> <p><u>Crystal Street to Crystal Lane</u></p> <ul style="list-style-type: none"> • 2 Hr Park <ul style="list-style-type: none"> - 8:30 to 6pm Mon to Fri - 8:30 to 12:30pm Sat • ½ Hr Park (Repco) <ul style="list-style-type: none"> - 8:30 to 6pm Mon to Fri - 8:30 to 12:30pm Sat <p><u>Crystal Lane to Argent Street</u></p> <ul style="list-style-type: none"> • 4 Hr Park <ul style="list-style-type: none"> - 8:30 to 6pm Mon to Fri - 8:30 to 12:30pm Sat <p><u>Argent Street to Gawler Place</u></p> <ul style="list-style-type: none"> • ½ Hr Park (ANZ Side) <ul style="list-style-type: none"> - 8:30 to 6pm Mon to Fri - 8:30 to 12:30pm Sat • 4 Hr Park (BHP) <ul style="list-style-type: none"> - 8:30 to 6pm Mon to Fri - 8:30 to 12:30pm Sat <p><u>Gawler Place to Blende Street</u></p> <ul style="list-style-type: none"> • 4 Hr Park <ul style="list-style-type: none"> - 8:30 to 6pm Mon to Fri - 8:30 to 12:30pm Sat <p><u>Blende Street to Beryl Street</u></p> <ul style="list-style-type: none"> • 4 Hr Park <ul style="list-style-type: none"> - 8:30 to 6pm Mon to Fri - 8:30 to 12:30pm Sat <p>The committee were advised that Council is not sure how or when these 'Timed Parking' spaces were changed along Oxide Street, between Crystal and Beryl Streets.</p> <p>There should be some consultation with the shop owners may know when and why the timed signs were changed. This matter was raised for the committee by Council's General Manager.</p>

	The committee have agreed to complete this action there was no complaint by a member of the community and that these signs will be investigated and considered during the review of the CBD Mater Plan.
Date	Item Details
August 2021	Union Street parking on resident side of Union Street
Item No.	
EDRMS No.	General Business
CRM No.	N/A
Responsible Officer	Council's Infrastructure Engineer, Bibek Bhattarai
Current Status	Pending
Date	Committee Recommendation/s
Action Date	Running Actions
August 2021	<p>This issue has been reviewed by the Local Traffic Committee several years ago when the 'Timed Parking' zone was first introduced, along with restricted parking Union Street behind the Morgan Street Public School.</p> <p>Council's Asset Officer, Paul Bezzina will conduct further investigation of the current signs in Union Street at the rear of the Morgan Street Public School and will report back to the committee at the next scheduled committee meeting in September 2021.</p>

4.16.10 Next Meeting Date – Tuesday, 7 September 2021

4.16.11 Meeting Closed – 3.30pm

Related Information – Item No. 415.6.4

Diagram: Proposed position of blisters in Kaolin Street – Happy Day Preschool



Diagram: Proposed position of blisters in Kaolin Street – Happy Day Preschool



Traffic Counter – Speed Data – Kaolin Street – Happy Day Preschool

SpeedStat-5 Page 2

Speed Statistics

SpeedStat-5

Site: Kaolin Street.0.1NS
Description: Kaolin Street north of Morgan Street
Filter time: 12:00 Tuesday, 20 July 2021 => 8:47 Friday, 30 July 2021
Scheme: Vehicle classification (AustRoads94)
Filter: Cls(1-12) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Vehicles = 1038

Posted speed limit = 50 km/h, Exceeding = 466 (44.89%), Mean Exceeding = 65.16 km/h

Maximum = 157.1 km/h, Minimum = 12.3 km/h, Mean = 51.8 km/h

85% Speed = 65.52 km/h, 95% Speed = 85.18 km/h, Median = 48.60 km/h

20 km/h Pace = 37 - 57, Number in Pace = 638 (61.46%)

Variance = 304.95, Standard Deviation = 17.46 km/h

Speed Bins (Partial days)

Speed	Bin	Below	Above	Energy	vMult	n	* vMult
0 - 10	0 0.000%	0 0.000%	1038 100.0%	0.00	0.00	0.00	0.00
10 - 20	17 1.638%	17 1.638%	1021 98.36%	0.00	0.00	0.00	0.00
20 - 30	31 2.987%	48 4.624%	990 95.38%	0.00	0.00	0.00	0.00
30 - 40	157 15.13%	205 19.75%	833 80.25%	0.00	0.00	0.00	0.00
40 - 50	367 35.36%	572 55.11%	466 44.89%	0.00	0.00	0.00	0.00
50 - 60	247 23.80%	819 78.90%	219 21.10%	0.00	0.00	0.00	0.00
60 - 70	103 9.923%	922 88.82%	116 11.18%	0.00	0.00	0.00	0.00
70 - 80	50 4.817%	972 93.64%	66 6.358%	0.00	0.00	0.00	0.00
80 - 90	27 2.601%	999 96.24%	39 3.757%	0.00	0.00	0.00	0.00
90 - 100	15 1.445%	1014 97.69%	24 2.312%	0.00	0.00	0.00	0.00
100 - 110	8 0.771%	1022 98.46%	16 1.541%	0.00	0.00	0.00	0.00
110 - 120	4 0.385%	1026 98.84%	12 1.156%	0.00	0.00	0.00	0.00
120 - 130	7 0.674%	1033 99.52%	5 0.482%	0.00	0.00	0.00	0.00
130 - 140	4 0.385%	1037 99.90%	1 0.096%	0.00	0.00	0.00	0.00
140 - 150	0 0.000%	1037 99.90%	1 0.096%	0.00	0.00	0.00	0.00
150 - 160	1 0.096%	1038 100.0%	0 0.000%	0.00	0.00	0.00	0.00
160 - 170	0 0.000%	1038 100.0%	0 0.000%	0.00	0.00	0.00	0.00
170 - 180	0 0.000%	1038 100.0%	0 0.000%	0.00	0.00	0.00	0.00
180 - 190	0 0.000%	1038 100.0%	0 0.000%	0.00	0.00	0.00	0.00
190 - 200	0 0.000%	1038 100.0%	0 0.000%	0.00	0.00	0.00	0.00

Total Speed Rating = 0.00

Total Moving Energy (Estimated) = 0.00

Speed limit fields (Partial days)

Limit	Below	Above
0 50 (PSL)	572 55.1%	466 44.9%

SpeedStat-5 Page 1

MetroCount Traffic Executive
Speed Statistics

SpeedStat-5 -- English (ENA)

Datasets:

Site: [Kaolin Street] Kaolin Street north of Morgan Street
Attribute: Morgan Street
Direction: 7 - North bound A>B, South bound B>A. Lane: 0
Survey Duration: 12:00 Tuesday, 20 July 2021 => 8:47 Friday, 30 July 2021,
Zone:
File: Kaolin Street 0 2021-07-30 0910.EC0 (Plus)
Identifier: W649EE3H MC56-L5 [MC55] (c)Microcom 19Oct04
Algorithm: Factory default axle (v5.08)
Data type: Axle sensors - Paired (Class/Speed/Count)

Profile:

Filter time: 12:00 Tuesday, 20 July 2021 => 8:47 Friday, 30 July 2021 (9.86613)
Included classes: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Speed range: 10 - 160 km/h.
Direction: North, East, South, West (bound), P = North, Lane = 0-16
Separation: Headway > 0 sec, Span 0 - 100 metre
Name: Default Profile
Scheme: Vehicle classification (AustRoads94)
Units: Metric (metre, kilometre, m/s, km/h, kg, tonne)
In profile: Vehicles = 1038 / 1046 (99.24%)

Speed Statistics by Hour

SpeedStatHour-4
 Site: Kaolin Street.0.1NS
 Description: Kaolin Street north of Morgan Street
 Filter time: 12:00 Tuesday, 20 July 2021 => 8:47 Friday, 30 July 2021
 Scheme: Vehicle classification (AustRoads94)
 Filter: Cls(1-12) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Vehicles = 1038
 Posted speed limit = 50 km/h, Exceeding = 466 (44.89%), Mean Exceeding = 65.16 km/h
 Maximum = 157.1 km/h, Minimum = 12.3 km/h, Mean = 51.8 km/h
 85% Speed = 65.52 km/h, 95% Speed = 85.18 km/h, Median = 48.60 km/h
 20 km/h Pace = 37 - 57, Number in Pace = 638 (61.46%)
 Variance = 304.95, Standard Deviation = 17.46 km/h

Hour Bins (Partial days)

Time	Bin	Min	Max	Mean	Median	85%	95%	>PSL 50 km/h
0000	0 0.000%	0.0	0.0	0.0	0.0	0.0	0.0	0 -%
0100	0 0.000%	0.0	0.0	0.0	0.0	0.0	0.0	0 -%
0200	0 0.000%	0.0	0.0	0.0	0.0	0.0	0.0	0 -%
0300	0 0.000%	0.0	0.0	0.0	0.0	0.0	0.0	0 -%
0400	0 0.000%	0.0	0.0	0.0	0.0	0.0	0.0	0 -%
0500	1 0.096%	57.3	57.3	57.3	57.3	57.3	57.3	1 100.0%
0600	3 0.289%	60.1	61.4	60.8	61.0	61.4	61.4	3 100.0%
0700	18 1.734%	15.4	99.8	52.0	52.1	74.6	99.8	9 50.00%
0800	73 7.033%	15.4	157.1	50.0	47.9	58.7	78.3	29 39.73%
0900	74 7.129%	15.4	80.9	49.4	49.7	59.9	70.7	36 48.65%
1000	61 5.877%	29.1	121.1	57.0	52.7	75.4	95.7	39 63.93%
1100	61 5.877%	18.0	133.3	57.1	52.7	80.4	98.3	39 63.93%
1200	76 7.322%	31.4	121.1	47.2	44.6	55.5	71.2	22 28.95%
1300	108 10.40%	23.0	125.8	46.0	44.9	51.2	68.7	24 22.22%
1400	152 14.64%	16.6	120.3	46.1	45.1	55.5	70.2	40 26.32%
1500	182 17.53%	15.0	137.0	48.5	46.6	55.1	73.2	57 31.32%
1600	142 13.68%	12.3	138.2	58.6	56.7	72.7	89.6	99 69.72%
1700	69 6.647%	15.3	118.5	61.2	62.8	80.0	95.9	52 75.36%
1800	13 1.252%	16.6	112.4	78.2	79.9	105.8	112.4	12 92.31%
1900	2 0.193%	68.9	113.3	91.1	91.1	113.3	113.3	2 100.0%
2000	2 0.193%	17.0	104.5	60.7	60.7	104.5	104.5	1 50.00%
2100	0 0.000%	0.0	0.0	0.0	0.0	0.0	0.0	0 -%
2200	1 0.096%	67.2	67.2	67.2	67.2	67.2	67.2	1 100.0%
2300	0 0.000%	0.0	0.0	0.0	0.0	0.0	0.0	0 -%
----	1038 100.0%	12.3	157.1	51.8	48.6	65.5	85.2	466 44.89%

MetroCount Traffic Executive Speed Statistics by Hour

SpeedStatHour-4 -- English (ENA)

Datasets:

Site: [Kaolin Street] Kaolin Street north of Morgan Street
Attribute: Morgan Street
Direction: 7 - North bound A>B, South bound B>A. Lane: 0
Survey Duration: 12:00 Tuesday, 20 July 2021 => 8:47 Friday, 30 July 2021;
Zone:
File: Kaolin Street 0 2021-07-30 0910.EC0 (Plus)
Identifier: W649EE3H MC56-L5 [MC55] (c)Microcom 19Oct04
Algorithm: Factory default axle (v5.08)
Data type: Axle sensors - Paired (Class/Speed/Count)

Profile:

Filter time: 12:00 Tuesday, 20 July 2021 => 8:47 Friday, 30 July 2021 (9.86613)
Included classes: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Speed range: 10 - 160 km/h.
Direction: North, East, South, West (bound), P = North, Lane = 0-16
Separation: Headway > 0 sec, Span 0 - 100 metre
Name: Default Profile
Scheme: Vehicle classification (AustRoads94)
Units: Metric (metre, kilometre, m/s, km/h, kg, tonne)
In profile: Vehicles = 1038 / 1046 (99.24%)

WeeklyVehicle-3 Page 3

Weekly Vehicle Counts

WeeklyVehicle-3

Site: Kaolin Street.0.1NS
Description: Kaolin Street north of Morgan Street
Filter time: 12:00 Tuesday, 20 July 2021 => 9:10 Friday, 30 July 2021
Scheme: Vehicle classification (AustRoads94)
Filter: Cls(1-12) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

	Mon 26 Jul	Tue 27 Jul	Wed 28 Jul	Thu 29 Jul	Fri 30 Jul	Sat 31 Jul	Sun 01 Aug	Averages 1 - 5	1 - 7
Hour									
0000-0100	0	0	0	0	0	*	*	0.0	0.0
0100-0200	0	0	0	0	0	*	*	0.0	0.0
0200-0300	0	0	0	0	0	*	*	0.0	0.0
0300-0400	0	0	0	0	0	*	*	0.0	0.0
0400-0500	0	0	0	0	0	*	*	0.0	0.0
0500-0600	0	0	0	0	0	*	*	0.0	0.0
0600-0700	0	0	0	0	0	*	*	0.0	0.0
0700-0800	0	3	1	0	0	*	*	0.8	0.8
0800-0900	1	1	0	0	0	*	*	0.4	0.4
0900-1000	0	0	0	2	0	*	*	0.4	0.4
1000-1100	2	1	0	0	*	*	*	0.8	0.8
1100-1200	0	0	0	0	*	*	*	0.0	0.0
1200-1300	2	0	0	2	*	*	*	1.0	1.0
1300-1400	0	0	0	2	*	*	*	0.5	0.5
1400-1500	0	0	0	3	*	*	*	0.8	0.8
1500-1600	3	0	0	2	*	*	*	1.3	1.3
1600-1700	0	0	0	1	*	*	*	0.3	0.3
1700-1800	2	0	1	0	*	*	*	0.8	0.8
1800-1900	0	0	0	1	*	*	*	0.3	0.3
1900-2000	0	0	0	0	*	*	*	0.0	0.0
2000-2100	0	0	0	0	*	*	*	0.0	0.0
2100-2200	0	0	0	0	*	*	*	0.0	0.0
2200-2300	0	0	0	0	*	*	*	0.0	0.0
2300-2400	0	0	0	0	*	*	*	0.0	0.0
Totals									
0700-1900	10	5	2	13	*	*	*	7.1	7.1
0600-2200	10	5	2	13	*	*	*	7.1	7.1
0600-0000	10	5	2	13	*	*	*	7.1	7.1
0000-0000	10	5	2	13	*	*	*	7.1	7.1
AM Peak	1000	0700	0700	0900	*	*	*		
	2	3	1	2	*	*	*		
PM Peak	1500	2300	1700	1400	*	*	*		
	3	0	1	3	*	*	*		

* - No data.

WeeklyVehicle-3 Page 2

Weekly Vehicle Counts

WeeklyVehicle-3

Site: Kaolin Street 0.1NS
Description: Kaolin Street north of Morgan Street
Filter time: 12:00 Tuesday, 20 July 2021 => 9:10 Friday, 30 July 2021
Scheme: Vehicle classification (AustRoads94)
Filter: Cls(1-12) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Hour	Mon 19 Jul	Tue 20 Jul	Wed 21 Jul	Thu 22 Jul	Fri 23 Jul	Sat 24 Jul	Sun 25 Jul	Averages 1 - 5	1 - 7
0000-0100	*	*	0	0	0	0	0	0.0	0.0
0100-0200	*	*	0	0	0	0	0	0.0	0.0
0200-0300	*	*	0	0	0	0	0	0.0	0.0
0300-0400	*	*	0	0	0	0	0	0.0	0.0
0400-0500	*	*	0	0	0	0	0	0.0	0.0
0500-0600	*	*	0	1	0	0	0	0.3	0.2
0600-0700	*	*	0	3	0	0	0	1.0	0.6
0700-0800	*	*	1	11	2	0	0	4.7	2.8
0800-0900	*	*	7	61	2	1	0	23.3	14.2
0900-1000	*	*	12	57	2	1	0	23.7	14.4
1000-1100	*	*	6	45	3	3	1	18.0	11.6
1100-1200	*	*	8	43	10	0	0	20.3	12.2
1200-1300	*	59	4	9	0	0	0	18.0	12.0
1300-1400	*	96	3	7	0	0	0	26.5	17.7
1400-1500	*	99	41	5	2	2	0	36.8	24.8
1500-1600	*	103	65	7	2	0	0	44.3	29.5
1600-1700	*	79	53	4	5	0	0	35.3	23.5
1700-1800	*	41	24	0	0	0	1	16.3	11.0
1800-1900	*	12	0	0	0	0	0	3.0	2.0
1900-2000	*	2	0	0	0	0	0	0.5	0.3
2000-2100	*	0	0	2	0	0	0	0.5	0.3
2100-2200	*	0	0	0	0	0	0	0.0	0.0
2200-2300	*	1	0	0	0	0	0	0.3	0.2
2300-2400	*	0	0	0	0	0	0	0.0	0.0
Totals									
0700-1900	*	*	224	249	28	7	2	270.0	175.7
0600-2200	*	*	224	254	28	7	2	272.0	177.0
0600-0000	*	*	224	254	28	7	2	272.3	177.1
0000-0000	*	*	224	255	28	7	2	272.6	177.3
AM Peak	*	*	0900	0800	1100	1000	1000		
	*	*	12	61	10	3	1		
PM Peak	*	1500	1500	1200	1600	1400	1700		
	*	103	65	9	5	2	1		

* - No data.

WeeklyVehicle-3 Page 1

MetroCount Traffic Executive
Weekly Vehicle Counts

WeeklyVehicle-3 -- English (ENA)

Datasets:

Site: [Kaolin Street] Kaolin Street north of Morgan Street
Attribute: Morgan Street
Direction: 7 - North bound A>B, South bound B>A. Lane: 0
Survey Duration: 12:00 Tuesday, 20 July 2021 => 9:10 Friday, 30 July 2021,
Zone:
File: Kaolin Street 0 2021-07-30 1059.EC0 (Plus)
Identifier: W649EE3H MC56-L5 [MC55] (c)Microcom 19Oct04
Algorithm: Factory default axle (v5.08)
Data type: Axle sensors - Paired (Class/Speed/Count)

Profile:

Filter time: 12:00 Tuesday, 20 July 2021 => 9:10 Friday, 30 July 2021 (9.88211)
Included classes: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Speed range: 10 - 160 km/h.
Direction: North, East, South, West (bound), P = North, Lane = 0-16
Separation: Headway > 0 sec, Span 0 - 100 metre
Name: Default Profile
Scheme: Vehicle classification (AustRoads94)
Units: Metric (metre, kilometre, m/s, km/h, kg, tonne)
In profile: Vehicles = 1038 / 1046 (99.24%)

ORDINARY MEETING OF THE COUNCIL

August 12, 2021

ITEM 16BROKEN HILL CITY COUNCIL REPORT NO. 146/21SUBJECT: ACTION LIST REPORT11/21**Recommendation**

1. That Broken Hill City Council Report No. 146/21 dated August 12, 2021, be received.

Executive Summary:

The purpose of this report is to ensure that Council and the community are informed on the status of actions required by previous Council resolutions.

Report:

A new format Action List was presented to the June 2017 Council Meeting to provide Councillors with a clearer way of reporting on the progress of outstanding Council resolutions. As per Minute No. 45570, the Action List has been produced in the new colour coded format and shows the progress of Council' outstanding decisions (Green – completed, Yellow – in progress and Red – not yet commenced).

The Action List attached to this report covers decisions at Ordinary Council Meetings, is for information only and will be provided to Council on a monthly basis.

Discussions have been held with staff regarding the long outstanding items on the Action List, most of which are leasing/licencing matters. Staff will be working to finalise these items as a priority and/or request Council to rescind resolutions where circumstances have changed.

Community Engagement:

Nil.

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

Attachments

1. [↓](#) Action List - Ordinary Council Meetings

JAY NANKIVELL
GENERAL MANAGER

For Action

Division:

Committee:

Officer:

Further Report Required:

Date From:

Date To:

Printed:

Ordinary Council

Including Further Reports

Thursday, 12 August 2021 4:31:20 PM

Action Sheets Report

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/04/2018	VanDerBerg, Francois Nankivell, Jay	Reports	COMPULSORY ACQUISITION OF WARNOCK GOSSAN STREET ROAD RESERVE

Resolved:

1. That Broken Hill City Council Report No. 59/18 dated April 6, 2018, be received.

2. That Council make an application to the Minister and Governor for approval to acquire the sections of Warnock and Gossan Street traversing Crown Land in Lot 7469 in Deposited Plan 1182254, under Section 177 of the Roads Act 1993 and Section 186 of the Local Government Act 1993.

3. That the acquisition be undertaken in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.

4. That upon acquisition, Council to undertake required actions to open the subject road by registration of a plan in accordance with Section 7 of the Roads Act 1993.

16 May 2018 9:45am Bartlett, Leisa

In progress.

15 Aug 2018 3:32pm Bartlett, Leisa

MPDC advised - OLG advised that the land is subject to a Native Title Claim and that compulsory acquisition cannot go ahead at this stage. Council is waiting for further advice from OLG.

11 Sep 2018 4:40pm Bartlett, Leisa

No change, awaiting advice from OLG.

09 Oct 2018 5:08pm Bartlett, Leisa

Awaiting OLG advice

13 Nov 2018 9:26am Bartlett, Leisa

Awaiting OLG advice due to Native Title.

06 Feb 2019 1:51pm Bartlett, Leisa

In discussions with Crown Lands regarding Native Title.

07 Mar 2019 1:55pm Bartlett, Leisa

No change, awaiting response from Crown Lands.

15 May 2019 10:41am Falkner, Georgina

Crown Lands have advised they have no objection to receiving Proposed Acquisition Notices. Investigating budget and Native Title prior to making application to OLG.

14 Jun 2019 3:27pm Bartlett, Leisa

no change in status

04 Jul 2019 1:51pm Bartlett, Leisa

no change in status

20 Aug 2019 3:39pm Misagh, Anthony

Acquisition is on hold and most likely will not be going ahead at this point. It holds native title and it is getting somewhat expensive.

17 Oct 2019 9:54am Bartlett, Leisa

Discussions being held with month with the Department of Crown Lands.

14 Nov 2019 4:35pm Bartlett, Leisa

Seeking legal advice from Council's Solicitors

12 Feb 2020 12:12pm Bartlett, Leisa

Legal advice received. Matter in progress.

07 Apr 2020 10:14am Bartlett, Leisa

11/03/2020 - Matter in progress.

08 Apr 2020 11:16am Bartlett, Leisa

In progress.

08 May 2020 11:58am Bartlett, Leisa

Matter in progress.

10 Jun 2020 2:35pm Bartlett, Leisa

Matter in progress.

15 Jul 2020 1:45pm Bartlett, Leisa

Matter in progress.

12 Aug 2020 9:41am Bartlett, Leisa

Matter in progress.

17 Sep 2020 3:05pm Bartlett, Leisa

Matter on hold until the Federation Way Acquisition is complete.

16 Oct 2020 8:42am Bartlett, Leisa

Matter on hold.

10 Nov 2020 4:11pm Bartlett, Leisa

For Action	Division:	Ordinary Council	Date From:	1/04/2018
	Committee:	Ordinary Council	Date To:	12/08/2021
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Matter on hold.
30 Nov 2020 2:06pm Bartlett, Leisa
Matter on hold.
12 Feb 2021 10:00am Bartlett, Leisa
Matter on hold until Federation Way Acquisition is complete
18 Mar 2021 4:38pm Bartlett, Leisa
In progress.
16 Apr 2021 10:41am Bartlett, Leisa
In progress.
12 May 2021 12:10pm Bartlett, Leisa
On hold until Federation Way acquisition is complete.
15 Jul 2021 12:13pm Bartlett, Leisa
On hold until Federation Way acquisition is complete.
12 Aug 2021 3:03pm Bartlett, Leisa
On hold.

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/07/2020	Andrews, Anne Nankivell, Jay	Confidential Matters	WILLYAMA COMMON TRUST LEASE OF PART LOT 7421 DP 1183597 TO AXICOM PTY LIMITED
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 104/20 dated June 23, 2020, be received. That the Willyama Common Trust lease Part Lot 7421 DP 1183597 (being a telecommunications compound on the Line of Lode) to Axicom Pty Limited for a period of 20 years for telecommunications purposes. That the annual rent be \$12,000.00 per annum with an annual 2.5% increase. That the Mayor and General Manager be authorised to sign and execute the lease documents under the Common Seal of Council, in the absence of a Trust Seal. 			
CARRIED UNANIMOUSLY			
12 Aug 2020 10:00am Bartlett, Leisa Solicitors are drawing up the lease agreement. 17 Sep 2020 3:09pm Bartlett, Leisa Draft lease being finalised. 16 Oct 2020 9:20am Bartlett, Leisa Draft lease with Solicitors. 10 Nov 2020 4:23pm Bartlett, Leisa Solicitors have finalised the draft lease and the lease is being sent to Axicom Pty Ltd for signature. 30 Nov 2020 2:09pm Bartlett, Leisa Solicitors liaising with Axicom re execution of lease. 12 Feb 2021 10:03am Bartlett, Leisa Solicitors liaising with Axicom. 18 Mar 2021 4:39pm Bartlett, Leisa Draft lease being finalised. 16 Apr 2021 10:42am Bartlett, Leisa Lease with Axicom for execution. 12 May 2021 12:13pm Bartlett, Leisa Lease with Axicom for execution. 17 Jun 2021 4:55pm Bartlett, Leisa Awaiting return of signed lease from Axicom. 15 Jul 2021 12:14pm Bartlett, Leisa Axicom P/L have requested minor changes which are in progress. 12 Aug 2021 3:03pm Bartlett, Leisa Signing of lease in progress.			

For Action	Division:	Ordinary Council	Date From:	1/04/2018
	Committee:	Ordinary Council	Date To:	12/08/2021
	Officer:			
Action Sheets Report	Further Report Required:	Including Further Reports	Printed:	Thursday, 12 August 2021 4:31:20 PM

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/07/2020	Andrews, Anne Nankivell, Jay	Confidential Matters	WILLYAMA COMMON TRUST LICENCE OF PART LOT 7315 DP 1183447 TO BROKEN HILL SPEEDWAY CLUB
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 105/20 dated July 1, 2020, be received. That Council (as Trust Manager for the Willyama Common Trust) lease Part Lot 7315 in Deposited Plan 1183447 to the Broken Hill Speedway Club for the purpose of a motocross track extension and associated access. That the lease term be 25 years and the annual rental be the minimum Crown Lands rental. That the Mayor and General Manager be authorised to sign and execute any documents under the Common Seal of Council, the absence of a Trust Seal. 			
CARRIED UNANIMOUSLY			
<p>12 Aug 2020 10:00am Bartlett, Leisa Solicitors are drawing up the licence agreement.</p> <p>17 Sep 2020 3:09pm Bartlett, Leisa Draft lease being finalised.</p> <p>16 Oct 2020 9:20am Bartlett, Leisa Draft lease with Solicitors.</p> <p>10 Nov 2020 4:26pm Bartlett, Leisa Licence is with the Broken Hill Speedway Club for signature.</p> <p>30 Nov 2020 2:11pm Bartlett, Leisa Licence with Speedway Club for signature.</p> <p>12 Feb 2021 10:04am Bartlett, Leisa Licence signed by all parties and is now with the Minister for approval.</p> <p>18 Mar 2021 4:40pm Bartlett, Leisa In progress.</p> <p>16 Apr 2021 10:42am Bartlett, Leisa In progress.</p> <p>12 May 2021 12:14pm Bartlett, Leisa In progress.</p> <p>17 Jun 2021 4:55pm Bartlett, Leisa Waiting on response from Local Aboriginal Land Council.</p> <p>15 Jul 2021 12:15pm Bartlett, Leisa Solicitor is awaiting a response from the Local Aboriginal Land Council.</p> <p>12 Aug 2021 3:04pm Bartlett, Leisa Council's Solicitor is awaiting a response from the Local Aboriginal Land Council.</p>			

Meeting	Officer/Director	Section	Subject
Ordinary Council 30/09/2020	Andrews, Anne Nankivell, Jay	Confidential Matters	REQUEST FOR LEASE OF THE ALMA MECHANICS INSTITUTE, PATTON STREET
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 133/20 dated September 18, 2020, be received. That Council, in its capacity as Trust Managers, enters a lease agreement with West Darling Arts for the exclusive use of the Alma Mechanics Institute in Patton Street for an initial five year period with an option to extend for a further five years; and that approval also be sought from the Minister for Crown Lands. That the lease be granted conditional to the West Darling Arts success in securing government grant funding to carry out necessary building works (to the flooring, kitchen, toilet, air-conditioning and electrical work) to the Alma 			

For Action	Division:	Ordinary Council	Date From:	1/04/2018
	Committee:	Ordinary Council	Date To:	12/08/2021
	Officer:			
Action Sheets Report	Further Report Required:	Including Further Reports	Printed:	Thursday, 12 August 2021 4:31:20 PM

Institute to make good the building for leasing purposes; and that the lease will commence at the conclusion of the building works to be carried out by the West Darling Arts using grant funding.

4. That rental be set at the Crown Lands minimum base rental (currently \$496 per annum and subject to annual CPI changes); and West Darling Arts be responsible for minor maintenance items (to be negotiated).
5. That all standard Crown Lands lease terms apply.
6. That the West Darling Arts pays all legal fees for the set-up of the lease agreement.
7. That the Mayor and General Manager be authorised to sign the lease agreement under the Common Seal of Council.

CARRIED UNANIMOUSLY

14 Oct 2020 5:33pm Bartlett, Leisa

Applicant has been advised of Council resolution and an initial meeting is being arranged to discuss lease terms.

10 Nov 2020 4:27pm Bartlett, Leisa

In lease discussions with applicant, a meeting is being arranged with representatives of West Darling Arts during the week commencing 16 November 2020.

30 Nov 2020 2:13pm Bartlett, Leisa

Lease discussions commenced.

12 Feb 2021 10:05am Bartlett, Leisa

Lease discussions progressing.

18 Mar 2021 4:40pm Bartlett, Leisa

Draft lease close to finalisation.

16 Apr 2021 10:43am Bartlett, Leisa

Draft lease with Solicitors for review.

12 May 2021 12:14pm Bartlett, Leisa

Lease signed by both parties and has been sent for Minister consent.

17 Jun 2021 5:24pm Bartlett, Leisa

Lease with Minister for approval.

15 Jul 2021 12:16pm Bartlett, Leisa

Awaiting Ministerial approval.

12 Aug 2021 3:05pm Bartlett, Leisa

Awaiting Ministerial approval.

Meeting	Officer/Director	Section	Subject
Ordinary Council 9/12/2020	Andrews, Anne Nankivell, Jay	Confidential Matters	WILLYAMA COMMON TRUST LICENCE TO NEXTGEN NETWORKS PTY LTD
Resolved			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 175/20 dated November 24, 2020, be received. 2. That the Willyama Common Trust amend the existing licence to Nextgen Networks Pty Ltd in accordance with the attached plan, being part Lot 7302 DP 1181129. 3. That the Willyama Common Trust renew the amended licence for a further period of 10 years (in accordance with the existing renewal option) and rent be set at \$2500 per annum. 4. That the Mayor and General Manager be authorised to sign and execute any relevant documents under the Common Seal of Council, in the absence of a Trust Seal. 			
CARRIED UNANIMOUSLY			
12 Feb 2021 10:12am Bartlett, Leisa Processes have commenced to issue licence. 18 Mar 2021 4:41pm Bartlett, Leisa Nextgen progressing draft licence. 16 Apr 2021 10:47am Bartlett, Leisa Draft deed is with the Solicitor.			

For Action	Division:	Ordinary Council	Date From:	1/04/2018
	Committee:	Ordinary Council	Date To:	12/08/2021
	Officer:			
Action Sheets Report	Further Report Required:	Including Further Reports	Printed:	Thursday, 12 August 2021 4:31:20 PM

12 May 2021 12:17pm Bartlett, Leisa
Draft deed with Solicitors - in progress.

17 Jun 2021 5:24pm Bartlett, Leisa
Draft deed with the Solicitors.

15 Jul 2021 12:19pm Bartlett, Leisa
In progress.

12 Aug 2021 3:06pm Bartlett, Leisa
In progress.

Meeting	Officer/Director	Section	Subject
Ordinary Council 24/02/2021	Nankivell, Jay	Confidential Matters	EXPRESSIONS OF INTEREST - SOCIAL AND AFFORDABLE HOUSING PROPOSAL - 331 MURTON STREET
	Nankivell, Jay		

Resolved

1. That Broken Hill City Council Report No. 25/21 dated February 16, 2021, be received.
2. That Council does not accept the Expression of Interest proposal submitted during the Expression of Interest process.
3. That the General Manager be authorised to negotiate with the prior interested party within the terms outlined in the report.
4. That subject to the outcome of recommendation 3, the Mayor and General Manager be authorised to sign and apply the Common Seal of Council to contract documents to allow the sale to be executed.

CARRIED UNANIMOUSLY

17 Mar 2021 5:04pm Bartlett, Leisa
Actioned to Century 21 to complete the sale of land.

16 Apr 2021 10:49am Bartlett, Leisa
Matter ongoing.

12 May 2021 4:35pm Bartlett, Leisa
Awaiting settlement.

17 Jun 2021 5:25pm Bartlett, Leisa
Awaiting settlement.

20 Jul 2021 1:45pm Bartlett, Leisa
Awaiting settlement.

12 Aug 2021 4:21pm Bartlett, Leisa
Sale finalised.
COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/03/2021	Howard, Codie	Notice of Motion	COMMUNITY GARDEN FOR FORMER ALMA POOL SITE
	Nankivell, Jay		

Resolved

1. That Motions of Which Notice has been Given No. 7/21 dated March 19, 2021, be received.
2. That Broken Hill City Council prepares a report about establishing a community operated gardens at the former Alma pool site.

CARRIED UNANIMOUSLY

16 Apr 2021 10:52am Bartlett, Leisa
Plan being developed.

18 Jun 2021 12:12pm Bartlett, Leisa
Plan being developed.

15 Jul 2021 12:20pm Bartlett, Leisa
Development of plan ongoing.

12 Aug 2021 3:07pm Bartlett, Leisa

For Action	Division:	Ordinary Council	Date From:	1/04/2018
	Committee:	Ordinary Council	Date To:	12/08/2021
	Officer:			
Action Sheets Report	Further Report Required:	Including Further Reports	Printed:	Thursday, 12 August 2021 4:31:20 PM

Development of plan ongoing.

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/03/2021	Howard, Codie Nankivell, Jay	Notice of Motion	STREET LIGHTING
Resolved			
<ol style="list-style-type: none"> 1. That Motions of Which Notice has been Given No. 8/21 dated March 19, 2021, be received. 2. That Broken Hill City Council prepares a report to be tabled at the May 2021 Council Meeting regarding the installation of street lighting on Holten Drive, McGillivray Drive and Federation Way. 3. That at the end of the roll-out of the Southern Lights project, an assessment be undertaken of any further need for street lighting including the lighting to the roads mentioned in part 2 (Holten Drive, McGillivray Drive and Federation Way). 			
CARRIED			
<p>16 Apr 2021 10:53am Bartlett, Leisa Report being prepared for the May Council Meeting.</p> <p>12 May 2021 4:35pm Bartlett, Leisa Awaiting advice on public lighting code requirements, prior to report being finalised.</p> <p>20 Jul 2021 1:45pm Bartlett, Leisa Report still being completed. Meeting with Essential Energy delayed due to COVID-19.</p> <p>12 Aug 2021 3:07pm Bartlett, Leisa Meeting with Essential Energy delayed due to COVID-19.</p>			

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/04/2021	Bawden, Paul Nankivell, Jay	Confidential Matters	WILLYAMA COMMON TRUST PROPOSED LICENCE AND EASEMENT TO AGL ENERGY LIMITED
Resolved			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 63/21 dated April 14, 2021, be received. 2. That the Willyama Common Trust licence Part Lot 7302 DP 1181129 to AGL Energy Limited for a period of two years, for the purposes of construction of a transmission line. 3. That the Willyama Common Trust consent to AGL Energy Limited registering an easement across Lot 7302 DP 1181129 for the overhead transmission line, once construction is finalised. 4. That the annual rent for the licence agreement be set at \$1,600 per annum plus GST, and AGL reimburse Council for any legal fees associated with the licence and easement. 5. That Council as the Willyama Common Trust provide landowner's consent for the lodgement of a Development Application for the proposed Battery Energy Storage System, due to part of the project area being on the Willyama Common. 6. That the Mayor and General Manager be authorised to signed and execute any related documents under the Common Seal of Council, in the absence of a Trust Seal. 			
CARRIED UNANIMOUSLY			
<p>12 May 2021 12:24pm Bartlett, Leisa Licence drafting is in progress.</p> <p>18 Jun 2021 12:15pm Bartlett, Leisa Draft licence received and will be reviewed by Council's solicitors.</p> <p>15 Jul 2021 12:20pm Bartlett, Leisa Licence with Solicitor for minor requested changes. In progress.</p> <p>12 Aug 2021 3:08pm Bartlett, Leisa</p>			

For Action	Division:	Ordinary Council	Date From: 1/04/2018
	Committee:		Date To: 12/08/2021
	Officer:		
Action Sheets Report	Further Report Required:	Including Further Reports	Printed: Thursday, 12 August 2021 4:31:20 PM

Draft Licence back with Council's Solicitor for review of minor changes.

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/05/2021	Falkner, Georgina Nankivell, Jay	Reports	UPDATE ON PROPOSED ACQUISITION OF FEDERATION WAY
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 75/21 dated April 27, 2021, be received. That Council note the progress update on the proposed acquisition of Federation Way. That Council seek to negotiate an Indigenous Land Use Agreement (ILUA) with the Barkandji Corporation, to allow Council to acquire the Crown Land while preserving the Barkandji's Native Title rights and interests. That the Mayor and General Manager be authorised to negotiate the terms and conditions of the proposed Indigenous Land Use Agreement (ILUA) with the Barkandji Corporation; and that at the finalisation of negotiations, a report be provided to Council advising the outcome of the negotiations for Council's approval to enter an ILUA with the Barkandji Corporation. 			
CARRIED UNANIMOUSLY			
18 Jun 2021 3:31pm Bartlett, Leisa All parties agreed to extension of acquisition timeline. Native Title negotiations to commence in July. 15 Jul 2021 12:23pm Bartlett, Leisa In progress - Solicitors working out date for negotiations. 12 Aug 2021 3:09pm Bartlett, Leisa Meeting re negotiations delayed due to COVID-19.			

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/05/2021	Brown, Simon Nankivell, Jay	Confidential Matters	WRITE OFF BAD DEBT - 564-638 Barrier Highway
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 86/21 dated May 21, 2021, be received. That Council accept \$105,807.05, being all outstanding rates in charges as at 31 May 2021, as a lump sum payment to settle all outstanding debt owing to Council; subject to final legal confirmation and permission from the Court Appointed Liquidator. That if this amount is not paid in full by the 31 May 2021, that Council accept the amount that is outstanding on all rates and charges as at the payment date, as a lump sum payment to settle all outstanding debt owing to Council; subject to final legal confirmation and permission from the Court Appointed Liquidator. That subject to resolution two, Council approve the write off of \$52,612.23 in relation to the land at 564-638 Barrier Highway, in accordance with the below report, attached documents and subject to legal confirmation. That Council retain its rights and authorise the General Manager to write off additional amounts to the value of \$5,000 dependent on final settlement and cost breakdowns in accordance with the debt structure contained in the report. 			
CARRIED UNANIMOUSLY			
18 Jun 2021 3:43pm Bartlett, Leisa Awaiting confirmation from Liquidators. 20 Jul 2021 1:47pm Bartlett, Leisa			

For Action	Division:	Ordinary Council	Date From:	1/04/2018
	Committee:	Ordinary Council	Date To:	12/08/2021
	Officer:			
Action Sheets Report	Further Report Required:	Including Further Reports	Printed:	Thursday, 12 August 2021 4:31:20 PM

Liquidators confirmed Council unable to take this action. Bankruptcy to proceed.

12 Aug 2021 4:30pm Bartlett, Leisa

Matter finalised.

COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 30/06/2021	Howard, Codie Nankivell, Jay	Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 414 HELD TUESDAY, 8 JUNE 2021
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 104/21 dated June 17, 2021, be received. That the minutes from the Local Traffic Committee Meeting No. 414 held Tuesday, 8 June 2021 be received. That Item Number 408.6.1 – That two 15-minute timed 'Loading Zone' areas be installed in Crystal Lane at the rear of the Musicians Club. That Item Number 408.6.2 – That a 15-minute timed 'Loading Zone' be installed in Crystal Lane at the rear of the Salvation Army Shop. That Item Number 408.6.4 – That a 15-minute timed 'Loading Zone' be installed on the north side of Argent Lane for the Broken Hill Pub (BHP). That Item Number 408.6.5 – That a 15-minute timed 'Loading Zone' be installed on the south side of Argent Lane adjacent the Workingman's Club. That Item Number 413.6.1 – That the temporary road closure of Argent Street for the Broken Heel Festival's Annual Street Parade be approved with the condition that the traffic control signs be placed at the end of the double lines at each intersection to prevent motorist from crossing double lines if they are required to perform a U-turn. That Item Number 414.6.1 – That the temporary road closure of Sulphide Street, between Argent Street and Crystal Street for the Broken Heel Festival be approved with the following conditions: <ol style="list-style-type: none"> That 'Bus Stop' signs adjacent the Palace Hotel in Argent Street be covered during the event; and That the temporary fencing on the west side of Sulphide Street, between Crystal Lane and Crystal Street be relocated to the Kerb and gutter to allow pedestrian access to Far West Auto. That the parking bay on the right side of the driveway, while entering the Daydream Motel be removed. That Council send correspondence to Transport NSW advising that Council wishes to immediately install traffic blisters in Kaolin Street adjacent to the Happy Day Preschool. 			
CARRIED UNANIMOUSLY			
<p>15 Jul 2021 12:25pm Bartlett, Leisa</p> <p>Items 3-6 - Loading Zone signs have been ordered and will be installed once received., Items 7-8b - Traffic items relating to the Broken Heel Festival have been finalised. - COMPLETE, Item 9 - Removal of sign has been included in the Infrastructure Works Schedule., Item 10 - Traffic NSW have provided new designs for signage at the Happy Day Preschool and these signs have been ordered. In consultation with Traffic NSW regarding the change to the road design for traffic calming devices to be installed.</p> <p>12 Aug 2021 3:11pm Bartlett, Leisa</p> <p>Items 3-6 included in Works Schedule., Items 7-8 finalised, Item 9 - included in Works Schedule., Item 10 blisters installed.</p> <p>COMPLETE</p>			

For Action	Division:	Ordinary Council	Date From:	1/04/2018
	Committee:	Ordinary Council	Date To:	12/08/2021
	Officer:			
Action Sheets Report	Further Report Required:	Including Further Reports	Printed:	Thursday, 12 August 2021 4:31:20 PM

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/07/2021	Nu'man, Razija Nankivell, Jay	Mayoral Minute	PROPOSAL TO ESTABLISH A SISTER CITY RELATIONSHIP WITH BLACKTOWN CITY COUNCIL
Resolved			
<ol style="list-style-type: none"> 1. That Mayoral Minute No. 5/21 dated July 21, 2021, be received. 2. That Council liaises with Blacktown City Council to discuss the possibility of forming an arts-based Sister City friendship agreement. 3. That Council receives a further report regarding the outcome of these discussions, and the report to include the amount of funding required to participate in Sister City cultural exchange program and the benefits to Broken Hill. 4. That correspondence be sent to Canterbury-Bankstown City Council thanking them for their long-standing Sister City Relationship with Broken Hill City Council. 5. That the Our Community Key Direction Working Group investigates reinvigorating the Sister City Bankstown Sporting Exchange, and a report be presented to Council in partnership with the Sister City Committee. 			
CARRIED			
12 Aug 2021 3:13pm Bartlett, Leisa Correspondence has been sent to Canterbury-Bankstown Council thanking them for their long-standing Sister City relationship with Council., Council Resolution referred to the Our Community KDWG to progress the matter and report back to Council. COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/07/2021	Bartlett, Leisa Nankivell, Jay	Mayoral Minute	POSTPONEMENT OF 2021 LOCAL GOVERNMENT ELECTIONS
Resolved			
<ol style="list-style-type: none"> 1. That Mayoral Minute No. 7/21 dated July 27, 2021, be received. 2. That the postponement of the NSW 2021 Local Government Elections has taken away the democratic voting rights of the residents in NSW; given elections have already been postponed by 12 months. 3. That the postponement of the NSW 2021 Local Government Elections by a further three months will severely impact the next Council by effectively reducing their term from four years to two years and nine months. 4. That Council write to the NSW Premier, Gladys Berejiklian, NSW Opposition Leader, Chris Minns, NSW Minister for Local Government, Shelley Hancock, Shadow Minister for Local Government, Greg Warren, Minister for Western NSW, Adam Marshall, Shadow Minister for Western NSW, Mick Veitch, Member for Barwon, Roy Butler and NSW Electoral Commissioner, John Schmidt calling for an exemption for the postponement of the NSW Local Government Elections to be held of September 4 for Regional and Rural Councils. 			
CARRIED			
05 Aug 2021 9:35am Bartlett, Leisa Letters sent as per resolution. COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/07/2021	Bartlett, Leisa Nankivell, Jay	Reports	CORRESPONDENCE REPORT - TRIAL COACH SERVICES, BROKEN HILL TO MILDURA AND ADELAIDE

For Action	Division:	Ordinary Council	Date From: 1/04/2018
	Committee:	Ordinary Council	Date To: 12/08/2021
	Officer:		
Action Sheets Report	Further Report Required:	Including Further Reports	Printed: Thursday, 12 August 2021 4:31:20 PM

Resolved

1. That Broken Hill City Council Report No. 117/21 dated July 9, 2021, be received.
2. That correspondence from Transport NSW dated 9 July 2021 advising of a twelve-month extension to the trial coach services between Broken Hill and Mildura, and between Broken Hill and Adelaide to 30 June 2022, be received and noted.
3. That Council sends further correspondence, prior to June 2022, to the Minister for Regional Transport and Roads and to Transport NSW advocating for both Trainlink coach services between Broken Hill and Mildura and between Broken Hill and Adelaide to continue in operation permanently.
4. That Council writes to Transport NSW requesting that both coach services between Broken Hill and Mildura and between Broken Hill and Adelaide are advertised and promoted more prominently to ensure that the public are aware that the services are continuing for a further twelve months to 30 June 2022.

CARRIED UNANIMOUSLY

05 Aug 2021 9:37am Bartlett, Leisa
Letter sent as per resolution.
COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/07/2021	Bartlett, Leisa Nankivell, Jay	Reports	DRAFT LIBRARY POLICIES FOR PUBLIC EXHIBITION

Resolved

1. That Broken Hill City Council Report No. 119/21 dated July 16, 2021, be received.
2. That Council endorses the draft Library Computer and Internet Access Policy, draft Library Membership Policy and draft Library Policy for the purpose of public exhibition.
3. That Council publicly exhibits the draft Library Computer and Internet Access Policy, draft Library Membership Policy and draft Library Policy and accepts submissions from the public for a period of 28 days.
4. That Council notes that following the 28 day consultation process and final resolution of Council, that Library Policy (2009) will be rescinded and superseded by the Computer and Internet Access Policy, Library Membership Policy and Library Policy.
5. That Council receives a further report at the conclusion of the exhibition period, detailing submissions and any recommended changes arising, with a view to adopting the draft Library Computer and Internet Access Policy, draft Library Membership Policy and draft Library Policy.

CARRIED UNANIMOUSLY

05 Aug 2021 10:01am Bartlett, Leisa
Draft Policies placed on public exhibition closing 27 August 2021. A further report will be presented to Council following the public exhibition, for adoption of the policies.
COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/07/2021	Andrews, Anne Nankivell, Jay	Reports	MUNDI MUNDI FRINGE FOOTPATH DINING EXEMPTION - AMDENDMENT

Resolved

1. That Broken Hill City Council Report No. 121/21 dated July 14, 2021, be received.

For Action	Division:	Ordinary Council	Date From:	1/04/2018
	Committee:		Date To:	12/08/2021
	Officer:		Printed: Thursday, 12 August 2021 4:31:20 PM	
Action Sheets Report	Further Report Required: Including Further Reports			

2. That Council approves the change of date for the footpath dining fee exemption from Sunday August 15 to Saturday 28 August to Sunday September 19, 2021 to Saturday 02 October, 2021 inclusive, to coincide with change in dates for the Broken Hill Mundi Mundi Bash.
3. That Council endorses the General Manager to amend the dates of the exemption if the dates for the Broken Hill Mundi Mundi Bash are changed in future, due to the changing circumstances around COVID-19 restrictions.

CARRIED UNANIMOUSLY

12 Aug 2021 3:41pm Bartlett, Leisa

Mundi Mundi Bash has been further postponed until 2022. The General Manager will approve the exemption for the new dates.
COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/07/2021	Howard, Codie Nankivell, Jay	Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 415 HELD TUESDAY, 6 JULY 2021

Resolved

1. That Broken Hill City Council Report No. 122/21 dated July 16, 2021, be received.
2. That the minutes from the Local Traffic Committee Meeting No. 415 held, Tuesday, 6 July 2021 by received.
3. That Item Number 406.6.1 – That a 'Loading Zone' be installed in Crystal Lane on the side of the Astra to service all businesses.
4. That Item Number 414.6.5 - That an additional disability parking space be installed adjacent to the Broken Hill Regional Aquatic Centre, in the same location as current disability parking spaces as this is the best location for ramp access.
5. That Item Number 415.6.4 – That traffic counters be installed in Kaolin Street adjacent the Happy Day Preschool to determine the volume and speed of traffic.
6. That Council submits a motion to the Local Government NSW Conference advocating for reduced speed limits for all NSW childcare centres and long day-care centres.
7. That Councillor Browne be commended and thanked for her service to the City over many years, as Council's Delegate on the Local Traffic Committee.

CARRIED UNANIMOUSLY

12 Aug 2021 3:43pm Bartlett, Leisa

Item 3 - included in Works Schedule., Item 4 - included in Works Schedule., Item 5 - traffic counters have been installed until end of August., Item 6 - Motion drafted as per resolution for submission to conference.
COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/07/2021	Nankivell, Jay Nankivell, Jay	Confidential Matters	EXPENSES RELATING TO LEGAL ACTION

Resolved

1. That Motions of Which Notice has been Given No. 18/21 dated July 16, 2021, be received.
2. That Council initiate an independent audit of the Civic Centre litigation matter once it is completed.
3. That the audit is completed in alignment with Council's internal audit framework and program.

For Action	Division:	Ordinary Council	Date From: 1/04/2018
	Committee:	Ordinary Council	Date To: 12/08/2021
	Officer:		
Action Sheets Report	Further Report Required:	Including Further Reports	Printed: Thursday, 12 August 2021 4:31:20 PM

- That the Audit, Risk and Improvement Committee develop the terms of reference of the audit in conjunction with Council's independent auditors and also provide oversight of the process and implementation of any recommendations.
- That a report from the Audit, Risk and Improvement Committee on the Committee's findings and recommendations be presented to Council.

CARRIED

12 Aug 2021 3:46pm Bartlett, Leisa

Council resolution has been reported to the August 2021 Audit, Risk and Improvement Committee for action.
COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/07/2021	Andrews, Anne Nankivell, Jay	Confidential Matters	T21/14 - CENTRAL BUSINESS DISTRICT WAYFINDING PROJECT
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 127/21 dated July 12, 2021, be received. That Council endorses the tender from Buchan for stage 1 of the CBD Wayfinding Project as detailed within the report and submission for the amount of \$134,320.00 (ex GST). That Council endorse the tender from Buchan for stage 2 of the CBD Wayfinding Project as detailed within the report and submission for the manufacturing and installation of the wayfinding project to be negotiable dependent on stage 1 of the tender to a maximum value of \$641,000 (ex GST). 			
CARRIED UNANIMOUSLY			
12 Aug 2021 3:47pm Bartlett, Leisa Tender has been awarded. COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/07/2021	Andrews, Anne Nankivell, Jay	Confidential Matters	T21/15 - CENTRAL BUSINESS DISTRICT BANNER POLES
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 128/21 dated July 12, 2021, be received. That Council awards the T21-15 tender to One Wifi & Infrastructure Pty Ltd to provide Smart Banner Poles in the Central Business District and Patton Street Precinct up to a maximum sum of \$886,435 (ex GST), negotiable upon the number of poles required. 			
CARRIED UNANIMOUSLY			
12 Aug 2021 3:47pm Bartlett, Leisa Tender has been awarded. COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/07/2021	Howard, Codie Nankivell, Jay	Confidential Matters	T21/9 - GALENA MERCURY TALC INTERSECTION UPGRADE- UTILITIES RELOCATION -STAGE-1 , VP249646
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 129/21 dated July 6, 2021, be received. 			

For Action	Division:	Ordinary Council	Date From: 1/04/2018
	Committee:		Date To: 12/08/2021
	Officer:		
Action Sheets Report	Further Report Required:	Including Further Reports	Printed: Thursday, 12 August 2021 4:31:20 PM

2. That Council award tender T21/9- Galena Mercury Talc Intersection upgrade - utilities relocation to Vertex Power and Process Pty Ltd for the tendered amount of \$342,904 (excluding GST).
3. That Council accept the proposals for the relocation of utilities and electrical assets as part of Galena Mercury Talc streets intersection upgrade.

CARRIED UNANIMOUSLY

12 Aug 2021 3:48pm Bartlett, Leisa
Tender has been awarded.
COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/07/2021	Howard, Codie Nankivell, Jay	Confidential Matters	T21/10 - SUPPLY OF 4 X WASTE TRUCK FLEET PACKAGE
Resolved			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 130/21 dated July 15, 2021, be received. 2. That Council award tender T21/10 for the purchase of 4 Waste truck Fleet package consisting of 3 x FE Eu6 4x2 Rigid Air Ride with Bucher Body and 1 x FM11 HA 8x4 Rigid Air Ride – Distribution BUCHER Front Lift to Hino Motor Sales (Johnsons Truck and Coach) for the total price of \$1,578,528.90 (inc. GST). 			
CARRIED			
<p>12 Aug 2021 4:02pm Bartlett, Leisa Tender has been awarded. COMPLETE</p>			

COMMITTEE REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 147/21 - DATED AUGUST 09, 2021 - MINUTES OF THE BROKEN HILL HERITAGE COMMITTEE MEETING HELD 15 JULY 2021 (15/87).....330
2. BROKEN HILL CITY COUNCIL REPORT NO. 148/21 - DATED AUGUST 13, 2021 - MINUTES OF THE MEMORIAL OVAL COMMUNITY COMMITTEE MEETING HELD 3 AUGUST 2021 (12/52).....336

ORDINARY MEETING OF THE COUNCIL

August 9, 2021

ITEM 1BROKEN HILL CITY COUNCIL REPORT NO. 147/21

SUBJECT: MINUTES OF THE BROKEN HILL HERITAGE COMMITTEE
MEETING HELD 15 JULY 2021 15/87

Recommendation

1. That Broken Hill City Council Report No. 147/21 dated August 9, 2021, be received.
2. That the minutes of the Broken Hill Heritage Committee Meeting held 15 July 2021 be received and noted.

Executive Summary:

Council has received minutes from the Broken Hill Heritage Committee for its meeting held 27 May 2021 for endorsement by Council.

Report:

As per Council's Section 355 Advisory Committee Framework Manual and the Constitution of the Broken Hill Heritage Committee, the Committee is required to provide Council with a copy of their meeting minutes following each Committee meeting.

Accordingly, the Broken Hill Heritage Committee has submitted minutes from its meeting held 15 July 2021 for Council's endorsement.

Community Engagement:

Nil

Strategic Direction:

Key Direction:	2	Our Economy
Objective:	2.2	We are a destination of choice and provide a real experience that encourages increased visitation
Strategy:	2.2.1	Heritage Festival continues to grow and become nationally recognised

Key Direction:	4	Our Leadership
Objective:	4.3	We unite to succeed in Australia's first heritage listed city
Strategy:	4.3.1	Develop a strategy to protect Broken Hill Heritage Assets

Relevant Legislation:

Nil

Financial Implications:

Nil

Attachments

1. [↓](#) Minutes of the Broken Hill Heritage Committee Meeting held 15 July 2021

JAY NANKIVELL
GENERAL MANAGER

Broken Hill Heritage Committee

Councillor Room /Zoom

Council Administration

15 July 2021

MINUTES

Present: Marion Browne, Christine Adams, Maureen Clark, Simon Molesworth, Anne Andrews, Tracey Stephens, Rachel Merton

Zoom Link : Liz Vine, Susanne Olsen, Paula Williams

Apologies: Mayor Darriea Turley, Andrew Gosling

Councillor Browne chaired the meeting in the mayor's absence.

Minutes from Previous Meeting : Moved Simon Molesworth. Seconded Christine Adams. Passed

Business arising from the minutes was addressed through the action list later in the meeting.

Heritage Advisor's Report included:

1. Need to address interpretation of the built history of the Broken Hill Art Gallery. It is the Heritage Advisor's suggestion that this be done whilst the art gallery is closed.
2. Anne Andrews advised this project may be covered through the CBD Development Plan/Wayfinders project. More information is imminent on this project. Anne and Liz emphasised the need for oral history to be included in this project. Funding through the Far West JOs grant and TCorp.
3. Committee to support in principle a submission by NSW Crown Lands for a BHP grant for restoration work at the old De Bruins Hotel site.

4. Christine advised Crown Lands were looking at providing a list of stonemasons willing to work in the Broken Hill region. Secretary to follow up.
5. Committee moved to ask council to support in principle the following: that the Broken Hill City Council strongly support in the principle the application by the Trades Hall Trust that it be added to World Heritage Listing. 9more details in the heritage advisor's report)
Moved: Simon Molesworth; Seconded Paula Chancellor. Passed.
6. The Committee agreed that the 2 vacant positions on the committee be advertised.

ACTIONS

New & In-Progress Actions:

	Action	Who	When	Status
1	2022 Heritage Festival Programme Meeting to prepare programme	Mayor Darriea Turley Deputy Mayor Christine Adams Deputy Chairperson Marion Browne Rachel Merton	TBA	ongoing
2	Possibility of 2 sub committees: Strategy and Events	Mayor/Committee	ongoing	After Selection elections

3	Heritage City Smart App. Previously discussed. Inadvertently left off last month's agenda	Council Staff	ongoing	Anne Andrews advised this could be included in the Wayfinders project. Will advise committee of progress.
4	Contact real estate agents' re use of empty shops for heritage use/exhibition	Mayor Turley Council staff	ongoing	Rachel to get some indicative pricing and do a sample to present to the committee to work with the building owners. Once the pricing is available, we will discuss at the next meeting to work out how it will be presented/offered to the owners.
5	Paula provided the link for History Council NSW. https://historycouncilnsw.org.au/ and encourages the committee to consider joining	Secretary		Approved Council meeting 24/2/21 Anne/Tracey to arrange subscription
6	Request for a discussion on the importance of the recording and preserving the oral history of Broken Hill residents at current meeting	Simon	ongoing	Secretary is in discussion with Tracey Fraser BHCC Library Co-Ordinator. Will follow up after festival.

Further Business

1. Under the Silver Tree committee advised competition based around biographical history will open soon. Committee would like announcement of winners be part of heritage Festival at Easter.

2. next meeting 5pm 26 August.

Meeting closed 6.15pm.

ORDINARY MEETING OF THE COUNCIL

August 13, 2021

ITEM 2BROKEN HILL CITY COUNCIL REPORT NO. 148/21

SUBJECT: MINUTES OF THE MEMORIAL OVAL COMMUNITY COMMITTEE
MEETING HELD 3 AUGUST 2021 12/52

Recommendation

1. That Broken Hill City Council Report No. 148/21 dated August 13, 2021, be received.
2. That the minutes of the Memorial Oval Community Committee Meeting held 3 August 2021, be received.

Executive Summary:

Council has received minutes from the Memorial Oval Community Committee Meeting held 3 August 2021, for endorsement by Council.

Report:

As per Council's Section 355 Asset Committee Framework Manual and the Constitution of the Memorial Oval Community Committee (both adopted March 2017), the Committee is required to provide Council with a copy of their meeting minutes following each Committee meeting.

Accordingly, the Memorial Oval Community Committee has submitted minutes from its Committee Meeting held 3 August 2021 for Council's endorsement.

Community Engagement:

Nil.

Strategic Direction:

Key Direction:	1	Our Community
Objective:	1.4	Our built environment supports our quality of life
Strategy:	1.4.2	Maintain the serviceability of Council's assets at an appropriate condition level

Relevant Legislation:

The Memorial Oval Community Committee operates under Council's S355 Asset Committee Framework Manual and Standard Constitution and the *Local Government Act, 1993* (Section 355).

Financial Implications:

Nil.

Attachments

1. [↓](#) Minutes of the Memorial Oval Community Committee Meeting - 3 August 2021

JAY NANKIVELL
GENERAL MANAGER

MEMORIAL OVAL COMMUNITY COMMITTEE MEETING

August 3rd, 2021

Present	Jane Hulbert (BHHR), Bruce McIntosh (MOCC), David Gallagher, (BHCC Councillor) Jarrod Paull (BHCC), Chris May (Dog Club), Allen Titcombe (Show Committee), Tanya Martin (Dog Club), Eve-Lyn Kennedy MOCC secretary , Ray Steer MOCC Chairman. Craig Gilby (CFC).	Followed up by
Minutes	None as no quorum for meeting for previous 3 months.	
GENERAL BUSINESS	<p>Time box grandstand 3 quotes needed.</p> <p>Light towers</p> <p>Hand rails on grand stand (another lady has fallen). Quotes St Johns need a new blind. Ray Steer to get quote.</p> <p>BFC payment to Memorial Oval Community Committee.-</p> <p>\$1000 trotting group to maintain track.</p> <p>Change rooms bathrooms need to be retiled and new lights.</p> <p>Wire fence around oval needs to be fixed where not attached to bottom.</p> <p>Income for month \$963.</p> <p>Broken Hill High School and Sacred Heart cheques coming. Foodies Night Market still to pay for use of oval.</p>	<p>Ray Steer</p> <p>BHCC</p> <p>Ray Steer</p> <p>Jarrod to check.</p> <p>BHCC</p> <p>BHCC</p> <p>Ray Steer</p>

MEMORIAL OVAL COMMUNITY COMMITTEE MEETING

August 3rd, 2021

	Financial Report presented.	Moved by Ray Steer and seconded by David Gallagher.
CORRESPONDENCE	Nil received.	
Close of meeting	6.58pm	Next meeting 7 th September, 2021

QUESTIONS TAKEN ON NOTICE FROM PREVIOUS COUNCIL MEETINGS

1. QUESTIONS ON NOTICE NO. 7/21 - DATED AUGUST 04, 2021 -
COUNCILLOR QUESTIONS TAKEN ON NOTICE AT THE JULY 2021
ORDINARY COUNCIL MEETING (11/397, 11/21)341

ORDINARY MEETING OF THE COUNCIL

August 4, 2021

ITEM 1QUESTIONS ON NOTICE NO. 7/21

SUBJECT: COUNCILLOR QUESTIONS TAKEN ON NOTICE AT THE JULY
2021 ORDINARY COUNCIL MEETING 11/397, 11/21

Summary

The report provides responses to questions raised by Councillors during the July 2021 Council Meeting, which were taken on notice.

Recommendation

1. That Questions On Notice No. 7/21 dated August 4, 2021, be received.

Background

Following are the responses to questions raised by Councillors which the Mayor and/or General Manager did not answer and took on notice at the July 2021 Council Meeting.

Question:	<u>Union Street Parking – (Item 8 Local Traffic Committee Minutes)</u> <u>11/397</u> <i>Councillor Kennedy asked for an update on the Union Street Parking matter which a resident had recently raised with Council.</i>
Response:	The matter was considered at the Local Traffic Committee Meeting held 3 August 2021 and the outcome will be reported to Council in the minutes attached to the Local Traffic Committee Report each month until the matter is resolved.
Question:	<u>Confidential Business Papers</u> <u>11/21</u> <i>Councillor Algate asked that other options regarding the security watermarking of Confidential Business Papers be investigated as the current process using the BigTinCan Hub settings makes the Confidential Business Papers hard to read on the Councillor electronic devices.</i>
Response:	The opacity of the HUB watermark has been reduced to make it easier to read the confidential documents on the Councillor devices.

Attachments

There are no attachments for this report

JAY NANKIVELL
GENERAL MANAGER

CLOSED

Council Meeting to be held **Wednesday, August 25, 2021**

1. **BROKEN HILL CITY COUNCIL REPORT NO. 149/21 - DATED AUGUST 05, 2021 - CONFIDENTIAL MINUTES FOR CONFIRMATION OF THE COUNCIL MEETING HELD 28 JULY 2021 - CONFIDENTIAL**

(General Manager's Note: This report considers confidential minutes for confirmation and is deemed confidential under Section 10A(2) (c) (d) 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; AND which provides for commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).

2. **BROKEN HILL CITY COUNCIL REPORT NO. 150/21 - DATED AUGUST 13, 2021 - AQUATIC CENTRE CONTRACT RENEWAL - CONFIDENTIAL**

(General Manager's Note: This report considers Broken Hill Regional Aquatic Centre Operations Contract 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).