



BUSINESS PAPER

Works Committee of Council

Council Chambers
19 April 2022

5.30pm

BROKEN HILL

CITY COUNCIL

AUSTRALIA'S FIRST
HERITAGE LISTED CITY

Notice is hereby given, in accordance with the provisions of the *Local Government Act 1993*, that the Works Committee of the Broken Hill City Council will be held in the Council Chambers on **Tuesday 19 April, 2022** commencing at **5:30pm** to consider the following business:

MEMBERS OF THE WORKS COMMITTEE

Mayor Kennedy
Councillor Boland (Chairperson)
Councillor Algate
Councillor Chandler
Councillor Page

AGENDA

1	Opening the Meeting
2	Apologies
3	Leave of Absence Applications
4	Prayer
5	Acknowledgement of Country
6	Minutes for Confirmation
7	Disclosure of Interest
8	Reports
9	Confidential Matters
10	Conclusion of the Meeting

LIVESTREAMING AND RECORDING OF STANDING COMMITTEE MEETINGS

Please note: This Committee Meeting will be livestreamed via YouTube and recorded and published online via Council's website. To those present at the meeting today, by attending this public meeting you are consenting to your image, voice and comments being recorded and published.

The Mayor and/or General Manager have the authority to pause the livestream if comments or debate are considered defamatory or otherwise inappropriate for publishing. Participants are advised that they may be subject to legal action if they engage in unlawful behaviour or commentary.

JAY NANKIVELL
GENERAL MANAGER

MINUTES FOR CONFIRMATION

Minutes of the Works Committee of the City of Broken Hill held Monday, March 21, 2022.

**MINUTES OF THE WORKS COMMITTEE MEETING HELD MONDAY, MARCH 21,
2022 (5:30PM)**

**REQUESTS FROM COUNCILLORS FOR ATTENDANCE VIA AUDIO-VISUAL
LINK:**

As per the temporary amendment to the *Local Government (General) Regulation 2021* (which was extended until 30 June 2022 while NSW Councils adopt their new Codes of Meeting Practice due to the release of the OLG 2021 Model Code of Meeting Practice). The temporary amendment exempts Councils from complying with the requirement under their Codes of Meeting Practice for Councillors to be personally present at meetings to participate in them, and to allow Councillors to attend via audio-visual link where these facilities are available and once resolved by Council – the following Councillors have requested to join the Council Meeting via audio-visual link:

Councillor Darriea Turley – requests attendance via audio-visual link and has provided the reason:

1) **Mayor Kennedy** - requested to attend the meeting via audio-visual link and has provided the reason “COVID contact”.

Procedural Motion

Moved Councillor Bob Algate, Seconded Councillor Ron Page

That the request from Mayor Kennedy to attend the meeting via audio-visual link be accepted.

CARRIED

PRESENT:

Councillor T. Kennedy (Mayor) (audio-visual link), Councillor M. Boland (Chairperson), Councillors B. Algate, A. Chandler and R. Page.

Councillor D. Turley

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

Media (nil), Members of the Public (1)

APOLOGIES:

Nil.

REQUESTS FOR LEAVE OF ABSENCE: Nil.

PRAYER

Councillor Page delivered the prayer.

ACKNOWLEDGEMENT OF COUNTRY

Councillor Page delivered the Acknowledgement of Country.

DISCLOSURE OF INTEREST

Councillor Boland declared a non-pecuniary interest in Item 1 (Report No. 69/22) as he is the Chairperson of the Barrier Liquor Accord and advised that he would remain in the Council Chamber and refrain from voting on the item.

Procedural Motion

Moved Councillor Ron Page, Seconded Councillor Alan Chandler

That Councillor Algate acts as Chairperson for the duration of Item 1.

CARRIED UNANIMOUSLY

MINUTES FOR CONFIRMATION

Nil.

REPORTS

Councillor Boland declared a conflict of interest in Item 1 and vacated the Chair. Councillor Algate assumed the Chair.

1. BROKEN HILL CITY COUNCIL REPORT NO. 69/22 - DATED MARCH 08, 2022 - TEMPORARY SUSPENSION OF A PORTION OF THE CENTRAL BUSINESS DISTRICT ALCOHOL-FREE ZONE FOR THE 2022 HERITAGE HIGHLIGHTS EVENT

D22/11878

Recommendation

Moved Councillor Alan Chandler, Seconded Councillor Ron Page

1. That Broken Hill City Council Report No. 69/22 dated, be received.
2. That Council provide in principle support to begin the planning process for the temporary suspension of a portion of the Central Business District (CBD) Alcohol-Free Zone for the area of the Town Hall Façade Car Park, situated directly behind the Town Hall Façade.
3. That the temporary suspension be in place from 5pm on Thursday, 14 April 2022 to 10pm on Sunday, 17 April 2022, subject to the final conditions contained in the liquor licence.
4. That the temporary suspension of a portion of the CBD Alcohol-Free Zone be advised to the public through advertisement in the Barrier Truth and be placed on Council's website.
5. That the advertisement also confirms that all other existing Alcohol-Free Zones in Broken Hill remain in force.
6. That the General Manager be authorised to implement the suspension and advertising processes on final advice of Barrier Local Area Command.
7. That Barrier Local Area Command be advised of Council's decision.

CARRIED UNANIMOUSLY

Councillor Boland resumed the Chair.

2. BROKEN HILL CITY COUNCIL REPORT NO. 70/22 - DATED MARCH 09, 2022 - MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.422, HELD ON TUESDAY, 8 MARCH 2022 D22/12114

Recommendation

Moved Councillor Bob Algate, Seconded Councillor Ron Page

1. That Broken Hill City Council Report No. 70/22 dated March 9, 2022, be received.
2. That the minutes of the Local Traffic Committee – Meeting No.422, held on Tuesday, 8 March 2022 be received.

CARRIED UNANIMOUSLY

The Chief Assets and Project Officer took a question on notice from Councillor Algate regarding the status of upgrades to parking arrangements adjacent to the Country University Centre located in the old RSL building. An audit of parking in Crystal Street will be undertaken.

CONFIDENTIAL MATTERS

Nil.

There being no further business the meeting closed at 5:50pm.

The foregoing minutes were read and confirmed at the Works Committee meeting held on 19 April 2022.

Chairperson

REPORTS

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)... 8
2. BROKEN HILL CITY COUNCIL REPORT NO. 81/22 - DATED APRIL 04, 2022 - NOMINATIONS FOR MEMBERSHIP ON THE GATEWAY SIGNAGE ADVISORY GROUP-PROJECT STEERING GROUP (D22/16085)22
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)35

WORKS COMMITTEE

March 30, 2022

ITEM 1BROKEN HILL CITY COUNCIL REPORT NO. 80/22

SUBJECT: NOMINATIONS FOR MEMBERSHIP ON THE PROJECT
CONSULTATIVE GROUP-PROJECT STEERING GROUP D22/15452

Recommendation

1. That Broken Hill City Council Report No. 80/22 dated March 30, 2022, be received.
2. 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.
3. 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.

Executive Summary:

Council advertised for nominations for community representatives on the Project Consultative Group–Project Steering Group (PSG) as per Council's resolutions at the February Ordinary Council Meeting to adopt the Terms of Reference for the Group.

Council has received five (5) nominations from members of the public for membership on the Project Consultative Group–PSG.

Report:

The Project Consultative Group-Project Steering Group (PSG) was formed to provide advice to Council on capital projects within Council Delivery Program, with a view to reduce Council's reliance on consultants for conceptual planning and community consultation as per Mayoral Minute No. 2 of the Ordinary Council Meeting held 12 January 2022 (Minute Number 46690) and adoption of the Project Consultative Group-PSG's Terms of Reference at the Ordinary Council Meeting held 23 February 2022 (Minute Number 46753).

The objectives and role/scope of the PSG will consist of:

- Advise on the scheduling and resourcing of projects during the development of Council's Asset Management Plans, Delivery Program and Operation Plans.
- To understand the projects that are outlined in the annual capital projects budget each year.
- To understand and provide advice on the conceptual plans for outlined projects by suggesting layout and project inclusions to meet the requirements of the community and specific stakeholders.

- Act as a communication conduit between Council and the Community with respect to the annual capital works plan of Broken Hill City Council.
- Report annually to the City's ratepayers on the progress of works.
- Consult with Foundation Broken Hill, Destination Country & Outback, other Community Groups, Council staff, and other relevant bodies, including other Council committees, to maximise the opportunity to achieve the broader City's strategic vision.
- To be informed in all associated Council policies and procedures to understand decision making process and legal requirements.

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

Membership of the Project Consultative Group-Project Steering Group

Membership consists of:

- Minimum of two (2) Councillor Representatives – Mayor and Deputy Mayor (with proposed alternates).
- Six (6) External Stakeholders – Community Representatives.

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

- One (1) Project Director – General Manager
- One (1) Community Engagement representative – Manager Communications.
- One (1) Project Management – Chief Assets and Projects Officer
- One (1) Council Contact Officer – Project Officer
- One (1) Heritage Committee Member – Heritage Advisor

Council appointed the Mayor and Deputy Mayor to the Project Consultative Group - PSG at its meeting held 23 February 2022.

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

Council commenced advertised for nominations for community membership on the Project Consultative Group – PSG on 30 March 2022 with nominations closing on 12 April 2022.

During this period Council received nominations from:

- Mr Paul Thomas
- Mr Bernard Williams
- Mr Ashley Byrne
- Ms Gigi Barbe
- Mr Matthew Handberg

The nominations are attached to the report along with a copy of the adopted PSG Terms of Reference.

This report is presented to Council to consider appointment of community members to the Project Consultative Group–PSG.

Community Engagement:

Council commenced advertised for nominations for community membership on the Project Consultative Group–PSG on 30 March 2022 with nominations closing on 12 April 2022.

Strategic Direction:

Key Direction:	1	Our community
Objective:	1.4	Our built environment supports our quality of life
Strategy:	1.4.2	To maintain the serviceability of Council's assets at an appropriate condition level

Relevant Legislation:

Local Government Act 1993

Civil Liability Act

Financial Implications:

Nil.

Attachments

1. [↓](#) Nominations received
2. [↓](#) Terms of Reference - Project Consultative Group-Project Steering Group

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

Leisa Bartlett

From: OpenForms <noreply@openforms.com>
Sent: Wednesday, 30 March 2022 4:10 PM
To: Leisa Bartlett
Subject: Project Consultative Group Nomination



Project Consultative Group Nomination

Project Consultative Group	
First Name	Paul
Last Name	Thomas
Contact Number	[REDACTED]
Email	[REDACTED]
Please outline why you wish to join this group	<p>I am a local business owner and operator with 15 years business experience in Broken Hill. I am also a qualified metal fabricator having completed my trade on the mine. I worked in this industry in numerous positions for 26 years which gave me valuable project management experience.</p> <p>I have held numerous positions on local boards and committees and have a strong knowledge of governance in this capacity.</p> <p>I am a Broken Hill local with an invested interest in the City and believe my experience and knowledge would be invaluable on this committee.</p>
Are you able to attend meetings during work hours?	Yes
Please list any other relevant information	
Signature of nominee	Link to signature
Date signed	30/03/2022

Leisa Bartlett

From: OpenForms <noreply@openforms.com>
Sent: Friday, 1 April 2022 6:44 AM
To: Leisa Bartlett
Subject: Project Consultative Group Nomination

Follow Up Flag: Follow up
Flag Status: Flagged



Project Consultative Group Nomination

Project Consultative Group	
First Name	Ashley
Last Name	Byrne
Contact Number	[REDACTED]
Email	[REDACTED]
Please outline why you wish to join this group	<p>I have lived in Broken Hill all my life and have dedicated much of my working life as a Retained Firefighter and in various volunteer roles to serving the people of Broken Hill and NSW. Most recently as Chairman and general board member of the South Football Club and in the past as Vice President, Assistant Secretary and general board member of the West Football Club. I have always had an interest in Broken Hill's infrastructure and projects, whilst Chairman of the South Football Club I initiated the conversation with key stakeholders and was involved early on in the Alma Oval Lighting Project.</p> <p>I recently ran for a position as Councillor in the Broken Hill Local Government Election and one of the platforms I ran on was to see the continuation of the current infrastructure projects and to actively look for new projects that would aid/improve the current infrastructure that would benefit the people of Broken Hill.</p> <p>I am an electrician by trade completing my apprenticeship at Perilya Broken Hill Mine and have worked there for the last 18 years in various roles. I am currently employed at Perilya as an Underground Electrical Supervisor. I am also completing an Advanced Diploma in Electrical Engineering, which I will finish in April, I will then start an Undergraduate Certificate in Electrical Engineering.</p> <p>I have a strong passion for our town and believe my volunteer roles over the years combined with my work experience and qualifications give me a solid platform to be able to competently serve on the</p>

	Project Consultative Committee and continue to make Broken Hill a great place to live.
Are you able to attend meetings during work hours?	Yes
Please list any other relevant information	I currently work a roster of 7 days on, 7 days off which will make attending meetings easy and I have access to leave if a meeting is during work hours.
Signature of nominee	Link to signature
Date signed	01/04/2022

Leisa Bartlett

From: OpenForms <noreply@openforms.com>
Sent: Wednesday, 30 March 2022 5:52 PM
To: Leisa Bartlett
Subject: Project Consultative Group Nomination



Project Consultative Group Nomination

Project Consultative Group	
First Name	Bernard
Last Name	Williams
Contact Number	[REDACTED]
Email	[REDACTED]
Please outline why you wish to join this group	Broken Hill has been good to me and i would like to give something back to the community. i am a retired builder and asset planner for buildings and my interests are collecting minerals and crystals as well as building wooden toys to give to the needy
Are you able to attend meetings during work hours?	Yes
Please list any other relevant information	
Signature of nominee	Link to signature
Date signed	30/03/2022

Leisa Bartlett

From: OpenForms <noreply@openforms.com>
Sent: Tuesday, 5 April 2022 6:17 AM
To: Leisa Bartlett
Subject: Project Consultative Group Nomination



Project Consultative Group Nomination

Project Consultative Group	
First Name	Gigi
Last Name	BARBE
Contact Number	[REDACTED]
Email	[REDACTED]
Please outline why you wish to join this group	I have knowledge of local building history and have obtained plans to bring back one heritage building to its prime state. I am also aware of existing small assets needing upgrading on tourist routes to enhance our city.
Are you able to attend meetings during work hours?	Yes
Please list any other relevant information	I place high value on making Broken Hill a city that stands out in its livability and attractiveness.
Signature of nominee	Link to signature
Date signed	05/04/2022

Leisa Bartlett

From: OpenForms <noreply@openforms.com>
Sent: Wednesday, 6 April 2022 2:07 PM
To: Leisa Bartlett
Subject: Project Consultative Group Nomination



Project Consultative Group Nomination

Project Consultative Group	
First Name	Matthew
Last Name	Handberg
Contact Number	[REDACTED]
Email	[REDACTED]
Please outline why you wish to join this group	As a local resident and real estate agent I am interested in contributing to the betterment of Broken Hill, particularly regarding major projects. I feel my professional expertise would benefit the Project Consultative Group along with being able to offer a fresh opinion regarding both new and old development ideas.
Are you able to attend meetings during work hours?	Yes
Please list any other relevant information	Whilst I am generally available for meeting during working hours I normally will need sufficient notice to make sure my diary is available to attend the appropriate meetings.
Signature of nominee	Link to signature
Date signed	06/04/2022

BROKEN HILL
CITY COUNCIL

TERMS OF REFERENCE – PROJECT CONSULTATIVE GROUP – PROJECT STEERING GROUP

QUALITY CONTROL	
EDRMS Reference	D22/5726
Revision Number and Date	31/1/2022 – Revision 1
Adopted by Council	23/02/2022 – Minute Number 46753
Contact Officer	Codie Howard
Contact Officer Title	Chief Assets and Projects Officer
Contact Officer Phone Number	08 8080 3122
Company	Broken Hill City Council
Council Phone Number	08 8080 3300

1. INTRODUCTION

The Project Steering Group (PSG) has been established to provide advice to Council on projects within the Annual Capital Projects Budget that council undertakes, with a view to reduce the council's reliance on consultants.

2. NAME

Project Consultative Group

3. ADDRESS

TERMS OF REFERENCE – PROJECT CONSULTATIVE GROUP – PROJECT STEERING GROUP
Page 1 of 5

The address of the Committee will be:

c/- PO Box 448
Broken Hill NSW 2880

4. VISION. MISSION AND OBJECTIVES

4.1 Vision

That all projects are driven and receive local input by members of the community to deliver on the Community's vision, desirable outcomes and service requirements of new and existing infrastructure/projects.

4.2 Mission

To provide local knowledge, consultation, communication, advice and guidance to the planning stages of the upgrading of existing assets or construction of new assets within the city of Broken Hill in accordance with the Community Strategic Plan, Council's Delivery Program and Council's Annual Capital Works Program.

4.3 Scope/Role

The Scope/Role of the PSG are:

- Advise on the scheduling and resourcing of projects during the development of Council's Asset Management Plans, Delivery Program and Operation Plans.
- To understand the projects that are outlined in the annual capital projects budget each year.
- To understand and provide advice on the conceptual plans for outlined projects by suggesting layout and project inclusions to meet the requirements of the community and specific stakeholders.
- Act as a communication conduit between Council and the Community with respect to the annual capital works plan of Broken Hill City Council.
- Report annually to the City's ratepayers on the progress of works.
- Consult with Foundation Broken Hill, Destination Country & Outback, other Community Groups, Council staff, and other relevant bodies, including other Council committees, to maximise the opportunity to achieve the broader City's strategic vision.
- To be informed in all associated Council policies and procedures to understand decision making process and legal requirements.

5. STRUCTURE AND MEMBERSHIP

- 5.1** The PSG shall consist of eight (8) members to be appointed at the first Committee meeting following a local election, such members to be nominated in the following manner:

- Minimum of two (2) Councillor Representatives – Mayor and Deputy Mayor (with proposed alternates).
- Six (6) External Stakeholders – Community Representatives.

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

- One (1) Project Director – General Manager
- One (1) Community Engagement representative – Manager Communications.
- One (1) Project Management – Chief Assets and Projects Officer
- One (1) Council Contact Officer – Project Officer
- One (1) Heritage Committee Member – Heritage Advisor

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

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

6. TERM OF APPOINTMENT

- 6.1** Members appointed to the PSG will serve for a period of four (4) years coinciding with the period of election of the current elected body.
- 6.2** Councillors will be appointed to the group on an annual basis in September.
- 6.3** Members standing down during that period will be eligible for re-appointment.
- 6.4** Any new appointments in that period, due to vacancies or formal expansion of membership by the elected body; will serve the remainder of the four (4) year term; but will be eligible for re-appointment.

7. VACANCIES WITHIN THE PSG

- 7.1** Vacancies will be advertised and interested parties invited to apply for membership in writing, by completing a nomination form providing names and other necessary details for Council's consideration.
- 7.2** The names and addresses of the persons nominated will be forwarded in writing to Council's General Manager.

8. VACANCIES IN PSG MEMBERSHIP

- 8.1** PSG members will serve the set period unless the PSG is disbanded by Council prior to the time of the next local government election.
- 8.2** A member having failed to attend three (3) consecutive ordinary meetings, without leave of absence having been granted, shall have resigned their membership.

- 8.3** Any member of the PSG resigning his/her position within the PSG shall do so in writing addressed to the General Manager, such notice having effect upon receipt by the General Manager.
- 8.4** Membership shall cease in the following cases:
- If member becomes bankrupt;
 - Member resigns from office by notification in writing to the General Manager;
 - Member is absent for three (3) consecutive meetings without leave from meetings of the PSG;
 - Council passes a resolution to remove the member from the PSG;
 - Member holds any office of profit under the PSG;
 - Member fails to disclose any pecuniary interest in any matter with which the PSG is concerned and takes part in the consideration, discussion or votes on any question relating to the matter and for the purposes of this provision 'pecuniary interest' has the same meaning given to that term in Section 441-443 of the *Local Government Act 1993*;
 - Member while holding that office is convicted of an offence referred to in part 4 of the *Crimes Act 1900* (offences relating to property);
 - Member is prohibited by Order under Section 230 of the Corporations Law from managing a corporation within the meaning of that Section;
 - Member becomes a mentally incapacitated person; or
 - Upon the death of a member.
- 8.5** It shall be the duty of the Chairperson, if any extraordinary vacancy occurs, to declare the fact to the next ensuing ordinary meeting and to ensure that the necessary steps are taken to fill the vacancy in accordance with this Terms of Reference.

9. MEETINGS

- 9.1** All meetings shall be held in accordance with the Council's Code of Meeting Practice.
- Minutes of the matters discussed will be kept and a copy forwarded to all PSG members in advance of the next meeting.
 - Any items requiring action by Council are to be the subject of a report to the next scheduled meeting of Council.
- 9.2** There should be minimum of four (4) meetings held each year and additional as required.
- 9.3** The Council Contact Officer is responsible for preparing a report to Council requesting the minutes be noted and any specific recommendation of the PSG which must be endorsed at the time major events will be occurring with the PSG.

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

10. EXECUTIVE

- 10.1** The Executive shall consist of a Chairperson which will be held by the incumbent Mayor of the Broken Hill City Council.
- 10.2** The Chairperson shall chair and maintain order at all meetings of the PSG at which he/she is present. The Chairperson may vote on all questions before the PSG and when voting is equal shall have the casting vote.
- 10.3** During the absence of the Chairperson, the Chairperson shall nominate an incumbent member of the PSG to hold the role in an acting capacity on his/her behalf. During this period, the acting Chairperson shall have and may exercise all the powers of the Chairperson.
- 10.4** Under normal circumstances only the Chairperson shall speak for the PSG however, individual members may be delegated powers of public comment by the General Manager, should circumstances warrant it.

11. RECORDS

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

12. CONFLICT OF INTERESTS

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

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

13. COUNCIL CONTACT OFFICER

Chief Assets and Projects Officer

14. DEFINITIONS

In this Constitution the following definitions will apply:

"Council" shall mean Broken Hill City Council.

"Executive" shall mean the Chairperson Project Steering Group.

"PSG" shall mean the Project Steering Group.

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

WORKS COMMITTEE

April 4, 2022

ITEM 2BROKEN HILL CITY COUNCIL REPORT NO. 81/22

SUBJECT: NOMINATIONS FOR MEMBERSHIP ON THE GATEWAY SIGNAGE
ADVISORY GROUP-PROJECT STEERING GROUP D22/16085

Recommendation

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.

Executive Summary:

Council advertised for nominations for community representatives on the Gateway Signage Advisory Group–Project Steering Group (PSG) as per Council's resolution at the February Ordinary Council Meeting to adopt the Terms of Reference for the Group.

Council has received five (5) nominations from members of the public for membership on the Gateway Signage Advisory Group–Project Steering Group.

Report:

Gateway Signage Advisory Group is being formed to provide advice on the removal and replacement of the current gateway signage, with a sign chosen by Deanna Spicer from her designs. The objectives of the Gateway Signage Advisory Committee will consist of:

- To be made aware of previous gateway signage project details and costs associated to understand history of project.
- To be provided with estimated costs associated with the removal and replacement of the gateway signage to a new design.
- To provide suggestions for the location of the newly erected gateway signage design.
- To provide advice and suggestions for possible signage additions for entrance sites.
- To provide suggestions on the location for where the current gateway sign is to be relocated.

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

The project governance has been established for this project which will include a Gateway Signage Advisory Group with a Terms of Reference formalised with representatives also formally invited and appointed.

Membership of the Gateway Signage Advisory Group–Project Steering Group

The Gateway Signage Advisory Group shall consist of a minimum of thirteen (13) members as follows:

- Minimum of two (2) Councillor Representatives – Mayor, Deputy Mayor, and any additional Councillors with interest in nominating as Council's representatives to the committee.
- One (1) Project Director – General Manager.
- External Stakeholders
- One (1) Community Engagement representative – Manager Communications.
- One (1) Project Management – Chief Assets and Projects Officer
- One (1) Council Contact Officer – Project Officer
- One (1) Heritage Committee Member – Heritage Advisor

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

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

Council appointed the Mayor, Deputy Mayor and Councillor Page to the Gateway Signage Advisory Group at its meeting held 23 February 2022.

Meetings will be held as required during the project and membership will cease on the completion of the sign relocation project.

Council commenced advertised for nominations for community membership on the Gateway Signage Advisory Group-PSG on 30 March 2022 with nominations closing on 12 April 2022. During this period Council received nominations from:

- Mr Paul Thomas
- Mr Peter Nash
- Mr Bernard Williams
- Mr Ray Johnston
- Ms Ghislaine Barbe

The nominations are attached to the report along with a copy of the adopted Gateway Signage Advisory Group-PSG Terms of Reference for information.

This report is presented to Council to consider appointment of community members to the Gateway Signage Advisory Group-PSG.

Community Engagement:

Council commenced advertised for nominations for community membership on the Gateway Signage Advisory Group-PSG on 30 March 2022 with nominations closing on 12 April 2022.

Strategic Direction:

Key Direction:	1	Our community
Objective:	1.4	Our built environment supports our quality of life
Strategy:	1.4.2	To maintain the serviceability of Council's assets at an appropriate condition level

Relevant Legislation:

Local Government Act 1993

Financial Implications:

Nil.

Attachments

1. [↓](#) Nominations received
2. [↓](#) Terms of Reference - Gateway Signage Advisory Group-Project Steering Group

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

Leisa Bartlett

From: OpenForms <noreply@openforms.com>
Sent: Wednesday, 30 March 2022 4:01 PM
To: Leisa Bartlett
Subject: Gateway Signage Advisory Group Nomination

Follow Up Flag: Follow up
Flag Status: Flagged



Gateway Signage Advisory Group Nomination

Gateway Signage Advisory Group	
First Name	Paul
Last Name	Thomas
Contact Number	[REDACTED]
Email	[REDACTED]
Please outline why you wish to join this group	<p>I have over 15 years experience in the signage industry owning and operating a sign business in Broken Hill. I am also a qualified metal fabricator having completed my trade on the mine and worked in this field for 26 years.</p> <p>I have held numerous positions on local boards and committees and have a strong knowledge of governance in this capacity. I am a Broken Hill local with an invested interest in the City and believe my experience and knowledge would be invaluable on this committee.</p>
Are you able to attend meetings during work hours	Yes
Please list any other relevant information	
Signature of nominee	Link to signature
Date signed	30/03/2022

Leisa Bartlett

From: OpenForms <noreply@openforms.com>
Sent: Thursday, 31 March 2022 8:39 AM
To: Leisa Bartlett
Subject: Gateway Signage Advisory Group Nomination



Gateway Signage Advisory Group Nomination

Gateway Signage Advisory Group	
First Name	Peter
Last Name	Nash
Contact Number	[REDACTED]
Email	[REDACTED]
Please outline why you wish to join this group	Sold the concept of signage to Greg Donovan for the 3 signs at the Mundi Mundi Bash. Worked with designer Deana Spicer & Gerry Leaver on design ideas and construction.
Are you able to attend meetings during work hours	Yes
Please list any other relevant information	
Signature of nominee	Link to signature
Date signed	31/3/2022

Leisa Bartlett

From: OpenForms <noreply@openforms.com>
Sent: Thursday, 31 March 2022 4:57 PM
To: Leisa Bartlett
Subject: Gateway Signage Advisory Group Nomination

Follow Up Flag: Follow up
Flag Status: Flagged



Gateway Signage Advisory Group Nomination

Gateway Signage Advisory Group	
First Name	Bernard
Last Name	Williams
Contact Number	[REDACTED]
Email	[REDACTED]
Please outline why you wish to join this group	i am a retired builder/building asset planner and would like to give something back to the Broken Hill community, i also build wooden toys as a hobby donate them to families that are doing it tough
Are you able to attend meetings during work hours	Yes
Please list any other relevant information	
Signature of nominee	Link to signature
Date signed	31/03/2022

Leisa Bartlett

From: OpenForms <noreply@openforms.com>
Sent: Saturday, 2 April 2022 11:08 AM
To: Leisa Bartlett
Subject: Gateway Signage Advisory Group Nomination



Gateway Signage Advisory Group Nomination

Gateway Signage Advisory Group	
First Name	Ray
Last Name	Johnston
Contact Number	[REDACTED]
Email	[REDACTED]
Please outline why you wish to join this group	<p>I am absolutely passionate regarding the Gateway signage. the current signs do not represent the City at all, other than bearing the name and they need to be changed.</p> <p>I am a retired Head Teacher of Metal Fabrication and Welding and Fitting and Machining from the local TAFE system. I believe I have a lot to offer in this project regarding the replacement of the signs. Having a good relationship with a number of my past students who are now the Cities leading Engineering businesses I feel confident that I can have some influence relating to securing help as well as ensuring that the costs involved be minimised.</p>
Are you able to attend meetings during work hours	Yes
Please list any other relevant information	
Signature of nominee	Link to signature
Date signed	02/04/2022

Leisa Bartlett

From: OpenForms <noreply@openforms.com>
Sent: Tuesday, 5 April 2022 6:23 AM
To: Leisa Bartlett
Subject: Gateway Signage Advisory Group Nomination



Gateway Signage Advisory Group Nomination

Gateway Signage Advisory Group	
First Name	Ghislaine
Last Name	BARBE
Contact Number	[REDACTED]
Email	[REDACTED]
Please outline why you wish to join this group	I have traveled the world and understand the significance of a welcome sign as a first introduction to any city. I also belong to a number of art organisations and have an aesthetic understanding combined with historical knowledge of the Silver City.
Are you able to attend meetings during work hours	Yes
Please list any other relevant information	I have closely followed the development of the gateway signage in Broken Hill since the initial competition was launched and am aware of the implications of selecting such asset.
Signature of nominee	Link to signature
Date signed	05/04/2022

BROKEN HILL
CITY COUNCIL

TERMS OF REFERENCE – GATEWAY SIGNAGE ADVISORY GROUP – PROJECT STEERING GROUP

QUALITY CONTROL	
EDRMS Reference	D22/5771
Revision Number and Date	28/1/2022 – Revision 1
Adopted by Council	23/02/2022 – Minute No. 46753
Contact Officer	Codie Howard
Contact Officer Title	Chief Assets and Projects Officer
Contact Officer Phone Number	08 8080 3122
Company	Broken Hill City Council
Council Phone Number	08 8080 3300

1. INTRODUCTION

The Project Steering Group (PSG) has been established to provide guidance to provide advice on the removal and replacement of the gateway signage, with a sign chosen by Deanna Spicer from her designs.

2. NAME

Gateway Signage Advisory Group

3. ADDRESS

The address of the Committee will be:

c/- PO Box 448
Broken Hill NSW 2880

4. VISION, MISSION AND OBJECTIVES

4.1 Vision

To ensure the entrances to Broken Hill are a beacon for tourism entering the city and the gateways signage is a representation of Broken Hill and our heritage.

4.2 Mission

To lend advice, provide suggestions and brainstorm improvements to the current and future gateway signage of Broken Hill

4.3 Objectives

The objectives of the PSG are:

- To be made aware of previous gateway signage project details and costs associated to understand history of project
- To be provided with estimated costs associated with the removal and replacement of the gateway signage to a new design
- To provide suggestions for the location of the newly erected gateway signage design
- To provide advice and suggestions for possible signage additions for entrance sites
- To provide suggestions on the location for where the current gateway sign is to be relocated.

5. STRUCTURE AND MEMBERSHIP

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

- Minimum of two (2) Councillor Representatives – Mayor, Deputy Mayor, and any additional Councillors with interest in nominating as Council's representatives to the committee.
- One (1) Project Director – General Manager.
- External Stakeholders
- One (1) Community Engagement representative – Manager Communications.
- One (1) Project Management – Chief Assets and Projects Officer
- One (1) Council Contact Officer – Project Officer

- One (1) Heritage Committee Member – Heritage Advisor

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

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

6. TERM OF APPOINTMENT

6.1 Members appointed to the PSG will serve for a period as needed until sign relocation project has been completed.

6.2 Councillors will be appointed to the group as set out in section 5.1 of this ToR.

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

7. VACANCIES WITHIN THE PSG

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

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

8. VACANCIES IN PSG MEMBERSHIP

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

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

8.3 Membership shall cease in the following cases:

- If member becomes bankrupt;
- Member resigns from office by notification in writing to the General Manager;
- Council passes a resolution to remove the member from the PSG;
- Member holds any office of profit under the PSG;
- Member fails to disclose any pecuniary interest in any matter with which the PSG is concerned and takes part in the consideration, discussion or votes on any question relating to the matter and for the purposes of this provision 'pecuniary interest' has the same meaning given to that term in Section 441-443 of the *Local Government Act 1993*;
- Member while holding that office is convicted of an offence referred to in part 4 of the *Crimes Act 1900* (offences relating to property);
- Member is prohibited by Order under Section 230 of the Corporations Law from managing a corporation within the meaning of that Section;

- Member becomes a mentally incapacitated person; or
- Upon the death of a member.

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

9. MEETINGS

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

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

9.2 Meetings will be held as required.

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

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

10. EXECUTIVE

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

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

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

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

11. RECORDS

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

12. CONFLICT OF INTERESTS

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

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

13. COUNCIL CONTACT OFFICER

Chief Assets and Projects Officer

14. DEFINITIONS

In this Constitution the following definitions will apply:

"Council" shall mean Broken Hill City Council.

"Executive" shall mean the Chairperson Project Steering Group.

"PSG" shall mean the Project Steering Group.

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

WORKS COMMITTEE

April 11, 2022

ITEM 3BROKEN HILL CITY COUNCIL REPORT NO. 82/22

SUBJECT: T22/2 REQUEST FOR TENDER FOR GALENA/MERCURY/TALC STREET ROAD RECONSTRUCTION AND ROUNDABOUT INSTALLATION D22/18070

Recommendation

1. 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 *Local Government Act 1993*, 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.

Executive Summary:

Broken Hill City Council (BHCC) was successful in receiving \$1.13m grant funding from Transport for NSW (TfNSW) through the 2020/2021 FSSR-Federal and State Government Stimulus Commitment. The funding is for the reconstruction of the intersection of Galena St, Mercury St and Talc St and the installation of a roundabout to address safe design requirements.

A variation was requested from and approved by TfNSW to complete the relocation of the existing electrical utilities, primarily power poles, for the price of \$310,000 making the total project budget \$1.44 million.

The project will be completed in two distinct stages:

Stage 1 (completed), Involved relocation of electrical utilities and land subdivision for the realignment of the road and was completed by Vertex Ltd Pty.

Stage 2, this tender involves installation of a roundabout and reconstruction of the pavement surface and associated structures including kerbs and gutters, drainage structures and disability accessible kerb ramps at the intersections of Galena, Mercury and Talc streets.

The tender for Stage 2 was advertised through the Local Government Procurement (LGP) Vendor Panel website from 10 March 2022 to 6 April 2022, for qualified and competent contractors to undertake all required works as shown in the provided construction drawings and technical forms.

Council received no submissions for this Request for Tender.

Report:

This is a 'Construct Only' contract and therefore the tenderer is required to provide all the plant, labour and materials required to complete the work in accordance with the specifications, including Work Health and Safety (WHS) requirements and quality requirements.

The project scope includes:

- The construction work will be completed as per the approved engineering construction plans.
- Liaison and cooperation with the Roads Projects Engineer, the Council and service authorities with regard to programming of works.
- Notification and liaison with residents and stakeholders adjacent the site and the community affected by the works, in coordination with the Road Projects Engineer
- The Contractor shall plan, establish and maintain a Quality Management System to ensure the materials and their works comply with the drawings and the specification.
- The Contractor shall be responsible for undertaking all testing and coordinating all inspections required in the Technical Specification.
- The Contractor shall take all measures necessary to ensure minimum disturbance to the existing environment by its operations.
- Location and identification of underground and overhead services. Protection of services during construction works.
- Provision of site security fencing to prevent unauthorised access to the site.
- Setting out the works for Roads Project Engineer approval.
- Provision of all traffic management measures including pedestrians and cyclists.
- Protection of trees and existing landscaping within the site.
- Management of waste fill and disposal of surplus excavated waste soil material off site to Council nominated location.
- Demolition and disposal of existing pavement and concrete kerbing.
- Construction of works described in the drawings and this specification.
- Installing conduits for centre island lighting from connection point to centre island.
- Facilitating access for installation of new lighting to centre island by third party contractors.
- Reinstatement of all pavements, verges, footpaths and other areas affected by the works.
- Relocation and / or adjustment of service top stones, irrigation points or service pits as required.
- Soil erosion and drainage management during construction.
- Clean-up and demobilisation.
- Provision of as-constructed drawing.

The request for tender was advertised on Vendor Panel from 10 March 2022 to 6 April 2022, for qualified and competent contractors to undertake all required works as shown in the provided construction drawings and technical forms.

Council received no submissions for this Request for Tender.

We now request Council to approve the General Manager to negotiate the contract with a single qualified contractor and the permission to approve successful tender submission. This will allow Council to meet the timeline requirements associated with the funding deed of completion of works to be no later than August 26, 2022.

Community Engagement:

Council's Project Engineer, Asset Planner Parks and Open Spaces and Parks and Open Spaces Coordinator held consultation meetings with the Riddiford Arboretum Section 355 Committee on 10th of June 2021. Council advised the committee of the requirement for subdivision of the land at the corner of Mercury Street and Galena Street and the proposed location of the electrical poles.

Face to face consultation was held with all relevant businesses within the work area on 29 October 2021, to give notice of works to commence for the electrical utilities' relocation project T21/9 and give a briefing on roadworks to commence in 2022. Further notice would be given to businesses and residents when a contractor was awarded the tender for the road reconstruction and roundabout installation.

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:

Financial Implications:

Stage 1 for the relocation of the electrical utilities at the intersection of Galena, Mercury and Talc Street, cost \$342,904 (ex. GST) with budget costs being covered through TfNSW 2020/2021- FSSR Federal and State Government Stimulus Commitment Roads Program for 2021/22.

Stage 2, which includes the road reconstruction and roundabout installation has a budget of \$1,097,096 (ex GST) which is the remaining funds from the 2020/2021- FSSR Federal and State Government Stimulus Commitment Roads Program for 2021/22.

If a successful tenderer cannot be sourced to meet the required timelines of work completion 26 August 2022, then Council may need to return funds to TfNSW.

Attachments

1. RFT Galena, Mercury and Talc Street Road Reconstruction and Roundabout
[Installation Summary Report](#)

CODIE HOWARD
CHIEF ASSETS AND PROJECTS OFFICER

JAY NANKIVELL
GENERAL MANAGER



Broken Hill City Council

Request for :

Galena/ Mercury/ Talc Street Road Reconstruction and Roundabout Installation - Broken Hill City

VP reference Number : VP295618

Buyer reference Number : T22/2

Opens 10/Mar/22 : Closes 06/Apr/22 05:00 PM Cen. Australia Standard Time

Cut-off date for supplier queries : Friday 01/Apr/22 06:00 PM Cen. Australia Daylight Time

This request is not finalized.

0 Supplier responses as of the 11/Apr/22 02:20 PM

Request created by:



You have attached 3 documents to this request. You can find them in this zip file under '/RFXDocs/'


[Broken Hill City Council VendorPanel](#)

Details of the request

Galena/ Mercury/ Talc Street Road Reconstruction and Roundabout Installation - Broken Hill City

Estimated Value \$500,000 to 1M (hidden from suppliers)
Budgeted Value Unknown

Buyer Details

Business: Broken Hill City Council
Location: 240 Blende St
Broken Hill
2880, New South Wales, Australia
Web Site: <https://www.brokenhill.nsw.gov.au/Home>
Business Overview: The City of Broken Hill is a local government area in the Far West region of New South Wales, Australia. The area contains an isolated mining city, Broken Hill, located in the outback of New South Wales and is surrounded by the Unincorporated Far West Region. The City is located adjacent to the Silver City and Barrier Highways and the Broken Hill railway line.
Contact: 

Dates:

Can be responded between: 10/Mar/22 and 06/Apr/22 05:00 PM Cen. Australia Standard Time
Supplier query cut-off: Friday 01/Apr/22 06:00 PM (Cen. Australia Daylight Time)
Decision Date: 18/May/22

What's required

Council is seeking to engage a suitably qualified contractor with suitable skills, experience, and capacity for Galena/ Mercury/ Talc Street Road Reconstruction and Roundabout Installation for the city of Broken Hill.

As the intersection of Galena Street, Mercury Street and Talc Street has a history of road crashes, particularly right turn crashes due to no intersection turning treatment provided. The roundabout aims to minimise the risk of vehicle crashes, increase safety and was designed to suit general access vehicles, as well as B-Double movements for the north-western approach and the south-western approaches in line with the gazetted road approvals.

For more information, please refer to the attached

Background information / Compatibility requirements

Please refer to the attached

Desired Outcomes ('Nice to haves', Conditions & Warranties, SLA's, Project benefits)

Please refer to the attached

Questions asked by the buyer

1. [Required] - Please outline your fees/rates.
2. [Required] - Are you able to meet the required timeline ?
3. What is your approach/methodology?
4. [Required] - Outline your experience with similar projects (give examples).

The following supplier lists were selected

1. Construction & Operation (Type: Public)
2. Building Trade, Repairs, Maint. (Type: Public)

The following categories were selected

- Building Trade & Repairs & Maintenance Services

1. Building Maintenance & Services

- Construction & Operation

1. Bridge Construction & Maintenance
2. Building Construction Materials & Services
3. Excavation Services
4. Other Civil Construction Materials & Services
5. Pavement Stabilisation Services & Materials
6. Road Building Products & Maintenance & Services
7. Track & Trail Construction

Regions of service locations

- Australian Capital Territory

1. ACT (all other areas)

- New South Wales

1. Central West
2. Far West
3. Hunter
4. Illawarra
5. Mid-North Coast
6. Murrumbidgee
7. North Western
8. Richmond-Tweed
9. South Eastern
10. Sydney

- South Australia

1. Adelaide
2. Outer Adelaide

- Victoria

1. Mallee
2. Melbourne

All Regions of Service locations are within Australia.

Information requested by others

QUESTION ([REDACTED]) on 17/Mar/22 06:12 AM : Good Morning,

Can council release tender_of_galena_murcury_talc_roundabout in Word Format?

Thank you

ANSWER (Public) on 21/Mar/22 10:45 AM : Good morning,

Definitely, the Council is happy to release the tender mentioned above in a word format.

Thank you,

regards,

Updates made to this request

None...