BUSINESS PAPER Ordinary Meeting of Council

Council Chambers 25 May 2022

6.30pm

BROKEN HILL

AUSTRALIA'S FIRST HERITAGE LISTED CITY Notice is hereby given, in accordance with the provisions of the *Local Government Act 1993*, that an Ordinary Meeting of the Broken Hill City Council will be held in the Council Chambers on **Wednesday**, **25 May 2022** commencing at **6:30pm** to consider the following business:

AG	ENDA
1	Opening the Meeting
2	Apologies
3	Leave of Absence Applications
4	Prayer
5	Acknowledgement of Country
6	Public Forum Session
7	Minutes for Confirmation
8	Disclosure of Interest
9	Mayoral Minute(s)
10	Notice of Motion
11	Notices of Rescission
12	Reports from Delegates
13	 Committee Reports a) Recommendations of Works Committee meeting held Monday, May 16 2022 b) Recommendations of Health and Building Committee meeting held Tuesday, May 17 2022 c) Recommendations of Policy And General Committee meeting held Wednesday, May 18 2022
14	Further Reports
15	Questions Taken on Notice from Previous Council Meeting
16	Questions for Next Meeting Arising from Items on this
17	Public Forum Session
18	Confidential Matters
19	Conclusion of the Meeting

STATEMENT OF ETHICAL OBLIGATIONS

All Councillors undertook an Oath or Affirmation at the beginning of their term of office and declared to undertake the duties of the office of Councillor in the best interests of the people of the Broken Hill Local Government Area and the City of Broken Hill; and that they will faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the *Local Government Act 1993* or any other Act to the best of their ability and judgment.

LIVE STREAMING OF COUNCIL MEETINGS

This Council meeting is being streamed live, recorded, and broadcast online via Facebook.

To those present in the gallery today, by attending or 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 or terminate the stream if comments or debate are considered defamatory or otherwise inappropriate for publishing.

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

JAY NANKIVELL GENERAL MANAGER

MINUTES FOR CONFIRMATION

Minutes of the Ordinary Meeting of the Council meeting held Wednesday, April 27, 2022.

Meeting commenced at 6:30pm.

PRESENT: Councillor T. Kennedy (Mayor) Councillor J. Hickey (Deputy Mayor), Councillors R. Algate, M. Boland, M. Browne, A. Chandler, D. Gallagher, H. Jewitt, R. Page and D. Turley.

> General Manager, Chief Assets and Projects Officer, Chief Corporate and Community Officer, Chief Financial Officer, Manager Communications and Marketing, Executive Manager Planning and Community Safety, Executive Manager Growth and Investment, Executive Manager People and Culture, Executive Officer and Executive Assistant.

Media (3), Members of the Public (26)

APOLOGIES: Nil.

LEAVE OF ABSENCE APPLICATIONS: Nil.

PRAYER

Councillor Boland delivered the prayer.

ACKNOWLEDGEMENT OF COUNTRY

Councillor Gallagher delivered the Acknowledgment of Country.

PUBLIC FORUM

Willa Willyong Creek and Imperial Lake

Ms Lorraine Robertson asked if Council had any update on representations made on her behalf to relevant government agencies regarding the stormwater issue in Willa Willyong Creek due to the lowering of the dam wall at Imperial Lake.

Ms Robertson spoke about the recent storm events and heavy rain which caused major flooding at her property and how frightening these events were along with the forecast of more heavy rain events in the near future.

The General Manager advised that Council had contacted the Land and Water Commission and had forwarded correspondence but was yet to receive a reply. The matter was followed up after the last Council Meeting and Council and Crown Lands are liaising with Water NSW and the Land and Water Commission along with other state agencies to ascertain the responsibilities of each agency to resolve the stormwater issue. The General Manager reaffirmed that this may be a slow process, but that there had been progress in the matter to date.

The Mayor advised that Council staff will pursue the matter with the relevant government departments and will ensure that they are aware of how critical the situation is becoming. The Mayor also advised that Council Officers will keep Ms Robertson informed of the progress of this matter until there is a resolution, but to be mindful that due to the various government agencies involved, it may take some time.

Swimming Club lane allocation at the Broken Hill Regional Aquatic Centre

Mr Ricky Shore of the Silver City Swim Club thanked Council and the General Manager for assisting to resolve the issue of the disparity in lane allocation to swimming clubs for use of the 50m pool at the Broken Hill Regional Aquatic Centre for the 2021/2022 summer season; and advised that a fair outcome had been achieved.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD APRIL 27, 2022

Mr Shore spoke about the roster that had been distributed to the Clubs for the winter season for the indoor 25m pool at the Broken Hill Regional Aquatic Centre which has been finalised without consultation with the Silver City Swim Club. The Club met with the YMCA on Easter Sunday to discuss the winter roster and again the roster does not appear to fairly share the lane space between the three local swimming clubs, the meeting resulted in no changes being made to the winter roster.

The winter roster allows one club 44.5 hours per week, another club 7 hours per week and the Silver City Swim Club 6 hours per week (this was increased from 4 hours only after one of the other clubs relinquished 2 hours of their lane allocation). At a minimum the Silver City Swim Club requires 8 hours per week for its junior swimmers alone. It is the Silver City Swim Club's opinion that the lane allocation is disproportionate and that one club has an extravagant allocation compared to the other two clubs. Mr Shore advised that the Silver City Swim Club can offer an alternate roster for equal lane allocation between the three clubs if Council wishes.

Mr Shore requested Council's assistance in resolving this matter.

The General Manager advised that Council will assist as owners of the facility and that as per the relevant clause of the contract with the YMCA, Council will meet with YMCA representatives to review and discuss the fairness/unfairness of the winter roster for lane allocation in the 25m indoor pool for the three local swimming clubs to discuss the approach and see if an agreement can be reached between Council and the YMCA. If agreement is not reached then mediation will be arranged between the YMCA, a representative of the three local swimming clubs and Council for an outcome or failing a resolution of Council will be made in consultation with the YMCA.

The Mayor advised that Council will aim to resolve the issue in a fair manner, and thanked the Silver City Swim Club for raising this issue with Council.

Sealing of the Warri Gate Road

Mr Peter Beven spoke about the need to seal the Warri Gate Road in order that a sealed highway to Queensland will be achieved creating an internal road corridor between states with the highways passing through Broken Hill.

This section of the Warrie Gate Road is a Queensland shire road and while it has this designation there is no chance of the state contributing funding to speed up the construction of the road. The Shire is only able to seal the road in sections of approximately 3km per year. Councillor Turley has been advocating for this road to be sealed and Mr Beven hopes that Mayor Kennedy will also be advocating for this project given its importance to Broken Hill.

Road Work Signs

Mr Bob Coulls advised of road works signs that are erected in City Streets despite no road works being carried out; and advised that this is a safety issue. Mr Coulls referred to Broken Hill Water Board signs on the corners of Brazil and Fisher Streets and Fisher and Zebina Streets that have been in place for over six months. Road users must abide by the change in speed due to road work signs in the area although no work has been undertaken. Mr Coulls asked Council's Traffic Committee to look into this matter.

Swimming Club lane allocation at the Broken Hill Regional Aquatic Centre

Mr Ben Clavel, President of the Broken Hill Aquatic Swim Club, advised that the Broken Hill Aquatic Swim Club (Stingrays) are the "other swimming club" that Mr Shore was referring to and requested that the Broken Hill Aquatic Swim Club is also included in any meetings that may occur regarding lane allocation at the Broken Hill Regional Aquatic Centre.

Tourist Attractions

Ms Gigi Barbe referred to the large number of tourists visiting Broken Hill and that some of Broken Hill's tourist attractions require maintenance, referring to the sculpture at the Lions Park and the broken windmill. Ms Barbe advised of walk tour groups visiting sites that are in need of maintenance and that this is not a good look for Broken Hill.

The Mayor requested that Ms Barbe provides a list to the General Manager of any tourist attraction that is in need of repairs.

MINUTES FOR CONFIRMATION

Resolved

RESOLUTION Minute No. 46805 Councillor R Algate moved Councillor D Gallagher seconded

That the Minutes of the Ordinary Meeting of the Council of the City of Broken Hill held March 30, 2022 be confirmed.

CARRIED UNANIMOUSLY

DISCLOSURE OF INTEREST

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Councillor Turley declared:

- a non-pecuniary interest in Item 2 of the Health and Building Committee as she is a member of the Country Women's Association and advised that she will leave the Council Chambers whilst the item is considered.
- A non-pecuniary interest in Confidential Report No. 98/22 as she is President of Local Government NSW and advised that she will leave the Council Chambers whilst the item is considered.

The General Manager declared:

• A pecuniary interest in Confidential Report No. 98/22 as it relates to the General Manager's Performance Review and advised that he will leave the Council Chambers whilst the item is considered.

MAYORAL MINUTES

The Mayor tabled the following Mayoral Minute at the meeting:

RESOLUTIONResolvedMinute No. 46806 - Motion1. That Mayoral minute No. 6/22 dated April 27
2022 be received.Councillor R Page seconded)

- That Council amend the Code of Meeting
- Practice Policy to include an acknowledgement to mining history.
- 3. That the Policy and General Standing Committee determine the wording for recommendation to Council.
- 4. That the wording be along the following lines "we take time to reflect, remember and honour the over 800 miners that lost their lives or were crippled or maimed on the line of lode. We thank the brave miners and their wives who were part of the 1919-20 strike that lasted over 500 days and

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD APRIL 27, 2022

delivered a 35 hour working week. Mining is our past and future".

CARRIED UNANIMOUSLY

The Mayor tabled a further Mayoral Minute at the meeting:

RESOLUTION

<u>Minute No. 46807 - Motion</u> Mayor T Kennedy moved Councillor D Turley seconded

Resolved

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- 1. That Mayoral minute No. 6/22 dated April 27 2022 be received.
- 2. That Council congratulates the organisers of the inaugural Mundi Mundi Bash for hosting a successful event and thank them for bringing a major music festival to Broken Hill and the positive economic impact that this event has had on the City; and that Council also congratulates the General Manager, the Executive Manager Growth and Investment and Council staff for their assistance in the organisation of the event.
- That a media release be issued thanking all local businesses and their staff for providing services to the large influx of tourists experienced during Easter and the Mundi Mundi Bash period.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

Nil.

REPORTS FROM DELEGATES

Nil.

NOTICES OF RESCISSION

Nil.

COMMITTEE REPORTS

WORKS COMMITTEE

ITEM 1 - BROKEN HILL CITY COUNCIL REPORT NO. 80/22 - DATED MARCH 30, 2022 -NOMINATIONS FOR MEMBERSHIP ON THE PROJECT CONSULTATIVE GROUP-PROJECT STEERING GROUP D22/15452

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RESOLUTION

Minute No. 46808 Councillor M Boland moved Councillor D Turley seconded

Resolved

- 1. That Broken Hill City Council Report No. 80/22 dated March 30, 2022, be received.
- That Mr Paul Thomas, Mr Ashley Byrne, Mr Bernard Williams, Ms Gigi Barbe and Mr Matthew Handberg, be appointed as community representatives on the Project Consultative Group – Project Steering Group.
- That the Terms of Reference of the Project Consultative Group-Project Steering Group be amended to reduce the number of community representatives from six (6) to five (5) in order that the Project Steering Group can commence meetings.

CARRIED UNANIMOUSLY

ITEM 2 - BROKEN HILL CITY COUNCIL F NOMINATIONS FOR MEMBERSHIP ON PROJECT STEERING GROUP			
RESOLUTION Minute No. 46809		<u>Re</u>	solved
Deputy Mayor J Hickey moved Councillor R Algate seconded))	1.	That Broken Hill City Council Report No. 81/22 dated April 4, 2022, be received.
		2.	That Mr Paul Thomas, Mr Peter Nash, Mr Bernard Williams, Mr Ray Johnston and Ms Ghislaine Barbe be appointed as community representatives on the Gateway Signage Advisory Group–Project Steering

Group.

CARRIED UNANIMOUSLY

ITEM 3 - BROKEN HILL CITY COUNCIL REPORT NO. 82/22 - DATED APRIL 11, 2022 - T22/2 REQUEST FOR TENDER FOR GALENA/MERCURY/TALC STREET ROAD RECONSTRUCTION AND ROUNDABOUT INSTALLATION D22/18070

AND ROOMDADOOT INOTALLATION		D22/10010
RESOLUTION Minute No. 46810		Resolved
Deputy Mayor J Hickey moved Councillor R Page seconded))	 That Broken Hill City Council Report No. 82/22 dated April 11, 2022, be received.
		2. That Council note T22/2 Request for Tender for Galena/ Mercury/ Talc Street Road Reconstruction and Roundabout Installation, that was advertised from 10 March 2022 to 6 April 2022, received no submissions.
		3. That Council delegate to the General Manager to negotiate a contract with a single qualified contractor as per Section 55 of the <i>Local Government Act 1993</i> , being that due to remoteness and the unavailability of competitive tenders that a satisfactory result would not be achieved by reissuing the tender to market.
		4. That Council delegate to the General Manager to subsequently approve the tender and commence works if the negotiated contract is considered to be 'value for money' and in accordance with Council's adopted capital budget for the project.
		5. That Council note that if a suitable contractor cannot be sourced to complete the works within an acceptable timeframe, Council may be required to return the funds to Transport for NSW.
		CARRIED UNANIMOUSLY

HEALTH AND BUILDING COMMITTEE

ITEM 4 - BROKEN HILL CITY COUNCIL REPORT NO. 83/22 - DATED APRIL 05, 2022 - UPD ON ACQUISITION OF FEDERATION WAY D22/10				
RESOLUTION		Resolved		
<u>Minute No. 46811</u> Councillor R Algate moved Councillor R Page seconded))	 That Broken Hill City Council Report No. 83/22 dated April 5, 2022, be received. 		
		2. That Council note the update on the acquisition of Federation Way.		
		 That at this point in time Council takes no further action in processing this matter due to the unknown legal costs and 		

compensation costs associated with the determination of Native Title, until Council receives a guarantee of the costs involved.

4. That Council writes to the Department of Crown Lands advising that Council will continue with the process to acquire Federation Way if the Department of Crown Lands give a guarantee of covering Council's costs incurred in respect to Native Title determination.

CARRIED

- FOR: Mayor Tom Kennedy, Deputy Mayor Jim Hickey, Councillors Bob Algate, Michael Boland, Alan Chandler, Dave Gallagher, Hayley Jewitt and Ron Page
- AGAINST: Councillors Marion Browne and Darriea Turley

ITEM 5 - BROKEN HILL CITY COUNCIL REPORT NO. 84/22 - DATED APRIL 07, 2022 -PROPOSED CWA MURAL AT 163 ARGENT STREET, BROKEN HILL D22/17497

Councillor Turley declared an interest in Item 5 and left the Council Chambers at 7:13pm.

RESOLUTION Minute No. 46812		Resolved
Deputy Mayor J Hickey moved Councillor D Gallagher seconded))	 That Broken Hill City Council Report No. 84/22 dated April 7, 2022, be received.
		2. That Council staff provide correspondence to the Broken Hill Branch of the CWA, inviting them to submit a Development Application, and outlining the required information and advice/guidance on how to lodge a Development Application.
		3. That following submission of the Development Application and an initial assessment by Council Officers, the Development Application is referred to the Health and Building Committee for recommendation to Council for final determination.
		CARRIED UNANIMOUSLY

Councillor Turley returned to the Council Chambers at 7:14pm. The Mayor advised Councillor Turley that Council had resolved to adopt the report recommendation of Item 5.

ITEM 6 - BROKEN HILL CITY COUNCIL REPORT NO. 85/22 - DATED APRIL 06, 2022	<u>2 - AGEING</u>
WELL S355 COMMITTEE	D22/16622

RESOLUTION		Resolved
<u>Minute No. 46813</u>		
Councillor R Algate moved)	1. That Broken Hill City Council Report No.
Councillor D Gallagher seconded)	85/22 dated April 6, 2022, be received.
Councillor R Algate moved)	j 1

- That Council adopts the Terms of Reference for the creation of an Ageing Well Section 355 Committee, with amendment to the membership to include LiveBetter Community Services and Australian Unity Home Care Service and any additional relevant agencies (as determined by Councillor Browne in consultation with the General Manager).
- That Council appoints Councillors Page, Gallagher and Algate as Council's Delegates on the Ageing Well Section 355 Committee.
- 4. That Council advertises for community representatives on the Ageing Well Section 355 Committee, and nominations be presented to a future Council Meeting for appointment.

CARRIED UNANIMOUSLY

ITEM 7 - BROKEN HILL CITY COUNCIL REPORT NO. 86/22 - DATED APRIL 08, 2022 - YOUTH SECTION 355 COMMITTEE TERMS OF REFERENCE D22/17738

RESOLUTION <u>Minute No. 46814</u> Councillor M Boland moved Deputy Mayor J Hickey seconded		Resolved		
))	 That Broken Hill City Council Report No. 86/22 dated April 8, 2022, be received. 		
		 That Council adopts the Terms of Reference for the creation of a Youth Section 355 Committee. 		
		 That Council appoints Councillors Boland, Turley and Jewitt as Council's Delegates on the Youth Section 355 Committee. 		
		 That Council advertises for community representatives on the Youth Section 355 Committee, and for the nominations to be presented to a future Council Meeting for appointment. 		
		 That Council investigate the opportunity to assist young people aged 12-24 years to create a Youth Council. 		
		CARRIED UNANIMOUSLY		

POLICY AND GENERAL COMMITTEE

ITEM 8 - BROKEN HILL CITY COUNCIL REPORT NO. 87/22 - DATED APRIL 06, 2022 - OFFICE OF LOCAL GOVERNMENT CIRCULAR - COUNCILLOR SUPERANNUATION D22/16570

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RESOLUTION

Minute No. 46815
Councillor M Boland moved
Councillor R Algate seconded

Resolved

- 1. That Broken Hill City Council Report No. 87/22 dated April 6, 2022, be received.
- That Council determines whether superannuation contribution payments will be made to Councillors as per the *Commonwealth Superannuation Guarantee* (Administration) Act 1992, as of 1 July 2022 at the superannuation guarantee rate of 10.5% (which will come into effect from 1 July 2022).
- 3. That, should Council resolve to make superannuation contribution payments to Councillors as of 1 July 2022, then:
 - a) That Council notes that the superannuation guarantee rate will be the amount the Council would have been required to contribute under the *Commonwealth Superannuation Guarantee (Administration) Act 1992* as superannuation if the Councillors were employees of the Council; and as of 1 July 2022, the superannuation guarantee rate will be 10.5% with the rate increasing by half a percent each year until 1 July 2025 when it reaches 12%.
 - b) That the superannuation contribution payments are made at the same intervals as the annual fee are paid to Councillors (currently monthly).
 - c) That, to receive superannuation contribution payments, each Councillor must first nominate a superannuation account for the payment before the end of the month to which the payment relates.
 - d) That the superannuation account nominated by Councillors must be an account for superannuation or retirement benefits from a scheme or fund to which the *Commonwealth Superannuation Guarantee*

(Administration) Act 1992 applies.

- e) That Council must not make a superannuation contribution for a Councillor if the Councillor fails to nominate an eligible superannuation account for the payment before the end of the month to which the payment relates.
- f) That Council must not make superannuation contribution payments for Councillors during any period in which they are suspended from their civic office or their right to be paid any fee or other remuneration, or expense, is suspended under the Act.
- g) That Council must not make superannuation contribution payments for Councillors during any period in which they are not entitled to receive their fee under section 254A of the Act because they are absent.
- 4. That Council notes that individual Councillors may opt out of receiving superannuation contribution payments or opt to receive reduced payments. Councillors must do so in writing to the General Manager prior to 1 July 2022 or at any time during the Term of Council.
- 5. That community consultations occurs as to whether Councillors should receive an increase in their Councillor Allowance of 10.5% to accommodate the change in legislation for Council's to determine Superannuation to be paid to Councillors as it would be for employees under the Commonwealth Superannuation Guarantee (Administration) Act 1992

CARRIED

FOR: Mayor Tom Kennedy, Deputy Mayor Jim Hickey, Councillors Bob Algate, Michael Boland, Marion Browne, Alan Chandler, Dave Gallagher, Hayley Jewitt and Darriea Turley

AGAINST: Councillor Ron Page

ITEM 9 - BROKEN HILL CITY COUNCIL REPORT NO. 88/22 - DATED MARCH 29, 2022 - DRAFT COMMUNITY STRATEGIC PLAN - YOUR BROKEN HILL 2040 D22/15298

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RESOLUTION

Minute No. 46816
Councillor R Algate moved
Deputy Mayor J Hickey seconded

Resolved

- 1. That Broken Hill City Council Report No. 88/22 dated March 29, 2022, be received.
- That Council endorse the Draft Community Strategic Plan – Your Broken Hill 2040 for public exhibition.
- 3. That the Draft Community Strategic Plan Your Broken Hill 2040 be placed on public display for 28 days in accordance with legislation.
- 4. That Council receives a further report at the conclusion of the exhibition period, outlining submissions and feedback received and any recommended changes, with a view to adopting the Draft Community Strategic Plan for implementation 1 July 2022.

CARRIED UNANIMOUSLY

ITEM 10 - BROKEN HILL CITY COUNCIL REPORT NO. 89/22 - DATED APRIL 05, 2022 - DRAFT DISABILITY INCLUSION ACTION PLAN 2022-2026 D22/16313

RESOLUTION <u>Minute No. 46817</u> Councillor R Algate moved Councillor M Boland seconded		Resolved	
))	 That Broken Hill City Council Report No. 89/22 dated April 5, 2022, be received. 	
		2. That Council endorse the Draft Disability Inclusion Action Plan 2022-2026 for the purpose of public consultation.	
		 That the Draft Disability Inclusion Action Plan 2022-2026 be exhibited for public comment for 28 days. 	
		 That Council receives a further report at the conclusion of this exhibition, detailing submissions and any recommended changes arising, with a view to adopting the Draft Disability Inclusion Action Plan 2022- 2026. 	
		5. That Council write and thank the members of the Disability Inclusion Monitoring Group for their dedicated commitment to monitoring the progress of the Plan and for their contribution to the community and to people with disability.	

6. That Council continues to engage with members of the Monitoring Group and extends invitation for additional nominations to the Monitoring Group, to assist in ensuring fair and equitable representation across the community is achieved.

CARRIED UNANIMOUSLY

ITEM 11 - BROKEN HILL CITY COUNCIL REPORT NO. 90/22 - DATED APRIL 07, 2022 -OFFICE OF LOCAL GOVERNMENT MODEL COUNCILLOR AND STAFF INTERACTION POLICY D22/17673

RESOLUTION Minute No. 46818		<u>Re</u>	solved
Councillor M Boland moved Councillor R Algate seconded))	1.	That Broken Hill City Council Report No. 90/22 dated April 7, 2022, be received.
		2.	That Council notes the release of the Office of Local Government's Model Councillor and Staff Interaction Policy 2022.
		3.	That Council adopts the draft Councillor and Staff Interaction Policy as a Policy of Council.
		4.	That adoption of the draft Councillor and Staff Interaction Policy will render the 2003 Interaction Between Councillors and Staff Policy obsolete.
			CARRIED UNANIMOUSLY

ITEM 12 - BROKEN HILL CITY COUNCIL REPORT NO. 91/22 - DATED APRIL 04, 2022 -ADOPTION OF THE DRAFT COUNCILLOR SUPPORT POLICY D22/16051

RESOLUTION Minute No. 46819		Resolved
Councillor D Turley moved Councillor M Browne seconded))	 That Broken Hill City Council Report No. 91/22 dated April 4, 2022, be received.
		 That Council notes that nil public submissions were received during the public exhibition period of the Draft Councillor Support Policy.
		3. That the Draft Councillor Support Policy be adopted as a Policy of Council
		 That Council notes that the adoption of the Draft Councillor Support Policy will render the 2016 Councillor Support Policy obsolete.
		CARRIED UNANIMOUSLY

ITEM 13 - BROKEN HILL CITY COUNCIL REPORT NO. 92/22 - DATED APRIL 08, 2022 - DRAFT DEBT RECOVERY POLICY D22/17919

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RESOLUTION

Minute No. 46820
Councillor R Page moved
Councillor R Algate seconded

Resolved

- 1. That Broken Hill City Council Report No. 92/22 dated April 8, 2022, be received.
- 2. That Council endorses the Draft Debt Recovery Policy for the purpose of public exhibition.
- 3. That Council publicly exhibits the Draft Debt Recovery Policy and accepts submissions from the public for a period of 28 days.
- 4. 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 Debt Recovery Policy.

CARRIED UNANIMOUSLY

ITEM 14 - BROKEN HILL CITY COUNCIL REPORT NO. 93/22 - DATED APRIL 11, 2022 - RATES - ADDITIONAL SPECIAL VARIATION 2022-23 D22/17923

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RESOLUTION <u>Minute No. 46821</u> Councillor M Boland moved Deputy Mayor J Hickey seconded

Resolved

- 1. That Broken Hill City Council Report No. 93/22 dated April 11, 2022, be received.
- 2. That Council endorse an application to IPART for a permanent Additional Special Variation up to the maximum permissible level of 2.3% under section 508(2) of the *Local Government Act 1993.*
- That Council note the additional rates revenue to be raised by a successful ASV is \$266,000.
- 4. That Council has considered the impact on ratepayers and the community in 2022-23 and in future years if the permanent special variation is approved and considers it is reasonable and in accordance with Council's adopted 2022-2031 Long Term Financial Plan.
- 5. That a Permanent Additional Special Variation up to the maximum permissible level for Broken Hill of 2.3% is needed for Councils financial sustainability to contribute to rising costs of Wages, Insurances Materials and Services and has been

factored into Councils adopted 2022-2031 Long Term Financial Plan.

6. That Council note that Councillor budget workshops will be held commencing 26 April 2022, with an extraordinary meeting to be scheduled for May 2022 to consider the Draft Delivery Program and Operational Plan inclusive of the annual operating and capital budget; however, submissions to IPART for any ASV need to be received and resolved by Council by 29 April 2022 to allow IPART appropriate time for community consultation.

CARRIED UNANIMOUSLY

ITEM 15 - BROKEN HILL CITY COUNCIL REPORT NO. 94/22 - DATED APRIL 06, 2022 -ALTERATION TO SCHEDULED STANDING COMMITTEE MEETING DATES FOR JUNE 2022 DUE TO COUNCILLOR ATTENDANCE AT THE NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT D22/16682

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RESOLUTION

<u>Minute No. 46822</u> Councillor R Algate moved Councillor D Gallagher seconded

Resolved

- 1. That Broken Hill City Council Report No. 94/22 dated April 6, 2022, be received.
- 2. That due to Councillor attendance at the National General Assembly of Local Government in Canberra in June 2022, the Standing Committee Meeting be rescheduled to the week prior but also avoiding the Queen's Birthday Public Holiday as follows:

a) That the Works Committee Meeting scheduled for Monday 20 June 2022 be now held on Tuesday 14 June 2022 at 5:30pm.

b) That the Health and Building Committee Meeting scheduled for Tuesday 21 June 2022 be now held on Tuesday 14 June 2022 commencing directly after the Works Committee Meeting.

c) That the Policy and General Committee Meeting schedule for Wednesday 22 June 2022 be now held on Wednesday 15 June 2022 at 5:30pm.

CARRIED UNANIMOUSLY

ITEM 16 - BROKEN HILL CITY COUNCIL REPORT NO. 95/22 - DATED APRIL 08, 2022 -INVESTMENT REPORT FOR MARCH 2022 D22/17741

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RESOLUTION

<u>Minute No. 46823</u> Councillor D Gallagher moved Councillor M Boland seconded

Resolved

Resolved

1. That Broken Hill City Council Report No. 95/22 dated April 8, 2022, be received.

CARRIED UNANIMOUSLY

ITEM 17 - BROKEN HILL CITY COUNCIL REPORT NO. 96/22 - DATED APRIL 06, 2022 -NOMINATIONS FOR THE APPOINTMENT OF COMMUNITY REPRESENTATIVES TO SECTION 355 COMMUNITY COMMITTEES D22/17435

RESOLUTION

Minute No. 46824
Councillor D Turley moved
Councillor M Browne seconded

- 1. That Broken Hill City Council Report No. 96/22 dated April 6, 2022, be received.
- 2. That Council accepts the nomination from Ms Ghislaine Barbe as community representatives on the Broken Hill Heritage Committee.
- That Council accepts the nominations from Ms Jenny Cattonar, Mr Rick Ball, Mr Clark Barrett and Mr John Hart as community representatives on the Broken Hill City Art Gallery Advisory Group
- That Council accepts the nominations from Mr John Rogers, Ms Merran Coombe, Mr Jeffrey Crase, Mr Geoffrey Hoare, Ms Susan Spangler, Mr David Spielvogel, Ms Jill Spielvogel, Mr Paul Reed, Ms Gaylene Ford, Mr Michael Ford, Ms Karen Ford, Mr Papald Eleteber and Ma App Evers as

Mr Ronald Fletcher and Ms Ann Evers as community representatives on the Friends of the Flora and Fauna of the Barrier Ranges Community Committee.

- 5. That Council accepts the nominations from Ms Tanya Martyn, Mr Chris May and Mr Layne Ralph as community representatives on the Memorial Oval Community Committee.
- 6. That the community representatives be advised of their appointment and advice also be sent to the corresponding Committee Secretary/Chairperson.
- 7. That Council notes that the current round of advertising closes on 6 May 2022 and a

further report will be presented to the May Policy and General Committee Meeting with further nominations received.

- 8. That Council notes that correspondence has been sent to all outgoing community representatives on Section 355 Committee in appreciation of their service on the Committee and encouraging them to renominate.
- 9. That Council actively recruits to fill all vacant positions on Council's Section 355 Committees.

CARRIED UNANIMOUSLY

ITEM 18 - BROKEN HILL CITY COUNCIL REPORT NO. 97/22 - DATED APRIL 05, 2022 -NOMINATIONS AS INDEPENDENT PANEL MEMBERS ON THE COMMUNITY ASSISTANCE GRANTS PANEL D22/16494

RESOLUTION		F
<u>Minute No. 46825</u>		
Deputy Mayor J Hickey moved)	1
Councillor R Page seconded)	

Resolved

- 1. That Broken Hill City Council Report No. 97/22 dated April 5, 2022, be received.
- That the Community Assistance Grants Policy membership be amended:

 a) to allow for a minimum of three Independent Panel Members; and
 b) to remove reference to "Our Community Portfolio Councillor" and clarify that Council's delegates be the Mayor (or nominee) and two (2) Councillors.
- That Ms Julua Hamel and Ms Tracy Harman be appointed as Independent Panel Members on the Community Assistance Grants Panel for the current term of Council.
- 4. That Councillor Gallagher be reappointed as Chairperson of the Community Assistance Grants Panel.

CARRIED UNANIMOUSLY

FURTHER REPORTS

ITEM 19 - BROKEN HILL CITY COUNCIL	REPOR	RT NO	<u> </u>
LANDCARE RIDE ON MOWER PROPOS	<u>AL</u>		D22/19348
<u>Motion</u>			
Deputy Mayor J Hickey moved)	1.	That Broken Hill City Council Report No.
Councillor D Gallagher seconded)		100/22 dated April 20, 2022, be received.
		2.	That Council note the report outlining options to purchase five ride-on mowers and trailers, with the report outlining the budget

implications and the risk assessment guidelines for the utilisation of volunteers (Landcare) to use the ride-on mowers to clean the city streets. 3. That Council note correspondence between Council and Landcare with the request to enter a MoU for Landcare to use the ride on mowers to clean city streets of weeds and grasses on a voluntary basis. 4. That Council note Landcare's decline of offer in receiving 5 ride-on mowers and trailers and entering a MoU with Council to clean city streets of weeds and grasses on a voluntary basis. 5. That Council liaise with the Tidy Towns Committee to expand capacity to assist with general low risk maintenance on public land and allocate a suitable budget in the 2022/23 financial year for the purchase of equipment to carry out these activities. 6. That Council refers the matter to the Chairperson of the Health and Building Committee (Deputy Mayor Hickey) to investigate further options for the utilisation of ride on mowers to clean city streets of weeds and grasses and the Chairperson provides a report to the Health and Building Committee for consideration. Amendment Councillor D Turley moved That Broken Hill City Council Report No. Councillor M Browne seconded) 100/22 dated April 20, 2022, be received. 2. That Council note the report outlining options to purchase five ride-on mowers and trailers, with the report outlining the budget implications and the risk assessment guidelines for the utilisation of volunteers (Landcare) to use the ride-on mowers to clean the city streets. 3. That Council note correspondence between Council and Landcare with the request to enter a MoU for Landcare to use the ride on mowers to clean city streets of weeds and grasses on a voluntary basis. That Council note Landcare's decline of offer in receiving 5 ride-on mowers and trailers and entering a MoU with Council to clean city streets of weeds and grasses on a voluntary basis. 5. That Council refers the matter to the Chairperson of the Health and Building Committee (Deputy Mayor Hickey) to investigate further options for the utilisation of

		a re	ide on mowers to clean city streets of weeds and grasses and the Chairperson provides a eport to the Health and Building Committee or consideration.
		ace	WITHDRAWN (The mover of the original motion cepted the suggested amendment to remove item 5 of the motion)
RESOLUTION Minute No. 46826		<u>Reso</u>	blved
Deputy Mayor J Hickey moved Councillor D Gallagher seconded))		That Broken Hill City Council Report No. 00/22 dated April 20, 2022, be received.
		tc w ir g (l	That Council note the report outlining options o purchase five ride-on mowers and trailers, with the report outlining the budget mplications and the risk assessment guidelines for the utilisation of volunteers Landcare) to use the ride-on mowers to clean the city streets.
		C e m	That Council note correspondence between Council and Landcare with the request to enter a MoU for Landcare to use the ride on nowers to clean city streets of weeds and grasses on a voluntary basis.
		ir e s	That Council note Landcare's decline of offer in receiving 5 ride-on mowers and trailers and entering a MoU with Council to clean city streets of weeds and grasses on a voluntary pasis.
		C C ri ri a	That Council refers the matter to the Chairperson of the Health and Building Committee (Deputy Mayor Hickey) to Investigate further options for the utilisation of ide on mowers to clean city streets of weeds and grasses and the Chairperson provides a eport to the Health and Building Committee or consideration.
			CARRIED UNANIMOUSLY
ITEM 20 - BROKEN HILL CITY COUNCIL REPORT NO. 101/22 - DATED APRIL 10, 2022 -			
MONTHLY NEWSLETTER - COSTING AN RESOLUTION		Reso	-
<u>Minute No. 46827</u> Councillor D Turley moved Councillor H Jewitt seconded))		hat Broken Hill City Council Report No. 01/22 dated April 10, 2022, be received.
			That estimated costs for a monthly newsletter are noted by Council.

3. That the newsletter be produced for a 12 month trial period and Councillors actively participate in newsletter articles.

- 4. That a report be provided to the Policy and General Committee with a suggested sample format of the newsletter for Council's consideration prior to publication.
- 5. That the newsletter be published bi-monthly.

CARRIED UNANIMOUSLY

ITEM 21 - BROKEN HILL CITY COUN BROKEN HILL CITY GALLERY - RE-E				5
RESOLUTION			solved	
<u>Minute No. 46828</u> Deputy Mayor J Hickey moved Councillor R Algate seconded)	1.	That Broken Hill City Council Report No. 102/22 dated April 13, 2022, be received.	
		2.	That Council note an independent review wa conducted by Council's Internal Auditors to ensure transparency and independence.	IS
		3.	That Council note the outcome of the review.	•
		4.	That Council sends correspondence to it's internal auditors, O'Connor Marsden & Associates, asking them to explain how they concluded that the General Manager's delegations of authority allowed the expenditure of \$36,250.00 of unspent wages on rebranding the Art Gallery and how they determined that rebranding and renaming an asset is an operational matter.	5
		5.	That once an answer is received by Council from Council's internal auditors, a report be presented to the Policy and General Committee.	
			CARRIE	D
	ave Gallagh	er, H	ickey, Councillors Bob Algate, Michael ayley Jewitt and Ron Page rley	
			. 103/22 - DATED APRIL 20, 2022 - STORM	
EVENTS 28/2/2022 AND 15/3/2022 RE	<u>ESPONSE (</u>			2
RESOLUTION Minute No. 46829		Res	solved	
Councillor M Boland moved Councillor D Gallagher seconded))	1.	That Broken Hill City Council Report No. 103/22 dated April 20, 2022, be received.	
		2.	That Council note the estimated costs associated with Council's response to the February 28 and March 15 storm events.	
		3.	That Council approve a storm rectification works fund to the amount of \$150,000 and delegate to the General Manager authorisation to approve expenditure above	

the capital threshold for individual works being repaired directly affected by both storm events in accordance with Council's Procurement Policy.

4. That the General Manager writes to the Federal and State Members seeking further disaster funding assistance for storm rectification works.

CARRIED UNANIMOUSLY

ITEM 23 - BROKEN HILL CITY COUN FINANCIAL ASSISTANCE - AGFAIR 1		<u>RT NO. 104/22 - DATED APRIL 20, 2022 -</u> IUNICATIONS D22/19359
RESOLUTION Minute No. 46830		Resolved
Councillor R Algate moved Councillor D Gallagher seconded)	 That Broken Hill City Council Report No. 104/22 dated April 20, 2022, be received.
		 That Council liaise with Agfair Broken Hill, Foundation Broken Hill, NSW State Government and Telstra around a co- contribution funding model inclusive with Council for a Temporary Cell on Wheels to be provide at the 27-28 May 2022 Event.
		 That Council contribute the remaining funds required to a maximum of \$37,000, which will be funded from the remaining Community Assistance Grant Budget.
		 That Council delegate to the General Manager for the finalisation and signing of the agreement with Telstra.
		CARRIED UNANIMOUSLY
		<u>RT NO. 105/22 - DATED APRIL 21, 2022 -</u> E - MEETING NO. 423, HELD ON TUESDAY, 12 D22/19466
RESOLUTION		Resolved
<u>Minute No. 46831</u> Councillor M Browne moved Councillor R Algate seconded))	 That Broken Hill City Council Report No. 105/22 dated April 21, 2022, be received.
		 That the minutes of the Local Traffic Committee – Meeting No. 423, held on Tuesday, 12 April 2022 be received.
		 Item No. 423.8.3 - That traffic counters be installed in the Aquatic Centre carpark to identify the speed of vehicles.
		 Item No. 422.6.3 – That traffic counters be installed on Rakow Street adjacent to the Burke Ward Public school to identify the times and speed of vehicles travelling along

Rakow Street and for the data collected to be presented to the Police for compliance.

CARRIED UNANIMOUSLY

ITEM 25 - BROKEN HILL CITY COUNCIL REPORT NO. 106/22 - DATED APRIL 13, 2022 -MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 17 MARCH 2022 D22/18437

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RESOLUTION

<u>Minute No. 46832</u> Councillor M Boland moved Deputy Mayor J Hickey seconded

Resolved

- 1. That Broken Hill City Council Report No. 106/22 dated April 13, 2022, be received.
- That minutes of the Audit, Risk and Improvement Committee meeting held 17 March 2022 be received and endorsed.

CARRIED UNANIMOUSLY

ITEM 26 - BROKEN HILL CITY COUNCIL REPORT NO. 107/22 - DATED APRIL 20, 2022 - ACTION LIST REPORT D22/19231

RESOLUTION

<u>Minute No. 46833</u> Councillor D Gallagher moved Councillor R Algate seconded

Resolved

1. That Broken Hill City Council Report No. 107/22 dated April 20, 2022, be received.

CARRIED UNANIMOUSLY

QUESTIONS TAKEN ON NOTICE FROM PREVIOUS COUNCIL MEETING

ITEM 27 - QUESTIONS ON NOTICE NO. 2/22 - DATED APRIL 01, 2022 - COUNCILLOR QUESTIONS TAKEN ON NOTICE AT THE MARCH 2022 ORDINARY COUNCIL MEETING

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D22/15824

RESOLUTION Minute No. 46834 Councillor D Gallagher moved Councillor H Jewitt seconded

Resolved

1. That Questions On Notice No. 2/22 dated April 1, 2022, be received.

CARRIED UNANIMOUSLY

QUESTIONS FOR NEXT MEETING ARISING FROM ITEMS ON THIS AGENDA

Demolition of Aero Club building at the Airport

Councillor Browne referred to an article in the Barrier Truth regarding the demolition of the existing Aero Club building at the Airport to allow for a new hanger to be built and asked if this matter was referred to Council's Heritage Adviser given that the building has heritage significance? Councillor Browne enquired as to the Heritage Adviser's comments regarding the demolition of this building.

Councillor Gallagher also request advice as to whether Council would be providing land to the Aero Club if the existing building cannot be demolished due to its heritage significance.

The General Manager took the question on notice and advised that a response will be circulated to all

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD APRIL 27, 2022

Councillors via email prior to the next Council Meeting.

<u>Government Funding – Reconnecting Regional NSW Fund for future festivals/events</u> Councillor Boland referred to the successful conduct of the inaugural Mundi Mundi Bash festival in Broken Hill over the past weekend and also referred to \$25M of funding available to regional Councils under the Reconnecting Regional NSW Fund for Council's to conduct events to bring their local communities together. Councillor Boland asked whether Council would be eligible to apply for funding and if so whether there is a possibility that Council seeks funding for the return of a past event such as the "Jazz in the Outback" festival?

The General Manager took the question on notice and advised that a report will be provided to Council regarding opportunities to apply for future event funding.

<u>Government Funding – Reconnecting Regional NSW Fund for future festivals/events</u> Councillor Turley also referred to the Reconnecitng Regional NSW Fund and requested that Council considers seeking funding to support a Heritage Festival Curator to assist with the growth of the Broken Hill Heritage Festival as one of Broken Hill's major annual festivals celebrating Broken Hill's National Heritage Listing.

MATTER OF URGENCY

The Mayor accepted the following urgent motion from Councillor Turley for Council to seek government funding for a Heritage Festival Curator to support the growth of the Broken Hill Heritage Festival.

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RESOLUTION

<u>Minute No. 46835</u> Councillor D Turley moved Councillor R Algate seconded

Resolved

That Council thanks all event organisers and volunteers for assisting in the conduct of the 2022 Broken Hill Heritage Festival; and Council also thanks the community for their attendance at festival activities.

That Council recognises the importance of the Broken Hill Heritage Festival and seeks government funding to support a Heritage Festival Curator to assist with the growth of the Festival to become a major event for the City celebrating Broken Hill's National Heritage Listing.

CARRIED UNANIMOUSLY

PUBLIC FORUM SESSION

Nil.

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RESOLUTION

<u>Minute No. 46836</u> Councillor R Algate moved Councillor M Boland seconded

Resolved

That the meeting be closed to the public in accordance with Section 10A(2) of the *Local Government Act 1993* whilst Council considers the confidential matters.

CARRIED UNANIMOUSLY

Members of the public and media left the Council Chambers at 8:08pm.

CONFIDENTIAL MATTERS

ITEM 28 - BROKEN HILL CITY COUNCIL REPORT NO. 98/22 - DATED APRIL 20, 2022 -GENERAL MANAGER'S PERFORMANCE AGREEMENT AND REVIEW PROCESS -EXPRESSIONS OF INTEREST - CONFIDENTIAL D

D22/19238

(**General Manager's Note**: This report considers quotations for the General Manager's Performance Review process 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).

Councillor Turley and the General Manager each declared an interest in Item 28 and left the Council Chambers at 8:09pm.

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RESOLUTION

<u>Minute No. 46837</u> Councillor R Algate moved Councillor M Boland seconded

Resolved:

- 1. That Broken Hill City Council Report No. 98/22 dated April 20, 2022, be received.
- 2. That Blackadder Associates be appointed to facilitate the annual performance reviews of the General Manager from1st July 2022-31 March 2026.
- 3. That should the execution of contract papers be required, the Mayor and Deputy Mayor be delegated to sign on Council's behalf under the Common Seal of Council.
- 4. That Council note that Blackadder Associates will complete the General Managers review for the period of 1 April 2021 through until 30 June 2022.

CARRIED UNANIMOUSLY

Councillor Turley and the General Manager returned to the Council Chambers at 8:012pm. The Mayor advised Councillor Turley and the General Manager that Council resolved that Blackadder Associates facilitates the General Manager's performance reviews from 1 July 2022 to 31 March 2026.

ITEM 29 - BROKEN HILL CITY COUNCIL REPORT NO. 108/22 - DATED APRIL 21, 2022 - T22/1 REQUEST FOR TENDER FOR IODIDE STREET ROAD RECONSTRUCTION STAGE 2 -CONFIDENTIAL D22/19522

(<u>General Manager's Note</u>: This report 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).

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RESOLUTION

Minute No. 46838
Deputy Mayor J Hickey moved
Councillor D Gallagher seconded

Resolved:

1. That Broken Hill City Council Report No. 108/22 dated April 21, 2022, be received.

- That Conex Group Pty Ltd be awarded the contract for T22/1 for the road reconstruction of lodide Street from Union Street to Cummins Street – Stage 2, including kerb and gutter structures for the amount of \$534,748.50 (Exc GST)
- 3. That Council approve increase in capital budget for the proposed project for \$8,000, to accommodate the selected Tenderer.
- 4 That a suitably qualified person oversees the works for quality control purposes.

CARRIED UNANIMOUSLY

ITEM 30 - BROKEN HILL CITY COUNCIL REPORT NO. 99/22 - DATED APRIL 20, 2022 - CIVIC CENTRE LEGAL ACTION UPDATE - CONFIDENTIAL D22/19176

(**General Manager's Note**: This report considers a current legal matter 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).

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RESOLUTION

Minute No. 46839	
Councillor D Turley moved	
Councillor R Algate seconded	

Resolved

- 1. That Broken Hill City Council Report No. 99/22 dated April 20, 2022, be received.
- 2. That Council note the below report and further updates provided following the settlement agreement with AJ&C on 23 March 2022.
- 3. That Council note the matter is still ongoing for cost recovery and the next steps required.
- 4. That further reports and updates be provided to Council as finalisation of the matter progresses.

CARRIED UNANIMOUSLY

RESOLUTION Minute No. 46840 Councillor R Algate moved Councillor D Gallagher seconded

<u>Resolved</u>

That the meeting resumes in open session.

CARRIED UNANIMOUSLY

Members of the public and media returned to the Council Chambers at 8:18pm.

At the Mayor's invitation the General Manager reported on the resolutions of Council made in closed session.

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There being no further business the Mayor closed the meeting at 8:22 p.m.

THE FOREGOING MINUTES WERE READ AND CONFIRMED AT THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD ON 25 MAY 2022.

CHAIRPERSON

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MAYORAL MINUTES

1. <u>MAYORAL MINUTE NO. 6/22 - DATED MAY 16, 2022 - SUPPORT FOR</u> <u>LANDCARE BROKEN HILL'S PROPOSED IMPERIAL LAKES</u> <u>SUSTAINABILITY HUB AND NATURE PARK PROJECT (D22/25536)</u>30

ORDINARY MEETING OF THE COUNCIL

May 16, 2022

ITEM 1

MAYORAL MINUTE NO. 6/22

SUBJECT:SUPPORT FOR LANDCARE BROKEN HILL'S PROPOSEDIMPERIAL LAKES SUSTAINABILITY HUB AND NATURE PARKPROJECTD22/25536

Summary

As a part of my election manifesto, I promised the community that Council would endeavor to re-open the Imperial Lakes as a recreational reserve for locals and visitors to enjoy. Five months have passed since the election, and I am extremely pleased to advise that some exciting progress has already occurred for this vision to become a reality.

As part of my second Mayoral Minute to the Ordinary Council Meeting held 12 January 2022, Council resolved (Minute Number 46690) :

"...16. That the Mayor be invited to organise a meeting with the Local Member Roy Butler and Essential Water as early as possible to significantly accelerate the process to open the Imperial Lake. That a site visit is organised with Essential Energy for Councillors to view the Imperial Lake. That the General Manager be invited to obtain an independent engineers report into the safety of the dam wall. Expressions of interest are advertised immediately for community representation on a working group to facilitate volunteers and the opening of the Lake and that Landcare and RANA are contacted to gauge interest."

Meetings have been held with the Local and State Members with each pledging their support towards assisting with the process for a local community organisation to acquire the Imperial Lakes site once decommissioned by Essential Water, and to assist with support towards funding for the redevelopment project.

Essential Water hosted a Councillor site inspection of Imperial Lakes on 4 February 2022 which outlined the decommissioning works that were in the process of being undertaken at that time. Discussions were also held around the process for acquiring the site; the previous redevelopment works undertaken by Essential Water in approximately 2001-2002; and the current condition of the Imperial Lakes infrastructure.

Local community organisations were approach by Council regarding Council's above resolution. Landcare Broken Hill had already undertaken significant background research and indicated a strong interest in acquiring and establishing the site as a sustainability hub and a nature park to expand and bolster its Greening the Hill Mk.2 Project. Landcare have explored options and opportunities for use of the land and have confirmed that Imperial Lakes has the potential of becoming an environmental and recreational reserve of significance to Broken Hill if it were to be established as a Nature Park.

If developed by Landcare Broken Hill the Imperial Lakes Sustainability Hub and Nature Park would provide the following recreational and social, cultural, educational, environmental and ecotourism opportunities:

Recreational and Social

Recreational activities for local and visitors include:

- On the lakes themselves: paddling, swimming, row boating, paddle boats and small yacht sailing.
- Trail walking and bush track running.
- Bicycle riding.
- Picnicking, with barbeque sites.
- Children's adventure playground, designed on an outback bush theme.
- Community Gardens productive garden raised-beds for community health.
- Community Well-being to assist disadvantaged persons to find inspiration.
- Park arboretum trail would double as a nature-spotting trail, with signage, guidebook and/or phone app identifying the animals of the district, including birds, reptiles and mammals.

<u>Cultural</u>

The project will provide the following cultural opportunities:

- Partnering with local Aboriginal organisations to provide educational and cultural programs.
- The Nature Park could have a dedicated area planted out to showcase plants of traditional importance to the Aboriginal community including bush tucker and bush medicine plants, together with plants of importance for Aboriginal art and craft.
- Partnering with local art organisations such as West Darling Arts and the Broken Hill Art Exchange to incorporate art activities and environmental inspired sculptures with the Imperial Lakes Nature Park.

Educational

Hands-on vocational training and education hub for primary, secondary and tertiary students to support their study in the following fields:

- Parkland management
- Tourism management
- Soil science and water management
- Ecology
- Botany
- Horticulture
- Arboriculture
- Environmental land management

Education and training in these fields could be directed into current projects being undertaken at the park or with the ongoing upkeep of the park to provide a supplementary workforce.

Environmental and Eco-Tourism

Ecotourism is a fast growing tourism sector with the majority of Ecotourism Australia members operating in rural and regional Australia. The Park could become a key attraction in the district considerably boosting the liveability of the City for both current residents an newcomers associated with the growing number of new industries with potentially sizeable workforces.

The establishment of the Sustainability Hub will provide the following environmental and Eco-Tourism outcomes:

• Native Plant Propagation Nursery – up to 200m of shade houses.

- Regional-scale Seed Bank to sort, store and supply seed to all Western NSW
- Environmental education in sustainable living practices and sustainable land management, demonstrating best practice including:
 - Water-wise management and responsible soil management
 - Renewable energy utilization (solar, wind and battery storage plus EV charging stations)
 - Waste management including food waste, composting, mulching & recycling
 - Botanical display beds to showcase the most viable and best of the Far West's flora to guide gardeners in sustainable plant choices.
 - Artistic design within an environmental context, through landscaping and art displays.
 - Citizen science displays: eg Pollinators' Patch and Sundial Square and an Innovation Pavilion.

Landcare are currently investigating to establish an entity which will be the most appropriate for the acquisition of the land and the governance and management of the redevelopment project as well as the ongoing management of the Nature Park. Landcare are also undertaking work with architects and consultants on the concept designs of redevelopment project and have shown initial designs to Councillors at a Briefing held on Thursday 28 April 2022. Councillors and Council's Executive Leadership Team were very receptive of the concept of the redevelopment and are excited by the vast opportunities and benefits that this project will deliver for our community.

This Mayoral Minute is provided for Council to formally pledge its support to the proposal by Landcare and to commit to offering in-kind support by way of staff expertise to undertake the process of rezoning the site to allow for a change of use, provide any letters of support that may be requested by Landcare Broken Hill towards Federal and State grant programs and continue to advocate to State & Federal Government to ensure this project is successful to increase the liveability of the City.

Recommendation

- 1. That Mayoral Minute No. 6/22 dated May 16, 2022, be received.
- 2. That Council supports concept of Landcare Broken Hill's Sustainability Hub and Imperial Lakes Nature Park Project for the redevelopment of the Imperial Lakes as outlined in the Councillor Briefing held Thursday 28 April 2022.
- 3. That Council provides initial support to the project by way of in-kind support (Council staff time) for the process involved in the change of planning zone to allow for the proposed change in use of the Imperial Lake site for the redevelopment as a Sustainability Hub and Imperial Lakes Nature Park; and to provide support to Landcare Broken Hill's future funding efforts by way of ongoing advocacy and the provision of letters of support towards Federal and State grant funding applications.

Attachments

There are no attachments for this report.

T. KENNEDY MAYOR

RECOMMENDATIONS OF WORKS COMMITTEE MEETING HELD MONDAY, MAY 16, 2022

Recommendation

- 1. That Broken Hill City Council Report No. 109/22 dated May 3, 2022, be received.
- 2. That Mr Peter Johnston, Ms Anita Hoystead, Mr Michael McKee, Mr Jack Woods and Ms Leah Carr, be appointed as user representatives on the E.P. O'Neill Memorial Park Redevelopment Project Steering Group.

WORKS COMMITTEE

May 3, 2022

ITEM 1

BROKEN HILL CITY COUNCIL REPORT NO. 109/22

SUBJECT: NOMINATIONS FOR MEMBERSHIP ON THE E.P. O'NEILL PARK REDEVELOPMENT PROJECT STEERING GROUP D22/21780

Recommendation

- 1. That Broken Hill City Council Report No. 109/22 dated May 3, 2022, be received.
- 2. That Mr Peter Johnston, Ms Anita Hoystead, Mr Michael McKee, Mr Jack Woods and Ms Leah Carr, be appointed as user representatives on the E.P. O'Neill Memorial Park Redevelopment Project Steering Group.

Executive Summary:

As per Council's adoption of the Terms of Reference of the E.P O'Neill Memorial Park Redevelopment Project Steering Group (PSG) at Council's Ordinary Meeting held 26 May 2021(Minute Number 46544) Council approached the relevant user groups seeking nominations for the appointment of a representative from each user group to the E.P O'Neill Memorial Park Redevelopment PSG.

Correspondence was sent to the Broken Hill Soccer Association, Broken Hill Tennis Association Inc., Broken Hill Netball Association and Barrier District Cricket Association and representatives of each of the Aboriginal Working Party, Disability Inclusion Action Plan Monitoring Group and Youth to ensure the final project meets the expectations and needs of the relevant user groups.

The following nominations have been received and are being presented to Council for consideration.

Name of the user group or association	Name of nominee
Disability Inclusion Action Plan	Mr Michael McKee
Broken Hill Soccer Association	Ms Anita Hoystead
Barrier District Cricket Club	Mr Peter Johnston
Broken Hill Netball Association	Ms Leah Carr
Broken Hill Tennis Association	Mr Jack Woods
Broken Hill Aboriginal Working Party	No nomination received to date

Youth Representative	No nomination received to date

This report is presented to Council to consider appointment of the user group representatives to the E.P O'Neill Memorial Park Redevelopment PSG who have nominated thus far in order for meetings to commence. Further nominations will continue to be sought for a Broken Hill Aboriginal Working Party representative and a Youth representative with these nominations presented to a future Council Meeting for appointment.

Report:

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

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

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

The Project Steering Group (PSG) has been established to provide guidance to the project. The objectives of E.P O'Neill Memorial Park Redevelopment Steering Group will be:

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

Membership of the E.P.O'Neill Memorial Park Redevelopment Project Steering Group

Membership consists of:

- Minimum of three (3) Councillor Representatives Mayor Kennedy, Deputy Mayor Hickey and Councillor Jewitt (appointed by Council at its meeting held February 23, 2022 (Minute Number 46738).
- One (1) representative from the Broken Hill Aboriginal Community Working Party.

- One (1) youth representative.
- One (1) representative from the Disability Inclusion Action Plan Monitoring Group.
- One (1) representative from the Broken Hill Soccer Association.
- One (1) representative from the Broken Hill Tennis Association Inc.
- One (1) representative from the Broken Hill Netball Association.
- One (1) representative from the Barrier District Cricket League.

Non-voting Ex-officio members: (Will provide advice and information to the voting members)

- One (1) Project Director General Manager (BHCC).
- One (1) Community Engagement representative Manager Communications (BHCC).
- One (1) Project Management Chief Assets and Projects Officer (BHCC).
- One (1) Council Contact Officer Project Officer (BHCC).

There should be minimum of four (4) meetings held each year and additional meetings as required, with all meetings to be held in accordance with the Council's Code of Meeting Practice.

As per Council's adoption of the Terms of Reference of the E.P O'Neill Memorial Park Redevelopment PSG at Council's Ordinary Meeting held 26 May 2021(Minute Number 46544) Council approached the relevant user groups seeking nominations for the appointment of a representative from each user group to the E.P O'Neill Memorial Park Redevelopment PSG.

Correspondence was sent to the Broken Hill Soccer Association, Broken Hill Tennis Association Inc., Broken Hill Netball Association and Barrier District Cricket Association and representatives of each of the Aboriginal Working Party, Disability Inclusion Action Plan Monitoring Group and Youth to ensure the final project meets the expectations and needs of the relevant user groups.

This report is presented to Council to consider appointment of the user group representatives to the E.P O'Neill Memorial Park Redevelopment PSG who have nominated thus far in order for meetings to commence. Further nominations will continue to be sought for a Broken Hill Aboriginal Working Party representative and a Youth representative with these nominations presented to a future Council Meeting for appointment.

Community Engagement:

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

Strategic Direction:

Key Direction:	1	Our community
Objective:	1.4	Our built environment supports our quality of life

Strategy:	1.4.3	Develop Council assets to promote outdoor recreation,
		exercise and mobility for families

Relevant Legislation:

Local Government Act 1993

Financial Implications: Nil.

Attachments

There are no attachments for this report

CODIE HOWARD CHIEF ASSETS AND PROJECTS OFFICER

JAY NANKIVELL GENERAL MANAGER

RECOMMENDATIONS OF HEALTH AND BUILDING COMMITTEE MEETING HELD MONDAY, MAY 17, 2022

Recommendation

- 1. That Broken Hill City Council Report No. 110/22 dated April 29, 2022, be received.
- 2. That Council enter a Memorandum of Understanding with West Darling Arts as detailed in the report for the financial year 2022/2023 for an amount of \$17,510.00.
- 3. That Council resolve the term of the Memorandum of Understanding with West Darling Arts to be of one year duration and further funding assessed following receipt of the West Darling Arts Annual Report in 2023.
- 4. That Council receives quarterly reports from West Darling Arts regarding the progress of activities that align with the key performance indicators set out in the Memorandum of Understanding.

Recommendation

- 1. That Broken Hill City Council Report No. 111/22 dated April 5, 2022, be received.
- 2. That the minutes of the Picton Oval Community Committee Meeting held 21 March 2022 be received.

HEALTH AND BUILDING COMMITTEE

April 29, 2022

ITEM 1

BROKEN HILL CITY COUNCIL REPORT NO. 110/22

SUBJECT: WEST DARLING ARTS - MEMORANDUM OF UNDERSTANDING D22/20512

Recommendation

- 1. That Broken Hill City Council Report No. 110/22 dated April 29, 2022, be received.
- 2. That Council enter a Memorandum of Understanding with West Darling Arts as detailed in the report for the financial year 2022/2023 for an amount of \$17,510.00.
- 3. That Council resolve the term of the Memorandum of Understanding with West Darling Arts to be of one year duration and further funding assessed following receipt of the West Darling Arts Annual Report in 2023.
- 4. That Council receives quarterly reports from West Darling Arts regarding the progress of activities that align with the key performance indicators set out in the Memorandum of Understanding.

Executive Summary:

West Darling Arts was founded in 2002 and covers Broken Hill, Central Darling Shire, Wentworth Shire and the Far West Unincorporated Area.

West Darling Arts is 1 of 14 Regional Arts Development Organisations in NSW and is an independent incorporated association that is funded by the NSW Government through *CreateNSW* with additional support from LGA's in their region

West Darling Arts has approached Council to re-enter a Memorandum of Understanding between the Council and West Darling Arts and seeks funding support.

The suggested amount for 2022 is \$17,510 with CPI increases for subsequent years should Council resolve this way. This amount is recommended by the peak organisation, *Regional Arts NSW*, and is based on populations for each council area.

Report:

Councillors and Council Officers met with West Darling Arts (WDA) on the 14th March at 5pm 2022 to hear a presentation from WDA on its proposal for Council re-entering an MOU with the organisation.

West Darling Arts have a longstanding history of collaboration with the Broken Hill City Council; working with the Broken Hill City Art Gallery and Broken Hill City Library. The organisation's primary purpose is to provide support to the arts and artists within the West Darling remit. They provide advice, run professional development programs and broker opportunities for artists in the region to create new work. West Darling Arts administer the Community Arts Support Programs grants (CASP) available to local applicants who can seek advice and support in writing grant applications.

The attached MOU uses the format document from WDA with listed kpi's discussed and agreed with Executive Officer of WDA.

West Darling Arts are requested within the MOU as part of any funding arrangement with Council to provide quarterly activity reports to Council detailing their services and contributions to the local community.

Future reporting under a new MOU will align with the West Darling Arts Strategic Plan 2021-2025 that outlines six strategic objectives:

- 1. Great arts and cultural experiences are available to everyone.
- 2. NSW arts organisations are considered vital sector leaders.
- 3. NSW arts and cultural organisations adopt best practice in governance and sustainability.
- 4. Aboriginal arts and cultural expression is celebrated.
- 5. NSW communities are more socially cohesive and economically robust.
- 6. NSW is known globally for its professional and innovative creative sector.

Attached is the WDA Strategic Plan for specific goals and KPI's that inform the operations of West Darling Arts for the 2021-2025 period as well as the slide presentation to Councillors on the range of WDA activities.

West Darling Arts quarterly Activity Reports to Council seek detail of services and contributions to the Broken Hill LGA area. These reports will focus on the following key performance indicators.

- Actively work in partnership with Broken Hill City Council, the local community, and other relevant stakeholders to create a significant contribution to the arts and cultural development of the region through localised projects/initiatives and regional strategic activity.
- 2. Provide support, advocacy, and assistance to Broken Hill City Council in their endeavours to achieve arts and cultural outcomes as listed in the Community Strategic Plan and Broken Hill City Council Culture Plan. This includes the drafting of support letters to strengthen external funding applications and where mutually beneficial, collaborate on these applications.
- **3.** Deliver outcomes as defined by the WDA 2021-25 Strategic Plan such as growing artistic and cultural avenues, undertaking audience development and access, developing partnerships, planning and advocacy, increasing the profile of arts and culture.
- **4.** Align West Darling Arts' practices with the Broken Hill City Council Reconciliation Action Plan, and include, within the scheduled activity reports the following:
 - How WDA have promoted reconciliation through their sphere of influence in the reporting period.

- How WDA have contributed to the understanding, recognition, value and promotion of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and rights through their work.
- **5.** Advocate and where possible, assist to secure funding that ensures artists and cultural workers are remunerate a living wage as outlined by the National Association for the Visual Arts under 7.3 Schedule of fees for practitioners.
- 6. Continue to support Broken Hill City Council cultural facilities through their promotion within the Arts Media Program, committing to, and reporting on the growth of audiences subscribed to these platforms to increase the impact and value of West Darling Arts Public Relations activities.
- 7. Provide Broken Hill City Council with an Annual Report.
- **8.** Acknowledge BHCC as a contributing partner, and other council cultural facilities where necessary, on all promotional and marketing material following the style guide provided to WDA.

Community Engagement: Nil.

Key Direction:	1	Our Community	
Objective:	1.3	Our History, Culture and Diversity is Embraced and Celebrated.	
Strategy:	1.3.1	Raise awareness of cultural and community events that celebrate Broken Hill's cultural diversity.	
	1.3.4	Provide cultural services and facilities that celebrate our rich history.	
	1.3.5	Sustain and grow arts and culture and preserve the importance of our social capital, built heritage and history	

Strategic Direction:

Relevant Legislation:

Nil.

Financial Implications:

\$17,510 to be placed into the 22/23 Council budget (with CPI added each year should Council resolve on more than one year of an MOU).

Attachments

- 1. J draft MOU between Council and West Darling Arts
- 2. J West Darling Arts Strategic Plan 2021-2025
- 3. J West Darling Arts Presentation to Council March 2022

RAZIJA NU'MAN CHIEF CORPORATE AND COMMUNITY OFFICER

JAY NANKIVELL GENERAL MANAGER

Broken Hill City Council



Memorandum of Understanding

Parties:

West Darling Arts Inc Board, known as West Darling Arts (WDA), (or as re-defined name thereafter)

And Broken Hill City Council, a contributing Local Government Area (LGA) member of the West Darling Arts Board Region of NSW.

Context:

As a contributing member council of the West Darling Regional Arts Board, the details in this Memorandum of Understanding (MOU) provide an overview of the service agreement between West Darling Arts and reflect the partnership arrangements with regard to the Local Government Areas serviced.

Specifically this agreement details the:

- Parameters of the understanding
- Funding contribution
- Member Council roles and expectations and the
- Regional Arts Board role and expectations.

Parameters:

This agreement commences formally on July 1, 2022, and concludes on June 30, 2023, reflective of the Arts NSW funding commitment to the organisation. Thereafter the agreement and terms will be re-negotiated and reflect the Arts NSW negotiated funding commitment in line with other Regional Arts Boards across NSW.

Financial Contribution:

As recommended by Regional Arts NSW The LGA member agrees to provide funding support to the WDA for the 2022/2023 financial year at a rate of \$17,510 for 2022/2023 with CPI increases added for additional years (should Council so resolve).

This contribution is to be paid within 30 days upon receipt of an appropriate Tax Invoice at the commencement of the new financial year.

In addition, LGA members agree to:

1. Acknowledge that the development of arts and culture is a recognised service function of local government as detailed in Chapter 3 (Section 8) and Chapter 6 of the NSW Local Government Act of 1993.

2. Recognise that arts and culture underpin the social and economic capital of communities.

3. Promote WDA as creating a significant contribution to arts and cultural development of the region through localised projects/initiatives and regional strategic activity.



4. Provide support to WDA in order to achieve their arts and cultural development goals as per the 2021-25 Strategic Plan. WDA undertakings may include (but are not limited to) cultural advocacy, promotions, community cultural support, grant facilitation and partnership projects and initiatives

5. Recognise that investment by each member Council, matched by State Government funding is essential for the core operations of WDA and for a sustainable future.

6. Acknowledge WDA in partnership programs and promotions if required.

7. Actively encourage individuals, groups and organisations in their local area to access the West Darling Regional Arts services and initiatives.

8. Communicate and engage with WDA with regards to any proposed events, programs, projects or planning initiatives arising in the LGA that may be given added value by cultural input.

The West Darling Regional Arts Board Agrees to:

- Actively work in partnership with Broken Hill City Council, the local community, and other relevant stakeholders to create a significant contribution to the arts and cultural development of the region through localised projects/initiatives and regional strategic activity.
- Provide support, advocacy, and assistance to Broken Hill City Council in their endeavours to achieve arts and cultural outcomes as listed in the Community Strategic Plan and Broken Hill City Council Culture Plan. This includes the drafting of support letters to strengthen external funding applications and where mutually beneficial, collaborate on these applications.
- 3. Deliver outcomes as defined by the WDA 2021-25 Strategic Plan such as growing artistic and cultural avenues, undertaking audience development and access, developing partnerships, planning and advocacy, increasing the profile of arts and culture.
- **4.** Align West Darling Arts' practices with the Broken Hill City Council Reconciliation Action Plan, and include, within the scheduled activity reports the following:
 - How WDA have promoted reconciliation through their sphere of influence in the reporting period.
 - How WDA have contributed to the understanding, recognition, value and promotion of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and rights through their work.
- 5. Advocate and where possible, assist to secure funding that ensures artists and cultural workers are renumerated a living wage as outlined by the National Association for the Visual Arts under 7.3 Schedule of fees for practitioners.
- 6. Continue to support Broken Hill City Council Cultural Facilities through their promotion within the Arts Media Program, committing to, and reporting on the growth of audiences subscribed to these platforms to increase the impact and value of West Darling Arts Public Relations activities.



- 7. Provide Broken Hill City Council with quarterly activities report and Annual Report.
- 8. Acknowledge BHCC as a contributing partner, and other council cultural facilities where necessary, on all promotional and marketing material following the style guide provided to WDA.

Signatories to this Memorandum of Understanding

Mayor –	Council	Date	
- General Mana	ager –	Council	Date
	n West Darling Arts In		Date
·			
Catherine Far	ry		
Executive Dire	ctor – West Darling	Arts Inc.	Date

WEST DARLING ARTS INC.



Strategic Plan Activity 2021 - 2025

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Contact us <u>Rado@westdarlingarts.com.au</u> <u>www.westdarlingarts.com.au</u> PO Box 473 Broken Hill, NSW, 2880

All images in this document were created by West Darling Arts staff

Welcome

West Darling Arts acknowledges the traditional owners of Far West NSW and we pay our respects to Elders past, present and emerging. We would also like to acknowledge that sovereignty of this land was never ceded.



Mission statement

West Darling Arts is committed to empowering the communities of the Far West NSW to express and explore their culture through engagement with the arts.

Strategic commitment

West Darling Arts will implement an active strategic plan in 2021 with plans and goals directed to priority areas for arts and cultural development in the Far West of NSW. West Darling Arts will identify and engage stakeholders and partnerships across the 176,000 square kilometers of the region. Over the next four years, we will focus on fostering creative collaborations, providing professional development opportunities for our region's creatives, celebrating Aboriginal arts and culture and broadening the range of artforms we work with. We will continue to monitor, evaluate and implement improvement to management of policies, procedures and governance to maintain clarity of purpose, and to deliver on our mission

Who we are

West Darling Arts is a not-for-profit Regional Arts

Development Organisation (RADO) established in 1996 as a regional arts development program. In 1997 WDA was established as an independent regional arts board, became an incorporated association in August 2002 and registered as a charity in 2020.

The program receives core funding from Create NSW and receives support from Broken Hill City Council, Wentworth Shire Council and Central Darling Shire. WDA also covers the Western Unincorporated Area and receives support from Create NSW to provide services in this region.

Since its inception, WDA has made a significant contribution to the region through long term programs, developed in partnership with the community, that focus on economically sustainable outcomes.

West Darling Arts is managed by a skills-based committee which has experience in many areas including strategic planning, film, visual arts, contemporary craft and community development. <image>

What we do

One of our primary purposes is to provide support to the arts and artists in our region. This takes the form of providing advice, running professional development programs and brokering opportunities to create new work.

We have a focus on communications, in particular through social media, enewsletter and our website. Through these platforms we promote opportunities including grants, competitions and prizes. We also highlight the activities of our artists and organisations, increase visibility

for our arts and

culture and strengthen creative netw orks within our community.

West Darling Arts administers the CASP grants with devolved funding from Create NSW. These grants have historically gone towards large range public artworks, festivals and workshops throughout the Far West region.

We provide support and advice with grant applications including running workshops on how to apply. We also run projects throughout the region such as workshops, public art projects, artists in residence, festivals and public performances.

We partner with other organisations in the region

such as the Broken Hill Regional Art Gallery, the libraries in Wentworth and the village committees throughout the region to deliver programs and projects.



Where are we going?

The visibility of West Darling Arts within the region has greatly increased over the last 18 months. The Board and staff plan to continue this trajectory and increase visibility of the region's artists beyond the Far West.

West Darling Arts has the potential to strengthen its role as a connector and enabler of the arts by building a local creative community that can connect and collaborate within and beyond our region. One successful example is workshop collaboration with visiting film crews.

The world in which we live

West Darling Arts is geographically the largest of the RADOs with one of the smallest populations at around 28,000. Mining is a major industry for the region, particularly Broken Hill and tourism is growing in importance for the entire region.

The demographics of our region are changing. People are moving to the Far West from the cities to escape high housing costs and enjoy the benefits of an easier lifestyle. These "tree changers" are more culturally aware and want to participate in and support the arts, and many are creative themselves. There is a large transient sector of the population due to work experience requirements in the health, legal, media and education sectors who tend to be young and interested in the arts.

There are new mining sites due to open soon in the region which will place additional pressure on the housing availability and affordability yet may also bring about an economic boom.

Tourism is a growing economy for the whole region with cultural tourists making up a larger proportion than previously, as overseas travel has evaporated during the Coronavirus pandemic and Australians are now travelling domestically.

The region is low in the socioeconomic scale and has an overall

West Darling Arts Strategic Plan Activity 2021-2025

aging population. Broken Hill is categorised as a Modified Monash Model (MMM) 3 within a 300km radius of MMM7. Drug and alcohol abuse, domestic violence and high unemployment are common issues throughout the region.

10.8% of the population identify as Aboriginal and/or Torres Strait Islander and have a different profile to the broader population - nearly 50% are aged 25 or under. Many Aboriginal people of the region are Barkindji, Ngyaampa, Dieri and Malyangappa. There are currently no Aboriginal arts or cultural centres in the region, although one is planned for Wilcannia; the lack of a centre in Broken Hill has been an acknowledged issue for many years. West Darling Arts has partnered with the Broken Hill Regional Art Gallery for several years on the Maari Ma Indigenous Arts Award, a prize that bears witness to the strong cultural output by the artists of the region in a diverse range of artforms.



Although the pandemic has hit certain parts of the community hard, it has also increased access to cultural activities through online workshops, seminars and podcasts, which is significant given the region's distance from major centres and the isolation of its communities.



General attitudes to the arts in the region are split between those who are enthusiastic to engage in new artforms and ideas and those who, whilst largely accepting the arts and often recognising the role that the arts play in the cultural identity of the region and its relationship to the tourist economy, prefer to engage with the familiar. The latter strongly support traditional artforms such as landscape painting, pub rock and country music.

The new focus on quirky festivals in the region has helped establish the brand of the Far West as a cultural hotspot through the success of Broken Heel and planned festivals including the Mundi Mundi Big Bash and WDA's GLAMFest Laneway festival. The growing investment in cultural tourism infrastructure such as the Sturt's Steps project helps to build a strong alternative to mining as the major industry of the region.

WDA has had a primary focus on visual arts and music, partly due to the experience of staff and board members in these areas. There is interest in broadening the scope of current delivery to include more performing arts, in the manner of regional communities such as Townsville, where their unique chamber orchestra performing arts festival has garnered great acclaim, and by enticing small touring companies to the region. Building on the area's reputation in film and increasing the creative community attached to production will strengthen the perception of West Darling Arts as an authority on screen industries in the region.



There will be an extension of jewellery-making workshops that were delivered to the Aboriginal community in the region including workshops held on Country that could be extended to woodcarving and sharing knowledge about bush tucker.

With limited capacity and resources, WDA recognises the importance of identifying, assisting and developing drivers to create and develop projects and programs across all artforms - including the performing arts - to allow them to gain traction. There is also a strong desire within the organisation to enable artists to level-up by training them to apply for grants, enter competitions etc. and be an advocate for them. We want to light a spark in young people to encourage them to engage in the arts.



West Darling Arts has demonstrated great strength and efficiency in its operation. With a limited staff of an executive director, and part-time communications and project officers, WDA has increased its funding through successful grant applications and achieved demonstrable project outcomes. There is now considerable enthusiasm to fund an Aboriginal arts officer, with the potential to partner with other organisations such as LGAs in the region to cofund the position.

Board

President: Kathy Graham Vice President: Jess Picken Treasurer: Annette Herd Secretary: Darren Parker Committee Members: Barb Quayle Deb Hunt Jason King Cheryl Blore Marion Browne

Staff

Executive Director: Cathy Farry Project Officers: Jo Crase, Dan Schulz, Otis Filley Communications Officer: Kelly Leonard Contract Bookkeeper and HR: Penny Smith

Funding agency - Create NSW

Strategic Objectives Year One 2022

Strategic objective	Goals	Key performance indicator (KPI)	Year 1	Year 2	Year 3	Year 4
1 Great arts and cultural experiences are available to	Maintain strategies for growing and engaging new and diverse audiences	Number of attendees/participants/users that access the services of the RADO	8156	12000	8000	8500
everyone	 Residents of Far West NSW have access to a full range of vibrant arts experiences 	Number of programs and projects that target these priority areas:				
	Adopt and utilise new technologies and digital infras	 People living/working in regional NSW 	152	130	130	140
	tructure to reach audiences in the region and beyond	 People living and/or working in Western Sydney 	0	0	0	0
	<u>Involvement</u> by WDA in all communities in the region	 Aboriginal and/or Torres Strait Islander people People 	14	`15	18	20
	 Participate and attend wherever practical in cultural events throughout 	from culturally and linguistically Diverse backgrounds	0	1	2	3
	the region	Young people	3	5	7	9
		People with a disability	0	1	5	10
		Number of attendees/participants /users at programs and projects that target these priority areas				
		 People living/working in regional NSW 	8156	12000	8000	8000
		 People living and/or working in Western Sydney 	0	0	0	0

		Aboriginal and/or Torres Strait Islander people	257	300	350	400
l (cont) Great arts and cultural experiences are available to everyone		 People from culturally and linguistically Diverse backgrounds Young people 	0 56	35 70	70 80	90
		 People with a disability 				120
	 Working with councils across a variety of responsibilities, 	Minimum of one visit per annum to each community in the region	11	11	11	11
	assisting them in areas	Number of Council projects:	5	5	6	7
	including tourism, economic development, cultural planning and cultural infrastructure	Maintenance of culture maps, online and hardcopy, as required	3	3	3	3
		Minimum 1 project per Annum for WSC, CDS and Western Unincorporated Area	1	1	1	1
		Curate1 exhibition per annum for BHRAG	2	2	2	2
		Organise minimum 2 workshops/events for BHRAG per Annum	6	6	6	6
	 Professional development: Deliver professional development opportunities 	Number of RADO initiated professional development programs delivered	60	60	60	60
		Number of attendances at RADO-initiated Professional Development programs	152	130	140	140

West Darling Arts Strategic Plan Activity 2021-2025

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West Darling Ar	organisations are considered vital sector leaders
WEST DARLING ARTS - MEMORANDUM OF UNDERSTANDING	3 NSW arts and cultural organisations adopt best practice in governance and sustainability
WEST DARLING AR' UNDERSTANDING	West Darling Arts Strategic

Strategic objective

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2 NSW arts organisations are considered vital sector leaders	 Be recognised as a leader within the arts and cultural sector (mandatory) Identify strategic partnerships to foster connections and collaboration 	Number of programs /events /activities delivered: • Digitally • Face to face -% of attendees/participants reporting satisfaction with the services provided (collected via survey)	0 152 90	0 152 90	0 152 90	0 152 90
		% of attendees/ participants/ users acknowledging quality of the services provided (collected via survey)	80	85	90	90
3 NSW arts and cultural organisations adopt best practice in governance and sustainability	 Demonstrate good governance and financial management (mandatory) Demonstrate capacity to engage in strategic partnerships and secure revenue from diverse sustainable sources 	% of reserves (Currently at 10% of core funding) Diversity of Board members to reflect regional demographics, ensure that at least two members are Aboriginal. Maintain a diversity of skills based board.	15	20	20	20
		% of turnover from non-NSW government sources	60	60	50	50

Key performance indicator (KPI)

Year

1

Year

2

Year

3

Year

4

West Darling Arts Strategic Plan Activity 2021-2025

Goals

Strategic objective	Goals	Key performance indicator (KPI)	Year 1	Year 2	Year 3	Year 4
4 Aboriginal arts and cultural expression is celebrated	 Play a key role in supporting the development of regional Aboriginal arts and cultural sector Celebrate and support First Nations artistic and cultural leaders Identify and source funding for Aboriginal arts officer position 	Support and promote the Aboriginal and Torres Strait Islander artists of the Far West through social media and other digital platforms • Number of artists supported • Number of First Nations led projects, programs and productions	12 20			
5 NSW communities are more socially cohesive and economically	 Work with a range of partners including local government, village committees, progress associations, healthcare 	Number of partnerships established with community and cultural service groups and organisations :				
robust	providers, schools and criminal justice system to	Business	2	3	4	5
	emphasise the role of creative expression in	Government	0	0	1	2
	creating thriving and sustainable communities	Organisations	4	5	6	7
6 NSW is known globally for its professional and innovative creative sector	 Strengthening the region's reputation as an art and cultural destination both interstate and internationally Raise the cultural profile of Broken Hill_and Far West Region as an arts destination and a place where creative things happen 	 Maintain and promote online arts and culture maps Source funding to print art and culture maps Promote the Far West as a destination of choice for its arts and culture 				

West Darling Arts Strategic Plan Activity 2021-2025

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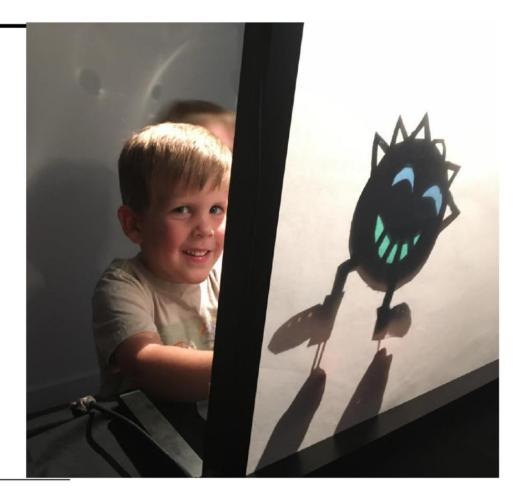
REGIONAL ARTS NSW





WEST DARLING ARTS

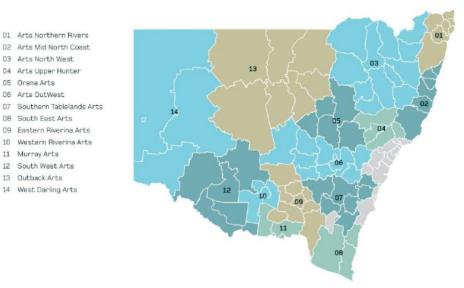
Presentation to Broken Hill City Council



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WHO ARE WE?

- 1 of 14 Regional Arts Development Organisations (RADOs) in NSW
- Each is an independent incorporated association and are funded by the NSW Government through Create NSW with support from LGAs in their area. Our peak organisation is Regional Arts NSW
- WDA was founded in 2002 and covers Broken Hill, Central Darling Shire, Wentworth Shire and the Far West Unincorporated Area



WHAT DO WE DO?

We are very flexible and try to help anyone who could use our services.

Examples of what we do include:

- Provide support to artists, arts organisations, council owned facilities such as the gallery and the library, businesses and museums
- The support includes advice, letters of support, information about and how to apply for grants and other opportunities
- Deliver projects in our region
- Developing and maintaining partnerships both within and outside of the region.
- Advocate for our communities



AREAS THAT WE COVER

We are here for all of the community and work with all types of art. These include:

- Visual art such as painting, sculpture and printmaking
- Music everything from Country to Classical to Pub Rock
- Crafts such as pottery, bookbinding, quilting, and weaving
- Public art such as murals and sculpture
- Aboriginal arts and culture
- Writing
- Film
- Performing arts such as dance and theatre



PROJECTS DELIVERED IN BROKEN HILL IN 2021

Projects delivered to the value of \$46, 250 include:

- Live Music Month
- Art and Culture Maps of Broken Hill and Silverton
- Little Wings Puppet show in the BH Library and workshop at Gallery
- Life drawing and live music nights at the Old Brewery
- Three Sisters Exhibition at the Broken Hill City Art Gallery
- Support for Maari Ma Indigenous Art Award (Prize contribution)
- Writing competitions in partnership with Under the Silver Tree Bookshop and the BH Library



က

COUNTRY ARTS SUPPORT PROGRAM GRANTS

CASP grants are allocated to each RADO to fund arts organisations in their contributing council areas.

In 2020 there was a pool of over \$17,000 for the Far West.

\$8,945 went to projects in Broken Hill. The projects funded were:

- Broken Hill Repertory Society for a kids performing workshop.
- Under the Silver Tree Cooperative Bookshop for a Writer's Festival.

This year the CASP will be opened up to include individual artists in the region. They will be able to apply for up to \$500 for training or equipment.



SCREEN BROKEN HILL

- In 2020, Screen Broken Hill became an auspice of West Darling Arts
- This year we will be moving into the old TAB building which we will be renovating with a \$58,000 grant from the Regional Culture Fund grant which will be to create a media hub
- This is designed to encourage both film makers to come to the region but also for local film making

SCREEN Broken Hill

WEST DARLING ARTS - MEMORANDUM OF UNDERSTANDING

CULTURAL TOURISM

Broken Hill is a desired destination for many people and art, culture and heritage are a big part of that.

Part of our new strategic plan is to encouraging visitors to our region. We will do this by:

- Promoting and highlighting our artists and organisations through our website, social media, e-newsletter
- Circulating and updating the art and culture maps
- Working with the RADO network to promote arts and culture throughout regional NSW.



THE NITTY GRITTY. FINANCIAL CONTRIBUTION FROM BHCC

- As part of the proposed three-year MoU, we are requesting a contribution from Broken Hill City Council.
- The suggested amount for 2022 is \$17, 510 with CPI increases for subsequent years. This amount is recommended by Regional Arts NSW and is based on populations for each council.

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 In 2021 we received \$4377 from BHCC and delivered a combination of projects, grants and core services in Broken Hill which has an estimated valued at \$106, 459. This was a Return on Investment (ROI) of 2432%

THANK YOU

HEALTH AND BUILDING COMMITTEE

April 5, 2022

ITEM 2

BROKEN HILL CITY COUNCIL REPORT NO. 111/22

SUBJECT:MINUTES OF THE PICTON OVAL COMMUNITY COMMITTEEMEETINGSD22/16305

Recommendation

- 1. That Broken Hill City Council Report No. 111/22 dated April 5, 2022, be received.
- 2. That the minutes of the Picton Oval Community Committee Meeting held 21 March 2022 be received.

Executive Summary:

Council has received minutes of the Picton Oval Community Committee Meeting held 21 March 2022 for endorsement by Council.

Report:

As per Council's Section 355 Asset Committee Framework Manual and the Constitution of the Picton Oval Community Committee (both adopted March 2022), the Committee is required to provide Council with a copy of their meeting minutes following each Committee meeting.

Accordingly, the Picton Oval Community Committee has submitted minutes from its meeting held 21 March 2022 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 Picton Oval Community Committee operates under Council's Section 355 Asset Committee Constitution and the *Local Government Act 1993* (Section 355).

Attachments

1. U Minutes of the Picton Oval Community Committee Meeting held 21 March 2022

CODIE HOWARD CHIEF ASSETS AND PROJECTS OFFICER

JAY NANKIVELL GENERAL MANAGER

PICTON OVAL MANAGEMENT COMMITTEE MEETING MINUTES

MONDAY, 21st MARCH 2022

Present: N. Hannigan, T. Rynne, C. Adams, P. Adams.

Apologies: D. Gallagher (Councillor)

Meeting Commenced: 5:30p.m.

Matters Arising:

- 1. Painting put off due to COVID-19. Change rooms and grandstand to be painted is ongoing.
- 2. Will follow up with installation of long jump after the drain has been fixed. Upgrade of long jump pit looks like it won't be ready before school's Athletics Carnival.
- 3. Need to follow up drain along Morgan Street to be graded and repaired. Water overflowing across into sandpit/runway area.
- 4. Still waiting on outcome of installation of tank.
- 5. Contact Hockey Association to remove hockey equipment.

Correspondence In:

Correspondence Out:

1. Oval Use Calendar

Financial Report:

Cheque Account: No statement received before meeting Term Deposit: \$26,164.11

General Business:

- 1. Committee has continually requested Council to empty bins around oval. Still has not been attended to. Committee would like contact from Council to be informed on a resolution.
- 2. Work order has been put in place to remove hot water system.
- 3. Committee would like access to control watering system so it can be managed for users and carnivals.
- 4. COVID -19 control is still to continue.
- 5. Alma Soccer Club and St. Joes Soccer Club have finished training at Picton Oval. Both Clubs now have access to the Soccer grounds.

Meeting closed: 5:58p.m.

Next Meeting: Monday, 9th May 2021 @ 5:30p.m. at Sacred Heart Parish School

RECOMMENDATIONS OF WORKS COMMITTEE MEETING HELD MONDAY, MAY 16, 2022

1. <u>COUNCILLORS REPORT NO. 1/22 - DATED MAY 06, 2022 -</u> <u>DELEGATE'S REPORT - ATTENDANCE AT THE WESTERN DIVISION</u> <u>COUNCILS OF NSW 2022 MID-TERM CONFERENCE (D22/22410)</u>......78

Recommendation

- 1. That Councillors Report No. 1/22 dated May 6, 2022, be received.
- 2. That Councillor Gallagher provides a verbal Delegate's Report regarding attendance at the Western Division Councils of NSW 2022 Mid-Term Conference held in Cobar 1-3 May 2022; and that the verbal report be received.
- 3. That Council thanks the President of the Western Division Councils of NSW (Councillor Gallagher) for hosting the Mid-Term Conference.

Recommendation

- 1. That Broken Hill City Council Report No. 112/22 dated May 5, 2022, be received.
- 2. That correspondence dated 20 April 2022 from Mr Roy Butler MP, Member for Barwon and correspondence dated 21 April 2022 from The Hon Mark Coulton MP, Federal Member for Parkes in reply to the Mayor's correspondence regarding the need for an upgrade to mobile communications at the Broken Hill Racecourse, be received and noted.
- 3. That Council notes that, as per Council's Resolution 27 April 2022 (Minute No. 46830), a temporary solution is being arranged for the conduct of Agfair Broken Hill to be held 27-28 May 2022 and Council will contribute \$37,000 from unspent funds in the 2021/2022 Community Assistance Grants budget as a co-contribution (with Agfair Broken Hill, Foundation Broken Hill, NSW State Government and Telstra) towards a "Temporary Cell on Wheels" for the duration of Agfair.
- 4. That Council notes correspondence dated 10 May 2022 received from The Hon Scott Barrett MLC regarding the temporary solution for a "Temporary Cell on Wheels" to be operational for the duration of Agfair.

Recommendation

- 1. That Broken Hill City Council Report No. 113/22 dated May 5, 2022, be received.
- 2. That the copy of correspondence dated 28 March 2022 from the Hon Susan Ley, Minister for the Environment addressed to The Hon Mark Coulton MP, Federal Member for Parkes (forwarded to Council by the Federal Member for Parkes) in response to recent representations made on behalf of the Pastoralists' Association of West Darling seeking improvements to the weather radar coverage for the Far West NSW region, be received and noted.

Recommendation

- 1. That Broken Hill City Council Report No. 114/22 dated April 1, 2022, be received.
- 2. That Council endorse the Draft Delivery Program 2022-2026 incorporating the Draft Operational Plan 2022/2023, inclusive of the Statement of Revenue Policy and Draft Schedule of Fees and Charges 2022/2023 for the purpose of public exhibition for community comment for a 28-day period.
- 3. That Council receives a further report at the conclusion of the exhibition period, outlining submissions received and any recommendation for changes arising, with a view to adopting the Draft Delivery Program 2022-2026 incorporating the Draft Operational Plan 2022/2023, inclusive of the Statement of Revenue Policy and Draft Schedule of Fees and Charges 2022/2023 for implementation on 1 July 2022.
- 4. That Council endorses Rating Option 2 as provided in this report with overall rate revenue increasing by 2.3% as per the additional special variation application (ASV). Mines rates contribution increases to 16%, while Business industrial reduce to their 2019/20 level of 4.31%. Business rate contribution decreases by 0.82% from 17.58% to 16.76%.
- 5. That Council endorses Residential Waste Fees (Weighbridge) Option 1 as provided in this report to continue with the current model of waste charges but with an increased number of vouchers provided to ratepayers for mixed waste disposal. An increase from 5 vouchers to 8 vouchers would allow ratepayers 3 extra visits to the Waste Management Facility free of charge with recyclables, ewaste, steel and iron and green waste up to 1 tonne continuing to be accepted

free of charge without the use of a voucher. Additional vouchers can be supplied upon request for eligible residential customers.

5. <u>BROKEN HILL CITY COUNCIL REPORT NO. 120/22 - DATED MAY 09,</u> 2022 - DRAFT LONG TERM FINANCIAL PLAN 2023-2032 (D22/22600)

Recommendation

- 1. That Broken Hill City Council Report No. 120/22 dated May 9, 2022, be received.
- 2. That Council endorse the Draft Long Term Financial Plan 2023-2032 for public exhibition.
- 3. That that Draft Long Term Financial Plan 2023-2032 be placed on public display for 28 days in accordance with legislation.

Recommendation

- 1. That Broken Hill City Council Report No. 115/22 dated April 8, 2022, be received.
- 2. That Council endorse the Draft Workforce Management Strategy 2022-2026 for consultation and public exhibition for a period of 28 days.
- 3. That Council receive a further report at the conclusion of the exhibition period, detailing submissions received and any recommended changes arising with a view to adopting the Draft Workforce Management Strategy 2022-2026.

Recommendation

- 1. That Broken Hill City Council Report No. 116/22 dated May 5, 2022, be received.
- 2. That the 3rd Quarterly Budget Review Statement and recommendations be adopted.
- 3. That Council note the projected 2021/22 operating deficit (before capital) of \$2,723,000.
- 4. That Council note the 2021/22 projected net capital budget expenditure of \$21,179,000.

Recommendation

1. That Broken Hill City Council Report No. 117/22 dated May 10, 2022, be received.

Recommendation

- 1. That Broken Hill City Council Report No. 118/22 dated April 29, 2022, be received.
- 2. That Council notes that nil submissions were received from the public during the public exhibition period.
- 3. That Council adopts the draft revised Code of Conduct Policy as a Policy of Council.
- 4. That Council adopts the Office of Local Government's Procedures for the Administration of the Model Code of Conduct for NSW Councils, for the administration of Council's Code of Conduct Policy.
- 5. That Council notes that adoption of the draft revised Code of Conduct Policy the render Council's 2020 Code of Conduct Policy obsolete.

Recommendation

- 1. That Broken Hill City Council Report No. 121/22 dated May 2, 2022, be received.
- 2. That Council notes that nil submissions were received from the public during the public exhibition period.
- 3. That the draft revised Social Media Policy and the draft revised Media Relations Policy be adopted as Policies of Council.
- 4. That Council notes that the adoption of the draft revised Social Media Policy and the draft revised Media Relations Policy will render Council's 2018 Social Media Policy and 2017 Media Relations Policy obsolete.

Recommendation

- 1. That Broken Hill City Council Report No. 122/22 dated May 3, 2022, be received.
- 2. That Council's Code of Meeting Practice Policy be amended at clauses 8.1 and 20.5b to include an Acknowledgement of Broken Hill's Mining History in the Order of Business at Standing Committee Meetings and Ordinary and Extraordinary Council Meetings as follows:
 - a) To include an Acknowledgement of Broken Hill's Mining History to follow the Acknowledgement of Country in the Order of Business for Standing Committees and Ordinary and Extraordinary Council Meetings.
 - b) To include the wording of the Acknowledgement of Broken Hill's Mining History in a note to clause 8.1 and 20.5b as follows:

"We take time to reflect, remember and honour the over 800 miners that lost their lives and those that were crippled or maimed on the Line of Lode. We thank the brave miners and their wives who were part of the 1919-1920 strike that lasted over 500 days and delivered a 35 hour working week. Mining is our past and future."

3. That Council's Code of Meeting Practice Policy also be amended at clauses 8.1 and 20.5b to include in a note, the wording the Prayer and Acknowledgement of Country as follows:

a) Prayer:

"Almighty God, we ask you to invoke your blessing upon this Council. Direct and prosper our deliberations to the advancement and true welfare of the people of the Council are, our State and Australia. AMEN"

b) Acknowledgement of Country:

"We acknowledge the traditional owners of the land upon which we meet today and pay our respects to their elders; past, present and emerging."

Recommendation

- 1. That Broken Hill City Council Report No. 126/22 dated May 3, 2022, be received.
- 2. That Council note the amended report from O'Connor Marsden.
- 3. That Council note a retrospective variation has been noted in the March 2022 Quarterly Budget Review.

13. <u>BROKEN HILL CITY COUNCIL REPORT NO. 127/22 - DATED MAY 06,</u> 2022 - COUNCIL NEWSLETTER - CONTENT AND FORMAT (D22/22379) 538

Recommendation

- 1. That Broken Hill City Council Report No. 127/22 dated May 6, 2022, be received.
- 2. That Council proceed with the publication and delivery of a bi-monthly newsletter in accordance with parameters listed below, and include any other features requested by Councillors at the May 2022 Policy and General Committee meeting.

14. BROKEN HILL CITY COUNCIL REPORT NO. 128/22 - DATED MARCH 04, 2022 - GRANT ASSISTANCE - FEE INTRODUCTION (D22/11012).543

Recommendation

- 1. That Broken Hill City Council Report No. 128/22 dated March 4, 2022, be received.
- 2. That the Policy & General Committee considers the four options for a grant writing fee for service.
- 3. That Council approve option (TBC) to form part of the Draft 2022/2023 Fees & Charges.
- 4. That Council's promotion of the grant assistance service explains that it is an additional service that Council will provide to the community to facilitate and increase grants to the community; and that it is not a revenue generating exercise for Council the fee charged is to cover the cost of providing this additional service.

Recommendation

- 1. That Broken Hill City Council Report No. 129/22 dated May 6, 2022, be received.
- 2. That Council appoints Mr Ron Butcher, Ms Katrina Webb, Ms Pamela O'Dwyer and Mr Peter O'Dwyer as community representatives on the Alma Oval Community Committee.
- 3. That Council appoints Mr Wayne Orr and Mr Mark Curtis as community representatives on the BIU Band Hall Community Committee.
- 4. That Council appoints Ms Maureen Clark, Ms Krystle Evans, Ms Julie Horsburgh, Ms Catherine Farry, Professor Simon Molesworth AO QC and Ms Jo Crase as community representatives on the Broken Hill City Art Gallery Advisory Group and notes that this Committee has reached full membership.
- 5. That Council appoints Ms Christine Adams, Ms Jeanette Thompson, Mr Simon Molesworth AO QC and Ms Jo Crase as community representatives on the Broken Hill Heritage Advisory Committee.
- 6. That Council appoints Ms Kellie Scott, Mr Jamie Scott, Mr Evan Scott, Miss Emily Scott as community representatives on the Friends of the Flora and Fauna of the Barrier Ranges Community Committee and notes that this Committee has reached full membership.
- 7. That Council appoints Ms Jodie Whitehair as a community representative on the Memorial Oval Community Committee.
- 8. That Council appoints Ms Christine Adams, Mr Paul Adams and Mr Trevor Rynne as community representatives on the Picton Oval Community Committee.
- 9. That Council appoints Mr Wayne Lovis, Ms Alison Sutton, Mr Carey Guihot, Ms Barbara Webster and Mr Greg Curran as community representatives on the Riddiford Arboretum Community Committee.
- 10. That the community representatives be advised of their appointment and advice also be sent to the corresponding Committee Secretary/Chairperson.
- 11. That Council notes that the current round of advertising closes on 3 June 2022 and a further report will be presented to the June Policy and General Committee Meeting with further nominations received.
- 12. That Council notes that correspondence has been sent to all outgoing community representatives on Section 355 Committee in appreciation of their service on the Committee and encouraging them to renominate.
- 13. That the Section 355 Framework and Constitutions be amended in order for the Section 355 Committees to elect their Chairperson at their Annual General Meetings.

POLICY AND GENERAL COMMITTEE

May 6, 2022

ITEM 1

COUNCILLORS REPORT NO. 1/22

SUBJECT: DELEGATE'S REPORT - ATTENDANCE AT THE WESTERN DIVISION COUNCILS OF NSW 2022 MID-TERM CONFERENCE D22/22410

Recommendation

- 1. That Councillors Report No. 1/22 dated May 6, 2022, be received.
- 2. That Councillor Gallagher provides a verbal Delegate's Report regarding attendance at the Western Division Councils of NSW 2022 Mid-Term Conference held in Cobar 1-3 May 2022; and that the verbal report be received.

Executive Summary:

Councillor Gallagher has provided a copy of the agenda and minutes of the Western Division Councils of NSW 2022 Mid-Term Conference held in Cobar 1-3 May 2022 (see attached).

Councillor Gallagher advised that he will provide a verbal Delegate's Report at the May Policy and General Committee Meeting on behalf of Council's Delegates to the Conference (Mayor Kennedy, Councillor Chandler and Councillor Gallagher).

Report:

Council considered Councillor attendance at the Western Division Councils of NSW Mid-Term Meeting at its Ordinary Meeting held 30 March 2022 and Council resolved:

ITEM 24 - BROKEN HILL CITY COUNCIL REPORT NO. 77/22 - DATED MARCH 23, 2022 - COUNCILLOR ATTENDANCE AT THE MID TERM MEETING OF THE WESTERN DIVISION COUNCILS OF NSW D22/14452					
RESOLUTION		Resolved			
<u>Minute No. 1</u> Councillor D Gallagher moved Councillor A Chandler seconded))	 That Broken Hill City Council Report No. 77/22 dated March 23, 2022, be received. 			
		 That Council be represented at the mid-term meeting of the Western Division Councils of NSW in Cobar 1 - 3 May 2022 by Mayor Kennedy, Councillor Chandler and Councillor Gallagher. 			
		 That any other interested Councillors wishing to attend the mid-term meeting of the Western Division Councils of NSW provide completed Travel Forms to the General Manager's Office by Friday 8 April 2022. 			

CARRIED UNANIMOUSLY

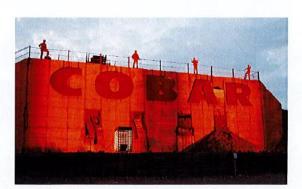
The Mayor and Councillors Chandler and Gallagher attended the Mid-Term Conference held in Cobar 1-3 May 2022. Councillor Gallagher has provided a copy of the agenda and minutes for the Conference for Council's information and advised that he will provide a verbal Delegate's Report at the May Policy and General Committee Meeting.

Attachments

1. J. Agenda - Western Division Councils of NSW Mid-Term Conference

2. J Minutes - Western Division Councils of NSW Mid-Term Conference

D GALLAGHER COUNCILLOR



"The road to recovery is easier together"



WESTERN DIVISION COUNCILS OF NSW 2022 MID TERM CONFERENCE

FINAL CONFERENCE PROGRAM

1st to 3rd MAY 2022

Hosted by Cobar Shire Council



Sponsored by RDA Orana & Public Works Advisory

,

PROGRAM

Sunday 1 st May 2022	Great Cobar Museum- Barrier Highway Cobar
6.00pm to 8.00pm	Welcome Reception & Registration - Great Cobar Museum Barrier Highway. Courtesy Bus available
Monday 2 nd May 2022	Cobar Bowling & Golf Club- Bloxham Street Cobar
8.30am - 9.00am	Coffee, Tea & Registration
9.00am- 9.10am	Welcome - Chair of the Western Division Mr Dave Gallagher
9.10am-9.15am	Welcome to Country
9.15am- 9.20am	Welcome- Mayor of Cobar Shire Council, Mayor Peter Abbott
9.20am-9.30am	Apologies Minutes from the previous meeting Business arising
9.30am-9.35am	Treasurers Report- To be tabled
9.35am -10.05am	The Hon. Mark Coulton MP, Member for Parkes. The positive outlook and challenges facing Western NSW
10.05am -10.30am	The Hon. Dugald Saunders MP Minister of Agriculture, Minister for Western New South Wales
10.30am to 11am	Morning Tea
11am to 11.30am	Gary Barnes, Secretary, Department of Regional NSW
11.30am to 12 noon	Roy Butler MP, Member for Barwon
12 noon to 1.15pm	Lunch
1.15pm to 1.30pm	The Hon. Wendy Tuckerman MP, Minister for Local
1.30pm to 1.45pm	Government. Ms. Melanie Hawyes Deputy Secretary, Crown Lands and Local Government
1.45pm to 2.05pm	The Hon. Sam Farraway MLC. Minister for Regional Transport and Roads
2.05pm – 2.50pm	Grant Barnes Chief Regulatory Officer, Natural Resources Access Regulator (NRAR). Regulating water through a pandemic
2.50pm – 3.10pm	Gavin Priestley , Regional Director, Public Works Advisory, Department of Regional NSW. Public Works and Local Government, how it works together.
3.10pm – 3.25pm	Afternoon Tea
3.25pm – 3.55pm	Ashley Albury- Executive Director Regional Delivery, Strategy, Delivery & Performance, Department of Regional NSW
3.55pm- 4.15pm	Megan Dixon- CEO and Director of Regional Development- RDA Orana. Regional Housing Solutions.
4.15 pm – 5.15pm	Constitution (attached), Questions & Discussions
5.15pm	Close of Day One
7pm to Late	Dinner at Cobar Bowling & Golf Club Courtesy Bus Available

Sponsored by RDA Orana & Public Works Advisory

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Tuesday 3 rd May 2022						
7.30am to 9.00am	The Hon. Sam Farraway MLC. Minister for Regional Transport and Roads and Alister Lunn Western Regional Director of Transport- Happy to meet with all Councils in 20-minute time slots, to book please contact Peter Vlatko General Manager Cobar Shire Council- 0419 281 115					
8.30am to 9.00am	Coffee & Tea					
9.00am to 9.30am	Cr Scott Ferguson Mayor Blayney Shire Council Representing Cr Darriea Turley AM. Local Government NSW President.					
9.30am -10.00am	Mick Vietch MLC Shadow Minister for Regional NSW, Shadow Minister for Agriculture, Shadow Minister for Western NSW, representing Chris Minns MP, Member for Kogarah, Leader of the Opposition.					
10.00am to 10.30am	Brad Cam - Chair of Housing Plus- Regional Housing Solutions					
10.30am- 11.00am	Morning Tea					
11.00- 11.30am	Mark Spittal Chief Executive of the Western NSW Local Health District. (WNSWLHD).					
11.30am to 12 noon	Erin Cini Director Town Water Risk Reduction Program Water/ Department of Planning and Environment					
12noon to 12.30pm	Open Forum					
12.30pm to 12.45pm	Closing address- Chair Dave Gallagher					
12.45pm	Lunch & Close of day two					

Sponsored by RDA Orana & Public Works Advisory



1. WELCOME

The Chair Dave Gallagher welcomed the Western Division Councils of NSW to the Mid Term Meeting.

Meeting opened at 09.00am.

2. ACKNOWLEDGEMENT TO COUNTRY – Mr. Colby Lawrence Mr. Colby Lawrence delivered the Welcome to Country.

3. WELCOME

The Mayor of Cobar Shire Council, Peter Abbott welcomed the Western Division Councils of NSW to Cobar.

4. ATTENDEES

Member Councils

Brewarrina Shire Council

Mayor Vivian Slack-Smith

Bourke Shire Council:

Mayor Barry Hollman Manager Corporate Services Mrs. Leonie Brown

Cobar Shire Council: Mayor Peter Abbott General Manager Mr. Peter Vlatko

Broken Hill City Council:

Mayor Tom Kennedy Acting General Manager Mr. David Kirby Cr David Gallagher

Central Darling Shire Council:

General Manager Greg Hill Administrator Mr. Robert Stewart

Wentworth Shire Council

Mayor Tim Elstone General Manager Mr. Ken Ross

Balranald Shire Council General Manager Mr. Jeff Sowiak

Walgett Shire Council Mayor Jane Keir General Manager Mr. Michael Urquhart

Apologies

Councillor Marion Brown Councillor Greg Evans Darriea Turley – President OLG Michael Colreavy

Moved: Bourke Shire Council Seconded: Central Darling Shire Council

Received

5. 4. STANDING ORDERS:

MOTION: That the standing orders as presented be adopted.

Moved: Bourke Shire Council Seconded: Central Darling Shire Council

RECEIVED

STANDING ORDERS

- That it be a standing order for the Conference that movers of resolutions be allowed three (3) minutes for introducing their subject, unless by consent of the Conference the time for introducing their subject is extended, and three (3) minutes for reply and no new subject matter shall be introduced in the reply.
- That other speakers be allowed three (3) minutes, unless by consent of the Conference their time is extended. A mover shall have the right to speak to his/her motion before a seconder is called for.
- 3. That in the event of any motion dissenting from the ruling of the President being moved, such motion shall be put without discussion.
- 4. When an amendment is before the Conference no further amendment shall be discussed until such first amendment is disposed of.
- 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 disposed of.
- 6. It shall not be in order to move the question now be put, until at least two (2) members of the Conference in addition to the mover and seconder shall have had the opportunity to speak on the question then before the Conference.
- 7. Unless by consent of the Conference all resolutions shall be taken in order in which they appear on the business paper.
- 8. When a resolution or amendment has been moved and seconded no further speech in support of such resolution shall be heard until someone shall have spoken in opposition to such resolution, and thereafter speakers shall only be entitled to speak for or against the resolution in rotation, provided that in any case where the same resolution has been submitted by more than one Council a representative from each Council submitting the resolution shall be entitled to be heard.
- The delegates before speaking shall give their names and the name of the Council they represent.
- 10. That where a General Manager or a senior staff member is nominated, he/she may sit as a delegate with voting rights as a Council Delegate.
- 11. The President shall ex-officio be the Chairman of the Conference, and in his/her absence, the Chair shall be taken by the Vice Presidents, the Immediate Past President, or, with the consent of the Conference, by any other delegate for a stipulated time.
- 12. The method of voting for the election of Officers is by preferential ballot.
- 13. Mobile telephones are to be switched to *Silent* whilst in the conference room.

6. CONFIRMATION OF MINUTES:

MOTION: That the previous Minutes from the 2021 Annual General Meeting held in Broken Hill 21 April 2021 be confirmed as a true and correct record of the proceedings of that meeting.

Moved: Bourke Shire Council **Seconded:** Central Darling Shire Council

RECEIVED

7. FINANCIAL REPORT for 2021/2022

MOTION: That the Financial Report and Budget for 2021/2022 as presented be adopted.

Moved: Cobar Shire Council **Seconded:** Wentworth Shire Council

RECEIVED

8. MOTIONS

MOTION:

That the Western Division Councils of NSW write to the Premier of NSW and the Minister for Local Government to not allow the original motion passed by LGNSW to adopt a policy that wants to preclude real estate agents, their families, and close contacts from serving as Councillors to pass legislation and that the ban be Developers only from serving as Councillors.

Moved: Broken Hill City Council

Seconded: Wentworth Shire Council

RECIEVED

MOTION:

That the Western Division of Councils call on the NSW state government to consider options to amend legislation that will allow regional councils to increase the rate base beyond the current 49%.

That the State Government consult with regional councils to set a new upper limit. New legislation will reduce the rate disparity across communities.

Moved: Broken Hill City Council Seconded: Wentworth Shire Council

RECIEVED

9. GENERAL BUSINESS

No General Business

Meeting closed at 4.36pm

POLICY AND GENERAL COMMITTEE

May 5, 2022

ITEM 2

BROKEN HILL CITY COUNCIL REPORT NO. 112/22

SUBJECT: CORRESPONDENCE REPORT - MOBILE COMMUNICATIONS UPGRADE REQUIRED FOR THE BROKEN HILL RACECOURSE D22/22175

Recommendation

- 1. That Broken Hill City Council Report No. 112/22 dated May 5, 2022, be received.
- That correspondence dated 20 April 2022 from Mr Roy Butler MP, Member for Barwon and correspondence dated 21 April 2022 from The Hon Mark Coulton MP, Federal Member for Parkes in reply to the Mayor's correspondence regarding the need for an upgrade to mobile communications at the Broken Hill Racecourse, be received and noted.
- That Council notes that, as per Council's Resolution 27 April 2022 (Minute No. 46830), a temporary solution is being arranged for the conduct of Agfair Broken Hill to be held 27-28 May 2022 and Council will contribute \$37,000 from unspent funds in the 2021/2022 Community Assistance Grants budget as a co-contribution (with Agfair Broken Hill, Foundation Broken Hill, NSW State Government and Telstra) towards a "Temporary Cell on Wheels" for the duration of Agfair.

Report:

At the Ordinary Council Meeting held 30 March 2022, Council considered a Mayoral Minute regarding the need for a temporary solution to provide mobile phone coverage at the Broken Hill Racecourse for April, May and August 2022; for the camping grounds for the Mundi Mundi Bash in April and August and for Agfair Broken Hill in May.

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Council resolved:

RESOLUTION

Minute No. 46778
Mayor T Kennedy moved
Deputy Mayor J Hickey seconded

Resolved

- That Mayoral Minute No. 4/22 dated March 22, 2022, be received.
 - 2. That correspondence be sent to the Federal Member for Parkes, Minister for Western NSW and the State Local Member, requesting that urgent representations be made to the relevant Minister to assist with a temporary tower/booster solution for Broken Hill to provide coverage at the Broken Hill Racecourse camping grounds for the months of April for the inaugural Broken Hill Mundi Mundi Bash as well as May for Agfair Broken Hill and that a more permanent solution be in place for the return of the Mundi Mundi Bash

in August 2022 and to support future major events in the City and that mobile coverage at major events is also vital should a medical incident or accident occur that requires the attendance of emergency services personnel.

CARRIED UNANIMOUSLY

As per Council's resolution, Mayoral correspondence was sent to the Hon Mark Coulton MP, Federal Manager for Parks and Mr Roy Butler, State Member for Barwon and the Minister for Western NSW.

Council has now received replies from the Federal Manager for Parks and the State Member for Barwon in reply to the Mayor's correspondence.

Reference is also made to the General Manager's Report presented to the 27 April 2022 Council Meeting which advised of the outcome of Council's discussions with the Member for Parks, the NSW State Government, Destination Country & Outback, the Mundi Mundi Bash organisers and Telstra regarding a solution for both the Mundi Mundi Bash held 21-23 April 2022 and Agfair to be held on 27-28 May 2022. The report advised:

- Telstra are in a position to supply a Temporary Cell on Wheels for the Agfair Event being held on 27-28 May 2022, however they were unable to provide similar for the Broken Hill Mundi Mundi Bash because of all resources and equipment being dedicated to flood impacted areas further East in NSW.
- The total cost of the deployment for the two days will be \$42,000 (ex GST). Preliminary discussions with Agfair Broken Hill, Foundation Broken Hill, Minister for Western NSW and Telstra have all advised a willingness to assist in someway of either financial assistance or subsidisation in the case of Telstra.
- The economic impact of Agfair to the Broken Hill economy is estimated to be about \$1,500,000.
- As a result any financial contribution towards Agfair to ensure it is a success for the businesses involved and attendees alike, would provide a positive return to both the Broken Hill business economy and community.
- There is currently \$37,000 unspent in the 2021/22 Community Assistance Grant Funds, allowing a contribution up to \$37,000 being granted without any adverse budgetary impacts to Council.

Council resolved:

ITEM 23 - BROKEN HILL CITY COUNCIL REPORT NO. 104/22 - DATED APRIL 20, 2022 - FINANCIAL ASSISTANCE - AGFAIR TELECOMMUNICATIONSD22/19359							
RESOLUTION		Re	solved				
<u>Minute No. 46830</u> Councillor R Algate moved)	1.	That Broken Hill City Council Report No.				
Councillor D Gallagher seconded)		104/22 dated April 20, 2022, be received.				
		2.	That Council liaise with Agfair Broken Hill, Foundation Broken Hill, NSW State Government and Telstra around a co- contribution funding model inclusive with				

Council for a Temporary Cell on Wheels to be provided at the 27-28 May 2022 Event.

- 3. That Council contribute the remaining funds required to a maximum of \$37,000, which will be funded from the remaining Community Assistance Grant Budget.
- 4. That Council delegate to the General Manager for the finalisation and signing of the agreement with Telstra.

CARRIED UNANIMOUSLY

Correspondence received from the Federal Member for Parkes and the State Member for Barwon are attached for Council's consideration, taking into account that a temporary solution is being organised for Agfair Broken Hill held 27-28 May 2022.

Correspondence dated 10 May 2022 has also been received from The Hon Scott Barrett MLC advising that he has forwarded Council's correspondence to the Deputy Premier, The Hon Paul Toole MP requesting that he considers the matter (see copy attached).

Attachments

- 1. J Correspondence 20 April 2022 from Mr Roy Butler MP
- 2. J Correspondence 21 April 2022 from The Hon Mark Coulton MP
- **3.** U Correspondence 10 May 2022 from The Hon Scott Barrett MLC

LEISA BARTLETT EXECUTIVE OFFICER

<u>JAY NANKIVELL</u> <u>GENERAL MANAGER</u>

ROY BUTLER MP Member for Barwon



Our Ref: RB3781

20 April 2022

Broken Hill City Council The Office of the Mayor 240 Blende Street PO Box 448 Broken Hill NSW 2880

Via Email: council@brokenhill.nsw.gov.au

Dear Mayor,

Thank you for contacting my office to raise your concerns regarding potential Mobile Connectivity issues in Broken Hill during the Mundi Mundi Bash.

My office has previously been made aware of community concerns regarding the Telecommunications service during the event. As the Mundi Mundi Bash is a private event Teletra advised they were unable to provide a

As the Mundi Mundi Bash is a private event Telstra advised they were unable to provide any additional support.

I made representation to The Hon. Stuart Ayres Minister for Enterprise, Investment and Trade Minister for Tourism and Sport. I was advised that the Outback Music Festival Group has undertaken significant community consultation in relation to the event, including holding community meetings and speaking directly with local residents of Silverton in relation to planning for the event. If you have further concerns surrounding the event you can contact Mr Greg Donovan, Director, Outback Music Festival Group via email greg@omfgroup.com.au or via phone on 0438 038 005.

In March my office was made aware of concerns regarding poor connectivity at the Broken Hill Racecourse, I made representations to The Hon. Paul Fletcher MP Minister for Communications, Urban Infrastructure, Cities and the Arts. I am still awaiting a response from the Minister as these can take up to ten weeks.

As Telecommunications is a Federal Issue it would be best to contact the Office of the Hon Mark Coulton to raise the need for a more permanent solution for these events in the future.



Yours sincerely,

Roy Butler MP Member for Barwon



P 08 8087 3315 • E barwon@parliament.nsw.gov.au • Suite 1, 142 Argent Street, Broken Hill NSW 2880 • PO Box 447 Broken Hill NSW 2880



The Hon Mark Coulton MP

Federal Member for Parkes

bf/mc

21 April 2022

Broken Hill City Council Office of the Mayor 240 Blende Street PO Box 448 BROKEN HILL NSW 2880

Dear Mayor Kennedy

Thank you for your letter dated 7 April 2022 outlining Council's concerns related to mobile telecommunications with specific regard to potential impacts associated with upcoming major tourism events.

The letter follows on from my meeting with Council in Broken Hill on 24 March 2022 and subsequent telephone conversation with the General Manager on 31 March 2022 covering this matter. I understand you were unable to attend the meeting due to contracting COVID-19 and trust you have since recovered. I was also pleased to meet with representatives of St Patrick's Race Club and Broken Hill Racecourse on the afternoon of 24 March 2022 to discuss this issue.

I feel it is important that I clarify it is a commercial decision for the mobile network operators to invest in mobile infrastructure in an area. The Australian Government stands ready to help subsidise investment through the Regional Connectivity Program (RCP) and the Mobile Black Spot Program (MBSP) but is unable to compel mobile network providers to take specific actions.

I appreciated the discussions that occurred throughout the abovementioned meetings recognised that reaching both short and long term resolutions to these issues requires all interested parties to work together to advocate for and co-fund remedies. I understand this is a significant concern for the local community and have a genuine desire to work with you to progress a solution.

In our telephone discussion on 31 March 2022 the General Manager advised me that since our meeting Council had contacted multiple parties who have an interest in these events and was awaiting responses from those parties at the time of our discussion. Following my conversation with the General Manager I contacted Telstra's Area General Manager to advocate on behalf of Council and sought direct Email mark.coulton.mp@aph.gov.au Website www.markcoulton.com.au

 Dubbo

 Suite 3, 153 Brisbane Street

 Dubbo NSW 2830

 ph
 02 6882 0999

Moree 69 Heber Street Moree NSW 2400 ph 02 6751 1251 Broken Hill 275 Argent Street Broken Hill NSW 2880 ph 08 8087 7649 contact to be made with Council's General Manager to discuss the short term circumstances particularly, recognising the date for the Mundi Mundi Bash was fast approaching. However, it should be noted that I was advised the timeframe provided limited opportunity to support a favourable outcome prior to the Mundi Mundi Bash.

As the Australian Government has now entered caretaker mode due to the 21 May 2022 election, I have limited capacity to make further inroads with Minister's offices concerning the longer term solutions which may be reached through programs such as the Regional Connectivity Program, however it is my intention to follow this matter through with the relevant Minister's office as soon as possible following the election, should I have the honour of being re-elected as the Member for Parkes. If I am still the Member for Parkes following the election I will be pleased to facilitate a roundtable meeting with all relevant parties to discuss progress since the meetings which occurred on 24 March 2022 and to agree upon next steps.

Yours sincerely

Mark Coulton

CORRESPONDENCE REPORT - MOBILE COMMUNICATIONS UPGRADE REQUIRED FOR THE BROKEN HILL RACECOURSE



$\mathsf{Hon}\,Scott\,Barrett\,\mathsf{MLC}$

MEMBER OF THE LEGISLATIVE COUNCIL

Mayor Tom Kennedy Broken Hill Shire Council 240 Blende Street BROKEN HILL NSW 2880

council@brokenhill.nsw.gov.au

10/05/2022

Re: Funding for Temporary Cell-on-Wheels 4G mobile phone tower.

Dear Mr Kennedy

Thank you for your correspondence dated 9 May 2022 in relation to funding for a temporary Cell-on-Wheels 4G mobile phone tower.

Understanding the importance of AGfair to the Broken Hill community and economy, I have forwarded your correspondence onto Deputy Premier Paul Toole, requesting he consider this matter.

Hopefully we will hear back on this soon but it not, or you have any other matters you'd like to discuss, please feel free to reach out on the details below.

Yours sincerely,

The Hon Scott Barrett MLC Member of the Legislative Council Parliament of NSW

POLICY AND GENERAL COMMITTEE

May 5, 2022

ITEM 3

BROKEN HILL CITY COUNCIL REPORT NO. 113/22

SUBJECT: CORRESPONDENCE REPORT - WEATHER RADAR FOR FAR WEST NSW D22/22274

Recommendation

- 1. That Broken Hill City Council Report No. 113/22 dated May 5, 2022, be received.
- 2. That the copy of correspondence dated 28 March 2022 from the Hon Susan Ley, Minister for the Environment addressed to The Hon Mark Coulton MP, Federal Member for Parkes (forwarded to Council by the Federal Member for Parkes) in response to recent representations made on behalf of the Pastoralists' Association of West Darling seeking improvements to the weather radar coverage for the Far West NSW region, be received and noted.

Report:

Council considered a Mayoral Minute at its Ordinary Meeting held 30 March 2022 regarding the urgent need for two doppler weather radars for Far West NSW, one between Cobar and Bourke and one to the north of Broken Hill to provide weather tracking and advance notice of storms for the region's communities to allow councils and emergency service crews to make better preparation to handle significant weather events.

Council resolved:

ITEM 2 - MAYORAL MINUTE NO. 5 THE FAR WEST NSW REGION	/22 - DATE	D M/	ARCH 22, 2022 - WEATHER RADAR FOR D22/14259
RESOLUTION Minute No. 46799		<u>Re</u>	solved
Mayor T Kennedy moved Councillor R Algate seconded)	1.	That Mayoral Minute No. 5/22 dated March 22, 2022, be received.
		2.	That correspondence be sent to the Federal Member for Parkes requesting that urgent

2. That correspondence be sent to the Federal Member for Parkes requesting that urgent representations be made to the relevant Minister to consider the provision of doppler radars in two locations in the Far West; one to the north of Broken Hill, and another between Bourke and Cobar.

CARRIED UNANIMOUSLY

A per Council's resolution, correspondence was sent to The Hon Mark Coulton MP, Federal Member for Parkes requesting that representations be made to the relevant Minister on behalf of Council.

The Federal Member for Parkes had just recently made representations to The Hon Susan Ley MP, Minister for the Environment on behalf of the Pastoralists' Association of West

Darling regarding the same matter, and the Federal Member has forwarded Council a copy of the Minister's reply.

The covering email from the Federal Member for Parkes and a copy of reply correspondence from the Minister for the Environment are attached for Council's information.

Attachments

- **1.** <u>U</u> Email from the Federal Member for Parkes
- 2. U Copy of correspondenc from the Minister for the Environment

LEISA BARTLETT EXECUTIVE OFFICER

JAY NANKIVELL GENERAL MANAGER From: Coulton, Mark (MP) <<u>Mark.Coulton.MP@aph.gov.au</u>> Sent: Friday, 22 April 2022 1:58 PM To: Lacey Butcher <<u>Lacey.Butcher@brokenhill.nsw.gov.au</u>> Subject: RE: Support for a Weather Radar for Far West NSW

Dear Tom

Thank you for your email regarding the Pastoralists Association of West Darling request for a Doppler radar in Far West NSW.

I made representations to the Minister for Environment, the Hon Sussan Let MP, on 9 March 2022.

I recently received a response from the Minister, which I have attached for your reference, and was issued to the Pastoralists Association on 5 April 2022.

I hope this information is of assistance, and thank you for contacting me on this matter.

Regards Mark





THE HON SUSSAN LEY MP MINISTER FOR THE ENVIRONMENT MEMBER FOR FARRER

MC22-001791

The Hon Mark Coulton MP Member for Parkes Shop 3, 153 Brisbane Street DUBBO NSW 2830

DECEIVE

2 8 MAR 2022

Dear Mr Coutton Menk

Thank you for your representation of 9 March 2022 on behalf of your constituents from the Pastoralists' Association of West Darling (PAWD) concerning their request for the construction of a new weather radar in the far west of New South Wales (NSW).

I am advised that the detail provided in the letter dated 9 December 2021 from Ms Nichole Brinsmead, the Bureau of Meteorology's (the Bureau's) Chief Information and Technology Officer and Group Executive Data and Digital, to Mr Gall and PAWD is unchanged.

The Bureau advises me that it acknowledges PAWD's advocacy and request for a new radar in the far west of NSW, however, the Bureau is not currently able to build and operate a new radar in the far west of NSW. I am further advised that there are several non-radar products and services that may address the concerns described by Mr Gall in his letter.

Bureau meteorologists issue public forecasts and warnings for severe weather, including thunderstorms using a combination of observing systems such as multiple satellite products, automatic weather stations, weather balloons and computer modelling. The Bureau's meteorologists are not dependent on radar information to monitor and forecast these events. Your constituents can access weather forecasts and warnings on the BOM Weather app, which is free to download from app stores on mobile and tablet devices. Watches and warnings will appear on the BOM Weather app for users in regions impacted by the warning.

I understand that the Bureau has previously provided your constituents with information on the graphical weather map service MetEye, which provides forecasts for the whole country for three-hour periods. The information provided by MetEye is even more comprehensive than that provided by the BOM Weather App and includes, for example, a layer that shows areas at risk of thunderstorm. The MetEye service is accessible at <u>bom.gov.au/australia/meteye/</u>.

In addition, observations from the Himawari satellite are available at 10-minute intervals. Your constituents can view observations from the satellite through multiple layers, which users can adjust to view relevant information. For example, I am advised that selecting a layer called "Infrared + Zehr", which indicates the presence of high cloud tops, is a good proxy for thunderstorms. There is also a layer for lightning observations. Observations from the Himawari satellite can be accessed via <u>satview.bom.gov.au/</u>.

Parliament House Canberra ACT 2600 Telephone (02) 6277 7920

Regarding the map of existing and new radar coverage provided by the Bureau to Mr Gall, the planned radar at Boggabilla is not an additional radar. It will replace the existing radar at Moree, to address coverage issues in that region.

The Bureau have staff available to provide advice on products and services that can improve situational awareness for farmers, graziers and the agricultural industry to support decision making. If your constituents would like to discuss this further, I am advised they should contact the Bureau's General Manager for Agriculture and Water, Mr Matthew Coulton via email at <u>GM_Ag@bom.gov.au</u>.

Thank you for bringing your constituent's concerns to my attention.

Yours sincerely

L.	
SUSSAN LEY	0

POLICY AND GENERAL COMMITTEE

April 1, 2022

ITEM 4

BROKEN HILL CITY COUNCIL REPORT NO. 114/22

SUBJECT: DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

Recommendation

- 1. That Broken Hill City Council Report No. 114/22 dated April 1, 2022, be received.
- That Council endorse the Draft Delivery Program 2022-2026 incorporating the Draft Operational Plan 2022/2023, inclusive of the Statement of Revenue Policy and Draft Schedule of Fees and Charges 2022/2023 for the purpose of public exhibition for community comment for a 28-day period.
- 3. That Council receives a further report at the conclusion of the exhibition period, outlining submissions received and any recommendation for changes arising, with a view to adopting the Draft Delivery Program 2022-2026 incorporating the Draft Operational Plan 2022/2023, inclusive of the Statement of Revenue Policy and Draft Schedule of Fees and Charges 2022/2023 for implementation on 1 July 2022.
- 4. That Council select one of the three Rating options provided in this report.
- 5. That Council Select one of the two options for weighbridge fees and vouchers.

Executive Summary:

The purpose of this report is to recommend to Council to endorse the Draft Delivery Program 2022-2026 incorporating the Draft Operational Plan 2022/2023, inclusive of the Statement of Revenue Policy and Draft Schedule of Fees and Charges 2022/2023 developed in accordance with Sections 404 and 405 of the *Local Government Act 1993*, for the purpose of public exhibition for community comment for a 28-day period.

A further report, at the completion of the exhibition period, will be presented to Council outlining submissions received and any recommended changes arising, to allow Council to consider community feedback prior to the Delivery Program being adopted by Council.

In accordance with the *Local Government Act 1993* and the Integrated Planning and Reporting Guidelines, Council is required to prepare several documents to facilitate the integration of long-term planning and implementation of Council activities. Core documents include the Community Strategic Plan, the Resourcing Strategy, the 4-year Delivery Program and the annual Operational Plan.

The Delivery Program is designed as the single point of reference for all principal activities undertaken by Council during its term of office. All plans, functions, projects, activities and funding allocations must be directly linked to this Program. Supporting the Delivery Program is the annual Operational Plan, which identifies the projects and actions that will be undertaken during the year to achieve the commitments made in the Delivery Program.

Report:

Following the Council election in December 2021, Council is required to prepare and adopt a new Community Strategic Plan, Resourcing Strategy, Delivery Program and Operational Plan.

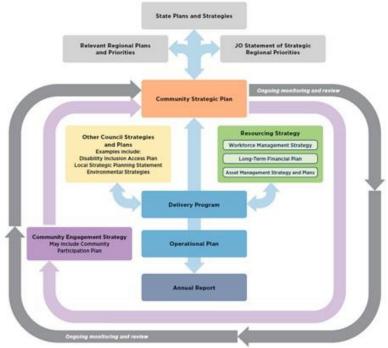
The Delivery Program directly addresses the objectives endorsed in the Community Strategic Plan and the activities Council will undertake to perform all its functions, with specific strategies identified for each under the Community Strategic Plan themes Our Community, Our Economy, Our Environment and Our Leadership.

Where Council has not been identified in the Community Strategic Plan as either having lead or support responsibility, the Delivery Program acknowledges that Council plays an important role in lobbying, advocating and supporting the organisations responsible for the implementation of the Objectives.

The Council's role in delivering various services and programs, as outlined in the draft Delivery Program, will need to be reviewed on an ongoing basis and may therefore be subject to change over the life of the Delivery Program.

The draft Delivery Program has been used to inform the development of the remaining documents under the Integrated Planning and Reporting Framework being the Resourcing Strategy, which includes the Long-Term Financial Plan, Workforce Management Plan, Asset Management Strategy and Plans and Operational Plan.

The following diagram outlines the Integrated Planning and Reporting Framework and the links between the Community Strategic Plan and Council's Delivery Program and Operational Plan.



The Draft Delivery Program 2022-2026 Strategies were prepared by the Executive Leadership Team attending workshops in February 2022 and the Draft Operational Plan 2022/2023 Actions were prepared by the Executive Leadership Team and Senior Management Team in March 2022.

The Operational Plan identifies the projects and activities that will be delivered during the year to achieve the commitments made in the Delivery Program, based on the outcomes outlined within the Community Strategic Plan.

A one-day workshop was held with councillors on the 26 April 2022 to work through the 2022/23 Budget and Council's path to financial sustainability.

The Draft Operational Plan 2022/2023 has been prepared within the context of the following parameters:

- Developed in accordance with the revised Long Term Financial Plan and carrying out associated financial strategies to achieve desired business objectives.
- Considering the revenue and expenditure impacts derived from COVID-19.
- Capital projects budgeted at \$18.5m inclusive of expected capital grants.
- Without capital grants, capital projects are budgeted at \$11.8m
- Total rate revenue increase of 2.3%.

PROPOSED 2022/2023 RATING STRATEGY

RATE PEG

The Minister for Local Government has approved a 0.7% rate peg limit that will apply to Council rates in 2022/2023. The rate peg does not apply to charges levied by Council in relation to waste management.

Council has applied for an Additional Special Variation (ASV) in accordance with Office of Local Government (OLG) Circular 22-03. The ASV Guidelines allow council to apply for an adjustment for the Rate peg on and permanent or temporary basis to the lower of 2.5% and Council's assumed 2022/23 rate peg as exhibited in its 2021/22 Long Term Financial Plan.

As at the time of writing this report, 92 Councils across NSW have submitted a Special Rate Variation, which highlights the unsatisfactory and unrealistic rate peg set for the 2022-2023 financial year.

		Rates Income Percentage							
	Land Value %	Option1 Option 2 Optio							
Business	11.69%	17.70%	16.88%	16.29%					
Residential	72.26%	62.81%	62.81%	62.81%					
Business Industr	5.55%	5.49%	4.31%	4.90%					
Mining	10.50%	14.00%	16.00%	16.00%					

RATING STRATEGY

In 2015/2016, Council adopted the ongoing rating strategy of progressive apportionment of mine rates to residential rates by 1% for eight years. Given the recent positive outlook of both mining companies, the progressive apportionment of mine rates has been frozen for three years commencing in the 2019/20 budget, before being further reviewed for this financial year.

The current percentage of rates paid from mining companies is 14% of Council's permissible income or \$2.36m for this financial year. Three Rating options have been modelled as detailed below.

The first option is the application of the rate peg to Council's existing rates model.

The second option is a 2% increase to the total contribution of mining rates, with Industrial rates returning to 4.31% contribution as they were before the large valuation increases for the 2020 financial year and Business rates reducing from 17.58% contribution to 16.76%.

The third rating option developed is an increase of 2% to mining rates contribution, with industrial being reduced to 4.9% and Business reduced to 16.17%.

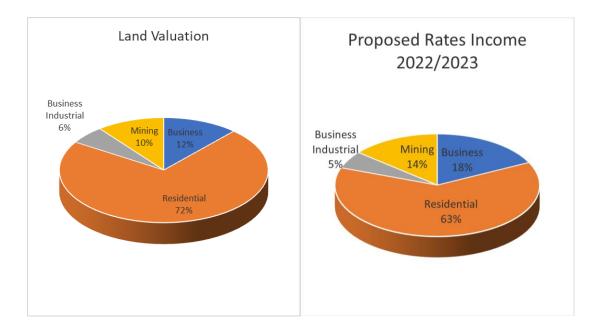
RATES OPTION 1

Rates Option 1 has been prepared with overall rate revenue increasing by 2.3% as per the additional special variation application (ASV). The rating structure stays the same as in 2021/22 and results in the below changes:

This structure was adopted for 2021/22 with the implementation of a subcategory for the industrial precinct of Kanandah and Pinnacles Road/Place. The Industrial subcategory rates

were set to contribute 5.9% of total rates revenue, which is halfway between their contribution in 2019/20 and 2020/21 following the revaluation of Broken Hill Properties by the Valuer General in 2109. The effects of the valuation caused a disproportionate increase for industrial properties, the creation of the subcategory and adjustment of the rates model was implemented to provide rates relief for these rate payers. Non-industrial business rates on average increased by 11% due this change.

			2022/23 Financial Year						% of Base
Rating Category	Land Value 2022/23	Total Property Count	Base	Base Rate	Ad-	Ad-Valorem		Total	Rate
			Rate	Income	Valorem	Income	Total Income	Income	Income
Business	\$26,550,250	542	\$823	\$446,066	0.09522030	\$2,528,123	\$2,974,189	17.58%	15%
Business Industrial	\$12,680,200	71	\$1,962	\$139,302	0.06226223	\$789,498	\$928,800	5.49%	15%
Residential	\$163,290,600	9433	\$551	\$5,197,583	0.03307943	\$5,401,560	\$10,599,143	62.65%	49%
Residential 1(a)	\$414,350	11	\$377	\$4,147	0.01040669	\$4,312	\$8,459	0.05%	49%
Residential Rural	\$1,234,800	11	\$528	\$5,808	0.00488712	\$6,035	\$11,843	0.07%	49%
Farmland	\$0	0	\$0	\$0	0.00000000	\$0	\$0	0.00%	0%
Mining	\$24,000,000	2	\$0	\$0	0.09868848	\$2,368,524	\$2,368,524	14.00%	0%
MD Business	\$163,758	5	\$823	\$4,510	0.09522030	\$15,593	\$20,302	0.12%	22%
MD Residual	\$164,942	6	\$544	\$3,003	0.02282214	\$3,764	\$6,767	0.04%	44%
Totals	\$228,498,900	10,081		\$5,800,419		\$11,117,408	\$16,918,025	100.0%	



	Option 1									
		Rates 2021/22		Pro	posed Rates202	22/23	Change from previous Year			
	Low Median High			Low	Median	High	Low	Median	High	
Business	\$833.12	\$3,635.41	\$198,558.48	\$851.57	\$3,698.65	\$201,737.83	\$18.45	\$63.24	\$3,179.35	
Industrial	\$3,907.10	\$10,244.07	\$66,715.77	\$3,904.58	\$10,242.88	\$66,714.72	-\$2.52	-\$1.19	-\$1.05	
Residential	\$552.81	\$948.66	\$7,347.55	\$560.92	\$961.18	\$7,431.52	\$8.11	\$12.52	\$83.97	
Residential 1a	\$433.59	\$5.24	\$61.88	\$439.44	\$12.56	\$83.97	\$5.85	\$7.32	\$22.09	
Residential Rural	\$550.42	\$973.94	\$2,253.65	\$558.79	\$987.39	\$2,282.48	\$8.37	\$13.45	\$28.83	
Mining	\$272,602.74	\$1,168,297.44	\$2,063,992.14	\$276,327.74	\$1,184,261.76	\$2,092,195.78	\$3,725.00	\$15,964.32	\$28,203.64	

<u>Advantages</u>

Advantages of this scenario are that it provides continuity of the existing rates model as established last year and results in a relatively even distribution of rates increases from this year's rates peg.

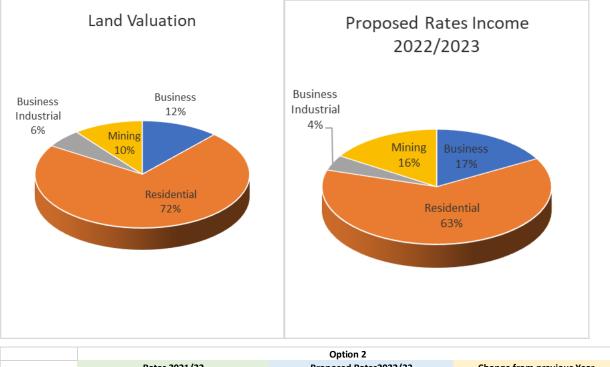
Disadvantages

Disadvantages of this scenario are that it does not provide further rates relief for Business industrial ratepayers who experienced large rates increases following the 2019 revaluation by the valuer general. There is also no rates relief for Business ratepayers who had an average increase of 11% in 2021/22.

RATES OPTION 2

Rates Option 2 has been prepared with overall rate revenue increasing by 2.3% as per the additional special variation application (ASV). Mines rates contribution increases to 16%, while Business industrial reduce to their 2019/20 level of 4.31%. Business rate contribution decreases by 0.82% from 17.58% to 16.76%.

			2022/23 Financial Year						% of Base
Rating Category	Land Value 2022/23	Total Property Count	Base	Base Rate	Ad-	Ad-Valorem		Total	Rate
			Rate	Income	Valorem	Income	Total Income	Income	Income
Business	\$26,550,250	542	\$785	\$425,470	0.09077093	\$2,409,991	\$2,835,461	16.76%	15%
Business Industrial	\$12,680,200	71	\$1,540	\$109,340	0.04888147	\$619,827	\$729,167	4.31%	15%
Residential	\$163,290,600	9433	\$551	\$5,197,583	0.03307943	\$5,401,560	\$10,599,143	62.65%	49%
Residential 1(a)	\$414,350	11	\$377	\$4,147	0.01040669	\$4,312	\$8,459	0.05%	49%
Residential Rural	\$1,234,800	11	\$528	\$5,808	0.00488712	\$6,035	\$11,843	0.07%	49%
Farmland	\$0	0	\$0	\$0	0.00000000	\$0	\$0	0.00%	0%
Mining	\$24,000,000	2	\$0	\$0	0.11278683	\$2,706,884	\$2,706,884	16.00%	0%
MD Business	\$163,758	5	\$785	\$4,302	0.09077093	\$14,864	\$20,302	0.12%	21%
MD Residual	\$164,942	6	\$544	\$3,003	0.02282214	\$3,764	\$6,767	0.04%	44%
Totals	\$228,498,900	10,081		\$5,749,653		\$11,167,237	\$16,918,025	100.00%	



	Option 2									
		Rates 2021/22		Pro	posed Rates202	22/23	Change from previous Year			
	Low	Median	High	Low	Median	High	Low	Median	High	
Business	\$833.12	\$3,634.83	\$198,558.48	\$813.26	\$3 <i>,</i> 530.51	\$192,538.50	-\$19.86	-\$104.32	-\$6,019.98	
Industrial	\$3,905.63	\$10,244.07	\$66,717.24	\$3,065.10	\$8,041.24	\$52,376.73	-\$840.53	-\$2,202.83	-\$14,340.51	
Residential	\$552.81	\$948.66	\$7,347.55	\$560.92	\$961.18	\$7,431.52	\$8.11	\$12.52	\$83.97	
Residential 1a	\$433.59	\$5.24	\$61.88	\$439.44	\$12.56	\$83.97	\$5.85	\$7.32	\$22.09	
Residential Rural	\$550.42	\$973.94	\$2,253.65	\$558.79	\$987.39	\$2,282.48	\$8.37	\$13.45	\$28.83	
Mining	\$272,602.74	\$1,168,297.44	\$2,063,992.14	\$315,803.12	\$1,353,441.96	\$2,391,080.80	\$43,200.38	\$185,144.52	\$327,088.66	

<u>Advantages</u>

Advantages of this scenario are that it provides average rates relief to Business of 2.8% and Business industrial ratepayers 22%, with business industrial total rates contribution returning to pre 2019 revaluation levels. Business ratepayers also receive an average rates decrease of 1.9%

Disadvantages

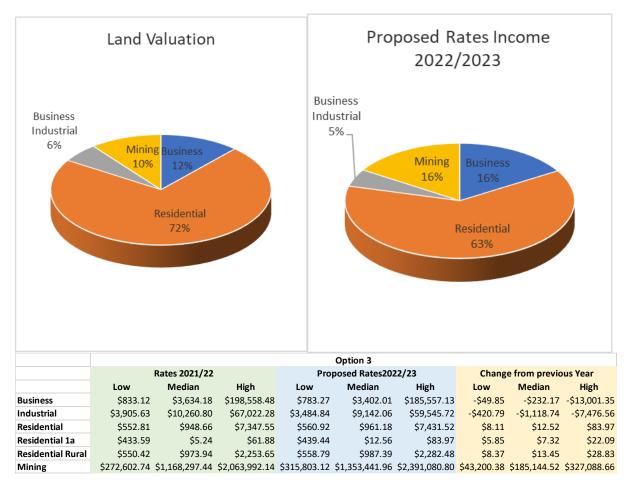
Disadvantages of this scenario are that it imposes a rates contribution increase for mining of 2%. This is an overall increase for mines ratepayers of 15.85% from last year. However, this does reflect the change in the overall proportion of mining land when comparted to total land valuations.

Industrial ratepayers' overall contribution decreases to 2020 levels following the 2019 revaluation by the Valuer General it ignores the significant changes in value of the underlying properties that have been recognised on sale.

RATES OPTION 3

Rates Option 3 has been prepared with overall rate revenue increasing by 2.3% as per the additional special variation application (ASV). Mines rates contribution increases to 16%, while Business industrial reduce to 4.90%. This is halfway between their contribution for 2021/22 and their 2019/20 levels of 4.31%. Business rate contribution decreases by 1.41% from 17.58% to 16.17%.

			2022/23 Financial Year					% of	% of Base
Rating Category	Land Value 2022/23	Total Property Count	Base	Base Rate	Ad-	Ad-Valorem		Total	Rate
			Rate	Income	Valorem	Income	Total Income	Income	Income
Business	\$26,550,250	542	\$757	\$410,294	0.08758300	\$2,325,351	\$2,735,645	16.17%	15%
Business Industrial	\$12,680,200	71	\$1,751	\$124,321	0.05557185	\$704,662	\$828,983	4.90%	15%
Residential	\$163,290,600	9433	\$551	\$5,197,583	0.03307943	\$5,401,560	\$10,599,143	62.65%	49%
Residential 1(a)	\$414,350	11	\$377	\$4,147	0.01040669	\$4,312	\$8,459	0.05%	49%
Residential Rural	\$1,234,800	11	\$528	\$5,808	0.00488712	\$6,035	\$11,843	0.07%	49%
Farmland	\$0	0	\$0	\$0	0.00000000	\$0	\$0	0.00%	0%
Mining	\$24,000,000	2	\$0	\$0	0.11278683	\$2,706,884	\$2,706,884	16.00%	0%
MD Business	\$163,758	5	\$757	\$4,148	0.08758300	\$14,342	\$20,302	0.12%	20%
MD Residual	\$164,942	6	\$544	\$3,003	0.02282214	\$3,764	\$6,767	0.04%	44%
Totals	\$228,498,900	10,081		\$5,749,304		\$11,166,910	\$16,918,025	100.0%	



Advantages

Advantages of this scenario are that it provides average rates relief of 6.1% to business ratepayers and 10.7% to industrial ratepayers. It provides a balance between rates relief for industrial ratepayers and recognises but also softens the impact of the change in value of underlying properties. This scenario also provides additional relief to business ratepayers as

compared to the previous 2 scenarios following their average increase of 11% in the previous year following the creation of the business industrial subcategory. This scenario also brings business and business industrial rate categories overall rates contribution more closely into line with their overall land valuations.

Disadvantages

Disadvantages of this scenario are that it imposes a rates contribution increase for mining of 2%. This is an overall increase for mines ratepayers of 15.85% from last year. However, this does reflect the change in the overall proportion of mining land when comparted to total land valuations.

2022/2023 BUDGET

The Draft Operational Plan 2022/2023 includes the 2022/2023 budget, in the form of the Revenue Policy.

The 2022/2023 budget has been developed in accordance with the Long Term Financial Plan, adopting efficiency measures to ensure continuous improvements towards becoming financially sustainable, adjusting budgetary forecasts and expectations due to the effects of COVID-19, whilst achieving desired business objectives.

IMPACTS OF COVID-19 AND OPERATING RESULT

The COVID-19 (novel coronavirus) pandemic is an unprecedented public health crisis which has fast tracked an associated economic crisis. Short term unemployment rose significantly, with job losses impacting many sectors across our community such as accommodation and food services, retail trade, arts and recreation services, education services, construction and professional services.

With a long-term projected decline in population for Broken Hill at the time, it was feared further job losses may hasten any decline, unless focused stimulus was implemented and received.

To date the broader financial implications of the pandemic have been severe. The City of Broken Hill has not been immune to these impacts and has sustained a significant financial impact from this crisis. Major projected and actual impacts include additional operational costs, as the Council increased cleaning and maintenance regimes and losses in revenue as the local community and wider economy were impacted.

Prolonged and reoccurring closures/restrictions of the City's community facilities, such as the Broken Hill City Art Gallery, Aquatic Centre and other community centres, have also resulted in a reduction in revenue and visitation and the City now needs to rebuild from this base.

A range of initiatives designed to alleviate financial pressure on small businesses across the City were presented to Council in March 2020. They included a revised procurement policy to favour local businesses, a freeze on overdue interest and a freeze on debt recovery until 31 December 2020.

To reduce the threat to its own operations, Council initially closed customer-facing facilities, expanded online service alternatives, discouraged non-essential staff travel and encouraged staff to work from home where possible to reduce risk of infection, both in the workplace and the wider community.

By late September 2020, the pandemic had mostly eased in regional NSW and Council was able to gradually ease restrictions on facilities after implementing COVID-19 Safety Plans and greatly increased safety measures.

Reoccurring lockdowns once again resulted in prolonged closures of the City's community facilities in 2021, resulting in a reduction in revenue and visitation.

The changing conditions of the pandemic now present different challenges to Council, than in previous years. The change to 'a living with COVID-19' approach means lockdowns are now

less likely to happen. The big challenge for Council now is managing and protecting its workforce in this environment as much as possible, to ensure Council is able to continue to provide high quality facilities and services to the community.

Council, like most organisations, has experienced disruptions due to loss of staff for periods of time, due to self-isolation requirements. Council has taken a risk-based approach to managing these impacts to ensure business continuity, along with implementing the requirements of NSW Public Health Orders.

The major financial impacts over the past two financial years have resulted in:

- Reduction in revenue from user fees and charges and investment income.
- Reduction in revenue for capital grants due to COVID –19 related delays in capital projects.
- Large increases to input costs such as bitumen, fuel, steel, timber and cement.
- Increased maintenance and cleaning expenditure, partly offset by reductions in staff training and travel expenses.

In last year's LTFP, Council had budgeted for a return to pre-COVID conditions for revenue and expenditure assumptions, for the 2022 Financial year. Reoccurring lockdowns in the second half of 2021 continued to impact negatively on Council revenues and sharply rising materials costs have also negatively affected Council's expenditure.

Council is beginning to see an uplift in revenue generation and the City has experienced a tourism boom over the past 6 months.

Council's foresight in taking advantage of T-Corp's lending opportunity to safeguard Council's workforce and stimulate the local economy through major liveability and amenity improvement projects, has been vital to further sustaining the long-term growth of the City, as well as renewing core infrastructure.

RESIDENTIAL WASTE FEES (WEIGHBRIDGE) OPTIONS

As part of Council's 2022/23 Budget process, options have been assessed for Fees associated with domestic waste fees for waste at Council's Waste Management Facility.

Background:

The weighbridge was commissioned at the Waste Facility on 13 July 2015 to assist Council produce more accurate data on waste types that are brought into the Waste Facility. This improvement was implemented additionally in order to assist meeting State Legislative requirements including the *Protection of the Environment Operations (Waste) Regulation 2014,* implement fees and charges to all applicable facility users, and improve communication between staff and facility users.

It is noted that Broken Hill is not in the 'regulated area' and therefore is not subject to the mandatory requirements of the waste levy and as such the use of a weighbridge. It is however required to ensure that quantity of waste that is transported into or out of the facility is measured, and recorded, using a method specified in the Waste Levy Guidelines or by the EPA. The use of the weighbridge provides the best current option available for Council in regards to electronic tracking and recording of waste entering and leaving the facility, ongoing resource management in accordance with future waste aspirations and the fairest and most accurate process currently available to customers in relation to fee for service.

In its implementation, Council sought to reduce waste going to landfill by recycling and/or reusing material, and transition to a user pays operation as per the Integrated Waste & Resource Recovery Strategy. The weighbridge's purpose was to help achieve this objective. Since 2017 the annual income of the weighbridge has been on average \$170,000. The average annual cost to run the waste facility has been on average \$2.5M.

In April 2018, Council's Executive Leadership Team conducted a service review into the management of the Broken Hill Waste Facility (Waste Facility). The review resulted in an engagement process with local commercial/business operators and the general community outlining what is required in regard to waste classifications, required testing, responsibilities and an updated and more relevant fee structure. A Report to Council was presented in November 2018 for the adoption of an updated fee structure after a 28-day public display period with a new fee structure implemented in January 2019.

The Broken Hill Waste Management Facility is licensed to receive a maximum 60,000 tonnes of waste in any 12-month period. Since the inception of the weighbridge in 2015, the Facility has received an average of 45,965.66 tonnes of waste at the facility each year.



Figure 1. Total waste received from 2015 - 2021

*Note: 2018-2019 significant increase was a result of 32006.11 tonnes of waste from the W2BH Project.

Current waste service to residents

The Council currently provides residents with the capacity to deposit over 8 tonnes per year without incurring any additional fees at the Waste Facility. This is additional to the domestic waste service provided under the provision of waste management services in accordance with sections 496, 501 and 502 of the *Local Government Act, 1993*.

Current services include the provision of 240L (maximum 60kg) weekly collection 52 weeks which equates to 3,120 kg over a 12-month period.

4,469 vouchers were presented at the weighbridge in the first 6 months of the 2021/2022 financial year out of 47,270 issued. This represents only 9 % of the 5 free vouchers issued to 9454 residents and indicates that the current level of free access to the Facility is adequate in providing free waste disposal opportunities for residential users.

Additionally, the Council offers free waste disposal to residents each year on Clean Up Australia Day. On the 6th March 2022, 84 residents utilised the free entry for Clean Up Australia Day which equates to an additional 25 tonnes deposited at the Waste Facility free of charge.

The current offers presented to ratepayers are very generous in comparison to larger Regional City Councils such as Bathurst and Orange which offer as little as 600kg of free tipping per annum, or one load of bulky goods picked up from kerbside annually.

Commercial users and commercial users with residential waste issues

The issue of commercial users with residential waste not being charged has been previously identified as posing a threat to Council through disparity and unfairness in fee charging. Prior to the waste management service review in 2018, charges at the Waste Facility applied to commercial operators only, whilst domestic users used the facility free of charge. In the August Ordinary Council Report, 2018 it was identified that an inconsistent fee charging process was occurring due to the complicated nature of the adopted fees & charges, as well as inconsistences with fees being charged. Some of the issues that were highlighted include:

- Overcomplicated (numerous fees)
- Fees do not align with Waste Classification Guidelines
- Unfairness in pricing (different charge for commercial and domestic users)
- Small independent operators evading fees by posing as residential users of the waste facility

A disparity and unfairness in fee charging was also highlighted with user charges at the Waste Facility applied for commercial operators only, whilst domestic users can use it free of charge. The review identified a number of 'commercial operators' using the facility under the guise of it being domestic waste. These concerns were also raised with other commercial operators, as it leads to unfair competition in the market due to some operators evading fees, enabling them to undercut the market.

As a result of the 2018 review and subsequent community engagement, it was adopted that all users of the Broken Hill Waste Facility be charged for use regardless of whether it is household waste or commercial waste. A simplified, cheaper, and fairer fee structure was developed to accommodate this.

Waste Fees & Alignment to Waste Strategy & Future Industry Development

The use of the current fee structure assists with ensuring that continual community education, community preparedness and ultimately future waste industry development can occur.

The current fee structure is aligned to the following outcomes:

- Community Strategic Plan
 - \circ $\;$ Reduce resource consumption and minimise waste
 - Increase use and innovation of renewable resources and decrease the use of non-renewable resources
 - Change consumer behavior to reduce impacts on the environment without affecting quality of life
 - Reuse and recycling of resources is embraced by the community
- Sustainability Strategy
 - The Sustainability Strategy is underpinned by 11 action plans including the Carbon Emissions Plan and the Waste Plan. The Carbon Emissions Plan seeks to measure and reduce greenhouse gas emissions while the Waste Plan seeks to reduce waste to landfill, increase recycling and re-use of resources.
- Income for Council through waste separation
 - Sale of steel waste and other saleable materials.
 - Reducing the consumption of the current landfill, through waste reduction and recycling.
 - Ensuring all commercial customers are captures and a fair payment system exists.
- Increased public education through sustainable waste management practices.

• Future ability to create waste industries, through recycling and reuse of rubber and plastics as well as green waste recycling and product development.

Residential Waste Fees & Income

As mentioned above, the introduction of a new waste fee model in 2019, was not intended and didn't result in a money-making exercise by Council in relation to residential waste fees, as highlighted below. The intention has and is to ensure a fairer and more transparent process in the use of the waste facility, whilst maintaining a cost recovery model, ensuring waste stream separation and community education as well as alignment to long term waste strategies and goals.

Table 1 shows the product and total income for each waste stream for the first 6 months of the 2021/2022 financial year. These figures represent non-account paying customers which are predominantly residential customers. Note: there is a small number of commercial users who do not have account who would be included in these figures.

WEIGH BRIDGE CASH CUSTOMERS 1/7/2021 – 31/12/2021					
PRODUCT	TOTAL WEIGHT (tonne)	TOTAL 6 MONTH INCOME (\$)			
Aluminum	0.26	0**			
Asbestos (N220)	11.02	4,948***			
Batteries	1.1	0**			
Bricks or concrete (Greater than 1 tonne)	506.23	10,114			
Car/Station Wagon/MGB	0*	1,295			
Commingled Recyclables	0*	0**			
Dead animals - cat or dog	0*	65***			
Dead animals – medium	0*	26***			
Dead Animals RANA/RSPCA	0*	0**			
E-Waste	0*	0**			
Ferrous (iron or steel)	0*	0**			
Glass	2.7	0**			
Green waste (Greater Than 1 Tonne)	49.24	492			
Green waste (Up to 1 Tonne)	7.62	0**			
Manures	0.03	0**			
Mattresses	0*	3,510***			
Mixed Waste	74.86	4,519			
Mixed waste from outside Broken Hill Local Government Area	8.84	1,494			
Offal/meat products/bones	0.88	68***			
Oil	2.5	88			
Oil Less than 20L	0.04	0**			
Paper/Cardboard	0*	0**			
Sewerage/Sludge/Grease trap Waste/Mud (prior arrangement only)	191.72	4,218			
Soil (not contaminated or VENM) (Greater than 1 tonne)	1807.33	39			
Soil Contaminated	0*	0**			
Tyre - Light Truck/4WD	0*	48***			
Tyre - Passenger Vehicle/Motorcycle/Scooter	0*	469***			

Cash Customers	2683.5	60,206
Wood, Timber (under 1 tonne)	8.17	0**
Wood, Timber	4.62	66
Vehicle Tare Weight (Ticket with weight supplied)	0*	682
Van/Ute/Trailer Level Load	3.34	21,220
Van/Ute/Trailer Heaped Load	0*	5,685
Tyres - Bulk	2.9	1,160***

 Table 1: Weighbridge income for residential users 1/7/2021 – 31/12/2022

* Non weighed products. Products charged per item

** Products free of charge

*** Products requiring additional management practices

Charges for waste received at the Waste Management Facility were implemented in 2019 with residential ratepayers receiving 5 vouchers allowing them free disposal of general waste at the facility. Options for changes to this model are outlined below:

OPTION 1 – Increased Vouchers for Residents (residential use)

The first option for Council's consideration is to continue with the current model of Waste charges but with an increased number of vouchers provided to ratepayers for mixed waste disposal. An increase from 5 vouchers to 8 would allow ratepayers 3 extra visits to the Waste Management Facility free of charge with Recyclables, E-waste, Steel and iron and Green waste up to 1 tonne continuing to be accepted free of charge without the use of a voucher. Additional vouchers can be supplied upon request for eligible residential customers.

OPTION 2 - Current Operating Model.

The second option for Council to consider is to continue with the current model with ratepayers receiving 5 vouchers for mixed waste disposal. Recyclables, E-waste, Steel and iron and Green waste up to 1 tonne would continue to be accepted free of charge.

Revision of Waste Strategy

As per the draft Operational Plan (attached to this report), it is recommended that a long term waste strategy be reviewed and adopted to ensure ongoing sustainable waste management and minimisation within the Broken Hill Local Government Area.

Council is engaged in the process of producing a three year waste management strategy, which will inform our long term goals in alignment with the Community Strategic Plan.

This strategy encompasses a few key areas, with a focus on developing a circular waste economy in the Broken Hill Region, starting with key producers and ending with final consumers, with the end goal of diverting as much waste as possible from waste management facilities, by advocating for the usage of long-lifespan products, re-purposing of otherwise obsolete equipment, and collaboration between industries to achieve optimal outcomes for all areas of the Broken Hill community.

The strategy is being developed to align with the NSW Waste and Sustainable Materials Strategy 2041, which places great emphasis on reducing the total amount of waste initially produced, prior to waste processing steps. The targets of this strategy include:

- 80% average recovery rate from all waste streams by 2030
- Reduce total waste generation per person by 10% by 2030
- Halve the amount of organic waste sent to landfill by 2030

The viability of processes such as recyclable material processing, energy creation, and the establishment of a local industry centred around these processes is being examined. BHCC believes there is potential for additional revenue streams within it's existing waste management processes, and by properly implementing and utilising these streams, overhead expenses created by the waste management centre can be reduced and as a result a reduction in cost to the Community as well as a supply of better recycling facilities to the residents of Broken Hill.

The opportunity is now for Council to capitalise on a market gap in Western NSW and remote Australia. There is large potential for waste industries to be developed and Broken Hill is well situated in regard to land availability, location, transport (road/rail corridors) and having a reputation of being a renewable centre of Australia.

The current fee structure with the provision of additional waste vouchers will ensure that waste stream separation is maintained, residential waste customers are not burdened with additional costs and Council is well positioned for future waste industry development to reduce waste management costs, generate revenue for Council and the Community and ensure sustainable recycling and reuse of waste into the future.

Budget Scenarios

PROPOSED BUDGET (Balanced Scenario)

The 2022/23 Operational Plan and Budget has been built around the Balanced Scenario of the Long Term Financial Plan.

The proposed budget takes into account the current operating environment including the ongoing effects of the COVID-19 pandemic and the Ukraine war, and the inflationary conditions that currently exist with sharp price increases being experienced for materials such as fuel, bitumen, steel, concrete and timber.

At the time of writing the report the assumptions are based on best estimates however, due to the uncertain economic and policy environment we are currently working with, it is expected that further adjustments (immaterial) will be made prior to final adoption of the Operational Plan.

The proposed budget takes a pro-active approach to these circumstances to try and mitigate the impacts to Council's operations, service delivery, capital renewals and impact to the local economy.

Whilst Council has limited control over what revenue it receives beyond the application for an Additional Special Variation for rates as detailed earlier in this report, it can control its expenditure. Operational expenditure has been reduced as best it can, in order to keep Council track towards surplus and the achievement of key financial ratios. Details of Council's expected operational income and expenditure can be found in the attached Delivery Program and Operational Plan.

With expenditure having been controlled as much as possible over the preceding 3 years, particularly as a response to the ongoing COVID-19 pandemic, the main point of difference from the proposed scenario (Balanced) and the alternate options for Council, is the effect on

the budget if the rates additional special variation (ASV) was not applied for or unsuccessful, or if the ASV was only applied on a temporary basis

The proposed Balanced Scenario is the preferred option for Council to adopt as it continues the ongoing drive towards financial sustainability of the organisation whilst also providing economic stimulus to the City to retain and grow employment whilst also providing improvement to key community infrastructure for increased livability and attractiveness of the City.

Key Aspects of the proposed Balanced Scenario are:

- Sets the Council up to return to surplus in 2024.
- Maintain Council's current permanent workforce.
- Ensure a healthy cash reserve to weather any unforeseen financial shocks (such as COVID-19).
- Ensure an appropriate rate of asset renewals is maintained so the City's infrastructure backlog is continually reduced.
- Meet all key financial & OLG benchmarks apart from the Operational Ratio for 2022 and 2023

This budget is sensitive to several internal and external drivers including Council decisions, operational performance, the external economic environment and State and Federal Government decisions including changes to legislation. Within the Long Term Financial Plan, there are a number of examples that demonstrate some of Council's main sensitivities and outline the impact of various scenarios on Council's long-term financial position.

For the purpose of this section the Scenarios have been limited to the impact of whether Council were to take advantage of a permanent additional special variation to rates of 2.3% in 2022/23 and if Council made no changes to its operating model including efficiency savings and only applied a 0.7% rate peg.

SCENARIO 2 – Temporary Additional Special Variation

This scenario follows the same assumptions as the proposed scenario, but with a temporary special variation to rates rather than a permanent one.

This effect of a temporary variation is that the additional rates revenue raised in 2022/23 from the additional variation is not added to Councils base permissible income and as such rates revenue is reduced in future years. Due to this revenue shortfall Councils return to surplus is made more difficult and vulnerable to unexpected events.

This model pushes reduces Council's surplus in 2024 and Council's cash position will be extremely tight. Another financial shock like the one currently experienced with COVID-19, will ensure vast service cuts to the community, for the Council to remain viable.

Key Aspects of this Scenario

- Surplus reduced in 2024.
- Capital works reduced to protect Council's cash reserves.
- Inefficient operating model.
- Borrowings remain the same
- Some key financial ratios & OLG benchmarks will not be met in the short term.

SCENARIO 3 – No Additional Special Variation

This scenario is based on the same expenditure assumptions in line with the previous two scenarios, however, Rates revenue is projected using the standard 0.7% rate peg as advised by IPART without the additional special variation (ASV). This scenario is also modelled without Council achieving key efficiencies and inflation modelled at 4% As you will see below, this pushes Council's breakeven point back to 2025, minimises capital works and puts Council in a high-risk cash position for the immediate future.

If this scenario was adopted, it would create a revenue shortfall of approximately three million dollars over 10 years. Council would find itself in a precarious position similar to that of 2013, when there was not enough cash available to cover external restriction and payable provisions, as well as not meeting the key criteria of a sustainable Council.

This position would see staff levels reduced and Council would be vulnerable to further financial shocks like that of the Covid pandemic.

Key Aspects to this Scenario

- Income Shortfall continues to grow putting pressure on services
- Breakeven pushed back to 2025
- Inefficient operating model.
- Borrowings remain the same.
- Some key financial ratios & OLG benchmarks will not be met in the short term.

The Balanced scenario Budget is achievable, responsible, affordable and significantly improves the financial position of Council during the COVID-19 pandemic; allowing Council to continue to meet the expectations of the community, maintain service levels and stimulates the local economy to assist in the economic recovery of businesses and retain and grow local employment

Consequently, the budgeted loss for 2022/2023 is \$0.77 million; this is a decrease in the budget deficit of \$1.25 million in 2021/2022 (excluding extraordinary items).

Quarterly budget reviews will be undertaken to measure Council's financial performance against the financial projections contained within this Operational plan, as well as unexpected adjustments due to COVID-19 or other factors during the year. Any decisions impacting on Council's financial position for the year will be incorporated into these reviews.

CAPITAL PROJECTS

The total capital expenditure budget for 2022/2023 has been set at \$18.5, inclusive of major capital projects with expected capital grants. The net cost to Council inclusive of these capital grants is: \$11.8m.

Projects reliant on capital funding will not proceed without this or will be subject to additional approval by Council.

Details in relation to specific capital items are included within the Operational Plan.

The level of capital expenditure will again be closely managed in 2022/2023 to ensure the objectives of the Long Term Financial Plan and Asset Management Plans are met. External funding of \$6.7m has been factored into this capital program; with the remaining \$11.8m to be funded from Council internally and externally restricted funds.

FEES AND CHARGES

Fees and Charges are included in the Operational Plan for the purposes of public consultation. Statutory fees are increased/decreased as per published government gazettes. Cost recovery fees are analysed accordingly to ensure costs are fully recoverable

or the appropriate subsidy from Council is applied. Fees are analysed to ensure government competitive neutrality is achieved.

Community Engagement:

The Draft Delivery Program 2022-2026 incorporating the Draft Operational Plan 2022/2023, inclusive of the Statement of Revenue Policy and Draft Schedule of Fees and Charges 2022/2023 will be placed on public exhibition for 28 days for community comment.

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 2021

Integrated Planning and Reporting Guidelines

Financial Implications:

Financial implications of the Delivery Program are outlined in Council's Long Term Financial Plan.

Included within the Draft Operational Plan 2022/2023 is the Statement of Revenue Policy, Annual Budget and the Draft Schedule of Fees and Charges 2022/2023.

Attachments

- 1. Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of
- Draft Fees and Charges 2022/2023

SIMON BROWN CHIEF FINANCIAL OFFICER

RAZIJA NU'MAN CHIEF CORPORATE AND COMMUNITY OFFICER

JAY NANKIVELL GENERAL MANAGER

Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023



AUSTRALIA'S FIRST HERITAGE LISTED CITY

Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

BROKEN HILL

QUALITY CONTR	OL				
KEY THEME	4. Our Leadership				
OBJECTIVE	4.1 Openness and transparency in	decision making			
STRATEGY	4.1.1 Support the organisation to op	perate within its leg	al framework		
FUNCTION	Leadership and Governance				
FILE REFERENCE	22/47	EDRMS NUMBER	D22/13160		
RESPONSIBLE OFFICER	General Manager				
REVIEW DATE	June 2023				
	ACTION MINUTE NUMBER				
DATE	ACTION		MINUTE NUMBER		
DATE 18 May 2022	ACTION Endorsed for Public Exhibition		MINUTE NUMBER		
			MINUTE NUMBER		
		prokenhill.nsw.gov.c	ument are available		

Acknowledgement of Country

The Wilyakali people of the Barkindji Nation are the Traditional Owners of the land upon which we all live, work and play and we pay our respects to their elders past present and emerging. We acknowledge the continuous connection of Aboriginal people to this land, a connection that has existed for tens of thousands of years.

Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

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Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

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Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023



ABOUT BROKEN HILL

The City of Broken Hill is the largest regional centre in the western half of New South Wales. It lies in the centre of the sparsely settled New South Wales Outback, close to the South Australian border and midway between the Queensland and Victorian borders. The nearest population base is Mildura in Victoria, approximately 300 kilometres to the south on the Murray River. The nearest capital city is Adelaide, approximately 500 kilometres to the southwest.

Connected by air, rail and road and with all the facilities that one would expect of a regional city, the Far West NSW region relies heavily on Broken Hill for essential services and connectivity.

Although located within NSW, Broken Hill has strong cultural and historic connections with South Australia and operates on Central Australian Time, half hour behind Eastern Standard Time.

Broken Hill's isolation is as much a strength as it is a challenge. This is Australia's longestlived mining city, where some of the world's major mining companies were founded on the richest mineral deposits and where safe working practices and workers legislation were first developed for miners in Australia. The City's skyline is dominated by prominent mining structures along the Line of Lode, including a memorial to miners.

Broken Hill sits beneath a vast sky (now being mined for renewable energy), atop a landscape famed for its natural, cultural and industrial heritage. Each day lives are lived out in dwellings built atop a mineralogical rainforest containing 300 confirmed mineral species and representing 2300 million years of geological history. Many of the City's streets take their names from the wealth of metals, minerals and compounds found in the City's Ore Deposit (its Line of Lode).

The City is renowned for its perfect light – by day the sun and by night the stars, the desert moon and the city lights – which attracts artists, photographers and filmmakers.

In January 2015, Broken Hill was recognised as Australia's First National Heritage Listed City. International findings show that heritage listing 'sells' and can stimulate growth through the visitor economy and the attraction of investment and entrepreneurial opportunity. As part of a very elite club, there is potential to heighten the brand of Broken Hill to world status.

Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

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Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

INTRODUCTION

EXECUTIVE SUMMARY

This document is Broken Hill City Council's combined Delivery Program 2022-2026 and Operational Plan 2022/2023.

MESSAGE FROM YOUR MAYOR

Before describing this Delivery Program, I feel it is important to first explain the role of the Community Strategic Plan (CSP) in relation to Council's service delivery.

The CSP is a plan developed by Council in partnership with the community that sets out residents' priorities and aspirations for the future of Broken Hill.

The current CSP was produced by Council in 2022 after extensive consultation with the community both before and after the outbreak of COVID-19.

A large and diverse range of locals, businesses and community groups have provided input to ensure the wishes and expectations of the community are reflected in the plan and we wish to thank everyone who contributed to this important document.

The next step is working to realise the community's aspirations and this combined 2022-2026 Delivery Program and 2022/2023 Operational Plan, outlines the activities that Council will undertake over the next 12 months to help the community reach the goals identified in the CSP.

It enables residents to see exactly how Council spends its funds and the kinds of services and activities that they can expect to be provided in their community in the coming years.



It provides a clear framework around Council's performance and enables us to be open and accountable to the public.

Council remains committed to improving its performance and the Service Review process, which examine all aspects of its operations and will continue during this term of Council.

We hope this combined Delivery Program and Operational Plan provides a useful guide to Council's future activities.

Mayor Tom Kennedy

Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

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Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

OUR COUNCIL ORGANISATION

YOUR COUNCILLORS

The Mayor and Councillors of Broken Hill have many responsibilities to the Council and the community. All Councillors, in accordance with the *Local Government Act* 1993, must "represent the collective interests of residents, ratepayers and the local community"; "facilitate communication between the local community and the governing body"; and "is accountable to the local community for the performance of the council".

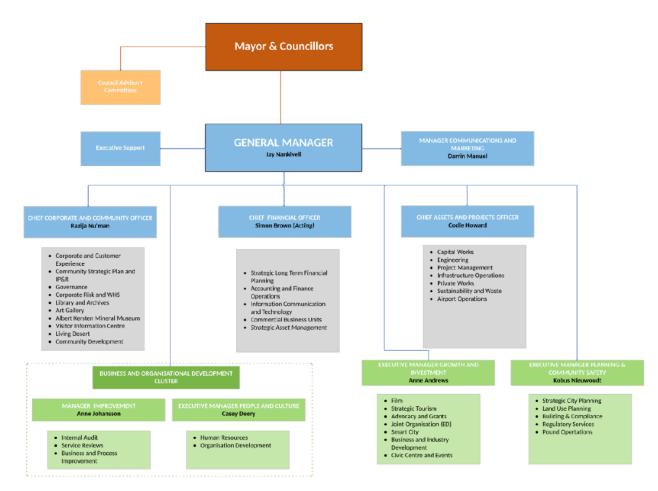


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BROKEN HILL CITY COUNCIL ORGANISATIONAL STRUCTURE



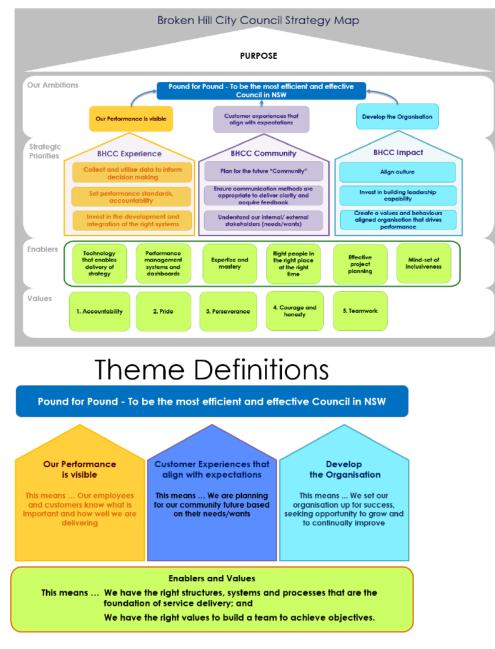
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COMMUNICATING OUR STRATEGY MAP

The Map summarises outcomes the organisation seeks to achieve under the Delivery Program 2022-2026. The Map is easy to read and assists our workforce to understand their role in service delivery to the community and improvement of performance.



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IMPACTS OF COVID-19

The COVID-19 (novel coronavirus) pandemic is an unprecedented public health crisis which has fast tracked an associated economic crisis. Short term unemployment rose significantly, with job losses impacting many sectors across our community such as accommodation and food services, retail trade, arts and recreation services, education services, construction and professional services.

With a long-term projected decline in population for Broken Hill, it was feared further job losses may hasten any decline, unless focused stimulus was implemented and received.

To date the broader financial implications of the pandemic have been severe. The City of Broken Hill has not been immune to these impacts and has sustained a significant financial impact from this crisis. Major projected and actual impacts include additional operational costs, as the Council increased cleaning and maintenance regimes and losses in revenue as the local community and wider economy were impacted.

Prolonged and reoccurring closures/restrictions of the City's community facilities, such as the Broken Hill City Art Gallery, Aquatic Centre and other community centres, have also resulted in a reduction in revenue and visitation and the City now needs to rebuild from this base.

A range of initiatives designed to alleviate financial pressure on small businesses across the City were presented to Council in March 2020. They included a revised procurement policy to favour local businesses, a freeze on overdue interest and a freeze on debt recovery until 31 December 2020.

To reduce the threat to its own operations, Council initially closed customer-facing facilities, expanded online service alternatives, discouraged nonessential staff travel and encouraged staff to work from home where possible to reduce risk of infection, both in the workplace and the wider community.

By late September 2020, the pandemic had mostly eased in regional NSW and Council was able to gradually ease restrictions on facilities after implementing COVID-19 Safety Plans and greatly increased safety measures.

Reoccurring lockdowns once again resulted in prolonged closures of the City's community facilities in 2021, resulting in a reduction in revenue and visitation. The changing conditions of the pandemic now present different challenges to Council, than in previous years. The change to 'a living with COVID-19' approach means lockdowns are now less likely to happen. The big challenge for Council now is managing and protecting its workforce in this environment as much as possible, to ensure Council is able to continue to provide high quality facilities and services to the community.

Council, like most organisations, has experienced disruptions due to loss of staff for periods of time, due to self-isolation requirements. Council has taken a risk-based approach to managing these impacts to ensure business continuity, along with implementing the requirements of NSW Public Health Orders.

The major financial impacts over the past two financial years have resulted in:

- Reduction in revenue from user fees and charges and investment income.
- Reduction in revenue for capital grants due to COVID –19 related delays in capital projects.
- Large increases to input costs such as bitumen, fuel, steel, timber and cement.
- Increased maintenance and cleaning expenditure, partly offset by reductions in staff training and travel expenses.

In last year's LTFP, Council had budgeted for a return to pre-COVID conditions for revenue and expenditure assumptions, for the 2022 Financial year. Reoccurring lockdowns in the second half of 2021 continued to impact negatively on Council revenues and sharply rising materials costs have also negatively affected Council's expenditure.

Council is beginning to see an uplift in revenue generation and the City has experienced a tourism boom over the past 6 months.

Council's foresight in taking advantage of T-Corp's lending opportunity to safeguard Council's workforce and stimulate the local economy through major liveability and amenity improvement projects, has been vital to further sustaining the long term growth of the City, as well as renewing core infrastructure.

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FINANCIAL – BALANCED SCENARIOS

LONG TERM FINANCIAL ESTIMATES/PERFORMANCE

The financial estimates provided have been derived from the Long Term Financial Plan.

INCOME STATEM	IENT			
\$ '000	2021	2022	2023	2024
	Actual	Q2 Review	Proposed Budget	Forecast
Income from Continuing Operations				
Revenue:				
Rates & annual charges	19,013	19,464	20,226	20,73
User charges & fees	3,325	3,325	3,480	3,56
Interest & investment revenue	573	497	498	49
Otherrevenues	4,867	235	464	47.
Grants & contributions for operating purposes	6,771	6,606	7,052	7,19
Grants & contributions for capital purposes	3,910	3,482	6,002	3,26
Other Income:		-	-	
Net gains from disposal of assets	-	-	-	-
Net share of interests in joint ventures	300	-	-	-
TOTAL IN COME FROM CONTINUING OPERATIONS	38, 759	33,609	37,722	35,72
Expenses from Continuing Operations				
Employee benefits & costs	13,475	13,577	14,563	14,85
Borrowing costs	958	641	678	60
Materials & contracts	10,438	10,861	10,029	9,17
Depreciation & amortisation	7,904	7,074	6,259	6,33
Impairment		-	-	-
Other expenses	2,822	821	963	96
Net losses from disposal of assets	503	-	-	-
Net share of interests in joint ventures		-	-	
TOTAL EXPENSES FROM CONTINUING OPERATIONS	36, 100	32,974	32,492	31,937
OPERATING RESULT FOR THE YEAR	2,660	635	5,230	3,78
NET OPERATING RESULT FOR THE YEAR BEFORE GRANTS &	((n. n. 1991)	()	
CONTRIBUTIONS FOR CAPITAL PURPOSES	(1,251)	(2,847)	(772)	52
NET OPERATING RESULT FOR THE YEAR EXCLUDING EXTRAORDINARY ITEMS BEFORE GRANTS & CONTRIBUTIONS FOR CAPITAL PURPOSES	(1.261)	10 0471	1770	52
BEFORE GRANTS & CONTRIBUTIONS FOR CAPITAL PURPOSES	(1,251)	(2,847)	(772)	
Rate Peg	2.60%	2.60%	2.30%	2.3
General Index Employee Cost Index	2.50% 2.75%		2.50% 2.70%	2.6
GrantIndex	2.00%	2.00%	2.00%	2.0
nvestment i nterestrate Overdue rates interestrate	2.00%	3.00% 6.00%	1.50% 6.00%	2.5
Overdue rates interest rate Efficiency gain on Materials & Contracts	6.50% -2.00%	6.00% -2.00%	6.00% -2.00%	

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STATEMENT OF FINAL	ICIAL POSITION			
\$ '000	2021	2022	2023	2024
	Actual	Q2 Review	Proposed Budget	Forecast
Assets			bouger	
Current Assets:				
Cash & cash equivalents	25,747	21,214	11,980	13,409
Investments	3,000	3,000	3,000	3,000
Receiv ables	4,722	5,518	5,653	6,094
Inventories	133	118	136	140
Other	406	717	416	427
Non-current assets classified as 'held for sale'	-	-	-	-
TOTAL CURRENT ASSETS	34,008	30, 567	21,185	23,069
Non-Current Assets:				
Investments	-	-	-	-
Receivables	-	-	-	-
Inventories	-	-	-	-
Infrastructure, property, plant & equipment	252,386	263,651	265,254	265,888
Investments accounted for using the equity method	1,144	1,359	1,144	1,144
Investment property	-	-	-	-
Intangible assets	-	-	-	-
TOTAL NON-CURRENT ASSETS	253,530	265,010	266,398	267,032
TOTAL ASSETS	287,538	295, 577	287,584	290,101
Liabilities				
Current Liabilities:				
		0.500	1 000	
Payables Income Received in Advance	3,779	3,500	1,902	2,216
		-	-	-
Contract Liabilities	2,352	1 (05	1 / /7	1.00
Borrowings	1,443	1,605	1,647	1,690
Provisions	4,115	3,184	3,829	3,47
TOTAL CURRENT LIABILITIES	11,689	8, 28 9	7,379	7,378
Non-Current Liabilities:	21,237	19,615	18,143	16,495
Payables	-	-	-	-
Borrowings	19,794	18,010	16,495	14,805
Provisions	9,607	11,912	12,262	13,586
TOTAL NON - CURRENT LIABILITIES	29,401	29,922	28,757	28,391
TOTAL LIABIUTIES	41,090	38,211	36, 136	35,769
NET ASSETS	246,448	257,366	251,448	254,333
Equity	10074	110.450	110.741	117.70
Retained earnings	108,741	119,659	113,741	116,626
Revaluation reserves	137,707	137,707	137,707	137,707
Council equity interest Non-controlling interest	246,448	257,366	251,448	254,333
TOTAL EQUITY	246,448	257,366	251,448	254,333
Ass umphons General Index No impact from revaluation of assets	2.50%	2.50%	2.50%	2.50

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DELIVERY PROGRAM STATEMENT OF CAS		023		
STATEMENT OF GAS	2021	2022	2023	2024
	Actual	Q2 Review	Proposed Budget	Forecast
Cash Flows from Operating Activities				
Receipts:				
Rates & annual charges	18,813	18,880	19,619	20,109
User charges & fees	2,713	3,225	3,376	3,460
Investment & interest revenue received	482	896	465	413
Grants & contributions	12,489	10,088	13,054	10,453
Bonds, deposits & retention amounts received	14	-	-	-
Other	5,582	228	450	461
Payments:				
Employee benefits & costs	(13,133)	(13,170)	(14,126)	(14,409)
Materials & contracts	(12,274)	(10,535)	(9,728)	(8,898)
Borrowing costs	(645)	(641)	(678)	(606)
Bonds, deposits & retention amounts refunded	-	-	-	(000)
Other	(807)	(796)	(934)	(938)
NET CASH PROVIDED (OR USED IN) OPERATING ACTIVITIES	13,234	8,175	11,498	10,045
Cash Flows from Investing Activities				
Receipts:				
Sale of investment securities	13,000	-	-	-
Sale of infrastructure, property, plant & equipment	664	-	-	-
Deferred debtors receipts	31	-	-	-
Other investing activity receipts	-	-	-	-
Payments:				
Purchase of investment securities	(10,000)	-	-	-
Purchase of infrastructure, property, plant & equipment	(13,454)	(11,265)	(19,127)	(6,969)
Deferred debtors & advances made	-	-	-	-
NET CASH PROVIDED (OR USED IN) INVESTING ACTIVITIES	(9, 759)	(11,265)	(19,127)	(6,969)
Cash Flows from Financing Activities				
Receipts:				
Proceeds from borrowings & advances	10,000	-	-	-
Payments:				
Repayment of borrowings & advances	(1,255)	(1,443)	(1,605)	(1,647)
NET CASH PROVIDED (OR USED IN) FINANCING ACTIVITIES	8,745	(1,443)	(1,605)	(1,647)
NET INCREASE/(DECREASE) IN CASH & CASH EQUIVALENTS	12,220	(4, 533)	(9,234)	1,429
plus: CASH & CASH EQUIVALENTS - beginning of year	1 3, 52 7	25,747	21,214	11,980
CASH & CASH EQUIVALENTS - end of year	25,747	21,214	11,980	13,409
Addition al Information	23,/4/	21,214	11,700	10,407
plus: Investments on hand - end of year	3,000	3,000	3,000	3,000
TOTAL CASH, CASH EQUIVALENTS & INVESTMENTS - end of year	28,747	24,214	14,980	16,409
Ass vmpitons Pates & charges recovery rate Debror recovery rate Central Index	97.00% 97.00% 2.50%	97.00% 2.50%	97.00% 97.00% 2.50%	97.00 97.00 2.50
Investment Interestrate Overdue rates interest rate No restricted ash	2.00% 7.50%		1.50% 6.00%	2.50 6.50

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DELIVERY PRO	IGRAM -	- 2822	-2823		
	ANCIAL RATI				
	2021	2022		2024	Operating Ratio
	Actual (32 Review	Proposed Budget	orecast	
Operating Ratio This ratio measures Council's ability to contain operating expenditure within operating revenue. Benchmark - Greater than 0% (operating revenue excl. capital grants and contributions - operating expenses) / operating revenue excluding capital grants and contributions	-3.59%	-9.45%	-2.43%	1.62%	0% - 2021 2022 2023 2024 -2%
Cash Expense Cover Ratio This ratio indicates the number of months Council can continue paying for its					Cash Expense Cover
immediate expenses without additional cash inflow. Benchmark - Greater than 3.0 months [ournert years cash and cash equivalents / (total expenses - depreciation - interest costs) = 12	13.99	3.94	8.44	9.32	
Current Ratio					Current Ratio
This ratio represents Council's ability to meet dent payments as they fail due, it should be noted that Council's estimative restricted asses with not be available as operating funds and as such can significantly impact Council's ability to meet its kabilities. Benchmart - Greater than 1.5 current assets / current liabilities	2.91	2.58	2,87	3.13	
Unrestricted Current Ratio To assess the adequacy of working capital and its ability to satisfy obligations					Unrestricted Current s Ratio
in the short term for the unrestricted activities of Council. Benchmark - Greater than 1.5	2.91	2.39	2.71	2.76	4
current a server a ruar rua current a server a current a citivities/ current flabilities, less specific purpose flabilities					
Own Source Operating Revenue					Own Source
This ratio measures the level of Councits fiscal flexibility. It is the degree of reionce on external funding sources such as operating grants and contributions. Councits financial flexibility improves the higher the level of its own source revenue.	72.44%	76.43%	65.39%	70.7495	Operating Revenue
Benchmark - Greater than 60% rates, utilities and charges / total operating revenue (inclusive of capital grants and contributions)					2015 0/5 = 2021 = 2022 = 2023 = 2024
Debt Service Cover Ratio					Debt Service Cover Ratio
This ratio measures the availability of cash to service debt including interest, principal, and lease payments.	3.53	3.29	2.70	3.31	5 4
Benchmark - Greater than 2.0 operating result before interest and depreciation (BBIIDA) / principal repayments +borrowing interest costs					
Interest Cover Ratio This taki indicates the extent to which Council can service its interest bearing debt and take on additional borrowings. It measures the burden of the current interest expense upon Council's operating cash.	7.94	10.62	9.10	12.32	15 Interest Cover Ratio
Benchmark - Greater than 4.0 operating result before interest and depreciation (BBITDA) / interest expense					6 3 0 = 2021 = 2022 = 2023 = 2024
Capital Expenditure Ratio This ratio indicates the extent to which Council is forecasting to expand its asset base with capital expenditure spent on both new assets and repacement and renewal of existing assets. Benchmart - Greater than 1.1 annual capital expenditure J annual depreciation	1.70	1.15	3.06	1.10	Capital Expenditure Ratio
					0.40 0.00 = 2021 = 2022 = 2023 = 2024

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FINANCIAL ESTIMATES

ANNUAL ESTIMATES

The financial estimates provided in the Operational Plan in the following sections reflect the range of services provided by Council at the time of drafting this Plan.

As indicated in Council's Long Term Financial Plan, Council must continue to develop strategies and make decisions to ensure the reduction of financial deficits and return to surplus to ensure the future sustainability of Council. Such decisions may not provide overnight relief from the weakened (COVID-19 induced) financial position and as such, it is important to take a longer-term strategic view of the benefits of such decisions.

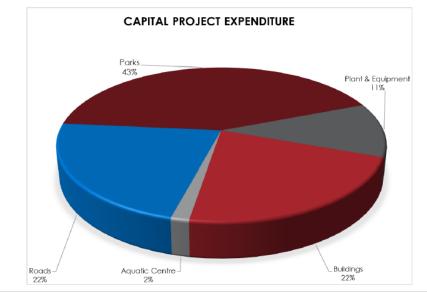
Council has reviewed its Long Term Financial Plan and proposed a model to allow for a decrease in the operating deficit for the 2022/2023 financial year, while maintaining its capital works program and agreed asset renewal ratio of 110%, whilst still seeking a return to surplus in 2024. Whilst Council may still return to surplus in 2024, it requires adjustments to previous assumptions, asset rationalisation in conjunction with the construction of new infrastructure for improved liveability and how Council operates its services.

The Consolidated Estimated Income Statement, Balance Sheet and Cash Flow Statement for the 2022/2023 financial year are contained within the Revenue Policy on page 64.

Where is Council's budget spent? Find out more about the budget, expenditure, services and projects on Council's website www.brokenhill.nsw.gov.au							
AIRPORT \$0.12M	ART GALLERY \$0.60M	AQUATIC CENTRE \$1.49M	CIVIC CENTRE \$0.66M	GEOCENTRE \$0.19M			
*	S		⊗.⊗ '∎				
LIBRARY \$0.63M	PARKS AND OPEN SPACES \$1.77M	ROADS, FOOTPATHS AND TRANSPORT \$2.19M	SPORTING FIELDS \$0.97M	VISITOR INFORMATION CENTRE \$0.36M			
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CAPITAL PROJECTS

OPERATIONAL	PLAN –	2022-2023
INCOM	E STATE	MENT

\$'000	2023	2023	2023	2023	2023
	TOTAL Proposed Budget	Our Leadership Proposed Budget	Our Community Proposed Budget	Our Economy Proposed Budget	Our Environment Proposed Budget
Income from Continuing Operations					
Revenue:					
Rates & annual charges	20,226	16,828	(6)	-	3,404
User charges & fees	3,480	115	542	1,070	1,752
Interest & investment revenue	498	471	-	-	27
Other revenues	464	194	133	81	56
Grants & contributions for operating purposes	7,052	5,164	1,457	432	-
Grants & contributions for capital purposes	6,002	-	6,002	-	-
Other Income:			-	-	-
Net gains from disposal of assets	-	-	-	-	-
Net share of interests in joint ventures	-	-	-	-	-
TOTAL INCOME FROM CONTINUING OPERATIONS	37, 722	22, 773	8,128	1,583	5,239
		-	-	-	-
Expenses from Continuing Operations		-	-	-	-
Employee benefits & costs	14,563	7,949	3,095	1,555	1,965
Borrowing costs	678	105	497	-	75
Materials & contracts	10,029	5,952	2,674	1,047	356
Depreciation & amortisation	6,259	4,139	1,630	405	85
Impairment	-	-	-	-	-
Other expenses	963	762	21	80	100
Net losses from disposal of assets	-	-	-	-	-
TOTAL EXPENSES FROM CONTINUING OPERATIONS	32, 492	18, 908	7,917	3,086	2, 581
OPERATING RESULT FOR THE YEAR	5,230	3,865	211	(1, 504)	2,658
		-			
NET OPERATING RESULT FOR THE YEAR BEFORE GRANTS & CONTRIBUTIONS FOR CAPITAL PURPOSES	(772)	3,865	(5,791)	(1,504)	2,658

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INTEGRATED PLANNING & REPORTING

THE FRAMEWORK

In 2009, the NSW Government introduced legislation in the form of the Local Government Amendment (Planning and Reporting) Act 2009 to improve strategic planning in NSW councils. In 2020, the NSW Government updated that legislation.

The Integrated Planning and Reporting Framework requires councils to develop a **Community Strategic Plan**, which outlines the Vision, Goals and Strategies for the community. The plan is not limited to the responsibilities of any one government or organisation.

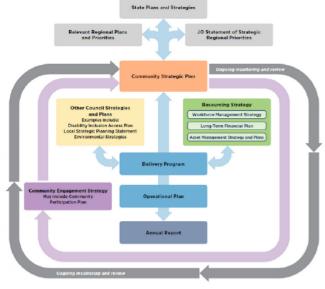
Although considered long term, our Community Strategic Plan will remain current through a review in line with Local Government Elections.

Under the Framework, Broken Hill City Council will use the Community Strategic Plan to determine which goals and strategies can be implemented at a local government level. These goals and strategies are included in a four-year **Delivery Program**. The Delivery Program will remain current through an annual review.

To ensure that Council has the required resources to achieve the goals and strategies set out in the Delivery Program, a **Resourcing Strategy** is prepared to address long term workforce planning, financial management and asset management.

The **Operational Plan** is a plan which focuses on the short term. It provides a one-year detailed plan of which activities and projects from the Delivery Program will be implemented.

Each year, our success in achieving the goals and strategies set out in these plans will be reported through Council's **Annual Report**.



Disability Inclusion Action Planning supports the fundamental right of choice for people with disability in our community.

Choice, inclusion and accessibility is achieved by providing the same opportunities and ability to choose how persons with disability live their lives and enjoy the benefits of living and working in our community.

The Disability Inclusion Act 2014 (NSW) was introduced in December 2014 and provides the legislative framework to guide state and local government disability inclusion and access planning.

The Disability Inclusion Act 2014 (NSW) requires all local government organisations to produce a Disability Inclusion Action Plan (DIAP), setting out measures enabling people with a disability to access general support and services and fully participate in the community.

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OUR KEY THEMES

The Delivery Program and Operational Plan is arranged by Key Themes taken from the Community Strategic Plan - Your Broken Hill 2040.

- Key Theme 1: Our Community
- Key Theme 2: Our Economy
- Key Theme 3: Our Environment
- Key Theme 4: Our Leadership

The four key themes include strategic objectives for the community that address social, environmental, economic and civic leadership issues identified by the community – commonly referred to as the "quadruple bottom line".

The key themes are colour coded and articulate the Community Strategic Plan community vision as expressed in community engagement forums, in developing the Community Strategic Plan.

The Delivery Program and Operational Plan detail key objectives, strategies and actions, which Council can contribute to achieving the high-level goals outlined in the Community Strategic Plan.

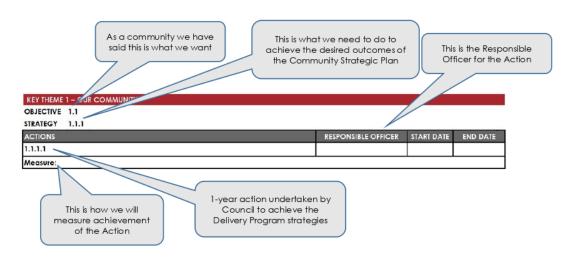
HOW TO READ THIS PLAN

The tables in the document under each of the four key themes contain reference numbers. The reference numbers are primarily for internal Council purposes, however, will be used when providing progress reports to the community every six months.

The table and diagram below explain how to read and understand the tables and demonstrates how Delivery Program strategies and one-year Operational Plan actions align to the Your Broken Hill 2040 Community Strategic Plan objectives.

COMMUNITY DIRECTION		
1	Key Theme	
1.1	CSP Community Objective	
1.1.1	Delivery Program Strategy	
1.1.1.1	1-year Operational Plan Action	
Measure Measure of achievement		

EXAMPLE



Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

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VCORPORATING DRAFT OPERATIONAL PLAN 022/2023, INCLUSIVE OF THE STATEMENT OF

PROGRAM 2022-2026

DELIVERY

NCORPORATING

KEY THEME 1 – OUR COMMUNITY

We are a connected and unique community and enjoy our safety and wellbeing. We aspire to create welcoming, accessible and safe private and public places that foster good health and social interaction. We maintain an inclusive lifestyle as we come together to get things done.



INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES

AND CHARGES 2022/2023

202

2022-

PROGRAM

DELIVERY

KEY THEME 1 - OUR COMMUNITY

The focus of Key Theme 1 – Our Community is how we work together to ensure we have a healthy community in a liveable city.

We value lifestyle and wellbeing in a place that encourages safe, active and social opportunities.

We are a connected and unique community and enjoy our safety and wellbeing.

We aspire to create welcoming, accessible and safe private and public places that foster good health and social interaction.

We maintain an inclusive lifestyle as we come together to get things done.

There is a strong link between the ambience and quality of our surroundings and our individual and collective wellbeing.

We value our diversity, our safety, our heritage outback environment and love the uniqueness of our City.

We value the built environment and love the shops, restaurants, bars and range of recreation facilities.

We would like to see more vibrancy in our public spaces.

As the first Australian city to be included on the National Heritage List, the built environment is also highly valued and our community places great importance on protecting, celebrating and enhancing it as much as we are able.

The tables to follow provide objectives to help us meet the overall goal for 'Our Community' as outlined in the Community Strategic Plan, which contributes to the community's combined vision for the future. Under each objective we show strategies that Council will undertake to allow us to meet our goals and actions to help us ensure we are on the right path.

OUR COMMUNITY - OBJECTIVES FROM THE COMMUNITY STRATEGIC PLAN

1.1 Our community spirit is our strength

1.2 People in our community are in safe hands

1.3 Our community works together

1.4 Our history, culture and diversity are embraced and celebrated

1.5 Our built environment supports our quality of life

1.6 Our health and wellbeing ensure that we live life to the full

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OBJECTIVE 1.1 Our community spirit is our strength

STRATEGY 1.1.1 Provide opportunities for people to come together to find local solutions to a range of social and health issues

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.1.1.1 Support community led interagency meetings	Community Development Officer	01-Jul-2022	30-Jun-2023
Measure: Number of community led interagency meetings attended			
1.1.1.2 Apply for grants for intergenerational community events in collaboration with community groups	Community Development Officer	01-Jul-2022	30-Jun-2023
Measure: Number of successful grants for community events			
1.1.1.3 Create opportunity for open dialogue with community agencies about homelessness in the City	Community Development Officer	01-Jul-2022	30-Jun-2023
Measure: Number of meetings held to discuss homelessness			
1.1.1.4 Develop Section 355 committee to discuss the concerns of senior citizens	Community Development Officer	01-Jul-2022	30-Jun-2023
Measure: Section 355 constitution for Senior Citizens drafted			
STRATEGY 1.1.2 Maintain and enhance the Open and Cultural Public Spaces wit	hin the City		
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.1.2.1 Develop an engagement plan with Traditional Owners for consultation for green space in Creedon Street	Community Development Officer	01-Jul-2022	30-Jun-20223
Measure: Engagement plan for Creedon Street consultation developed and imple	emented		
1.1.2.2 Investigate opportunities to reopen Mulga Creek Wetlands for public use	Chief Assets and Projects Officer	01-Jul-2022	30-Jun-20223
Measure: Number of opportunities identified for Mulga Creek			· · · · ·

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE	
1.1.3.1 Maintain asset condition scores above index of 3 through scheduled maintenance	Coordinator Strategic Asset Management	01-Jul-2022	30-Jun-2023	
Measure: Scheduled maintenance tasks developed and implemented across all asset types				

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STRATEGY 1.1.4 Facilitate the celebration of community and cultural events

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ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.1.4.1 Investigate and develop opportunities to celebrate National Heritage Status	Events Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of events held for National Heritage Status		1	
1.1.4.2 Support the annual Miners' Memorial Ceremony	Events Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of support hours provided to Miners' Memorial Ceremony		-	
1.1.4.3 Deliver a program of community events	Events Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of community events held by Council			
1.1.4.4 Investigate grant opportunities to support the delivery of community events	Economic Development Officer	01-Jul-2022	30-Jun-2023
Measure: Number of grant opportunities identified for community events			
STRATEGY 1.1.5 Recognise Volunteerism			
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.1.5.1 Host volunteer awards	Events Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of volunteer award nominations received			
1.1.5.2 Review existing Council volunteer programs and develop an overarching volunteer policy framework	Community Development Officer	01-Jul-2022	30-Jun-2023
Measure: Overarching volunteer policy framework developed			
1.1.5.3 Maintain Heritage Walk Tour program	Visitor Services Coordinator	01-Jul-2022	30-Jun-2023

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Measure: Number of Heritage Walk tours undertaken

Measure: Number of City Ambassador volunteers recruited

1.1.5.5 Support volunteering opportunities within the Library

Measure: Number of Library volunteer hours implemented

Measure: Number of Library volunteer programs

1.1.5.4 Finalise City Ambassador Recruitment

Measure: Number of Library volunteers

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30-Jun-2023

30-Jun-2023

01-Jul-2022

01-Jul-2022

Visitor Services

Coordinator

Library Coordinator

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ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
STRATEGY 1.1.6 Support youth events			
Measure: Number of Section 355 committees supported			
1.1.5.9 Support Council's Section 355 committees in undertaking their duties	Corporate Services Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of volunteer hours implemented at Living Desert			
1.1.5.8 Support volunteering opportunities within the Living Desert	Living Desert Ranger	01-Jul-2022	30-Jun-2023
Measure : Number of Gallery volunteers Measure : Number of Gallery volunteer hours implemented			
1.1.5.7 Support volunteering opportunities within the Gallery	Manager Gallery and Museum	01-Jul-2022	30-Jun-2023
Measure : Number of Archives volunteers Measure : Number of Archives volunteer hours implemented Measure : Number of Archives volunteer programs			
1.1.5.6 Support volunteering opportunities within the Archives	Library Coordinator	01-Jul-2022	30-Jun-2023

		1	
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.1.6.1 Plan and budget for youth events and ongoing consultation with young people	Community Development Officer	01-Jul-2022	30-Jun-2023
Measure: Number of youth events held Measure: Number of consultations held with young people			
1.1.6.2 Provide co-curricular youth programs at the Gallery	Manager Gallery and Museum	01-Jul-2022	30-Jun-2023
Measure: Number of Gallery programs for young primary Measure: Number of Gallery programs for middle primary Measure: Number of Gallery programs for teens			
1.1.6.3 Provide youth inclusive spaces within the Library	Library Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of youth inclusive spaces in Library			
1.1.6.4 Library participation in Council led youth events and activities	Library Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of Library participations in Council led youth events/activities			

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OBJECTIVE 1.2 People in our community are in safe hands

STRATEGY 1.2.1 Prioritise actions within the Smart City Framework that support safer communities

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.2.1.1 Install CCTV on new lighting and banner poles in Argent Street	Chief Assets and Projects Officer	01-Jul-2022	30-Jun-2023
Measure: Number of CCTV installed on new lighting and banner poles			

STRATEGY 1.2.2 Maintain infrastructure and services for the effective management and control of companion animals

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.2.2.1 Continue to provide a comprehensive companion animal management service in accordance with objectives in the Companion Animal Management Plan	Executive Manager Planning and Community Safety	01-Jul-2022	30-Jun-2023
Measure: Number of objectives implemented from Companion Animal Management Plan			
1.2.2.2 Implement Companion Animal Working Group	Executive Manager Planning and Community Safety	01-Jul-2022	30-Jun-2023
Measure: Number of Companion Animal Working Group members	•		

STRATEGY 1.2.3 Active participation in Local Emergency Management Committee and Local Rescue Committee

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.2.3.1 Actively participate and support the local regional state emergency management committees	Chief Assets and Projects Officer	01-Jul-2022	30-Jun-2023
Measure: Number of participations in LEMC meetings			
1.2.3.2 Upgrade equipment and make improvements to the emergency operations centre	Chief Assets and Projects Officer	01-Jul-2022	30-Jun-2023
Measure: Number of upgrades/improvements to emergency operations centre			

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STRATEGY 1.2.4 Advocate for community and social service providers to be adequately resourced to meet community needs

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.2.4.1 Work with social service providers to identify resourcing gaps	Community Development Officer	01-Jul-2022	30-Jun-2023
Measure: Number of social service provider meetings attended			

STRATEGY 1.2.5 Advocate for affordable, reliable, sustainable water and utilities

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.2.5.1 Collaborate with industry to deliver affordable and efficient utilities inclusive of renewable and smart technology and investment	Executive Manager Growth and Investment		30-Jun-2023
Measure: Number of representations for affordable, reliable, sustainable water and	utilities		

OBJECTIVE 1.3 Our community works together

STRATEGY 1.3.1 Provide programs at Cultural Facilities

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.3.1.1 Present a varied, diverse and engaging Artistic Program across the Gallery and Museum sites	Manager Gallery and Museum	01-Jul-2022	30-Jun-2023
Measure: At least four exhibition rounds in Gallery Measure: At least two exhibition rounds in Museum			
1.3.1.2 Present a varied, diverse and engaging Public Program across the Gallery and Museum sites	Manager Gallery and Museum	01-Jul-2022	30-Jun-2023
Measure: Number of public programs presented in Gallery Measure: Number of public programs presented in Museum			
1.3.1.3 Provide quality Library services	Library Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of Library visitations Measure: Number of Library memberships Measure: Number of Library loans			
1.3.1.4 Provide quality Archive services	Library Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of Archive visitations Measure: Number of Archive enquiries			

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	1	1	
1.3.1.5 Provide cultural and educational Library programs	Library Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of Library programs Measure: Number of Library program attendees			
1.3.1.6 Provide Library outreach programs and activities	Library Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of Library outreach programs/activities delivered Measure: Number of Library outreach members			
1.3.1.7 Explore grant opportunities for Library	Library Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of grants identified suitable for Library			
1.3.1.8 Improve the accessibility of archive collection to the public	Library Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of accessible archives items Measure: Number of digitised archives items			
1.3.1.9 Explore grant opportunities for Archives	Library Coordinator	01-Jul-2022	30-Jun-2023
Measures: Number of grants identified suitable for Archives			
STRATEGY 1.3.2 Participate and collaborate in external consultation activities			
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.3.2.1 Actively engage and participate in various community and agency meetings as well as major project consultations	General Manager	01-Jul-2022	30-Jun-2023

RESPONSIBLE OFFICER

Manager

Communications

START DATE

01-Jul-2022

ACTIONS

Strategy

Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

Measure: Number of media releases provided

Measure: Number of participations in community/agency meetings **Measure:** Number of participations in major project consultations

STRATEGY 1.3.3 Ensure Community Engagement Strategy remains relevant

1.3.3.1 Provision of information to community as per Community Engagement

END DATE

30-Jun-2023

STRATEGY 1.3.4 Advocate for access to affordable social and health services

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.3.4.1 Work with key stakeholders to identify social and health service gaps	Community Development Officer	01-Jul-2022	30-Jun-2023
Measure: Number of social services meetings attended Measure: Number of health meetings attended			

STRATEGY 1.3.5 Provide appropriate infrastructure to maintain and enhance sustainable transport

	•			
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE	
1.3.5.1 Continue to actively participate and contribute to the Far South West Joint Organisation's transport improvement strategy	sport improvement strategy Officer		30-Jun-2023	
Measure: Number of contributions/participations in FSWJO transport improvement s	strategy discussions			
1.3.5.2 Investigate planning and design requirements to upgrade the City's bus Chief Assets and Projects 01-Jul-2022 30-Jul-2022 stops to meet Australian standards Officer 01-Jul-2022 30-Jul-2022				
Measure: Requirements identified to upgrade City bus stops	1			
1.3.5.3 Carry out high priority action items within the annual CASA surveillance safety audit	Manager Airport	01-Jul-2022	30-Jun-2023	
Measure: Number of identified high risk/urgent matters completed to a satisfactory	standard by CASA			

STRATEGY 1.3.6 Investigate opportunities to partner with organisations to support young people to transition into the workforce

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.3.6.1 Collaborate with Local Jobs Taskforce and other key stakeholders to identify opportunities for young people	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-2023
Measure: Number of collaborations to identify workforce opportunities for young pe	ople		

STRATEGY 1.3.7 Provide opportunities for collaboration and sharing of public resources

ACTIONS	RESPONSIBLE	OFFICER	START DATE	END DATE
1.3.7.1 Maintain community contacts databases	Commu Developmer		01-Jul-2022	30-Jun-2023
Measure: Annual update of Community contacts database				

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	Museum		
Measure: At least two commission programs in Gallery			
STRATEGY 1.3.8 Maintain and strive to continuously improve the Customer Con	tact and Call Centre		
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.3.8.1 Undertake Community Satisfaction Survey	Corporate Services Coordinator	01-Jul-2022	30-Jun-2023
Measure: Community Satisfaction Survey undertaken		-	
1.3.8.2 Undertake Customer Service Evaluations for business improvement	Corporate Services Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of Customer Service Evaluations carried out			
1.3.8.3 Seek to expand and test further capabilities of the established Online Community Portal	Corporate Services Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of enhancements to Online Community Portal		-	
1.3.8.4 Undertake staff training for the Online Community Portal	Corporate Services Coordinator	01-Jul-2022	30-Jun-2023
Measure: Online Community Portal staff training undertaken			
1.3.8.5 Review and implement a new and improved Council facilities booking process	Corporate Services Coordinator	01-Jul-2022	30-Jun-2023
Measure: New Council facilities booking process implemented			

STRATEGY 1.4.1 Facilitate the promotion of community events

1.3.7.2 Continue the Commission/Residency program within the Gallery

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.4.1.1 Promote Council community events to the community	Manager Communications	01-Jul-2021	30-Jun-2022
Measure: Number of promotions of Council community events			

01-Jul-2022 30-Jun-2023

Manager Gallery and

STRATEGY 1.4.2 Support the reconciliation movemen	STRATEGY	the reconciliation movement
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DNSIBLE OFFICER Community lopment Officer ager Gallery and Museum ager Gallery and Museum	START DATE 01-Jul-2022 01-Jul-2022 01-Jul-2022	END DATE 30-Jun-202 30-Jun-202 30-Jun-202 30-Jun-202
lopment Officer ager Gallery and Museum ager Gallery and Museum	01-Jul-2022 01-Jul-2022	30-Jun-202 30-Jun-202
Museum ager Gallery and Museum	01-Jul-2022	30-Jun-202
Museum ager Gallery and Museum	01-Jul-2022	30-Jun-202
Museum		
Museum		
ary Coordinator	01-Jul-2022	30-Jun-202
ary Coordinator	01-Jul-2022	30-Jun-202
ONSIBLE OFFICER	START DATE	END DATE
utive Manager h and Investment	01-Jul-2022	30-Jun-202
utive Manager h and Investment	01-Jul-2022	30-Jun-202
ł	n and Investment	n and Investment

STRATEGY 1.4.4 Advocate for funding and investment in community developmer	nt projects		
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.4.4.1 Investigate grant funding opportunities and partner with local entities to increase activities that allow for better health and wellbeing	Economic Development Officer	01-Jul-2022	30-Jun-2023
Measure: Number of health and well-being grant opportunities identified Measure: Number of local health and well-being partnerships developed			

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STRATEGY	1.4.5	Support events that celebrate history, culture and diversity	/
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ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.4.5.1 Work with third parties to seek funding to celebrate history, culture and diversity	Economic Development Officer	01-Jul-2022	30-Jun-2023
Measure: Number of grant opportunities identified for history, culture and diversity			
1.4.5.2 Provide support and advice to event planners to deliver events within region	Events Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of occasions support/advice provided to event planners			

OBJECTIVE 1.5 Our built environment supports our quality of life

STRATEGY 1.5.1 Review and update development and building strategies and policies to ensure relevance

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.5.1.1 Commence review of Environmental Planning Instruments and Policies	Executive Manager Planning and Community Safety		30-Jun-2023
Measure: Number of Environmental Planning Instruments reviewed Measure: Number of Policies reviewed		-	

STRATEGY 1.5.2 Manage ongoing delivery of the Central Business District (CBD) Masterplan

	•		
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.5.2.1 Manage delivery of infrastructure projects associated with the implementation of the Way Finding Strategy	Chief Assets and Projects Officer	01-Jul-2022	30-Jun-2023
Measure: Number of infrastructure projects delivered for Way Finding Strategy			
1.5.2.2 Manage delivery of infrastructure projects associated with the Library and Archives project	Chief Assets and Projects Officer	01-Jul-2022	30-Jun-2023
Measure: Number of infrastructure projects delivered for Library and Archives projec	st		
1.5.2.3 Manage delivery of infrastructure projects associated with CBD Revitalisation project	Chief Assets and Projects Officer	01-Jul-2022	30-Jun-2023
Measure: Number of infrastructure projects delivered for CBD Revitalisation project			

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STRATEGY 1.5.3 Ensure service levels and asset conditions are commensurate with community expectations

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.5.3.1 Implement actions and recommendations from Asset optimisation project	Coordinator Strategic Asset Management	01-Jul-2022	30-Jun-2023
Measure: Number of actions implemented from Asset optimisation project Measure: Number of recommendations implemented from Asset optimisation project	ct		
1.5.3.2 Develop and Implement Asset Management Plan - Roads and Footpaths	Coordinator Strategic Asset Management	01-Jul-2022	30-Jun-2020
Measure: Number of outcomes implemented from Roads and Footpath AMP			
1.5.3.3 Develop and Implement Asset Management Plan - Parks and Open Spaces	Coordinator Strategic Asset Management	01-Jul-2022	30-Jun-2023
Measure: Number of outcomes implemented from Parks and Opens Spaces AMP			
1.5.3.4 Develop and Implement Asset Management Plan - Buildings	Coordinator Strategic Asset Management	01-Jul-2022	30-Jun-202
Measure: Number of outcomes implemented from Buildings AMP			
1.5.3.5 Develop and Implement Asset Management Plan - Fleet	Plant Fleet Coordinator	01-Jul-2022	30-Jun-2023
Measure: Asset Management Plan – Fleet developed			
1.5.3.6 Review and update Parks Management Plan	Coordinator Strategic Asset Management	01-Jul-2022	30-Jun-202
Measure: Parks Management Plan updated			
1.5.3.7 Complete Cemetery Plan of Management as per audit requirements	Chief Assets and Projects Officer	01-Jul-2022	30-Jun-202
Measure: Cemetery Plan of Management finalised and adopted by 31/03/2023			
STRATEGY 1.5.4 Manage ongoing delivery of the Active Transport Plan			
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.5.4.1 Implement the approved Active Transport Plan actions	Chief Assets and Projects	01-Jul-2022	30-Jun-202

Officer

Measure: Number of actions implemented from Active Transport Plan

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1.5.4.2 Develop annual capital works plan for Active Transport Plan	Chief Assets and Projects Officer	01-Jul-2022	30-Jun-2023					
Measure: Active Transport Plan annual works schedule submitted								
STRATEGY 1.5.5 Collaborate with key stakeholders to advocate for affordable how	using							

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.5.5.1 Develop Housing Strategy as a part of Liveability Strategy	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-2023
Meanure: Housing Strategy developed			

Measure: Housing Strategy developed

STRATEGY 1.5.6 Support our residents to lead healthy, active and independent lives

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.5.6.1 Implement outcomes of the Parks Management Plan	Chief Assets and Projects Officer	01-Jul-2022	30-Jun-2023
Measure: Number of outcomes implemented from Parks Management Plan			

STRATEGY 1.5.7 Work with community organisations to establish Imperial Lakes as an environmental park, inclusive of recreational activities and community access

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE					
1.5.7.1 Collaborate with community groups to develop an organisational model for ongoing operations of Imperial Lakes	General Manager	01-Jul-2022	30-Jun-2023					
Measure: Long term operating model for Imperial Lakes established								
1.5.7.2 Work with Department of Planning to rezone the land at Imperial Lakes to allow community access and environmental and recreational activities	Executive Manager Planning and Community Safety		30-Jun-2023					
Measure: Number of meetings with Department of Planning to rezone Imperial Lakes land								

STRATEGY 1.5.8 Investigate and advocate for land expansion opportunities

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.5.8.1 Collaborate with relevant agencies and key stakeholders to identify land for further development	Strategic Land Use Planner	01-Jul-2022	30-Jun-2023
Measure: Number of collaborations for land expansion opportunities			1

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Measure: Number of investigations to expand the Broken Hill LGA boundaries	outory		
1.5.8.2 Investigate opportunities to expand the Broken Hill LGA boundaries	Executive Manager Planning and Community Safety	01-Jul-2022	30-JUN-2023

OBJECTIVE 1.6 Our health and wellbeing ensure that we live life to the full

STRATEGY 1.6.1 Active participation in interagency meetings

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.6.1.1 Actively participate and engage in Council's determined social interagency meetings on a regular basis	General Manager	01-Jul-2022	30-Jun-2023
Measure: Number of engagements with social interagency meetings			

STRATEGY 1.6.2 Develop Council assets to promote outdoor recreation, exercise and mobility for families

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.6.2.1 Ensure compliance with the Disability Inclusion Act 2014 requirements for disability inclusion planning for capital projects	Chief Assets and Projects Officer	01-Jul-2022	30-Jun-2023
Measure: Number of disability inclusion considerations in capital works projects			
1.6.2.2 Refurbish the E.P. O'Neill Memorial Park Precinct	Projects Officer	01-Jul-2022	30-Jun-2023
Measure: E.P. O'Neill Memorial Park Precinct refurbishment completed			
1.6.2.3 Investigate development of the Master Plan for Memorial Oval	Coordinator Strategic Asset Management	01-Jul-2022	30-Jun-2023
Measure: Planning for Memorial Oval Master Plan developed			
1.6.2.4 Investigate development of the Master Plan for Recreational Parks	Coordinator Strategic Asset Management	01-Jul-2022	30-Jun-2023
Measure: Planning for Recreational Parks Master Plan developed			

STRATEGY 1.6.3 Support the advocacy work of health, community and allied health providers

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
1.6.3.1 Attend and support health interagency meetings	Community Development Officer	01-Jul-2022	30-Jun-2023
Measure: Number of health interagency meetings attended			

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	INCO	ME STATEME	NT – OUR I	COMMUNITY				
\$ '000	2023	2023	2023	2023	2023	2023	2023	2023
	Our Community Proposed Budget	Community Services	Local Transport	Open Spaces	Community Facilities	Public Safety	Arts & Culture	Community Developme
Income from Continuing Operations								
Revenue:								
Rates & annual charges	(6)	-	-	(2)	(5)	-	-	-
User charges & fees	542	210	-	51	184	-	98	-
Interest & investment revenue	-	-	-	-	-	-	-	-
Other revenues	133	-	-	-	-	-	133	-
Grants & contributions for operating purposes	1,457	3	871	12	-	112	460	-
Grants & contributions for capital purposes	6,002	-	128	5,874	-	-	-	-
Other Income:								-
Net gains from disposal of assets	-	-	-	-	-	-	-	-
Net share of interests in joint ventures	-	-	-	-	-	-	-	-
TOTAL INCOME FROM CONTINUING OPERATIONS	8, 128	213	999	5,935	179	112	690	-
Expenses from Continuing Operations								
Employee benefits & costs	3,095	-	588	1,008	174	-	1,325	-
Borrowing costs	497	-	497	-	-	-	-	-
Materials & contracts	2,674	5	125	549	1,107	268	621	-
Depreciation & amortisation	1,630	3	1,556	18	25	-	27	-
Impairment	-	-	-	-	-	-	-	-
Other expenses	21	-	-	1	-	-	20	-
Net losses from disposal of assets	-	-	-	-	-	-	-	-
TOTAL EXPENSES FROM CONTINUING OPERATIONS	7, 917	8	2, 766	1,576	1, 306	268	1, 993	-
OPERATING RESULT FOR THE YEAR	211	205	(1,768)	4,359	(1,127)	(156)	(1,302)	-
NET OPERATING RESULT FOR THE YEAR BEFORE GRANTS & CONTRIBUTIONS FOR CAPITAL PURPOSES	(5,791)	205	(1,896)	(1,515)	(1,127)	(156)	(1,302)	

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			_	Capital	Capital	G	ant		Reserve	Working		let Cost to	New
Description	Т	otal Cost		Grant	Contribution			Loan Funds		Capital		Council	Up
Fleet Replacement Program	s	1.000.000		or ann		101110	aroaaay	Loannonao		\$ 1,000.00	0 \$		
Future Road Project Planning Fund	\$	300.000								\$ 300,0			
Capitalise Project Delivery Salaries	\$	574,465								\$ 574,4		574,465	Re
Road Reseal Progran 2022/23	\$	800,000								\$ 800,00		800,000	
Harris Street -Wills to Burke St	\$	380,039								\$ 380,0			
Oxide Street - Lane to Chapple St	\$	800,663								\$ 800,6	3 \$	800,663	Re
Duff Lane Sealing	\$	271.000								\$ 271.0	_		Re
Chloride Wolfram Intersection Road Safety Upgrade	s	194.000	\$	127.875						\$ 66.12	25 \$	66,125	Re
Gypsum Street Reconstruction	\$	710,000	1			\$	710,000			\$ -	\$	-	Re
Future Infrastructure Project Planning	\$	150,000								\$ 150,00	xo \$	150,000	Re
Geocentre Platform Stage Renewal	\$	30,614								\$ 30,6	4 \$	30,614	Re
E.P. O'Neill Memorial Oval Redevelopment Project - Stage 1	\$	6,837,409		1,993,583						\$ 4,843,82		4,843,826	Re
E.P. O'Neill Memorial Oval Redevelopment Project - Stage 2	\$	3,733,987	\$	3,733,987						\$ -	\$	-	Re
Picton Oval Switchboard Replacement	\$	21,000								\$ 21,00	0 \$	21,000	Re
Picton Oval Lighting Upgrade	\$	5,000								\$ 5,00	xo \$	5,000	Re
Memorial Oval Electrical Switchboard Upgrade	\$	118,000								\$ 118,00	xo \$	118,000	Re
Living Desert, Regeneration Area and Willyama Common Fence Replac	\$	79,000								\$ 79,00	xo \$	79,000	Re
Sturt Park - Replacement of Bin Surrounds	\$	40,300								\$ 40,30	0 \$	40, 300	Re
North Family Play Centre - Replacement of Monkey Bar Set and Swing S	\$	62,000	\$	62,000						\$ -	\$	-	Re
Duke of Cornwall Park - Installation of Half Court Basketball Court	\$	84,500	\$	84,500						\$ -	\$	-	Re
Aquatic Centre - Replacement of heat pump to hydro pool	\$	152,000								\$ 152,00	xo \$	152,000	Re
Blende Street - Tree Replacement Program	\$	100,000								\$ 100,00	0 \$	100,000	Re
Christmas Display	\$	30,000								\$ 30,00	0 \$	30,000	
Beryl Street Planter Box Rendering	\$	15,000								\$ 15,00	0 \$	15,000	Re
Duke of Cornwall Park - Resurfacing Tennis Court	\$	67,500								\$ 67,50	0 \$	67,500	Re
Visitors Information Centre Shop 3 Split System Airconditioner Replacen	\$	9,400								\$ 9,40	0 \$	9,400	Re
South Community Centre - Chiller Phase Reversal Relay installation	\$	7,000								\$ 7,00	0 \$	7,000	Re
South Community Centre Stormwater Guttering and downpipe replace	\$	31,000								\$ 31,00	0 \$	31,000	Re
Aquatic Centre - Replacement of starting blocks to 50m pool	\$	38,500								\$ 38,5	0 \$	38,500	Re
Supply & Install security system to Library.	\$	9,000								\$ 9,00	0 \$	9,000	Re
Warnock Depot Master Plan Technical Design	\$	1,715,000								\$ 1,715,00	0 \$	1,715,000	Re
Art Gallery Workshop Design Plans	\$	25,000								\$ 25,00	0 \$	25,000	Re
Geocentre Floor Polyurethane Sealing	\$	31,740								\$ 31,7-	40 \$	31,740	Re
HACC Sewerage Pump Station fencing	\$	5,050								\$ 5,0	50 \$	5,050	Re
Geocentre Multimedia Equipment Renewal	\$	52,180								\$ 52,18	30 \$	52,180	Re
Library Technology Loan Self-Service Station	\$	20,000								\$ 20,00	0 \$	20,000	Re
Library Reservations and Print Management	\$	18,000								\$ 18,00	0 \$	18,000	Re
Civic Centre - Video Conferencing Upgrade	\$	65,000								\$ 65,00	0 \$	65,000	Re
Total for Our Community	\$	18,583,347	\$	6,001,945	s -	\$	710.000	s -	\$ -	\$ 11,871,4	2 \$	11,871,402	

CADITAL DUDGET - OUD COMMUNITY

Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

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Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

KEY THEME 2 - OUR ECONOMY



Cyardes 50557503 The focus of M We value a c lifestyle.

KEY THEME 2 - OUR ECONOMY

The focus of Key Theme 2 – Our Economy is how we work together to achieve an innovative and sustainable economy.

We value a diverse economy which is resilient and adaptable to change, making the best use of the unique advantages of our remoteness and lifestyle.

We focus on our population as a key element in preserving and growing our economy and our future.

We aspire to create a thriving and vibrant local economy in Broken Hill where traditional (eg mining, art and tourism) and new (eg technology and renewable energies) industries are supported and local career, training and education opportunities are created and if existing, expanded - especially for young people, to ensure more stay in Broken Hill and our opportunities attract more people in all forms - visitors, investors and new residents to our City.

We must also actively pursue prospects for new business investment and encourage and support local entrepreneurship and innovation as our economy transforms to meet new opportunities.

By diversifying our economic interests, we will be resilient, agile and ensure our economic prosperity.

The emphasis our community has given towards a sustainable economy, recognises the imperative to innovate, problem solve and create new opportunities, to remain relevant in a global environment that is marked by rapid social and technological change.

The tables to follow provide objectives to help us meet the overall goal for 'Our Economy' as outlined in the Community Strategic Plan, which contributes to the community's combined vision for the future. Under each objective we show strategies that Council will undertake to allow us to meet our goals and actions to help us ensure we are on the right path.

OUR ECONOMY - OBJECTIVES FROM THE COMMUNITY STRATEGIC PLAN

2.1 Our businesses are well connected and thrive in an environment that supports innovation and economic growth

2.2 Our economy provides opportunities that match the skills and needs of the population and enhances population growth

2.3 Our City attracts a diverse range of businesses and visitors providing opportunities for work, education, leisure and social life

2.4 We are a destination of choice and provide a unique experience that encourages increased visitation

Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

Draft Delivery Program 2022-2026 and Operational Plan 2022/2023

Attachment

inclusive of Draft Fees and

Attachment

KEY THEME 2 – OUR ECONOMY

OBJECTIVE 2.1 Our businesses are well connected and thrive in an environment that supports innovation and economic growth

STRATEGY 2.1.1 Activate the Broken Hill Business Support Policy

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE		
2.1.1.1 Provide up-to-date business support information on Council's website	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-202		
Measure: Number of business support information placed on Council's website					
2.1.1.2 Participate in business and industry association meetings to discuss issues relevant to local businesses and economic development	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-202		
Measure: Number of participations in business and industry meetings					
STRATEGY 2.1.2 Advocate and plan for industrial land expansion					
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE		
2.1.2.1 Investigate opportunities for future industrial zoned land	Strategic Land Use Planner	01-Jul-2022	30-Jun-202		
Measure: Number of opportunities identified for industrial zoned land					
STRATEGY 2.1.3 Collaborate with key stakeholders for improved accessible transervices to and around the City	nsport and connectivity inclu	ding air, road	and rail		
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE		
2.1.3.1 Advocate for improved air and rail services	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-202		
Measure: Number of representations for improved air and rail services					
STRATEGY 2.1.4 Advocate for outcomes aligned to the Regional Transport Strate	egy				
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE		
2.1.4.1 Liaise with stakeholders to attract Government investment in identified actions in the Far South West Joint Organisation Transport Plan	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-20		

Measure: Number of representations on action items from FSWJO Transport Plan

Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

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STRATEGY 2.1.5 Develop and implement the Economic Development Strategy

Sikared 2.1.5 Develop and implement the Economic Development strategy			
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
2.1.5.1 Activate Economic Development Strategy in collaboration with key stakeholders	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-2023
Measure: Number of outcomes activated from Economic Development Strategy			
STRATEGY 2.1.6 Develop the Airport as a commercial and industrial precinct			
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
2.1.6.1 Review existing plans and strategies and develop new Airport Master Plan	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-2023
Measure: Airport Master Plan developed			
2.1.6.2 Advocate for Airport upgrades in line with Advocacy Strategy and Airport Master Plan	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-2023

Measure: Number of representations made for Airport upgrades

STRATEGY 2.1.7 Advocate for incentives and initiatives that support business and industry to expand

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
2.1.7.1 Collaborate with stakeholders to investigate incentives to grow business and industry opportunity	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-2023
Measure: Number collaborations to grow business and industry			

OBJECTIVE 2.2 Our economy provides opportunities that match the skills and needs of the population and enhances population growth

STRATEGY 2.2.1 Collaborate with government and industry partners to explore investment opportunities for the City

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
2.2.1.1 Liaise with key stakeholders to ensure that the development of regionally significant infrastructure meets the needs of business and industry	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-2023
Measure: Number of participations in regional and state planning and development m	eetings		

STRATEGY 2.2.2 Collaborate with education and training providers to investigate opportunities to expand training and education

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
2.2.2.1 Investigate and participate on committees and working parties associated with education and training	Executive Manager People and Culture	01-Jul-2022	30-Jun-2023
Measure: Number of participations in education and training committees/working partie	S		

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DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

STRATEGY 2.2.3 Foster partnerships with tertiary institutions to bring scarce skills to the City

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
2.2.3.1 Investigate partnerships with tertiary institutions	Executive Manager People and Culture	01-Jul-2022	30-Jun-2023
Measure: Number of partnerships developed with tertiary institutions			

STRATEGY 2.2.4 Advocate for funding opportunities for apprenticeships and traineeships

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
2.2.4.1 Investigate eligible funding opportunities for apprenticeships and traineeships	Executive Manager People and Culture	01-Jul-2022	30-Jun-2023
Measure: Number of funding opportunities identified for apprenticeships/traineeship	sc		

OBJECTIVE 2.3 Our City attracts a diverse range of businesses and visitors providing opportunities for work, education, leisure and social life

STRATEGY 2.3.1 Active participation in trade events, conferences and other networking opportunities

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE	
2.3.1.1 Support staff to identify and attend opportunities that contribute to the economic growth of Broken Hill	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-2023	
Measure: Number of attendances at relevant local, state and national conferences and workshops				
2.3.1.2 Participate in tourism and other industry events that further networking and professional development	Visitor Services Coordinator	01-Jul-2022	30-Jun-2023	
Measure: Number of tourism and industry events attended				

STRATEGY 2.3.2 Advocate Broken Hill and Far West as a centre for renewable energy

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
2.3.2.1 Meet with Federal and State Ministers to promote Council's Renewable Energy Action Plan	General Manager	01-Jul-2022	30-Jun-2023
Measure: Number of meetings to promote Renewable Energy Action Plan			
2.3.2.2 Support major renewable energy projects within the Far West Area	General Manager	01-Jul-2022	30-Jun-2023
Measure: Number of renewable energy projects supported			1

Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
2.3.3.1 Provide open data to community via Internet of Things (IoT) platform	Manager Information & Communications Technology	01-Jul-2022	30-Jun-2023
Measure: Number of public IOT data sources provided to community			
2.3.3.2 Increase City coverage of City Smart Devices (smart bins, lighting, WIFI, irrigation systems and parking)	Chief Assets and Projects Officer	01-Jul-2022	30-Jun-2023
Measure: Number of City Smart Devices implemented			

STRATEGY 2.3.4 Collaborate with surrounding LGAs, government and industry to identify economic opportunities

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
2.3.4.1 Participate in State and Regional Planning initiatives	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-2023
Measure: Number of attendances in State and Regional Planning initiatives			
2.3.4.2 Action the initiatives endorsed by the Far South West Joint Organisation	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-2023
Measure: Number of completed actions relevant to Growth and Investment portfoli	0		
2.3.4.3 Develop working tourism relationships with regional tourism associations and village committees	Visitor Services Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of tourism meetings attended Measure: Number of familiarisations attended			

STRATEGY 2.3.5 Promote the narrative of long-term economic stability to the community

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
2.3.5.1 Provide pertinent long-term financial information in relevant media releases	Manager Communications	01-Jul-2022	30-Jun-2023
Measure: Number of media releases containing long-term financial information			
2.3.5.2 Provide public Budget sessions with support from Finance	Manager Communications	01-Jul-2022	30-Jun-2023
Measure: Number of public budget sessions held			

Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

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OBJECTIVE 2.4 We are a destination of choice and provide a unique experience that encourages increased visitation

STRATEGY 2.4.1 Engage government, business and community stakeholders in supporting the management of tourism

STRATEG T 2.4.1 Engage government, business and community stakeholders in s	opponing ine managemen	l ol lounsm	
ACTIONS	RESPONSIBLE OFFICER		
2.4.1.1 Collaborate with industry and government to expand experiences, products and destination marketing	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-2023
Measure: Number of collaborations to expand experiences, products and destinati	on marketing		
2.4.1.2 Develop framework to deliver a cohesive approach to the development, management and marketing of business and destination events, tourism and filming activities	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-202
Measure: Management and Marketing Framework for events, tourism and filming d	eveloped		
2.4.1.3 Support the development of culturally appropriate tourism experiences through the delivery of the Destination Management Plans	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-202
Measure: Number of engagements supporting development of tourism experience	S		
2.4.1.4 Develop improved visitor experiences on tourism website and app	Visitor Services Coordinator	01-Jul-2022	30-Jun-202
Measure: Number of tourism digital content updated			
2.4.1.5 Conduct audit of Council tourism product and experiences	Visitor Services Coordinator	01-Jul-2022	30-Jun-202
Measure: Audit of Council tourism product/experiences completed Measure: Council tourism product/experiences audit report submitted to ELT			
2.4.1.6 Support the development of the Silver to Sea Trail project	Visitor Services Coordinator	01-Jul-2022	30-Jun-202
Measure: Number of Silver to Sea Trail projects identified Measure: Number of Silver to Sea funding options identified			
STRATEGY 2.4.2 Activate Business Plans from Council owned facilities			
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
2.4.2.1 Activate Visitor Services Business Plan	Visitor Services	01-Jul-2022	30-Jun-202

Coordinator

Measure: Number of outcomes implemented from Visitor Services Business Plan

Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

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2.4.2.2 Activate Broken Hill City Art Gallery Business Plan	Manager Gallery and Museum	01-Jul-2022	30-Jun-2023
Measure: Number of outcomes implemented from Gallery Business Plan			
2.4.2.3 Activate Albert Kersten Mining & Minerals Business Plan	Manager Gallery and Museum	01-Jul-2022	30-Jun-2023
Measure: Number of outcomes implemented from Museum Business Plan			
2.4.2.4 Activate Civic Centre Business Plan	Events Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of outcomes implemented from Civic Centre Business Plan			
2.4.2.5 Develop Library Business Plan	Library Coordinator	01-Jul-2022	30-Jun-2023
Measure: Library Business Plan developed			
STRATEGY 2.4.3 Activate Destination Management Plans			
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
2.4.3.1 Activate actions within the Destination Management Plans	Executive Manager Growth and Investment	01-Jul-2022	30-Jun-2023
Measure: Number of actions activated from Destination Management Plans			
STRATEGY 2.4.4 Operate Council owned facilities supporting the visitor econom	ıy		
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
ACTIONS 2.4.4.1 Operate Visitor Services to support the visitor economy	RESPONSIBLE OFFICER Visitor Services Coordinator	START DATE	END DATE 30-Jun-2023
2.4.4.1 Operate Visitor Services to support the visitor economy Measure: Visitor Information Centre accreditation maintained	Visitor Services		
 2.4.4.1 Operate Visitor Services to support the visitor economy Measure: Visitor Information Centre accreditation maintained Measure: Number of visitors to the Visitor Information Centre 	Visitor Services		
 2.4.4.1 Operate Visitor Services to support the visitor economy Measure: Visitor Information Centre accreditation maintained Measure: Number of visitors to the Visitor Information Centre 2.4.4.2 Operate the Living Desert to support the visitor economy Measure: Number of visitors to Living Desert 	Visitor Services Coordinator	01-Jul-2022	30-Jun-2023
 2.4.4.1 Operate Visitor Services to support the visitor economy Measure: Visitor Information Centre accreditation maintained Measure: Number of visitors to the Visitor Information Centre 2.4.4.2 Operate the Living Desert to support the visitor economy Measure: Number of visitors to Living Desert Measure: Number of Campsite bookings 	Visitor Services Coordinator	01-Jul-2022	30-Jun-2023
	Visitor Services Coordinator Living Desert Ranger Manager Gallery and	01-Jul-2022 01-Jul-2022	30-Jun-2023 30-Jun-2023
 2.4.4.1 Operate Visitor Services to support the visitor economy Measure: Visitor Information Centre accreditation maintained Measure: Number of visitors to the Visitor Information Centre 2.4.4.2 Operate the Living Desert to support the visitor economy Measure: Number of visitors to Living Desert Measure: Number of Campsite bookings 2.4.4.3 Operate the Broken Hill City Art Gallery to support the visitor economy 	Visitor Services Coordinator Living Desert Ranger Manager Gallery and	01-Jul-2022 01-Jul-2022	30-Jun-2023 30-Jun-2023

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2.4.4.5 Operate the Civic Centre to support the visitor economy	Events Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of occasions visitor economy supported by Civic Centre			
2.4.4.6 Operate the Airport to support the visitor economy	Manager Airport	01-Jul-2022	30-Jun-2023
Measure: Airport availability maintained 365 days per year			1-

STRATEGY 2.4.5 Advocate for incentives and initiatives that support Broken Hill and region as a film location

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
2.4.5.1 Collaborate with the film industry and government to ensure Broken Hill and region is a destination of choice for film makers	Economic Development Officer	01-Jul-2022	30-Jun-2023
Measure: Number of collaborations with film industry and government			

STRATEGY 2.4.6 Develop the Civic Centre Business to be a self-sufficient profit-making enterprise

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
2.4.6.1 Review Civic Centre Business Plan to identify and grow business opportunities	Events Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of growth opportunities identified for Civic Centre			
2.4.6.2 Review Civic Centre Marketing Plan to identify new opportunities	Events Coordinator	01-Jul-2022	30-Jun-2023
Measure: Number of marketing opportunities identified for Civic Centre			

STRATEGY 2.4.7 Activate the Cultural Plan

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE					
2.4.7.1 Investigate options for art and cultural activities to support health and well-being in the community	Manager Gallery and Museum	01-Jul-2022	30-Jun-2023					
Measure: Number of art and cultural activities identified to support health and well-being								
2.4.7.2 Utilise the Gallery and Museum spaces for events and cultural activities	Manager Gallery and Museum	01-Jul-2022	30-Jun-2023					
Measure: Number of events and cultural activities held in Gallery Measure: Number of events and cultural activities held in Museum								

STRATEGY 2.4.8 Support Aboriginal economic enterprise and cultural practice

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
2.4.8.1 Liaise with Murdi Paaki Regional Assembly to support linkages required to progress their economic strategy	Community Development Officer	01-Jul-2022	30-Jun-2023
Measure: Number of meetings attended with Murdi Paaki			

Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

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	TATEMENT ·				
\$ '000	2022	2022	2022	2022	2022
	Our Economy Proposed Budget	Economic Development	Strategic Transport	Tourism Development	Film Promotion
Income from Continuing Operations					
Revenue:					
Rates & annual charges	-	-	-	-	-
User charges & fees	1,089	65	824	200	-
Interest & investment revenue	-	-	-	-	-
Other revenues	18	13	-	5	-
Grants & contributions for operating purposes	502	-	500	2	-
Grants & contributions for capital purposes	-	-	-	-	-
Other Income:	-				
Net gains from disposal of assets	-	-	-	-	-
Net share of interests in joint ventures	-	-	-	-	-
TOTAL INCOME FROM CONTINUING OPERATIONS	1,608	78	1, 324	207	-
Expenses from Continuing Operations					
Employee benefits & costs	1,166	564	262	339	-
Borrowing costs	-	-	-	-	-
Materials & contracts	719	373	161	185	-
Depreciation & amortisation	285	108	176	1	-
Impairment	-	-	-	-	-
Other expenses	216	100	77	39	-
Net losses from disposal of assets	-	-	-	-	-
TOTAL EXPENSES FROM CONTINUING OPERATIONS	2,387	1,146	677	565	-
OPERATING RESULT FOR THE YEAR	(779)	(1,068)	647	(358)	-
OPERATING RESULT FOR THE YEAR NET OPERATING RESULT FOR THE YEAR BEFORE GRANTS & CONTRIBUTIONS FOR CAPITAL PURPOSES	(779)	(1,068)	647	(358)	

Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023 Page 158

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DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

			CAPITA	L BUDGET	- OUR ECO	NOM	Y						
					Operating								
			Capital	Capital	Grant			Reserve		Working	Ne	t Cost to	New, Renewo
Description	To	otal Cost	Grant	Contribution	(untied roads)	Loar	n Funds	Transfers	;	Capital	(Council	Upgrade
Airport CCTV Security Upgrade	\$	40,000	\$ -			\$	-		\$	40,000	\$	40,000	Renewal
Total for Our Economy	\$	40,000	\$ -	\$ -	\$ -	\$	-	\$ -	\$	40,000	\$	40,000	

Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

KEY THEME 3 - OUR ENVIRONMENT

We value our wide streetscapes, quality of life and stunning vistas; we are committed to conservation and preservation of the natural environment and greater reduction of human impact and climate change to ensure a sustainable healthy community. INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES

AND CHARGES 2022/2023

2022-

PROGRAM

DELIVERY

KEY THEME 3 - OUR ENVIRONMENT

The focus of Key The 3 - Our Environment is how we work together to value and protect our environment.

We value our unique landscape which is a place where the natural environment is protected and enhanced; where our existing urban areas are the focus of our growth, maintaining their unique characteristics.

We value our wide streetscapes; quality of life and stunning vistas and we are committed to conservation and preservation of the natural environment and greater reduction of human impact to ensure a sustainable healthy community.

We need to protect the environment for its own sake as well as for the sake of our future Broken Hill generations.

Therefore, the preservation of our natural environment remains a focus and driver in our strategic direction and we are committed to collaborating with our community and partners to plan, promote, educate and facilitate better protection of our environment.

The matter of climate change and adaptation measures has increased in recent years and prioritisation of climate adaptation activities must be acknowledged and actioned as a priority.

The tables to follow provide objectives to help us meet the overall goal for 'Our Environment' as outlined in the Community Strategic Plan, which contributes to the community's combined vision for the future. Under each objective we show strategies that Council will undertake to allow us to meet our goals and actions to help us ensure we are on the right path.

OUR ECONOMY - OBJECTIVES FROM THE COMMUNITY STRATEGIC PLAN

3.1 Our environmental footprint is minimised

3.2 Natural environments and flora and fauna are enhanced and protected

3.3 Proactive, innovative and responsible planning supports the community, the environment and beautification of the City

OBJECTIVE 3.1 Our environmental footprint is minimised

STRATEGY 3.1.1 Ensure delivery of relevant environmental strategies and policies

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
3.1.1.1 Develop Waste and Resource Recovery Strategy	Waste and Sustainability Manager	01-Jul-2022	30-Jun-2023

Measure: Waste and Resource Recovery Strategy developed

STRATEGY 3.1.2 Provide awareness of environmental impacts of human activity

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
3.1.2.1 Promote the Waste and Resource Recovery Strategy	Waste and Sustainability Manager	01-Jul-2022	30-Jun-2023
Measure: Number of promotions of Waste and Resource Recovery Strategy			

STRATEGY 3.1.3 Collaborate with key stakeholders on environmental issues

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
3.1.3.1 Investigate opportunities to collaborate with community groups	Waste and Sustainability Manager	01-Jul-2022	30-Jun-2023
Measure: Number of collaboration opportunities identified for environmental issues			

STRATEGY 3.1.4 Investigate alternate sustainable energy options

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
3.1.4.1 Continue the implementation of the Renewable Energy Action Plan	Waste and Sustainability Manager	01-Jul-2022	30-Jun-2023
Measure: Stage 2 of Renewable Energy Action Plan commenced			

OBJECTIVE 3.2 Natural environments and flora and fauna are enhanced and protected

STRATEGY 3.2.1 Ensure delivery of relevant environmental management plans and policies

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE						
3.2.1.1 Maintain the Living Desert as per the Management Plan	Living Desert Ranger	01-Jul-2022	30-Jun-2023						
Measure: Kilometres of fencing repaired/replaced at Living Desert Measure: Number of noxious weeds eradication control measures undertaken at Living Desert Measure: Number of feral animal eradication measures undertaken at Living Desert									

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3.2.1.2 Investigate Master Plan for Living Desert	Chief Corporate and Community Officer	01-Jul-2022	30-Jun-2023				
Measure: Living Desert Master Plan developed							
STRATEGY 3.2.2 Provide awareness and education on the impacts of climate ch	ange						
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE				
3.2.2.1 Investigate the development of a Climate Action Plan to support the 2019 Climate Emergency Declaration	Waste and Sustainability Manager	01-Jul-2022	30-Jun-2023				
Measure: Options identified for development of Climate Action Plan							
STRATEGY 3.2.3 Ensure the effective management of the regeneration and comm	non areas						
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE				
3.2.3.1 Undertake feral animal eradication in accordance with governing Acts	Living Desert Ranger	01-Jul-2022	30-Jun-2023				
Measure: Number of feral animal eradication measures undertaken in regeneration	n/common areas		7				
3.2.3.2 Replace damaged and vandalised fencing Living Desert Ranger 01-Jul-2022 30-							
Measure: Kilometres of fencing repaired/replaced in regeneration/common areas	L						
3.2.3.3 Undertake annual assessment of identified noxious weeds and pests	Living Desert Ranger	01-Jul-2022	30-Jun-2023				
Measure: Annual assessment of weeds/pests completed in regeneration/common	areas						
3.2.3.4 Implement control measure to ensure noxious weeds and pests are controlled in an appropriate manner	Living Desert Ranger	01-Jul-2022	30-Jun-2023				
Measure: Number of noxious weeds eradication control measures undertaken Measure: Number of pest eradication measures undertaken							
3.2.3.5 Support and encourage volunteers and environmental groups to protect and enhance natural environment at Living Desert Reserve	Living Desert Ranger	01-Jul-2022	30-Jun-2023				
Measure: Number of working bees completed at Living Desert Measure: Number of Living Desert volunteer hours							
3.2.3.6 Support and encourage volunteers and environmental groups to protect and enhance natural environment at Regeneration Area	Living Desert Ranger	01-Jul-2022	30-Jun-2023				
Measure: Number of working bees completed at Regeneration areas Measure: Number of Regeneration volunteer hours	·						

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STRATEGY 3.2.4 Support the advocacy of key water stakeholders

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
3.2.4.1 Support the advocacy for river connectivity in the Murray Darling Basin system, maintaining water supply in the Menindee Lakes system and maintaining the health of the Darling Baaka River	General Manager	01-Jul-2022	30-Jun-2023
Measure: Number of advocacy opportunities for water and river connectivity			

OBJECTIVE 3.3 Proactive, innovative and responsible planning supports the community, the environment and beautification of the City

STRATEGY 3.3.1 Review and update planning strategies and policies to ensure relevance

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
3.3.1.1 Adopt Plans of Management for all Crown Reserves under Council Management	Strategic Land Use Planner	01-Jul-2022	30-Jun-2023
Measure: Number of adopted Plans of Management for Crown Reserves		- F	
3.3.1.2 Adopt updated Plan of Management for Living Desert Reserve	Strategic Land Use Planner	01-Jul-2022	30-Jun-2023
Measure: Living Desert Reserve Plan of Management adopted			

STRATEGY 3.3.2 Implement actions from Tree Management Plan

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
3.3.2.1 Ensure outcomes are conducted in compliance with the Tree Management Plan	Coordinator Strategic Asset Management	01-Jul-2022	30-Jun-2023
Measure: Number of outcomes implemented from Tree Management Plan			

STRATEGY 3.3.3 Ensure native vegetation, landscaping and water management systems are protected under the planning processes

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE						
3.3.3.1 Provide education and guidance when required for new development proposals to encourage sustainable landscaping, vegetation and water management practices	Executive Manager Planning and Community Safety		30-Jun-2023						
Measure: Number of education/guidance provided for sustainable landscaping, vegetation and water management									

Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

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STRATEGY	3.3.4	Advocate for improved storm water management within the City	
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ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE 30-Jun-2023					
3.3.4.1 Develop Storm Water Management Strategy	Coordinator Strategic Asset Management	01-Jul-2022						
Measure: Storm Water Management Strategy developed								
STRATEGY 3.3.5 Implement the recommendations of the Heritage Strategy to preserve and enhance the heritage of the City								
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE					
3.3.5.1 Continue to implement the recommendations of the adopted Broken Hill Heritage Strategy 2020-2023	Town Planner	01-Jul-2022	30-Jun-2023					
Measure: Number of recommendations implemented from Heritage Strategy		F.						
3.3.5.2 Raise awareness of heritage related issues and management	Town Planner	01-Jul-2022	30-Jun-2023					

Measure: Number of heritage issues and management awareness information provided

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DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

	INCOME STA	1		NMENI			
\$ '000	2022	2022	2022	2022	2022	2022	2022
	Our Environment Proposed Budget	Waste Management	Sustainability After Mining	Natural Environment	Public Health	Public Order	Stormwater Management
Income from Continuing Operations							
Revenue:							
Rates & annual charges	3,404	3,198	-	-	16	190	-
User charges & fees	1,752	1,512	-	228	5	7	-
nterest & investment revenue	27	27	-	-	-	-	-
Other revenues	56	28	-	28	-	-	-
Grants & contributions for operating purposes	-	-	-	-	-	-	-
Grants & contributions for capital purposes	-	-	-	-	-	-	-
Other Income:	-						
Net gains from disposal of assets	-	-	-	-	-	-	-
Net share of interests in joint ventures	-	-	-	-	-	-	-
TOTAL INCOME FROM CONTINUING OPERATIONS	5,239	4, 765	-	256	21	197	-
Expenses from Continuing Operations							
Employee benefits & costs	1,965	1,419	-	244	122	180	-
Borrowing costs	75	75	-	-	-	-	-
Materials & contracts	356	185	-	104	5	62	-
Depreciation & amortisation	85	-	-	-	-	-	85
mpairment	-	-	-	-	-	-	-
Other expenses	100	100	-	-	-	-	-
Net losses from disposal of assets	-	-	-	-	-	-	-
TOTAL EXPENSES FROM CONTINUING OPERATIONS	2,581	1,779	-	348	127	242	85
OPERATING RESULT FOR THE YEAR	2,658	2,986	-	(92)	(106)	(45)	(85)

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CAPITAL BUDGET- OUR ENVIRONMENT												
Operating												
			Capital	Capital	Grant		Re	serve	We	orking	Net Cost to	New, Renewal,
Description	Toto	al Cost	Grant	Contribution	(untied roads)	Loan Fund	ls Tro	ansfers	Co	apital	Council	Upgrade
Skip Bin Replacement	\$	42,141				\$	-		\$	42,141	\$ 42,141	Renewal
Waste Transfer Facility Inlet Road	\$	156,000							\$	156,000	\$ 156,000	Renewal
Waste Facility Fencing	\$	60,000							\$	60,000	\$ 60,000	Renewal
Total for Our Environment	\$	258, 141	\$-	\$ -	\$ -	\$	\$	-	\$	258,141	\$ 258,141	

Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

KEY THEME 4 - OUR LEADERSHIP

We have strong civic and community leadership We are inventive, inclusive and innovative; when we work together there is nothing we can't do and our achievements continue to write history.

KEY THEME 4 - OUR LEADERSHIP

The focus of Key Theme 4 – Our Leadership is how we work together to be a connected and engaged community.

We value collaboration and working together for the greater good.

We have strong civic and community leadership. We are inventive, inclusive and innovative; when we work together there is nothing we can't do and our achievements continue to write history.

The Broken Hill community continues shared responsibility for good governance. Good governance is about creating a culture of transparency and accountability and establishing trust with the community.

The community have told us that there are opportunities to improve coordination between various organisations delivering services and generally improving communication among leading bodies in our community.

The community have asked for more collaboration across the community and real opportunities for true, authentic engagement that leads to outcomes that truly address the issues identified and allow the community to respond to growth opportunities together.

The tables to follow provide objectives to help us meet the overall goal for 'Our Leadership' as outlined in the Community Strategic Plan, which contributes to the community's combined vision for the future. Under each objective we show strategies that Council will undertake to allow us to meet our goals and actions to help us ensure we are on the right path.

OUR LEADERSHIP - OBJECTIVES FROM THE COMMUNITY STRATEGIC PLAN

4.1 Openness and transparency in decision making

4.2 Our leaders make smart decisions

4.3 We unite to succeed in Australia's first City on the National Heritage List

4.4 Our community is engaged and informed

Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

KEY THEME 4 – OUR LEADERSHIP

OBJECTIVE 4.1 Openness and transparency in decision making

STRATEGY 4.1.1 Foster relationships with key community sector leaders

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE	
4.1.1.1 Invite key community sector leaders to civic events and functions	General Manager	01-Jul-2022	30-Jun-2023	
Measure: Number of invitations provided for civic events		,		
4.1.1.2 Invite key community sector leaders to participate in various working groups/meetings regarding major issues facing the City	General Manager	01-Jul-2022	30-Jun-2023	
Measure: Number of community sector participants in working groups/meetings	•			

STRATEGY 4.1.2 Activate the Community Engagement Strategy

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE				
4.1.2.1 Implement communications processes as outlined in new Community Engagement Strategy	Manager Communications	01-Jul-2022	30-Jun-2023				
Measure: Number of processes implemented from Community Engagement Strate	Measure: Number of processes implemented from Community Engagement Strategy						

STRATEGY 4.1.3 Facilitate public forum at each Council meeting

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
4.1.3.1 Ordinary and Extraordinary Council Meetings are conducted in accordance with Council's adopted Code of Meeting Practice Policy	Executive Officer	01-Jul-2022	30-Jun-2023
Measure: Number of public forums held			

STRATEGY 4.1.4 Ensure social, environmental, cultural and economic sustainability are considered when making decisions

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
4.1.4.1 Reports to Council present the social, environmental, cultural and economic sustainability considerations to enable Council to make informed decisions	General Manager	01-Jul-2022	30-Jun-2023
Measure: Council report format updated to include quadruple bottom line reporting	9		

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Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

STRATEGY	4.1.5	Support the organisation to operate within its legal framework	
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ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
4.1.5.1 Implement a robust process to provide induction training to Section 355 Committee Members	Corporate Services Coordinator	01-Jul-2022	30-Jun-2023
Measure: \$355 induction process implemented Measure: Number of \$355 inductions carried out			
4.1.5.2 Develop and implement a Proactive Release Strategy to assist in Council's approach to authorised proactive release and promotion of open government	Corporate Services Coordinator	01-Jul-2022	30-Jun-202
Measure: Strategy developed and endorsed Measure: Information and Privacy Commission feedback received and implemen	ted		
4.1.5.3 Develop legal, contractual agreements for Exhibiting Artists, Commission Work and Sales through cultural facilities	Manager Gallery and Museum	01-Jul-2022	30-Jun-202
Measure: Number of Gallery contracts reviewed and redrafted by legal firm			
4.1.5.4 Review of Delegations and Authorisations with new term of Council and recruitment of new staff	Executive Officer	01-Jul-2022	30-Jun-202
Measure: All delegations and authorisations issued to staff prior to 31/12/2022			1.
4.1.5.5 Councillor and Designated Persons disclosures of interest returns completed annually in accordance with the <i>Local Government</i> Act 1993	Executive Officer	01-Jul-2022	30-Jun-202
Measure: Disclosures of Interest Returns completed and reported to Council by 31,	/10/2022		
4.1.5.6 Review Council Policies for compliance with relevant legislation	Executive Officer	01-Jul-2022	30-Jun-202
Measure: Number of policies reviewed in accordance with policy review schedule	; ;		
STRATEGY 4.1.6 Implement and embed an Enterprise Risk Management system			
ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
4.1.6.1 Initiate Stage 3 of the Enterprise Risk Improvement Management Plan	Corporate Risk Coordinator	01-Jul-2022	30-Jun-202

Measure: Corporate Risk Register reviewed by Executive Leadership Team quarterly Measure: Operational Risk Register reviewed by Senior Leadership Team quarterly Measure: Control effectiveness audits completed quarterly

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4.1.6.2 Embed the principles of the Enterprise Risk Management Framework (ERM) across the organisation	Corporate Risk Coordinator	01-Jul-2022	30-Jun-2023
Measure: 100% of Senior Leadership Team inducted in use of ERM Framework Measure: Number of Senior Leadership Team upskills workshops held for ERM Framew	vork		
4.1.6.3 Undertake full review and testing of Council's Business Continuity Plan (BCP)	Corporate Risk Coordinator	01-Jul-2022	30-Jun-2023
Measure: BCP review completed Measure: BCP Sub Plans completed Measure: BCP test exercise completed Measure: Independent assessment published on Council intranet			-

OBJECTIVE 4.2 Our leaders make smart decisions

STRATEGY 4.2.1 Strengthen staff capacity through workforce development and planning activities

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE			
4.2.1.1 Learning and development plans are completed for all employees including succession and career options	Executive Manager People and Culture	01-Jul-2022	30-Jun-2023			
Measure: 100% of staff have learning/development plans			r			
4.2.1.2 Investigate Local Government Capability Framework project requirements	Executive Manager People and Culture	01-Jul-2022	30-Jun-2023			
Measure: Project requirements identified for Local Government Capability Framework						

STRATEGY 4.2.2 Provide learning and networking opportunities for elected members

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
4.2.2.1 Provide Councillor professional development training sessions	Executive Officer	01-Jul-2022	30-Jun-2023
Measure: Number of Councillor professional development training sessions			
4.2.2.2 Offer opportunities for Councillors to attend conferences and seminars that provide information, ideas and solutions that add value to our community	Executive Officer	01-Jul-2022	30-Jun-2023
Measure: Number of conferences/seminars attended by Councillors			

Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

STRATEGY	4.2.3	Build on the leadership values and culture of the organisation	
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ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
4.2.3.1 Implement actions from Organisation Culture Inventory survey	Executive Manager People and Culture	01-Jul-2022	30-Jun-2023
Measure: Number of actions implemented from Organisation Culture Inventory sur	vey		
4.2.3.2 Investigate further leadership training opportunities	Executive Manager People and Culture	01-Jul-2022	30-Jun-2023
Measure: Number of leadership training opportunities identified			

STRATEGY 4.2.4 Implement the Service Review Framework

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
4.2.4.1 Undertake Events service review	Business Analyst	01-Jul-2022	30-Jun-2023
Measure: Events service review completed		1	
4.2.4.2 Undertake Waste Management service review	Business Analyst	01-Jul-2022	30-Jun-2023
Measure: Waste Management service review completed			

STRATEGY 4.2.5 Monitor potential changes to government policy and legislation and make submission where considered important for the local community

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
4.2.5.1 Make relevant submissions to Government agencies on all matters that will affect Broken Hill or Local Government in a broader context	General Manager	01-Jul-2022	30-Jun-2023
Measure: Number of submissions to Government			

STRATEGY 4.2.6 Ensure Council has robust Information Communications Technology Platform

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE							
4.2.6.1 Continue to implement the agreed Information and Communication Technology Strategy/Roadmap	Manager Information & Communications Technology	01-Jul-2022	30-Jun-2023							
Measure: Number of outcomes implemented from Communications Technology Strategy/Roadmap										

Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

Measure: Number of outcomes implemented from Cyber Security Framework	Technology		
4.2.6.2 Continue to implement the Cyber Security Framework	Manager Information & Communications	01-Jul-2022	30-Jun-2023

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE		
4.2.7.1 Reduce the annual operational deficit in line with the Long Term Financial Plan	Chief Financial Officer	01-Jul-2022	30-Jun-2023		
Measure: Operational result achieved as per Long Term Financial Plan					

OBJECTIVE 4.3 We unite to succeed in Australia's first city on the National Heritage List

STRATEGY 4.3.1 Collaborate with key stakeholders for the Community Strategic Plan for reporting and monitoring

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
4.3.1.1 Facilitate Community Strategic Plan Round Table Committee Meetings	Executive Officer	01-Jul-2022	30-Jun-2023
Measure: Number of CSP Round Table meetings held			

STRATEGY 4.3.2 Develop working parties for key issues and projects impacting Council and the City

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
4.3.2.1 Develop working parties where necessary to progress major projects and issues	General Manager	01-Jul-2022	30-Jun-2023
Measure: Number of working parties developed for major projects	-		-

STRATEGY 4.3.3 Maintain a strong relationship and regularly engage with the local State and Federal Members

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE						
4.3.3.1 Engage with the Local State and Federal Members on key issues relating to Council and the City	General Manager	01-Jul-2022	30-Jun-2023						
Measure: Number of engagements with Local State Members Measure: Number of engagements with Federal Members									

STRATEGY 4.3.4 Maintain a strong relationship and regularly engage with the Minister of Local Government and other Ministers

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE					
4.3.4.1 Engage with the Minister for Local Government and other Ministers on key issues relating to Council and the City	General Manager	01-Jul-2022	30-Jun-2023					
Measure: Number of engagements with Local Government Minister Measure: Number of engagements with Ministers								

OBJECTIVE 4.4 Our community is engaged and informed

STRATEGY 4.4.1 Update Community Engagement Strategy

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
4.4.1.1 Update Community Engagement Strategy for adoption by Council	Manager Communications	01-Jul-2022	30-Jun-2023
Measure: Community Engagement Strategy updated by December 2022			

STRATEGY 4.4.2 Facilitate meetings between community and elected representatives

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE	
4.4.2.1 Provide support for community meetings between Councillors and the public as required	Manager Communications	01-Jul-2022	30-Jun-2023	
Measure: Number of community meetings held with Councillors				
4.4.2.2 Facilitate community engagement sessions regarding major projects and initiatives as required	Manager Communications	01-Jul-2022	30-Jun-2023	
Measure: Number of community engagement sessions held for major projects		-		

STRATEGY 4.4.3 Maintain an Advocacy Strategy for the City

ACTIONS	RESPONSIBLE OFFICER	START DATE	END DATE
4.4.3.1 Review and align Advocacy Strategy with Community Strategic Plan priorities	Executive Manager Growth and Investment		30-Jun-2023
Measure: Advocacy Strategy aligned with Community Strategic Plan			

			OUR LEADE				
\$ '000	2023	2023	2023	2023	2023	2023	2023
	Our Leadership Proposed Budget	Leadership & Governance	Financial Management	Corporate Support	Asset Management	Operations Management	Buildings & Property
Income from Continuing Operations							
Revenue:							
Rates & annual charges	16,828	-	16,702	-	204	-	(77)
User charges & fees	115	-	62	-	37	40	(24)
Interest & investment revenue	471	-	471	-	-	-	-
Other revenues	194	-	146	-	1	48	-
Grants & contributions for operating purposes	5,164	-	5,149	-	14	-	-
Grants & contributions for capital purposes	-						-
Other Income:							
Net gains from disposal of assets	-						
Net share of interests in joint ventures	-						
TOTAL INCOME FROM CONTINUING OPERATIONS	22,773	-	22, 531	-	255	88	(101)
Expenses from Continuing Operations							
Employee benefits & costs	7,949	882	1,995	1,955	1,525	500	1,091
Borrowing costs	105	-	105	-	-	-	-
Materials & contracts	5,952	4.50	2,007	926	310	463	1,798
Depreciation & amortisation	4,139	-	-	104	1	1,011	3,024
Impairment	-	-	-	-	-	-	-
Other expenses	762	672	30	40	20	-	-
Net losses from disposal of assets	-	-	-	-	-	-	-
TOTAL EXPENSES FROM CONTINUING OPERATIONS	18,908	2,004	4, 137	3,025	1,856	1,973	5,913
OPERATING RESULT FOR THE YEAR	3,865	(2,004)	18, 393	(3,025)	(1, 600)	(1, 885)	(6,014)

Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 ES inclusive of Draft Fees and Charges 2022/2023

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023 Page 176

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CAPITAL BUDGET – OUR LEADERSHIP										
										New, Renewal,
Description										Upgrade
IT Asset Replacement - 25 PC's / Laptops	\$	40,000						\$ 40,000	\$ 40,000	Renewal
Administration Building Air Conditioner - No2 Chilled Water Pump Replo	\$	9,500						\$ 9, <i>5</i> 00	\$ 9,500	Renewal
Administration Building Switchboard Seals	\$	7,000						\$ 7,000	\$ 7,000	Renewal
Administration Building Air Conditioner - Nol Condensor Pump Replace	\$	9,000						\$ 9,000	\$ 9,000	Renewal
Admin building stairwiel doors replacement	\$	13,350						\$ 13,350	\$ 13,350	Renewal
Administration Building Air Conditioner NoT Chiller Overhaul/Replacem	\$	42,000						\$ 42,000	\$ 42,000	Renewal
Photocopier Replacement	\$	30,000						\$ 30,000	\$ 30,000	Renewal
Server Replacement	\$	18,000						\$ 18,000	\$ 18,000	Renewal
HR Management System Implementation	\$	76,500						\$ 76,500	\$ 76,500	Renewal
Total for Our Leadership	\$	245,350	\$-	\$ -	ş -	\$-	\$ -	\$ 245,350	\$ 245,350	

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REVENUE

REVENUE POLICY

INTRODUCTION

Council's 2022/2023 Revenue Policy has been prepared in accordance with the provisions of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

The revenue policy includes the following required elements:

- Detailed estimate of Council's income and expenditure.
- Details of each ordinary rate and special rate proposed to be levied.
- Details of each charge proposed to be levied.
- Statement regarding the types of fees proposed to be charged.
- Council's proposed pricing methodology for fees.
- Statement of any proposed borrowings.

In addition to preparing this revenue policy, Council has also recently undertaken a review of its 10-year Long Term Financial Plan (LTFP). The 2022/2023 Revenue Policy is represented in this financial plan, which will be used by Council to guide its future decision-making.

The aim of the LTFP is to guide Council towards achieving a balanced budget on a funding basis, whilst acknowledging that service delivery meets community expectations and urgent asset renewal are the main priorities.

The LTFP also seeks to reduce the current working fund deficits by reducing operating costs in real terms over time, or by expanding the revenue base of Council.

2022/2023 FINANCIAL ESTIMATES

\$ '000	2022	2023 Proposed Budget
¥ 000	Q2 Review	
Income from Continuing Operations		
Revenue:		
Rates & annual charges	19,464	20,226
User charges & fees	3,325	3,480
Interest & investment revenue	497	498
Other revenues	235	464
Grants & contributions for operating purposes	6,606	7,052
Grants & contributions for capital purposes	3,482	6,002
Other Income:	-	-
Net gains from disposal of assets	-	-
Net share of interests in joint ventures	-	-
TOTAL INCOME FROM CONTINUING OPERATIONS	33,609	37,722
Expenses from Continuing Operations		
Employee benefits & costs	13,577	14,563
Borrowing costs	641	678
Materials & contracts	10,861	10,029
Depreciation & amortisation	7,074	6,259
Impairment	-	-
Other expenses	821	963
Net losses from disposal of assets	-	-
Net share of interests in joint ventures	-	-
TOTAL EXPENSES FROM CONTINUING OPERATIONS	32,974	32,492
OPERATING RESULT FOR THE YEAR	635	5,230
		(770)
Net share of interests in joint ventures TOTAL EXPENSES FROM CONTINUING OPERATIONS OPERATING RESULT FOR THE YEAR		635
T OPERATING RESULT FOR THE YEAR BEFORE GRANTS & ONTRIBUTIONS FOR CAPITAL PURPOSES	(2,847)	(772)

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STATEMENT OF FINANCIAL POSITI \$ '000	2022	2023
4 000		Proposed
	Q2 Review	Budget
Assets		
Current Assets:		
Cash & cash equivalents	21,214	11,98
Investments	3,000	3,00
Receivables	5,518	5,65
Inventories	118	13
Other	717	41
Non-current assets classified as 'held for sale'	-	-
TOTAL CURRENT ASSETS	30,567	21,18
Non-Current Assets:		
Investments Receive her	-	-
Receivables	-	-
Inventories	- 263,651	265,25
Infrastructure, property, plant & equipment		265,25
Investments accounted for using the equity method	1,359	.,
Investment property	-	-
Intangible assets	-	-
TOTAL NON-CURRENT ASSETS	265,010	266,39
TOTAL ASSETS	295,577	287,58
Liabilities		
Current Liabilities:		
Payables	3,500	1,90
Income Received in Advance	-	-
Contract Liabilities		
Borrowings	1,605	1,64
Provisions	3,184	3,82
TOTAL CURRENT LIABILITIES	8,289	7,37
Non-Current Liabilities:	19,615	18,14,
Payables	-	-
Borrowings	18,010	16,49
Provisions	11,912	12,26
TOTAL NON-CURRENT LIABILITIES	29,922	28, 75
TOTAL LIABILITIES	38,211	36,13
	30,211	30,13
NET ASSETS	257,366	251,44
Equity		
Retained earnings	119,659	113,74
Revaluation reserves	137,707	137,70
Council equity interest	257,366	251,44
Non-controlling interest	-	
TOTAL EQUITY	257,366	251,44
Assumptions		
General Index No impact from revaluation of assets	2.50%	2.

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\$ '000	2022	2023
		Proposed
	Q2 Review	Budget
Cash Flows from Operating Activities		
Receipts:		
Rates & annual charges	18,880	19,619
User charges & fees	3,225	3,376
Investment & interest revenue received	896	465
Grants & contributions	10,088	13,054
Bonds, deposits & retention amounts received	-	-
Other	228	450
Payments:		
Employee benefits & costs	(13,170)	(14,126
Materials & contracts	(10,535)	(9,728
Borrowing costs	(641)	(678
Bonds, deposits & retention amounts refunded	-	-
Other	(796)	(934
NET CASH PROVIDED (OR USED IN) OPERATING ACTIVITIES	8,175	11,498
Cash Flows from Investing Activities		
Receipts:		
Sale of investment securities	-	-
Sale of infrastructure, property, plant & equipment	-	-
Deferred debtors receipts	-	-
Other investing activity receipts	-	-
Payments:		
Purchase of investment securities	-	-
Purchase of infrastructure, property, plant & equipment	(11,265)	(19,127
Deferred debtors & advances made	-	-
NET CASH PROVIDED (OR USED IN) INVESTING ACTIVITIES	(11,265)	(19,127)
Cash Flows from Financing Activities		
Receipts:		
Proceeds from borrowings & advances	-	-
Payments:		
Repayment of borrowings & advances	(1,443)	(1,605
NET CASH PROVIDED (OR USED IN) FIN AN CING ACTIVITIES	(1,443)	(1,605)
	(4 500)	(0.0.2.4)
NET INCREASE/(DECREASE) IN CASH & CASH EQUIVALENTS	(4,533)	(9,234)
plus: CASH & CASH EQUIVALENTS - beginning of year	25,747	21,214
	_0,	,
CASH & CASH EQUIVALENTS - end of year	21,214	11,980
Additional Information		
plus: Investments on hand - end of year	3,000	3,000
TOTAL CASH, CASH EQUIVALENTS & INVESTMENTS - end of year	24,214	14,980
· · · · ·		
Assumptions		
Rates & charges recovery rate	97.00% 97.00%	97.00 97.00
Debtorrecovery rate General Index	2.50%	2.50
nvestment Interest rate Overdue rates interest rate	3.00% 6.00%	1.50

Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

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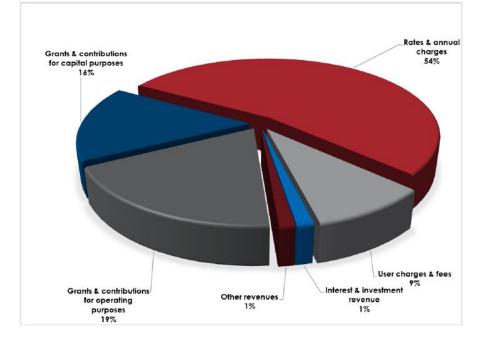
OPERATIONAL PLAN	- 2822	-282	8	
FINANCIAL R				
	2022	2023		Operating Ratio
	Q2 Review	n op osed Budget		
Operating Ratio This ratio measures Council's ability to contain operating expenditure within operating revenue.	-9.45%	-2.43%	098 -298	■ 202.2 ■ 2023
Benchmark - Greater than 0%			-495	
(operating revenue excl. capital grants and contributions - operating expenses) / operating revenue excluding capital grants and contributions			-698 -898	
Cash Expense Cover Ratio This ratio indicates the number of months Council can continue paying for its immediate expenses without additional cash inflow.	3,94	8.44	14	Cash Expense Cover Ratio
Benchmark - Greater than 3.0 months (current year's cash and cash equivalents / (total expenses - depreciation - interest costs) * 12		0.11	12 10 8 4 2 0	• 2022 • 2023
Current Ratio				Current Ratio
This ratio represents Council's ability to meet debt payments as they fail due. It should be noted that Council's externally restricted assets will not be available as operating funds and as such can significantly impact Council's ability to meet its liabilities.	2.58	2.87	4 3 2	
Benchmark - Greater than 1.5			1	
current assets / current liabilities			0	■ 2022 ■ 2023
Unrestricted Current Ratio				Unrestricted Current Ratio
To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.	2.39	2.71	5 4	Kallo
Benchmark - Greater than 1.5 aurent assets (ess al external activities/ aurent flabilities, less spealla purpose flabilities			3 2 1 0	● 2022 ● 2023
Own Source Operating Revenue				Own Source Operating
This ratio measures the level of Council's fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions. Council's financial flexibility improves the higher the level of its own source revenue.	76.43%	65.39%	8095 6095	Revenue
Benchmark - Greater than 80% rates, utilities and charges / total operating revenue (inclusive of capital grants and contributions)			4095 2095 095	■ 2022 ■ 2023
Debt Service Cover Ratio				Debt Service Cover Ratio
This ratio measures the availability of cash to service debt including interest, principal, and lease payments.	3.29	2.70	6 5	
Benchmark - Greater than 2.0 operating result before interest and depreciation (SBTDA) / principal repayments +borrowing interest costs			4 3 2 1 0	= 2022 = 2023
Interest Cover Ratio				
Interest Cover Kollo This ratio indicates the extent to which Council can service its interest bearing debt and take on additional barrawings. It measures the burden of the current interest expense upon Council's operating cash.	10.62	9.10	15 12 9	Interest Cover Ratio
Benchmark - Greater than 4.0 aperating result before interest and depreciation (EBITDA) / interest expense			6 3 0	■ 2022 ■ 2023
Capital Expenditure Ratio				Capital Expenditure Ratio
This ratio indicates the extent to which Council is forecasting to expand its asset base with capital expenditure spent on bath new assets and replacement and renewal of existing assets.	1.15	3.06	1.60 1.20	Kallo
Benchmark - Greater than I. I annual capital expenditure / annual depreciation			0.80	
				■ 2022 ■ 2023

Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

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SOURCES OF REVENUE

Council's revenue is mainly sourced from Rates and Annual Charges (54%), with Operating Grants (19%) and User Charges and Fees (9%) being other key revenue items.



Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

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RATE REVENUE

To be confirmed pending Council resolution.

Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

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CHARGES – WASTE MANAGEMENT

Council proposes to levy domestic waste management charges for the provision of waste management services. These charges are levied in accordance with sections 496, 501 and 502 of *Local Government Act* 1993.

Under the provisions of the Local Government Act 1993, Council is only able to charge an amount for domestic waste management services that does not exceed the reasonable cost of providing that service.

The domestic waste management charge comprises two components:

- Domestic waste usage charge
- Domestic waste administration fee

In 2022/2023, the proposed charge is \$301 per service and the administration fee is \$53 per each serviceable property. The domestic waste user charge is expected to generate \$2.85M and the administration fee \$0.50M, for a combined total of \$3.35M.

Charge	2021/22	2022/23	Increase %	Total Income
Domestic waste usage charge	\$291	\$301	3.4%	\$2.85M
Domestic waste administration fee	\$51	\$53	3.9%	\$0.50M

Council also levies charges under sections 501 and 502 of the Local Government Act 1993 for the provision of waste management services to commercial customers. In 2022/2023, garbage removal charges for one Commercial Waste Service (three mobile garbage bins) is \$447 or one x 600 litre bin will be set at \$411 per property per annum, which is expected to generate \$198,000. An additional MGB service will be charged at \$159 per annum and an additional 600 litre bin at \$411.

Details of the full range of waste management charges levied under the Local Government Act 1993 that are applicable to both domestic and non-domestic customers are contained in the fees and charges schedule.

Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

DEBT

DEBT MANAGEMENT

The amount of debt outstanding at 30 June 2023 is expected to be \$18.14M.

Council has borrowed funds for the following key projects:

- Road Projects \$1.5M
 Regional Aquatic Centre \$2.5M
 Broken Hill Airport \$0.5M
- Information Technology \$1.0M
- Art Gallery Storage \$0.6M
- Infrastructure Renewal
 \$10.0M
- Economic Stimulus Community
 Infrastructure (proposed)
 \$10.0M

These loans have loan terms spanning 10-20 years with fixed interest rates of between 1.32% - 4.45% per annum.

ANNEXURE 1

SCHEDULE OF FEES AND CHARGES 2022/2023

Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023

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Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023



AUSTRALIA'S FIRST HERITAGE LISTED CITY



QUALITY CONTROL					
REFERENCES	D22/22290				
KEY DIRECTION	4. Our Leadership				
OBJECTIVE	4.1 Openness and Transparency Making	in Decision			
STRATEGY	4.1.1 Support the organisation to operate its legal framework				
RESPONSIBLE OFFICER	General Manager				
REVIEW DATE	July 2023				
COMPANY	Broken Hill City Council				
PHONE NUMBER	08 8080 3300				
EMAIL ADDRESS FOR ENQUIRIES ONLY	<u>council@brokenhill.nsw.gov.au</u>				
DATE	ACTION	MINUTE NO.			
	Public Exhibition				
	Adopted by Council				
	Images sourced from Council's I	mage Library			
NOTES	© Copyright Broken Hill City Cou	ncil 2018			
	Broken Hill 2033 Community Strat	egic Plan			
	Long Term Financial Plan 2023-20	032			
ASSOCIATED DOCUMENTS Delivery Program 2022-2026 incorporating Operational Plan 2022/2023					
Disability Inclusion Action Plan 2022-2026					

Schedule of Fees and Charges 2021/2022

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Bill Renfrew Sportsground	13
ET Lamb Memorial Oval	13
Memorial Oval	13
Norm Fox Sporting Complex	14
Picton Sportsground	14
BIU Band Hall/Soccer Complex	14
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Draft Schedule of Fees and Charges 2022/2023

<u>GST Disclaimer</u>

A goods and services tax (GST) applies to a number of goods and/or services supplied by Council. Those goods and/or services that are subject to GST have been identified in the attached Schedule of Fees and Charges.

Some goods and/or services supplied by Council have been declared GST free or are excluded under Division 81 of the Goods and Services Tax Act 1999. Those goods and/or services which are GST free or excluded from GST are identified in the Schedule of Fees and Charges.

Accordingly if a fee that is shown as being subject to GST is subsequently proven not to be subject to GST, then that fee will be amended by reducing the GST to nil. Conversely if Council is advised that a fee which is shown as being not subject to GST becomes subject to GST then the fee will be increased but only to the extent of the GST.

Draft Schedule of Fees and Charges 2022/2023

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Pricing Policy					
he following pricing principles have been used by Council as a guide in setting charges. These pricing principles adhere to Council's Access and Equity Policy and are reflected in the accompanying Schedule of Fees and Charges for 2022/2023.					
Pricing Principles and Basis Used by Council					
Pricing Principle	Pricing Basis				
 Community Service – Service provides a broad community benefit and therefore full cost recovery should not apply. Partial cost recovery could apply in some circumstances 	Zero to partial cost recovery				
 Cost Recovery – Service benefits particular users making a contribution to their individual income, welfare or profits generally without any broader benefits to the community 	Full cost recovery				
 Market Price – Services that Council operates in a commercial market 	Market Price				
 Statutory – Charges set by Federal and State Government 	Statutory				
 Third Party – Services provided by another service provider apart from Council 	Third Party				

Application of Pricing Principles to Goods and Services					
Service	Principle	Basis of Cost			
Access to Information - Government Information (Public Access) Act 2009 (GIPA)	Statutory	Statutory			
Admission Fees:					
Broken Hill City Art Gallery; Broken Hill Regional Aquatic Centre; Albert Kersten Mining & Minerals Museum; Living Desert: The John Simons Flora and Fauna Sanctuary and Sculpture Site	Community Services	Partial Cost Recovery (except ir Broken Hill Regional Aquatic Centre which is set by YMCA)			
Airport Landing and Passenger Charges	Cost Recovery	100% (except RFDS and Aero Club, Emergency Services)			
Animal Control	Statutory	Statutory (Except fees for Broker Hill Veterinary Clinic)			
Carnivals – Swimming Pools	Third Party	Set by YMCA			
Cemetery Fees	Cost Recovery	100%			
Certificates For Construction/Development Work	Market Price	100%			
Chemical Toilet Charges	Cost Recovery	100%			
Civic Centre	Cost Recovery	100%			
Construction Consents, etc.	Market Price	100%			
Contaminated Waste Charges	Cost Recovery	100%			
Development Applications	Statutory	Statutory			
Driveways	Cost Recovery	100%			
Inspections of Premises	Cost Recovery	100%			

Draft Schedule of Fees and Charges 2022/2023

Library	Cost Recovery	100 % Cost Recovery (except in regard to sale of old books, Internet service and providing Writer's residence on subsidised cost)
Nature Strips and Path Works	Market Price	100%
Permits	Statutory	Statutory
Photocopying	Cost Recovery	100%
Pounds and Impounding	Cost Recovery	100%
Rates Enquiries	Cost Recovery	100%
Rents/Hire Fees	Market Price	100%
Signs – new, maintenance, replacement	Cost Recovery	100 % (except in cases involving benefit to general public)
Subdivision Applications	Market Price	100%
Trade Waste	Cost Recovery	100%
Waste Removal	Cost Recovery	100%
Willyama Common	Cost Recovery	100%
Zoning Certificates (\$10.7)	Statutory	Statutory

Draft Schedule of Fees and Charges 2022/2023

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	KEY THEME 1 - OUR COMMUNITY LIBRARY SERVICES							
ltem No	Particulars	Pricing Policy ID	Basis	G ST Y/N	GST \$	2021/22 Fees (inc GST)		
1	Charles Rasp Memorial Library							
1 - 1	Public computers	Community services	Each	No	\$ -	No Charge		
1 - 2	Internet usage	Community services	Each	No	\$ -	No Charge		
	Local history search - first 15 minutes free - fee from thereafter	Cost recovery	Per 30 minutes	Yes	\$ 2.27	\$ 2		
1 - 4	Photographic reproductions - black and white (various sizes)	Cost recovery	Each	Yes	10%	POA		
1 - 5	Visitor membership - refundable deposit	Cost recovery	Each	Yes	\$ 1.82	\$ 2		
1 - 6	Visitor membership - administration fee	Cost recovery	Each	Yes	\$ 0.45	\$		
1 - 7	Replacement of lost library resource	Cost recovery	Each	Yes	10%	Actual Cost		
1 - 8	Replacement DVD/CD case	Cost recovery	Each	Yes	\$ 0.45	\$		
1 - 9	Replacement talking book case	Cost recovery	Each	Yes	\$ 0.91	\$ 1		
1 - 10	Replacement Library card	Cost recovery	Each	Yes	\$ 0.27	\$		
1 - 11	Historical booklets	Cost recovery	Each	Yes	10%	Upon Applicati		
1 - 12	Sale of books	Cost recovery	Each	Yes	10%	\$0.20 - \$20.00		
1 - 13	Computer printout - cemetery record	Cost recovery	Per page	Yes	\$ 0.02	\$		
1 - 14	Printing/Photocopying (A4 - black and white) - self service	Cost recovery	Per page	Yes	\$ 0.02	\$		
1 - 15	Printing/Photocopying (A4 - colour) - self service	Cost recovery	Per page	Yes	\$ 0.14	\$		
1 - 16	Printing/Photocopying (A3 - black and white) - self service	Cost recovery	Per page	Yes	\$ 0.04	\$		
1 - 17	Printing/Photocopying - (A3 - colour) - self service	Cost recovery	Per page	Yes	\$ 0.27	\$		
1 - 18	Scanning - self service	Cost recovery	Per page	No		No Charge		
1 - 19	Microfiche/film reader - printout	Cost recovery	Per page	Yes	\$ 0.02	\$		
1 - 20	Microfiche/film reader - printout (Not self/serve) - A4/A3	Cost recovery	Per page	Yes	\$ 0.09	\$		
	Inter Library Loans (ILL) - fees charged by other Library plus actual postage - except for special needs services of State Library which are free eg foreign languages boxes.	Cost recovery	Per item	Yes	10%	POA		
1 - 22	Meeting room hire	Community services	Per day	Yes	\$ 5.00	\$ 5		
1 - 23	Events and workshops	Community services	Perevent	Yes	10%	POA		
1 - 24	3-D printing - 1 hour (60 minutes) - includes setup costs and first hour of printing	Cost recovery	Per 60 Minutes	Yes	\$ 0.91	\$ 1		
1 . 25	3-D printing - each additional hour	Cost recoverv	Per 60 Minutes	Yes	\$ 0.36	\$		

2022/	/23 C	HANG	ES			
2022/23 Fees (inc GST)	Ch	\$ ange	% Change			
No Charge						
No Charge						
\$ 25.00	\$	-	0%			
POA						
\$ 20.00	\$	-	0%			
\$ 5.00	\$	-	0%			
Actual Cost						
\$ 5.00	\$	-	0%			
\$ 10.00	\$	-	0%			
\$ 3.00	\$	-	0%			
Upon Application						
\$0.20 - \$20.00						
\$ 0.20	\$	-	0%			
\$ 0.50	\$	0.30	60%			
\$ 1.50	\$	-	0%			
\$ 1.00	\$	0.60	60%			
\$ 3.00	\$	-	0%			
No Charge						
\$ 0.20	\$	-	0%			
\$ 1.00	\$	-	0%			
POA						
\$ 55.00	\$	-	0%			
POA						
\$ 10.00	\$	-	0%			
\$ 5.00	\$	1.00	20%			

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	KEY THEME 1 - DUR COMMUNITY							
	ROADS							
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N	GST Ş	2021/22 Fees (inc GST)		
2	Permits – Road / Footpath							
2 - 1	Permit fee - Road/Footpath openings (plus restoration fee)	Cost recovery	Each	No	\$ -	\$105.00 plus Restoration fee		
2 - 2	Permit fee (Heavy Vehicle National Law)	Statutory	Each	No	\$ -	\$ 70.00		
2 - 3	Permit fee - conveyance of stormwater from property boundary to Council's drainage system where approved (plus restoration fee)	Statutory	Each	No	\$ -	\$25.00 plus Restoration fee		
2 - 4	Late fee - any permit not received within 14 days of required date	Cost recovery	Each	Yes	\$ 25.91	\$ 285.0		
2 - 5	Unauthorised openings (additional to permit fee)	CostRecovery	Each	Yes	10%	\$135.00 plus Restoration fee		
2 - 6	Administration fee - cost recovery street closures	Cost recovery	Each	Yes	\$ 22.73	\$ 250.00		
2 - 7	Install road closures for cost recovery functions	Cost recovery	Each	Yes	10%	By quotation		
2 - 8	Heavy vehicle/over size limit permit - Reinstatement of infrastructure	Cost recovery	Each	Yes	10%	By quotation		
2 - 9	Deposit materials on footpaths	Cost recovery	Sq m	Yes	10%	By quotation		
2 - 10	Application to enclose a public place in connection with the erection or demolition of a building (hoardings) <15m ²	Private	Each	Yes	\$ 8.64	\$ 95.0		
2 - 11	Application to enclose a public place in connection with the erection or demolition of a building (hoardings) >15m ²	Private	Each plus m ²	Yes	10%	\$95.00 Plus \$10.00 per additional m2		
2 - 12	Construction of paving on public footpaths by cost recovery contractor (including driveways, dish crossings, footpaths)		Each	Yes	\$ 9.09	\$ 100.00		
2 - 13	Application for suspension of alcohol free zone	Community Service	Each	Yes	\$11.36	\$ 125.0		
2	Restoration Bond Fees (in addition to Permit Fee)	0011100						
2 - 14	Heavy duty road pavements (regional roads) - road pavement	Costrecovery	Sq m	Yes	10%	By quotation		

2022/	23 CHANC	GES
2022/23 Fees (inc GST)	Ş Change	% Change
\$105.00		
\$105.00 plus Restoration fee		
\$ 70.00	\$ -	0%
\$25.00 plus Restoration fee		
\$ 285.00	\$-	0%
\$135.00 plus Restoration fee		
\$ 250.00	\$-	0%
By quotation		
By quotation		
By quotation		
\$ 95.00	\$-	0%
\$95.00 Plus \$10.00 per additional m2		
\$ 100.00	\$-	0%
\$ 125.00	\$ -	0%
By quotation		

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	KEY THEME 1 - OUR					
	ROADS	Particulars Pricing Policy ID Basis Y/N \$ (inc GST) iduty pavements (local roads) - road pavement Cost recovery Sq m Yes 10% By quotation iduty pavements (local roads) - unsealed pavement Cost recovery Sq m Yes 10% By quotation iduty pavements (local roads) - unsealed pavement Cost recovery Sq m Yes 10% By quotation ure strip (min 1m ²) - asphalt/hot mix Cost recovery Sq m Yes 10% By quotation ure strip (min 1m ²) - plain concrete up to 100mm Cost recovery Sq m Yes 10% By quotation ure strip (min 1m ²) - plain concrete over 100mm Cost recovery Ma Yes 10% By quotation ure strip (min 1m ²) - plain concrete over 100mm Cost recovery m ² Yes 10% By quotation ure strip (min 1m ²) - pavers on concrete base Cost recovery m ² Yes 10% By quotation				
ltem No	Particulars	Pricing Policy ID	Basis			2021/22 Fee: (inc GST)
2 - 15	Medium/light duty pavements (local roads) - road pavement	Cost recovery	Sq m	Yes	10%	By quotatior
2 - 16	Medium/light duty pavements (local roads) - unsealed pavement	Cost recovery	Sq m	Yes	10%	By quotatior
2 - 17	Footpath/nature strip (min 1m ²) - asphalt/hot mix	Cost recovery	Sq m	Yes	10%	By quotatior
2 - 18	Footpath/nature strip (min 1m ²) - plain concrete up to 100mm	Cost recovery	Sq m	Yes	10%	By quotatior
2 - 19	Footpath/nature strip (min 1m²) - plain concrete over 100mm	Cost recovery	m²	Yes	10%	By quotation
2 - 20	Footpath/nature strip (min 1m²) - pavers on concrete base	Cost recovery	m²	Yes	10%	By quotation
2 - 21	Footpath/nature strip (min 1m ²) - pavers on all other bases	Cost recovery	m²	Yes	10%	By quotation
2 - 22	Footpath/nature strip (min 1m ²) - grass/earth	Cost recovery	m²	Yes	10%	By quotatior
2 - 23	Footpath/nature strip (min 1m ²) - turf	Cost recovery	m²	Yes	10%	By quotation
	Footpath/nature strip request for cracker dust (box out, provide materials and compact area)	Cost recovery	m²	Yes	10%	By quotation
2 - 25	Footpath/nature strip request for loam. Council to cover 50% of total cost of loam only	Cost recovery	m²	Yes	10%	By quotatior
2 - 26	Driveways - concrete 120mm	Cost recovery	m²	Yes	10%	By quotatior
2 - 27	Driveways - concrete 200mm	Cost recovery	m²	Yes	10%	By quotation
2 - 28	Kerb and gutter including laybacks	Cost recovery	m²	Yes	10%	By quotation
2 - 29	Saw cutting (road or footpath)	Cost recovery	m²	Yes	10%	By quotation
2 - 30	Road carriageway and shoulders - asphalt seal	Cost recovery	Sq m	Yes	10%	By quotatior
2 - 31	Road carriageway and shoulders - asphalt seal and road base	Cost recovery	Sq m	Yes	10%	By quotation
2 - 32	Road carriageway and shoulders - bitumen seal	Cost recovery	Sq m	Yes	10%	By quotatior
2 - 33	Road carriageway and shoulders - bitumen seal and road base pavement	Cost recovery	Sq m	Yes	10%	By quotation
2 - 34	Road carriageway and shoulders - road base pavement with no seal	Cost recovery	Sq m	Yes	10%	By quotatior

2022/	23 CHANG	ES
2022/23 Fees (inc GST)	\$ Change	% Change
By quotation		
By quotation By		
quotation By		
quotation By		
guotation		

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	KEY THEME 1 - OUR COMMUNITY							
	ROADS							
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N	GST Ş	2021/22 Fees (inc GST)		
2 - 35	Road surfacing (reinstatements only) jet patching (min 1m ²)	Cost recovery	m²	Yes	10%	By quotation		
2 - 36	Road surfacing (reinstatements only) emulsion spraying - hand lance $(\min 10m^2)$	Cost recovery	m²	Yes	10%	By quotation		
2 - 37	Road surfacing (reinstatements only) sprayed bitumen sealing (min 1 000m²)	Cost recovery	m²	Yes	10%	By quotatior		
2 - 38	Unsealed road grading and maintenance	Cost recovery	m²	Yes	10%	By quotatior		
2 - 39	Road - Line marking	Cost recovery	m²	Yes	10%	By quotation		
2	Traffic Control							
2 - 40	Abandoned vehicles - towing	Market price	Each	Yes	10%	Actual Cost pl 30%		
2 - 41	Abandoned vehicles - storage/impoundment fees	Cost recovery	Day	No	\$ -	\$ 1		
2 - 42	Abandoned vehicles - administration fee	Cost recovery	Each	Yes	\$ 25.00	\$ 27		
2 - 43	Escort fee - including removal of signs and reinstatements for wide loads	Cost recovery	Each	Yes	\$ 10.45	\$ 11		
2 - 44	Equipment for public functions/events - erection and removal of traffic control devices	Cost recovery	Each	Yes	10%	By quotatior		
2 - 45	Design of traffic control plans - consultation, site inspection and drafting	Cost recovery	Plan	Yes	\$ 25.00	\$ 27		
2 - 46	Hire of traffic controllers	Cost recovery	Hour	Yes	\$ 5.91	\$ 6		
2 - 47	Hire of traffic signs/equipment plus a \$50.00 refundable bond (per item)	Cost recovery	Day	Yes	\$ 1.64	\$20.00 plus \$50 refundable bo		

2022/	23 CHA	NG	ES
2022/23 Fees (inc GST)	Ş Chang	je	% Change
By quotation			
Actual Cost plus 30%			
\$ 15.00	\$	-	0%
\$ 275.00	\$	-	0%
\$ 115.00	\$	-	0%
By quotation			
\$ 403.00	\$ 128.	00	32%
\$ 70.00	\$ 5.	00	7%
\$20.00 plus \$50.00 refundable bond			
By quotation			

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	KEY THEME 1 - OUR BUILDINGS AND										
m No	m No Particulars Pricing Policy ID Basis GST GST 2021/22 Fee: Y/N \$ (inc GST)										
	Hire Fees – Parks			1 1/1	,	(inc ost)					
- 1	Park hire fee (all parks excluding Living Desert Sanctuary and Sculpture Site, ovals and Willyama Common, Gasworks Reserve)	Costrecovery	Day	Yes	\$ 7.36	\$ 81.00					
- 2	Sturt Park Rotunda - casual community hire eg wedding ceremonies and pageants (exclusive use)	Costrecovery	Event	Yes	\$ 16.18	\$ 178.00					
- 3	Sturt Park Rotunda - business and private function hire no entry fees (exclusive use)	Costrecovery	Event	Yes	\$ 27.00	\$ 297.00					
- 4	Sturt Park playground BBQ area including adjacent table setting - half day (up to four hours) casual community hire only (non exclusive use)	Costrecovery	Half Day	Yes	\$ 3.27	\$ 36.00					
- 5	Sturt Park Playground BBQ area including adjacent table setting - full day - casual community hire only (non exclusive use)	Costrecovery	Day	Yes	\$ 5.36	\$ 59.00					
- 6	Sturt Park Playground undercover seating area - half day (up to four hours) casual community hire only (non exclusive use)	Costrecovery	Half Day	Yes	\$ 2.73	\$ 30.00					
- 7	Sturt Park Playground undercover seating area - full day - casual community hire only (non exclusive use)	Costrecovery	Day	Yes	\$ 4.27	\$ 47.00					
- 8	Sturt Park Playground open space area, near Beryl Street - half day (up to four hours) - casual community hire only (non exclusive use)	Costrecovery	Half Day	Yes	\$ 3.73	\$ 41.00					
- 9	Sturt Park Playground open space area - near Beryl Street - full day - casual community hire only (non exclusive use)	Costrecovery	Day	Yes	\$ 6.45	\$ 71.00					
- 10	Park - key deposit (refundable)	Costrecovery	Each	No	\$-	\$ 35.00					
- 11	Duke of Cornwall Park - tennis court - day rate per court	Cost recovery	Hour	Yes	\$ 1.00	\$ 11.00					
- 12	Duke of Cornwall Park - tennis court - night rate per court	Cost recovery	Hour	Yes	\$ 1.45	\$ 16.00					
	Hire Fees - Town Square										
- 13	Power - key deposit (refundable)	Cost recovery	Each	No	\$-	\$ 35.00					
- 14	Town Square hire fee	Cost recovery	Per day	Yes	\$ 7.73	\$ 85.00					
	Hire Fees - Halls					-					
- 15	Building - key deposit (refundable)	Cost recovery	Each	No	\$-	\$ 35.00					
- 16	Aged Persons Rest Centre hire - half day (four hours)	Cost recovery	Half day	Yes	\$ 7.64	\$ 84.00					
- 17	Aged Persons Rest Centre hire - full day	Costrecovery	Day	Yes	\$ 15.18	\$ 167.00					
- 18	Aged Persons Rest Centre - regular casual hire (hourly rate up to maximum daily rate)	Costrecovery	Hour	Yes	\$ 2.27	\$ 25.00					
- 19	Aged Persons Rest Centre hire - charitable organisations - half day (four hours)	Costrecovery	Half day	Yes	\$ 5.09	\$ 56.00					
- 20	Aged Persons Rest Centre hire - charitable organisations - full day	Costrecovery	Day	Yes	\$ 10.18	\$ 112.00					

2022/23 CHANGES 2/23 Fees \$ % c GST) Change Change \$ 0% 81.00 178.00 \$ 0% \$ 0% 297.00 \$ 36.00 0% \$ 59.00 0% \$ 30.00 0% \$ 47.00 0% \$ 41.00 0% 71.00 \$ 0% 0% 35.00 \$ 11.00 \$ 0% 0% 16.00 \$ 0% 35.00 \$ 85.00 \$ 0% 35.00 0% \$ 84.00 0% \$ 167.00 \$ 0% \$ 0% 25.00 \$ 0% 56.00 \$ 0% 112.00

Draft Schedule of Fees and Charges 2022/2023

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KEY THEME 1 - OUR COMMUNITY									
	BUILDINGS AND	PROPERTY							
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N	GST \$		2021/22 Fees (inc GST)		2022/23 Fees (inc GST)
3 - 21	Casual hiring risk assessment administrative fee (minimum of \$63.00 based on the risk to be assessed by Council's Corporate Risk Coordinator)	Costrecovery	Each	Yes	\$ 5.7	3 \$	\$ 63.00	\$	63.
3	Cemetery								
3 - 22	Exclusive right of burial (required for all new casket and ashes burial)	Cost recovery	Each	Yes	\$ 73.1	8 \$	\$ 805.00	\$	833.
3 - 23	Exclusive right and work permit (spare)	Costrecovery	Each	Yes	\$ 73.1	8 \$	\$ 805.00	\$	833.
3 - 24	Exclusive right restoration of old graves (includes work permit) - graves older than 40 Years or prior to 1971	Costrecovery	Each	Yes	\$ 27.5	5 \$	\$ 303.00	\$	314.
3 - 25	Weekday interment of casket into new grave or existing grave	Costrecovery	Each	Yes	\$112.0	9 \$	\$ 1,233.00	\$	1,276.
3 - 26	Weekday interment of ashes (adult or child) into an existing grave or existing plot	Costrecovery	Each	Yes	\$ 35.3	6 \$	\$ 389.00	\$	403.
3 - 27	Weekday interment of subsequent set of ashes interred at same time as initial set of ashes (adult or child) into an existing grave or existing plot	Costrecovery	Subsequent after the first	Yes	\$ 17.7	3 \$	\$ 195.00	\$	202.
3 - 28	Weekday interment of casket, child into new grave (0-13yrs)	Cost recovery	Each	Yes	\$ 35.3	6 \$	\$ 389.00	\$	403.
3 - 29	Weekday interment of ashes (adult or child) - new plot	Costrecovery	Each	Yes	\$ 49.0	9 \$	\$ 540.00	\$	559.
3 - 30	Weekday interment of subsequent set of ashes interred at same time as initial set of ashes (adult or child) - new plot	Costrecovery	Subsequent after the first	Yes	\$ 24.6	4 \$	\$ 271.00	\$	280.
3 - 31	Saturday interment of casket into new grave or existing grave	Costrecovery	Each	Yes	\$167.0	9 \$	\$ 1,838.00	\$	1,902.
3 - 32	Saturday interment of ashes (adult or child) into an existing grave or existing plot	Costrecovery	Each	Yes	\$ 49.1	8 \$	\$ 541.00	\$	560.
3 - 33	Saturday interment of subsequent set of ashes interred at same time as initial set of ashes (adult or child) - existing grave or plot	Costrecovery	Subsequent after the first	Yes	\$ 24.6	4 \$	\$ 271.00	\$	280.
3 - 34	Saturday interment of casket, child into new grave (0-13yrs)	Cost recovery	Each	Yes	\$ 49.1	8 \$	\$ 541.00	\$	560.
3 - 35	Saturday interment of ashes (adult or child) - new plot	Cost recovery	Each	Yes	\$ 68.8	2 \$	\$ 757.00	\$	783.
3 - 36	Saturday interment of subsequent set of ashes interred at same time as initial set of ashes (adult or child) - new plot	Costrecovery	Subsequent after the first	Yes	\$ 34.3	6 \$	\$ 378.00	\$	391.
3 - 37	Outside interment hours interment of casket - additional fee	Cost recovery	Each	Yes	\$ 84.4	5 \$	\$ 929.00	\$	962.
3 - 38	Outside interment hours interment of ashes - additional fee	Costrecovery	Each	Yes	\$ 47.1	8 \$	\$ 519.00	\$	537.
3 - 39	Oversize plot requested - additional fee	Costrecovery	Each	Yes	\$ 21.1	8 \$	\$ 233.00	\$	241.
	Pre-selected spare grave - additional fee	Cost recovery	Each	Yes	\$ 14.2	7 \$	\$ 157.00	\$	162.
3 - 41	Pre-selected spare niche - additional fee	Costrecovery	Each	Yes	\$ 14.2	7 \$	\$ 157.00	\$	162.
3 - 42	Reopen - slab removal for casket	Cost recovery	Each	Yes	\$ 35.8	2 \$	\$ 394.00	\$	408.
3 - 43	Reopen - slab removal for ashes	Costrecovery	Each	Yes	\$ 17.7	3 \$	\$ 195.00	\$	202.
3 - 44	Reopen for interment of ashes at the head end or foot end of a grave if feasible	Costrecovery	Each	Yes	\$ 17.7	3 \$	\$ 195.00	\$	202.
3 - 45	Vaultreopen	Cost recovery	Each	Yes	\$ 34.9	1 \$	\$ 384.00	\$	397.
3 - 46	Work permit (required for any work conducted on site by a monumental mason)	Costrecovery	Each	Yes	\$ 17.7	3 \$	\$ 195.00	\$	202.

23 CHANGES \$ % Change Change \$ 3.00 0% \$ 28.00 3% 3.00 \$ 28.00 3% \$ 11.00 4% 4.00 \$ 43.00 3% 3.00 \$ 14.00 3% \$ 7.00 3% 2.00 3.00 \$ 14.00 3% 9.00 \$ 19.00 3% \$ 9.00 3% 0.00 2.00 \$ 64.00 3% \$ 19.00 3% 0.00 \$ 9.00 3% 0.00 \$ 19.00 3% \$ 26.00 3% 3.00 \$ 13.00 1.00 3% \$ 33.00 3% 2.00 18.00 \$ 3% 8.00 3% 1.00 \$ \$ 5.00 3% \$ 5.00 3% 3% 8.00 \$ 14.00 7.00 3% \$ \$ 3% 2.00 7.00 13.00 7.0 \$ 3% 2.00 \$ 7.00 3%

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Draft Schedule of Fees and Charges 2022/2023

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	KEY THEME 1 - OUI	R COMMUNITY				
	BUILDINGS AND	PROPERTY				
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N	GST \$	2021/22 Fees (inc GST)
3 - 47	Relocation within cemetery/exhumation	Cost recovery	Hour or part thereof	Yes	\$ 43.73	\$ 481.00
3 - 48	Reopen for vacancy confirmation (charged if not vacant)	Costrecovery	Hour or part thereof	Yes	\$ 43.73	\$ 481.00
	Late interment notice for next day interment (Monday – Friday after 2pm, Saturday, Sunday, public holiday)	Costrecovery	Each	Yes	\$ 20.18	\$ 222.00
3 - 50	Search of cemetery records - minimum charge of \$15.00	Cost recovery	Hour or part thereof	Yes	\$ 5.91	\$ 65.00

2022/23 (СНА	NGES	
			~
2022/23 Fees (inc GST)	cł	ş nange	% Change
\$ 498.00	\$	17.00	3%
\$ 498.00	\$	17.00	3%
\$ 230.00	\$	8.00	3%
\$ 67.00	\$	2.00	3%

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	KEY THEME 1 - I	OUR COMMUNITY							
PARKS AND RECREATIONAL FACILITIES									
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N	GST \$	2021/22 Fees (inc GST)			
4	Alma Oval								
4 - 1	Alma Oval - day hire (set by \$355 Committee)	Third party	Day	Yes	10%	Set by \$355 Committee			
4 - 2	Alma Oval - season hire (set by \$355 Committee)	Third party	Season	Yes	10%	Set by \$355 Committee			
4 - 3	Alma Oval - with canteen	Third party	Day	Yes	\$ 20.73	\$ 228.00			
4 - 4	Alma Oval - without canteen	Third party	Day	Yes	\$ 17.73	\$ 195.00			
4 - 5	Alma Oval - canteen electrical (access canteen electrical appliances)	Third party	Day	Yes	\$ 5.36	\$ 59.00			
4 - 6	Alma Public School	Third party	Year	Yes	\$ 45.09	\$ 496.00			
4 - 7	Broken Hill Football League	Third party	Year	Yes	\$ 79.82	\$ 878.00			
4 - 8	Broken Hill Cricket League	Third party	Game	Yes	10%	20% of gate takings or \$58.00 which ever is greater			
4 - 9	South Football Club	Third party	Year	Yes	\$151.82	\$ 1,670.00			
4	Bill Renfrew Sportsground								
4 - 10	West Football Club	Third party	Year	Yes	\$ 68.82	\$ 757.00			
4 - 11	Broken Hill All Breeds Obedience Dog Club	Third party	Year	Yes	\$ 41.73	\$ 459.00			
4 - 12	West Cricket Club	Third party	Year	Yes	\$ 34.91	\$ 384.00			
4 - 13	Other organisations/groups	Third party	Day	Yes	\$ 6.36	\$ 70.00			
4	E.T. Lamb Memorial Oval								
4 - 14	Broken Hill South Cricket Club - training two days on nets per week/season	Third party	Season	Yes	\$ 19.64	\$ 216.00			
4 - 15	Softball club - training (once per week)	Third party	Season	Yes	\$ 8.36	\$ 92.00			
4 - 16	Soccer club – training (once per week)	Third party	Season	Yes	\$ 8.36	\$ 92.00			
4 - 17	Primary hardball cricket	Third party	Game	Yes	\$ 1.36	\$ 15.00			
4 - 18	Country Rugby League - junior training	Third party	Season	Yes	\$ 27.00	\$ 297.00			
4 - 19	Country Rugby League - senior training	Third party	Season	Yes	\$ 32.36	\$ 356.00			
4 - 20	Country Rugby League - juniors competition	Third party	Game	Yes	\$ 1.45	\$ 16.00			
4 - 21	Country Rugby League - seniors competition	Third party	Game	Yes	\$ 3.18	\$ 35.00			
4	Memorial Oval								
4 - 22	Broken Hill Harness Racing Club - bar canteen rental	Third party	Month	Yes	\$ 31.45	\$ 346.00			
4 - 23	Broken Hill Harness Racing Club - race meetings	Third party	Night	Yes	\$ 95.36	\$ 1,049.00			
4 - 24	Trials - day	Third party	Each	Yes	\$ 11.36	\$ 125.00			
4 - 25	Trials - night	Third party	Each	Yes	\$ 26.00	\$ 286.00			
4 - 26	Broken Hill Football League	Third party	Year	Yes	\$ 78.64	\$ 865.00			
4 - 27	Central Football Club (power additional)	Third party	Year	Yes	\$ 242.82	\$ 2,671.00			
4 - 28	Combined dog clubs	Third party	Day	Yes	\$ 20.18	\$ 222.00			
4 - 29	SCPAA - Silver City Show - pre-show days (4) (power additional)	Third party	Day	Yes	\$ 17.27	\$ 190.00			
	SCPAA - Silver City Show - show days (4) (power additional)	Third party	Day	Yes	\$ 85.45	\$ 940.00			
4	SCPAA to be responsible for cleaning of showgro								

	2022/23	CH	ANGES		
	2022/23 Fees (inc GST)	Cł	\$ nange	% Change	
	Set by \$355				
	Committee Set by \$355				
	Committee				
\$	251.00	\$	23.00	9%	
\$	215.00	\$	20.00	9%	
\$	65.00	\$	6.00	9%	
\$	521.00	\$	25.00	5%	
\$	923.00	\$	45.00	5%	
	% of gate takings 65.00 which ever	\$	7.00	11%	
	is greater				
\$	1,837.00	\$	167.00	9%	
\$	757.00	\$		0%	
\$	459.00	\$		0%	
\$	384.00	\$	-	0%	
\$	70.00	\$	-	0%	
\$	216.00	\$	-	0%	
\$	92.00	\$	-	0%	1
\$	92.00	\$	-	0%	
\$	15.00	\$	-	0%	
\$	297.00	\$	-	0%	
\$	356.00	\$	-	0%	
\$	16.00	\$		0%	
\$	35.00	\$		0%	
	0.50.00		10.00		CPI a
\$ \$	358.00	\$ \$	12.00	3% 3%	
ې \$	1,088.00	ې \$	4.00	3%	
\$	296.00	4 \$	10.00	3%	
\$	895.00	\$	30.00	3%	
\$	2,764.00	\$	93.00	3%	
	230.00	\$	8.00	3%	1
\$	230.001	-P			
\$	197.00	۰ ۶	7.00	4%	
<u> </u>					

as per Ray Steer

Draft Schedule of Fees and Charges 2022/2023

Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

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KEY THEME 1 - DUR COMMUNITY										
PARKS AND RECREATION AL FACILITIES										
ltem No	Particulars	Basis	GST Y/N	GST \$	2021/22 Fees (inc G\$T)					
4 - 31	Casual hire	Third party	Each	Set by \$355 Committee						
4 - 32	School carnivals - full day	Third party	Day	Yes	\$ 19.64	\$ 216.00				
4 - 33	School carnivals - half day (9am-12pm or 12pm-3pm)	Third party	Day	Yes	\$ 13.27	\$ 146.00				
4 - 34	Community events hire (no tickets or entry fees)	Third party	Day	Yes	\$ 32.27	\$ 355.00				
4 - 35	Commercial events hire (tickets and entry fees applicable)	Third party	Day	Yes	\$ 80.00	\$843 Hire fee plus 5% ticket sales				
4 - 36	Events bond (applicable to both community and commercial events)	Cost recovery	event	No	\$-	By quotation				
4 - 37	Memorial Oval - advertising	Cost recovery	Each/per year	Yes	\$ 61.91	\$ 681.00				
4	Norm Fox Sporting Complex									
4 - 38	Barrier District Cricket League	Third party	Year	Yes	\$ 70.73	\$ 778.00				
4 - 38	Schools hire fee	Third party	Person	Yes	\$ 0.27	\$ 3.00				
4 - 39	Special events – oval hire	Third party	Day	Yes	s \$ 8.82	\$ 97.00				
4 - 40	Special events – oval and clubrooms	Third party	Day	Yes	\$ 25.09	\$ 276.00				
4 - 41	Special events – juniors	Third party	Person	Yes	\$ 0.27	\$ 3.00				
4 - 42	Teams training on oval (two hours one day/week/season)	Third party	Season	Yes	\$ 41.73	\$ 459.00				
4 - 43	Bond - all organisations (refundable)	Third party	Season	Yes	\$ 11.36	\$ 125.00				
4	Picton Sportsground									
4 - 44	Oval - day hire (set by \$355 Committee)	Third party	Day	Yes	10%	Set by \$355 Committee				
4 - 45	Season hire (set by \$355 Committee)	Third party	Season	Yes	10%	Set by \$355 Committee				
4	BIU Band Hall									
4 - 46	BIU Band Inc	Third party	Year	Yes	\$ 61.82	\$ 680.00				
4 - 47	Broken Hill Civic Orchestra	Third party	Night	Yes	\$ 3.27	\$ 36.00				
4 - 48	Hire fee (9am - 12pm)	Third party	Each	Yes	\$ 32.55	\$ 358.00				
4 - 49	Hire fee (9am - 12pm) Small music functions - Less than 35 People	Third party	Each	Yes	\$ 7.18	\$ 79.00				
4 - 50	Deposit (refundable)	Third party	Each	No	\$-	\$ 118.00				
4 - 51	Hire fee - prior day access (minimum two hours)	Third party	Hour	Yes	\$ 2.82	\$ 31.00				
4	O'Neill Tennis Club									
4 - 52	Seniors	Third party	Year	Yes	10%	New				
4 - 53	Concessions	Third party	Year	Yes	10%	New				
4 - 54	Family (2 Adults & 2 Children)	Third party	Year	Yes	10%	New				
4 - 55	Juniors	Third party	Year	Yes	10%	New				
4 - 56	Associate Members	Third party	Year	Yes	10%	New				
4 - 57	Court Hire	Third party	Per Player	Yes	10%	New				
4 - 58	Hall Hire exc public liability (Non-Members)	Third party	Per Day	Yes	10%	New				
4 - 59	Hall Hire exc public liability (Intembers)	Third party	Per Day	Yes	10%	New				
4 - 60	Lights (Non-Members)	Third party	Hour	Yes	10%	New				
4 - 61	Lights (Members)	Third party	Hour	Yes	10%	New				
4 - 62	Barbecue Hire (Non-Members)	Third party	Per Day	Yes	10%	New				

	2022/23	СН	ANGES	
	2022/23 Fees (inc GST)	Cł	\$ nange	% Change
	Set by \$355 Committee			
\$	224.00	\$	8.00	4%
\$	151.00	\$	5.00	3%
\$	367.00	\$	12.00	3%
	873 Hire fee plus 5% ticket sales	\$	30.00	3%
	By quotation			
\$	705.00	\$	24.00	3%
\$	800.00	\$	22.00	3%
\$	3.00	\$	-	0%
\$	97.00	\$	-	0%
\$	276.00	\$	-	0%
\$	3.00	\$	-	0%
\$	459.00	\$	-	0%
\$	125.00	\$	-	0%
	Set by \$355 Committee			
	Set by \$355 Committee			
\$	680.00	\$	-	0%
\$	36.00	\$	-	0%
\$	358.00 79.00	\$ \$	-	0%
<u> </u>				
\$	118.00	\$	-	0%
\$	31.00	\$	-	0%
\$	88.00	\$		0%
ې \$	55.00	ې \$	-	0%
\$	220.00	\$	-	0%
\$	27.50	\$	-	0%
\$	27.50	\$	-	0%
\$	5.00	\$	-	
\$	400.00	\$	-	0%
\$	1 30.00	\$	-	0%
\$	30.00	\$	-	0%
\$	20.00	\$	-	0%
\$	1 30.00	\$	-	0%

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	KEY THEME I - OUR COMMUNITY								2022/23 CHANGES			
	PARKS AND RECREAT	IONAL FACILITIES										
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N	GST \$	2021/22 Fees (inc GST)		2022/23 Fees (inc GST)				
4 - 63	Barbecue Hire (Members)	Third party	Per Day	Yes	10%	New		No Charge	\$-			

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	KEY THEME 2 - OUF					
ltem No	TOURIS/ Particulars	Pricing Policy ID	Basis	GST Y/N	GST Ş	GST
5	Visitor Information Centre					
5 - 1	Vehicle wash bay	Market price	Each	Yes	\$ 1.36	\$ 15.0
5 - 2	Showers (per shower)	Market price	Person	Yes	\$ 0.45	\$ 5.0
5 - 3	Signage - display board (per sign) - large	Market price	Year	Yes	\$ 66.82	\$ 735.0
5 - 4	Signage - display board (per sign) - small	Market price	Year	Yes	\$ 22.73	\$ 250.0
5 - 5	Sales commission (accommodations, tours and attractions)	Market price	Sales	Yes		12% commission of sales
5 - 6	Signage - display of pull up banner or digitial banner (per banner)	Market price	Year	Yes	\$ 43.18	\$ 475.0
5	Film Broken Hill					
5 - 7	Film permit - processing fee (Not for profit/students)	Community service	Each	No	\$-	No Charge
5 - 8	Film permit - processing fee (Commercial Films)	Cost recovery	Each	Yes	\$ 10.00	\$ 110.0
5 - 9	Film permit – road closures	Cost recovery	Each	Yes	10%	By Quotation
5 - 10	Traffic management plan (per plan per location)	Cost recovery	Each	Yes	10%	By Quotation
5 - 11	Film Administration Fee	Cost recovery	Each	Yes	\$ 10.00	\$ 110.0
5	Banner Poles					
5 - 12	Banner Pole Flag Installation	Cost recovery	Each	Yes	10%	New

	2022,	/23	CHANG	BES
F	22/23 ees : GST)	Сŀ	\$ ange	% Change
\$	15.00	\$	-	0%
\$	5.00	\$	-	0%
\$	735.00	\$	-	0%
\$	250.00	\$	-	0%
com	2% mission sales			
\$	475.00	\$	-	0%
No C	Charge			
\$	150.00	\$	40.00	27%
	By itation			
	By itation			
\$	110.00	\$	-	0%
	By itation			

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	KEY THEME 2 - OUF	RECONOMY				
	EVENTS AND CO	NFERENCES				
tem No	Particulars	Pricing Policy ID	Basis	GST Y/N	GST \$	2021/22 Fees (inc GST)
6	Civic Centre					
6 - 1	Organised conference - full package	Market price	Each	Yes	10%	POA
6 - 2	Full Civic Centre hire	Market price	8 hours	Yes	\$ 200.00	\$ 2,200.00
6 - 3	Auditorium per day - 8 hours	Market price	8 hours	Yes	\$ 120.00	\$ 1,320.00
6 - 4	Auditorium half hall per day - 8 hours	Market price	8 hours	Yes	\$ 70.45	\$ 775.00
6 - 5	Auditorium per hour	Market price	Hour	Yes	\$ 18.18	\$ 200.00
6 - 6	Auditorium half hall per hour	Market price	Hour	Yes	\$ 16.82	\$ 185.00
6 - 7	Community, charity and not for profit	Market price	Per hire fee	Yes	10%	30% Discount
6 - 8	Government incl Schools	Market price	Per hire fee	Yes	10%	New
	Chips Rafferty Function Room (Ground Floor) per day - 8 hours	Market price	8 hours	Yes	\$ 25.45	\$ 280.00
6 - 10	Chips Rafferty Function Room (Ground Floor) half day - 4 hours	Market price	4 hours	Yes	\$ 14.55	\$ 160.00
6 - 11	Full first floor day rate	Market price	8 hours	Yes	\$ 80.91	\$ 890.00
6 - 12	Full first floor half day rate - 4 hours	Market price	4 hours	Yes	\$ 50.45	\$ 555.00
6 - 13	Function room 2 or 3 per day - 8 hours	Market price	8 hours	Yes	\$ 28.18	\$ 310.00
6 - 14	Function room 2 or 3 half day - 4 hours	Market price	4 hours	Yes	\$ 16.18	\$ 178.00
6 - 15	Function rooms 2 and 3 per day - 8 hours	Market price	8 hours	Yes	\$ 55.45	\$ 610.00
6 - 16	Function room 2 and 3 half day - 4 hours	Market price	4 hours	Yes	\$ 30.45	\$ 335.00
6 - 17	Function room hourly rate (outside of standard hire duration)	Market price	Hour	Yes	\$ 7.27	\$ 80.00
6 - 18	Upstairs lounge hourly rate	Market price	Hour	Yes	\$ 7.73	\$ 85.00
6 - 19	Change rooms	Market price	Per room	Yes	\$ 1.82	\$ 20.00
6 - 20	Kitchen usage	Market price	Per day	Yes	\$ 23.18	\$ 255.00
6 - 21	Public holiday/weekend/night (6pm - 12am) surcharge	Market price	Per hire fee	Yes	10%	25% Surcharge
6 - 22	Surcharge Catered booking (per day)	Market price	Per day	Yes	\$ 10.45	\$ 115.00
6 - 23	Deposit to secure booking	Market price	Each	Yes	10%	25% of Quote
6 - 24	Functions extending beyond contracted finishing time (hourly fee plus labour cost)	Market price	Hour	Yes	\$ 30.00	\$ 330.00
6 - 25	Additional staff (per staff member)	Market price	Hour	Yes	\$ 5.18	\$ 57.00
6 - 26	Additional staff (per staff member) Saturday, Sunday, public holidays	Market price	Hour	Yes	\$ 7.27	\$ 80.00
6 - 27	Excess cleaning charge - Monday to Friday - 8am-6pm	Market price	Hour	Yes	\$ 7.27	\$ 80.00
6 - 28	Excess cleaning charge Saturday, Sunday, public holidays	Market price	Hour	Yes	\$ 10.45	\$ 115.00
6 - 29	Additional technical staff - Monday to Friday	Market price	Hour	Yes	\$ 8.18	\$ 90.00
6 - 30	Additional technical staff Saturday, Sunday, public holidays	Market price	Hour	Yes	\$ 11.36	\$ 125.00
6 - 31	Setup outside venue	Market price	Hour	Yes	\$ 5.18	\$ 57.00
6 - 32	Setup outside venue (outside business hours)	Market price	Hour	Yes	\$ 7.27	\$ 80.00
6 - 33	Merchandise sales	Market price	Event	Yes	10%	10% Gross
6 - 34	Follow Spot	Cost recovery	Booking	Yes	10%	\$90 + operator hourly cost
6 - 35	Dancefloor	Cost recoverv	Booking	Yes	10%	\$114.00

	2022/23 0	HANG	s	
_	2022/23 Fees	\$		%
	(inc GST)	Chana	e	Change
	POA			
\$	2,200.00	\$	-	0%
\$	1,320.00	\$	-	0%
\$	775.00	\$	-	0%
\$	200.00	\$	-	0%
\$	185.00	\$	-	0%
	30% Discount		_	
	10% Discount		_	
\$	280.00	\$	-	0%
\$	160.00	\$	-	0%
\$	890.00	\$	-	0%
\$	555.00	\$	-	0%
\$	310.00	\$	-	0%
\$	178.00	\$	-	0%
\$	610.00	\$	-	0%
\$	335.00	\$	-	0%
\$	80.00	\$	-	0%
\$	85.00	\$	-	0%
\$	20.00	\$	-	0%
\$	255.00	\$	-	0%
æ	25% Surcharge	¢	-	0%
\$	115.00	\$	-	0%
	25% of Quote		-	
\$	330.00	\$	-	0%
\$	57.00	\$	-	0%
\$	80.00	\$	-	0%
\$	80.00	\$	-	0%
\$	115.00	\$	-	0%
\$	90.00	\$	-	0%
\$	125.00	\$	-	0%
\$	57.00	\$	-	0%
\$	80.00	\$	-	0%
	10% Gross			
	90 + operator hourly cost			
\$	114.00			

Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

Draft Schedule of Fees and Charges 2022/2023

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	KEY THEME 2 - OL	IR ECONOMY				
	EVENTS AND CC	NFERENCES				
em No	Particulars	Pricing Policy ID	Basis	GST Y/N	GST \$	2021/22 Fees (inc GST)
6 - 36	Civic Centre bar - commercial	Market price	Perevent	Yes	10%	100% sales to Civic Centre
6 - 37	Civic Centre bar - not-for-profit	Cost recovery	Perevent	Yes	10%	50% profit to Civic Centre 50% profit to not-for-profit organisation
6 - 38	Breakages	Market price	Each	Yes	10%	Actual Cost
5 - 39	Testing and tagging of equipment	Market price	Per item	Yes	\$ 0.91	\$ 10.00
	Three phase power - external connection only	Market price	Per day	Yes	10%	At cost plus 12.5%
5 - 41	Laptop computer (own Laptop)	Market price	Per day	Yes	\$ 5.00	\$ 55.00
5 - 42	Data projector and screen - portable only	Market price	Per day	Yes	\$ 5.00	\$ 55.00
6 - 43	Special external equipment hire (includes administration fee)	Market price	Perevent	Yes	10%	Actual Cost plus 12.5%
5 - 44	Streaming/data upload	Market price	Per day	Yes	\$ 9.09	\$ 100.00
6 - 45	Civic Centre Video Conferencing	Market price	Hour	Yes	\$ 5.00	\$ 55.00
5 - 46	Smoke machine	Market price	Session	Yes	\$ 4.09	\$ 45.00
5 - 47	Steinway piano	Market price	Booking	Yes	\$ 25.00	\$ 275.00
6 - 48	Tea and coffee service 1 - 50 people	Cost recovery	Booking	Yes	\$ 12.50	\$ 137.50
6 - 49	Tea and coffee service 51 - 100 people	Cost recovery	Booking	Yes	\$ 20.00	\$ 220.00
6 - 50	Tea, coffee and biscuits (continuous) 100 plus people	Cost recovery	Booking	Yes	10%	POA
6 - 51	Plate Up Kitchen	Cost recovery	Booking	Yes	\$ 10.00	\$ 110.00
5 - 52	Crockery Hire 1-50 people	Cost recovery	Booking	Yes	\$ 5.18	\$ 57.00
5 - 53	Crockery Hire 51-100 people	Cost recovery	Booking	Yes	\$ 10.36	\$ 114.00
5 - 54	Crockery Hire 100 plus people	Costrecovery	Booking	Yes	10%	POA
6 - 55	Box Office Set Up	Cost recovery	Cost recovery	Yes	\$ 10.36	\$ 114.00
6 - 56	Ticket commission Council venue	Market price	Ticket	Yes	10%	10% of ticket price
6 - 57	Ticket commission non Council venue	Market price	Ticket	Yes	10%	12% of ticket price
6 - 58	Ticket commission Not for Profit Organisation	Market price	Ticket	Yes	10%	5% of ticket price
6 - 59	Ticket printing fee	Cost recovery	Ticket	Yes	10%	\$2.00
6 - 60	Set Up & Design Window Projection - standard still images - Civic Centre Only	Market Display	Display	Yes	10%	New
6 - 61	Set up & Design Window Projection - standard still images - Civic Centre and THF	Market Display	Display	Yes	10%	New
6 - 62	Set Up & Design Window Projection - video/moving images - Civic Centre Only	Market Display	Display	Yes	10%	New
6 - 63	Running Cost Window Projection - Civic Centre Only	Market Display	Display	Yes	10%	New
5 - 64	Running Cost Window Projection - Civic Centre & THF	Market Display	Display	Yes	10%	New

2022/23 0	CHANGES	
2022/23 Fees	\$	%
(inc GST)	Change	Change
100% sales to Civic		
Centre 50% profit to Civic		
Centre 50% profit to		
not-for-profit		
organisation		
Actual Cost		
\$ 10.00	\$ -	0%
At cost plus 12.5%		
\$ 55.00	\$ -	0%
\$ 55.00	\$ -	0%
Actual Cost plus		
12.5%	¢	077
\$ 100.00 \$ 55.00	\$ - ¢	0% 0%
\$ 45.00	\$ - \$ -	0%
\$ 275.00	» - \$ -	0%
\$ 137.50	ب - ۲ -	0%
\$ 220.00	э - \$ -	0%
<u>р 220.00</u> РОА	- ф	076
\$ 110.00	\$ -	0%
\$ 57.00	\$ -	0%
\$ 114.00	\$ -	0%
POA	Ψ -	0/0
\$ 114.00	\$ -	0%
10% of ticket price		
12% of ticket price		
5% of ticket price		
\$ 2.00	\$ -	0%
\$ 180.00		
\$ 270.00		
\$ 360.00		
\$ 285.00		
\$ 342.00		

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	KEY THEME 2 - OUR	ECONOMY					2022/2
	AIRPOR	г					
ltem No	Partic ulars	Pricing Policy ID	Basis	GST Y/N	GST	2021/22 Fees (inc GST)	2022/23 Fees (inc GST)
7	Airport Operations						
7 - 1	Landing and Passenger Charges: Regular Passenger Transport (RPT) op more than twice in one week and where Airport facilities are made av baggage handling facilities.						
7 - 2	RPT Passenger Charges (arriving and departing). Special arrangements may apply by Council Resolution.	Cost Recovery	Person	Yes	10%	Arrangement for Rex fees to be covered under Partnership agreement (Commercial in confidence)	Arrangement fo Rex fees to be covered under Partnership agreement (Commercial in confidence)
7 - 3	Up to 2500kg maximum take-off weight (MTOW) - account	Cost recovery	per landing	Yes	\$ 1.64	\$ 18.00	\$ 19.0
7 - 4	2501kg to 5000kg maximum take-off weight (MTOW) - account	Cost recovery	per tonne	Yes	\$ 1.64	\$ 18.00	\$ 19.0
7 - 5	5001kg to 15000kg MTOW - account	Cost recovery	per tonne	Yes	\$ 2.82	\$ 31.00	\$ 32.
7 - 6	15001kg plus MTOW	Cost recovery	per tonne	Yes	\$ 4.18	\$ 46.00	\$ 48.
7 - 7	Military aircraft	Cost recovery	per tonne	Yes	\$ 1.70	\$ 18.75	Set by AAA
7 - 8	Military helicopters	Cost recovery	per tonne	Yes	\$ 0.84	\$ 9.25	Set by AAA
7 - 9	Aero Club of Broken Hill (Aircraft owned by Aero Club of Broken Hill)	Community service	per tonne	Yes	10%	33% of Fee	33% of Fee
7 - 10	Operator offering pilot training as major part of operation	Community service	per tonne	Yes	10%	33% of Fee	33% of Fee
7 - 11	Aircraft performing circuits - one landing fee per three touchdowns or part thereof - Landings must be on the same day	Community service	Three landings	Yes	10%	Aircraft performing circuits – one landing fee per three touchdowns or part thereof. Landings must be on the same day	Aircraft performin circuits – one landing fee per three touchdowr or part thereof. Landings must be on the same day
7 - 12	Aircraft deployed by Emergency Services (excl RFDS) responding to emergency	Community service	per tonne	Yes	10%	No Charge	No Charge
7 - 13	Hire of pilots meeting room (minimum for two hours) excluding pilots engaged in RPT	Community service	per hour	Yes	\$ 3.27	\$ 36.00	\$ 38.0
7 - 14	Hire of pilots meeting room by pilots engaged in RPT	Community service	per hour	Yes	10%	No Charge	No Charge
7 - 14	Airport Reporting Officer supervision airside	Cost recovery	perhour	Yes	\$11.27	\$ 124.00	\$ 130.0

2022/23 0			
2022/23 (NGES	
2022/23 Fees			%
(inc GST)	Ch	२ ange	⁷⁰ Change
Arrangement for Rex fees to be covered under Partnership agreement (Commercial in confidence)			
\$ 19.00	\$	1.00	5%
\$ 19.00	\$	1.00	5%
\$ 32.50	\$	1.50	5%
\$ 48.50	\$	2.50	5%
Set by AAA			
Set by AAA			
33% of Fee			
33% of Fee			
Aircraft performing circuits – one landing fee per three touchdowns or part thereof. Landings must be on the same day			
No Charge			
\$ 38.00	\$	2.00	5%
No Charge			
\$ 130.00	\$	6.00	5%

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	KEY THEME 2 - OUR	ECONOMY		KEY THEME 2 - OUR ECONOMY									
	AIRPOR	т											
ltem No	Partic ulars	Pricing Policy ID	Basis	GST Y/N		2021/22 Fees (inc GST)		2022/23 Fees (inc GST)					
7 - 15	Airport Reporting Officer supervision airside outside normal operating hours, weekends, public holidays	Cost recovery	per hour	Yes	\$ 22.45	\$ 247.00		\$ 260.00					
	Royal Flying Doctor Service	Community service	per tonne	Yes	10%	50% of Fee		50% of Fee					
7 - 17	Annual Landing Fee for GA Aircraft under 2500kg MTOW for Broken Hill LGA Residents. Unlimited Landings (Private Use Only)	Cost recovery	Year	Yes	10%	New Fee		\$ 200.00					

2022/23 CHANGES

\$

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\$ 13.00

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	KEY THEME 2 - OUR	ECONOMY							2022
	AIRPOR	т							
ltem No	Partic ulars	Pricing Policy ID	Basis	GST Y/N	GST \$	2021/22 Fees (inc GST)			2/23 Fee nc GST)
7	Aircraft Parking Area								
7 - 18	Aircraft parking allotments – exclusive of landing fees	Cost recovery	Month	Yes	\$ 4.18	\$ 46.00		\$	4
7 - 19	Non-commercial operator's parking allotments – inclusive of landing fees	Cost recovery	Month	Yes	\$ 7.00	\$ 77.00		\$	8
7	Car Parking Hire (Secure car park)								
7 - 20	Permanent space (per space)	Cost recovery	Month	Yes	\$ 5.91	\$ 65.00		\$	6
7 - 21	Casual space (per space)	Cost recovery	Day	Yes	\$ 0.91	\$ 10.00		\$	1
7	Car Parking (Unsecured parking in Public car park)						1 1		
7 - 22	First Three Hours	Cost recovery	Per Period	Yes		Free			Free
7 - 23	Three to Five Hours	Cost recovery	Per Period	Yes	\$ 0.55	\$ 6.00	1 1	\$	
7 - 24	Five plus hours	Cost recovery	Per Day	Yes	\$ 0.91	\$ 10.00	1 1	\$	1
7 - 25	Two plus Days	Cost recovery	Per Period	Yes	10%	\$10 first day \$6 for each subsequent day		each s	st day \$6 subseque day
7 - 26	Long Term Permit	Cost recovery	Per annum	Yes	\$ 50.00	\$ 550.00		\$	57
7	Airport Terminal Building Advertising - External (Must be tourism linked)							
7 - 27	Signage 2.4m x 1.2m	Market price	Year	Yes	10%	POA			POA

2022/23	CHANGES	
2022/23 Fees (inc GST)	\$ Change	% Change
\$ 48.50	\$ 2.50) 5%
\$ 81.00	\$ 4.00) 5%
\$ 68.50	\$ 3.50) 5%
\$ 10.50	\$ 0.50) 5%
Free		
\$ 6.50	\$ 0.50	8%
\$ 10.50	\$ 0.50) 5%
\$10 first day \$6 for each subsequent day		
\$ 575.00	\$ 25.00) 4%
POA		

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	KEY THEME 3 - OUR E	NVIRONMENT					2021/2	2 CI
	LIVING DES	ERT						
ltem No	Partic ulars	Pricing Policy ID	Basis	GST Y/N	GST \$	2021/22 Fees (inc GST)	2021/22 Fees (inc GST)	T
8	General Admission							
8 - 1	Adult (each)	Cost recovery	Per visit	Yes	\$ 0.55	\$ 6.00	\$ 6.0	00
8 - 2	Concession (pensioners, student, seniors card, groups)	Community service	Per visit	Yes	\$ 0.55	\$ 6.00	\$ 6.0	x
8 - 3	Child under 5 years	Community service	Per visit	No		No Charge	No Charge	
8 - 4	Family with children	Cost recovery	Per visit	Yes	\$ 2.00	\$ 22.00	\$ 22.0	0
8	Annual Passes							
8 - 5	Residents pass (each adult)	Cost recovery	Per person per year	Yes	\$ 2.00	\$ 22.00	\$ 22.0	o
8 - 6	Residents pass - concession (each)	Community service	Per person per year	Yes	\$ 1.64	\$ 18.00	\$ 18.0	00
8	Primitive Camping							
8 - 7	Site fee - adult (each) per night	Cost recovery	Person	Yes	\$ 0.91	\$ 10.00	\$ 10.0	0
8 - 8	Site fee - child under 16 years (each) per night	Community service	Person	Yes	\$ 0.45	\$ 5.00	\$ 5.0	00
8 - 9	Entry device deposit (refundable)	Cost recovery	Each	Yes	\$ 4.55	\$ 50.00	\$ 50.0	00
8	Function Hire							
8 - 10	Up to 100 persons	Cost recovery	Function	Yes	10%	\$118 plus entry fee for each attendee	\$118 plus entry fe for each attende	е
8 - 11	101 - 250 persons	Cost recovery	Function	Yes	10%	\$291 plus entry fee for each attendee	\$291 plus entry fe for each attende	
8 - 12	251 persons and above	Cost recovery	Function	Yes	10%	\$577 plus entry fee for each attendee	\$577 plus entry fe for each attende	
	Application for Public Liability Insurance Cover (Cost Recovery functions only) Note: This cover does not apply to incorporated bodies, sporting clubs or associations	Cost recovery	Function	Yes	\$ 5.73	\$ 63.00	\$ 63.0	x
8	WILLYAMA COMMO	N						
8	Pounding and Impounding							
	Driving fee	Cost recovery	Beast	No	\$ -	\$ 20.00	\$ 20.0	0
	Impoundment fee	Cost recovery	Beast	No	\$ -	\$ 30.00	\$ 30.0	00
	Release fee	Cost recovery	Beast	No	\$ -	\$ 30.00	\$ 30.0	_
8 - 17	Deterrent fee	Cost recovery	Beast	No	\$ -	\$ 40.00	\$ 40.0)0
8 - 18	Total cost per beast \$110.00 - one beast represents one horse or cow and equivalent to ten sheep or goats	Cost recovery	Beast	No	\$-	\$ 110.00	\$ 110.0	00
8 - 19	Sustenance fee	Cost recovery	Beast	Yes	10%	Actual Cost	Actual Cost	Т

Draft Schedule of Fees and Charges 2022/2023

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22 CHANGES

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	KEY THEME 3 - OUR EN PLANNING, DEVELOPMENT AI						2022/2	3 CHANGES	
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N	GST S	2021/22 Fees (inc GST)	2022/23 Fees (inc GST)	\$ Change	% Change
10	Fees for development applications—other than State significant develo	opment		1/10	Ť				
	DA for development other than 10-8 or 10-9 involving the erection of a building, the carrying out of a work or the demolition of a work or building with an estimated cost up to \$5,000	Statutory	Each	No	\$ -	\$ 110.00	\$ 129.00	\$ 19.00	15%
10 - 2	DA for development other than 10-8 or 10-9 involving the erection of a building, the carrying out of a work or the demolition of a work or building with an estimated cost between \$5,001 and \$50,000	Statutory	Each	No	\$ -	\$170.00 plus an additional \$3.00 for each \$1,000 (or part of \$1,000) of estimated cost	\$198.00 plus \$3.00 for each \$1.000, or part \$1.000, by which estimated cost exceeds \$5,000	\$ 28.00	16%
	DA for development other than 10-8 or 10-9 involving the erection of a building, the carrying out of a work or the demolition of a work or building with anestimated cost between \$50,001 and \$250,000	Statutory	Each	No	\$ -	\$352.00 plus an additional \$3.64 for each \$1,000.00 (or part of \$1,000.00) by which the estimated cost exceeds \$50,000	\$412.00 plus \$3.64 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$50,000	\$ 60.00	15%
	DA for development other than 10-8 or 10-9 involving the erection of a building, the carrying out of a work or the demolition of a work or building with an estimated cost between \$250,001 and \$500,000	Statutory	Each	No	\$ -	\$1,160.00 plus an additional \$2.34 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000	\$1,356.00 plus \$2.34 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$250,000	\$ 194.00	14%
	DA for development other than 10-8 or 10-9 involving the erection of a building, the carrying out of a work or the demolition of a work or building with an estimated cost between \$500,001 and \$1,000,000	Statutory	Each	No	\$ -	\$1,745.00 plus an additional \$1.64 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000	\$2,041.00 plus \$1.64 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$500,000	\$ 28.00	16%
10 - 6	DA for development other than 10-8 or 10-9 involving the erection of a building, the carrying out of a work or the demolition of a work or building with anestimated cost between \$1,000,001 and \$10,000,000	Statutory	Each	No	\$ -	\$2,615.00 plus an additional \$1.44 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000	\$3,058.00 plus \$1.44 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$1 million	\$ 28.00	16%

Draft Schedule of Fees and Charges 2022/2023

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	KEY THEME 3 - OUR ENV PLANNING DEVELOPMENT AN			_			2022/2	3 CHANGES	
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N	GST \$	2021/22 Fees (inc GST)	2022/23 Fees (inc GST)	\$ Change	% Change
	DA for development other than 10-8 or 10-9 involving the erection of a building, the carrying out of a work or the demolition of a work or building with an estimated cost more than \$10,000,000	Statutory	Each	No	\$ -	\$15,875,00 plus an additional \$1,19 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10,000,000	\$18,565.00 plus \$1.19 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$10 million	\$ 2,690.00	14%
10 - 8	DA fee for development for the purpose of one or more advertisements - but only if this fee exceeds the fee that would be payable under items 10-1 to 10-7	Statutory	Each	No	\$ -	\$285.00 plus \$93.00 for each advertisement in excess of one	\$333.00 for one advertisement, plus \$93.00 for each additional advertisement	\$ 48.00	14%
10 - 9	Development application for development involving the erection of a dwelling house with an estimated cost of \$100,000 or less (Note: this includes rebuilding, making alterations, enlargement or extension, or placing or relocating a dwelling)	Statutory	Each	No	\$ -	\$455 or as per items 10-2 to 10-8, whichever is the lesser	\$ 532.00	\$ 77.00	14%
10 - 10	DA involving subdivision, other than strata subdivision, involving the opening of a public road	Statutory	Each	No	\$ -	\$665.00 plus \$65.00 for each additional lot created by the subdivision	\$777.00 plus \$65.00 for each additional lot created by subdivision	\$ 112.00	14%
10 - 11	DA involving subdivision, other than strata subdivision, not involving the opening of a public road	Statutory	Each	No	\$ -	\$330.00, plus \$53.00 for each additional lot created by the subdivision	\$386.00 plus \$53.00 for each additional lot created by subdivision	\$ 56.00	15%
10 - 12	DA involving strata subdivision	Statutory	Each	No	\$ -	\$330.00 plus \$65.00 for each additional lot created by the subdivision	\$386.00 plus \$65.00 for each additional lot created by subdivision	\$ 56.00	15%
10 - 13	DA fee	Statutory	Each	No	\$ -	\$ 285.00	\$ 333.00	\$ 48.00	14%
10	Additional fees for development applications—other than State significant development								
10 - 14	Additional fee for DA for integrated development	Statutory	Each	No	\$ -	\$140.00 processing fee, plus \$320.00 for each approval body (excess approval body fee to be refunded)	\$164.00 payable to Council, plus \$374.00 payable to approval body	\$ 24.00	15%

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	KEY THEME 3 - OUR ENV PLANNING,DEVELOPMENT AT						2022/2	3 CHA
Item No 10 - 15 10 - 16	Particulars	Particulars Pricing Policy ID Basis GST 2021/22 F Y/N \$ (inc GST						\$ C
10 - 15	Additional fee for DA for development requiring concurrence, other than if concurrence is assumed under Environmental Planning and Assessment Regulation 2021 , section 55	Statutory	Each	No	\$ -	\$140.00 processing fee, plus \$320.00 for each Concurrence Authority (excess authority fee to be refunded)	\$164.00 payable to Council, plus \$374.00 payable to concurrence body	\$
0 - 16	Additional fee for DA for designated development	Statutory	Each	No	\$ -	\$ 920.00	\$ 1,076.00	\$ 1
10 - 17	Additional fee for DA that is referred to design review panel for advice Note: This fee must be refunded if the development is not referred to a design review panel	Statutory	Each	No	\$ -	\$ 760.00	\$ 3,508.00	\$ 2,7
10 - 18	Additional fee for giving of notice for designated development Note: Any part of this fee that is not spent in giving the notice must be refunded	Statutory	Each	No	\$ -	\$ 1,105.00	\$ 2,596.00	\$1,
10 - 19	Additional fee for giving of notice for nominated integrated development, threatened species development or Class 1 aquaculture development Note: Any part of this fee that is not spent in giving the notice must be refunded	Statutory	Each	No	\$ -	\$1,105.00 (unspent portion to be refunded)	\$ 1,292.00	\$
10 - 20	Additional fee for giving of notice for prohibited development Note: Any part of this fee that is not spent in giving the notice must be refunded	Statutory	Each	No	\$-	\$1,105.00 (unspent portion to be refunded)	\$ 1,292.00	\$
10 - 21	Additional fee for giving of notice for other development for which a community participation plan requires notice to be given Note: a maximum of \$1292.00 may be collected for this purpose, however any part of this fee that is not spent in giving the notice must be refunded.	Statutory	Each	No	\$ -	\$ 300.00	\$ 150.00	-\$
10 - 22	DA fee - lodgement of plans at Essential Water	Cost recovery	Each	Yes	10%	\$92.40 plus Essential Water Fee	\$92.40 plus Essential Water Fee	\$
0 - 23	Amendment of Local Environmental Plan (LEP) (including rezoning)	Statutory	Each	No	\$ -	\$5,105.00 plus Actual Cost	\$5,105.00 plus Actual Cost	\$
10	Fees for modification of development consents—other than State significant development							
10 - 24	Modification application under s4.55(1) - minor error, misdescription or miscalculation	Statutory	Each	No	\$ -	\$ 71.00	\$ 83.00	\$
10 - 25	Modification application under s4.55(1A) or s4.56(1) - that involves, in Council's opinion, minimal environmental impact	Statutory	Each	No	\$-	\$645.00 or 50% of original DA fee, whichever is lesser	Lesser of \$754.00 OR 50% of fee for original application	\$

Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

Draft Schedule of Fees and Charges 2022/2023

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	KEY THEME 3 - OUR EN PLANNING, DEVELOPMENT AI						2022/2	3 CHANGES	
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N	GST S	2021/22 Fees (inc GST)	2022/23 Fees (inc GST)	\$ Change	% Change
10 - 26	Modification application under \$4.55(2) or \$4.56(1) that does not, in Council's opinion, involve minimal environmental impact, if the fee for the original development application was: a) less than \$100, OR b) \$100 or more and the original development application did not involve the erection of a building, the carrying out of a work or the demolition of a work or building	statutory	Each	No	\$ -	50% of original DA fee	50% of fee for original application	\$-	0%
10 - 27	Modification application under \$4.55(2) or \$4.56(1) that does not, in Council's opinion, involve minimal environmental impact, if: (a) the fee for the original development application was \$100.00 or more, AND (b) the original development application involved the erection of a dwelling house with an estimated cost of \$100,000 or less	Statutory	Each	No	\$-	\$ 190.00	\$ 222.00	\$ 32.00	14%
10 - 28	Modification application under section 4.55(2) or 4.56(1) that does NOT involving minimal environmental impact, if original application fee was \$100.00 or more, other than item 10-26 or 10-27, with an estimated cost of development of up to \$5,000	Statutory	Each	No	\$ -	\$ 55.00	\$ 64.00	\$ 9.00	14%
10 - 29	Modification application under section 4.55(2) or 4.56(1) that does NOT involving minimal environmental impact, if original application fee was \$100.00 or more, other than item 10-26 or 10-27, with an estimated cost of development of \$5,001-\$250,000	Statutory	Each	No	\$ -	\$85.00 plus an additional \$1.50 for each \$1,000 (or part of \$1,000) of the estimated cost	\$99.00, plus \$1.50 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$5,000	\$ 14.00	14%
10 - 30	Modification application under section 4.55(2) or 4.56(1) that does NOT involving minimal environmental impact, if original application fee was \$100.00 or more, other than item 10-26 or 10-27, with an estimated cost of development of \$250,000-\$500,000	statutory	Each	No	\$-	\$500.00 plus an additional \$0.85 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000	\$585.00, plus \$0.85 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$250,000	\$ 85.00	15%
10 - 31	Modification application under section 4.55(2) or 4.56(1) that does NOT involving minimal environmental impact, if original application fee was \$100.00 or more, other than item 10-26 or 10-27, with an estimated cost of development of \$500,000-\$1,000,000	Statutory	Each	No	\$ -	\$712.00 plus an additional \$0.50 for each \$1.000 (or part of \$1.000) by which the estimated cost exceeds \$500,000	\$833.00, plus \$0.50 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$500,000	\$ 121.00	15%

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Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

	KEY THEME 3 - OUR ENV PLANNING DEVELOPMENT AT						2022/2	23 CH/
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N	GST \$	2021/22 Fees (inc GST)	2022/23 Fees (inc GST)	\$ CI
0 - 32	Modification application under section 4.55(2) or 4.56(1) that does NOT involving minimal environmental impact, if original application fee was \$100.00 or more, other than item 10-26 or 10-27, with an estimated cost of development of \$1,000,001-\$10,000,000	Statutory	Each	No	\$	\$987.00 plus an additional \$0.40 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000	\$1,154.00, plus \$0.40 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$1 million	\$
0 - 33	Modification application under section 4.55(2) or 4.56(1) that does NOT involving minimal environmental impact, if original application fee was \$100.00 or more, other than item 10-26 or 10-27, with an estimated cost of development of more than \$10,000,000	Statutory	Each	No	\$	\$4,737.00 plus an additional \$0.27 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10,000,000	\$5,540.00, plus \$0.27 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$10 million	7 \$ 8
0 - 34	Additional fee for modification application if notice of application is required to be given under the Act, section 4.55(2) or 4.56(1) Note: Any part of this fee that is not spent in giving the notice must be refunded	Statutory	Each	No	\$	-	\$ 778.00	\$
0 - 35	Additional fee for modification application that is accompanied by statement of qualified designer	Statutory	Each	No	\$	-	\$ 889.00	\$
0 - 36	Additional fee for modification application that is referred to design review panel for advice	Statutory	Each	No	\$	-	\$ 3,508.00	\$3,
0 - 37	Fees for reviews Application for review under the Act, section 8.3 that relates to a DA not involving the erection of a building, the carrying out of a work or the demolition of a work or building	Statutory	Each	No	\$	50% of original DA fee	50% of fee for original DA	\$
0 - 38	Application for review under the Act, section 8.3 that relates to a DA involving the erection of a dwelling house with an estimated cost of \$100,000 or less	Statutory	Each	No	\$	\$ 190.00	\$ 222.00	\$
0 - 39	Application for review under the Act, section 8.3 that relates to a DA, not referred to in item 10-37 or 10-38 for development with an estimated cost of up to \$5,000	Statutory	Each	No	\$	- \$ 55.00	\$ 64.00	\$
0 - 40	Application for review under the Act, section 8.3 that relates to a DA, not referred to in item 10-37 or 10-38 for development with an estimated cost between \$5001 and \$250,000	Statutory	Each	No	\$	\$85.00 plus an additional \$1.50 for each \$1,000 (or part of \$1,000) of the estimated cost	\$100.00, plus \$1.50 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$5,000	\$

% Change 14% 14% 100% 100% 100% 0% 14% 14% 15%

Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

Draft Schedule of Fees and Charges 2022/2023

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Item No	PLANNING, DEVELOPMENT AN								(
	Particulars	Pricing Policy ID	Basis	GST Y/N	GST S	2021/22 Fees (inc GST)	2022/23 Fees (inc GST)	\$ Change	% Chan
0 - 41 r	Application for review under the Act, section 8.3 that relates to a DA, not referred to in item 10-37 or 10-38 for development with an estimated cost between \$250,001 and \$500,000	Statutory	Each	No	\$ -	\$500.00 plus an additional \$0.85 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000	\$585.00, plus \$0.85 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$250,000	\$ 85.00	15%
0 - 42 r	Application for review under the Act, section 8.3 that relates to a DA, not referred to in item 10-37 or 10-38 for development with an estimated cost between \$500,001 and \$1,000,000	Statutory	Each	No	\$-	\$712.00 plus an additional \$0.50 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000	\$833.00, plus \$0.50 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$500,000	\$ 121.00	15%
0 - 43 r	Application for review under the Act, section 8.3 that relates to a DA, not referred to in item 10-37 or 10-38 for development with an estimated cost between \$1,000,001 and \$10,000,000	Statutory	Each	No	\$-	\$987.00 plus an additional \$0.40 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000	\$1,154.00, plus \$0.40 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$1 million	\$ 167.00	14%
0 - 44 r	Application for review under the Act, section 8.3 that relates to a DA, not referred to in item 10-37 or 10-38 for development with an estimated cost more than \$10,000,000	Statutory	Each	No	\$ -	\$4,737.00 plus an additional \$0.27 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10,000,000	\$5,540.00, plus \$0.27 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$10 million	\$ 803.00	14%
0 - 45 u	Application for review of decision to reject and not determine a DA under the Act, section 8.2(1)(c) if the estimated cost of development is is less than \$100,000	Statutory	Each	No	\$ -	\$ 55.00	\$ 64.00	\$ 9.00	14%
0 - 46 u	Application for review of decision to reject and not determine a DA under the Act, section 8.2(1)(c) if the estimated cost of development is between \$100,000 and \$1,000,000	Statutory	Each	No	\$ -	\$ 150.00	\$ 175.00	\$ 25.00	149
0 - 47 u	Application for review of decision to reject and not determine a DA under the Act, section 8.2(1)(c) if the estimated cost of development is more than \$1,000,000 FEES FOR CERTIFICATION WORK	Statutory	Each	No	\$-	\$ 250.00	\$ 292.00	\$ 42.00	149

Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

Draft Schedule of Fees and Charges 2022/2023

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	KEY THEME 3 - OUR EN PLANNING DEVELOPMENT AN				_	_		2022/2:	3 CHANGES	
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N	G	ST S	2021/22 Fees (inc GST)	2022/23 Fees (inc GST)	\$ Change	% Change
10	Certification Work Category 1: Class 10 building up to 120m2 floor area and up to 8m in height, with no internal dividers/walls, not involving any performance solutions									
10 - 48	Category 1 CC Package-Includes: 1 Construction Certificate application, and Principal Certifier appointment, and Up to 2 critical stage inspections, and 1 Occupation certificate application	Market price	Each	Yes	\$	-		\$ 660.00	\$ 660.00	100%
10 - 49	Category 1 CDC Package- includes: 1 Complying Development Certificate application, and Principal Certifier appointment, and Up to 2 Critical stage inspections, and 1 Occupation certificate application	Market price	Each	Yes	\$	-		\$ 880.00	\$ 880.00	100%
10 - 50	Application for a Construction Certificate relating to a Category 1 building	Market price	Each	Yes	\$	-		\$ 440.00	\$ 440.00	100%
10 - 51	Application for a Complying Development Certificate relating to a Category 1 building	Market price	Each	Yes	\$	-		\$ 550.00	\$ 550.00	100%
10 - 52	Appointment of Council as Principal Certifier for development relating to a Category 1 building	Market price	Each	Yes	\$	-		\$ 165.00	\$ 165.00	100%
10 - 53	Application for an Occupation Certificate relating to a Category 1 building	Market price	Each	Yes	\$	-		\$ 165.00	\$ 165.00	100%
10 - 54	Critical Stage inspection of Category 1 building where Council is the Principal Certifier	Market price	Each	Yes	\$	-		\$ 121.00	\$ 121.00	100%
10	Certification Work Category 2: A new class 1 building not involving any performance solutions									
10 - 55	Category 2 CC Package-Includes: 1 Construction Certificate application, and Principal Certifier appointment, and Up to 5 Critical stage inspections, and 1 Occupation certificate application	Market price	Each	Yes	\$	-		\$ 1,320.00	\$1,320.00	100%
10 - 56	Category 2 CDC Package- includes: 1 Complying Development Certificate application, and Principal Certifier appointment, and Up to 5 Critical stage inspections, and 1 Occupation certificate application	Market price	Each	Yes	\$	-		\$ 1,540.00	\$ 1,540.00	100%
10 - 57	Application for a Construction Certificate relating to a Category 2 building	Market price	Each	Yes	\$	-		\$ 770.00	\$ 770.00	100%
10 - 58	Application for a Complying Development Certificate relating to a Category 2 building	Market price	Each	Yes	\$	-		\$ 990.00	\$ 990.00	100%
10 - 59	Appointment of Council as Principal Certifier for development relating to a Category 2 building	Market price	Each	Yes	\$	-		\$ 220.00	\$ 220.00	100%
10 - 60	Application for an Occupation Certificate relating to a Category 2 building	Market price	Each	Yes	\$	-		\$ 220.00	\$ 220.00	100%
10 - 61	Critical Stage inspection of Category 2 building where Council is the Principal Certifier	Market price	Each	Yes	\$	-		\$ 121.00	\$ 121.00	100%

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

Draft Schedule of Fees and Charges 2022/2023

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	KEY THEME 3 - OUR ENV PLANNING.DEVELOPMENT AN							2022/2	3 CHANGES	
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N	GS \$	T	2021/22 Fees (inc GST)	2022/23 Fees (inc GST)	\$ Change	% Chang
10	Certification Work Category 3: Alteration or additions to an existing class 1 building that is NOT BASIX affected and does not involve any performance solutions OR Any Class 10 building not in Category 1 that does not involve any performance solutions									
10 - 62	Category 3 CC Package-Includes: 1 Construction Certificate application, and Principal Certifier appointment, and Up to 3 Critical stage inspections, and 1 Occupation certificate application	Market price	Each	Yes	\$	-		\$ 935.00	\$ 935.00	100%
10 - 63	Category 3 CDC Package- includes: 1 Complying Development Certificate application, and Principal Certifier appointment, and Up to 3 Critical stage inspections, and 1 Occupation certificate application	Market price	Each	Yes	\$	-		\$ 1,155.00	\$ 1,155.00	100%
10 - 64	Application for a Construction Certificate relating to a Category 3 building	Market price	Each	Yes	\$	-		\$ 550.00	\$ 550.00	100%
10 - 65	Application for a Complying Development Certificate relating to a Category 3 building	Market price	Each	Yes	\$	-		\$ 770.00	\$ 770.00	100%
10 - 66	Appointment of Council as Principal Certifier for development relating to a Category 3 building	Market price	Each	Yes	\$	-		\$ 165.00	\$ 165.00	100%
10 - 67	Application for an Occupation Certificate relating to a Category 3 building	Market price	Each	Yes	\$	-		\$ 220.00	\$ 220.00	100%
10 - 68	Critical Stage inspection of Category 3 building where Council is the Principal Certifier	Market price	Each	Yes	\$	-		\$ 121.00	\$ 121.00	100%
10	Certification Work Category 4: Additions or alterations to an existing Class 1 dwelling that is BASIX affected development, but does not involve any performance solutions.									
10 - 69	Category 4 CC Package-Includes: 1 Construction Certificate application, and Principal Certifier appointment, and Up to 3 Critical stage inspections, and 1 Occupation certificate application	Market price	Each	Yes	\$	-		\$ 1,100.00	\$1,100.00	100%
10 - 70	Category 4 CDC Package-includes: 1 Complying Development Certificate application, and Principal Certifier appointment, and Up to 3 Critical stage inspections, and 1 Occupation certificate application	Market price	Each	Yes	\$	-		\$ 1,320.00	\$ 1,320.00	100%
10 - 71	Application for a Construction Certificate relating to a Category 4 building	Market price	Each	Yes	\$	-		\$ 770.00	\$ 770.00	100%
10 - 72	Application for a Complying Development Certificate relating to a Category 4 building	Market price	Each	Yes	\$	-		\$ 990.00	\$ 990.00	100%
10 - 73	Appointment of Council as Principal Certifier for development relating to a Category 4 building	Market price	Each	Yes	\$	-		\$ 220.00	\$ 220.00	100%

Draft Schedule of Fees and Charges 2022/2023

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	KEY THEME 3 - OUR EN PLANNING,DEVELOPMENT AI						2022/2	3 CHANG
Item No	Particulars	Pricing Policy ID	Basis	GST Y/N		2021/22 Fees (inc GST)	2022/23 Fees (inc GST)	\$ Chan
10 - 74	Application for an Occupation Certificate relating to a Category 4 building	Market price	Each	Yes	\$ -		\$ 220.00	\$ 220.
10 - 75	Critical Stage inspection of Category 4 building where Council is the Principal Certifier	Market price	Each	Yes	\$-		\$ 121.00	\$ 121
10	Certification Work Category 5: A new Class 1 dwelling AND a detached Class 10a shed/garage/carport patio, neither involving any performance solutions							

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023 % Change

	KEY THEME 3 - OUR ENV PLANNING,DEVELOPMENT AN						2022/2	3 CHANGES	
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N	GST S	2021/22 Fees (inc GST)	 2022/23 Fees (inc GST)	\$ Change	% Change
10 - 76	Category 5 CC Package-Includes: 1 Construction Certificate application, and Principal Certifier appointment, and Up to 7 Critical stage inspections, and 2 Occupation certificate applications (1 for the dwelling, 1 for the outbuilding	Market price	Each	Yes	\$ -		\$	\$ 1,870.00	100%
10 - 77	Category 4 CDC Package- includes: 1 Complying Development Certificate application, and Principal Certifier appointment, and Up to 7 Critical stage inspections, and 2 Occupation certificate applications (1 for the dwelling, 1 for the outbuilding)	Market price	Each	Yes	\$ -		\$ 2,200.00	\$ 2,200.00	100%
10 - 78	Additional application for an Occupation Certificate relating to a Category 5 development	Market price	Each	Yes	\$ -		\$ 220.00	\$ 220.00	100%
10 - 79	Additional critical Stage inspection of Category 5 development where Council is the Principal Certifier	Market price	Each	Yes	\$-		\$ 121.00	\$ 121.00	100%
10	This includes: -All Class 2-9 development -Any building that invovles a performance solution Note: All swimming pools require a performance solution for P2.4.4 Application for a Construction Certificate relating to a category 6								
10 - 80	Application for a Construction Certificate relating to a category 6 building Application for a Complying Development Certificate relating to a	Market price	Each	Yes	\$ -		\$ 4,400.00	\$ 4,400.00	100%
10 - 81	Category 6 building	Market price	Each	Yes	\$ -		\$ 6,050.00	\$ 6,050.00	100%
10 - 81	Appointment of Council as Principal Certifier for development relating to a Category 6 building	Market price	Each	Yes	\$-		\$ 1,100.00	\$1,100.00	100%
10 - 82	Application for an Occupation Certificate relating to a Category 6 development	Market price	Each	Yes	\$-		\$ 1,100.00	\$1,100.00	100%
10 - 83	Critical Stage inspection of Category 6 development where Council is the Principal Certifier	Market price	Each	Yes	\$ -		\$ 1,760.00	\$ 1,760.00	100%
	Note: Category 6 will be reviewed with a view to reducing prices as soon as practicable. These fees reflect the current cost to Council of providing these services.								
10	Other Certification work fees	-							
10 - 84	Application for an Occupation Certificate for a change of building use, where no building works were carried out as part of the development and the resulting building is a Class 1 or Class 10 building that involves no performance solutions	Market price	Each	Yes	\$ -		\$ 220.00	\$ 220.00	100%
10 - 85	Application for an Occupation Certificate for a change of building use where no building works were carried out as part of the devleopment, other than where item 10-84 applies	Market price	Each	Yes	\$-		\$ 6,050.00	\$ 6,050.00	100%
10 - 85	Compliance Certificate relating to a Class 1 or 10 building that does not incorporate any performance solutions (minimum 2 hours)	Market price	Per hour or part hour	Yes	\$ -		\$ 134.00	\$ 134.00	100%

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Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

	KEY THEME 3 - OUR ENV PLANNING, DEVELOPMENT AN							2022/23	3 CHANGES	
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N		2021/22 Fees (inc GST)		2022/23 Fees (inc GST)	\$ Change	% Change
10 - 86	Site inspection under s139 of Environmental Planning and Assessment Regulation 2021 or s16 Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021 for proposed class 1 or 10 development not involving a performance solution, where Council is not the certifer with the relevant application	Market price	Each	Yes	\$ -			\$ 220.00	\$ 220.00	100%
0 - 86	Critical Stage inspection of Class 1 or 10 buildings not involving a performance solution, where Council is not the Principal Certifier for the development	Market price	Each	Yes	\$ 13.91	\$ 153.00		\$ 158.00	\$ 5.00	3%
10	OTHER - PLANNING, BUILDING AND COMPLIANCE									
10	Subdivision Certificate (SC)									
10 - 87	Subdivision Certificate (LGA Act) - 1 - 10 lots	Market price	Each	Yes	\$ 10.91	\$ 120.00		\$ 120.00	\$ -	0%
10 - 88	Subdivision Certificate (LGA Act) - more than 10 lots	Market price	Each	Yes	\$ 15.09	\$ 166.00	- F	\$ 166.00	\$-	0%

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Draft Schedule of Fees and Charges 2022/2023

		KEY THEME 3 - OUR ENV PLANNING DEVELOPMENT AN					_			2022/2	3 CH/	ANGES	
Item	No	Particulars	Pricing Policy ID	Basis	GST Y/N		€ST \$	2021/22 Fees (inc GST)		2022/23 Fees (inc GST)	\$C	hange	% Change
10		Registration of Certificate by private certifier											
10 -	89	Certificate registration fee	Statutory	Each	Yes	\$	3.27	\$ 36.00	\$	36.00	\$	-	0%
10		Planning Certificates - Section 10.7 (formerly Section 149)											
10 -	91	Application for planning certificate under the Act, section 10.7(1) (formerly Section 149 (2))	Statutory	Each	No	\$	-	\$ 53.00	\$	62.00	\$	9.00	15%
10 -	90	Additional fee if planning certificate includes advice under the Act, section 10.7(5) (formerly Section 149 (5))	Statutory	Each	No	\$	-	\$ 80.00	\$	94.00	\$	14.00	15%
10 -	91	Additional fee if Planning Certificate required urgently	Cost recovery	Each	Yes	\$	7.55	\$ 83.00	\$	90.00	\$	7.00	8%
10 -	92	Planning certificate administration charge upon cancellation of application	Cost recovery	Each	Yes	10	0%	50% of the original fee	50	0% of application fee	\$	-	0%
10 -	93	Provision of certified copy of a document, map or plan under the Act, section 10.8(2)	Statutory	Each	No	\$	-	\$ 53.00	\$	62.00	\$	9.00	15%
10		Building Information Certificate Fees											
10 -	94	Application for Building Information Certificate relating to a Class 1 building or a class 10 building	Statutory	Each	No	\$	-	\$ 250.00	\$	250.00	\$	-	0%
10 -	95	Application for Building Information Certificate relating to part of a building that consists of an external wall only or does not otherwise have a floor area	Statutory	Each	No	\$	-	\$ 250.00	\$	250.00	\$	-	0%
10 -	96	Application for Building Information Certificate relating to a class 2-9 building were the floor area of the building or part does not exceed 200 square metres	Statutory	Each	No	\$	-	\$ 250.00	\$	250.00	\$	-	0%
10 -	97	Application for Building Information Certificate relating to a class 2-9 building were the floor area of the building or part is between 200m ² and 2,000 m ²	Statutory	Each	No	\$	-	\$250.00 plus \$0.50 per square metre over 200	f sa wh	250.00, plus \$0.50 for each square metre, or part quare metre, by lich the floor area ceeds 200 square metres	\$	-	0%
10 -	98	Application for Building Information Certificate relating to a class 2-9 building were the floor area of the building or part exceeds 2,000 square metres	Statutory	Each	No	\$	-	\$1,165.00 plus additional \$0.075 per square metre over 2000	pe pe bi	,165.00, plus \$0.10 r square meter, or art square metre y which the floor ea exceeds 2,000 square metres	\$	-	0%
10 -	99	Application for a Building Information Certificate relating to a Class 2 building that comprises 2 dwellings only	Statutory	Each	No	\$	-	As per class 1 building	\$	250.00	\$	250.00	100%
10 -	100	Additional fee for application for Building Informaiton Certificate relating to development that required development consent, but development consent was not obtained, and the applicant is person responsible for the development	Statutory	Each case	No	\$	-	Applicable Building Certificate Fee, plus applicable DA & CC (or CDC) fee	b	ne fee that would e payable if the oplication were a Development Application	\$	-	0%

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Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

	KEY THEME 3 - OUR ENV						20	22/23 CHA
ltem No	PLANNING, DEVELOPMENT AN Particulars	Pricing Policy ID	Basis	GST Y/N	GST \$	2021/22 Fees (inc GST)	2022/23 Fee (inc GST)	s \$ CH
10 - 101	Additional fee for application for Building Informaiton Certificate relating to development that required a Construction Certificate, but a Construction Certificate was not obtained, and the applicant is person responsible for the development	Statutory	Each case	No	\$ -	Applicable Building Certificate Fee, plus applicable DA & CC (or CDC) fee	The fee that we be payable if t application we an application Council for o Construction Certificate	he ea to \$ 1
10 - 102	Additional fee for Building Information Certificate where more than one inspection is necessary	Statutory	Each application	No	\$-	\$ 90.00	\$ 9	0.00 \$
10	Certificates as to Notices / Orders							
10 - 103	Application for for a certificate as to whether there are any outstanding notices issued by the council in respect of land	Cost recovery	Each	No	\$-	\$ 73.00	\$8	0.00 \$
10	Fees for Applications under section 68 of the Local Governmnet Act 19	93						
10 - 104	Application to install manufactured home, or other moveable dwelling (includes two inspections)	Cost recovery	Each	No	\$-	\$ 557.00	\$ 88	<mark>0.00</mark> \$ 3
10 - 105	Additional Inspection for Manufactured home, moveable dwelling or associated structure	Cost recovery	Each	No	\$-	\$ 84.00	\$ 12	1.00 \$
10 - 106	Part C2 or C3 - Place waste/waste storage container in a public place other than a road	Cost recovery	\$100 per application and \$20 per week or part thereof	No	\$-	\$100 per application and \$20 per week or part thereof	\$100 per application and per week or po thereof	
10 - 107	Part E1 - Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway	Cost recovery	\$50 per annum	No	\$ -	\$ 50.00	\$ 5	0.00 \$
10 - 108	Part E2 - Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road	Cost recovery	\$50 per ann∪m	No	\$ -	\$ 50.00	\$ 5	0.00 \$
10 - 109	Part F2 and 3 - Operate a caravan park/camping ground or manufactured home estate	Cost recovery	\$250 per application (approval valid for 5 years)	No	\$ -	\$ 250.00	\$ 40	0.00 \$ 1
10 - 110	Amusement devices - small devices	Statutory	Each	No	\$ -	Exempt	Exempt under o Local Governm (General) Regulation 20:	ent \$
10 - 111	Amusement devices - application fee for approval	Cost recovery	Each	No	\$ -	\$ 50.00	\$ 5	4.00 \$
0 - 112	Application to install septic system (includes registration)	Cost recovery	Each	No	\$ -	\$ 288.00	\$ 28	8.00 \$
10 - 113	Application to install aerated wastewater treatment system (includes registration)	Cost recovery	Each	No	\$ -	\$ 349.00	\$ 34	9.00 \$
10 - 114	Amended application to install septic or AWTS	Cost recovery	Each	No	\$-	\$ 92.00	\$ 9	2.00 \$
10 - 115	Onsite sewerage management inspections - low, medium and high categories	Cost recovery	Each	No	\$ -	\$ 123.00	\$ 12	3.00 \$

2022/2	3 CH	ANGES	
2022/23 Fees (inc GST)	\$ C	Change	% Change
The fee that would be payable if the application were a an application to Council for a Construction Certificate	\$	-	0%
\$ 90.00	\$	-	0%
\$ 80.00	\$	7.00	9%
\$ 880.00	\$	323.00	37%
\$ 121.00	\$	37.00	31%
\$100 per application and \$20 per week or part thereof	\$	-	0%
\$ 50.00	\$	-	0%
\$ 50.00	\$	-	0%
\$ 400.00	\$	150.00	38%
Exempt under cl75 Local Government (General) Regulation 2021	64	-	0%
\$ 54.00	\$	4.00	7%
\$ 288.00	\$	-	0%
\$ 349.00	\$	-	0%
\$ 92.00	\$	-	0%

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	KEY THEME 3 - OUR ENV PLANNING,DEVELOPMENT AT									2022/2	3
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N	G	\$ST \$	2021/22 Fees (inc GST)		2022/2 (inc	23 Fees GST)	I
10 - 116	Application to register a septic tank, AWTS, or onsite water treatment	Cost recovery	Each	No	\$	-	\$ 41.00		\$	41.00	Ī
10	Swimming Pools										ſ
10 - 117	First inspection since person became owner, or since a certificate of compliance ceased to be valid	Statutory	Each	No	\$		\$ 150.00		\$	150.00	I
10 - 118	Any or all subsequent inspections since person became owner, or since a certificate of compliance ceased to be valid	Statutory	Each	No	\$	-	\$ 100.00		\$	150.00	ſ
10 - 119	Application for exemption - \$22 Swimming Pools Act 1992	Statutory	Each	No	\$	-	\$ 250.00] [\$	250.00	I
10 - 120	Registration - S30B Swimming Pools Act 1992	Statutory	Each	No	\$	-	\$ 10.00		\$	10.00	
10 - 121	Public pool registration fee - \$35(2) Public Health Act 2010	Statutory	Each	No	\$	-	\$ 100.00		\$	100.00	
10 - 122	Public Swimming Pool Inspection - Public Health Act 2010	Cost recovery	Each	No	\$	-	\$ 78.00		\$	90.00	
10 - 123	Swimming Pool Safety signage (CPR Charts)	Cost recovery	Each	Yes	\$	2.36	\$ 26.00		\$	27.00	I
10	Registered Premises										
10 - 124	Food premises inspection	Cost recovery	Hour or part thereof	Yes	\$	9.70	\$ 106.70		\$	110.00	
10 - 125	Inspection - animal establishments (including pet food shops)	Cost recovery	Each	Yes	\$	9.70	\$ 106.70		\$	110.00	I
10 - 126	Inspection - boarding and lodging house	Cost recovery	Hour or part thereof	Yes	\$	9.70	\$ 106.70		\$	110.00	I
10 - 127	Inspection - hawkers, street vendors	Cost recovery	Each	Yes	\$	5.00	\$ 55.00	[\$	55.00	I
10 - 128	Inspection - skin penetration, acrylic nails, tattooing	Cost recovery	Hour or part thereof	Yes	\$	9.70	\$ 106.70		\$	110.00	ĺ

		2022/2	3 CH	ANGES
2 Fees GST)		2022/23 Fees (inc GST)	\$ C	hange
41.00	\$	41.00	\$	-
150.00	\$	150.00	\$	-
100.00	\$	150.00	\$	50.00
250.00	\$	250.00	\$	-
10.00	\$	10.00	\$	-
100.00	\$	100.00	\$	-
78.00	\$	90.00	\$	12.00
26.00	\$	27.00	\$	1.00
106.70	\$	110.00	\$	3.30
106.70	\$	110.00	\$	3.30
106.70	\$	110.00	\$	3.30
55.00	\$	55.00	\$	-
106.70	\$	110.00	\$	3.30

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

Draft Schedule of Fees and Charges 2022/2023

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	KEY THEME 3 - OUR ENV PLANNING.DEVELOPMENT AN							2022/2	3 CH	IAI
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N	GST \$	2021/22 Fees (inc GST)		2022/23 Fees (inc GST)	\$ C	Ch
0 - 129	Inspection - jamboree, pop festival etc	Cost recovery	Hour or part thereof	Yes	\$ 5.00	\$ 55.00	\$	55.00	\$	
0 - 130	Inspection - caravan park	Cost recovery	Hour or part thereof	Yes	\$ 9.70	\$ 106.70	\$	110.00	\$	
0 - 131	Inspection fee - construction for food premises (where no DA required) (hourly rate - minimum fee - pro rata thereafter)	Cost recovery	Hour or part thereof	Yes	\$ 9.70	\$ 106.70	\$	110.00	\$	
0 - 132	Cooling tower inspection	Cost recovery	Hour or part thereof	Yes	\$ 9.70	\$ 106.70	\$	110.00	\$	
0 - 133	Inspection - mortuary and crematorium	Cost recovery	Hour or part thereof	Yes	\$ 9.70	\$ 106.70	\$	110.00	\$	
0 - 134	Inspection - footpath restaurants (includes administration charges for public liability follow ups)(annual charge per setting)	Cost recovery	Year	Yes	\$ 9.70	\$ 106.70	\$	110.00	\$	
0	Administration Charges									
0 - 135	Search of building/development records (minimum fee $\frac{1}{2}$ hour)	Cost recovery	Hour	Yes	\$ 6.73	\$ 74.00	\$	74.00	\$	
0 - 136	Copy of building plans (architect consent required)	Cost recovery	Each	Yes	10%	\$110 plus copying charges	\$1	110 plus copying charges	\$	
0 - 137	Permanent road closure application	Cost recovery	Each	Yes	\$ 200.00	\$ 2,200.00	\$	2,200.00	\$	
0 - 138	Local Environmental Plan (LEP) (bound copies)	Cost recovery	Each	Yes	10%	POA		POA	\$	
0 - 139	Local Environmental Plan maps	Cost recovery	Each	Yes	10%	POA		POA	\$	
0	Companion Animals: (Exemptions as in Section 9 of the Companion Ar	nimals Regulation 19	99)							
0 - 140	Registration Fee - Dog - desexed	Statutory	Each	No	\$ -	\$ 66.00	\$	66.00	\$	_
0 - 141	Registration Fee - Dog - not desexed or not desexed before 6 mths of age	Statutory	Each	No	\$ -	\$ 224.00	\$	224.00	\$	
0 - 142	Registration Fee - Dog owned by an eligible pensioner - desexed	Statutory	Each	No	\$ -	\$ 27.00	\$	27.00	\$	
0 - 143	Registration Fee - Dog kept by a recognised breeder for breeding purposes	Statutory	Each	No	\$ -	\$ 66.00	\$	66.00	\$	
0 - 144	Registration Fee - Animal kept at the premises of an accredited research establishment under the Animal Research Act 1985 for the purposes of animal research in accordance with the Act	Statutory	Each	No	\$ -	nil		Free	\$	
0 - 145	Registration Fee - greyhound formerly registered under the Greyhound Racing Act 2002 (Retired/pet greyhounds - same as dogs)	Statutory	Each	No	\$-	nil		Free	\$	
0 - 146	Registration Fee - animals classified as assistance animal (fees payable on declassification)	Statutory	Each	No	\$-	nil		Free	\$	

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

Draft Schedule of Fees and Charges 2022/2023

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	KEY THEME 3 - OUR ENV						2022/2	3 CHANGES
	PLANNING, DEVELOPMENT AN				GST	0001/00 5	0000/00 5	-
Item No	Particulars	Pricing Policy ID	Basis	GST Y/N	\$	2021/22 Fees (inc GST)	2022/23 Fees (inc GST)	\$ Change
10 - 147	Registration Fee - animals in service of State instrumentality	Statutory	Each	No	\$-	nil	Free	\$ -
10 - 148	Registration Fee - Desexed dog sold by eligible pound or shelter	Statutory	Each	No	\$ -	nil	Free	\$ -
0 - 149	Annual Permit Fee - restricted breed	Statutory	Each	No	\$	\$ 197.00	\$ 197.00	\$-
0 - 150	Annual Permit Fee - declared dangerous	Statutory	Each	No	\$ -	\$ 197.00	\$ 197.00	\$-
0 - 151	Dog offences and penalties	Statutory	Each	No	\$-	As per Regulations	As per regulations	\$-
0 - 152	Compliance check on a Dangerous/Restricted dog enclosure	Statutory	Each	NO	\$ -	\$ 150.00	\$ 150.00	\$-
0 - 153	Registration Fee - Cat - desexed	Statutory	Each	No	\$ -	\$ 56.00	\$ 56.00	\$-
0 - 154	Registration Fee - Cat - not desexed or not desexed before 4 mths of age	Statutory	Each	No	\$-	\$ 56.00	\$ 56.00	\$-
0 - 155	Registration Fee - Cat owned by an eligible pensioner	Statutory	Each	No	\$ -	\$ 27.00	\$ 27.00	\$-
0 - 156	Registration Fee - Desexed cat sold by eligible pound or shelter	Statutory	Each	No	\$ -	\$ -	Free	\$-
0 - 157	Registration Fee - cat desexed or not desexed kept by a recognised breeder	Statutory	Each	No	\$-	\$ 56.00	\$ 56.00	\$-
0 - 158	Annual Permit Fee - cat not desexed or not desexed before 4 mths of age	Statutory	Each	No	\$-	\$ 81.00	\$ 81.00	\$-
0	Broken Hill Animal Shelter							
0 - 159	Daily sustenance fee (not applicable if animal is microchipped and registered and collected on the same day)	Cost recovery	Day	No	\$ -	\$ 24.00	\$ 25.00	\$ 1.00
0 - 160	Release fee (not applicable if animal is microchipped and registered and collected on the same day)	Cost recovery	Day	No	\$ -	\$ 16.00	\$ 16.00	\$-
0 - 161	Daily sustenance fee for dangerous/aggressive dogs	Cost recovery	Day	No	\$ -	\$ 32.00	\$ 32.00	\$-
0 - 162	Release fee for dangerous/aggressive dogs	Cost recovery	Day	No	\$ -	\$ 32.00	\$ 32.00	\$-
D - 163	Impound fee - (administration charge)	Cost recovery	Each	No	\$ -	\$ 30.00	\$ 30.00	\$-
) - 164	Surrender fee - \$100 per animal or litter	Cost recovery	Each or litter	No	\$-	\$ 100.00	\$ 100.00	\$-
) - 165	Microchipping fee - external agent	Cost recovery	Each	No	\$-	\$ 20.00	\$ 20.00	\$-
0 - 166	Micro-chipping of companion animal by Council ranger	Community services	Each	No	\$-	\$ 13.00	\$ 13.00	\$-
) - 167	Veterinary Fees	Cost recovery	Each	No	\$-	External veterinarian fee	External veterinarian fee	\$-
0 - 168	Adoption fee	Cost recovery	Each	No	\$ -	\$20.00 plus registration and desexing, vaccination from an external agency	\$20.00 plus registration and desexing, vaccination from an external agency	\$ -
0 - 169	Release to rescue	Community services	Each	No	\$ -	No Charge	No Charge	\$-
0 - 170	Call out fee for dog attacks after hours to be charged to owner, or complainant, in the event of false dog attack claim	Cost recovery	Each	No	\$ -	\$ 310.00	\$ 310.00	\$-

Draft Schedule of Fees and Charges 2022/2023

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	KEY THEME 3 - OUR I	INVIRONMENT					20
	CULTURAL SE	RVICES					
ltem No	Partic ulars					2021/22 Fees (inc GST)	2022/23 Fe (inc GST)
11	Albert Kersten Mining & Minerals Museum						
11 - 1	Admission - Gold Coin Donation	Community Service	Each	No	\$ -	Entry by donation	Entry by don
11 - 2	Hire Fee - Albert Kersten Mining & Minerals Museum - Exhibition Hall	Cost recovery	Day	Yes	10%	POA	POA
11	Broken Hill Regional Art Gallery						
11 - 3	Admissions - (donation box available)	Community Service	Each	No	\$-	Entry by donation	Entry by don
11 - 4	Membership - One year adult	Cost recovery	Each	Yes	\$ 3.82	\$ 42.00	\$
11 - 5	Membership - Two year adult	Cost recovery	Each	Yes	\$ 6.82	\$ 75.00	\$
11 - 6	Membership - One year family with children under 18 years	Cost recovery	Year	Yes	\$ 7.27	\$ 80.00	\$
11 - 7	Membership - Two year family with children under 18 years	Cost recovery	Year	Yes	\$12.73	\$ 140.00	\$
11 - 8	Membership - Student and concession	Cost recovery	Year	Yes	\$ 2.91	\$ 32.00	\$
11 - 9	Membership - Two year student and concession	Cost recovery	Year	Yes	\$ 5.45	\$ 60.00	\$
11 - 10	Membership - Sponsorship Package	Cost recovery	Each	Yes	10%	POA	POA
11 - 11	The Pro Hart Outback Art Prize - Entry fee	Community Service	Entry	Yes	\$ 4.09	\$ 45.00	\$
11 - 12	Hire Fees - Gallery photographic	Cost recovery	Each	Yes	10%	POA	POA
11 - 13	Hire Fees - Piano hire (Kawai GL20 Grand Piano)	Cost recovery	Each	Yes	\$ 5.91	\$ 65.00	\$
11 - 14	Hire Fees - Artist shed - community groups by application	Cost recovery	Hour	Yes	\$ 0.91	\$ 10.00	\$
11 - 15	Hire Fees - Artist shed - commercial by application	Cost recovery	Hour	Yes	\$ 1.82	\$ 20.00	\$
11 - 16	Hire Fees - Artist shed package	Cost recovery	Hour	Yes	10%	POA	POA
11 - 17	Chair hire - Per chair	Cost recovery	Each	Yes	\$ 0.18	\$ 2.00	\$
11 - 18	Hire Fees - Urn, crockery and cutlery	Cost recovery	Each	Yes	\$ 2.73	\$ 30.00	\$
11 - 19	Gallery hire - Minimum 3 hours during business hours, includes one casual staff member	Cost recovery	Per hour	Yes	\$ 9.09	\$ 100.00	\$
11 - 20	Gallery hire - Minimum 3 hours outside of business hours, includes one casual staff member	Cost recovery	Per hour	Yes	\$13.64	\$ 150.00	\$
11 - 21	Gallery hire package	Cost recovery	Event	Yes	10%	POA	POA
11 - 22	Sale of artwork on commission	Market price	Artwork	Yes	10%	33%	33%
11 - 23	Postage on artwork freight	Cost recovery	Artwork	Yes	10%	Actual Cost	Actual Co
11 - 24	Hire Fees - Use of audio visual equipment	Cost recovery	Each	Yes	\$ 8.64	\$ 95.00	\$

2022/23	CHANGES	
2022/23 Fees (inc GST)	\$ Change	% Change
Entry by donation		
POA		
		-
Entry by donation		
\$ 42.00	\$-	0%
\$ 75.00	\$-	0%
\$ 80.00 \$ 140.00 \$ 32.00 \$ 60.00	\$-	0%
\$ 140.00	\$-	0%
\$ 32.00	\$-	0%
	\$ -	0%
POA		
\$ 45.00	\$-	0%
POA		
\$ 65.00	\$-	0%
\$ 10.00	\$-	0%
\$ 20.00	\$-	0%
POA		
\$ 2.00	\$-	0%
\$ 30.00	\$ -	0%
\$ 100.00	\$-	0%
\$ 150.00	\$-	0%
POA		
33%	\$-	0%
Actual Cost		
\$ 95.00	\$-	0%

Draft Schedule of Fees and Charges 2022/2023

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R 12 - 1 C 12 - 2 V	WASTE MANAG Particulars Waste Delivered to Broken Hill Waste Management Facility Radioactive material cannot be disposed of in Broken Hill	Pricing Policy ID	Basis	GST	GST	2021/22 Fees	
12 V R 12 - 1 C 12 - 2 V	Naste Delivered to Broken Hill Waste Management Facility	Pricing Policy ID	Bracic				2022/23 Fees
R 12 - 1 C 12 - 2 V			Dasis	Y/N	\$	(inc GST)	(inc GST)
12 - 1 C 12 - 2 V	adjoactive material cannot be disposed of in Broken Hill						
12 - 1 C 12 - 2 V	adioactive material carnot be asposed of in bloken mit						
12 - 2 V	Nixed waste, household waste, builders waste, mining waste excluding	g specific category	waste listed below	w (min	imum \$10	charge):	
	Car/Station Wagon/MGB	Costrecovery	Per Load	Yes	\$ 0.45	\$ 5.00	\$ 10.0
	/an/Ute/Trailer up to 7ft by 5ft, Level Load	Costrecovery	Per Load	Yes	\$ 0.91	\$ 10.00	\$ 15.0
12 - 3 V	/an/Ute/Trailer up to 7ft by 5ft, Heaped Load	Costrecovery	Per Load	Yes	\$ 1.36	\$ 15.00	\$ 20.0
12 - 4 V	/ehicle/Trailer greater than 1 Tonne Capacity (Excl Skip Bins)	Costrecovery	Per Tonne	Yes	\$ 5.45	\$ 60.00	\$ 62.0
12 - 5 /\	vixed waste from outside Broken Hill Local Government Area	Costrecovery	Per Tonne	Yes	\$ 15.36	\$ 169.00	\$ 175.0
s	specific Category Waste						
12 - 6 0	Commingled Recyclables	Cost recovery	Per Load	No	\$ -	Free	Free
12 - 7 E	-Waste	Cost recovery	Per Load	No	\$ -	Free	Free
12 - 8 F	Ferrous (iron or steel)	Costrecovery	Per Load	No	\$ -	Free	Free
12 - 9 0	Greenwaste (Up to 1 Tonne)	Cost recovery	Per Load	No	\$ -	Free	Free
12 - 10 0	Greenwaste (Greater Than 1 Tonne)	Cost recovery	Per Tonne	Yes	\$ 0.91	\$ 10.00	\$ 20.0
12 - 11 V	Nood, Trees or timber	Cost recovery	Per Tonne	Yes	\$ 0.91	\$ 10.00	\$ 20.0
12 - 12 B	Bricks or concrete (Greater than 1 tonne)	Cost recovery	Per Tonne	Yes	\$ 1.82	\$ 20.00	\$ 40.0
12 - 13 U	Insorted construction and demolition waste	Cost recovery	Per Tonne	Yes	10%	New	\$ 225.0
12 - 14 /	Mattresses	Cost recovery	Each	Yes	\$ 0.91	\$ 10.00	\$ 15.0
12 - 15 /	Mattresses / Mattress Base Double/Queen King	Costrecovery	Each	Yes	10%	New	\$ 20.0
12 - 16 0	Dil	Cost recovery	Per Tonne	Yes	\$ 3.18	\$ 35.00	\$ 36.0
12 - 17 S	Goil (not contaminated or VENM)	Cost recovery	Per Tonne	No		Free	Free
12 - 18 S	Goil Contaminated	Costrecovery	Per Tonne	Yes	\$ 28.18	\$ 310.00	\$ 321.0
12 - 19 A	Asbestos (N220)	Cost recovery	Per Tonne	Yes	\$ 40.82	\$ 449.00	\$ 465.0
12 - 20 A	Asbestos (N220) from outside Broken Hill Local Government Area	Cost recovery	Per Tonne	Yes	10%	New	\$ 549.0
12 - 21 T	yre - Passenger Vehicle/Motorcycle/Scooter	Cost recovery	Each	Yes	\$ 0.64	\$ 7.00	\$ 10.0
12 - 22 T	yre - Truck	Cost recovery	Each	Yes	\$ 1.09	\$ 12.00	\$ 15.0
12 - 23 T	yre - Truck	Cost recovery	Each	Yes	\$ 1.82	\$ 20.00	\$ 25.0
12 - 24 T	yres - Bulk	Cost recovery	Per Tonne	Yes	\$ 36.36	\$ 400.00	\$ 414.0
L	oader, tractor or mining tyres will not be accepted.						
12 - 25 0	Offal/meat products/bones	Cost recovery	Per Tonne	Yes	\$ 7.00	\$ 77.00	\$ 80.0
12 - 26 D	Dead animals - large	Cost recovery	Per animal	Yes	\$ 5.09	\$ 56.00	\$ 58.0
12 - 27 C	Dead animals - medium	Cost recovery	Per animal	Yes	\$ 2.36	\$ 26.00	\$ 27.0
12 - 28 D	Dead animals - Small	Cost recovery	Per animal	Yes	\$ 0.45	\$ 5.00	\$ 7.0
12 - 29 B	Broken Hill Hospital - (FWLHD) - disposal up to 70 x 10 litre bags	Costrecovery	Week	Yes	\$ 28.64	\$ 315.00	\$ 326.0
	Broken Hill Hospital - (FWLHD) - disposal each additional 10 bags or part thereof	Costrecovery	Week	Yes	\$ 6.45	\$ 71.00	\$ 73.0
12 - 31 S	Sewerage/Sludge/Grease trap Waste/Mud (prior arrangement only)	Costrecovery	Tonne	Yes	\$ 2.00	\$ 22.00	\$ 23.0
12 - 32 V	/ehicle Tare Weight (Ticket with weight supplied)	Cost recovery	Service	Yes	\$ 2.00	\$ 22.00	\$ 23.0

23 CHANGES % \$ Change Change .00 .00 5.00 50% \$ 5.00 33% \$.00 \$ 5.00 25% .00 .00 \$ 2.00 3% 3% \$ 6.00 .00 .00 \$ 10.00 50% 10.00 50% \$ \$ 20.00 50% 00 00 5.00 33% \$.00 .00 \$ 1.00 3% .00 .00 \$ 11.00 3% \$ 16.00 3% \$ 549.00 100% .00 \$ 3.00 30% .00 .00 \$ 3.00 20% \$ 5.00 20% 3% \$ 14.00 3.00 4% .00 \$.00 2.00 3% \$.00 4% \$ 1.00 .00 \$.00 \$ 2.00 29% 11.00 3% .00 \$ 2.00 3% .00 \$ 1.00 4% .00 1.00 4% \$

Draft Schedule of Fees and Charges 2022/2023

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Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

	KEY THEME 3 - OUR I	INVIRONMENT						2022/23	CHAN	GES
	WASTE MANA	GEMENT								
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N	GST \$	2021/22 Fees (inc GST)		2022/23 Fees (inc GST)	\$ Char) nge
12 - 33	Garbage removal - Domestic Administration \$496	Cost recovery	Year	No	\$ -	\$ 51.00	4	\$ 53.00	\$	2.00
2 - 34	Garbage removal - Domestic per bin \$502	Costrecovery	Year	No	\$-	\$ 291.00	4	\$ 301.00	\$ 1	10.00
2 - 35	Garbage removal - Commercial three MGBs	Cost recovery	Year	No	\$-	\$ 432.00	4	\$ 447.00	\$ 1	15.00
2 - 36	Garbage removal - Commercial 600 Litre Bin	Cost recovery	Year	No	\$ -	\$ 397.00	4	\$ 411.00	\$ 1	14.00
2 - 37	Garbage removal - Cardboard 600 Litre Bin	Cost recovery	Year	No	\$ -	\$ 397.00	4	\$ 411.00	\$ 1	14.00
2 - 38	Garbage removal - Commercial (additional MGB)	Costrecovery	Year	No	\$ -	\$ 154.00	4	\$ 159.00	\$	5.00
2 - 39	Trade Waste Lease (per bin) Plus Trade Waste Service Fee	Cost recovery	Year	Yes	\$ 59.18	\$ 651.00	4	\$ 674.00	\$ 2	23.00
2 - 40	Trade Waste - Trade Waste Service (Single Bin) – 1.5m ³	Costrecovery	Service	Yes	\$ 5.00	\$ 55.00	44	\$ 57.00	\$	2.00
2 - 41	Trade Waste - Trade Waste Service (Single Bin) – 2m ³	Costrecovery	Service	Yes	\$ 5.27	\$ 58.00	4	\$ 60.00	\$	2.00
2 - 42	Trade Waste - Trade Waste Service (Single Bin) – 3m ³	Costrecovery	Service	Yes	\$ 5.64	\$ 62.00	4	\$ 64.00	\$	2.00
2 - 43	Trade Waste - Trade Waste Service (Multiple Bins) – 1.5m ³	Costrecovery	Service	Yes	\$ 4.45	\$ 49.00	4	\$ 51.00	\$	2.00
2 - 44	Trade Waste - Trade Waste Service (Multiple Bins) – 2m ³	Costrecovery	Service	Yes	\$ 5.00	\$ 55.00	4	\$ 57.00	\$	2.00
2 - 45	Trade Waste - Trade Waste Service (Multiple Bins) – 3m ³	Costrecovery	Service	Yes	\$ 5.27	\$ 58.00	4	\$ 60.00	\$	2.00
2 - 46	Trade Waste - Mobile Garbage Bins (MGBs) only available when commercial service is not a viable option - Collection is weekly only	Costrecovery	Service	Yes	\$ 0.64	\$ 7.00	4	\$ 7.00	\$	-
2 - 47	Special Trade Waste Service - single bin hire rate per week or part thereof	Costrecovery	Service	Yes	\$ 18.73	\$ 206.00	4	\$ 213.00	\$	7.00
2 - 48	Special Trade Waste Service - single bin hire rate per month or part thereof	Costrecovery	Service	Yes	\$ 24.45	\$ 269.00	4	\$ 278.00	\$	9.00
2 - 49	Special Trade Waste Service - single bin service rate – per service	Cost recovery	Service	Yes	\$ 5.73	\$ 63.00	44	\$ 65.00	\$	2.00
2 - 50	Special Trade Waste Service - cleaning fee per bin	Cost recovery	Service	Yes	\$ 6.64	\$ 73.00	4	\$ 76.00	\$	3.00
2 - 51	Cardboard collection/additional service/per service (600 litre bin)	Cost recovery	Service	Yes	\$ 3.09	\$ 34.00	10	\$ 35.00	\$	1.00
2 - 52	Trade Waste - service fee (cardboard collection) - 2m ³	Costrecovery	Service	Yes	\$ 4.09	\$ 45.00	4	\$ 47.00	\$	2.00
2 - 53	Trade Waste - service fee (cardboard collection) - 3m ³	Costrecovery	Service	Yes	\$ 4.45	\$ 49.00	47	\$ 51.00	\$	2.00
2 - 54	Paper shredding - hourly rate	Cost recovery	Service	Yes	\$ 10.73	\$ 118.00	4	\$ 122.00	\$	4.00
2 - 55	Major - community events (St Pats, Ag-Fair, etc) including supply and servicing of up to 10 dumper bins and up to 100 MGBs	Costrecovery	Service	Yes	\$ 312.45	\$ 3,437.00	4	\$ 3,557.00	\$ 12	20.00
2 - 56	Minor - community events including supply and servicing of a maximum of five dumper bins and 50 MGBs	Costrecovery	Service	Yes	\$ 186.91	\$ 2,056.00	10	\$ 2,128.00	\$7	72.00
2 - 57	Other community events including provision of MGBs and dumper bins	Costrecovery	Service	Yes	10%	By Quotation		By Quotation		
2 - 58	Chemical toilet - \$502 annual fee (domestic entitled to one pump service/month)	Costrecovery	Year	Yes	\$ 133.45	\$ 1,468.00	4	\$ 1,519.00	\$5	51.00
2 - 59	Chemical toilet - special pump out services	Cost recovery	Each	Yes	\$ 11.36	\$ 125.00	47	\$ 129.00	\$	4.00
2 - 60	Placement of container/skip bins on public spaces - annual permit	Cost recovery	Service	Yes	\$ 169.36	\$ 1,863.00	4	\$ 1,928.00	\$6	65.00
2 - 61	Use of machinery and labour for excavation, stockpiling and providing cover	Costrecovery	Hour	Yes	\$ 34.36	\$ 378.00	4	\$ 391.00	\$ 1	3.00

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Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and

Charges 2022/2023

Draft Schedule of Fees and Charges 2022/2023

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	KEY THEME 3 - OUR WASTE MANA						2022/23	CHANGES
ltem No	Particulars	Pricing Policy ID	Basis	GST Y/N		2021/22 Fees (inc GST)	2022/23 Fees (inc GST)	\$ Change
12 - 62	MGB Replacement Charge - Garden Organics Green Bio Insert (for loss or damage by ratepayer), including delivery - complete unit	Costrecovery	Service	Yes	\$ 6.73	\$ 74.00	\$ 77.00	\$ 3.0
	MGB Replacement Charge (for loss or damage by ratepayer), including delivery - complete unit	Costrecovery	Service	Yes	\$ 6.45	\$ 71.00	\$ 73.00	\$ 2.0
12 - 64	MGB Additional Service Charge	Cost recovery	Service	Yes	10%	\$ 26.00	\$ 27.00	\$ 1.0

Attachment 1	Draft Delivery Program 2022-2026	and Operational Plan 2022/2023	inclusive of Draft Fees and	Charges 2022/2023
	Draft D	and		

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4%

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4%

	KEY THEME 4 - OUF								2022/23	CH/	ANGES	
	POLICY, PLANNING AND	ADMINISTRATION										
ltem No	Partic ulars	Pricing Policy ID	Basis	GST Y/N	G	IST \$	2021/22 Fees (inc GST)		2022/23 Fees (inc GST)	Ch	\$ ange	% Chang
13	Access to Information - Government Information (Public Access) Act											
13 - 1	Access to Information - Application Fee	Statutory	Each	No	\$	-	\$ 30.00		\$ 30.00	\$	-	0%
3 - 2	Access to Information - Processing Fee	Statutory	Hour	No	\$	-	\$ 30.00		\$ 30.00	\$	-	0%
13 - 3	Access to Information - Processing Fee (non personal infromation after the first 20 hours)	Statutory	Hour	No	\$	-	\$ 30.00		\$ 30.00	\$	-	0%
3 - 4	Access to Information - Advance Deposit of Processing Fee (requested where Council estimates processing fees will be significant)	Statutory	Each	No	\$	-	Up to 50% of estimated processing fee		Up to 50% of estimated processing fee			
3 - 5	Access to Information - Internal Review	Statutory	Each	No	\$	-	\$ 40.00		\$ 40.00	\$	-	0%
3-6	Amendment of Records	Statutory	Each	No	\$	-	No charge		No charge			
13	Note: Reductions as provided Sections 65 and 66; Refunds as provided 71 of the GIPA Ac Facsimile, Photocopier, Printer and Scanner Fees		ced Deposits as p	provide	d Sec	tion						
13 - 7	Fax Received	Cost recovery	Page	Yes	\$	0.09	\$ 1.00	- E	\$ 1.00	\$		0%
	Fax Sent (first page)	Cost recovery	Page	Yes	τ	0.18	\$ 2.00		\$ 2.00	\$		0%
	Fax Sent (subsequent page)	Cost recovery	Page	Yes	Ŧ	0.09	\$ 1.00		\$ 1.00	\$	-	0%
	Photocopying Fee: A4 - Black and White	Cost recovery	Page	Yes	Ŧ	0.09	\$ 1.00		\$ 1.00	\$	-	0%
	Photocopying Fee: A4 - Colour	Cost recovery	Page	Yes	τ.	0.18	\$ 2.00		\$ 2.00	\$	-	0%
	Photocopying Fee: A3 - Black and White	Cost recovery	Page	Yes	\$	0.27	\$ 3.00		\$ 3.00	\$	-	0%
	Photocopying Fee: A3 - Colour	Cost recovery	Page	Yes		0.36	\$ 4.00		\$ 4.00	\$	-	0%
	Printing Fee: A4 - Black and White	Cost recovery	Page	Yes	\$	0.09	\$ 1.00		\$ 1.00	\$	-	0%
	Printing Fee: A4 - Colour	Cost recovery	Page	Yes	\$	0.18	\$ 2.00		\$ 2.00	\$	-	0%
	Printing Fee: A3 - Black and White	Cost recovery	Page	Yes	\$	0.27	\$ 3.00		\$ 3.00	\$	-	0%
3 - 17	Printing Fee: A3 - Colour	Cost recovery	Page	Yes	\$	0.36	\$ 4.00		\$ 4.00	\$	-	0%
3 - 18	Printing Fee: Microfilm	Cost recovery	Page	Yes	\$	0.18	\$ 2.00		\$ 2.00	\$	-	0%
3 - 19	Scanning Fee	Cost recovery	Page	Yes	\$	0.09	\$ 1.00		\$ 1.00	\$	-	0%
3	FINANCIAL SERVICES	í í	Ŭ									
3 - 20	Supply copy Tax Invoice/Rates Notice	Cost recovery	Each	Yes	\$	0.91	\$ 10.00		\$ 10.50	\$	0.50	5%
3	Rates (Properties)							- E				
3 - 21	Section 603 Certificate	Statutory	Each	No	\$	-	\$ 85.00		\$ 85.00	\$	-	0%
3 - 22	Section 603 Certificate - Urgent Fee (additional to normal fee)	Cost recovery	Each	Yes	\$	4.82	\$ 53.00		\$ 55.00	\$	2.00	4%
3 - 23	Search Fee - Searching of old records for ownership/location of land for personal records (minimum ½ hour charge)	Cost recovery	Hour	Yes	\$	6.73	\$ 74.00		\$ 76.00	\$	2.00	3%
3 - 24	Enquiry - Search of Rights of Way (and ownership of old records and additional to Search Fee)	Cost recovery	Each	Yes	10)%	\$72.73 plus LPI Search Fee		\$75 plus LPI Search Fee	\$	2.27	3%
13 - 25	Property Search with printouts - Solicitor/Financial Institution (includes e-mailing or faxing of document)	Cost recovery	Each	No	\$	-	\$ 64.00		\$ 66.00	\$	2.00	3%
13 - 26	Interest on Unpaid Rates and Charges	Statutory	Year	No	\$	-	6.0%		6.0%	\$	-	0%

DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023

Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023

Draft Schedule of Fees and Charges 2022/2023

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	KEY THEME 4 - OU	R LEADERSHIP						2022/23	CHANGE	3
	POLICY, PLANNING AN	DADMINISTRATION					1 [
ltem No	Partic ulars	Pricing Policy ID	Basis	GST Y/N	GST \$	2021/22 Fees (inc GST)	1 [2022/23 Fees (inc GST)	\$ Change	% Chang
	Refund on Rates Overpayment (where Council is not the cause for the credit balance on an assessment)	Cost recovery	Each	No	\$-	\$ 16.00		\$ 17.00	\$ 1.00	6%
13 - 28	Payment Dishonour Fee - direct debit	Cost recovery	Each	No	\$ -	\$ 16.00	1 [\$ 17.00	\$ 1.00	6%
13 - 29	Payment Dishonour Fee - Australia Post	Cost recovery	Each	No	\$ -	\$ 27.00	1 [\$ 28.00	\$ 1.00	4%
13 - 30	Payment Dishonour Fee - cheque	Cost recovery	Each	No	\$ -	\$ 21.00	1 [\$ 22.00	\$ 1.00	5%
13 - 31	Administration Fee for Sale of Land for Unpaid Rates	Cost recovery	Each	Yes	10%	\$ 1,590.00] [\$ 1,646.00	\$ 56.00	3%
13 - 32	Debt Recovery	Cost recovery	Each	No	\$-	Actual Cost] [Actual Cost		
13	Hire Fees						1 [
13 - 33	Council Chambers - Full Day	Cost recovery	Day	Yes	\$ 34.09	\$ 375.00	1 [\$ 375.00	\$ -	0%
13 - 34	Additional Service surcharge (Meeting room/Council Chamber) (additional to Hire Fee)	Cost recovery	Each	Yes	\$ 5.00	\$ 55.00		\$ 55.00	\$-	0%
13	Subpoenas and Summons						1 [
13 - 35	Subpoenas - research and supply of information	Cost Recovery	Each	Yes	10%	Actual Cost		Actual Cost		
13 - 36	Summons	Cost Recovery	Each	Yes	10%	Actual Cost	1 [Actual Cost		

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	Admissio	n Fees				
	Recreational					
Refe	r to YMCA Broken Hill Regional Aquatic Centre website: http://www.y		tres/broken-hil <u>l-rea</u> i	ional-	aquatic-c	entre/join-now/
ltem No	Particulars	Pricing Policy ID Basis		GST App lica ble	GST	2021/22 Fees (inc GST)
14						
14 - 1	Persons aged 4 years and over	Third Party	Each	Yes	\$ 0.45	\$ 5.
14 - 2	Aqua Aerobics Casual Visit	Third Party	Each	Yes	\$ 0.73	\$ 8.
14 - 3	Aqua Aerobics Pensioner	Third Party	Each	Yes	\$ 0.59	\$ 6.
14 - 4	Children aged 3 years and under (must be accompanied by a responsible adult)	Third Party	Each	No	\$ -	No charge
14 - 5	Family Swim	Third Party	Five members of the family	Yes	\$ 1.82	\$ 20.
14 - 6	School Carnival Entry	Third Party	Each	Yes	\$ 0.45	\$ 5.
14 - 7	Spectator	Third Party	Each	Yes	\$ 0.23	\$ 2.
14 - 8	School PE Casual Visit	Third Party	Each	Yes	\$ 0.45	\$ 5.
14 - 9	YMCA Swimming Lessons (Group)	Third Party	Each	Yes	\$ 1.45	\$ 16.
14 - 10	YMCA Swimming Lessons (Cost Recovery)	Third Party	Each	Yes	\$ 4.41	\$ 48.
14 - 11	Health Club Adult Visit	Third Party	Each	Yes	\$ 1.09	\$ 12.
14 - 12	Health Club Pensioner Visit	Third Party	Each	Yes	\$ 0.91	\$ 10.
14 - 13	Water Slide/Inflatable (Public Use)	Third Party	Each	No	\$ -	
14 - 14	Mulfix 10	Third Party	10	Yes	\$ 4.18	\$ 46.
14 - 15	Multi x 20	Third Party	20	Yes	\$ 7.64	\$ 84.
14 - 16	Multi x 10 - Concession	Third Party	10	Yes	\$ 3.91	\$ 43.
14 - 17	Multi x 20 - Concession	Third Party	20	Yes	\$ 7.09	\$ 78.
14 - 18	Free Day - Australia Day	Third Party	Each	No	\$-	No charge
14 - 19	Swimming Club Exclusive Use - Lane allocation approved by prior arrangement	Third Party	Month	Yes	\$ 4.55	\$ 50.
14 - 20	Lane Hire 25m or 50m Pool (plus Entry Fee)	Third Party	Hour	Yes	\$ 2.73	\$ 30.
14 - 21	School Programs (by prior arrangement during school hours)	Third Party	Additional lane hire fee after the first	Yes	10%	No charge for Fi Lane. Fee applies additional lane o
14 - 22	Water slide - Public Use	Third Party	Each	No	\$ -	No charge
14 - 23	Water Slide - Exclusive Use - by prior arrangement, minimum hire of two hours	Third Party	Hour	Yes	10%	\$252.00 first hou and \$150.00 eac additional hour
14 - 24	Buccaneer	Third Party	Hour	Yes	10%	\$252.00 first hou and \$150.00 eac additional hour

2022/23 0	сна	NGES	
2022/23 Fees (inc GST)	Ch	\$ ange	% Change
	_		
\$ 5.10	\$	0.10	2%
\$ 8.20	\$	0.20	2%
\$ 6.60	\$	0.10	2%
No change	#V	ALUE!	
\$ 20.50	\$	0.50	2%
\$ 5.00	\$	-	0%
\$ 2.60	\$	0.10	4%
\$ 5.00	\$	-	0%
\$ 16.00	\$	-	0%
\$ 48.50	\$	-	0%
\$ 12.50	\$	0.50	4%
\$ 10.50	\$	0.50	5%
\$ -	\$	-	
\$ 47.00	\$	1.00	2%
\$ 85.00	\$	1.00	1%
\$ 44.00	\$	1.00	2%
\$ 80.00	\$	2.00	3%
No charge			
\$ 50.00	\$	-	0%
\$ 30.50	\$	0.50	2%
No charge for First Lane. Fee applies to additional lane only			
No charge			
\$252.00 first hour and \$150.00 each additional hour			
\$252.00 first hour and \$150.00 each			
additional hour			

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BROKEN HILL REGIONAL	2022/23 0	HANGES					
4 - 25 Carnivals - Swimming Club (25m or 50m pool) - does not include Entry Fee	Third Party	Per Day	No	\$-	No Charge	No charge	
4 - 26 Carnivals - Schools (25m or 50m pool) during school hours - does not include Entry Fee	Third Party	Per Day	No	\$-	No Charge	No charge	

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DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2022/2023, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2022/2023 Attachment 1 Draft Delivery Program 2022-2026 and Operational Plan 2022/2023 inclusive of Draft Fees and Charges 2022/2023



www.brokenhill.nsw.gov.au

POLICY AND GENERAL COMMITTEE

May 9, 2022

ITEM 5

BROKEN HILL CITY COUNCIL REPORT NO. 120/22

SUBJECT: DRAFT LONG TERM FINANCIAL PLAN 2023-2032 D22/22600

Recommendation

- 1. That Broken Hill City Council Report No. 120/22 dated May 9, 2022, be received.
- 2. That Council endorse the Draft Long Term Financial Plan 2023-2032 for public exhibition.
- 3. That that Draft Long Term Financial Plan 2023-2032 be placed on public display for 28 days in accordance with legislation.

Executive Summary:

Council faces a number of challenges in terms of financial sustainability. Our Council administers the largest regional centre in the western half of New South Wales. As per the 2019 NSW Population Projection, the population of the Far West Region is projected to decrease by 25% between 2016 and 2041. As a result, the Broken Hill Local Government Area's population is forecast to decrease from 18,100 in 2016 to 13,650 in 2041.

However, the accuracy of this projection following recent mining and renewable developments as well as regional growth and relocation trends following the COVID-19 Pandemic should be questioned and as a result, the City must also prepare to increase liveability and amenity to secure a live in workforce and long term population growth.

Based on Council's most recent economic and data projections, Council is estimating that between 2016 and 2046, the population for Broken Hill City is forecast to increase by 226 persons (1.25% growth), at an average annual change of 0.04%. As a result of these latest trends and projections, this plan has been formulated on the prospect of job growth and further housing development for the City as well as a stable population base. On this basis, the City must plan to maintain service standards and increase services in some areas to ensure long term liveability and investment attractiveness of the City.

Council currently operates on an annual income of around \$30 million, with a substantial percentage being derived from government grants which cannot be guaranteed into the future. The historical population decline has put pressure on the affordability of services by the ratepayers, and as a result Council has experienced a lack of funding to adequately maintain or renew public infrastructure.

In this year's review of the Long Term Financial Plan, a focus on asset renewals has again been a main focus. It is forecast that asset renewals will be maintained at a rate equal to or greater than 110% of asset consumption throughout the review period. This is a significant step forward for Council's financial and asset sustainability as it begins to ensure that quality infrastructure is maintained and available for future generations.

Council achieved an improved financial determination from the Office of Local Government and Treasury Corporation (T-Corp in 2020 as a result of meeting T-Corp's strict lending criteria focused on long term financial and asset sustainability. This was a result of strong decisions and hard work in achieving the outcomes and strategies identified in the Long Term Financial Plan. However, as highlighted in the Long Term Financial Plan, this hard work needs to continue to ensure Council's long term financial sustainability and the breakeven point is achieved in 2023/2024 as well as maintaining a healthy cash reserve.

If the strategies put in place in the Balanced Scenario are not achieved and Council continues to deliver services without finding efficiencies, rationalising assets and services or increasing revenue; Council will not be forecasting a surplus within the planning period, liquidity would rapidly diminish and community assets would further deteriorate.

Key points Included in the Proposed Long Term Financial Plan

- Surplus projected for 2024
- asset renewals projected at a rate greater than 110% over the planning period
- expectation of continued efficiencies
- Expenditure reductions though efficiencies despite rising costs
- Asset service level reviews to continue with a view of asset and service rationalisation

The Balanced Scenario is ambitious but achievable, affordable and significantly improves the financial position of Council allowing Council to continue to meet the expectations of the community, maintain service levels and stimulates the local economy to assist in the economic recovery of businesses and retain and grow local employment.

Council must continue to develop and implement strategies during 2022/23 to ensure the forecast efficiency gains and productivity improvements are realised and this will be monitored annually.

Broken Hill City Council remains committed to ensuring internal efficiencies are realised before considering increasing the financial burden on the community.

Report:

A Long-Term Financial Plan is one of the three key Resourcing Strategies required by the NSW Integrated Planning & Reporting legislation.

Local Government operations are vital to its community, and it is important stakeholders can understand the financial implications arising from its Community Strategic Plan, Delivery Program and annual Operational Plan.

A Long Term Financial Plan provides a framework in which a council can assess its revenue building capacity to meet the activities and level of services outlined in its Community Strategic Plan. It also:

- establishes greater transparency and accountability of council to the community;
- provides an opportunity for early identification of financial issues and any likely impacts in the longer term;
- provides a mechanism to
 - solve financial problems as a whole;
 - see how various plans fit together
 - o understand the impact of some decisions on other plans or strategies;
- provides a means of measuring council's success in implementing strategies; and,
- confirms that council can remain financially sustainable in the longer term.

The Long Term Financial Plan includes:

- projected income and expenditure
- balance sheet
- cash flow statement
- planning assumptions used to develop the plan
- sensitivity analysis highlight factors most likely to affect the plan
- financial modelling for different scenarios
- methods of monitoring financial performance

Broken Hill City Council remains committed to operating within a financially sustainable framework, to ensure that its community and other stakeholders can rely upon the ongoing provision of a full and diverse range of quality community services, facilities and infrastructure.

The Council plans to maintain its financial position and performance, to ensure resilience and maintain capacity to adapt and respond to emerging community needs in a measured and equitable manner.

The following are the key principles employed in the financial planning and modelling process:

- Financially sustainable.
- Maintain diversity of income sources.
- Return the Council to surplus in a sustainable manner.
- Maintain tight control over expenditure and staff numbers.
- Deliver best value services, facilities and infrastructure.
- Effective and efficient utilisation of funding sources to fund capital works and asset acquisitions.
- Prudent financial investment.

The Long-Term Financial Plan continues the Council's commitment to maintain tight control over its financial position and performance, an achievement that has been demonstrated through reducing the annual operating deficit in line with a return to surplus in 2024.

The Operational Plan and forward projections have been set to allow for the delivery of appropriate levels of service, incorporating asset rationalisation and to adequately allow for all known and anticipated changes over the coming ten-year period.

Unexpected cost pressures will always arise (as evidenced by the COVID-19 pandemic), along with increasing service demands. However, in responding to these challenges, the Council will continue to underpin its quality of services with a value for money approach through competitive procurement processes, internal controls and the completion of business improvement programs, incorporating customer feedback; to ensure effectiveness and efficiency.

The Proposed Plan (Balanced Scenario)

The Council's 2022/23 financial year budgets (as detailed in the Operational Plan and included in the attached plan) form the basis of the financial projections within the Long Term Financial Plan. While relevant adjustments have been made in the plan's short term, in respect of the impact and subsequent recovery from the COVID-19 pandemic, the underlying Income Statement and Balance Sheet, are taken to represent "business-as-usual". The underlying income and expenditure form the basis of the later years in the plan, having been escalated by appropriate indices, with appropriate adjustments.

Where new initiatives/projects that will impact operating income and/or expenditure are anticipated, additional adjustments are made to long term projections in the model.

The Balanced Scenario assumes that Council:

- 1. Undertakes additional operational changes to generate productivity improvements and efficiency gains thus reducing employment costs and materials and contracts costs;
- 2. Undertakes service level reviews to determine the communities service needs and what they are willing to pay; and
- 3. Undertakes a review of assets held and where appropriate adopts a rationalisation strategy to reduce overall operating costs, whilst factoring new infrastructure for liveability.
- 4. Implements a 2.3% Permanent Additional Special Variation for Rates income
- 5. Continues to increase income through private works and RMS contracts

The Scenario is based on a 2.0% annual efficiency gain for materials, contracts and other expenditure which is offset by an underlying CPI index of 2.5%. Therefore, the annual efficiency gain does not completely absorb the indexation.

Successful implementation of the plan will result in all financial indicators (excluding extraordinary items and other than the operating indicator) being maintained within the Office of Local Government benchmarks throughout the planning period.

A review of asset management plans to align with updated financial projections are currently being undertaken along with revised asset valuations to better analyse Council's asset ratios.

Based upon planned asset expenditure and cash and investments, Council's available funds for asset renewals over the planning period under the balanced scenario is equal to or greater than the 100% of the rate of asset consumption via depreciation

The Balanced Scenario is the preferred option as it ensures the ongoing financial sustainability of the organisation whilst also providing economic stimulus to the City to retain and grow employment whilst also providing improvement to key community infrastructure for increased livability and attractiveness of the City.

Key Aspects of the proposed Balanced scenario are:

- Return to surplus in 2024.
- Maintain Council's current permanent workforce.
- Ensure a healthy cash reserve to weather any unforeseen financial shocks (such as COVID-19).
- Ensure an appropriate rate of asset renewals is maintained so the City's infrastructure backlog is continually reduced.
- Meet all key financial & OLG benchmarks apart from the Operational Ratio for 2022 and 2023.

This plan is sensitive to a number of internal and external drivers including: Council decisions, operational performance, the external economic environment and State and Federal Government decisions including changes to legislation. Within the Long-Term Financial Plan, there are a number of examples that demonstrate some of Council's main sensitivities and outline the impact of various scenarios on Council's long-term financial position.

SCENARIO 2 – Temporary Special Variation to Rates Revenue

This scenario follows the same assumptions as the 'Balanced Scenario' but assumes the 2023 additional special rate variation is considered a one off adjustment and is not included in the base amount for future rate peg adjustments.

The scenario assumes Council undertakes a review and possible rationalisation of assets during 2023 and that an appropriate rate of asset renewals is maintained so the city's infrastructure backlog is continually reduced.

This model does not alter Council's breakeven point of 2024 however it reduces the margin for error and therefore increases the risk that the breakeven point will be delayed by unexpected events. This model pushes Council's breakeven point back to 2025.

Key Aspects of this Scenario are:

- Breakeven 2024.
- Inefficient operating model.
- Borrowings remain the same.
- Potentially reduced service delivery and infrastructure to the community.

SCENARIO 3 – 0.7% Rates Peg – No Cost Minimisation

This scenario is based on the 0.7% Rates peg as advised by Ipart and doesn't include budgeted cost savings through efficiency gains, it also assumes a high rate of inflation at 4%.

As you will see below, this pushes Council's breakeven point back to 2025, minimises capital works and puts Council in a high-risk cash position for the immediate future.

If this scenario was adopted, Council would find itself in a precarious financial position with limited ability top withstand future financial shocks such as the COVID-19 pandemic.

This position would likely see staff levels reduced and service levels to the community reduced, to ensure the short-medium term viability of Council.

Key Aspects of this Scenario are:

- Operational expenditure increases due to limited savings and icnreased inflation.
- Breakeven pushed back to 2025
- Capital works reduced to protect Council's cash reserves.
- Cash reserves will be low and would not tolerate another financial shock such as COVID-19.
- Inefficient operating model.
- Borrowings remain the same.
- Some key financial ratios and OLG benchmarks will not be met in the short term.
- Reduced service delivery and infrastructure to the community

The Balanced Scenario is ambitious but achievable, affordable and significantly improves the financial position of Council allowing Council to continue to meet the expectations of the community, maintain service levels and stimulates the local economy to assist in the economic recovery of businesses and retain and grow local employment.

Under the proposed model, the organisation is sustainable and financially viable and with the use of internal restrictions as well as prudent and responsible budgeting, planning and financial management, the Council will be able to rebuild its reserves, continue to deliver quality services to the community and replace and renew assets now and into the future, ensuring the same level of service for each generation.

Community Engagement:

The Long-Term Financial Plan will be placed on public display for 28 days following the outcome of this meeting.

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:

The LTFP must contain the essential elements as outlined in the IP&R Guidelines:

Must be used to inform the decision-making during the preparation and finalisation of the Community Strategic Plan and the development of the Delivery Program.

Must be for a minimum of 10 years

Must be updated at least annually as part of the development of the Operational Plan, and

Must be reviewed in detail as part of the four-yearly review of the Community Strategic Plan.

The basic structure of the LTFP is outlined in the IP&R Guidelines at point 3.9 under the section on Resourcing Strategy and must include:

- Projected income and expenditure, balance sheet and cash flow statement;
- The planning assumptions used to develop the Plan (the "Planning Assumptions Statement");
- Sensitivity analysis highlighting factors/assumptions most likely to affect the Plan Methods of monitoring financial performance;
- Financial modelling for different scenarios;
- Methods of monitoring financial performance.

Financial Implications:

A Long Term Financial Plan provides a framework in which a council can assess its revenue building capacity to meet the activities and level of services outlined in its Community Strategic Plan.

Attachments

1. Uraft Long Term Financial Plan 2023-2032

SIMON BROWN CHIEF FINANCIAL OFFICER

JAY NANKIVELL GENERAL MANAGER

DRAFT LONG TERM FINANCIAL PLAN 2023-2032

BROKEN HILL

CITY COUNCIL

AUSTRALIA'S FIRST HERITAGE LISTED CITY

BROKEN HILL

QUALITY CONTROL					
KEY DIRECTION	4. Our Leadership				
OBJECTIVE	4.1 Openness and transparency in decision making				
STRATEGY	4.1.1 Support the organisation to operate within its legal framework				
FUNCTION	Financial Management				
FILE REFERENCE	22/47 EDRMS NUMBER D22/230		D22/23066		
RESPONSIBLE OFFICER	Chief Financial Officer				
REVIEW DATE	June 2023				
ORGANISATION	Broken Hill City Council				
PHONE NUMBER	08 8080 3300				
EMAIL ADDRESS FOR ENQUIRIES ONLY	council@brokenhill.nsw.gov.au				
DATE	ACTION		MINUTE N	0.	
April 2022	Document Developed		N/A		
18 May 2022	Endorsed for Public Exhibition 4				
NOTES	Images sourced from Council's Image Library © Copyright Broken Hill City Council 2017				
	Draft Community Strategic Plan – Your Broken Hill 2040 Draft Delivery Program 2022-2026 incorporating Operational Plan 2022/2023 Draft Schedule Fees and Charges 2022/2023				

Draft Long Term Financial Plan 2023-2032

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IPROVING OUR FINANCIAL POSITION FURTHER
CENARIOS AND SENSITIVITY
EASURING PERFORMANCE
ONCLUSION

Draft Long Term Financial Plan 2023-2032

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INTRODUCTION

MESSAGE FROM YOUR MAYOR

Council will again make significant adjustments to it Long Term Financial Plan for the 2022/23 financial year.

Repeated COVID-19 outbreaks and unprecedented recent storm events have impacted on Council's financial modelling, and we are now planning to return to surplus in 2024, rather than 2023 as initially hoped.

As a result, Council will be forced to continue to find internal efficiencies and more cost-effective methods of service delivery in the years ahead.

Council's historical underspend of \$43 million on infrastructure renewal remains an issue and will remain at the forefront of Council's financial planning.

Ongoing reviews of assets continue to unearth significant costs required to renew and maintain ageing plant, buildings, and other infrastructure at a level that outpaces their deterioration.

In the long term, Council will not be able to maintain its vast assets at an acceptable level and asset rationalisation will need to be considered if we wish to avoid financial hardship and reduced service delivery.

Council must focus on maintaining a smaller list of assets to a higher standard to increase the liveability of our city ahead of an expected population spike.

Due to upcoming major mining projects in the region, it is estimated that the city's population will grow to 19,200 by the year 2025.



Although this is a positive for the future of the city, it will place extra stress on Council's services without significantly increasing rates income. As a result, Council will have to plan carefully for the future.

In the short term, Council will continue to push ahead with delivering millions of dollars in roads, footpaths, public amenities, and other major projects.

Our ongoing commitment to asset renewal and improving the city's liveability will provide a boost to the economy and bolster our ability to attract and retain individuals and families who move to the region for employment.

I remain extremely confident in the future of our city and look forward to working with staff to consolidate our long-term financial position.

Mayor Tom Kennedy

Draft Long Term Financial Plan 2023-2032

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OVERVIEW

A Long Term Financial Plan (LTFP) is one of the three key Resourcing Strategies required by the NSW Integrated Planning and Reporting legislation. Local Government operations are vital to its community and it is important stakeholders can understand the financial implications arising from its Community Strategic Plan, Delivery Program and annual Operational Plan.

The Integrated Planning and Reporting Guidelines support preparation of the LTFP for Local Government in NSW issued by the Division of Local Government.

The LTFP includes:

- Projected income and expenditure.
- Balance sheet.
- Cash flow statement.
- Planning assumptions used to develop the plan.
- Sensitivity analysis used to highlight factors most likely to affect the plan.
- Financial modelling for different scenarios.
- Methods of monitoring financial performance.



The LTFP contains a core set of assumptions. These assumptions are based on Consumer Price Index (CPI) forecasts, interest rate expectations, employee award increases, loan repayment schedules and other special income and costs.

Broken Hill City Council's revised LTFP covers the period 2022/23 to 2031/32. It recognises Council's current and future financial capacity, to continue delivering high quality services, facilities and infrastructure to the community, while commencing new initiatives and projects to achieve the goals set down in the Broken Hill 2033 Community Strategic Plan.

The LTFP was first adopted 25 June 2014.

Financial planning over a 10-year time horizon is difficult and relies on a variety of assumptions that will undoubtedly change during the period. The LTFP is therefore closely monitored and regularly revised, to reflect these changing circumstances.

This revision takes into consideration a number of significant decisions which have been implemented to improve Council's financial sustainability over the past year.

A number of scenarios and sensitivities were considered during the development of the LTFP to demonstrate Council's sensitivity to internal and external drivers.

"The Long Term Financial Plan is the point where long-term community aspirations and goals are tested against financial realities."

DLG Manual, 2013

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The aims of Council's LTFP are to:

- Set out the assumptions upon which Council's Financial Plans and budgets have been structured.
- Identify the Key Performance Indicators upon which Council can benchmark its financial performance.
- Set the framework so that the impact of future policy decisions can be identified.
- Evaluate the impact of future scenarios upon Council's financial position.
- Provide a basis for future informed decision making.
- Identify issues which impact upon the financial sustainability of Council, including known opportunities and threats.

Achieve a balanced budget on a funding basis over time, acknowledging that efficient service delivery and urgent asset renewal are current priorities where working fund deficits are forecast.

 Seek to reduce the current working fund deficits, by reducing operating costs in real terms, or expanding the revenue base of Council.





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FINANCIAL POSITION

Council faces a number of challenges in terms of financial sustainability. Our Council administers the largest regional centre in the western half of New South Wales.

As per the 2019 NSW Population Projection, the population of the Far West Region is projected to decrease by 25% between 2016 and 2041.

As a result, the Broken Hill Local Government Area's population is forecast to decrease from 18,100 in 2016 to 13,650 in 2041. This population decline puts pressure on the affordability of services by the ratepayers.

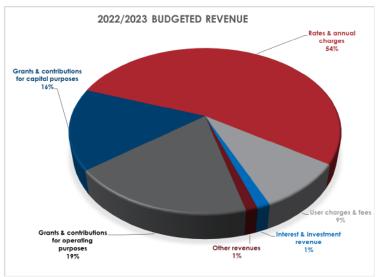
However, the accuracy of this projection following recent mining and renewable developments as well as regional growth and relocation trends following the COVID-19 Pandemic should be questioned and as a result, the City must also prepare to increase liveability and amenity to secure a live-in workforce and long-term population growth.

Based on Council's most recent economic and data projections, Council is estimating that between 2016 and 2046, the population for Broken Hill City is forecast to increase by 226 persons (1.25% growth), at an average annual change of 0.04%.

As a result of these latest trends and projections, this plan has been formulated on the prospect of job growth and further housing development for the City as well as a stable population base. On this basis, the City must plan to maintain service standards and increase services in some areas to ensure long term liveability and investment attractiveness of the City.

Council currently operates on an annual income of around \$30 million, with a substantial percentage being derived from government grants which cannot be guaranteed into the future. The graph below shows sources of income.

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In 2013, the Division of Local Government appointed New South Wales Treasury Corporation (TCorp) to undertake an assessment of the financial sustainability of all New South Wales councils.

The report by TCorp, which considered both historic financial information and a 10-year financial forecast, determined Council to be in a very unstable financial position and unsustainable. Overall, the financial sustainability of Council was assessed as 'Very Weak'. A rating of 'Very Weak' was given to only five New South Wales councils and can be described as follows:

- A Local Government with limited capacity to meet its financial commitments in the short to medium term and a very limited capacity long term.
- It has a record of reporting significant operating deficits. It is highly unlikely to be able to address its operating deficits, manage unforeseen financial shocks and any adverse changes in its business without the need for structural reform and major revenue and/or expense adjustments.
- The expense adjustments are likely to result in significant changes to the range of and/or quality of services offered and it may need the assistance from higher levels of government.
- It has difficulty in managing its core business risks.

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Council has since achieved significant improvement and taken steps in the right direction towards becoming financially sustainable. Since Council received the report, it has undertaken the following key actions.

Council undertook a major review of its 10year LTFP in FY2015, with the aim to guide Council towards achieving a balanced budget, through cost reduction strategies, whilst prioritising service delivery and asset renewals.

In December 2014, Council resolved to cease operations of a financially unsustainable aged care facility – the Shorty O'Neil Village.

In October 2016, Council successfully transitioned out of community services avoiding the loss of block funding by the introduction of the National Disability Insurance Scheme (NDIS).

In November 2016, the Office of Local Government initiated a review of all western councils, with the view to reassess their ongoing financial sustainability.

Due to the actions taken since the initial review in 2013 and the significant improvements made, TCorp have made the assessment that Council now has a Financial Sustainability Ratio of 'Weak' with an outlook of positive, with further improvements likely based on key planning assumptions.

A rating of 'Weak' can be described as follows:

- A local government with acceptable capacity to meet its financial commitments in the short to medium term and a limited capacity in the long term.
- It has a record of reporting moderate to significant operating deficits with a recent operating deficit being significant. It is unlikely to be able to address its operating deficits, manage

unforeseen financial shocks and any adverse changes in its business, without the need for significant revenue and/or expense adjustments.

- The expense adjustments would result in significant changes to the range and/or quality of services offered.
- It may experience difficulty in managing core business risks.

Whilst this has been a significant improvement, Council still has a lot of hard work and tough decisions ahead of it before it can be deemed financially sustainable in the long-term.

The effects of the COVID-19 pandemic have tested much of the terminology described above and proven true that Council must adjust its services as a result of unforeseen financial shocks.

Council must now review its service levels with the community and understand the priority areas and not only the capacity, but the desire of paying for these services.

The strength of Local Government is important when considering the quality of life for residents within a community and our community cannot afford major revenue adjustments in the form of high rating increases, for the purpose of balancing the bottom line. It is therefore important that we only spend what we can afford; what our community can afford.

Local Government decisions impact not only the current generation but the next. In order to ensure services and infrastructure adapt to the changing needs of our generations, we must ensure our financial position and our asset management practices are strong.

It is clear that in order to continue to meet the needs of current and future residents of Broken Hill; that Council must address financial and ongoing asset sustainability.

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FINANCIAL IMPACTS OF THE COVID-19 PANDEMIC

The COVID-19 (novel coronavirus) pandemic is an unprecedented public health crisis which has fast tracked an associated economic crisis. Short term unemployment rose significantly, with job losses impacting many sectors across our community such as accommodation and food services, retail trade, arts and recreation services, education services, construction and professional services.

With a long-term projected decline in population for Broken Hill, it was feared further job losses may hasten any decline, unless focussed stimulus was implemented and received.

To date the broader financial implications of the pandemic have been severe. The City of Broken Hill has not been immune to these impacts and has sustained a significant financial impact from this crisis. Major projected and actual impacts include additional operational costs as the Council increased cleaning and maintenance regimes and losses in revenue as the local community and wider economy were impacted.

Prolonged and reoccurring closures/restrictions of the City's community facilities, such as the Broken Hill Regional Art Gallery, Aquatic Centre and other community centres, have also resulted in a reduction in revenue and visitation, and the City now needs to rebuild from this base.

A range of initiatives designed to alleviate financial pressure on small businesses across the City were presented to Council in March 2020. They included a revised procurement policy to favour local businesses, a freeze on overdue interest and a freeze on debt recovery until 31 December 2020.

To reduce the threat to its own operations Council initially closed customer-facing facilities, expanded online service alternatives, discouraged non-essential staff travel and encouraged staff to work from home where possible to reduce risk of infection both in the workplace and the wider community.

By late September 2020, the pandemic had mostly eased in regional NSW and Council was able to gradually ease restrictions on facilities after implementing COVID-19 Safety plans and greatly increased safety measures.

Reoccurring lockdowns once again resulted in prolonged closures of the City's community facilities in 2021, resulting in a reduction in revenue and visitation. The changing conditions of the pandemic now present different challenges to Council than in previous years. The change to 'a living with COVID-19' approach means lockdowns are now less likely to happen. The big challenge for Council now is managing and protecting its workforce in this environment as much as possible to ensure council is able to continue to provide high quality facilities and services to the community.

Council, like most organisations, has experienced disruptions due to loss of staff for periods of time due to self-isolation requirements. Council has taken a risk-based approach to managing these impacts to ensure business continuity, along with implementing the requirements of NSW Public Health Orders.

The major financial impacts over the past two financial years have resulted in:

- Reduction in revenue from user fees and charges and investment income
- Reduction in revenue for capital grants due to COVID –19 related delays in capital projects.
- Large increases to input costs such as Bitumen, Fuel, Steel, Timber and Cement.
- Increased maintenance and cleaning expenditure partly offset by reductions in staff training and travel expenses.

In last year's LTFP, Council had budgeted for a return to pre-COVID conditions for revenue and expenditure assumptions for the 2022 Financial year. Reoccurring lockdowns in the second half of 2021 continued to impact negatively on Council revenues and sharply rising materials costs have also negatively affected Council's Expenditure.

Council is beginning to see an uplift in revenue generation and the City has experienced a tourism boom over the past 6 months.

Council's foresight in taking advantage of T-Corp's lending opportunity to safeguard Council's workforce and stimulate the local economy through major liveability and amenity improvement projects has been vital to further sustaining the long term growth of the City as well as renewing core infrastructure.

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FINANCIAL PRINCIPLES AND ASSUMPTIONS

Broken Hill City Council remains committed to operating within a financially sustainable framework, to ensure that its community and other stakeholders can rely upon the ongoing provision of a full and diverse range of quality community services, facilities and infrastructure.

The Council plans to maintain its financial position and performance, to ensure resilience and maintain capacity to adapt and respond to emerging community needs in a measured and equitable manner.

The following are the key principles employed in the financial planning and modelling process:

- Financially sustainable.
- Maintain diversity of income sources.
- Return the Council to surplus in a sustainable manner.
- Maintain tight control over expenditure and staff numbers.
- Deliver best value services, facilities and infrastructure.
- Effective and efficient utilisation of funding sources to fund capital works and asset acquisitions.
- Prudent financial investment.
- Consider appropriate use of debt for capital purposes.

The Long Term Financial Plan continues the Council's commitment to maintain tight control over its financial position and performance, an achievement that has been continually demonstrated through reducing the annual operating deficit.

The funds generated from operations are used to maintain current services and programs and to fund delivery of the Council's capital renewal program, however, the suitability of utilising debt should be considered for appropriate projects and initiatives.

The Operational Plan and forward projections have been set to allow for the delivery of appropriate levels of service, incorporating asset rationalisation and to adequately allow for all known and anticipated changes over the coming ten-year period.

Unexpected cost pressures will always arise (as evidenced by the COVID-19 pandemic), along with increasing service demands.

However, in responding to these challenges, the Council will continue to underpin its quality of services with a value for money approach through competitive procurement processes, internal controls and the completion of business improvement programs, incorporating customer feedback; to ensure effectiveness and efficiency.

For the 'Balanced Scenario' of the long-term financial model, revenue and expenditure projections are generally based on stable overall cost increases of 2-3% per annum. The Council will be closely monitoring this assumption in light of the economy's response to the easing of Covid-19 restrictions and instability in international relations. Elements of revenue and expenditure that are subject to wider fluctuation have been modelled accordingly (refer to Assumptions). For this plan, ongoing Covid-19 impacts such as enhanced cleaning and compliance with health regulations have been incorporated into both to the proposed 'Balanced Scenario' and alternate scenarios.

As noted above, the annual operational budget plans for a reducing deficit with a surplus planned for in 2024, which, combined with the Council's interest earnings and capital contributions, provide funding for ongoing capital works projects and programs that are designed and constructed to provide Broken Hill with renewed and revitalised infrastructure.

The Council will continue to prudently manage its cash reserves and investments, to ensure that appropriate financial reserves are available to meet the Council's liabilities and commitments, as they fall due and manage cash flow demands to ensure responsible financial management control.

While externally restricted reserves will be maintained in accordance with legislative requirements, several internally restricted reserves are used to ensure that funds are set aside to directly support capital commitments of the Council.

The Council closely monitors its financial performance and publishes several key financial indicators within its quarterly budget reviews, to demonstrate its financial health and sustainability.

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ASSUMPTIONS

The Council's 2022/23 financial year budgets (as detailed in the Operational Plan and included in the attached plan) form the basis of the financial projections within the Long Term Financial Plan. While relevant adjustments have been made in the plan's short to medium term, in respect of the impact of the COVID-19 pandemic, the underlying Income Statement and Balance Sheet, are taken to represent "business-as-usual". The underlying income and expenditure form the basis of the later years in the plan, having been escalated by appropriate indices, with appropriate adjustments.

Broadly, the Plan utilises forecast annual CPI and wages growth as an indicative guide to annual income and expenditure movements. Appropriate adjustments are made where income or expenditure items are known to escalate on a different basis. Where new initiatives/projects that will impact operating revenue and/or expenditure are anticipated, additional adjustments are made to long term projections in the model.

Significant adjustments include:

- Allowances for asset maintenance growth, as a result of understanding the cost to maintain the City's Assets at an appropriate standard.
- Adjustments to staff resourcing to coincide with a transition from a program of service delivery and maintenance, to an increase in capital renewal.
- Adjustments in respect of several Council's revenue-generating facilities and services, returning to Pre-COVID-19 level of activity.

The Capital Program is forecast over the ten-year timeframe of the Plan. In later years, where specific projects may not have yet been fully identified, provisional sums are included reflecting historical works patterns and in line with renewal requirements, identified as part of the Asset Management Strategy and T-Corp Ratios.

The Plan also reflects the fast tracking of certain capital projects and programs through accessing low cost borrowings, through the Office of Local Government's Stimulus package. This purpose of these funds is to leverage additional grant money and effectively turning \$10 million into \$20-\$30 million of capital projects.

As capital projects are forecast to be completed, corresponding income and expenditure (including depreciation) impacts, are factored into future financial results.

Other assumptions relating to specific income and expenditure types are included within this Long Term Financial Plan.

In preparing the Plan, the Council undertakes a wide range of sensitivity testing and scenario modelling, to ensure the most effective and realistic balanced scenario; in this case the 'Future Proof' scenario.

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REVENUE ASSUMPTIONS

Item	Assumption	Comment
Rate Increase	2.3%	IPART Rate Peg plus special
		Rate Variation
Waste Management	3.5%	Annual charges will increase
Charge		in line with operating
		expenses.
Statutory Charges	CPI	Statutory charges are
		expected to increase in line with CPI.
User Fees and Charges	3.5%	Statutory charges are
		expected to increase in line
		with CPI.
Investment Interest	1.5%	Interest is calculated on the
		forecast cash and
		investment balances.
Interest on overdue rates	6%	6% above the Reserve Bank
		cash rate. (section 566(3) of
		the Local Government Act 1993
Other revenues	CPI	Other revenues consist of
		program fees and sundry
		income items.
Operating grants	CPI	Operating grants include
		the financial assistance
		grant and the public library
		funding agreement.

EXPENDITURE ASSUMPTIONS

Item	Assumption	Comment
Employee Benefits and on- costs	2.70% (TBC)	Employee costs increase dependant on outcome of negotiaions currently in progress
Borrowing Costs	N/A	All Council loans are fixed and are based on actual interest repayments.
Materials, contracts and other expenses	CPI	These increase in line with CPI however, an efficiency factor of 2% has been built into the plan.

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OUR PROGRESS TOWARDS FINANCIAL SUSTAINABILITY

Since the adoption of the Balanced Scenario LTFP in 2014, Council has made several decisions that have improved our financial outlook. This section outlines some of those improvements.

IMPROVING EFFICIENCY OF COUNCIL OPERATIONS

Although operational efficiencies alone are unlikely to provide the level of additional funding required to achieve financial sustainability, there is scope to improve Council's financial position, by undertaking a full review of operations. This includes reviewing the organisational structure and business systems, exploring opportunities for out-sourcing activities and improving project management capabilities.

At the March 2017 Ordinary Council Meeting, Council adopted a Service Review Framework and methodology. During this term of Council, management will oversee more than 65 internal and external service reviews, to generate efficiencies and savings throughout the organisation. This review is not all about financial savings, it is about ensuring Council is delivering the services that the Community requires, at the level the Community expects. In some instances, this may mean further resources are dedicated to some areas, where other areas may have resources reduced. Most importantly, it will ensure that all services are delivered in the most effective and efficient way possible.

In October 2017, Council adopted a Smart Community Framework to improve quality of life, prosperity and sustainability for its community, by using technology in optimising processes, solving challenges proactively, building intelligence and productivity and facilitating proactive and meaningfully engagement, between all stakeholders.

Council has successfully implemented several technologies to increase efficiency and sustainability throughout the city. Examples of this include, smart bins - which reduce the number of bin collections, smart solar and wind lighting - which has enabled Council to remove the lighting for Sturt Park, Patton Park and the Administrative Centre Grounds, from the electrical grid. This has not only enabled a financial savings but is a sustainable option for the community. Further implementation of similar technologies is planned through the reporting period.



IMPROVING ASSET MANAGEMENT

Council is in the process of undertaking a review of all infrastructure assets, to ensure that it is providing services and infrastructure that meets the community needs and is within the community's ability to pay. As a result of this process, it is anticipated that Council will generate significant replacement savings and associated running costs.

During this year's review of the LTFP, the 'Balanced' scenario will see Council continuing to budget for a greater than, or equal to, 110% asset renewal. This is a direct impact of the prior year's decisions in improving Council's financial position and beginning to understand the renewal requirement to reduce the backlog. This enables Council to continually renew and maintain assets as they are required, as well as ensuring quality infrastructure is in place, for future generations. The ongoing success of this is dependent on ensuring that we are only renewing required and utilised assets.

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REVIEW OF COMMUNITY EXPECTATIONS AND SERVICE LEVELS

It is imperative that service level reviews occur throughout the 2022/2023 financial year, with consultation with the community.

It is expected that a detailed plan of community expectations and priorities, will be achieved and factored into service levels and capital expenditure, throughout further reviews of the LTFP. This is a significant piece of work that will be required to ensure the future financial sustainability of Council and balancing the budget within the reporting period. Council is approaching the crossroads, where a decision will need to be made in regard to asset rationalisation, or a special rate variation (SRV); COVID-19 has made this more important than ever. If either one of these solutions is not adopted, the Council will be in financial peril.

IMPROVING FINANCIAL CONTROL

Improving staff understanding and capacity, systems controls, procedures and reporting for Council's finance function, has been imperative to achieve improvements in Council's financial position.

Savings have been generated throughout the year, as a result of a concerted effort by staff to reduce expenditure.

A review of procurement practices has facilitated improved governance, resulting in greater value for money.

An internal audit function was implemented in the 2018/19 financial year to ensure greater governance and transparency and has already achieved a number of process improvements and identified lost revenue opportunities.

INCREASING INCOME

Throughout the past year, Council has proactively sought private works including Transport for NSW contracts. Increasing our income in this area, allows more effective use of Council resources; contributing to an improved financial position.

Improved capacity to bid for State and Federal funding has resulted in competitive grants being awarded to Council.

Council is also currently reviewing all fees and charges, to ensure appropriate costs recovery and additional areas of revenue generation.

CASHFLOW MANAGEMENT

Close monitoring in relation to the timing of expenditure and level of cash reserves throughout the year, has resulted in efficiencies; generating savings.

RECRUITMENT SUCCESS

Leadership, experience and technical skills are of shortage across Local Government in general. Throughout the year, Council has been successful in attracting a number of professional staff and sourcing talent from within to fill key positions, resulting in, improved efficiencies and continuing to move Council towards financial sustainability.

The importance of key positions within the organisational structure, on the financial fortunes of a Council, cannot be underestimated.

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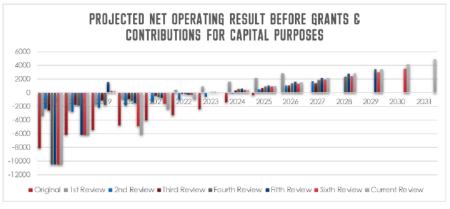
THE BALANCED SCENARIO REVIEWED

On 25 June 2014, Council endorsed a Balanced Scenario to ensure financial sustainability and to strengthen Council to serve the community of Broken Hill, into the future.

The Balanced Scenario incorporated organisational efficiencies, decreasing expenditure and increasing revenue to achieve a surplus operating position, by the end of the Plan.

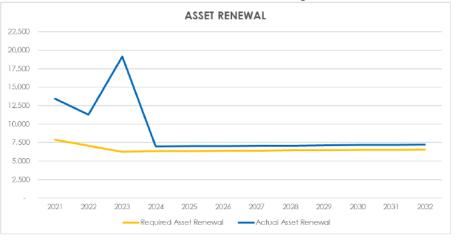
As outlined in this review, significant progress has been made in relation to Council's financial position since the 2014 review. This has strengthened Council's financial position; however, further improvements can only be made by adjusting service levels to the community, to a more realistic and feasible level.

The following chart demonstrates the improvement in Council's financial position, over the previous six reviews. Council is still anticipating to breakeven in 2024.



Over the 10 year period, Council will spend in excess of \$82m on infrastructure renewals and upgrades. This will cover the required amount to meet Infrastructure renewal, from ongoing consumption of assets, as well as investing in reducing the Infrastructure backlog, due to Infrastructure replacement neglect, due to insufficient cash reserves and operating practices during the past decade.

This is a significant step forward for Council in achieving sustainable assets, reducing ongoing operational maintenance costs and ensuring quality Infrastructure, for future generations.



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The Balanced Scenario, adopted 25 June 2014, decreases operating expenditure and increases revenue, to achieve a surplus operating position by the end of the planning period.

This scenario has been reviewed, considering strategies implemented over the past eight years and strategies to deal with the impacts of COVID-19. Council is still expected to achieve a surplus operating position in 2023/2024.

To achieve this result, the Balanced Scenario assumes that Council:

- Undertakes additional operational changes to generate productivity improvements and efficiency gains thus reducing employment costs and materials and contracts costs.
- Undertakes service level reviews to determine the communities service needs and what they are willing to pay; and
- Undertakes a review of assets held and where appropriate adopts a rationalisation strategy to reduce overall operating costs.
- 4. Utilises the \$10 million borrowed from T-Corp as part of the Office of Local Government Stimulus package to assist in fast tracking community infrastructure projects and kick start the local economy post COVID-19.

The Scenario is based on a 2.0% annual efficiency gain for materials, contracts and other expenditure which is offset by an underlying CPI index of 2.5%. Therefore the annual efficiency gain does not completely absorb the indexation. Successful implementation of the plan will result in all financial indicators (excluding extra-ordinary items and other than the operating indicator) being maintained within the Office of Local Government benchmarks throughout the planning period.

A review of asset management plans to align with updated financial projections are currently being undertaken along with revised asset valuations to better analyse Council's asset ratios.

Based upon planned asset expenditure and cash and investments, Council's available funds for asset renewals over the planning period under the balanced scenario is equal to or greater than the 100% of the rate of asset consumption via depreciation.

Key Aspects of the proposed (Balanced) scenario are:

- Return to surplus in 2024.
- Maintain and grow Council's permanent workforce.
- Ensure a healthy cash reserve to weather any unforeseen financial shocks (such as COVID-19).
- Ensure an appropriate rate of asset renewals is maintained so the City's infrastructure backlog is continually reduced.
- Meet all key financial and OLG benchmarks apart from the Operational Ratio for 2022-23.



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		LONG TE		CIAL PLAN	- 2823-	-2032						
\$'000	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
*	Actual	Q2 Review	Proposed Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Income from Continuing Operations												
Revenue:												
Rates & annual charges	19,013	19,464	20,226	20,731	21,250	21,781	22,325	22,884	23,456	24,042	24,643	25,259
User charges & fees	3,325	3,325	3,480	3,567	3,656	3,748	3,841	3,937	4,036	4,137	4,240	4,346
Interest & investment revenue	573	497	498	494	657	598	682	895	1,028	1,183	1,361	1,592
Other revenues	4,867	235	464	475	487	500	512	525	538	551	565	579
Grants & contributions for operating purposes	6,771	6,606	7,052	7,193	7,337	7,484	7,634	7,786	7,942	8,101	8,263	8,428
Grants & contributions for capital purposes	3,910	3,482	6,002	3,260	3,342	3,408	3,476	3,546	3,617	3,689	3,763	3,838
Other Income:		-	-									
Net gains from disposal of assets	-	-	-	-	-	-	-	-	-	-	-	-
Net share of interests in joint ventures	300	-	-	-	-	-	-	-	-	-	-	-
TOTAL INCOME FROM CONTINUING OPERATIONS	38,759	33,609	37,722	35,721	36,729	37,518	38,470	39,573	40,616	41,703	42,836	44,043
Expenses from Continuing Operations												
Employee benefits & costs	13,475	13,577	14,563	14,854	15,152	15,455	15,764	16,079	16,401	16,729	17,063	17,404
Borrowing costs	958	641	678	606	570	533	495	455	413	371	327	284
Materials & contracts	10,438	10,861	10,029	9,173	9,215	9,256	9,298	9,340	9,382	9,424	9,466	9,509
Depreciation & amortisation	7,904	7,074	6,259	6,335	6,363	6,391	6,419	6,447	6,476	6,504	6,533	6,562
Impairment		-	-	-	-		-	-	-	-	-	-
Other expenses	2,822	821	963	967	972	976	981	985	989	994	998	1,003
Net losses from disposal of assets	503	-	-	-	-	-	-	-	-	-	-	-
Net share of interests in joint ventures		-	-									
TOTAL EXPENSES FROM CONTINUING OPERATIONS	36,100	32,974	32,492	31,937	32,271	32,611	32,956	33,306	33,660	34,022	34,388	34,762
OPERATING RESULT FOR THE YEAR	2,660	635	5,230	3,785	4,458	4,907	5,514	6,267	6,956	7,682	8,448	9,281
					.,							
NET OPERATIN G RESULT FOR THE YEAR BEFORE GRANTS & CONTRIBUTIONS FOR CAPITAL PURPOSES	(1,251)	(2,847)	(772)	525	1,116	1,499	2,038	2,721	3,339	3,992	4,685	5,443
NET OPERATING RESULT FOR THE YEAR EXCLUDING EXTRAORDINARY ITEMS BEFORE GRANTS & CONTRIBUTIONS FOR CAPITAL PURPOSES	(1,251)	(2,847)	(772)	525	1,116	1,499	2,038	2,721	3,339	3,992	4,685	5,443
Assumptions												
Role Peg General Index Employee Cost Indes Grant Indes Investment Interest rate Overdue rates interest rate	2.60% 2.50% 2.75% 2.00% 2.00% 6.50%	2.50% 2.75% 2.00% 3.00% 8.00%	2.20% 2.50% 2.70% 2.00% 1.50% 8.00%	2,50% 2,50% 2,00% 2,00% 2,50% 8,50%	2,50% 2,50% 2,00% 2,00% 3,00% 7,00%	2,50% 2,50% 2,00% 2,00% 3,00% 7,00%	2.50% 2.50% 2.00% 2.00% 3.00% 8.00%	2,50% 2,50% 2,00% 2,00% 3,50% 8,00%	2.50% 2.00% 2.00% 3.50% 8.00%	2,50% 2,50% 2,00% 2,00% 3,50% 8,00%	2.50% 2.00% 2.00% 3.50% 8.00%	2.509 2.009 2.009 3.509 3.509 8.009
Overdue rates interest rate Efficiency gain on Materials & Contracts	6.50% -2.00%		6.00% -2.00%	6.50% -2.00%	7.00% -2.00%	7.00% -2.00%	8.00% -2.00%	8.00% -2.00%	8.00% -2.00%	8.00% -2.00%	8.00% -2.00%	

Attachment 1 Draft Long Term Financial Plan 2023-2032

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		LONG TE		CIAL PLAN		-2032						
			STATEMENT	OF FINANCIAL P	OSITION							
\$ '000	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Actual	Q2 Review	Proposed Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecas
Assets			bouger									-
Current Assets:												
Cash & cash equivalents	25,747	21,214	11,980	13,409	14,416	14,937	16,006	17,767	20,155	22,204	26,759	31,35
Investments	3,000	3,000	3,000	3,000	4,000	6,000	8,000	10,000	12,000	15,000	17,000	20,00
Receivables	4,722	5,518	5,653	6,094	6,345	6,422	7,209	7,418	7,748	8,101	8,504	8,90
Inventories	133	118	136	140	143	147	150	154	158	162	166	17
Other	406	717	416	427	437	448	459	471	483	495	507	52
Non-current assets classified as 'held for sale'	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CURRENT ASSETS	34,008	30,567	21,185	23,069	25,342	27,954	31,824	35,810	40,544	45,962	52,935	60,95
New Comment Assessed												
Non-Current Assets:												
Investments Received las		-	-	-	-	-	-	-	-	-	-	-
Receivables	-	-	-	-	-	-	-	-	-		-	-
Inventories												
Infrastructure, property, plant & equipment	252,386	263,651	265,254	265,888	266,524	267,163	267,805	268,450	269,098	269,748	270,402	271,05
Investments accounted for using the equity method	1,144	1,359	1,144	1,144	1,144	1,144	1,144	1,144	1,144	1,144	1,144	1,14
Investment property	-	-	-	-	-	-	-	-	-	-	-	-
Intangible assets	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-CURRENT ASSETS	253,530	265,010	266,398	267,032	267,668	268,307	268,949	269,594	270,242	270,892	271,546	272,202
TOTAL ASSETS	287,538	295,577	287,584	290,101	293,010	296,261	300,774	305,404	310,785	316,854	324,481	333,150
Liabilities												
Current Liabilities:												
Payables	3,779	3,500	1,902	2,216	2,815	2,775	3,231	3,511	3,719	4,087	4,330	4,618
Income Received in Advance	-	-	-	-	-	-	-	-	-	-	4,000	
Contract Liabilities	2,352				_							-
Borrowings	1,443	1,605	1,647	1,690	1,735	1,782	1,830	1,880	1,931	1,181	956	99
Provisions	4,115	3,184	3,829	3,471	3,383	3,243	3,020	2,906	2,724	2,556	2,408	2.23
TOTAL CURRENT LIABILITIES	11,689	8,289	7,379	7,378	7,933	7,800	8,020	8,296	8,375	7,823	7,694	7,85
Non-Current Liabilities:	21,237	19,615	18,143	16,495	14,805	13,070						
Payables	- 19,794	-	-	-	-	-						
Borrowings		18,010	16,495	14,805	13,070	11,288	9,458	7,578	5,647	4,466	3,511	2,51
	9,607	11,912	12,262	13,586	14,913	16,238	17,565	18,891	20,217	21,543	22,869	24,19
TOTAL NON-CURRENT LIABILITIES	29,401	29,922	28,757	28,391	27,983	27,526	27,023	26,469	25,864	26,009	26,380	26,707
TOTAL LIABILITIES	41,090	38,211	36,136	35,769	35,916	35,326	35,104	34,765	34,239	33,832	34,074	34,557
NET ASSETS	246,448	257,366	251,448	254,333	257,094	260,935	265,670	270,639	276,547	283,022	290,407	298,599
Equily												
Retained earnings	108,741	119,659	113.741	116.626	119.387	123.228	127.963	132,932	138.840	145.315	152,700	160.89
Revaluation reserves	137,707	137,707	137,707	137,707	137,707	137,707	137,707	137,707	137,707	137,707	137,707	137,70
Council equity interest	246,448	257,366	251,448	254,333	257,094	260,935	265,670	270,639	276,547	283,022	290,407	298,59
Non-controlling interest	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EQUITY	246,448	257,366	251,448	254,333	257,094	260,935	265,670	270,639	276,547	283,022	290,407	298,59
Assumations						,- 20						
Assumptions General index No impact from revaluation of assets No restricted cash	2.50%	2.50 %	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.5

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				CIAL PLAN								
\$ '000	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Actual	Q2 Review	Proposed Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecas
Cash Flows from Operating Activities												
Receipts:												
Rates & annual charges	18,813	18,880	19,619	20,109	20,612	21,127	21,656	22,197	22,752	23,321	23,904	24,50
User charges & fees	2,713	3,225	3,376	3,460	3,547	3,635	3,726	3,819	3,915	4,013	4,113	4,21
nvestment & interest revenue received	482	896	465	413	534	596	679	892	1,025	1,180	1,358	1,58
Grants & contributions	12,489	10,088	13,054	10,453	10,679	10,892	11,110	11,332	11,559	11,790	12,026	12,26
Bonds, deposits & retention amounts received	14	-	-	-	-	-	-	-	-	-	-	-
Other	5,582	228	450	461	473	485	497	509	522	535	548	56
Payments:												
Employee benefits & costs	(13,133)	(13,170)	(14,126)	(14,409)	(14,697)	(14,991)	(15,291)	(15,597)	(15,909)	(16,227)	(16,551)	(16.88
Materials & contracts	(12,274)	(10,535)	(9,728)	(8,898)	(8,938)	(8,978)	(9,019)	(9,059)	(9,100)	(9,141)	(9,182)	(9,22
Borrowing costs	(645)	(641)	(678)	(606)	(570)	(533)	(495)	(455)	(413)	(371)	(327)	(284
Bonds, deposits & retention amounts refunded	-	-	-	-	-	-	-	-	-	-	-	-
Other	(807)	(796)	(934)	(938)	(943)	(947)	(951)	(955)	(960)	(964)	(968)	(973
NET CASH PROVIDED (OR USED IN) OPERATING ACTIVITIES	13,234	8,175	11,498	10,045	10,697	11,286	11,912	12,683	13,391	14,136	14,921	15,77
Cash Flows from Investing Activities												
Receipts:												
Sale of investment securities	13.000	-	-	-								
Sale of infrastructure, property, plant & equipment	664	-	-	-	-	-			-	-	-	
Deferred debtors receipts	31	-	-	-	-	-	-	-	-	-	-	-
Other investing activity receipts	-	-	-	-	-	-	-	-	-		-	-
Payments:												-
Purchase of investment securities	(10,000)	-	-	-	(1,000)	(2,000)	(2,000)	(2,000)	(2,000)	(3,000)	(2,000)	(3,000
Purchase of infrastructure, property, plant & equipment	(13,454)	(11,265)	(19,127)	(6,969)	(6,999)	(7,030)	(7,061)	(7,092)	(7,123)	(7,155)	(7,186)	(7,218
Deferred debtors & advances made	(10,404)	(11,200)	(17,127)	(0,707)	(0,777)	(7,000)	(7,001)	(7,072)	(7,120)	(7,100)	(7,100)	(7,21)
NET CASH PROVIDED (OR USED IN) INVESTING ACTIVITIES	(9,759)	(11,265)	(19,127)	(6,969)	(7,999)	(9,030)	(9,061)	(9,092)	(9,123)	(10,155)	(9,186)	(10,218
NET CASH PROVIDED (OK USED IN) INVESTING ACTIVITES	(1,131)	(11,203)	(17,127)	(0,707)	(7,777)	(7,030)	(7,001)	(7,072)	(7,123)	(10,135)	(7,100)	(10,210
Cash Flows from Financing Activities												
Receipts:												
Proceeds from borrowings & advances	10,000	-	-	-	-	-	-	-	-	-	-	-
Payments:												
Repayment of borrowings & advances	(1,255)	(1,443)	(1,605)	(1,647)	(1,690)	(1,735)	(1,782)	(1,830)	(1,880)	(1,931)	(1,181)	(956
NET CASH PROVIDED (OR USED IN) FINANCING ACTIVITIES	8,745	(1,443)	(1,605)	(1,647)	(1,690)	(1,735)	(1,782)	(1,830)	(1,880)	(1,931)	(1,181)	(956
NET INCREASE/(DECREASE) IN CASH & CASH EQUIVALENTS	12.220	(4,533)	(9,234)	1,429	1.008	520	1.069	1,761	2,388	2.050	4,554	4,59
plus: CASH & CASH EQUIVALENTS - beginning of year	13,527	25,747	21,214	11,980	13,409	14,416	14,937	16,006	17,767	20,155	22,204	26,75
CASH & CASH EQUIVALENTS - end of year	25,747	21,214	11,980	13,409	14,416	14,937	16,006	17,767	20,155	22,204	26,759	31,35
Additional Information												
plus: Investments on hand - end of year	3,000	3,000	3,000	3,000	4,000	6,000	8,000	10,000	12,000	15,000	17,000	20,00
TOTAL CASH, CASH EQUIVALENTS & INVESTMENTS - end of year	28,747	24,214	14,980	16,409	18,416	20,937	24,006	27,767	32,155	37,204	43,759	51,35
Assumptions												
Rates & charges recovery rate Debtor recovery rate	97.00% 97.00%		97.00% 97.00%	97.00% 97.00%	97.00%5 97.00%5	97.00%5 97.00%5	97.00%5 97.00%5	97.00%5 97.00%5	97.00% 97.00%	97.00% 97.00%		
General Index	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.5
Investment Interestrate Overdue rates interestrate	2.00% 7.50%	3.00% 6.00%	1.50% 6.00%	2.50% 6.50%	3.00%5 7.00%5	3.00% 7.00%	3.00% 8.00%	3.50% 6.00%	3.50% 8.00%	3.50% 8.00%		

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				NCIAL RATIOS								
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	203
	Actual	Q2 Review	Proposed Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Foreca
Operating Ratio												
This ratio measures Council's ability to contain operating expenditure within operating revenue	-3.59%	-9.45%	-2.43%	1.62%	3.34%	4.40%	5.82%	7.55%	9.02%	10.50%	11.99%	13.5
Benchmark - Greater than 0%												
(operahing revenue excl. copital grants and contributions - operating expenses) / operating revenue excluding copital grants and contributions												
Cash Expense Cover Ratio												
This ratio indicates the number of months Council can continue paying for its immediate expenses with out addition of cash inflow	13.99	3.94	8.44	9.32	9.67	9.78	10.14	10.80	11.72	12.47	14.28	16.
Benchmark - Greater than 30 months (current years cash and cash equivalents / (fatal expenses - depreciation - interest casts) * 12												
Current Ratio												
This ratio represents Council's ability to meet debt payments as they fail due. It should be noted that Council's extern ally redricted assets will not be available as operating funds and as such can significantly impact Council's ability to meet its liabilities.	2.91	2.58	2.87	3.13	3.19	3.58	3.94	4.32	4.84	5.88	6.88	7.
Benchmark - Greater than 1.5	2.71	2.00	2.67	5.15	3.17	3.56	3.74	4.52	4.04	5.00	0.00	
current assets / current liabilities												
Unrestricted Current Ratio To assess the adequee yof working capital and its ability to satisfy abilgations in the short term for the amesticled activities of Council.	2.91	2.39	2.71	2.76	2.80	3.13	3.51	3.92	4.46	5.51	6.55	7.
Benchmark - Greaterthan 1.5												
current assets less all external activities/ current liabilities, less specific purpose liabilities												
Own Source Operating Revenue												
This ratio measures the level of Council's fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions. Council's financial flexibility												
improves the higher the level of its own source revenue	72.44%	76.43%	65.39%	70.74%	70.93%	70.97%	71.12%	71.36%	71.54%	71.73%	71.93%	72.19
Benchmart - Greater than 40% rates, whites and charges / total operating revenue (inclusive of capital grants and contributions)												
Debt Service Cover Ratio												
This ratio measures the availability of cash to service debt including interest, principal, and lease payments	3.53	3.29	2.70	3.31	3.56	3.71	3.93	4.21	4.46	4.72	7.66	9.1
Benchmark - Greater than 20 operating result before interest and depreciation (EBTDA) / principal repayments foortawing interest costs												
Interest Cover Ratio												
This ratio indicates the extent to which Council can service its interest bearing debt and take on additional barrowings. If measures the burden of the current interest expense upon Council's												
operating cash	7.94	10.62	9.10	12.32	14.12	15.80	16.08	21.15	24.76	29.29	35.30	43.1
Benchmark- Greater than 40 operating result before interest and depresiation (EBTDA) / interest expense												
Capital Expenditure Rafio												
This ratio indicates the extent to which Council is forecasting to expand its asset base with capital expenditure spent on both new assets and replacement and renewal of existing assets	1.70	1.15	3.06	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	ι.
Benchmark - Greater than 1.1												

IMPROVING OUR FINANCIAL POSITION FURTHER

Whilst significant improvements have been made over the past number of years, Council still has a long way to go in ensuring a strong financial position.

Council is committed to assisting the community achieve the objectives outlined in the community's Broken Hill 2033 Community Strategic Plan. This includes addressing current goals, while planning to meet the requirements for the future. To do this, Council must be strong.

A strong Council is one that has the financial capacity to meet its short- and long-term needs; a Council that can withstand financial shocks without burdening the community with increased rates or reduced services. Council is carrying out and will continue to review the following initiatives to maximise the ability to meet the community's needs in service provision.

Council has updated the 2023 Operating and Long Term Financial Plan, with the most current and best available information, but it is subject to change due to the dynamic health and economic crisis, created by the global COVID-19 (novel coronavirus) pandemic.

The current plan is based on a steady return to pre-COVID conditions however the unpredictability of the pandemic means this cannot be guaranteed.

The Council also acknowledges that planned deliverables and actions may be impacted or need to be reprioritised, based on the effects of this crisis. New priorities may also emerge.

The Council will adjust to this crisis, to ensure the health and wellbeing of the community is our primary focus. Council will engage with the community using the principles outlined in our Community Engagement Strategy, to ensure that changing and emerging priorities are identified.

IMPROVING EFFICIENCY OF COUNCIL OPERATIONS

Council will adopt a continuous improvement approach to achieving greater efficiency in service delivery.



This will include monitoring of performance, targeted reviews of current processes and procedures, the introduction of new technology and an emphasis on staffing capacity development.

IMPROVING ASSET MANAGEMENT

Council currently manages a large number of assets, some of which may be surplus to community needs. Undertaking a review and possible rationalisation of assets, will assist in reducing operational costs.

REVIEW OF COMMUNITY EXPECTATIONS AND SERVICE LEVELS

Council needs to ensure that it is providing services and infrastructure that meets community needs and is within the community's ability to pay.

To ascertain community expectations, service levels reviews are being undertaken.

INCREASING STATE AND FEDERAL FUNDING

Council needs to continue to aggressively pursue all avenues for State and Federal grants which may improve its position. This includes lobbying Local Members and Government Ministers for additional funding.

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INCREASING PRIVATE WORKS, RMS CONTRACTS AND CAPITAL WORK DELIVERY

Council has over a number of years invested heavily in the development of additional capacity for its roads and trades teams to enable Council to attract more private works and contracts through Transport for NSW. Increasing our income in this area, allows more effective use of Council resources; contributing to an improved financial position and future growth of Council's workforce.

LONG TERM WASTE STRATEGY AND INDUSTRY DEVELOPMENT

Broken Hill City Council is engaged in the process of produce a 3-year waste management strategy, which will inform our long term goals in alignment with the Community Strategic Plan.

This strategy encompasses a few key areas, with a focus on developing a circular waste economy in the Broken Hill Region, starting with key producers and ending with final consumers, with the end goal of diverting as much waste as possible from waste management facilities, by advocating for the usage of long-lifespan products, re-purposing of otherwise obsolete equipment, and collaboration between industries to achieve optimal outcomes for all areas of the Broken Hill community. The strategy is being developed to align with the NSW Waste and Sustainable Materials Strategy 2041, which places great emphasis on reducing the total amount of waste initially produced, prior to waste processing steps. The targets of this strategy include:

- 80% average recovery rate from all waste streams by 2030
- Reduce total waste generation per person by 10% by 2030
- Halve the amount of organic waste sent to landfill by 2030

The viability of processes such as recyclable material processing, energy creation, and the establishment of a local industry centred around these processes is being examined. BHCC believes there is potential for additional revenue streams within it's existing waste management processes, and by properly implementing and utilising these streams, overhead expenses created by the waste management centre can be reduced.

INCREASING RATE REVENUE

To maintain services at their expected level, the community may consider if an increase in rates is appropriate. This option will not be imposed without significant community consultation and consideration of affordability.

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SCENARIOS AND SENSITIVITY

Long term planning is critical for effective delivery of Local Government services, perhaps more critical than many other organisations due to Council's role in infrastructure provision. At Broken Hill, Council manages over \$250m in infrastructure assets with varying lifecycles, all requiring investment to ensure continued service to our community.

When planning for the long term, we rely on assumptions and we rely on strategies being successful. For example, Council is reliant on grants and contributions for 20% of its overall income and our plan assumes that these grants will continue into the future. We assume, that we will be successful in our strategies to reduce costs. We assume, our rate base will remain the same and we assume, that we will not be faced with any financial shocks. Long term planning provides decision makers and stakeholders in our community, with a view of how our goals can be achieved, but what if things don't go as planned?

Our plan is sensitive to a number of internal and external drivers including Council decisions, operational performance, the external economic environment, State and Federal Government decisions including changes to legislation.

The following examples demonstrate some of Council's main sensitivities and outline the impact of various scenarios on Council's long term financial position.

SCENARIO 2 – non-recurrent additional special rate variation

This scenario follows the same assumptions as the 'Balanced Scenario' but assumes the 2023 additional special rate variation is considered a one-off adjustment and is not included in the base amount for future rate peg adjustments.

The scenario assumes Council undertakes a review and possible rationalisation of assets during 2023 and that an appropriate rate of asset renewals is maintained so the city's infrastructure backlog is continually reduced.

This model does not alter Council's breakeven point of 2024 however it reduces the margin for error and therefore increases the risk that the breakeven point will be delayed by unexpected events.

Adoption of this model would result in a reduction of real income of 3.2 million dollars over 10 years.

Key Aspects of this Scenario

- Breakeven remains at 2024.
- Inefficient operating model.
- Borrowings remain the same.
- · Potentially Reduced service delivery and infrastructure to the community.

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2021 Actual 19,013 3,325 573 4,867 6,771 3,910 - 300	2022 Q2 Review 19,464 3,325 497 235 6,606 3,482	2023 Proposed Budget 20,226 3,480 498 464 7,052	2024 Forecast 20,407 3,567 494	2025 Forecast 20,918	2026 Forecast 21,441	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast	2031 Forecast	2032 Forecas
19,013 3,325 573 4,867 6,771 3,910	19,464 3,325 497 235 6,606 3,482	Budget 20,226 3,480 498 464	20,407 3,567	20,918		Forecast	Forecast	Forecast	Forecast	Forecast	Forecas
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3,325 573 4,867 6,771 3,910	3,325 497 235 6,606 3,482	3,480 498 464	3,567		21.441						
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573 4,867 6,771 3,910	497 235 6,606 3,482	498 464		2 / 5 /	21,441	21,977	22,526	23,089	23,666	24,258	24,864
4,867 6,771 3,910	235 6,606 3,482	464	49.4	3,656	3,748	3,841	3,937	4,036	4,137	4,240	4,346
6,771 3,910 -	6,606 3,482		17.1	647	578	651	846	966	1,106	1,269	1,483
3,910	3,482	7 0.52	475	487	500	512	525	538	551	565	579
-		7,002	7,193	7,337	7,484	7,634	7,786	7,942	8,101	8,263	8,428
	-	6,002	3,260	3,342	3,408	3,476	3,546	3,617	3,689	3,763	3,838
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300	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-
38,759	33,609	37,722	35,397	36,387	37,158	38,091	39,167	40,187	41,250	42,358	43,539
13.475	13,577	14,563	14,854	15,152	15,455	15,764	16,079	16,401	16,729	17,063	17,404
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36,100	32,974	32,492	31,937	32,271	32,611	32, 956	33,306	33,660	34,022	34,388	34,762
2,660	635	5,230	3,461	4,115	4, 547	5, 135	5,861	6,527	7,229	7,970	8,778
(1,251)	(2,847)	(772)	201	774	1, 1 39	1,658	2,315	2,910	3,540	4,207	4,939
(1,251)	(2.847)	(772)	201	774	1, 139	1,658	2,315	2,910	3,540	4,207	4,93
		2.30%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%		
2.50% 2.75%	2.50% 2.75%	2.50% 2.70%	2.50% 2.00%	2.50% 2.00%	2.50%6 2.00%6	2.50% 2.00%	2.50% 2.00%	2.50% 2.00%	2.50% 2.00%		
2.00%	2.00%	2.00%	2.00% 2.50%	2.00%	2.00%	2,00%	2.00%				
	8,00% 8,00%	1.50% 6.00%		3.00%	3.00%	3.00%	3.50%	2.00% 3.50%	2.00% 3.50%	2.00% 3.50%	
	10,438 7,904 2,822 503 36,100 2,660 (1,251) (1,251) (1,251)	10,438 10,861 7,904 7,074 - 2,822 821 503 - - 36,100 32,974 2,660 635 (1,251) (2,847) (1,251) (2,847) (1,251) 2,006 2,006 2,006 2,006 2,006	10,438 10,861 10,029 7,904 7,074 6,259 - - - 2,822 821 963 503 - - 36,100 32,974 32,492 2,660 635 5,230 (1,251) (2,847) (772) (1,251) (2,847) (772) 2,606 2,506 2,306 2,506 2,506 2,306 2,795 2,795 2,795 2,006 2,005 2,006	10,438 10,861 10,029 9,173 7,904 7,074 6,259 6,335 - - - - 2,822 821 963 967 503 - - - - - - - 36,100 32,974 32,492 31,937 2,660 635 5,230 3,461 (1,251) (2,847) (772) 201 (1,251) (2,847) (772) 201 2,606 2,506 2,306 2,306 2,506 2,506 2,506 2,506 2,506 2,506 2,506 2,506 2,795 2,795 2,705 2,006	10,438 10,861 10,029 9,173 9,215 7,904 7,074 6,259 6,335 6,363 - - - - - 2,822 821 963 967 972 503 - - - - 36,100 32,974 32,492 31,937 32,271 2,660 635 5,230 3,461 4,115 2,660 635 5,230 3,461 4,115 (1,251) (2,847) (772) 201 774 (1,251) (2,847) (772) 201 774 2,608 2,508 2,508 2,508 2,508 2,508 2,508	10,438 10,861 10,029 9,173 9,215 9,256 7,904 7,074 6,259 6,335 6,363 6,391 - - - - - - 2,822 821 963 967 972 976 503 - - - - - 36,100 32,974 32,492 31,937 32,271 32,611 36,100 32,974 32,492 31,937 32,271 32,611 2,660 635 5,230 3,461 4,115 4,547 (1,251) (2,847) (772) 201 774 1,139 (1,251) (2,847) (772) 201 774 1,139 2,008 2,408 2,508 2,508 2,508 2,508 2,508 2,508 2,508 2,508 2,508 2,508 2,508 2,508 2,508	10,438 10,861 10,029 9,173 9,215 9,256 9,298 7,904 7,074 6,259 6,335 6,363 6,391 6,419 - - - - - - - - 2,822 821 963 967 972 976 981 503 - - - - - - - 36,100 32,974 32,492 31,937 32,271 32,611 32,956 2,660 635 5,230 3,461 4,115 4,547 5,135 (1,251) (2,847) (772) 201 774 1,139 1,658 (1,251) (2,847) (772) 201 774 1,139 1,658 (1,251) (2,847) (772) 201 774 1,139 1,658 2,306 2,306 2,306 2,306 2,306 2,306 2,306 2,306 2,306 2,306 2,306	10,438 10,861 10,029 9,173 9,215 9,256 9,298 9,340 7,904 7,074 6,259 6,335 6,363 6,391 6,419 6,447 - - - - - - - - 2,822 821 963 967 972 976 981 985 503 - <t< td=""><td>10,438 10,861 10,029 9,173 9,215 9,256 9,298 9,340 9,382 7,904 7,074 6,259 6,335 6,363 6,391 6,419 6,447 6,476 -</td><td>10,438 10,061 10,029 9,173 9,215 9,256 9,298 9,340 9,382 9,424 7,904 7,074 6,259 6,335 6,363 6,391 6,419 6,447 6,476 6,504 -<</td><td>10.438 10.061 10.029 9.173 9.215 9.256 9.298 9.340 9.382 9.424 9.466 7.904 7,074 6.259 6.335 6.363 6.391 6.419 6.447 6.476 6.504 6.533 -</td></t<>	10,438 10,861 10,029 9,173 9,215 9,256 9,298 9,340 9,382 7,904 7,074 6,259 6,335 6,363 6,391 6,419 6,447 6,476 -	10,438 10,061 10,029 9,173 9,215 9,256 9,298 9,340 9,382 9,424 7,904 7,074 6,259 6,335 6,363 6,391 6,419 6,447 6,476 6,504 -<	10.438 10.061 10.029 9.173 9.215 9.256 9.298 9.340 9.382 9.424 9.466 7.904 7,074 6.259 6.335 6.363 6.391 6.419 6.447 6.476 6.504 6.533 -

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\$ '000	0001	0000		OF FINANCIAL P		0004	0003	0000	0.000	0000	0.003	00.00
3 000	2021	2022	2023 Proposed	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Actual	Q2 Review	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecos
Assets												
Current Assets:												
Cash & cash equivalents	25,747	21,214	11,980	13,095	13,770	13,941	14,640	16,005	17,975	19,582	23,670	27,77
Investments	3,000	3,000	3,000	3,000	4,000	6,000	8,000	10,000	12,000	15,000	17,000	20,00
Receivables	4,722	5,518	5,653	6,094	6,345	6,422	7,209	7,418	7,748	8,101	8,504	8,9
n ventories	133	118	136	140	143	147	150	154	158	162	166	15
Other .	406	717	416	427	437	448	459	471	483	495	507	5
Non-current assets classified as 'held forsale'	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CURRENT ASSETS	34,008	30,567	21,185	22,755	24,696	26,958	30,459	34,048	38,364	43,337	49,847	57,37
Non-Current Assets:												
nvestments	-	-	-	-	-	-	-	-	-	-	-	-
Receivables	-	-	-	-		-	-	-	-	-	-	-
Inventories	-	-	-	-	-	-	-	-	-	-	-	-
Infrastructure, property, plant & equipment	252,386	263,651	265,254	265,888	266,524	267,163	267,805	268,450	269,098	269,748	270,402	271,0
Investments accounted for using the equity method	1,144	1,359	1,144	1,144	1,144	1,144	1,144	1,144	1,144	1,144	1,144	, L
Investment property	-	-	-	-	-	-	-	-		-	-	-
Intangible assets	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-CURRENT ASSETS	253,530	265,010	266,398	267,032	267,668	268,307	268,949	269,594	270,242	270,892	271,546	272,20
TOTAL ASSETS	287,538	295,577	287,584	289,787	292,364	295,265	299,408	303,642	308,606	314,232	321,392	329,5
1.0.1.000												
Liabilities												
Current Babilities:												
Payables	3,779	3,500	1,902	2,216	2,815	2,775	3,231	3,511	3,719	4,087	4,330	4,6
Income Received in Advance	-	-	-	-	-	-	-	-	-	-	-	-
Contract Liabilities	2,352											
Borrowings	1,443	1,605	1,647	1,690	1,735	1,782	1,830	1,880	1,931	1,181	956	9
Provisions	4,115	3,184	3,829	3,471	3,383	3,243	3,020	2,906	2,724	2,556	2,408	2,2
TOTAL CURRENT LIABILITIES	11,689	8,289	7,379	7,378	7,933	7,800	8,081	8,296	8,375	7,823	7,694	7,85
Non-Current Liabilities:	21,237	19,615	18,143	16,495	14,805	13,070						
Payables	-	-	-	-	-	-	-	-	-	-	-	-
Borrowings	19,794	18,010	16,495	14,805	13,070	11,288	9,458	7,578	5,647	4,466	3,511	2,5
Provisions	9,607	11,912	12,262	13,586	14,913	16,238	17,565	18,891	20,217	21,543	22,869	24,15
TOTAL NON-CURRENT LIABILITIES	29,401	29,922	28,757	28,371	27,983	27,526	27,023	26,469	25,864	26,009	26,380	26,7
TOTAL LIABILITIES	41,090	38,211	36,136	35,769	35,916	35,326	35,104	34,765	34,239	33,832	34,074	34,5
NET ASS ETS	246,448	257,366	251,448	254,019	256,448	259,939	264,304	268,877	274,367	280,400	287,318	295,01
Equity	100.711	110.452	110.771	112.010	110.741	100.050	104 507	101.170	10///0	140.000	140.772	167.2
Retained earnings	108,741	1 19,659	113,741	116,312	118,741	122,232	126,597	131,170	136,660	1 42,693	149,611	157,3
Revoluction reserves	137,707	137,707	137,707	137,707	137,707	137,707	137,707	137,707	137,707	137,707	137,707	137,7
Council equity interest	246,448	257,366	251,448	254,019	256,448	259,939	264,304	268,877	274,367	280,400	287,318	295,0
Non-controlling interest		-	-	-	-	-	-	-	-	-	-	-
TOTAL FQUITY	246,448	257,366	251,448	254,019	256,448	259,939	264,304	268,877	274,367	280,400	287,318	295,0

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\$ '000	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Actual	Q2 Review	Proposed Budget	Forecast	Forecas							
Cash Flows from Operating Activities												
Receipts:												
Rates & annual charges	18,813	18,880	19,619	19,795	20,290	20,797	21,317	21,850	22,396	22,956	23,530	24,11
User charges & fees	2,713	3,225	3,376	3,460	3,547	3,635	3,726	3,819	3,915	4,013	4,113	4,21
nvestment & interest revenue received	482	896	465	413	524	576	648	844	963	1,103	1,265	1,48
Grants & contributions	12,489	10,088	13,054	10,453	10,679	10,892	11,110	11,332	11,559	11,790	12,026	12,26
Bonds, deposits & retention amounts received	14	-	-	-	-	-	-	-	-	-	-	-
Other	5,582	228	450	461	473	485	497	509	522	535	548	56
Payments:												
Employee benefits & costs	(13,133)	(13,170)	(14,126)	(14,409)	(14,697)	(14,991)	(15,291)	(15,597)	(15,909)	(16,227)	(16,551)	(16,882
Naterials & contracts	(12,274)	(10,535)	(9,728)	(8,898)	(8,938)	(8,978)	(9,019)	(9,059)	(9,100)	(9,141)	(9,182)	(9,224
Borrowing costs	(645)	(641)	(678)	(606)	(570)	(533)	(495)	(455)	(413)	(371)	(327)	(284
Bonds, deposits & retention amounts refunded	-	-	-	-	-	-	-	-	-	-	-	-
Other	(807)	(796)	(934)	(938)	(943)	(947)	(951)	(955)	(960)	(964)	(968)	(973
NET CASH PROVIDED (OR USED IN) OPERATING ACTIVITIES	13,234	8,175	11,498	9,731	10,365	10,936	11,542	12,288	12,973	13,694	14,454	15,28
Cash Flows from Investing Activities												
Receipts:												
Sale of investment securities	13.000		-	-								
ale of infrastructure, property, plant & equipment	664	-	-	-	-	-	-	-	-	-	-	-
Deferred debtors receipts	31	-	-	-	-	-	-	-	-	-	-	-
Other investing activity receipts	-	-	-	-	-	-	-	-	-	-	-	-
Payments:												
Purchase of investment securities	(10,000)	-	-	-	(1,000)	(2.000)	(2,000)	(2.000)	(2.000)	(3,000)	(2,000)	(3,000
Purchase of infrastructure, property, plant & equipment	(13,454)	(11,265)	(19,127)	(6,969)	(6,999)	(7,030)	(7,061)	(7,092)	(7,123)	(7,155)	(7,186)	(7,218
Deferred debtors & advances made	-	-	-	-	-	-	-	-	-	-	-	-
NET CASH PROVIDED (OR USED IN) INVESTING ACTIVITIES	(9,759)	(11,265)	(19,127)	(6,969)	(7,999)	(9,030)	(9,061)	(9,092)	(9,123)	(10,155)	(9,186)	(10,218
Cash Flows from Financing Activities												
Receipts:												
Proceeds from barrowings & advances	10.000	-	-	-	-	-	-	-	-	-	-	-
Payments:	10,000											
Repayment of borrowings & advances	(1,255)	(1,443)	(1,605)	(1,647)	(1,690)	(1,735)	(1,782)	(1,830)	(1,880)	(1,931)	(1,181)	(956
NET CASH PROVIDED (OR USED IN) FINANCING ACTIVITIES	8,745	(1,443)	(1,605)	(1,647)	(1,690)	(1,735)	(1,782)	(1,830)	(1,880)	(1,931)	(1,181)	(956
NET INCREASE/(DECREASE) IN CASH & CASH EQUIVALENTS	12,220	(4,533)	(9,234)	1,115	676	170	699	1,365	1,969	1,608	4,088	4,10
plus: CASH & CASH EQUIVALENTS - beginning of year	13,527	25,747	21,214	11,980	13,095	13,770	13,941	14,640	16,005	17,975	19,582	23,670
CASH & CASH EQUIVALENTS - end of year	25,747	21,214	11,980	13,095	13,770	13,941	14,640	16,005	17,975	19,582	23,670	27,77
Additional Information												
olus: Investments on hand - end of year	3,000	3,000	3,000	3,000	4,000	6,000	8,000	10,000	12,000	15,000	17,000	20,00
TOTAL CASH, CASH EQUIVALENTS & IN VESTMENTS - end of year	28,747	24,214	14,980	16,095	17,770	19,941	22,640	26,005	29,975	34,582	40,670	47,77
ssurphions												
kates Él c'harges recov ery rate Debtor recover y rate	97.00% 97.00%		97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	
GeneralIndex	2.50%	2.50%	2,50%	2.50%	2.50%	2,50%	2.50%	2,50%	2.50%	2.50%	2.50%	2.
nv estment i interest rate Dv erdue rates interestrate	2.00% 7.50%		1.50% 6.00%	2.50% 8.50%	3.00% 7.00%	3.00% 7.00%	3.00% 8.00%	3.50% 8.00%	3.50% 8.00%	3.50% 8.00%	3.50% 8.00%	

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Attachment 1 Draft Long Term Financial Plan 2023-2032

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	2021	2022	2023									
	Actual	Q2 Review	Proposed Budget	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast	2031 Forecast	2032 Forecast
perating Ratio												
is ratio measures. Council's ability to contain operating expenditure within operating revenue	-3.59%	-9.45%	-2.43%	0.62%	2.345	3.37%	4,79%	6.50%	7.96%	9.42%	10.90%	12.44%
nonmart Crearer man D%	-0.0790	-7.4030	-24050	0.020	2.040	0.0774	4.770	0.00%	7.9080	7.42.0	10.5050	12.44%
perating revenue excl. Capital grants and cort havi loss - operating expenses) / erating revenue excluding capital grants and contributions												
ish Expense Cover Ratio												
is ratio indicates the number of months Council can continue paying for its immediate genses without additional cash inflow	13.99	3.94	8.44	9.17	9.36	9.32	9.51	10.00	10.75	11.31	12.93	14.52
nonmari. Crearerman 30 marris ment yearis cash ana cash eguwalents / Yafai exgenses - degreciation - interest costs/*												
urrent Raño												
s rafio represents "Council's ability for meet dealt payments as they fail doe. It should be noted It Council's externally restricted assets will not be available as specialing tunds and as such n significantly impact Council's ability for meet its ligabilities.	2.91	2.58	2.87	3.08	3.11	3.46	3.77	4.10	4.58	5.54	6.48	7.31
nonmark Crearer man 1 S	271	2.00	2.07	5.65	0.11	0.40	0.07	4.10	4.00	0.04	0.40	7.01
rrent assets / current waawhes												
restricted Current Ratio												
assess the adequacy of working capital and its ability to satisfy obligations in the short term												
the unrestricted activities of Council.	291	2.39	2.71	2.72	2.71	2.99	3.34	3.70	4.19	5.16	6.13	6.74
nonmart. Greaterthan I S ment assets less allest ernal activities/ current kabilities, less specific purpose kabilities												
wn Source Operating Revenue												
is ratio measures the fevel of Council's fiscal filesibility. It is the degree of reliance on external ding sources such a operating grants and contributions. Council's financial filesibility proves the bigher the fevel of its own source revenue	72.4495	76.43%	65.398	70.47%	70.65%	70.69%	70.83%	71.0795	71.24%	71.4298	71.61%	71.839
nonmart Createrman 20%												
tes, utilities and charges (fotologerating revenue (inclusive of cogital grants and ntributions)												
ebt Service Cover Rotio												
is ratio measures the availability of cash to service debt including interest, principal, and												
is not intersorter the divariability of cash to service dear increasing interest, principal, and	3.53	3.29	2.70	3.17	3.41	3.55	3.77	4.03	4.27	4.52	7.34	9.51
nonmari. Createrman 2 D erafing result before inferest a rad degreciation (SBIDA) / ginnoigai regayments amowing inferest casts												
terest Cover Ratio												
is ratio indicates the extent to which Council can service its interest bearing debt and take on difficial bottomings. It measures the borden of the content interest expense oppon Council's enting cash	7.94	10.62	9.10	11.79	13.52	15.13	17.32	20.26	23.73	28.07	33.84	¢1.50
nchmart Createrman 4D												
erating result before interest and degreciation (SB/DA) / interest expense												
pital Expenditure Ratio												
is ratio indicates the exitent to which Council is forecasting to expand its asset base with altid expenditure spent on both new assets and replacement and renewal of existing assets	1.70	1.15	3.06	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10
nonmark Grearerman I I												

SCENARIO 3 – economic downturn and 0.7% rate peg

This scenario presents a potential worst case future scenario that assumes further downturn in the economy and that the Department of Local Government does not approve Councils application for the additional special rate variation and therefore the rates increase for 2023 will be limited to the original rate peg set by IPART of .07%.

This pushes Council's breakeven point back to 2025. Compromises capital works and puts Council in a high-risk cash position for the immediate future.

This position would likely see staff levels reduced and service levels to the community reduced, to ensure the short-medium term viability of Council.

Key Aspects to this Scenario

- Operational expenditure remains the same as pre COVID-19.
- Breakeven pushed back to 2025
- Inefficient operating model.
- Borrowings remain the same.
- Some key financial ratios and OLG benchmarks will not be met in the short term. •
 - Reduced service delivery and infrastructure to the community

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LONG TERM FINAN	CIAL PLAN	- 2823-		ENARIO 3 OME STATEMENT	- ECONOM	IC DOWNT	URN AND	.07% RA	TE PEG			
\$ '000	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
¥ 000	Actual	Q2 Review	Proposed Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Income from Continuing Operations			-									
Revenue:												
Rates & annual charges	19,013	19,464	19,909	20,407	20,917	21,440	21,976	22,525	23,088	23,666	24,257	24,864
User charges & fees	3,325	3,325	3,480	3,619	3,764	3,915	4,071	4,234	4,403	4,579	4,763	4,953
Interest & investment revenue	573	497	498	494	629	543	589	731	793	861	937	1,048
Otherrevenues	4,867	235	464	482	502	522	543	564	587	610	635	660
Grants & contributions for operating purposes	6,771	6,606	7,052	7,193	7,337	7,484	7,634	7,786	7,942	8,101	8,263	8,428
Grants & contributions for capital purposes	3,910	3,482	6,002	3,260	3,390	3,458	3,527	3,598	3,670	3,743	3,818	3,895
Other Income:		-	-									
Net gains from disposal of assets	-	-	-	-	-	-	-	-	-	-	-	-
Net share of interests in joint ventures	300	-	-	-	-	-	-	-	-	-	-	-
TOTAL IN COME FROM CONTINUING OPERATIONS	38,759	33,609	37,406	35,456	36,539	37,361	38,340	39,439	40,483	41,561	42,673	43,848
Expenses from Continuing Operations												
Employee benefits & costs	13,475	13,577	14,563	14,854	15,152	15,455	15,764	16,079	16,401	16,729	17,063	17,404
Borrowing costs	958	641	678	606	570	533	495	455	413	371	327	284
Materials & contracts	10,438	10.861	10,029	9,498	9,878	10,273	10,684	11,111	11,555	12.018	12,498	12,998
Depreciation & a mortisation	7,904	7,074	6,259	6,335	6,363	6,391	6,419	6,447	6,476	6,504	6,533	6,562
Impairment		-	-	-	-		-	-	-	-	-	-
Other expenses	2,822	821	963	1,002	1,042	1,083	1,127	1,172	1,219	1,267	1,318	1,371
Net losses from disposal of assets	503	-	-	-	-	-	-	-	-	-	-	-
Net share of interests in joint ventures		-	-									
TOTAL EXPENSES FROM CONTINUING OPERATIONS	36,100	32,974	32,492	32,295	33,004	33,735	34,488	35,264	36,063	36,889	37,739	38,619
OPERATIN G RESULT FOR THE YEAR	2.660	635	4,914	3,161	3.535	3.627	3.852	4,174	4,420	4,672	4,933	5,229
					-,			.,	4.111	.,	4.00	-,
NET OPERATING RESULT FOR THE YEAR BEFORE GRANTS &												
CONTRIBUTION S FOR CAPITAL PURPOSES	(1,251)	(2,847)	(1,088)	(99)	145	169	324	577	750	929	1,115	1,334
NET OPERATING RESULT FOR THE YEAR EXCLUDING EXTRAORDINARY ITEMS BEFORE GRANTS & CONTRIBUTIONS FOR CAPITAL PURPOSES	(1,251)	(2.847)	(1,088)	(99)	145	169	324	577	750	929	1, 115	1,334
Assumptions												
Rate Peg	2.60%		0.07%	2.50%	2.50%	2.50%	2.50%	2.50% 4.00%	2.50%	2.50%		2.50
Generalindex Employee Costindex	2.50% 2.75%	2.7.5%	4.00% 2.70%	4.00% 2.00%	4.00% 2.00%	4.00% 2.00%	4.00% 2.00%	2.00%	4.00% 2.00%	4.00% 2.00%	2.00%	4.00 2.00
Grant Index Investment Interest rate	2.00% 2.00%		2.00% 1.50%	2.00% 2.50%	2.00% 3.00%	2.00% 3.00%	2.00% 3.00%	2.00% 3.50%	2.00% 3.50%	2.00% 3.50%	2.00% 3.50%	2.00 3.50
Overdue rates interest rate	6.50%	\$.00%	\$.00%	6.50%	7.00%	7.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00
Bficiency gain on Materials & Contracts	-2.00%	-2.00%	0.00%	Ø00.0	0.00%	0.00%	800.0	800.0	0.00%	8 00.0	0.00%	900.0

DRAFT LONG TERM FINANCIAL PLAN 2023-2032

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LONG TERM FIN	ANCIAL PLAN	- 2823-		ENARIO 3 -		IC DOWNT	URN AND	.07% RA	TE PEG			
\$ '000	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Actual	Q2 Review	Proposed Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forec as
Assets												
Current Assets:												
Cash & cash equivalents	25,747	21,214	11,673	12,489	12,602	11,880	11,334	11,060	10,981	10,103	11,236	11,890
Investments	3,000	3,000	3,000	3,000	4,000	6,000	8,000	10,000	12,000	15,000	17,000	20,000
Receivables	4,722	5,518	5,653	6,094	6,345	6,422	7,209	7,418	7,748	8,101	8,504	8,908
Inventories	133	118	138	144	150	156	162	168	175	182	189	193
Other	406	717	422	439	457	475	49.4	514	534	556	578	60
Non-current assets classified as 'held for sale'		-	-		-	-	-	-	-	-	-	-
TOTAL CURRENT ASSETS	34,008	30,567	20,886	22,166	23,553	24,933	27,199	29,160	31,439	33,942	37,507	41,595
Non-Current Assets:												
Investments		-	-		-		-	-		-	-	
Receivables		-	-		-		-	-	-	-		-
Inventories		-	-		-	-	-	-	-	-		
Infrastructure, property, plant & equipment	252.386	263.651	265.254	265.888	266.524	267.163	267,805	268,450	269.098	269.748	270.402	271.058
Investments accounted for using the equity method	1,144	1.359	1,144	1,144	1,144	1,144	1,144	1,144	1,144	1,144	1,144	1,144
Investment property	-	-	-	-	-	1,144	-	-	-	-	-	-
Intangible assets					-				-			
TOTAL NON-CURRENT ASSETS	253,530	265,010	266,398	267,032	267,668	268.307	268,949	269,594	270,242	270,892	271,546	272,202
IOTAL NON-CORRENT ASSETS	253,530	265,010	200,370	207,032	207,000	200,307	200,747	207,374	270,242	270,892	271,540	272,202
TOTAL ASSETS	287,538	295,577	287,285	289,198	291,222	293,240	296,149	298,754	301,681	304,834	309,053	313,797
Liabilities												
Current Liabilities:												
Payables	3,779	3,500	1,902	2,216	2,815	2,775	3,231	3,511	3,719	4,087	4,330	4,618
Income Received in Advance		-	-	-	-	-	-	-	-	-	-	-
Contract Liabilities	2,352											
Borrowings	1,443	1,605	1,647	1,690	1,735	1,782	1,830	1,880	1,931	1,181	956	999
Provisions	4,115	3,184	3.829	3.471	3.383	3.243	3.020	2.906	2.724	2.556	2.408	2,233
TOTAL CURRENT LIABILITIES	11,689	8,289	7,379	7,378	7,933	7,800	8,081	8,296	8,375	7,823	7,694	7,850
		-,	.,	.,	.,	.,		_,		.,		.,
Non-Current Liabilities:	21,237	19,615	18,143	16,495	14,805	13,070						
Payables	-	-	-		-	-	-	-	-	-	-	
Borrowings	19.794	18.010	16.495	14,805	13.070	11.288	9.458	7.578	5.647	4,466	3.511	2.512
Provisions	9,607	11,912	12.262	13,586	14,913	16.238	17,565	18.891	20.217	21,543	22.869	24,195
TOTAL NON-CURRENT LIABILITIES	29,401	29,922	28,757	28,391	27,983	27,526	27,023	26,469	25,864	26,009	26,380	26,707
TOTAL LIA BILITIES	41,090	38,211	36,136	35,769	35,916	35,326	35,104	34,765	34,239	33,832	34,074	34,557
NET ASSETS	246,448	257,366	251,149	253,429	255,306	257,914	261,045	263,989	267,442	271,002	274,979	279,240
Equity												
Retained earnings	108,741	119,659	113,442	115,722	117,599	120,207	123,338	126,282	129,735	133,295	137,272	1 41,533
Revaluation reserves	137,707	137,707	137,707	137,707	137,707	137,707	137,707	137,707	137,707	137,707	137,707	137,707
Council equity interest	246,448	257,366	251,149	253,429	255,306	257,914	261,045	263,989	267,442	271,002	274,979	279,240
Non-controlling interest	-	-	-		-	-		-	-	-	-	-
TOTAL EQUITY	246,448	257,366	251,149	253,429	255,306	257,914	261,045	263,989	267,442	271,002	274,979	279,240
Assumptions General Index	2.50%	2.50%	4.00%	4.00%	4.00%	\$100,b	4,00%	4.00%	4,00%	4.00%	4.00%	4,00%
General Index No Impact from rev aluation of assets No restricted cash	2.30%	2.50%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4,00%	4.00%	4.00%	4.00

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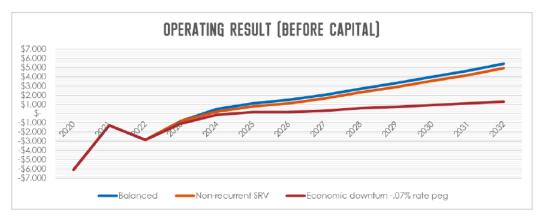
				NT OF CASH FL								
\$ '000	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Actual	Q2 Review	Proposed Budget	Forecast	Forec ast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecas
Cash Flows from Operating Activities												
Receipts:												
Rates & annual charges	18,813	18,880	19,312	19,795	20,289	20,797	21,317	21,849	22,396	22,956	23,529	24,11
User charges & fees	2,713	3,225	3,376	3,511	3,651	3,797	3,949	4,107	4,271	4,442	4,620	4,80
Investment & interest revenue received	482	896	465	404	506	541	586	728	790	858	934	1,04
Grants & contributions	12,489	10,088	13,054	10,453	10,728	10,942	11,161	11,384	11,612	11,844	12,081	12,32
Bonds, deposits & retention amounts received	14	-	-	-	-	-	-	-	-	-	-	-
Other	5,582	228	450	468	487	506	52.6	547	569	592	616	64
Payments:												
Employee ben efits & costs	(13,133)	(13,170)	(14,126)	(14,409)	(14,697)	(14,991)	(15,291)	(15,597)	(15,909)	(16,227)	(16,551)	(16,882
Materials & contracts	(12,274)	(10,535)	(9,728)	(9,213)	(9,581)	(9,964)	(10,363)	(10,778)	(11,209)	(11,657)	(12,123)	(12,608
Borrowing costs	(645)	(641)	(678)	(606)	(570)	(533)	(495)	(455)	(413)	(371)	(327)	(284
Bonds, deposits & retention amounts refunded	-	-	-	-	-	-	-	-	-	-	-	-
Other	(807)	(796)	(934)	(972)	(1,010)	(1,051)	(1,093)	(1,137)	(1,182)	(1,229)	(1,279)	(1,330
NET CASH PROVIDED (OR USED IN) OPERATING ACTIVITIES	13,234	8,175	11,191	9,431	9,803	10,044	10,297	10,648	10,925	11,208	11,500	11,827
Cash Flows from Investing Activities												
Receipts:												
Sale of investment securities	13,000	-	-	-								
Sale of infrastructure, property, plant & equipment	664	-	-	-	-		-	-	-	-	-	-
Deferred debtors receipts	31	-	-	-	-	-	-	-	-	-	-	
Other investing activity receipts	-	-	-	-	-	-	-	-	-	-	-	
Payments:												
Purchase of investment securities	(10,000)	-	-	-	(1,000)	(2,000)	(2,000)	(2,000)	(2,000)	(3,000)	(2,000)	(3,000
Purchase of infrastructure, property, plant & equipment	(13,454)	(11,265)	(19,127)	(6,969)	(6,999)	(7,030)	(7,061)	(7,092)	(7,123)	(7,155)	(7,186)	(7,218
Deferred debtors & advances made	-		-	-	-	-		-	-	-	-	-
NET CASH PROVIDED (OR USED IN) INVESTING ACTIVITIES	(9,759)	(11,265)	(19,127)	(6,969)	(7,999)	(9,030)	(9,061)	(9,092)	(9,123)	(10,155)	(9,186)	(10,218)
Cash Flows from Financing Activities												
Receipts:												
Proceeds from borrowings & advances	10,000		-	-	-	-	-	-	-	-	-	-
Payments:												
Repayment of borrowings & advances	(1,255)	(1,443)	(1,605)	(1,647)	(1,690)	(1,735)	(1,782)	(1,830)	(1,880)	(1,931)	(1,181)	(956
NET CASH PROVIDED (OR USED IN) FINANCING ACTIVITIES	8,745	(1,443)	(1,605)	(1,647)	(1,690)	(1,735)	(1,782)	(1,830)	(1,880)	(1,931)	(1,181)	(956)
NET INCREASE/(DECREASE) IN CASH & CASH EQUIVALENTS	12,220	(4,533)	(9,541)	816	113	(722)	(546)	(274)	(79)	(878)	1,133	653
plus: CASH & CASH EQUIVALENTS - beginning of year	13,527	25,747	21,214	11,673	12,489	12,602	11,880	11,334	11,060	10,981	10,103	11,236
CASH & CASH EQUIVALENTS - end of year	25,747	21,214	11,673	12,489	12,602	11,880	11,334	11,060	10,981	10,103	11,236	11,890
Additional Information												
plus: Investments on hand - end of year	3,000	3,000	3,000	3,000	4,000	6,000	8,000	10,000	12,000	15,000	17,000	20,000
TOTAL CASH, CASH EQUIVALENTS & INVESTMENTS - end of year	28,747	24,214	14,673	15,489	16,602	17,880	19,334	21,060	22,981	25,103	28,236	31,890
Assumptions												
Rates & citrarges recoviery rate Debtor recoviery rate	97.00% 97.00%		97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	
GeneralIndex	2.50%	2.50%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00
avestment interestrate	2.00% 7,50%	3.00%	1.50%	2.50% 6.50%	3.00% 2.00%	3.00% 7.00%	3.00 % 8.00 %	3.50% 6.00%	3.50% 6.00%	3.50% 6.00%	3.50%	3.50

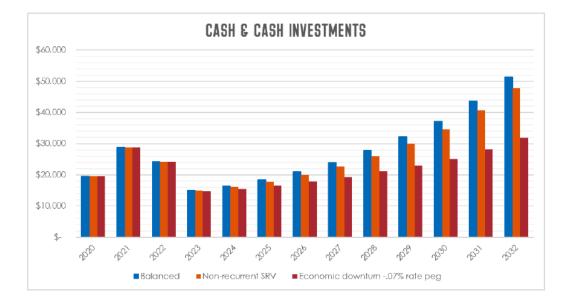
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LONG TERM FINANCI	AL PLAN	- 2023-		NARIO 3 - Ncial ratios	ECONOM	IC DOWNTI	JRN AND	. 07% RA 1	TE PEG			
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Actual	Q2 Review	Proposed Budget	Forecast	Forecast	Forec ast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecas
Operating Ratio												
						0.507						
this railo measures Council's ability to contain operating expenditure within operating revenue Benchmark - Greater than 0%	-3.59%	-9.45%	-3.47%	-0.31%5	Ó. 4495	0.50%	0.93%5	1.6195	2.04%	2.46兎	2.87%	3.34%
sence har - Greater manum (perching revenue excl. copilal grants and contributions - operating expenses) / operating revenue excluding copilal grants and contributions												
Cash Expense Cover Ratio												
This rails indicates the number of months Council can continue paying for its immediate expenses without additional cash inflow	13.99	3.94	8.30	8.75	8.56	8.00	7.54	7.22	6.98	6.44	6.70	6.76
Benchmark - Greater than 3.0 months (current years cash and cash equivalents / (total expenses - depresiation - interest cashs) * 12												
Current Ratio												
This raily represents Council's oblify to meet debl payments as they fail due. It should be noted that Council's externally restricted assets will not be available as operaling funds and as sech can significantly impact Council's ability to meet its liabilities.	2.91	2.58	2.83	3.00	2.97	3.20	3.37	3.51	3.75	4.34	4.87	5.30
Benchmark - Greater than 1.5												
current assets / current liabilities												
Unrestricted Current Ratio To assess the adequacy of working capital and its ability to satisfy abilgations in the short term for the unrealized activities of Council.	2.91	2.39	2.67	2.64	2.56	2.72	2.92	3.08	3.34	3.91	4.46	4.73
Benchmark - Greater than 1.5												
current assets less all external activities/ current liabilities, less specific purpose liabilities												
Own Source Operating Revenue												
This rails measures the level of Council's Riscol Hexibility. It is the degree of reliance on external funding sources such as operaling grants and contributions. Council's Rhancloi Rexibility improves the higher the level of its own source revenue.	72,44%	76.43%	65,10%	70.52%	70.64%	70.7195	70.89%	71.13%	71.32%	71.50%	71.69%	71.9092
Bench mark - Greater than 60%	12.442	10.400	20.102	10.02.0	10.040	10.112	10.072	11.100	11.02.0	11.000	11.072	11.70%
contracts. Unloss on a charges / total operating revenue (inclusive at capital grants and contributions)												
Debt Service Cover Ratio												
This rails measures the availability of cash to service debt including interest, principal, and lease payments	3.53	3.29	2.56	3.04	3.13	3.13	3.18	3.27	3.33	3.39	5.29	6.60
Benchmark - Greater than 2.0												
operating result before interest and depresion (2011DA) / principal repayments Horrowing interest costs												
Interest Cover Ratio												
this ratio indicates the extent to which Council can service its interest bearing debt and take an additional barrowings. It measures the burden of the current interest expense upon Council's research to expense upon Council's	7.94	10.62	8.63	11.29	12.42	13.31	14.62	16.44	18.50	21.04	24.39	28.80
operating cash Benchmark - Greater than 4.0	7.94	10.82	0.63	11.29	12.42	13.31	14.02	10.44	10.30	21.04	24.39	20.80
perchingresult before interest and depresiation (BBIDA) / interest expense												
Capital Expenditure Ratio												
This ratio indicates the extent to which Council is forecasting to expand its asset base with												
capital expenditure spent on both new assets and replacement and renewal of existing assets	1.70	1.15	3.06	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10
Benchmark - Greater than 1.1												
annual capital expenditure / annual depreciation												

OPERATING RESULT AND CASH RESERVES

The below graph illustrates the three scenarios and how they each effect Council's operating surplus, as well as cash reserves for capital investment and renewal.



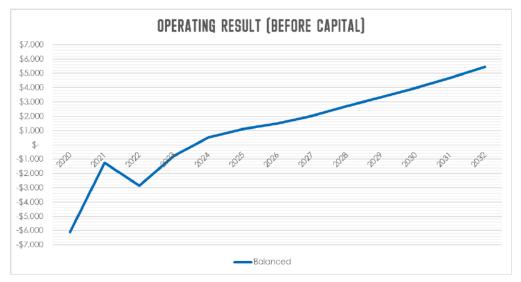


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SENSITIVITY ANALYSIS

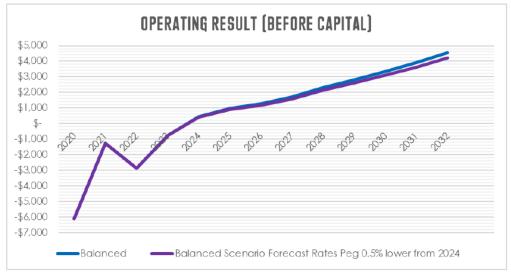
The LTFP Balanced Scenario (proposed) is demonstrated below.



The below section illustrates the financial effect on Council's result if certain assumptions were to change.

RATES

Rate income comprises of 60% of Council's total operating income. Rates are capped by the State Government and Council can only increase rates above the rate pegging percentage, if a special rate variation is submitted and approved.



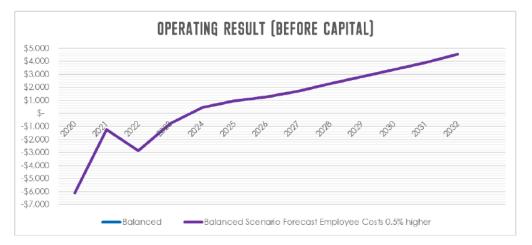
This sensitivity analysis is based upon if Council chose to hold rate increases at 0.5% pa below the predicted rate pegging percentage from 2024, the effect on the LTFP Balanced Scenario operating result before capital grants and contributions is shown above.

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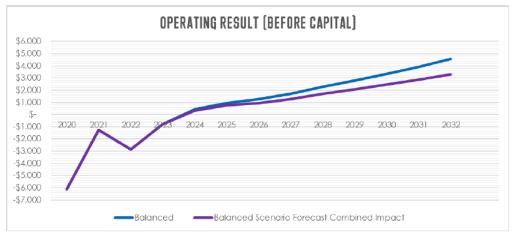
EMPLOYEE COSTS

Employee costs comprise of 42% of Council's operating expenditure. Salary growth is largely subject to the Broken Hill City Council Consent Award. The award is currently being renegotiated. If the award increases by a further 0.5% in future years, the effect on the LTFP Balanced Scenario operating result before capital grants and contributions is shown below.



COMBINED IMPACT

The chart below shows the combined impact of both the unfavourable variances described above.



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MEASURING PERFORMANCE

Council will continue to report on and monitor its financial performance based on standard financial indicators.

These indicators include:

Operating Ratio

This measures the capacity of Council to contain its operating expenditure within its operating revenue, allowing for asset renewals funded through depreciation. The minimum benchmark for this ratio, as advised by TCorp and the Local Government Accounting Code for NSW, is greater than 0%. The current operating ratio, based on the proposed 2022/2023 budget, is -2.43 It is forecast that this ratio will be above the benchmark in 2024, when an operating surplus is achieved.

Cash Expense Ratio

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses, without additional cashflow. The minimum benchmark for this ratio, as advised by TCorp and the Local Government Accounting Code for NSW, is greater than 3 months. The current cash expense ratio, based on the proposed 2022/2023 budget, is 8.44 months.

Current Ratio

This ratio represents Council's ability to meet debt repayments as they fall due. It should be noted that Council's externally restricted assets will not be available as operating funds and as such, can significantly impact Council's ability to meet its liabilities. The minimum benchmark for this ratio, as advised by TCorp and the Local Government Accounting Code for NSW, is greater than 1.5. The current ratio, based on the proposed 2022/2023 budget, is 2.87.

Unrestricted Current Ratio

This ratio measures the adequacy of working capital and its ability to satisfy the obligations in the short term, for the unrestricted activities of Council. The minimum benchmark for this ratio, as advised TCorp and the Local Government Accounting Code for NSW, is greater than

1.5. The unrestricted current ratio, based on the proposed 2022/2023 budget, is 2.71.

Own Source Operating Revenue Ratio

This ratio measures fiscal flexibility. It is the degree of reliance that Council places on external funding sources, such as operating grants and contributions, to fund its day-to-day operations. The minimum benchmark for this ratio, as advised by TCorp and the Local Government Accounting Code for NSW, is greater than 60%. The own source operating revenue ratio based on the proposed 2022/2023 budget is 65.39%.

Debt Service Cover Ratio

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments. The minimum benchmark for this ratio, as advised by TCorp and the Local Government Accounting Code for NSW, is greater than 2. The debt service cover ratio, based on the proposed 2022/2023 budget, is 2.70.

Interest Cover Ratio

This ratio indicates the extent to which Council can service its interest-bearing debt and take on additional borrowing. It measures the burden of the current interest expense, upon Council's operating cash. The minimum benchmark for this ratio, as advised by TCorp and the Local Government Accounting Code for NSW, is greater than 4. The interest cover ratio, based on the proposed 2022/2023 budget, is 9.10.

Building and Infrastructure Backlog Ratio

This ratio shows what proportion the backlog is against the total value of Council's infrastructure. Council is in the process of revaluations for all building and infrastructure assets, as well as an in-depth review of all assets, to calculate the current backlog.

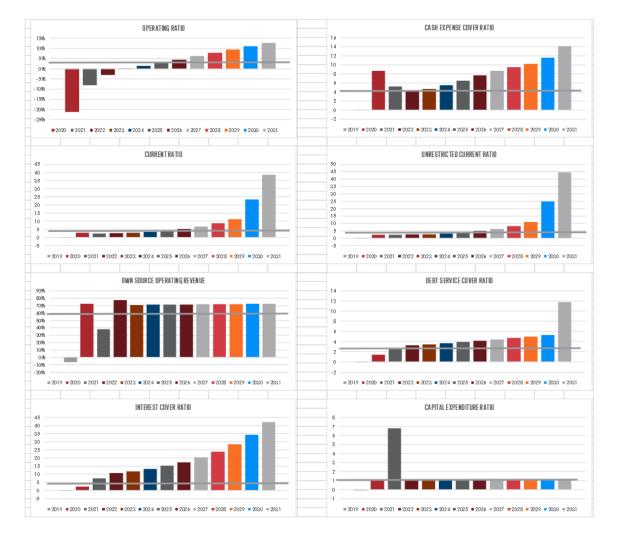
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Capital Expenditure Ratio

This ratio assesses the extent to which a Council is expanding its asset base through capital expenditure, on both new assets and the replacement and renewal of existing assets. The minimum benchmark for this ratio, as advised by TCorp and the Local Government Accounting Code for NSW, is greater than 1.10. The capital expenditure ratio, based on the proposed budget for 2022/2023, is - 1.03.

We will also ensure compliance with the accounting and reporting requirements of the Local Government Code of Accounting Practice, including annual auditing of accounts and provision of information to the community and the Division of Local Government.



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QUARTERLY REPORTING

Performance in regard to Operational Plan budgets will be monitored and reported to Council each quarter. Reports will include budget variations and reviews.

ANNUAL REPORTING

Council will prepare annual reports to the community, in accordance with the requirements of the *Local Government Act 1993* and the Integrated Planning and Reporting Guidelines. The report will include a summary of financial performance and achievements against delivering the outcomes of the Operational Plan and Delivery Program.

REVIEW OF THE LONG TERM FINANCIAL PLAN

The LTFP will be reviewed annually, in conjunction with the review of the Operational Plan 2022/2023 and Delivery Program 2022/2023 and financial projections will be revised and updated.





CONCLUSION

The Balanced Scenario is ambitious but achievable, affordable and significantly improves the financial position of Council allowing Council to continue to meet the expectations of the community, maintain service levels and stimulates the local economy to assist in the economic recovery of businesses and retain and grow local employment.

Council is committed to long-term financial sustainability and intergenerational equity, where each generation 'pays their way,' rather than any generation 'living off their assets' and leaving it to future generations to address the issue of replacing worn out infrastructure, without the necessary funds to do so. Council is currently relatively low on un-restricted reserves and is operating with continuous deficits until 2023.

However, the organisation itself is sustainable and financially viable and with the use of internal restrictions and low-cost borrowings, as well as prudent and responsible budgeting, planning and financial management, the Council will be able to rebuild its reserves, continue to deliver quality services to the community and replace and renew assets now and into the future, ensuring the same level of service for each generation. It is proposed that further community engagement be carried out, to discuss service level expectations and affordability, to maintain or provide additional services. These reviews began in 2016/2017 and will continue through the current term of Council. It is expected significant efficiencies will be found through this process, as well as ensuring service delivery meets community expectations, within the financial constraints in which Council operates.

Council must develop strategies during 2022/23, to ensure the forecast efficiency gains and productivity improvements are realised and this will be monitored annually.

Council remains committed to ensuring internal efficiencies are realised, before considering increasing the financial burden on the community, through special rate variations.





www.brokenhill.nsw.gov.au

POLICY AND GENERAL COMMITTEE

April 8, 2022

ITEM 6

BROKEN HILL CITY COUNCIL REPORT NO. 115/22

SUBJECT:DRAFT WORKFORCE MANAGEMENT STRATEGY 2022-2026FOR PUBLIC EXHIBITIOND22/17873

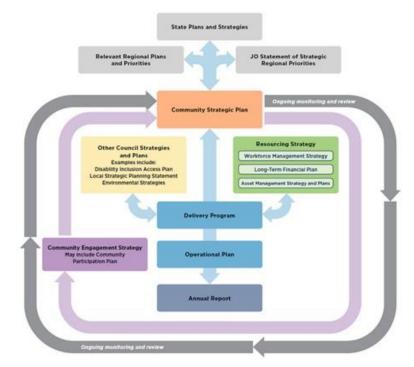
Recommendation

- 1. That Broken Hill City Council Report No. 115/22 dated April 8, 2022, be received.
- 2. That Council endorse the Draft Workforce Management Strategy 2022-2026 for consultation and public exhibition for a period of 28 days.
- 3. That Council receive a further report at the conclusion of the exhibition period, detailing submissions received and any recommended changes arising with a view to adopting the Draft Workforce Management Strategy 2022-2026.

Executive Summary:

Based on reporting guidelines published by the Office of Local Government (OLG), Council's Resourcing Strategy (Long Term Financial Plan, Asset Management Plans, Workforce Management Strategy) are to be reviewed and updated within nine (9) months of a new Council being elected and in alignment with the Draft Community Strategic Plan 2040 (CSP) and Draft Delivery Program 2022-2026 (DP) update and review.

The following diagram outlines the Integrated Planning and Reporting Framework and the links between the Community Strategic Plan, Council's Resourcing Strategies and Delivery Programs.



The Workforce Management Strategy 2022-2026 was drafted concurrently with the strategic documents listed above and the development of Council's revised Disability Inclusion Action Plan (DIAP) 2022-2026.

Internal consultation was undertaken for the development of all these plans which has informed the drafting of the Workforce Management Strategy (WMS) document, along with a desktop review to identify changes within the industry and organisation.

The desktop review indicated that all elements presented within the Workforce Management Strategy 2022-2026 are valid.

A focus on budget for budgeting capacity improvements and mechanisms for employee growth were also identified and incorporated into the Draft Operational Plan Financial Year 2022/2023.

The Draft Workforce Management Strategy -2022-2026 demonstrates Council is progressively addressing the challenges and opportunities outlined in the Workforce Management Plan (2017-2020) and is working towards achieving the workforce strategies developed to address these.

This plan focuses and highlights the importance of 'growing our own' workforce for long term sustainable service delivery for Council and the Community though increased employee numbers for capital delivery as well as investing in education for employee development to fill the current skill gaps experienced in the sector.

Report:

Council is required to develop a Resourcing Strategy as part of compliance with the Integrated Planning and Reporting Guidelines (*Local Government Act 1993*).

There are three (3) main components of a Resourcing Strategy; the Long Term Financial Plan, the Asset Management Strategy and a Workforce Management Strategy. The purpose of the Resourcing Strategy is to ensure that there are adequate resources; time, money, assets and people to carry out actions within the Delivery Program (DP) and to meet the aspirations of the community outlined in the Community Strategic Plan (CSP).

Based on reporting guidelines published by the Office of Local Government, the Resourcing Strategy is to be reviewed within 9 months of a new Council being elected and updated in line with the broader consultation and review of the CSP and DP. Both of these strategic

documents have and will be presented to Council at the April 2022 and May 2022 Council meeting respectively.

The purpose of developing a Workforce Management Strategy is to ensure the Broken Hill City Council can develop and deploy its human resources in the most efficient and effective manner now and into the future. A strong Workforce Management Strategy will provide a framework for dealing with resourcing challenges in a consistent way and ensure Council continues to delivery sustainable services well into the future.

The Integrated Planning and Reporting Guidelines for NSW state that the Workforce Management Strategy must be for a minimum timeframe of four years.

Council adopted its current Workforce Management Strategy 2017-2020 on 28 June 2017 (Minute No 45564). This plan was a comprehensive review of the previous Workforce Strategy (Draft Workforce Strategy 2010-2014) including resetting Objectives, identifying National and Industry trends, Community and Council's Profile analysis, Gap Analysis, Challenges (Internal and external forces) impacting Council and the provision of new Workforce Strategies.

The processes undertaken to develop the Draft Workforce Management Strategy 2022-2026 included formal consultation internally through participation in consultation sessions used for the development of the Draft Community Strategic Plan 2040 (CSP), Draft Delivery Program 2022-2026 (DP) and Draft Disability Inclusion Action Plan 2022-2026 (DIAP) and in addition industry trends were analgised and incorporated into the strategy.

This plan focuses and highlights the importance of 'growing our own' workforce for long term sustainable service delivery for Council and the Community though increased employee numbers for capital delivery as well as investing in education for employee development to fill the current skill gaps experienced in the sector.

Community Engagement:

If endorsed by Council, the draft Workforce Management Strategy will be placed on public exhibition for a period of 28 days.

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 406 - Integrated Planning and Reporting Guidelines;

Sect 403 – Resourcing Strategy

Integrated Planning and Reporting Guidelines for Local Government in NSW 2021, Department of Premier and Cabinet, Division of Local Government

Financial Implications:

The Workforce Management Plan Strategies are to be considered in line with the Long-Term Financial Plan and Annual Operational Plan.

Attachments

1. U Draft Workforce Management Strategy 2022-2026

CASEY DEERY EXECUTIVE MANAGER PEOPLE AND CULTURE

JAY NANKIVELL GENERAL MANAGER

DRAFT WORKFORCE MANAGEMENT STRATEGY 2022-2026

BROKEN HILL

CITY COUNCIL

AUSTRALIA'S FIRST HERITAGE LISTED CITY



QUALITY CONTROI								
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							
FUNCTION	Human Resources							
FILE REFERENCE No	22/64	D22/17855						
RESPONSIBLE OFFICER	Executive Manager People and Culture							
REVIEW DATE	2026							
DATE	ACTION	MINUTE NUMBER						
27 April 2022	Endorsed							
NOTES	Copies of all plans and reports mentioned in this document are available by visiting Council's website www.brokenhill.nsw.gov.au							
	Broken Hill 2040 Community Strategic Plan Long Term Financial Plan 2023-2032 Delivery Program 2022-2026 incorporating Operational Plan 2022/2023 Broken Hill Smart Communities Framework Annual Report 2020/2021							

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EXECUTIVE SUMMARY

At Broken Hill City Council, we believe the importance of an engaged, committed, and passionate workforce cannot be understated.

Given the numerous and varied functions, operations, and services undertaken by Council, it is critical that our workforce is capable and committed to delivering positive outcomes for both the organisation and the community.

Our workforce has proven that it has the ability to deliver services that arguably exceed our resourcing levels. However, we recognise that we still face many challenges, particularly with regard to employee attraction and retention.

Council has taken a proactive approach to staffing, with a focus on in-house training, up-skilling, and the employment of local trainees and apprentices.

We have also implemented a new set of organisational values and supporting behaviours that were selected by our employees. These values and behaviours have been driven by employees at all levels over the last four years and ensure our staff are united in providing the best possible service to the community.



This Workforce Management Strategy aims to build on our established management and engagement with staff, to ensure we have a workforce that is honest, courageous, resilient, and proud to serve the people of Broken Hill.

Jay Nankivell

General Manager

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INTRODUCTION

INTEGRATED PLANNING AND REPORTING FRAMEWORK

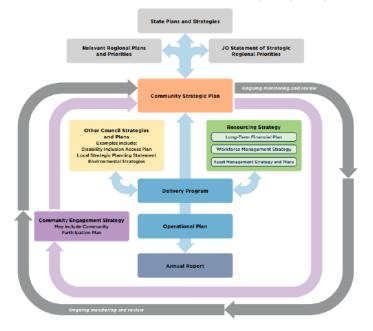
The NSW Government's Integrated Planning and Reporting (IP&R) Framework recognises that council plans, policies and strategies are connected and should not operate in isolation. Accordingly, all councils in NSW are operating within the IP&R Framework which allows various plans and strategies to integrate and for councils to plan holistically for the future.

The Local Government Act 1993 requires councils to develop a Resourcing Strategy that assists in achieving the objectives of Broken Hill's Community Strategic Plan - 2040.

This Resourcing Strategy is made up of the Workforce Management Strategy, the Long Term Financial Plan and the Asset Management Strategy, which together provide the resources necessary to achieve the Delivery Program. The Workforce Management Strategy is a minimum four-year plan, identifying the key people/workforce challenges, issues, approaches and opportunities for Council in ensuring we can deliver the activities identified in the Delivery Program and ultimately the objectives outlined in Broken Hill - 2040.

Broken Hill's Workforce Management Strategy 2022 – 2026 aligns with and supports Council's other key planning documents and outlines our commitment to ensuring a workforce that is capable of delivering positive outcomes for the community.

It achieves this through the consideration of both internal and external influencers, key people challenges, current and future environments and the identification of approaches and initiatives which combine to ensure a high-quality workforce which is supported by a contemporary workplace.



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VISION AND VALUES

It is critical that our workforce is aligned with our Vision and Values as these are what forms the basis of everything we do at Broken Hill City Council.

OUR VISION

Broken Hill City Council – Pound for Pound - To be the most efficient and effective Council in NSW.

OUR VALUES

- Accountability Do what we say we'll do and be a role model for our workmates and the community
- Pride Strive for excellence and be confident to share and celebrate our achievements
- **Perseverance** See mistakes as opportunities to improve, dig deep and rise to the challenge
- Courage & Honesty Welcome new ideas, value different perspectives and learn to give and receive constructive feedback
- Teamwork Work to a common goal, encourage collaboration and stand side by side

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EXTERNAL ENVIRONMENT/INFLUENCERS

The external environment will continually impact on Broken Hill's capacity to deliver on our agreed objectives. There is a complex global economic environment with significant uncertainty around the outlook for interest rates, labour shortages, global political risk and the path of Covid-19 which will influence the success of growing the economy. Increases in the prices of food, energy and metals and exacerbating supply chain disruption, threaten to weaken global supply chains. Climate change may also increase commodity price volatility.

However, while the current global economic trends have, and will continue to cause disruption to the National and local economy, Broken Hill's economic outlook is strong, with the investment from new mining ventures in Far West NSW representing a \$2.8B potential impact on the Far West NSW economy.

Potentially, there are 3,000 jobs being created across five projects in the next three to five years, with mining companies committed to employing a residential workforce.

The challenges for Broken Hill will be to advocate for locally provided training and professional development opportunities to prepare the local workforce for new opportunities and the City's ability to attract a new workforce to limit the potential to become a fly-in fly-out community. The political willingness of the State and Federal Government to invest in infrastructure and services will also influence the City's capacity to encourage new residents to live and work in Broken Hill.

Economic Outlook

While the City's population has experienced a steady decline since 2010, new opportunities presented by the investment of mining companies, present Broken Hill with a diversity of economic opportunity. With the expected increase of 3,000 jobs in mining, population forecasters predict that the population will grow to 19,200 by 2025 and there will be the requirement for 730 more dwellings.

From this direct expansion into the economy, it is anticipated that there would be flow on effects into other related intermediate industries as well as increased new employee consumption expenditure. These combined flow-on effects are estimated to support another 226 indirect local jobs per year. These jobs are expected to be in the industry sectors of manufacturing, construction, professional, technical and scientific services, accommodation and food services and rental, hiring and real estate services.

The key industries to promote future economic growth as noted in the Far West Regional Economic Development Strategy (2018-2022) include:

- Engines of growth industries well-linked to external markets and bringing money into the Region (e.g. mining and agriculture)
- Enabling industries industries that support engine industries (e.g. engineering and manufacturing)
- Population serving industries industries that support people in the Region (eg Education & Training and Health Care & Social Assistance).

The Far West Regional Plan 2036 also lists the region's economic priorities, providing opportunities to plan for key focus areas: The priorities are to:

- Establish new mining operations in areas of mineral potential.
- Develop renewable energy industries, including solar.
- Expand tourism opportunities and experiences.
- Establish new businesses linked to improvements in telecommunication services.
- Establish new industries following improvements to water security from the Murray River to Broken Hill.

With the predicted growth in the economy and changes in the labour market conditions, Broken Hill is presented with a specific set of challenges with employers across all industries and sectors reporting issues around skills shortages in 2021/22. It is critical that workforce planning places Broken Hill in a position to adapt to any changing conditions and responds accordingly and to resolve skilled worker shortages by addressing training options, employability skills and the delivery of education options.

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The Broken Hill Region

Broken Hill is the major commercial, retail, administrative and cultural centre for a greater regional population of 28,622 people, with the area providing many significant attractions and lifestyle opportunities.

In 2016, the total population of Broken Hill City was estimated to be 18,114 people. Population forecast suggests that with a positive average growth rate of 0.23% the city with reach 19,200 people in 2025.

Migration to Broken Hill City is largely dependent on changes within its mining industry. In addition to mining, the main employing industries are Health Care and Retail Trade, which account for over half of all jobs in 2016. Fluctuation in these sectors underpin much of the migration flows to and from the city.

Despite recent population decline, global demand for iron ore, lithium and other related minerals is expected to provide the impetus for positive demographic and housing change in the coming years.

Since 2016, the number of jobs in mining has doubled. In addition to this recent growth, recently announced major projects are expected to create up to 3,500 jobs over the forecasted period. It is expected that many of these workers will live in Broken Hill and the City will face demand for over 700 dwellings to accommodate the influx of workers at its peak.

Any future levels of population growth and change in Broken Hill will largely be dependent on the City's capacity to appropriately accommodate workers. This will, in part determine the size of the workforce for the City moving forward.

Local Government Industry

The current local government reform process in NSW has seen a significant amount of change within the sector. This change is likely to continue into the future and has the potential to impact on the current and future workforce with a level of uncertainty regarding the future of local government in the medium term.

In addition, the devolution of responsibilities from Federal/State Government and ongoing financial constraints, coupled with the complex and significant regulatory requirements, continue to impact on the image of the local government sector. This issue is particularly significant for Gen Ys and has also been identified through the LGNSW Local Government Workforce Strategy 2016-2020.

Council has responded to these ongoing challenges in recent years by undertaking a program of planned Service and Efficiency Reviews. These reviews are a whole of organisation approach to ensuring that the right resources are allocated to the right services being delivered to our community. Through refining our operations and achieving a more sustainable financial position, we can continue to ensure effective service delivery across all areas of the organisation into the future.

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Labour Market

Understanding the economic role Broken Hill plays in the Far West economy provides a framework for understanding what policy responses and investment may be appropriate to support the growth of businesses and maintenance of a vibrant economy in the future.

An analysis of the jobs held by the local workers in Broken Hill City in 2020/21 shows the three largest industries were:

- Mining (1,676 people or 22.1%)
- Health Care and Social Assistance (1,326 people or 17.5%)
- Retail Trade (797 people or 10.5%)

In combination these three fields accounted for 3,799 people in total or 50.1% of the local workers.

In comparison, New South Wales employed 1.0% in Mining; 13.2% in Health Care and Social Assistance and 9.5% in Retail Trade.

The major differences between the jobs held by local workers of Broken Hill City and New South Wales were:

- A larger percentage of local workers employed in the field of Mining (22.1% compared to 1.0%)
- A smaller percentage of local workers employed in the field of Professional, Scientific and Technical Services (1.9% compared to 10.1%)
- A smaller percentage of local workers employed in the field of Manufacturing (1.4% compared to 6.6%)
- A larger percentage of local workers employed in the field of Health Care and Social Assistance (17.5% compared to 13.2%)

The key emerging workforce groups between 2015/16 and 2020/21 were Mining (+791 local workers) and construction (+39 local workers), Financial and Insurance Services (+4) and Rental, Hiring and Real Estate Services (+2).

In 2021, the Household services sector accounted for 38.6% of employment in Broken Hill City. The importance of this sector has declined over the last 10 years (39.3% in 2011). It's important to note that in 2019/20, the total tourism and hospitality sales in Broken Hill City was \$65.2m, the total value added was \$34.1 million. This sector is an important sector for the diversification of the City economy and employment.

Employment

In Broken Hill, there were 7,576 jobs located in Broken Hill in the year ending June 2021 and 7,370 residents employed. There were 979 registered businesses.

In the 2021 September quarter, the unemployment rate in Broken Hill City was 7.1%. This higher rate is an impact of COVID-19, with the 2020 September quarter reporting an unemployment rate of 2%, 2019 (3.9%) and 2018 (3.4%).

As the pandemic impacts begin to ease and with the increased opportunities in mining employment, it is anticipated that this rate is expected to decline.

Most resident workers are under 45 years old. There are more younger workers (15 to 44 years) than older workers (45 year and over) working in all industries.

The age structure of an industry's local workers is a key component to understanding the role and function of that industry in Broken Hill. It is an indicator of the age of the industry and how long it has been established in the area, as well as the possible challenges in expanding that industry in the future.

The age structure of the resident worker is indicative of the skill-levels and experience that local businesses can draw on. For example, an area with young local workers may be more mobile and likely to change jobs/industries in the future while an industry with an older local workers may face succession planning issues and challenges in attracting new staff.

Other key statistics:

A gender balanced workforce: In Broken Hill 50.3% of the local workers (All industries) are males and 49.6% are female. (ABS 2016)

Lower tertiary qualifications: 1,623 people or 23.5% of Broken Hill City's resident workers (all industries) have a tertiary qualification (ABS 2016).

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Technology

The use and appetite for emerging technology is an important issue for Broken Hill City Council. Specifically, opportunities exist to continue expanding ubiquitous access to information to all service wings, in all settings whether office based, in the field or workshops.

This includes real time operational information such as the state of assets, and maintenance/service requirements. This has the potential to lead to a higher level of flexibility and improve service levels whereby information can be accessed anywhere anytime by our workforce.

The increased deployment of technology in many areas to increase efficiency is also another key trend which will likely result in a more agile workforce operating from mobile worksites as well as workshops and offices.

The Broken Hill Smart Communities Framework will guide the adoption of additional innovative community assets into the future, with the aim to improve liveability, workability and sustainability. The technology skillset for the workforce will need to expand beyond "office-based usage" towards deeper integration of technology into work tasks as an integral component, not an afterthought.

This will be driven by the adoption of cloudbased technologies and intelligent hardware choices, enabling information and systems access at the coal face.

This will require Broken Hill City Council to ensure that its employee learning and development is focused on improving digital literacy within teams, enabling employees to be more flexible with their technology usage and to grow our adoption of smart enabling technology within the city.

These external influencers are important considerations in the development of our Workforce Management Strategy.

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INTERNAL ENIVRONMENT/INFLUENCERS

Organisational Structure

Council Advisory	Mayor & Councillors		
Executive Support		MANAGER COMMUNICATIONS AND MARKETING Dentis Manual	÷.
corporate and community officer Ratija Nu'man	CHEF FINANCIAL OFFICER Simon Brown (Acting)	CHIEF ASSETS AND PROJECTS OFFICER Codie Howard	
Corporate and Guidemer Experience Community Strategic Flas and Bits Community Strategic Flas and Bits Concesses fills and WHS Art Callery Art Callery Visiter Stremmation Control Linking Desert Community Development	Strategick Long Term Financial Planning Accounting of Finance More and the Communication and Technology Communication Strategic Asset Management Strategic Asset Management	Coalitati Works Capitoreity Topioreity Project Management Project Works Provace Works Provace Works Sustainustillity and Waste Alipport Operations	
BUSINESS AND ORGANISATION CLUSTER		EXECUTIVE MANAGER GROWTH AND INVESTMENT Anne Andrews	EXECUTIVE MANAGER PLANNI COMMUNITY SAFETY Kobus Neuwoudt
MANAGER IMPROVEMENT ET	ECUTIVE MANAGER REGIRE AND CLUTURE	Film Strategic Tourism Advocacy and Grants Jaint Organisation (ED)	Strategic City Planning Land Use Planning Building & Compliance Regulatory Services
Internal Audit Service Reviews Business and Process Improvement	Human Resources Organisation Development	Smart City Business and Industry Development Civic Centre and Events	Pound Opertations

Executive Group

The Executive Group provides the overarching strategic focus for Council's operations and ensures that Council continues to be vibrant, engaging and lead with strong and effective governance. The General Manager and Chief Officers make up the Executive Leadership Team (ELT).

The Executive Group also supports the Mayor and the Councillors, our elected representatives who oversee community governance across a wide range of issues.

Assets and Projects Group

Whether directly or indirectly, the work of Council's Infrastructure team touches the lives of Broken Hill people every day.

Among the extensive range of services the Group provides are infrastructure development and maintenance, asset management, civil and landscape services, as well as environmental sustainability.

Operating the Council Waste Management Centre, Airport and Cemetery are also key aspects of the Group.

Business and Organisational Development Group

The Business and Organisational Development Group provides a contemporary and integrated approach to assist Managers and the broader organisation to foster a high performing, values driven culture, providing high level advice and solutions across a broad range of human resources, learning, well-being and system improvement activities that support efficient and effective service delivery.

Communications and Marketing Group

Maintaining strong communication and engagement with Council's many stakeholders, both internal and external, is key to ensuring the organisation's success.

The communications team facilitate this connection through a variety of mediums such as media, community engagement sessions, Council's website, and social media to name a few.

In addition, the team assists with organisational marketing such as branding, tourism, and promotion of shows and events.

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Finance and Information Group

Council's Finance team play a vital role in ensuring Council are able to achieve its strategic goals arising from its Community Strategic Plan, Delivery Program, Annual Operational Plan and Long-Term Financial Plan.

Sound financial management is essential to enable Council to continue delivering high quality services, facilities and infrastructure while maintaining financial sustainability into the future.

Council's Information Services team ensure that Council's systems, Records and IT infrastructure are developed and maintained to ensure they are efficient, relevant and importantly secure.

Information systems are crucial to Council's ability to provide services and facilities to the community with data integrity, privacy and availability being of the highest importance.

The attraction, training and retention of suitably qualified and skilled staff is essential to achieving these goals.

Corporate and Community Group

The Corporate and Community group aims to partner with local agencies to deliver relevant services within the City and work towards safe, active, cultural and social opportunities for all age groups in the life cycle.

The Community group directly manages significant facilities: the Visitor Information Centre, Living Desert, Library, Broken Hill City Art Gallery and Albert Kersten Mining and Minerals Museum.

Corporate Services manage a shared services model for the successful operation of the organisation including frontline Customer Service, also a variety of legislative compliance matters and development of the Community Strategic Plan for future planning for the City in partnership with local agencies.

Planning and Community Safety Group

The essence of the Planning and Community Safety Group is to develop Broken Hill as a liveable and sustainable City. This multifaceted group includes Planning, Building, and Environmental Compliance.

Draft Workforce Management Strategy 2022-2026

Each of these teams work together to balance the growth of the City's economy with appropriate development, statutory requirements, social considerations, environmental and sustainability issues along with the needs of the community.

Economic Development Group and Tourism

The Economic Development and Tourism Group plays a leading role in ensuring Broken Hill is an appealing and attractive City for residents, business and visitors alike.

By taking a pro-active and integrated approach to Economic Development, Commercial Strategy, Tourism Development, Visitor Information, as well as Events and Conferences and Entertainment, the group ensures that long term strategies for the growth and prosperity of the City are achieved.

In operating with a relatively flat structure, Council achieves success and a high level of service delivery through the engagement of cross organisational working groups; coupled with effective internal working relationships, as these are critical to effective decision making and the achievement of positive outcomes.

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Organisational Workforce Profile @ March 2022

As identified in the tables opposite, Council has a permanent workforce of around 145 FTE, equating to just over 180 people.

The range of employment types provides Council with a high level of flexibility within its workforce to ensure the necessary resources are available to meet the actions identified in the 4-year Delivery Program and in turn deliver the outcomes identified in the Broken Hill 2040 Community Strategic Plan.

Temporary positions make up a key element of our workforce and these roles are critical to us delivering on specific projects and meeting short term resourcing needs. The significant number of

trainee/apprentice/cadet roles is a direct reflection of the importance that Council places on our "growing our own talent", while our part-time roles are strong indicator of Council's approach to work/life balance.

In addition to our permanent and temporary employees, casual employees also form an important part of Council's workforce, and their engagement is generally demand driven by business requirements, specific programs and seasonal or holiday requirements across specific areas such as hospitality and event related activities.

Over recent periods, our casual workforce has ranged from 6.57 FTE down to our current 2.57 FTE.

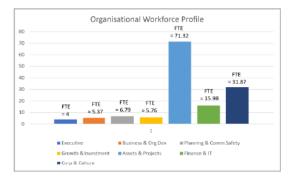
Gender

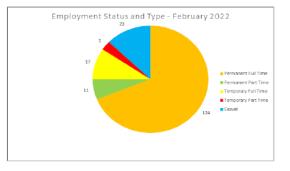
Overall, Council's permanent workforce is made up of around 60% male employees and 40% female employees. This ratio is inclusive of our casual workers.

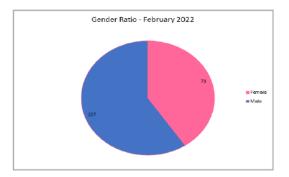
This breakdown is generally representative across Council, however within some specific workgroups, the balance is more heavily weighted towards specific genders.

Specifically, the infrastructure team has a high proportion of male employees, while females are the predominant gender in our Corporate and Cultural Services teams.

Whilst starting to change, these imbalances tend to be historical and as a result of those occupational areas attracting people of a specific gender.





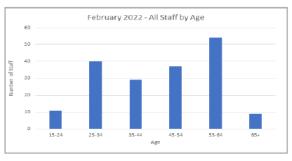


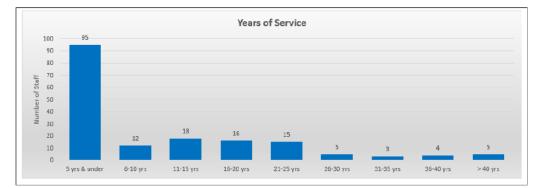
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Age Breakdown

- Council's workforce has a diverse spread across the various age groups
- Around 56% of employees are aged 45 and over, with around 35% having the potential to retire within the next 10 years.
- More specifically, in excess of 64% of employees in the Assets and Projects Directorate are over the age of 46 and around 47% over 56. With a large number of these employees engaged in more physically demanding trades and operational activities, WHS issues are important considerations.
- The number of employees under 25 (7%) is in part reflective of local government not having an attractive profile to the younger segment of the labour market.



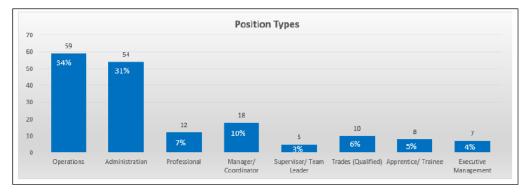


Years of Service

- A significant proportion of our employees have less than 10 years' service and this directly relates to both our "grow our own talent" and the steady rate of employee turnover.
- The figures are indicative of the current labour market where employer longevity is nolonger a key priority for people.
- The figures are also consistent with contemporary trends of employees changing both employers and careers on a more regular basis than before.
- Capable and motivated new employees result in fresh ideas and approaches.
- With just over 40% of employees with more than 10 years' service, retention of large amounts of corporate knowledge is an important issue.

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Position Types

- Council's workforce is evenly spread across the occupational groupings, reflective of a strong skill base and the diverse nature of Broken Hill City Council.
- We have a relatively healthy number of professional and trade qualified staff (around 21%), with operational sector representing 34% of our workforce.

Key Workforce Indicators

Turnover %

- Over the last four years, Council's staff turnover has averaged just over 13%.
- The level of employee turnover is higher than historically for Council and has resulted from a focus on retaining and attracting employees who align with our organisational values.
- This rate is also ensuring that there are opportunities to refresh the workforce through internal promotion and new employees.

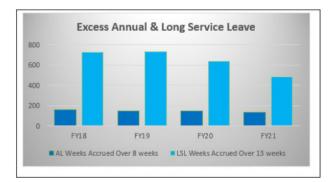
Excess Annual and Long Service Leave

- Shows the commencement in reducing the amount of excess leave.
- Indicative of our continued proactive approach to reducing excess leave balances.
- These trends also reflect the application of our approach to work/life balance and employee health and wellbeing.

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- Less than 18% are in leadership roles which aligns with our flat structure.
- The figures are also indicative of the current approach to ensuring the necessary allocation of resources for the effective delivery of services and outcomes to the community.





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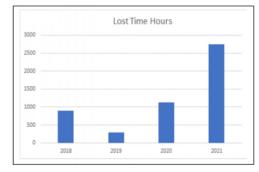
Unplanned Leave

- Use of Sick/Carers Leave is at appropriate levels – less than three weeks/ person/year.
- Reflects a supportive work environment and the increase in broader caring requirements of employees.
- Use of Sick/Carers Leave aligns with a workforce that is engaged and committed.

Learning and Development Investment

- Average spend per employee in recent years has been just under \$2.5K
- Strong reflection of our focus on employee development for retention and succession planning
- Learning and Development
 investment covers entry level training
 through to career enhancement
 support

Lost Time Hours



- Average LTI hours have been less than 1000 in recent years.
- This low rate indicates a strong position, especially given the diverse and high-risk nature of our operations.
- The 2021 upward trend is a result of one serious injury and was compounded by a prolonged recovery period which delayed the return-to-work process.





Workers Compensation at a % of Wages

- Average premium over the past years is just over 3%.
- Very positive indicator of effective claims management and injury rates.
- Evidence of the success of our Health and Wellbeing Program.



Recruitment

Over the 2021 calendar year, Council undertook 30 individual recruitment actions which attracted 264 applications. Of these only four positions were not able to be filled and required a further recruitment action.

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These figures reflect Council's current status as an employer of choice and an organisation that is able to attract high quality candidates with the right fit.

In addition, 2021 saw 18 secondment opportunities for internal staff, with 5 of these secondments resulting in permanent recruitment into new positions by internal candidates, which is further evidence of our commitment to developing our employees and providing career opportunities for the right people in all areas of the organisation.

Organisational Cultural Survey Results

In aiming to develop and maintain high levels of employee engagement at Council, we have undertaken Organisational Culture and Effective Assessment Surveys in 2019, 2021 and 2022.

Council has continued to make significant investment in the development of both its leadership and culture. Cultural change necessarily proceeds, in the first instance, "top down" for two reasons:

- As a precursor to sustainable change, the kind of behaviour representative of the desired culture, must be consistently modelled by the leaders within the organisation.
- 2. Leaders (not OD, HR or external consultants) must own and in fact personally deliver many of the important cultural change interventions. Therefore, it is important to equip them with the skills they need to do this.

Each of these surveys have shown positive results across all areas of the work environment and of particular note is that the results improve year on year.

OCI and OEI Outcomes

On the positive side, the outcomes data shows that staff feel:

- Clear on what is expected of them.
- Inspired and motivated to do high quality work.
- Positive about working at Council and intend to stay.

- Comfortable that they are not facing impending lay-offs.
- Good when they are on the job and not experiencing excessive levels of stress.
- Their teams work well together within themselves.
- Teams cooperate well with other teams and work units.
- They feel proud of the work they do in their department.
- The organisation is able to adapt well to change and is responding well to change.

The 2022 survey results confirmed that our people are committed to doing a good job and delivering quality customer service through a strong team culture. All of which points to a workforce that is aligned with our Values and Workplace Behaviours and well positioned to achieve our Delivery Program and Broken Hill 2040.

In addition, all council staff were invited to participate in a World Café – Shaping our Future Workshop in February 2022, in which 121 staff members attended and were to discuss and develop action plan items for implementation relating to the three below questions:

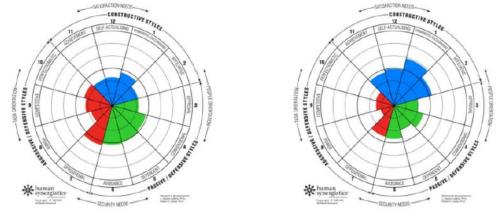
- 1. What can we do to ensure we stick to our values?
- 2. How can we better recognise staff effort and contribution?
- 3. How can we show we're committed to our community?

The results of both the surveys and staff workshop have also indicated a number of areas where further work can occur in order to continually improve on the work environment, including internal communication, performance management and reward and recognition.

As we continue to review and evaluate our performance, these areas will become a focus for continuous improvement in our journey to ensure we maintain high standards and remain an employer of choice.

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Employee Organisational Cultural Survey Comparison Results

2019 Actual Culture n=103 (left) vs 2022 Actual Culture n=96 (right)

Summary

Overall, our workforce is not only diverse, it is also balanced and robust, ensuring that Council continues to position itself to adapt and respond to the future environment and deliver on the activities and commitments contained in the Delivery Program.

Council's workforce demographics and indicators provide a positive picture of the organisation and place us in a strong position with regard to the current workforce and environment. In particular, it is clear that there is a high level of employee engagement and positive organisational culture.

Additionally, a strong skill base is evident – both professionally and operationally, along with a focus on developing and supporting our workforce in their current and future careers. All of this provides Council with a strong platform to build on and continue to grow and enhance our city, whilst at the same time being positioned to adapt to the ever-changing nature of the local government sector.

Whilst the current workforce situation is very positive as evidenced by our workforce demographics and employee culture survey results, workforce challenges continue to exist.

These factors have influenced the initiatives and actions identified in this strategy, with the aim of ensuring that we continue to further enhance the organisation and value add for the benefit of our employees and community.



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ORGANISATIONAL CHALLENGES AND STRATEGIES

Council has a key role to play in ensuring that our city continues to grow and prosper through delivering on our community's objectives and being sustainable in all aspects – environmental, financial, social and good governance.

Considering both the internal and external influencers, along with our key workforce indicators, Council has identified a number of future challenges from a workforce perspective, including:

- Ongoing reform of the local government sector
- Ongoing legislative change and increases in compliance requirements across a variety of functions
- Maintaining our position as a regional leader and supporting our colleagues within the sector
- Increased digitisation of our business through the enhanced use of emerging technology
- Changing the perception of local government as an employer particularly for Gen Y
- The need for strong and effective leadership to drive change and have a positive impact on our organisational culture
- The continuing need to balance employee expectations with opportunities and challenges and providing appropriate levels of employee development and promotional pathways
- Ensuring that our current Employee Benefits Package and associated Reward and Recognition approaches remain contemporary and appropriate
- Ensuring effective engagement with a multigenerational workforce
- Managing the ageing sector of our workforce – with particular regard to the high-risk nature of a number of our functions

- Workforce health and wellbeing against a background of increasing drug, mental health and domestic violence issues.
- Skill shortages within specific occupational areas
- Retaining highly skilled, capable, motivated and engaged employees

In addition to these key challenges, Council's Delivery Program identifies a number of initiatives and strategies that will impact directly on our workforce resourcing, including:

- Commercial Business Growth
- Ongoing Service Reviews
- Continuation of the Council's Grow our Own Talent
- Information ManagementStrategy
- Struggling Community Services Sector
 - An attractive liveable community requires a range of activity and social support services. There are sizeable gaps within significant basic services (such as childcare) as a result of inappropriate funding models for remote communities and youth directed activities.

All of these considerations inform our approach to workforce management and in particular ensuring we have the right number of employees with the right capabilities to deliver effective operations and services, whilst also ensuring a level of diversity that reflects our community.

Our current workforce demographics and operating environments have guided the identification of the initiatives and actions; and these are aimed at building on our key strengths while also addressing those areas where challenges and opportunities exist.

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WORKFORCE MANAGEMENT STRATEGY – KEY THEMES

Council's workforce is one of the critical drivers in ensuring that we deliver the best possible service to the community and can also position ourselves to meet the challenges of the future.

This will be achieved through a collaborative approach across all areas to ensure a safe, positive and vibrant working environment and a workforce culture that reflects our organisational values.

This Workforce Management Strategy considers both our internal and external environments and takes a holistic and structured approach to ensuring that Council can effectively attract, develop, reward, support, protect and lead our people. In achieving this, Council will have a workforce that is capable, engaged, adaptable and resilient – enabling us to deliver on our identified community and organisational plans. The strategy focuses on ensuring a people-oriented approach to all aspects of the employee experience at Council.

Specifically, there are a number of themes to our employee experience, and these reflect Council's focus on attracting, developing and retaining quality people, providing a positive, safe and supportive work environment and ensuring an engaging culture through strong and effective leadership.

The model provides an overview of the Council employee experience and the key themes associated with this Workforce Management Strategy.

These themes and the associated actions for achieving our Delivery Program and ultimately Broken Hill 2040 are outlined in more detail on the following pages.



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We ensure our ongoing organisational capacity through understanding our current and future workforce needs. Effective recruitment and selection strategies are used to attract and secure the best people. Opportunities are provided for people to gain exposure to Council and what it has to offer through specific work placement arrangements.

Key Area	Specific Outcomes	Actions	Timeframe	Measures
Workforce Planning - A thorough understanding of our current and future workforce needs	 Effective workforce planning procedures and tools are available to leaders Workforce demographics are used to guide decision making Ensure that we have the right people in the right jobs at the right time – develop/ recruit/outsource? 	 Enhance current reporting on workforce demographic data Continue to provide workforce planning support for Council's Service Reviews process Enhance the process for Exit Interviews 	June 2023OngoingJune 2023	 Workforce data is provided to Groups monthly 100% of employees able to participate in Exit Interviews
Recruitment & Selection – Attract and engage quality people	 Recruitment actions are values and behaviour based Ensure effective recruitment marketing and promotion Recruitment approaches are fit for purpose and merit based Opportunities are available for career progression 	 Continue to implement values and behaviours component to recruitment process Utilise current technology and media as part of a revised Recruitment Marketing approach Enhance the current On-Line Recruitment system Review Council's Recruitment & Selection Procedures 	 Ongoing Ongoing June 2023 Ongoing 	 <10% positions readvertised Procedures Reviewed
Placements – Provide volunteer and work experience opportunities for people to experience what Council has to offer	 Opportunities for work placement are provided across Council Support is provided to individuals to ensure their experience is both valuable and enjoyable Placements occur in line with agreed Council approaches Partnerships developed with educational institutions to facilitate placement opportunities 	 Create Volunteering Framework and Guidelines for implementation Review Council's Work Experience Process and Procedures Continued support of CUC and Local Tertiary Scholarship Programs 	June 2023June 2023Ongoing	All Teams support requests for work placements

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Developing our People

Council has the right mix of capable people to ensure excellent service delivery. Targeted and sustainable development of individuals both within their role and for career progression is essential to our success. Opportunities for employment and development in entry level roles, along with a positive and informative introduction to Council, are critical to ensuring a positive experience for new employees.

Key Area	Specific Outcomes	Actions	Timeframe	Measures
Trainees &Apprentices - Recognise the value of entry level development positions in all areas	 Opportunities exist for trainees/ apprentices and graduates across Council Council's "Grow our Own Talent" provides an effective development platform Productive and supportive relationships between leaders and trainees/ apprentices/graduates Promote the value of Council's "Grow our Own Talent" 	 Create and Implement the Grow our Own Talent procedures Continue to find opportunities for School based Trainees Promote Council's "Grow our Own Talent" among broader industry network groups 	June 2023AnnuallyOngoing	 10% of our workforce in Grow our Own program 2 Network meetings held each year
Employee Orientation – our people are embraced in an open and welcoming manner	 A strong first impression of Council for new employees Provide a planned all of organisation approach to employee orientation New employees understand and model Council's values and behaviours 	 Enhance the Leadership Program Improve the Orientation Program for all employees Enhance the On-Line Orientation system 	 Ongoing June 2023 Ongoing 	 Revised Orientation program in place Positive feedback received from new employees

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Key Area	Specific Outcomes	Actions	Timeframe	Measures
Talent Management - Key roles have succession plans in place	 Critical roles are identified in each team Potential successors are identified, confirmed and provided with tailored development opportunities High potential employees are supported and encouraged to grow and develop 	 Develop a Talent Management framework to facilitate employee development approaches tailored to individual employee requirements Provide support to leaders for ongoing succession management 	June 2023Ongoing	• Framework implemented
Learning & Development - Employee development opportunities are provided to all employees	 Development Plans align to Council's agreed framework Employees have the capabilities required to perform their role Career development is encouraged and supported where suitability exists Maintain up to date compliance related training programs 	 Review the current Learning and Development Framework Deliver the annual Council Corporate Training Plan Deliver the annual Compliance Training Program Create and Implement Career Enhancement Procedure 	 June 2023 June each year May each year June 2023 	 Framework reviewed 100% of available programs delivered All employees have access to Career Enhancement support All employees have access to Career Enhancement support

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Rewarding our People

Regular communication between our leaders and their people will focus on performance, development and future opportunities. Council's contemporary approach to rewards and overall benefits allows us to attract and retain high quality people. Employees are rewarded having regard to the nature of their role, overall performance, loyal service, but more importantly their level of commitment and alignment with our values.

Key Area	Specific Outcomes	Actions	Timeframe	Measures
Employee Reviews - Regular Reviews recognise employee's capabilities and performance	 Annual skill assessments confirm employee skills and competencies Annual Performance reviews identify key achievements and commitment to Council Effective and meaningful salary progression Employees and leaders are actively involved in reviews 	 Continue to utilise technology to facilitate employee reviews Further develop the capacity of our leaders to have effective review/development conversations 	 Ongoing Ongoing 	 100% of employee reviews completed All leaders receive training
Fixed Pay - Salary levels reflect role parameters and the broader market	 The evaluation of positions reflects a contemporary approach and market rates Pay rates are regularly reviewed against industry benchmarks Attraction & Retention incentives are applied where required 	 Investigate alternative job evaluation systems Ongoing participation in industry surveys regarding remuneration and employment conditions Regular reviews of skill sets to ensure they reflect the role and skills required 	June 2023AnnuallyOngoing	 Evaluations undertaken for all new/changed roles 2 benchmarking surveys completed annually All skill sets current
Performance Incentives – Council's best performers are identified and rewarded	 Incentives are provided to our best employees Incentives are closely linked to our corporate goals and desired behaviours Incentives are meaningful and motivate and reward high performance The reasons for incentives are communicated by our leaders 	 Ongoing support for our leaders in the effective implementation of the Performance Incentive process Enhance employee awareness of the Performance Incentive program 	Ongoing June 2023	Performance incentives awarded in all Directorates annually

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Key Area	Specific Outcomes	Actions	Timeframe	Measures
Recognition Scheme - Commitment, loyalty and values are recognised and rewarded	 Demonstration of values are recognised through on the spot rewards Employees are recognised for sustained engagement and service through recognition of service milestones The reasons for recognition awards are communicated by our leaders 	 Review loyalty recognition program Support leaders in the application of the On the Spot recognition program 	June 2023Ongoing	 100% of employees reaching milestones are recognised On the spot rewards provided in all team

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Supporting our People

We have a commitment to open, transparent and productive working relationships and arrangements based on Council's Values. Twoway communication, delivering on agreed commitments, valuing all contributions and recognising individual differences is critical to a work environment that is positive and free from harm.

Key Area	Specific Outcomes	Actions	Timeframe	Measures
Vork/Life Balance Council upports varied vork arrangements vhere there are nutual benefits	 Ensure flexible work approaches are fit for purpose, merit based and align with business requirements Leave and other arrangements provide work/life balance for employees Leaders support flexible work arrangements 	 Review Council's Leave Policy and Procedure to encompass all leave aspects Review the Flexible Work Arrangements Procedure 	June 2023Ongoing	 100% of work/life balance options supported
EO & Diversity A diverse vorkforce within in environment ree of discrimination, harassment and bullying	 Diversity is recognised and valued by all employees EEO principles are embedded in our policies and workplace practices Specific employment strategies/ opportunities are encouraged and supported A workforce that reflects the diversity of our community 	 Review Council's EEO & Diversity and Bullying & Harassment Procedures Develop an EEO/Diversity Framework that reflects a Zero Harm approach Continued support for the First Nations Employment targets within Council's Reconciliation Action Plan 2022 	June 2023June 2023Ongoing	 No reported issues of discrimination, harassment or bullying

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Key Area	Specific Outcomes	Actions	Timeframe	Measures
Employee Welfare - Professional and independent support is available for employees	 Council's Employee Assistance Program is available at all times for staff A range of support/assistance arrangements are available for workplace and personal issues Issues are identified and addressed promptly 	 Review Council's Employee Support Framework Review the scope of Council's Employee Assistance Program Ongoing liaison and reporting with the EAP Counsellor regarding workplace issues and the work environment 	June 2023June 2023Ongoing	• EAP service available to all employees
Workplace Relations - A consistent, productive and positive work environment	 Open and productive working relationships exist All employees accept personal responsibility and accountability Effective Industrial Relations frameworks are in place Leaders address poor performance, behaviour and standards promptly and strongly Workplace issues are dealt with in an appropriate and timely manner 	 Implement relevant updates from Consent Award negotiations Reinforce Council's behaviour standards through the Values Review Disciplinary and Grievance Procedures Review the Performance Management Procedure Support our leaders and employees to ensure that inappropriate conduct/ performance is addressed 	 December 2022 Ongoing December 2022 June 2023 Ongoing 	 All Award obligations are met 100% employee performance issues resolved Employee surveys indicate a positive work environment

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Protecting our People

The safety of our people and community is a key aim for Council. The ongoing development of appropriate systems and frameworks will ensure that we deliver on this responsibility. Proactive employee wellness supported by holistic risk management approaches that aim to prevent adverse outcomes for our people are critical elements of maintaining a positive work environment with a focus on risk mitigation and health and safety.

Key Area	Specific Outcomes	Actions	Timeframe	Measures
Employee Health & Wellbeing - A fit and healthy workforce	 Employees are encouraged to take responsibility for their health and wellbeing Contemporary practices support and promote workplace wellness and employee health and wellbeing Zero Harm is the driving principle for workplace wellness and safety at Council Initiatives are supported that improve overall fitness and lifestyle 	 Review Council's Workplace Wellness Framework. Develop an annual calendar of events for the Health & Well Being program Engage the WHS committee to expand Health & Well Being program delivery Establish a Zero Harm culture for all aspects of the workplace 	 June 2023 Annually - March/April June 2023 Ongoing 	 Framework developed Minimum 2 events delivered annually Attendance at events grows by 10% annually Zero Harm campaign in place
Risk Management - Risk Management is an embedded business practice	 Risk Management is a key component of all Council's activities Council's Enterprise Risk Management system is contemporary, robust and complete. Risk identification, assessment and control occurs in a consistent manner across Council. Effective insurances are in place to protect Council and our people 	 Review and implement risk management policy, procedures and tools Review procedures for the management of public liability issues Undertake corporate risk management planning Improve incident reporting system functionality Training provided for all employees in risk management Insurances reviewed and renewed as appropriate 	 June 2023 June 2023 Annually-June Ongoing As per Corporate Training Plan Annually-May 	 Procedures and tools developed Corporate Risk Plan endorsed Training delivered to 100% of employees Insurance Renewal completed

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Key Area	Specific Outcomes	Actions	Timeframe	Measures
Safe Work Environment - A workplace that is safe and healthy	 Council's Safety Management System is contemporary, robust and complete Employees are empowered to report and address WHS issues Incidents and hazards are investigated, and corrective actions implemented 	 Review and implement WHS policy and procedures. Develop KPIs (lead and lag), measurement and reporting tools for WHS issues Training for all employees in WHS and Hazard/ Incident reporting Review and implement Incident (and Hazard) investigation procedures Report to organisation status of incident and hazard close out rates 	 June 2023 Annually As per Training Plan June 2023 Ongoing 	 Procedures developed Training delivered Regular reports on agreed KPIs provided
Emergency Preparedness – Council is resilient and agile and able to deal effectively with disruption	 Effective emergency management approaches exist for all Council's facilities Effective business continuity approaches exist for all Council's operations 	 Review and implement Emergency Preparedness Policy and procedures. Review, emergency plans for all facilities Review of Business Continuity Procedures and plans across Council Conduct Business Continuity Plan exercise 	 June 2023 Biannually (2023) December 2022 Biannually (2022, 2024) 	 Procedures developed All emergency plans current Procedures and BCPs in place Exercises completed
Injury Management - Injured employees are effectively returned to the workplace	 Pro-active systems exist to support injured employees Employees and leaders take responsibility for injury management and RTW Injury management approaches are contemporary and successful 	 Maintain the current proactive approach to injury management Review Council's Personal Injury Management procedures Review and update Return to Work program Maintain effective working relationships with external injury management stakeholders Continue with regular medical and claims reviews 	 Ongoing June 2023 Biannually (2022, 2024) Ongoing Ongoing 	 Procedures reviewed RTW program reviewed Quarterly Reviews conducted

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Leading our People

Our leaders demonstrate the organisations values and principles and reinforce our desired culture. Strong leadership, the desire and capability for continuous improvement and driving change are critical to ensuring a high performing and sustainable organisation. Council's leaders continue to move the organisation forward in a positive direction.

Key Area	Specific Outcomes	Actions	Timeframe	Measures
Strong Leadership – Effective and committed leaders at all levels	 Leaders demonstrate our identified leadership culture Leaders create a sense of direction and empower theirpeople Effective leadership development programs and opportunities Leaders demonstrate a strong commitment to their own personal development Emerging leaders are supported and encouraged 	 Enhance the Leadership Development Program All Leaders have an endorsed Leadership Development Plan Facilitation of the HR Forum for all leaders 	 Annually Annually September 2022 and biennially 	 100% of leaders have a Leadership Development Plan HR Forum delivered with 100% leader attendance
Organisational Culture - A positive, vibrant and responsive organisation	 Mutual trust and respect are demonstrated by all employees Our Values are the basis on which employees conduct themselves Continuous improvement and innovation underpin our business approach Employees are committed to Council and delivering for the community 	 All people management approaches are aligned to our Vision and Values Values included in all position descriptions Zero Harm approach applied to all aspects of the work environment 	Ongoing Ongoing	 100% of position descriptions reflect the Vision and Values

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Key Area	Specific Outcomes	Actions	Timeframe	Measures
Employee Engagement - A workforce that is engaged and empowered	 Two-way communication and feedback occur with all employees Consultation and inclusive decision making always Cross organisational working relationships and opportunities are fostered 	 Implement the 2022 Shaping Our Future Employee Action Plan Continue to promote whole of Council employee planning workshops Develop and implement an Employee Engagement Strategy 	 December 2022 Ongoing June 2022 	 100% of agreed actions completed Increase in employee attendance rate Employee surveys show high levels of satisfaction and commitment
Strong Governance – sound processes and ethical decision making	 High standards of conduct by Council officials Decision and actions are equitable, accountable and transparent Participative, collaborative and responsive approaches Legislative and compliance obligations are met 	 Review Council's Governance Framework Code of Conduct training delivered to all employees and councillors Implement relevant updates to the Local Government Act Review Public Interest Disclosure Procedures Review the Privacy Management Plan 	 Biannually 2022, 2024 Annually As required As required June 2023 	 No Code of Conduct complaints received 100% legislative compliance achieved with plans and policies

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REFERENCES AND RESOURCES

- Integrated Planning and Reporting Guidelines for Local Government in NSW 2021
- Local Government Act 1993
- Local Government (General) Regulation 2005
- Local Government Workforce Strategy 2016-2020
- Broken Hill City Council Consent Award
- Broken Hill 2040 Community Strategic Plan
- Broken Hill City Council Delivery Program 2022-2026
- Annual Report 2020/2021
- Community Relations Commission and Principles of Multiculturalism Act 2000
- Anti-Discrimination Act 1977
- Workplace Health & Safety Act NSW 2011
- Workplace Health and Safety Regulation 2017
- Regional Development Australia Far West NSW Workforce Development Study 2019
- Far West Regional Economic Development Strategy 2018-2022
- Far West Regional Plan 2036
- Census Profile ID. Australian Bureau of Statistics (ABS) 2016
- Census Profile Id. Australian Bureau of Statistics (ABS) 2022
- National Economics (NIEIR) 2022
- National Skills Commission: <u>http://www.nationalskillscommission.gov.au/our-work/skills-priority-list</u>
- Australian Local Government Association (ALGA): <u>http://alga.asn.au/no-let-up-in-local-government-skills-shortage-report</u>
- Australian Local Government Association (ALGA): <u>http://alga.asn.au/local-governemnt-workforce-and-future-skills-report-australia/</u>



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POLICY AND GENERAL COMMITTEE

May 5, 2022

ITEM 7

BROKEN HILL CITY COUNCIL REPORT NO. 116/22

SUBJECT:QUARTERLY BUDGET REVIEW STATEMENT FOR PERIOD
ENDED MARCH 2022D22/22330

Recommendation

- 1. That Broken Hill City Council Report No. 116/22 dated May 5, 2022, be received.
- 2. That the 3rd Quarterly Budget Review Statement and recommendations be adopted.
- 3. That Council note the projected 2021/22 operating deficit (before capital) of \$2,723,000.
- 4. That Council note the 2021/22 projected net capital budget expenditure of \$21,179,000.

Executive Summary:

The Quarterly Budget Review Statement (QBRS) presents a summary of Council's financial position at the end of the third quarter for the financial year ended 30 June 2022.

The quarterly budget review process is the mechanism through which Council and the community are informed of Council's progress against the Operational Plan (annual budget), together with recommendations for changes and reasons for budget variations.

In accordance with the adopted 2021/22 Operational Budget, Council is reviewing each quarter in fine detail to ensure the financial impacts of the COVID-19 pandemic are being managed in a financially sustainable way. This includes continuing to make opportunities for refined operating models for continuous efficiency and improvement but also increase service delivery and resources where required.

The March Quarterly Budget Review shows a decrease in the projected 2021/22 operating deficit (before capital items) of \$124,000 to an overall projected operating deficit on 30 June 2022 of \$2,723,000.

Budgeted capital expenditure will increase by \$223,000 and projected capital revenue is unchanged, increasing expected net capital expenditure to \$21,179,000.

Report:

Budget Review:

In accordance with s203 of the Local Government (General) Regulations 2005:

(1) Not later than 2 months after the end of each quarter, the responsible accounting officer of a Council must prepare and submit to the Council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the Council's Revenue Policy included in the Operational Plan for the relevant year, a revised estimate of the income and expenditure for that year.

- (2) A budget review statement must include or be accompanied by:
 - (a) A report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the Council is satisfactory, having regard to the original estimate of income and expenditure; and
 - (b) If that position is unsatisfactory, recommendation for remedial action.

In accordance with s211 (Authorisation of expenditure) of the Local Government (General) Regulations 2005:

- (1) A council, or a person purporting to act on behalf of a council, must not incur a liability for the expenditure of money unless the council at the annual meeting held in accordance with subclause (2) or at a later ordinary meeting:
 - (a) has approved the expenditure, and
 - (b) has voted the money necessary to meet the expenditure.

The QBRS appears as Attachment 1 and has been produced in accordance with the guidelines and standards issued by the Office of Local Government.

Operational Budget Result:

The March Quarterly Budget Review shows a decrease in the projected 2021/22 operating deficit (before capital items) of \$124,000 to an overall projected operating deficit at 30 June 2022 of \$2,723,000.

This result reflects the following movements:

- \$124,000 reduction to Materials and Services due to a portion of the Outback Letterbox Library grant being used for a capital purchase instead of Outback Library Operations.
- Transfer of \$36,250 from an underspend in Art Gallery Salary & Wages to Materials & Contracts for the Art Gallery Rebranding Project. This is subject to the Art Gallery Rebranding Report tabled at this (May Ordinary 2022) Council meeting and requires retrospective approval and notation for budgetary variation purposes due to the adoption of the Art Advisory Committee Meeting Minutes in October 2021, endorsing the project, however did not disclose the funding amount or source for the special project.

Capital Budget Result:

Budgeted capital expenditure will increase by \$223,000 and projected capital revenue is unchanged, increasing expected net capital expenditure to \$21,179,000.

This result reflects the following movements:

- Additional expenditure of \$124,000 to purchase a van for the Outback Letterbox Library. The asset will be totally funded by the Outback Letterbox Library additional grant funding and enable the library staff to provide outreach services to outback towns. Ongoing operational and maintenance of the van will be funded by the annual Outback Letterbox grant.
- Additional expenditure of \$7,500 to overhaul evaporative air conditioners at the HACC building.

- Additional expenditure of \$13,500 to repair and replace air damper components of the air conditioning system in the Administration building.
- Additional expenditure of \$18,900 to replace three split system air conditioning units at the Warnock Street Depot.
- Additional expenditure of \$7,250 to purchase concrete moulds that are used to recycle leftover concrete into structures that can be used for future projects.
- Additional expenditure of \$52,000 to refurbish the Warnock Street workshop and cleaner's room to comply with work health and safety issues.
- Reduction in capital expenditure \$14,992,000 and capital income \$15,025,000 as a result of the revision of the original library project. A revised project budget will be revoted by Council in the 2022/2023 Operational Plan once the project redesigns and costings are finalised.

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 organization to operate its legal framework

Relevant Legislation:

Local Government Act 1993

Clause 203(1) of the Local Government (General) Regulations 2005. Clause 211 of the Local Government (General) Regulations 2005.

Financial Implications:

The projected operating deficit for 30 June 2022 (before capital items) has increased to \$2,723,000 in the March quarter.

COVID-19 lockdowns and border closures have impacted Council's current financial position significantly however the planned opening of the country and potential boost in tourism from the re-establishment of postponed local events in the second half of the financial year should limit future impacts.

Projected cash availability as at end of year will be subject to change, as it assumes all capital projects will be expended in their entirety during the financial year. As you would reasonably expect, large capital projects will run over multiple years and therefore not all capital committed will be expended, resulting in a larger cash holding than is projected. As the projects are completed in subsequent financial years, projected cash holdings and actual cash holdings will begin to even out.

Full details of the financial implications of this quarter's Quarterly Budget Review Statement are contained within the attached report.

Attachments

- 1. J. Quarterly Budget Review for the period ended 31 March 2022
- 2. J Long Term Financial Plan

SIMON BROWN CHIEF FINANCIAL OFFICER

JAY NANKIVELL GENERAL MANAGER Broken Hill City Council

Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

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Broken Hill City Council

Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

31 March 2022

It is my opinion that the Quarterly Budget Review Statement for Broken Hill City Council for the quarter ended 31/03/22 indicates that Council's projected financial position at 30/06/22 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:

date:

6/05/2022

Simon Brown Responsible Accounting Officer

Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2022 Income & Expenses - Council Consolidated

·	Original		Appro	ved Chang	jes		Revised	Variations		Projected	Actual
(\$000's)	Budget 2021/22	Carry Forwards	Other than by QBRS	Sep QBRS	Dec QBRS	Mar QBRS	Budget 2021/22	for this Mar Qtr	Notes	Year End Result	YTD figures
Income											
Rates and Annual Charges	19,464			-			19,464	-		19,464	19,554
User Charges and Fees	3,762			(437)			3,325	-		3,325	2,430
Interest and Investment Revenues	497			-			497	-		497	120
Other Revenues	243			(8)			235	-		235	611
Grants & Contributions - Operating	6,621			(15)			6,606	-	Conital	6,606	3,630
Grants & Contributions - Capital	771	24,847		2,711			28,329	(15,025)	Capital Budget	13,304	2,184
Net gain from disposal of assets	-						-			-	46
Total Income from Continuing Operations	31,358	24,847	-	2,251	-	-	58,456	(15,025)		43,431	28,575
Expenses											
Employee Costs	13,524			381	(328)		13,577	(36)	2	13,541	10,778
Borrowing Costs	641			-	-		641			641	476
Materials & Services	8,941			124	32		9,097	(88)	1,2	9,009	7,666
Depreciation	7,074			-	-		7,074			7,074	5,305
Legal Costs	347		562	-	712		1,621			1,621	891
Consultants	143			-			143	-		143	34
Other Expenses	821			-			821	-		821	489
Interest & Investment Losses				-			-	-		-	
Net Loss from disposal of assets				-			-	-		-	
Total Expenses from Continuing Operations	31,491	-	562	505	416	-	32,974	(124)		32,850	25,638
Net Operating Result from Continuing Operation	(133)	24,847	(562)	1,746	(416)	-	25,482	(14,901)		10,581	2,937
Discontinued Operations - Surplus/(Deficit)							-			-	
Net Operating Result from All Operations	(133)	24,847	(562)	1,746	(416)	-	25,482	(14,901)	1	10,581	2,937
Net Operating Result before Capital Items	(904)	-	(562)	(965)	(416)	-	(2,847)	124		(2,723)	753

Quarterly Budget Review Statement for the period 01/01/22 to 31/03/22

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2022
Income & Expenses - Council Consolidated

·	Original		Approv	ved Chang	es		Revised	Variations		Projected	Actual
(\$000's)	Budget	Carry	Other than	Sep	Dec	Mar	Budget	for this	Notes	Year End	YTD
	2021/22	Forwards	by QBRS	QBRS	QBRS	QBRS	2021/22	Mar Qtr		Result	figures
Income											
Our Leadership	21,938			-			21,938	-		21,938	19319
									Capital	-	
Our Community	2,936	22,395		2,498			27,829	(15,025)	Budget	12,804	3339
Our Economy	1,608	2,452		(247)			3,813	-		3,813	1333
Our Environment	4,876			-			4,876	-		4,876	4584
Total Income from Continuing Operations	31,358	24,847	-	2,251	-	-	58,456	(15,025)		43,431	28,575
Expenses											
Our Leadership	17,930		562	116	612		19,220			19,220	14,557
Our Community	8,763			389	(240)		8,912	(124)	1	8,788	6,347
Our Economy	2,387			-	(17)		2,370	. ,		2,370	1,945
Our Environment	2,410			-	61		2,471			2,473	2,790
Total Expenses from Continuing Operations	31,491	-	562	505	416	-	32,973	(124)		32,851	25,638
Net Operating Result from Continuing Operations	(133)	24,847	(562)	1,746	(416)	-	25,484	(14,901)		10,581	2,937
Discontinued Operations - Surplus/(Deficit)							-			-	
Net Operating Result from All Operations	(133)	24,847	(562)	1,746	(416)	-	25,484	(14,901)		10,581	2,937
Net Operating Result before Capital Items	(904)	-	(562)	(965)	(416)	-	(2,847)	124		(2,723)	753

Quarterly Budget Review Statement for the period 01/01/22 to 31/03/22

Income & Expenses Budget Review Statement Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

1	\$124,000 reduction to Materials and Services due to a portion of the Outback Letterbox Library grant being used for a capital purchase instead of library operations.
2	Transfer of \$36,250 from an underspend in Art Gallery Salary & Wages to Materials & Contracts for the Art Gallery Rebranding Project.
3	
4	
5	

Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

Capital Budget Review Statement

Budget review for the quarter ended 31 March 2022 Capital Budget - Council Consolidated

	Original	Appr	Revised	Variations		Projected	Actual			
(\$000's)	Budget	Carry ither that		Dec	Mar	Budget	for this	Notes	Year End	YTD
	2021/22	Forwards by QBR	S QBRS	QBRS	QBRS	2021/22	Mar Qtr		Result	figures
Capital Expenditure										
New Assets										
- Plant & Equipment	36					36	131	1,5	167	
- Land & Buildings						-			-	
- Roads, Bridges, Footpaths						-			-	
- Other	67					67			67	
Renewal Assets (Replacement)										
- Plant & Equipment	1,148	3,380	186	8		4,722			4,722	1,399
- Land & Buildings	1,506	24,571	(41)	52		26,088	(14,900)	2,3,4,6,7	11,188	2,834
- Roads, Bridges, Footpaths	4,710	2,591	2,118	482		9,901			9,901	2,599
- Other	660	7,445	30	304		8,439			8,439	4,929
Total Capital Expenditure	8,127	37,987	- 2,293	845	-	49,252	(14,769)		34,483	11,761
Capital Funding										
Capital Grants & Contributions	771	24,847	2,711			28,329	(15,025)	7	13,304	2,184
Total Capital Funding	771	24,847	- 2,711	-	-	28,329	(15,025)		13,304	2,184
Net Capital Funding - Surplus/(Deficit)	(7,356)	(13,140)	- 418	(845)	-	(20,923)	(256)		(21,179)	(9,577)

Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

Capital Budget Review Statement

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

1	Additional expenditure of \$124,000 to purchase a van for the Outback Letterbox Library. The asset will be totally funded by the Outback Letterbox Library additional grant funding and enable the library staff to provide outreach services to outback towns.
2	Additional expenditure of \$7,500 to overhaul evaporative air conditioners at the HACC building.
3	Additional expenditure of \$13,500 to repair and replace air damper components of the air conditioning system in the Administration building.
4	Additional expenditure of \$18,900 to replace three split system air conditioning units at the Warnock Street Depot.
5	Additional expenditure of \$7,250 to purchase concrete moulds that are used to recycle leftover concrete into structures that can be used in future projects.
6	Additional expenditure of \$52,000 to refurbish the Warnock Street workshop and cleaners room.
7	Reduction in capital expenditure \$14,992,000 and capital income \$15,025,000 as a result of the revision of the original library project. A revised project budget will be revoted by Council once the project redesigns and costings are finalised.
8	
9	

Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 March 2022 Cash & Investments - Council Consolidated

	Original	A	pproved C	hanges		Revised	Variations		Projected	Actual
(\$000's)	Budget	Other than	Sep	Dec	Mar	Budget	for this	Notes		YTD
	2021/22	by QBRS	QBRS	QBRS	QBRS	2021/22	Mar Qtr		Result	figures
Externally Restricted ⁽¹⁾										
Developer Contributions - General	-					-			-	-
Domestic Waste Management	2,500					2,500			2,500	1,602
Royalties	800					800			800	712
Specific Purpose Unexpended Grants	1,000					1,000			1,000	3,240
Total Externally Restricted	4,300	-	-	-	-	4,300	-		4,300	5,554
(1) Funds that must be spent for a specific purpose										
Internally Restricted ⁽²⁾										
Infrastructure Replacement	-					-			-	585
T-CORP Loan	-					-			-	6,230
Project Reserve		6,000				6,000			6,000	6,000
Cultural Precinct Project	-	(6,000)				(6,000)			(6,000)	-
Employee Leave Entitlements	805					805			805	862
Innovation Reserve	500					500			500	500
Security Bonds, Deposits & Retentions	40					40			40	59
Plant Purchase Reserve	1,000					1,000			1,000	1,125
Commercial Waste Management	1,000					1,000			1,000	1,688
Other	240					240			240	224
Total Internally Restricted	3,585	-	-	-	-	3,585	-		3,585	17,273
(2) Funds that Council has earmarked for a specific purpose										
Unrestricted (i.e., available after the above Restrictions)	4,922	-	(1,064)	-		3,858	(132)	1	2,667	(3,733)
Total Cash & Investments	12,807		(1,064)			11,743	(132)		10,552	19,094

Projected cash availability as at end of year will be subject to change, as it assumes all capital projects will be expended in their entirety during the financial year. As you would reasonably expect, large capital projects will run over multiple years and therefore not all capital committed will be expended, resulting in a larger cash holding than is projected. As the projects are completed in subsequent financial years, projected cash holdings and actual cash holdings will begin to even out

Quarterly Budget Review Statement for the period 01/01/22 to 31/03/22

Cash & Investments Budget Review Statement

Comment on Cash & Investments Position

Not Applicable Investments

Investments have been invested in accordance with Council's Investment Policy.

<u>Cash</u>

This Cash at Bank amount has been reconciled to Council's physical Bank Statements. The date of completion of this bank reconciliation is 31/03/22

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actua	\$ 000's	
Cash at Bank (as per bank statements) Investments on Hand		1,702 17,392
less: Unpresented Cheques add: Undeposited Funds	(Timing Difference) (Timing Difference)	
less: Identified Deposits (not yet accounted in Ledger) add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning) (Require Actioning)	
less: Unidentified Deposits (not yet actioned) add: Unidentified Outflows (not yet actioned)	(Require Investigation) (Require Investigation)	
Reconciled Cash at Bank & Investments	-	19,094
Balance as per Review Statement:	-	19,094
Difference:		(0)
Recommended changes to revised budget		
Budget Variations being recommended include the followin	g material items:	
Notes Details 1 Increase in net cash outlfows from operating act Increase in capital grants	ivities	124
Increase in capital expenditure		(256) (132)

Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

Key Performance Indicators Budget Review Statement

Budget review for the quarter ended 31 March 2022

(\$000's)	Current Pr Amounts 21/22	ojection Indicator 21/22	Original Budget 21/22	Actu Prior Po 20/21		
NSW Local Government Industry Key Performance Indicat	ors (OLG):					1. Operating Performance
1. Operating Performance Operating Revenue (excl. Capital) - Operating Expenses Operating Revenue (excl. Capital Grants & Contributions) Benchmark - Greater than 0% This ratio measures Council's achievement of containing o	- 2,723 30,127 perating expe	9.0 %	-5.7 % n operating r	-20.3 % evenue.	-1.5 %	0.0 % -5.0 % -5.0 % -1.5 % 2019/20 -1.5 % -5.7 % -9.0 % -20.0 % -25.0 % -20.0 % -25.0 %
2. Own Source Operating Revenue Operating Revenue (excl. ALL Grants & Contributions) Total Operating Revenue (incl. Capital Grants & Cont) Benchmark - Greater than 60% This ratio measures fiscal flexibility. It is the degree of relia grants & contributions.	23,521 43,431 nce on extern	- 54.2 % al funding so	76.4 % burces such a	72.4 % as operating		2. Own Source Operating Revenue 140.0 % 120.0 % 100.0 % 80.0 % 40.0 % 20.0 % 00.0 % 20.0 % 20
3. Unrestricted Current Ratio Current Assets less all External Restrictions Current Liabilities less current provisions as per Operational Benchmark - Greater than 1.5 To assess the adequacy of working capital and its ability to unrestricted activities of Council.		 3.50 tions in the s 	2.17 short term for	3.62 the	4.29	3. Unrestricted Current Ratio 4.00 4.00 2.00 1.00 0.00 2019/20 2020/21 2021/22 (O) 2021/22 (P)

Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

Key Performance Indicators Budget Review Statement

Budget review for the quarter ended 31 March 2022

(\$000's)	Current Pr Amounts 21/22	ojection Indicator 21/22	Original Budget 21/22	Acte Prior F 20/21	uals Periods 19/20	
NSW Local Government Industry Key Performance Indica 4. Debt Service Cover Ratio Operating Result before Interest & Dep. exp (EBITDA) Principal Repayments + Borrowing Interest Costs Benchmark - Greater than 2.0 This ratio measures the availability of operating cash to see payments.	4,993	- 2.41 uding interes	2.79 st, principal a	1.49 and lease	5.11	4. Debt Service Cover Ratio 5.00 5.00 4.00 5.00 5.00 4.00 5.00 5.00 5.00 4.00 5.00 5.00 5.00 2.79 2.41 1.49 2.00 1.00 2.01/22 (O) 2021/22 (P)
 5. Rates, Annual Charges, Interest & Extra Charges Or Rates, Annual & Extra Charges Outstanding Rates, Annual & Extra Charges Collectible Benchmark - Less than 10% To assess the impact of uncollected rates and annual char recovery efforts. 	<u>4,762</u> 19,554	- 24.4 %	14.6 % and the adeq	15.2 % juacy of	12.5 %	5. Rates, Annual Charges, Interest & Extra 18.0 % 13.0 % 3.0 % -2.0 % 2019/20 2020/21 2021/22 (O) 2021/22 (P)
6. Cash Expense Cover Ratio Current Year's Cash & Cash Equivalents (ind.Term Deposits) Operating & financing activities Cash Flow payments Benchmark - Greater than 3 months	<u> </u>	- 12.98	-21.32	7.48	8.49	6. Cash Expense Cover Ratio 20.00 10.00 0.00 0.00 2019/20 2020/21 2021/22 (D) 2021/22 (P) 2019/20 -21.32

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

Key Performance Indicators Budget Review Statement

Budget review for the quarter ended 31 March 2022

(\$000's)	Current Pr	Current Projection				
	Amounts	Indicator	Budget	Prior Periods		
	21/22	21/22	21/22	20/21	19/20	

NSW Local Government Infrastructure Asset Performance Indicators (OLG):

7. Building and Infrastructure Renewals Ratio					7. Bui 800.0 % T	
Asset Renewals (Building, Infrastructure & Other Structures)	34,249 484.2 %	694.8 %	175.5 %	10 2 %	600.0 %	
Depreciation, Amortisation & Impairment	7,074 404.2 %	094.0 %	175.5 %	19.5 %	\$ 400.0 %	

Benchmark - Greater than 100%

To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.

8. Infrastructure Backlog Ratio					
Estimated cost to bring Assets to a satisfactory condition	17,535	7 4 0/	34%	3.4 %	242%
Total value of Infrastructure, Building, Other Structures &	235,959	1.4 %	3.4 %	5.4 %	Z4.Z %
depreciable Land Improvement Assets					

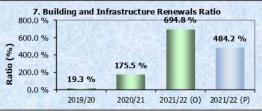
Benchmark - Less than 2.0%

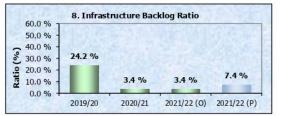
This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.

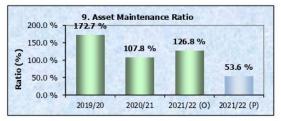
9. Asset Maintenance Ratio					
Actual Asset Maintenance	3,420	- 53.6 %	127%	1.08	173
Required Asset Maintenance	6,379	- 55.0 %	12770	1.00	1.75

Benchmark - Greater than 1.0

Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the Infrastructure Backlog growing.







Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

Key Performance Indicators Budget Review Statement

Budget review for the quarter ended 31 March 2022

(\$000's)	Current Pr	Original	Actuals		
	Amounts	Indicator	Budget	Prior Periods	
	21/22	21/22	21/22	20/21	19/20

NSW Local Government Infrastructure Asset Performance Indicators (OLG):

10. Cost to bring assets to agreed service level

Estimated cost to bring assets to an agreed						
service level set by Council	17,535	1704	1 7 04	1.7 %	12.0 %	3
Gross replacement cost	374,170	4.7 %	1.7 %	1.7 70	12.0 %	6) 0



assets under Council's care and stewardship.

This ratio provides a snapshot of the proportion of outstanding renewal works compared to the total value of

The oupling Experiance reality					
Annual Capital Expenditure	34,483	10	1 2	17	0.7
Annual Depreciation	7,074	4.9	1.5	1.7	0.7

Benchmark - Greater than 1.1

To assess the extent to which a Council is expanding its asset base thru capital expenditure on both new assets and the replacement and renewal of existing assets.

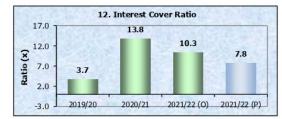
12. Interest Cover Ratio

Operating Results before Interest & Dep. exp (EBITDA)	4,993	7.9	10.3	13.8	27
Borrowing Interest Costs (from the income statement)	641	1.0	10.5	15.0	5.1

Benchmark - Greater than 4.0

This ratio indicates the extent to which a Council can service (through operating cash) its interest bearing debt & take on additional borrowings.





Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

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Contracts Budget Review Statement

Budget review for the quarter ended 31 March 2022 Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Barnson Pty Ltd	O'Neil Park Masterplan	398,050	16/02/22		Y	
Colin Joss & Co Pty Ltd	Art Gallery Floor Replacement	394,211	16/02/22		Y	
Colin Joss & Co Pty Ltd	Art Gallery Refurbishment	167,623	16/02/22		Y	
CMI-Hino	Supply Plumbers Truck	94,459	19/01/22		Y	
CMI-Hino	Supply Carpenters Truck	86,384	19/01/22		Y	
The Electric Canvas	Heritage Festival Projection and Lighting	70,000	15/03/22		Y	
Commonwealth Steel Company Pty Ltd	Shredding tyres and waste	60,000	20/01/22		Y	
GTE 1 Pty Ltd	Traffic control	53,725	24/03/22		Y	

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.

2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.

3. Contracts for employment are not required to be included.

Quarterly Budget Review Statement

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	33,886	Y
Legal Fees	890,793	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

<u>Comments</u>

Expenditure included in the above YTD figure but not budgeted includes:

Details

	LONG TERI	M FINANCIA		2022-20 Me statement	31 - BALA	NCED SCEN	ARIO					
\$ '000	2020	2022	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	Actual	Proposed Budget	Q3	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Income from Continuing Operations		bouger										
Revenue:												
Rates & annual charges	18,473	19,464	19,464	19,912	20, 429	20,961	21,506	22,065	22,638	23,227	23,831	24,450
User charges & fees	3,149	3,762	3,325	3,408	3,493	3,581	3,670	3,762	3,856	3,952	4,051	4,152
Interest & investment revenue	53	497	497	458	519	441	504	664	772	900	1,052	1,227
Otherrevenues	470	243	235	741	260	266	273	280	287	294	301	309
Grants & contributions for operating purposes	6,728	6,621	6,606	6,738	6,873	7,010	7,151	7,294	7,439	7,588	7,740	7,895
Grants & contributions for capital purposes	1,684	771	13,304	3,260	3,342	3,408	3,476	3,546	3,617	3,689	3,763	3,838
Other Income:		-	-									
Net gains from disposal of assets	-	-	-	-	-	-	-	-	-	-	-	-
Net share of interests in joint ventures	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL INCOME FROM CONTINUING OPERATIONS	30,557	31,358	43,431	34, 517	34,916	35,667	36,580	37,610	38, 609	39,651	40,738	41,871
Expenses from Continuing Operations												
Employee benefits & costs	12,463	13,464	13,541	13,812	14,088	14,370	14,657	14,950	15,249	15,554	15,865	16,183
Borrowing costs	737	641	641	606	570	533	495	455	413	371	327	284
Materials & contracts	9,580	9,431	10,773	9,114	9,155	9,196	9,237	9,279	9,321	9,363	9,405	9,447
Depreciation & amortisation	7,147	7,074	7,074	6,595	6,624	6,653	6,682	6,712	6,741	6,771	6,801	6,831
Impairment	-	-	-	-	-		-	-	-	-	-	-
Other expenses	4,831	881	821	825	828	832	836	840	843	847	851	855
Net losses from disposal of assets	131	-	-	-	-	-	-	-	-	-	-	-
Net share of interests in joint ventures	102	-	-									
TOTAL EXPENSES FROM CONTINUING OPERATIONS	34,991	31,491	32,850	30, 951	31,265	31,584	31,908	32,236	32, 568	32,906	33,249	33,599
OPERATING RESULT FOR THE YEAR	(4, 434)	(133)	10,581	3, 566	3, 651	4,083	4,672	5,374	6,041	6, 745	7,489	8,272
NET OPERATING RESULT FOR THE YEAR BEFORE GRANTS &	(110)			201	200		1.105	1 0 0 0	2 42 4	2.055		
CONTRIBUTIONS FOR CAPITAL PURPOSES	(6, 118)	(904)	(2,723)	306	309	675	1,195	1,828	2,424	3, 055	3,726	4,433
NET OPERATING RESULT FOR THE YEAR EXCLUDING EXTRAORDINARY ITEMS BEFORE GRANTS & CONTRIBUTIONS FOR CAPITAL PURPOSES	(6,118)	(904)	(2,723)	30.6	309	675	1,195	1,828	2,424	3,055	3,726	4,433
Assumptions												
Rate Peg General Index	2.70%5 2.50%5		2.60% 2.50%	2.30% 2.50%	2.00% 2.50%	2.00% 2.50%	2.60% 2.50%	2.60% 2.50%	2.60% 2.50%	2.60% 2.50%	2.60% 2.50%	2.60% 2.50%
Employee Costindex Grantindex	2.50% 2.00%		2.75% 2.00%	2.00% 2.00%	2.00% 2.00%	2.00 5 2.005	2.00% 2.00%	2.00% 2.00%	2.00% 2.00%	2.00% 2.00%	2.00% 2.00%	2.00% 2.00%
InvestmentInterestrate	3.50%		3.00%	3.00%	3.00%	3.00%	3.00%	3.50%	3.50%	3.50%	3.50%	3.50%
Overdue rates interestrate Bificiency gain on Materials & Contracts	8.00% -2.00%		6.00% -2.00%	7.00% -2.00%	7.00% -2.00%	7.00% -2.00%	8.00% -2.00%	8.00% -2.00%	8.00% -2.00%	8.00% -2.00%	8.00% -2.00%	8.00% -2.00%

i At				STATEMENT O
Fin	\$ '000	2020	2022	2022
<u>ح</u>		Actual	Proposed	Q3
Long Term	Assets		Budaet	
ē	Current Assets:			
E E		13,527	1 907	7.550
0	Cash & cash equivalents Investments		1,807 11,000	7,552 3,000
ũ	Receivables	6,000 3,690	5,518	5,518
0	Inventories	3,670	3,310	
	Other	673		118 707
		190	707	/0/
	Non-current assets classified as 'held for sale'		-	-
	TOTAL CURRENT ASSETS	24, 192	19, 149	16,895
	Non-Current Assets:			
	Investments	-	-	-
	Receivables	16	-	-
	Inventories	-	-	-
	Infrastructure, property, plant & equipment	248,757	290,643	316,999
	Investments accounted for using the equity method	1,359	1,359	1,359
	Investment property	-	-	-
-	Intangible assets	-	-	-
0	TOTAL NON-CURRENT ASSETS	250,132	292,002	318,358
0				
2	TOTAL ASSETS	274,324	311, 152	335, 253
ш	Ligbilities			
E	Current Liabilities:			
~	Pavables	3,456	2,774	2,774
<u>r</u>	Income Received in Advance	-	2,//4	2,774
0	Contract Liabilities	544		
ш.	Borrowings	535	1,469	1,469
H	Provisions	3,835	3,184	3,184
z	TOTAL CURRENT LIABILITIES	8,370	7,427	7,427
ш		0,570	1,421	1,421
Σ	Non-Current Liabilities:			
ш	Payables	-	-	-
E	Borrowings	11,957	18,141	18,141
Δ.	Provisions	9,264	11,912	11,912
E I	TOTAL NON-CURRENT LIABILITIES	21,221	30,053	30,053
<i>w</i>	TOTAL LIABILITIES	29,591	37,479	37,479
≥	IOTAL LIABILITIES	27,571	37,477	37,477
ш	NET ASSETS	244,733	273,673	297,774
	NEI ASSEIS	244,7 33	213,013	2//,//4
	Equity			
2	Retained earnings	106,082	135,022	159,123
<u>u</u>	Revaluation reserves	138,651	138,651	138,651
	Council equity interest	244,733	273,673	297,774
ШN	Non-controlling interest			-
0 2				
ה פ	TOTAL EQUITY	244,733	273, 673	297,774
⊇ T	Assumptions			
QUARTERLY BUDGET REVIEW STATEMENT FOR PERIOD ENDED MARCH 2022	General Index No impact from revaluation of assets	2.50%		2.50%
~~~~	No resticted cash			
그리				
<u> </u>				
Щ				
ΘШ				

LONG TERM FINANCIAL PLAN - 2022-2031 - BALANCED SCENARIO STATEMENT OF FINANCIAL POSITION

2023

Forecast

8,879

3,000

5,936

121

725

18,660

-

-

-

1,359

-

319.018

337,678

2,716

-

1,508

2,868

7,092

-

16,633

13,214

29,847

36, 939

300,739

162,088

138,651

300, 739

300, 739

2.50%

317,659

2024

Forecast

10,233

3,000

6,234

124

743

20,334

-

-

-

1,359

-

319,680

340,014

2,815

-

1,551

2,550

6,916

-

15,082

14,710

29,792

36,708

303, 306

164,655

138,651

303, 306

303, 306

-

2.50%

318,321

2025

Forecast

12,085

3,000

6,300

127

761

22,273

-

-

-

1,359

-

.

320, 346

342,619

2,775

-

1,595

2,283

6,653

-

13,487

16,077

29,564

36,217

306,401

167,750

138,651

306, 401

306, 401

2.50%

318,987

2026

Forecast

14,470

3,000

7,164

130

780

25,544

-

-

-

1,359

-

321,014

346,558

2,796

-

1,641

1,966

6,403

-

11,846

17,531

29,377

35,779

310,779

172,128

138,651

310,779

310,779

-

2.50%

319,655

2027

Forecast

16,499

4,000

7,330

133

800

28,762

-

-

-

1,359

-

321.685

350,447

2,825

-

1,687

1,673

6,186

-

10,159

18,926

29,085

35,271

315,176

176,525

138,651

315,176

315,176

2.50%

320,326

2028

Forecast

18,134

6,000

7,695

136

820

32, 785

-

-

-

1,359

-

-

322,359

355,145

2,816

-

1,736

1,382

5,933

-

8,423

20,361

28, 784

34,717

320,428

181,777

138,651

320,428

320,428

2.50%

-

321,000

2029

19,411

9,000

8,071

37,463

-

-

-

1,359

-

323,037

360,499

2,841

-

1,786

1,077

5,704

-

6,637

21,769

28,406

34,110

326,389

187,738

138,651

326, 389

326, 389

2.50%

321,678

140

840

2030

Forecast Forecast Forecast

22,370

11,000

8,486

143

861

42,861

-

-

-

1,359

-

2,851

-

733

785

4,368

-

5,904

23,195

29,099

33,467

194,459

138,651

333,110

333,110 340,631

333,110 340,631

2.50%

366,577 374,489

323,717

322,358

2031

27,149

13,000

8,909

147

883

50,089

-

-

-

1,359

-

2,859

-

733

486

4,078

-

5,171

24,609

29,780

33,858

201,980

138,651

-

2.50%

340,631

323,041

324,400

	LONG TERM	4 FINANCI		2022-20		NCED SCEN	IARIO					
\$ '000	2020	2022	2022	2023	5 2024	2025	2026	2027	2028	2029	2030	203
	Actual	Proposed	Q3	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	
Cash Flows from Operating Activities		Budget										
Receipts:												
Rates & annual charges	18,072	18,880	18,880	19,314	19,816	20,332	20,860	21,403	21,959	22,530	23,116	23,717
User charges & fees	2,792	3,649	3,225	3,306	3,389	3,473	3,560	3,649	3,740	3,834	3,930	4.028
Investment & interest revenue received	35	49.5	495	356	397	439	501	662	769	897	1,048	1,223
Grants & contributions	9,955	7,392	19,910	9,998	10,214	10,419	10,627	10,840	11.056	11,278	11,503	11,733
Bonds, deposits & retention amounts received	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		-	-	-	-	-	-	-	-	-	
Other	3,439	236	228	719	252	258	265	271	278	285	292	299
Payments:	3,437	200	220	/17	202	250	200	2/1	2/0	200	272	211
	(10.5(0))	(12.0/0)	(10,105)	(12.207)	(12//5)	(12.020)	(14017)	(14,500)	(14 700)	(15,000)	(15 280)	(15 (07)
Employee benefits & costs	(12,562)	(13,060)	(13,135)	(13,397)	(13,665)	(13,939)	(14,217)	(14,502)	(14,792)	(15,088)	(15,389)	(15,697)
Materials & contracts	(10,982)	(9,148)	(10,450)	(8,840)	(8,880)	(8,920)	(8,960)	(9,001)	(9,041)	(9,082)	(9,123)	(9,164)
Borrowing costs	(581)	(641)	(641)	(606)	(570)	(533)	(495)	(455)	(413)	(371)	(327)	(284)
Bonds, deposits & retention amounts refunded	(22)	-	-	-	-	-	-	-	-	-	-	-
Other	(6,572)	(855)	(796)	(800)	(804)	(807)	(811)	(814)	(818)	(822)	(825)	(829)
NET CASH PROVIDED (OR USED IN) OPERATING ACTIVITIES	3,574	6, 948	17,716	10,050	10,149	10,722	11,330	12,053	12,738	13,461	14,225	15,026
Cash Flows from Investing Activities												
Receipts:												
Sale of investment securities	3,000	-	-	-								
Sale of infrastructure, property, plant & equipment	2	-	-	-	-	-	-	-	-	-	-	-
Deferred debtors receipts	61	-	-	-	-	-	-	-	-	-	-	-
Other investing activity receipts	-	-	-	-	-	-	-	-	-	-	-	-
Payments:												
Purchase of investment securities		-		-			-	(1,000)	(2,000)	(3,000)	(2,000)	(2,000)
Purchase of infrastructure, property, plant & equipment	(7,983)	(8,127)	(34,483)	(7,254)	(7,286)	(7,318)	(7,351)	(7,383)	(7,416)	(3,000)	(7,481)	(7,514)
	(7,703)	(0,127)	(34,403)	(7,234)	(7,200)	(7,310)	(7,551)	(7,303)	(7,410)	(7,440)	(7,401)	(7,514)
Deferred debtors & advances made NET CASH PROVIDED (OR USED IN) INVESTING ACTIVITIES	(4, 920)	(8,127)	(34,483)	(7,254)	(7,286)	(7,318)	(7,351)	(8, 383)	(9,416)	(10,448)	(9, 481)	(9,514)
NET CASH PROVIDED (OR USED IN) INVESTING ACTIVITIES	(4,720)	[0,127]	(34,403)	(7,234)	(7,200)	(7,310)	(7,351)	(0, 30 <i>3</i> )	(7,410)	(10,440)	(7,401)	(7,514)
Cash Flows from Financing Activities												
Receipts:												
Proceeds from borrowings & advances	-	-	-	-	-	-	-	-	-	-	-	-
Payments:												
Repayment of borrowings & advances	(600)	(1,428)	(1,428)	(1,469)	(1,508)	(1,551)	(1,595)	(1,641)	(1,687)	(1,736)	(1,786)	(733)
NET CASH PROVIDED (OR USED IN) FINANCING ACTIVITIES	(600)	(1,428)	(1,428)	(1,469)	(1,508)	(1,551)	(1,595)	(1,641)	(1,687)	(1,736)	(1, 786)	(733)
NET INCREASE/ (DECREASE) IN CASH & CASH EQUIVALENTS	(1, 946)	(2,606)	(18,195)	1, 327	1, 355	1,852	2,385	2,029	1,635	1,277	2,959	4,780
plus: CASH & CASH EQUIVALENTS - beginning of year	15,473	4,413	25,747	7,552	8, 879	10,233	12,085	14,470	16, 499	18, 134	19,411	22,370
	13.527	1.807	7,552	8.879	10.233	12.085	14,470	16,499	18,134	19,411	22,370	27,149
CASH & CASH EQUIVALENTS - end of year	13,527	1,807	7,55Z	8,879	10,233	12,085	14,470	16,477	18, 134	17,411	22,370	27,149
Additional Information												
plus: Investments on hand - end of year	6,000	11,000	3,000	3,000	3,000	3,000	3,000	4,000	6,000	9,000	11,000	13,000
TOTAL CASH, CASH EQUIVALENTS & INVESTMENTS - end of year	19,527	12,807	10,552	11,879	13,233	15,085	17,470	20,499	24,134	28,411	33,370	40,149
	reasonably expe	ct, large capita	projects will run	over multiple ye	ears and the refor	nes all capital pro re not all capital 1d actual cash hi	committed will I	be expended, "				
Assumptions	p ojecis d e com	.p. cred in abbie	quen manarara	cost pideored	saw noranga un	a abiaa cali in	a angi wii begi	a to even out.				
Assan yanaha Rates & charges recovery rate Debtor recovery rate	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00 <b>%</b> 97.00%	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00% 97.00%	97.00 97.00

	projekis dre kompreted in sabsequenn infanktar years, projekted kash hordings dira dorba kash hordings will begin to even obri.											
Assumptions												
Rates & charges recovery rate	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%5	97.00%5	97.00%	97.00%	97.00%	97.00%
Debtorrecoveryrate	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%5	97.00%5	97.00%	97.00%	97.00%	97.00%
GeneralIndex	2.50%	0.00%	2.50%	2.50%	2.50%	2.50两	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Investment Interestrate	3.50%	0.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.50%	3.50%	3.50%	3.50%	3.50%
Overdue rates interestrate	7.50%	0.00%	8.00 <b>%</b>	7.00%	7.00%5	7.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%
No restricted cash												

## POLICY AND GENERAL COMMITTEE

May 10, 2022

## ITEM 8

#### BROKEN HILL CITY COUNCIL REPORT NO. 117/22

#### SUBJECT:INVESTMENT REPORT FOR APRIL 2022D22/22876

#### **Recommendation**

1. That Broken Hill City Council Report No. 117/22 dated May 10, 2022, 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 30 April 2022, Council's Investment Portfolio had a current market valuation of \$24,427,591 or principal value (face value) of \$24,418,434 and was compliant with policy and legislative requirements as per the below table.

#### Report:

Council's investments as at 30 April 2022 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	$\checkmark$	Compliant with policy
Portfolio Credit Rating Limit	$\checkmark$	Compliant with policy
Institutional Exposure Limits	$\checkmark$	Compliant with policy
Term to Maturity Limits	$\checkmark$	Compliant with policy

## Market Review

#### **Global issues**

The US economy contracted by 1.4%pa in the March quarter, but there were encouraging underlying signals. While the drop in GDP was driven by a slowdown in trade and inventories, domestic demand grew at a solid rate of 3%pa and consumption (+2.7%), business investment (+9.2%) and housing (+2.1%) all showed promising gains. In Europe, inflation pressures remain very high led by rising gas prices, however the market was encouraged by an increase in business conditions indices in April. The International Monetary Fund downgraded its global growth forecast to 3.6% for this year from 4.4% and revised its inflation forecasts up, mainly due to the disruption to economic activity and inflationary pressures from the Russian invasion of Ukraine. The IMF's growth forecast for Australia was revised up to 4.2%, one of the few major countries to see an upgrade. Rising inflation pressures caused global shares markets to slip backward in April with the US S&P 500 down nearly 9%, the European index down 0.5% and Japanese shares off by 2.4%. Though down 0.8% for the month, the Australian share market remains up over 10% for the past 12 months thanks to its high exposure to resources and financial shares and low exposure to tech stocks.

#### **Domestic issues**

Latest inflation data, already projected to be high, was even higher than expected. Headline CPI inflation rose 5.1% over the year which, excluding the tax driven GST boost in mid-2000, was the equal highest inflation rate since 1990. The RBA's preferred measure of inflation, the trimmed mean, rose 3.7% for the year, well above the bank's 2-3% target band. Though led by a quarterly rise in petrol prices of over 10%, quarterly price increases of between 5-7% were recorded across a broad range of goods including fruit and vegetables, meat and seafoods, new dwellings, and non-durable household products. Australian interest rates surged higher again in April as inflation pressures are expected to force the RBA's hand in raising the official cash rate to 0.50% before the end of the June. The bank took the first step at its May meeting raising the cash rate from 0.10% to 0.35%. Fixed interest securities are feeling the brunt of inflation fears with prices on bonds dropping as interest rates increase sharply. This is causing 'marked to market' negative returns on market traded bank bills and bonds, including a negative return of nearly 0.20%pa on the Ausbond Bank Bill Index in April.

#### Interest rates

The RBA has committed to start raising the official cash rate before getting solid evidence of wage price inflation being sustainably within the desired 2-3% range. The higher than expected March Qtr inflation data has many economists now projecting a 0.50%pa cash rate before the end of the financial year. The market is also pricing in a 0.50% cash rate by the end of June and 2.50% by the end of 2022, up from last month when the market was pricing in 1.75% by December. In April, term deposit rates increased sharply again, particularly across the 6-12 month range where the average increase of the best rates on offer was 0.90%pa higher than last month.

## Investment Portfolio Commentary

Council's investment portfolio posted a marked-to-market return of -3.06%pa (-0.25% actual) for the month of April versus the bank bill index benchmark return of -0.19%pa. For the past 12 months, the investment portfolio has returned 0.08%pa versus the bank bill index benchmark's 0.02%pa.

Fixed interest securities, including those within the TCorp MT Growth Fund, are feeling the brunt of inflation fears with prices on bonds dropping as interest rates increase sharply. This is causing marked-to-market negative returns on market traded bank bills and bonds, including a negative return of nearly 0.20%pa on the Ausbond Bank Bill Index in April. On the positive side, new TDs and securities being invested in are offering much higher interest rates at levels not seen in nearly 2 years.

Council had no maturities during the month. Along with taking advantage of a high yielding cash account and a 90 day notice account, Council invested \$500k each in a 6mo and 12mo TD paying 1.45%pa and 2.15%pa, respectively. This is a sharp increase in TD rates from last month due to expectations of a series of cash rate increases by the RBA in the coming months.

The NSW TCorpIM MT Growth Fund recorded a negative marked-to-market return in April of -1.39% (actual). Along with the decline in bond valuations due to rising interest rates, the funds were affected by the decline in share markets globally which also recorded negative returns due to ongoing inflation fears.

The Australian share market (All Ords) retreated by -0.8% led lower by the interest rate sensitive IT sector which was down nearly 10%. In overseas markets the US S&P 500 dropped nearly 9%, the European S&P 350 declined by -0.5% and the Japanese S&P 500 fell back by -2.4%.

Council has a well-diversified portfolio invested among a range of term deposits, fixed and floating rate bonds from highly rated Australian ADIs as well as growth assets via holdings in the NSW TCorpIM Medium Term Growth Fund. Council remains within its investment policy credit limits and term to maturity limits while generating sound returns above benchmark in the current low interest environment. It is expected that Council's portfolio will achieve above benchmark returns over the medium/long term with prudent investment selection.

## Council's Portfolio by Source of Funds – April 2022

As at 30 April 2022, Council's Investment Portfolio had a current market valuation of \$24,427,591 or principal value (face value) of \$24,418,434 and was compliant with policy and legislative requirements as per the table above.

	Source of Funds	Principal Amount
GENERAL	Operating Capital & Internal Restrictions	\$17,762,434
Fund	Royalties Reserve	\$725,000
	Domestic Waste Management Reserve	\$1,898,000
	Grants	\$4,033,000
	TOTAL PORTFOLIO	\$24,418,434

## 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. J April 2022 Investment Report

SIMON BROWN CHIEF FINANCIAL OFFICER

<u>JAY NANKIVELL</u> GENERAL MANAGER



Investment Summary Report April 2022



By Product

Managed Funds

Term Deposit

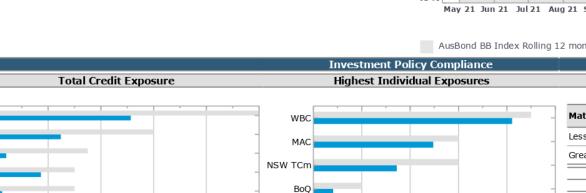
Cash



Executive Summary - April 2022



📃 AusBond BB Index Rolling 12 month Return 📃 Portfolio Rolling 12 month Return



NAB

0%

10%

Maturity Profile	Face Value (\$)		Policy Max
Less than 1yr	23,418,434	96%	100%
Greater than 1yr	1,000,000	4%	60%
	24,418,434		

Term to Maturities



20%

30%

% of portfolio

40%

50%

0%

20%

Portfolio Exposure

40%

60%

% of portfolio

80%

Investment Policy Limit

100%

**INVESTMENT REPORT FOR APRIL 2022** 

Investment Holdings Report



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CITY COUNCIL

Cash Accounts						
Face Value (\$)	Rate (%pa)	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference
6,051,180.54	0.6000%	Macquarie Bank	A+	6,051,180.54	540354	Accelerator
5,450,499.53	0.5500%	Westpac Group	AA-	5,450,499.53	535442	90d Notice
4,581,561.22	0.0000%	Westpac Group	AA-	4,581,561.22	473409	Cheque
16,083,241.29	0.4121%			16,083,241.29		

Managed Funds							
Face Value (\$)	Monthly Return	Institution Cr Ra	redit ating	Fund Name	Current Value (\$)	Deal No.	Reference
624,936.85	-0.0497%	NSW T-Corp (Cash)	TCc	Cash Fund	624,936.85	535329	
4,210,255.77	-1.3919%	NSW T-Corp (MT)	TCm	Medium Term Growth Fund	4,210,255.77	536441	
4,835,192.62					4,835,192.62		

Term Dej	posits									
Maturity Date	Face Value (\$)	Rate (%pa)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency
8-Jun-22	500,000.00	0.5000%	ME Bank	BBB+	500,000.00	9-Jun-21	502,232.88	541512	2,232.88	At Maturity
12-Oct-22	500,000.00	0.4100%	National Australia Bank	AA-	500,000.00	13-Oct-21	501,123.29	541988	1,123.29	At Maturity
24-Oct-22	500,000.00	1.4500%	National Australia Bank	AA-	500,000.00	27-Apr-22	500,079.45	542702	79.45	At Maturity
16-Nov-22	500,000.00	0.7000%	ME Bank	BBB+	500,000.00	17-Nov-21	501,582.19	542099	1,582.19	At Maturity
27-Apr-23	500,000.00	2.1500%	National Australia Bank	AA-	500,000.00	27-Apr-22	500,117.81	542701	117.81	At Maturity
16-Aug-23	500,000.00	0.6200%	National Australia Bank	AA-	500,000.00	18-Aug-21	502,174.25	541757	2,174.25	Annually
27-Sep-23	500,000.00	0.6300%	National Australia Bank	AA-	500,000.00	29-Sep-21	501,846.85	541935	1,846.85	Annually
	3,500,000.00	0.9229%			3,500,000.00		3,509,156.72		9,156.72	



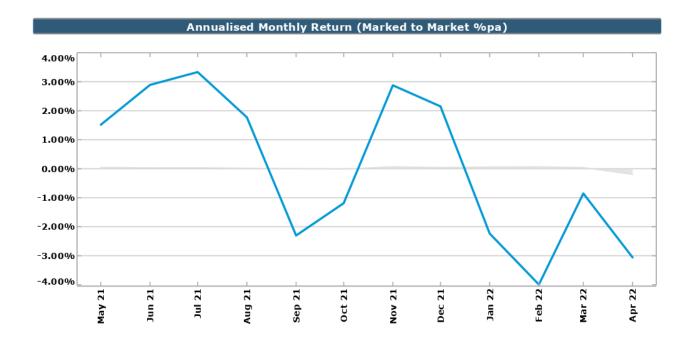
Accrued Interest Report - April 2022



CITY COUNCIL

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				0.00	30	0.00	.00%
Westpac Group	535442	90d Notice				2,063.08	30	2,063.08	.55%
Macquarie Bank	540354	Accelerator				2,217.93	30	2,217.93	.60%
Cash Total						4,281.02		4,281.02	.38%
Managed Funds									
Cash Fund	535329			29-May-17		0.00	30	-310.95	60%
Medium Term Growth Fund	536441			12-Feb-18		0.00	30	-59,428.52	-15.68%
Managed Funds Total						0.00		-59,739.47	-13.87%
Term Deposit									
ME Bank	541512			09-Jun-21	08-Jun-22	0.00	30	205.48	.50%
National Australia Bank	541988			13-Oct-21	12-Oct-22	0.00	30	168.50	.41%
National Australia Bank	542702			27-Apr-22	24-Oct-22	0.00	4	79.45	1.45%
ME Bank	542099			17-Nov-21	16-Nov-22	0.00	30	287.67	.70%
National Australia Bank	542701			27-Apr-22	27-Apr-23	0.00	4	117.81	2.15%
National Australia Bank	541757			18-Aug-21	16-Aug-23	0.00	30	254.80	.62%
National Australia Bank	541935			29-Sep-21	27-Sep-23	0.00	30	258.90	.63%
Term Deposit Total						0.00		1,372.61	.63%
						4,281.02		-54,085.84	-3.06%





Portfolio Annualised Return

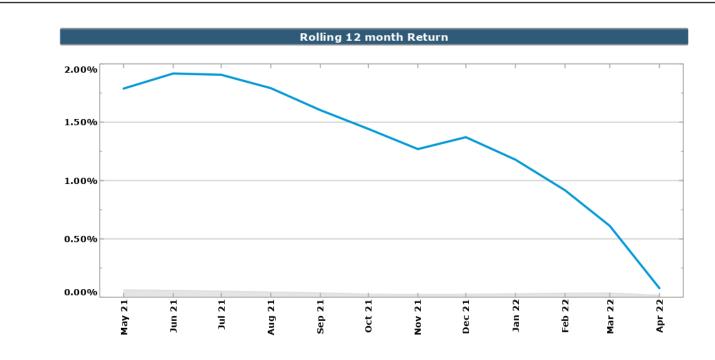
AusBond BB Index Annualised Return

Historical Performance Summary							
	Portfolio	AusBond BB Index	Outperformance				
Apr 2022	-3.06%	-0.19%	-2.87%				
Last 3 Months	-2.59%	-0.03%	-2.56%				
Last 6 Months	-0.84%	0.01%	-0.85%				
Financial Year to Date	-0.34%	0.01%	-0.35%				
Last 12 months	0.08%	0.02%	0.06%				





Investment Performance Report



AusBond BB Index Rolling 12 month Return Portfolio Rolling 12 month Return

Historical Performance Summary (actual)							
	Portfolio	AusBond BB Index	Outperformance				
Apr 2022	-0.25%	-0.02%	-0.23%				
Last 3 Months	-0.64%	-0.01%	-0.63%				
Last 6 Months	-0.42%	0.01%	-0.43%				
Financial Year to Date	-0.28%	0.01%	-0.29%				
Last 12 months	0.08%	0.02%	0.06%				



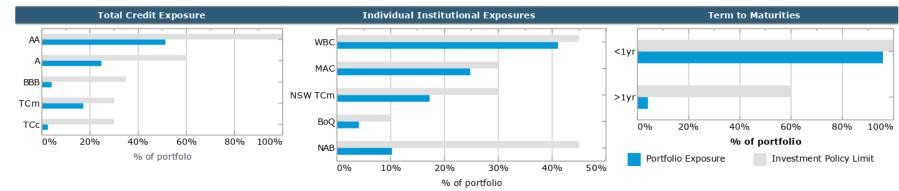


Investment Policy Compliance Report - April 2022



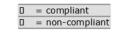
Face

Policy



Credit Rating Group	Face Value (\$)	Policy Max			Portfolio			Maturity Profile
			_		Exposure	Policy I	limit	Less than 1yr
AA	12,532,061 51%	100%	Ш	Westpac Group (AA-)	41%	45%	0	Greater than 1yr
A	6,051,181 25%	60%	Π	Macquarie Bank (A+)	25%	30%	۵	
BBB	1,000,000 4%	35%	۵	NSW T-Corp (TCm)	17%	30%	۵	
TCm	4,210,256 17%	30%	0	Bank of Queensland (BBB+)	4%	10%	0	Detailed Maturity Pro
TCa	(24.027.20)	200/	_	National Australia Bank (AA-)	10%	45%	0	00. Cash + Managed Fu
TCc	624,937 3%	30%		NSW T-Corp (TCc)	3%	30%	0	02. Between 30 Days ar
	24,418,434				5 /0	5570		

Specific Sub Limits				
BBB+	1,000,000	4%	35%	



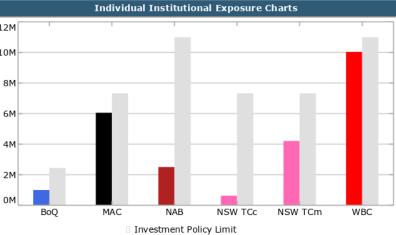
Maturity Prome	Value (\$)		Max	
Less than 1yr	20,012,858	96%	100%	۵
Greater than 1yr	750,000	4%	80%	۵
				۵
2	24,418,434			
Detailed Maturity Profile		Fac ?) Value		
00. Cash + Managed Funds	2	20,918,43	34 8	6%
02. Between 30 Days and 60 Days		500,00	00	2%
04. Between 90 Days and 180 Days		1,000,00	00	4%
05. Between 180 Days and 365 Days		1,000,00	00	4%
06. Between 365 Days and 3 Y	ears	1,000,00	00	4%
	24	,418,43	34	

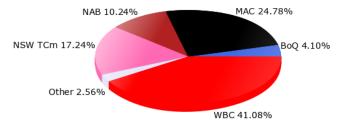


Individual Institutional Exposures Report



Individual Institutional Exposures			Individual Institutio			Institutiona	nal Ex	
				12M	1	1	1	
	Current Exposures	Policy Limit	Capacity					
Bank of Queensland (BBB+)	1,000,000 4%	2,441,843 10%	1,441,843	10M				
Macquarie Bank (A+)	6,051,181 25%	7,325,530 30%	1,274,349	8M				
National Australia Bank (AA-)	2,500,000 10%	10,988,295 45%	8,488,295	6M				
NSW T-Corp (TCc)	624,937 3%	7,325,530 30%	6,700,593	OM				
NSW T-Corp (TCm)	4,210,256 17%	7,325,530 30%	3,115,274	4M		_		
Westpac Group (AA-)	10,032,061 41%	10,988,295 45%	956,234	2M			- 1 - I	
	24,418,434							





Cash Flows Report

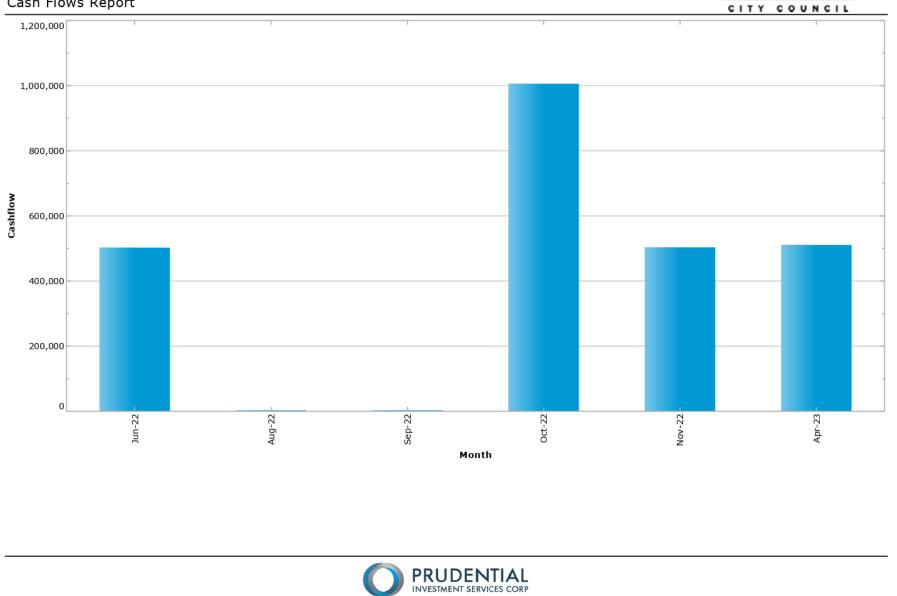
## BROKEN HILL

CITY COUNCIL

				Current Month Cashflows
Cashflow Received	Cashflow Description	<u>Asset Type</u>	Cashflow Counterparty	Transaction Date Deal No.
-500,000.00	Settlement Face Value - Paid	Term Deposits	National Australia Bank	27-Apr-22 542701
-500,000.00	Deal Total			
-500,000.00	Settlement Face Value - Paid	Term Deposits	National Australia Bank	542702
-500,000.00	Deal Total			
-1,000,000.00	Day Total			
<u>-1,000,000.00</u>	Net Cash Movement for Period			
-500,000. -500,000. - <b>1,000,000.</b>	Settlement Face Value - Paid <u>Deal Total</u> Day Total	Term Deposits	National Australia Bank	542702

Next Month Cashflows				
Transaction Date Deal No.	Cashflow Counterparty	Asset Type	<b>Cashflow Description</b>	Cashflow Due
		<u>1</u>	let Cash Movement for Period	

Cash Flows Report



BROKEN HILL

**INVESTMENT REPORT FOR APRIL 2022** 

Attachment 1 April 2022 Investment Report

## POLICY AND GENERAL COMMITTEE

April 29, 2022

## ITEM 9

## BROKEN HILL CITY COUNCIL REPORT NO. 118/22

# SUBJECT: ADOPTION OF THE DRAFT REVISED CODE OF CONDUCT POLICY D22/20674

#### **Recommendation**

- 1. That Broken Hill City Council Report No. 118/22 dated April 29, 2022, be received.
- 2. That Council notes that nil submissions were received from the public during the public exhibition period.
- 3. That Council adopts the draft revised Code of Conduct Policy as a Policy of Council.
- 4. That Council adopts the Office of Local Government's Procedures for the Administration of the Model Code of Conduct for NSW Councils, for the administration of Council's Code of Conduct Policy.
- 5. That Council notes that adoption of the draft revised Code of Conduct Policy the render Council's 2020 Code of Conduct Policy obsolete.

## **Executive Summary:**

As per Section 440 of the Local Government Act 1993, Council must, within 12 months after each ordinary election, review its adopted Code of Conduct Policy and make such adjustments as it considers appropriate and as are consistent with this section of the Act.

As per Council's resolution at the 12 January 2022 Ordinary Council Meeting (Minute No. 46690) a Councillor Workshop was held on Monday 7 March 2022 for Councillors to review Council's existing Code of Conduct Policy.

The policy was reviewed by Council at the March 2022 Policy and General Committee Meeting and the March 2022 Council Meeting and Council resolved (Minute No. 46789) to place the draft reviewed policy on public exhibition. The policy was subsequently placed on public exhibition for a 28 day period closing at midnight on Friday 28 April 2022, during which time Council received nil submissions from the public.

This report is presented to Council to consider the formal adoption of the draft revised Code of Conduct Policy and the Office of Local Government Procedures for the Administration of the Model Code of Conduct for NSW Councils for the administration of Council's Code of Conduct Policy.

## Report:

NSW Council's are required to review and adopt their Code of Conduct Policies (based on the Office of Local Government's (OLG) Model Code of Conduct 2020 (Model Code)) within 12 months after each Ordinary Election.

The Model Code of Conduct is prescribed under section 440 of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021 (the Regulation).

Under Section 440 of the Act, each Council in NSW is required to adopt a Code of Conduct based on the Model Code as prescribed under the Regulation. Councils may enhance or strengthen the standards prescribed under the Model Code in their adopted Codes of Conduct to make them more onerous. Councils may also supplement the provisions contained in the Model Code with additional provisions in their adopted Codes of Conduct.

However, Councils cannot weaken the standards prescribed in the Model Code in their adopted Codes of Conduct. Provisions contained in a Council's adopted Code of Conduct that are less onerous than those prescribed under the Model Code will be invalid and the equivalent provisions of the Model Code will override them through the operation of section 440 of the *Local Government Act 1993*.

The OLG Model Code of Conduct 2020 sets the minimum standards of conduct for Council Officials. It is prescribed by Regulation to assist Council Officials to:

- Understand and comply with standards of conduct that are expected of them.
- Enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence.
- Act in a way that enhances public confidence in Local Government.

Councillors, Administrators, Council staff, delegates of Council, volunteers, contractors and members of committees of Council and any other person that a Council's adopted Code of Conduct applies to, must comply with the provisions of Council's Code of Conduct and any breaches are to be dealt with in accordance with the Office of Local Government Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW. Councils must also adopt procedures for the administration of their Codes of Conduct which incorporate the provisions of the Model Procedures.

In order to comply with Section 440 of the Act, Council considered the Code of Conduct Policy at the 12 January 2022 Ordinary Council Meeting and resolved (Minute No. 46690) to hold a Councillor Workshop to review Council's Policy; at the Workshop discussions were held around one possible amendment as follows:

#### Remove 8.21-8.21(h):

- 8.21 you must not use social media to post comments, photos, sound recordings or other information that:
  - a. compromises your capacity to perform your official duties in an unbiased manner.
  - b. has the potential to have a negative impact on your working relationships within the council or with external parties.
  - c. is offensive, humiliating, threatening or intimidating to other council officials or those that deal with the council.
  - d. has the capacity to damage the council's reputation or contains content about the council that may be misleading or deceptive.
  - e. divulges confidential council information.
  - f. breaches the privacy of other council officials or those that deal with council.
  - g. contains allegations of suspected breaches of this code or information about the consideration of a matter under this code, or

h. could be perceived to be an official comment on behalf of the council where you have not been authorised to make such comment.

Councillors present at the workshop discussed the removal of clauses 8.21 - 8.21(h) as provisions relating to the handling and use of Council information is included in other parts of the Model Code of Conduct and also the subject of Council's Social Media Policy and Media Relations Policy and are therefore superfluous to Council's Code of Conduct Policy.

The draft policy was reviewed by Council at the March 2022 Policy and General Committee Meeting and the March 2022 Council Meeting and Council resolved (Minute No. 46789) to place the draft reviewed policy on public exhibition.

The policy was subsequently placed on public exhibition for a 28 day period closing at midnight on Friday 28 April 2022, during which time Council received nil submissions from the public.

This report is presented to Council to consider the formal adoption of the draft revised Code of Conduct Policy and the Office of Local Government Procedures for the Administration of the Code of Conduct for NSW Councils.

## **Community Engagement:**

The draft revised policy was placed on public exhibition for a 28 day period.

#### **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:**

Section 440 of the Local Government Act 1993 Local Government (General) Regulation 2021

## **Financial Implications:**

Nil.

#### Attachments

- 1. Draft Revised Code of Conduct Policy
- Û
- 2. OLG Model Code of Conduct for NSW Councils
- Û
- 3. OLG Procedures for the Administration of the Model Code of Conduct for NSW
- Councils

LEISA BARTLETT EXECUTIVE OFFICER

JAY NANKIVELL GENERAL MANAGER



## DRAFT CODE OF CONDUCT POLICY

QUALITY CONTROL				
EDRMS REFERENCES	12/14 – D16/2220			
RESPONSIBLE POSITION	General Manager			
APPROVED BY	Council			
REVIEW DATE	Within 12 months after each ordinary election	REVISION NUMBER 3		
EFFECTIVE DATE	ACTION	MINUTE NUMBER		
27 March 2019	Adopted	46028		
26 August 2020	Adopted	46328		
30 March 2022	Public Exhibition	46789		

#### 1. INTRODUCTION

This Model Code of Conduct for Local Councils in NSW ("the Model Code of Conduct") is made under section 440 of the Local Government Act 1993 ("LGA") and the Local Government (General) Regulation 2005 ("the Regulation").

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council's adopted code of conduct applies to, must comply with the applicable provisions of their council's code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the LGA. The LGA provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

Failure by a member of staff to comply with a council's code of conduct may give rise to disciplinary action.

Draft Code of Conduct Policy

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#### 2. POLICY OBJECTIVE

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- a. understand and comply with the standards of conduct that are expected of them
- b. enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- c. act in a way that enhances public confidence in local government.

Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council's or joint organisation's adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not "council officials" for the purposes of the Model Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).

A council's or joint organisation's adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a council's or joint organisation's adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

Note: References in the Model Code of Conduct to councils are also to be taken as references to county councils and joint organisations.

Note: In adopting the Model Code of Conduct, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

Note: In adopting the Model Code of Conduct, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

#### 3. GENERAL CONDUCT OBLIGATIONS

#### General Conduct

- 3.1 You must not conduct yourself in a manner that:
  - a. is likely to bring the council or other council officials into disrepute
  - b. is contrary to statutory requirements or the council's administrative requirements or policies
  - c. is improper or unethical
  - d. is an abuse of power
  - e. causes, comprises or involves intimidation or verbal abuse
  - f. involves the misuse of your position to obtain a private benefit
  - g. constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (section 439).

Draft Code of Conduct Policy

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#### Fairness and Equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

#### Harassment and Discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status) sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
  - a. is not wanted by the person
  - b. offends, humiliates or intimidates the person, and
  - c. creates a hostile environment.

#### Bullying

- 3.8 You must not engage in bullying behaviour towards others.
- 3.9 For the purposes of this code, "bullying behaviour" is any behaviour in which:
  - a. a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and
  - b. the behaviour creates a risk to health and safety.
- 3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:
  - a. aggressive, threatening or intimidating conduct
  - b. belittling or humiliating comments
  - c. spreading malicious rumours
  - d. teasing, practical jokes or 'initiation ceremonies'
  - e. exclusion from work-related events
  - f. unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
  - g. displaying offensive material
  - h. pressure to behave in an inappropriate manner.
- 3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:

Draft Code of Conduct Policy

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- a. performance management processes
- b. disciplinary action for misconduct
- c. informing a worker about unsatisfactory work performance or inappropriate work behaviour
- d. directing a worker to perform duties in keeping with their job
- e. maintaining reasonable workplace goals and standards
- f. legitimately exercising a regulatory function
- g. legitimately implementing a council policy or administrative processes.

### Work Health and Safety

- 3.12 All council officials, including councillors, owe statutory duties under the *Work Health* and Safety Act 2011 (WHS Act). You must comply with your duties under the WHS Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:
  - a. take reasonable care for your own health and safety
  - b. take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
  - c. comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WHS Act and any policies or procedures adopted by the council to ensure workplace health and safety
  - d. cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
  - e. report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
  - f. so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WHS Act in relation to the same matter.

#### Land Use Planning, Development Assessment and other Regulatory Functions

- 3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.
- 3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

# **Binding Caucus Votes**

- 3.15 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.
- 3.16 For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.

Draft Code of Conduct Policy

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- 3.17 Clause 3.15 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.
- 3.18 Clause 3.15 does not apply to a decision to elect the mayor or deputy mayor, or to nominate a person to be a member of a council committee or a representative of the council on an external body.

#### **Obligations in Relation to Meetings**

- 3.19 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.
- 3.20 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).
- 3.21 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.
- 3.22 If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:
  - a. leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or
  - submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or
  - c. deliberately seek to impede the consideration of business at a meeting.

# 4. PECUNIARY INTERESTS

#### What is a Pecuniary Interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
  - a. your interest, or
  - b. the interest of your spouse or de facto partner, your relative, or your partner or employer, or
  - c. a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.

Draft Code of Conduct Policy

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- 4.4 For the purposes of clause 4.3:
  - a. Your "relative" is any of the following:
    - i. your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - ii. your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - iii. the spouse or de facto partner of a person referred to in paragraphs i) and ii).
  - b. "de facto partner" has the same meaning as defined in section 21C of the Interpretation Act 1987.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3 b) or c):
  - a. if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
  - b. just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
  - c. just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

### What Interests Do Not Have To Be Disclosed?

- 4.6 You do not have to disclose the following interests for the purposes of this Part:
  - a. your interest as an elector
  - b. your interest as a ratepayer or person liable to pay a charge
  - c. an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
  - an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
  - e. an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
  - f. if you are a council committee member, an interest you have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the council committee
  - g. an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
  - h. an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership

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- i. an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
  - i. the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
  - ii. security for damage to footpaths or roads
  - any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- j. an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
- k. an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA
- I. an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
- m. an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- n. an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or a council committee member
- an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.
- 4.7 For the purposes of clause 4.6, "relative" has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

# What Disclosures Must Be Made by a Designated Person?

- 4.8 Designated persons include:
  - a. the general manager
  - b. other senior staff of the council for the purposes of section 332 of the LGA
  - c. a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest
  - d. a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.
- 4.9 A designated person:
  - a. must prepare and submit written returns of interests in accordance with clauses 4.21, and

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- b. must disclose pecuniary interests in accordance with clause 4.10.
- 4.10 A designated person must disclose in writing to the general manager (or if the person is the general manager, to the council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.
- 4.11 Clause 4.10 does not require a designated person who is a member of staff of the council to disclose a pecuniary interest if the interest relates only to the person's salary as a member of staff, or to their other conditions of employment.
- 4.12 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.
- 4.13 A disclosure by the general manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and the council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

#### What Disclosures must be made by Council staff other than Designated Persons?

- 4.14 A member of staff of council, other than a designated person, must disclose in writing to their manager or the general manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.
- 4.15 The staff member's manager or the general manager must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

#### What Disclosures must be made by Council Advisers?

- 4.16 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.
- 4.17 A person does not breach clause 4.16 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

#### What Disclosures must be made by a Council Committee Member?

- 4.18 A council committee member must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29.
- 4.19 For the purposes of clause 4.18, a "council committee member" includes a member of staff of council who is a member of the committee.

#### What Disclosures must be made by a Councillor?

- 4.20 A councillor:
  - a. must prepare and submit written returns of interests in accordance with clause 4.21, and
  - b. must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29 where it is applicable.

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#### Disclosure of Interests in Written Returns

- 4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:
  - a. becoming a councillor or designated person, and
  - b. 30 June of each year, and
  - c. the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs a) or b).
- 4.22 A person need not make and lodge a return under clause 4.21, paragraphs (a) and (b) if:
  - a. they made and lodged a return under that clause in the preceding 3 months, or
  - b. they have ceased to be a councillor or designated person in the preceding 3 months.
- 4.23 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.24 The general manager must keep a register of returns required to be made and lodged with the general manager.
- 4.25 Returns required to be lodged with the general manager under clause 4.21(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.26 Returns required to be lodged with the general manager under clause 4.21(c) must be tabled at the next council meeting after the return is lodged.
- 4.27 Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

#### Disclosure of Pecuniary Interests at Meetings

- 4.28 A councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.29 The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:
  - a. at any time during which the matter is being considered or discussed by the council or committee, or
  - b. at any time during which the council or committee is voting on any question in relation to the matter.
- 4.30 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.28 and 4.29 where they participate in the meeting by telephone or other electronic means.

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- 4.31 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.
- 4.32 A general notice may be given to the general manager in writing by a councillor or a council committee member to the effect that the councillor or council committee member, or the councillor's or council committee member's spouse, de facto partner or relative, is:
  - a. a member of, or in the employment of, a specified company or other body, or
  - b. a partner of, or in the employment of, a specified person.

Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the councillor's or council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.

- 4.33 A councillor or a council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or council committee member has an interest in the matter of a kind referred to in clause 4.6.
- 4.34 A person does not breach clauses 4.28 or 4.29 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 4.35 Despite clause 4.29, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.
- 4.36 Clause 4.29 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:
  - a. the matter is a proposal relating to:
    - i. the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
    - ii. the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
  - b. the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and
  - c. the councillor made a special disclosure under clause 4.37 in relation to the interest before the commencement of the meeting.
- 4.37 A special disclosure of a pecuniary interest made for the purposes of clause 4.36(c) must:
  - a. be in the form set out in schedule 3 of this code and contain the information required by that form, and
  - b. be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.

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- 4.38 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
  - a. that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
  - b. that it is in the interests of the electors for the area to do so.
- 4.39 A councillor or a council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.38, must still disclose the interest they have in the matter in accordance with clause 4.28.

# 5. NON-PECUNIARY CONFLICTS OF INTEREST

# What is a Non-Pecuniary Conflict of Interest?

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

#### Managing Non-Pecuniary Conflicts of Interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.

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- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
  - a. a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
  - b. other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
  - c. an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
  - d. membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
  - e. a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
  - f. the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
  - a. by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
  - b. if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.

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- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.
- 5.14 Council committee members are not required to declare and manage a nonpecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

# **Political Donations**

- 5.15 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.
- 5.16 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:
  - a. made by a major political donor in the previous four years, and
  - b. the major political donor has a matter before council,

you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29. A disclosure made under this clause must be recorded in the minutes of the meeting.

- 5.17 For the purposes of this Part:
  - a. a "reportable political donation" has the same meaning as it has in section 6 of the Electoral Funding Act 2018
  - b. "major political donor" has the same meaning as it has in the Electoral Funding Act 2018.
- 5.18 Councillors should note that political donations that are not a "reportable political donation", or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.
- 5.19 Despite clause 5.16, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

#### Loss of quorum as a result of compliance with this Part

- 5.20 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:
  - a. the matter is a proposal relating to:
    - i. the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
    - ii. the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and

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- b. the non-pecuniary conflict of interest arises only because of an interest that a person has in that person's principal place of residence, and
- c. the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.
- 5.21 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
  - a. that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
  - b. that it is in the interests of the electors for the area to do so.
- 5.22 Where the Minister exempts a councillor or committee member from complying with a requirement under this Part under clause 5.21, the councillor or committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

### Other Business or Employment

- 5.23 The general manager must not engage, for remuneration, in private employment, contract work or other business outside the service of the council without the approval of the council.
- 5.24 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council or that might conflict with the staff member's council duties unless they have notified the general manager in writing of the employment, work or business and the general manager has given their written approval for the staff member to engage in the employment, work or business.
- 5.25 The general manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council, or that might conflict with the staff member's council duties.
- 5.26 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council if prohibited from doing so.
- 5.27 Members of staff must ensure that any outside employment, work or business they engage in will not:
  - a. conflict with their official duties
  - b. involve using confidential information or council resources obtained through their work with the council including where private use is permitted
  - c. require them to work while on council duty
  - d. discredit or disadvantage the council
  - e. pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

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#### Personal Dealings with Council

- 5.28 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.
- 5.29 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

### 6. PERSONAL BENEFIT

- 6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.
- 6.2 A reference to a gift or benefit in this Part does not include:
  - a. Items with a value of \$10 or less
  - b. a political donation for the purposes of the Electoral Funding Act 2018
  - c. a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
  - d. a benefit or facility provided by the council to an employee or councillor
  - e. attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
  - f. free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
    - i. the discussion of official business
    - ii. work-related events such as council-sponsored or community events, training, education sessions or workshops
    - iii. conferences
    - iv. council functions or events
    - v. social functions organised by groups, such as council committees and community organisations.

# Gifts and Benefits

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.
- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

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#### How are Offers of Gifts and Benefits to be dealt with?

- 6.5 You must not:
  - a. seek or accept a bribe or other improper inducement
  - b. seek gifts or benefits of any kind
  - accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
  - d. subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9
  - e. accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
  - f. participate in competitions for prizes where eligibility is based on the council being in or entering into a customer-supplier relationship with the competition organiser
  - g. personally benefit from reward points programs when purchasing on behalf of the council.
- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your manager or the general manager in writing. The recipient, manager, or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:
  - a. the nature of the gift or benefit
  - b. the estimated monetary value of the gift or benefit
  - c. the name of the person who provided the gift or benefit, and
  - d. the date on which the gift or benefit was received.
- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

#### Gifts and Benefits of Token Value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$50. They include, but are not limited to:
  - a. invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$50
  - b. gifts of alcohol that do not exceed a value of \$50
  - c. ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
  - d. prizes or awards that do not exceed \$50 in value.

#### Gifts and Benefits of More Than Token Value

- 6.9 Gifts or benefits that exceed \$50 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting

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codes) with a ticket value that exceeds \$50, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.

- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$50 in value.
- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

### "Cash-Like Gifts"

6.13 For the purposes of clause 6.5(e), "cash-like gifts" include, but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

#### Improper and Undue Influence

- 6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

#### 7. RELATIONSHIPS BETWEEN COUNCIL OFFICIALS

#### **Obligations of Councillors and Administrators**

- 7.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.
- 7.2 Councillors or administrators must not:
  - a. direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the LGA
  - b. in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate
  - c. contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager

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- d. contact or issue instructions to any of the council's contractors, including the council's legal advisers, unless by the mayor or administrator exercising their functions under section 226 of the LGA.
- 7.3 Despite clause 7.2, councillors may contact the council's external auditor or the chair of the council's audit risk and improvement committee to provide information reasonably necessary for the external auditor or the audit, risk and improvement committee to effectively perform their functions.

### **Obligations of Staff**

- 7.4 Under section 335 of the LGA, the role of the general manager includes conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.
- 7.5 Members of staff of council must:
  - a. give their attention to the business of the council while on duty
  - b. ensure that their work is carried out ethically, efficiently, economically and effectively
  - c. carry out reasonable and lawful directions given by any person having authority to give such directions
  - d. give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them
  - e. ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

#### Inappropriate Interactions

- 7.6 You must not engage in any of the following inappropriate interactions:
  - a. councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
  - council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
  - c. subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
  - d. councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
  - e. councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor or administrator has a right to be heard by the panel at the meeting
  - f. councillors and administrators being overbearing or threatening to council staff
  - g. council staff being overbearing or threatening to councillors or administrators

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- h. councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
- i. councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
- j. council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
- k. council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals
- councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council's general manager or, in the case of the mayor or administrator, unless they are exercising their functions under section 226 of the LGA.

# 8. ACCESS TO INFORMATION AND COUNCIL RESOURCES

# Councillor and Administrator Access to Information

- 8.1 The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly available council information under the *Government Information (Public Access) Act 2009* (the GIPA Act).
- 8.2 The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 8.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.
- 8.4 Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.
- 8.5 Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.
- 8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.

# Councillors and Administrators to Properly Examine and Consider Information

8.7 Councillors and administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.

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#### Refusal of Access to Information

8.8 Where the general manager or public officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The general manager or public officer must state the reasons for the decision if access is refused.

### **Use of Certain Council Information**

- 8.9 In regard to information obtained in your capacity as a council official, you must:
  - a. subject to clause 8.14, only access council information needed for council business
  - b. not use that council information for private purposes
  - c. not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with council
  - d. only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

### Use and Security of Confidential Information

- 8.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.
- 8.11 In addition to your general obligations relating to the use of council information, you must:
  - a. only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
  - b. protect confidential information
  - c. only release confidential information if you have authority to do so
  - d. only use confidential information for the purpose for which it is intended to be used
  - e. not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
  - f. not use confidential information with the intention to cause harm or detriment to the council or any other person or body
  - g. not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

#### Personal information

- 8.12 When dealing with personal information you must comply with:
  - a. the Privacy and Personal Information Protection Act 1998
  - b. the Health Records and Information Privacy Act 2002
  - c. the Information Protection Principles and Health Privacy Principles

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- d. the council's privacy management plan
- e. the Privacy Code of Practice for Local Government

#### **Use of Council Resources**

- 8.13 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.
- 8.14 Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:
  - a. the representation of members with respect to disciplinary matters
  - b. the representation of employees with respect to grievances and disputes
  - c. functions associated with the role of the local consultative committee.
- 8.15 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.
- 8.16 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 8.17 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 8.18 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:
  - a. for the purpose of assisting your election campaign or the election campaign of others, or
  - b. for other non-official purposes.
- 8.19 You must not convert any property of the council to your own use unless properly authorised.

#### Internet Access and Use of Social Media

- 8.20 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.
- 8.21 You must not use social media to post comments, photos, sound recordings or other information that:
  - a. compromises your capacity to perform your official duties in an unbiased manner
  - b. has the potential to have a negative impact on your working relationships within the council or with external parties

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- c. is offensive, humiliating, threatening or intimidating to other council officials or those that deal with the council
- d. has the capacity to damage the council's reputation or contains content about the council that may be misleading or deceptive
- e. divulges confidential council information
- f. breaches the privacy of other council officials or those that deal with council
- g. contains allegations of suspected breaches of this code or information about the consideration of a matter under this code, or
- h. could be perceived to be an official comment on behalf of the council where you have not been authorised to make such comment.

#### Council Record Keeping

- 8.22 You must comply with the requirements of the *State Records Act* 1998 and the council's records management policy.
- 8.23 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the *State Records Act* 1998 and the council's approved records management policies and practices.
- 8.24 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.
- 8.25 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the *State Records Act 1998*.

# Councillor Access to Council Buildings

- 8.26 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.
- 8.27 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.
- 8.28 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

#### 9. MAINTAINING THE INTEGRITY OF THIS CODE

#### **Complaints Made For an Improper Purpose**

9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.

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- 9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
  - a. to bully, intimidate or harass another council official
  - b. to damage another council official's reputation
  - c. to obtain a political advantage
  - d. to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
  - e. to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
  - f. to avoid disciplinary action under the Procedures
  - g. to take reprisal action against a person for making a complaint alleging a breach of this code
  - h. to take reprisal action against a person for exercising a function prescribed under the Procedures
  - i. to prevent or disrupt the effective administration of this code under the Procedures.

# Detrimental Action

- 9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:
  - a. injury, damage or loss
  - b. intimidation or harassment
  - c. discrimination, disadvantage or adverse treatment in relation to employment
  - d. dismissal from, or prejudice in, employment
  - e. disciplinary proceedings.

#### Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.
- 9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.
- 9.8 You must comply with a practice ruling made by the Office under the Procedures.

#### Disclosure of information about the consideration of a matter under the Procedures

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- 9.9 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.
- 9.10 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.
- 9.11 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.
- 9.12 You must not disclose information about a complaint you have made alleging a breach of this code or any other matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.
- 9.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994*.

# Complaints Alleging a Breach of This Part

- 9.14 Complaints alleging a breach of this Part by a councillor, the general manager or an administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the council for consideration in accordance with the Procedures.
- 9.15 Complaints alleging a breach of this Part by other council officials are to be managed by the general manager in accordance with the Procedures.

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# 10. DEFINITIONS

In this code the following terms have the following meanings:

LGA	the Local Government Act 1993
administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
committee	see the definition of "council committee"
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council's audit, risk and improvement committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council's audit, risk and improvement committee
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
conduct	includes acts and omissions
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes council, state and federal election campaigns
environmental planning instrument	has the same meaning as it has in the Environmental Planning and Assessment Act 1979
general manager	includes the executive officer of a joint organisation
joint organisation	a joint organisation established under section 4000 of the LGA
local planning panel	a local planning panel constituted under the Environmental Planning and Assessment Act 1979
mayor	includes the chairperson of a county council or a joint organisation

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# ADOPTION OF THE DRAFT REVISED CODE OF CONDUCT POLICY

members of staff of a council	includes members of staff of county councils and joint organisations
the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW prescribed under the Regulation
the Regulation	the Local Government (General) Regulation 2005
voting representative wholly advisory	a voting representative of the board of a joint organisation
committee	a council committee that the council has not delegated any functions to

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# SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.21

### Part 1: Preliminary

# Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

address means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor or designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the Interpretation Act 1987.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

interest means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the Corporations Act 2001 of the Commonwealth) in securities issued or made available by the corporation.

*listed company* means a company that is listed within the meaning of section 9 of the *Corporations* Act 2001 of the Commonwealth.

occupation includes trade, profession and vocation.

Schedule 1: Disclosures of Interests and Other Matters in Written Returns Submitted Under Clause 4.21 Code of Conduct Policy Page 28 of 39 professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

- a) in the case of a return made under clause 4.21 (a), the date on which a person became a councillor or designated person
- b) in the case of a return made under clause 4.21 (b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.21 (c), the date on which the councillor or designated person became aware of the interest to be disclosed.

relative includes any of the following:

- a) a person's spouse or de facto partner
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de factor partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

#### Matters relating to the interests that must be included in returns

- Interests etc. outside New South Wales: A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
- 3. References to interests in real property: A reference in this schedule or in schedule 2 to real property in which a councillor or designated person has an interest includes a reference to any real property situated in Australia in which the councillor or designated person has an interest.
- 4. Gifts, loans etc. from related corporations: For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor or designated person by two or more corporations that are related to each other for the purposes of section 50 of the Corporations Act 2001 of the Commonwealth are all given, made or supplied by a single corporation.

Schedule 1: Disclosures of Interests and Other Matters in Written Returns Submitted Under Clause 4.21 Code of Conduct Policy Page 29 of 39

#### Part 2: Pecuniary interests to be disclosed in returns

#### Real Property

- 5. A person making a return under clause 4.21 of this code must disclose:
  - a) the street address of each parcel of real property in which they had an interest on the return date, and
  - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
  - c) the nature of the interest.
- 6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor or designated person.
- 8. For the purposes of clause 5 of this schedule, "interest" includes an option to purchase.

### Gifts

- 9. A person making a return under clause 4.21 of this code must disclose:
  - a) a description of each gift received in the period since 30 June of the previous financial year, and
  - b) the name and address of the donor of each of the gifts.
- 10. A gift need not be included in a return if:
  - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
  - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Electoral Funding Act 2018, or
  - c) the donor was a relative of the donee, or
  - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
- 11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

# Contributions to travel

- 12. A person making a return under clause 4.21 of this code must disclose:
  - a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
  - b) the dates on which the travel was undertaken, and
  - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
- 13. A financial or other contribution to any travel need not be disclosed under this clause if it:

Schedule 1: Disclosures of Interests and Other Matters in Written Returns Submitted Under Clause 4.21 Code of Conduct Policy Page 30 of 39

- a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
- b) was made by a relative of the traveller, or
- c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
- d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
- e) was a political donation disclosed, or required to be disclosed, under Part 3 of the Electoral Funding Act 2018, or
- f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
- g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
- 14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

# Interests and positions in corporations

15. A person making a return under clause 4.21 of this code must disclose:

- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
- b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
- c) the nature of the interest, or the position held, in each of the corporations, and
- d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
- 16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
  - a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  - b) required to apply its profits or other income in promoting its objects, and
  - c) prohibited from paying any dividend to its members.
- 17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- 18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor or designated person.

#### Interests as a property developer or a close associate of a property developer

- 19. A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
- 20. For the purposes of clause 19 of this schedule:

Schedule 1: Disclosures of Interests and Other Matters in Written Returns Submitted Under Clause 4.21 Code of Conduct Policy Page 31 of 39 close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

property developer has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

#### Positions in trade unions and professional or business associations

- 21. A person making a return under clause 4.21 of the code must disclose:a) the name of each trade union, and of each professional or business
  - association, in which they held any position (whether remunerated or not) on the return date, and
  - b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
  - c) a description of the position held in each of the unions and associations.
- 22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor or designated person.

### Dispositions of real property

- 23. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- 24. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- 25. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor or designated person.

#### Sources of income

- 26. A person making a return under clause 4.21 of this code must disclose:
  - a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
  - b) each source of income received by the person in the period since 30 June of the previous financial year.
- 27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
  - a) in relation to income from an occupation of the person:
    - (i) a description of the occupation, and
    - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
    - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  - b) in relation to income from a trust, the name and address of the settlor and the trustee, or

Schedule 1: Disclosures of Interests and Other Matters in Written Returns Submitted Under Clause 4.21 Code of Conduct Policy Page 32 of 39

- c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
- 28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
- 29. The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.
- 30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

### Debts

- 31. A person making a return under clause 4.21 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
  - a) on the return date, and
  - b) at any time in the period since 30 June of the previous financial year.
- 32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.21 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
- 33. A liability to pay a debt need not be disclosed by a person in a return if:
  - a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
    - the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
       the amounts to be paid exceeded, in the aggregate, \$500, or
  - b) the person was liable to pay the debt to a relative, or
  - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
  - d) in the case of a debt arising from the supply of goods or services:
    - the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
    - the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
  - e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor or designated person.

# Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

Schedule 1: Disclosures of Interests and Other Matters in Written Returns Submitted Under Clause 4.21 Code of Conduct Policy Page 33 of 39

#### SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.21

#### 'Disclosures by councillors and designated persons' return

- The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
- 2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5. This form must be completed using block letters or typed.
- 6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
- If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

#### Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

Schedule 2: Form of Written Return of Interests Submitted Under Clause 4.21 Code of Conduct Policy Page 34 of 39 You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

**Disclosure of pecuniary interests and other matters** by [full name of councillor or designated person]

as at [return date]

in respect of the period from [date] to [date]

[councillor's or designated person's signature] [date]

A. Real Property

Street address of each parcel of real property in which I had an Nature of interest interest at the return date/at any time since 30 June

B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
---------------------------	----------------------------------------------------------------------------------	--------------------------------------------------------------------

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

	Name and address of settlor	Name and address of trustee
--	-----------------------------	-----------------------------

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June [Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

Description of each gift I received at any time Name and address of donor since 30 June

D. Contributions to travel		
Name and address of each	Dates on which travel was	Name of States,
person who made any financial undertaken		Territories of the
or other contribution to any		Commonwealth
travel undertaken by me at any		and overseas
time since 30 June		countries in

Schedule 2: Form of Written Return of Interests Submitted Under Clause 4.21 Code of Conduct Policy

Page 35 of 39

			which travel was undertaken
E. Interests and positions in corp	orations		
Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
F. Were you a property develop on the return date? (Y/N)	per or a close ass	sociate of a prop	perty developer
G. Positions in trade unions and Name of each trade union and professional or business associa held any position (whether rem at the return date/at any time s	l each tion in which I unerated or not)	Description of p	
H. Debts Name and address of each per return date/at any time since 30		vas liable to pay	any debt at the
I. Dispositions of property			
1 Particulars of each disposition address of the affected proper retained, either wholly or in part to re-acquire the property at a	ty) at any time si t, the use and be	nce 30 June as o	a result of which I
2 Particulars of each disposition under arrangements made by r property), being dispositions ma I obtained, either wholly or in particular	me (including th ade at any time	e street address since 30 June, a	of the affected s a result of which
J. Discretionary disclosures			

Schedule 2: Form of Written Return of Interests Submitted Under Clause 4.21 Code of Conduct Policy

Page 36 of 39

# SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.37

- 1. This form must be completed using block letters or typed.
- If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

#### Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

Schedule 3: Form of Special Disclosure of Pecuniary Interest Submitted Under Clause 4.37 Code of Conduct Policy Page 37 of 39 Special disclosure of pecuniary interests by [full name of councillor]

in the matter of [insert name of environmental planning instrument]

which is to be considered at a meeting of the [name of council or council committee (as the case requires)]

to be held on the day of 20.

Pecuniary interest	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)	
Relationship of identified land to the councillor [Tick or cross one box.]	<ul> <li>The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise).</li> <li>An associated person of the councillor has an interest in the land.</li> <li>An associated company or body of the councillor has an interest in the land.</li> </ul>
Matter giving rise to pecuniary interest	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) ² [Tick or cross one box]	<ul> <li>The identified land.</li> <li>Land that adjoins or is adjacent to or is in proximity to the identified land.</li> </ul>
Current zone/planning control [Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]	
Proposed change of zone/planning control [Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]	
Effect of proposed change of zone/planning control on councillor or associated person [Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]	

¹ Clause 4.1 of the Model Code of Conduct provides that 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. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

Code of Conduct Policy

² A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.

Schedule 3: Form of Special Disclosure of Pecuniary Interest Submitted Under Clause 4.37

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor's signature

Date

[This form is to be retained by the council's general manager and included in full in the minutes of the meeting]

Schedule 3: Form of Special Disclosure of Pecuniary Interest Submitted Under Clause 4.37 Code of Conduct Policy Page 39 of 39



### MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW 2020

#### ACCESS TO SERVICES

The Office of Local Government is located at: Street Address: Levels 1 & 2, 5 O'Keefe Avenue, NOWRA NSW 2541 Postal Address: Locked Bag 3015, Nowra, NSW 2541 Phone: 02 4428 4100 Fax: 02 4428 4199 TTY: 02 4428 4209 Email: olg@olg.nsw.gov.au Website: www.olg.nsw.gov.au

#### **OFFICE HOURS**

Monday to Friday 9.00am to 5.00pm (Special arrangements may be made if these hours are unsuitable) All offices are wheelchair accessible.

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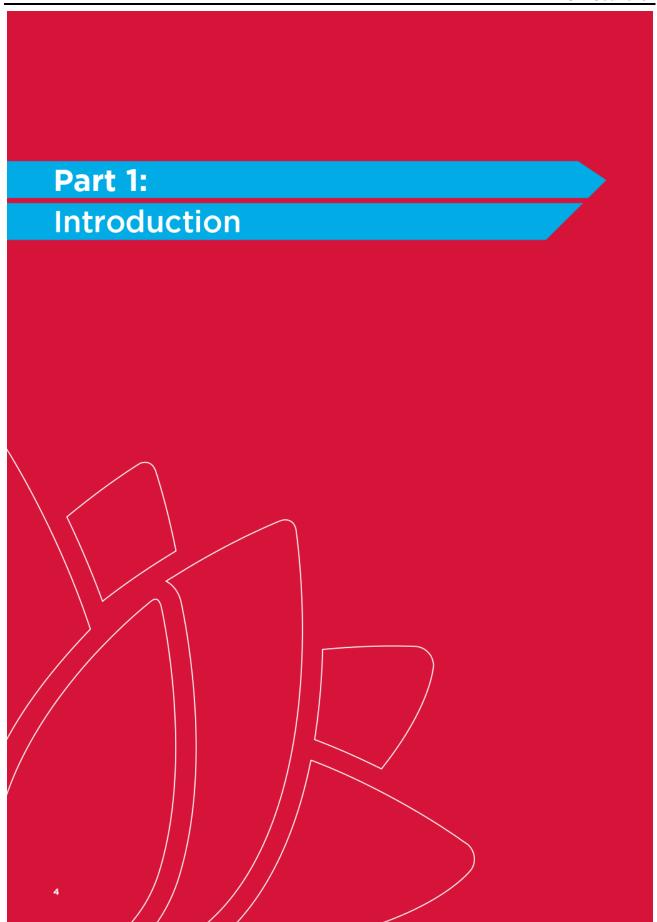
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Introduction

This Model Code of Conduct for Local Councils in NSW ("the Model Code of Conduct") is made under section 440 of the Local Government Act 1993 ("LGA") and the Local Government (General) Regulation 2005 ("the Regulation").

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council's or joint organisation's adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not "council officials" for the purposes of the Model Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).

A council's or joint organisation's adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a council's or joint organisation's adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct. Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council's adopted code of conduct applies to, must comply with the applicable provisions of their council's code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

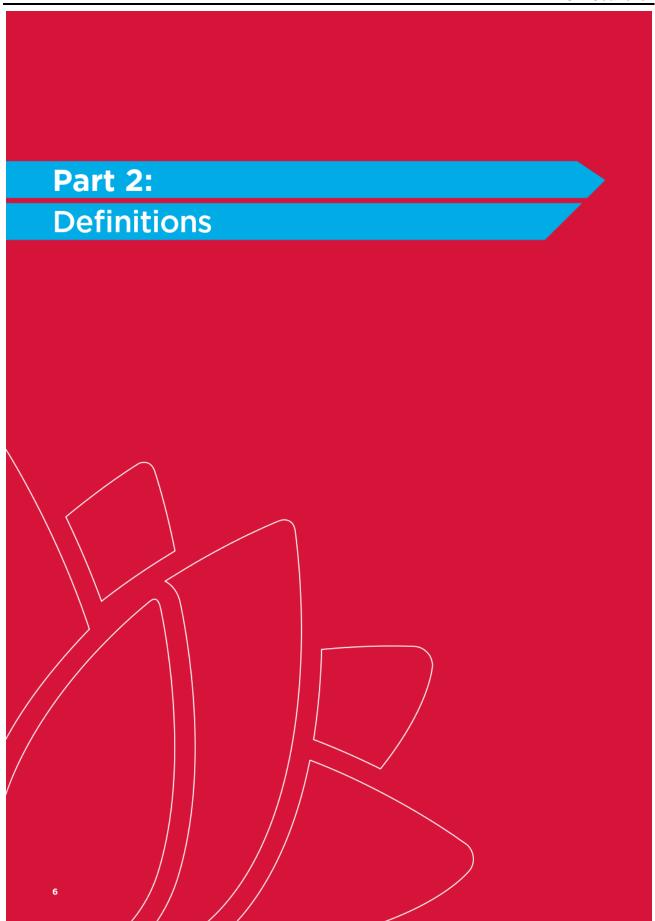
Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the LGA. The LGA provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

Failure by a member of staff to comply with a council's code of conduct may give rise to disciplinary action.

**Note:** References in the Model Code of Conduct to councils are also to be taken as references to county councils and joint organisations.

**Note:** In adopting the Model Code of Conduct, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

**Note:** In adopting the Model Code of Conduct, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

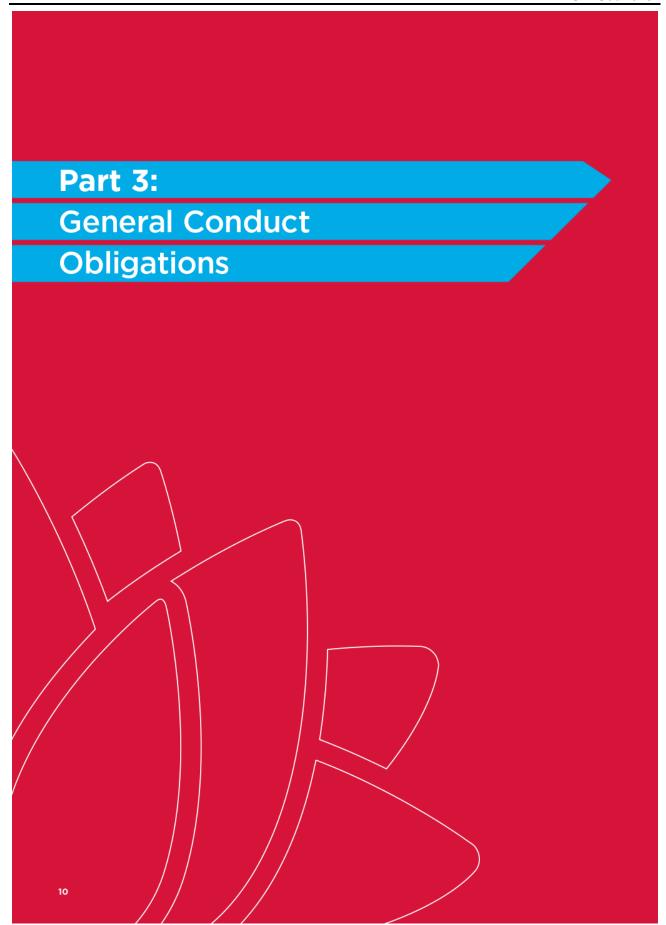


Definitions

In this code the following terms have the following meanings:		
administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66	
committee	see the definition of "council committee"	
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.	
conduct	includes acts and omissions	
council	includes county councils and joint organisations	
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council's audit, risk and improvement committee	
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council's audit, risk and improvement committee	
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers	
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations	
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated	
designated person	a person referred to in clause 4.8	
election campaign	includes council, state and federal election campaigns	
environmental planning instrument	has the same meaning as it has in the <i>Environmental Planning and</i> Assessment Act 1979	
general manager	includes the executive officer of a joint organisation	
joint organisation	a joint organisation established under section 4000 of the LGA	
LGA	Local Government Act 1993	
local planning panel	a local planning panel constituted under the <i>Environmental Planning and Assessment Act 197</i> 9	
mayor	includes the chairperson of a county council or a joint organisation	

members of staff of a council	includes members of staff of county councils and joint organisations
the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW prescribed under the Regulation
the Regulation	the Local Government (General) Regulation 2005
voting representative	a voting representative of the board of a joint organisation
wholly advisory committee	a council committee that the council has not delegated any functions to





**General Conduct Obligations** 

#### **General conduct**

- 3.1 You must not conduct yourself in a manner that:
  - a) is likely to bring the council or other council officials into disrepute
  - b) is contrary to statutory requirements or the council's administrative requirements or policies
  - c) is improper or unethical
  - d) is an abuse of power
  - e) causes, comprises or involves intimidation or verbal abuse
  - f) involves the misuse of your position to obtain a private benefit
  - g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (section 439).

#### **Fairness and equity**

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

### Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
  - a) is not wanted by the person
  - b) offends, humiliates or intimidates the person, and
  - c) creates a hostile environment.

#### Bullying

- 3.8 You must not engage in bullying behaviour towards others.
- 3.9 For the purposes of this code, "bullying behaviour" is any behaviour in which:
  - a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and
  - b) the behaviour creates a risk to health and safety.
- 3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:
  - a) aggressive, threatening or intimidating conduct
  - b) belittling or humiliating comments

- c) spreading malicious rumours
- d) teasing, practical jokes or 'initiation ceremonies'
- e) exclusion from work-related events
- f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
- g) displaying offensive material
- h) pressure to behave in an inappropriate manner.
- 3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:
  - a) performance management processes
  - b) disciplinary action for misconduct
  - c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
  - d) directing a worker to perform duties in keeping with their job
  - e) maintaining reasonable workplace goals and standards
  - f) legitimately exercising a regulatory function
  - g) legitimately implementing a council policy or administrative processes.

#### Work health and safety

3.12 All council officials, including councillors, owe statutory duties under the Work Health and Safety Act 2011 (WHS Act). You must comply with your duties under the WHS Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:

- a) take reasonable care for your own health and safety
- b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WHS Act and any policies or procedures adopted by the council to ensure workplace health and safety
- cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
- report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WHS Act in relation to the same matter.

#### Land use planning, development assessment and other regulatory functions

3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.

**General Conduct Obligations** 

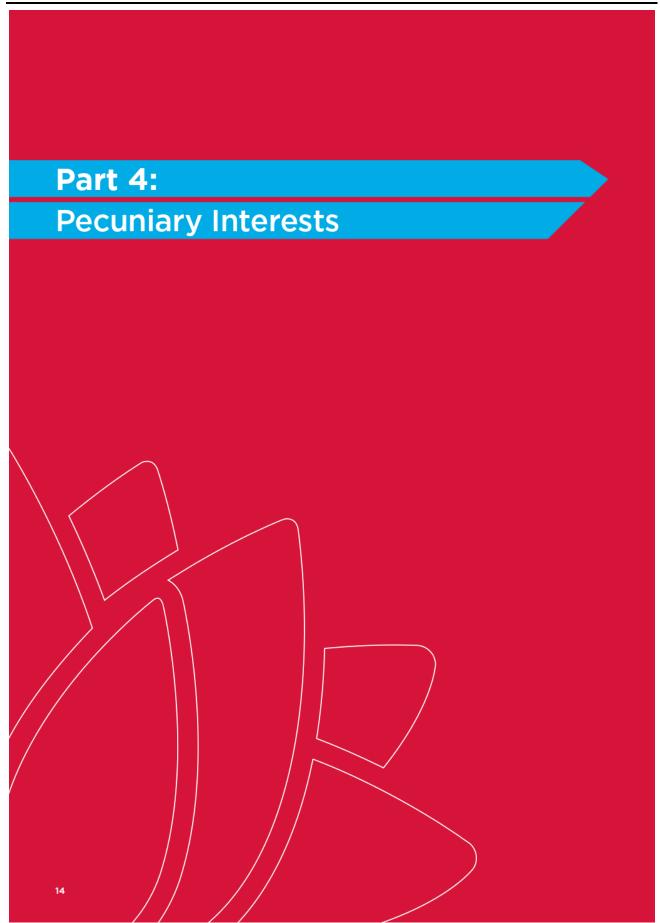
3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

#### **Binding caucus votes**

- 3.15 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.
- 3.16 For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.
- 3.17 Clause 3.15 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.
- 3.18 Clause 3.15 does not apply to a decision to elect the mayor or deputy mayor, or to nominate a person to be a member of a council committee or a representative of the council on an external body.

# Obligations in relation to meetings

- 3.19 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.
- 3.20 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).
- 3.21 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.
- 3.22 If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:
  - a) leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or
  - b) submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or
  - c) deliberately seek to impede the consideration of business at a meeting.



**Pecuniary Interests** 

## What is a pecuniary interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
  - (a) your interest, or
  - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
  - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
  - (a) Your "relative" is any of the following:
    - your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - ii) your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - iii) the spouse or de facto partner of a person referred to in paragraphs
       (i) and (ii).
  - (b) "de facto partner" has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
  - (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
  - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
  - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

### What interests do not have to be disclosed?

4.6 You do not have to disclose the following interests for the purposes of this Part:

(a) your interest as an elector

- (b) your interest as a ratepayer or person liable to pay a charge
- (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
- (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code

- (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
- (f) if you are a council committee member, an interest you have as a person chosen to represent the community, or as a member of a nonprofit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the council committee
- (g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
- (h) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
- (i) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:

- the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
- ii) security for damage to footpaths or roads
- iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- (j) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
- (k) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA,
- (I) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
- (m)an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- (n) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or a council committee member
- (o) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.
- 4.7 For the purposes of clause 4.6, "relative" has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

**Pecuniary Interests** 

#### What disclosures must be made by a designated person?

- 4.8 Designated persons include:
  - (a) the general manager
  - (b) other senior staff of the council for the purposes of section 332 of the LGA
  - (c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest
  - (d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.
- 4.9 A designated person:
  - (a) must prepare and submit written returns of interests in accordance with clauses 4.21, and
  - (b) must disclose pecuniary interests in accordance with clause 4.10.

- 4.10 A designated person must disclose in writing to the general manager (or if the person is the general manager, to the council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.
- 4.11 Clause 4.10 does not require a designated person who is a member of staff of the council to disclose a pecuniary interest if the interest relates only to the person's salary as a member of staff, or to their other conditions of employment.
- 4.12 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.
- 4.13 A disclosure by the general manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and the council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

### What disclosures must be made by council staff other than designated persons?

- 4.14 A member of staff of council, other than a designated person, must disclose in writing to their manager or the general manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.
- 4.15 The staff member's manager or the general manager must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

### What disclosures must be made by council advisers?

- 4.16 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.
- 4.17 A person does not breach clause 4.16 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

#### What disclosures must be made by a council committee member?

- 4.18 A council committee member must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29.
- 4.19 For the purposes of clause 4.18, a "council committee member" includes a member of staff of council who is a member of the committee.

#### What disclosures must be made by a councillor?

4.20 A councillor:

- (a) must prepare and submit written returns of interests in accordance with clause 4.21, and
- (b) must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29 where it is applicable.

### Disclosure of interests in written returns

- 4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:
  - (a) becoming a councillor or designated person, and
  - (b) 30 June of each year, and
  - (c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs
     (a) or (b).
- 4.22 A person need not make and lodge a return under clause 4.21, paragraphs (a) and (b) if:
  - (a) they made and lodged a return under that clause in the preceding 3 months, or
  - (b) they have ceased to be a councillor or designated person in the preceding 3 months.

**Pecuniary Interests** 

- 4.23 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.24 The general manager must keep a register of returns required to be made and lodged with the general manager.
- 4.25 Returns required to be lodged with the general manager under clause 4.21(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.26 Returns required to be lodged with the general manager under clause 4.21(c) must be tabled at the next council meeting after the return is lodged.
- 4.27 Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

# Disclosure of pecuniary interests at meetings

- 4.28 A councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.29 The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:
  - (a) at any time during which the matter is being considered or discussed by the council or committee, or

- (b) at any time during which the council or committee is voting on any question in relation to the matter.
- 4.30 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.28 and 4.29 where they participate in the meeting by telephone or other electronic means.
- 4.31 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.
- 4.32 A general notice may be given to the general manager in writing by a councillor or a council committee member to the effect that the councillor or council committee member, or the councillor's or council committee member's spouse, de facto partner or relative, is:
  - (a) a member of, or in the employment of, a specified company or other body, or
  - (b) a partner of, or in the employment of, a specified person.

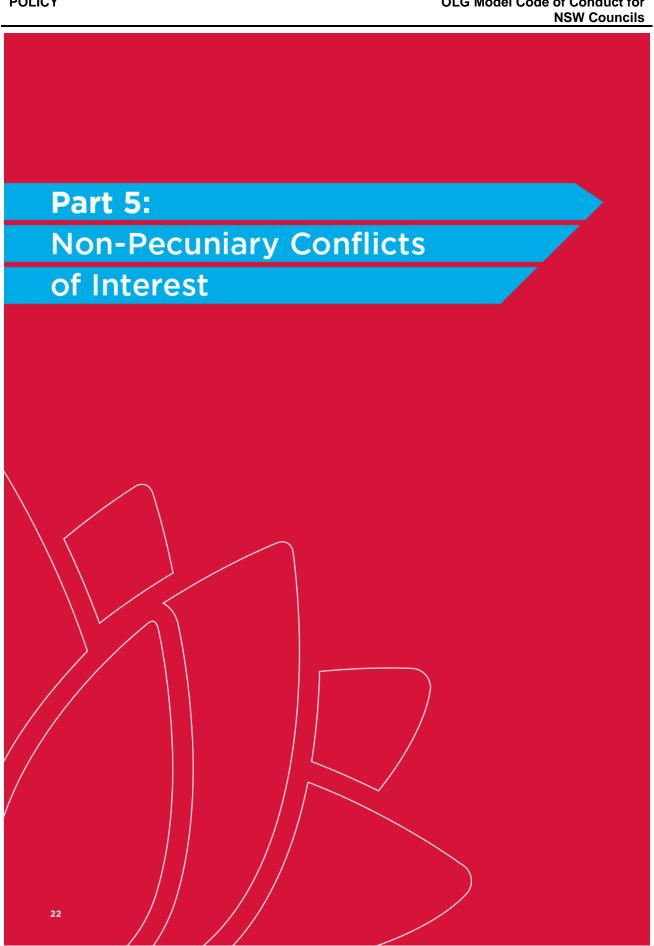
Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the councillor's or council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.

4.33 A councillor or a council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or council committee member has an interest in the matter of a kind referred to in clause 4.6.

- 4.34 A person does not breach clauses 4.28 or 4.29 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 4.35 Despite clause 4.29, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.
- 4.36 Clause 4.29 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:
  - (a) the matter is a proposal relating to:
    - the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
    - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
  - (b) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and
  - (c) the councillor made a special disclosure under clause 4.37 in relation to the interest before the commencement of the meeting.

- 4.37 A special disclosure of a pecuniary interest made for the purposes of clause
   4.36(c) must:
  - (a) be in the form set out in schedule 3 of this code and contain the information required by that form, and
  - (b) be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.
- 4.38 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
  - (a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
  - (b) that it is in the interests of the electors for the area to do so.
- 4.39 A councillor or a council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.38, must still disclose the interest they have in the matter in accordance with clause 4.28.





**Non-Pecuniary Conflicts of Interest** 

### conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any nonpecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

#### What is a non-pecuniary Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.
- If a disclosure is made at a council or 5.7 committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
  - a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household

- b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
- membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
  - a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
  - b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.
- 5.11 If you determine that you have a nonpecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.
- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.

**Non-Pecuniary Conflicts of Interest** 

5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a nonprofit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

#### **Political donations**

- 5.15 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.
- 5.16 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:
  - a) made by a major political donor in the previous four years, and
  - b) the major political donor has a matter before council,

you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29. A disclosure made under this clause must be recorded in the minutes of the meeting.

- 5.17 For the purposes of this Part:
  - a "reportable political donation" has the same meaning as it has in section
     6 of the *Electoral Funding Act 2018*
  - b) "major political donor" has the same meaning as it has in the Electoral Funding Act 2018.

- 5.18 Councillors should note that political donations that are not a "reportable political donation", or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.
- 5.19 Despite clause 5.16, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

# Loss of quorum as a result of compliance with this Part

- 5.20 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:
  - a) the matter is a proposal relating to:
    - the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
    - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and

- b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person's principal place of residence, and
- c) the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.
- 5.21 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
  - a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
  - b) that it is in the interests of the electors for the area to do so.
- 5.22 Where the Minister exempts a councillor or committee member from complying with a requirement under this Part under clause 5.21, the councillor or committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

#### Other business or employment

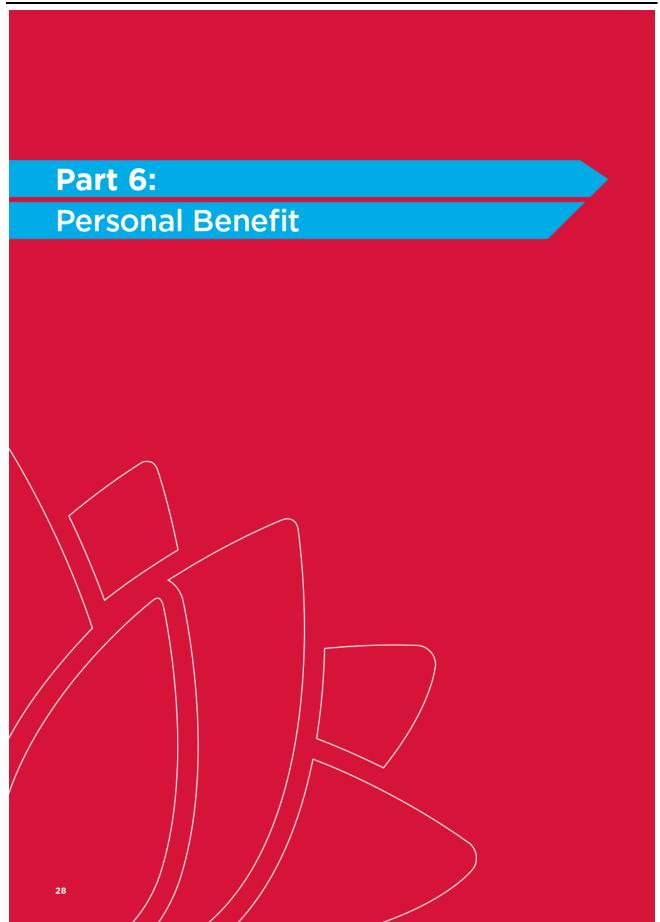
- 5.23 The general manager must not engage, for remuneration, in private employment, contract work or other business outside the service of the council without the approval of the council.
- 5.24 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council or that might conflict with the staff member's council duties unless they have notified the general manager in writing of the employment, work or business and the general manager has given their written approval for the staff member to engage in the employment, work or business.
- 5.25 The general manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council, or that might conflict with the staff member's council duties.
- 5.26 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council if prohibited from doing so.
- 5.27 Members of staff must ensure that any outside employment, work or business they engage in will not:
  - a) conflict with their official duties
  - b) involve using confidential information or council resources obtained through their work with the council including where private use is permitted

Non-Pecuniary Conflicts of Interest

- c) require them to work while on council duty
- d) discredit or disadvantage the council
- e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

## Personal dealings with council

- 5.28 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.
- 5.29 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.



**Personal Benefit** 

- 6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.
- 6.2 A reference to a gift or benefit in this Part does not include:
  - a) items with a value of \$10 or less
  - b) a political donation for the purposes of the *Electoral Funding Act 2018*
  - c) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
  - d) a benefit or facility provided by the council to an employee or councillor
  - e) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
  - f) free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
    - i) the discussion of official business
    - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
    - iii) conferences
    - iv) council functions or events
    - v) social functions organised by groups, such as council committees and community organisations.

#### **Gifts and benefits**

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.
- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

#### How are offers of gifts and benefits to be dealt with?

- 6.5 You must not:
  - a) seek or accept a bribe or other improper inducement
  - b) seek gifts or benefits of any kind
  - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
  - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9
  - e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
  - f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer-supplier relationship with the competition organiser
  - g) personally benefit from reward points programs when purchasing on behalf of the council.

- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your manager or the general manager in writing. The recipient, manager, or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:
  - a) the nature of the gift or benefit
  - b) the estimated monetary value of the gift or benefit
  - c) the name of the person who provided the gift or benefit, and
  - d) the date on which the gift or benefit was received.
- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

### Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:
  - a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
  - b) gifts of alcohol that do not exceed a value of \$100
  - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
  - d) prizes or awards that do not exceed \$100 in value.

### Gifts and benefits of more than token value

- 6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.
- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.
- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

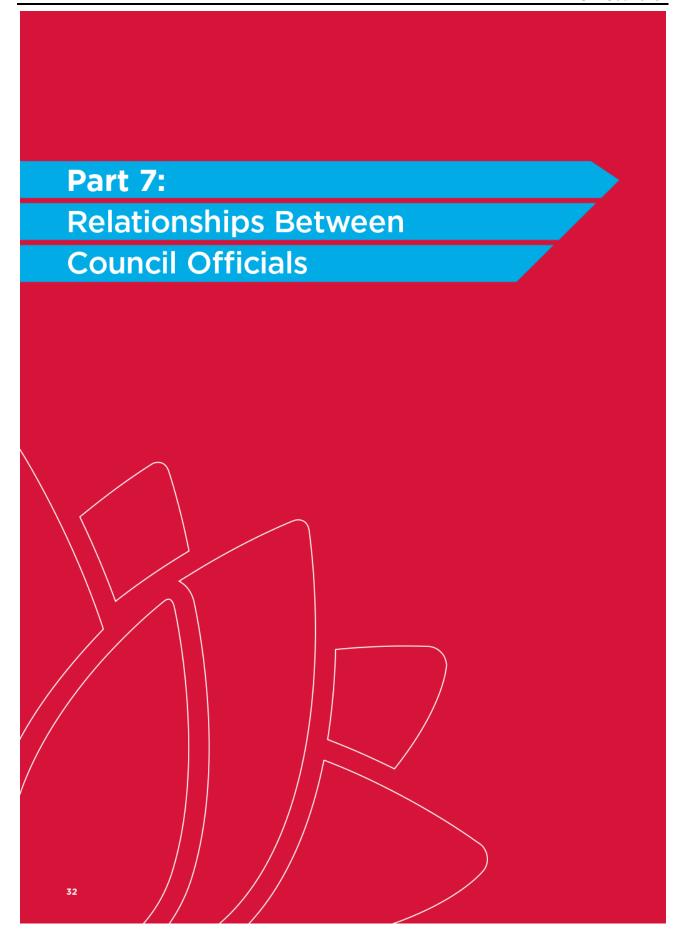
Personal Benefit

#### "Cash-like gifts"

6.13 For the purposes of clause 6.5(e), "cashlike gifts" include, but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

# Improper and undue influence

- 6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.



**Relationships Between Council Officials** 

### Obligations of councillors and administrators

- 7.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.
- 7.2 Councillors or administrators must not:
  - a) direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the LGA
  - b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate
  - c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
  - contact or issue instructions to any of the council's contractors, including the council's legal advisers, unless by the mayor or administrator exercising their functions under section 226 of the LGA.

7.3 Despite clause 7.2, councillors may contact the council's external auditor or the chair of the council's audit risk and improvement committee to provide information reasonably necessary for the external auditor or the audit, risk and improvement committee to effectively perform their functions.

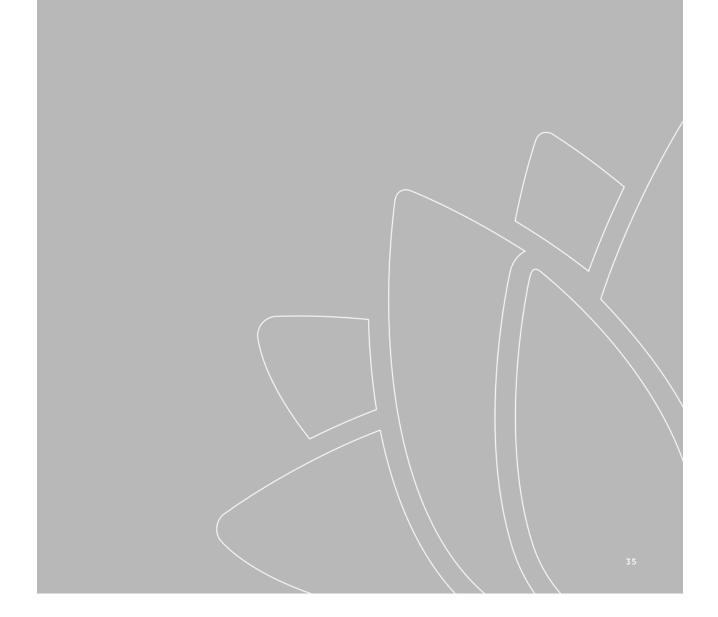
#### **Obligations of staff**

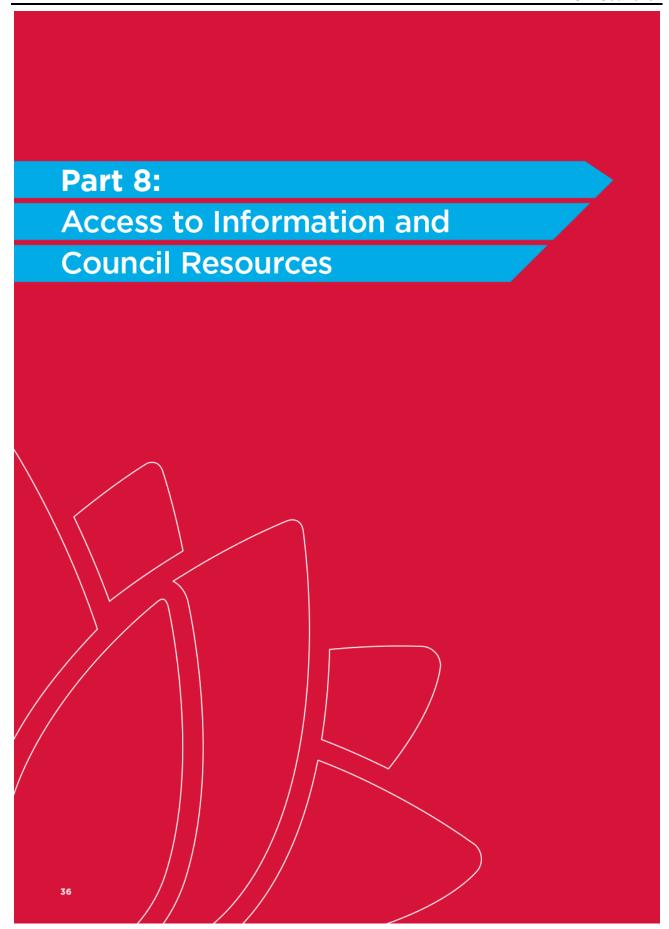
- 7.4 Under section 335 of the LGA, the role of the general manager includes conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.
- 7.5 Members of staff of council must:
  - a) give their attention to the business of the council while on duty
  - ensure that their work is carried out ethically, efficiently, economically and effectively
  - c) carry out reasonable and lawful directions given by any person having authority to give such directions
  - d) give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them
  - e) ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

### Inappropriate interactions

- 7.6 You must not engage in any of the following inappropriate interactions:
  - a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
  - b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
  - c) subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
  - councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
  - e) councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor or administrator has a right to be heard by the panel at the meeting
  - f) councillors and administrators being overbearing or threatening to council staff

- g) council staff being overbearing or threatening to councillors or administrators
- h) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
- councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
- j) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
- council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals
- councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council's general manager or, in the case of the mayor or administrator, unless they are exercising their functions under section 226 of the LGA.





**Access to Information and Council Resources** 

## Councillor and administrator access to information

- 8.1 The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly available council information under the *Government Information (Public Access) Act 2009* (the GIPA Act).
- 8.2 The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 8.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.
- 8.4 Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.
- 8.5 Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.

8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.

## Councillors and administrators to properly examine and consider information

8.7 Councillors and administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.

## Refusal of access to information

8.8 Where the general manager or public officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The general manager or public officer must state the reasons for the decision if access is refused.

## Use of certain council information

- 8.9 In regard to information obtained in your capacity as a council official, you must:
  - a) subject to clause 8.14, only access council information needed for council business
  - b) not use that council information for private purposes
  - not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with council
  - d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

## Use and security of confidential information

- 8.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.
- 8.11 In addition to your general obligations relating to the use of council information, you must:
  - a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
  - b) protect confidential information
  - c) only release confidential information if you have authority to do so
  - d) only use confidential information for the purpose for which it is intended to be used

- e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
- f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
- g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

### **Personal information**

- 8.12 When dealing with personal information you must comply with:
  - a) the Privacy and Personal Information Protection Act 1998
  - b) the Health Records and Information Privacy Act 2002
  - c) the Information Protection Principles and Health Privacy Principles
  - d) the council's privacy management plan
  - e) the Privacy Code of Practice for Local Government

#### Use of council resources

8.13 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.

**Access to Information and Council Resources** 

- 8.14 Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:
  - a) the representation of members with respect to disciplinary matters
  - b) the representation of employees with respect to grievances and disputes
  - c) functions associated with the role of the local consultative committee.
- 8.15 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.
- 8.16 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 8.17 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 8.18 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:
  - a) for the purpose of assisting your election campaign or the election campaign of others, or
  - b) for other non-official purposes.

8.19 You must not convert any property of the council to your own use unless properly authorised.

#### Internet access

8.20 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.

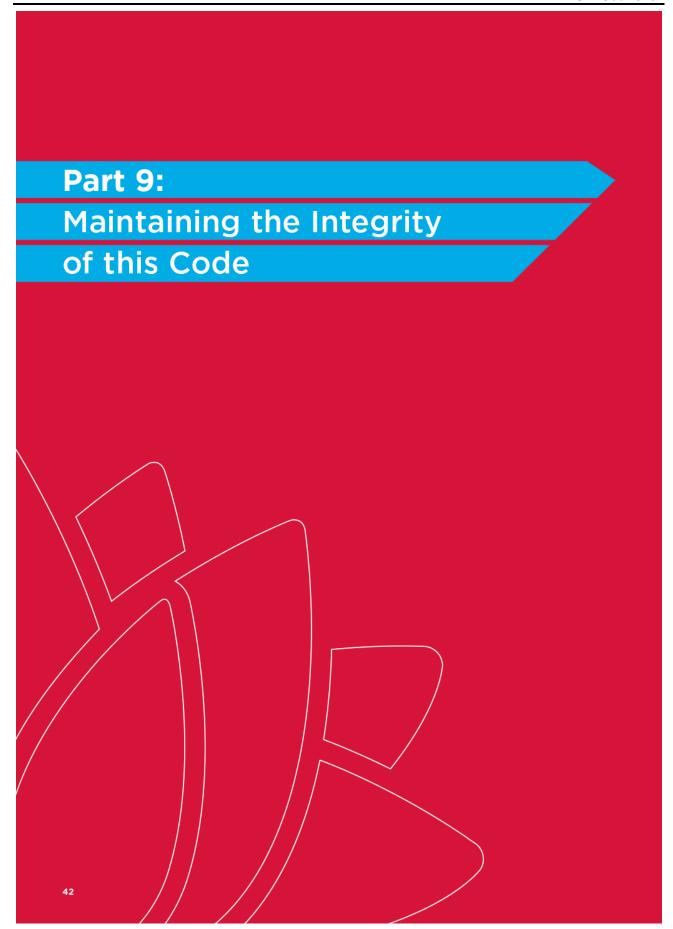
### **Council record keeping**

- 8.21 You must comply with the requirements of the *State Records Act 1998* and the council's records management policy.
- 8.22 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the *State Records Act 1998* and the council's approved records management policies and practices.
- 8.23 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.
- 8.24 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the *State Records Act 1998*.

## Councillor access to council buildings

- 8.25 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.
- 8.26 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.
- 8.27 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.





Maintaining the Integrity of this Code

## Complaints made for an improper purpose

- 9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
  - a) to bully, intimidate or harass another council official
  - b) to damage another council official's reputation
  - c) to obtain a political advantage
  - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
  - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
  - f) to avoid disciplinary action under the Procedures
  - g) to take reprisal action against a person for making a complaint alleging a breach of this code
  - to take reprisal action against a person for exercising a function prescribed under the Procedures
  - to prevent or disrupt the effective administration of this code under the Procedures.

### **Detrimental action**

- 9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:
  - a) injury, damage or loss
  - b) intimidation or harassment
  - c) discrimination, disadvantage or adverse treatment in relation to employment
  - d) dismissal from, or prejudice in, employment
  - e) disciplinary proceedings.

### Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.
- 9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.
- 9.8 You must comply with a practice ruling made by the Office under the Procedures.

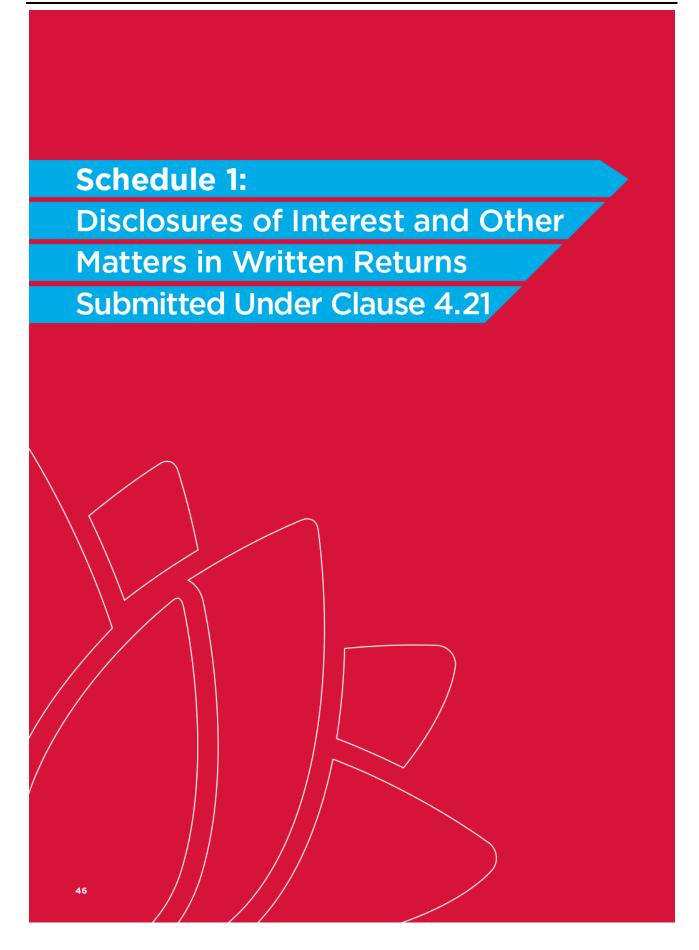
## Disclosure of information about the consideration of a matter under the Procedures

- 9.9 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.
- 9.10 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.
- 9.11 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.
- 9.12 You must not disclose information about a complaint you have made alleging a breach of this code or any other matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.
- 9.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994.*

## Complaints alleging a breach of this Part

- 9.14 Complaints alleging a breach of this Part by a councillor, the general manager or an administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the council for consideration in accordance with the Procedures.
- 9.15 Complaints alleging a breach of this Part by other council officials are to be managed by the general manager in accordance with the Procedures.





## Part 1: Preliminary

### Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

#### address means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor or designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

*de facto partner* has the same meaning as defined in section 21C of the *Interpretation Act 1987.* 

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property

- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

interest means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

*listed company* means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

*occupation* includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

#### property includes money.

return date means:

- a) in the case of a return made under clause 4.21(a), the date on which a person became a councillor or designated person
- b) in the case of a return made under clause 4.21(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.21(c), the date on which the councillor or designated person became aware of the interest to be disclosed.

relative includes any of the following:

- a) a person's spouse or de facto partner
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de factor partner of a person referred to in paragraphs (b) and (c).

*travel* includes accommodation incidental to a journey.

# Matters relating to the interests that must be included in returns

- Interests etc. outside New South Wales: A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
- References to interests in real property: A reference in this schedule or in schedule 2 to real property in which a councillor or designated person has an interest includes a reference to any real property situated in Australia in which the councillor or designated person has an interest.
- 4. Gifts, loans etc. from related corporations: For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor or designated person by two or more corporations that are related to each other for the purposes of section 50 of the Corporations Act 2001 of the Commonwealth are all given, made or supplied by a single corporation.

## Part 2: Pecuniary interests to be disclosed in returns

### Real property

- A person making a return under clause
   4.21 of this code must disclose:
  - a) the street address of each parcel of real property in which they had an interest on the return date, and
  - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
  - c) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor or designated person.
- For the purposes of clause 5 of this schedule, "interest" includes an option to purchase.

### Gifts

- A person making a return under clause
   4.21 of this code must disclose:
  - a description of each gift received in the period since 30 June of the previous financial year, and
  - b) the name and address of the donor of each of the gifts.
- 10. A gift need not be included in a return if:
  - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
  - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
  - c) the donor was a relative of the donee, or
  - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
- For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

### **Contributions to travel**

- A person making a return under clause
   4.21 of this code must disclose:
  - a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and

- b) the dates on which the travel was undertaken, and
- c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  - a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
  - b) was made by a relative of the traveller, or
  - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
  - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
  - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
  - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
  - g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
- 14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

## Interests and positions in corporations

- A person making a return under clause
   4.21 of this code must disclose:
  - a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
  - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  - c) the nature of the interest, or the position held, in each of the corporations, and
  - a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
- An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
  - a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  - b) required to apply its profits or other income in promoting its objects, and
  - c) prohibited from paying any dividend to its members.
- 17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor or designated person.

## Interests as a property developer or a close associate of a property developer

- 19. A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
- 20. For the purposes of clause 19 of this schedule:

*close associate*, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

property developer has the same meaning as it has in Division 7 of Part 3 of the Electoral Funding Act 2018.

## Positions in trade unions and professional or business associations

- A person making a return under clause
   4.21 of the code must disclose:
  - a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
  - b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
  - c) a description of the position held in each of the unions and associations.

22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor or designated person.

# Dispositions of real property

- 23. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- 24. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- 25. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor or designated person.

### Sources of income

- A person making a return under clause 4.21 of this code must disclose:
  - a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
  - b) each source of income received by the person in the period since 30 June of the previous financial year.
- 27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
  - a) in relation to income from an occupation of the person:
    - (i) a description of the occupation, and
    - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
    - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.

- 28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
- The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.
- A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

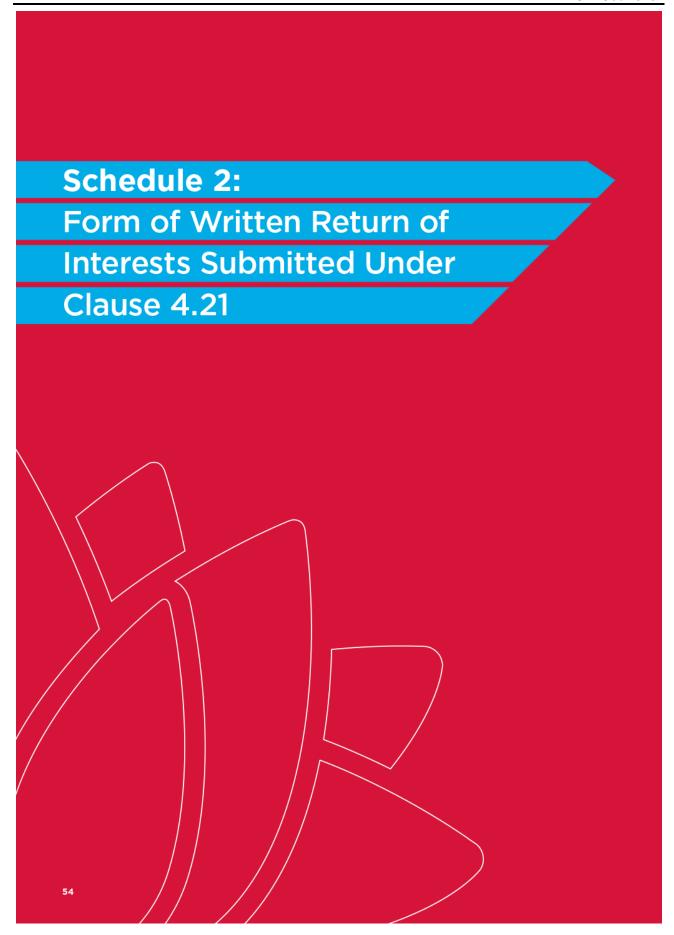
#### Debts

- A person making a return under clause
   4.21 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
  - a) on the return date, and
  - b) at any time in the period since 30 June of the previous financial year.
- 32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.21 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return if:
  - a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:

- (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
- (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
- b) the person was liable to pay the debt to a relative, or
- c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposittaking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
- d) in the case of a debt arising from the supply of goods or services:
  - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
  - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
- e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor or designated person.

## Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.



## 'Disclosures by councillors and designated persons' return

- The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
- If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3 If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5. This form must be completed using block letters or typed.

- If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
- If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

### Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by [full name of councillor or designated person]

as at [return date]

in respect of the period from [date] to [date]

[councillor's or designated person's signature]

[date]

#### A. Real Property

Street address of each parcel of real property in which I had an interest at the Nature of interest return date/at any time since 30 June

#### **B. Sources of income**

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
---------------------------	----------------------------------------------------------------------------------	-----------------------------------------------------------------

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
-----------------------------	-----------------------------

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

#### C. Gifts

Description of each gift I received at any time since 30 June

Name and address of donor

#### D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June

Dates on which travel was undertaken

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

#### E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June Nature of interest Description of (if any)

position (if any)

Description of principal objects (if any) of corporation (except in case of listed company)

#### F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

#### G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June

Description of position

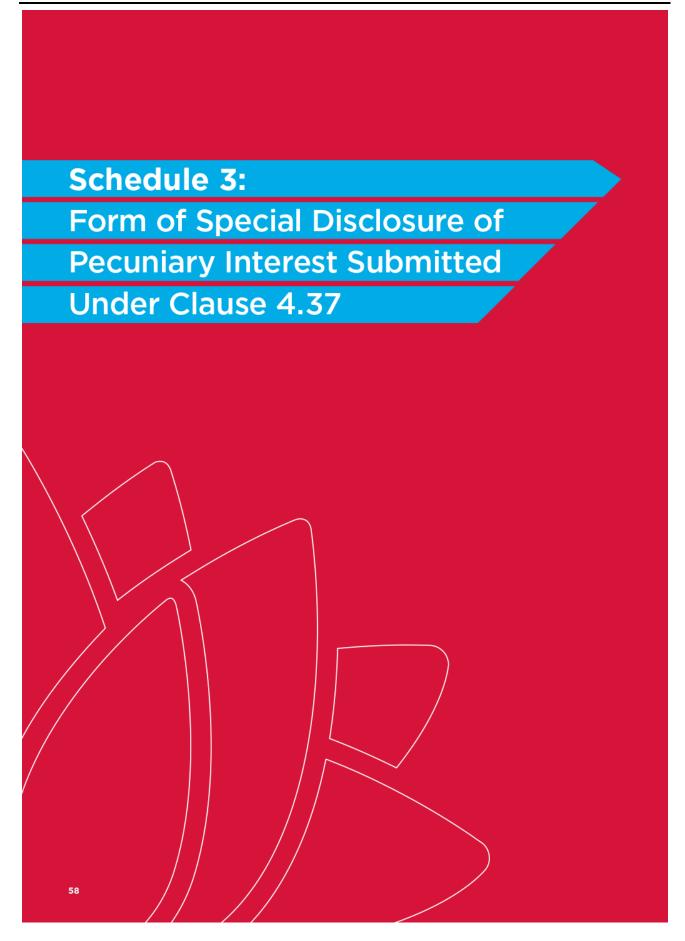
#### H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

#### I. Dispositions of property

- 1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
- 2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Discretionary disclosures



- 1. This form must be completed using block letters or typed.
- If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

### Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

#### Special disclosure of pecuniary interests by [full name of councillor]

in the matter of [insert name of environmental planning instrument]

which is to be considered at a meeting of the [name of council or council committee (as the case requires)]

to be held on the day of 20 .

Pecuniary interest	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)	
Relationship of identified land to councillor [Tick or cross one box.]	The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise).
	An associated person of the councillor has an interest in the land.
	An associated company or body of the councillor has an interest in the land.
Matter giving rise to pecuniary interest ¹	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) ²	☐ The identified land.
	Land that adjoins or is adjacent to or is in proximity to the identified land.
[Tick or cross one box]	
Current zone/planning control	
[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]	

- 1 Clause 4.1 of the Model Code of Conduct provides that 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. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.
- 2 A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.

Proposed change of zone/planning control

[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]

Effect of proposed change of zone/planning control on councillor or associated person

[Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor's signature

Date

[This form is to be retained by the council's general manager and included in full in the minutes of the meeting]



## Procedures for the Administration of

# The Model Code of Conduct for Local Councils in NSW



#### PROCEDURES FOR THE ADMINISTRATION OF THE MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW 2020

#### ACCESS TO SERVICES

The Office of Local Government is located at: Street Address: Levels 1 & 2, 5 O'Keefe Avenue, NOWRA NSW 2541 Postal Address: Locked Bag 3015, Nowra, NSW 2541 Phone: 02 4428 4100 Fax: 02 4428 4199 TTY: 02 4428 4209 Email: <u>olg@olg.nsw.gov.au</u> Website: www.olg.nsw.gov.au

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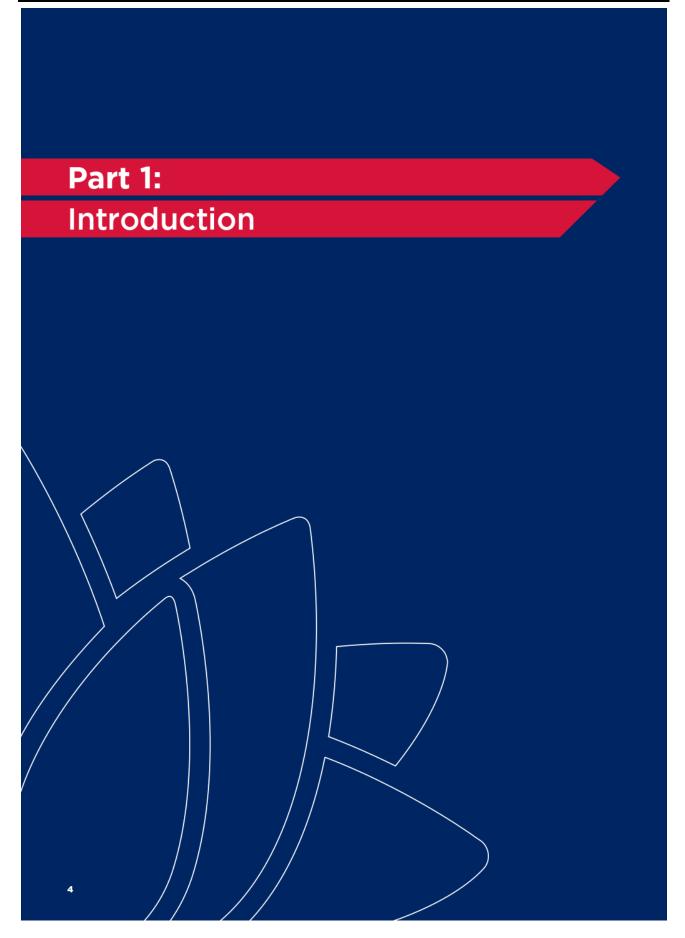
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#### Introduction

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These procedures ("the Model Code Procedures") are prescribed for the administration of the *Model Code of Conduct for Local Councils in NSW* ("the Model Code of Conduct").

The Model Code of Conduct is made under section 440 of the *Local Government Act* 1993 ("the LGA") and the *Local Government* (*General*) Regulation 2005 ("the Regulation"). Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct.

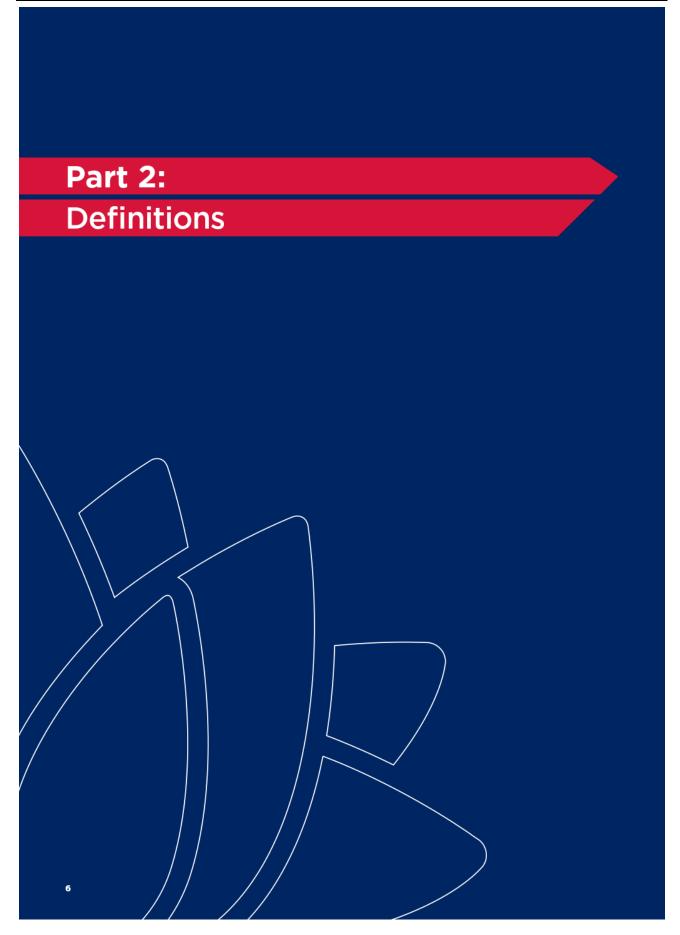
The Model Code Procedures are made under section 440AA of the LGA and the Regulation. Section 440AA of the LGA requires every council (including county councils) and joint organisation to adopt procedures for the administration of their code of conduct that incorporate the provisions of the Model Code Procedures.

In adopting procedures for the administration of their adopted codes of conduct, councils and joint organisations may supplement the Model Code Procedures. However, provisions that are not consistent with those prescribed under the Model Code Procedures will have no effect. **Note:** References in these procedures to councils are also to be taken as references to county councils and joint organisations.

**Note:** In adopting the Model Code Procedures, joint organisations should adapt them to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

**Note:** In adopting the Model Code Procedures, county councils should adapt them to substitute the term "chairperson" for "mayor" and "member" for "councillor".

**Note:** Parts 6, 7, 8 and 11 of these procedures apply only to the management of code of conduct complaints about councillors (including the mayor) or the general manager.



Definitions

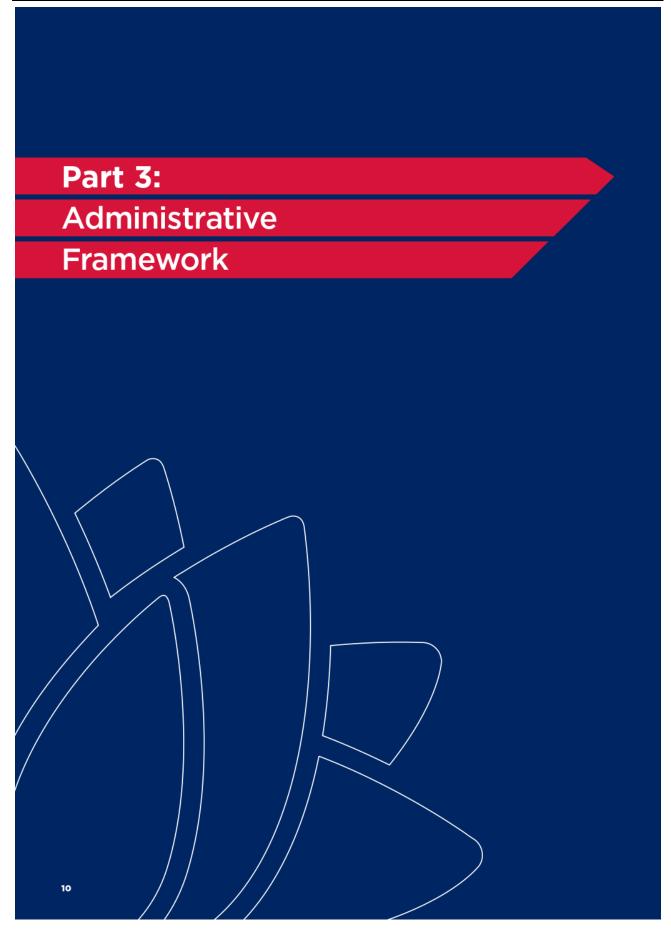
In these procedures the following terms have the following meanings:

administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
code of conduct	a code of conduct adopted under section 440 of the LGA
code of conduct complaint	a complaint that is a code of conduct complaint for the purposes of clauses 4.1 and 4.2 of these procedures
complainant	a person who makes a code of conduct complaint
complainant councillor	a councillor who makes a code of conduct complaint
complaints coordinator	a person appointed by the general manager under these procedures as a complaints coordinator
conduct reviewer	a person appointed under these procedures to review allegations of breaches of the code of conduct by councillors or the general manager
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council's audit, risk and improvement committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council's audit, risk and improvement committee
councillor	any person elected or appointed to civic office, including the mayor, and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
council official	any councillor, member of staff of council, administrator, council committee member, delegate of council and, for the purposes of clause 4.16 of the Model Code of Conduct, council adviser
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
external agency	a state government agency such as, but not limited to, the Office, the ICAC, the NSW Ombudsman or the police
general manager	includes the executive officer of a joint organisation

Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

ICAC	the Independent Commission Against Corruption
joint organisation	a joint organisation established under section 4000 of the LGA
LGA	the Local Government Act 1993
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	the Office of Local Government
investigator	a conduct reviewer
the Regulation	the Local Government (General) Regulation 2005
respondent	a person whose conduct is the subject of investigation by a conduct reviewer under these procedures
wholly advisory committee	a council committee that the council has not delegated any functions to





#### Administrative Framework

#### The establishment of a panel of conduct reviewers

- 3.1 The council must establish a panel of conduct reviewers.
- 3.2 The council may enter into an arrangement with one or more other councils to share a panel of conduct reviewers including through a joint organisation or another regional body associated with the councils.
- 3.3 The panel of conduct reviewers is to be established following a public expression of interest process.
- 3.4 An expression of interest for members of the council's panel of conduct reviewers must, at a minimum, be advertised locally and in the Sydney metropolitan area.
- 3.5 To be eligible to be a conduct reviewer, a person must, at a minimum, meet the following requirements:
  - a) an understanding of local government, and
  - knowledge of investigative processes including but not limited to procedural fairness requirements and the requirements of the *Public Interest Disclosures Act 1994*, and
  - c) knowledge and experience of one or more of the following:
    - i) investigations
    - ii) law
    - iii) public administration
    - iv) public sector ethics
    - v) alternative dispute resolution, and
  - meet the eligibility requirements for membership of a panel of conduct reviewers under clause 3.6.

- 3.6 A person is not eligible to be a conduct reviewer if they are:
  - a) a councillor, or
  - b) a nominee for election as a councillor, or
  - c) an administrator, or
  - d) an employee of a council, or
  - e) a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
  - f) a nominee for election as a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
  - g) a person who has a conviction for an indictable offence that is not an expired conviction.
- 3.7 A person is not precluded from being a member of the council's panel of conduct reviewers if they are a member of another council's panel of conduct reviewers.
- 3.8 An incorporated or other entity may be appointed to a council's panel of conduct reviewers where the council is satisfied that all the persons who will be undertaking the functions of a conduct reviewer on behalf of the entity meet the selection and eligibility criteria prescribed under this Part.
- 3.9 A panel of conduct reviewers established under this Part is to have a term of up to four years.
- 3.10 The council may terminate the panel of conduct reviewers at any time. Where a panel of conduct reviewers has been terminated, conduct reviewers who were members of the panel may continue to deal with any matter referred to them under these procedures prior to the termination of the panel until they have finalised their consideration of the matter.

- 3.11 When the term of the panel of conduct reviewers concludes or is terminated, the council must establish a new panel of conduct reviewers in accordance with the requirements of this Part.
- 3.12 A person who was a member of a previous panel of conduct reviewers established by the council may be a member of subsequent panels of conduct reviewers established by the council if they continue to meet the selection and eligibility criteria for membership of the panel.

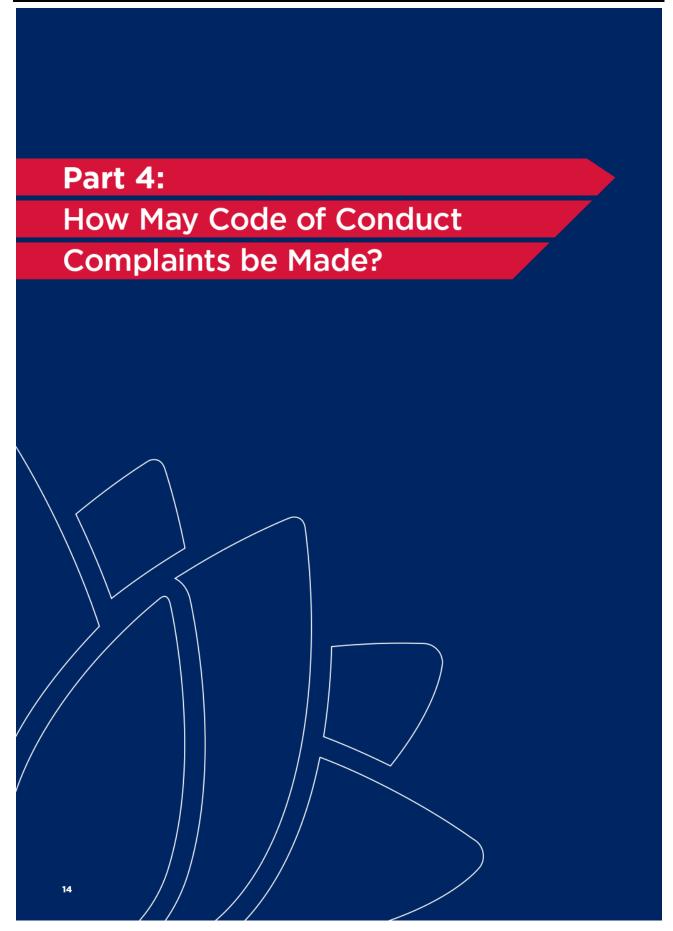
#### The appointment of an internal ombudsman to a panel of conduct reviewers

- 3.13 Despite clause 3.6(d), an employee of a council who is the nominated internal ombudsman of one or more councils may be appointed to a council's panel of conduct reviewers with the Office's consent.
- 3.14 To be appointed to a council's panel of conduct reviewers, an internal ombudsman must meet the qualification requirements for conduct reviewers prescribed under clause 3.5 as modified by the operation of clause 3.13.
- 3.15 An internal ombudsman appointed to a council's panel of conduct reviewers may also exercise the functions of the council's complaints coordinator. For the purposes of clause 6.1, an internal ombudsman who is a council's complaints coordinator and has been appointed to the council's panel of conduct reviewers, may either undertake a preliminary assessment and investigation of a matter referred to them under clauses 5.26 or 5.33 or refer the matter to another conduct reviewer in accordance with clause 6.2.
- 3.16 Clause 6.4(c) does not apply to an internal ombudsman appointed to a council's panel of conduct reviewers.

#### The appointment of complaints coordinators

- 3.17 The general manager must appoint a member of staff of the council or another person (such as, but not limited to, a member of staff of another council or a member of staff of a joint organisation or other regional body associated with the council), to act as a complaints coordinator. Where the complaints coordinator is a member of staff of the council, the complaints coordinator should be a senior and suitably qualified member of staff.
- 3.18 The general manager may appoint other members of staff of the council or other persons (such as, but not limited to, members of staff of another council or members of staff of a joint organisation or other regional body associated with the council), to act as alternates to the complaints coordinator.
- 3.19 The general manager must not undertake the role of complaints coordinator.
- 3.20 The person appointed as complaints coordinator or alternate complaints coordinator must also be a nominated disclosures coordinator appointed for the purpose of receiving and managing reports of wrongdoing under the *Public Interest Disclosures Act 1994.*
- 3.21 The role of the complaints coordinator is to:
  - a) coordinate the management of complaints made under the council's code of conduct
  - b) liaise with and provide administrative support to a conduct reviewer
  - c) liaise with the Office, and
  - d) arrange the annual reporting of code of conduct complaints statistics.





How May Code Of Conduct Complaints be Made?

### What is a code of conduct complaint?

- 4.1 For the purpose of these procedures, a code of conduct complaint is a complaint that shows or tends to show conduct on the part of a council official in connection with their role as a council official or the exercise of their functions as a council official that would constitute a breach of the standards of conduct prescribed under the council's code of conduct if proven.
- 4.2 The following are not "code of conduct complaints" for the purposes of these procedures:
  - a) complaints about the standard or level of service provided by the council or a council official
  - b) complaints that relate solely to the merits of a decision made by the council or a council official or the exercise of a discretion by the council or a council official
  - c) complaints about the policies or procedures of the council
  - complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the standards of conduct prescribed under the council's code of conduct.
- 4.3 Only code of conduct complaints are to be dealt with under these procedures. Complaints that do not satisfy the definition of a code of conduct complaint are to be dealt with under the council's routine complaints management processes.

# When must a code of conduct complaint be made?

- 4.4 A code of conduct complaint must be made within 3 months of the alleged conduct occurring or within 3 months of the complainant becoming aware of the alleged conduct.
- 4.5 A complaint made after 3 months may only be accepted if the general manager or their delegate, or, in the case of a complaint about the general manager, the mayor or their delegate, is satisfied that the allegations are serious and compelling grounds exist for the matter to be dealt with under the code of conduct.

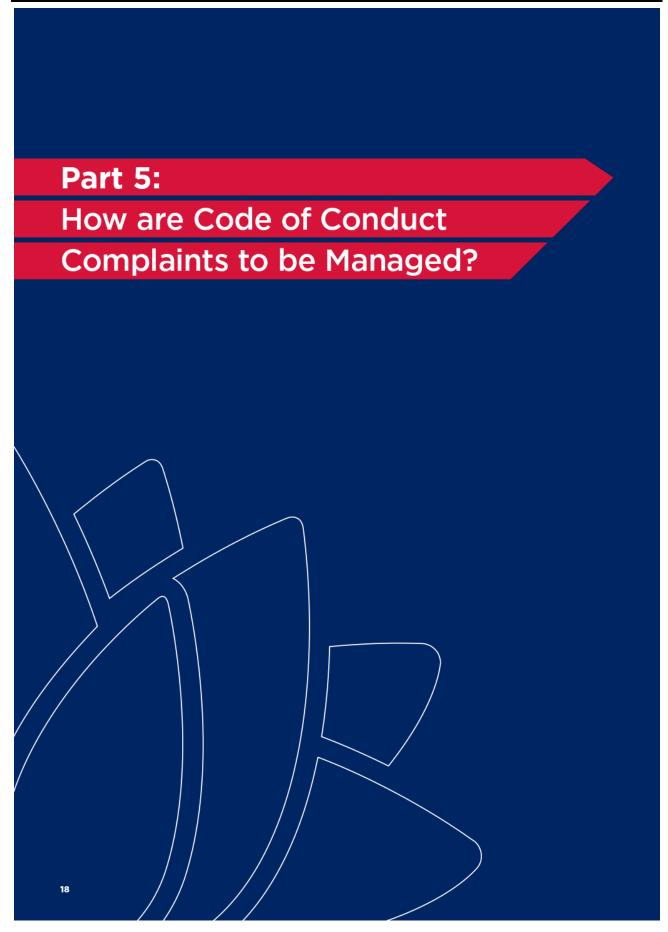
#### How may a code of conduct complaint about a council official other than the general manager be made?

- 4.6 All code of conduct complaints other than those relating to the general manager are to be made to the general manager in writing. This clause does not operate to prevent a person from making a complaint to an external agency.
- 4.7 Where a code of conduct complaint about a council official other than the general manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.8 In making a code of conduct complaint about a council official other than the general manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.9 The general manager or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.10 Notwithstanding clauses 4.6 and 4.7, where the general manager becomes aware of a possible breach of the council's code of conduct, they may initiate the process for the consideration of the matter under these procedures without a written complaint.

#### How may a code of conduct complaint about the general manager be made?

- 4.11 Code of conduct complaints about the general manager are to be made to the mayor in writing. This clause does not operate to prevent a person from making a complaint about the general manager to an external agency.
- 4.12 Where a code of conduct complaint about the general manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.13 In making a code of conduct complaint about the general manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.14 The mayor or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.15 Notwithstanding clauses 4.11 and 4.12, where the mayor becomes aware of a possible breach of the council's code of conduct by the general manager, they may initiate the process for the consideration of the matter under these procedures without a written complaint.





How are Code of Conduct Complaints to be Managed?

#### Delegation by general managers and mayors of their functions under this Part

5.1 A general manager or mayor may delegate their functions under this Part to a member of staff of the council or to a person or persons external to the council other than an external agency. References in this Part to the general manager or mayor are also to be taken to be references to their delegates.

#### Consideration of complaints by general managers and mayors

5.2 In exercising their functions under this Part, general managers and mayors may consider the complaint assessment criteria prescribed under clause 6.31.

## What complaints may be declined at the outset?

- 5.3 Without limiting any other provision in these procedures, the general manager or, in the case of a complaint about the general manager, the mayor, may decline to deal with a complaint under these procedures where they are satisfied that the complaint:
  - a) is not a code of conduct complaint, or
  - b) subject to clause 4.5, is not made within 3 months of the alleged conduct occurring or the complainant becoming aware of the alleged conduct, or
  - c) is trivial, frivolous, vexatious or not made in good faith, or

- relates to a matter the substance of which has previously been considered and addressed by the council and does not warrant further action, or
- e) is not made in a way that would allow the alleged conduct and any alleged breaches of the council's code of conduct to be readily identified.

#### How are code of conduct complaints about staff (other than the general manager) to be dealt with?

- 5.4 The general manager is responsible for the management of code of conduct complaints about members of staff of council (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.
- 5.5 The general manager must refer code of conduct complaints about members of staff of council alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.
- 5.6 The general manager may decide to take no action in relation to a code of conduct complaint about a member of staff of council other than one requiring referral to the Office under clause 5.5 where they consider that no action is warranted in relation to the complaint.
- 5.7 Where the general manager decides to take no action in relation to a code of conduct complaint about a member of staff of council, the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.

- 5.8 Code of conduct complaints about members of staff of council must be managed in accordance with the relevant industrial instrument or employment contract and make provision for procedural fairness including the right of an employee to be represented by their union.
- 5.9 Sanctions for breaches of the code of conduct by staff depend on the severity, scale and importance of the breach and must be determined in accordance with any relevant industrial instruments or contracts.

#### How are code of conduct complaints about delegates of council, council advisers and council committee members to be dealt with?

- 5.10 The general manager is responsible for the management of code of conduct complaints about delegates of council and council committee members (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.
- 5.11 The general manager must refer code of conduct complaints about council advisers, delegates of council and council committee members alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.
- 5.12 The general manager may decide to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member other than one requiring referral to the Office under clause 5.11 where they consider that no action is warranted in relation to the complaint.

- 5.13 Where the general manager decides to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member, the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.
- 5.14 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about delegates of council or council committee members, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.15 Where the general manager resolves a code of conduct complaint under clause 5.14 to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.16 Sanctions for breaches of the code of conduct by delegates of council and/or council committee members depend on the severity, scale and importance of the breach and may include one or more of the following:
  - a) censure
  - requiring the person to apologise to any person or organisation adversely affected by the breach in such a time and form specified by the general manager
  - c) prosecution for any breach of the law

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How are Code of Conduct Complaints to be Managed?

- d) removing or restricting the person's delegation
- e) removing the person from membership of the relevant council committee.
- 5.17 Prior to imposing a sanction against a delegate of council or a council committee member under clause 5.16, the general manager or any person making enquiries on behalf of the general manager must comply with the requirements of procedural fairness. In particular:
  - a) the substance of the allegation (including the relevant provision/s of the council's code of conduct that the alleged conduct is in breach of) must be put to the person who is the subject of the allegation, and
  - b) the person must be given an opportunity to respond to the allegation, and
  - c) the general manager must consider the person's response in deciding whether to impose a sanction under clause 5.16.

#### How are code of conduct complaints about administrators to be dealt with?

- 5.18 The general manager must refer all code of conduct complaints about administrators to the Office for its consideration.
- 5.19 The general manager must notify the complainant of the referral of their complaint in writing.

#### How are code of conduct complaints about councillors to be dealt with?

- 5.20 The general manager must refer the following code of conduct complaints about councillors to the Office:
  - a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
  - b) complaints alleging a failure to comply with a requirement under the code of conduct to disclose and appropriately manage conflicts of interest arising from political donations (see section 328B of the LGA)
  - c) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
  - complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.
- 5.21 Where the general manager refers a complaint to the Office under clause 5.20, the general manager must notify the complainant of the referral in writing.
- 5.22 The general manager may decide to take no action in relation to a code of conduct complaint about a councillor, other than one requiring referral to the Office under clause 5.20, where they consider that no action is warranted in relation to the complaint.

- 5.23 Where the general manager decides to take no action in relation to a code of conduct complaint about a councillor, the general manager must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.24 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about councillors, other than those requiring referral to the Office under clause 5.20, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.25 Where the general manager resolves a code of conduct complaint under clause 5.24 to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.26 The general manager must refer all code of conduct complaints about councillors, other than those referred to the Office under clause 5.20 or finalised under clause 5.23 or resolved under clause 5.24, to the complaints coordinator.

#### How are code of conduct complaints about the general manager to be dealt with?

- 5.27 The mayor must refer the following code of conduct complaints about the general manager to the Office:
  - a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
  - b) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
  - c) complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.
- 5.28 Where the mayor refers a complaint to the Office under clause 5.27, the mayor must notify the complainant of the referral in writing.
- 5.29 The mayor may decide to take no action in relation to a code of conduct complaint about the general manager, other than one requiring referral to the Office under clause 5.27, where they consider that no action is warranted in relation to the complaint.
- 5.30 Where the mayor decides to take no action in relation to a code of conduct complaint about the general manager, the mayor must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

How are Code of Conduct Complaints to be Managed?

- 5.31 Where the mayor considers it to be practicable and appropriate to do so, the mayor may seek to resolve code of conduct complaints about the general manager, other than those requiring referral to the Office under clause 5.27, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.32 Where the mayor resolves a code of conduct complaint under clause 5.31 to the mayor's satisfaction, the mayor must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.33 The mayor must refer all code of conduct complaints about the general manager, other than those referred to the Office under clause 5.27 or finalised under clause 5.30 or resolved under clause 5.31, to the complaints coordinator.

### How are complaints about both the general manager and the mayor to be dealt with?

- 5.34 Where the general manager or mayor receives a code of conduct complaint that alleges a breach of the code of conduct by both the general manager and the mayor, the general manager or mayor must either:
  - a) delegate their functions under this part with respect to the complaint to a member of staff of the council other than the general manager where the allegation is not serious, or to a person external to the council, or
  - b) refer the matter to the complaints coordinator under clause 5.26 and clause 5.33.

### Referral of code of conduct complaints to external agencies

- 5.35 The general manager, mayor or a conduct reviewer may, at any time, refer a code of conduct complaint to an external agency for its consideration, where they consider such a referral is warranted.
- 5.36 The general manager, mayor or a conduct reviewer must report to the ICAC any matter that they suspect on reasonable grounds concerns or may concern corrupt conduct.
- 5.37 Where the general manager, mayor or conduct reviewer refers a complaint to an external agency under clause 5.35, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.

5.38 Referral of a matter to an external agency shall finalise consideration of the matter under these procedures unless the council is subsequently advised otherwise by the referral agency.

### Disclosure of the identity of complainants

- 5.39 In dealing with matters under these procedures, information that identifies or tends to identify complainants is not to be disclosed unless:
  - a) the complainant consents in writing to the disclosure, or
  - b) it is generally known that the complainant has made the complaint as a result of the complainant having voluntarily identified themselves as the person who made the complaint, or
  - c) it is essential, having regard to procedural fairness requirements, that the identifying information be disclosed, or
  - a conduct reviewer is of the opinion that disclosure of the information is necessary to investigate the matter effectively, or
  - e) it is otherwise in the public interest to do so.
- 5.40 Clause 5.39 does not apply to code of conduct complaints made by councillors about other councillors or the general manager.
- 5.41 Where a councillor makes a code of conduct complaint about another councillor or the general manager, and the complainant councillor considers that compelling grounds exist that would warrant information that identifies or tends to identify them as the complainant not to be disclosed, they may request in writing that such information not be disclosed.

- 5.42 A request made by a complainant councillor under clause 5.41 must be made at the time they make a code of conduct complaint and must state the grounds upon which the request is made.
- 5.43 The general manager or mayor, and where the matter is referred to a conduct reviewer, the conduct reviewer, must consider a request made under clause 5.41 before disclosing information that identifies or tends to identify the complainant councillor, but they are not obliged to comply with the request.
- 5.44 Where a complainant councillor makes a request under clause 5.41, the general manager or mayor or, where the matter is referred to a conduct reviewer, the conduct reviewer, shall notify the councillor in writing of their intention to disclose information that identifies or tends to identify them prior to disclosing the information.

#### Code of conduct complaints made as public interest disclosures

- 5.45 These procedures do not override the provisions of the *Public Interest Disclosures Act 1994.* Code of conduct complaints that are made as public interest disclosures under that Act are to be managed in accordance with the requirements of that Act, the council's internal reporting policy, and any guidelines issued by the NSW Ombudsman that relate to the management of public interest disclosures.
- 5.46 Where a councillor makes a code of conduct complaint about another councillor or the general manager as a public interest disclosure, before the matter may be dealt with under these procedures, the complainant councillor must consent in writing to the disclosure of their identity as the complainant.

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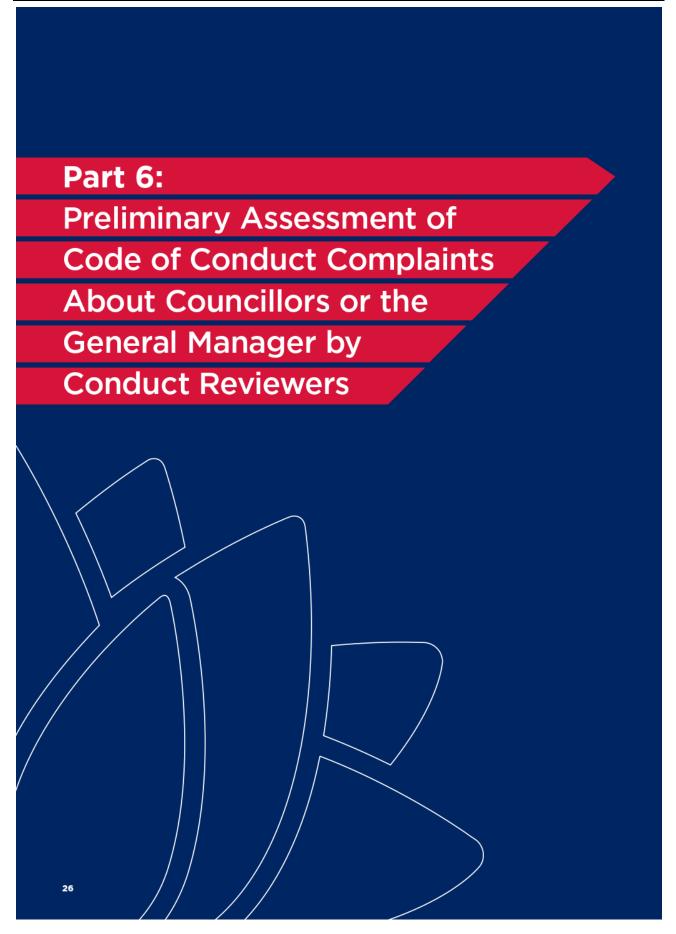
How are Code of Conduct Complaints to be Managed?

5.47 Where a complainant councillor declines to consent to the disclosure of their identity as the complainant under clause 5.46, the general manager or the mayor must refer the complaint to the Office for consideration. Such a referral must be made under section 26 of the *Public Interest Disclosures Act 1994.* 

#### Special complaints management arrangements

- 5.48 The general manager may request in writing that the Office enter into a special complaints management arrangement with the council in relation to code of conduct complaints made by or about a person or persons.
- 5.49 Where the Office receives a request under clause 5.48, it may agree to enter into a special complaints management arrangement if it is satisfied that the number or nature of code of conduct complaints made by or about a person or persons has:
  - a) imposed an undue and disproportionate cost burden on the council's administration of its code of conduct, or
  - b) impeded or disrupted the effective administration by the council of its code of conduct, or
  - c) impeded or disrupted the effective functioning of the council.
- 5.50 A special complaints management arrangement must be in writing and must specify the following:
  - a) the code of conduct complaints the arrangement relates to, and
  - b) the period that the arrangement will be in force.

- 5.51 The Office may, by notice in writing, amend or terminate a special complaints management arrangement at any time.
- 5.52 While a special complaints management arrangement is in force, an officer of the Office (the assessing OLG officer) must undertake the preliminary assessment of the code of conduct complaints specified in the arrangement in accordance with the requirements of Part 6 of these procedures.
- 5.53 Where, following a preliminary assessment, the assessing OLG officer determines that a code of conduct complaint warrants investigation by a conduct reviewer, the assessing OLG officer shall notify the complaints coordinator in writing of their determination and the reasons for their determination. The complaints coordinator must comply with the recommendation of the assessing OLG officer.
- 5.54 Prior to the expiry of a special complaints management arrangement, the Office may, at the request of the general manager, review the arrangement to determine whether it should be renewed or amended.
- 5.55 A special complaints management arrangement shall expire on the date specified in the arrangement unless renewed under clause 5.54.



Preliminary Assessment of Code of Conduct Complaints About Councillors or the General Manager by Conduct Reviewers

#### Referral of code of conduct complaints about councillors or the general manager to conduct reviewers

- 6.1 The complaints coordinator must refer all code of conduct complaints about councillors or the general manager that have not been referred to an external agency or declined or resolved by the general manager, mayor or their delegate and that have been referred to them under clauses 5.26 or 5.33, to a conduct reviewer within 21 days of receipt of the complaint by the general manager or the mayor.
- 6.2 For the purposes of clause 6.1, the complaints coordinator will refer a complaint to a conduct reviewer selected from:
  - a) a panel of conduct reviewers established by the council, or
  - b) a panel of conduct reviewers established by an organisation approved by the Office.
- 6.3 In selecting a suitable conduct reviewer, the complaints coordinator may have regard to the qualifications and experience of members of the panel of conduct reviewers. Where the conduct reviewer is an incorporated or other entity, the complaints coordinator must also ensure that the person assigned to receive the referral on behalf of the entity meets the selection and eligibility criteria for conduct reviewers prescribed under Part 3 of these procedures.

- 6.4 A conduct reviewer must not accept the referral of a code of conduct complaint where:
  - a) they have a conflict of interest in relation to the matter referred to them, or
  - b) a reasonable apprehension of bias arises in relation to their consideration of the matter, or
  - c) they or their employer has entered into one or more contracts with the council (other than contracts relating to the exercise of their functions as a conduct reviewer) in the 2 years preceding the referral, and they or their employer have received or expect to receive payments under the contract or contracts of a value that, when aggregated, exceeds \$100,000, or
  - at the time of the referral, they or their employer are the council's legal service provider or are a member of a panel of legal service providers appointed by the council.
- 6.5 For the purposes of clause 6.4(a), a conduct reviewer will have a conflict of interest in a matter where a reasonable and informed person would perceive that they could be influenced by a private interest when carrying out their public duty (see clause 5.2 of the Model Code of Conduct).
- 6.6 For the purposes of clause 6.4(b), a reasonable apprehension of bias arises where a fair-minded observer might reasonably apprehend that the conduct reviewer might not bring an impartial and unprejudiced mind to the matter referred to the conduct reviewer.

- 6.7 Where the complaints coordinator refers a matter to a conduct reviewer, they will provide the conduct reviewer with a copy of the code of conduct complaint and any other information relevant to the matter held by the council, including any information about previous proven breaches and any information that would indicate that the alleged conduct forms part of an ongoing pattern of behaviour.
- 6.8 The complaints coordinator must notify the complainant in writing that the matter has been referred to a conduct reviewer, and advise which conduct reviewer the matter has been referred to.
- 6.9 Conduct reviewers must comply with these procedures in their consideration of matters that have been referred to them and exercise their functions in a diligent and timely manner.
- 6.10 The complaints coordinator may at any time terminate the referral of a matter to a conduct reviewer and refer the matter to another conduct reviewer where the complaints coordinator is satisfied that the conduct reviewer has failed to:
  - a) comply with these procedures in their consideration of the matter, or
  - b) comply with a lawful and reasonable request by the complaints coordinator, or
  - c) exercise their functions in a timely or satisfactory manner.
- 6.11 Where the complaints coordinator terminates a referral to a conduct reviewer under clause 6.10, they must notify the complainant and any other affected person in writing of their decision and the reasons for it and advise them which conduct reviewer the matter has been referred to instead.

#### Preliminary assessment of code of conduct complaints about councillors or the general manager by a conduct reviewer

- 6.12 The conduct reviewer is to undertake a preliminary assessment of a complaint referred to them by the complaints coordinator for the purposes of determining how the complaint is to be managed.
- 6.13 The conduct reviewer may determine to do one or more of the following in relation to a complaint referred to them by the complaints coordinator:
  - a) to take no action
  - b) to resolve the complaint by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
  - c) to refer the matter back to the general manager or, in the case of a complaint about the general manager, the mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
  - d) to refer the matter to an external agency
  - e) to investigate the matter.
- 6.14 In determining how to deal with a matter under clause 6.13, the conduct reviewer must have regard to the complaint assessment criteria prescribed under clause 6.31.

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Preliminary Assessment of Code of Conduct Complaints About Councillors or the General Manager by Conduct Reviewers

- 6.15 The conduct reviewer may make such enquiries the conduct reviewer considers to be reasonably necessary to determine what options to exercise under clause 6.13.
- 6.16 The conduct reviewer may request the complaints coordinator to provide such additional information the conduct reviewer considers to be reasonably necessary to determine what options to exercise in relation to the matter under clause 6.13. The complaints coordinator will, as far as is reasonably practicable, supply any information requested by the conduct reviewer.
- 6.17 The conduct reviewer must refer to the Office any complaints referred to them that should have been referred to the Office under clauses 5.20 and 5.27.
- 6.18 The conduct reviewer must determine to take no action on a complaint that is not a code of conduct complaint for the purposes of these procedures.
- 6.19 The resolution of a code of conduct complaint under clause 6.13, paragraphs(b) or (c) is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 6.20 Where the conduct reviewer completes their preliminary assessment of a complaint by determining to exercise an option under clause 6.13, paragraphs (a), (b) or (c), they must provide the complainant with written notice of their determination and provide reasons for it, and this will finalise consideration of the matter under these procedures.
- 6.21 Where the conduct reviewer refers a complaint to an external agency, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.
- 6.22 The conduct reviewer may only determine to investigate a matter where they are satisfied as to the following:

- a) that the complaint is a code of conduct complaint for the purposes of these procedures, and
- b) that the alleged conduct is sufficiently serious to warrant the formal censure of a councillor under section 440G of the LGA or disciplinary action against the general manager under their contract of employment if it were to be proven, and
- c) that the matter is one that could not or should not be resolved by alternative means.
- 6.23 In determining whether a matter is sufficiently serious to warrant formal censure of a councillor under section 440G of the LGA or disciplinary action against the general manager under their contract of employment, the conduct reviewer is to consider the following:
  - a) the harm or cost that the alleged conduct has caused to any affected individuals and/or the council
  - b) the likely impact of the alleged conduct on the reputation of the council and public confidence in it
  - c) whether the alleged conduct was deliberate or undertaken with reckless intent or negligence
  - any previous proven breaches by the person whose alleged conduct is the subject of the complaint and/or whether the alleged conduct forms part of an ongoing pattern of behaviour.
- 6.24 The conduct reviewer must complete their preliminary assessment of the complaint within 28 days of referral of the matter to them by the complaints coordinator and notify the complaints coordinator in writing of the outcome of their assessment.
- 6.25 The conduct reviewer is not obliged to give prior notice to or to consult with any person before making a determination in relation to their preliminary assessment of a complaint, except as may be specifically required under these procedures.

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## Referral back to the general manager or mayor for resolution

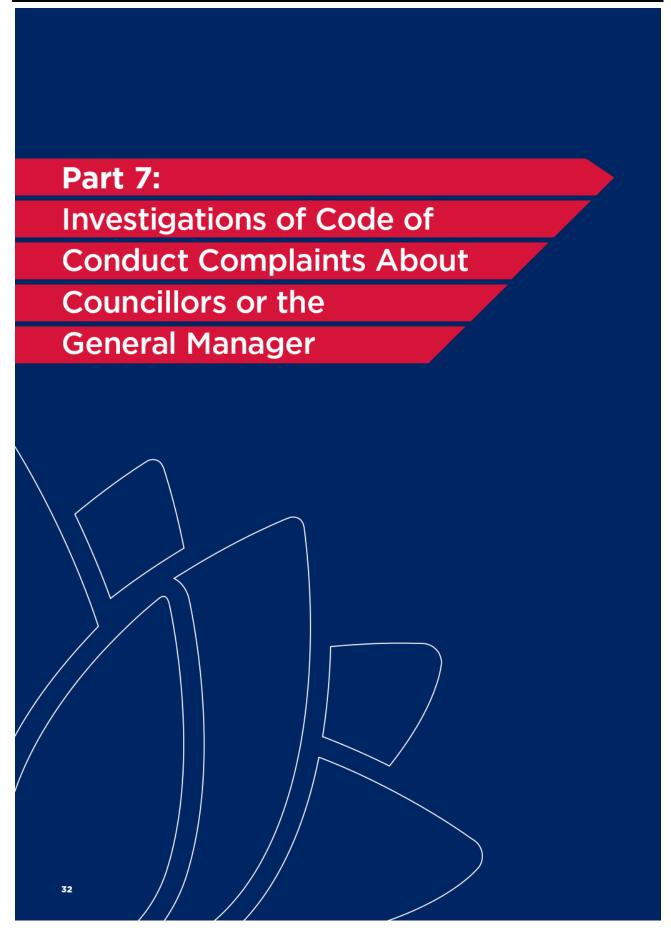
- 6.26 Where the conduct reviewer determines to refer a matter back to the general manager or to the mayor to be resolved by alternative and appropriate means, they must write to the general manager or, in the case of a complaint about the general manager, to the mayor, recommending the means by which the complaint may be resolved.
- 6.27 The conduct reviewer must consult with the general manager or mayor prior to referring a matter back to them under clause 6.13(c).
- 6.28 The general manager or mayor may decline to accept the conduct reviewer's recommendation. In such cases, the conduct reviewer may determine to deal with the complaint by other means under clause 6.13.
- 6.29 Where the conduct reviewer refers a matter back to the general manager or mayor under clause 6.13(c), the general manager or, in the case of a complaint about the general manager, the mayor, is responsible for implementing or overseeing the implementation of the conduct reviewer's recommendation.
- 6.30 Where the conduct reviewer refers a matter back to the general manager or mayor under clause 6.13(c), the general manager, or, in the case of a complaint about the general manager, the mayor, must advise the complainant in writing of the steps taken to implement the conduct reviewer's recommendation once these steps have been completed.

### Complaints assessment criteria

- 6.31 In undertaking the preliminary assessment of a complaint, the conduct reviewer must have regard to the following considerations:
  - a) whether the complaint is a code of conduct complaint for the purpose of these procedures
  - b) whether the complaint has been made in a timely manner in accordance with clause 4.4, and if not, whether the allegations are sufficiently serious for compelling grounds to exist for the matter to be dealt with under the council's code of conduct
  - c) whether the complaint is trivial, frivolous, vexatious or not made in good faith
  - d) whether the complaint discloses prima facie evidence of conduct that, if proven, would constitute a breach of the code of conduct
  - e) whether the complaint raises issues that would be more appropriately dealt with by an external agency
  - f) whether there is or was an alternative and satisfactory means of redress available in relation to the conduct complained of
  - g) whether the complaint is one that can be resolved by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour

Preliminary Assessment of Code of Conduct Complaints About Councillors or the General Manager by Conduct Reviewers

- h) whether the issue/s giving rise to the complaint have previously been addressed or resolved
- i) any previous proven breaches of the council's code of conduct
- j) whether the conduct complained of forms part of an ongoing pattern of behaviour
- k) whether there were mitigating circumstances giving rise to the conduct complained of
- the seriousness of the alleged conduct (having regard to the criteria specified in clause 6.23)
- m) the significance of the conduct or the impact of the conduct for the council
- n) how much time has passed since the alleged conduct occurred
- such other considerations that the conduct reviewer considers may be relevant to the assessment of the complaint.



Investigations of Code of Conduct Complaints About Councillors or the General Manager

#### What matters may a conduct reviewer investigate?

- 7.1 A conduct reviewer (hereafter referred to as an "investigator") may investigate a code of conduct complaint that has been referred to them by the complaints coordinator and any matters related to or arising from that complaint.
- 7.2 Where an investigator identifies further separate possible breaches of the code of conduct that are not related to or do not arise from the code of conduct complaint that has been referred to them, they are to report the matters separately in writing to the general manager, or, in the case of alleged conduct on the part of the general manager, to the mayor.
- 7.3 The general manager or the mayor or their delegate is to deal with a matter reported to them by an investigator under clause 7.2 as if it were a new code of conduct complaint in accordance with these procedures.

### How are investigations to be commenced?

- 7.4 The investigator must at the outset of their investigation provide a written notice of investigation to the respondent. The notice of investigation must:
  - a) disclose the substance of the allegations against the respondent, and
  - b) advise of the relevant provisions of the code of conduct that apply to the alleged conduct, and
  - c) advise of the process to be followed in investigating the matter, and

- advise the respondent of the requirement to maintain confidentiality, and
- e) invite the respondent to make a written submission in relation to the matter within a period of not less than 14 days specified by the investigator in the notice, and
- f) provide the respondent the opportunity to address the investigator on the matter within such reasonable time specified in the notice.
- 7.5 The respondent may, within 7 days of receipt of the notice of investigation, request in writing that the investigator provide them with such further information they consider necessary to assist them to identify the substance of the allegation against them. An investigator will only be obliged to provide such information that the investigator considers reasonably necessary for the respondent to identify the substance of the allegation against them.
- 7.6 An investigator may at any time prior to issuing a draft report, issue an amended notice of investigation to the respondent in relation to the matter referred to them.
- 7.7 Where an investigator issues an amended notice of investigation, they must provide the respondent with a further opportunity to make a written submission in response to the amended notice of investigation within a period of not less than 14 days specified by the investigator in the amended notice.
- 7.8 The investigator must also, at the outset of their investigation, provide written notice of the investigation to the complainant, the complaints coordinator and the general manager, or in the case of a complaint about the general manager, to the complainant, the complaints coordinator and the mayor. The notice must:

- advise them of the matter the investigator is investigating, and
- b) in the case of the notice to the complainant, advise them of the requirement to maintain confidentiality, and
- c) invite the complainant to make a written submission in relation to the matter within a period of not less than 14 days specified by the investigator in the notice.

#### Written and oral submissions

- 7.9 Where the respondent or the complainant fails to make a written submission in relation to the matter within the period specified by the investigator in their notice of investigation or amended notice of investigation, the investigator may proceed to prepare their draft report without receiving such submissions.
- 7.10 The investigator may accept written submissions received outside the period specified in the notice of investigation or amended notice of investigation.
- 7.11 Prior to preparing a draft report, the investigator must give the respondent an opportunity to address the investigator on the matter being investigated. The respondent may do so in person or by telephone or other electronic means.
- 7.12 Where the respondent fails to accept the opportunity to address the investigator within the period specified by the investigator in the notice of investigation, the investigator may proceed to prepare a draft report without hearing from the respondent.

- 7.13 Where the respondent accepts the opportunity to address the investigator in person, they may have a support person or legal adviser in attendance. The support person or legal adviser will act in an advisory or support role to the respondent only. They must not speak on behalf of the respondent or otherwise interfere with or disrupt proceedings.
- 7.14 The investigator must consider all written and oral submissions made to them in relation to the matter.

### How are investigations to be conducted?

- 7.15 Investigations are to be undertaken without undue delay.
- 7.16 Investigations are to be undertaken in the absence of the public and in confidence.
- 7.17 Investigators must make any such enquiries that may be reasonably necessary to establish the facts of the matter.
- 7.18 Investigators may seek such advice or expert guidance that may be reasonably necessary to assist them with their investigation or the conduct of their investigation.
- 7.19 An investigator may request that the complaints coordinator provide such further information that the investigator considers may be reasonably necessary for them to establish the facts of the matter. The complaints coordinator will, as far as is reasonably practicable, provide the information requested by the investigator.

Investigations of Code of Conduct Complaints About Councillors or the General Manager

#### Referral or resolution of a matter after the commencement of an investigation

- 7.20 At any time after an investigator has issued a notice of investigation and before they have issued their final report, an investigator may determine to:
  - a) resolve the matter by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
  - b) refer the matter to the general manager, or, in the case of a complaint about the general manager, to the mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
  - c) refer the matter to an external agency.
- 7.21 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they must do so in accordance with the requirements of Part 6 of these procedures relating to the exercise of these options at the preliminary assessment stage.
- 7.22 The resolution of a code of conduct complaint under clause 7.20, paragraphs (a) or (b) is not to be taken as a determination that there has been a breach of the council's code of conduct.

- 7.23 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they may by written notice to the respondent, the complainant, the complaints coordinator and the general manager, or in the case of a complaint about the general manager, to the respondent, the complainant, the complaints coordinator and the mayor, discontinue their investigation of the matter.
- 7.24 Where the investigator discontinues their investigation of a matter under clause7.23, this shall finalise the consideration of the matter under these procedures.
- 7.25 An investigator is not obliged to give prior notice to or to consult with any person before making a determination to exercise any of the options under clause 7.20 or to discontinue their investigation except as may be specifically required under these procedures.

#### Draft investigation reports

- 7.26 When an investigator has completed their enquiries and considered any written or oral submissions made to them in relation to a matter, they must prepare a draft of their proposed report.
- 7.27 The investigator must provide their draft report to the respondent and invite them to make a written submission in relation to it within a period of not less than 14 days specified by the investigator.
- 7.28 Where the investigator proposes to make adverse comment about any other person (an affected person) in their report, they must also provide the affected person with relevant extracts of their draft report containing such comment and invite the affected person to make a written submission in relation to it within a period of not less than 14 days specified by the investigator.

- 7.29 The investigator must consider written submissions received in relation to the draft report prior to finalising their report in relation to the matter.
- 7.30 The investigator may, after consideration of all written submissions received in relation to their draft report, make further enquiries into the matter. If, as a result of making further enquiries, the investigator makes any material change to their proposed report that makes new adverse comment about the respondent or an affected person, they must provide the respondent or affected person as the case may be with a further opportunity to make a written submission in relation to the new adverse comment.
- 7.31 Where the respondent or an affected person fails to make a written submission in relation to the draft report within the period specified by the investigator, the investigator may proceed to prepare and issue their final report without receiving such submissions.
- 7.32 The investigator may accept written submissions in relation to the draft report received outside the period specified by the investigator at any time prior to issuing their final report.

### Final investigation reports

- 7.33 Where an investigator issues a notice of investigation, they must prepare a final report in relation to the matter unless the investigation is discontinued under clause 7.23.
- 7.34 An investigator must not prepare a final report in relation to the matter at any time before they have finalised their consideration of the matter in accordance with the requirements of these procedures.

- 7.35 The investigator's final report must:
  - a) make findings of fact in relation to the matter investigated, and,
  - b) make a determination that the conduct investigated either,
    - i) constitutes a breach of the code of conduct, or
    - ii) does not constitute a breach of the code of conduct, and
  - c) provide reasons for the determination.
- 7.36 At a minimum, the investigator's final report must contain the following information:
  - a) a description of the allegations against the respondent
  - b) the relevant provisions of the code of conduct that apply to the alleged conduct investigated
  - c) a statement of reasons as to why the matter warranted investigation (having regard to the criteria specified in clause 6.23)
  - a statement of reasons as to why the matter was one that could not or should not be resolved by alternative means
  - e) a description of any attempts made to resolve the matter by use of alternative means
  - f) the steps taken to investigate the matter
  - g) the facts of the matter
  - h) the investigator's findings in relation to the facts of the matter and the reasons for those findings
  - the investigator's determination and the reasons for that determination
  - j) any recommendations.

Investigations of Code of Conduct Complaints About Councillors or the General Manager

- 7.37 Where the investigator determines that the conduct investigated constitutes a breach of the code of conduct, the investigator may recommend:
  - a) in the case of a breach by the general manager, that disciplinary action be taken under the general manager's contract of employment for the breach, or
  - b) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA, or
  - c) in the case of a breach by a councillor, that the council resolves as follows:
    - that the councillor be formally censured for the breach under section 440G of the LGA, and
    - ii) that the matter be referred to the Office for further action under the misconduct provisions of the LGA.
- 7.38 Where the investigator proposes to make a recommendation under clause 7.37(c), the investigator must first consult with the Office on their proposed findings, determination and recommendation prior to finalising their report, and must take any comments by the Office into consideration when finalising their report.
- 7.39 Where the investigator has determined that there has been a breach of the code of conduct, the investigator may, in addition to making a recommendation under clause 7.37, recommend that the council revise any of its policies, practices or procedures.
- 7.40 Where the investigator determines that the conduct investigated does not constitute a breach of the code of conduct, the investigator may recommend:
  - a) that the council revise any of its policies, practices or procedures

- b) that a person or persons undertake any training or other education.
- 7.41 The investigator must provide a copy of their report to the complaints coordinator and the respondent.
- 7.42 At the time the investigator provides a copy of their report to the complaints coordinator and the respondent, the investigator must provide the complainant with a written statement containing the following information:
  - a) the investigator's findings in relation to the facts of the matter and the reasons for those findings
  - b) the investigator's determination and the reasons for that determination
  - c) any recommendations, and
  - d) such other additional information that the investigator considers may be relevant.
- 7.43 Where the investigator has determined that there has not been a breach of the code of conduct, the complaints coordinator must provide a copy of the investigator's report to the general manager or, where the report relates to the general manager's conduct, to the mayor, and this will finalise consideration of the matter under these procedures.
- 7.44 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation under clause 7.37, the complaints coordinator must, where practicable, arrange for the investigator's report to be reported to the next ordinary council meeting for the council's consideration, unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case the report must be reported to the first ordinary council meeting following the election.

7.45 Where it is apparent to the complaints coordinator that the council will not be able to form a quorum to consider the investigator's report, the complaints coordinator must refer the investigator's report to the Office for its consideration instead of reporting it to the council under clause 7.44.

## Consideration of the final investigation report by council

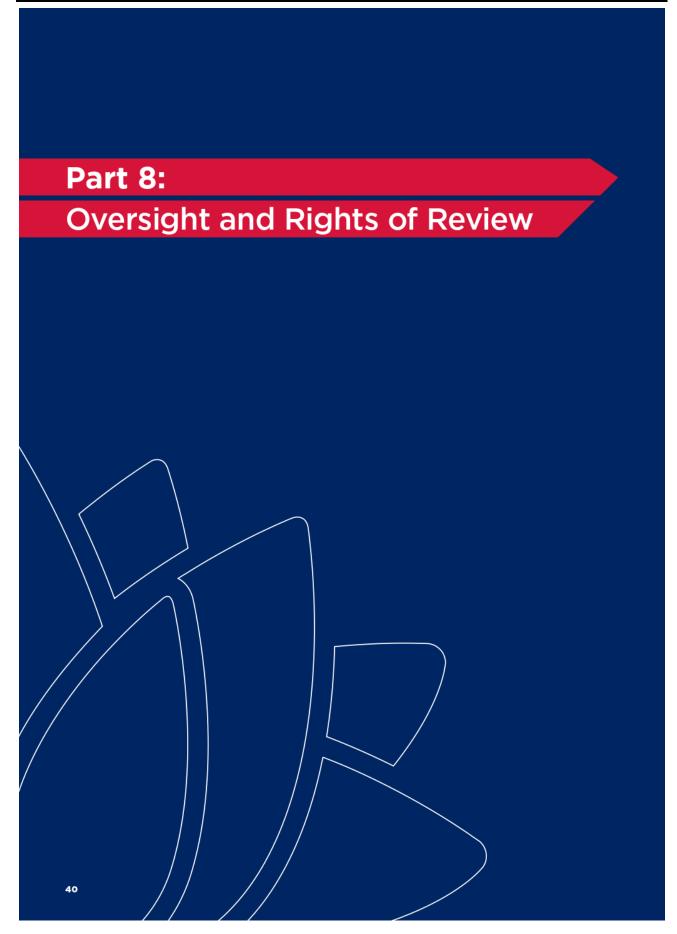
- 7.46 The role of the council in relation to a final investigation report is to impose a sanction if the investigator has determined that there has been a breach of the code of conduct and has made a recommendation in their final report under clause 7.37.
- 7.47 The council is to close its meeting to the public to consider the final investigation report in cases where it is permitted to do so under section 10A of the LGA.
- 7.48 Where the complainant is a councillor, they must absent themselves from the meeting and take no part in any discussion or voting on the matter. The complainant councillor may absent themselves without making any disclosure of interest in relation to the matter unless otherwise required to do so under the code of conduct.
- 7.49 Prior to imposing a sanction, the council must provide the respondent with an opportunity to make a submission to the council. A submission may be made orally or in writing. The respondent is to confine their submission to addressing the investigator's recommendation.

- 7.50 Once the respondent has made their submission they must absent themselves from the meeting and, where they are a councillor, take no part in any discussion or voting on the matter.
- 7.51 The council must not invite submissions from other persons for the purpose of seeking to rehear evidence previously considered by the investigator.
- 7.52 Prior to imposing a sanction, the council may by resolution:
  - a) request that the investigator make additional enquiries and/or provide additional information to it in a supplementary report, or
  - b) seek an opinion from the Office in relation to the report.
- 7.53 The council may, by resolution, defer further consideration of the matter pending the receipt of a supplementary report from the investigator or an opinion from the Office.
- 7.54 The investigator may make additional enquiries for the purpose of preparing a supplementary report.
- 7.55 Where the investigator prepares a supplementary report, they must provide copies to the complaints coordinator who shall provide a copy each to the council and the respondent.
- 7.56 The investigator is not obliged to notify or consult with any person prior to submitting the supplementary report to the complaints coordinator.
- 7.57 The council is only required to provide the respondent a further opportunity to make an oral or written submission on a supplementary report if the supplementary report contains new information that is adverse to them.

Investigations of Code of Conduct Complaints About Councillors or the General Manager

- 7.58 A council may by resolution impose one of the following sanctions on a respondent:
  - a) in the case of a breach by the general manager, that disciplinary action be taken under the general manager's contract of employment for the breach, or
  - b) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA, or
  - c) in the case of a breach by a councillor:
    - that the councillor be formally censured for the breach under section 440G of the LGA, and
    - ii) that the matter be referred to the Office for further action under the misconduct provisions of the LGA.
- 7.59 Where the council censures a councillor under section 440G of the LGA, the council must specify in the censure resolution the grounds on which it is satisfied that the councillor should be censured by disclosing in the resolution, the investigator's findings and determination and/or such other grounds that the council considers may be relevant or appropriate.

- 7.60 The council is not obliged to adopt the investigator's recommendation. Where the council proposes not to adopt the investigator's recommendation, the council must resolve not to adopt the recommendation and state in its resolution the reasons for its decision.
  - 7.61 Where the council resolves not to adopt the investigator's recommendation, the complaints coordinator must notify the Office of the council's decision and the reasons for it.



**Oversight and Rights of Review** 

### The Office's powers of review

- 8.1 The Office may, at any time, whether or not in response to a request, review the consideration of a matter under a council's code of conduct where it is concerned that a person has failed to comply with a requirement prescribed under these procedures or has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct in their consideration of a matter.
- 8.2 The Office may direct any person, including the council, to defer taking further action in relation to a matter under consideration under the council's code of conduct pending the completion of its review. Any person the subject of a direction must comply with the direction.
- 8.3 Where the Office undertakes a review of a matter under clause 8.1, it will notify the complaints coordinator and any other affected persons, of the outcome of the review.

### Complaints about conduct reviewers

- 8.4 The general manager or their delegate must refer code of conduct complaints about conduct reviewers to the Office for its consideration.
- 8.5 The general manager must notify the complainant of the referral of their complaint about the conduct reviewer in writing.
- 8.6 The general manager must implement any recommendation made by the Office as a result of its consideration of a complaint about a conduct reviewer.

#### **Practice rulings**

- 8.7 Where a respondent and an investigator are in dispute over a requirement under these procedures, either person may make a request in writing to the Office to make a ruling on a question of procedure (a practice ruling).
- 8.8 Where the Office receives a request in writing for a practice ruling, the Office may provide notice in writing of its ruling and the reasons for it to the person who requested it and to the investigator, where that person is different.
- 8.9 Where the Office makes a practice ruling, all parties must comply with it.
- 8.10 The Office may decline to make a practice ruling. Where the Office declines to make a practice ruling, it will provide notice in writing of its decision and the reasons for it to the person who requested it and to the investigator, where that person is different.

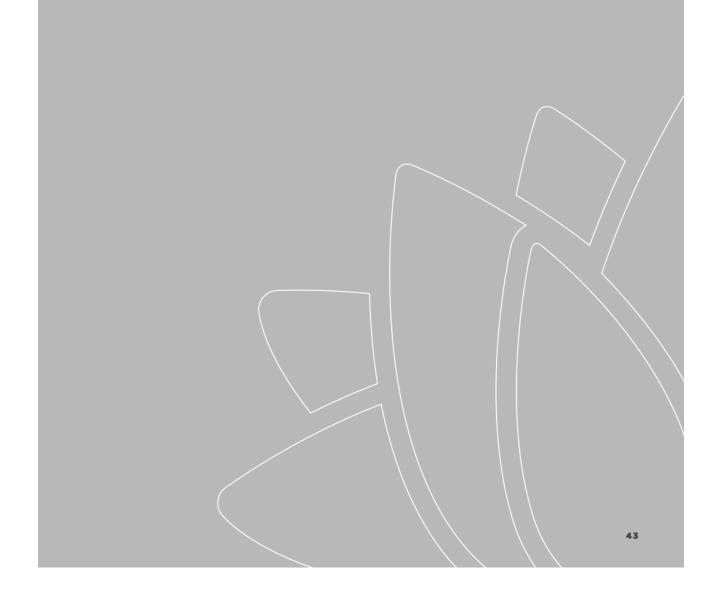
### Review of decisions to impose sanctions

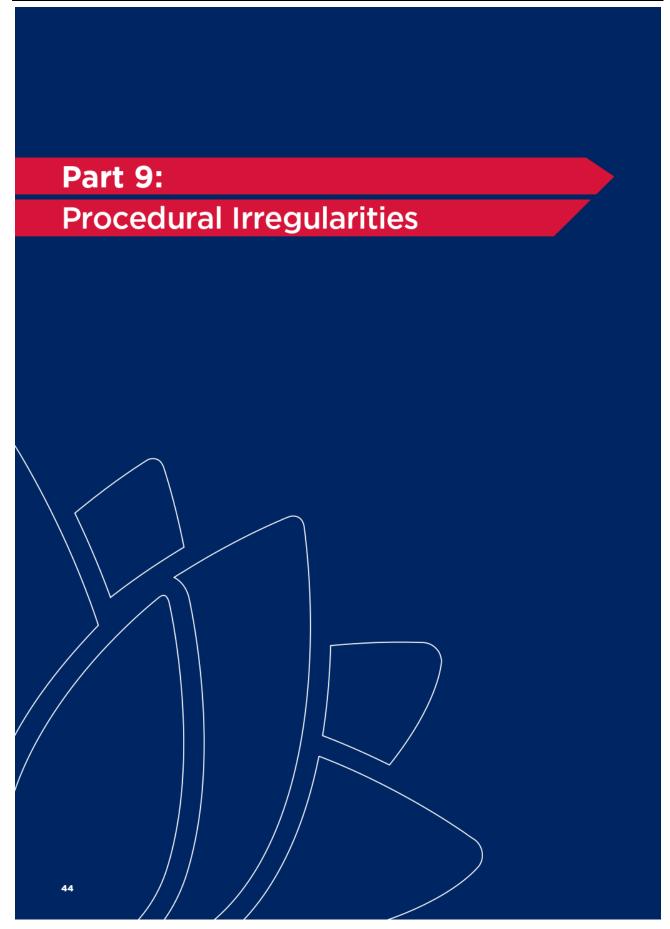
- 8.11 A person who is the subject of a sanction imposed under Part 7 of these procedures other than one imposed under clause 7.58, paragraph (c), may, within 28 days of the sanction being imposed, seek a review of the investigator's determination and recommendation by the Office.
- 8.12 A review under clause 8.11 may be sought on the following grounds:
  - a) that the investigator has failed to comply with a requirement under these procedures, or
  - b) that the investigator has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct, or
  - c) that in imposing its sanction, the council has failed to comply with a requirement under these procedures.

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- 8.13 A request for a review made under clause 8.11 must be made in writing and must specify the grounds upon which the person believes the investigator or the council has erred.
- 8.14 The Office may decline to conduct a review, in cases where the grounds upon which the review is sought are not sufficiently specified.
- 8.15 The Office may undertake a review of a matter without receiving a request under clause 8.11.
- 8.16 The Office will undertake a review of the matter on the papers. However, the Office may request that the complaints coordinator provide such further information that the Office considers reasonably necessary for it to review the matter. The complaints coordinator must, as far as is reasonably practicable, provide the information requested by the Office.
- 8.17 Where a person requests a review under clause 8.11, the Office may direct the council to defer any action to implement a sanction. The council must comply with a direction to defer action by the Office.
- 8.18 The Office must notify the person who requested the review and the complaints coordinator of the outcome of the Office's review in writing and the reasons for its decision. In doing so, the Office may comment on any other matters the Office considers to be relevant.

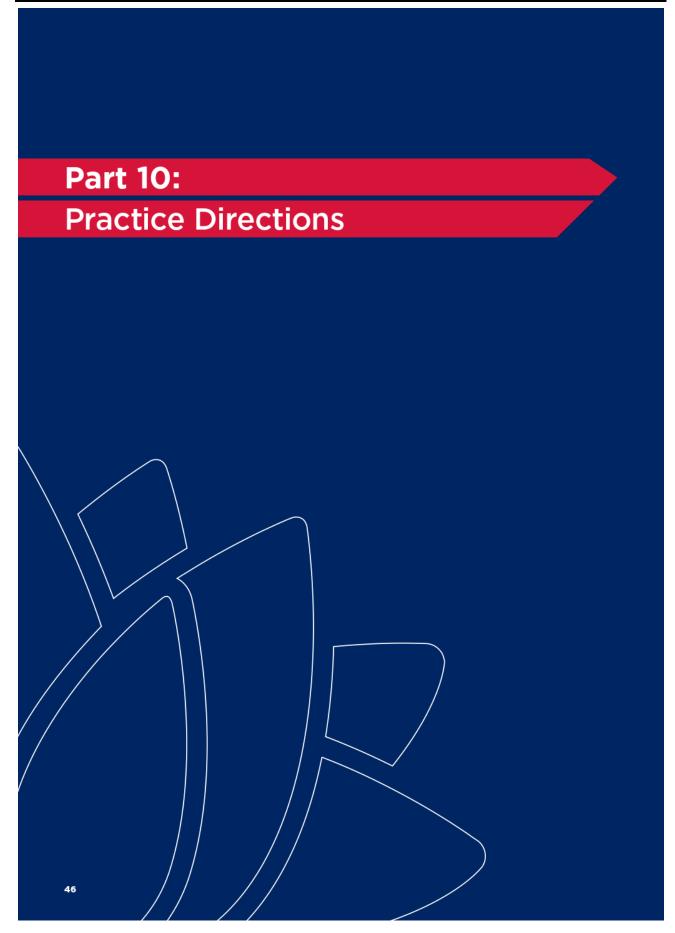
- 8.19 Where the Office considers that the investigator or the council has erred, the Office may recommend that a decision to impose a sanction under these procedures be reviewed. Where the Office recommends that the decision to impose a sanction be reviewed:
  - a) the complaints coordinator must, where practicable, arrange for the Office's determination to be tabled at the next ordinary council meeting unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case it must be tabled at the first ordinary council meeting following the election, and
  - b) the council must:
    - review its decision to impose the sanction, and
    - ii) consider the Office's recommendation in doing so, and
    - iii) resolve to either rescind or reaffirm its previous resolution in relation to the matter.
- 8.20 Where, having reviewed its previous decision in relation to a matter under clause 8.19(b), the council resolves to reaffirm its previous decision, the council must state in its resolution its reasons for doing so.





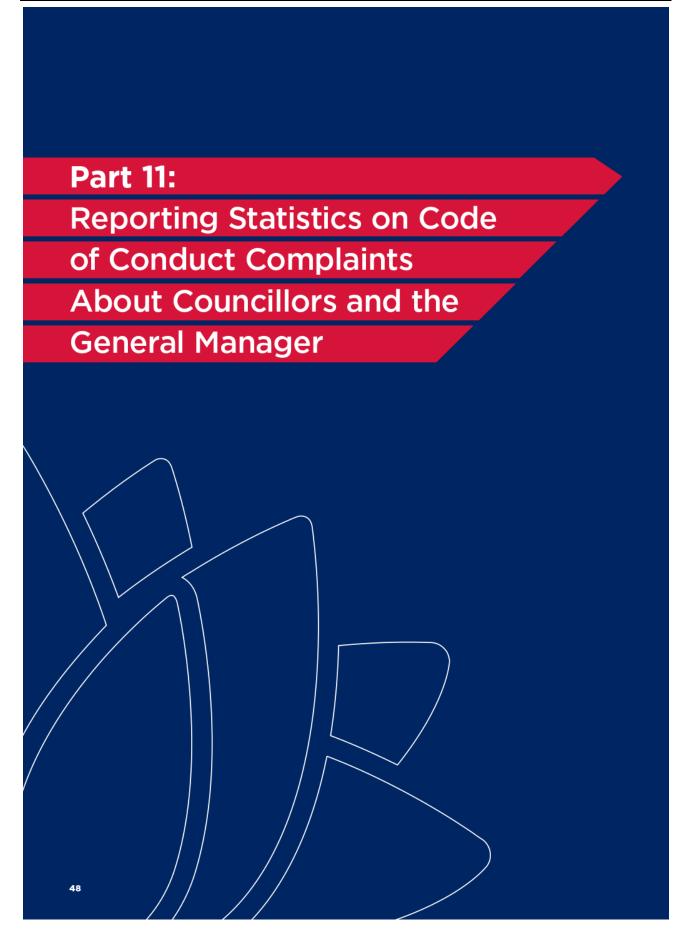
**Procedural Irregularities** 

- 9.1 A failure to comply with these procedures does not, on its own, constitute a breach of the code of conduct, except as may be otherwise specifically provided under the code of conduct.
- 9.2 A failure to comply with these procedures will not render a decision made in relation to a matter invalid where:
  - a) the non-compliance is isolated and/or minor in nature, or
  - b) reasonable steps are taken to correct the non-compliance, or
  - c) reasonable steps are taken to address the consequences of the non-compliance.



**Practice Directions** 

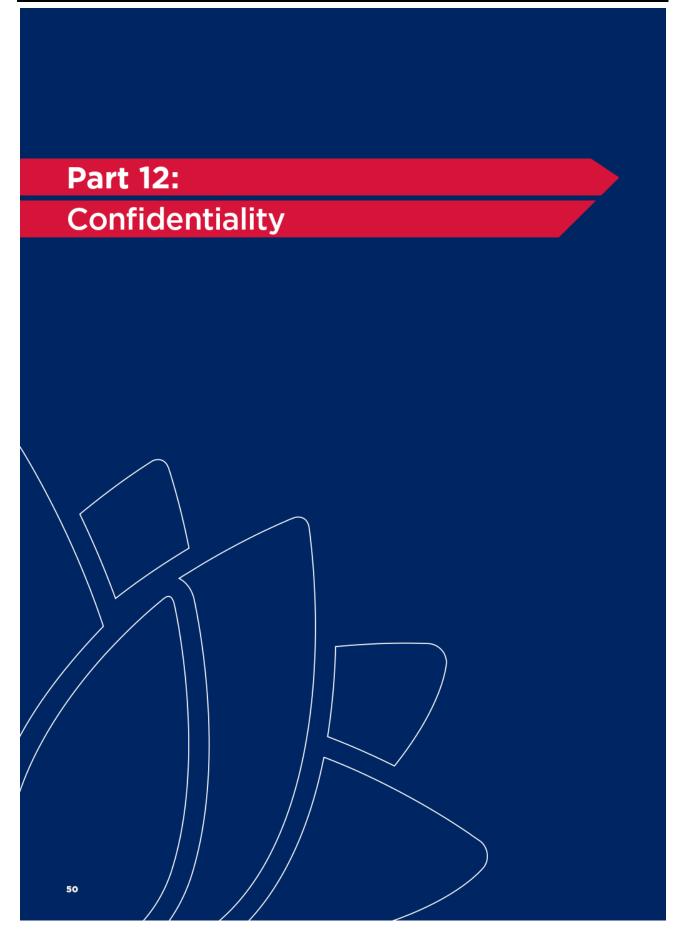
- 10.1 The Office may at any time issue a practice direction in relation to the application of these procedures.
- 10.2 The Office will issue practice directions in writing, by circular to all councils.
- 10.3 All persons performing a function prescribed under these procedures must consider the Office's practice directions when performing the function.



Reporting Statistics on Code of Conduct Complaints About Councillors and the General Manager

- 11.1 The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:
  - a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)
  - b) the number of code of conduct complaints referred to a conduct reviewer during the reporting period
  - c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints
  - d) the number of code of conduct complaints investigated by a conduct reviewer during the reporting period

- e) without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period
- f) the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and
- g) the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.
- 11.2 The council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year.



#### Confidentiality

- 12.1 Information about code of conduct complaints and the management and investigation of code of conduct complaints is to be treated as confidential and is not to be publicly disclosed except as may be otherwise specifically required or permitted under these procedures.
- 12.2 Where a complainant publicly discloses information on one or more occasions about a code of conduct complaint they have made or purported to make, the general manager or their delegate may, with the consent of the Office, determine that the complainant is to receive no further information about their complaint and any future code of conduct complaint they make or purport to make.
- 12.3 Prior to seeking the Office's consent under clause 12.2, the general manager or their delegate must give the complainant written notice of their intention to seek the Office's consent, invite them to make a written submission within a period of not less than 14 days specified by the general manager or their delegate, and consider any submission made by them.
- 12.4 In giving its consent under clause 12.2, the Office must consider any submission made by the complainant to the general manager or their delegate.

- 12.5 The general manager or their delegate must give written notice of a determination made under clause 12.2 to:
  - a) the complainant
  - b) the complaints coordinator
  - c) the Office, and
  - any other person the general manager or their delegate considers should be notified of the determination.
- 12.6 Any requirement under these procedures that a complainant is to be provided with information about a code of conduct complaint that they have made or purported to make, will not apply to a complainant the subject of a determination made by the general manager or their delegate under clause 12.2.
- 12.7 Clause 12.6 does not override any entitlement a person may have to access to council information under the *Government Information (Public Access) Act 2009* or to receive information under the *Public Interest Disclosures Act 1994* in relation to a complaint they have made.



## POLICY AND GENERAL COMMITTEE

May 2, 2022

## ITEM 10

## BROKEN HILL CITY COUNCIL REPORT NO. 121/22

# SUBJECT: ADOPTION OF THE DRAFT REVISED SOCIAL MEDIA POLICY AND THE DRAFT REVISED MEDIA RELATIONS POLICY D22/20681

## **Recommendation**

- 1. That Broken Hill City Council Report No. 121/22 dated May 2, 2022, be received.
- 2. That Council notes that nil submissions were received from the public during the public exhibition period.
- 3. That the draft revised Social Media Policy and the draft revised Media Relations Policy be adopted as Policies of Council.
- 4. That Council notes that the adoption of the draft revised Social Media Policy and the draft revised Media Relations Policy will render Council's 2018 Social Media Policy and 2017 Media Relations Policy obsolete.

## **Executive Summary:**

As per Section 440 of the Local Government Act 1993, Council must, within 12 months after each ordinary election, review its adopted Code of Conduct Policy and make such adjustments as it considers appropriate and as are consistent with this section of the Act and the Office of Local Government's Model Code of Conduct for NSW Councils. Sections of the Model Code of Conduct relate to media relations and the use of social media.

As per Council's resolution at the 12 January 2022 Ordinary Council Meeting (Minute No. 46690) a Councillor Workshop was held on Monday 7 March 2022 to review Council's existing Social Media Policy and Media Relations Policy.

The policies were reviewed by Council at the March 2022 Policy and General Committee Meeting and the March 2022 Council Meeting and Council resolved (Minute No. 46789) to place the draft reviewed polices on public exhibition. The draft polices were subsequently placed on public exhibition for a 28 day period closing at midnight on Friday 28 April 2022, during which time Council received nil submissions from the public.

This report is presented to Council to consider the formal adoption of the draft revised Social Media Policy and the draft revised Media Relations Policy.

## Report:

NSW Councils are required to review and adopt their Code of Conduct Policies (based on the Office of Local Government's (OLG) Model Code of Conduct 2020 (Model Code)) within 12 months after each Ordinary Election.

The Model Code of Conduct is prescribed under section 440 of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021 (the Regulation).

Under Section 440 of the Act, each Council in NSW is required to adopt a Code of Conduct based on the Model Code as prescribed under the Regulation. Councils may enhance or strengthen the standards prescribed under the Model Code in their adopted Codes of Conduct to make them more onerous. Councils may also supplement the provisions contained in the Model Code with additional provisions in their adopted Codes of Conduct.

However, Councils cannot weaken the standards prescribed in the Model Code in their adopted Codes of Conduct. Provisions contained in a Council's adopted Code of Conduct that are less onerous than those prescribed under the Model Code will be invalid and the equivalent provisions of the Model Code will override them through the operation of section 440 of the *Local Government Act 1993*.

At the Councillor Workshop held on 7 March 2022 the majority of Councillors present noted that several points in the Social Media Policy and the Media Relations Policy appeared to be superfluous as they are already covered by Council's Code of Conduct Policy.

Upon review of the policies, discussions were held around possible amendments as follows:

## Social Media Policy

## Change 4.4 to read:

4.4 Council representatives must not use personal accounts in a manner that is likely to breach Council's Code of Conduct.

## Remove 4.5:

4.5 Council Representatives must not use their personal accounts to allude to or disclose information about Council, upcoming projects or events, or any other information that is not already in the public domain.

## Media Relations Policy

## Remove 4.2.2:

4.2.2 Whenever Councillors speak with the media they must make it clear they are expressing their own personal opinion, and not speaking on behalf of Council as a whole.

## Remove 4.2.5:

4.2.5 Councillors must not provide the media with comment or information that; contests or undermines established Council policy; brings Council into disrepute; denigrates Council, fellow Councillors, or Council employees.

## Minor change to 4.2.6 to read:

4.2.6 Replace the word "encouraged" with "welcome".

These amendments were considered at the March 2022 Policy and General Committee Meeting and the March 2022 Council Meeting and Council resolved (Minute No. 46790) to amend the policies as suggested above and place the draft revised policies on public exhibition.

The draft revised policies were subsequently placed on public exhibition for a 28 day period closing at midnight on Friday 28 April 2022, during which time Council received nil submissions from the public.

This report is presented to Council to consider the formal adoption of the draft revised Social Media Policy and the draft revised Media Relations Policy.

## **Community Engagement:**

The draft revised policies were placed on public exhibition for a 28 day period.

## 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:**

Section 440 of the Local Government Act 1993 Local Government (General) Regulation 2021

## **Financial Implications:**

Nil.

## Attachments

- **1.** Uraft Revised Social Media Policy
- 2. J Draft Revised Media Relations Policy

DARRIN MANUEL MANAGER COMMUNICATIONS AND MARKETING

JAY NANKIVELL GENERAL MANAGER

## BROKEN HILL

CITY COUNCIL

## DRAFT SOCIAL MEDIA POLICY

QUALITY CONTROL					
TRIM REFERENCES	D17/9747				
RESPONSIBLE POSITION	Communications & Community Engagement Coordinator				
APPROVED BY	Council Resolution				
REVIEW DATE					
EFFECTIVE DATE	ACTION	MINUTE NUMBER			
28 February 2018	Public Exhibition	45745			
26 April 2018 Adopted		45800			
30 March 2022	Public Exhibition 46790				

#### 1. INTRODUCTION

Australians are among the most prolific users of social media in the world, and expectations are growing on councils to engage, work openly, be more accountable and move quicker on issues. Social media represents opportunities to achieve real value by engaging residents, listening more and harnessing local energy.

Social media can:

- Increase residents' access to Council
- Increase Council's access to residents and improve the accessibility of Council communication
- Allow Council to be more active in its relationship with residents, partners and other stakeholders
- Increase the level of trust in Council
- Reach targeted audiences on specific issues, events and programs
- Provide effective, fast communication channels during crises
- Provide insights into how council is perceived

#### 2. POLICY OBJECTIVE

To provide a policy position in respect to the expectations of Council's representatives when engaging in social media, in both an official and personal capacity.

#### 3. POLICY SCOPE

This Policy applies to Councillors, Council officers, volunteers, consultants and contractors.

Draft Social Media Policy

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#### 4. POLICY STATEMENT

4.1 Authorised Users using social media must:

- Only disclose publicly available information, or information intended to be made publicly available at the time of disclosure.
- Publish copyright or trademark material only with permission from the copyright/trademark holder.
- Ensure that information posted on accounts they oversee is not illegal, libellous, discriminatory, defamatory, abusive or obscene.
- Maintain compliance with the Model Code of Conduct, and all other relevant Council policies when publishing content.
- Ensure parental consent has been obtained before posting an image of a minor, except where the minor's identity cannot be determined by a viewer.
- Use the content flowchart (attached) to determine if the content should be posted.
- Respond to genuine enquires within the timeframe outlined in the Customer Service Strategy where possible.
- Only engage in public conversation where relevant and appropriate.
- Not release CCTV footage on Council's social media without authorisation from the General Manager.
- Not communicate on behalf of the Mayor or Councillors without authorisation from the General Manager.

**4.2** The Communications and Community Engagement Coordinator and the Digital Officer will monitor content posted on official social media channels to ensure adherence to the social media policy and associated documents.

**4.3** Authorised Users will moderate user content. Any content that the Authorised User believes breaches this policy or associated documents is to be reported to the Digital Officer or the Communications and Community Engagement Officer. Offending content will be documented before being removed.

**4.4** Council representatives must not use personal accounts in a manner that is likely to bring Council or its representatives into disrepute breach Council's Code of Conduct.

**4.5** Council Representatives must not use their personal accounts to allude to or disclose information about Council, upcoming projects or events, or any other information that is not already in the public domain.

**4.6** Council may utilise live streaming at Council meetings and events. During meetings, a disclaimer will be published in the business papers informing attendees they are consenting to their image, voice and comments being recorded and published. The Mayor and/or General Manager have the authority to pause or terminate the stream if comments or debate are considered defamatory or otherwise inappropriate for publishing. Attendees will also advised that they may be subject to legal action if they engage in unlawful behaviour or commentary. Signage will be posted at events to inform the public if live streaming is in process.

Draft Social Media Policy

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**4.7** Non-compliance with the Social Media Policy by employees will be managed in line with Council's Disciplinary Policy. Non-compliance by all other Council Representatives will be managed through the relevant Code of Conduct disciplinary systems.

#### 5. IMPLEMENTATION

#### 5.1. Roles and Responsibilities

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

- General Manager
- Communications and Community Engagement Coordinator
- Digital Officer
- Authorised Users

#### 5.2. Communication

This Policy will be communicated to staff in accordance with Council's Policy, Procedure and Process Framework. Following approval by the General Manager, the Policy will be made available on Council's intranet.

#### 5.3. Associated Documents

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

- BHCC Model Code of Conduct
- BHCC Disciplinary Policy
- BHCC Email, Internet and Computer Systems Usage Policy
- BHCC Media Relations Policy
- BHCC Social Media Guidelines
- BHCC Customer Service Strategy

#### 6. REVIEW

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

The standard review period will be annually from the effective date, but is not limited to earlier review subject to changes in legislation and/or organisational directives. The responsible Council officer will be notified of the review requirements three (3) months prior to the expiry of this policy.

The Communications and Community Engagement Coordinator is responsible for the review of this policy.

Draft Social Media Policy

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#### 7. LEGISLATIVE AND LEGAL FRAMEWORK

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

- Anti-Discrimination Act 1977
- Archives Act 1983
- Children and Young Persons (Care and Protection) Act 199
- Copyright Act 1968
- Copyright Amendment Act 2006
- Copyright Amendment (Disbaility Access and Other Measures) Act 2017
- Defamation Act 2005
- Local Government Act 1993
- Privacy Act 1988
- Privacy and Personal Information Protection Act 1998
- State Records Act 1998

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

#### 8. DEFINITIONS

**"Authorised User"** is a staff member authorised by the General Manager or the Communications and Community Engagement Coordinator to manage, maintain, publish to and operate a Council social media channel.

"BHCC" is the acronym for Broken Hill City Council

"CCTV" is Closed Circuit Television

"Content" is any information, opinion, text, video, audio, image, link, or document published to social media

"Council Representative" is any employee, elected member, volunteer, consultant or contractor

"Minor" is a person under the age of 18 years

**"Moderate"** is the process of assessing content (normally user generated) against predetermined standards and removing content which does not meet those standards.

"**Platform**" is a specific Social Media network, website, application or service (for example Facebook, Twitter, Instagram, etc).

"Post", "Publish", "Comment" are all terms meaning to make information, opinion or content available for others to view on a social media platform.

"Public Domain" means available to the public.

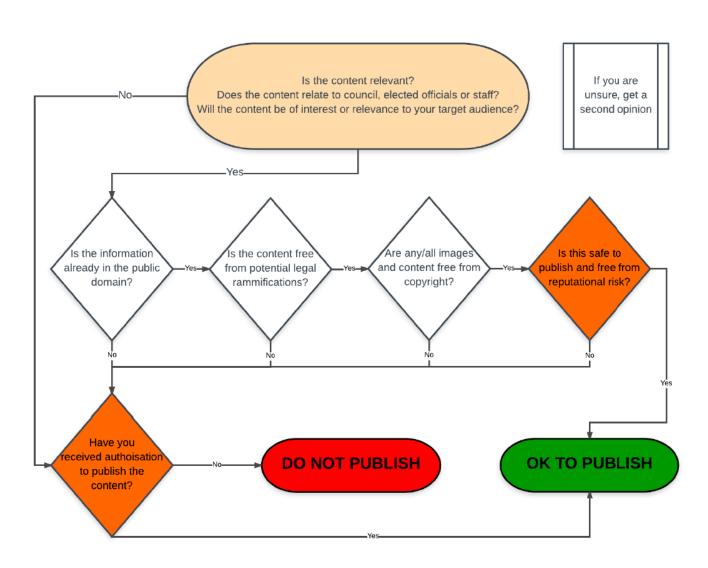
**"Social Media"** is the term for websites and applications that enable users to create and share content or to participate in social networking.

"User" is any content consumer or creator other than the account owner, operator, publisher or author.

Draft Social Media Policy

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Draft Social Media Policy

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## BROKEN HILL

CITY COUNCIL

## DRAFT MEDIA RELATIONS POLICY

QUALITY CONTROL			
TRIM REFERENCES	12/114		
RESPONSIBLE POSITION	General Manager		
APPROVED BY	Council resolution		
REVIEW DATE	March 2021	REVISION NUMBER 4	
EFFECTIVE DATE	ACTION		
29/11/2000	Adopted	38961	
26/11/2003	Adopted	40205	
28/03/2012	Adopted	43236	
29/03/2017	Public Exhibition	45503	
31/05/2017	Adopted 45544		
30/03/2022	Public Exhibition	46790	

#### 1. INTRODUCTION

This Policy provides a framework for Councillors and staff to use to promote coverage of Council affairs that is consistent, fair, accurate and reliable.

#### 2. POLICY OBJECTIVE

The Media Relations Policy has the following objectives:

- To ensure consistency by Councillors and staff in dealing with the media.
- To promote open exchange of information between Council and the media.
- To limit the publication of inaccurate information which could cause conflict or embarrassment for employees and Councillors.
- To limit the possibility of miscommunication and reputation risk.
- To promote positive media relationships.
- To clearly indicate Council's authorised spokespersons.
- To ensure appropriate authorisation and responsibility for information provided.

DRAFT MEDIA RELATIONS POLICY

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#### 3. POLICY SCOPE

This Policy applies to Councillors, Council officers, volunteers, consultants, and contractors.

#### 4. POLICY STATEMENT

The following guidelines should be observed at all times when interacting with media:

#### 4.1 Staff and Media

- All media enquiries should be directed to the Communications and Community Engagement Coordinator.
- Council staff must not speak to the media about matters related to Council unless authorised by the General Manager to do so.
- Council employees may not provide any comment or information to the media with the intention of contesting or undermining Council policy or casting Council, Councillors or Council staff in a negative light.
- Council employees may speak to the media or write Letters to the Editor as private individuals providing they do not comment on Council business or policy, and do not identify themselves as Council employees.
- From time to time it may be necessary for a Letter to the Editor to be written as an official Council communication to inform the community about a particular matter. Such letters must be issued through the Communications and Community Engagement Coordinator, subject to the approval of the Mayor and/or General Manager.
- In the event of an industrial dispute (or an incident likely to lead to an industrial dispute), statements on behalf of Council employees should be issued via the relevant union.
- When appropriate, a member of Council staff may be nominated by the General Manager to act as the sole spokesperson on a specific issue, event or initiative within their operational portfolio, to ensure consistency of message.
- Council staff should treat all media outlets equally and avoid giving one outlet preferential treatment. Media releases should be distributed to all media outlets at the same time.
- Council staff should never provide information "off the record" during media interviews. Anything said to a media representative can be used in a news story.
- Contractors, volunteers or service providers employed by Council must refer all media enquiries relating to Council to the Communications and Community Engagement Coordinator.

#### 4.2 Councillors and Media

 Councillors have been elected to represent the community and are free to speak to the media.

DRAFT MEDIA RELATIONS POLICY

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- Whenever Councillors speak with the media they must make it clear they are expressing their own personal opinion, and not speaking on behalf of Council as a whole.
- Councillors may speak on behalf of Council only when delegated by the Mayor. In such an instance they must completely support Council's position on the issue at hand.
- Councillors may speak with media on behalf of Committees on which they are Chair or Acting Chair on matters that directly relate to their Committee.
- Councillors must not provide the media with comment or information that; contests or undermines established Council policy; brings Council into disrepute; denigrates Council, fellow Councillors, or Council employees.
- Councillors are encouraged <u>welcome</u> to contact the Communications and Community Engagement Coordinator or General Manager before speaking to media to ensure they can provide the most up to date information from Council on the matter at hand.

#### 4.3 Media Releases

- Staff may prepare draft media releases, but they must be forwarded to the Communications and Community Engagement Coordinator for editing, formatting and distribution to ensure consistency in communication with media.
- Media releases should never be issued without the Communications and Community Engagement Coordinator's knowledge, and the prior approval of the General Manager, the Mayor, or a delegated authority.
- A media release should never be issued quoting a Councillor or member of staff without that person's permission.
- Staff with specialist knowledge may be quoted in media releases with the permission of the relevant delegated authority.
- Media releases must be approved by the General Manager or the delegated authority before posting on the Council website or social media.

#### 4.4 Media Alerts

Any Councillor or staff member who is aware of a Council matter that may be of interest to the media should immediately contact the General Manager's Office.

#### 4.5 Complaints about the Media

Staff complaints about incorrect or unfair media content regarding Council matters should be forwarded to the Communications and Community Engagement Coordinator. Official complaints about media, or requests for a correction can only be made with the authorisation of the General Manager.

#### 4.6 Emergency Communication

Council recognises that ill-considered and uninformed comments can cause dire consequences and have legal implications in the event of an emergency, disaster, crisis or other sensitive issue.

In the event of an emergency in the Council area involving serious injury to and/or death of residents, the Mayor/Councillors or Council employees, or involving significant damage to Council assets or private property, or involving significant law enforcement activity on Council property, the following procedures will apply:

DRAFT MEDIA RELATIONS POLICY

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- The General Manager's Office must be notified immediately of details of the incident or activity.
- Details of the incident or activity must not be discussed with any media representatives unless approved in advance by the General Manager.
- Requests by the media to film, photograph or interview Council employees or Council assets involved in the emergency situation must be referred to the General Manager's Office.

#### 4.7 Crisis Management

In communications planning, a crisis is regarded as an emergency due to an actual or imminent occurrence (such as fire, flood, storm, earthquake, explosion, terrorist act, accident, epidemic or war like action) which creates an emergency that requires a significant and coordinated response.

A crisis is defined as a situation that:

(a) endangers, or threatens to endanger, the safety or health of persons or animals in the Local Government Area and;

(b) destroys or damages, or threatens to destroy or damage, any property in the Local Government Area.

If the District Emergency Management Committee enacts the District DISPLAN, requests must be referred to the General Manager's Office. The General Manager will be guided by the advice of the District and Local Emergency Operations Controllers.

#### 4.8 Non-compliance with this Policy

Failure to comply with this policy may be dealt with in accordance with Council's Code of Conduct.

#### 5. IMPLEMENTATION

#### 5.1. Roles and Responsibilities

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

Authorised Officer	Roles and Responsibilities
Mayor	Council's official spokesperson on all strategic and policy matters. Authorised signatory for Letters to the Editor on policy issues.
Deputy Mayor	To act as the Mayor's delegated spokesperson if the Mayor is unavailable.
General Manager	Council's official spokesperson on all policy, operations, strategic, and administrative issues. Authorised signatory for Letters to the Editor on these issues.
Councillors	Provide the media with comment, identifying that it is provided as their own personal opinion, and not the official position of Council.

DRAFT MEDIA RELATIONS POLICY

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Department Managers	May make statements on behalf of Council as a designated spokesperson if authorised by the General Manager.
Communications and Community Engagement Coordinator	Responsible for coordinating responses, and providing information and press releases to the media.
General Staff	No media role unless authorised by the General Manager to act as a designated spokesperson.

- The Mayor and the General Manager are Council's official spokespersons on all matters.
- The General Manager may nominate other staff to act as spokespersons for the Council.
- The Mayor may delegate another Councillor to speak on a particular matter.
- The Communications and Community Engagement Coordinator is responsible for coordinating media liaison and issuing press releases, and is delegated to respond to media enquiries on behalf of Council.
- No staff member, other than those authorised by the General Manager, are to handle an enquiry from the media without prior approval.
- Information given to the media of a controversial, legal, or ethical nature requires the approval of the General Manager and/or the Mayor.
- All staff, Councillors, volunteers and contractors must abide by Council's Code Of Conduct when speaking with the media.

#### 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, and also directly supplied to local media outlets.

#### 6. REVIEW

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

The standard review period will be within each term of Council following the Local Government Elections, or as required to ensure that it meets legislation requirements and the needs of the community and Council. The responsible Council officer will be notified of the review requirements three (3) months prior to the expiry of this policy.

The Communication and Community Engagement Coordinator is responsible for the review of this policy.

#### 7. LEGISLATIVE AND LEGAL FRAMEWORK

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

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

DRAFT MEDIA RELATIONS POLICY

2015 Model Code of Conduct for Councils in NSW

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

#### 8. DEFINITIONS

•

"DISPLAN" – The Broken Hill City Council Local Disaster Plan

DRAFT MEDIA RELATIONS POLICY

Page 6 of 6

## POLICY AND GENERAL COMMITTEE

May 3, 2022

## ITEM 11

## BROKEN HILL CITY COUNCIL REPORT NO. 122/22

# SUBJECT: AMENDMENT TO COUNCIL'S CODE OF MEETING PRACTICE POLICY TO INCLUDE AN ACKNOWLEDGEMENT TO BROKEN HILL'S MINING HISTORY

## **Recommendation**

- 1. That Broken Hill City Council Report No. 122/22 dated May 3, 2022, be received.
- 2. That Council's Code of Meeting Practice Policy be amended at clauses 8.1 and 20.5b to include an Acknowledgement of Broken Hill's Mining History in the Order of Business at Standing Committee Meetings and Ordinary and Extraordinary Council Meetings as follows:
  - a) To include an Acknowledgement of Broken Hill's Mining History to follow the Acknowledgement of Country in the Order of Business for Standing Committees and Ordinary and Extraordinary Council Meetings.
  - b) To include the wording of the Acknowledgement of Broken Hill's Mining History in a note to clause 8.1 and 20.5b as follows:

"We take time to reflect, remember and honour the over 800 miners that lost their lives or were crippled or maimed on the Line of Lode. We thank the brave miners and their wives who were part of the 1919-1920 strike that lasted over 500 days and delivered a 35 hour working week. Mining is our past and future."

- 3. That Council's Code of Meeting Practice Policy also be amended at clauses 8.1 and 20.5b to include in a note, the wording the Prayer and Acknowledgement of Country as follows:
  - a) Prayer:

"Almighty God, we ask you to invoke your blessing upon this Council. Direct and prosper our deliberations to the advancement and true welfare of the people of the Council are, our State and Australia. AMEN"

 b) Acknowledgement of Country:
 "We acknowledge the traditional owners of the land upon which we meet today and pay our respects to their elders; past, present and emerging."

## **Executive Summary:**

This report is provided for consideration of the wording of an Acknowledgement to Broken Hill's Mining History to be included as a standing item in the Order of Business at Standing Committee Meetings and Ordinary and Extraordinary Council Meetings as per the Council Resolution of the verbal Mayoral Minute tabled at the Ordinary Council Meeting held 27 April 2022 (Minute No. 46806).

## Report:

At Council's Ordinary Meeting held 27 April 2022, Mayor Kennedy tabled the following verbal Mayoral Minute:

RESOLUTION			<u>Re</u>	solved
<u>Minute No. 46806</u> Mayor T Kennedy moved Councillor R Page seconded	)	)	1.	That Mayoral minute No. 6/22 dated April 27 2022 be received.
			2.	That Council amend the Code of Meeting Practice Policy to include an acknowledgement to mining history.
			3.	That the Policy and General Standing Committee determine the wording for recommendation to Council.
			4.	That the wording be along the following lines "we take time to reflect, remember and honour the over 800 miners that lost their lives or were crippled or maimed on the Line of Lode. We thank the brave miners and their wives who were part of the 1919-20 strike that lasted over 500 days and

CARRIED UNANIMOUSLY

delivered a 35 hour working week. Mining is

our past and future".

As per the above Council Resolution, it is suggested that an Acknowledgement of Broken Hill's Mining History be made at the commencement of each Council Standing Committee Meeting and the Ordinary and Extraordinary Council Meeting following the Acknowledgement of Country, as a standing item on the Order of Business.

It is suggested that this acknowledgement be included at Item 6 of the Order of Business for Standing Committees and Council Meetings as follows:

Ordinary and Extraordinary Council Meetings

- 01 Opening Meeting
- 02 Apologies
- 03 Leave of Absence Applications
- 04 Prayer
- 05 Acknowledgement of Country
- 06 Acknowledgement of Broken Hill's Mining History
- 07 Public Forum Session
- 08 Confirmation of Minutes
- 09 Disclosures of Interest
- 10 Mayoral Minute(s)
- 11 Notices of Motion
- 12 Notices of Rescission
- 13 Reports from Delegates
- 14 Committee Reports
  - a) Works Committee

- b) Health and Building Committee
- c) Policy and General Committee
- 15 Further Reports
- 16 Questions on Notice
- 17 Questions for Next Meeting
- 18 Public Forum Session
- 19 Confidential Matters
- 20 Conclusion of the Meeting

## Standing Committee Meetings

- 01 Opening Meeting
- 02 Apologies
- 03 Leave of Absence Applications
- 04 Prayer
- 05 Acknowledgement of Country
- 06 Acknowledgement of Broken Hill's Mining History
- 07 Confirmation of Minutes|
- 08 Disclosures of Interest
- 09 Reports
- 10 Confidential Matters
- 11 Conclusion of the Meeting

Council's resolution referred the matter to the May 2022 Policy and General Committee Meeting to review the proposed wording for the Acknowledgement of Broken Hill's Mining History and to make recommendation of the wording to the May Council Meeting.

The wording suggested at the April Council Meeting for review is:

"we take time to reflect, remember and honour the over 800 miners that lost their lives or were crippled or maimed on the Line of Lode. We thank the brave miners and their wives who were part of the 1919-20 strike that lasted over 500 days and delivered a 35 hour working week. Mining is our past and future".

It is also suggested that the Code of Meeting Practice be amended at clauses 8.1 and 20.5b to include in a note the wording of the Acknowledgement of Broken Hill's Mining History and to also include the wording of the Prayer and the Acknowledgement of Country as this wording is not recorded in the Code of Meeting Practice.

The wording of the Prayer is:

"Almighty God, we ask you to invoke your blessing upon this Council. Direct and prosper our deliberations to the advancement and true welfare of the people of the Council are, our State and Australia. AMEN"

The wording of the Acknowledgement of Country is:

"We acknowledge the traditional owners of the land upon which we meet today and pay our respects to their elders; past, present and emerging."

This report is presented to the May Policy and General Committee Meeting to make recommendation to Council regarding amendments to the Code of Meeting Practice Policy to include an Acknowledgement to Broken Hill's Mining History; to clarify the wording of the acknowledgement; and to include this wording along with that of the Prayer and the Acknowledgment of Country in the Code of Meeting Practice Policy.

## **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 360 Local Government (General) Regulation 2021

## **Financial Implications:**

Nil.

## Attachments

There are no attachments for this report.

LEISA BARTLETT EXECUTIVE OFFICER

JAY NANKIVELL GENERAL MANAGER

## POLICY AND GENERAL COMMITTEE

May 3, 2022

## **ITEM 12**

## BROKEN HILL CITY COUNCIL REPORT NO. 126/22

## SUBJECT:ART GALLERY RE-BRANDING PROCUREMENT - AUDITOR<br/>RESPONSED22/21347

PREVIOUS ITEMS: BHCC102/22 - BROKEN HILL CITY GALLERY - RE-BRANDING PROCUREMENT - Ordinary Council - 27 Apr 2022 6:30pm

## **Recommendation**

- 1. That Broken Hill City Council Report No. 126/22 dated May 3, 2022, be received.
- 2. That Council note the amended report from O'Connor Marsden.
- 3. That Council note a retrospective variation has been noted in the March 2022 Quarterly Budget Review.

## **Executive Summary:**

At its Ordinary Meeting held 27 April 2022 Council resolved to send correspondence to it's internal auditors, O'Connor Marsden & Associates, asking them to explain how they concluded that the General Manager's delegations of authority allowed the expenditure of \$36,250.00 of unspent wages on rebranding the Art Gallery and how they determined that rebranding and renaming an asset is an operational matter and that the response be presented to Policy and General Committee.

This report provides a response to that request.

## Report:

At its Ordinary Meeting held 27 April 2022 Council resolved:

- 1. That Broken Hill City Council Report No. 102/22 dated April 13, 2022, be received.
- 2. That Council note an independent review was conducted by Council's Internal Auditors to ensure transparency and independence.
- 3. That Council note the outcome of the review.
- 4. That Council sends correspondence to it's internal auditors, O'Connor Marsden & Associates, asking them to explain how they concluded that the General Manager's delegations of authority allowed the expenditure of \$36,250.00 of unspent wages on rebranding the Art Gallery and how they determined that rebranding and renaming an asset is an operational matter.
- 5. That once an answer is received by Council from Council's internal auditors, a report be presented to the Policy and General Committee.

O'Connor Marsden have provided an amended report in response to Council's request. The change has been made to Point 3 of the report and now reads as:

The use of surplus salary budget from the closure of the Sully building to fund the Art Gallery re-branding project was approved by the GM on 20 July 2021. As the project had been endorsed by Council by way of adopting the Art Gallery Advisory Committee Minutes in September 2021, the GM thought he had the delegation to reallocate the required budget from unused salaries. This was also OCMs interpretation, however, we subsequently realise this not to be this case and that approval for this should have been sought through Council as part of the financial review process (Quarterly Budget Review Process), due to there being no financial implications or funding source identified for approval in the September Council Minutes.

If this process had of occurred, this would have satisfied the transfer for Operational budget for 'Special Project' purposes allowing Councillors' to make the final determination in relation to the reallocation of operational funding for a 'Special Project'. Taking the above into account we now understand that the GM did not have the delegation to approve albeit he did so in good faith and the overall financial variation in our view would likely be immaterial to Council budget Variations. However, we note the payments under the rebranding did not occur until after the Council endorsement by way of the October 2021 meeting.

The full report is attached.

## **Community Engagement:**

No Applicable

## **Strategic Direction:**

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

## **Relevant Legislation:**

Local Government Act 1993

Local Government (General) Regulations 2021

### **Financial Implications:**

Nil

## Attachments

1. J Art Gallery Branding Expenditure Response 11 May 2022

<u>JAY NANKIVELL</u> <u>GENERAL MANAGER</u>



O'Connor Marsden & Associates Pty Limited ABN 94 135 783 792 Level 18, 1 Margaret Street Sydney NSW 2000 T: 1300 882 633 IDD: +61 2 9252 2565

www.ocm.net.au

**Jay Nankivell** General Manager

Broken Hill City Council Phone 08 8080 3386 Mobile 0428687862

Commercial in Confidence

By Email: Jay.Nankivell@brokenhill.nsw.gov.au

11 May 2022

Dear Jay

#### Art Gallery Branding Expenditure

As requested by Broken Hill City Council OCM has conducted, an independent desktop assessment of the Art Gallery Branding Expenditure project.

Specifically the engagement assessed the procurement activity as outlined below:

- 1. Prepare a detailed report for the April ordinary meeting to outline the full process taken in the preparation of the proposed re branding of the Art Gallery.
- 2. The report below details:
  - a. how much has been spent to date
  - b. who authorised the expenditure
  - c. where the funds came from
  - d. who received the payments and what process was used to determine who was to be awarded the consultation, and
  - e. whether this was in line with councils proper due process.

We have undertaken our assessment of the process and have summarised our findings below with full details of the work conducted provided in <u>Appendix A</u>: Detailed Findings.

- 1. At the time of our assessment \$36,250 (ex GST) had been spent on the project this is consistent with the PO.
- The General Manager (GM) granted approval on 20 July 2021 following a detailed presentation, to proceed with the project, which included consultation with the s355 Art Gallery Advisory Committee. This was subsequently approved by Council during the Council meeting held on 29 September 2021.
- The use of surplus salary budget from the closure of the Sully building to fund the Art Gallery rebranding project was approved by the GM on 20 July 2021. As the project had been endorsed by Council by way of adopting the Art Gallery Advisory Committee Minutes in September 2021,

the GM thought he had the delegation to reallocate the required budget from unused salaries. This was also OCMs interpretation, however, we subsequently realise this not to be this case and that approval for this should have been sought through Council as part of the financial review process (Quarterly Budget Review Process), due to there being no financial implications or funding source identified for approval in the September Council Minutes.

If this process had of occurred, this would have satisfied the transfer for Operational budget for 'Special Project' purposes allowing Councillors' to make the final determination in relation to the reallocation of operational funding for a 'Special Project'. Taking the above into account we now understand that the GM did not have the delegation to approve albeit he did so in good faith and the overall financial variation in our view would likely be immaterial to Council budget Variations. However, we note the payments under the re-branding did not occur until after the Council endorsement by way of the October 2021 meeting.

- 4. As the value of the contract was between \$22,001- \$150,000 three quotes were obtained. Whist a written summary on the selection process was not undertaken, we were advised that the process was discussed and, with a key focus on community engagement and consultation, '*Your Creative*' were selected.
- 5. A purchase order was raised on 5 August 2021 for \$36,250.00 (ex GST) consistent with the quote received and approved by the appropriate delegated authority.
- 6. There were a number of process exceptions noted in relation to the approved process of Council, including:
  - a. Council did not document their assessment of the three quotes received in accordance with the evaluation criteria and as outlined in their Procurement Policy.
  - b. There was no evidence that the approval of the PO was based on an evaluation report as required by the Procurement Policy.

If you would like to discuss this further, please contact Judy Malpas on 0404 901 812

Yours sincerely

Wayne Gorrie Partner

## **Appendix A: Detailed Findings**

	Objective	Analysis		Assessment/Finding
•	Objective Process used to determine who was to be awarded the consultation Was the process of engagement in line with the councils due process Who authorised expenditure	Approval of Project: The Business Case (Project Plan) which identified the project, Marketing and Branding was sighted, from which the following observations were made:  The document was submitted for approval of the General Manager at a meeting on 20 July 2021.  The GM provided approval verbally at the meeting of 20 July 2021 ¹ to proceed with the re-branding project in accordance with the Business Case.  Required budget - \$31,080 (minimum)  Project duration – 12 weeks  The Business Case included purpose, benefits, strategic alignment, future star gazing, alternatives and funding through grants.  The Cost implication was addressed as "Given absence of staff (Gallery and Marketing Officer seconded) the project proposes the postponement of the replacement of this position during the closure of the Sully's Building. This will result in an underspending in wages to overspend as special project."  There was no detail of the actual budget for the position/s that were currently not filled on a permanent basis. A complete breakdown was provided for the different stages of the project.  The business case is silent on method of procurement, nor does it have any reference to Councils procurement process. i.e. that quotes were obtained from 3 organisations, evaluation of the quotes and assessment of the most suitable service provide (with	1.	Assessment/Finding No evidence was provided that confirmed the assessment of the three quotes was undertaken in accordance with the process set out by the Procurement Policy. No evidence was provided to support the selection of the preferred contractor e.g. an appropriately approved evaluation report

¹ which was later confirmed by email on 14 April 2022

Procurement:
BHCCs Procurement Framework and Policy (dated 26 August 2020) outlines the following requirements for projects with a threshold between \$22,001 – \$150,000:
Three written quotes or request for quotation
Purchase Order or purchase card
Documentation:
Evaluation report
We have sighted confirmation that the following three written quotes were obtained (all ex-GST):
<ol> <li>A friend of mine - \$42,500 (Quote was a ballpark quote only to be revisited once the scope had been clarified.)</li> </ol>
2. Garbett - \$50,000
3. Your Creative - \$36,250
On 8 April 2022 the Manager Gallery & Museum, advised that written evaluation was not undertaken, but the all three options were discussed and a decision was made on the most appropriate company, with community engagement and consultation, and cost being the priority.
'Your Creative' were awarded the contact.
Authorisation of expenditure:
A Purchase Order was requested by the Manager Gallery & Museum and created on 5 August 2021; value \$36,250 (Excl GST). This is consistent with the quote.
✓ Description: Branding and Identity Project – BHRAG – Re-Brand
PR Number 48660 and the PO Number PO 48617. The PO was approved by the Chief Corporate and Community Officer.

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•	Where the funds	Budget allocation:
came from		An extract from the financial system - Art Gallery Expenditure Review.xls) was provided and reviewed from which we note:
•	Who authorised expenditure	✓ Brand and Identity project is listed as a special project (ref. 00002657)
	experiature	✓ YTD actual are \$36,250 (ex GST) (this is consistent with the PO)
•	How much has been spent to date	Annual budget allocation is \$0 – indicating that the project didn't have an annual budget allocation.
		Salary allocation for Art Gallery (YTD to March 2022) \$401,246 of which \$233,356 had been expensed as of March 2022. A balance of \$167,890 was still available for this financial year which was sufficient to absorb the approved budget of \$36,250 (ex GST) for the Art Gallery Re-Brand Project. This was consistent with the approval provided by the GM.
		Invoices:
		The following invoices have been received from the contractor engaged for the re-brand project:
		1. Invoice 1280 – 01/11/2018 - \$4,870 (no PO number)
		2. Invoice 1344 (PO 42267) - \$4,870
		3. Invoice 0925 – 25 August 2021 (PO 48617) - \$9,968.75 (incl GST)
		4. Invoice 1085 – 20 October 2021 - \$9,968.75 (incl GST)
		5. Invoice 1086 – 17 November 2021 - \$9,968.75 (incl GST)
		6. Invoice 1087 – 31 January 2022 - \$9,968.75 (incl GST)
		✓ Invoices 3-6 have the PO number approved for the Re-Brand project.
		<ul> <li>Purchase order receipts.xls document indicates invoices 3-6 only for the total value: \$39,875 (incl GST). This is consistent with the PO raised and approved for the engagement.</li> </ul>
		Payments made to the contractor:
		Based on Art Gallery Expenditure Review .xls received 8/4/2022, payments made to the contractor are as follows:
		1. EFT 10/03/22 for invoice 1087 - \$9,968.75) incl GST)
		1. EFT 17/12/21 for invoices 1085 &1086 - \$19,937.50 (incl GST)

2. EFT 02/09/21 for invoice 0925 – 9,968.75 (incl GST)	
✓ All above invoices were for the re-brand project and were consistent with the PO raised.	
✓ The following two payments have also been made to the same contractor <u>outside</u> the re- brand project and therefore not included in the re-brand PO:	
<ol> <li>EFT 17/04/2019 for invoice 1344 (copy, travel and design for FRESHbark A4 magazine - \$4,870</li> </ol>	
2. EFT 20/12/2018 for invoice 1280 FRESHbark Magazine and creative direction - \$4,870	
We see no issues in relation to these payments.	

# **Appendix B: Inherent Limitations & Restrictions on Use**

This assessment has been completed in accordance with the Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing (the IIA Standards).

The matters raised in our report came to our attention as a result of the desk top review performed during the course of our engagement. Testing was limited to the Art Gallery Branding expenditure process therefore a possibility exists that our report may not have identified all weaknesses which relate to controls not tested as part of this assessment.

Our assessment is not a substitute for management's responsibility to maintain adequate controls over all levels of operations and their responsibility to prevent and detect irregularities. Management should therefore not rely solely on our report to identify all weaknesses that may exist.

Our comments should be read in the context of the scope of our work as detailed in the engagement letter. Where possible, management representations are independently verified, though some findings in this report may have been prepared on the basis of management representations which have not been independently tested.

This report has been prepared solely for the use of management and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose.

## POLICY AND GENERAL COMMITTEE

May 6, 2022

## **ITEM 13**

## BROKEN HILL CITY COUNCIL REPORT NO. 127/22

## SUBJECT: COUNCIL NEWSLETTER - CONTENT AND FORMAT D22/22379

## **Recommendation**

- 1. That Broken Hill City Council Report No. 127/22 dated May 6, 2022, be received.
- 2. That Council proceed with the publication and delivery of a bi-monthly newsletter in accordance with parameters listed below, and include any other features requested by Councillors at the May 2022 Policy and General Committee meeting.

## **Executive Summary:**

Council resolved at its Ordinary Meeting held 27 April 2022:

ITEM 20 - BROKEN HILL CITY COUNCIL REPO	<u>ORT NO. 10</u> 2	1/22 -	DATED APRIL 10, 2022 - MONTHLY NEWSLETTER - D22/17920
<b>RESOLUTION</b> Minute No. 46827		<u>Re</u> :	solved
Councillor D Turley moved Councillor H Jewitt seconded	) )	1.	That Broken Hill City Council Report No. 101/22 dated April 10, 2022, be received.
		2.	That estimated costs for a monthly newsletter are noted by Council.
		3.	That the newsletter be produced for a 12 month trial period and Councillors actively participate in newsletter articles.
		4.	That a report be provided to the Policy and General Committee with a suggested sample format of the newsletter for Council's consideration prior to publication.
		5.	That the newsletter be published bi-monthly.

CARRIED UNANIMOUSLY

Council will commence publication and delivery of a bi-monthly newsletter, with the first edition to be submitted for printing after the June 2022 Ordinary Meeting of Council.

Councillors have requested that they be able to submit articles/messages for publication, and that the newsletter contain a list of upcoming Council and community events.

Printing and mailout will be conducted by Council's existing contractor, at an estimated annual cost of \$22,080.

Council's Communications team recommend the following format and content for the publication and delivery of a bi-monthly newsletter:

- A colour booklet format of four A4 pages
- Simple easy-to-read design featuring minimum 12-point sans-serif body text to meet disability inclusion guidelines.

The newsletter can include, but is not limited to:

- Articles and messages submitted by Councillors
- Key points from the most recent Council Ordinary and Extraordinary Meetings
- Updates on Council projects and initiatives
- General Council news
- Upcoming community and Council events as submitted
- Block advertising of Council events
- Council meeting times and other pertinent key dates
- General public notices regarding Council operations
- Updates and information from State and Federal Government as deemed relevant by the Manager Communications

The newsletter should not contain:

- Third party commercial advertising
- Political or election content

All Councillor and staff submissions for the newsletter must be forwarded to the Manager Communications within 24 hours of the completion of the Ordinary Monthly meeting falling on each publication month (eg June, August, October, etc)

## Report:

Council considered an urgent motion raised at the March Policy and General Committee Meeting at its Ordinary Council Meeting held 30 March 2022, and Council resolved that:

)

)

ITEM 21 - COUNCILLORS REPORT NO. /22 - DATED MARCH 25, 2022 - MATTE	ROF
URGENCY RAISED AT THE POLICY AND GENERAL COMMITTEE MEETING - M	MONTHLY
COUNCIL NEWSLETTER	D22/14921

RESOLUTION Minute No. 46798 Deputy Mayor J Hickey moved Councillor H Jewitt seconded

## **Resolved**

- 1. That Councillors Report No. /22 dated March 25, 2022, be received.
- 2. That Council be provided with a report at the April Ordinary Meeting outlining the costs and logistics to provide a monthly newsletter to all residents.

3. That the newsletter would potentially include meeting dates, events, stories, mayoral column etc.

CARRIED UNANIMOUSLY

As per Council's resolution, a report was presented to the Ordinary Council Meeting held 27 April 2022 providing the costing and logistics of a monthly newsletter and Council resolved:

ITEM 20 - BROKEN HILL CITY COUN MONTHLY NEWSLETTER - COSTING LOGISTICS /17920		<u>POR</u>	<u>T NO. 101/22 - DATED APRIL 10, 2022 -</u> D22	
RESOLUTION <u>Minute No. 46827</u> Councillor D Turley moved ) Councillor H Jewitt seconded )		Re	Resolved	
	) )	1.	That Broken Hill City Council Report No. 101/22 dated April 10, 2022, be received.	
		2.	That estimated costs for a monthly newsletter are noted by Council.	
		3.	That the newsletter be produced for a 12 month trial period and Councillors actively participate in newsletter articles.	
		4.	That a report be provided to the Policy and General Committee with a suggested sample format of the newsletter for Council's consideration prior to publication.	
		5.	That the newsletter be published bi-monthly.	
			CARRIED UNANIMOUSLY	

Council will commence publication and delivery of a bi-monthly newsletter, with the first edition to be submitted for printing after the June 2022 Ordinary Meeting of Council.

Councillors have requested that they be able to submit articles/messages for publication, and that the newsletter contain a list of upcoming Council and community events.

Council's Communications team recommend the following format and content for the publication and delivery of a bi-monthly newsletter:

- A colour booklet format of four A4 pages
- Simple easy-to-read design featuring minimum 12-point sans-serif body text to meet disability inclusion guidelines

The newsletter can include, but is not limited to:

- Articles and messages submitted by Councillors
- Key points from the most recent Council Ordinary and Extraordinary Meetings
- Updates on Council projects and initiatives

- General Council news
- Upcoming community and Council events as submitted
- Block advertising of Council events
- Council meeting times and other pertinent key dates
- General public notices regarding Council operations
- Updates and information from State and Federal Government as deemed relevant by the Manager Communications

The newsletter should not contain:

- Third party commercial advertising
- Political or election content

All Councillor and staff submissions for the newsletter must be forwarded to the Manager Communications within 24 hours of the completion of the Ordinary Monthly meeting falling on each publication month (eg June, August, October, etc.).

It is estimated that the costs of printing and distribution of a monthly newsletter to Broken Hill residents will be approximately \$22,080 p/a. These costs are based on the recent infographic mailout conducted by Council, which was delivered to all residential properties.

This mailout was done by Councils existing contractor; that conducts the printing, mail out and email of Councils rates notices. The distribution was conducted in the same manner as a rates installment i.e. ratepayers who have elected to receive their rates notices electronically also received the infographic mailout the same way, and it is proposed that this will be the case for a newsletter.

These costs are subject to variation depending on the size or complexity of the proposed newsletter. These costs are based on 4 colour pages along with the address cover sheet, folding, insertion and mail costs.

Current estimates of staff time to produce a newsletter are 8-10 hours each month at a total cost of \$680, again this is dependent of the size of the newsletter and the time required to collate and create content as well as producing it into a completed newsletter for printing and distribution by the contract printing house.

# **Community Engagement:**

The bi-monthly newsletter aims to improve Council's engagement with the community.

# **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:**

Current estimates of the costs of producing a bi-monthly newsletter for distribution to residents of Broken Hill are \$22,080 p/a. Costs are subject to variation depending on the size of the newsletter and the actual time required to create and collate content.

# Attachments

There are no attachments for this report.

DARRIN MANUEL MANAGER COMMUNICATIONS AND MARKETING

JAY NANKIVELL GENERAL MANAGER

# POLICY AND GENERAL COMMITTEE

March 4, 2022

# ITEM 14

# BROKEN HILL CITY COUNCIL REPORT NO. 128/22

# SUBJECT:GRANT ASSISTANCE - FEE INTRODUCTIOND22/11012

# **Recommendation**

- 1. That Broken Hill City Council Report No. 128/22 dated March 4, 2022, be received.
- 2. That the Policy & General Committee considers the four options for a grant writing fee for service.
- 3. That Council approve option (TBC) to form part of the Draft 2022/2023 Fees & Charges.

# **Executive Summary:**

At the January 12 Meeting of Council, Council resolved that the Policy and General committee investigate the cost for Council to provide more focus on applying for grant funding and the opportunity to apply for grants for local organisations as a fee for service. Resolution Minute No. 46689

# Report:

Since 2016, Council has had a focused effort on applying for available grant funding and assisting the community to apply for and manage grant funding. This is managed through the Growth and Investment Unit. In the previous four years, Council has secured over \$40m for a range of Council and community-based projects.

Council has approached this as a community service by providing assistance to write business cases and applications and manage variations and acquittals when required by the State Government. All of the organisations assisted through this process have been not-forprofit organisations.

There are a number of options Council can consider:

- Industry grant writers cost in the range of \$20 per hour for new grant writers and up to \$150 per hour for experienced grant writers who have who have a high success rate. A Council fee for this service would range from \$90 to \$120 per hour. This option does not allow the applicant to know the single cost up front as depending on the size and complexity of the grant it can take between one day and several weeks to complete a grant application.
- 2. By quotation. To provide a clearer picture to the applicant, Council has the option to include in the fees and charges a cost recovery model which would allow Council officers to assess the scope of work and provide a quote for services based on the actual time required to assist or write the grant application. If the applicant is successful with the grant, an additional 5% would be payable to Council, as an additional revenue stream to build future grant attraction capacity.
- 3. Charge a percentage of the grant applied for for example 5% of the total amount sought to write the grant and 10% if the application is successful. This model

assumes that the organisation has the available funds to pay the 5% writers fee to Council as an upfront fee for the service.

4. Standard fee for service. This would need to be set at a minimum of \$360 - \$480 based on the suggested hourly rate above. This provides four hours of assistance.

Current staff costs on average are estimated to be between \$90-\$120 per hour inclusive of oncosts and overheads, and dependent on the seniority of the staff member working on the grant.

On this basis, it is recommended that Option two is considered by Council and included in the 2022/2023 Fees & Charges, as this provided a cost recovery, fair and transparent process to all customers whilst allowing additional revenue streams to be achieved by Council to support additional resource capacity in grant attraction in circumstances where grant applications are successful.

# **Community Engagement:**

Nil

# **Strategic Direction:**

Key Direction:	1	Our Community
Objective:	1.3	Our history, culture and diversity is embraced and celebrated
Strategy:	1.3.1	Advocate for funding and investment for Community
		Development Projects in City growth and development

# **Relevant Legislation:**

Local Government Act 1993 Local Government (General) Regulation 2021

# Financial Implications:

A new fee for service will need to be included in the 2022/2023 budget.

# Attachments

There are no attachments for this report.

# ANNE ANDREWS EXECUTIVE MANAGER GROWTH AND INVESTMENT

JAY NANKIVELL GENERAL MANAGER

# POLICY AND GENERAL COMMITTEE

May 6, 2022

# ITEM 15

# BROKEN HILL CITY COUNCIL REPORT NO. 129/22

# SUBJECT: NOMINATIONS FOR THE APPOINTMENT OF COMMUNITY REPRESENTATIVES TO SECTION 355 COMMUNITY D22/22325

# **Recommendation**

- 1. That Broken Hill City Council Report No. 129/22 dated May 6, 2022, be received.
- That Council appoints Mr Ron Butcher, Ms Katrina Webb, Ms Pamela O'Dwyer and Mr Peter O'Dwyer as community representatives on the Alma Oval Community Committee.
- 3. That Council appoints Mr Wayne Orr and Mr Mark Curtis as community representatives on the BIU Band Hall Community Committee.
- 4. That Council appoints Ms Maureen Clark, Ms Krystle Evans, Ms Julie Horsburgh, Ms Catherine Farry, Professor Simon Molesworth AO QC and Ms Jo Crase as community representatives on the Broken Hill City Art Gallery Advisory Group and notes that this Committee has reached full membership.
- 5. That Council appoints Ms Christine Adams, Ms Jeanette Thompson, Mr Simon Molesworth AO QC and Ms Jo Crase as community representatives on the Broken Hill Heritage Advisory Committee.
- That Council appoints Ms Kellie Scott, Mr Jamie Scott, Mr Evan Scott, Miss Emily Scott as community representatives on the Friends of the Flora and Fauna of the Barrier Ranges Community Committee and notes that this Committee has reached full membership.
- 7. That Council appoints Ms Jodie Whitehair as a community representative on the Memorial Oval Community Committee.
- 8. That Council appoints Ms Christine Adams, Mr Paul Adams and Mr Trevor Rynne as community representatives on the Picton Oval Community Committee.
- That Council appoints Mr Wayne Lovis, Ms Alison Sutton, Mr Carey Guihot, Ms Barbara Webster and Mr Greg Curran as community representatives on the Riddiford Arboretum Community Committee.
- 10. That the community representatives be advised of their appointment and advice also be sent to the corresponding Committee Secretary/Chairperson.
- 11. That Council notes that the current round of advertising closes on 3 June 2022 and a further report will be presented to the June Policy and General Committee Meeting with further nominations received.

12. That Council notes that correspondence has been sent to all outgoing community representatives on Section 355 Committee in appreciation of their service on the Committee and encouraging them to renominate.

# **Executive Summary:**

Section 355 of the *Local Government Act 1993* 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.

In accordance with Section 355 of the *Local Government Act 1993* Council previously established Committees to assist Council with the operation and management of its parks, ovals and reserves, these are called Section 355 Asset Committees. Council has also previously established Section 355 Advisory Committees to provide advice to the General Manager on specific operations of Council.

Council adopted Asset and Advisory Committee Frameworks and Constitutions at its Ordinary Meeting held 30 March 2022 as the governance structure by which a Committee operates. Membership on each committee forms part of the constitution and includes the number of community representatives, stakeholder representatives (if any) and Councillor representatives required for each Committee to function effectively.

Advertising was conducted during March and April 2022 seeking nominations to fill the vacant community representative positions on the Section 355 Committees and Council appointed 21 community representatives to the various Committees at its Ordinary Meeting held 27 April 2022.

Council also adopted Constitutions for two new S355 Advisory Committees (Ageing Well Advisory Committee and Youth Advisory Committee) at its Ordinary Meeting held 27 April 2022.

Further advertising is being conduct during May 2022 to seek further nominations and at the time of writing this report (6 May 2022) Council has received a further 29 nominations. This report is presented to Council to consider appointment of the further nominations.

As additional nominations are received they will be presented to the June Policy and General Committee for Council's consideration.

# Report:

As per Council's adopted Asset and Advisory Committee Framework (adopted 30 March 2022) which states that:

• Committees are to be appointed every four (4) years, within six (6) months after the Local Government General Election. The term of office for all Committees will be aligned to the term of office of the current Council (four years).

Council is currently conducting a second round of advertising for nominations for community representatives on its Section 355 Committees, with nominations closing Friday, 3 June 2022.

A report will be presented to Council each month to progressively appoint representatives to the Section 355 Committees and further advertising will be undertaken in June and July if required to fill all vacancies.

Council appointed 21 community representatives to various Section 355 Committees at its Ordinary Meeting held 27 April 2022 and as at the date of writing this report, Council has received a further 29 nominations for consideration (see attached).

The following table summarises the number of community representatives required on each Committee; the number of community representatives appointed in April and further nominations received. It also includes, for Councillors reference, the Council delegate/s on each Committee.

Name of Committee	Number of Community Representatives as per Constitution	Number of Community Representatives appointed at April Council Meeting	Further Nominations Received as at 06/05/22	Council Delegate/s on Committees
Ageing Well Advisory Committee	5 Three community representatives of senior years or who care for a person in their senior years. Two community representatives from the First Nations community who are either of senior years or who care for a person in their senior years	0 Newly created Committee – advertising commences 07/05/2022	0	Councillor Algate Councillor Gallagher Councillor Page
Alma Oval Community Committee	Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by the Executive)	0	4 Mr Ron Butcher Ms Katrina Webb Ms Pamela O'Dwyer Mr Peter O'Dwyer	Councillor Boland
BIU Band Hall Community Committee	Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by the Executive)	0	2 Mr Wayne Orr Mr Mark Curtis	Councillor Algate
Broken Hill Community Strategic Plan Round Table Committee	4 community representatives with governance experience and a demonstrated interest in issues	0	0	Mayor Kennedy D/ Mayor Hickey Councillor Algate Councillor Boland

Name of Committee	Number of Community Representatives as per Constitution	Number of Community Representatives appointed at April Council Meeting	Further Nominations Received as at 06/05/22	Council Delegate/s on Committees
	associated with the implementation of the Community Strategic Plan			
Broken Hill City Art Gallery Advisory Committee	7 community representatives with demonstrated experience in heritage, arts, culture and/or event planning	4 Ms Jenny Cattonar Mr Rick Ball Mr Clark Barrett Mr John Hart	6 Ms Maureen Clark Ms Krystle Evans Ms Julie Horsburgh Ms Catherine Farry Prof Simon Molesworth AO QC Ms Jo Crase	Councillor Boland Councillor Turley
The Broken	Hill City Art Gallery Ac	dvisory Committee wi nominees are appo	II reach full membership ( inted	once the current
Broken Hill Heritage Advisory Committee	6 community representatives with demonstrated experience in heritage, arts, culture and/or planning	1 Ms Ghislaine Barbe	3 Ms Christine Adams Ms Jeanette Thompson Prof Simon Molesworth AO QC Ms Jo Crase	Councillor Boland Councillor Browne Councillor Turley 2 x vacant positions
Friends of the Flora and Fauna of the Barrier Ranges Community Committee	Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by the Executive)	13 Mr John Rogers Ms Merran Coombe Mr Jeffrey Crase Mr Geoffrey Hoare Ms Susan Spangler Mr David Spielvogel Ms Jill Spielvogel Mr Paul Reed Ms Gaylene Ford Mr Michael Ford Ms Karen Ford Mr Ronald Fletcher Ms Ann Evers	4 Ms Kellie Scott Mr Jamie Scott Mr Evan Scott Miss Emily Scott	Councillor Browne
The Friends		na of the Barrier Rang once the current nom	es Community Committe	e will reach full
Memorial Oval Community Committee	Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by the Executive)	3 Ms Tanya Martyn Mr Chris May Mr Layne Ralph	1 Ms Jodie Whitehair	Councillor Gallagher Councillor Jewitt
Norm Fox Sporting Complex Community Committee	Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by the Executive)	0	0	Councillor Algate Councillor Turley

Name of Committee	Number of Community Representatives as per Constitution	Number of Community Representatives appointed at April Council Meeting	Further Nominations Received as at 06/05/22	Council Delegate/s on Committees
Picton Oval Sportsground Community Committee	Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by the Executive)	0	3 Ms Christine Adams Mr Paul Adams Mr Trevor Rynne	Councillor Gallagher
Riddiford Arboretum Community Committee	Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by the Executive)	0	5 Mr Wayne Lovis Ms Alison Sutton Mr Carey Guihot Ms Barbara Webster Mr Greg Curran	Councillor Browne
Youth Advisory Committee	5 Three community representatives aged between 18- 26 years or a parent/carer of a person aged 12-18 years. Two community representatives from the First Nations community aged between 18- 26 years or a parent/carer of a person aged 12-18 years.	0 Newly created Committee – advertising commences 07/05/2022	0	Councillor Boland Councillor Jewitt Councillor Turley
Totals		21	29	

# ET Lamb Memorial Oval Community Committee

As per Council's resolution at the Council Meeting held 30 March 2022 to re-establish the ET Lamb Memorial Oval Community Committee if sufficient nominations for community representatives are received, Council advertised for nominations on the ET Lamb Memorial Oval Community Committee along with all other Section 355 Committees. Council will collect nominations over the duration of the advertising period and will present a separate report to Council for consideration of the re-establishment of the Committee once a sufficient number of nominations are received.

A further report will be presented to the June Policy and General Committee Meeting with further nomination received during the month of May.

It should be noted that letters of appreciation have been sent to the outgoing community representatives on all Section 355 Committees as per Council's resolution at the 30 March 2022 Council Meeting. These letters also encouraged past community representatives to renominate.

The report is presented to Council to consider the nominations received to date and to appoint community representative to the various Section 355 Committees.

# **Community Engagement:**

Council is currently advertising for nominations for community representatives on its Section 355 Committees, with nominations closing Friday, 3 June 2022. Further advertising will be conducted if an insufficient number of nominations are received by that date.

# **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:**

Section 355 of the *Local Government Act 1993* Council's adopted S355 Asset and Advisory Committee Framework and Constitutions.

# **Financial Implications:**

There are no financial implications.

# Attachments

1. J Nominations to Section 355 Committees

LEISA BARTLETT EXECUTIVE OFFICER

JAY NANKIVELL GENERAL MANAGER

BROKEN HILL

ECEIVE · APR 2022

B

Section 355 Committee Nomination Form

<b>Contact Details</b>	
First Name Required	hor
Last Name Required	BUTCHER.

Last Name Required

**Contact Number Required** 

Do you have an email address? (Select 1 option) Required

Xes No

1

Complete this field if you:

· selected 'Yes' in Contact Details : Do you have an email address?

Email Address Required

Applicant Street Number

**Applicant Street Name** 

Applicant Suburb/City

BROKEN Hill.

Applicant State (Select 1 option)

NSW SA Vie QLD TAS WA ACT

Applicant Postcode 2880

**Committee Details** 

Which S355 Committee are you nominating for? (Select 1 option)

Alma Oval Community Committee . BIU Band Hall Community Committee Broken Hill Heritage Committee Broken Hill City Aut Gallery Advisory Committee nunity Strategic Plan Roundtable Committee

4

Friends of the Flora and Fauna of the Barrier Ranges Community Committee Memorial Oval Community Committee Norm Fox Sporting Complex Community Committee Picton Sportsground Community Committee Riddiford Arboretum Community Committee ET Lamb Memorial Oval Community Committee

Complete this section if you:

· selected' Alma Oval Community Committee' in Committee Details: Which S355 Committee are you nominating for?

#### Alma Oval Community Committee

MAINTANE A POSITIVE Please outline why you would like to be a member of this committee: To LINC OF COMMUNICATION BOTNERN South Foot Brit aus AND COUNCE Please outline details of any relevant experience for this committee: A PREIVOUS VEMAS AS A ComMITTEE MamBeh. Ahmita UVAL ComMUNMY ComMITTEE What is your previous experience with any committee? Please list name's of Committee's and periods of service: Mare Amm A Jecarde of Sev. Re South Foot Band Church S. Please detail any other relevant information: BROKEN Hill. Jumor Footband, phone WITH LOCAL A.F. N.S.W. 2. phone

Complete this section if you:

· selected 'BIU Band Hall Community Committee' in Committee Details: Which S355 Committee are you nominating for?

#### **BIU Band Hall Community Committee**

Please outline why you would like to be a member of this committee:

Please outline details of any relevant experience for this committee:

What is your previous experience with any committee? Please list name/s of Committee/s and periods of service:

Please detail any other relevant information:

#### Complete this section if you:

· selected 'Broken Hill Heritage Committee' in Committee Details: Which S355 Committee are you nominating for?

#### **Broken Hill Heritage Committee**

Please outline why you would like to be a member of this committee:

Please detail your relevant experience in heritage, arts, culture and/or planning:

What is your previous experience with any committee? Please list name/s of Committee/s and periods of service:

Please detail any other relevant information:

BROKEN HILL

# **Section 355 Committee Nomination Form**

Submission date:	27 April 2022, 1:47PM	
Receipt number:	S355N-25	
Related form version:	5	

5N-25

#### **Contact Details**

First Name	Katrina
Last Name	Webb
Contact Number	
Do you have an email address?	Yes
Email Address	
Applicant Street Number	
Applicant Street Name	The second se
Applicant Suburb/City	Broken Hill
Applicant State	NSW
Applicant Postcode	2880

#### **Committee Details**

Which S355 Committee are you nominating for?

Alma Oval Community Committee

#### Alma Oval Community Committee

Please outline why you would like to be a member of this committee:

Please outline details of any relevant experience for this committee:

To be an active member in our community and help out where I can.

As a member of Burke Wards P&C committee, I helped to run stalls, events and fundraising.

What is your previous experience with any committee? Please Past Burke Ward P&C member list name/s of Committee/s and periods of service:

Please detail any other relevant information:

#### Privacy

- Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998.
- The purpose for collecting your personal information is to obtain and record details to assess your application.
- The supply of your personal information may be by law or voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application.
- Your information will be collected and stored, in accordance with the State Records Act 1998, by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

Declaration

I declare that I am over the age of 18

I declare that I have established ties to the Broken Hill community

I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee issues

I declare that all the information provided in this application is given by me being the person named as the applicant.

BROKEN HILL

# Section 355 Committee Nomination Form

Submission date:	28 April 2022, 3:45PM	
Receipt number:	S355N-27	
Related form version:	5	

#### **Contact Details**

First Name	Pamela
Last Name	O'Dwyer
Contact Number	
Do you have an email address?	Yes
Email Address	
Applicant Street Number	
Applicant Street Name	
Applicant Suburb/City	Broken Hill
Applicant State	NSW
Applicant Postcode	2880
Committee Details	
Which S355 Committee are you nominating for?	Alma Oval Community Committee

#### Alma Oval Community Committee

Please outline why you would like to be a member of this committee:	To help the public of Broken Hill to enjoy this facility
Please outline details of any relevant experience for this committee:	Have assisted Peter O'Dwyer many times with the Alma Oval
What is your previous experience with any committee? Please	Life membership Alma P&C
list name/s of Committee/s and periods of service:	Previous Penguins Softball Club committee

Please detail any other relevant information:

#### Privacy

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- Your information will be collected and stored, in accordance with the State Records Act 1998, by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

Declaration

I declare that I am over the age of 18

I declare that I have established ties to the Broken Hill community

I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee Issues

I declare that all the information provided in this application is given by me being the person named as the applicant.

Nominatio	55 Committe on Form	BROKEN HILL CITY COUNCIL
Submission date:	28 April 2022, 3:54PM	
Receipt number: Related form version:	S355N-28 5	
Contact Details		
First Name		Peter
Last Name		O'Dwyer
Contact Number		a contraction of the second
Do you have an email address?		Yes
Email Address		
Applicant Street Number		
Applicant Street Name		
Applicant Suburb/City		Broken Hill
Applicant State		NSW
Applicant Postcode		2880
Committee Details		
Which S355 Committee are you nominating for?		Alma Oval Community Committee
Alma Oval Communi	ty Committee	
Please outline why you wou	ld like to be a member of this	To continue on keeping this magnificent facility for everyo
committee:		to use and enjoy
Please outline details of any	relevant experience for this	Current volunteer

What is your previous experience with any committee? Please Current Alma Oval volunteer list name/s of Committee/s and periods of service: Club member for 15+ years a

Club member for 15+ years and Treasurer for the West Darling & Outdoor Recreation & Hunting Club

Please detail any other relevant information:

#### Privacy

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- Your information will be collected and stored, in accordance with the State Records Act 1998, by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

Declaration

# I declare that I am over the age of 18

I declare that I have established ties to the Broken Hill community

I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee Issues

I declare that all the information provided in this application is given by me being the person named as the applicant.

# S355 Committee Nomination Form

BIUBand

Submission date:	10 April 2022, 11:49AM
Receipt number:	S355CNF-26
Related form version:	3
Name of Committee:	

#### **Personal Details**

First Name	Wayne
Last Name	Orr
Contact Number	
Email Address	
Applicant Street Number	
Applicant Street Name	
Applicant Suburb/City	Broken Hill
Applicant State	NSW
Applicant Postcode	2880

#### **Committee Details**

Please outline why you would like to be a member of this committee:

Please outline details of any relevant experience for this committee:

S355 committee 2021

What is your previous experience with any committee? Please list name/s of Committee/s and periods of service:

Please detail any other relevant information:

Signature

BROKEN HILL

# S355 Committee Nomination Form

Submission date:	8 April 2022, 11:14PM		
Receipt number:	S355CNF-25		
Related form version:	3		
Name of Committee:		S355 BIU Band Hall Community Committee	
Personal Details			
First Name		Mark	
Last Name		Curtis	
Contact Number			
Email Address			
Applicant Street Number			
Applicant Street Name			
Applicant Suburb/City		Broken Hill	
Applicant State		NSW	
Applicant Postcode		2880	

#### **Committee Details**

Please outline why you would like to be a member of this committee:

Please outline details of any relevant experience for this committee:

list name/s of Committee/s and periods of service:

Please detail any other relevant information:

The Broken Hill Civic Orchestra regularly use the BIU Band Hall each Tuesday evening. As president of the BHCO committee, it would be good to have representation on the committee who controls our access.

I have been a member of the S355 BIU Band Hall Community Committee for the past 5 years.

What is your previous experience with any committee? Please President of the Broken Hill Civic Orchestra Committee for 22 years.

# **Section 355 Committee** BROKEN HILL **Nomination Form** 23 April 2022, 2:22PM Submission date: S355N-23 Receipt number: Related form version: 5 **Contact Details** First Name Christine Last Name Adams Contact Number Yes Do you have an email address? Email Address Applicant Street Number Applicant Street Name Applicant Suburb/City Broken Hill NSW Applicant State 2880 Applicant Postcode **Committee Details** Which S355 Committee are you nominating for? **Broken Hill Heritage Committee Broken Hill Heritage Committee** Please outline why you would like to be a member of this Continue as a immunity member after being on the committee: committee since it's formation. Still have strong commitment to present our heritage to the world

Please detail your relevant experience in heritage, arts, culture	Author of several BH books
and/or planning:	Curator Sulphide Street Railway & Historical Museum
	Instigator of cemetery walks
	Strong involvement of Miners' Memorial Day
What is your previous experience with any committee? Please	11 years representing council:
list name/s of Committee/s and periods of service:	Broken Hill Heritage Committee
	Picton Oval Management Committee
	Tidy Towns Working Group
	Volunteer Working Group
	Sister City Committee
Please detail any other relevant information:	Trust member Sulphide Street Railway & Historical Museum
	12 years

# Privacy

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- Your information will be collected and stored, in accordance with the State Records Act 1998, by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

#### Declaration

I declare that I am over the age of 18 I declare that I have established ties to the Broken Hill community

I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee Issues

I declare that all the information provided in this application is given by me being the person named as the applicant.

Section 355 Comi Nomination Form	
ubmission date: 27 April 2022, 10:2 acceipt number: S355N-26 alated form version: 5	7РМ
ontact Details	
at Name	Jeanette
it Name	Thompson
ntact Number	
you have an email address?	Yes
ail Address	
licant Street Number	the second s
licant Street Name	
licant Suburb/City	Broken Hill
licant State	NSW
licant Postcode	2880
mmittee Details	
ch S355 Committee are you nominating for?	Broken Hill Heritage Committee
oken Hill Heritage Committee	
	,

I have bought a house in order to resettle in my hometown Please outline why you would like to be a member of this and I would like to make a contribution to my community. My committee: University studies and professional life included Publishing, Writing and Australian Colonial History. I am an avid reader of Broken Hill History. My great Grandparents were among the earliest pioneers of Silverton and I was born and educated in Broken Hill. Please detail your relevant experience in heritage, arts, culture I have served four years on the Wagga Wagga City Council Arts Advisory Board (2009-2012). I have conducted research and/or planning: and writing for the Museum of the Riverina (2004-2011). I am a trained and longstandng member of Oral History Australia and currently hold a fellowship to their national conference in September. I have successfully gained and acquitted a number of Individual cultural grants for digital historical writing in schools and communities. in 2011, I conducted historical writing workshops at the Library, Willyama High School and Maari Ma Health Centre as BHCC Writer in Residence. Coordinator, Festival of Small Halls, Rowella Hall, Tasmania, What is your previous experience with any committee? Please 2017-2019 list name/s of Committee/s and periods of service: West Tamar Council Small halls Committee Member 2017-2020 TasWriters Board Member 2020 - 2021. Panel convenor Hobart Writers' Festival October 2021. Oral History Tasmania Board 2016-2017 Arts Tasmania Expert Register, 2013 - present for adjudication of grants and awards. Oral History Association of Tasmania, Board member 2016 -17.

Charles Sturt University Education Faculty Learning and Teaching Committee Chair 2009-2012

Foundational Director of Booranga Writers Centre, Member of the Wagga Wagga Writers' Writers Board 2001 - 2004, 2010-2012.

Please detail any other relevant information:

I have had experience as Project Co-ordinator/writer* for the following projects: Wagga Wagga Explorers' Map for Children and Families (website/game); The Shakespeare Ladies Oral History project; 'Lines from Barellan' museum workshops and book; Cybertales: Young Authors schoolbased workshops/author's visit and publication; Cyberwriters: Authors' Workshops and CDRom. Public Launches for all projects.

*Projects supported by Crow Awards Wagga Wagga City Council and grants from Regional Arts NSW (CASP) and NSW Ministry for the Arts

#### Privacy

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- Your information will be collected and stored, in accordance with the State Records Act 1998, by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

Declaration

I declare that I am over the age of 18

I declare that I have established ties to the Broken Hill community

I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee issues

I declare that all the information provided in this application is given by me being the person named as the applicant.

# Section 355 Committee Nomination Form

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~		-				

Submission date:	6 May 2022, 3:29PM		
Receipt number:	S355N-35		
Related form version:	7		

### **Contact Details**

First Name	Simon
Last Name	Molesworth
Contact Number	
Do you have an email address?	Yes
Email Address	
Applicant Street Number	
Applicant Street Name	
Applicant Suburb/City	Broken Hill
Applicant State	NSW
Applicant Postcode	2880

# **Committee Details**

Which S355 Committee are you nominating for?

Broken Hill Heritage Committee

#### Broken Hill Heritage Committee

 Please outline why you would like to be a member of this committee:
 I can offer career-long experience & expertise

 Please detail your relevant experience in heritage, arts, culture and/or planning:
 Molesworth is acknowledged nationally and internationally as an expert in heritage law, practice and policy. He has

as an expert in heritage law, practice and policy. He has recurrently appeared before tribunals, Heritage Council panels and in the Victorian Supreme Court involving heritage law issues, associated with protective listings, development

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As a consequence of his experience and expertise, at state, national and international levels he has been appointed to numerous private and public sector advisory bodies in the heritage field. An overview follows.

AUSTRALIAN - NATIONAL EXPERIENCE

Molesworth was a Commissioner of the Commonwealth's Australian Heritage Commission for 5 years from 1987. As one of 7 commissioners, he was responsible for identifying and advising the Australian Government on Australia's National Estate. During the years 1987 to 1992, a key role of Heritage Commissioners was to also to provide advice to the Australian Government on policies and issues relating to Australia's World Heritage places. One of the roles Molesworth performed whilst a Heritage Commissioner, was to preside, many times, over public hearings convened to hear objections to, and submissions in support of, proposals to list heritage places on the Register of the National Estate. A number of these hearings related to regional agreements and listings in association with thematic studies. From 1996 until 2010, when he retired after the then longeststanding tenure, he was a member of the Australian Government's National Cultural Heritage Committee, which was responsible for advising the Commonwealth on all statutory functions under the Protection of Moveable Cultural Heritage Act. During his fourteen-year tenure, Molesworth was party to numerous recommendations with respect to stop orders pertaining to cultural items persons wished to export and/or auction. This Committee also supervised the National Cultural Heritage Fund, which, after

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As Chair of the International National Trusts Organisation (INTO) for 10 years, Molesworth led INTO's work on Climate Change and Heritage, establishing an international advisory working party from 16 participating national organisations. Informed by such consultation processes, Molesworth led INTO's annual UNFCCC accredited delegation, as Head of Delegation, to the UN's UNFCCC COP15 in Copenhagen, and then with the support of La Trobe University COP16 in Cancun, COP17 in Durban and COP18 in Qatar. At each of the UNFCCC COPs he attended, Molesworth made presentations to public and delegate forums, whilst directly liaising and negotiating with delegates, including ministers and ambassadors, comprising national delegations. From COP19 onwards other INTO officers have attended the COPs with Molesworth maintaining input and close interaction whilst remaining based in Australia

Amongst other international declarations, he is the author of The Victoria Declaration on the Implications for Cultural Sustainability of Climate Change adopted in Victoria, Canada, in 2011 and subsequently endorsed by organisations representing some 10 million people; and The

Entebbe Declaration Calling for Global Action to Protect and Promote Tangible and Intangible Heritage, especially within the Least Economically Developed Nations, adopted in Entebbe, Uganda, in 2013.

#### STATE EXPERIENCE

On 1st July 2021, the Victorian Government appointed Molesworth to the Heritage Council of Victoria, pursuant to s.10(2)(iv) of the Victorian Heritage Act 2017 as the member with expertise in heritage law, planning law or property law. In this role with HCV, amongst other responsibilities he participates in hearings to review decisions whether nominated places meet the requisite heritage significance criteria to be listed on the Victorian Heritage Register.

Molesworth was a councillor (board member) of the National Trust of Australia (Victoria) from 1980-2005, during which time he was honorary chair and then president for almost 20 years. He remains an Honorary Life Member, an Ambassador of its Foundation and in February 2019, was appointed Patron.

During his time as Victorian chair, Molesworth had the oversight of the entire operations of the Trust, exposing him to the multiplicity of heritage management issues requiring practical advice to resolve, frequently reinforced by legal advice. The Trust chair's role in those years was more akin to an executive chair, requiring day-to-day interaction and decision-making. He was the public face of the Trust, directly responsible for all communications and negotiations with the Victorian Government. He maintained a high-public profile in the media, pursuing a communication strategy intent on continually engaging with Victorian communities. During his 25 years membership of the National Trust Council, he was continuously a member of the Conservation Standing Committee which had the responsibility to review for approval all recommendations for places to be added to the Heritage Register of the Victorian National Trust. Molesworth was also a founding board member 1989-2003 of the Melbourne Heritage Restoration Fund, and its Chair from 1995-2003, the Fund being a joint initiative of the State Government, City of Melbourne, and the National Trust, established to provide grants or revolving loans to the

owners of heritage properties throughout the inner suburbs of Melbourne.

He has also been a Victorian Governor-in-Council appointee, on several occasions as chair and deputy chair, to various Crown Reserve Committees of Management, including the Old Treasury Building Melbourne (1993-99 and Deputy Chair 1995-99), the Yarra River Maritime Precinct and the Sorrento First Settlement site.

REGIONAL NSW EXPERIENCE

Molesworth's regional NSW community work has also focused on heritage conservation. In 2005 he was, in partnership with others, instrumental in the nomination of Broken Hill to the Commonwealth's National Heritage List. Achieved in January 2015 after a ten-year campaign, the City thereby became the first city in Australia to achieve National Heritage listing, a step Molesworth considered necessary in order to strengthen the local regional tourism industry, thereby providing an alternative economic future for Broken Hill.

In April 2019, the City of Broken Hill awarded Molesworth the John Reid Heritage Award, the City's highest heritage award for 'Outstanding Contribution to the Heritage of Broken Hill'. Molesworth is a Patron of the Broken Hill Historical Society and was an appointed member Broken Hill City Council's Broken Hill Heritage Advisory Committee, pursuant to Section 355 of the NSW Local Government Act.

list name/s of Committee/s and periods of service:

What is your previous experience with any committee? Please Broken Hill Heritage Advisory Committee, December 2016 -December 2021

> Broken Hill Regional Gallery Advisory Committee, December 2016 - December 2021

Broken Hill Living Museum & Perfect Light Project Steering Committee, July 2016 - June 2018

Please detail any other relevant information:

Non-Executive Director, Pastoralist, Queen's Counsel, former Judge, former Professor and multi-awarded Community Leader in a diversity of sectors with an experience of leadership on boards, commissions, management committees and advisory councils spanning 49 organisations. Having been the chair or president of 19 organisations/corporations, Molesworth has been acknowledged by his peers as an inspirational leader in his fields, nationally and internationally, as confirmed by having been appointed a fellow of six professional organisations and having received a multiplicity of honours and awards in all his disciplines. Australia has recognised his achievements by honouring him as a Member of the Order of Australia in 1994, awarding him the Centenary Medal in 2001 and then elevating him to Officer of the Order of Australia in 2012.

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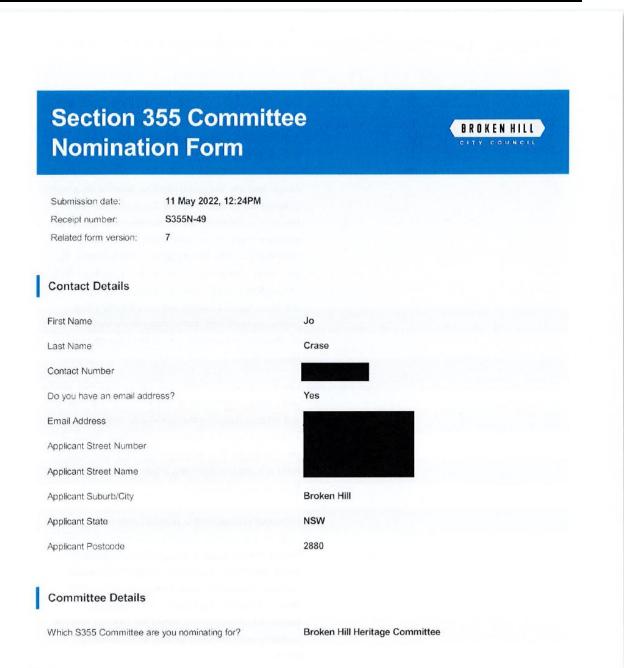
Declaration

I declare that I am over the age of 18

I declare that I have established ties to the Broken Hill community

I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee issues

I declare that all the information provided in this application is given by me being the person named as the applicant.



Broken Hill Heritage Committee

Please outline why you would like to be a member of this committee

I would like to become a member of the Broken Hill Heritage Committee as I have both professional and personal commitment to making our cultural heritage more accessible to community.

Across Australia, the cultural heritage sector faces a range of issues that impact on its sustainability, viability and relevance to the wider community. Chief among these are: attracting volunteers and audiences; managing and maintaining community collections; and interpreting and presenting cultural material and/or stories. Broken Hill has an incredibly interesting and diverse range of cultural, social and technological histories, and does a terrific job of promoting its heritage status through community development and cultural activities including the Heritage Week Festival.

and/or planning:

Please detail your relevant experience in heritage, arts, culture I am an experienced Curator and Arts Manager with over 18 years' professional background working in public museums and galleries (including Museum Victoria's History & Technology Dept; the Arts Centre Melbourne; Shepparton Art Gallery; and, Brimbank City Council), as well as nonprofit Arts Organisations (Royal South Street Eisteddfod Ballarat; and, Arts Mildura).

> I relocated to Broken Hill in 2018 for family reasons and enjoy my current employment as Project Officer at West Darling Arts, the Regional Arts Development Organisation for Far West NSW. This role has provided me with an overview of the cultural communities operating within Broken Hill and Far West NSW and the significant contribution heritage management makes to our region's liveability, economic development, and community wellbeing.

I would welcome the opportunity to bring my particular skillset and considerable energy to contribute to the role the Heritage Committee plays in supporting heritage management for Broken Hill City.

#### NOMINATIONS FOR THE APPOINTMENT OF **COMMUNITY REPRESENTATIVES TO SECTION 355 COMMUNITY COMMITTEES**

list name/s of Committee/s and periods of service:

What is your previous experience with any committee? Please I bring a range of arts management, community development, strategic engagement and governance skills to the committee. In my professional roles I have worked with Advisory Committees, and had direct lines of report to Boards of Management. I have also served on both Management and Advisory Committees.

> Committee Experience and Periods of Service: 2021-22: Vice-Chair, Rainbow Preschool Management Committee. In 2022 I have stepped down to a general member role.

2017-18: Committee Member, Australian Print Triennial Workshops Advisory Group, The Art Vault, Mildura. 2009-2012: Convenor, Brimbank Arts Advisory Committee. 2007-2011: Committee Member, Museums Australia (Victoria) Training and Professional Development Steering Committee.

2007-2009: Board Member, SheppARTon Festival.

Please detail any other relevant information:

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#### S355 Committee Nomination Form BROKEN HILL

Submission date:	4 February 2022, 2:40PM	
Receipt number:	S355CNF-20	
Related form version:	3	
Name of Committee:		Maureen Clark

#### **Personal Details**

First Name	Maureen
Last Name	Clark
Contact Number	
Email Address	
Applicant Street Number	
Applicant Street Name	
Applicant Suburb/City	Broken Hill
Applicant State	NSW
Applicant Postcode	2880

# **Committee Details**

Please outline why you would like to be a member of this committee:

Please outline details of any relevant experience for this committee:

What is your previous experience with any committee? Please I have been a recent past chair of this committee (5 years) list name/s of Committee/s and periods of service:

Gallery art collection. I wish to see these conserved for the enjoyment and education of future generations. The value to the tourism industry must not be under estimated.

I have a deep and abiding interest in the Art Gallery and the

I am a practising artist and a member of a number of art groups. I organise and take part in art exhibitions and art workshops to further my knowledge.

and a member of the BHCC Heritage Committee (5 years).

Please detail any other relevant information:

BROKEN HILL

# Section 355 Committee Nomination Form

Submission date:	14 April 2022, 7:56AM
Receipt number:	S355N-18
Related form version:	5

### **Contact Details**

First Name	Krystle	
Last Name	Evans	
Contact Number	and a second second second second	
Do you have an email address?	Yes	
Email Address		
Applicant Street Number		
Applicant Street Name		
Applicant Suburb/City	Broken Hill	
Applicant State	NSW	
Applicant Postcode	2880	

## **Committee Details**

Which S355 Committee are you nominating for?

Broken Hill City Art Gallery Advisory Committee

Broken Hill City Art Gallery

Why would you like to be selected as a member of the Broken I am a Barkindji woman and Artist living and working in Hill City Art Gallery Advisory Committee and how do you identify with the creative community of Far West NSW:

The Broken Hill City Art Gallery's mission is "to provide a dynamic cultural hub for Broken Hill and the region through supporting arts practice and engagement with the arts, and by inspiring, stimulating ideas and encouraging conversations". Outline how your experience in the arts and cultural sector will

Broken Hill. I am engaged in my artistic practice and the greater Arts community. I feel passionately about the potential of our Region's future prospective as a creative Mecca. The capacity for growth within the Far West's creative sector will enrich the vibrancy and economy of our city and communities. For these reasons I would like to be considered for the Broken Hill City Art Gallery Advisory Committee. Thank you

I have a diploma in Fine Arts, have worked as a Gallery Curator and am currently undertaking a diploma in Project Management. I am a Council Support Officer for NSWALC, a position which sees me engage with various stakeholders and the wider community. I am connected to my Country contribute to Broken Hill City Art Gallery achieving this mission: and Culture as a woman of the Barkindji Nation. My passion for the Arts and previous experience makes me confident engaging with people and advocating for the Arts. Being a life long creative makes me innovative in my thought process and passionate of what the Arts have to offer as an industry.

working at a strategic, advisory or governance level of a advice to Council's consideration in relation to matters relevant will advocate for increased visibility and growth of our to the artistic community.

The Broken Hill City Art Gallery is committed to ensuring diverse representation across all areas of our programming. Please self-nominate if you identify with the following

Please detail your specific skills, achievements and experience Working as a Council Support Officer has given me skills and experience working within a governance framework. As cultural organisation. How will these skills improve the Broken a cultural woman working for an Aboriginal Organisation I Hill Regional Art Gallery Advisory Committee's ability to provide am comfortable and well versed within the Cultural sector. I Artistic and Cultural practices within our Region.

First Nations

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I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee issues

I declare that all the information provided in this application is given by me being the person named as the applicant.

Section 355 Committee Nomination Form	BROKEN HILL CLYVY COULICITE
ontact Details	
rst Name Required JULIE ANNE.	ECEIVE
st Name Required HORSBURGH	1 4 APR 2022
ontact Number Required	B Y:
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• selected 'Yes' in Contact Details : Do you have an email address?	
nail Address Required	
oplicant Street Number	
oplicant Street Name	
oplicant Suburb/City BROKEN HILL.	
oplicant State (Select 1 option)	
SW	
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LD	
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Γ	
oplicant Postcode 2880 .	
opucant Postcode 2000	
committee Details	
hich S355 Committee are you nominating for? (Select 1 option)	
ma Oval Community Committee	
U Band Hall Community Committee	
roken Hill Heritage Committee	
ommunity Strategic Plan Roundtable Committee	

TO WHOM IT MAY CONCERN,

. . .

WE OPENED OUR MODALL CARDEN PUBLIC ABOUT 20 YEARS ACO TO THE have WORKED WAY PEOPLE AND BEEN O TEAM LEADER MOST of my working life I AM A Life MEMBER of THE City ART CALLERY AND A MEMBER OF CARRAN ARTS have Done A FEW community projects AROUND THE AREA IN SCHOOLS AND POTSLIC PLACES. I would Like TO THINK I would Expercience in THE ARTS HAVE ENOUGH process to ASSIST WITH OTHERS TO MATTE Difficult DECISIONS WHEN IT Comes to THE GALLERY.

TULIE ANNE HORSTELREN.

BROKEN HILL

# Section 355 Committee Nomination Form

Submission date:	13 April 2022, 2:49PM
Receipt number:	S355N-16
Related form version:	5

# **Contact Details**

First Name	Catherine	
Last Name	Farry	
Contact Number		
Do you have an email address?	Yes	
Email Address		
Applicant Street Number		
Applicant Street Name		
Applicant Suburb/City	Broken Hill	
Applicant State	NSW	
Applicant Postcode	2880	

#### **Committee Details**

Which S355 Committee are you nominating for?

Broken Hill City Art Gallery Advisory Committee

Broken Hill City Art Gallery

Hill City Art Gallery Advisory Committee and how do you identify with the creative community of Far West NSW:

Why would you like to be selected as a member of the Broken I am a practicing artist as well as an arts worker. I was born in Broken Hill and have lived here for a large part of my life. I have been involved in the Broken Hill arts community for over 20 years. The gallery is an integral part of the arts in Broken Hill for the arts community as well as being a vital element of the visitor economy. The gallery has a fantastic collection which is of great cultural value to the city.

The Broken Hill City Art Gallery's mission is "to provide a dynamic cultural hub for Broken Hill and the region through supporting arts practice and engagement with the arts, and by inspiring, stimulating ideas and encouraging conversations". Outline how your experience in the arts and cultural sector will contribute to Broken Hill City Art Gallery achieving this mission: Currently employed as the Executive Director of West

Please detail your specific skills, achievements and experience I have had considerable experience both being on boards working at a strategic, advisory or governance level of a cultural organisation. How will these skills improve the Broken advice to Council's consideration in relation to matters relevant organisations including to the artistic community.

I have worked in the following positions: Teacher and head teacher of art at TAFE broken Hill Broken Hill Gallery public programs officer Manager of the Broken Hill Regional Art Gallery Culture and Heritage Curator at Broken Hill City Council. Darling Arts.

and also working for them. I have a sound understanding of governance structures and reporting obligations. I have been Hill Regional Art Gallery Advisory Committee's ability to provide on or am currently on the boards/committees of a number of

West Darling Arts

**Robinson Collège** 

Lifeline Country to Coast Friends of Samunnat.

I have worked in an executive role with boards in my current role and also as the CEO of the Far West Community Legal Centre so have an understanding of how to execute a strategic direction as set by the board.

The Broken Hill City Art Gallery is committed to ensuring diverse representation across all areas of our programming. Please self-nominate if you identify with the following

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Section 355 Com Nomination Form	BRUREN	
Submission date:6 May 2022, 4:14Receipt number:\$355N-43Related form version:7	4PM	
Contact Details		
First Name	Simon Richard	
Last Name	Molesworth AO QC	
Contact Number	Presta de la companya	
Do you have an email address?	Yes	
Email Address	an steel in the second s	
Applicant Street Number		
Applicant Street Name		
Applicant Suburb/City	Broken Hill	
Applicant State	NSW	
Applicant Postcode	2880	

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been a Supporter Member of the Broken Hill Regional Art Gallery since 2000. I have been a member of the Broken Hill Art Exchange DGR Public Fund Responsible Persons Committee since March 2021. And I've been a member of the previous Broken Hill Regional Art Gallery Advisory Committee from December 2016 - December 2021. I am also a recreational (as distinct from professional) wood craftsperson myself, having been a creator of art works in wood for over 50 years.

Many of my roles have been focussed on achieving better opportunities to communicate to the widest community supporting arts practice and engagement with the arts, and by about culture and art. I led the National Trust movement in Australia for near 25 years, during which I was continuously engaged with the culture and art sector. (It is often not custodians of the largest collections of art outside the major National and State-based institutions). My almost lifelong experience (having commenced in the sector at the age of 18), enables me to bring a capacity to think strategically in the best interests of the arts and cultural sectors of Broken Hill

Please detail your specific skills, achievements and experience The following experience and expertise gained through a working at a strategic, advisory or governance level of a cultural organisation. How will these skills improve the Broken advice to Council's consideration in relation to matters relevant all those involved in the artistic community. Molesworth is to the artistic community.

multiplicity of roles in the cultural sector across Australia and overseas, will enable me to contribute insights and Hill Regional Art Gallery Advisory Committee's ability to provide understanding of the arts sector to assist the Art Gallery and acknowledged nationally and internationally as an expert in heritage law, practice and policy., heritage being a collective term which embraces culture in all its forms He has recurrently appeared before tribunals, Heritage Council panels and in the Victorian Supreme Court involving heritage law issues, associated with protective listings, development proposals and/or related planning projects. His advice has guided private and public sector clients, including relevant government instrumentalities at both State and National level. He has presented numerous papers on heritage law, practice and policy to conferences across the world at a multiplicity of international conferences. Many of his papers on heritage law, policy and practice have been published. Since 1991 Molesworth has continuously been an accredited professional heritage practitioner of ICOMOS, the

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On 1st July 2021, the Victorian Government appointed Molesworth to the Heritage Council of Victoria, pursuant to s.10(2)(iv) of the Victorian Heritage Act 2017 as the member

with expertise in heritage law, planning law or property law. In this role with HCV, amongst other responsibilities he participates in hearings to review decisions whether nominated places meet the requisite heritage significance criteria to be listed on the Victorian Heritage Register.

Molesworth was a councillor (board member) of the National Trust of Australia (Victoria) from 1980-2005, during which time he was honorary chair and then president for almost 20 years. He remains an Honorary Life Member, an Ambassador of its Foundation and in February 2019, was appointed Patron. The National Trust in Victoria holds the largest collect of art and cultural objects in Australia outside the major public institutions.

During his time as Victorian chair, Molesworth had the oversight of the entire operations of the Trust, exposing him to the multiplicity of heritage management issues requiring practical advice to resolve, frequently reinforced by legal advice. The Trust chair's role in those years was more akin to an executive chair, requiring day-to-day interaction and decision-making. He was the public face of the Trust, directly responsible for all communications and negotiations with the Victorian Government. He maintained a high-public profile in the media, pursuing a communication strategy intent on continually engaging with Victorian communities. During his 25 years membership of the National Trust Council, he was continuously a member of the Conservation Standing Committee which had the responsibility to review for approval all recommendations for places to be added to the Heritage Register of the Victorian National Trust. Molesworth was also a founding board member 1989-2003 of the Melbourne Heritage Restoration Fund, and its Chair from 1995-2003, the Fund being a joint initiative of the State Government, City of Melbourne, and the National Trust, established to provide grants or revolving loans to the owners of heritage properties throughout the inner suburbs of Melbourne.

He has also been a Victorian Governor-in-Council appointee, on several occasions as chair and deputy chair, to various Crown Reserve Committees of Management, including the Old Treasury Building Melbourne (1993-99 and Deputy Chair 1995-99), the Yarra River Maritime Precinct and the Sorrento First Settlement site.

#### REGIONAL NSW EXPERIENCE

Molesworth's regional NSW community work has also focused on heritage conservation. In 2005 he was, in partnership with others, instrumental in the nomination of Broken Hill to the Commonwealth's National Heritage List. Achieved in January 2015 after a ten-year campaign, the City thereby became the first city in Australia to achieve National Heritage listing, a step Molesworth considered necessary in order to strengthen the local regional tourism industry, thereby providing an alternative economic future for Broken Hill.

In April 2019, the City of Broken Hill awarded Molesworth the John Reid Heritage Award, the City's highest heritage award for 'Outstanding Contribution to the Heritage of Broken Hill'.

Molesworth is a Patron of the Broken Hill Historical Society and was until December 2021 an appointed member of both the Broken Hill Regional Art Gallery Advisory Committee and the Broken Hill City Council's Broken Hill Heritage Advisory Committee, pursuant to Section 355 of the NSW Local Government Act.

The Broken Hill City Art Gallery is committed to ensuring diverse representation across all areas of our programming. Please self-nominate if you identify with the following

# Privacy

- Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998.
- The purpose for collecting your personal information is to obtain and record details to assess your application.
- The supply of your personal information may be by law or voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application.
- Your information will be collected and stored, in accordance with the State Records Act 1998, by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

Declaration

I declare that I am over the age of 18

I declare that I have established ties to the Broken Hill community

I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee issues

I declare that all the information provided in this application is given by me being the person named as the applicant.

# **Section 355 Committee** BROKEN HILL **Nomination Form** 6 May 2022, 11:54PM Submission date: S355N-44 Receipt number: Related form version: 7 **Contact Details** First Name Jo Last Name Crase Contact Number Yes Do you have an email address? Email Address Applicant Street Number Applicant Street Name Broken Hill Applicant Suburb/City NSW Applicant State 2880 Applicant Postcode

# **Committee Details**

Which S355 Committee are you nominating for? Broken Hill City Art Gallery Advisory Committee

Broken Hill City Art Gallery

Hill City Art Gallery Advisory Committee and how do you identify with the creative community of Far West NSW:

Why would you like to be selected as a member of the Broken I am an experienced Curator and Arts Manager with over 18 years' professional background focused on development and delivery of complex exhibition programs, large-scale public art commissions, collection management, community arts projects and major events.

> I would welcome the opportunity to bring my particular skill set and considerable energy to support the vital role Broken Hill City Art Gallery has in generating, promoting and facilitating access to the arts for regional and remote Australians.

The Broken Hill City Art Gallery's mission is "to provide a dynamic cultural hub for Broken Hill and the region through supporting arts practice and engagement with the arts, and by inspiring, stimulating ideas and encouraging conversations". Outline how your experience in the arts and cultural sector will

Having lived in regional communities since 2007, I am a passionate advocate for the support and visibility of quality arts practice in regional Australia. I have a particular interest in driving positive community development through creative partnerships. Through roles at West Darling Arts, contribute to Broken Hill City Art Gallery achieving this mission: Shepparton Art Gallery, Arts Mildura, and Royal South Street Eisteddfod (Ballarat) I demonstrate an applied understanding of arts and cultural development in a regional context. Issues including distance, access, support, community size, funding, and visibility for arts practice are just some of the hurdles regional artists have to overcome in the pursuit of their practice.

Please detail your specific skills, achievements and experience I bring a range of arts management, community working at a strategic, advisory or governance level of a Hill Regional Art Gallery Advisory Committee's ability to provide management background, I am experienced working both advice to Council's consideration in relation to matters relevant with and on Boards of Management and Advisory to the artistic community.

development, strategic engagement and governance skills to cultural organisation. How will these skills improve the Broken the committee. In addition to professional curatorial and arts Committees.

> For example, as Visual Arts Curator at Brimbank City Council I was convenor for the Arts Advisory Committee. The Committee provided support for policy development, the stages of public art commissioning and development, and problem-solving issues which arose around collection or exhibition matters. This informed reports to Council.

> In 2021-22 I was the Vice Chair of Rainbow Preschool Management Committee. This role has required a great deal of diplomacy to navigate the best interests of both the preschool and its families as we implemented the NSW Public Health Order mandates for education and care settings.

The Broken Hill City Art Gallery is committed to ensuring diverse representation across all areas of our programming. Please self-nominate if you identify with the following

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## NOMINATIONS FOR THE APPOINTMENT OF COMMUNITY REPRESENTATIVES TO SECTION 355 COMMUNITY COMMITTEES

Declaration

I declare that I am over the age of 18

I declare that I have established ties to the Broken Hill community

I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee issues

I declare that all the information provided in this application is given by me being the person named as the applicant.

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	mittee		
Name of Committee:		· ·	
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Personal Details			
First Name Regard			
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lease outline details of any relevant experience for this committee:	
Previous member.	
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355 Committee Nomination Form

What is your previous experience with any committee? Please list name/s of Committee/s and periods of service:

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Please detail any other relevant information:

#### Privacy

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Signature

355 Committee Nomination Form

. Name

End of form

355 Committee Nomination Form

355 Committee Nomination Fo	rm (mmm)
Section 355 Committee	
Name of Committee:	
Living Desert Flora & Fau	1 m
Personal Details	
First Name Received	
Jamie	
Last Name Received	
Scott	
Contact Number	
Email Address	
Applicant Street Number	
Applicant Street Name	

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Broken Hill				
plicant State (Select one option)				
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VIC				
QLD				
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355 Committee Nomination Form

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Please detail any other relevant information:

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Signature

355 Committee Nomination Form

Name

355 Committee Nomination Form

4 of 4

End of form

355 Committee N	omination Form	
Section 355 Committee		
Name of Committee:		
Living Desart	flora + fauna	
Personal Details		
First Name Report		
Evan		
Last Name Roy Kest		
Contact Number		
Email Address		
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355 Committee Nomination Form

What is your previous experience with any committee? Please list name/s of Committee/s and periods of service:

Please detail any other relevant information:

#### Privacy

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Signature

355 Committee Nomination Form



End of form

355 Committee Nomination Form

355 Committee Nomination Form	errerenne.
Section 355 Committee	
Name of Committee:	
Living Desert Flora + Fauna	
Personal Details	
First Name Roand	
Emily	
Last Name Repared	
Scutt	
Contact Number	
Email Address	
Applicant Street Number	
Applicant Street Name	

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355 Committee Nomination Form

What is your previous experience with any committee? Please list name/s of Committee/s and periods of service:

Please detail any other relevant information:

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Signatu

355 Committee Nomination Form



End of form

355 Committee Nomination Form

BROKEN HILL

### Section 355 Committee Nomination Form

Submission date:	24 April 2022, 5:10PM	
Receipt number:	S355N-24	
Related form version:	5	

#### **Contact Details**

First Name	Jody	
Last Name	Whitehair	
Contact Number		
Do you have an email address?	Yes	
Email Address	in it as fore	
Applicant Street Number	10-B - 10-90	
Applicant Street Name	1017-0-1140	
Applicant Suburb/City	Broken Hill	
Applicant State	NSW	
Applicant Postcode	2880	

#### **Committee Details**

Which S355 Committee are you nominating for?

Memorial Oval Community Committee

#### Memorial Oval Community Committee

Please outline why you would like to be a member of this committee:

I have been involved with the Memorial Oval Community Committee for approximately 5 years and previously held the position of Secretary. During that 5 years i have been involved with MOCC stakeholders including Harness Racing Club, Central Football Club, Dog Club and Silver City Show.

Please outline details of any relevant experience for this committee:

I have previously held the role of Secretary for MOCC and attended the 355 training as provided by Council.

What is your previous experience with any committee? Please list name/s of Committee/s and periods of service:

Please detail any other relevant information:

Im am unsure of the exact dates of holding the role of Secretary.

My previous role, engagement with Council and stakeholders provides me with the knowledge and a solid understanding of the role and responsibility of 355 committees.

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#### Declaration

I declare that I am over the age of 18 I declare that I have established ties to the Broken Hill community

I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee issues

I declare that all the information provided in this application is given by me being the person named as the applicant.

### S355 Committee Nomination Form

Submission date:	23 April 2022, 2:00PM
Receipt number:	S355CNF-16
Related form version:	3
Name of Committee:	

Picton Oval Management Committee

#### Personal Details

First Name	Christine	
Last Name	Adams	
Contact Number		
Email Address	and the second	
Applicant Street Number		the second harvest
Applicant Street Name		
Applicant Suburb/City	Broken Hill	
Applicant State	NSW	
Applicant Postcode	2880	

#### **Committee Details**

Please outline why you would like to be a member of this committee:

Please outline details of any relevant experience for this committee:

What is your previous experience with any committee? Please list name/s of Committee/s and periods of service:

To support those that manager the oval which is in the proximity of my residence.

I have been a council representative on the committee for the last 11 years.

Broken Hill Heritage Committee 10 years Australia Day Heritage Committee 11 years Picton Oval Management Committee 11 years Asset Naming Committee 6 years Sister City Committee/Group 11 years Volunteer Working Committee/Working Group 11 years Tidy Towns Committee/Working Group 11 years

#### Section 355 Committee BROKEN HILL Nomination Form 23 April 2022, 2:10PM Submission date: Receipt number: S355N-22 Related form version: 5 **Contact Details** First Name Paul Last Name Adams Contact Number Do you have an email address? Yes Email Address Applicant Street Number Applicant Street Name Applicant Suburb/City Broken Hill Applicant State NSW Applicant Postcode 2880 **Committee Details** Which S355 Committee are you nominating for? Picton Sportsground Community Committee **Picton Sportsground Community Committee** Please outline why you would like to be a member of this Continue membership as I have been a member for 20 years committee: and caretaker for 5 years Please outline details of any relevant experience for this Continuing maintenance duties committee: What is your previous experience with any committee? Please Long term volunteer Sulphide Street Railway & Historical list name/s of Committee/s and periods of service: Museum

Please detail any other relevant information:

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Declaration

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I declare that all the information provided in this application is given by me being the person named as the applicant.

	355 Committe ion Form	BROKEN HILL
Submission date: Receipt number: Related form version:	5 May 2022, 10:09AM S355N-32 6	
Contact Details		
First Name		Trevor
Last Name		Rynne
Contact Number		
Do you have an email ad	dress?	Yes
Email Address		
Applicant Street Number		
Applicant Street Name		
Applicant Suburb/City		Broken Hill
Applicant State		NSW
Applicant Postcode		2880
Committee Details		
Which S355 Committee a	are you nominating for?	Picton Sportsground Community Committee
Picton Sportsgrou	nd Community Committee	
Please outline why you w committee:	ould like to be a member of this	I have been on this committee for approximately 20 year and would like to continue my membership of this committee
Please outline details of a committee:	ny relevant experience for this	Approximately 20 years as a committee member on this committee. Over 10 years as Secretary for this committee.

 What is your previous experience with any committee? Please
 Silver City Swimming Club - President (2021-2022)

 list name/s of Committee/s and periods of service:
 St. Pats Club - Committee Member (Life Member)

 West Football Club - Committee Member
 Sacred Heart Cathedral Parish Council - Committee Member (2021 - 2022)

 Served on various School Committees and P&F committees for approximately 15 years as Principal of Sacred Heart Parish School

Please detail any other relevant information:

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Declaration

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I declare that I have established ties to the Broken Hill community

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I declare that all the information provided in this application is given by me being the person named as the applicant.

#### **Section 355 Committee** BROKEN HILL **Nomination Form** 5 May 2022, 11:58AM Submission date: S355N-33 Receipt number: Related form version: 7 **Contact Details** First Name Wayne Lovis Last Name Contact Number Yes Do you have an email address? Email Address Applicant Street Number Applicant Street Name BROKEN HILL (NSW) Applicant Suburb/City Applicant State NSW Applicant Postcode 2880 **Committee Details** Which S355 Committee are you nominating for? **Riddiford Arboretum Community Committee Riddiford Arboretum Community Committee** Please outline why you would like to be a member of this Renominating committee: Please outline details of any relevant experience for this Have been on committee for 18 years. committee: What is your previous experience with any committee? Please LandCare BH committee 13 years. list name/s of Committee/s and periods of service:

Please detail any other relevant information:

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community

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I declare that all the information provided in this application is given by me being the person named as the applicant.

#### **Section 355 Committee** BROKEN HILL **Nomination Form** 4 May 2022, 2:21PM Submission date: Receipt number: S355N-29 Related form version: 5 **Contact Details** First Name Alison Last Name Sutton Contact Number Do you have an email address? Yes Email Address Applicant Street Number Applicant Street Name Applicant Suburb/City Broken Hill Applicant State NSW Applicant Postcode 2880 **Committee Details** Which S355 Committee are you nominating for? **Riddiford Arboretum Community Committee Riddiford Arboretum Community Committee** Please outline why you would like to be a member of this Having been on the Riddiford Committee I feel I am a committee: valuable asset to contribute Please outline details of any relevant experience for this I have been on this committee since 2017 committee: What is your previous experience with any committee? Please Building Better Cities Program 1995 Newcastle, Barrier Field list name/s of Committee/s and periods of service: Naturalists BH since 2018

Please detail any other relevant information:

As a horticulturist, I feel my knowledge and experience is important to this committee.

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- Your information will be collected and stored, in accordance with the State Records Act 1998, by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

Declaration

I declare that I am over the age of 18

I declare that I have established ties to the Broken Hill community

I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee Issues

I declare that all the information provided in this application is given by me being the person named as the applicant.

Section 3 Nominati	355 Committe on Form	BROKEN HILL
Submission date: Receipt number: Related form version:	4 May 2022, 9:32PM S355N-31 5	
Contact Details		
First Name		Carey
.ast Name		Guihot
Contact Number	the space and the state	
Do you have an email ado	dress?	Yes
Email Address		
Applicant Street Number		
Applicant Street Name		
Applicant Suburb/City		Broken Hill
Applicant State		NSW
Applicant Postcode		2880
Committee Details		
Vhich S355 Committee a	re you nominating for?	Riddiford Arboretum Community Committee
Riddiford Arboretu	n Community Committee	
Please outline why you wo ommittee:	uld like to be a member of this	To meet others who enjoy indigenous plants
Please outline details of a ommittee:	ny relevant experience for this	Nil really - happy to roll my sleeves up
Vhat is your previous exp	erience with any committee? Please s and periods of service:	School P&C Local junior sports clubs; professional committees (I am an allied health worker)

Please detail any other relevant information:

#### Privacy

- Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998.
- The purpose for collecting your personal information is to obtain and record details to assess your application.
- The supply of your personal information may be by law or voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application.
- Your information will be collected and stored, in accordance with the State Records Act 1998, by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

#### Declaration

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I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council I declare that all the information provided in this application is given by me being the person named as the applicant.

Section 355 Committee Nomination Form		
Submission date: Receipt number: Related form version:	7 May 2022, 12:09PM S355N-45 7	
Contact Details		
irst Name		Greg
ast Name		Curran
Contact Number		
o you have an email add	ress?	Yes
mail Address		
pplicant Street Number		
pplicant Street Name		
pplicant Suburb/City		BROKEN HILL
pplicant State		NSW
pplicant Postcode		2880
Committee Details		
Vhich S355 Committee ar	re you nominating for?	Riddiford Arboretum Community Committee
Riddiford Arboretun	n Community Committee	
lease outline why you wo ommittee:	uld like to be a member of this	Interest in native plants
lease outline details of ar	ny relevant experience for this	Landcare
ommittee:		Community Garden

What is your previous experience with any committee? Please Landcare list name/s of Committee/s and periods of service:

Please detail any other relevant information:

#### Privacy

- Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998.
- The purpose for collecting your personal information is to obtain and record details to assess your application.
- The supply of your personal information may be by law or voluntary. If you cannot provide or do not wish to provide the information sought. Council may not be able to process your application.
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I declare that all the information provided in this application is given by me being the person named as the applicant.

# **FURTHER REPORTS**

ORDINARY MEETING OF THE COUNCIL

May 17, 2022

#### ITEM 1

#### BROKEN HILL CITY COUNCIL REPORT NO. 130/22

#### SUBJECT: OFFICE OF LOCAL GOVERNMENT CIRCULAR TO COUNCILS 22-12 - PROPOSED AMENDMENTS TO THE STANDARD CONTRACT OF EMPLOYMENT FOR GENERAL MANAGERS

#### **Recommendation**

- 1. That Broken Hill City Council Report No. 130/22 dated May 17, 2022, be received.
- 2. That Council notes the Office of Local Government's Circular to Councils No. 22-12 regarding proposed amendments to the standard contract of employment for General Managers.
- 3. That Council determines, at this Council Meeting, its submission (if any) regarding the proposed amendments to the standard contract of employment for General Managers to be forwarded to the Office of Local Government prior to the closing date for submissions of 14 June 2022.

#### **Executive Summary:**

The Office of Local Government (OLG) have issued Circular 22-12 to all NSW Councils seeking submissions from NSW Councils regarding proposed amendments to the standard contract of employment for General Managers. OLG are also consulting with the parties to the *Local Government (State) Award* (Local Government NSW, the United Services Union, the Development and Environmental Professionals' Association and the Local Government Engineers Association of NSW) regarding the proposed amendments.

Attached to this report is a copy of the OLG Circular No. 22-12 and the standard contract of employment for General Managers which shows proposed amendments in highlight and is provided to Council to determine its submission (if any) to be forwarded to OLG by the closing date for submissions being 14 June 2022.

#### **Report:**

As a result of the Independent Commission Against Corruption (ICAC) investigation of the former Canterbury City Council, ICAC recommended that the Department of Planning and Environment conduct a review into the "no fault" termination provision in the standard contract of employment for General Managers.

In response to ICAC's recommendation, OLG has undertaken a review of the standard contract of employment for General Managers in consultation with the parties to the *Local Government (State) Award* (Local Government NSW, the United Services Union, the Development and Environmental Professionals' Association and the Local Government Engineers Association of NSW).

OLG have issued Circular 22-12 Proposed amendments to the standard contract of employment for General Manager and are consulting with Councils before the proposed

amendments are approved by the Departmental Chief Executive under Section 338 of the *Local Government Act 1993.* 

All NSW General Managers must be employed under a performance-based contract for a term of between twelve months and five years based on the standard contract approved by the Departmental Chief Executive of OLG.

It should be noted that following consultation with NSW Councils and the agencies that are a party to the *Local Government (State) Award*, and once approved by the OLG Departmental Chief Executive the amended standard contract will not alter the existing employment contracts between Councils and General Managers.

Where a Council renews the employment contract of its General Manager or appoints a new General Manager, they must be employed under the approved standard contract as amended.

Attached to this report is a copy of the OLG Circular No. 22-12 and the standard contract of employment for General Managers which shows proposed amendments in highlight and is provided to Council to determine its submission (if any) to be forwarded to OLG by the closing date for submissions being 14 June 2022.

#### **Community Engagement:**

Not applicable.

#### **Strategic Direction:**

Key Direction:	4	Our Leadership
Objective:	4.1	Openness and transparency in decision making
Strategy:	4.1.1	Support the organisation to operate its legal framework

#### **Relevant Legislation:**

Local Government Act 1993 Section 338 Local Government (State) Award

Financial Implications:

Nil

#### Attachments

- 1. OLG Circular to Councils No. 22-12
- Û
- 2. OLG Standard contract of employment for general managers with amendments
- highlighted

LEISA BARTLETT EXECUTIVE OFFICER

JAY NANKIVELL GENERAL MANAGER



Circular to Councils

Circular Details	22-12 /16 May 2022/ A812271
Previous Circular	N/A
Who should read this	Councillors / General Managers / Human Resources Staff
Contact	Mr Doug Friend, Council Governance Team / 02 4428 4201 /
	doug.friend@olg.nsw.gov.au
Action required	Information / Response to OLG

## Proposed amendments to the standard contract of employment for general managers

#### What's new or changing

- As a result of its investigation of the former Canterbury City Council, the Independent Commission Against Corruption (ICAC) recommended that the Department of Planning and Environment conduct a review into the "no fault" termination provision in the standard contract of employment for general managers.
- In response to ICAC's recommendation, the Office of Local Government (OLG) has undertaken a review of the standard contract of employment for general managers in consultation with the parties to the *Local Government* (*State*) Award, (Local Government NSW, the United Services Union, the Development and Environmental Professionals' Association and the Local Government Engineers Association of NSW).
- OLG is consulting with councils on the proposed amendments to the standard contract arising from that review before they are approved by the "departmental chief executive" under section 338 of the *Local Government Act 1993* (the Act).

#### What this will mean for your council

- Under section 338 of the Act, general managers must be employed under performance-based contracts of terms between 12 months and 5 years based on a standard contract approved by the departmental chief executive of OLG.
- Once approved by the departmental chief executive, the amended standard contract will not alter existing employment contracts between councils and their general managers.
- However, where a council renews the employment contract of its general manager or appoints a new general manager, they must be employed under the approved standard contracts as amended.

#### Key points

 Submissions on the proposed amended standard contract may be made by email to <u>olg@olg.nsw.gov.au</u>.

Office of Local Government 5 O'Keefe Avenue NOWRA NSW 2541 Locked Bag 3015 NOWRA NSW 2541 T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209 E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 20 770 707 468

- Submissions should be labelled 'Standard Contract of Employment for General Managers' and marked to the attention of OLG's Council Governance Team.
- Submissions should be made before 14 June 2022.

#### Where to go for further information

- The proposed amended standard contract is available <u>here</u>. The proposed amendments are highlighted in the contract.
- Information about the proposed amendments to the standard contract is set out in the attachment to this circular.
- For further information please contact Doug Friend of OLG's Council Governance Team on (02) 4428 4201 or by email at <u>olg@olg.nsw.gov.au</u>.

Melanie Hawyes Deputy Secretary, Crown Lands and Local Government

Office of Local Government 5 O'Keefe Avenue NOWRA NSW 2541 Locked Bag 3015 NOWRA NSW 2541 T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209 E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 20 770 707 468

#### ATTACHMENT

### What changes are being made to the standard contract of employment for general managers to ensure greater security of employment?

As a result of its investigation of the former Canterbury City Council, ICAC recommended that the Department of Planning and Environment conduct a review into the "no fault" termination provision in the standard contract of employment for general managers. ICAC recommended that the review should canvass options such as requiring a two-thirds majority vote of a council, an absolute majority vote or the availability of mediation.

The Government does not support the first two of these options.

A good working relationship between the governing bodies of councils and their general managers is essential to councils being able to exercise their functions effectively. Experience has repeatedly demonstrated that where, for whatever reason, general managers lose the support and confidence of a majority of councillors, the council can become dysfunctional. Councils cannot focus on serving their communities if councillors and the general manager are at war with each other. General managers also cannot hope to perform effectively in their role in circumstances where they have lost the confidence and the support of a majority of councillors. Councils therefore need to have the flexibility to terminate the employment relationship with the general manager with appropriate compensation, where that relationship breaks down.

A key focus of the proposed amendments to the standard contract of employment for general managers is to strengthen access to mediation under the contract to manage and address conflict in the relationship when it arises and to ensure more rigour in decisions by councils to terminate the employment of the general manager.

These amendments include the following:

- Before terminating a general manager's employment for poor performance, the council must have first conducted a performance review, concluded that the general manager's performance falls short of the performance criteria or the terms of their performance agreement, and afforded the general manager a reasonable opportunity to utilise dispute resolution.
- Where a council intends to terminate the employment of its general manager utilising the 'no fault' termination provision (clause 10.3.1(e)), if either party requests it and both parties agree, they may participate in mediation in relation to the proposed decision to terminate. If the council does not agree to participate in mediation, it must give the general manager reasons for its decision where the general manager requests it.
- Councils and general managers may agree on a mediator when the contract is made.
- Where a council terminates the general manager's employment under the "no fault" termination provision (clause 10.3.1(e)), the council must give the Office of Local Government

5 O'Keefe Avenue NOWRA NSW 2541 Locked Bag 3015 NOWRA NSW 2541 T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209 E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 20 770 707 468 general manager reasons for its decision to terminate their employment where the general manager requests it.

• Serious and persistent breaches of the council's code of conduct by the general manager constitute grounds for summary dismissal.

### What changes are being made to the standard contract of employment for general managers relating to their remuneration?

The following amendments are proposed to the provisions of the contract relating to general managers' remuneration:

- Clause 8.4 of the contract has been amended to clarify that a discretionary performance-based pay increase only applies for one year unless the council determines that it is to apply for the balance of the contract.
- Clause 8.4 also allows for the payment of a retention allowance on one occasion during the term of the contract. This accrues on an annual, pro-rata basis for the remainder of the term of the contract and is to be paid to the general manager at the end of the contract period.

### What other changes are being made to the standard contract of employment for general managers?

Other changes include:

- Definitions and other provisions have been updated to reflect legislative and administrative changes made since the previous standard contract was approved.
- A new provision has been included (clause 5.5) empowering the departmental chief executive of OLG to approve an extension of the timeframes prescribed under clause 5 for the renewal of the contract in exceptional or unforeseen circumstances.
- Minor amendments have been made to the functions of the general manager's duties prescribed under clause 6 to reflect legislative changes and to place an obligation on general managers to ensure a safe workplace and to facilitate compliance with the Work Health and Safety Act 2011.
- A new provision (clause 7.12) has been included that confirms that the performance agreement, action plan and any associated records that contain information about the work performance or conduct of the general manager are to remain confidential unless otherwise agreed to by the general manager or required by law.
- The service of notice provisions, (clause 18), have been updated to allow service by email.

Office of Local Government

5 O'Keefe Avenue NOWRA NSW 2541

Locked Bag 3015 NOWRA NSW 2541

т 02 4428 4100 г 02 4428 4199 тту 02 4428 4209

E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 20 770 707 468



# Standard Contract of Employment

For General Managers

June 2022



#### OFFICE OF LOCAL GOVERNMENT CIRCULAR TO COUNCILS 22-12 - PROPOSED AMENDMENTS TO THE STANDARD CONTRACT OF EMPLOYMENT FOR GENERAL MANAGERS



# Acknowledgement of Country

The Department of Planning and Environment acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

#### Department of Planning and Environment

dpie.nsw.gov.au

Standard Contract of Employment for General Managers

Release date: <Add Month and Year>

#### Acknowledgements

The Office of Local Government acknowledges the cooperation and contributions of Local Government NSW, Local Government Professionals Australia NSW, the United Services Union, the Local Government Engineers Association and the Development and Environmental Professionals Association for their comments during our drafting process.

#### OFFICE OF LOCAL GOVERNMENT CIRCULAR TO COUNCILS 22-12 - PROPOSED AMENDMENTS TO THE STANDARD CONTRACT OF EMPLOYMENT FOR GENERAL MANAGERS

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### **Contract of Employment**

This Contract of Employment is made on

	Date
betwe	en
	Name of Council
	[Referred to in this contract as "Council"]
	Address
and	
	Name of Employee
	[Referred to in this contract as "the employee"]
	Address

#### 1. Position

The position to which this contract applies is that of General Manager¹.

#### 2. Term

Subject to the terms and conditions in this contract, Council will employ the employee for a term of:

[Length of term]²

commencing on [date]

and terminating on [date]

#### 3. Definitions

3.1 In this contract, unless otherwise stated or indicated:

the Act means the Local Government Act 1993.

**Code of conduct** means the document within the meaning of section 440 of the Act adopted by Council and which incorporates the provisions of the *Model Code of Conduct for Local Councils in NSW* prescribed by the Regulation.

Commencement date means the date that this contract commences as specified in clause 2.

**Confidential information** means any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances or other agreements and things (other than that which is already in the public domain), whether written or oral and of whatever type

¹ Note: A person who has held civic office in relation to Council must not be appointed to any paid position on the staff of Council within 6 months after ceasing to hold the office: section 354 of the Act.

² Note: The term of this contract must not be less than 12 months or more than 5 years (including any option for renewal): section 338(2) of the Act.

or nature relating to property, assets, liabilities, finances, dealings or functions of Council or any undertaking from time to time carried out by Council.

Chief Executive means Departmental Chief Executive for the purposes of section 338 of the Act or their delegate.

*Equal employment opportunity management plan* means the document a council must prepare under Part 4 of Chapter 11 of the Act.

Minister means the New South Wales Minister for Local Government.

Month means a calendar month.

Performance agreement means the agreement referred to in clause 7.

Performance criteria means the criteria to which a performance review is to have regard.

**Performance review** means a review of the employee's performance conducted in accordance with the procedures under clause 7.

the position means the position referred to in clause 1.

the Regulation means the Local Government (General) Regulation 2021.

Senior executive office holder (New South Wales Public Service) means the holder of a Public Service senior executive position within the meaning of the Government Sector Employment Act 2013.

Statutory and Other Officers Remuneration Tribunal means the Statutory and Other Officers Tribunal constituted under the Statutory and Other Officers Remuneration Act 1975.

Termination date means the date that this contract terminates as specified in clause 2.

3.2 Expressions in this contract corresponding with expressions that are defined in the Act have those meanings.

#### 4. Contract operation and application

- 4.1 This contract constitutes a contract of employment for the purposes of section 338 of the Act and governs the employment of the employee while in the position.
- 4.2 A reference in this contract to any Act or regulation, or any provision of any Act or regulation, includes a reference to subsequent amendments of that Act, regulation or provision.
- 4.3 A reference to a Schedule to this contract refers to a Schedule as may be varied in accordance with this contract and applies whether or not the Schedule has been physically attached to this contract.
- 4.4 Where the mayor or any other person is lawfully authorised to act as Council or Council's delegate for the purpose of this contract, this contract will be construed as if:
  - a) any reference to Council includes a reference to that authorised person, and
  - b) any reference to a requirement for Council's approval includes a reference to a requirement for that authorised person's written approval.
- 4.5 Any staff entitlement arising from a lawful policy of Council and that is set out in Schedule A will apply to the employee unless this contract expressly provides otherwise. Schedule A may be varied from time to time by agreement between the employee and Council. Such agreement is not to be unreasonably withheld³.
- 4.6 Subject to clauses 7 and 13 the terms of this contract, as varied from time to time in accordance with this contract, represent the entire terms of all agreements between the employee and Council and replace all other representations, understandings or arrangements made between the employee and Council that relate to the employment of the employee in the position⁴.

³ Note: Only those policies that create entitlements are to be set out in Schedule A. Schedule A policies are distinct from those which create a duty or function which are not required to be set out in Schedule A.

⁴ Note: The contract authorises the making of agreements that are linked to the contract. Clause 7 requires the parties to sign a performance agreement. Clause 13 allows either party to require the other to sign a confidentiality agreement for the purpose of protecting intellectual property.

#### 5. Renewal of appointment

- 5.1 At least 9 months before the termination date (or 6 months if the term of employment is for less than 3 years) the employee will apply to Council in writing if seeking re-appointment to the position.
- 5.2 At least 6 months before the termination date (or 3 months if the term of employment is for less than 3 years) Council will respond to the employee's application referred to in subclause 5.1 by notifying the employee in writing of its decision to either offer the employee a new contract of employment (and on what terms) or decline the employee's application for re-appointment.
- 5.3 At least 3 months before the termination date (or 1 month if the term of employment is for less than 3 years) the employee will notify Council in writing of the employee's decision to either accept or decline any offer made by Council under subclause 5.2.
- 5.4 In the event the employee accepts an offer by Council to enter into a new contract of employment, a new contract of employment will be signed.
- 5.5 Approval may be sought from the Chief Executive to vary the timeframes prescribed within clause 5 in exceptional or unforeseen circumstances.

#### 6. Duties and functions

- 6.1 The employee will:
- 6.1.1 carry out the duties and functions imposed by law with respect to the position and the additional duties and functions specified in Schedule B⁵, which include and are no limited to:
  - a exercising the functions of the general manager prescribed under the Act and the Regulation.⁶
  - b) ensuring the efficient and effective operation of Council's organisation,
  - c) implementing, without undue delay, the decisions of Council,⁷
  - d) exercising such of the functions of Council as are delegated by Council to the employee,⁸

⁵ Note: Schedule B may include additional duties and functions, for example, those related to special projects.

^e Note: The functions of a general manager are prescribed under section 335 of the Act. The Act and Regulation also confer other functions on general managers.

⁷ Note: section 335(b) of the Act

⁸ Note: section 335(g) and 377 of the Act

- e) determining the organisation structure (other than senior staff positions) after consulting with Council,⁹
- appointing staff in accordance with Council's organisation structure and the resources approved by Council,¹⁰
- g) directing and dismissing staff,11
- h) implementing Council's equal employment opportunity management plan,
- i) consulting with Council prior to appointing or dismissing senior staff,¹²
- j) giving immediate notice to Council on becoming bankrupt or making a composition, arrangement or assignment for the benefit of the employee's creditors and providing Council, within the time specified by Council with any further information concerning the cause of the bankruptcy or of the making of the composition, arrangement or assignment,¹³
- k) subject to subclause 6.3.3, providing advice and recommendations to Council or the mayor if directed to do so,
- not engaging, for remuneration, in private employment or contract work outside the service of Council without the approval of Council,¹⁴
- m) prohibiting, where appropriate, any member of Council staff from engaging, for remuneration, in private employment or contract work outside the service of Council that relates to the business of Council or that might conflict with the staff member's Council duties,¹⁵
- n) acting honestly and exercising a reasonable degree of care and diligence in carrying out the employee's duties and functions,¹⁶
- o) complying with the code of conduct,¹⁷
- p) preparing and submitting written returns of interest and disclosing pecuniary interests and non-pecuniary conflicts of interest in accordance with the code of conduct¹⁸
- 6.1.2 to the best of their ability, meet the performance criteria set out in the performance agreement as varied from time to time,

- ¹⁶ Note: section 439 of the Act
- 17 Note: section 440(5) of the Act

⁹ Note: section 332(1A) of the Act

¹⁰ Note: section 335(h) of the Act

¹¹ Note: section 335(i) of the Act

¹² Note: section 337 of the Act

¹³ Note: section 341 of the Act

¹⁴ Note: section 353(1) of the Act

¹⁵ Note: section 353(3) of the Act

¹⁸ Note: the Code of Conduct

- 6.1.3 carry out the duties and functions set out in the policies of Council as adopted by Council from time to time during the term of this contract,
- 6.1.4 observe and carry out all lawful directions given by Council, in relation to the performance of the employee's duties and functions under this contract,
- 6.1.5 work such reasonable hours as are necessary to carry out the duties and functions of the position and the employee's obligations under this contract,
- 6.1.6 obtain the approval of the Council for any absences from the business of Council,
- 6.1.7 promote ethical work practices and maintain a culture of integrity and professionalism where Council staff members treat each other, members of the public, customers and service providers with respect and fairness,
- 6.1.8 promote and facilitate compliance with the code of conduct ensuring that each councillor and Council staff member is familiar with its provisions,
- 6.1.9 facilitate Council staff awareness of the procedures for making public interest disclosures and of the protection provided by the *Public Interest Disclosures Act 1994*
- 6.1.10 take all reasonable steps to ensure a safe workplace and to facilitate compliance with the *Work Health and Safety Act 2011*,
- 6.1.11 take all reasonable steps to ensure that actions and policies of Council accord with the strategic intent of Council,
- 6.1.12 take all reasonable steps to maximise compliance with relevant legislative requirements,
- 6.1.13 maintain effective corporate and human resource planning,
- 6.1.14 maintain the Council staff performance management system,
- 6.1.15 maintain satisfactory operation of Council's internal controls, reporting systems (including public interest disclosures), grievance procedures, the documentation of decision-making and sound financial management, and
- 6.1.16 report to Council on any overseas travel taken by the employee or any Council staff member where that travel is funded in whole or in part by Council.
- 6.2 The employee's performance is monitored through the performance agreement and review process.
- 6.3 Council will:
  - 6.3.1 provide adequate resources to enable the employee to carry out the duties and functions specified in subclause 6.1 and Schedule B,
  - 6.3.2 provide the employee with reasonable opportunities to participate in professional development initiatives relevant to the duties and functions under this contract subject to the operational needs of Council, and

6.3.3 not direct the employee as to the content of any advice or recommendation made by the employee¹⁹

#### 7. Performance agreement and review

- 7.1 Within 3 months after the commencement date, the employee and Council will sign a performance agreement setting out agreed performance criteria.
- 7.2 In the event that the employee and Council are unable to agree on the performance criteria, Council will determine such performance criteria that are reasonable and consistent with the employee's duties and functions under clause 6.1.
- 7.3 The performance agreement may be varied from time to time during the term of this contract by agreement between the employee and Council, such agreement not to be unreasonably withheld.
- 7.4 Within 2 months after signing or varying the performance agreement, the employee will prepare and submit to Council an action plan which sets out how the performance criteria are to be met.
- 7.5 Council will ensure that the employee's performance is reviewed (and, where appropriate, the performance agreement varied) at least annually. Any such review is to have regard to the performance criteria²⁰.
- 7.6 The employee will give Council 21 days' written notice that an annual performance review in accordance with subclause 7.5 is due.
- 7.7 Council will give the employee at least 10 days' notice in writing that any performance review is to be conducted.
- 7.8 The structure and process of the performance review is at the discretion of Council following consultation with the employee.
- 7.9 The employee may prepare and submit to Council an assessment of the employee's own performance prior to a performance review.
- 7.10 Within 6 weeks from the conclusion of a performance review, Council will prepare and send to the employee a written statement that sets out:
  - a) Council's conclusions about the employee's performance during the performance review period,
  - b) any proposal by Council to vary the performance criteria as a consequence of a performance review, and

¹⁹ Note: section 352 of the Act

²⁰ Note: Council may review the employee's performance every 6 months or more frequently if necessary.

- c) any directions or recommendations made by Council to the employee in relation to the employee's future performance of the duties of the position.
- 7.11 The employee and Council will, as soon as possible after the employee receives the written statement referred to in subclause 7.10, attempt to come to agreement on any proposal by Council to vary the performance criteria and on any recommendations by Council as to the future performance of the duties of the position by the employee.
- 7.12 The performance agreement, action plan and any associated records that contain information about the work performance or conduct of the employee are to remain confidential unless otherwise agreed to by the employee or required by law.
- 7.13 Subject to the employee being available and willing to attend a performance review, Council undertakes that if a performance review is not held in accordance with this clause, this will not operate to the prejudice of the employee unless the employee is responsible for the failure to hold the performance review.

#### 8. Remuneration

- 8.1 Council will provide the employee with the total remuneration package set out in Schedule C.
- 8.2 The total remuneration package includes salary, compulsory employer superannuation contributions and other benefits including any fringe benefits tax payable on such benefits²¹.
- 8.3 On each anniversary of the commencement date, the total remuneration package will be increased by a percentage amount that is equivalent to the latest percentage amount increase in remuneration for senior executive office holders as determined by the Statutory and Other Officers Remuneration Tribunal²².

²¹ Note: Compulsory employer superannuation contributions are those contributions required under the *Superannuation Guarantee (Administration) Act 1992* of the Commonwealth or, in the case of an employee who is a member of a defined benefit division of the Local Government Superannuation Scheme (or equivalent), the long term or "notional" employer contribution, as advised by the Actuary for the Local Government Superannuation Scheme from time to time. See Schedule C.

²² Note: When making determinations referred to in subclause 8.3, the Tribunal takes into account key national economic indicators and movements in public sector remuneration across Australia, market conditions, the Consumer Price Index and wages growth as measured by the Wage Cost Index. Tribunal determinations are published in the Government Gazette. The Public Service Commission issues periodic Memoranda summarising the Tribunals determinations, this information is available at <a href="http://www.psc.nsw.gov.au/">http://www.psc.nsw.gov.au/</a>

- 8.4 In addition to clause 8.3, the remuneration payable to the general manager can be increased by the following means:
  - a) Each year, the Council may approve an increase in the remuneration for the general manager where the performance of the general manager following the annual performance review is better than satisfactory. Such an increase will apply for a twelve-month period only unless the council otherwise determines that such a pay rise is to apply for the duration of the contract.
  - b) The council may on one occasion during the term of the contract approve the payment of a retention allowance. The retention allowance is accrued on an annual, pro-rata basis for the remainder of the term of the contract and is to be paid to the employee at the end of the contract period. The retention allowance is not paid to the employee where the contract is terminated under paragraphs (a), (b), (d) or (e) of subclause 10.3.1 or subclause 10.4.
- 8.5 Any increase in remuneration approved under subclause 8.3 and paragraph (a) of subclause 8.4 will not be paid as a lump sum.
- 8.6 The structure of the total remuneration package may be varied from time to time during the term of this contract by agreement between the employee and Council, such agreement not to be unreasonably withheld.
- 8.7 The total remuneration package, as varied from time to time in accordance with subclauses 8.3 and 8.4, remunerates the employee for all work undertaken by the employee while in the position. No other remuneration, benefit, overtime or allowances other than those to which the employee may be entitled under this contract will be paid to the employee during the term of this contract.

#### 9. Leave

#### 9.1 General

- 9.1.1 Council will pay remuneration calculated in accordance with Schedule C to the employee proceeding on paid leave under this clause.
- 9.1.2 On the termination of this contract, and if the employee is not re-appointed to the position under clause 5 or appointed to any other position in Council's organisation structure, the Council will pay:
  - a) to the employee in the case of annual leave, or
  - b) to the employee or new employer council in the case of long service leave,

accrued but unused leave entitlements calculated at the monetary value of the total remuneration package as specified in Schedule C.

9.1.3 If the employee is re-appointed to the position under clause 5 or appointed to any other position in Council's organisation structure within 3 months after the

termination of this contract, the employee will be taken to have continuing service with Council for the purpose of determining the employee's entitlement to annual leave, long service leave and sick leave.

9.1.4 Any leave accrued with Council standing to the credit of the employee immediately prior to entering into this contract will be taken to be leave for the purposes of this contract.

#### 9.2 Annual leave

The employee is entitled to four weeks paid annual leave during each year of employment under this contract to be taken as agreed between the employee and Council.

#### 9.3 Long service leave

- 9.3.1 The employee's entitlement to long service leave is to be calculated by the same method that applies to a non-senior member of Council staff.
- 9.3.2 Long service leave is transferable between councils in New South Wales in the same manner that applies to a non-senior member of Council staff.

#### 9.4 Sick leave

- 9.4.1 The employee is entitled to 15 days paid sick leave during each year of employment under this contract provided that:
  - a) Council is satisfied that the sickness is such that it justifies time off, and
  - b) satisfactory proof of illness to justify payment is provided to Council for absences in excess of two days.
- 9.4.2 Sick leave will accumulate from year to year of employment under this contract so that any balance of leave not taken in any one year may be taken in a subsequent year.
- 9.4.3 Council may require the employee to attend a doctor nominated by Council at Council's cost.
- 9.4.4 Accrued but unused sick leave will not be paid out on the termination of this contract.

#### 9.5 Parental leave

- 9.5.1 Parental leave includes supporting parent's leave, maternity leave, paternity leave and adoption leave.
- 9.5.2 The employee is entitled to the same parental leave that a non-senior member of Council staff would be entitled.

#### 9.6 Carer's leave

The employee is entitled to the same carer's leave that a non-senior member of Council staff would be entitled.

#### 9.7 Concessional leave

The employee is entitled to the same concessional leave that a non-senior member of Council staff would be entitled.

#### 9.8 Special leave

Council may grant special leave, with or without pay, to the employee for a period as determined by Council to cover any specific matter approved by Council.

### 10. Termination

#### 10.1 General

On termination of this contract for any reason the employee will immediately return to Council all property of Council in the employee's possession including intellectual property and confidential information and will not keep or make any copies of such property and information.

#### 10.2 Termination date

The employment of the employee under this contract terminates on the termination date.

#### 10.3 Termination by either the employee or Council

- 10.3.1 This contract may be terminated before the termination date by way of any of the following:
  - a) written agreement between the employee and Council,
  - b) the employee giving 4 weeks' written notice to Council,
  - c) Council giving 4 weeks' written notice to the employee, or alternatively by termination payment under subclause 11.1, where:
    - i. the employee has been incapacitated for a period of not less than 12 weeks and the employee's entitlement to sick leave has been exhausted, and
    - ii. the duration of the employee's incapacity remains indefinite or is likely to be for a period that would make it unreasonable for the contract to be continued.

- d) Council giving 13 weeks' written notice to the employee, or alternatively, by termination payment under subclause 11.2 where Council:
  - i. has conducted a performance review, and
  - ii. concluded that the employee has not substantially met the performance criteria or the terms of the performance agreement, and
  - iii. has afforded the employee a reasonable opportunity to utilise the dispute resolution procedures in this contract.
- e) Council giving 38 weeks' written notice to the employee, or alternatively, by termination payment under subclause 11.3.
- 10.3.2 When terminating this contract under paragraph (e) of subclause 10.3.1, Council must give the employee its reasons in writing for terminating the contract if the employee requests that reasons be given.
- 10.3.3 If either party requests it and both parties agree to it, Council and the employee may participate in mediation under clause 17 in relation to Council's intention to terminate the contract under paragraph (e) of subclause 10.3.1.
- 10.3.4 If Council does not agree to participate in mediation with the employee under subclause 10.3.3, Council must provide reasons in writing for its decision to the employee if they request that reasons be given.

#### 10.4 Summary dismissal

- 10.4.1 Council may terminate this contract at any time and without notice if the employee commits any act that would entitle an employer to summarily dismiss the employee. Such acts include but are not limited to:
  - a) serious or persistent breach of any of the terms of this contract,
  - b) serious and wilful disobedience of any reasonable and lawful instruction or direction given by Council,
  - c) serious and wilful misconduct, dishonesty, insubordination or neglect in the discharge of the employee's duties and functions under this contract,
  - d) failure to comply with any law or Council policy concerning sexual harassment or racial or religious vilification,

e) serious or persistent breach of the code of conduct,

- f) commission of a crime, resulting in conviction and sentencing (whether or not by way of periodic detention), which affects the employee's ability to perform the employee's duties and functions satisfactorily, or in the opinion of Council brings Council into disrepute,
- g) absence from the business of Council without Council approval for a period of 3 or more consecutive business days.

10.4.2 This contract is terminated immediately without notice if the employee is or becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with their creditors or makes an assignment of their remuneration for their benefit.

## 11. Termination payments

- 11.1 On termination of this contract under paragraph (c) of subclause 10.3.1, where written notice has not been given, Council will pay the employee a monetary amount equivalent to 4 weeks' remuneration calculated in accordance with Schedule C.
- 11.2 On termination of this contract under paragraph (d) of subclause 10.3.1, where written notice has not been given, Council will pay the employee a monetary amount equivalent to 13 weeks' remuneration calculated in accordance with Schedule C.
- 11.3 On termination of this contract under paragraph (e) of subclause 10.3.1, where written notice has not been given, Council will pay the employee a monetary amount equivalent to 38 weeks' remuneration calculated in accordance with Schedule C, or the remuneration which the employee would have received if the employee had been employed by Council to the termination date, whichever is the lesser.
- 11.4 On termination of this contract under paragraphs (a) or (b) of subclause 10.3.1, or subclauses 10.4.1 or 10.4.2, Council will pay the employee remuneration up to and including the date of termination calculated in accordance with Schedule C and any other payment to which the employee is entitled under this contract.

# 12. Expenses and credit cards

12.1 In addition to any duties or entitlements that may be set out in any relevant policies of Council as adopted by Council from time to time, the employee will:

- a) keep such records of expenses, travel and motor vehicle use as required by Council from time to time,
- b) be reimbursed by Council for expenses properly incurred on Council business, subject to Council's prior approval to this expense being incurred,
- c) only use any credit card provided by Council for expenses incurred on Council business, and
- d) return any credit card provided by Council on request from Council.

# 13. Intellectual property

- 13.1 Any literary work, computer program, invention, design, patent, copyright, trademark, improvement or idea developed by the employee in the course of employment under this contract is the sole property of Council and Council will unless otherwise agreed have the exclusive right to use, adapt, patent and otherwise register it.
- 13.2 The employee will immediately disclose to Council any literary work, computer program, invention, design, patent, copyright, trademark, improvement or idea developed by the employee after the commencement date to enable Council to ascertain whether it was discovered, developed or produced wholly outside and wholly unconnected with the course of employment under this contract.
- 13.3 To protect disclosures made in accordance with subclause 13.2, Council or the employee may require a confidentiality agreement to be signed prior to, during or immediately after discussion of the intellectual property being considered²³.
- 13.4 The employee assigns to Council by way of future assignment all copyright, design, design right and other property rights (if any) in respect to any literary work, computer program, invention, design, patent, copyright, trademark, improvement or idea developed by the employee in the course of employment under this contract.
- 13.5 At the request and expense of Council the employee will complete all necessary deeds and documents and take all action necessary to vest in Council any literary work, computer program, invention, design, patent, copyright, trademark, improvement or idea developed by the employee in the course of employment under this contract and obtain for Council the full benefit of all patent, trademark, copyright and other forms of protection throughout the world.

# 14. Confidential Information

The employee will not divulge any confidential information about Council either during or after the term of their employment under this contract.

²³ Note: IP Australia, the Commonwealth Government intellectual property agency, has developed an Intellectual Property Contract Generator for the purpose of preparing intellectual property nondisclosure agreements. It is available at <u>www.ipaustralia.gov.au</u>.

## 15. Waiver

The failure of either the employee or Council to enforce at any time any provision of this contract or any right under this contract or to exercise any election in this contract will in no way be considered to be a waiver of such provision, right or election and will not affect the validity of this contract.

### 16. Inconsistency and severance

- 16.1 Each provision of this contract will be read and construed independently of the other provisions so that if one or more are held to be invalid for any reason, then the remaining provisions will be held to be valid.
- 16.2 If a provision of this document is found to be void or unenforceable but would be valid if some part were deleted, the provision will apply with such modification as may be necessary to make it valid and effective.

## 17. Dispute resolution

- 17.1 In relation to any matter under this contract that may be in dispute, either the employee or Council may:
  - a) give written notice to each other of the particulars of any matter in dispute, and
  - b) within 14 days of receiving a notice specified in paragraph (a) of subclause 17.1, a meeting will be convened between Council (along with any nominated representative of Council) and the employee (along with any nominated representative of the employee) in an attempt to resolve the dispute.
- 17.2 The employee and Council will attempt to resolve the dispute at the workplace level.
- 17.3 Upon failure to resolve the dispute at the workplace level, the employee and Council will:
  - a) refer the dispute to an independent mediator as agreed by the employee and Council, or otherwise as appointed by the Chief Executive. (A mediator may be agreed between the employee and the employer when the contract is made),
  - b) agree to participate in any mediation process in good faith, with such mediation to operate in a manner as agreed by the employee and Council, and

- c) acknowledge the right of either the employee or Council to appoint, in writing, another person to act on their behalf in relation to any mediation process.
- 17.4 The cost of the mediation service will be met by Council.
- 17.5 The employee and Council will each be responsible for meeting the cost of any advisor or nominated representative used by them.

## 18. Service of notices and communications

- 18.1 Any communication, including notices, relating to this contract will be in writing and served on the employee or Council:
  - a) in the case of service by express post or post, at their last known residential or business address, or
  - b) in the case of service by email, to their email address recorded in this contract or such other email address as they may subsequently notify the other in writing.
- 18.2 Any written communication including notices relating to this contract is taken to be served:
  - a) when delivered or served in person, immediately,
  - b) where served by express post at an address within New South Wales in the Express Post Network, on the next business day after it is posted,
  - c) where served by post otherwise in the ordinary course of postage, as set down in Australia Post's delivery standards, and
  - where sent by email within standard business hours, on the day it was sent, or if sent outside of business hours, on the next business day after it is sent.

#### 19. Variations

- 19.1 Where this contract provides that its terms may be varied, that variation will be by agreement in writing signed by the employee and Council²⁴.
- 19.2 Where the Chief Executive approves an amended or substitution standard form of contract for the employment of the general manager of a council, the provisions of this contract may be varied by agreement between the

²⁴ Note: See clauses 4.5, 7.3, 8.3, 8.4 and 19.2.

employee and Council to the extent that they are consistent with the provisions of that amended or substitution standard form of contract²⁵.

# 20. Other terms and conditions

- 20.1 The employee and Council acknowledge that they have sought or had the opportunity to seek their own legal and financial advice prior to entering this contract.
- 20.2 In accordance with section 731 of the Act, nothing in this contract gives rise to any action, liability, claim or demand against the Minister, the Chief Executive or any person acting under their direction.

# 21. Signed by the employee and Council

### COUNCIL:

The Seal of

[Council name]

[Seal]

affixed by authority of a resolution of Council.

Signed

by Council

Date

Name of signatory

²⁵ Note: See section 338 of the Act.

in full [printed]	
Office held [printed]	
Signed by Witness	
Name of Witness	
in full [printed]	
THE EMPLOYEE:	
Signed	
by the employee	
Date	
Name of employee	
in full [printed]	
Signed by Witness	
Signed by Witness Name of Witness in full <i>[printed]</i>	
Name of Witness	

# Schedule A – Council policies

Note: This Schedule may be varied during the term of this contract in accordance with subclauses 4.5 and 19.1 of this contract.

This Schedule operates on and from

Date

For the purposes of subclause 4.5 of this contract, the following policies apply to the employee:

Signed by Council

Signed by the employee

# Schedule B - Duties and functions

Note: This Schedule may be varied during the term of this contract in accordance with clause 6 and 19.1 of this contract.

This Schedule operates on and from

Date

The employee's position description forms Schedule B of this contract.

In addition to the duties and functions specified in clause 6 of this contract, the employee will carry out the duties and functions as identified in the employees position description.

Signed by Council

Signed by the employee

# Schedule C - Remuneration

Note: This Schedule may be varied during the term of this contract in accordance with subclauses 8.7 and 19.1 of this contract.

This Schedule operates on and from

Date

The Annual Total Remuneration Package is as follows:

\$

The Total Remuneration Package is comprised of:

ANNUAL REMUNERATION	\$

The employee agrees and acknowledges that deductions under subclause 8.2 of this contract are made principally for the benefit of the employee and that the Council relies on that statement in providing the non-cash benefits requested by the employee.

In the case of an employee who is a member of a defined benefit division of the Local Government Superannuation Scheme (or equivalent) compulsory employer superannuation contributions are the long term or "notional" employer contribution, as advised by the Actuary for the Local Government Superannuation Scheme from time to time.

The employee's superable salary will be the amount of the total remuneration package less the amount of compulsory superannuation contributions.

Signed by Council

Signed by the employee _____

ORDINARY MEETING OF THE COUNCIL

May 10, 2022

# ITEM 2

# BROKEN HILL CITY COUNCIL REPORT NO. 131/22

# SUBJECT:MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.<br/>424, HELD ON TUESDAY, 3 MAY 2022D22/22988

# **Recommendation**

- 1. That Broken Hill City Council Report No. 131/22 dated May 10, 2022, be received.
- 2. That the minutes of the Local Traffic Committee Meeting No. 424, held on Tuesday, 3 May 2022 be received.
- Item No. 424.6.1 That the committee endorse the request for six parking spaces adjacent to the old TAB building in Blende Street to be closed from Thursday, 8 of September to Sunday, 11 September 2022 for the Veteran, Vintage & Classic Motorcycle Club of Broken Hill bike show.

That the respondent complete Council's application for Road Closure, so that approval can be granted by Council.

# **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 May 2022 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. 424, HELD
- J ON TUESDAY, 3 MAY 2022

# CODIE HOWARD CHIEF ASSETS AND PROJECTS OFFICER

JAY NANKIVELL GENERAL MANAGER

# LOCAL TRAFFIC COMMITTEE

**MINUTES OF MEETING NO. 424** 

#### Meeting held on Tuesday, 3 May 2022 at 2pm

Location: First Floor Meeting Room, Council Administrative Centre or via Teams. Minutes taken by: Council's Administration Officer, Tanya Ralph.

Chairperson Codie Howard, Council's Chief Assets and Projects Officer commenced the meeting at 2.10pm and welcomed all representatives present and performed 'Welcome to Country'.

#### 424.1 Present

Codie Howard	Chief Assets and Projects Officer
Peter Beven	Local Member's Representative
David Vant	Transport for NSW Representative
Jeanne House	Transport for NSW Representative/Associate, Community and Place Partner – Far West Precinct
Chris Wallace	NSW Police Representative/Acting Inspector (Police)
Marion Brown	Councillor Observer

#### 424.2 Apologies

Paul Bezzina Asset Officer

#### 424.3 Disclosure of interest - NIL

#### 424.4 Adoption of previous minutes

The following Committee Recommendations over the page were adopted by Council at its meeting held on Wednesday, 27 April 2022.

The minutes from this meeting were confirmed and approved by the Local Traffic Committee at their scheduled meeting on 27 April 2022.

All in favour: Moved: David Vant

#### 424.5 Council Resolutions

The following Committee Recommendations over the page were adopted by Council at its meeting held on Wednesday, 27 April 2022.

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Seconded: Peter Beven

## 424.6 Correspondence In

ltem No.	EDRMS No.	Details
424.6.1	D22/20258	Request to close six parking spaces on the north side of Blende Street for 'The Veteran, Vintage & Classic Motorcycle Club' of Broken Hill bike show from Thursday, September to Sunday, 11 September 2022 - David Merritt
424.6.2	D22/20247	Request for installation of permanent ramp/slope to the entrance to enable elderly patrons, those who use walkers and are in wheelchairs to gain access to the shop.
424.6.3	D22/20245	Request for removal of Disables Parking space adjacent 90 lodide Street - Molly

#### 424.7 Correspondence Out

ltem No.	EDRMS No.	Details
Po422.6.3	D2219929	LTC Response - Council Resolution - Item 422.6.3 - Request for review of traffic lights and signage along Rakow Street adjacent to the Burke Ward Public School - Carly Sewell - Department of Education
423.6.1	D22/19947	LTC Response - Item 423.6.1 - Request to Reappraise the Parking adjacent the ANZ ATM in Oxide Street - Elizabeth Blackmore

#### 424.8 To General Business

ltem No.	ED RMS No.	Details
424.8.1		Mundi Mundi Bash Event Debrief
		Transport for NSW, David Vant advised the committee that he had meet with the Silverton Village committee and the organizer of the Mundi Mundi Bash last Thursday for a debrief of the event. The Silverton Village Committee advised that the weather and the organizer said that the only hiccup was collection point for the ticketing at the Racecourse.
		Council's Chief Assets and Project Officer, Codie Howard advised that Council has not received any feedback.
		NSW Police Representative, Chris Wallace informed the committee that he went to the event as a spectator for the three days and mentioned that the traffic management to and from the event was managed very well.
		The only issue with the management of the Mundi Mundi Bash was regarding the ticketing station located at the Racecourse.
		Spectators attending the event were required to queue at the Racecourse to collect their tickets, even if there were not staying at the Racecourse prior to attending the event. David informed that each person was required to collect their tickets and they were not able to collect tickets on behalf of other people.

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		The arrangement for ticket collection will need to be improved before the next event.
		There was also the problem with one event official for the entire event that was required to move from each point if there were any problems. David has suggested that the organisers need to consider appointing a dedicated official for each site to handle any issues that may arise.
ltem No.	ED RMS No.	Details
424.8.2		Mad Max Filming
		NSW Police Representative, Chris Wallace advised the committee that he had received a call from one of the Production Manager for the new Mad Max Movie that will be filmed at Mundi Station. There will be over 800 staff arriving to the city from Hay this month.
		Chris informed the committee that he will be meeting with the Production Manager to through what is required prior to filming commences. Chris advised that he email the committee to keep the committee informed throughout the process. The contact details for the Production Manager will be forwarded to David Vant so that he can contact them to advise of the requirement for Transport for NSW.
ltem No.	ED RMS No.	Details
424.8.3		Outstanding Actions from NSW Police
		NSW Police Representative, Chris Wallace provided the committee an update on the outstanding action required by the police address at the last couple of meeting:
		Mother's Day Fun Run.
		NSW Police Representative, Chris Wallace advised the committee that the highway patrol has been tasked to monitor the Mother's Day fun run on Sunday, 15 May 2022, as there has not been a formal request received.
		<ul> <li>Speeding motorist along Rakow Street in the vicinity of Burke Ward Public School.</li> </ul>
		Additional patrols have been arranged for this area. Council will be placing traffic counters in this area the coming week.
		Chris mentioned that there has been concern address to the Police regarding speeding motorist along Boughtman Street adjacent the Alma Public School. Transport for NSW, Jenene House advised that she'd investigate this matter, as this type of issue is also included in her new job description.
		Jenene has requested that a member of the NSW Police attend a meeting that she has planned with the representatives from each of the schools during her next visit, regarding road safety.
		Chris advised that he attend the meeting.
		Chris informed the committee that he had come across some linemakers recently that did not have any traffic control in place for work being done on Bonanza

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		Street. The linemarkers were from Dubbo.
		Codie informed the committee that the company is Central West Linemarking that have been contacted by Council to complete linemarking works. Codie will speak with the company.
		Jenene has requested that she be included in the correspondence.
ltem No.	ED RMS No.	Details
424.8.4		Outcome of Outstanding Actions
		Local Member Representative, Peter Beven has requested an update on the following matters.
		<ul> <li>The 'Give Way' road marking on the intersection of Thomas and Chloride Streets need to be redone as these have been washed away.</li> </ul>
		Codie advised that Council has engaged line markers to complete some works in the city. The line markers will be in town next month and this matter will be referred to them to completed.
		<ul> <li>Peter has asked David the question is there is any additional funding available that can be used for the final seal of the Silverton Road. Transpor for NSW, David Vant advised that the seal work has been scheduled for later in the year, as this reseal works cannot be done during the colder weather.</li> </ul>
		<ul> <li>Peter informed the committee that additional funding has been granted towards the sealing of the Warri Gate Road through to the Queensland boarder.</li> </ul>

#### 424.9 Action Item List

Date	Item Details	
August 2021	Union Street parking on resident side of Union Street	
ltem No.	416.6.1	
EDRMS No.	General Business	
CRM No.	N/A	
Responsible Officer	Council's Chief Assets & Projects Officer, Codie Howard	
Current Status	Pending	
Date	Committee Recommendation/s	
October 28, 2021	<ul> <li>That the parking signs in Union Street be covered for a trial period of three months to identify what impacts are caused without the timed parking spaced adjacent the Morgan Street Primary School in Union Street.</li> </ul>	

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	<ul> <li>That the triad period be for three months, and the covers removed after this time at the end of the first school term.</li> <li>Further consultation will be arranged with the Principal of the Morgan Street Primary School and the residents in the area before a determination can be decided.</li> <li>Based on satisfaction results from the trail period the zone will be reinstated permanently – streamline from trial to permit.</li> </ul>
Action Date	Running Actions
August 2021	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.
	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.
September 2021	Council's Asset Officer, Paul Bezzina inspected the area and advised the committee that the parking in the street is generally timed parking 8- 4 parking for school drop off on both sides of Union Street. 'No stopping' on the school from 8.30 to 9pm – 2.30-3.15 school days and opposite side of school there is 830pm to 9.15, 2.30 3.15pm
	Quarter hour parks on the school 8am to 4pm school holidays and public holidays.
	The request is for the resident side to be lifted.
	Recommendation
	That Principal of the school is to be contacted to see if the school still requires the timed parking in Union Street before a decision can be made by the committee at the October meeting.
	The parking signs in Union Street were inspected by Council's Asset Officer, Paul Bezzina and he has advised the committee that the signed parking on the resident side of Union Street is marked as a school zone 'No Parking' from 8am to 4pm. On the school side of Union Street is marked as school zone between the times of 8.30am to 9.15am then from 2.30pm to 3.15pm.
	The committee have requested that the Principal from the Morgan Street school be contacted to see if the parking arrangements are still needed by the school, and this will determine the decision of the committee at the next committee meeting.
	Paul Bezzina will liaise with the principal of the school as has been suggested by the committee and will provide an update at the next committee meeting.
October 2021	The committee were advised that an update was not available at this time, being that Paul Bezzina is not present at this meeting.
	An update will be made available at the next committee meeting.
October 28, 2021	The committee had planned to conduct a site inspection of the area today, but due to weather conditions were able to meet at the site.
	Paul Bezzina advised the committee that he had meet the Principal of the Morgan Street Primary School and they have expressed that they will be happy for the

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	signs to be covered for a trail period of three months to see what impact is caused.
	Committee to review a gain at the end of term in 2022.
	Residents in Union Street will be advised of the trail period and informed that the parking signs in this street adjacent the school will be covered for short period of time. This will intern allow them to park in this area. Further consultation will be arranged after the trial period with both the principal and residents before a permanent decision is made.
	Recommendations:
	<ul> <li>That the parking signs in Union Street be covered for a trial period of three months to identify what impacts are caused without the timed parking spaced adjacent the Morgan Street Primary School in Union Street.</li> <li>That the trial period be for three months, and the covers removed after this time at the end of the first school term.</li> <li>Further consultation will be arranged with the Principal of the Morgan Street Primary School and the residents in the area before a determination can be decided.</li> <li>Based on satisfaction results from the trial period the zone will be reinstated permanently – streamline from trial to permit.</li> </ul>
	Moved: Dave Vant
	Second: Peter Bevan
December 2021	Geoff Harris informed the committee that no work has been completed to date and that he will follow up and provide the committee an update at the next scheduled committee meeting.
	As was recommended and adopted by Council at the November 2021 Council Meeting, Geoff will ensure that the signs along the resident's side of Union Street will be covered.
	Geoff will consult with Codie for the agreed period of the trial.
	The committee will revisit this matter following the trial period of the signs being covered and will then determine a recommendation.
February 2022	Council resources during the January period were fairly limited with a significant portion of the workforce taking leave. Now most of the workforce are back, works will commence in the next week and an update will be provided to the committee at the March committee meeting.
	Geoff informed the committee that consultation for the trial period will happen within the next few days.
April 2022	Council's Chief Assets and Projects Officer, Codie Howard informed the committee that the timed parking signs along Union Street were removed during Term 1 as recommended by the committee at a previously meeting.
	Now that the trial has been completed for Term 1, Council's Assets Inspector, Paul Bezzina will now liaise with the Morgan Street Primary School Principal and the residents in the area to see how the trial was perceived and to seek feedback that will then be provided to the committee for determination at the next committee meeting.

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May 2022	Council's Chief Assets and Project Officer, Codie Howard has informed the committee that the trial period for removal of the timed parking concluded at the end of Term 1. Council's inspector, Paul Bezzina will speak with the Principal of the Morgan Street Public School and the residents to seek feedback from the trial period. Council will determine an action following this review.
Date	Item Details
August 2021	Request for parking signage at Live Better's Community Transport Office adjacent 475 Argent Street – Julie Paull, Live Better
ltem No.	417.6.1
EDRMS No.	D21/39063
CRM No.	N/A
Responsible Officer	Council's Chief Assets & Projects Officer, Codie Howard
Current Status	Pending
Date	Committee Recommendation/s
September 2021	<ul> <li>A search to be conducted to find the original request relating to the bus zone signs adjacent the facility at 475 Argent Street and the recommendation passed by the Local Traffic Committee at that time.</li> <li>Council to inspect and take some photos of the area. For this matter to be discussed at the October 2021 meeting.</li> </ul>
	Correspondence sent to the Live better to advise of the committee decision.
October 28, 2021	<ul> <li>That a 5-minute timed parking space be installed at the front of Live better, located at 475 Argent Street to allow for the parking of the transport bus.</li> <li>Council to arrange further consultation with Live Better and arrange for the placement of the parking sign.</li> </ul>
Action Date	Running Actions
September 2021	Transport for NSW, David Vant informed the committee that he could have been the RMS representative that has been referenced in the request. David advised that he has been dealing with an Amanda from Live Better regarding their concerns.
	Councillor, Marion Brown commented that this matter had been addressed by
	the Local Traffic Committee approximately three to four years ago when the facility was the HACC Centre. This matter has been an issue for a while. Marion went on to say that she was involved with the Local Traffic Committee when the committee at that time recommended for the signage for the buses was to be updated.

	Codie advised that a search of Local Traffic Committee minutes will be conducted to find the original recommendations passed by the committee in relation the bus signs, followed by the signs being updated in line with the decision. The signs have never been put up.
	Disability parking signs were suggested, but these would not work, being that their clients that visit the facility to make a payment would be able to park as they do not necessarily have a disability parking permit. The new signs could be a bus zone from 9am to 3pm for parking – 'Community Transport Vehicles Excepted' sign (bus zone).
	Install signs for designated for the business and make that only their vehicles can park in the spot. David stated that the vehicle utilizing the space would have to be determine a bus under the road rules. If the bus is not classified as a bus, then they will not be able to park there.
	Recommendations:
	<ul> <li>A search to be conducted to find the original request relating to the bus zone signs adjacent the facility at 475 Argent Street and the recommendation passed by the Local Traffic Committee at that time.</li> <li>Council to inspect and take some photos of the area. For this matter to be discussed at the October 2021 committee meeting.</li> </ul>
	<ul> <li>Correspondence sent to the Live better to advise of the committee decision.</li> </ul>
	Moved by the committee.
October 2021	The committee were advised that an update was not available at this time, being that Paul Bezzina is not present at this meeting.
	The committee decided to inspect this site at the planned site inspection that will be scheduled prior to the amended meeting date on Thursday, 28 October 2021.
	Council's Chief Assets & Projects Officer, Codie Howard informed the committee that a search will be undertaken to find the previous recommendation that were approved by the committee at the time the matter was first raised.
October 28, 2021	The committee had planned to conduct a site inspection of the area today, but due to weather conditions were able to meet at the site.
	There is line marking already in plan and the concern was around the what the sign could say as they are getting a lot of caravanners parking in their space.
	Previous corresponded in April 2020 meeting. The recommendation at this time was to change the parking signs for bus only and they matter was then withdrawn by Julie Paull as they wanted to allow their customers to park in the area.
	TfNSW, David Vant will liaise with TfNSW sign designer, to provide some examples of the required signs. If the sign states permitted parking for a bus, then they are limited for buses to park in this space only and if the word transport was included then this leaves it open for all vehicle types. There is no limited time for parking.
	Another option would be for the Rangers to be able to identify the vehicles that permitted to park in the space. The issue with this is that not all customers have a disability parking permit.
	Recommendations:
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	That a E-minute time a parting appendix installed with a first of the task
	That a 5-minute timed parking space be installed at the front of Live better, located at 475 Argent Street to allow for the parking of the transport bus.
	Council to arrange further consultation with Live Better and arrange for the placement of the parking sign.
	Agreed by all committee members present.
December 2021	Being that the recommendation has been endorsed by Council, Geoff will follow up the work to be completed.
	Codie liaised with David Vant to arrange a sign design that will be provided by th TfNSW early next year that will then be provided to Council to order the sign.
February 2022	Council resources during the January period were fairly limited with a significant portion of the workforce taking leave. Now most of the workforce are back, work will commence in the near future and an update will be provided to the committee at the March committee meeting.
March 2022	Council's Infrastructure Works Manger, Geoff Harris informed the committee that he will follow up the request and provide the committee an update the next committee meeting.
April 2022	Transport for NSW, David Vant informed the committee that he has found some funding that can be used to design the signs.
	David informed the committee that this matter has been held up due to the Sign Designer has retired from Transport for NSW. David will follow this matter up and provide an update to the committee at the next scheduled committee meeting i May 2022.
May 2022	Transport for NSW, David Vant informed the committee that he has not yet acquire a sign design for Council.
	David will provide the committee an update at the next meeting.
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 Chief Assets & Projects Officer, Codie Howard
Current Status	Completed
Date	Committee Recommendation/s
September 2021	That the applicant be advise that the existing parking arrangements will remain
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	unchanged along Crystal Street, adjacent the study center as road this is a designed Heavy Vehicle route.
	It was suggested that the committee hold off with the recommendation until we find out about the Development Application relating to the Credit Union Building being reduced. Codie will investigate with the Planning Department and provide feedback to the committee at the next meeting. This would allow the opportunity for this area to be included as off-street parking.
	Codie advised the committee that this matter will be completed in the action list and Codie will raise again with the committee later.
December 2021	Council installs signage and line marking for 1x disability parking space adjacent the Country University Centre (CUC) and three to four 4P parking spaces (pending measurement allowance) on the south side of crystal street, as per attached diagram.
Action Date	Running Actions
July 2021	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.
	An update will be provided to the committee at the next scheduled committee meeting on Tuesday, 3 August 2021.
August 2021	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.
	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.
	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.
	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.
	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.
	Crystal Street is on the approved Heavy Vehicle route that needs to accommodate wide loads passing through the city.
	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.
	The committee will be provided an update at their next meeting in September 2021.
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September 2021	Council's Asset Officer, Paul Bezzina spoke to the University staff, and they mentioned that there are approximately 200 students. It has been determined that the students come in dribs and drabs and there has been no official request for changes to the parking arrangements.
	If the angle parking being a designated heavy vehicle route, then this would cause problems. Matter has been addressed by committee previously and it has been rejected. Codie Howard, Chairperson happen to be at the area when a wide load passing through town and if the area was angle parking, then the truck would not have been able to pass.
	Transport for NSW, David Vant advised the committee that Transport for NSW is the authority for this decision.
	The University is a center that is used as a study area, as they are not an actual university, but they are a study center with close association with universities.
	Recommendations:
	That the applicant be advise that the existing parking arrangements will remain unchanged along Crystal Street, adjacent the study center as road this is a designed Heavy Vehicle route.
	It was suggested that the committee hold off with the recommendation until we find out about the Development Application relating to the Credit Union Building being reduced. Codie will investigate with the Planning Department and provide feedback to the committee at the next meeting. This would allow the opportunity for this area to be included as off-street parking.
	Codie advised the committee that this matter will be completed in the action list and Codie will raise again with the committee later.
October 2021	Following the September committee meeting, correspondence was issued to the respondent advising of the committee decision.
	Council's Chief Assets & Projects Officer, Codie Howard advised the committee that he has received a call from Michael Williams regarding the determination of the Local Traffic Committee.
	Codie informed the committee that he had advised Michael Williams that this matter has been resolved by the Local Traffic Committee and that Council would continue to look at options to improve parking along this section of Crystal Street adjacent the University Study Centre. Also, that even if the timed parking was to be extended as requested, that it would not be for the exclusive use of the students attending the facility, being that other members of the community would also take advantage of the extended timed parking conditions.
	Council's Planning, Development and Compliance department were approached to see if a Development Application has been submitted to Council to reduce the size of the Credit Union building as was mentioned at the previous committee meeting.
	The committee expressed their appreciation that although the committee was not able to assist with the request, that Council would continue looking for opportunities.
December 2021	Request: Council installs signage and line marking for 1x disability parking space adjacent the Country University Centre (CUC) and three to four 4P parking spaces (pending measurement allowance) on the south side of crystal street, as per attached diagram.
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	<u>History of Request:</u> Request for longer term parking was presented to the traffic committee in July 2021 and closed at the September 2021 Traffic Committee meeting. The outcome was that the parking arrangements would remain unchanged, and that Council would continue to work with the CUC on a mutually beneficial outcome. Through consultation with Michael Williams (CUC), Jay Nankivell (BHCC GM) and myself we believe we have reached a proposal that will suit all parties and would now like the traffic committee to review the request again.
	The only comment regarding this proposal was raised by Transport for NSW, David Vant, being that the disabled parking bay be installed in accordance with Australian Standards and that the CUC understand that the parking will be for the community and not for exclusive use of the Centre.
	Recommendations
	That Council installs signage and line marking for 1x disability parking bay adjacent to the ramp on the north side of Crystal Street adjacent the Country University Centre (CUC) and for three to four 4-hour parking spaces (pending measurement allowance) to be installed on the south side of Crystal Street between the two driveways for use by the general community.
	Moved: David Vant Second: Peter Beven
	All in favor
February 2022	Council resources during the January period were fairly limited with a significant portion of the workforce taking leave. Now most of the workforce are back, works will commence in the next week and an update will be provided to the committee at the March committee meeting.
	Correspondence advising of Council's decision has been drafted and will be forwarded to the CUC following this meeting.
March 2022	Council's Infrastructure Works Manger, Geoff Harris informed the committee that he will follow up the request and provide the committee an update the next committee meeting.
April 2022	The sign along Crystal Street have not yet been installed as were recommended and adopted by Council.
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	Council's Chief Assets and Projects Officer informed the committee that he will liaise with Council Operations to arrange the signage to be installed and line marking be arranged for the installation of the disability parking bay adjacent the university Centre.
	The committee will be provided an update at the May 2022 committee meeting.
May 2022	Correspondence has been forwarded advising that Council will be changing the time parking along Crystal Street and that a disability parking space will be include adjacent the Country Universities Centre in the next couple of weeks.
	No further action required by the committee as this matter has been resolved.
Date	Item Details
February 2022	Request to change parallel parking to angle parking in Bromide Street in front of Sufi Bakery - Rabia Reid
ltem No.	421.6.1
EDRMS No.	D22/3156
CRM No.	N/A
Responsible Officer	Council's Infrastructure Works Manager, Geoff Harris
Current Status	Pending
Date	Committee Recommendation/s
Action Date	Running Actions
February 2022	An initial inspection has been completed by Council's Asset Officer prior to the meeting and it has been determined that further investigation is required before a recommendation can be presented to the committee at next month's meeting for consideration.
	There are currently three parallel parking bays adjacent to the Bakery and they have requested that these be converted to 45-degree angle parking.
	Jeanne has asked 'What are they hoping to gain and how many extra parks.
	They're looking for additional parking in conjunction with implementing footpath tables and seating along Bromide Street. They are hoping to gain one or two extra parking bays and to eliminate the possibility of car doors being opened onto the footpath where people will be sitting.
	Further investigation is needed to confirm how many extra parking bays will be created and to ensure the proposed angle parking will allow space for the left turning lane into Argent Street. Jeanne also mentioned that the angled parking will narrow down or possibly limit the number of travel lanes to one. Pedestrian, or foot, traffic will also need to be considered by Council during their

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	investigation.
	The traffic signals indicate that this intersection has significant traffic, with any changes to parking arrangements likely to impact the phasing of the signals. Costs associated with reprogramming of the lights will need to be borne by Council. It was agreed that this request warrants further investigation, with Jeanne asking if a concept or design plan could be developed and presented the committee to see the changes.
March 2022	Geoff informed the committee that further investigation is needed by council with relation to this request. The committee will be providing an update at the next committee meeting.
April 2022	Council's Assets officer, Paul Bezzina advised that the proposed changes to the parking arrangement in this section of Bromide Street will only allow for one additional parking bay.
	The road design with be updated to include the markings will then be provide to Council's Chief Assets and Project Officer, Codie Howard and to Transport for NSW, David Vant for consideration.
	The committee agreed to defer this matter for further discussion at the next meeting in May 2022.
May 2022	This matter has been deferred for discussion at the June 2022 Meeting.
	Transport for NSW, David Vant reminded the committee that Council advised that a concept plan would be developed to include the measurements of the parking spaces and traffic lanes.
	Council will need to further investigate the impact to traffic flow from the west side of the roundabout from Blende Street through to Bromide Street. If the additional spaces are implemented, then the traffic turning left will block the traffic flow going straight. David advised that the signals would impact everything.
	An update will be provided to the committee at the next meeting. Codie advised that further investigation will be done with Paul Bezzina.
	David advised the committee that he is against inclusion of one additional parking space in this area, being that there will be more impact on traffic.
Date	Item Details
March 2022	Request for review of traffic lights and signage in Rakow Street adjacent the Burke Ward Primary School – Carly Sewell
ltem No.	422.6.3
EDRMS No.	D22/9512
CRM No.	N/A
Responsible Officer	Council's Infrastructure Works Manager, Geoff Harris

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Current Status	Pending
Date	Committee Recommendation/s
April 2022	<ul> <li>That traffic counters be installed on Rakow Street adjacent to the Burke Ward Public school to identify the times and speed of vehicles travelling along Rakow Street and for the data collected to be presented to the Police for compliance.</li> </ul>
	<ul> <li>That correspondence be forwarded to the respondent informing that the school zone adjacent the Burke Ward Public School is adequate for the area and advise that traffic counter will be placed to collect data on speed of traffic for further investigate with the Police.</li> </ul>
Action Date	Running Actions
March 2022	This matter will be deferred to the next meeting to allow more time for council to conduct an investigation.
	Further clarification is required from the Burke Ward School regarding the issue and then for the matter to be passed onto Transport for the NSW's Road Safety Officer who looks after school signage.
	Chris Wallace mentioned that he will arrange extra patrols from the Police in the area.
April 2022	Councils Asset Inspector, Paul Bezzina investigated the area along Rakow Street, adjacent the Burke Ward Primary School.
	A map of the area identifying the existing signage in the vicinity was provided to the committee. This inspection identified that the signage in the area in good condition and are adequate for the area. The committee were advised that the signs are high visibility, Class 1 and the signs near the pedestrian crossing were only replaced recently in line with Council's School Safety program at the end of March.
	The committee were not quite sure what the request was for as the respondent outlined the letter that they are concerned with the number and speed of trucks along Rakow Street during school times.
	Transport for NSW, David Vant has expressed that the Burke Ward Primary School has the best grade of separation along Rakow Street and has suggested that traffic counters could be placed in the area to collect data, such as, the times and the speed of vehicles that travel along Rakow Street adjacent to the school and for this data to be passed onto the Police for some enforcement if needed.
	Recommendations:
	<ul> <li>That traffic counters be installed on Rakow Street adjacent to the Burke Ward Public school to identify the times and speed of vehicles travelling along Rakow Street and for the data collected to be presented to the Police for compliance.</li> </ul>
	<ul> <li>That correspondence be forwarded to the respondent informing that the school zone adjacent the Burke Ward Public School is adequate for the area and advise that traffic counter will be placed to collect data on speed of traffic for further investigate with the Police.</li> </ul>

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May 2022	Council's Chief Assets and Project Officer, Codie Howard contacted the Burke Ward Public School and respondent to seek further clarification regarding the issue being raised, as the correspondence received from the Department of Education's Road and Safety Education Officer, Carly Sewell was too vague and did not go into detail.
	Council's Inspector, Paul Bezzina is planning to meet with the school before the next meeting to get further details around the issues they are having. The school has been requested to provide more information relating to the matter.
	Codie mentioned that a support teacher from the Burke Ward Public School addressed Council at the April meeting to discuss the matter but didn't request any action from Council.
	Transport for NSW, Jenene House advised that Carly has be in contact with her regarding the same issue.
	Councillor, Marion Browne expressed that the problem with the matter is that it has been raised by parents.
	It was mentioned at the last meeting that the signage in this section of Rakow Street is adequate as that they were updated in accordance with Council School Safety Program.
	The matter is that a pedestrian crossing being installed in Rakow Street adjacent the school will not solve the problem. This will not enhance the road as this can also make the situation worse. A pedestrian crossing will reduce the parking in the area by about 50 meters and will overall impact other areas.
	Transport for NSW, Jenene House advised the committee that School Zone Safety Zones are her responsibility, and she will follow up the matter outside of the Local Traffic Committee and report back the committee at the next meeting.
Date	Item Details
March 2022	Request to reappraise the parking outside of the ANZ ATM Machine in Oxide Street – Elizabeth Blackmore
ltem No.	423.6.1
EDRMS No.	D22/13073
CRM No.	N/A
Responsible Officer	Chief Assets and Projects Officer, Codie Howard
Current Status	Completed
Date	Committee Recommendation/s
April 2022	That no further action be taken by the committee and that correspondence be forwarded to the respondent advising that there is sufficient parking for the area.
Action Date	Running Actions

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April 2022	Council has received the request for the Local Traffic Committee to revisit the parking conditions in Oxide Street adjacent to the ANZ ATM.
	Council's Asset Inspector, Paul Bezzina inspected the area prior to the meeting.
	The committee were advised that previously the parking in this area was changed to one parking space to allow patrons to access the ANZ Teller Machine.
	The determination of the committee is that the respondent has broken the law and has parked in the taxi stand and a result has been issued a fine. In the correspondence provided to the committee, the respondent has provided the times when the parking bays are being utilised by Taxis. The point the committee had made is that the taxi rank is there to allow for collection of customers from Argent Street.
	There are currently three taxi parking spaces in this area. The committee members agreed unanimously that the road conditions and signage in this area will remain unchanged, being that this matter was previously endorsed by the committee and adopted by Council. No further action will be taken by the committee.
	Recommendations:
	That no further action be taken by the committee and that correspondence be forwarded to the respondent advising that there is sufficient parking for the area.
May 2022	Correspondence forwarded to the respondent advising that the timed parking and taxi parking will remain unchanged.
	No further action required by the committee.
Date	Item Details
April 2022	Gawler Place On-Going Parking Issues – Belinda Philpott
ltem No.	423.6.2
EDRMS No.	D22/12817
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Completed
Date	Committee Recommendation/s
April 2022	That no further action be taken by the Local Traffic Committee.
	<ul> <li>That Codie Howard will speak with Council's Compliance Team noting that this is a reoccurring event and that fines may need to be issued.</li> </ul>
	Codie will also speak with the respondent and the owner of Harvey
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	Norman regarding the matter and inform them that Council's compliance team will be investigating the matter.
	• That correspondence be forwarded to respondent advising that the committee have determined the conditions will remain unchanged along Gawler Place. The business owners all work together as it is a conjected area.
Action Date	Running Actions
April 2022	Council's Assets Officer, Paul Bezzina inspected the area and provided the committee a map of the area identifying the number of signs along Gawler Place.
	Previously the committee had reviewed and conducted an audit on several loading zones in the CDB and this loading zone in Gawler Place, off Oxide Street was relocated to Gawler Place to allow for parking in Oxide Street and for delivery of goods to nearby businesses.
	The matter that is that they are overstaying the loading zone as the signs are positions in the right place and there is one that is a bit faded that will be replaced by council under operational duties.
	Recommendations
	• That no further action be taken by the Local Traffic Committee.
	<ul> <li>That Codie Howard will speak with Council's Compliance Team noting that this is a reoccurring event and that fines may need to be issued.</li> </ul>
	<ul> <li>Codie will also speak with the respondent and the owner of Harvey Norman regarding the matter and inform them that Council's compliance team will be investigating the matter.</li> </ul>
	<ul> <li>That correspondence be forwarded to respondent advising that the committee have determined the conditions will remain unchanged along Gawler Place. The business owners all work together as it is a conjected area.</li> </ul>
May 2022	Council's Chief Assets and Projects Officer, Codie Howard has requested Council Ranger's increase their inspection of the car park area. Codie has attempted to contact Mrs Philpott to inform her of Council's plan and the course of action.
Date	Item Details
April 2022	Request for Additional Disability Parking adjacent the Aquatic Centre – June Page – Aquatic Centre
ltem No.	423.8.3
EDRMS No.	D22/7513
CRM No.	N/A
Responsible Officer	Chief Assets and Projects Officer, Codie Howard

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Current Status	Completed
Date	Committee Recommendation/s
April 2022	<ul> <li>That traffic counters be placed in the Aquatic Centre carpark to identify the speed of vehicles.</li> <li>That correspondence be forwarded to the respondent advising of the committee decisions and inform that the area does not warrant the installation of a pedestrian crossing and that none of the area will qualify for a speed zone reduction.</li> </ul>
Action Date	Running Actions
April 2022	Correspondence has been received from June Page expressing her concerns in relation to matter relating to the Aquatic Centre.
	The Local Traffic Committee have been asked to review the number of disability parking spaces available at the Aquatic Centre for people with a disability. There are currently two disability parking bays near the front doors of the Aquatic Centre, but the rest are located near the public toilets. The volunteer at the Aquatic Centre advised that two additional disability parking bays need to be installed across from the existing two near the entrance to the Aquatic Centre.
	Other area of concern is with the speed of motorist in the car park area and June has suggested that a speed hump be installed to stop people driving too fast. A sign to be installed indicating the speed limit in the carpark areas and the consideration for the inclusion of a pedestrian crossing.
	Council's Assets Officer, Paul Bezzina had inspected the carpark area and advised the committee that there are currently six disability parking spaces in the carpark area with a disability access ramp near the entrance to the Aquatic Centre. Australian Standards states that there to be two disability parking spaces to every four standard parking spaces. The committee agreed that there are sufficient disability parking spaces available in accordance with the Australian Standards requirements.
	Transport for NSW, David Vant mentioned that regarding speeding of motorist in the carpark area, Council could place traffic counters to collect the data around the number of speeding vehicles and to record the speed they are travelling.
	Requirement for a pedestrian crossing will also come down to the data collected form the traffic counters. David Vant informed the committee for the volume of traffic in the area would not warrant a pedestrian crossing, the suggestion for speed humps would be up to Council to decide.
	Recommendations:
	<ul> <li>That traffic counters be placed in the Aquatic Centre carpark to identify the speed of vehicles.</li> </ul>
	<ul> <li>That correspondence be forwarded to the respondent advising of the committee decisions and inform that the area does not warrant the installation of a pedestrian crossing and that none of the area will qualify for a speed zone reduction.</li> </ul>
	Moved by: Codie Howard

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Second buy David Pagging
Second by: Paul Bezzina
Traffic counters will be placed this week as adopted by Council at the April 22 meeting.
Item Details
Request to close six parking spaces on the north side of Blende Street for 'The Veteran, Vintage & Classic Motorcycle Club' of Broken Hill bike show from Thursday, 8 to Sunday, 11 September 2022 – David Merritt
424.6.1
D22/2058
N/A
Chief Assets and Projects Officer, Codie Howard
Completed
Committee Recommendation/s
That the committee have no objection to accept the request for six parking spaces adjacent the old TAB building in Blende Street to be closed from Thursday, 8 to Sunday, 11 September 2022 for the Veteran, Vintage & Classic Motorcycle Club of Broken Hill bike show.
That the respondent be directed to complete Council's application for Road Closure, so that approval can be granted by Council.
Running Actions
Running Actions Council's Asset Officer, Paul Bezzina inspected that area prior to the meeting.
Council's Asset Officer, Paul Bezzina inspected that area prior to the meeting. The car parking spaces that have been requested are located adjacent to the
Council's Asset Officer, Paul Bezzina inspected that area prior to the meeting. The car parking spaces that have been requested are located adjacent to the old TAB Building that is currently not be use and is currently renovated. Council's Chief Assets and Projects Officer, Codie Howard stated that there are no issues in approving the request for six parking spaces to be closed for the
Council's Asset Officer, Paul Bezzina inspected that area prior to the meeting. The car parking spaces that have been requested are located adjacent to the old TAB Building that is currently not be use and is currently renovated. Council's Chief Assets and Projects Officer, Codie Howard stated that there are no issues in approving the request for six parking spaces to be closed for the Veteran, Vintage & Classic Motorcycle Club of Broken Hill. The committee were advised that these parking spaces are only utilised by the
Council's Asset Officer, Paul Bezzina inspected that area prior to the meeting. The car parking spaces that have been requested are located adjacent to the old TAB Building that is currently not be use and is currently renovated. Council's Chief Assets and Projects Officer, Codie Howard stated that there are no issues in approving the request for six parking spaces to be closed for the Veteran, Vintage & Classic Motorcycle Club of Broken Hill. The committee were advised that these parking spaces are only utilised by the TAFE and State Office block. The actual event for the club will be held at the Trades Hall and the parking
Council's Asset Officer, Paul Bezzina inspected that area prior to the meeting. The car parking spaces that have been requested are located adjacent to the old TAB Building that is currently not be use and is currently renovated. Council's Chief Assets and Projects Officer, Codie Howard stated that there are no issues in approving the request for six parking spaces to be closed for the Veteran, Vintage & Classic Motorcycle Club of Broken Hill. The committee were advised that these parking spaces are only utilised by the TAFE and State Office block. The actual event for the club will be held at the Trades Hall and the parking spaced will be available for parking of the motorcycles.

	Closure, so that approval can be granted by Council.
	Moved: Peter Beven
	Second: Codie Howard
Date	Item Details
May 2022	Request for installation of permanent ramp/slope to the entrance to enable elderly patrons, those who use walkers and are in wheelchairs to gain access to the shop.
ltem No.	424.6.2
EDRMS No.	D22/20247
CRM No.	N/A
Responsible Officer	Chief Assets and Projects Officer, Codie Howard
Current Status	Completed
Date	Committee Recommendation/s
May 2022	That accessibility and the entrance to the business along Argent be inspected by Council and that the matter be referred to Council's Development and Compliance department to contact the respondent to seek clarification of the request and to advise them what needs to bed done.
	That Council's Chief Assets and Projects Officer, Codie Howard will investigate to see if this matter has been included in Council's Disability Action Plan and if not, then refer the request to the Disability Inclusion Action Group for consideration and action.
Action Date	Running Actions
May 2022	Council's Chief Assets and Projects Officer, Codie Howard informed the committee that the request is for installation of a pathway to the entrance of OPSM at 249 Argent Street and noted that this request is not the responsibility of the committee.
	Councillor, Marion Bowne advised that the entrance to the shops along Argent Street have been notorious in the past, as that the entrances are difficult for the elderly and people with a disability.
	Transport for NSW, David Vant responded that a Development Application would be required for the installation of ramps at the entrance of the businesses. The committees determination is that this request be referred to Council's Development and Compliance team to contact the respondent to advise them of what needs to be done.
	Marion informed the committee that the footpath out the front of the old Water Board building was raised to the level of the entrance to the building to allow for accessibly.

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	There is a kerb ramp and disability parking space adjacent OPSM.
	Marion had mentioned if there are any other business that would be included as that could be included in the Disability Action Plan, which was recently adopted by Council for community consultation.
	Paul Bezzina will be asked to inspect the are to see if there are any disability parking spaces and if there are none then this matter can be re-referred to the committee for consideration of the installation of a disability ramp.
	Recommendation:
	That accessibility and the entrance to the business along Argent be inspected by Council and that the matter be referred to Council's Development and Compliance department to contact the respondent to seek clarification of the request and to advise them what needs to bed done.
	That Council's Chief Assets and Projects Officer, Codie Howard will investigate to see if this matter has been included in Council's Disability Action Plan and if not, then refer the request to the Disability Inclusion Action Group for consideration and action.
	Moved: Codie Howard
	Second: David Vant
	Agreed by the committee members.
Date	Item Details
May 2022	Request for removal of disables parking space adjacent the property at 90 lodide Street - Molly
ltem No.	424.6.3
EDRMS No.	D22/20245
CRM No.	N/A
Responsible Officer	Council's Chief Assets and Projects Officer, Codie Howard
Current Status	Completed
Date	Committee Recommendation/s
Action Date	Running Actions
May 2022	The committee have received a request from the neighbour of 90 lodide Street for the disability parking space adjacent to the property to be removed.
	Council investigated the request and spoke with the resident from 90 lodide Street. The resident advised that the disability parking space is still required for his elderly mother. The committee were informed that the resident had paid for the disability parking signs when the committee review the matter approximately 4 or

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5 years ago.
Recommendation:
That the disability parking space remain in place as the resident at 90 lodide Street utilises and has paid for these signs.
Moved: David Vant
Second: Peter Beven
No further action required by the committee.

424.10 Next Meeting Date – Tuesday, 7 June 2022

424.11 Meeting Closed –

Local Traffic Committee Minutes - Meeting No. 424 – 3/05/2022

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## ORDINARY MEETING OF THE COUNCIL

May 18, 2022

## ITEM 3

BROKEN HILL CITY COUNCIL REPORT NO. 132/22

SUBJECT: ACTION LIST REPORT

D22/26117

## **Recommendation**

1. That Broken Hill City Council Report No. 132/22 dated May 18, 2022, 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. J. Action List

LEISA BARTLETT EXECUTIVE OFFICER

JAY NANKIVELL GENERAL MANAGER

For Action		Division: Committee: Officer:	Ordinary Council		Date From: Date To:	1/04/2018 19/05/2022	
Action Sheets Rep	ort		Required: Including Further Re	ports	Printed: Thursday	, 19 May 2022	12:54:52 PM
Meeting	Officer/Director	Section	Subject				
Ordinary Council 26/04/2018	Nieuwoudt, Kobus Nankivell, Jay	Reports		ACQUISITION OF WARNOCK O	GOSSAN STREET R	OAD RESERVE	
Resolved:							
<ol> <li>That Broken Hill City Cou</li> <li>That Council make an ap in Deposited Plan 118225</li> </ol>	plication to the Minist	ter and Governor for ap			n Street traversin	ng Crown Lan	d in Lot 7469
3. That the acquisition be ur	ndertaken in accorda	nce with the requireme	nts of the Land Acquisition	(Just Terms Compensation	a) Act 1991.		
4. That upon acquisition, Co	ouncil to undertake re	quired actions to open	the subject road by registra	tion of a plan in accordanc	e with Section 7	of the <i>Roads</i>	Act 1993.
16 May 2018 9:45am Bartlett, Leisa In progress. 15 Aug 2018 3:32pm Bartlett, Leisa MPDC advised - OLG advised that th 11 Sep 2018 4:40pm Bartlett, Leisa No change, awaiting advice from OL 09 Oct 2018 5:08pm Bartlett, Leisa Awaiting OLG advice 13 Nov 2018 9:26am Bartlett, Leisa Awaiting OLG advice due to Native T 06 Feb 2019 1:51pm Bartlett, Leisa In discussions with Crown Lands reg 07 Mar 2019 1:51pm Bartlett, Leisa No change, awaiting response from 0 15 May 2019 10:41am Falkner, Geo Crown Lands have advised they hav 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, Anth	a ne land is subject to a Nati G. Title. arding Native Title. Crown Lands. orgina e no objection to receiving n	Proposed Acquisiton Notice	s. Investigating budget and Nativ	e Title prior to making application :		n OLG.	
Acquisition is on hold and most likely 17 Oct 2019 9:54am Bartlett, Leisa Discussions being held with month w 14 Nov 2019 4:35pm Bartlett, Leisa	vith the Department of Cro		e and it is getting somewhat expe	isive.			
Seeking legal advice from Council's 12 Feb 2020 12:12pm Bartlett, Leis Legal advice received. Matter in pro	Solicitors sa						
InfoCouncil	<del></del>						Page 1 of

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## For Action

**Action Sheets Report** 

# Division: Committee:

Ordinary Council

Officer: Further Report Required: Including Further Reports

1/04/2018 19/05/2022 Date From: Date To:

Printed: Thursday, 19 May 2022 12:54:52 PM

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
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.
16 Dec 2021 11:49am Bartlett, Leisa
On hold.
18 Jan 2022 2:54pm Butcher, Lacey
On hold
21 Mar 2022 3:44pm Bartlett, Leisa
no change in status.
19 May 2022 11:21am Bartlett, Leisa
no change in status.

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For Action	Division: Committee: Ordinary Council Officer:	Date From:         1/04/2018           Date To:         19/05/2022
Action Sheets Report	Further Report Required: Including Further Reports	Printed: Thursday, 19 May 2022 12:54:52 PM

### Officer/Director Meeting Section Subject Ordinary Council 29/07/2020 Andrews, Anne Confidential Matters WILLYAMA COMMON TRUST LEASE OF PART LOT 7421 DP 1183597 TO AXICOM PTY LIMITED Nankivell, Jay Resolved 1. That Broken Hill City Council Report No. 104/20 dated June 23, 2020, be received. 2. 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. 3. That the annual rent be \$12,000.00 per annum with an annual 2.5% increase. 4. 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.

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achment 1	Action List
Atta	Ă

For Action	Officer:	,,	Date From: Date To: Printed: Thursday	1/04/2018 19/05/2022 y, 19 May 2022 12:54:52 PM
Action Sheets Report				,,,
<ul> <li>15 Sep 2021 9:05am Bartlett, Leisa In progress, delayed due to lockdown.</li> <li>14 Oct 2021 4:11pm Bartlett, Leisa Lease signed by Council and now in the process of gaining Ministerial co 11 Nov 2021 9:01am Bartlett, Leisa Lease with Crown Lands for Ministerial consent.</li> <li>16 Dec 2021 11:50am Bartlett, Leisa Lease with Crown Lands for Ministerial consent.</li> </ul>	insent.			
<ul> <li>18 Jan 2022 2:54pm Butcher, Lacey</li> <li>Lease with Crown Lands for Ministerial consent</li> <li>15 Feb 2022 10:57am Bartlett, Leisa</li> <li>Amendments being made due to Ministerial input.</li> <li>21 Mar 2022 3:45pm Bartlett, Leisa</li> <li>No change in status.</li> <li>19 Apr 2022 11:32am Bartlett, Leisa</li> <li>Lease with the Council for execution.</li> <li>19 May 2022 11:21am Bartlett, Leisa</li> <li>Lease with Crown Lands for Ministerial consent.</li> </ul>				

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			

- 1. That Broken Hill City Council Report No. 105/20 dated July 1, 2020, be received.
- 2. 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.
- 3. That the lease term be 25 years and the annual rental be the minimum Crown Lands rental.
- 4. 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

12 Aug 2020 10:00am Bartlett, Leisa Solicitors are drawing up the licence agreement. 17 Sep 2020 3:09pm Bartlett, Leisa Draft lease being finalised.

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#### 1/04/2018 Division: Date From: For Action Committee: Ordinary Council Date To: 19/05/2022 Officer: Printed: Thursday, 19 May 2022 12:54:52 PM Further Report Required: Including Further Reports **Action Sheets Report** 16 Oct 2020 9:20am Bartlett, Leisa Draft lease with Solicitors. 10 Nov 2020 4:26pm Bartlett, Leisa Licence is with the Broken Hill Speedway Club for signature. 30 Nov 2020 2:11pm Bartlett, Leisa Licence with Speedway Club for signature. 12 Feb 2021 10:04am Bartlett, Leisa Licence signed by all parties and is now with the Minister for approval. 18 Mar 2021 4:40pm Bartlett, Leisa In progress. 16 Apr 2021 10:42am Bartlett, Leisa In progress. 12 May 2021 12:14pm Bartlett, Leisa In progress. 17 Jun 2021 4:55pm Bartlett, Leisa Waiting on response from Local Aboriginal Land Council. 15 Jul 2021 12:15pm Bartlett, Leisa Solicitor is awaiting a response from the Local Aboriginal Land Council. 12 Aug 2021 3:04pm Bartlett, Leisa Council's Solicitor is awaiting a response from the Local Aboriginal Land Council. 15 Sep 2021 9:06am Bartlett, Leisa Council staff following up with Local Aboriginal Land Council. 14 Oct 2021 4:12pm Bartlett, Leisa Awaiting response from Local Aboriginal Land Council. 11 Nov 2021 9:02am Bartlett, Leisa Awaiting response from the Local Aboriginal Land Council. 16 Dec 2021 11:51am Bartlett, Leisa Awaiting response from Local Aboriginal Land Council. 18 Jan 2022 2:55pm Butcher, Lacey Awaiting response from Aboriginal Land Council 15 Feb 2022 10:58am Bartlett, Leisa Awaiting response from Aboriginal Land Council. 23 Mar 2022 2:42pm Bartlett, Leisa No change in status. 19 May 2022 11:23am Bartlett, Leisa No change in status.

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For Action	Division: Committee: Ordinary Council Officer:	Date From:         1/04/2018           Date To:         19/05/2022
Action Sheets Report	Further Report Required: Including Further Reports	Printed: Thursday, 19 May 2022 12:54:52 PM

### Officer/Director Meeting Section Subject Ordinary Council 9/12/2020 Andrews, Anne Confidential Matters WILLYAMA COMMON TRUST LICENCE TO NEXTGEN NETWORKS PTY LTD Nankivell, Jay Resolved 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 commence 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. 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. 15 Sep 2021 9:09am Bartlett, Leisa In progress. 14 Oct 2021 4:15pm Bartlett, Leisa Awaiting information from applicant to be able to progress further. 11 Nov 2021 9:02am Bartlett, Leisa Potential amendments being discussed. 16 Dec 2021 11:51am Bartlett, Leisa Amendments being discussed. 18 Jan 2022 2:56pm Butcher, Lacey Amendments being discussed

**ACTION LIST REPORT** 

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For Action Action Sheets Report 15 Feb 2022 10:59am Bartlett, Leisa Amendments in progress. 23 Mar 2022 2:42pm Bartlett, Leisa No change in status 19 Apr 2022 11:33am Bartlett, Leisa Licence with Solicitors for amendments. 19 May 2022 11:24am Bartlett, Leisa Amendments in progress.		Division: Committee: Officer: Further Report	Ordinary Council Required: Including Further Reports	Date From:         1/04/2018           Date To:         19/05/2022           Printed: Thursday, 19 May 2022         12:54:52 PM
Meeting	Officer/Director	Section		
Ordinary Council 31/03/2021 Resolved	Howard, Codie Nankivell, Jay	Notice of Motion	COMMUNITY GARDEN FOR FOR	MER ALMA POOL SITE
<ol> <li>That Motions of Which Notion</li> <li>That Broken Hill City Council</li> </ol>			ommunity operated gardens at the former <i>i</i>	Alma pool site. CARRIED UNANIMOUSLY
<ul> <li>16 Apr 2021 10:52am Bartlett, Leisa Plan being developed.</li> <li>18 Jun 2021 12:12pm Bartlett, Leisa Plan being developed.</li> <li>15 Jul 2021 12:20pm Bartlett, Leisa Development of plan ongoing.</li> <li>12 Aug 2021 3:07pm Bartlett, Leisa Development of plan ongoing.</li> <li>08 Sep 2021 12:56pm Bartlett, Leisa Development of plan ongoing.</li> <li>12 Oct 2021 11:08am Bartlett, Leisa Development of plan ongoing.</li> <li>11 Nov 2021 9:03am Bartlett, Leisa Ongoing.</li> <li>16 Dec 2021 11:52am Bartlett, Leisa Development of the plan is ongoing.</li> <li>18 Jan 2022 2:57pm Butcher, Lacey</li> </ul>				

Attachment 1 Action List

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For Action		Division: Committee:	Ordinary	Council		Date From: Date To:	1/04/2018 19/05/2022	
Action Sheets Repor	•	Officer: Further Report	Required:	Including Further Reports		Printed: Thursd	ay, 19 May 2022	12:54:52 PM
Action Sheets Repor	<u> </u>		-					
19 Apr 2022 3:00pm Bartlett, Leisa								
Development of Plan is ongoing. 19 May 2022 11:24am Bartlett, Leisa								
No change in status.								
Meeting	Officer/Director	Section		Subject				
Ordinary Council 31/03/2021	Howard, Codie Nankivell, Jay	Notice of Motion		STREET LIGHTING				
Resolved	Nankiven, Jay							
1. That Motions of Which Notic	e has been Given	No. 8/21 dated March	19, 2021,	be received.				
2. That Broken Hill City Counci Drive and Federation Way.	l prepares a repor	t to be tabled at the Ma	ay 2021 Co	ouncil Meeting regarding	the installation of st	reet lighting or	n Holten Drive, N	AcGillivray
3. That at the end of the roll-ou mentioned in part 2 (Holten I				undertaken of any furth	er need for street lig	hting including	the lighting to t	he roads
								CARRIED
16 Apr 2021 10:53am Bartlett, Leisa								
Report being preapred for the May Coun 12 May 2021 4:35pm Bartlett, Leisa	cil Meeting.							
Awaiting advice on public lighting code re	equirements, prior to r	eport being finalised.						
20 Jul 2021 1:45pm Bartlett, Leisa Report still being completed. Meeting wi	ith Essential Energy d	elayed due to COVID-19.						
12 Aug 2021 3:07pm Bartlett, Leisa Meeting with Essential Energy delayed of	due to COVID-19.							
14 Sep 2021 4:36pm Bartlett, Leisa Meeting with Essential Energy delayed of								
12 Oct 2021 11:09am Bartlett, Leisa Meeting with Essential Energy delayed of								
11 Nov 2021 9:03am Bartlett, Leisa		a term ourselvin of street lis	ubto and inst					
Discussions being held with Southern Lig 16 Dec 2021 11:52am Bartlett, Leisa	gnts Group around ion	g term ownership of street lig	ints and inst	allation of new poles.				
Discussions ongoing. 18 Jan 2022 2:57pm Butcher, Lacey								
Discussions ongoing								
15 Feb 2022 11:00am Bartlett, Leisa Discussions ongoing								
21 Mar 2022 3:15pm Bartlett, Leisa								
Discussions ongoing.								

ACTION LIST REPORT

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For Action		Committee:	Ordinary (	Council	Date To:	19/05/2022	
		Officer:	, -				
<b>Action Sheets Repo</b>	rt	Further Report	Required:	Including Further Reports	Printed: Thursday	, 19 May 2022	12:54:52 PM
Аспон опессо керо	1.						
19 Apr 2022 3:01pm Bartlett, Leisa							
Southern Lights Project still being carr		oint organisation, with discuss	ons ongoing				
19 May 2022 11:25am Bartlett, Leisa							
Engagement of lighting engineer com	menced for assessment	of current lighting and require	ments to me	eting the public lighting code.			
	Office a VDiscode a	Castian		Outriant			
Meeting Ordinary Council 26/05/2021	Officer/Director Falkner, Georgina	Section Reports		Subject UPDATE ON PROPOSED ACQU	ISITION OF FEDERATION WAY		
	Nankivell, Jay	Reports					
Resolved							
Kesenteu							
1. That Broken Hill City Coun	cil Report No. 75/2	1 dated April 27, 2021	oe receive	d.			
2. That Council note the prog	ress update on the	proposed acquisition of	Federatio	n Way.			
3. That Council seek to nego	tiate an Indigenous	Land Use Agreement (I	LUA) with	the Barkandji Corporation, to al	llow Council to acquire the C	rown Land wh	nile preserving
the Barkandji's Native Title	rights and interests	S.					
				conditions of the proposed Indi			
		otiations, a report be pr	ovided to (	Council advising the outcome of	the negotiations for Council'	s approval to	enter an ILUA
with the Barkandji Corpora	tion.						
						CARRIED UI	NANIMOUSLY
18 Jun 2021 3:31pm Bartlett, Leisa All parties agreed to extension of acqu	isition timeline Native 1	Title negotiations to commence	e in July				
15 Jul 2021 12:23pm Bartlett, Leisa	and an announce. Hunter		e in ourj.				
In progress - Solicitors working out da	te for negotiations.						
12 Aug 2021 3:09pm Bartlett, Leisa	001/10 40						
Meeting re negotiations delayed due to 26 Aug 2021 3:27pm Falkner, Georg							
Action completed by Bartlett, Leisa	ina - completion						
15 Sep 2021 9:10am Bartlett, Leisa							
Meeting likely to be organised remotel	y due to COVID-19. Sol	licitors are currently trying to o	organise pote	ential dates.			
14 Oct 2021 4:16pm Bartlett, Leisa	2021						
Meeting proposed for early November 11 Nov 2021 9:05am Bartlett, Leisa	2021.						
Initial meeting held, further negotiation	is to continue						
miliar meeting neit, further negotiation	is to continue.						
16 Dec 2021 11:57am Bartlett, Leisa							
<b>.</b>							

**ACTION LIST REPORT** 

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For Action		Division: Committee: Ordi Officer:	nary Council	Date From:         1/04/2018           Date To:         19/05/2022
Action Sheets Rep	ort		red: Including Further Reports	Printed: Thursday, 19 May 2022 12:54:52 PM
19 May 2022 11:26am Bartlett, Leis	a æss of this matter is provi sa	ided to the April 2022 Health & Buildi the April 2022 Council Meeting Reso	Č Č	
Meeting	Officer/Director	Section	Subject	
Ordinary Council 25/08/2021	Howard, Codie Nankivell, Jay	Reports	MINUTES OF THE LOCAL TRAF 2021	FIC COMMITTEE - MEETING NO. 416 HELD TUESDAY, 3 AUGUST
The loading zone will be a from the gate way to the <i>b</i>	8 meters long and 2 Astra carpark.		6.7 meters from 'Give Way' sign at	the intersection of the lane and an offset of 2.5 meter located adjacent to the Hearing Centre in Sulphide
				CARRIED UNANIMOUSLY
08 Sep 2021 12:57pm Bartlett, Leis Resolutions have been workflowed to 12 Oct 2021 11:14am Bartlett, Leis Resolutions with operational team to 11 Nov 2021 3:27pm Bartlett, Leisz With operational team for completion 17 Dec 2021 11:02am Bartlett, Leis Item 3 - Loading Zone in Crystal Lan	o operational team for co a complete. a			

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For Action		Division:		Date From: 1/04/2018
FOL ACTOL		Committee: Officer:	Ordinary Council	Date To: 19/05/2022
Action Sheets Re	port		Required: Including Further Reports	Printed: Thursday, 19 May 2022 12:54:52 PM
Item 4 Line-marking with the operation				
19 Apr 2022 3:02pm Bartlett, Lei Item 4 delayed due to storm clean		for completion.		
19 May 2022 11:26am Bartlett, L	eisa			
Line markers engaged to complete	works in June 2022.			
Meeting		Castian	Outrinet	
ŭ	Officer/Director	Section	Subject MINUTES OF THE LOCAL TRAFF	IC COMMITTEE - MEETING NO. 417 HELD TUESDAY, 7
Ordinary Council 29/09/2021	Howard, Codie Nankivell, Jay	Reports	SEPTEMBER 2021	
Resolved				
1. That Broken Hill City Co	ouncil Report No 163	21 dated September 17	2021 be received	
		_ · · · · · · · · · · · · · · · · · · ·	,	
2. That the minutes from t	he Local Traffic Comr	nittee – Meeting No. 417	held, Tuesday, 7 September 2021 be rec	eived.
				llow for an extra two 5-minute timed parking spaces to f at the front of the Broken Hill High School.
				CARRIED UNANIMOUSL
10 Oct 0001 11/18 pm Dartiett L				
12 Oct 2021 11:18am Bartlett, Le Resolution has been workflowed to		letion.		
Resolution has been workflowed to 11 Nov 2021 3:28pm Bartlett, Lei	o operational team for comp isa	letion.		
Resolution has been workflowed to 11 Nov 2021 3:28pm Bartlett, Lei With operational team for completi	o operational team for comp i <b>sa</b> on.	pletion.		
Resolution has been workflowed to 11 Nov 2021 3:28pm Bartlett, Lei With operational team for completi 18 Jan 2022 3:05pm Butcher, La	o operational team for comp i <b>sa</b> on. <b>cey</b>	pletion.		
Resolution has been workflowed to 11 Nov 2021 3:28pm Bartlett, Lei With operational team for completi 18 Jan 2022 3:05pm Butcher, La With operational team for completi 19 Apr 2022 3:02pm Bartlett, Lei	o operational team for com; isa on. cey on sa			
Resolution has been workflowed to 11 Nov 2021 3:28pm Bartlett, Lei With operational team for completi 18 Jan 2022 3:05pm Butcher, Lai With operational team for completi 19 Apr 2022 3:02pm Bartlett, Lei Line marking delayed due to storm	o operational team for comp isa on. cey on sa i clean up - with operationa			
Resolution has been workflowed to 11 Nov 2021 3:28pm Bartlett, Lei With operational team for completi 18 Jan 2022 3:05pm Butcher, La With operational team for completi 19 Apr 2022 3:02pm Bartlett, Lei Line marking delayed due to sform 19 May 2022 11:27am Bartlett, Lu	o operational team for comp isa on. cey on sa clean up - with operationa eisa			
Resolution has been workflowed to 11 Nov 2021 3:28pm Bartlett, Lei With operational team for completi 18 Jan 2022 3:05pm Butcher, Lai With operational team for completi 19 Apr 2022 3:02pm Bartlett, Lei Line marking delayed due to storm	o operational team for comp isa on. cey on sa clean up - with operationa eisa			
Resolution has been workflowed to 11 Nov 2021 3:28pm Bartlett, Lei With operational team for completi 18 Jan 2022 3:05pm Butcher, La With operational team for completi 19 Apr 2022 3:02pm Bartlett, Lei Line marking delayed due to storm 19 May 2022 11:27am Bartlett, Lu Signs are on order and will be inst	o operational team for comp isa on. cey on sa clean up - with operationa eisa alled June 2022.	team for completion.	Subject	
Resolution has been workflowed to 11 Nov 2021 3:28pm Bartlett, Lei With operational team for completi 18 Jan 2022 3:05pm Butcher, Lai With operational team for completi 19 Apr 2022 3:02pm Bartlett, Lei Line marking delayed due to storm 19 May 2022 11:27am Bartlett, Lui Signs are on order and will be inste Meeting	o operational team for comp isa on. cey on sa i clean up - with operationa eisa alled June 2022. Officer/Director	team for completion. Section	Subject MINUTES OF THE LOCAL TRAFF	IC COMMITTEE - MEETING NO. 419 HELD ON THURSDAY, 28
Resolution has been workflowed to 11 Nov 2021 3:28pm Bartlett, Lei With operational team for completi 18 Jan 2022 3:05pm Butcher, La With operational team for completi 19 Apr 2022 3:02pm Bartlett, Lei Line marking delayed due to storm 19 May 2022 11:27am Bartlett, Lu Signs are on order and will be inst	o operational team for comp isa on. cey on sa clean up - with operationa eisa alled June 2022. Officer/Director Howard, Codie	team for completion.		TC COMMITTEE - MEETING NO. 419 HELD ON THURSDAY, 28
Resolution has been workflowed to 11 Nov 2021 3:28pm Bartlett, Lei With operational team for completi 18 Jan 2022 3:05pm Butcher, Lai With operational team for completi 19 Apr 2022 3:02pm Bartlett, Lei Line marking delayed due to storm 19 May 2022 11:27am Bartlett, Lui Signs are on order and will be inste Meeting	o operational team for comp isa on. cey on sa i clean up - with operationa eisa alled June 2022. Officer/Director	team for completion. Section	MINUTES OF THE LOCAL TRAFF	TC COMMITTEE - MEETING NO. 419 HELD ON THURSDAY, 28

1. That Broken Hill City Council Report No. 187/21 dated November 11, 2021, be received.

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For Action		Division: Committee: Officer:	Ordinary Council	Date From:         1/04/20           Date To:         19/05/20	
<b>Action Sheets Rep</b>	ort	Further Report R	Required: Including Further Reports	Printed: Thursday, 19 Ma	y 2022 12:54:52 PM
2. That the minutes from the 28 October 2021	e Local Traffic Comn	nittee – Meeting 419 held	on Thursday,		
3. Item No. 416.6.1 - That the spaces adjacent the Morg			or a trial period of three months to identif	y what impacts are caused without t	he timed parking
That the triad period be fo	or three months and	the covers removed after	r this time at the end of the first school te	rm.	
Further consultation will b	be arranged with the	Principal of the Morgan S	Street Primary School and the residents	in the area before a determination ca	an be decided.
Based on satisfaction res	ults from the trail pe	riod the zone will be reins	stated permanently – streamline from tria	al to permit.	
<ol> <li>Item No. 417.6.1 – That a bus.</li> </ol>	a 15-minute timed pa	arking space be installed a	at the front of Live better, located at 475	Argent Street to allow for the parking	g of the transport
Council to arrange further	r consultation with Li	ve Better and arrange for	the placement of the parking sign.		
5. Item No. 419.6.1 - That th	ne Local Traffic Com	mittee have no objection	for the proposed road closures for the C	ouncil Christmas Pageant.	
				CARR	IED UNANIMOUSLY
15 Dec 2021 4:57pm Bartlett, Leisa Resolution with operational team for 18 Jan 2022 3:08pm Butcher, Lace Resolution with the operations team 19 Apr 2022 3:03pm Bartlett, Leisa Item No. 416.6.1 - Trial period has n 19 May 2022 11:27am Bartlett, Leis No change in status.	completion. ay for completion a ow been completed. BHG	CC to complete discussion with	all stakeholders to be made at May Traffic Commi	ttee., Item No. 417.6.1 - Currently with TfNSV	V for sign design.
Meeting	Officer/Director	Section	Subject		
Ordinary Council 12/01/2022	Howard, Codie Nankivell, Jay	Reports	Subject MINTUES OF THE LOCAL TRAF DECEMBER 2021	FIC COMMITTEE MEETING NO. 420, HELD	TUESDAY 7

# Resolved

1. That Broken Hill City Council Report No. 13/22 dated December 22, 2021, be received.

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ACTION LIST REPORT

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For Action		Division: Committee: Ordi Officer:	nary Council	Date From:         1/04/2018           Date To:         19/05/2022
Action Sheets Rep	ort		ed: Including Further Reports	Printed: Thursday, 19 May 2022 12:54:52 PM
<ol> <li>That the minutes of the L</li> <li>7 December 2021 be rec</li> </ol>		ee – Meeting No.420, held on	Tuesday,	
	entre (CUC) and for t	hree to four 4-hour parking sp		e ramp on the north side of Crystal Street adjacent to ce) be installed on the south side of Crystal Street
				CARRIED UNANIMOUS
21 Jan 2022 6:33pm Bartlett, Leisa	a			
Added to Council's Works schedule. 19 Apr 2022 3:04pm Bartlett, Leisa				
With operational team for completion	n.			
19 May 2022 11:28am Bartlett, Lei Signs on order, installation to be cor				
Meeting	Officer/Director	Section	Subject	
Ordinary Council 12/01/2022	Nankivell, Jay	Council Resolution	Council Resolution	
·				
·	Nankivell, Jay			
· ·	Nankivell, Jay Nankivell, Jay	Council Resolution		
Ordinary Council 12/01/2022 <u>Resolved</u> 1. That the Mayoral Minute	Nankivell, Jay Nankivell, Jay	Council Resolution		
Resolved 1. That the Mayoral Minute	Nankivell, Jay Nankivell, Jay e 2/22 dated the 12/0	Council Resolution		
Resolved 1. That the Mayoral Minute 2. That an Ordinary Counc	Nankivell, Jay Nankivell, Jay e 2/22 dated the 12/0 cil Meeting be held of	Council Resolution 01/22 be received. n the 27/01/2022 at 6.30pm.	Council Resolution	
<ul> <li><u>Resolved</u></li> <li>1. That the Mayoral Minute</li> <li>2. That an Ordinary Counce</li> <li>3. That a workshop be held</li> </ul>	Nankivell, Jay Nankivell, Jay e 2/22 dated the 12/0 cil Meeting be held of d on Wednesday 19/	Council Resolution 01/22 be received. n the 27/01/2022 at 6.30pm. 01/2022 at 5.30pm to organis	Council Resolution	Meeting Practice, so that the public forum will be part made, that the amendments discussed will be put in
<ol> <li>Resolved</li> <li>That the Mayoral Minute</li> <li>That an Ordinary Counce</li> <li>That a workshop be hele Councils Ordinary and I</li> </ol>	Nankivell, Jay Nankivell, Jay e 2/22 dated the 12/0 cil Meeting be held of d on Wednesday 19/ Extraordinary Meetin	Council Resolution 01/22 be received. n the 27/01/2022 at 6.30pm. 01/2022 at 5.30pm to organis	Council Resolution e amendments to Council's Code of I Code of Meeting Practice will also be	Aeeting Practice, so that the public forum will be part made, that the amendments discussed will be put in
<ul> <li><u>Resolved</u></li> <li>1. That the Mayoral Minute</li> <li>2. That an Ordinary Counc</li> <li>3. That a workshop be hell Councils Ordinary and I</li> </ul>	Nankivell, Jay Nankivell, Jay e 2/22 dated the 12/0 cil Meeting be held of d on Wednesday 19/ Extraordinary Meetin	Council Resolution 01/22 be received. n the 27/01/2022 at 6.30pm. 01/2022 at 5.30pm to organis gs. Other amendments to the	Council Resolution e amendments to Council's Code of I Code of Meeting Practice will also be	
<ol> <li>Resolved</li> <li>That the Mayoral Minute</li> <li>That an Ordinary Council</li> <li>That a workshop be hele Councils Ordinary and Fedraft form for adoption a</li> <li>That Council immediate</li> </ol>	Nankivell, Jay Nankivell, Jay e 2/22 dated the 12/0 cil Meeting be held of d on Wednesday 19/ Extraordinary Meetin at the January Counc	Council Resolution 01/22 be received. n the 27/01/2022 at 6.30pm. 01/2022 at 5.30pm to organis gs. Other amendments to the ill Meeting on Thursday 27/01.	Council Resolution e amendments to Council's Code of I Code of Meeting Practice will also be /2022. osting public meetings to discuss Cou	
<ol> <li>Resolved</li> <li>That the Mayoral Minute</li> <li>That an Ordinary Council</li> <li>That a workshop be hele Councils Ordinary and I draft form for adoption a</li> <li>That Council immediate and business forums biology</li> </ol>	Nankivell, Jay Nankivell, Jay e 2/22 dated the 12/0 cil Meeting be held of d on Wednesday 19/ Extraordinary Meetin at the January Counc ely advertises for corr -monthly; that a repo	Council Resolution 01/22 be received. In the 27/01/2022 at 6.30pm. 01/2022 at 5.30pm to organis gs. Other amendments to the sil Meeting on Thursday 27/01. Imunity groups interested in h rt will be presented to the Feb	e amendments to Council's Code of I Code of Meeting Practice will also be /2022. osting public meetings to discuss Cou ruary 2022 meeting of Council about	made, that the amendments discussed will be put in incil matters. The public meetings will be held monthly

ACTION LIST REPORT

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For /	Action	Division: Committee: Officer:	Ordinary	Council		Date From: Date To:	1/04/2018 19/05/2022	
Ac	tion Sheets Report	Further Report	Required:	Including Further Reports		Printed: Thursd	ay, 19 May 2022	12:54:52 PM
	to be accepted at all Council operated facilities.							
	to be accepted at an Council operated facilities.							
6.	That a workshop will be held to discuss amendment Local Orders Policy, Media Relations Policy, Social				compliance and Enfo	orcement Polic	y, Debt Recove	ery Policy,
7.	That all expenditure, plans and actions related to the report to the Council Meeting on 27/1/2022 outlining hub. The report will include staffing requirements.							
8.	That the General Manager be invited to advertise for that Councillors are presented with a report at the Fe Deanna Spicer from her designs.							
9.	That the General Manager be invited to provide a re deal with disputed fines and disputed orders.	port to Council	with optio	ns on how to manage a c	omplaints committe	e that is operat	ed locally, the o	committee will
10.	That the General Manager be invited to provide a re committee known as "The Regional Tourism Associa encourage migration to the city.							
11.	That the General Manager be invited to provide a re nature strips.	port to Council	detailing t	ne requirements for dedic	ated full time Coun	cil employed st	aff to maintain	footpaths and
12.	That the over \$6M collected from waste disposal from projects reserve.	m the Wentwor	th to Broke	en Hill pipeline is removed	d from the Library h	ub project rese	rve and placed	into a general
13.	That Council forms a 355 committee that deals with community for membership and expressions of inter		affect our	senior citizens and that th	he formation of the	committee is to	be advertised	to the

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**ACTION LIST REPORT** 

Attachment 1 Action List

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For Action	Division: Committee: Ordinary Officer:	Council		1/04/2018 19/05/2022	
Action Sheets Report	Further Report Required:	Including Further Reports	Printed: Thursday	, 19 May 2022	12:54:52 PM
14. That Council forms a 355 committee that has the the formation of the committee will be advertised	0. ,	rvices to the city that benefit young children	, teenage childrer	n and young a	dults and that
15. That the General Manager be invited to provide a to provide more autonomy to the committees to c			onstitutions of all	Council 355 c	ommittees as
16. That the Mayor be invited to organise a meeting open the Imperial Lake. That a site visit is organi independent engineers report into the safety of the facilitate volunteers and the opening of the Lake	sed with Essential Energy for ne dam wall. Expressions of	r Councillors to view the Imperial Lake. That interest are advertised immediately for com	the General Mar	nager be invite	d to obtain an
17. That options to increase street lighting be referre	d to the Policy and General c	xommittee.			
<ol> <li>That the General Manager be invited to immedia projects that Council undertakes, with a view to r</li> </ol>			rking party to pro	vide Council v	vith advice on
19. That the General Manager be invited to hold a w	orkshop to explain to Counci	llors how line budgets will be implemented f	or the 2022/23 bu	dget.	
20. That the Mayor be invited to host a meeting with representative from the RFDS are invited to discu	,		Coulton and that	t John Lynch,	and a
21. That options to increase childcare be referred to	the Policy and General comm	nittee.			
22. That the Works committee discuss and provide or disposing of residential rubbish, the committee w meetings.	•	• • • • •			
23. That the General Manager be invited to provide t Occupation Certificate and Civic Centre usage. T					
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ACTION LIST REPORT

For Ac	tion	Division: Committee: Officer:	Ordinary	Council	Date From: Date To:	1/04/2018 19/05/2022	
Act	ion Sheets Report		Required:	Including Further Reports	Printed: Thursday	, 19 May 2022	12:54:52 PM
	2022 meeting.						
24.	That the General Manager be invited to hold a works Centre litigation.	hop on 24/01/2	022 at 5.3	30 pm to provide Councillors with all reports	and information	pertaining to th	ie Civic
25.	That the Policy and General committee consider prop	posals to reduc	e commei	rcial and industrial rates and to make reside	ntial rates more e	equitable.	
26.	That the General Manager be invited to advertise for 27th 2022 meeting explaining why the proposed mur their application.						
27.	That the Policy and General committee investigate the local organisations as a fee for service.	ne cost for Cour	ncil to pro	vide more focus on applying for grant fundin	g and the opport	unity to apply f	or grants for
28.	That the Mayor be invited to send correspondence to the Broken Hill community to have a permanent Wer appropriate Minister to meet with himself and the Ma	ntworth pipeline	subsidy i	mplemented. That the State Member be ask			
29.	That the General Manager be invited to provide Cour Councillors to see all Council parks, ovals and sporti		t at the o	n the progress of the Netball, Norm Fox rede	evelopment and a	a tour is organi	sed for
30.	That the General Manager be invited to organise a more city can be greened.	neeting with IPA	RT and E	Essential Energy to discuss options to increa	ise water usage a	it a lower cost	so that the
31.	That the Mayor be invited to send correspondence to management of the Menindee Lakes and the Darling		iber Roy	Butler to ask him to organise a meeting with	the appropriate I	Ministers to dis	cuss the
32.	That General Manager be invited to immediately adv	ertise for expre	ssions of	interest from the community to remove dead	d trees.		
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For Action	Division: Committee: Officer:	Ordinary G	puncil	Date From: Date To:	1/04/2018 19/05/2022	
Action Sheets Report	Further Report	Required: 1	ncluding Further Reports	Printed: Thursda	ay, 19 May 2022	12:54:52 PM
33. That the Works committee investigate options to plan	nt different tree s	species the	t are asset friendly and fast growing.			
34. That the General Manager be invited to provide Cou the committee that was formed to address this issue				g dogs and cats. Tha	at a meeting be	organised of
35. That the General Manager be invited to provide a rep previous reports on the matters and the offer made b				motorbike museums	s. The report w	ill include
36. That the General Manager advertise for expressions	of interest to fo	m a worki	ng group to address the homeless iss	ue, drug and alcohol	use and suicid	e prevention.
37. That the General Manager be invited to provide a rep	port to Council d	etailing op	tions to facilitate a truck wash and true	ck stop.		
<ol> <li>That the General Manager be invited to provide a rep date for wages compared to the budgeted amount. A</li> </ol>			, , , , , , , , , , , , , , , , , , , ,		n unfilled and ti	he expense to
39. That the General Manager be invited to contact the a the rear of Creedon Street.	appropriate Abor	iginal orga	nisations to facilitate communication f	for the purpose of es	tablishing a gre	en space at
40. That the General Manager provides a report to the J Minute No. 2/22.	anuary 27 2022	Ordinary (	Council Meeting outlining timelines for	the implementation of	of the resolutio	ns of Mayoral
						CARRIED
21 Jan 2022 5:25pm Bartlett, Leisa						

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For Action	Division: Committee: Officer:	Ordinary	Council	Date From: Date To:	1/04/2018 19/05/2022	
Action Sheets Report		Required:	Including Further Reports	Printed: Thursda	ny, 19 May 2022	12:54:52 PM
2 COMPLETE, 3 COMPLETE. Draft for public exhibition Ordinary Council Meeting, 6 Workshops to Council Meeting, 8 Report to be presented March Ordinary Council Meeting, 11 Works Policy & General Committee, 12 Internal tr workshop will be held with Counciliors in Mar presentation to the March Committee Meetin 31 January 2022., 17 - Options to be present Council Meeting, 19 Workshops to be held Broken Hill is recommended during February the 2022/23 budget process., 23 Report to budget process., 26 Report presented at th workshopped with Council through the devel being drafted., 29 Report presented to Jan drafted., 32 EOI to be advertised during Fe Management Plan to be workshopped with C following the commencement of Council's red development of the 2022/23 Operational Plan to the Apirl Health and Building Committee M Report presended to the January Council Me presented to January Council Meeting - COM	be scheduled during February i to the February Council Meetin shops to be held with Council th ransfer of reserves has been co crch to formulate a TOR for press gs., 15 Report to be presente ted at the April Works Committe d during March 2022 as part of t ? 2022 with options for Council s be presented to the February C bis Council Meeting. EOI for m opment of the 2022/23 Operatio uary Council Meeting with site v ebruary 2022 following the result councillors during February 2022 cently appointed Executive Man n and Resourcing Strategy., 36. feeting, 37 Report to be pres- veting - COMPLETE, 39 Cont	to enable cc rg., 9 Reg rough the d mpleted. A entation to th d to the Mai e meeting., he 2022/23 upport to be council Meet urals and si inal Plan an risits and fur is of the tree 2 for presen ager Planni - Working ( ented to the	nsideration of amended policies at the Marc ort to be presented to the March Policy & G evelopment of the 2022/23 Operational Plan n updated internal reserve table will be press the March Committee Meetings, 14 A work ch Works Committee Meeting, 16 Site vis 18 Projects Steering Group Terms of Refe budget process., 20 Meeting to be schedu presented to the March Health and Buildin ing., 24 Workshop held on 24 January 20: reet at in accordance with Council's Public d Resroucing Strategy, with a report provide ther workshops scheduled for February., 30 audit to identify high priority areas of remov tation to the March Works Committee Meetin g and Community Safety., 35 Priority pro Sroups Terms of Reference to be developed February Council Meeting for further consid	th Committee meetings., 7 Reneral Committee Meetings., 10 and Resourcing Strategy, with ented as part of the December ishop will be held with Council it being arranged with Essenti rence to be formulated and p led for February 2022., 21 F g Committee Meeting., 22 to 22., 25 to occur during Marc Art Policy to be advertised in f d to the April Policy and Gene Meeting to be organised for ral in the first instance., 33 T ng., 34 Report will be provid- jects and funding to be discus in consultation with the appro	teport presented to Report to be prine a report provided Quarterly Review lors in March to for al Water for the we esented to the Fel- further consultation occur during Marc + 2022 as part of the February 2022., 27 ral Committee mee February 2022., 37 ree Management I ad to Councillors in sed and workshopp priate stakeholder: 2022/23 budget pri-	the January esented to the to the April 2022 Report, 13 A mulate a TOR for eek commencing oruary Ordinary n with Foundation th 2022 as part of the 2022/23 - This will be etting, 28 Letter being Olicy and Tree March 2022, ped as part of the s and presented occess., 38
11 Feb 2022 5:02pm Bartlett, Leisa 2 - COMPLETE. 3 - Code of Meeting Practice Policy placed Council Meeting - COMPLETE. 6 - Worksho tracking of further action will continue with the Council Meeting and tracking of further action Funds moved, adjustements to be made in O Report to be presented to March Works Com further action will continue with that report re: Broken Hill. 22 - To be discussed during Buc To be included in Budget workshops in Marci a report to the April Policy & General Commit being scheduled. 31 - Draft Letter with Mayo March Policy and General Committee. 35 - T Meeting and further tracking will be included	ps scheduled for 7&9 March 20 at report resolution - COMPLET n will continue with that report re Juarter 3 budget review report. Imittee. 16 - Site visit has been solution - COMPLETE. 19 - Bu dget workshops in March. 23 - I h. 26 - Report presented to Fet ttee. 28 - Draft Letter with Mayor or for signature. 32 - EOI to be a To be included in Operational PI with resolution of new report - C	22. 7 - Rep E. 9 - Repo esolution - C 13&14 Repo held. 17 - dget worksh Report prep pruary Court port or signat advertised fit an 2022/23 COMPLETE	ort presented to 27/01/22 Council Meeting - int to be presented to March Policy and Gen :OMPLETE. 11 - to be included in Budget V ort to February Council Meeting and tracking Report to be presented to April Works Comm ops to be held in March. 20 - Meeting sche ared for February Council Meeting - COMPL cil Meeting and advertising to occur in February ure. 29 - Report was presented to 27 Janua allowing completion of the Tree Audit. 33 - F workshop. 36 - Report prepared to February 38 - Report presented to 27 January Council Section 20 January Council 39 - Report presented to 27 January Council 30 - Report presented to 27 January Council 31 - Report presented to 27 January Council 32 - Report presented to 27 January Council 33 - Report presented to 27 January Council 33 - Report presented to 27 January Council 33 - Report presented to 27 January Council 34 - Report presented to 27 January Council 35 - Report presented to 27 January Co	COMPLETE. 8 - Report pres- eral Committee Meeting. 10 - vorkshops with a report to Apri of further action will continute hittee. 18 - Report to Februa duled for 21/02/22. 21. Meetin .ETE. 24 - Councillor Briefing .ary. 27 - To be workshopped ry Council Meeting, site visit s Policy workshop being schedul y Council Meeting . 37 - Repo cil Meeting - COMPLETE. 39	ented to February Report prepared fr I Policy & General with that report-C ry Council Meeting g being scheudlec has been held - C with Operational F cheduled for 25/2/ ed. 34 - Report to r prepared to Feb - Report prepared	Council Meeting or February Committee. 12 - OMPLETE. 15 - and tracking of with Foundation OMPLETE. 25 - Plan 2022/23 and 22. 30 - Meeting be presented to ruary Council
Council Meeting and further tracking will be in 23 Mar 2022 3:05pm Bartlett, Leisa 2-COMPLETE, 3-COMPLETE, 4-report regarding public mee Workshops to be arranged for the Complianc presented to Council following the Policy Wo 12-adjustments made in quarter 3 budget rev investigations ongoing, 17-report to be prese Health and Building Committee-COMPLETE, Public Art Policy Workshop held on 10 March letter sent-COMPLETE, 29-Site visit schedul workshop being scheduled, 34-report to be p COMPLETE, 40-COMPLETE	etings to be presented to Counc ce & Enforcement Policy, Debt F rkshop on the Local Orders Poli view report-COMPLETE. 13&14 ented to April Works Committee, , 22-to be discussed at budget v and policy updated as per reso ed-COMPLETE, 30-meeting be	il, 5-COMPL Recovery Po icy. 10-COM -COMPLET 18-COMPL vorkshops in plution-COM ing schedule	ETE, 6- Code of Conduct, Media Realtions licy, Local Orders Policy and Tree Manager IPLETE, 11- report to be presented to the A E, 15-report presented to March Policy and ETE, 19-Budget workshops to be held in Ma March, 23-COMPLETE, 24- COMPLETE, 3 IPLETE, 27-to be workshopped with operatii ad. 31-letter sent-COMPLETE, 32-EOI to be	Policy abnd Social Media Poli nent Policy. 7-COMPLETE, 8 pril Policy & General Committe General Committee-COMPLE arch, 20-Meeting held COMPL 25-to be discussed at budget v onal plan anda report to April F advertised following completic	cy have been work COMPLETE, 9-Re e fopllowing the b TE, 16-Site visit he ETE, 21-Report pr vorkshops in Marc Policy & General C on of the tree audit	eport to be udget workshop. eld and esented to March h, 26-included in ommittee, 28- , 33-Policy
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For Action						
For Action		Division:			1/04/2018	
			dinary Council	Date To: 1	19/05/2022	
		Officer:				
Action Sheets Repo	art	Further Report Requ	ired: Including Further Reports	Printed: Thursday,	, 19 May 2022 12	2:54:52 PM
Астон опессо керо						
12 Any 0000 0:40mm Destiett Laisa						
13 Apr 2022 2:40pm Bartlett, Leisa	ic Forums introduced to	Council Mostings and Foundation	Broken Hill to commence community meetings, B	usiness Ferums already being held		
			2-COMPLETE, 7-COMPLETE, 8-COMLETE, 9-1			
			Budget Workshop, 12-COMPLETE, 8-COMPLETE, 3-COMPLETE,			
			t-COMPLETE, 17-Report to be presented to Cou			
			ed for 26/4/22-COMPLETE, 20-COMPLETE, 21-			
			ETE, 25-included in Councillor Budget Worksho			
			Council Meeting along with the budget report-CO			
			Free Audit, 33-Tree Management Policy currently			
presented to Council,	35-to be included in Cou	uncillor Budget Workshop schedule	d for 26/4/22-COMPLETE, 36-COMPLETE, 37-C	OMPLETE, 38-COMPLETE, 39-CO	OMPLETE, 40-CON	MPLETE
19 May 2022 11:38am Bartlett, Leisa	a l					
			ETE, 9- Councillor Workshop scheduled for 15			
			32-EOI to be advertised following completion of t	he Tree Audit, 33-Tree Managemer	nt Policy currently b	being reviewed
and provided to Counc	cil Meeting, 34 report to b	be presented to Council				
Meeting	Officer/Director	Section	Subject			
Ordinary Council 12/01/2022	Butcher, Lacey	Council Resolution	Council Resolution			
, i	Nankivell, Jay					
Designed						
Resolved						
	ant State Agency r	ogerding the urgent nature of	of fruit fly in Brokon Hill and rogion and	Council roquests advice on a	what action is o	or can bo
That Council writes to the relev	vant State Agency r	regarding the urgent nature o	of fruit fly in Broken Hill and region and	Council requests advice on	what action is o	or can be
	/ant State Agency r	regarding the urgent nature o	of fruit fly in Broken Hill and region and	Council requests advice on v	what action is o	or can be
That Council writes to the relev	/ant State Agency r	egarding the urgent nature o	of fruit fly in Broken Hill and region and	Council requests advice on	what action is o	or can be
That Council writes to the relev	vant State Agency r	egarding the urgent nature o	of fruit fly in Broken Hill and region and	·		
That Council writes to the relev	vant State Agency r	egarding the urgent nature o	of fruit fly in Broken Hill and region and	·	what action is o	
That Council writes to the relev	vant State Agency r	egarding the urgent nature o	of fruit fly in Broken Hill and region and	·		
That Council writes to the releve taken to address the issue.	vant State Agency r	egarding the urgent nature o	of fruit fly in Broken Hill and region and	·		
That Council writes to the relevent taken to address the issue.	vant State Agency r	egarding the urgent nature o	of fruit fly in Broken Hill and region and	·		
That Council writes to the relev taken to address the issue. 21 Jan 2022 6:35pm Bartlett, Leisa Letter being drafted. 15 Feb 2022 11:24am Bartlett, Leisa			, ,		CARRIED UNA	
That Council writes to the relev taken to address the issue. 21 Jan 2022 6:35pm Bartlett, Leisa Letter being drafted. 15 Feb 2022 11:24am Bartlett, Leisa			of fruit fly in Broken Hill and region and irranged with Landcare Broken Hill to discuss a c		CARRIED UNA	
That Council writes to the relev taken to address the issue. 21 Jan 2022 6:35pm Bartlett, Leisa Letter being drafted. 15 Feb 2022 11:24am Bartlett, Leisa			, ,		CARRIED UNA	
That Council writes to the relev taken to address the issue. 21 Jan 2022 6:35pm Bartlett, Leisa Letter being drafted. 15 Feb 2022 11:24am Bartlett, Leisa Information provided in Question on N 24 Mar 2022 5:37pm Bartlett, Leisa	lotice Report to February	y Council Meeting. Meeting being a	, ,	ommunity approach to combating f	CARRIED UNA	
That Council writes to the relevent taken to address the issue.	lotice Report to February	y Council Meeting. Meeting being a	rranged with Landcare Broken Hill to discuss a c	ommunity approach to combating f	CARRIED UNA	
That Council writes to the relev taken to address the issue. 21 Jan 2022 6:35pm Bartlett, Leisa Letter being drafted. 15 Feb 2022 11:24am Bartlett, Leisa Information provided in Question on N 24 Mar 2022 5:37pm Bartlett, Leisa	lotice Report to February	y Council Meeting. Meeting being a	rranged with Landcare Broken Hill to discuss a c	ommunity approach to combating f	CARRIED UNA	
That Council writes to the relevent taken to address the issue. 21 Jan 2022 6:35pm Bartlett, Leisa Letter being drafted. 15 Feb 2022 11:24am Bartlett, Leisa Information provided in Question on N 24 Mar 2022 5:37pm Bartlett, Leisa Meeting held with Landcare Broken HI 19 May 2022 11:42am Bartlett, Leisa	lotice Report to February	y Council Meeting. Meeting being a	rranged with Landcare Broken Hill to discuss a c	ommunity approach to combating f	CARRIED UNA	
That Council writes to the relevent taken to address the issue. 21 Jan 2022 6:35pm Bartlett, Leisa Letter being drafted. 15 Feb 2022 11:24am Bartlett, Leisa Information provided in Question on N 24 Mar 2022 5:37pm Bartlett, Leisa Meeting held with Landcare Broken HI 19 May 2022 11:42am Bartlett, Leisa	lotice Report to February	y Council Meeting. Meeting being a	rranged with Landcare Broken Hill to discuss a c	ommunity approach to combating f	CARRIED UNA	
That Council writes to the relevent taken to address the issue. 21 Jan 2022 6:35pm Bartlett, Leisa Letter being drafted. 15 Feb 2022 11:24am Bartlett, Leisa Information provided in Question on N 24 Mar 2022 5:37pm Bartlett, Leisa Meeting held with Landcare Broken Hi 19 May 2022 11:42am Bartlett, Leisa No change in status.	lotice Report to February ill and joint approach to i a Officer/Director	y Council Meeting. Meeting being a increase community awareness will Section	Irranged with Landcare Broken Hill to discuss a c be undertaken prior to the next Fruit Fly season. Subject	ommunity approach to combating f	CARRIED UNA	
That Council writes to the relevent taken to address the issue. 21 Jan 2022 6:35pm Bartlett, Leisa Letter being drafted. 15 Feb 2022 11:24am Bartlett, Leisa Information provided in Question on N 24 Mar 2022 5:37pm Bartlett, Leisa Meeting held with Landcare Broken HI 19 May 2022 11:42am Bartlett, Leisa No change in status.	I lotice Report to February ill and joint approach to i a Officer/Director Nankivell, Jay	y Council Meeting. Meeting being a	rranged with Landcare Broken Hill to discuss a c be undertaken prior to the next Fruit Fly season.	ommunity approach to combating f	CARRIED UNA	
That Council writes to the relevent taken to address the issue. 21 Jan 2022 6:35pm Bartlett, Leisa Letter being drafted. 15 Feb 2022 11:24am Bartlett, Leisa Information provided in Question on N 24 Mar 2022 5:37pm Bartlett, Leisa Meeting held with Landcare Broken Hi 19 May 2022 11:42am Bartlett, Leisa No change in status. Meeting Ordinary Council 27/01/2022	lotice Report to February ill and joint approach to i a Officer/Director	y Council Meeting. Meeting being a increase community awareness will Section	Irranged with Landcare Broken Hill to discuss a c be undertaken prior to the next Fruit Fly season. Subject	ommunity approach to combating f	CARRIED UNA	
That Council writes to the relevent taken to address the issue. 21 Jan 2022 6:35pm Bartlett, Leisa Letter being drafted. 15 Feb 2022 11:24am Bartlett, Leisa Information provided in Question on N 24 Mar 2022 5:37pm Bartlett, Leisa Meeting held with Landcare Broken Hi 19 May 2022 11:42am Bartlett, Leisa No change in status.	I lotice Report to February ill and joint approach to i a Officer/Director Nankivell, Jay	y Council Meeting. Meeting being a increase community awareness will Section	Irranged with Landcare Broken Hill to discuss a c be undertaken prior to the next Fruit Fly season. Subject	ommunity approach to combating f	CARRIED UNA	
That Council writes to the relevent taken to address the issue. 21 Jan 2022 6:35pm Bartlett, Leisa Letter being drafted. 15 Feb 2022 11:24am Bartlett, Leisa Information provided in Question on N 24 Mar 2022 5:37pm Bartlett, Leisa Meeting held with Landcare Broken Hi 19 May 2022 11:42am Bartlett, Leisa No change in status. Meeting Ordinary Council 27/01/2022	I lotice Report to February ill and joint approach to i a Officer/Director Nankivell, Jay	y Council Meeting. Meeting being a increase community awareness will Section	Irranged with Landcare Broken Hill to discuss a c be undertaken prior to the next Fruit Fly season. Subject	ommunity approach to combating f	CARRIED UNA	

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For Action		Division: Committee: Ordina Officer:	ary Council	Date From:         1/04/2018           Date To:         19/05/2022	
Action Sheets Rep	port	Further Report Require	ed: Including Further Reports	Printed: Thursday, 19 May 2022 12:54	:52 PM
				utlined in the report, in accordance with the propose panded should an opportunity present.	d Air
3. That Council negotiate a	any commercial incentive pr	ovided to the "Subject Air	rline" with our current provider to	o ensure fairness and equity.	
				C	ARRIED
11 Feb 2022 3:22pm Bartlett, Lei Negotiations have commenced as 24 Mar 2022 5:38pm Bartlett, Lei Continuing. Air Services Agreeme 19 May 2022 11:43am Bartlett, Lei Air Services Agreement with Qanta	per the Council resolution. sa nt to be finalised. sisa				
Meeting	Officer/Director	Section	Subject		
Ordinary Council 23/02/2022	Nu'man, Razija Repo Nankivell, Jay		DISCLOSURE OF INTEREST	RETURNS	
Resolved					
	y Council Report No. 27/22				
	ne submission of the require ncillor Hayley Jewitt.	d Disclosure of Interest F	Returns by Deputy Mayor Counc	illor Jim Hickey, Councillor Michael Boland, Council	lor Alan
,,					
		Disclosures by Councillo	ors and Designated Persons be	in accordance with the provisions of the Local Gove	rnment
3. That access to Cou		Disclosures by Councille	ors and Designated Persons be	in accordance with the provisions of the <i>Local Gove</i> CARRIED UNANIN	
<ol> <li>That access to Cou Act 1993 and other</li> <li>25 Feb 2022 9:30am Bartlett, Leis</li> </ol>	relevant legislation.	Disclosures by Councille	ors and Designated Persons be		
3. That access to Cou Act 1993 and other	relevant legislation. sa I's website.	Disclosures by Councille	ors and Designated Persons be		

Attachment 1 Action List

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For Action	Division: Committee: Ordinary Council Officer:	Date From:         1/04/2018           Date To:         19/05/2022
Action Sheets Report	Further Report Required: Including Further Reports	Printed: Thursday, 19 May 2022 12:54:52 PM

Meeting	Officer/Director		Section	Subject
Ordinary Council 23/02/2022	Bartlett, Leisa Nankivell, Jay	Reports		DELEGATIONS OF FUNCTIONS
<u>Resolved</u>				
1. That Broken Hill City Coun	cil Report No. 28/2	22 dated Februa	ary 10, 2022, be re	eceived.
2. That That Council notes the	e Schedule of Dele	egable Functior	ns for the Broken I	Hill City Council attached to this report at Attachment 1.
3. That Broken Hill City Count report at Attachment 2.	cil delegate to the	Mayor of the B	roken Hill City Co	uncil, the Functions in accordance with the Instruments of Delegation attached to this
4. That Broken Hill City Count this report at Attachment 3.		Deputy Mayor	of the Broken Hill	City Council, the Functions in accordance with the Instruments of Delegation attached to
5. That Broken Hill City Coun- to this report at Attachment		General Manag	ger of the Broken I	Hill City Council, the Functions in accordance with the Instruments of Delegation attached
				CARRIED UNANIMOUSLY
21 Mar 2022 8:55am Bartlett, Leisa Delegations have been issued to the N 19 May 2022 11:44am Bartlett, Leisa No change in status.		nd General Manage	er. Staff delegations to	o be issued.
Meeting	Officer/Director		Section	Subject
Ordinary Council 23/02/2022	Nu'man, Razija Nankivell, Jay	Reports		ADOPTION OF DRAFT AGENCY INFORMATION GUIDE
<u>Resolved</u>				
1. That Broken Hill City Coun	cil Report No. 40/2	22 dated Janua	ry 19, 2022, be re	ceived.
2. That Council adopt the Dra	ft Agency Informa	tion Guide.		
3. That Council develop a stra	ategy for proactive	release of info	rmation within the	review period for the Agency Information Guide of not more than 12 months.
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For Action		Division: Committee: Officer:	Ordinary	Council	Date From: Date To:	1/04/2018 19/05/2022	
Action Sheets Rep	port		t Required:	Including Further Reports	Printed: Th	ursday, 19 May 2022	2 12:54:52 PM
						CARRIED U	INANIMOUSLY
21 Mar 2022 3:43pm Bartlett, Leis							
Strategy for proactive release will for 18 May 2022 4:44pm Rolton, Mich	helle	n.					
Agency Information Guide adopted	and placed on Council's website.						
Meeting Ordinary Council 23/02/2022	Officer/Director Andrews, Anne Repor	Section		Subject TOURISM INDUSTRY AND	O VISITOR ECONOMY BODY		
	Nankivell, Jay						
Resolved							
1. That Broken Hill City Co	uncil Report No. 56/22 dated	January 28, 20	22, be rec	eived.			
·			· · ·				
<ol><li>That Council notes the T driven tourism organisati</li></ol>	ourism Taskforce recommen on for the Far West NSW reg					development of a	n industry
<u> </u>		-	.ou in the i	officiation of Bootination Bri			
3. That Council continues t	to collaborate with the touris	n industry.					
4. That Council notes the e Dollar by the Foundation	establishment of Business Fa n Broken Hill to coordinate b				000 from the 2021/2022 Bud	lget to be matched	Dollar for
5. That Business Far West	provides Council with a six-r	nonthly financial	and activi	ty report.			
6. That Council accepts an	advisory position on Busines	s Far West.					
7. That Council receives a l	bi-monthly activity report.						
8. That the tourism marketing	ng budget be sent to the app	ropriate Standin	g Committ	ee for determination.			
9. That the appropriate Star Broken Hill Regional Tou	nding Committee investigate Irism Association Section 35		gement st	ructure and possibly set up	an organisation based on th	e same principles	as the former
						CARRIED U	INANIMOUSLY
23 Mar 2022 2:57pm Bartlett, Leis	sa						
	West to provide seed funding of \$2	0K. A bi-monthly ec	conomic dev	elopment report to be presented to	o the April Policy and General Comr	nittee meeting.	
nfoCouncil							

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For Action	Division: Committee: Ordinary Council Officer:	Date From: Date To:	1/04/2018 19/05/2022	
Action Sheets Report	Further Report Required: Including Further Reports	Printed: Thursday	y, 19 May 2022	12:54:52 PM
This action will be included in the Draft Economic Development Strategy	which will be presented to Councillors at a Councillor Briefing scheduled for 9 June 20	022.		

### Meeting Officer/Director Section Subject Ordinary Council 23/02/2022 Reports CONSULTATION - PROPOSED CREEDON STREET OPEN SPACE Nu'man, Razija Nankivell, Jay Resolved 1. That Broken Hill City Council Report No. 45/22 dated February 11, 2022, be received. 2. That identified Aboriginal organisations be invited to take part in consultation. 3. That an engagement plan be written in consultation with Traditional Owners. 4. That the engagement is conducted utilising the timing, facilities, activities and events identified by the community CARRIED UNANIMOUSLY 23 Mar 2022 3:17pm Bartlett, Leisa Letter drafted to Crown Lands to ascertain the permissable usage for land in the area identified in Creedon Street. 18 May 2022 5:09pm Devlin, Dionne Letter to Crown Lands sent on 03/05/2022. No response received as yet. Meeting Officer/Director Section Subject MINUTES OF THE BROKEN HILL REGIONAL ART GALLERY ADVISORY COMMITTEE MEETING Ordinary Council 23/02/2022 Nu'man, Razija Committee Reports HELD 30 NOVEMBER 2021 Nankivell, Jay Resolved 1. That Broken Hill City Council Report No. 51/22 dated February 4, 2022, be received. 2. That minutes of the Broken Hill Regional Art Gallery Advisory Committee Meeting held 30 November 2021 be received and noted.

3. That Council re-name the 'Broken Hill Regional Art Gallery' to 'Broken Hill City Art Gallery.'

CARRIED

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1/04/2018

### 20 Apr 2022 10:54am Bartlett, Leisa

Updating of the Gallery's name on social media and physical signage will be completed by the reopening date of 27 May 2022.

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ACTION LIST REPORT

		Division: Committee: Officer:	Ordinary Council	Date From:         1/04/2018           Date To:         19/05/2022
Action Sheets Rep	port	Further Report I	Required: Including Further Reports	Printed: Thursday, 19 May 2022 12:54:52 PM
19 May 2022 11:47am Bartlett, Le No change in status - will be compl		ery reopening.		
Meeting	Officer/Director	Section	Subject	
Ordinary Council 23/02/2022	Nankivell, Jay Nankivell, Jay	Confidential Matters	LEGAL EXPENDITURE - CIVIC C	ENTRE OMBUDSMAN'S REPORT
Resolved				
2. That the General Manag Council's approval to do		act the Auditor General to	investigate the legality of the expenditure	to defend the Ombudsman's report in the absence of
				CARRIED UNANIMOUSLY
24 Mar 2022 5:35pm Bartlett, Leis Communication initiated with the A 19 May 2022 11:47am Bartlett, Le No change in status.	udit Office to commence th	e investigation and the best co	urse of action.	CARRIED UNANIMOUSLY
Communication initiated with the A 19 May 2022 11:47am Bartlett, Le No change in status.	udit Office to commence th eisa			CARRIED UNANIMOUSLY
Communication initiated with the A 19 May 2022 11:47am Bartlett, Le	udit Office to commence th	e investigation and the best co Section Confidential Matters	urse of action.  Subject WRITE OFF BAD DEBT - 564-638	
Communication initiated with the A 19 May 2022 11:47am Bartlett, Le No change in status. Meeting	udit Office to commence th eisa Officer/Director Nankivell, Jay	Section	Subject	
Communication initiated with the A 19 May 2022 11:47am Bartlett, Le No change in status. Meeting Ordinary Council 23/02/2022 Resolved 1. That Broken Hill City Co	udit Office to commence th eisa Officer/Director Nankivell, Jay Nankivell, Jay Duncil Report No. 57/2 ne write off of \$61,302	Section Confidential Matters 2 dated February 18, 20	Subject WRITE OFF BAD DEBT - 564-638 22, be received.	
Communication initiated with the A 19 May 2022 11:47am Bartlett, Le No change in status. Meeting Ordinary Council 23/02/2022 Resolved 1. That Broken Hill City Co 2. That Council approve th subject to legal confirma	udit Office to commence th eisa Officer/Director Nankivell, Jay Nankivell, Jay ouncil Report No. 57/2 www.ite off of \$61,302 ation. he General Manager	Section Confidential Matters 2 dated February 18, 20 .29 in relation to the land	Subject WRITE OFF BAD DEBT - 564-638 22, be received. 1 at 564-638 Barrier Highway, in accordan	Barrier Highway

Attachment 1 Action List

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For Action		Division: Committee: Ordinary Co	puncil	Date From:         1/04/2018           Date To:         19/05/2022
Action Sheets Repo	ort	Officer: Further Report Required: 1	ncluding Further Reports	Printed: Thursday, 19 May 2022 12:54:52 PM
below and accrued since	have been settled.	action for the full recoverable debi mail updates to Councillors regardi		ts, until all outstanding rates and charges as listed an.
				CARRIEL
23 Mar 2022 3:15pm Bartlett, Leisa In progress. 19 Apr 2022 3:46pm Bartlett, Leisa Update provided at the May Ordinary				
Meeting	Officer/Director	Section	Subject	
Ordinary Council 30/03/2022	Howard, Codie Nankivell, Jay	Works Committee Reports		IC COMMITTEE - MEETING NO.422, HELD ON TUESDAY, 8
Resolved				
1. That Broken Hill City Cou	ncil Report No. 70/2	2 dated March 9, 2022, be received	I.	
2. That the minutes of the Lo	ocal Traffic Committe	ee – Meeting No.422, held on Tues	day, 8 March 2022 be received	
3 That Council notes the ad				nding to upgrade safety around school zones with work
already commenced to up	the need for additio	nal traffic safety at Burke Ward Scl		cations with Transport NSW (as Rakow Street is a or any upgrades would be presented to the Broken Hill
already commenced to up State Highway) regarding	the need for additio	nal traffic safety at Burke Ward Scl		
already commenced to up State Highway) regarding Traffic Committee for reco 19 Apr 2022 3:06pm Bartlett, Leisa Concerns with traffic control at Burke 19 May 2022 11:49am Bartlett, Leis	the need for additio ommendation to Cou Ward School have been	nal traffic safety at Burke Ward Scl	nool and that the requirements t ng. Discussions on-going on specifics (	or any upgrades would be presented to the Broken Hill CARRIED UNANIMOUSLY f requests with Burke Ward Public School.
already commenced to up State Highway) regarding Traffic Committee for reco 19 Apr 2022 3:06pm Bartlett, Leisa Concerns with traffic control at Burke 19 May 2022 11:49am Bartlett, Leis	the need for additio ommendation to Cou Ward School have been	nal traffic safety at Burke Ward Sch ncil. discussed at April Traffic Committee meetin	nool and that the requirements t ng. Discussions on-going on specifics (	or any upgrades would be presented to the Broken Hill CARRIED UNANIMOUSLY f requests with Burke Ward Public School.

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		Division: Committee: Ordinary Co Officer:	uncil	Date From: Date To:	1/04/2018 19/05/2022		
<b>Action Sheets Rep</b>	ort	Further Report Required: Ir	ncluding Further Reports	Printed: Thursday	y, 19 May 2022	12:54:52 PM	
Resolved							
1. That Broken Hill City Cou	uncil Report No. 71/22	2 dated March 11, 2022, be receive	d.				
<ol> <li>That Council note the initiation of a Council developed Liveability &amp; Housing Strategy to support advocacy and assist in the identification and resourcing to improve livability within the City.</li> </ol>							
3. That Council continues to	o support the work of	the Foundation Broken Hill Project	Officer to identify and research im	proved childcare.			
4. That Council partners wit	h Foundation Broken	Hill to advocate for additional servi	ces for the expansion of services.				
<ol> <li>That Council writes to the increasing childcare avail</li> </ol>		& State Ministers as well as Local	Members, The Honorable Mark C	oulton and Mr Roy Butler	r to reinforce th	he urgency of	
6. That the Mayor and Cour	ncillors meet with the	Federal Member when he is next ir	Broken Hill, to discuss the issue.				
					CARRIED UN	NANIMOUSLY	
20 Apr 2022 10:56am Bartlett, Leis	sa						
20 Apr 2022 10:56am Bartlett, Leis Letters being drafted. 18 May 2022 5:12pm Devlin, Dionr	ne						
Letters being drafted. 18 May 2022 5:12pm Devlin, Dionr	ne	5/2022. The additional letters to Federal and	State Minister and Members have been o	irafted and will be forwarded fo	llowing the Feder	al Election.	
Letters being drafted. 18 May 2022 5:12pm Devlin, Dionr	ne	5/2022. The additional letters to Federal and Section Health and Building Committee Reports	State Minister and Members have been of Subject				
Letters being drafted. 18 May 2022 5:12pm Devlin, Dionr Letter sent to Travis Nadge at Found Meeting	dation Broken Hill on 03/05 Officer/Director Bartlett, Leisa	Section	Subject				
Letters being drafted. <b>18 May 2022 5:12pm Devlin, Dionr</b> Letter sent to Travis Nadge at Found Meeting Ordinary Council 30/03/2022 <u>Resolved</u>	ne dation Broken Hill on 03/05 Officer/Director Bartlett, Leisa Nankivell, Jay	Section	Subject MINUTES OF THE BROKEN HILL LEA				
Letters being drafted. <b>18 May 2022 5:12pm Devlin, Dionr</b> Letter sent to Travis Nadge at Found Meeting Ordinary Council 30/03/2022 <u>Resolved</u> 1. That Broken Hill City Cou	ne dation Broken Hill on 03/05 Officer/Director Bartlett, Leisa Nankivell, Jay Incil Report No. 73/22	Section Health and Building Committee Reports	Subject MINUTES OF THE BROKEN HILL LEA				
Letters being drafted. <b>18 May 2022 5:12pm Devlin, Dionr</b> Letter sent to Travis Nadge at Found <b>Meeting</b> Ordinary Council 30/03/2022 <b>Resolved</b> 1. That Broken Hill City Cou 2. That the minutes of the B	ne dation Broken Hill on 03/05 Officer/Director Bartlett, Leisa Nankivell, Jay uncil Report No. 73/22 Broken Hill Lead Refe	Section Health and Building Committee Reports 2 dated February 2, 2022, be receiv	Subject MINUTES OF THE BROKEN HILL LEA red. ovember 2021, be received	AD REFERENCE GROUP MEE	ETING HELD 18 N	IOVEMBER 2022	
Letters being drafted. <b>18 May 2022 5:12pm Devlin, Dionr</b> Letter sent to Travis Nadge at Found <b>Meeting</b> Ordinary Council 30/03/2022 <b>Resolved</b> 1. That Broken Hill City Cou 2. That the minutes of the B 3. That the Lead Reference 4. That Council approaches to Broken Hill pipeline be	e dation Broken Hill on 03/05 Officer/Director Bartlett, Leisa Nankivell, Jay Incil Report No. 73/22 Broken Hill Lead Refe Group be invited to g the local State and F	Section Health and Building Committee Reports 2 dated February 2, 2022, be receiv rence Group for Meeting held 18 No	Subject MINUTES OF THE BROKEN HILL LEA red. ovember 2021, be received t a Councillor Briefing regarding th Minister to request that the current e able to afford to green the City's	AD REFERENCE GROUP MEE ne current status of lead l t water subsidy for the co	ETING HELD 18 N levels in Broke	NOVEMBER 2022 In Hill. he Wentworth	
Letters being drafted. <b>18 May 2022 5:12pm Devlin, Dionr</b> Letter sent to Travis Nadge at Found Meeting Ordinary Council 30/03/2022 <u>Resolved</u> 1. That Broken Hill City Cou 2. That the minutes of the B 3. That the Lead Reference 4. That Council approaches to Broken Hill pipeline be	e dation Broken Hill on 03/05 Officer/Director Bartlett, Leisa Nankivell, Jay Incil Report No. 73/22 Broken Hill Lead Refe Group be invited to g the local State and F	Section Health and Building Committee Reports 2 dated February 2, 2022, be receiv rence Group for Meeting held 18 No give a presentation to Councillors a Federal Members and the relevant I for Council and the community to be	Subject MINUTES OF THE BROKEN HILL LEA red. ovember 2021, be received t a Councillor Briefing regarding th Minister to request that the current e able to afford to green the City's	AD REFERENCE GROUP MEE ne current status of lead l t water subsidy for the co	ETING HELD 18 N levels in Broke	NOVEMBER 2022 In Hill. he Wentworth	

For Action		Division: Committee: Ordinary Co	uncil	Date From: Date To:	1/04/2018 19/05/2022
Astisu Chasta Day		Officer: Further Report Required: Ir	icluding Further Reports	Printed: Thursda	ay, 19 May 2022 12:54:52 PM
Action Sheets Rep	ort				-,,
					CARRIED UNANIMOUSLY
12 Apr 2022 4:23pm Bartlett, Leisa					
Letter being drafted and will be sent	after the Federal Election	l.			
Meeting	Officer/Director	Section	Subject		
			MATTER OF URGENCY RAISED AT HE	ALTH AND BUILDING CO	MMITTEE MEETING - PROPOSED
Ordinary Council 30/03/2022	Nu'man, Razija	Health and Building Committee Reports	CWA MURAL AT 163 ARGENT STREET	F, BROKEN HILL	
	Nankivell, Jay				
<u>Resolved</u>					
	La (22 data d Marak	25 2022 he meaning d			
1. That Councillors Report I	No. 722 dated March	25, 2022, be received.			
2. Broken Hill City Council b	be provided with a re	port about the process to approve th	ne DA as submitted by the CWA Bro	oken Hill Branch for a	Public Art Mural at 163
Argent Street, Broken Hil		· · · · · · · · · · · · · · · · · · ·			
3. That approval be given for	r the Mural to be co	mpleted by end of September 2023 s	subject to the required processes.		
4 That Broken Hill City Cou	ncil contribute the si	um of \$5000.00 as a good will gift to	enable the Mural to be completed t	o cover rising costs si	nce the original application
		ouncil following the previous terrible		0 00101 113119 00313 31	nee the original application
	, i i i i i i i i i i i i i i i i i i i	<b>5</b> 1			
					CARRIED
06 Apr 2022 3:06pm Brealey, Jodi					
		em 4 how \$5,000 is in the process of being pa lealth & Building Committee regarding the pro		nunity Safety division will ac	ivise of DA process in further
Meeting	Officer/Director	Section	Subject		
Ordinary Council 30/03/2022	Butcher, Lacey	Policy And General Reports	MATTER OF URGENCY RAISED AT PC CONFERENCE MOTION - BAN ON DEV COUNCILLORS		
	Nankivell, Jay		COUNCILLORS		
Resolved					
Kesoweu					

1. That Councillors Report No. /22 dated March 25, 2022, be received.

ACTION LIST REPORT

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		Officer:	ary Council	Date From: Date To:	1/04/2018 19/05/2022
Action Sheets Repo	rt	Further Report Required	d: Including Further Reports	Printed: Thursda	ay, 19 May 2022 12:54:52 PM
2. Broken Hill City Council for real estate agents and thei			e resolution, passed at the LGNSW confe ncillors.	erence to adopt a pol	icy that wants to preclude
3. That the motion be resubm from serving as Councillors		al Government NSW cal	lls on the Premier of NSW and the Minist	er for Local Governm	ent to ban Developers only
4. That it is noted that BHCC	supports the rights of all t	o represent Local Gover	nment if they meet the current Legislative	e requirements.	
new motion due to the fact if the current motion was p	that Real Estate Agents a assed to Legislation and t	are an integral part of all l that if passed then it high	NSW Regional councils and Shires reque Regional/Country councils and shires an lights the huge divide between Regional City Council and Shires Association.	d that our Councils w	ould be dramatically affected
6. That Broken Hill City Coun to the Premier and Minister			e Australian Property Institute NSW requ otion to pass to Legislation.	lesting their support ir	n the form of representation
7. That the motion be referred	d also to the Western Divi	sion Councils mid-term n	neeting to be held in Cobar on 1-3 May 2	2022.	
					CARRIED UNANIMOUSLY
12 Apr 2022 4:42pm Bartlett, Leisa Letters being drafted. 19 May 2022 11:53am Bartlett, Leisa		tern Division Councils Mid-Ten	m Conference. Council's motion to the October 20	22 LGNSW Conference wi	II be submitted once motions open.
	0// (D' t	Section	Subject		
	Officer/Director				
All letters sent as per Council resolutio		s Committee Reports	NOMINATIONS FOR MEMBERSHIP ON STEERING GROUP	THE PROJECT CONSULT	ATIVE GROUP-PROJECT
All letters sent as per Council resolutio	Bartlett, Leisa Works	s Committee Reports	NOMINATIONS FOR MEMBERSHIP ON	THE PROJECT CONSULT	ATIVE GROUP-PROJECT
All letters sent as per Council resolution Meeting Ordinary Council 27/04/2022	Bartlett, Leisa Works Nankivell, Jay	·	NOMINATIONS FOR MEMBERSHIP ON STEERING GROUP	THE PROJECT CONSULT	ATIVE GROUP-PROJECT

Attachment 1 Action List

InfoCouncil

ACTION LIST REPORT

For Action			ry Council	Date From: Date To:	1/04/2018 19/05/2022	
Action Sheets Rep	ort	Officer: Further Report Required	Including Further Reports	Printed: Thursda	ay, 19 May 2022	12:54:52 PM
		consultative Group-Project Steeri up can commence meetings.	ing Group be amended to reduce th	ne number of community re	epresentatives f	from six (6) t
					CARRIED UN	VANIMOUS
I3 May 2022 4:34pm Bartlett, Leis Ferms of Reference updated and ne		eir appointment to the Group. The inau	gural meeting will be arranged soon. COMP	LETE		
Veeting	Officer/Director	Section	Subject			
Drdinary Council 27/04/2022	Bartlett, Leisa Nankivell, Jay	Works Committee Reports	NOMINATIONS FOR MEMBERSH STEERING GROUP	IP ON THE GATEWAY SIGNAGE	E ADVISORY GRO	UP-PROJECT
Resolved						
That Broken Hill City Cou	uncil Report No. 81/2	2 dated April 4, 2022, be receive	ad			
. That broken this city cot			eu.			
		rnard Williams, Mr Ray Johnston nity representatives on the Gatev	n and way Signage Advisory Group–Proje	ect Steering Group.		
				ect Steering Group.	CARRIED UN	VANIMOUS
Ms Ghislaine Barbe be a	ppointed as commu			ect Steering Group.	CARRIED UN	VANIMOUS
Ms Ghislaine Barbe be a 3 May 2022 4:36pm Bartlett, Leis	ppointed as commu		way Signage Advisory Group–Proj€	ect Steering Group.	CARRIED UN	VANIMOUS
Ms Ghislaine Barbe be a 3 May 2022 4:36pm Bartlett, Leis lew members have been notified of	ppointed as commun	nity representatives on the Gatev Group. The inaugural meeting will be ar	way Signage Advisory Group–Proje ranged soon. COMPLETE	ect Steering Group.	CARRIED UN	VANIMOUS
Ms Ghislaine Barbe be a 3 May 2022 4:36pm Bartlett, Leis lew members have been notified of	ppointed as commu	nity representatives on the Gatev	way Signage Advisory Group–Proje ranged soon. COMPLETE Subject			VANIMOUS
Ms Ghislaine Barbe be a 3 May 2022 4:36pm Bartlett, Leis lew members have been notified of fleeting	ppointed as commun	nity representatives on the Gatev Group. The inaugural meeting will be ar	way Signage Advisory Group–Proje ranged soon. COMPLETE	OR GALENA/MERCURY/TALC S		NANIMOUS
Ms Ghislaine Barbe be a 3 May 2022 4:36pm Bartlett, Leis lew members have been notified of Teeting prdinary Council 27/04/2022	ppointed as commun a f their appointment to the Officer/Director Howard, Codie	nity representatives on the Gatev Group. The inaugural meeting will be an Section	way Signage Advisory Group–Proje ranged soon. COMPLETE Subject T22/2 REQUEST FOR TENDER FO	OR GALENA/MERCURY/TALC S		SUOMINAN
Ms Ghislaine Barbe be a <b>3 May 2022 4:36pm Bartlett, Leis</b> lew members have been notified of Meeting Ordinary Council 27/04/2022 Resolved	ppointed as commun a f their appointment to the Officer/Director Howard, Codie Nankivell, Jay	nity representatives on the Gatev Group. The inaugural meeting will be an Section	way Signage Advisory Group–Proje ranged soon. COMPLETE Subject T22/2 REQUEST FOR TENDER F RECONSTRUCTION AND ROUNE	OR GALENA/MERCURY/TALC S		VANIMOUS
Ms Ghislaine Barbe be a <b>13 May 2022 4:36pm Bartlett, Leis</b> New members have been notified of Meeting Ordinary Council 27/04/2022 Resolved 1. That Broken Hill City Cou	ppointed as commun f their appointment to the Officer/Director Howard, Codie Nankivell, Jay uncil Report No. 82/2 Request for Tender	Arrity representatives on the Gatew Group. The inaugural meeting will be an Section Works Committee Reports 22 dated April 11, 2022, be receiv for Galena/ Mercury/ Talc Street	way Signage Advisory Group–Proje ranged soon. COMPLETE Subject T22/2 REQUEST FOR TENDER F RECONSTRUCTION AND ROUNE	OR GALENA/MERCURY/TALC S DABOUT INSTALLATION	TREET ROAD	
Ms Ghislaine Barbe be a 13 May 2022 4:36pm Bartlett, Leis New members have been notified of Meeting Ordinary Council 27/04/2022 Resolved 1. That Broken Hill City Cou 2. That Council note T22/2	ppointed as commun f their appointment to the Officer/Director Howard, Codie Nankivell, Jay uncil Report No. 82/2 Request for Tender	Arrity representatives on the Gatew Group. The inaugural meeting will be an Section Works Committee Reports 22 dated April 11, 2022, be receiv for Galena/ Mercury/ Talc Street	way Signage Advisory Group–Proje ranged soon. COMPLETE Subject T22/2 REQUEST FOR TENDER FO RECONSTRUCTION AND ROUNE ved.	OR GALENA/MERCURY/TALC S DABOUT INSTALLATION	TREET ROAD	

For Action		Division: Committee: Officer:	Ordinary (	Council	Date From: Date To:	1/04/2018 19/05/2022	
Action Sheets Repo	rt		equired:	Including Further Reports	Printed: Thursday	y, 19 May 2022	12:54:52 PM
					· · · · · · · · · · · · · · · · · · ·		
				gle qualified contractor as per § ory result would not be achieved			993, being that
<ol> <li>That Council delegate to the money' and in accordance</li> </ol>				der and commence works if the	negotiated contract is consid	dered to be 'va	alue for
5. That Council note that if a Transport for NSW.	suitable contractor o	cannot be sourced to cor	nplete th	e works within an acceptable tin	neframe, Council may be req	uired to return	n the funds to
						CARRIED UI	NANIMOUSLY
19 May 2022 11:56am Bartlett, Leisa							
Suitable contractor has been sourced,		eing reported to the May Coun	cil Meeting.	COMPLETE			
Meeting	Officer/Director	Section		Subject			
Ordinary Council 27/04/2022	Nieuwoudt, Kobus Nankivell, Jay	Health and Building Committ	ee Reports		EDERATION WAY		
Resolved	Numeric, ouy						
1. That Broken Hill City Cour	сії керогі іло. 83/22	2 dated April 5, 2022, be	received				
2. That Council note the upda	ate on the acquisitio	n of Federation Way.					
<ol> <li>That at this point in time C determination of Native Tit</li> </ol>				er due to the unknown legal cost olved.	s and compensation costs a	ssociated with	n the
<ol> <li>That Council writes to the Lands give a guarantee of</li> </ol>				I continue with the process to a Title determination.	cquire Federation Way if the	Department o	f Crown
							CARRIE
19 May 2022 11:58am Bartlett, Leisa							
Discussions to be held with Crown La							
	Officer/Director	Section		Subject			
Meeting							
Meeting Ordinary Council 27/04/2022	Nieuwoudt, Kobus	Health and Building Committ	ee Reports	PROPOSED CWA MURAL AT 16	3 ARGENT STREET, BROKEN HIL	L	
		Health and Building Committ	ee Reports	PROPOSED CWA MURAL AT 16	3 ARGENT STREET, BROKEN HIL	L	
	Nieuwoudt, Kobus	Health and Building Committ	ee Reports	PROPOSED CWA MURAL AT 16	3 ARGENT STREET, BROKEN HIL	L	Page 30 of

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### 19 May 2022 1:37pm Bartlett, Leisa

**Action Sheets Report** 

An email was sent to the CWA providing information on the Development Application Process. A meeting was also held on 2 May 2022 with the artist and a CWA representative to go through the required information that needs to be submitted with a DA and also the DA process. The CWA were encouraged to Contact Council's Planning Team for any further assistance/guidance. Staff offered the CWA a preplanning meeting once they have gathered the required information and are ready to submit a DA. At this stage a new DA has not been submitted.

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/04/2022	Nu'man, Razija Nankivell, Jay	Health and Building Committee Reports	AGEING WELL S355 COMMITTEE
<u>Resolved</u>			
1. That Broken Hill City Cou	uncil Report No. 85/2	2 dated April 6, 2022, be received.	
		0 0	ection 355 Committee, with amendment to the membership to include LiveBetter relevant agencies (as determined by Councillor Browne in consultation with the

- 3. That Council appoints Councillors Page, Gallagher and Algate as Council's Delegates on the Ageing Well Section 355 Committee.
- 4. That Council advertises for community representatives on the Ageing Well Section 355 Committee, and nominations be presented to a future Council Meeting for appointment.

CARRIED UNANIMOUSLY

### 06 May 2022 5:34pm Bartlett, Leisa Constitution adopted and advertising commenced for community representatives. COMPLETE

InfoCouncil

For Action

Resolved

1. That Broken Hill City Council Report No. 84/22 dated April 7, 2022, be received.

- 2. That Council staff provide correspondence to the Broken Hill Branch of the CWA, inviting them to submit a Development Application, and outlining the required information and advice/guidance on how to lodge a Development Application.
- 3. That following submission of the Development Application and an initial assessment by Council Officers, the Development Application is referred to the Health and Building Committee for recommendation to Council for final determination.

CARRIED UNANIMOUSLY

Date From:

Committee: Ordinary Council Officer: Further Report Required: Including Further Reports

Division:

19/05/2022 Date To: Printed: Thursday, 19 May 2022 12:54:52 PM

1/04/2018

For Action		Division: Committee: Officer:	Ordinary Council	Date From:         1/04/2018           Date To:         19/05/2022
Action Sheets Rep	ort		Required: Including Further Reports	Printed: Thursday, 19 May 2022 12:54:52 PM
Meeting	Officer/Director	Section	Subject	
Ordinary Council 27/04/2022	Nu'man, Razija Nankivell, Jay	Health and Building Commi	ittee Reports YOUTH SECTION 355 COMMITT	EE TERMS OF REFERENCE
Resolved				
1. That Broken Hill City Cou	incil Report No. 86/2	2 dated April 8, 2022, be	e received.	
2. That Council adopts the	Terms of Reference	for the creation of a You	th Section 355 Committee.	
3. That Council appoints Co	ouncillors Boland, Tu	rley and Jewitt as Counc	cil's Delegates on the Youth Section 355 C	Committee.
4. That Council advertises f appointment.	or community repres	sentatives on the Youth S	Section 355 Committee, and for the nomin	ations to be presented to a future Council Meeting for
5. That Council investigate	the opportunity to as	sist young people aged	12-24 years to create a Youth Council.	
5. That Council investigate	the opportunity to as	sist young people aged	12-24 years to create a Youth Council.	
5. That Council investigate	the opportunity to as	sist young people aged	12-24 years to create a Youth Council.	CARRIED UNANIMOUSLY
06 May 2022 5:35pm Bartlett, Leis	a		12-24 years to create a Youth Council.	CARRIED UNANIMOUSLY
06 May 2022 5:35pm Bartlett, Leis	a			CARRIED UNANIMOUSLY
06 May 2022 5:35pm Bartlett, Leis 2,384 - Constitution adopted and ad Meeting	a Vertising commenced for Officer/Director	community representatives - C Section	COMPLETE, 5 Investigations have commenced.	CARRIED UNANIMOUSLY
06 May 2022 5:35pm Bartlett, Leis 2,3&4 - Constitution adopted and ad	a Vertising commenced for	community representatives - C	COMPLETE, 5 Investigations have commenced.	CARRIED UNANIMOUSLY
06 May 2022 5:35pm Bartlett, Leis 2,384 - Constitution adopted and ad Meeting	a vertising commenced for Officer/Director Bartlett, Leisa	community representatives - C Section	COMPLETE, 5 Investigations have commenced.	
06 May 2022 5:35pm Bartlett, Leis 2,384 - Constitution adopted and ad Meeting Ordinary Council 27/04/2022	a vertising commenced for Officer/Director Bartlett, Leisa Nankivell, Jay	community representatives - C Section Policy And General Reports	COMPLETE, 5 Investigations have commenced.  Subject S OFFICE OF LOCAL GOVERNMEN	
06 May 2022 5:35pm Bartlett, Leis 2,384 - Constitution adopted and ad Meeting Ordinary Council 27/04/2022 Resolved 1. That Broken Hill City Cou 2. That Council determines	a vertising commenced for Officer/Director Bartlett, Leisa Nankivell, Jay uncil Report No. 87/2 whether superannua	community representatives - C Section Policy And General Reports 22 dated April 6, 2022, be ation contribution payme	COMPLETE, 5 Investigations have commenced. Subject s OFFICE OF LOCAL GOVERNMEN e received.	NT CIRCULAR - COUNCILLOR SUPERANNUATION
<ul> <li>06 May 2022 5:35pm Bartlett, Leis 2,384 - Constitution adopted and ad Meeting</li> <li>Ordinary Council 27/04/2022</li> <li>Resolved</li> <li>1. That Broken Hill City Cou</li> <li>2. That Council determines (Administration) Act 1992</li> </ul>	a vertising commenced for Officer/Director Bartlett, Leisa Nankivell, Jay uncil Report No. 87/2 whether superannua 2, as of 1 July 2022 a	community representatives - C Section Policy And General Reports 22 dated April 6, 2022, be ation contribution payme at the superannuation gu	COMPLETE, 5 Investigations have commenced.  Subject SOFFICE OF LOCAL GOVERNMEN e received. ents will be made to Councillors as per the	NT CIRCULAR - COUNCILLOR SUPERANNUATION Commonwealth Superannuation Guarantee to effect from 1 July 2022).

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For Action	1	Division: Committee: Officer:	Ordinary	Council	Date From: Date To:	1/04/2018 19/05/2022	
Actio	n Sheets Report		Required:	Including Further Reports	Printed: Thursda	y, 19 May 2022	12:54:52 PM
b)	That the superannuation contribution payments ar	e made at the s	same inte	rvals as the annual fee are paid to Co	uncillors (currently mor	nthly).	
c)	That, to receive superannuation contribution paym to which the payment relates.	ients, each Cou	uncillor m	ust first nominate a superannuation ac	ccount for the payment	before the end	of the month
d)	That the superannuation account nominated by Co Commonwealth Superannuation Guarantee (Admi				t benefits from a schen	ne or fund to wh	nich the
e)	That Council must not make a superannuation cor before the end of the month to which the payment		Councillor	if the Councillor fails to nominate an e	eligible superannuation	account for the	e payment
f)	That Council must not make superannuation contr right to be paid any fee or other remuneration, or e				ey are suspended from	their civic office	e or their
g)	That Council must not make superannuation contr 254A of the Act because they are absent.	ibution paymer	nts for Co	uncillors during any period in which the	ey are not entitled to re	ceive their fee (	under section
	Council notes that individual Councillors may opt o writing to the General Manager prior to 1 July 202				o receive reduced payn	nents. Councill	ors must do
legis	community consultations occurs as to whether Coulation for Council's to determine Superannuation to ninistration) Act 1992						
							CARRIED
	022 5:30pm Bartlett, Leisa losal for payment of Councillor Superannuation placed on publi	c exhibition closing	31 May 202	22. COMPLETE			

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For Action	Date From: Date To:	1/04/2018 19/05/2022
Action Sheets Report	Printed: Thursda	y, 19 May 2022 12:54:52 PM

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/04/2022	Nu'man, Razija Nankivell, Jay	Policy And General Reports	DRAFT COMMUNITY STRATEGIC PLAN - YOUR BROKEN HILL 2040
Resolved			
1. That Broken Hill City Coun	cil Report No. 88/2	2 dated March 29, 2022, be receiv	red.
2. That Council endorse the I	Draft Community S	trategic Plan – Your Broken Hill 20	40 for public exhibition.
3. That the Draft Community	Strategic Plan – Y	our Broken Hill 2040 be placed on	public display for 28 days in accordance with legislation.
		conclusion of the exhibition period, gic Plan for implementation 1 July 2	outlining submissions and feedback received and any recommended changes, with a 2022.
			CARRIED UNANIMOUSLY
06 May 2022 5:28pm Bartlett, Leisa Draft Plan placed on public exhibition	closing 31 May 2022. C	OMPLETE	
Meeting Ordinary Council 27/04/2022	Officer/Director Nu'man, Razija	Section Policy And General Reports	Subject DRAFT DISABILITY INCLUSION ACTION PLAN 2022-2026
	Nankivell, Jay		
Resolved			
1. That Broken Hill City Coun	cil Report No. 89/2	2 dated April 5, 2022, be received	
2. That Council endorse the I	Draft Disability Incl	usion Action Plan 2022-2026 for th	e purpose of public consultation.
3. That the Draft Disability Ind	clusion Action Plar	2022-2026 be exhibited for public	comment for 28 days.
4. That Council receives a fur Draft Disability Inclusion A			ng submissions and any recommended changes arising, with a view to adopting the
5. That Council write and tha their contribution to the co		, 3	Group for their dedicated commitment to monitoring the progress of the Plan and for

Attachment 1 Action List

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For Action			Drdinary Council	Date From: Date To:	1/04/2018 19/05/2022	
Action Sheets Repo	ort	Officer: Further Report Rec	quired: Including Further Reports	Printed: Thursday	, 19 May 2022	12:54:52 PM
ланоп опесь керс						
		ers of the Monitoring Group oss the community is achie		onal nominations to the Monitoring	Group, to ass	sist in
					CARRIED UI	VANIMOUSLY
	closing 31 May 2022. O			y them for their dedicated commitment, they ber of disability services to invite nomination		
Meeting	Officer/Director	Section	Subject			
Ordinary Council 27/04/2022	Bartlett, Leisa Nankivell, Jay	Policy And General Reports	OFFICE OF LOCAL GOVE	RNMENT MODEL COUNCILLOR AND ST	AFF INTERACTI	ON POLICY
<u>Resolved</u>						
1. That Broken Hill City Cour	ncil Report No. 90/22	2 dated April 7, 2022, be re	eceived.			
2. That Council notes the rel	ease of the Office of	Local Government's Mode	el Councillor and Staff Interaction	Policy 2022.		
3. That Council adopts the o	draft Councillor and S	Staff Interaction Policy as a	a Policy of Council.			
4. That adoption of the draft	Councillor and Staff	Interaction Policy will rend	ler the 2003 Interaction Between	Councillors and Staff Policy obsole	ete.	
					CARRIED UI	VANIMOUSLY
13 May 2022 4:52pm Bartlett, Leisa						
Policy adoption process complete an	d Policy placed on Counc	il's website. COMPLETE				
Meeting	Officer/Director	Section	Subject			
Ordinary Council 27/04/2022	Bartlett, Leisa Nankivell, Jay	Policy And General Reports	ADOPTION OF THE DRAF	T COUNCILLOR SUPPORT POLICY		
Resolved						
1. That Broken Hill City Cour	ncil Report No. 91/22	2 dated April 4, 2022, be re	eceived.			
2. That Council notes that ni	I public submissions	were received during the p	public exhibition period of the Dra	ft Councillor Support Policy.		
3. That the Draft Councillor	Support Policy be ad	opted as a Policy of Counc	cil			
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ACTION LIST REPORT

For Action		Division: Committee:	Ordinary Council	Date I Date 1		
Action Sheets Rep	port	Officer: Further Report	Required: Including Further Reports	Printe	d: Thursday, 19 May 202	2 12:54:52 PM
4. That Council notes that	the adoption of the D	raft Councillor Support F	Policy will render the 2016 Coun	cillor Support Policy obsolete	e.	
			·			
					CARRIED	JNANIMOUSLY
13 May 2022 4:53pm Bartlett, Lei Policy adoption process complete		cil's website. COMPLETE				
Toney adoption process completes	and policy placed on ooun	Chroweballe. Commetere				
Meeting	Officer/Director	Section	Subject			
Ordinary Council 27/04/2022	Bartlett, Leisa Nankivell, Jay	Policy And General Reports	S DRAFT DEBT RECO	VERY POLICY		
Resolved						
A That Dealers Will Offer Or						
1. That Broken Hill City Co	ouncil Report No. 92/2	22 dated April 8, 2022, be	e received.			
2. That Council endorses t	he Draft Debt Recov	ery Policy for the purpose	e of public exhibition.			
3. That Council publicly ex	hibits the Draft Debt	Recovery Policy and acc	cepts submissions from the publi	ic for a period of 28 days		
5. That Council publicly ex		Recovery rolley and acc				
		conclusion of the exhibition	on period, detailing submissions	s and any recommended cha	anges arising, with a vie	w to adopting
the Draft Debt Recovery	Policy.					
					CARRIED	JNANIMOUSLY
06 May 2022 5:29pm Bartlett, Lei Draft Policy placed on public exhibit		COMPLETE				
Meeting Ordinary Council 27/04/2022	Officer/Director Brown, Simon	Section Policy And General Reports	Subject	AL SPECIAL VARIATION 2022-23		
	Nankivell, Jay			ALSI LOIAL VARIATION 2022-25		
Resolved						
1. That Broken Hill City Co	uncil Peport No. 93/2	22 dated April 11 2022 I	he received			
-						
2. That Council endorse an Local Government Act		T for a permanent Addition	onal Special Variation up to the	maximum permissible level	of 2.3% under section	508(2) of the
	1993.					
3. That Council note the a		ie to be raised by a succ	essful ASV is \$266,000.			
		ie to be raised by a succ	essful ASV is \$266,000.			
3. That Council note the a		le to be raised by a succ	essful ASV is \$266,000.			Page 36 of 4

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For Action		Division: Committee: Ordinary Officer: Further Report Required:		Date From: Date To: Printed: Thursda	1/04/2018 19/05/2022	12:54:52 PM
Action Sheets Rep	ort				iy, 19 May 2022	12:54:52 FM
is reasonable and in acco	ordance with Council'	s adopted 2022-2031 Long Term				
			level for Broken Hill of 2.3% is nee pred into Councils adopted 2022-2			to contribute
the Draft Delivery Progra	m and Operational Pl		6 April 2022, with an extraordinary ing and capital budget, however, s time for community consultation.			
					CARRIED U	NANIMOUSLY
Meeting	Officer/Director	Section	Subject			
Ordinary Council 27/04/2022	Bartlett, Leisa	Policy And General Reports	ALTERATION TO SCHEDULED ST TO COUNCILLOR ATTENDANCE A GOVERNMENT			
_	Nankivell, Jay		OUVER MILENT			
Resolved						
1. That Broken Hill City Cou	uncil Report No. 94/22	2 dated April 6, 2022, be received	l.			
		nal General Assembly of Local G s Birthday Public Holiday as follo	overnment in Canberra in June 20 ws:	022, the Standing Commit	tee Meeting be	rescheduled
a) That the Works Comm	nittee Meeting schedu	led for Monday 20 June 2022 be	now held on Tuesday 14 June 20	22 at 5:30pm.		
b) That the Health and B Committee Meeting.	uilding Committee Me	eting scheduled for Tuesday 21	June 2022 be now held on Tuesda	ay 14 June 2022 commen	cing directly af	ter the Works
c) That the Policy and Ge	eneral Committee Me	eting schedule for Wednesday 22	2 June 2022 be now held on Wedr	nesday 15 June 2022 at 5:	30pm.	
					CARRIED U	NANIMOUSLY
13 May 2022 4:54pm Bartlett, Leis Meeting dates changed in Council's		nd on Council's website. COMPLETE				
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ACTION LIST REPORT

For Action	Division: Committee: Officer:	Ordinary Council	Date From: Date To:	1/04/2018 19/05/2022
Action Sheets Report		Required: Including Further Reports	Printed: Thursday	y, 19 May 2022 12:54:52 PM

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/04/2022	Bartlett, Leisa Nankivell, Jay	Policy And General Reports	NOMINATIONS FOR THE APPOINTMENT OF COMMUNITY REPRESENTATIVES TO SECTION 355 COMMUNITY COMMITTEES
Resolved			
1. That Broken Hill City Cou	ncil Report No. 96/2	2 dated April 6, 2022, be receive	ed.
2. That Council accepts the	nomination from Ms	Ghislaine Barbe as community	representatives on the Broken Hill Heritage Committee.
		s Jenny Cattonar, Mr Rick Ball, inity representatives on the Brok	en Hill City Art Gallery Advisory Group
Mr Jeffrey Crase, Mr Ge Ms Jill Spielvogel, Mr Pa	offrey Hoare, Ms Su ul Reed, Ms Gaylen	r John Rogers, Ms Merran Coon san Spangler, Mr David Spielvog e Ford, Mr Michael Ford, Ms Kar mmunity representatives on the	jel, [']
· · · ·		s Tanya Martyn, Mr Chris May a es on the Memorial Oval Commu	
6. That the community repr	esentatives be advis	ed of their appointment and adv	ice also be sent to the corresponding Committee Secretary/Chairperson.
7. That Council notes that t Meeting with further nom		advertising closes on 6 May 202	2 and a further report will be presented to the May Policy and General Committee
8. That Council notes that of Committee and encourage		0 0	unity representatives on Section 355 Committee in appreciation of their service on the
9. That Council actively rec	ruits to fill all vacant	positions on Council's Section 3	55 Committees.
			CARRIED UNANIMOUSLY
13 May 2022 4:56pm Bartlett, Leisa		ers plus the additional new members ap	pointed at the May Council Meeting
Letters being traited and will be sen			
Meeting	Officer/Director	Section	Subject

Action Sheets Report       Further Report Required:       Including Further Reports       Painted; Turnday, 19 May 2022       12:5352 PM         Ordinary Council 27/04/2022       Bartet, Leisa Nankweit, Jay       Policy And General Reports       MoMINATIONS AS INDEPENDENT PANEL MEMBERS ON THE COMMUNITY ASSISTANCE GRANT'S PANEL         Resolved       .       In That Broken Hill City Council Report No. 97/22 dated April 5, 2022, be received.       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .	For Action		Division: Committee: Officer:	Ordinary Council	Date From:         1/04/2018           Date To:         19/05/2022
Ordinary Council 27/04/2002       Data letter, Lesa Nankkett, Jay       Policy And General Reports       GRANTS PANEL         Resolved       In That Broken Hill City Council Report No. 97/22 dated April 5, 2022, be received.       Image: Council City Council Report No. 97/22 dated April 5, 2022, be received.         In That the Community Assistance Grants Policy membership be amended:       is a loo allow for a minimum of three Independent Panel Members, and       is a loo allow for a minimum of three Independent Panel Members, and         Jo allow for a minimum of three Independent Panel Members, and       is a loo allow for a minimum of three Independent Panel Members, and       is a loo allow for a minimum of three Independent Panel Members on the Community Assistance Grants Panel for the current term of Council b) to remove reference to "Our Community Portfolio Councillor" and clarify that Council's delegates be the Mayor (or nominee) and two (2) Councillors.         3. That Ms Julua Hamel and Ms Tracy Harman be appointed as Independent Panel Members on the Community Assistance Grants Panel for the current term of Council 4.         4. That Councillor Gallagher be reappointed as Chairperson of the Community Assistance Grants Panel.         CARRIED UNANIMOUSE         Council 27/04/2022         Manuel, Darin       Futher Reports         MoNTHLY NEWSLETTER - COSTING AND LOGISTICS         Nonkell, Jay         Patient Report No. 101/22 dated April 10, 2022, be received.         Concli City Council Report No. 101/22 dated April 1	Action Sheets Repo	ort		equired: Including Further Reports	Printed: Thursday, 19 May 2022 12:54:52 PM
Resolved       1       That Broken Hill City Council Report No. 97/22 dated April 5, 2022, be received.       2         1       That the Community Assistance Grants Policy membership be amended: a) to allow for a minimum of three Independent Panel Members, and b) to remove reference to "Our Community Portfolio Councillor" and clarify that Council's delegates be the Mayor (or nominee) and two (2) Councillors.         2       That Ms Julua Hamel and Ms Tracy Harman be appointed as Independent Panel Members on the Community Assistance Grants Panel for the current term of Council a) to allow for a minimum of three appointed as Chairperson of the Community Assistance Grants Panel         2       That Councillor Gallagher be reappointed as Chairperson of the Community Assistance Grants Panel         4       That Councillor Gallagher be reappointed as Chairperson of the Community Assistance Grants Panel         2       Mate Council Report No. 101/22 dated April 10, 2022, be received.         2       That the newsletter be produced for a 12 month trial period and Councillors actively participate in newsletter articles.         3       That the newsletter be published bi-monthly.	Ordinary Council 27/04/2022		Policy And General Reports		PANEL MEMBERS ON THE COMMUNITY ASSISTANCE
2. That the Community Assistance Grants Policy membership be amended: a) to allow for a minimum of three independent Panel Members; and b) to remove reference to "Our Community Portfolic Councillor" and clarify that Council's delegates be the Mayor (or nominee) and two (2) Councillors. 3. That Ms Julua Hamel and Ms Tracy Harman be appointed as Independent Panel Members on the Community Assistance Grants Panel for the current term of Council 4. That Councilor Gallagher be reappointed as Chairperson of the Community Assistance Grants Panel. CARRIED UNANIMOUSE  CARRIED UNANIMOUSE  CARRIED UNANIMOUSE  Condinary Council 27/04/2022  Manucel, Darrin Further Reports  NonTHLY NEWSLETTER - COSTING AND LOGISTICS  Resolved  1. That Broken Hill City Council Report No. 101/22 dated April 10, 2022, be received.  3. That the newsletter be produced for a 12 month trial period and Councillors actively participate in newsletter articles.  4. That a report be provided to the Policy and General Committee with a suggested sample format of the newsletter for Council's consideration prior to publication.  5. That the newsletter be published bi-monthly.	Resolved				
a) to allow for a minimum of three Independent Panel Members; and b) to remove reference to "Our Community Portfolio Councillor" and clarify that Council's delegates be the Mayor (or nominee) and two (2) Councillors. 3. That Ms Julua Hamel and Ms Tracy Harman be appointed as Independent Panel Members on the Community Assistance Grants Panel for the current term of Council 4. That Councillor Gallagher be reappointed as Chairperson of the Community Assistance Grants Panel. CARRIED UNANIMOUSE 26 May 2022 5:31pm Bartlett, Leisa Policy amended and new members notified of their appointment. COMPLETE 26 May 2022 5:31pm Bartlett, Leisa Policy amended and new members notified of their appointment. COMPLETE 27 Manuel, Darin Further Reports MONTHLY NEWSLETTER - COSTING AND LOGISTICS 28 Maruel, Jay Manuel, Darin Further Reports MONTHLY NEWSLETTER - COSTING AND LOGISTICS 29 Maruel, Jay Manuel, Darin Further Reports MONTHLY NEWSLETTER - COSTING AND LOGISTICS 29 Maruel, Jay Manuel, Darin Further Reports MONTHLY NEWSLETTER - COSTING AND LOGISTICS 29 Maruel, Jay Annuel, Darin Further Reports MONTHLY NEWSLETTER - COSTING AND LOGISTICS 20 Maruel, Jay Annuel, Darin Further Reports MONTHLY NEWSLETTER - COSTING AND LOGISTICS 20 Maruel, Jay Annuel, Darin Further Reports MONTHLY NEWSLETTER - COSTING AND LOGISTICS 20 That estimated costs for a monthly newsletter are noted by Council. 3. That the newsletter be produced for a 12 month trial period and Councillors actively participate in newsletter articles. 4. That a report be provided to the Policy and General Committee with a suggested sample format of the newsletter for Council's consideration prior to publication. 5. That the newsletter be published bi-monthly. CARRIED UNANIMOUSE	1. That Broken Hill City Cour	ncil Report No. 97/2	2 dated April 5, 2022, be i	received.	
<ol> <li>A. That Councillor Gallagher be reappointed as Chairperson of the Community Assistance Grants Panel.</li> <li>CARRIED UNANIMOUSLY</li> <li>CARRIED UNANIMOUSLY</li> <li>COMPLETE</li> <li>Contraining Council 27/04/2022 Manuel, Darrin Nankiveli, Jay</li> <li>Further Reports MONTHLY NEWSLETTER - COSTING AND LOGISTICS</li> <li>Contraining Council Report No. 101/22 dated April 10, 2022, be received.</li> <li>That Broken Hill City Council Report No. 101/22 dated April 10, 2022, be received.</li> <li>That the newsletter be produced for a 12 month trial period and Councillors actively participate in newsletter articles.</li> <li>That a report be provided to the Policy and General Committee with a suggested sample format of the newsletter for Council's consideration prior to publication.</li> <li>That the newsletter be published bi-monthly.</li> </ol>	a) to allow for a minimum o	of three Independer	nt Panel Members; and		(or nominee) and two (2) Councillors.
CARRIED UNANIMOUSL Defer Director Section Subject Meeting Officer/Director Section Subject Ordinary Council 27/04/2022 Marulel, Darrin Purther Reports MONTHLY NEWSLETTER - COSTING AND LOGISTICS Nankivel, Jay Purther Reports MONTHLY NEWSLETTER - COSTING AND LOGISTICS Resolved 1. That Broken Hill City Council Report No. 101/22 dated April 10, 2022, be received. 2. That estimated costs for a monthly newsletter are noted by Council. 3. That the newsletter be produced for a 12 month trial period and Councillors actively participate in newsletter articles. 4. That a report be provided to the Policy and General Committee with a suggested sample format of the newsletter for Council's consideration prior to publication. 5. That the newsletter be published bi-monthly.	3. That Ms Julua Hamel and	Ms Tracy Harman I	be appointed as Independ	lent Panel Members on the Community As	sistance Grants Panel for the current term of Council.
Bedicy amended and new members notified of their appointment. COMPLETE         Meeting       Officer/Director       Section       Subject         Meeting       Officer/Director       Section       Subject         Ordinary Council 27/04/2022       Manuel, Darrin Nankivell, Jay       Further Reports       MONTHLY NEWSLETTER - COSTING AND LOGISTICS         Policy and Resolved         1.       That Broken Hill City Council Report No. 101/22 dated April 10, 2022, be received.       .         2.       That estimated costs for a monthly newsletter are noted by Council.       .         3.       That the newsletter be produced for a 12 month trial period and Councillors actively participate in newsletter articles.         4.       That a report be provided to the Policy and General Committee with a suggested sample format of the newsletter for Council's consideration prior to publication.         5.       That the newsletter be published bi-monthly.       CARRIED UNANIMOUSL'	4. That Councillor Gallagher	be reappointed as	Chairperson of the Comm	unity Assistance Grants Panel.	
Policy amended and new members notified of their appointment. COMPLETE         Meeting       Officer/Director       Section       Subject         Ordinary Council 27/04/2022       Manuel, Darrin Nankivell, Jay       Further Reports       MONTHLY NEWSLETTER - COSTING AND LOGISTICS         Resolved       .         1.       That Broken Hill City Council Report No. 101/22 dated April 10, 2022, be received.         2.       That estimated costs for a monthly newsletter are noted by Council.         3.       That the newsletter be produced for a 12 month trial period and Councillors actively participate in newsletter articles.         4.       That a report be provided to the Policy and General Committee with a suggested sample format of the newsletter for Council's consideration prior to publication.         5.       That the newsletter be published bi-monthly.					
Ordinary Council 27/04/2022       Manuel, Darrin Nankivell, Jay       Further Reports       MONTHLY NEWSLETTER - COSTING AND LOGISTICS         Resolved       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .			nt COMPLETE		
Nankivell, Jay         Resolved         1. That Broken Hill City Council Report No. 101/22 dated April 10, 2022, be received.         2. That estimated costs for a monthly newsletter are noted by Council.         3. That the newsletter be produced for a 12 month trial period and Councillors actively participate in newsletter articles.         4. That a report be provided to the Policy and General Committee with a suggested sample format of the newsletter for Council's consideration prior to publication.         5. That the newsletter be published bi-monthly.         CARRIED UNANIMOUSL	Meeting	Officer/Director	Section	Subject	
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<ol> <li>That the newsletter be produced for a 12 month trial period and Councillors actively participate in newsletter articles.</li> <li>That a report be provided to the Policy and General Committee with a suggested sample format of the newsletter for Council's consideration prior to publication.</li> <li>That the newsletter be published bi-monthly.</li> </ol> CARRIED UNANIMOUSL				MONTHLY NEWSLETTER - COST	NG AND LOGISTICS
<ol> <li>That a report be provided to the Policy and General Committee with a suggested sample format of the newsletter for Council's consideration prior to publication.</li> <li>That the newsletter be published bi-monthly.</li> </ol> CARRIED UNANIMOUSL	Resolved	Nankivell, Jay	Further Reports	T	NG AND LOGISTICS
5. That the newsletter be published bi-monthly.	Resolved 1. That Broken Hill City Cour	Nankivell, Jay ncil Report No. 101/	Further Reports 22 dated April 10, 2022, b	T	NG AND LOGISTICS
CARRIED UNANIMOUSL	Resolved 1. That Broken Hill City Cour 2. That estimated costs for a	Nankivell, Jay ncil Report No. 101/ monthly newsletter	Further Reports 22 dated April 10, 2022, b are noted by Council.	be received.	
CARRIED UNANIMOUSL	Resolved         1. That Broken Hill City Court         2. That estimated costs for a         3. That the newsletter be pro	Nankivell, Jay ncil Report No. 101/ monthly newsletter oduced for a 12 mor	Further Reports 22 dated April 10, 2022, b are noted by Council. hth trial period and Counci	be received. illors actively participate in newsletter artic	les.
	Resolved         1. That Broken Hill City Court         2. That estimated costs for a         3. That the newsletter be pro         4. That a report be provided to	Nankivell, Jay ncil Report No. 101/ monthly newsletter oduced for a 12 mor to the Policy and G	Further Reports 22 dated April 10, 2022, b are noted by Council. hth trial period and Counci	be received. illors actively participate in newsletter artic	les.
13 May 2022 4:57pm Bartlett, Leisa	Resolved         1. That Broken Hill City Court         2. That estimated costs for a         3. That the newsletter be pro         4. That a report be provided to	Nankivell, Jay ncil Report No. 101/ monthly newsletter oduced for a 12 mor to the Policy and G	Further Reports 22 dated April 10, 2022, b are noted by Council. hth trial period and Counci	be received. illors actively participate in newsletter artic	les. for Council's consideration prior to publication.
	Resolved         1. That Broken Hill City Court         2. That estimated costs for a         3. That the newsletter be pro         4. That a report be provided to	Nankivell, Jay ncil Report No. 101/ monthly newsletter oduced for a 12 mor to the Policy and G	Further Reports 22 dated April 10, 2022, b are noted by Council. hth trial period and Counci	be received. illors actively participate in newsletter artic	les.

of 45 age

For Action	Division: Committee: Ordinary Council Officer:	Date From:         1/04/2018           Date To:         19/05/2022
Action Sheets Report	Further Report Required: Including Further Reports	Printed: Thursday, 19 May 2022 12:54:52 PM

#### Report presented to the May Policy & General Committee Meeting. COMPLETE

Meeting	Officer/Director	Section	Subject		
Ordinary Council 27/04/2022	Johansson, Anne Nankivell, Jay	Further Reports	BROKEN HILL CITY GALLERY - RE-BRANDING PROCUREMENT		
Resolved					
1. That Broken Hill City Coun	cil Report No. 102	22 dated April 13, 2022, be rece	ived.		
2. That Council note an indep	pendent review was	s conducted by Council's Interna	I Auditors to ensure transparency and independence.		
3. That Council note the outcome of the review.					
4. That Council sends correspondence to it's internal auditors, O'Connor Marsden & Associates, asking them to explain how they concluded that the General Manager's delegations of authority allowed the expenditure of \$36,250.00 of unspent wages on rebranding the Art Gallery and how they determined that rebranding and renaming an asset is an operational matter.					
5. That once an answer is re-	ceived by Council f	rom Council's internal auditors, a	a report be presented to the Policy and General Committee. CARRIED		
13 May 2022 4:57pm Bartlett, Leisa Report presented to the May Policy ar	nd General Committee N	Neeting. COMPLETE			
Meeting	Officer/Director	Section	Subject		
Ordinary Council 27/04/2022	Howard, Codie Nankivell, Jay	Further Reports	STORM EVENTS 28/2/2022 AND 15/3/2022 RESPONSE COSTING REPORT		
Resolved		Further Reports	STORM EVENTS 28/2/2022 AND 15/3/2022 RESPONSE COSTING REPORT		
<ul> <li><u>Resolved</u></li> <li>1. That Broken Hill City Court</li> <li>2. That Council note the estir</li> <li>3. That Council approve a stocapital threshold for individ</li> </ul>	Nankivell, Jay Icil Report No. 103/ nated costs associ orm rectification wo lual works being re	/22 dated April 20, 2022, be rece ated with Council's response to t rks fund to the amount of \$150,0 paired directly affected by both s			

ACTION LIST REPORT

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Action Sheets Repor	t	Further Report Required: In	ncluding Further Reports Printed: Thurso	lay, 19
				CA
19 May 2022 12:03pm Bartlett, Leisa Works are on-going.				
Meeting	Officer/Director	Section	Subject	
Ordinary Council 27/04/2022	Brown, Simon Nankivell, Jay	Further Reports	FINANCIAL ASSISTANCE - AGFAIR TELECOMMUNICATIONS	
Resolved				
1. That Broken Hill City Counci	I Report No. 104/	22 dated April 20, 2022, be receive	d.	

- 2. That Council liaise with Agfair Broken Hill, Foundation Broken Hill, NSW State Government and Telstra around a co-contribution funding model inclusive with Council for a Temporary Cell on Wheels to be provide at the 27-28 May 2022 Event.
- 3. That Council contribute the remaining funds required to a maximum of \$37,000, which will be funded from the remaining Community Assistance Grant Budget.
- 4. That Council delegate to the General Manager for the finalisation and signing of the agreement with Telstra.

CARRIED UNANIMOUSLY

### 19 May 2022 12:04pm Bartlett, Leisa COMPLETE

Meeting	Officer/Director	Section	Subject		
Ordinary Council 27/04/2022	Howard, Codie Nankivell, Jay	Further Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 423, HELD ON TUESDAY, 12 APRIL 2022		
Resolved					
2. That the minutes of the l 12 April 2022 be receive	.ocal Traffic Committ d.	/22 dated April 21, 2022, be rece ee – Meeting No. 423, held on T	Tuesday,		
3. Item No. 423.8.3 - That traffic counters be installed in the Aquatic Centre carpark to identify the speed of vehicles.					

**ACTION LIST REPORT** 

For Action

Division: Committee: Ordinary Council Officer: Transferration

Date To: 19/05/2022 dente de Theorem 9 May 2022 12:54:52 PM

1/04/2018

Date From:

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ARRIED UNANIMOUSLY

			nary Council	Date From:         1/04/2018           Date To:         19/05/2022
Action Sheets Rep	port	Officer: Further Report Requir	red: Including Further Reports	Printed: Thursday, 19 May 2022 12:54:52 PM
		stalled on Rakow Street adjac d to be presented to the Police		ol to identify the times and speed of vehicles travelling CARRIED UNANIMOUS
19 May 2022 12:04pm Bartlett, Le With operational team for completic				
Meeting	Officer/Director	Section	Subject	
Ordinary Council 27/04/2022	Nu'man, Razija Nankivell, Jay	Confidential Matters	GENERAL MANAGER'S PERF OF INTEREST	ORMANCE AGREEMENT AND REVIEW PROCESS - EXPRESSION
Resolved:				
			-	er from1st July 2022-31 March 2026. on Council's behalf under the Common Seal of Council.
3. That should the execution	on of contract papers	be required, the Mayor and De	eputy Mayor be delegated to sign	on Council's behalf under the Common Seal of Council. April 2021 through until 30 June 2022.
<ol> <li>That should the execution</li> <li>That Council note that B</li> <li>19 May 2022 12:05pm Bartlett, Let</li> </ol>	on of contract papers Blackadder Associates	be required, the Mayor and Do	eputy Mayor be delegated to sign	on Council's behalf under the Common Seal of Council. April 2021 through until 30 June 2022.
<ol> <li>That should the execution</li> <li>That Council note that B</li> <li>19 May 2022 12:05pm Bartlett, Le Blackadder Associates notified of C</li> </ol>	on of contract papers Blackadder Associates Pisa Council's resolution by ema	be required, the Mayor and De s will complete the General Ma il on 29 April 2022. COMPLETE	eputy Mayor be delegated to sign anagers review for the period of 1	on Council's behalf under the Common Seal of Council.
<ol> <li>That should the execution</li> <li>That Council note that B</li> <li>19 May 2022 12:05pm Bartlett, Le Blackadder Associates notified of C</li> <li>Meeting</li> </ol>	on of contract papers Blackadder Associates	be required, the Mayor and Do	eputy Mayor be delegated to sign anagers review for the period of 1 Subject	on Council's behalf under the Common Seal of Council. April 2021 through until 30 June 2022.
<ol> <li>That should the execution</li> <li>That Council note that B</li> <li>19 May 2022 12:05pm Bartlett, Le</li> <li>Blackadder Associates notified of C</li> <li>Meeting</li> <li>Ordinary Council 27/04/2022</li> </ol>	on of contract papers Blackadder Associates Council's resolution by ema Officer/Director Howard, Codie	be required, the Mayor and De s will complete the General Ma il on 29 April 2022. COMPLETE Section	eputy Mayor be delegated to sign anagers review for the period of 1 Subject	on Council's behalf under the Common Seal of Council April 2021 through until 30 June 2022. CARRIED UNANIMOUS
<ol> <li>That should the execution</li> <li>That Council note that B</li> <li>19 May 2022 12:05pm Bartlett, Leg Blackadder Associates notified of C</li> <li>Meeting Ordinary Council 27/04/2022</li> <li>Resolved:</li> </ol>	on of contract papers Blackadder Associates Council's resolution by ema Officer/Director Howard, Codie Nankivell, Jay	be required, the Mayor and De s will complete the General Ma il on 29 April 2022. COMPLETE Section	eputy Mayor be delegated to sign anagers review for the period of 1 Subject T22/1 REQUEST FOR TENDE	on Council's behalf under the Common Seal of Council April 2021 through until 30 June 2022. CARRIED UNANIMOUS
<ol> <li>That should the execution</li> <li>That Council note that B</li> <li>19 May 2022 12:05pm Bartlett, Le Blackadder Associates notified of C</li> <li>Meeting</li> <li>Ordinary Council 27/04/2022</li> <li>Resolved:</li> <li>That Broken Hill City Co</li> </ol>	on of contract papers Slackadder Associates Council's resolution by ema Officer/Director Howard, Codie Nankivell, Jay	be required, the Mayor and De s will complete the General Ma il on 29 April 2022. COMPLETE Section Confidential Matters /22 dated April 21, 2022, be re ontract for T22/1 for the road re	eputy Mayor be delegated to sign anagers review for the period of 1 Subject T22/1 REQUEST FOR TENDE	on Council's behalf under the Common Seal of Council. April 2021 through until 30 June 2022. CARRIED UNANIMOUS
<ol> <li>That should the execution</li> <li>That Council note that B</li> <li>19 May 2022 12:05pm Bartlett, Le Blackadder Associates notified of C</li> <li>Meeting</li> <li>Ordinary Council 27/04/2022</li> <li>Resolved:</li> <li>That Broken Hill City Co</li> <li>That Conex Group Pty L</li> </ol>	on of contract papers Slackadder Associates Council's resolution by ema Officer/Director Howard, Codie Nankivell, Jay	be required, the Mayor and De s will complete the General Ma il on 29 April 2022. COMPLETE Section Confidential Matters /22 dated April 21, 2022, be re ontract for T22/1 for the road re	eputy Mayor be delegated to sign anagers review for the period of 1 Subject T22/1 REQUEST FOR TENDE	on Council's behalf under the Common Seal of Council April 2021 through until 30 June 2022. CARRIED UNANIMOUS

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Attachment 1 Action List

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		Division: Committee: Officer:	Ordinary Council	Date From:         1/04/2018           Date To:         19/05/2022
Action Sheets Rep	ort		Required: Including Further Reports	Printed: Thursday, 19 May 2022 12:54:52 PM
<ol> <li>That Council approve inc</li> <li>That a suitably qualified</li> </ol>			ject for \$8,000, to accommodate the selection of the sele	cted Tenderer. CARRIED UNANIMOUS
19 May 2022 12:06pm Bartlett, Le Tender awarded. COMPLETE	isa			
Meeting Ordinary Council 27/04/2022	Officer/Director Bartlett, Leisa	Section Motion	Subject Motion	
and good for 2004 2022	Nankivell, Jay			
Resolved				
<ol> <li>That the wording be alon</li> </ol>	ng the following lines	"we take time to reflect,		rs that lost their lives or were crippled or maimed on th 00 days and delivered a 35 hour working week. Mining
our past and future".				
				CARRIED UNANIMOUS
our past and future". 06 May 2022 5:26pm Bartlett, Leis Report presented to the May Policy		Aeeting to make recommendat	tion to the May Council Meeting regarding the word	
our past and future". 06 May 2022 5:26pm Bartlett, Leis	and General Committee I Officer/Director Andrews, Anne			CARRIED UNANIMOUS
our past and future". 06 May 2022 5:26pm Bartlett, Leis Report presented to the May Policy Meeting	and General Committee I Officer/Director Andrews, Anne Nankivell, Jay	Section Motion	Subject	

ACTION LIST REPORT

		Division: Committee: Ordinary Officer:	Council		/04/2018 .9/05/2022	
Action Sheets Rep	port	Further Report Required:	Including Further Reports	Printed: Thursday,	19 May 2022 12:5	54:52 PM
Broken Hill and the posit	tive economic impact		for hosting a successful event an ty; and that Council also congrate n of the event.			
<ol> <li>That a media release be Mundi Mundi Bash perio</li> </ol>		ocal businesses and their staff for	providing services to the large ir	nflux of tourists experienced d	uring Easter and	the
				C	CARRIED UNANI	IMOUSL
13 May 2022 5:11pm Bartlett, Leis	sa					
		lundi Bash period which will then be inclu	ided in the letter. Media release distribut	ed.		
Meeting	Officer/Director	Section	Subject			
Ordinary Council 27/04/2022	Bartlett, Leisa Nankivell, Jay	Further Reports	LANDCARE RIDE ON MOWER P	ROPOSAL		
Resolved						
1. That Broken Hill City Co	uncil Report No. 100/	22 dated April 20, 2022, be recei	ved			
2. That Council note the re	port outlining options	22 dated April 20, 2022, be recei to purchase five ride-on mowers idcare) to use the ride-on mower	and trailers, with the report outlin	ing the budget implications an	nd the risk assess	sment
2. That Council note the re guidelines for the utilisat	port outlining options tion of volunteers (Lan spondence between C	to purchase five ride-on mowers idcare) to use the ride-on mower	and trailers, with the report outlin			
<ol> <li>That Council note the re guidelines for the utilisat</li> <li>That Council note corres weeds and grasses on a</li> </ol>	port outlining options tion of volunteers (Lan spondence between C a voluntary basis.	to purchase five ride-on mowers idcare) to use the ride-on mower council and Landcare with the rec	and trailers, with the report outlin s to clean the city streets.	e to use the ride on mowers to	o clean city streets	s of
<ol> <li>That Council note the reguidelines for the utilisat</li> <li>That Council note corresweeds and grasses on a</li> <li>That Council note Landca voluntary basis.</li> <li>That Council refers the refersence of the refersence</li></ol>	port outlining options tion of volunteers (Lan spondence between C a voluntary basis. care's decline of offer matter to the Chairper	to purchase five ride-on mowers idcare) to use the ride-on mower council and Landcare with the rec in receiving 5 ride-on mowers an son of the Health and Building C	and trailers, with the report outlin s to clean the city streets. quest to enter a MoU for Landcard	e to use the ride on mowers to h Council to clean city streets to investigate further options t	o clean city streets of weeds and gra for the utilisation (	s of asses on
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ACTION LIST REPORT

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For Action		Division: Committee: Officer:	Ordinary Council	Date From:         1/04/2018           Date To:         19/05/2022
Action Sheets Report	t	Further Report	Required: Including Further Reports	Printed: Thursday, 19 May 2022 12:54:52 PM
Meeting	Officer/Director	Section	Subject	
Ordinary Council 27/04/2022	Andrews, Anne Nankivell, Jay	Council Resolution	Council Resolution	
Resolved				
That Council thanks all event org their attendance at festival activit		eers for assisting in the	e conduct of the 2022 Broken Hill Herit	age Festival; and Council also thanks the community for
That Council recognises the impo of the Festival to become a majo				pport a Heritage Festival Curator to assist with the growth
				CARRIED UNANIMOUSLY
13 May 2022 4:19pm Bartlett, Leisa Letters of appreciation have been sent to Funding for a Heritage Festival Curator b			e with the conduct of the 2022 Broken Hill Herita	age Festival COMPLETE

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# QUESTIONS TAKEN ON NOTICE FROM PREVIOUS COUNCIL MEETING

#### ORDINARY MEETING OF THE COUNCIL

May 2, 2022

#### ITEM 1

#### QUESTIONS ON NOTICE NO. 3/22

## SUBJECT:COUNCILLOR QUESTIONS TAKEN ON NOTICE AT THE APRIL<br/>2022 ORDINARY COUNCIL MEETINGD22/21111

#### Summary

The report provides responses to questions raised by Councillors during the April 2022 Council Meeting, which were taken on notice.

#### **Recommendation**

1. That Questions On Notice No. 3/22 dated May 2, 2022, be received.

#### Background

Following are the responses to questions raised by Councillors which the Mayor and/or General Manager took on notice at the April 2022 Council Meeting.

Question:	Demolition of Aero Club building at the Airport Councillor Browne referred to an article in the Barrier Truth regarding the demolition of the existing Aero Club building at the Airport to allow for a new hanger to be built and asked if this matter was referred to Council's Heritage Adviser given that the building has heritage significance? Councillor Browne enquired as to the Heritage Adviser's comments regarding the demolition of this building.
	Councillor Gallagher also request advice as to whether Council would be providing land to the Aero Club if the existing building cannot be demolished due to its heritage significance.
	The General Manager took the question on notice and advised that a response will be circulated to all Councillors via email prior to the next Council Meeting.
Response:	This building is not heritage listed under Council's Local Environmental Plan. The building was also not noted in the latest Heritage Review Study undertaken in 2021 as a recommended potential future heritage item or item of significance.
	The Development Application (DA) was submitted to Council in January 2022 for demolition of existing building, and construction of new hangar and clubhouse. The DA was approved in February 2022.

	<ul> <li>The proposal is for a new Clubhouse and Hangar consolidated within a single structure. The structure will be portal frame construction completed in Colorbond classic cream corrugated iron.</li> <li>The Aero Club have advised Council staff that they will provide photographs of the building prior to demolition. These photos will be of the exterior and interior of the building. The photographic record can then be filed for record purposes by Council.</li> </ul>
Question:	<u>Government Funding – Reconnecting Regional NSW Fund for future</u> <u>festivals/events</u> Councillor Boland referred to the successful conduct of the inaugural Mundi Mundi Bash festival in Broken Hill over the past weekend and also referred to \$25M of funding available to regional Councils under the Reconnecting Regional NSW Fund for Council's to conduct events to bring their local communities together. Councillor Boland asked whether Council would be eligible to apply for funding and if so whether there is a possibility that Council seeks funding for the return of a past event such as the "Jazz in the Outback" festival?
	The General Manager took the question on notice and advised that a report will be provided to Council regarding opportunities to apply for future event funding.
	<u>Government Funding – Reconnecting Regional NSW Fund for future</u> <u>festivals/events</u> Councillor Turley also referred to the Reconnecting Regional NSW Fund and requested that Council considers seeking funding to support a Heritage Festival Curator to assist with the growth of the Broken Hill Heritage Festival as one of Broken Hill's major annual festivals celebrating Broken Hill's National Heritage Listing.
Response:	Grant opportunities are being investigated with State Government and a future report will be provided with opportunities for use of funding.

#### Attachments

There are no attachments for this report

#### LEISA BARTLETT EXECUTIVE OFFICER

JAY NANKIVELL GENERAL MANAGER

#### ORDINARY MEETING OF THE COUNCIL

May 2, 2022

#### ITEM 2

#### QUESTIONS ON NOTICE NO. 4/22

## SUBJECT:PUBLIC FORUM QUESTIONS TAKEN ON NOTICE AT THE APRIL<br/>2022 ORDINARY COUNCIL MEETINGD22/21119

#### Summary

The report provides responses to questions raised by member of the public which the Mayor and/or General Manager took on notice during the Public Forum Sessions held as part of the April 2022 Council Meeting.

#### **Recommendation**

1. That Questions On Notice No. 4/22 dated May 2, 2022, be received.

#### Background

Following are the responses to questions raised by members of the public which the Mayor and/or General Manager took on notice at the April 2022 Council Meeting.

Question:	Swimming Club lane allocation at the Broken Hill Regional Aquatic Centre Mr Ricky Shore of the Silver City Swim Club thanked Council and the General Manager for assisting to resolve the issue of the disparity in lane allocation to swimming clubs for use of the 50m pool at the Broken Hill Regional Aquatic Centre for the 2021/2022 summer season; and advised that a fair outcome had been achieved.
	Mr Shore spoke about the roster that had been distributed to the Clubs for the winter season for the indoor 25m pool at the Broken Hill Regional Aquatic Centre which has been finalised without consultation with the Silver City Swim Club. The Club met with the YMCA on Easter Sunday to discuss the winter roster and again the roster does not appear to fairly share the lane space between the three local swimming clubs, the meeting resulted in no changes being made to the winter roster.
	The winter roster allows one club 44.5 hours per week, another club 7 hours per week and the Silver City Swim Club 6 hours per week (this was increased from 4 hours only after one of the other clubs relinquished 2 hours of their lane allocation). At a minimum the Silver City Swim Club requires 8 hours per week for its junior swimmers alone. It is the Silver City Swim Club's opinion that the lane allocation is disproportionate and that one club has an extravagant allocation compared to the other two clubs. Mr Shore advised that the Silver City Swim Club can offer an alternate roster for equal lane allocation between the three clubs if Council wishes.
	Mr Shore requested Council's assistance in resolving this matter.

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	The General Manager advised that Council will assist as owners of the facility and that as per the relevant clause of the contract with the YMCA, Council will meet with YMCA representatives to review and discuss the fairness/unfairness of the winter roster for lane allocation in the 25m indoor pool for the three local swimming clubs to discuss the approach and see if an agreement can be reached between Council and the YMCA. If agreement is not reached then mediation will be arranged between the YMCA, a representative of the three local swimming clubs and Council for an outcome or failing a resolution of Council will be made in consultation with the YMCA. The Mayor advised that Council will aim to resolve the issue in a fair manner, and thanked the Silver City Swim Club for raising this issue with Council.
Response:	A meeting is being arranged with a representative of the YMCA for the week commencing Monday 23 May 2022.
Question:	Swimming Club lane allocation at the Broken Hill Regional Aquatic Centre Mr Ben Clavel, President of the Broken Hill Aquatic Swim Club, advised that the Broken Hill Aquatic Swim Club (Stingrays) are the "other swimming club" that Mr Shore was referring to and requested that the Broken Hill Aquatic Swim Club is also included in any meetings that may occur regarding lane allocation at the Broken Hill Regional Aquatic Centre.
Response:	As per the General Manager's advice at the April Council Meeting, an initial meeting will be held with a representative of the YMCA (being arranged for the week commencing 23 May 2022) and if an agreement is not reached regarding the winter roster for lane allocation for the swimming clubs, then a meeting will be arranged between Council, the YMCA and a representative of each of the three local swimming clubs.
Question:	<u>Tourist Attractions</u> Ms Gigi Barbe referred to the large number of tourists visiting Broken Hill and that some of Broken Hill's tourist attractions require maintenance, referring to the sculpture at the Lions Park and the broken windmill. Ms Barbe advised of walk tour groups visiting sites that are in need of maintenance and that this is not a good look for Broken Hill. The Mayor requested that Ms Barbe provides a list to the General Manager of any tourist attraction that is in need of repairs.
Response:	Council has inspected the Lions Park sculpture and have added it to our maintenance schedule to be completed.
Question:	Road Work Signs Mr Bob Coulls advised of road works signs that are erected in City Streets despite no road works being carried out; and advised that this is a safety issue. Mr Coulls referred to Broken Hill Water Board signs on the corners of Brazil and Fisher Streets and Fisher and Zebina Streets that have been in place for over six months. Road users must abide by the change in speed due to road work signs in the area although no work has been undertaken.

	Mr Coulls asked Council's Traffic Committee to look into this matter
Response:	Council requested a response from Essential Water as the authority working in the abovementioned area. Essential Water has responded with the following:
	'We initially erected the signs on December 23rd in preparation to start the works after Christmas.
	We carried out works in this area until early February when we needed to postpone works due to unforeseen circumstances.
	We do not have any change of speed signs in place unless we are working in the area and are all placed as per our designed and approved Traffic Control Plan. The signs also had to stay in place as the work was not complete and we still have several open holes with bunting around them.
	We have planned to recommence the works on Monday 2 nd of May and should be completed by Friday 6 th of May. All customers in the area will be notified of our intention to recommence the works.'

#### Attachments

There are no attachments for this report

LEISA BARTLETT EXECUTIVE OFFICER

JAY NANKIVELL GENERAL MANAGER

# **CONFIDENTIAL MATTERS**

#### Council Meeting to be held Wednesday, May 25, 2022

1. BROKEN HILL CITY COUNCIL REPORT NO. 133/22 - DATED MAY 20, 2022 - T/22 REQUEST FOR TENDER FOR GALENA/MERCURY/TALC STREET ROAD RECONSTRUCTION AND ROUNDABOUT INSTALLATION - CONFIDENTIAL

(**General Manager's Note**: This report 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).