



BUSINESS PAPER

Ordinary Meeting of Council

Council Chambers
26 April 2023

6.30pm

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 an Ordinary Meeting of the Broken Hill City Council will be held in the Council Chambers on **Wednesday 26 April 2023** commencing at **6:30pm** to consider the following business:

AGENDA

1	Opening the Meeting
2	Apologies
3	Leave of Absence Applications
4	Prayer
5	Acknowledgement of Country
6	Acknowledgement of Broken Hill's Mining History
7	Public Forum Session
8	Minutes for Confirmation
9	Disclosure of Interest
10	Mayoral Minute(s)
11	Notice of Motion
12	Notices of Rescission
13	Reports from Delegates
14	Committee Reports a) Recommendations of Works Committee meeting held Monday, 17 April 2023 b) Recommendations of Health and Building Committee meeting held Tuesday, 18 April 2023 c) Recommendations of Policy And General Committee meeting held Wednesday, 19 April 2023
15	Further Reports
16	Questions Taken on Notice from Previous Council Meeting
17	Questions for Next Meeting Arising from Items on this
18	Public Forum Session
19	Confidential Matters
20	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, March 29, 2023.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD MARCH
29, 2023

Meeting commenced at 6:30 p.m.

PRESENT:

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

General Manager, Chief Corporate and Community Officer, Chief Financial
Officer, Manager, Executive Manager Planning and Community Safety,
Executive Manager Growth and Investment Executive Officer and Executive
Assistant.

Media (2), Members of the Public (6).

APOLOGIES:

Nil.

LEAVE OF ABSENCE

APPLICATIONS:

Nil.

PRAYER

Councillor Boland delivered the prayer.

ACKNOWLEDGEMENT OF COUNTRY

Councillor Gallagher delivered the Acknowledgment of Country.

ACKNOWLEDGEMENT OF BROKEN HILL'S MINING HISTORY

Councillor Algate delivered the Acknowledgment of Broken Hill's Mining History.

PUBLIC FORUM

Council's Community Newsletter

Mr Coulls thanked Council for introducing a community newsletter to keep the community informed of Council's activities and raised the following concerns:

a) Mural on Broken Hill City Art Gallery Wall

Mr Coulls referred to Council's consideration of painting a mural on the exterior wall of the Broken Hill City Art Gallery five or six years ago which didn't eventuate, but now a new mural has just been completed and asked why Council uses out-of-town artists when we have many experienced successful artists in Broken Hill? And asked why the community doesn't see the designs that artists propose for murals?

The Mayor advised that the mural Mr Coulls was referring to was not painted on the exterior wall of the Art Gallery it was painted on the wall of the Art Gallery Workshop building. Two reports were presented to Council Meetings regarding the design of the mural and to consider placing the mural on the Workshop building after it was first suggested to place the mural in the Sturt Park.

b) Civic Centre Refurbishment - Legal Matter

Mr Coulls enquired when the Civic Centre legal matter will be finalised?

The Mayor advised that the legal proceedings are currently before arbitrators and it has been advised that the matter should be resolved within six months.

c) Library Development Project

Mr Coulls urged Council to consider putting the Library Development Project on hold until the Civic Centre legal proceedings have been finalised in order that Council considers the financial outcome of the legal proceedings and also for Council to wait until the rising costs of building materials settle. Mr Coulls gave the example of the new Police Station in Broken Hill which was reported to be built at a cost of \$11M but actually cost \$16M and is not fully finished (the on-site carpark is gravel instead of bitumen).

The Mayor advised that Council approved a new design for the Library Building (from the original design) in order that the new Library could be built with grant funding alone, this was prior to the escalation of the cost of building materials nationally. The project has now been re-scoped in order that it can be built in stages to allow Council to complete the first stage with grant funding and then Council will apply for additional grant funding to complete the remaining stages, thus removing the risk of the community being left with a Library partially built and unusable. The first stage of the project will include the refurbishment of the ground floor of Council's Administration Building into a temporary Library. After the new Library opens Council can look at other uses for the ground floor of the Administration Building which for example, may include the leasing of office space and the use of space for local community groups etc.

Mr Coulls thanked the Mayor for responding to his questions.

MINUTES FOR CONFIRMATION

RESOLUTION

Minute No. 47142

Councillor R Algate moved
Councillor M Browne seconded

Resolved

) That the Minutes of the Ordinary Meeting of the
) Council of the City of Broken Hill held March 01,
2023 be confirmed.

CARRIED UNANIMOUSLY

DISCLOSURE OF INTEREST

Councillor Boland declared:

- a non-pecuniary conflict of interest in Report No. 53/23 (Item 8 of the Policy and General Committee) as he is the General Manager of the Musicians' Club and Chair of the Liquor Accord and advised that he will leave the Council Chambers whilst the item is considered.
- a non-pecuniary conflict of interest in Report No. 59/23 (Item 2 of Further Business) as he is the General Manager of the Musicians' Club and advised that he will leave the Council Chambers whilst the item is considered.

MAYORAL MINUTES

ITEM 1 - MAYORAL MINUTE NO. 4/23 - DATED MARCH 21, 2023 - CRYSTAL STREET LONDON
PLANE TREE PLANTING REQUEST

D23/15406

RESOLUTION

Minute No. 47143

Mayor T Kennedy moved
Deputy Mayor J Hickey seconded

Resolved

1. That Mayoral Minute No. 4/23 dated March 21, 2023, be received.
2. That Council approves the planting proposal of London Plane trees (*Platanus xacerifolia*) in the nature strip of Crystal Street from Iodide Street to Oxide Street.

3. The London Plane trees (*Platanus xacerifolia*) are to be planted 2.5 metres from any infrastructure, including services, buildings and kerb and gutters, and 5 metres from each other tree being planted.
4. That the number of trees and exact location of plantings to be determined on site by Council's Arborist, in conjunction with Parks and Open Spaces Coordinator and Fabtec Advanced steel Fabrication owner and Director.

CARRIED

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

ITEM 2 - MAYORAL MINUTE NO. 5/23 - DATED MARCH 29, 2023 - MENINDEE LAKES FISH KILLS
D23/16597

RESOLUTION

Minute No. 47144

Mayor T Kennedy moved)
Councillor R Algate seconded)

Resolved

1. That Mayoral Minute No. 5/23 dated March 29, 2023, be received.
2. That Council sends correspondence to the State and Federal Water Ministers and Shadow Ministers, MP Roy Butler and MP Mark Coulton asking for action and acknowledgment of fish kills in and around Menindee Lake, that is a result of eutrophication of water bodies caused by excess phosphorus and nitrogen likely from runoff from irrigation; and that the correspondence also raises Council's concerns regarding the volume of water currently being released from Lake Menindee in a bid to re-oxygenate the water and mitigate further mass fish kills in the Menindee Lakes System.
3. That Council notes excess nitrogen and phosphorus can be washed from farm fields and into waterways during rain events and can also leach through the soil and into groundwater over time. High levels of nitrogen and phosphorus can cause eutrophication of water bodies. Eutrophication can lead to hypoxia ("dead zones"), causing fish kills and a decrease in aquatic life. Excess nutrients can cause harmful algal blooms in freshwater systems, which not only disrupt wildlife but can also produce toxins harmful to humans. Farmers apply nutrients on their fields in the form of chemical fertilisers and animal manure, which provide crops with the nitrogen and

phosphorus necessary to grow and produce our food or fibre. However, when nitrogen and phosphorus are not fully utilised by the growing plants, they can be lost from the farm fields and negatively impact downstream water quality.

4. That Council rejects the concept that the Eutrophication that led to hypoxia ("dead zones"), was part of a normal flooding event and is of the opinion it was directly caused by excess fertilisers washing from farms used for crops which increased algal blooms that ultimately caused the dead zones, and that all governments take immediate action by way of a parliamentary enquiry to ensure we never experience a fish kill of the magnitude we face now.
5. That all mentioned parliamentarians are directed to the many similar cases of Eutrophication that led to hypoxia ("dead zones") on the Mississippi River and around the world.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

Nil.

RESCISSION MOTIONS

Nil.

REPORTS FROM DELEGATES

Nil.

COMMITTEE REPORTS

WORKS COMMITTEE

ITEM 3 - BROKEN HILL CITY COUNCIL REPORT NO. 41/23 - DATED MARCH 03, 2023 - DRAFT TERMS OF REFERENCE - FRUIT FLY CONTROL AWARENESS WORKING GROUP D23/12214

RESOLUTION

Minute No. 47145

Councillor D Gallagher moved)
Councillor R Page seconded)

Resolved

1. That Broken Hill City Council Report No. 41/23 dated March 3, 2023, be received.
2. That the Terms of Reference of the Fruit Fly Control Awareness Working Group be adopted.
3. That Council notes that Councillor Page has been appointed as Chairperson of the Fruit

Fly Control Awareness Working Group as
per Minute No. 47112.

4. That, at the March Council Meeting, Council appoints two Councillor representatives to the Working Group.
5. That advertising commences immediately to call for nominations from members of the community to fill the community representative positions; and the General Manager be delegated authority to appoint such members.
6. That an invitation be sent to Landcare Broken Hill, Western Local Land Services Broken Hill and the Department of Primary Industries Dubbo to nominate representatives to join the Working Group.
7. That the inaugural meeting of the Working Group be held late April/early May 2023 following the appointment of the community representatives.

CARRIED UNANIMOUSLY

RESOLUTION

Minute No. 47146

Councillor D Turley moved
Councillor M Browne seconded

)
)

Resolved

That Councillors Chandler and Gallagher be appointed as Councillor representatives to the Fruit Fly Control Awareness Working Group.

CARRIED UNANIMOUSLY

**ITEM 4 - BROKEN HILL CITY COUNCIL REPORT NO. 42/23 - DATED MARCH 03, 2023 -
MINUTES OF THE PICTON OVAL SPORTSGROUND COMMUNITY COMMITTEE MEETING
HELD 20 FEBRUARY 2023**

D23/11978

RESOLUTION

Minute No. 47147

Councillor R Algate moved
Councillor D Gallagher seconded

)
)

Resolved

1. That Broken Hill City Council Report No. 42/23 dated March 3, 2023, be received.
2. That the minutes of the Picton Oval Sportsground Community Committee meeting held 20 February 2023 be received.

CARRIED UNANIMOUSLY

**ITEM 5 - BROKEN HILL CITY COUNCIL REPORT NO. 43/23 - DATED MARCH 03, 2023 -
MINUTES OF THE MEMORIAL OVAL COMMUNITY COMMITTEE MEETINGS HELD 6
OCTOBER 2022, 6 DECEMBER 2022 AND 7 FEBRUARY 2023** D23/11985

RESOLUTION

Minute No. 47148

Councillor D Gallagher moved)
Councillor A Chandler seconded)

Resolved

1. That Broken Hill City Council Report No. 43/23 dated March 3, 2023, be received.
2. That minutes of the Memorial Oval Community Committee Meetings held 6 October 2022, 7 December 2022 and 7 February 2023 be received.
3. That Council consider the provision of a tablet device for the Memorial Oval Community Committee to assist in administration tasks and providing photographs to accompany work orders.
4. That Council provide the Committee advice on the facility potentially being used as an RV Park.

CARRIED UNANIMOUSLY

HEALTH AND BUILDING COMMITTEE

**ITEM 6 - BROKEN HILL CITY COUNCIL REPORT NO. 45/23 - DATED FEBRUARY 24, 2023 -
CORRESPONDENCE REPORT - WATER QUALITY IN BROKEN HILL** D23/10181

RESOLUTION

Minute No. 47149

Councillor R Page moved)
Councillor D Gallagher seconded)

Resolved

1. That Broken Hill City Council Report No. 45/23 dated February 24, 2023, be received.
2. That reply correspondence dated 22 February 2023 from the Hon Brad Hazzard MP, Minister for Health regarding Broken Hill's water quality, be received and noted.

CARRIED UNANIMOUSLY

**ITEM 7 - BROKEN HILL CITY COUNCIL REPORT NO. 44/23 - DATED FEBRUARY 14, 2023 -
GAARA ARTS INC - MEMORANDUM OF UNDERSTANDING** D23/8433

RESOLUTION

Minute No. 47150

Councillor R Algate moved)
Councillor M Boland seconded)

Resolved

1. That Broken Hill City Council Report No. 44/23 dated February 14, 2023, be received.
2. That Council enter into a Memorandum of Understanding with GARRA Arts Inc

permitting exhibitions in 2024, 2026 and 2028.

3. That Council resolve the term of the Memorandum of Understanding with GAARA Arts to remain in effect until 31 December 2028.

CARRIED UNANIMOUSLY

POLICY AND GENERAL COMMITTEE

**ITEM 8 - BROKEN HILL CITY COUNCIL REPORT NO. 46/23 - DATED MARCH 08, 2023 -
DELEGATION OF FUNCTIONS - TEMPORARY TRAFFIC MANAGEMENT AND TEMPORARY
PEDESTRIAN WORKS DELEGATION AND AUTHORISATION TO COUNCIL FROM
TRANSPORT FOR NSW**

D23/12798

RESOLUTION

Minute No. 47151

Deputy Mayor J Hickey moved
Councillor H Jewitt seconded

Resolved

1. That Broken Hill City Council Report No. 46/23 dated March 8, 2023, be received.
2. That correspondence from Mr Rob Sharp, Secretary of Transport for NSW dated 24 February 2023 advising of the delegation of a Temporary Delegation to all NSW Councils for Traffic Management and Temporary Pedestrian Works, be received and noted.
3. That, as per *Section 377 of the Local Government Act 1993*, Council authorises Transport for NSW's Delegation and Authorisation – Traffic Management and Pedestrian Works Temporary Delegation and Authorisation to Councils under the *Roads Act 1993* and *Road Transport Act 2013* to be delegated to Council's General Manager, Mr Jay Nankivell, to be in force until the expiry date of 30 June 2026 (unless revised or revoked earlier by Transport for NSW).
4. That, as per *Sections 377 and 378 of the Local Government Act 1993*, Council authorises the General Manager to sub-delegate instruments of sub-delegation of authority for the Traffic Management and Pedestrian Works Temporary Delegation and Authorisation to the relevant Council Officer/s, to be in force until the expiry date of 30 June 2026 (unless revised or revoked earlier by Transport for NSW).
5. That Council's resolution along with a copy of the Delegation and Authorisation from Transport for NSW be forwarded to the

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD MARCH
29, 2023

Broken Hill Local Traffic Committee for
noting.

CARRIED UNANIMOUSLY

**ITEM 9 - BROKEN HILL CITY COUNCIL REPORT NO. 47/23 - DATED MARCH 14, 2023 -
ADOPTION OF THE DRAFT REVISED CIVIC AND CEREMONIAL FUNCTIONS AND
REPRESENTATION POLICY**

D23/14049

RESOLUTION

Resolved

Minute No. 47152

Councillor R Algate moved)
Deputy Mayor J Hickey seconded)

1. That Broken Hill City Council Report No. 47/23 dated March 14, 2023, be received.
2. That a Councillor Workshop be held to review the draft revised Civic and Ceremonial Functions and Representation Policy.

CARRIED UNANIMOUSLY

**ITEM 10 - BROKEN HILL CITY COUNCIL REPORT NO. 48/23 - DATED MARCH 04, 2023 -
ADOPTION OF DRAFT AGENCY INFORMATION GUIDE**

D23/12227

RESOLUTION

Resolved

Minute No. 47153

Councillor M Browne moved)
Councillor D Turley seconded)

1. That Broken Hill City Council Report No. 48/23 dated March 4, 2023, be received.
2. That Council adopt the Draft Agency Information Guide with the following amendments:
 - a) to correct the spelling of Councillor Gallagher's name on page 6.
 - b) to remove "Acting" from the Chief Financial Officer's title on page 7.

CARRIED UNANIMOUSLY

**ITEM 11 - BROKEN HILL CITY COUNCIL REPORT NO. 49/23 - DATED FEBRUARY 16, 2023 -
ESTABLISHMENT BROKEN HILL TOURISM ORGANISATION**

D23/8692

RESOLUTION

Resolved

Minute No. 47154

Councillor A Chandler moved)
Councillor D Gallagher seconded)

1. That Broken Hill City Council Report No. 49/23 dated February 16, 2023, be received.
2. That the General Manager develop a proposal and business case to establish a

member based not-for-profit company
limited by guarantee for the purposes of a
tourism organisation.

3. That the proposal, including associated documentation required by the Office of Local Government, deliverables, and proposed budget, be presented to Council for consideration prior to being submitted to the Minister via the Office for Local Government as required under Section 358 of the *Local Government Act 1993*.

CARRIED UNANIMOUSLY

**ITEM 12 - BROKEN HILL CITY COUNCIL REPORT NO. 50/23 - DATED FEBRUARY 24, 2023 -
PROMOTION OF BROKEN HILL AT CARAVAN AND CAMPING SHOWS** D23/10224

RESOLUTION

Minute No. 47155

Deputy Mayor J Hickey moved)
Councillor D Gallagher seconded)

Resolved

1. That Broken Hill City Council Report No. 50/23 dated February 24, 2023, be received.
2. That the report be noted.
3. That Council consider the cost and benefits of attending caravan and camping shows after consultation with the newly formed tourism organisation.

CARRIED UNANIMOUSLY

**ITEM 13 - BROKEN HILL CITY COUNCIL REPORT NO. 51/23 - DATED FEBRUARY 17, 2023 -
DRAFT BROKEN HILL LIVEABILITY STRATEGY FOR PUBLIC EXHIBITION** D23/9150

RESOLUTION

Minute No. 47156

Councillor M Boland moved)
Councillor D Turley seconded)

Resolved

1. That Broken Hill City Council Report No. 51/23 dated February 17, 2023, be received.
2. That Council endorse the Draft Broken Hill Liveability Strategy for the purpose of public exhibition.
3. That the Draft Broken Hill Liveability Strategy be exhibited for public comment for a period of 28 days.
4. That a report be presented to Council at the conclusion of the public exhibition

period, detailing submissions and any recommended amendments arising, with a view to adopt the Draft Broken Hill Liveability Strategy 2043.

CARRIED UNANIMOUSLY

ITEM 14 - BROKEN HILL CITY COUNCIL REPORT NO. 52/23 - DATED MARCH 09, 2023 - INVESTMENT REPORT FOR FEBRUARY 2023 D23/13012

RESOLUTION

Minute No. 47157

Councillor M Boland moved
Councillor R Algate seconded

Resolved

1. That Broken Hill City Council Report No. 52/23 dated March 9, 2023, be received.

CARRIED UNANIMOUSLY

ITEM 15 - BROKEN HILL CITY COUNCIL REPORT NO. 53/23 - DATED FEBRUARY 28, 2023 - RE-ESTABLISH CENTRAL BUSINESS DISTRICT ALCOHOL-FREE ZONE D22/68213

Councillor Boland declared an interest in Item 15 and left the Council Chambers at 7:19 p.m.

RESOLUTION

Minute No. 47158

Councillor M Browne moved
Deputy Mayor J Hickey seconded

Resolved

1. That Broken Hill City Council Report No. 53/23 dated February 28, 2023, be received.
2. That Council endorse the Draft Proposal to Re-establish the Alcohol-Free Zone in the Central Business District (CBD) area bounded by Crystal, Iodide (Wolfram), Mica, Talc (Mercury), Graphite, Wills, Gypsum, Gaffney Streets and South Road.
3. That Council refer the Draft Proposal for comment in accordance with the provisions of the *Local Government Act 1993* and Ministerial Guidelines (2009) to any known organisation representing or able to speak on behalf of an identifiable Aboriginal or culturally and linguistically diverse group within the local area and all affected licensed premises and registered clubs that border on, adjoin or are adjacent to the proposed alcohol-free zone, for response within thirty days of public notice.
4. That Council invite public comment on the proposal through an advertisement in local newspaper with time for response within thirty days.

5. A further report be submitted to Council upon completion of the consultative process.
6. That Council sends correspondence to the Broken Hill Police to advise of the importance of enforcing the Alcohol-Free Zones established by Council as a tool to combat alcohol related crime and anti-social behaviour in the CBD.

CARRIED UNANIMOUSLY

Councillor Boland returned to the Council Chambers at 7:20 p.m. The Mayor advised Councillor Boland that Council had adopted the report recommendation of Item 15.

**ITEM 16 - BROKEN HILL CITY COUNCIL REPORT NO. 54/23 - DATED FEBRUARY 13, 2023 -
NOMINATION FOR THE APPOINTMENT OF COMMUNITY REPRESENTATIVE TO SECTION
355 COMMUNITY COMMITTEE** D23/8213

RESOLUTION

Minute No. 47159

Councillor R Algate moved)
Deputy Mayor J Hickey seconded)

Resolved

1. That Broken Hill City Council Report No. 54/23 dated February 13, 2023, be received.
2. That Council appoint Ms Donna Papas as a community representative on the Memorial Oval Community Committee.
3. That Ms Donna Papas be advised of her appointment and advice also be sent to Councillor Delegate/Chairperson of Committee.

CARRIED UNANIMOUSLY

**ITEM 17 - BROKEN HILL CITY COUNCIL REPORT NO. 55/23 - DATED MARCH 04, 2023 -
MINUTES OF THE S355 AGEING WELL ADVISORY COMMITTEE MEETING HELD 15
FEBRUARY 2023** D23/12231

RESOLUTION

Minute No. 47160

Councillor R Algate moved)
Councillor D Gallagher seconded)

Resolved

1. That Broken Hill City Council Report No. 55/23 dated March 4, 2023, be received.
2. That the minutes of the S355 Ageing Well Advisory Committee meeting held 15 February 2023 be received.
3. That Council consider funding opportunities for the upgrade and installation of new ramps in the City's Central Business District (CBD).

4. That Council prepare and send correspondence to Regional Development Australia (RDA) to enquire if funding is available for disability ramps.
5. That Council prepare and send correspondence to Maari Ma Health to enquire if funding is available in the Aged Care sector.
6. That Council encourage and invite service organisations and providers to participate as committee members to assist in the breadth of the aged sector being represented.
7. That Council endorses and acknowledges in writing the resignation of Dr J R Mitchell and Ms Jodie McInnes from the Ageing Well Advisory Committee and express its gratitude and appreciation for their contribution to the Committee and the community.
8. That Council notes that due to the 2023 Aged Care Reform requirements, from 1 July 2023 all Aged Care Facilities must have a Registered Nurse onsite and on duty 24 hours a day, 7 days a week, that Broken Hill is at risk of experiencing another aged care crisis due to a lack of Registered Nurses in the City and the possibility of elderly residents having to leave Broken Hill if they can no longer stay in their home and need to go into an Aged Care Facility.

That Council sends correspondence to the Federal Ministers for Aged Care along with the local members, voicing its concern regarding the new requirements for Aged Care Facilities and its impact on aged care places in Broken Hill due to a lack of Registered Nurses in the City, and that the reluctance for Registered Nurses to work in Aged Care is partly due to the delay in the Aged Care Award pay increases for staff.

That the correspondence also requests that the government urgently provides nurses to aged care facilities in Broken Hill to assist with the shortage of Registered Nurses, and to avoid the repeat of an aged care crisis in the City.

CARRIED UNANIMOUSLY

FURTHER REPORTS

**ITEM 18 - BROKEN HILL CITY COUNCIL REPORT NO. 61/23 - DATED MARCH 22, 2023 -
CORRESPONDENCE REPORT - REVIEW OF COUNCILLOR MISCONDUCT FRAMEWORK**

D23/15677

RESOLUTION

Minute No. 47161

Councillor R Page moved)
Councillor M Boland seconded)

Resolved

1. That Broken Hill City Council Report No. 61/23 dated March 22, 2023, be received.
2. That reply correspondence dated 22 March 2023 from the Deputy Secretary, Local Government Mr Brett Whitworth on behalf of the Minister for Local Government, the Hon Wendy Tuckerman MP, be received and noted.
3. That Council's previous submission/correspondence to the then Minister for Local Government, The Hon Wendy Tuckerman MP, be forwarded to the newly elected Minister for Local Government.

CARRIED UNANIMOUSLY

**ITEM 19 - BROKEN HILL CITY COUNCIL REPORT NO. 59/23 - DATED MARCH 22, 2023 -
CORRESPONDENCE REPORT - MANDATORY CASHLESS GAMING CARD**

D23/15525

Councillor Boland declared an interest in Item 19 and left the meeting at 7:27 p.m.

RESOLUTION

Minute No. 47162

Councillor R Algate moved)
Councillor D Gallagher seconded)

Resolved

1. That Broken Hill City Council Report No. 59/23 dated March 22, 2023, be received.
2. That reply correspondence dated 21 March 2023 from Ms Yasmin Catley MP, Shadow Minister for Customer Service regarding mandatory cashless gaming cards, be received and noted.

CARRIED UNANIMOUSLY

Councillor Boland left the meeting at 7:28 p.m. The Mayor advised Councillor Boland that Council had adopted the report recommendation of Item 19.

**ITEM 20 - BROKEN HILL CITY COUNCIL REPORT NO. 57/23 - DATED MARCH 16, 2023 -
DISABILITY INCLUSION ACTION PLAN 2022-2026 - KEY PERFORMANCE INDICATORS
PROGRESS REPORT FOR PERIOD ENDING 31 DECEMBER 2022**

D23/14726

RESOLUTION

Minute No. 47163

Councillor D Gallagher moved)
Councillor R Algate seconded)

Resolved

1. That Broken Hill City Council Report No. 57/23 dated March 16, 2023, be received.
2. That Council note the Disability Inclusion Action Plan 2022-2026 –Key Performance

Indicators Progress Report for the reporting
period ending 31 December 2022.

3. That the Disability Inclusion Action Plan 2022-2026 – Key Performance Indicators Progress Report for the reporting period ending 31 December 2022 be placed on Council's website.
4. That Council sends correspondence to the relevant Minister and the NSW Electoral Commissioner raising concerns that the locations used as polling places in Broken Hill do not have adequate disabled parking spaces; and suggesting that future government contracts for the provision of election services include the requirement for disabled parking spaces to be made available adjacent to polling places in Broken Hill.

CARRIED UNANIMOUSLY

**ITEM 21 - BROKEN HILL CITY COUNCIL REPORT NO. 58/23 - DATED MARCH 17, 2023 -
MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.433, HELD ON TUESDAY, 7
MARCH 2023** D23/14820

RESOLUTION

Minute No. 47164

Councillor M Browne moved)
Councillor R Algate seconded)

Resolved

1. That Broken Hill City Council Report No. 58/23 dated March 17, 2023, be received.
2. That the Minutes of the Local Traffic Committee – Meeting No.433, held on Tuesday, 7 February 2023 be endorsed.
3. That Council approve Item No. 430.6.1 and 431.6.1:
 - *That Council line mark the driveway adjacent to the property at 554 Argent Street for a visual boundary as a deterrent for trucks.*
4. That Council approve Item No.431.6.3:
 - *That Council install 'No Parking' and 'Loading Zone' signs for school days and times and line mark Garnet Street adjacent to the Broken Hill High School as displayed in Council's school zone parking concept plan.*

CARRIED UNANIMOUSLY

**ITEM 22 - BROKEN HILL CITY COUNCIL REPORT NO. 60/23 - DATED MARCH 22, 2023 - ACTION
LIST REPORT** D23/15577

RESOLUTION

Minute No. 47165

Councillor D Gallagher moved)
Deputy Mayor J Hickey seconded)

Resolved

1. That Broken Hill City Council Report No.
60/23 dated March 22, 2023, be received.

CARRIED UNANIMOUSLY

QUESTIONS TAKEN ON NOTICE FROM PREVIOUS COUNCIL MEETING

NIL.

QUESTIONS FOR NEXT MEETING ARISING FROM ITEMS ON THIS AGENDA

Department of Crown Lands - Line of Lode Café

Councillor Turley advised that she had attended the official opening of the Line of Lode Café and raised concerns regarding the functionality of the new design, and whether the Department of Crown Lands will be able to attract a tenant. Councillor Turley suggested that Council writes to the Department of Crown Lands to enquire if design issues can be rectified concerning the walk-in freezer, access to the alfresco dining area, outside toilet and the kitchen design etc.

The Mayor sought a motion from Council to consider this as a matter of urgency.

RESOLUTION

Minute No. 47166 - Matter of Urgency

Councillor D Turley moved)
Councillor D Gallagher seconded)

Resolved

That the matter of urgency raised by Councillor
Turley regarding the Department of Crown
Lands Line of Lode Café be heard.

CARRIED UNANIMOUSLY

MATTER OF URGENCY

**ITEM 23 - MATTER OF URGENCY - DEPARTMENT OF CROWN LANDS LINE OF LODGE
CAFÉ (GB3/23)**

11/161

RESOLUTION

Minute No. 47167

Councillor D Turley moved)
Deputy Mayor J Hickey seconded)

Resolved

That Council writes to the Department of Crown
Lands and relevant Minister expressing Council's
concerns regarding the functionality of the newly
refurbished Line of Lode Café precinct in Broken
Hill, and that the correspondence urges the
Department of Crown Lands to rectify these
functionality issues in order to attract a tenant as
the Line of Lode precinct and Miners Memorial
are major tourist attractions in the City.

CARRIED UNANIMOUSLY

PUBLIC FORUM SESSION

Council Chambers

Mr Peter Beven requested that Council install handrails to the steps to the public galleries in the Council Chambers to assist members of the public when attending Council Meetings.

The Mayor sought a motion from Council to consider this request as a matter of urgency.

RESOLUTION

Minute No. 47168 - Matter of Urgency

Councillor R Algate moved

Councillor A Chandler seconded

)

)

Resolved

That the matter of urgency regarding the Council Chambers building be heard.

CARRIED UNANIMOUSLY

MATTER OF URGENCY

ITEM 24 - MATTER OF URGENCY - COUNCIL CHAMBERS BUILDING (GB4/23)

20/246

RESOLUTION

Minute No. 47169

Councillor R Algate moved

Deputy Mayor J Hickey seconded

)

)

Resolved

That handrails be considered as part of the 2023/24 budget for the steps to the public galleries in the Council Chambers building to assist members of the public when attending Council Meetings.

CARRIED UNANIMOUSLY

Tibooburra Road

Mr Peter Beven spoke about the recent sealing of the Tibooburra Road and the need for the Silver City Highway north of Tibooburra to also be sealed to provide an inland corridor from South Australia to Queensland. Mr Beven spoke about the safety of creek crossings north of Tibooburra.

RESOLUTION

Minute No. 47170 - Procedural Motion

Deputy Mayor J Hickey moved

Councillor D Gallagher 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 matter.

CARRIED UNANIMOUSLY

Members of the public and media left the meeting at 7:42 p.m. and the livestream of the meeting ceased.

CONFIDENTIAL MATTERS

**ITEM 23 - MAYORAL MINUTE NO. 6/23 - DATED MARCH 29, 2023 - CIVIC CENTRE LEGAL
MATTER UPDATE - CONFIDENTIAL**

D23/16583

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD MARCH
29, 2023

(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).

RESOLUTION

Minute No. 47171

Deputy Mayor J Hickey moved)
Councillor D Gallagher seconded)

Resolved

1. That Mayoral Minute No. 6/23 dated March 29, 2023, be received.
2. That Council note the Mayoral Minute and information provided by the General Manager.
3. That Council terminate the engagement with Redenbach Legal Pty Ltd to carry out the Cost Assessment Application.
4. That Council engage BAL Lawyers (approved panel legal provider) to take carriage of the matter and provide advice as necessary.
5. That Council continues proceeding to recover legal costs through all available avenues as outlined in the below report.

CARRIED UNANIMOUSLY

RESOLUTION

Minute No. 47172 - Procedural Motion

Councillor D Turley moved)
Councillor H Jewitt seconded)

Resolved

That the meeting resume in open session.

CARRIED UNANIMOUSLY

Members of the public and media returned to the Council Chambers at 7:45 p.m. and the livestream of the meeting resumed.

At the Mayor's invitation, the General Manager reported on the resolution of the confidential matter.

CONCLUSION OF THE MEETING

There being no further business to consider, the Mayor closed the meeting at 7:47 p.m.

THE FOREGOING MINUTES WERE READ)
AND CONFIRMED AT THE ORDINARY)
MEETING OF THE BROKEN HILL CITY)
COUNCIL HELD ON 26 APRIL 2023.)

CHAIRPERSON

RECOMMENDATIONS OF THE WORKS COMMITTEE MEETING HELD MONDAY, 17 APRIL 2023

1. BROKEN HILL CITY COUNCIL REPORT NO. 63/23 - DATED OCTOBER 12, 2022 - DRAFT CEMETERY MANAGEMENT POLICY (D22/54084)....22

Recommendation

1. That Broken Hill City Council Report No. 63/23 dated October 12, 2022, be received.
2. That Council endorses the draft revised Cemetery Management Policy for the purpose of public exhibition.
3. That the draft revised Cemetery Management Policy be exhibited for public comment for a period of 28 days.
4. That a report be presented to Council at the conclusion of the public exhibition period, outlining the public submissions received and any recommended amendments arising, with a view to adopt the draft revised Cemetery Management Policy.

WORKS COMMITTEE

October 12, 2022

ITEM 1BROKEN HILL CITY COUNCIL REPORT NO. 63/23

SUBJECT: DRAFT CEMETERY MANAGEMENT POLICY D22/54084

Recommendation

1. That Broken Hill City Council Report No. 63/23 dated October 12, 2022, be received.
2. That Council endorses the draft revised Cemetery Management Policy for the purpose of public exhibition.
3. That the draft revised Cemetery Management Policy be exhibited for public comment for a period of 28 days.
4. That a report be presented to Council at the conclusion of the public exhibition period, outlining the public submissions received and any recommended amendments arising, with a view to adopt the draft revised Cemetery Management Policy.

Executive Summary:

The Council Cemetery Management Policy has been reviewed following an audit of Rakow Cemetery's Compliance with Regulatory and Legislative Requirements of the *Cemeteries and Crematoria Act 2013* in March 2022.

This audit assessed the adequacy of Council's systems, procedures, and accountable mechanisms in place for complying with those legislative responsibilities and identify non-compliance and recommend area and systems for improvement.

The gaps identified have been included in the review of Council's Cemetery Management Policy, with the relevant regulatory and legislative requirements for cemetery authority being updated and some minor changes made to the policy as per the *Cemeteries and Crematoria Act 2013*.

Report:

Under the *Local Government Act 1993*, the *Public Health (Disposal of Bodies) Regulations 2012* and the *Local Government (Control of Cemeteries) Amendment Act 1996*, Broken Hill City Council as a cemetery authority is required to establish policies and procedures in regard to the control of the management and operation of the Council Cemetery.

The purpose of the Cemetery Management Policy is to provide a simple yet effective management approach for the short and long-term of the cemetery within Broken Hill. The policy provides a guide reference for understanding how Council manages the Cemetery and the framework as the how staff administer cemetery management.

The policy is reviewed within each term of Council following the Local Government Elections, or as required to ensure that it meet legislation requirements and the needs of the community and Council.

Council's Cemetery Management Policy has been reviewed following an Audit of Rakow Cemetery's Compliance with Regulatory and Legislative Requirements of the *Cemeteries and Crematoria Act 2013* in March 2022.

The gaps identified have been added to the policy and the relevant regulatory, legislative and some minor changes were made to the policy as recommended by the audit and per the *Cemeteries and Crematoria Act 2013*.

Where it outlined the details recorded by Council in its burial register following each interment that was legislated in Part 8 – Disposal of Bodies, Division 3 – Handling of bodies, Section 68 – Register of Burials of the Public Health Regulations 2012.

- This section had been repealed and no longer regulated in the *Public Health Regulations 2012*.
- The addition to the burial register information to include the need for council to record the cultural and religious practices for all interments.

Further investigation found that a section has been added to the *Cemeteries and Crematoria Act 2013* to include the requirements for recording interment information for a cemetery authority.

Other areas of the policy amended included the following:

The recent review of the Cemetery Management Policy identified the following amendments and considerations under the below listed sub-headings:

Section 4.2 - Cemetery Records

Current	<p>The Public Health Regulation 2012, Part 8 - Disposal of Bodies, Division 3 - Handling of bodies, Section 68 - Register of Burials, states:</p> <p>1.1.1. A cemetery authority must maintain a register of all burials carried out at the cemetery.</p> <p>1.1.2. The cemetery authority must make in the register an entry relating to each burial immediately after the burial has been carried out.</p> <p>1.1.3. Each entry must include the following:</p> <ol style="list-style-type: none"> a) the name, age and last address of the person whose body or remains have been buried; b) the date of the person's death; c) the date of the burial; d) the section and allotment where the burial has been made; e) the name of the person (if any) who continues to hold any right of burial in that allotment; f) the name of the funeral director who transported the body to the cemetery; g) the fees paid to the cemetery authority for the burial. <p>1.1.4. The cemetery authority must keep a copy of the register at the cemetery and make it available for inspection on request by an authorised officer.</p> <p>1.1.5. If a cemetery authority ceases to direct the operations of a cemetery, the chief executive officer of the authority must ensure that the register of burials for the cemetery is sent to the Director-General or otherwise disposed of as the Director-General may direct.</p>
Amended	<p>Prior to Council taking on the management of the Cemetery in the 1970's, the cemetery management and records were administered by</p>

	<p>various church and community trustees, and consequently some records are incomplete, missing, or incorrect.</p> <p>A register of interments is kept by a cemetery authority in relation to interments conducted at a cemetery under Clause 63 of the <i>Cemeteries and Crematoria Act 2013</i>.</p> <p>A cemetery operator must cause a register to be kept of the following events:</p> <ul style="list-style-type: none"> • Interment rights granted by the cemetery operator in respect of interment sites into the cemetery. • Memorials erected in respect of interment rights in the cemetery. • Each interment conducted in the cemetery.
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Section 4.3 - Details Relevant to interments rights and burials

<p>Amended to include additional information at outlined in the <i>Cemeteries and Crematoria Act 2013</i></p>	<p>When the cemetery operator grants an interment right, conducts an interment and/or establishes a memorial for an interment right, the register must include:</p> <ul style="list-style-type: none"> • The identity of each interment right holder • Contact details for the holder of the interment right • Contact details for any next-of-kin or nominated secondary contact of the right holder. Where an interment has occurred the operator must, immediately after the interment, also include on the register: <ul style="list-style-type: none"> ○ Details of the deceased, including name, age and last known address before death; ○ Date of the person's death; ○ Date of the interment; ○ Cultural or religious practices, if any, that apply to the deceased person; ○ Section and allotment where the interment occurred; ○ If the relevant section or allotment of the cemetery is consecrated for use by a culture or religious group; ○ Name of the funeral director, if relevant; and ○ Fees paid to the cemetery authority for the interment.
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Section 4.4 – Details Relevant to Disturbances and/or Removal of Remains

<p>Additional Information</p>	<p>In accordance with Section 46(3) of the <i>Cemeteries and Crematoria Act 2013</i> and related regulations a cemetery operator must ensure that any remains of a person that have been disturbed or removed are dealt with in accordance with any cultural or religious practices applicable to the remains.</p>
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Section 4.7 – Interment Rights for Spare Plot/Niches and Pre-Selection of Spare Plots/Niches

The following amendment to the Cemetery Management Policy are in accordance with the *Cemeteries and Crematoria Act 2013*:

Current – 4.5	Council will permit a maximum of six (6) spare plots/niches to be purchased by any one family at any one time.
Amended – 4.7	Council will permit a maximum of two (2) spare plots/niches to be purchased by any one family at any one time.

Section 4.8 – Interment Rights and Work Permits for Old Graves dated prior to 1971

Current – 4.6 amended to include additional information	<p>Council introduced a reduced fee for the Interment Rights of a grave, for the purpose of erecting a monument and/or border on an unmarked grave, where no records can be located to verify the interment rights holder.</p> <p>Should any further application be made for an interment subsequent to the issue of the reduced Interment Rights, then the difference between the fee paid and the current fee for interment rights will be levied.</p>
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Section 4.10 – Monuments

Current – 4.8 Additional requirement for graves included	Monuments must not exceed the grave allocation size of 2750mm x 1375mm.
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Section 4.12 – Contractor Requirements for Work Undertaken within the Cemetery

Current – 4.10 Additional requirement for graves included	<p>Council reserves the right:</p> <ul style="list-style-type: none"> • To decline an application for interment request • Cancel or revoke a permit for proposed work • Stop work in progress for failure to comply with Council Contractor requirements.
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Section 4.15 – Garden of Remembrance

Current 4.14 Updated section title	War Cemetery title changed to reflect purpose for RSL – Garden of Remembrance
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Section 4.20 – Prohibited Activities within the Cemetery

Additional Information included	Scatter of ashes anywhere in the cemetery without prior approval.
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Community Engagement:

The draft revised Cemetery Management Policy be placed on public exhibition as per Section 335(d) of the Local Government Act 1993.

Strategic Direction:

Key Direction:	1.	Our Community
Objective:	1.1	People in our Community are in safe hands.
Strategy:	1.1.3	Provide suitable land within the Cemetery reserve and develop for future expansion.

Key Direction:	4	Our Leadership
Objective:	4.1	Openness and transparency in decision making
Strategy:	4.1.5	Support the organisation to operate its legal framework

Relevant Legislation:

- *Cemeteries and Crematoria Act 2013*
- *Local Government Act 1993 Section 335(d)*
- *Births, Deaths and Marriages Registration Act 1995*
- *Coroners Act 2009*
- *Crown Lands Act 1989*
- *Crown Land Management Act 2016*
- *Heritage Act 1977*
- *Human Tissue Act 1983*
- *Privacy and Personal Information Protection Act 1998*
- *Public Health (Disposal of Bodies) Regulation 2012*
- *State Records Act 1998*
- *Work Health and Safety Act 2011*

Financial Implications:

There are no financial implications to review the Policy.

Attachments

1. [↓](#) Draft Cemetery Management Policy - Revision 5 - March 2023

CODIE HOWARD
CHIEF ASSETS AND PROJECTS OFFICER

JAY NANKIVELL
GENERAL MANAGER

CEMETERY MANAGEMENT POLICY

QUALITY CONTROL			
TRIM REFERENCES	D14/28765 – 12/14		
RESPONSIBLE POSITION	Chief Assets and Projects Officer		
APPROVED BY	Council		
REVIEW DATE	March 2023	REVISION NUMBER	5
EFFECTIVE DATE	ACTION	MINUTE NUMBER	
25 March 2015	Public Exhibition	44900	
29 July 2015	Adoption	45007	
29 March 2017	Public Exhibition	45502	
31 May 2017	Adoption	45545	
25 November 2020	Adoption	46393	

1. INTRODUCTION

This policy has been developed to assist in the management of the Broken Hill Cemetery.

2. POLICY OBJECTIVE

The Broken Hill City Council Cemetery Management Policy outlines the overall principles that underpin how Council manages its cemetery in order to comply with legislative requirements and to provide a dignified and responsive cemetery and memorial service to the community.

3. POLICY SCOPE

This policy applies to the Broken Hill Cemetery, which is under the care, control and management of the Broken Hill City Council, since the introduction of the *Local Government (Control of Cemeteries) Amendment Act 1966*, in the early 1970's.

This policy is aimed at all members of the public; including Council employees, residents, visitors and contractors, who have an interest in or are undertaking work within the Broken Hill Cemetery.

4. POLICY STATEMENT

4.1. Cemetery Maintenance

Council shall maintain lawn areas, trees and vegetation, roadways and paths adjacent to and within the monumental sections. All shrubs, plants in the cemetery and gardens are planted and cared for by Council. Council may remove any trees, shrubs or other vegetation from the cemetery.

The public are not permitted to plant flowers, shrubs or trees in any area within the cemetery boundary without Council's written consent. Council may remove any shrubs, trees or other vegetation that have been planted on a burial site or within the Cemetery without Council's written consent.

Council is not responsible for the upkeep, maintenance, repair, restoration, or cleaning of any monument or structure at a burial site. Council will endeavor to contact the Interment Rights holder if damage is caused to a grave or monument. It is important that all Interment Rights holders provide up to date contact details to Council.

Council may act to remove any structure in a cemetery that has become dilapidated, unsightly, is crumbling, or deemed to be unsafe in a risk assessment conducted by Council. Council's actions will be limited to making unsafe structures safe to ensure public and employee safety.

Where subsidence is evident, Council may fill and compact the ground after discussing the proposed works with the Interment Rights holder, or after making reasonable attempts to contact the Interment Rights holder to discuss the proposed works.

4.2. Cemetery Records

Prior to Council taking on the management of the Cemetery in the 1970's, the cemetery management and records were administered by various church and community trustees, and consequently some records are incomplete, missing, or incorrect.

A register of interments is kept by a cemetery authority in relation to interments conducted at a cemetery under Clause 63 of the *Cemeteries and Crematoria Act 2013*.

A cemetery operator must cause a register to be kept of the following events:

- *Interment rights granted by the cemetery operator in respect of interment sites into the cemetery.*
- *Memorials erected in respect of interment rights in the cemetery.*
- *Each interment conducted in the cemetery.*

4.3. Details relevant to interment rights and burials

Where the cemetery operator grants an interment right, conducts an interment and/or establishes a memorial for an interment right, the register must include:

- *The identity of each interment right holder;*
- *Contact details for the holder of the interment right;*
- *Contact details for any next-of-kin or nominated secondary contact of the right holder. Where an interment has occurred the operator must, immediately after the interment, also include on the register:*
 - *Details of the deceased, including name, age and last known address before death;*
 - *Date of the person's death;*
 - *Date of the interment;*
 - *Cultural or religious practices, if any, that apply to the deceased person;*
 - *Section and allotment where the interment occurred;*
 - *If the relevant section or allotment of the cemetery is consecrated for use by a cultural or religious group;*
 - *Name of the funeral director, if relevant; and*
 - *Fees paid to the cemetery authority for the interment.*

The Cemetery authority amend the cemetery operators register from time to time for any of the following purposes:

- a) Amend to correct inaccuracies;
- b) Record any changes to interment rights as a result of a transfer, revocation, or death of the holder of an interment right.

4.4. Details Relevant to Disturbances and/or Removal of Remains

In accordance with Section 46(3) of the *Cemeteries and Crematoria Act 2013* and related regulations a cemetery operator must ensure that any remains of a person that have been disturbed or removed are dealt with in accordance with any cultural or religious practices applicable to the remains.

4.5. Fees and Charges

Cemetery fees are detailed in Council's Schedule of Fees and Charges. The Schedule is reviewed annually and implemented on 1 July each year.

4.6. Rights of Interment and Work Permits

Interment Rights grant the holder the authority to make decisions about the Initial and subsequent interments, exhumations and relocations for a grave/plot/niche and/or the monument.

The Interment Rights are perpetual.

A maximum of two people may own an Interment Right.

Work Permits grant the holder the authority to make decisions about the monument, which may include:

- a) Erection or alteration of a monument;
- b) Maintenance of the grave or monument.

Work Permits are perpetual.

As of 1 January 2004, the purchase of an Interment Right includes both the Interment Rights and Work Permit. Any Interment Rights that were purchased prior to this date will require a Work Permit to be purchased separately prior to any monumental works being undertaken.

The Interment Rights do not give the holder any equity or property holding in the cemetery. There is no ownership of 'the plot' or cemetery land. It is a permit that provides conditional access and right to the specified interment site.

Interment Rights do not need to be produced when the owner is the deceased and will be interred in the plot/grave indicated on the Interment Rights as it is assumed that the person purchased the Interment Rights with the intention of their own interment.

- *Transfer of Interment Rights to another person*

Upon application Council will transfer the ownership of Interment Rights from the existing holder to a person or persons. The original Certificate must be presented to Council with the transfer section completed and signed by the Interment Right holder.

- *Surrender of the Interment Rights and/or Work Permit to Council*

The holder or joint holders of the Interment Rights and Work Permit granted by the Council may surrender the Interment Rights and/or Work Permit to Council.

Council will only accept surrender of the Interment Rights and/or Work Permit if:

- o Evidence of ownership of the Interment Rights and/or Work Permit is supplied to Council.
- o The plot described in the Interment Rights and/or Work Permit to be surrendered has not been used for the interment of human remains including the remains from a cremation.
- o If the plot has been previously occupied and an exhumation has occurred.
- o The plot is free of structural improvements, such as headstone, marker and plantings. If a monument has been placed on a spare plot, the Interment Rights and Work Permit holder will be responsible, at their own cost, for the removal of the monument prior to the surrender of the Interment Rights and/or Work Permit to Council.
- o Council will reimburse the applicant for the amount paid for the Interment Rights and/or Work Permit at the time of the original purchase, or if paid prior to the introduction of decimal currency an amount determined by Council.

- *Interment Rights and/or Work Permit to pass to surviving holder.*

If jointly owned, upon the death of one of the joint holders of the Interment Rights and/or Work Permit, the remaining joint holder is entitled to the full ownership of the Interment Rights and Work Permit.

If all original holders of the Interment Rights are deceased, the right of ownership will pass to the beneficiaries of the estate of the most recently deceased holder or to the person(s) nominated in the estate. If a further interment or further monumental work is requested, all persons with an interest must agree to the interment or works by completing a Statutory Declaration.

Upon interment application made by a person to whom an Interment Rights has devolved as a result of a bequest, Council will amend the interments register to indicate that the person has become the holder of the Interment Rights and/or Work Permit. A new certificate will be issued, and the original certificate will no longer be valid.

4.7. Interment Rights for Spare Plots/Niches and Pre-Selection of Spare Plots/Niches

All spare plots/niches purchased incur a fee as per Council's Schedule of Fees and Charges. If a specific plot is requested by the applicant an additional fee will apply. Only upon payment shall an Interment Rights and Work Permit be issued.

- *Available Locations for Spare Plots/Niches:*
- *General Sections*
- *Denomination Sections*
- *Cremation Wall*

All spare plots/niches will be marked with a reservation marker (peg) by Cemetery Staff to identify this as a spare plot.

Council will permit a maximum of two (2) spare plots/niches to be purchased by any one individual at any one time.

- *Spare plots are not available for pre-purchase in the Rose Garden or Native Garden; however, the following exemption applies:*
 - *At the time of an interment one adjacent plot may be pre-purchased for a future interment, subject to a sloper being placed at the site of the spare plot within three months of the plot purchase.*

4.8. Interment Rights and Work Permits for Old Graves dated prior to 1971

Council introduced a reduced fee for the Interment Rights of a grave, for the purpose of erecting a monument and/or border on an unmarked grave, where no records can be located to verify the interment rights holder.

Should any further application be made for an interment subsequent to the issue of the reduced Interment Rights, then the difference between the fee paid and the current fee for interment rights will be levied.

An application for the purchase of an Interment Rights for Old Grave must be submitted to Council on the cemetery operations application form.

4.9. Grave and Plot Allocation Sizing

- *In Ground Plots:*
 - *2100mm length;*
 - *700mm width;*
 - *First Interment is dug at 1800mm in ground depth;*
 - *Reopen interments are dug at 1200mm in ground depth.*
 - *Interment of ashes at the head end or foot end of a grave is determined on a merit-by-merit basis, at the time of application. Fees apply.*

- *Rose Garden:*
 - *Plot Allocation Size - 450mm x 400mm.*

4.10. Monuments

For the purpose of this policy, the definition of a permanent and a temporary monument is considered as the following:

- *Permanent - A monument that is not easily removable. Any concrete or granite grave, headstone, slab or sloper, a sloper with a plaque or masonry structures and sculptures;*
- *Temporary - A monument that is easily removable. A brick (without mortar), wire, metal or wooden fence, a wooden cross, pebbles or stones or a wire cage cover (without a slab).*

The holder of the Interment Rights and Work Permit is responsible for all costs relating to a monument, including maintenance and repair.

A grave can be marked with a wooden cross without the requirement to purchase a Work Permit.

Name plates on crosses must be engraved to survive weather and age deterioration.

Monument sizing is as follows:

- *Grave*

Monuments erected on a grave shall adhere to Australian Standards AS 4204-1994 *Headstones and Cemetery Monuments* and AS 4425-1996 *Above-Ground Burial Structures*. Council appreciates the personalisation of graves and requests that any memorials and monuments are of a tasteful manner which cannot be deemed as offensive.

Monuments must not exceed the grave allocation size of 2750mm x 1375mm.

- *Rose Garden*

All plots must be marked with a Sloper and a Plaque.

Monument sizing in the Rose Garden is:

- *Large Base - 450mm x 400mm;*
- *Standard Base - 300mm x 300mm;*
- *Standard Sloper - 250mm x 200mm;*
- *Plaque - standard 152mm x 152mm.*

Monuments and plaques must not exceed the plot allocation size of 450mm x 400mm.

If Council is required to undertake any work relating to a monument to ensure public or employee safety, any costs associated may be at the expense of the interment rights holder.

4.11. Tributes - Ornaments, Floral and Other

Council's first priority remains public safety and must ensure that respect is shown at all times to mourners and visitors. Therefore, Council request that items placed at gravesites are limited to floral arrangements and a limited number of ornaments.

- *Rose Garden*

Tributes must not exceed the plot allocation size of 450mm x 400mm. Any items exceeding this plot allocation may be removed.

- *Cremation Wall*

The Cremation Wall is designed to reflect a plaque and a single flower holder only. Any other ornaments and tributes that obstruct any niches are not permitted and may be removed. Council will send notification to the Interment Rights holder to advise that ornaments and tributes will be removed.

- *All Areas*

Council reserves the right to remove any tributes on a gravesite, niche or plot that cause safety concerns to visitors, Council staff and Council equipment, or interferes with any maintenance

work or burials, or encroaches upon other graves and plots. This includes food and drink products, including alcohol.

4.12. Contractor Requirements for Work Undertaken within the Cemetery

Any person or business providing or conducting monumental masonry services in the Cemetery, including the construction, erection, repair, cleaning and restoration of structures over burial sites and spare plots, must comply with Council's requirements, policies and procedures.

Council requires specific valid insurance documents to be retained on file at Council prior to any works being undertaken. The required information will be noted on the Application for Permit to undertake works in the Broken Hill Cemetery. Council will require the signed application form to be submitted prior to a permit being approved before commencement of any works being undertaken on Council property.

Council reserves the right:

- To decline an application for interment request
- Cancel or revoke a permit for proposed work
- Stop work in progress for failure to comply with Council Contractor requirements.

The above-mentioned information is applicable to all Funeral Directors, Monumental Masons and Contractors that conduct funeral services, interments, or any type of work in the Cemetery.

In the Cemetery a person shall not:

- Construct, install, alter, restore, renovate or improve any monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, railing or other structure, unless it is of:
 - a material and design approved in writing by Council;
 - conducted to the standard of workmanship required by Council; and
 - *constructed or maintained in accordance with AS 4204-1994 Headstones and Cemetery Monuments and AS 4425-1996 Above-Ground Burial Structures;*
 - Make any inscription or conduct any adornment, unless approved by Council and made or carried out to the standard required by Council.
 - Erase, correct, or require the erasure or correction of, wording of any inscription that has been constructed, installed, made or carried out without Council's written consent;
- Remove a monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, rail or other structure from the Cemetery without Council's written permission;
- Do any of the above without first having a permit to work in the Broken Hill Cemetery.

4.13. Interments

All requests for interments must be made to Council, with the provision of 48 hours notification. Late notification will incur a fee.

4.14. Children's Section of the Cemetery

Council considers a child to be aged between 0 and 13 years.

Council's Schedule of Fees and Charges will apply in relation to all interments in the Children's Section of the Cemetery, also known as and marked on the Cemetery Map as General 1.

No fee is applicable when placing a memorial plaque on the garden wall or in the garden bed border of General 1, where no remains are being interred. Council request that the details of the memorialised child and the person placing the memorial plaque submit their contact details to Council so that Council can record appropriate details.

4.15. Garden of Remembrance

The Returned Services League, Garden of Remembrance is situated within the Cemetery. The walls within the garden contain plaques of service men and women who were either killed in battle or who have since passed on. Any enquiries are to be directed to the Broken Hill Returned Services League Subbranch.

4.16. War Graves

The NSW Government Department of War Graves and Returned Services League (RSL) are exempt from the payment of the Interment Rights in relation to a grave purchased for eligible ex-service men and women. Council's fee for a Work Permit will apply for any monumental work to be undertaken. Once a monument has been erected, the headstone or plaque is not to be altered in any manner.

The NSW Government Department of War Graves and Returned Services League (RSL) will order a brass plaque for the Rose Garden or the Garden of Remembrance Memorial Wall.

If a subsequent interment is requested, consent must be obtained from the NSW Government Department of War Graves before an application is accepted by Council. Council will apply a fee for the Interment Rights in accordance with Council's Schedule of Fees and Charges. A plaque for the subsequent interment can be placed on the grave attached in the centre of the slab, not on an existing or new headstone.

If the grave is damaged during the reopen process for a subsequent interment, the NSW Government Department of War Graves will be advised and will be required to arrange for the grave to be repaired.

4.17. Shared Grave

Historically, shared graves were used for the interment of persons without means, babies born without life and infants.

Often the deceased were interred in a grave site designed specifically for the purpose of a shared grave, or interred with the next available burial, such as being placed in the grave with an unrelated adult who was being interred.

While Council has some records of the interred in shared graves, there are many interments that were not registered or recorded and as such records were not maintained at the time and are not available at Council. Many records Council obtained from community and religious trustees were incomplete and while sometimes, details such as the name and date were recorded, the location was not.

Council is empathetic towards relatives and understand that this is a sensitive topic. Council respects the rights of relatives who do wish to acknowledge or do not wish to acknowledge an interred person at the Cemetery and as such the following applies:

- a) Due to multiple relatives potentially having an interest in purchasing the Interment Rights and Work Permit for a shared grave, Council is unable to determine an appropriate person to grant these permits.
- b) Due to the sensitive nature of a shared grave and the fact that some deaths of infants were not discussed within the family, it is impossible for Council to locate and contact each interred persons relative to confirm if they object to a sale of any permits.
- c) Council respects the rights of families mentioned in point b) and will not allow for one relative to name any interred person in the shared grave on any monument, plaque or cross who is not related to that person.
- d) Due to points a), b) and c), Council is unable to permit the purchase of an Interment Rights and Work Permit for a grave that was used as a shared grave. As such, Council will not grant or apply fees for the Interment Rights or Work Permit for a shared grave site.
- e) Council will allow for a relative to purchase and to place a Plaque or a non-permanent fixture on the grave site with the details of their interred relative only.

- f) Council advise that the plaque must reflect that the grave is a shared grave through the mandatory wording 'Resting with Others in this Shared Grave'. While this will recognise it is a shared grave with other people interred, it will not reveal any personal information of others interred.

4.18. Exhumation

An exhumation may only take place when an Order by a Coroner or a Court is issued, or an applicant has obtained; prior to commencing the exhumation both:

- Approval for exhumation by NSW Department of Health in accordance with the provision of Public Health (Disposal of Bodies) Regulation, 2012; and
- Approval from Council as per the *Cemeteries and Crematoria Act 2013*, Section 66

An exhumation of cremated remains does not require NSW Health approval and can be conducted with Council approval only.

4.19. Mohammedan Section of the Cemetery

Interment Rights in the Mohammedan Section of the Cemetery are treated differently to other sections of the Cemetery due to historical reasons.

Several members of the Mohammedan community have been provided with the Interment Rights at no charge, resolved at the Council's Ordinary Meeting held 30 April 2014.

All further interments in this section for those not specified in Council's resolution, will have the Interment Rights fee applied at the time of burial.

4.20. Prohibited Activities within the Cemetery

A person must not engage in any of the following activities within the Cemetery:

- Damage, deface, interfere with or alter grave sites;
- Damage, deface, interfere with or alter monuments;
- Bury, inter or exhume any human remains, cremated or not;
- Scatter of ashes anywhere in the cemetery without prior approval;
- No animals are permitted in the Cemetery unless riding a horse or leading a dog on a leash;
- Take part in any gathering, meeting or assembly without Council knowledge or that could be deemed disrespectful;
- Engage in trade or commerce without Council's written consent;
- Distribute any notices, advertisements, paper drawn or photographic material without prior Council consent;
- Drive a vehicle at a speed of more than twenty (20) kilometres per hour;
- Drive a vehicle or a vehicle and trailer having an unladen weight of more than three (3) tonnes;
- Drive a vehicle through the Cemetery for the purpose of travelling between places outside of the Cemetery;
- Park a vehicle on any known grave site, verge or plantation, or in a manner that is likely to impede traffic;
- Teach, learn or practice driving a vehicle;
- Camp or reside on any Cemetery land;
- Possess or consume an alcoholic or intoxicating beverage or substance;
- Urinate or defecate;
- Bring or leave any rubbish, refuse, scrap metal (including remains of vehicles), rock, soil, sand or any other such substances;
- Remove any dead timber, logs, trees, flora, whether standing or fallen;

- Kill, capture or in any way interfere with any animal, bird, or other fauna, whether native or introduced;
- Plant any tree, shrub, herbage, or other flora without prior Council consent.

5. IMPLEMENTATION

5.1. Roles and Responsibilities

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

- General Manager
- Chief Assets and Projects Officer
- Strategic Asset Management Coordinator
- Council staff

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.

5.3. Associated Documents

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

- Cemetery Operations Application Form
- Construction of Private Works on Council Reserve
- Broken Hill City Council Website – Cemetery Operations

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 Chief Assets and Projects Officer is responsible for the review of this policy.

7. LEGISLATIVE AND LEGAL FRAMEWORK

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

- Australian Standard AS 4204-1994 Headstones and Cemetery Monuments;
- Australian Standard AS 4425-1996 Above-Ground Burial Structures.
- *Anti-Discrimination Act 1977*;
- *Births, Deaths and Marriages Registration Act 1995*;
- *Cemeteries and Crematoria Act 2013*;
- *Coroners Act 2009*;
- *Crown Lands Act 1989*;
- *Crown Land Management Act 2016*;
- *Heritage Act 1977*;
- *Human Tissue Act 1983*;
- *Local Government Act 1993*;

- *Privacy and Personal Information Protection Act 1998;*
- *Public Health Act 2010;*
- *Public Health Regulation 2012;*
- *State Records Act 1998;*
- *Work Health and Safety Act 2011.*

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

8. DEFINITIONS

'Adult' shall mean a person aged 13 years and 1 day and over.

'Applicant' shall mean the person making an application for an Interment Rights, Work Permit, enquiry, burial, relocation or exhumation. This could be a Funeral Director, Monumental Mason or a family member or friend.

'Interment' shall mean the placement of the remains of a deceased person in a grave, plot, or niche.

'Grave Site' shall mean a grave site, vault site, memorial site or other place for the commemoration of the remains of the dead.

'Child' shall mean a person aged 0 up to 13 years of age.

'Council' shall mean the Broken Hill City Council.

'Interment Rights' shall mean a certificate that provides a person with the authorisation of who can be interred or exhumed from a grave. The Interment Rights do not give the holder any equity or property holding in the Cemetery.

'Exhumation' shall mean the removal of the remains of a deceased person from a grave.

'Fee' shall mean a fee fixed by Council in its annual Schedule of Fees and Charges.

'Funeral Director' shall mean person(s) whose business is the management of funerals and conducts a funeral and/or interment.

'Grave' shall mean an occupied burial site.

'Monument' shall mean any structure, plaque, headstone, masonry, metal work, casting or item placed over, in or around a grave or plot.

'Monumental Mason' shall mean a tradesman mason or person possessing the skills to carry out monumental masonry work.

'Plot' shall mean:

- An unoccupied burial site;
- A burial site within the Rose Garden.

'Pre-Selection' shall mean the selection of a spare plot at a specific location.

'Register' shall mean the Council's formal repository of data containing all the required details of burial, cremation, memorial site or right of burial. (Note: limited records are available prior to 1973).

'Slab' shall mean the slab of concrete or other stone covering the grave site.

'Spare Plot' shall mean an unoccupied grave site that has been selected, purchased and marked as a spare plot for a future interment.

'Old Grave' – shall mean an unmarked grave with no headstone or monument present.

'Sloper' shall mean a concrete or granite block with a sloping face, where the inscription on a bronze plaque is placed. These are commonly used in the Rose Garden and Native Garden at the Broken Hill Cemetery.

RECOMMENDATIONS OF THE HEALTH & BUILDING COMMITTEE MEETING HELD TUESDAY, 18 APRIL 2023

1. BROKEN HILL CITY COUNCIL REPORT NO. 62/23 - DATED APRIL 05, 2023 - MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF THE BARRIER RANGES COMMUNITY COMMITTEE MEETING HELD 14 MARCH 2023 (D23/18176)38

Recommendation

1. That Broken Hill City Council Report No. 62/23 dated April 5, 2023, be received.
2. That the minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting held 14 March 2023 be received.
3. That Council endorses and acknowledges in writing the resignation of Mr. Dean Fletcher from the Friends of the Flora and Fauna of the Barrier Ranges Community Committee after 20 years of volunteer work and expresses its gratitude and appreciation for Mr. Fletcher's contribution to the Committee and the community.

HEALTH AND BUILDING COMMITTEE

April 5, 2023

ITEM 1**BROKEN HILL CITY COUNCIL REPORT NO. 62/23**

SUBJECT: MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF THE BARRIER RANGES COMMUNITY COMMITTEE MEETING HELD 14 MARCH 2023 D23/18176

Recommendation

1. That Broken Hill City Council Report No. 62/23 dated April 5, 2023, be received.
2. That the minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting held 14 March 2023 be received.
3. That Council endorses and acknowledges in writing the resignation of Mr. Dean Fletcher from the Friends of the Flora and Fauna of the Barrier Ranges Community Committee after 20 years of volunteer work and expresses its gratitude and appreciation for Mr. Fletcher's contribution to the Committee and the community.

Executive Summary:

Council has received minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting held 14 March 2023 for endorsement by Council.

Report:

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

The minutes note that Dean Fletcher has resigned from his position on the Committee. The Committee would like to thank Mr. Fletcher for his 20+ years of volunteer work and have recommended that a letter of appreciation be forwarded to Mr Fletcher.

Community Engagement:

Minutes provided to Section 355 Friends of the Flora and Fauna of the Barrier Ranges Community Committee members.

Strategic Direction:

Key Direction:	4.	Our Leadership
Objective:	4.1	Openness and transparency in decision making
Strategy:	4.1.5	Support the organisation to operate within its legal framework

Relevant Legislation:

The Friends of the Flora and Fauna of the Barrier Ranges Community Committee operates under Council's Section 355 Asset Committee Constitution and the *Local Government Act 1993* (Section 355).

Financial Implications:

Nil

Attachments

1. MARCH 2023 - MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF
[!\[\]\(e662c6fdc679f154c0e75d901761d894_img.jpg\) THE BARRIER RANGES COMMUNITY COMMITTEE](#)

RAZIJA NU'MAN
CHIEF CORPORATE AND COMMUNITY OFFICER

JAY NANKIVELL
GENERAL MANAGER

**MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF THE
BARRIER RANGES COMMUNITY COMMITTEE S355 MEETING
14 MARCH 2023 AT 6PM – GROUND FLOOR MEETING ROOM,
COUNCIL ADMINISTRATIVE CENTRE, 248 BLENDE STREET 12/51**

1. **Present:** Darrell Ford (BHCC), Gaylene Ford, Michael Ford, Karen Ford, Jeffrey Hoare, Sue Spangler, Ann Evers, Councillor Marion Browne, Paul Reed, Jeff Crase,
2. **Apologies:** Nicholas King (BHCC), John Rogers, Merran Coombe.
3. **Absent:** Jill Spielvogel and David Spielvogel, Kellie Scott, Jamie Scott, Emily Scott and Evan Scott.
4. **Confirmation of Minutes from Previous Meeting:** No meeting was held due to quorum not being reached
5. **Business arising from Previous Minutes:** Nil
6. **Correspondence:**

Paul Reed has volunteered to clean bird ponds when needed.
7. **Update on Action List Items:**
 - 7.1 Wheelchair path – from the carpark to the information bay (Picnic area carpark to Flora Site)
 - 7.2 Police Checks
 - 7.3 Cement Paths
 - 7.4 Improve roadworks
 - 7.5 Infrastructure Improvements
 - Boardwalk from info bay to shelter
 - Viewing platforms at the scenic lookout
 - Tables and chairs
 - Concrete the picnic area allowing for easy wheelchair access
 - Concrete two paths in Starview campsite to the star viewing seats
 - Sculptures path to be replaced to improve wheelchair accessibility
 - New ranger's office to be built before the pay bay
 - Working office to be built in the sanctuary
 - Aerial for to improve internet access at the ranger's office
 - Sculptures carpark to be sealed
 - Bend to be removed from the Sculptures Road
 - S-Bend to be straightened on the picnic area road
 - Replacement of the large barbeque in the picnic area
 - Upgrades to the Bilby and Yellow footed rock wallaby enclosure
 - Paving paths on trail

8. General Business:

- 8.1** Working Bee to be held on Saturday, 22 April 2023 – volunteers to meet up top at 9am.
- 8.2** The numbers of visitors have increased and Starview campsite was full all last week.
- 8.3** The new Trainee Ranger commences work on Tuesday, 28 March 2023.
- 8.4** Dean Fletcher has resigned from his position on the Committee. The Committee would like to thank Dean Fletcher for his 20+ years of volunteer work on the committee, the committee recommends a letter of appreciation to be forwarded to Mr Fletcher from the Broken Hill City Council.
- 8.5** A successful working bee was held on Saturday, 4 March 2023, thank you to all the volunteers that were in attendance.

Action List:

ACTION	WHO
1. Identification Cards – Continuing	Customer Relations
2. Police Checks	Darrell Ford
3. Cement paths	Darrell Ford
4. Improve Roadworks	Darrell Ford
5. Infrastructure Improvements	Darrell Ford

9. Next Meeting: 6pm Tuesday, 11 April 2023 at Ground Floor Meeting Room

10. Meeting Closed: 6.30pm

RECOMMENDATIONS OF THE POLICY & GENERAL COMMITTEE MEETING HELD WEDNESDAY, 19 APRIL 2023

1. BROKEN HILL CITY COUNCIL REPORT NO. 67/23 - DATED FEBRUARY 28, 2023 - REVIEW OF COUNCIL'S POLICY REGISTER (D23/10964)....45

Recommendation

1. That Broken Hill City Council Report No. 67/23 dated February 28, 2023, be received.
2. That Council notes that an initial review of Council's Policy Register has been undertaken which has identified a number of outdated/superseded policies that require removal from Council's Policy Register, for the various reasons outlined in this report.
3. That the following policies be rendered obsolete and removed from Council's Policy Register and from publication on Council's website:
 - a) Child Protection Employment Screening Policy
 - b) Child Protection Mandatory Reporting Policy
 - c) Conduct of Government Instrumentality Functions Policy
 - d) Community Consultation Policy
 - e) General Permits and Street Activities Policy
 - f) Gifts and Benefits Policy
 - g) Legionnaires Disease Policy
 - h) Logo and Brand Mark Policy
 - i) Motor Vehicle Pool System and Private Lease Policy
 - j) Nuclear Waste Policy
 - k) Residential Buildings Conservation Policy
 - l) Shorty O'Neil Village Liquidity Management Policy
 - m) Statement of Ethical Principles Policy
 - n) Waiving of Notice Preparation Fees Protection of the Environment Operations Act Policy

2. BROKEN HILL CITY COUNCIL REPORT NO. 68/23 - DATED APRIL 06, 2023 - ADOPTION OF REVISED BROKEN HILL FILM POLICY (D23/18357)48

Recommendation

1. That Broken Hill City Council Report No. 68/23 dated April 6, 2023, be received.
2. That the draft Broken Hill Film Policy be adopted as a Policy of Council.
3. That Council notes that adoption of the draft Broken Hill Film Policy will render the 2001 Film Making within the Broken Hill City Council Area Policy obsolete.

3. BROKEN HILL CITY COUNCIL REPORT NO. 69/23 - DATED APRIL 06, 2023 - DRAFT SPONSORSHIP POLICY FOR PUBLIC EXHIBITION (D23/18429)66

Recommendation

1. That Broken Hill City Council Report No. 69/23 dated April 6, 2023, be received.
2. That Council endorses the draft revised Sponsorship Policy for the purpose of public exhibition.
3. That the draft revised Sponsorship Policy be exhibited for public comment for a period of 28 days.
4. That a report be presented to Council at the conclusion of the public exhibition period, detailing submissions received and any recommended amendments arising, with a view to adopt the draft revised Sponsorship Policy.

4. BROKEN HILL CITY COUNCIL REPORT NO. 70/23 - DATED APRIL 11, 2023 - INVESTMENT REPORT FOR MARCH 2023 (D23/18841).....76

Recommendation

1. That Broken Hill City Council Report No. 70/23 dated April 11, 2023, be received.

5. BROKEN HILL CITY COUNCIL REPORT NO. 71/23 - DATED APRIL 11, 2023 - NOMINATION FOR THE APPOINTMENT OF COMMUNITY REPRESENTATIVE TO SECTION 355 COMMUNITY COMMITTEE (D23/18758)93

Recommendation

1. That Broken Hill City Council Report No. 71/23 dated April 11, 2023, be received.
2. That Council appoint Mr Bryan Williamson as a community representative on the ET Lamb Memorial Oval Community Committee.
3. That Mr Bryan Williamson be advised of his appointment and advice also be sent to Councillor Delegate/Chairperson of Committee.

6. BROKEN HILL CITY COUNCIL REPORT NO. 72/23 - DATED APRIL 06, 2023 - MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 16 MARCH 2023 (D23/18544).....97

Recommendation

1. That Broken Hill City Council Report No. 72/23 dated April 6, 2023, be received.
2. That minutes of the Audit, Risk and Improvement Committee meeting held 16 March 2023 be received and noted.

7. BROKEN HILL CITY COUNCIL REPORT NO. 73/23 - DATED APRIL 11, 2023 - MINUTES OF THE BROKEN HILL HERITAGE COMMITTEE MEETINGS HELD 28 FEBRUARY 2023 AND 30 MARCH 2023 (D23/18799) 111

Recommendation

1. That Broken Hill City Council Report No. 73/23 dated April 11, 2023, be received.
2. That the minutes of the Broken Hill Heritage Committee Meetings held 28 February 2023 and 30 March 2023 be received.

POLICY AND GENERAL COMMITTEE

February 28, 2023

ITEM 1BROKEN HILL CITY COUNCIL REPORT NO. 67/23

SUBJECT: REVIEW OF COUNCIL'S POLICY REGISTER D23/10964

Recommendation

1. That Broken Hill City Council Report No. 67/23 dated February 28, 2023, be received.
2. That Council notes that an initial review of Council's Policy Register has been undertaken which has identified a number of outdated/superseded policies that require removal from Council's Policy Register, for the various reasons outlined in this report.
3. That the following policies be rendered obsolete and removed from Council's Policy Register and from publication on Council's website:
 - a) Child Protection Employment Screening Policy
 - b) Child Protection Mandatory Reporting Policy
 - c) Conduct of Government Instrumentality Functions Policy
 - d) Community Consultation Policy
 - e) General Permits and Street Activities Policy
 - f) Gifts and Benefits Policy
 - g) Legionnaires Disease Policy
 - h) Logo and Brand Mark Policy
 - i) Motor Vehicle Pool System and Private Lease Policy
 - j) Nuclear Waste Policy
 - k) Residential Buildings Conservation Policy
 - l) Shorty O'Neil Village Liquidity Management Policy
 - m) Statement of Ethical Principles Policy
 - n) Waiving of Notice Preparation Fees Protection of the Environment Operations Act Policy

Executive Summary:

A full review of Council's Policy Register is currently being undertaken by Council's Executive Leadership Team to ensure Council's policies are compliant with the *Local Government Act 1993*, the *Local Government (General) Regulation 2021*, other relevant NSW legislation, Office of Local Government (OLG) Model Policies and Codes, industrial agreements and Awards and industry best practice.

Report:

Council's Executive Leadership Team has commenced a full review of Council's Policy Register to ensure policies are compliant with the *Local Government Act 1993*, the *Local Government (General) Regulation 2021*, other relevant NSW legislation, Office of Local

Government (OLG) Model Policies and Codes, industrial agreements and Awards and industry best practice.

The initial stage of Council's Policy Register review is to identify policies that are outdated or superseded and to recommend removal of these policies from Council's Policy Register.

There may be many reasons for recommending removal of a policy and some of these reasons are:

- due to a change in legislation;
- the policy has been superseded by adoption of another Council policy; or
- a policy relates to a service that Council no longer provides, etc.

Council's Executive Leadership Team has undertaken the initial review of Council's policies and have recommended that the below policies be rendered obsolete and removed from Council's Policy Register and from publication on Council's website:

Name of Policy	Reason for Deletion from Policy Register
Child Protection Employment Screening Policy -adopted 2000	Covered by employment legislation
Child Protection Mandatory Reporting Policy – adopted 2000	Covered by employment legislation
Conduct of Government Instrumentality Functions Policy – adopted 1992	Policy extremely outdated
Community Consultation Policy – adopted 2001	Superseded by Council's Media Relations Policy and Social Media Policy
General Permits and Street Activities Policy – adopted 1993	Superseded by Council's Local Approvals Policy
Gifts and Benefits Policy – adopted 2020	Covered by Council's Code of Conduct Policy
Legionnaires Disease Policy – adopted 2002	NSW Health is the lead agency not Council. (inspection of cooling towers by Council Health Inspector is covered by Council's delegations and authorisations)
Logo and Brand Mark Policy – adopted 2011	Not Council's current branding
Motor Vehicle Pool System and Private Lease Policy– adopted 1995	Pool vehicles no longer available for lease to staff
Nuclear Waste Policy	Covered by NSW legislation and regulations.
Residential Buildings Conservation Policy - adopted 2005	Superseded by Council's Heritage Assistance Grants Policy
Shorty O'Neil Village Liquidity Management Policy – adopted 2009	No longer a Council service

Statement of Ethical Principles Policy – adopted 2006	Covered by Council's Code of Conduct Policy for Councillors and the Fraud and Corruption Control Strategy for staff
Waiving of Notice Preparation Fees Protection of the Environment Operations Act Policy – adopted 2008	Notice Preparation Fees are legislated

Review of the remaining policies in Council's Policy Register

The next stage of the review of Council's policies will be the revision of all remaining policies in Council's Policy Register. A number of policies have recently been reviewed and adopted by Council. All remaining will be reviewed on a priority basis and presented to Council with a recommendation for public exhibition (if amendments to the policy are substantial) or for adoption (if amendments are minor in nature).

This report is presented to Council to consider removing outdated/superseded/obsolete policies from Council's Policy Register.

Community Engagement:

Not applicable.

Strategic Direction:

Key Direction:	4	Our Leadership
Objective:	4.1	Openness and transparency in decision making
Strategy:	4.1.5	Support the organisation to operate its legal framework

Relevant Legislation:

Local Government Act 1993, Section 335(d)

Financial Implications:

Nil.

Attachments

There are no attachments for this report.

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

POLICY AND GENERAL COMMITTEE

April 6, 2023

ITEM 2BROKEN HILL CITY COUNCIL REPORT NO. 68/23SUBJECT: ADOPTION OF REVISED BROKEN HILL FILM POLICY D23/18357**Recommendation**

1. That Broken Hill City Council Report No. 68/23 dated April 6, 2023, be received.
2. That the draft Broken Hill Film Policy be adopted as a Policy of Council.
3. That Council notes that adoption of the draft Broken Hill Film Policy will render the 2001 Film Making within the Broken Hill City Council Area Policy obsolete.

Executive Summary:

Broken Hill is a highly sought after location for film makers with the purpose of this policy to provide guidelines for filmmakers undertaking work within the Local Government boundary of Broken Hill.

The draft policy will replace the 2001 Film Making within the Broken Hill City Council Area Policy.

Report:

The purpose of the Draft Broken Hill Film Policy is to provide guidelines for filmmakers undertaking work within the Local Government boundary of Broken Hill.

The policy acknowledges the valuable contribution made by the film, television and commercial production industry to the City but also acknowledges the City's rights to protect the activities of its citizens and the assets which Council administers.

The policy acknowledges that filmmaking may impart costs to the Council which should be recoverable.

The aim of this Policy is to:

- promote the heritage and landscape of Broken Hill through film and other communication mediums
- to provide film and television production companies with an understanding of the procedures they must follow for filming to take place
- to outline conditions under which filming will be permitted in Broken Hill
- to ensure the public safety and free movement of residents while filming is taking place.

The policy also acknowledges that Council will have regard to the NSW Local Government Film Friendly Protocol, NSW Premier's Memorandum M2021-06 Making NSW Film Friendly and related legislation and that ensures that film requests are processed promptly, access to locations is supported wherever possible and if filming access, services or approvals cannot reasonably be given, the filmmaker is advised as early as possible of this response, reasons given for it, and alternatives suggested if possible.

The Policy has been revised to update changes in legislation and recognise changes in the industry such as the use of drones in filming.

This Policy complies with the Local Government Filming Protocols which outline the rights and obligations of filmmakers and councils throughout the state.

Community Engagement:

Due to the amendments being of a minor nature and which reflect current adopted practice, it is recommended that the Policy be adopted as per Section 335(d) of the *Local Government Act 1993*.

Strategic Direction:

Key Direction:	4	Our Leadership
Objective:	4.1	Openness and transparency in decision making
Strategy:	4.1.5	Support the organisation to operate its legal framework

Key Direction:	2	Our Economy
Objective:	2.4	We are a destination of choice and provide a unique experience that encourages increased visitation
Strategy:	2.4.4	Ensure a strategic and proactive approach to the development, management and marketing of business and destination events, tourism and filming activities

Relevant Legislation:

Filming Approval Act 2004 No. 38
Local Government Act 1993(section 68)
Local Government Act 1993
Environment Planning & Assessment Act 1979
Roads Act 1993, Road Transport (Safety & Traffic Management Act) 1999
Crown Lands Act 1989
Protection of the Environment Operations Act 1997

Financial Implications:

Filming fees and charges are reviewed annually.

Attachments

1. [↓](#) DRAFT BROKEN HILL FILM POLICY
2. [↓](#) FILM MAKING WITHIN THE BROKEN HILL CITY COUNCIL AREA POLICY 2001

ANNE ANDREWS
EXECUTIVE MANAGER GROWTH AND INVESTMENT

JAY NANKIVELL
GENERAL MANAGER



DRAFT BROKEN HILL FILM POLICY

QUALITY CONTROL			
EDRMS REFERENCES	12/14 – D23/18365		
RESPONSIBLE POSITION	Executive Manager Growth and Investment		
APPROVED BY			
REVIEW DATE	March 2023	REVISION NUMBER	3
EFFECTIVE DATE	ACTION	MINUTE NUMBER	
September 2011	Adopted	43000	
August 2001	Adopted	39185	

1. INTRODUCTION

The purpose of this policy is to provide guidelines for filmmakers undertaking work within the Local Government boundary of Broken Hill.

The policy acknowledges the valuable contribution made by the film, television and commercial production industry to the City but also acknowledges the City's rights to protect the activities of its citizens and the assets which Council administers.

The policy acknowledges that filmmaking may impart costs to the Council which should be recoverable.

The policy also acknowledges that Council will have regard to the NSW Local Government Film Friendly Protocol, NSW Premier's Memorandum M2021-06 Making NSW Film Friendly and related legislation and that ensures that film requests are processed promptly, access to locations is supported wherever possible and if filming access, services or approvals cannot reasonably be given, the filmmaker is advised as early as possible of this response, reasons given for it, and alternatives suggested if possible.

2. POLICY OBJECTIVE

The Broken Hill Film Policy has been developed to encourage filmmaking and to facilitate the use of Broken Hill as a film location.

This Policy complies with the Local Government Filming Protocols which outline the rights and obligations of filmmakers and councils throughout the state. A copy of the protocols is available at www.screen.nsw.gov.au

The aim of this Policy is to:

- promote the heritage and landscape of Broken Hill through film and other communication mediums

- to provide film and television production companies with an understanding of the procedures they must follow for filming to take place
- to outline conditions under which filming will be permitted in Broken Hill
- to ensure the public safety and free movement of residents while filming is taking place.

POLICY SCOPE

3. POLICY STATEMENT

The following are the guiding principles and standards that Council will adhere to for the implementation of this policy.

3.1 ACTIVITIES REQUIRING COUNCIL APPROVAL

The following is a table of common filming related activities that may require Council approval:

Examples	Legislation
Filming in public spaces	Filming Approval Act 2004 No. 38
Construction of a temporary structure (e.g., a set)	Local Government Act 1993(section 68)
Exclusive use of community land for filming	Local Government Act 1993
Certain land use depending on zoning	Environment Planning & Assessment Act 1979
Vehicle and Pedestrian Traffic Regulation	Roads Act 1993, Road Transport (Safety & Traffic Management Act) 1999
Use of a Crown Reserve where Council is the trust manager	Crown Lands Act 1989
Noise, pollution risks	Protection of the Environment Operations Act 1997

Council may permit multiple approvals under a single filming proposal in accordance with the Local Government Act, however a proposal can only cover a single filming project.

Procedures associated with approvals (such as community notifications) may be undertaken within a period, which is compatible with the nature of filming i.e., such approvals may be required in a relatively short space of time.

OTHER APPROVALS

It is the responsibility of the production company to obtain all necessary approvals from other statutory bodies including but not exclusively, Police, Roads and Maritime Services, Environmental Protection Authority, Crown Lands etc.

Drone filming

Drone Filming is allowed but communication with the Airport Reporting Officer is mandatory. Council is generally only required to approve the take-off/landing site of a Drone/UAV and once airborne it is solely the responsibility of the operator and CASA.

The following documents must be received prior to any drone activity:

- Current Licence of Drone Operator
- Certificate of Drone Operator's Public Liability Insurance to the sum of \$20m
- CASA NOTAM approval specifying approval for the site and time of the drone filming if required.

Line of Lode: The Line of Lode is NSW Crown Land and filming on/from the Line of Lode requires approval from NSW Crown Lands.

Privately Owned Land: Filming on privately owned land requires permission from the Landowner. Note: Council is unable to release details of landowners under the *Privacy and Personal Information Protection Act 1998*.

Filming in Remote Areas: Off road, Silverton, Mundi Mundi etc. requires permission from NSW Crown Lands.

Filming on State Highways: Requires permission from Roads and Maritime Services.

3.2 OBTAINING COUNCIL APPROVAL

Division 4 of the Local Government Act sets out procedures designed to facilitate the approval of activities required to be undertaken for a filming proposal. The procedure is:

1. A film proposal is lodged with the Council. This proposal takes the form of an application for approval for activities/works associated with the filming proposal.
2. The proposal must be made on the approved form.
3. Council must acknowledge receipt of the proposal within 7 days.
4. Fees or bonds must be paid either on submission of the application or prior to the commencement of any works relating to the production.
5. The filming proposal is to contain all information and matters as required by any relevant legislation and/or as required Council to consider and assess the application.
6. If the application relates to land, where the applicant is not the owner, then the owner's consent is required.

3.3 INSURANCE ISSUES

No application may be lodged without the deposition of a Certificate of Currency from a recognised Insurance Company for Public Liability for \$20 million which includes the clause "respecting the rights and interests of Broken Hill City Council" and more may be required for significantly higher risk projects. Such additional cover will be negotiated openly and in good faith between Council, their insurers, and the production company.

3.4 AMENDING AN APPROVAL

Council is mindful that filming activity may be subject to the unpredictable nature of the weather and other forms of delay. An approval may be amended at short notice provided Council is satisfied that:

- a. It is substantially the same as the original approval, and

- b. That no prejudice will be caused to any person who made a submission concerning the application for the approval, and
- c. It has consulted with any person or authority whose concurrence to the original approval was required and no objection to the amendment received.

3.5 COUNCIL CO-ORDINATION

Unless a proposal would result in marked disruption to the Central Business District or major shopping precincts, approval may be obtained through Council Officers.

Co-ordination of departmental approvals is to be under the auspices of the Executive Manager Growth and Investment or Council's delegated nominee.

All documents relating to Council's approval will be made available on Council's website along with Council contacts.

In matters relating to partial or full road closures, Council reserves the right to control traffic at all times.

Where applicable, a Traffic Management Plan and/or Pedestrian Access Plan will need to be submitted and approved by the Traffic Committee or relevant Council department.

3.6 FEES & CHARGES

- a. Noting the Schedule of Fees and Charges and those exceptions previously outlined, it is not Council's intention to exploit the film industry but to ensure that Council's position is revenue neutral.
- b. Reference is made to Broken Hill City Council's Annual Schedule of Fees and Charges wherein are contained permit and fees to be charged for barricades, road openings and closures, and material on footpaths. These fees also apply to film production.
- c. If Council is required to advertise road closures or traffic disruption, the cost of advertisements will be borne by the filmmakers.
- d. In the case of reserves or on any site which requires a modification of existing assets or the construction of a set, a refundable bond of \$1,000 or such amount as is determined by Council, is to be lodged before such works are undertaken and is only to be refunded when the Council is satisfied that the site has been remediated or returned to its former condition.
- e. Fees that are levied by Council are based on a cost recovery basis.

3.7 FILMING AND INTERVIEWING - COUNCIL BUILDINGS AND EMPLOYEES

To film and interview Council employees and volunteers for public broadcast the applicant must seek consent from the General Manager via Council's Communications Manager.

3.8 ACKNOWLEDGEMENT OF BROKEN HILL CITY COUNCIL

If a production company has used the services of Broken Hill City Council, it is a requirement that this support be acknowledged. This will be through the associated logos, in accordance with style guidelines, on film credits and other appropriate associated materials or communications (such as promotional websites, media releases).

3.9 GENERAL PRINCIPLES

- A copy of Council's approval must always be kept on location and made available for inspection upon request.
- The Applicant will provide Council with a Certificate of Currency for a Public Liability Policy with a minimum cover of \$20 million held with an acceptable Insurance Company.
- Film activity must only be as stipulated in the approval and with consideration for members of the local community at all times.
- The written consent of all relevant authorities is to be obtained before filming commences and presented for inspection if requested by Council's authorised officer.
- All vehicles associated with the production are to be legally parked at all times and/or, where applicable, parked in accordance with an approved parking plan.
- Equipment used and all activities associated with filming shall comply with the Protection of the Environment Operations Act 1997 and the Occupational Health and Safety Act 2000 No 40.
- The Applicant will ensure that every endeavour is made to reduce any inconvenience to residents and/or occupiers of business premises directly affected by filming activities.
- Residents within the vicinity of the filming are to be notified in writing prior to commencement of filming as directed by Council. Such notification must provide dates, times, all events associated with filming and the conditions fixed by Council.
- Payment of fees and any bond determined by Council shall be made before filming commences.
- At the cessation of filming the applicant will repair all damage, remove all rubbish, and restore the location to its original condition prior to filming and to the satisfaction of Council.
- Fixtures and fittings can only remain at the location if approved by Council.

4. IMPLEMENTATION

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

4.1 Roles and Responsibilities

Executive Manager Growth and Investment
Economic Development Officer

4.2 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. On adoption by Council this Policy will be made available on Council's website.

5. ASSOCIATED DOCUMENTS

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

Film Permit

<https://www.brokenhill.nsw.gov.au/Services/Filming-in-Broken-Hill/Apply-to-film-in-Broken-Hill>

NSW Local Government Filming Protocol

https://www.screen.nsw.gov.au/data/publish/341/A169802%20-%20Local%20Govt%20Filming%20Protocol_Revised_v9_13022009.pdf

NSW Premier's Memorandum M2021-06 Making NSW Film Friendly

<https://arp.nsw.gov.au/m2021-06-making-nsw-film-friendly/>

Filming Proposal Form Model Community notification letter: Appendix 1

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 Local Government Elections, or as required to ensure that it meets legislation requirements and the needs of our 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 Executive Manager Growth and Investment 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(section 68)
- Local Government Act 1993
- Environment Planning &Assessment Act 1979
- Roads Act 1993, Road Transport (Safety & Traffic Management Act) 1999
- Crown Lands Act 1989
- Protection of the Environment Operations Act 1997

Council employees shall refrain from personal activities that would conflict with proper execution and management of the Broken Hill Film Policy Council's Code of Conduct provides guidance for recognising and disclosing any conflicts of interest.

8. DEFINITIONS

approval holder means a person to whom or to which a filming approval is granted.

filming means recording images (whether on film or video tape or electronically or by other means) for exhibition or broadcast (such as by cinema, television, or the Internet or by other means) or for sale and includes such acts or things as may be prescribed, but does not include:

- Still photography unless involving the copyright property of Broken Hill City Council e.g., the Sculptures
- Video recording of a wedding or other private celebration principally for the purpose of those involved.

- Recording for the immediate purposes of a television programme that provides by way of current affairs or news
- Filming may include documentary, feature or short film, mini-series, television series or commercial and student productions.

filming activity means:

(a) filming, and

(b) any other activity reasonably connected with the carrying out of filming, whether or not for a commercial purpose.

filming approval means an approval given under this policy.

Appendix 1

MODEL COMMUNITY NOTIFICATION LETTER

COMMUNITY NOTIFICATION LETTER

(This letter should be prepared on the Applicant's letterhead)

Dear Resident,

We wish to advise that we have received approval from Broken Hill City Council to film (name of production) (type of production) at (location address).

We propose to film on (date/s) and will be working from (unit arrival time) to (wrap).

We will be filming (give a detailed description of sequences to be filmed including any traffic control, special effects etc. Please include as much information as appropriate so that residents are fully informed).

Our production unit consists of (number of vehicles) which will be parked (advise where it is intended to park). We will attempt to ensure that any inconvenience to you is kept to a minimum.

Should you have any queries please call (location representative) on (phone number) and he/she will be pleased to assist you.

Thank you for your cooperation.

(Signed by Applicants representative
Type name and title)

NOTE: If notice is short it may be advisable to "doorknock" these letters rather than leave them in mailboxes.

It is suggested that as much information as appropriate be given to residents so that they are fully informed as to what is happening.

Essential elements:

- name of company
- name of production
- kind of production (e.g., feature film, TV commercial)
- type of activity and duration
- company contacts



FILM MAKING WITHIN THE BROKEN HILL CITY COUNCIL AREA

Purpose

The purpose of this policy is to provide guidelines for film makers undertaking work within the boundaries of the City of Broken Hill.

The policy acknowledges the valuable contribution made by the film, television and commercial production industry to the City but also acknowledges the City's rights to protect the activities of its citizens and the assets which Council administers.

The policy acknowledges that film making may impart costs to the Council which should be recoverable.

The policy also acknowledges that Council will have regard to the NSW Local Government Film Friendly Protocol and related legislation.

Scope

1. DEFINITION OF FILMING:

For the purpose of this policy filming means recording images (whether on film or video or electronically or by any other means) for exhibition or broadcast (such as on cinema, television or the internet) and includes such acts or things as may be prescribed, but does not include:

Still photography unless involving the copyright property of Broken Hill City Council e.g. the Sculptures

Video recording of a wedding or other private celebration principally for the purpose of those involved.

Recording for the immediate purposes of a television programme that provides by way of current affairs or news

Filming may include Documentary, Feature Film, Mini-series, Short Film, Television Series, Television Commercial, and Student Production.

Film Making Within the Broken Hill City Council Area**2. ACTIVITIES REQUIRING COUNCIL APPROVAL:**

The following is a table of common filming related activities that may require Council approval:

Examples	Legislation
Construction of a temporary structure (e.g. a set)	Local Government Act 1993(section 68)
Exclusive use of community land for filming. Certain land use depending on zoning	Local Government Act 1993 Environment Planning &Assessment Act 1979
Traffic Regulation	Roads Act 1993, Road Transport (Safety & Traffic Management Act) 1999
Use of a Crown Reserve where Council is the trust manager	Crown Lands Act 1989
Noise, pollution risks	Protection of the Environment Operations Act 1997

Council may permit multiple approvals under a single filming proposal in accordance with the Local Government Act, however a proposal can only cover a single filming project.

Procedures associated with such approvals (such as community notifications) may be undertaken within a time period, which is compatible with the nature of filming i.e. such approvals may be required in a relatively short space of time.

3. OTHER APPROVALS

It is the responsibility of the production company to obtain approvals from other statutory bodies including but not exclusively, Police, Roads and Traffic Authority, EPA, DLWC etc.

4. OBTAINING COUNCIL APPROVAL

Division 4 of the Local Government Act sets out procedures designed to facilitate the approval of activities required to be undertaken under a filming proposal. The procedure is:

1. A film proposal is lodged with the Council. This proposal takes the form of an application for approval for activities/works associated with the filming proposal.
2. The proposal must be made on the approved form (see appendices).
3. Council must acknowledge receipt of the proposal within 7 days.
4. Fees or bonds must be paid either on submission of the application or prior to the commencement of any works relating to the production.

Film Making Within the Broken Hill City Council Area

5. The filming proposal is to contain all information and matters as required by any relevant legislation and/or as required by Council in order to consider and assess the application.
6. If the application relates to land, where the applicant is not the owner, then the owners consent is required.

5. INSURANCE ISSUES

No application may be lodged without the deposition of a Certificate of Currency from a recognised Insurance Company for Public Liability for \$20 million which includes the clause “respecting the rights and interests of Broken Hill City Council.” and more may be required *for significantly higher risk projects. Such additional cover should be negotiated openly and in good faith between Council, their insurers and the production company.*

6. AMENDING AN APPROVAL

Council is mindful that filming activity may be subject to the vagaries of the weather and other forms of delay. An approval may be amended at short notice provided Council is satisfied that:

- a) It is substantially the same as the original approval, and
- b) That no prejudice will be caused to any person who made a submission concerning the application for the approval, and
- c) It has consulted with any person or authority whose concurrence to the original approval was required and no objection to the amendment received.

7. WAIVING APPROVAL -LOCAL APPROVAL POLICY (LAP)

Council may waive a formal approval process on the basis of

- ♦ Low impact upon community amenity
- ♦ No approvals required from any other authority or agency
- ♦ No construction works to be undertaken
- ♦ Activity is for a very short duration
- ♦ The applicant may be required to publicly acknowledge the contribution of Broken Hill City Council in connection with the filming
- ♦ Notwithstanding the above Council must site a Certificate of Currency as described under Insurance Issues.

Film Making Within the Broken Hill City Council Area

8. COUNCIL CO-ORDINATION

Unless a proposal will result in marked disruption to the Central Business District or major shopping precincts, approval may be obtained through Council Officers.

Co-ordination of departmental approvals is to be under the auspices of the Manager Community Development or his or hers nominee.

All documents relating to Councils approval are to be contained in the Broken Hill Film Manual along with key Officer contacts.

In matters relating to partial or full road closures, Council reserves the right to control traffic at all times.

9. FEES & CHARGES

1. Noting the LAP and those exceptions previously outlined, it is not Councils intention to exploit the Film Industry but rather to ensure that Councils position is revenue neutral.
2. Reference is made to Broken Hill City Councils Annual Schedule of Fees and Charges wherein are contained permit and fees to be charged for Barricades, Road Openings and Closures, and Material on Footpaths. These fees are to be applied to film production.
3. In the event that Council must advertise closures or disruption to traffic, the cost of the placement of such advertisements is to be borne by the filmmakers.
4. In the case of reserves or on any site which requires a modification of existing assets or the construction of a set, a bond of \$500 or such amount as is determined by Council from time to time, is to be lodged before such works are undertaken and is only to be refunded when the Council is satisfied that the site has been remediated or returned to its former condition.
5. Fees that are levied by Council are based on a cost recovery basis

10. FILMING AND INTERVIEWING - COUNCIL BUILDINGS AND EMPLOYEES

In order to film and interview Council employees and volunteers for public broadcast the requirement is to outline the purpose and subject for filming and seek consent from the General Manager via the Communications Manager of the Broken Hill City Council.

11. Film Broken Hill and Broken Hill Studios logo -

If a production company has utilised the services of Broken Hill City Council, Film Broken Hill or the Broken Hill Studios it is a requirement that this support is acknowledged. This will be through [the associated logos](#), in accordance with style guidelines, on film credits and other appropriate associated materials or communications (such as promotional websites, media releases).

Film Making Within the Broken Hill City Council Area

General Principles

1. The Applicant will provide Council with a Certificate of Currency for a Public Liability Policy with a minimum cover of \$20 million or an amount as determined by Council from time to time held with an acceptable Insurance Company with an endorsement stating that the policy will be held jointly with the Applicant and Council during the time of filming activity.
2. Filming activities to be carried out will be only as stipulated in the approval by Council and with consideration for members of the local community at all times.
3. The written consent of all relevant authorities to be obtained before filming commences and presented for inspection if requested by Council's authorised officer.
4. All vehicles associated with the production to be legally parked at all times and/or, where applicable, parked in accordance with an approved parking plan.
5. Equipment used and all activities associated with filming shall comply with the Protection of the Environment Operations Act 1997 and the Occupational Health and Safety Act 1983.
6. The Applicant will ensure that every endeavour is made to reduce any inconvenience to residents and/or occupiers of business premises directly affected by filming activities.
7. Residents within the vicinity of the filming are to be notified in writing prior to commencement of filming as directed by Council. Such notification must provide dates, times, all events associated with filming and the conditions fixed by Council.
8. Payment of fees and any bond determined by Council shall be made before filming commences.
9. A copy of Council's approval shall be kept on location at all times and made available for inspection upon request.
10. At the cessation of filming the Applicant will repair all damage, remove all rubbish and restore the location to its original condition prior to filming and to the satisfaction of Council.

Associated Policies & Documents

Filming Proposal Form Model Community notification letter

Film Making Within the Broken Hill City Council Area

Policy Details

Key Direction	2; Our Economy
Objective :	To provide leadership and direction in economic and community development and facilitate, encourage and maximise sustainable development opportunities within the city
Function:	Economic and Community Development
Strategy :	Actively promote and position Film Broken Hill (FBH)
File Reference No.:	11/410
Adopted:	August 29, 2001
Minute No.:	39185
Amended:	September 28, 2011
Minute No.:	43000
Last Reviewed:	
Next Review Due:	September 2013
Responsible Officer:	Manager Economic Development

APPENDIX**FILMING PROPOSAL FORM (GUIDE)**

(Please complete one application for two locations and attach to Filming Form)

Applicant's name, Production title and Location Contact details

These should be the same as those on the Filming Proposal Form

Description of filming

A clear synopsis of the material to be filmed and an explanation of how it will be filmed should be provided. Where there are stunts, special effects, aerial or water sequences etc., these may be better described by storyboard.

Location

Please use a separate form for each location. The location/s should be clearly described and acceptable map references or a plan of the area attached, with the location required clearly marked.

Please note: It is the applicant's responsibility to negotiate permission to film on or in any associated property that is not under the control of council, and consent must be included in the application.

Dates

For each location provide the following information:

Dates, call and wrap times for construction/dressing (reduced crew) where applicable

Dates, first call time and wrap time for filming (full cast and crew)

Dates, call and wrap times for strike (reduced crew) where applicable

Number of Personnel

This is the total of all persons who will visit the location each day including, but not limited to, cast, crew, extras and visitors.

Construction Details

Details of temporary structures to be erected, or major dressing to be undertaken, together with a schedule of construction and removal should be supplied.

Proposed Equipment

Supply a list of special equipment being used such as, but not limited to cherrypickers, lifts, portable lighting rigs etc.

List all Dangerous Substances etc.

Supply a list of all dangerous substances or articles to be taken on to the location.

Parking

Provide a list of all production vehicles to be parked in the vicinity of the filming location or on council controlled property. The list should specify type of vehicle, size (ie. length of trucks) and registration number.

It may be necessary to provide a parking plan, keeping in mind that it must comply with all parking regulations.

Please note: The management of parking will involve consultation with Police, council and the local community.

Traffic Management

Any disruption of traffic or use of roads for filming needs to have approval from the local police and appropriate roads authority.

It may also be necessary to obtain approval or advise the State Transport Authority, private bus companies, tour operators and providers of essential services.

Details of roads affected together with times of proposed traffic regulation should be supplied. It may also be necessary to submit a traffic management plan.

If it is intended to use production company personnel to control traffic a list of their names and evidence of RTA accreditation will need to be supplied.

Please note: A proposal requiring a traffic management plan may take longer to process and lead time will depend on the complexity of the shoot.

FILMING PROPOSAL FORM (GUIDE)

(only one copy of this form should be completed and it should be accompanied by details for each location)

Public Liability Insurance

Minimum cover of the Applicant's Public Liability Insurance should be \$A20,000,000. Please supply name of Insurance Company, Policy No and expiry date and attach a certificate of currency to the proposal.

It will be necessary for an applicant to arrange for their insurance company to issue an addendum to the policy to cover specific filming sites on community land or other council managed land.

Please note: In all cases local councils will and other landowners may require that their rights and interests be noted on the policy by way of separate indemnities.

Reduction or waiving of fees

If the Applicant wishes to request a reduction or waiver of fees, please state reasons, and supply any relevant documentation to support this (for example, in the case of a student filmmaker, community based group, etc). It is at council's discretion and subject to any policy it may have, whether it will reduce or waive fees.

Consent of Owner to Filming Proposal

The consent of the owner of the land described in the proposal needs to be obtained before lodging the application.

MODEL COMMUNITY NOTIFICATION LETTER

COMMUNITY NOTIFICATION LETTER

(This letter should be prepared on the Applicant's letterhead)

Dear Resident,

We wish to advise that we have received approval from Broken Hill City Council to film (name of production) a (type of production) at (location address).

We propose to film on (date/s) and will be working from (unit arrival time) to (wrap).

We will be filming (give a detailed description of sequences to be filmed including any traffic control, special effects etc. Please include as much information as possible so that residents are fully informed).

Our production unit consists of (number of vehicles) which will be parked (advise where it is intended to park). We will attempt to ensure that any inconvenience to you is kept to a minimum.

Should you have any queries please call (location representative) on (Tel. No) and he/she will be pleased to assist you.

Thank you for your cooperation.

(Signed by Applicants representative
Type name and title)

NOTE: If notice is short it may be advisable to "doorknock" these letters rather than leave them in mailboxes.

It is suggested that as much information as possible be given to residents so that they are fully informed as to what is happening.

Essential elements:

- name of company
- name of production
- kind of production (eg feature film, TV commercial)
- type of activity and duration
- company contact

POLICY AND GENERAL COMMITTEE

April 6, 2023

ITEM 3BROKEN HILL CITY COUNCIL REPORT NO. 69/23

SUBJECT: DRAFT SPONSORSHIP POLICY FOR PUBLIC EXHIBITION
D23/18429

Recommendation

1. That Broken Hill City Council Report No. 69/23 dated April 6, 2023, be received.
2. That Council endorses the draft revised Sponsorship Policy for the purpose of public exhibition.
3. That the draft revised Sponsorship Policy be exhibited for public comment for a period of 28 days.
4. That a report be presented to Council at the conclusion of the public exhibition period, detailing submissions received and any recommended amendments arising, with a view to adopt the draft revised Sponsorship Policy.

Executive Summary:

Council welcomes sponsorship of its activities and occasionally seeks sponsorship for community projects or events. Council may also enter sponsorship arrangements with organisations to support events which contribute to the economic growth of the city.

The policy is designed to provide an equitable and transparent means for organisations to sponsor Council activities and for events to access Council funds for the purpose of growing visitor numbers to the City.

This policy ensures that there is less risk of corruption, conflict of interest or damage to the reputation and standing of Council. It provides guidelines for the management of sponsorship and ensures that probity and integrity will be a part of the decision-making process.

This policy does not include donations granted under Council's Financial Assistance Policy or Community Assistance Grant Policy.

Report:

The Sponsorship Policy is a foundational policy that underpins Council's support for events and activities that provide social and economic benefit to the community of Broken Hill.

By providing financial assistance to events that align with the Broken Hill Community Strategic Plan, Council supports the city's capacity to attract and encourage new events to the city such as the Broken Hill Mundi Mundi Bash and the Perfect Light Film Festival.

Sponsorship support also ensures repeat events such as the St Patrick's Races and the Broken Hill Festival are able to grow and expand.

In addition the Policy provides clear guidelines to ensure that any sponsorship Council attracts for its own events is transparent will not impact on Council's ability to function, does not imply endorsement of sponsor's produce/service and is does not provide opportunity for personal gain or benefit.

The main amendments to the draft revised Sponsorship Policy include:

- P3 - Section 4.3.1: That the call for Expressions of Interest be changed from April to October each year to better align with budget planning.
- P4 - Section 5.2.3: That a change be made to the members of the panel. The current policy includes an independent person – the change has been made to invite the Broken Hill Australia Day Citizen of the Year, aligning the process with the Community Assistance Panel.
- P5 - Section 5.2.6: This is a new section in the policy to include Memorandums of Understanding (MOUs). Council has on occasions entered into MOUs with specific event coordinators who conduct annual events that can demonstrate an economic and/or social return on investment, such as the St Pat's Race Club. The addition in the policy formalises this process.
- P7 - Section 7.3: Changes to the risk management assessment for events and the requirements Council now places on the risk assessment processes for events sponsored by Council to ensure that Council reduces overall liability as well as ensuring community safety, has resulted in a change of policy wording.

Community Engagement:

That the draft revised Sponsorship Policy be exhibited for public comment for a period of 28 days

Strategic Direction:

Key Direction:	4	Our Leadership
Objective:	4.1	Openness and transparency in decision making
Strategy:	4.1.5	Support the organisation to operate its legal framework

Key Direction:	1	Our Economy
Objective:	2.4	We are a destination of choice and provide a unique experience that encourages increased visitation
Strategy:	2.4.4	Ensure a strategic and proactive approach to the development, management and marketing of business and destination events, tourism, and filming activities

Relevant Legislation:

Local Government Act 1993 Section 335(d) and Section 356 of the Local Government Act.

Section 356 describes how a Council should administer funds. The Act states that a council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions. Pursuant to

Section 356 any financial assistance outside the policy must be advertised unless exempted under the Local Government Act.

Financial Implications:

The sponsorship budget is reviewed annually.

Attachments

1. [↓](#) Draft Revised Sponsorship Policy

ANNE ANDREWS

EXECUTIVE MANAGER GROWTH AND INVESTMENT

JAY NANKIVELL

GENERAL MANAGER

SPONSORSHIP POLICY

QUALITY CONTROL

COUNCIL POLICY			
TRIM REFERENCES	12/114-D16/1533612/14-D2318413		
RESPONSIBLE POSITION	Executive Manager-Strategic City DevelopmentExecutive Manager, Growth and Investment		
APPROVED BY	Council		
REVIEW DATE	May 2018	REVISION NO.	3
EFFECTIVE DATE	ACTION	MINUTE NO.	
30 March 2016	Public Exhibition	45222	
25 May 2016	Adopted	45270	
13 December 2017	Public Exhibition	45720	
28 February 2018	Adopted	45744	

1. INTRODUCTION

Council welcomes sponsorship of its activities and occasionally seeks sponsorship for particular community projects or events. Council may also enter into sponsorship arrangements with organisations or individuals to support events which contribute to the economic growth of the City.

The policy is designed to provide an equitable and transparent means for organisations to sponsor Council activities and for events to access Council funds for the purpose of growing visitor numbers to the City.

This policy ensures that there is less risk of corruption, conflict of interest or damage to the reputation and standing of Council. It provides guidelines for the management of sponsorship and ensures that at all times probity and integrity will be a part of the decision-making process.

This policy does not include donations granted under Council's Financial Assistance Policy or Community Assistance Grant Policy.

2. Background

Sponsorship is a cash and/or in-kind fee paid to an organising, business or individual (typically in sports, arts, events, entertainment or causes), which can benefit the recipient activity and, in return, provide visibility and awareness for the sponsor.

Sponsorship is a commercial arrangement in which a sponsor provides a contribution in money or in kind to support an activity in return for certain specified benefits.

Sponsorship does not include:

- The selling of advertising space
- Joint ventures

- Consultancies
- Grants (in regard to received sponsorship)
- Unconditional gifts, donations, bequests or endowments

Sponsorship is not philanthropic. A sponsor expects to receive a reciprocal benefit beyond a modest acknowledgement.

Sponsorship will be sought and granted by using an open process.

A large number of events and programs use sponsorship to defray rising costs, reach higher goals and target markets as an addition to other marketing programs. Sponsorship can enhance the image of sponsors and create positive publicity with heightened visibility, while assisting the sponsored organisation, business, or individual in reaching its goals.

This Policy deals with sponsorship procurement and grants in terms of:

- Council attracting sponsorship to support the development of programs, projects, services, activities, facilities and events that provide benefit to the community of Broken Hill.
- Council providing sponsoring to locally held events that benefit the community through increasing visitor numbers to the City, with Council recognition being applicable to all sponsorship provided.

There are other requests made to Council that would be considered as donations and therefore dealt with in accordance with Council's Community Assistance Policy. Council may also receive donations, and these would facilitate a direct contribution to the community for a program, project, service, activity, facility or event and these donations are not subject to the criteria as outlined for sponsorship but are assessed against the recommendations of the ICAC Sponsorship in the Public Sector Guidelines, 2006.

3. POLICY OBJECTIVE

The policy is designed to maximise opportunities for collaboration between Council, business and community with an aim to increasing economic vibrancy through delivery of new and existing programs, services, facilities and events.

4. POLICY STATEMENT

4.1. General Principles

Council commits itself to the following principles:

- 4.1.1. Accountability, transparency and equity – The policy provides a framework for the transparent and merit-based provision of support and a system of accountability for the recipient.
- 4.1.2. Alignment with Council strategies – The policy aligns with Council priorities outlined in the Broken Hill Community Strategic Plan and Council's Delivery Program.
- 4.1.3. Value for money – The policy ensures Council considers the value for money received in return for Council's investment.

4.2 SCOPE OF PROGRAM

- 4.2.1 The total amount available under the Sponsorship Program will be determined annually by the elected Council in connection with the Operational Plan and Delivery Program.
- 4.2.2. Sponsorship may comprise cash/and or value in kind.
- 4.2.3. Council may decide to offer to an applicant a Sponsorship in an amount less, or in a combination different to, what is applied for.

4.2.4 A monetary figure will be allocated to all value in kind awarded under the Sponsorship Program, in accordance with its true cost to Council. This amount will be included in the total amount of Sponsorship allocated to any successful applicant.

4.3 Program Structure

4.3.1. Council will advertise for Expressions of Interest for Sponsorship in April-October each year on Council's website and in the local media for events to be conducted in the subsequent financial year.

4.4.3. Council may decide to host a public information session in connection with a competitive round to provide information to prospective applicants about the program.

4.4 Application Form

Sponsorship must meet application guidelines which will be available on Council's website. All details as required by that process must be provided in order to progress the sponsorship request to Council for consideration.

5 Suitable activities for granting sponsorship

5.1 Event Sponsorship

Council sponsorship under this Policy is for events that are able to demonstrate a measurable contribution to the economic outcomes for Broken Hill through growth in the Visitor Economy. Event sponsorship must:

- Demonstrate at least matching dollar for dollar funding
- Attract measurable visitation from outside of Broken Hill to assist Council in achieving the objectives set out in *Broken Hill Community Strategic Plan 2033 - Your Hill. Your Home. Your Vision.* (Copies of this document are available on Council's website)
- Raise the profile of Council through prominent acknowledgement of their support and assistance as outlined in the sponsorship agreement for Council funds
- Be managed by a registered organisation that is not a part of Council.

5.2.2 Sponsorship will not be considered for:

- Applications that do not provide the appropriate documentation to support the request
- Events that have not acquitted the requirements of previous sponsorship arrangements with Council
- Projects that duplicate existing Council services or programs
- Individuals
- Organisations or groups that are not incorporated
- Private functions
- Debutante Balls
- Political parties, lobby groups or religious groups
- Recipients of any other financial or other type of assistance from Council in that financial year
- Organisations raising funds on behalf of another group, which is itself a recipient of financial assistance from Council
- Organisations based outside the City boundaries of Broken Hill (unless the demonstrated benefits are primarily to the Broken Hill community)

Criteria will determine each sponsorship arrangement and proposals will be assessed against the criteria which includes:

- A statement of the objectives and detail of the sponsorship activity

- Capacity to deliver immediately measurable economic benefits through the visitor economy to the City of Broken Hill
- The organisation's capacity for administering the project including timeframes, budgets and other partnerships
- A targeted marketing and communications program
- Documentation that Council's support will be appropriately acknowledged and publicised
- The names of other sponsors, proposed or confirmed, involved with the event or activity

5.2.3 Recommendations and approvals

The Relevant Council Officer will receive applications and undertake a preliminary assessment against the Eligibility and Assessment Criteria and prepare a report for the Sponsorship Panel. The assessment will include an impact assessment to demonstrate the benefits, including the economic benefits to Broken Hill which will form the basis to calculate the percentage of event funding recommended for each event.

The preliminary assessment will include:

1. The total estimated visitor spend attributed to staging the event
2. The estimated impact on Gross Regional Product

The assessment will be provided to applicants on request.

Following the preliminary assessment, the Relevant Council Officer will present all applications to the Sponsorship Grant Panel with a recommendation on eligibility and the estimated economic benefit to the community.

The Panel will consist of:

- The Mayor (or nominee)
- The Our Economic Policy and General Portfolio Committee Chair (or alternate)
- The General Manager (or nominee)
- ~~One independent person~~ The Broken Hill Australia Day Citizen of the Year

~~Advertising for the independent panel member will take place in April each year. An independent panel member will be invited to sit on the panel.~~

The Panel's assessment must be recorded on an evaluation form and retained in Council's records management system. The evaluation form will be signed by all members of the Panel.

Each member of the Panel must comply with Council's Code of Conduct, in particular, the provisions covering Conflict of Interest.

The Panel will make recommendation to the General Manager for approval or grants based upon its evaluation of the application against the criteria.

The event/project/service/activity must be suitable for Council's involvement and consistent with Council's community values defined in the Community Strategic Plan.

Once approved, recipients of sponsorship will be required to:

- Submit a tax invoice to Council and enter a formal agreement that details the commitment of both parties
- Submit a completed sponsorship acquittal which includes a project report and a financial acquittal within three months of the project's completion.

Council will complete an evaluation of all sponsorships funded against performance measures as described in the written agreement.

Sponsorship funding must only be used for the purpose stated in the letter of approval. The purpose, amount or time for expenditure of a sponsorship may not be changed without prior written approval of Council.

5.2.4 Acknowledgement

All sponsorship recipients must agree to acknowledge Council's contribution in all publicity relating to the events or activity. This includes logos and statements in all advertising and promotional material, media releases and in other promotional contexts. Full details of this condition, including appropriate logos are to be provided with each sponsorship.

5.2.5 Timing

Council will sponsor an event for a maximum of three years. Consideration can be given after three years if the applicant can demonstrate significant ongoing benefit to the community. Sponsorship is not recurrent and requests for sponsorship need to be made each year. All requests for assistance under this policy will be considered by Council. From time of approval, all projects must be completed within 12 months.

5.2.6 Memorandum of Understanding

Council may enter into a Memorandum of Understanding (MOU) for individual events that make a significant economic contribution to Broken Hill. The MOU will be entered into for a maximum of three years with funds being used for the purpose set out in the MOU.

Commented [AA1]: New

6. POLICY STATEMENT – PART B - Sponsorship of Council activities, services, events, projects and facilities

Sponsorship of Council activities, services, events, projects and facilities will be sought by calling for expressions of interest and/or targeting a range potential sponsors. A contract may include exclusive and/or shared rights to sponsorship.

6.1 Sponsorship conditions

- A sponsorship arrangement shall not impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions fully and impartially. The sponsorship agreement will state that the Council's functions will continue to be carried out fully and impartially, notwithstanding the existence of a sponsorship arrangement. The agreement will include a statement to the effect that any attempted influence of Council's regulatory functions will result in an automatic review and/or termination of the sponsorship arrangement.
- There is to be no real or apparent conflict between the objectives and mission of Council and those of the sponsor.
- Sponsorship will not involve explicit endorsement of the sponsor's products and care will be taken to avoid strong implicit endorsement of a sponsor's products. Sponsorship agreements should set out the range of uses to which the sponsor can put the relationship (for example, in advertising copy) and may require that Council be given an opportunity to review specific uses prior to release.
- Where sponsorship takes the form of a provision of a sponsor's product, the product will be evaluated for its fitness and purpose against objective operational criteria which are relevant to needs.
- It is inappropriate for any Councilor or employee of Council to receive a personal benefit from a sponsorship. Depending on conditions of engagement, contractors and consultants could be regarded as employees of Council and will be considered when assessing the status of personal benefits in a sponsorship.

- All cash sponsorships shall be subject to the provisions for security for contributions as provided for under the Local Government Act 1993 and other similar legislative provisions.
- If equipment is donated, the costs associated with maintenance, running and insurance must form part of the consideration of Council in accepting the sponsorship arrangement. Any donations of equipment, materials and labour will be treated in accordance with Council's asset management policies.

The Sponsor will enter into a written sponsorship contract with Council. The contract will clearly set out:

- The benefits, including the economic benefits to Broken Hill
- The form or forms of sponsorship acknowledgement which will be available
- The scope of uses which the sponsor can make of the sponsorship arrangement
- The term of the sponsorship and any conditions regarding renewal
- Consequences of changes which may occur over time (e.g., a shift in the relationship, new policies, new corporate missions or objectives)
- Financial accountability requirements
- Provisions for termination or suspension of the agreement
- Any special conditions which apply

Council will ensure that sufficient resources are available to enable the promised sponsor benefits to be delivered. Council will provide sufficient information for the sponsor to evaluate the outcomes of their sponsorship and provide a report to the sponsor within three months of the project's completion.

All sponsorships will be described in Council's Annual Report.

6.2 Acknowledgement

Council will recognise sponsors in a number of ways. The extent of such recognition will be determined in relation to the level and nature of the sponsorship and subject to a written agreement specifying benefits and costs. Such forms of recognition may include, but not be limited to:

- Appropriate signage
- Inclusion of sponsor's name and logo in Council's Reports to the Community and other external publications
- Opportunity for sponsor's name and/or logo to be promoted through appropriate general advertising and communications by Council

7. IMPLEMENTATION

7.1 Roles and Responsibilities

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

- General Manager
- Executive Manager - ~~Strategic City Development~~ Growth and Investment

7.2 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.

7.3 Risk Management

Council will conduct a risk assessment on all sponsorship activities to determine the risks posed and assess whether these risks are acceptable and can be managed. Council will review relevant risk assessments for sponsored events to ensure identified risks are managed to an acceptable level and to ensure that all events are in alignment with Council's values.

7.4 Associated Documents

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

- ICAC - Sponsorship in the public sector – May 2006
- Broken Hill Community Strategic Plan 2033 - Your Hill, Your Home, Your Vision.
- Broken Hill Strategic Tourism Plan 2010-2020
- NSW Department Premier and Cabinet - Good Practice Guide to Grants Administration
- Statement of Ethical Principles
- Code of Conduct
- Gifts, Benefits and Bribes Policy
- Conflict of Interest Policy
- Corruption Risk Management Plan
- Community Assistance Policy
- Sponsorship Application Form and Conditions

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

The Executive Manager - Strategic City Development is responsible for the review of this policy.

9 LEGISLATIVE AND LEGAL FRAMEWORK

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

Section 356 of the Local Government Act describes how a Council should administer funds. The Act states that a council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions. Pursuant to Section 356 any financial assistance outside the policy must be advertised unless exempted under the Local Government Act.

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

POLICY AND GENERAL COMMITTEE

April 11, 2023

ITEM 4BROKEN HILL CITY COUNCIL REPORT NO. 70/23SUBJECT: INVESTMENT REPORT FOR MARCH 2023D23/18841**Recommendation**

1. That Broken Hill City Council Report No. 70/23 dated April 11, 2023, be received.

Executive Summary:

The *Local Government (General) Regulation 2021* (Part 9, Division 5, Clause 212), effective from 1 September 2021, requires the Responsible Accounting Officer of a Council to provide a written report setting out details of all monies that have been invested under Section 625 (2) of the *Local Government Act 1993*, as per the Minister's Amended Investment Order gazetted 11 March 2011. The Responsible Accounting Officer must also include in the report, a certificate as to whether the investment has been made in accordance with the Act, the Regulations and the Council's Investment Policy.

As at 31 March 2023, Council's Investment Portfolio had a current market valuation of \$30,107,526 or principal value (face value) of \$30,002,877 and was compliant with policy and legislative requirements as per the below table.

Report:

Council's investments as at 31 March 2023 are detailed in Attachment 1.

Portfolio Summary		
Portfolio Performance vs. RBA Cash Rate	✓	Council's investment performance did exceed benchmark.
Investment Policy Compliance		
Legislative Requirements	✓	Compliant with policy
Portfolio Credit Rating Limit	✓	Compliant with policy
Institutional Exposure Limits	✓	Compliant with policy
Term to Maturity Limits	✓	Compliant with policy

Market Review**Global issues**

- Global financial markets were on edge in mid-March as the 16th largest US bank, Silicon Valley Bank (SVB) collapsed. Although the root causes were different than those that led to the GFC, concerns of bank runs on other mid-sized banks spread rapidly. The US Federal Reserve shored up confidence by offering guarantees for all depositors of troubled banks.
- The signs of weakness in US banks caused the market to turn its attention to the European banks and specifically Switzerland's second largest bank Credit Suisse. In a matter of days Credit Suisse went from denying it needed help to being bailed out by its rival UBS under the watchful eye of the Swiss central bank.
- By the end of the month, the flare up in the global banking sector appeared to be largely over as governments displayed their commitment to protect depositors, but not before interest rates fell in anticipation of central banks treading softer with rate hikes in consideration of bank stability.
- This was displayed by the US Fed in late March as it remained resolute in fighting inflation pressures with another rate rise, but by a lower than anticipated 25 basis points.
- Global share markets breathed a sigh of relief in late March after a few turbulent weeks. US and Japanese share indices ended the month up 3.7% and 1.8% respectively, while Australian and European markets ended largely flat.
- Commercial real estate trusts, a sector increasingly causing concern, and Financials stumbled during the month, but Materials/Mining, Telecoms and Utilities helped the ASX All Ords record only a small dip of 0.2%

Domestic issues

- Retail sales are down by 1.5% on a three-month average, signalling that consumers are pulling back on spending, just as the RBA would want in its fight against inflation.
- In another positive sign, the latest monthly consumer price index release was lower than expected and looks to be declining slightly faster than the RBA was forecasting.
- Overall, inflation is still well above the central bank's 2-3% target range, but is expected to slow further over the course of 2023 because:
 - commodity prices are falling
 - Covid-related supply chain constraints have eased, and
 - inflation is a lagging indicator of economic activity so will slow further as economic momentum has weakened and consumers are cutting back spending.

Interest rates

- At its March meeting the RBA raised the cash target by 25 basis points to 3.60%. The RBA projects inflation will not be in the 2-3% target range until mid-2025, but they expect to pause raising rates soon in order to assess the effect of the rate hikes to date.
- The market is now pricing in the current 3.60% cash rate as the peak rate in this cycle, down from 4.35% last month, with the next move being a rate cut, but the market's sentiment is not shared by the RBA. The sharp drop occurred in the wake of the global banking scares during March.

Investment Portfolio Commentary

Council's investment portfolio returned 4.98%pa (0.41% actual) for the month on a marked-to-market basis versus the bank bill index benchmark's 3.39%pa return. For the past 12 months, the investment portfolio has returned 1.69%pa versus the bank bill index benchmark's 2.04%pa.

During March, Council had a \$500k 6mo AMP TD mature that had been paying 4.10%pa. Council rolled the maturing principal into a 6mo AMP TD paying 4.65%pa and invested another \$1m in 2mo and a 7mo NAB deposits paying 3.90%pa and 4.66%pa respectively.

Share and bond markets rebounded from last month as long term interest rates fell due to market expectations that recent overseas bank failures and bailouts will cause central banks to pause or at least decelerate further rate hikes. Shares were aided by a relief trade when overseas central banks displayed their commitment to prevent depositor panic in the US and Swiss banking sectors.

The NSW TCorpIM Medium Term Growth Fund recorded a solid gain of 1.39% (actual) for the month.

Council has a well-diversified portfolio invested predominantly among a range of term deposits from highly rated Australian banks. Council also has exposure to a wide range of asset classes, including senior ranked fixed and floating rate notes, listed property and international and domestic shares via the NSW TCorp Medium Term Growth Fund. 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 – March 2023

As at 31 March 2023, Council's Investment Portfolio had a current market valuation of \$30,107,526 or principal value (face value) of \$30,002,877 and was compliant with policy and legislative requirements as per the table above.

	Source of Funds	Principal Amount
GENERAL Fund	Operating Capital & Internal Restrictions	\$15,063,877
	Royalties Reserve	\$584,000
	Domestic Waste Management Reserve	\$2,786,000
	Grants	\$11,569,000
	TOTAL PORTFOLIO	\$30,002,877

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 2021* 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 2021*.

Financial Implications:

The recommendation has no financial impact.

Attachments

1. [↓](#) March 2023 Investment Report

SIMON BROWN
CHIEF FINANCIAL OFFICER

JAY NANKIVELL
GENERAL MANAGER



Investment Summary Report March 2023



Broken Hill City Council

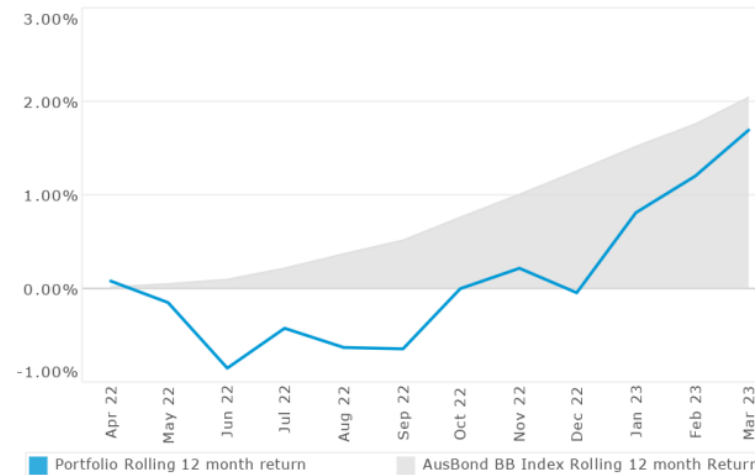
Executive Summary - March 2023



Investment Holdings

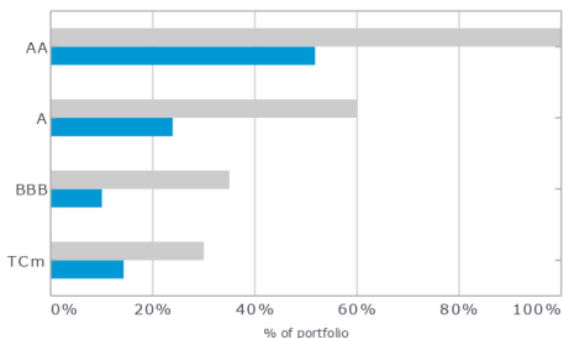
	Face Value (\$)	Current Value (\$)
Cash	16,706,464	16,706,464
Managed Funds	4,286,304	4,286,304
Term Deposit	9,010,110	9,114,759
	30,002,877	30,107,526

Investment Performance

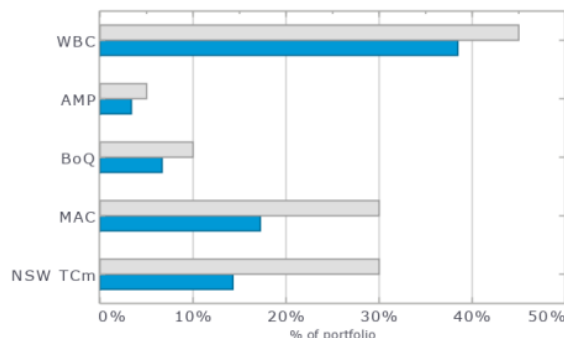


Investment Policy Compliance

Total Credit Exposure



Individual Institutional Exposures



Term to Maturities

	Face Value (\$)	Policy Max
Between 0 and 1 years	30,002,877	100% 100%
	30,002,877	

Specific Sub Limits

Between 5 and 10 year:	0	0%	30%
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Portfolio Exposure Investment Policy Limit

Broken Hill City Council

Investment Holdings Report - March 2023



Cash Accounts								
	Face Value (\$)	Current Rate (%)	Institution	Credit Rating		Current Value (\$)	Deal No.	Reference
	5,169,744.17	3.3771%	Macquarie Bank	A+		5,169,744.17	540354	Accelerator
	5,607,523.26	4.8000%	Westpac Group	AA-		5,607,523.26	535442	90d Notice
	5,929,196.31	0.0000%	Westpac Group	AA-		5,929,196.31	473409	Cheque
	16,706,463.74	2.6561%				16,706,463.74		

Managed Funds								
	Face Value (\$)	Monthly Return (%)	Institution	Credit Rating	Funds Name	Current Value (\$)	Deal No.	Reference
	4,286,303.99	1.3886%	NSW T-Corp (MT)	TCm	Medium Term Growth Fund	4,286,303.99	536441	
	4,286,303.99	1.3886%				4,286,303.99		

Term Deposits											
Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
26-Apr-23	500,000.00	4.0500%	National Australia Bank	AA-	500,000.00	22-Dec-22	505,547.95	543675	5,547.95	At Maturity	
27-Apr-23	500,000.00	2.1500%	National Australia Bank	AA-	500,000.00	27-Apr-22	509,984.25	542701	9,984.25	At Maturity	
10-May-23	500,000.00	3.9000%	National Australia Bank	AA-	500,000.00	8-Mar-23	501,282.19	543911	1,282.19	At Maturity	
6-Jun-23	500,000.00	4.1500%	Bank of Queensland	BBB+	500,000.00	6-Dec-22	506,594.52	543625	6,594.52	At Maturity	
15-Jun-23	500,000.00	4.2500%	National Australia Bank	AA-	500,000.00	15-Feb-23	502,619.86	543829	2,619.86	At Maturity	
21-Jun-23	500,000.00	4.3100%	National Australia Bank	AA-	500,000.00	22-Dec-22	505,904.11	543674	5,904.11	At Maturity	
4-Jul-23	1,000,000.00	3.9000%	ME Bank	BBB+	1,000,000.00	30-Jun-22	1,029,383.56	542914	29,383.56	At Maturity	
18-Jul-23	1,000,000.00	4.4700%	Suncorp Bank	A+	1,000,000.00	11-Jan-23	1,009,797.26	543695	9,797.26	At Maturity	
19-Jul-23	500,000.00	4.3200%	Suncorp Bank	A+	500,000.00	20-Jan-23	504,201.64	543714	4,201.64	At Maturity	
26-Jul-23	500,000.00	4.2600%	Suncorp Bank	A+	500,000.00	27-Jan-23	503,734.79	543724	3,734.79	At Maturity	
16-Aug-23	500,000.00	0.6200%	National Australia Bank	AA-	500,000.00	18-Aug-21	501,919.45	541757	1,919.45	Annually	
19-Sep-23	500,000.00	4.4000%	Bank of Queensland	BBB+	500,000.00	16-Nov-22	508,197.26	543561	8,197.26	At Maturity	
22-Sep-23	510,109.59	4.6500%	AMP Bank	BBB	510,109.59	22-Mar-23	510,759.46	543948	649.87	At Maturity	
25-Sep-23	500,000.00	4.5000%	AMP Bank	BBB	500,000.00	23-Sep-22	511,712.33	543323	11,712.33	At Maturity	

Broken Hill City Council

Investment Holdings Report - March 2023



Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
27-Sep-23	500,000.00	0.6300%	National Australia Bank	AA-	500,000.00	29-Sep-21	501,587.95	541935	1,587.95	Annually	
10-Oct-23	500,000.00	4.6600%	National Australia Bank	AA-	500,000.00	8-Mar-23	501,532.05	543912	1,532.05	At Maturity	
9,010,109.59		3.7560%			9,010,109.59		9,114,758.63		104,649.04		

Broken Hill City Council

Accrued Interest Report - March 2023



Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Yield Accrued (\$)	(% pa)
Cash									
Macquarie Bank	540354					14,562.42	0	14,562.42	3.38%
Westpac Group	473409					0.00	0	0.00	0.00%
Westpac Group	535442					22,119.72	0	22,119.72	4.80%
						36,682.14		36,682.14	2.63%
Managed Funds									
NSW T-Corp Defensive Cash Funds	535329				1-Jul-22	0.00	0	0.00	
NSW T-Corp Medium Term Growth Fund	536441				1-Aug-23	0.00	0	58,704.96	17.63%
						0.00		58,704.96	17.63%
Term Deposits									
AMP Bank	543322		500,000.00	23-Sep-22	22-Mar-23	10,109.59	21	1,179.45	4.10%
National Australia Bank	542701		500,000.00	27-Apr-22	27-Apr-23	0.00	31	913.02	2.15%
National Australia Bank	543675		500,000.00	22-Dec-22	26-Apr-23	0.00	31	1,719.87	4.05%
National Australia Bank	543911		500,000.00	8-Mar-23	10-May-23	0.00	24	1,282.19	3.90%
Bank of Queensland	543625		500,000.00	6-Dec-22	6-Jun-23	0.00	31	1,762.33	4.15%
National Australia Bank	543674		500,000.00	22-Dec-22	21-Jun-23	0.00	31	1,830.27	4.31%
National Australia Bank	543829		500,000.00	15-Feb-23	15-Jun-23	0.00	31	1,804.79	4.25%
ME Bank	542914		1,000,000.00	30-Jun-22	4-Jul-23	0.00	31	3,312.33	3.90%
Suncorp Bank	543695		1,000,000.00	11-Jan-23	18-Jul-23	0.00	31	3,796.44	4.47%
Suncorp Bank	543714		500,000.00	20-Jan-23	19-Jul-23	0.00	31	1,834.52	4.32%
Suncorp Bank	543724		500,000.00	27-Jan-23	26-Jul-23	0.00	31	1,809.04	4.26%
National Australia Bank	541757		500,000.00	18-Aug-21	16-Aug-23	0.00	31	263.29	0.62%
AMP Bank	543323		500,000.00	23-Sep-22	25-Sep-23	0.00	31	1,910.96	4.50%
AMP Bank	543948		510,109.59	22-Mar-23	22-Sep-23	0.00	10	649.87	4.65%
Bank of Queensland	543561		500,000.00	16-Nov-22	19-Sep-23	0.00	31	1,868.49	4.40%
National Australia Bank	541935		500,000.00	29-Sep-21	27-Sep-23	0.00	31	267.54	0.63%
National Australia Bank	543912		500,000.00	8-Mar-23	10-Oct-23	0.00	24	1,532.05	4.66%
						10,109.59		27,736.45	3.72%

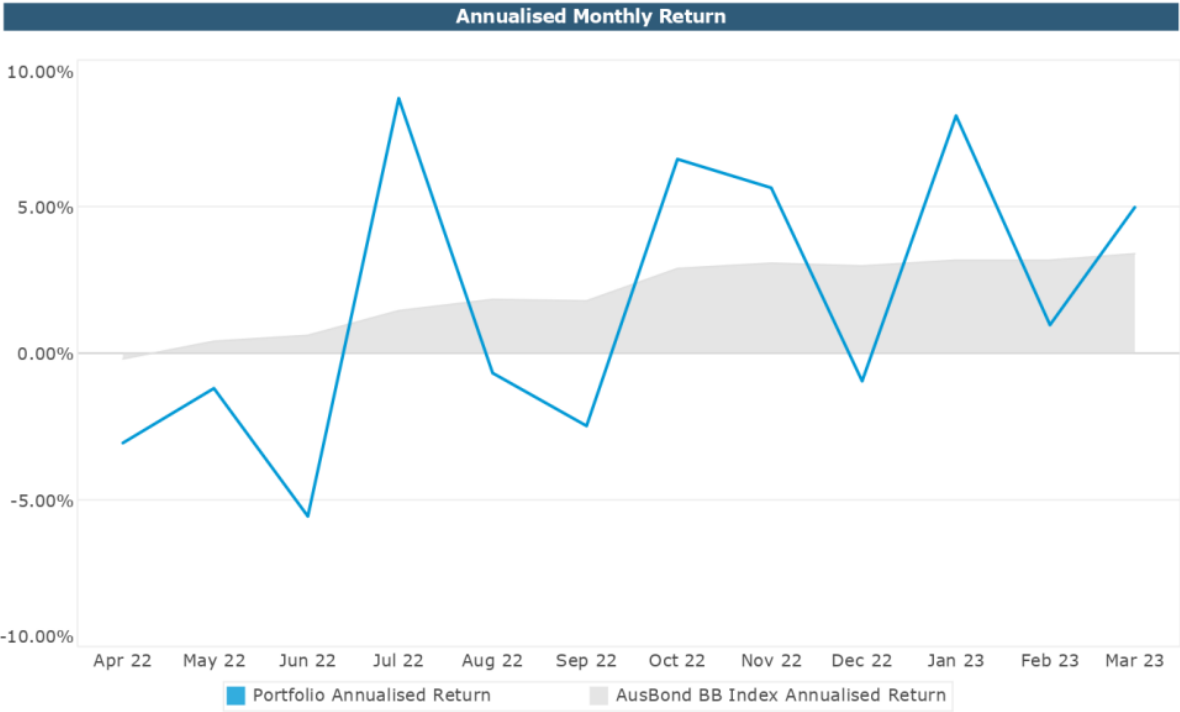
Broken Hill City Council

Accrued Interest Report - March 2023



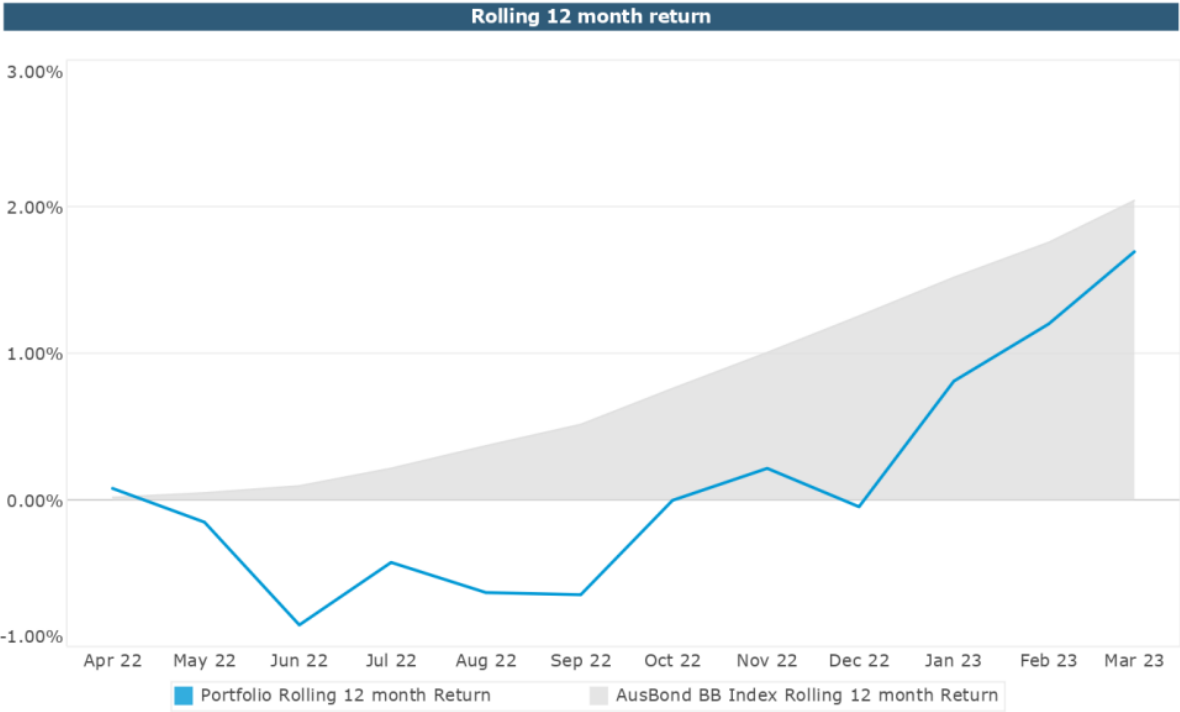
Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Yield	
								Accrued (\$)	(% pa)
Grand Totals						46,791.73		123,123.55	4.98%

Broken Hill City Council
Investment Performance Report - March 2023



Historical Performance Summary (%pa)			
	Portfolio	Annualised BB Index	Outperformance
Mar 2023	4.98%	3.39%	1.59%
Last 3 months	4.76%	3.25%	1.51%
Last 6 months	4.22%	3.11%	1.11%
Financial Year to Date	3.39%	2.63%	0.76%
Last 12 months	1.69%	2.04%	-0.35%

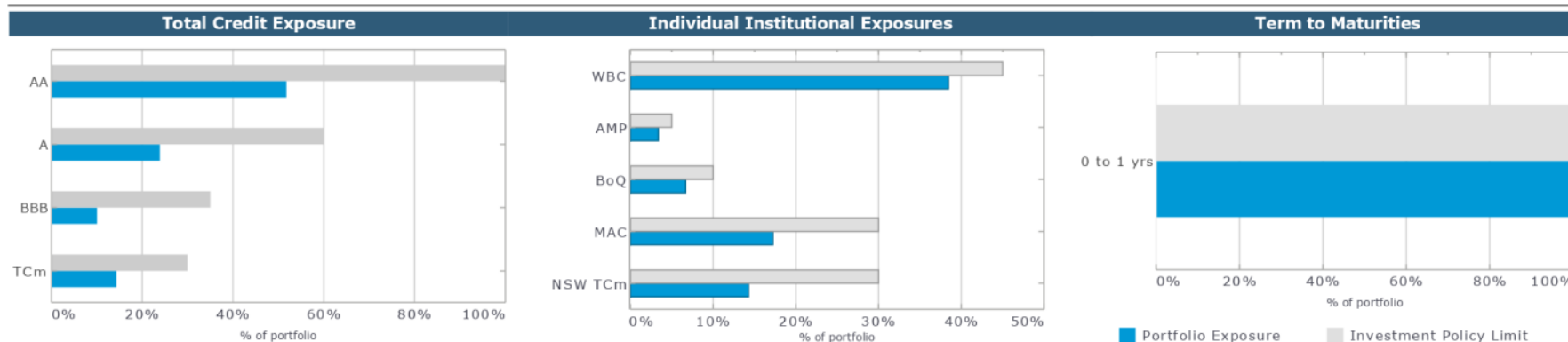
Broken Hill City Council
Investment Performance Report - March 2023



Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
Mar 2023	0.41%	0.28%	0.13%
Last 3 months	1.15%	0.79%	0.36%
Last 6 months	2.08%	1.54%	0.54%
Financial Year to Date	2.54%	1.97%	0.57%
Last 12 months	1.69%	2.04%	-0.35%

Broken Hill City Council

Investment Policy Compliance Report - March 2023



Credit Rating Group	Face Value (\$)		Policy Max	
AA	15,536,720	52%	100%	☐
A	7,169,744	24%	60%	☐
BBB	3,010,110	10%	35%	☐
TCm	4,286,304	14%	30%	☐
30,002,877				

Institution	% of portfolio	Investment Policy Limit	
Westpac Group (AA-)	38%	45%	☐
AMP Bank (BBB)	3%	5%	☐
Bank of Queensland (BBB+)	7%	10%	☐
Macquarie Bank (A+)	17%	30%	☐
NSW T-Corp (TCm)	14%	30%	☐
National Australia Bank (AA-)	13%	45%	☐
Suncorp Bank (A+)	7%	30%	☐

	Face Value (\$)		Policy Max	
Between 0 and 1 years	30,002,877	100%	100%	☐
30,002,877				

Specific Sub Limits				
BBB+	2,000,000	7%	35%	☐
BBB	1,010,110	3%	10%	☐

Specific Sub Limits				
Between 5 and 10 years	0	0%	30%	☐

Credit Rating	Current Longest Maturity (years)	Policy Max	
AA+, AA, AA-	0.53	5.00	☐
A+, A, A-	0.32	3.00	☐
BBB+	0.47	3.00	☐
BBB	0.49	1.00	☐

☐ = compliant
☐ = non-compliant

Broken Hill City Council

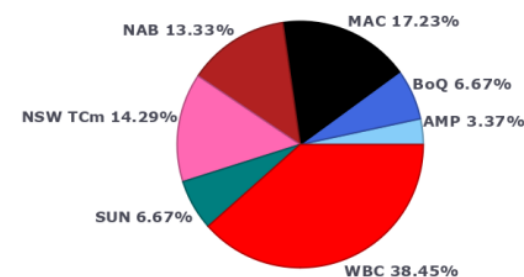
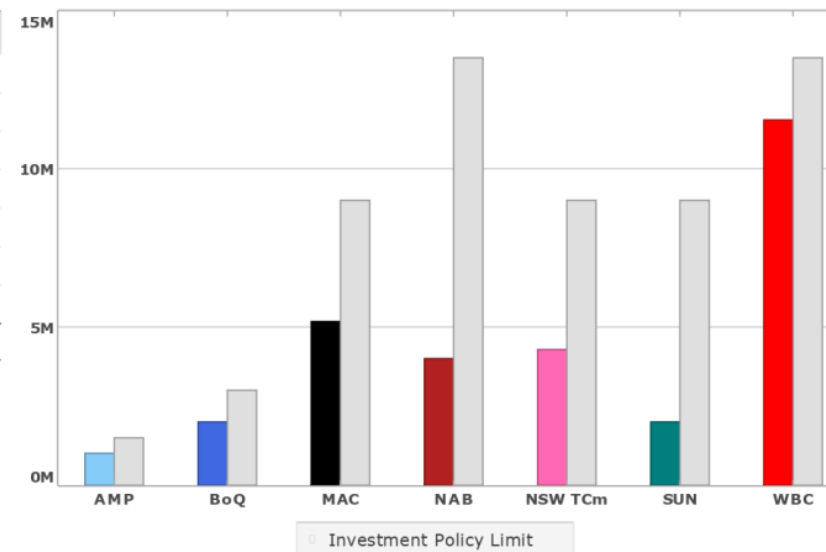
Individual Institutional Exposures Report - March 2023



Individual Institutional Exposures

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB)	1,010,110	3%	1,500,144	5%	490,034
Bank of Queensland (BBB+)	2,000,000	7%	3,000,288	10%	1,000,288
Macquarie Bank (A+)	5,169,744	17%	9,000,863	30%	3,831,119
National Australia Bank (AA-)	4,000,000	13%	13,501,295	45%	9,501,295
NSW T-Corp (TCm)	4,286,304	14%	9,000,863	30%	4,714,559
Suncorp Bank (A+)	2,000,000	7%	9,000,863	30%	7,000,863
Westpac Group (AA-)	11,536,720	38%	13,501,295	45%	1,964,575
	30,002,877				

Individual Institutional Exposure Charts



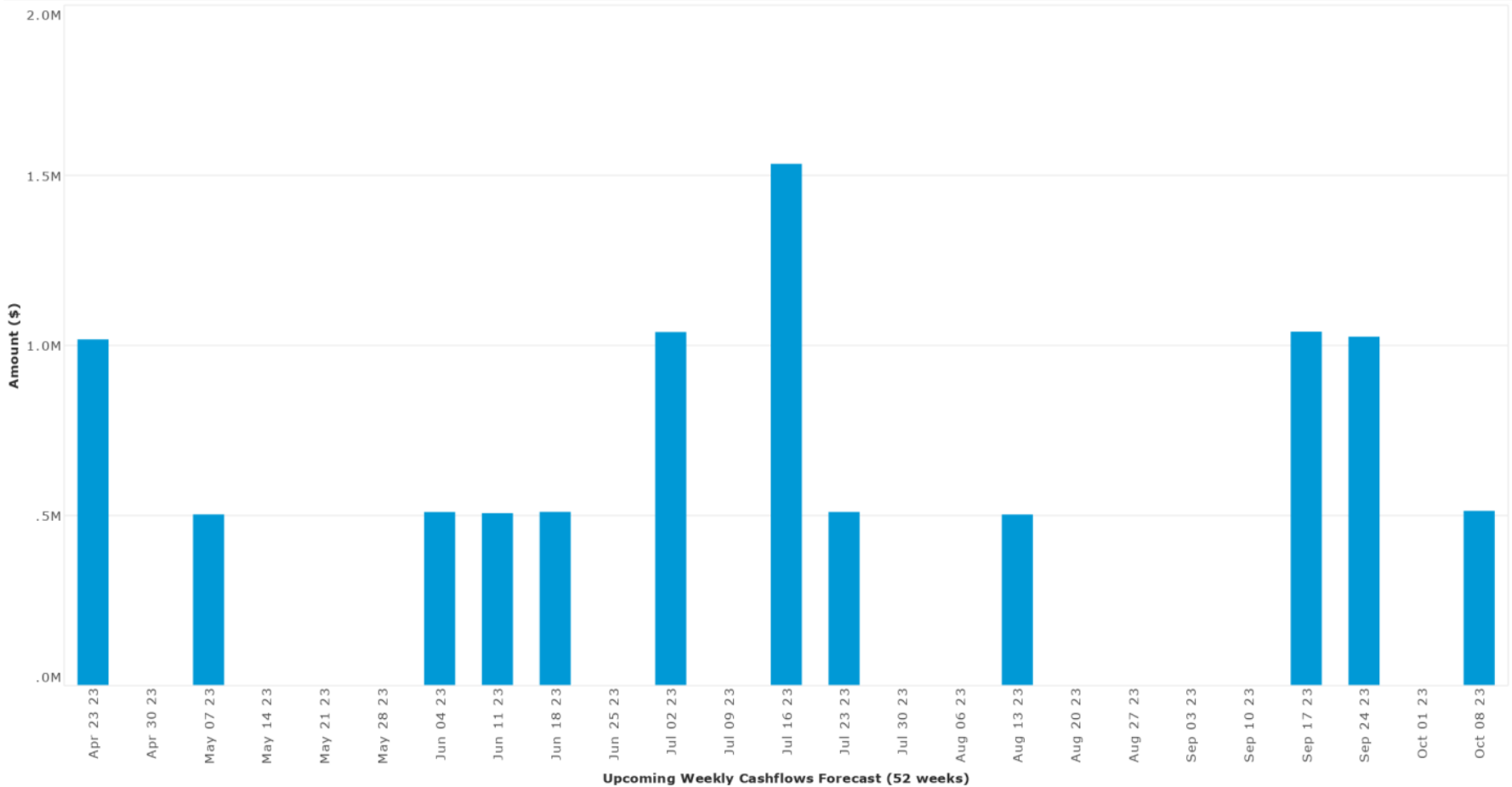
Broken Hill City Council
Cashflows Report - March 2023**Actual Cashflows for March 2023**

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
8-Mar-23	543911	National Australia Bank	Term Deposit	Settlement: Face Value	-500,000.00
				<u>Deal Total</u>	<u>-500,000.00</u>
8-Mar-23	543912	National Australia Bank	Term Deposit	Settlement: Face Value	-500,000.00
				<u>Deal Total</u>	<u>-500,000.00</u>
				Day Total	-1,000,000.00
22-Mar-23	543322	AMP Bank	Term Deposit	Maturity: Face Value	500,000.00
		AMP Bank	Term Deposit	Maturity: Interest Received/Paid	10,109.59
				<u>Deal Total</u>	<u>510,109.59</u>
22-Mar-23	543948	AMP Bank	Term Deposit	Settlement: Face Value	-510,109.59
				<u>Deal Total</u>	<u>-510,109.59</u>
				Day Total	-0.00
				Total for Month	-1,000,000.00

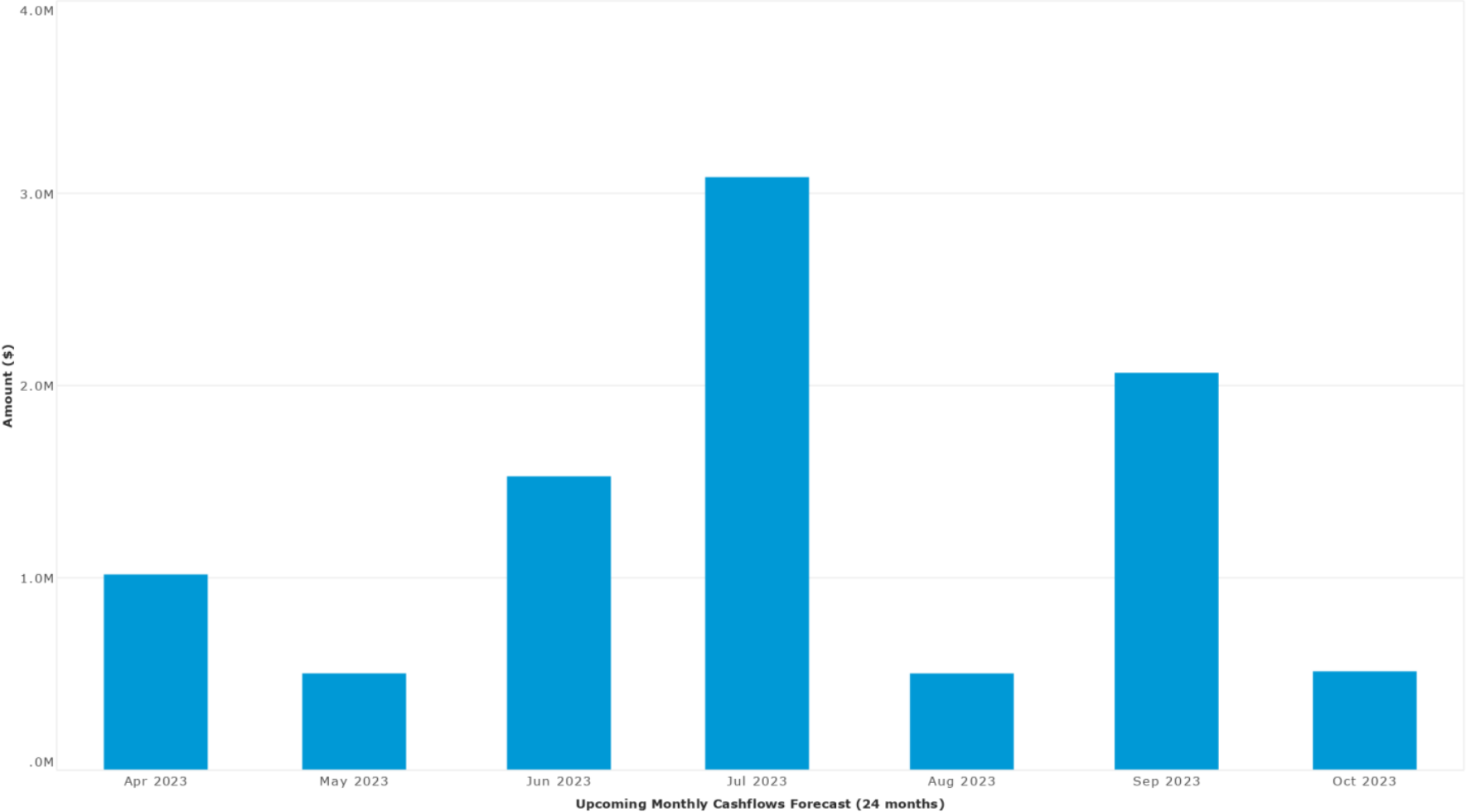
Forecast Cashflows for April 2023

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
26-Apr-23	543675	National Australia Bank	Term Deposit	Maturity: Face Value	500,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	6,934.93
				<u>Deal Total</u>	<u>506,934.93</u>
				Day Total	506,934.93
27-Apr-23	542701	National Australia Bank	Term Deposit	Maturity: Face Value	500,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	10,750.00
				<u>Deal Total</u>	<u>510,750.00</u>
				Day Total	510,750.00
				Total for Month	1,017,684.93

Broken Hill City Council
Cashflows Report - March 2023



Broken Hill City Council
Cashflows Report - March 2023



POLICY AND GENERAL COMMITTEE

April 11, 2023

ITEM 5

BROKEN HILL CITY COUNCIL REPORT NO. 71/23

SUBJECT: NOMINATION FOR THE APPOINTMENT OF COMMUNITY REPRESENTATIVE TO SECTION 355 COMMUNITY COMMITTEE
D23/18758

Recommendation

1. That Broken Hill City Council Report No. 71/23 dated April 11, 2023, be received.
2. That Council appoint Mr Bryan Williamson as a community representative on the ET Lamb Memorial Oval Community Committee.
3. That Mr Bryan Williamson be advised of his appointment and advice also be sent to Councillor Delegate/Chairperson of Committee.

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.

Report:

Council is in receipt of a nomination for community representation on the ET Lamb Memorial Oval Community Committee. The nomination is from Mr Bryan Williamson. The nomination acceptance would assist the committee in maintaining its number of community

representatives as per the ET Lamb Memorial Oval Community Committee Constitution and provide increased membership to support fulfilling executive positions on the committee.

Name of Committee	Number of Community Representatives as per Constitution	Number of Community Representatives appointed by Council Resolution at previous Council Meetings	Further Nominations Received as at 06 February 2023	Council Delegate/s on Committees
ET Lamb Memorial Oval Community Committee	8 At least one councillor, allowance for one representative per user group; a reasonable number of community representative reflecting the size and operations of the facility	7 Mr Lyndon Pace Mr Ross Morris Mr Luke Driscoll Mr Dean Meadows Mr Des Rumble Mr Roderick Lamb Mr Ken Kennedy	1 Mr Bryan Williamson One further nomination received –total community representative nominations received equalling eight	Councillor Gallagher

Community Engagement:

Council completed six months of advertising in the Barrier Truth and on social media and received adequate nominations for its Section 355 Committees to commence operating.

Further advertising on social media will continue throughout the term of Council for those committees with minimum community representatives. The bi-monthly newsletter included an article seeking interested community representative volunteers to nominate for membership of Section 355 committees.

Strategic Direction:

Key Direction:	4	Our Leadership
Objective:	4.1	Openness and transparency in decision making
Strategy:	4.1.5	Support the organisation to support 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. [Download](#) Nomination Form - S355 ET Lamb Memorial Oval Community Committee

RAZIJA NU'MAN

CHIEF CORPORATE AND COMMUNITY OFFICER

JAY NANKIVELL

GENERAL MANAGER

Section 355 Committee Nomination Form

BROKEN HILL

CITY COUNCIL

Submission date:

14 March 2023, 5:57PM

Receipt number:

S355N-78

Related form version:

7

Contact Details

First Name	Bryan
Last Name	Williamson
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	2,880

Committee Details

Which S355 Committee are you nominating for?	ET Lamb Memorial Oval Community Committee
--	---

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.

POLICY AND GENERAL COMMITTEE

April 6, 2023

ITEM 6

BROKEN HILL CITY COUNCIL REPORT NO. 72/23

SUBJECT: MINUTES OF THE AUDIT, RISK AND IMPROVEMENT
COMMITTEE MEETING HELD 16 MARCH 2023 D23/18544

Recommendation

1. That Broken Hill City Council Report No. 72/23 dated April 6, 2023, be received.
2. That minutes of the Audit, Risk and Improvement Committee meeting held 16 March 2023 be received and noted.

Executive Summary:

The Charter of the Broken Hill Audit Committee, as endorsed by Council at its meeting held on 29 September 2021, requires the Audit, Risk and Improvement Committee to refer the minutes and recommendations of its Committee Meetings to the next scheduled Ordinary Council Meeting.

The Broken Hill City Council Audit, Risk and Improvement Committee met on Thursday 16 March 2023 where the Committee confirmed minutes of its meeting held on 20 October 2022.

Minutes of the Audit, Risk and Improvement Committee meeting held Thursday 16 March 2023 are provided as an attachment to this report for Council's endorsement.

Report:

The Audit, Risk and Improvement Committee met on 16 March 2023 to consider the following items of business:

1. General Manager's Briefing
2. Office of Local Government Circular - Update on the Guidelines of Risk Management and Internal Audit for Local Government in NSW
3. Office of Local Government Circular – Guidelines on the use and management of Credit Cards
4. Internal Audit – Progress Report
5. Service Review – Waste Services
6. Enterprise Risk Management Policy and Framework Review Project Report
7. Broken Hill City Council Project Management Framework
8. Action List

Minutes of the Audit, Risk and Improvement Committee Meeting held 16 March 2023 are attached for endorsement by Council.

Community Engagement:

Nil.

Strategic Direction:

Key Direction:	4	Our Leadership
Objective:	4.1	Openness and transparency in decision making
Strategy:	4.1.5	Support the organisation to operate its legal framework

Relevant Legislation:*Local Government Act 1993, Chapter 13, Part 3, Division 2***Financial Implications:**

Nil.

Attachments

1. Minutes of the Audit, Risk and Improvement Committee Meeting held 16 March
[↓](#) 2023

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

AUDIT, RISK AND IMPROVEMENT COMMITTEE

16 MARCH 2023

**MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD
THURSDAY, MARCH 16, 2023 (10:00AM ACST)**

PRESENT:

Mr J Mitchell (Chairperson), Mr P Delisio, Mr J Mathers, Deputy
Mayor J Hickey, Councillors R Algate and M Boland.

Councillor A Chandler.

Ms J Malpas (OCM), Mr D Xavier (OCM), Mr B Hanger (Nexia) and
Ms C Wu (Audit Office).

General Manager, Chief Financial Officer, Chief Corporate and
Community Officer, Executive Manager People and Culture, Manager
Finance, Manager Information and Communications Technology,
Leader Innovation and Business Improvement, Corporate Risk
Coordinator and Executive Officer.

APOLOGIES:

Mayor T Kennedy.

Motion

Moved Mr Jim Mitchell, Seconded Mr James Mathers

That the apology submitted on behalf of Mayor Kennedy be accepted.

CARRIED

DECLARATIONS OF INTEREST

Nil

MINUTES FOR CONFIRMATION

Recommendation

Moved Mr Jim Mitchell, Seconded Mr James Mathers

That the Minutes of the Audit, Risk and Improvement Committee meeting held Thursday
October 20, 2022 be confirmed.

CARRIED

AUDIT, RISK AND IMPROVEMENT COMMITTEE

16 MARCH 2023

GENERAL MANAGER'S BRIEFING

The Chairperson invited the General Manager to provide the Committee with a briefing by asking him the leading question: *"tell us what keeps you awake at night"*?

The General Manager responded and advised that escalating costs are impacting on Council operationally and also on the delivery of capital projects. For example one major project, the Library and Archives Project, with a total capital expenditure of \$13M has increased by 80% in cost over the past 12 month period. Council is now pursuing additional funding for the project and also rescoping the project so that it can be completed in stages in order that the project can commence with the original funding. Staff are working through the budget process to review the stages of the project, the size of the building, stages for the new build and stages for the refurbishment of the old Library.

The day-to-day operations of Council to provide services to the community is also being impacted by rising costs and staff are constantly managing priorities against community expectations. The increases are affecting operations, but Council can't ask the community to pay more than what is already implied with the Rate Peg.

Council's Operational Plan and Delivery Program will be reviewed to account for the rise in operational costs.

There is some good news, Council was successful in gaining \$10M funding (\$5M from Federal Government and \$5M from State Government) for an upgrade of the Airport apron, taxi ways and aircraft parking area to accommodate up to a 737 size aircraft. An upgrade to the security facilities at the Airport Terminal Building is also planned.

Council is awaiting the outcome of a grant submission for \$15M for stage 2 of the Airport redevelopment project to upgrade the runway to allow for the landing of larger aircraft which will support the expected increase in passenger numbers due to developments in the mining industry, film industry and to accommodate larger charters.

The Airport Master Plan and Business Case is currently being developed to incorporate a commercial and industrial precinct airside and landside at the Airport. This will assist to open up commercial and industrial land in the City without the constraints of Native Title due to the Airport land being Council owned and freehold.

To assist to attract and retain key workers to the City, Council has secured the old Ice Works Building in Beryl Street which is a 2000m² allotment to be redeveloped into multi-storey apartments. The local Health Department, Police and Education Department are keen to partner with Council to lease apartments to attract key workers to the City. This will also free up other housing in the City being occupied by one person, for families relocating to the City for future mining and industrial developments.

Stage 1 of the Library and Archives Project has commenced, with preparations underway to relocate the Library collection and Library Staff to the Administration Building. The ground floor of the Administration Building will be redeveloped into a temporary Library whilst the new Library building is under construction.

Mr Mathers asked in what areas Council was experiencing escalating costs? The General Manager replied that Council is experiencing increasing costs across the board (Award increases, utility costs, project costs) impacting all of Council's operations and capital works.

Mr DeLisio advised that in his current employment, he is involved in tenders for construction

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AUDIT, RISK AND IMPROVEMENT COMMITTEE

16 MARCH 2023

projects and confirmed that escalating costs is a real challenge where contractors quotes are coming in well above initial budget estimates and there is a reluctance for Builders to quote for projects when costs are escalating, plus the uncertainty of COVID requirements on work practices. Local Builders have not been quoting for projects due to these factors, only larger national Building Companies are interested in quoting.

Mr DeLisio referred to the Library and Archives Project and the Key Worker Apartments Project and asked that the Project Management Plans for both projects be reported to the Audit, Risk and Improvement Committee for the Committee's information.

Mr Mathers enquired if the introduction of Qantas flights to Broken Hill was successful? The General Manager advised that the agreement with Qantas is for flights five days per week in and out of Sydney for a five year period, with Qantas introducing new routes where viable. Passenger numbers have started to increase post COVID restrictions, with most flights at approximately 80% capacity.

Motion

Moved Mr Jim Mitchell, Seconded Mr Paul DeLisio

That the General Manager's Briefing be noted and that the Project Management Plans for the Library and Archives Project and the Key Worker Apartments Project be reported to the Committee for information.

CARRIED

REPORTS

**ITEM 1 - BROKEN HILL CITY COUNCIL REPORT NO. 1/23 - DATED MARCH 07, 2023 -
OFFICE OF LOCAL GOVERNMENT CIRCULAR 22-41 UPDATE ON THE GUIDELINES
FOR RISK MANAGEMENT AND INTERNAL AUDIT FOR LOCAL GOVERNMENT IN NSW**
D23/12476

The Chairperson asked whether Council's Audit Risk and Improvement Committee is operating as per the OLG Guidelines for Risk Management and Internal Audit for Local Government in NSW?

The General Manager advised that the Committee's structure will be reviewed to ensure that it meets the OLG Guidelines (which are currently in draft format and will be finalised for the 2024 Local Government elections). Broken Hill City Council currently meets most requirements of the Guidelines. Council has sent in a submission to OLG during the consultation stage of the Guidelines, recommending that Councillors remain as voting members of Audit, Risk and Improvement Committees. Membership of the Committee may need to be reviewed depending on the outcome of the OLG consultation and the finalisation of the Guidelines.

The Corporate Risk Coordinator advised that he had undertaken a review of the OLG Guidelines and advised that Council was meeting the minimum requirements.

Mr DeLisio advised that he had also reviewed the Guidelines and agreed that Council meets most requirements although there seems to be a gap in monitoring requirements and referred to Quarterly Budget Review Reports which should be presented to the Committee.

Page 3

AUDIT, RISK AND IMPROVEMENT COMMITTEE

16 MARCH 2023

The General Manager confirmed that the Chair and independent members of the Committee are covered by Council's insurances and do not need their own insurance to be a member of the Committee.

The Chairperson referred to the Fees section of the Guidelines and that Council does not currently make superannuation contributions for the Chair and independent members, and stated that this is a risk to Council if Council does not comply with the OLG Guidelines and advised of this issue occurring in State Government where agencies had not complied with the superannuation requirements for members of Audit, Risk and Improvement Committees (the Chairperson declared a pecuniary interest in this discussion).

Recommendation

Moved Mr Jim Mitchell, Seconded Mr Paul DeLisio

- 1. That Broken Hill City Council Report No. 1/23 dated March 7, 2023, be received.**
- 2. That the Committee notes the Office of Local Government's circular on the update of the Guidelines for Risk Management and Internal Audit for Local Councils in NSW.**
- 3. That Council reviews the OLG draft Guidelines for Risk Management and Internal Audit for Local Councils in NSW and provides a report to the next Audit Risk and Improvement Committee on Council's compliance to the draft Guidelines.**

CARRIED

**ITEM 2 – BROKEN HILL CITY COUNCIL REPORT NO. 2/23 – DATED MARCH 07, 2023 –
OFFICE OF LOCAL GOVERNMENT CIRCULAR – GUIDELINES ON THE USE AND
MANAGEMENT OF CREDIT CARDS** D23/12494

The Manager Finance advised that a full review had been undertaken of Council's Corporate Credit Card Policy which found no significant areas of non-compliance with the OLG Guidelines on the Use and Management of Credit Cards.

The OLG Guidelines are divided into two parts:

Part A: provides a list of core responsibilities that Councils should consider as foundational elements of their credit card policy and related procedures; and

Part B: provides operational guidance that expands on these core responsibilities of individual cardholders, including risk management, preventative controls, and detective controls.

Council's current Corporate Credit Card Policy was adopted in April 2021 and was written in response to the OLG Guidelines developed at that time.

The Finance Team are committed to process improvements and along with some minor amendments to the Corporate Credit Card Policy being identified, the procedures will also be updated to reflect amendments to the Policy. During the review, the following amendments were identified:

Page 4

AUDIT, RISK AND IMPROVEMENT COMMITTEE

16 MARCH 2023

- *The policy currently does not reflect the processes or management surrounding the reloadable cards as this was initially set up as a trial system for staff travel and as a substitute to using petty cash for sundry purchases within Council. The Policy will be amended to detail the objectives, purpose and processes of the reloadable card system which has proven to be very effective and efficient with clear procedures for the authorising and reconciliation of card expenditure.*
- *Cardholder training will also be undertaken with relevant staff to ensure that they are fully aware of their responsibilities, with an acknowledgement form that they must sign. This training will be documented in the Policy.*
- *The Policy will be updated to include a Primary Program Administrator (Manager Finance) who is essentially the main contact person for all credit card related processes, from policy and procedure updates, issuance, cancellations, independent reviews etc. This is generally the responsibility of the Manager Finance or the Chief Financial Officer, but to strengthen Council's internal controls and have someone independent and not a card holder, the policy wording will be updated to reference the new terminology of a Primary Program Administrator.*
- *The Policy will be updated to comply with the Guidelines for Risk Management Assessments. Although the Manager Finance currently undertakes sporadic reviews on credit card transactions, the Guidelines detail specific timetables and reporting recommendations to record the reviews completed for unusual transactions or events, overdue reconciliation tasks, analysis of utilisation patterns and internal credit card audits. Council's Finance Team will work with the Risk Team to achieve this.*

The above amendments will be made to the Corporate Credit Card Policy and all associated procedures by 30 June 2023.

Ms Malpas suggested that the Corporate Credit Card Policy and Procedures could be a potential future internal audit if Council wished.

Following questions from Mr DeLisio, the Manager Finance confirmed that Council currently undertakes sporadic reviews of credit card usage to identify any unusual transactions, and will in future (once the Policy has been amended) develop a Register of credit card audits which will outline unusual card transactions.

The Manager Finance confirmed that there are currently about ten (10) staff issued with corporate credit cards. These are used mostly for minor purchases and for travel related expenses, and mostly have minimal monthly expenditure.

The Chairperson requested an update to the next Audit, Risk and Improvement Committee on the amendments to the Corporate Credit Card Policy and associated procedures and their implementation.

Recommendation

1. That Broken Hill City Council Report No. 2/23 dated March 7, 2023, be received.
2. That the Committee notes the Office of Local Government's Guidelines on the use of credit cards by NSW Councils and Joint Organisations.

Page 5

AUDIT, RISK AND IMPROVEMENT COMMITTEE

16 MARCH 2023

3. That the Committee notes that Council is currently reviewing its Corporate Credit Card Policy for compliance with the new OLG Guidelines on the Use and Management of Credit Cards.
4. That a report be provided to the next Audit, Risk and Improvement Committee Meeting regarding the implementation of the amended Credit Card Policy.

ITEM 3 - BROKEN HILL CITY COUNCIL REPORT NO. 3/23 - DATED DECEMBER 16, 2022 - INTERNAL AUDIT - PROGRESS REPORT D22/67298

Ms Malpas introduced Mr Delex Xavier (Internal Audit Manager at OCM) to the Committee advising that Mr Xavier is very knowledgeable in Council's operations and has been involved in all Internal Audits that OCM have undertaken for Council. Mr Xavier will be managing Broken Hill City Council's account for future audits, and will be participating in future Audit, Risk and Improvement Committee Meetings.

Ms Malpas advised that work on Council's 2022/2023 Audit Plan is tracking nicely with the Cyber Security Audit, Contract Management Audit and the Airport Security Audit (an additional audit) complete and reported to this Committee Meeting. The Volunteer Management Audit (a quarter 3 audit) is nearing completion and in the draft report stage.

In consultation with Council, and due to Council's Fraud and Corruption Control Plan being outdated; and that Council does not have a Fraud and Corruption Register in place, it has been decided that the Fraud and Corruption Controls Audit will be re-scoped in order for Council to comply with the ICAC Guidelines and the Audit Office Guidelines. This will be a better use of Council's money and add value - to look at both guidelines and to conduct a Fraud Risk Workshop in next year's Internal Audit Plan to help create a Fraud and Corruption Plan and Register.

Ms Malpas is meeting with Council management today to update the 3 Year Internal Audit Plan to see if it is still relevant or if there are other areas to be included in the Audit Plan. The 3 Year Internal Audit Plan will be presented to the next Audit, Risk and Improvement Committee Meeting for endorsement.

Mr DeLisio expressed concern that the original risk rating of an Internal Audit recommended action is still shown in the report rather than the residual risk rating after remedial measures have been put in place. Mr DeLisio referred to the action relating to the Garage regarding fleet plant and equipment which has had a risk rating of "major" since 2019 although some measures had been put in place to address the risk, and requested that a residual risk rating would be more accurate to show the current status of each item.

Ms Malpas explained the difference between risk management assessing an overarching risk as opposed to a risk rating in an Internal Audit Report. The inherent risk and residual risk in an audit report look at findings, look at Council risk matrix to determine the likelihood of something happening, then look at the consequence if no action is taken to mitigate the risk. There used to be a rule if you have a risk rated high you need to address it within three months, but this practice is no longer the standard. Now if an action is still on a risk register after 2 years it is reviewed to see if it is still relevant, and whether anything has occurred to reduce the risk or if anything has changed.

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AUDIT, RISK AND IMPROVEMENT COMMITTEE

16 MARCH 2023

Mr Delisio asked if something has been put in place to address the risk, then should the risk rating now be downgraded?

Ms Malpas advised that she is happy to review the register with Council's management and remove any actions where adequate measures have been put in place to reduce the risk to an acceptable level.

Mr Delisio suggested that some actions could be removed from the Internal Audit Action Register and placed on Council's Corporate Risk Register where they would be assessed as a Corporate Risk.

The Corporate Risk Coordinator advised that the Corporate Risk Register could be reviewed to include items from the Internal Audit Action Register, these actions can then be actioned on an operational level with individual teams to align with Internal Audit.

Ms Malpas advised that the Internal Audit process has morphed as well and that they no longer provide audit recommendations but instead they liaise with Council management to determine "agreed management actions" which seems to work better for Councils.

Discussions took place regarding the process of agreed management actions for Internal Audits.

The Leader Innovation and Business Improvement advised that the Internal Audit Actions remain on the Action Tracker so that they are not forgotten and to provide accountability to Council. The 120 actions can be reviewed and some areas that were in the initial audits can be reviewed and closed.

Cyber Security Internal Audit

Ms Malpas advised that the Cyber Security Audit was undertaken and reviewed against benchmarks in the Audit Office Review of State Government Cyber Security. There were a number of areas identified for improvement and a number of positive findings. Ms Malpas congratulated Council's Information Technology Team who have implemented a lot of procedures and put a lot of thought into the process.

The audit identified two areas of major risk, one moderate risk, and three minor risks. The major risks were:

- Cyber Security Culture – Council does not have a Cyber Security Awareness Program and needs to implement a Program to build a culture where expected security behaviour is embedded and where all relevant individuals make effective risk-based decisions to protect Council's computer systems from being compromised.*
- Cyber Security Planning and Governance – Council does not have a Cyber Security Governance Committee, a terms of reference that cover risks, plans initiatives and policy requirements. Council also doesn't have a Change Management Policy and as of 2020 it is required.*

The Information and Communications Technology Manager advised that he is confident that all actions will be complete in the timeframe specified.

Contract Management Internal Audit

Some positive findings were made during the audit, being the contractor induction checklists and the adequate segregation of duties in the approving of contracts by appropriate financial delegations. The internal audit found two areas of major risk, which included the following aspects:

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16 MARCH 2023

- Lack of an overarching Contract Management Governance Framework;
- staff managing contract with limited knowledge;
- Council didn't have a contract register;
- several high valuer suppliers had multiple transactions and should have a contract with Council;
- Council doesn't have a process for compliance checking
- CIVIC is not used for contract management purposes, Council uses TRIM to store contract information, but TRIM doesn't contain automated workflows, therefore making the process inefficient.
- Contract closure performance evaluation not conducted.
- No mechanism for checking contractors licences, insurances, certifications for currency.
- None of the contracts tested that were above \$50K complied with the periodic contract evaluation process.

The General Manager advised that there were no project management processes existing in the past at all and that the project staff had to start at ground zero to build the Project Management Framework. In the past three years Council's Projects Team have implemented a large amount of improvements in the management of Council's projects, by putting a Project Management Framework in place and have commenced putting a Contract Management Framework in place. These process have included a large amount of administrative work to implement.

Ms Malpas congratulated the General Manager and staff, advising that they take the Internal Audit process seriously, and don't make excuses. Staff use the audits to drive improvements which is commendable and refreshing. Some Councils aren't receptive to the internal audit process and what it will uncover.

Mr Delisio stated that the implementation of the Project Management Framework and the Contract Management Framework is a good first step and asked if there is ongoing training for staff in its use?

The General Manager advised that the Chief Assets and Projects Officer has provided training to Managers and the Projects Team. Council's two qualified Engineers are using the framework. It is not just for infrastructure projects, it is to be used for all Council projects and will be included in the inductions training of new staff to Council.

Ms Malpas suggested that it would be a good idea to include the Airport Upgrade Project in the Internal Audit Plan to oversee Council's project governance and project management of a large project.

Mr Delisio requested that the written project management plans of future major projects be presented to the Audit, Risk and Improvement Committee.

Airport Security Internal Audit

Ms Malpas advised of two moderate risk findings identified by the Internal Audit being:

- Broken Hill Airport is currently categorised as a Tier 3 airport which are exempt from passenger screening requirements. This will probably change when the AMS conducts its tier classification review in July 2023 as the introduction of Qantas flights has increased passenger numbers which now exceed the threshold level for a Tier 3 airport and will require mandatory passenger screening processes to be introduced.

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- *The Airport Reporting Officers don't have a continuous feed of the CCTV footage at the Airport and need to log in each time they need to review the footage.*
- *The CCTV cameras do not cover all of the apron, Terminal baggage area and refuelling compound.*
- *Network speed issues with the cameras means that they are frequently freezing which affects the monitoring of the airport.*

Introduction of Cathy Wu – NSW Audit Office

Mr Brett Hanger introduced Ms Cathy Wu of the NSW Audit Office to the Committee advising that Ms Wu is the new Director of the Audit for Broken Hill City Council. Ms Wu advised that she has worked at the Audit Office for the past 12 years working with metropolitan councils and regional councils and prior to this worked in the Social Housing Sector and the University Sector. The Committee welcomed Ms Wu.

Mr Hanger advised that the Annual Engagement Plan for Broken Hill City Council is in its final stages and will be presented to the next Audit, Risk and Improvement Committee Meeting. Key issues are the same as previous years – cyber security, asset valuation assessments. The Interim Audit will be undertaken in May and the Year End Audit will be undertaken in September.

Following a question from the Chairperson, Mr Hanger confirmed that there were no issues hanging over from the previous audit only very minor matters that were identifying in the Engagement Closing Report with audit reports issued for these minor matters which will be followed up in the next audit.

Recommendation

Moved Mr Jim Mitchell, Seconded Mr Paul DeLisio

1. **That Broken Hill City Council Report No. 3/23 dated December 16, 2022, be received.**
2. **That the Audit, Risk and Improvement Committee note the final internal audit report on Cyber Security.**
3. **That the Audit, Risk and Improvement Committee note the final internal audit report on Contract Management.**
4. **That the Audit, Risk and Improvement Committee note the final internal audit report on Airport Security.**
5. **That the Audit, Risk and Improvement Committee note the Internal Audit Status Report from O'Connor Marsden & Associates.**
6. **That the Audit, Risk and Improvement Committee note the progress made on previous internal audit action items.**
7. **That project management plans for future major projects be presented to the Audit, Risk and Improvement Committee**

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CARRIED

**ITEM 4 – BROKEN HILL CITY COUNCIL REPORT NO. 4/23 – DATED MARCH 03, 2023 –
SERVICE REVIEW – WASTE SERVICES** D23/12029

The Chairperson advised that Council had regularly reported Service Reviews to the Committee and that this is now a requirement under the draft OLG Framework for Audit, Risk and Improvement Committees which Council has already been doing.

The Leader Innovation and Business Improvement advised that Council undertook the Waste Service Review with contractors Morrison and Low who found that Council Waste Service operates effectively and efficiently and provides services to the community that are at current industry standards, providing good value to the community with good outcomes. New infrastructure at the facility has improved user experience and user safety and new plant and equipment has also improved the service.

The Chairperson advised of the site visit of the Waste Management Facility which was undertaken by the three independent members prior to the last Committee Meeting and advised that they were impressed with how efficient and effective the facility is.

The independent members asked if the Service Review report could also include an Action List to track the implementation of recommendations from Service Reviews.

The General Manager advised that Council was developing a Waste and Resource Recovery Strategy to look at the value Council can get, longer term, through practices at the facility with one being the use of green waste, and a review of container recycling to look at a business industry model that is at least cost recoverable considering that the nearest recycling centre is in Adelaide.

Recommendation

- 1. That Broken Hill City Council Report No. 4/23 dated March 3, 2023, be received.**
- 2. That the Audit Risk & Improvement Committee note the findings of the Waste Services Service Review Report.**
- 3. That a Service Review Action List be provided to future Committee Meetings to track the implementation of recommendations from Service Reviews.**

**ITEM 5 – BROKEN HILL CITY COUNCIL REPORT NO. 5/23 – DATED MARCH 03, 2023 –
ENTERPRISE RISK MANAGEMENT POLICY AND FRAMEWORK REVIEW PROJECT
REPORT** D23/11900

The Corporate Risk Coordinator advised of the development of a Risk Management Improvement Strategy with an associated list of areas to be reviewed which includes:

- Event Management*

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- *Contractors Management (insurances and risk management compliance)*
- *Volunteer Management*

This Strategy will soon be tabled with the Committee and will include self-audits undertaken from a WHS and insurance risk perspective.

Following a question from Mr DeLisio regarding the significant improvement in vandalism over the last few months, the Corporate Risk Officer confirmed that the trends in vandalism are somewhat seasonal and that it is expected that these vandalism occurrences will spike again.

Recommendation

Moved Mr James Mathers, Seconded Mr Jim Mitchell

1. That Broken Hill City Council Report No. 5/23 dated 3 March 2023, be received.

CARRIED

**ITEM 6 – BROKEN HILL CITY COUNCIL REPORT NO. 6/23 – DATED MARCH 06, 2023 –
COUNCIL'S PROJECT MANAGEMENT FRAMEWORK** D23/12372

The General Manager advised that development of a Project Management Framework which resulted from the Ombudsman's Enquiry into the Civic Centre Redevelopment Project and the OLG requirements for future projects plus Internal Audit has led to the finalisation of the Project Management Framework and Toolkits which are being rolled out across the organisation.

The Chief Assets and Project Officer started the roll-out prior to Christmas 2022 to get everyone onboard and provide a cultural change for the organisation to deliver projects using the new framework. Projects covered by the framework will only be considered if staff in the department have undergone the necessary training. Improvements are being seen on the management of projects/contracts, contract variations, holding contractors accountable to the contract conditions, etc.

All projects of the appropriate size are reported to a Project Control Group which meets monthly and is overseen by a Project Steering Group which meets quarterly. The Project Steering Group's members include Councillors and community members to ensure the project is on track and project expectations are being met.

Following a question from Mr DeLisio as to how the Committee monitor's Council's compliance with the Project Management Framework or Contract Management Framework, the General Manager advised that Project Plans including budget cost/revised cost, KPI Reports and End of Project Evaluation Reports can be provided to the Committee.

Recommendation

1. That Broken Hill City Council Report No. 6/23 dated March 6, 2023, be received.
2. That the Audit, Risk and Improvement Committee notes Council's Project Management Framework.

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3. That Project Management Plans including budget cost/revised cost, KPI Reports and End of Project Evaluation Reports for major projects be presented to the Audit, Risk and Improvement Committee.

ITEM 7 - BROKEN HILL CITY COUNCIL REPORT NO. 7/23 - DATED MARCH 06, 2023 - ACTION LIST - AUDIT, RISK AND IMPROVEMENT COMMITTEE D23/12355

The General Manager advised that there isn't a finalisation date yet for the Civic Centre court case but hopes that it will be finalised in the next few months. The variation for legal fees is included in the Quarterly Review Report to Council and Council is incurring ongoing costs for the cost recovery assessment currently being undertaken.

Recommendation

Moved Mr Jim Mitchell, Seconded Mr Paul DeLisio

1. That Broken Hill City Council Report No. 7/23 dated March 6, 2023, be received.

CARRIED

In closing, Deputy Mayor Hickey thanked Ms Malpas, the General Manager and staff for taking onboard the recommendations from Internal Audits, which is pivotal to the improvement of Council's operations.

The Chairperson advised that the Councillor members of the Committee provide a local view and the independent members expect Councillors to advise if issues are on track.

Mr DeLisio requested that the minutes be distributed earlier to members of the Committee.

Next Meeting: Will be re-scheduled (was scheduled for 15 June 2023), due to the unavailability of the General Manager and Councillors who will be attending the National General Assembly of Local Government in Canberra.

The Chairperson requested that flights and accommodation be arranged for himself and independent member Mr James Mathers to attend the next Committee Meeting in person.

Meeting closed at 11:55am

The foregoing minutes were read and confirmed at the Audit, Risk and Improvement Committee meeting held on

Chairperson

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POLICY AND GENERAL COMMITTEE

April 11, 2023

ITEM 7**BROKEN HILL CITY COUNCIL REPORT NO. 73/23**

SUBJECT: MINUTES OF THE BROKEN HILL HERITAGE COMMITTEE
MEETINGS HELD 28 FEBRUARY 2023 AND 30 MARCH 2023
D23/18799

Recommendation

1. That Broken Hill City Council Report No. 73/23 dated April 11, 2023, be received.
2. That the minutes of the Broken Hill Heritage Committee Meetings held 28 February 2023 and 30 March 2023 be received.

Executive Summary:

Council has received minutes of the Broken Hill Heritage Committee Meeting held 28 February 2023 and 30 March 2023 for endorsement by Council.

Report:

As per Council's Section 355 Advisory Committee Framework Manual and the Constitution of the Broken Hill Heritage 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 Broken Hill Heritage Committee has submitted minutes from its meetings held 28 February 2023 and 30 March 2023, for Council's endorsement.

Community Engagement:

Community representatives participate in the Section 355 Broken Hill Heritage Committee.

Strategic Direction:

Key Direction:	4	Our Leadership
Objective:	4.1	Openness and transparency in decision making
Strategy:	4.1.5	Support the organisation to operate its legal framework

Relevant Legislation:

Section 355 of the *Local Government Act 1993*.

The Broken Hill Heritage Committee operates under Council's S355 Advisory Committee Framework which includes the Section 355 Advisory Committee Manual and the Broken Hill Heritage Committee Constitution (both adopted 30 March 2022).

Financial Implications:

Nil.

Attachments

1. [↓](#) Broken Hill Heritage Committee Meeting Minutes 28 February 2023
2. [↓](#) Broken Hill Heritage Meeting Minutes 30 March 2023

JAY NANKIVELL
GENERAL MANAGER

Broken Hill Heritage Committee
Councillor Room
Council Administration
5PM 28 FEBRUARY 2023

MINUTES	
Present:	Councillor Marion Browne, Jeannette Thompson, Simon Molesworth, Gary Cook, Cliff Turley, Gigi Barbe, Christine Adams, Anne Andrews (Executive Manager Growth & Development) Michael Mason (Acting Manager Planning & Community Safety) Tracey Stephens (Town Planner) Cathy Farry (WDA) JO Crase (WDA)
Zoom:	Councillor Darriea Turley, Liz Vines
Apologies:	Councillor Michael Boland
Minutes from meetings:	Minutes of Comb meeting 28 November 2022. Moved Simon Molesworth. Sec. Gary Cook. Passed. Minutes of Events Sub-Committee 31 January 2023. Moved: Gigi Barbe; Sec. Christine Adams Minutes of the Strategy Committee. Moved: Marion Browne. Seconded: Gary Cook
Heritage Advisor Report	Please refer to previous emailed report. Liz spoke on: <ol style="list-style-type: none"> 1. The success of the newly formed Trades Hall Steering Committee and the importance of a consultant's report that is due in early May and will address the key values of Broken Hill's Trades Hall as distinguished from the Victorian Trades Hall Movement. 2. Liz to edit her recommendation re the old NSW Railway Station after verifying who is the owner of surrounds. This motion will be emailed to members for approval. 3. Simon advised members that within the area being discussed is 2 cairns one of which acknowledges Doctor MacGillivray and Barrier Field Naturalist work (attached info) Both Liz and Simon advise we should be looking at the whole area as a historical precinct. 4. Geology trip date finalised: commencing date 15 May 2023

CathyFarry/ Jo Crase Glamfest report	Glamfest will be held in Gawler Place on Easter Saturday 8 April commencing at 5pm. All artists that have been part of the workshops precluding the event are all attending. Art projects, installations and live music forms the event. Open to all at no cost. This is an alcohol- free event. Food stalls will attend. Council will advertise Glamfest as a major part of the heritage Festival and request WDA acknowledge the festival in their advertising.
Rachel Merton Festival Report	<u>Festival Programme: Emailed 2/3/2023.</u> Rachel advised unfortunately: <ol style="list-style-type: none"> 1 Mine tours will be on the programme for 2023. 2 Ross Clark and Trevor Dart unavailable for mineral talk at the GeoCentre. Rachel to approach Jason McCartney. 3 Short archival films preferred for the Thursday night film event at the Trades Hall (Stadium) 4 Chairperson request council staff enter festival dates in Mayor/Councillors diaries.
Anne Andrews Festival evaluation 140 th Birthday	Anne referred members to the detailed report to all members. Please take time to read same. Marion congratulated Anne on the workshop which she believed was extremely beneficial. Perhaps this report could be explored more after the Festival. There was discussion re the date to celebrate the 140 th birthday for Broken Hill. There was a motion to ‘celebrate the 140 th birthday of Broken Hill on the actual foundation date 5 th September 2023’. Moved Christine Adams. Seconded Jeannette Thompson. Passed.

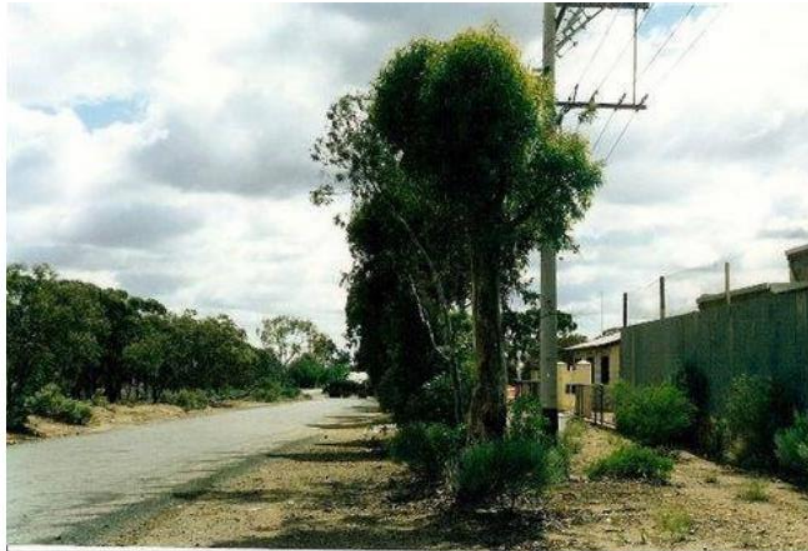
BUSINESS ARISING FROM MINUTES	EVENTS SUB-COMMITTEE	ONGOING	ONGOING
ITEM	WHO	WHEN	STATUS
Circulation of Blue Plaques NSW Programme to members. Includes next nominated Sister Irene Drummond and Albert Morris	Anne Andrews	Complete	Complete
Copy of Wayfinding and Silver Trail Projects to the Committee	Anne Andrews	Emailed 30/11/2022	Complete
Race named for Heritage Festival follow up?	Events team	ASAP	Ongoing
Heritage event sub-committee to check suitability of dates for Broken Hill 140 Birthday Celebrations.	Events sub-committee	Completed	BH Birthday THURSDAY 5 September
2023 Miners' Memorial Day	Secretary	ASAP	Ongoing
BUSINESS ARISING FROM THE MINUTES	STRATEGIC SUB COMMITTEE		
ACTION	WHO	WHEN	STATUS
Sub -committee made recommendation Heritage Committee remove sub committees Passed. .	Committee		Refer further business.

Repository for demolition materials.	Tracey	ASAP	Tracey advised repository to be part of recycling policy. Temporary location still be investigated.
1919 NSW Railway Station Restoration Proposal.	Heritage Advisor, Simon Molesworth, Council Staff	See Heritage Advisor report	The General Manager advised that the process will need to include the Heritage Committee providing a rec to Council, and this would need then involve Council resolving to develop the project. The project will need to consider budget, potential possible grant funding, resourcing, details/plans.
Significant Tree and Urban Conservation			General Manager confirmed that it is an issue that will be considered as part of the broader LEP amendment process. The LEP amendment process will involve consultation with Landcare.

FURTHER BUSINESS

1. Vote on returning to one whole committee as of March meeting. Moved: Marion Browne; Seconded: Gary Cook. Passed. Marion emphasised that the very valuable information and suggestions from the Strategy Sub-Committee not be lost in future committee minutes. Secretary to consider reporting strategy items.
2. Urgent Motion for Trove availability. 'That BHCC write to relevant governing bodies protesting the possible withdrawal of financial assistance to Trove-an important historical tool for Australia'. Moved Marion Browne. Seconded Simon Molesworth. Passed. Councillor Browne to present to Council Ordinary Meeting 1/3/2023.
3. Simon expressed his disappointment and anger at vandalism and person volunteer abuse occurring at Imperial Lakes. He confirmed as all present knew that this Landcare project was for the benefit of all residents and that this behaviour should not be tolerated. Members are encouraged to attend Imperial Lake on this Sunday 5 March which is now Broken Hill Support the Landcare Imperial Lake Project rather than Clean-up Australia Day. An indictment on some members of our community.
4. Christine raised the current role of the Museum Advisor. Members of the unofficial group Outback Museums formed by a previous Museum Advisor have indicated there is little contact between the current museum advisor and themselves. Councillor Browne or Turley to ask the GM if the role has changed. Is the MA only advising council owned museums?

Doctor MacGillivray.



W MacGillivray Memorial Drive



Photographs supplied by Diane Watson

The trees were planted along MacGillivray Drive as a memorial to the physician and naturalist, William David MacGillivray (1868 -1933). The memorial plaques are placed at each end of the drive.

William David K. MacGillivray was a medical practitioner in Broken Hill 1901-33, where he had a good reputation as a surgeon. He was a keen amateur ornithologist, who wrote a number of articles and papers on birds. At the time of his death he was working on a book on Australian birds for use in schools. As his hearing deteriorated towards the end of his life, he could no longer hear some bird notes, and turned his attention to native flora, establishing his own herbarium.

[In response to an appeal from the Barrier Field Naturalists' Club, about 30 men assembled on Saturday afternoon to plant the trees for](#)

the Macgillivray memorial along the road leading to the Crystal-street Station. The number of trees planted was 71 and they were all looking very healthy and should do well in their new positions. Mr. Morris had them at his nursery in preparation for planting. The trees will be looked after by the Council and they were given their first watering today. The committee propose to erect bronze tablets on the left-hand side of each entrance to the drive at a later date. The secretary (Mr. Morris) said the committee was pleased with the result.
Barrier Miner (Broken Hill, NSW), 20 August 1934.

Location

Address:	McGillivray Drive, Broken Hill, 2880
State:	NSW
Area:	AUS
GPS Coordinates:	Lat: -31.958952 Long: 141.469607 <small>Note: GPS Coordinates are approximate.</small>

[View Google Map](#)

Details

Monument Type:	Trees
Monument Theme:	People
Sub-Theme:	Medicine

Dedication

Actual Monument Dedication Date:	Saturday 18th August, 1934
----------------------------------	----------------------------

Front Inscription

Plaque:

THIS DRIVE
WAS PLANTED TO THE MEMORY OF
W. D. K. MACGILLIVRAY
PHYSICIAN & NATURALIST
1934.

Source: MA

Monument details supplied by Monument Australia - www.monumentaustralia.org.au

[Contact Monument Australia](#)

Broken Hill Heritage Committee
 Councillor Room
 Council Administration
 5PM 30 March 2023

MINUTES	
Present:	Councillor Marion Browne (Vice-Chair) Christine Adams, Jeannette Thompson, Gary Cook, Michael Mason, Anne Andrews, Tracey Stephens, Rachel Merton.
Zoom:	Councillor Darriea Turley (Chair). Liz Vines (Heritage Advisor), Simon Molesworth
Apologies:	Gigi Barbe, Cliff Turley
Absent	Councillor Michael Boland
Minutes from previous meeting.	Moved: Gary Cook. Seconded: Simon Molesworth. Passed.
Correspondence	Jeanette Thompson advised she is now the Cultural Facilities Assistant for BHCC. This is a non-pecuniary interest.
Heritage Advisor	Report attached. Refer also to business arising
Rachel Merton	Rachel updated committee on programme.

BUSINESS ARISING FROM MINUTES			
STATEGIC ITEMS	WHO	WHEN	STATUS
Repository for demolition materials. An update on temporary location?	Tracey	ASAP	Ongoing
1919 NSW Railway Station Restoration Proposal.	Heritage Advisor, Simon Molesworth, Council Staff	Early 2023	Refer to updated report attached.
Significant Tree and Urban Conservation			Refer to future LEP
Repository for Demolition materials Motion:	Sustainability Manager, Heritage Advisor and Liz Vines	Ongoing	Ongoing
EVENTS BUSINESS			
Museum Advisor: Committee request update on Museum advisor role and availability to all museums	Councillor Turley or Browne to discuss with GM	Ongoing	Ongoing
Miners' Memorial Day	Chris Adams/Council Staff	In hand	Ongoing
140 Broken Hill birthday	Events/committee	Ongoing	Ongoing
NEW BUSINESS			
Army Band possible for 140 birthday	Events team/committee	ASAP	Invite BIU Band, Cameron Pipe Band and Burke Ward Band to participate. Possibility of Children's Theatre.

Next meeting Thursday 27 April

Old Railway Station Precinct - Recommendations

Prepared by Heritage Advisor, March 2023

1. **Background** - At the January 2023 meeting of the Broken Hill Heritage Committee discussion continued on the condition of the **1919 Railway station** and surrounds, with a suggestion that the advisor assess this area in relation to a desire to upgrade the precinct around the old railway station. There has been ongoing requests for the building upgrade by [REDACTED] – who lives in [REDACTED] email address [REDACTED] – and council staff have been liaising with



Current photo of the 1919 station - note roof replacement undertaken to the gable section but not the awning section. This new roof replaced asbestos tiles and should have included replacement of unsafe awning roofing

The "Old Railway Station", is listed the Broken Hill Local Environmental Plan 2013, Item "I210". In 2020 the ARTC replaced the asbestos roof - as this was in a deteriorated condition and contained "Chrysotile Asbestos. However repairs to other parts of the building including the corrugated iron roof awning over the platform have not been replaced, and the building continues to be vandalised.

2. **Line of Lode and Broken Earth Complex - current upgrade by NSW government.**

Current works to the Broken Earth complex are nearly completed, involving the upgrade to the café and associated surrounds to the restaurant building. This is an exciting initiative and visitors/tourists gain access to this by going through the Old Station Precinct. The current shabby appearance of this Station precinct is now more evident when compared to the upgrade of the Broken Earth Complex. A key issue is the deteriorated appearance of the station building and the deteriorated road infrastructure and lack of landscaping.

Photos of the precinct



Entrance to the Broken Earth complex through the Old Railway Station precinct



View of BHP chimney area - also part of precinct



Entrance to the Line of Lode / Broken Earth precinct, through the railway precinct - many dead trees,



The Old Railway station surrounds - note poor condition of road



The Old Railway station surrounds - note poor condition of road



The Old Railway station surrounds - note poor condition of platform and road

Note, there are two important cairns in the precinct (see map below), One (left hand below) in memory of MacGillivray and the other in memory of the Cameron Pipe band. These are important historical contributions to the area.



Cairn 1



Cairn 1



Cairn 2



Recommendations

The upgrade of the physical environment of this precinct is recommended, with a concise precinct plan prepared to upgrade the roads and landscaping in accordance with the ideas in this report.

[Redacted signature]

Elizabeth Vines, Broken Hill Heritage Advisor

[Redacted date], March 2023

FURTHER REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 74/23 - DATED APRIL 19, 2023 - ALTERATION TO THE WORKS COMMITTEE MEETING DATE FOR MAY 2023 (D23/20300)130
2. BROKEN HILL CITY COUNCIL REPORT NO. 75/23 - DATED APRIL 04, 2023 - DEPUTY MAYOR ATTENDANCE AT THE OFFICIAL OPENING OF THE MILDURA HEALTH ICON CANCER CENTRE (D23/17892)132
3. BROKEN HILL CITY COUNCIL REPORT NO. 76/23 - DATED APRIL 11, 2023 - MINUTES OF THE GATEWAY SIGNAGE ADVISORY GROUP PROJECT STEERING GROUP MEETING HELD 23 MARCH 2023 (D23/18851)135
4. BROKEN HILL CITY COUNCIL REPORT NO. 77/23 - DATED APRIL 18, 2023 - MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.434, HELD ON TUESDAY, 4 APRIL 2023 (D23/20075)153
5. BROKEN HILL CITY COUNCIL REPORT NO. 78/23 - DATED APRIL 19, 2023 - ACTION LIST REPORT (D23/20353)197

ORDINARY MEETING OF THE COUNCIL

April 19, 2023

ITEM 1BROKEN HILL CITY COUNCIL REPORT NO. 74/23

SUBJECT: ALTERATION TO THE WORKS COMMITTEE MEETING DATE
FOR MAY 2023 D23/20300

Recommendation

1. That Broken Hill City Council Report No. 74/23 dated April 19, 2023, be received.
2. That Council's Health and Building Committee Meeting scheduled for Tuesday 23 May 2023 be brought forward by one day to be held Monday 22 May 2023, following the Works Committee Meeting and information contained in the Council Meeting section of Council's website be updated accordingly.

Executive Summary:

Council's Health and Building Committee Meeting is currently scheduled for Tuesday 23 May 2023 which will clash with the annual Volunteer Awards Dinner to be held at the Civic Centre, scheduled to take place from 4pm to 6pm at the end of National Volunteers Week. The Volunteer Awards Dinner is attended by the Mayor, Councillors and Executive Leadership staff and is held as a celebration for volunteers in the community.

This report is being presented to Council as an option to reschedule the Health and Building Committee Meeting to an alternative date being Monday 22 May 2023 following the Works Committee meeting.

Report:

Council's adopted Code of Meeting Practice, Clause 20 Council Committees states the following:

"As per Minute No. 46689 of 12 January 2022 Council Meeting, Council will operate three Standing Committees, with meetings to be held at 5:30pm on the Monday, Tuesday and Wednesday of the week preceding the Monthly Ordinary Council Meeting."

Given that Council's Health and Building Committee Meeting is currently scheduled for Tuesday 23 May 2023 which will clash with the annual Volunteer Awards Dinner to be held at the Civic Centre, scheduled to take place from 4pm to 6pm at the end of National Volunteers Week.

This report proposes the option to reschedule the Health and Building Committee Meeting to Monday 22 May 2023 following the Works Committee meeting to allow for Councillors and staff to attend the Volunteer Awards Dinner.

Strategic Direction:

Key Direction:	4	Our Leadership
Objective:	4.1	Openness and transparency in decision making
Strategy:	4.1.5	Support the organisation to operate within its legal framework

Relevant Legislation:

Local Government Act 1993 (Section 365)

Council's adopted Code of Meeting Practice Policy

Financial Implications:

Nil.

Attachments

There are no attachments for this report

JAY NANKIVELL
GENERAL MANAGER

ORDINARY MEETING OF THE COUNCIL

April 4, 2023

ITEM 2BROKEN HILL CITY COUNCIL REPORT NO. 75/23

SUBJECT: DEPUTY MAYOR ATTENDANCE AT THE OFFICIAL OPENING OF
THE MILDURA HEALTH ICON CANCER CENTRE D23/17892

Recommendation

1. That Broken Hill City Council Report No. 75/23 dated April 4, 2023, be received.
2. That Council endorses the Mayor's urgent approval for Deputy Mayor Hickey (on behalf of the Mayor) to travel from Pooncarie to Mildura return to attend the official opening of the Mildura Health Icon Cancer Centre on Monday 3 April 2023.

Executive Summary:

Following the March Council Meeting, the Mayor received an invitation from Mildura Health to attend the official opening of the Mildura Health Icon Cancer Centre on 3 April 2023.

Due to the Mayor's unavailability to attend the opening, the Mayor requested that the Deputy Mayor attend on his behalf. Deputy Mayor Hickey was already travelling to Pooncarie on the weekend 1-2 April 2023 and therefore his attendance at the opening involved travel from Pooncarie to Mildura return on Monday 3 April and did not require overnight accommodation.

This report seeks Council's endorsement of the Deputy Mayor's travel arrangements.

Report:

The Mildura Health Icon Cancer Centre has been established to provide Mildura, regional Victoria, Broken Hill and the Far West Region of NSW as well as the Riverina region of South Australia with a Cancer treatment centre for radiation therapy thus reducing the need for patients to travel to Bendigo, Melbourne or Adelaide. A reduction in travel time to seek life-saving cancer treatment will be a great advantage for local families whose lives have already been severely impacted by a Cancer diagnosis.

Due to the new Cancer Centre servicing the Broken Hill and Far West Region, it was important that Council was represented at the official opening.

As per the Deputy Mayor's delegation of authority, the Deputy Mayor may exercise and/or perform the role of the Mayor at the request of the Mayor.

Section 231 (3) of the *Local Government Act 1993* states:

231 – Deputy Mayor

- ...(3) The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of Mayor.

The Deputy Mayor's attendance at the opening only requires Council's approval due to the event being held outside the Broken Hill Local Government Area and therefore involves the Deputy Mayor to travel on Council business.

All Councillor travel must be undertaken in accordance with the Councillor Support Policy with the requirement that Councillor travel requires a Council resolution.

The relevant sections of the Councillor Support Policy state:

4.11 Authorisation

- a) All Councillors' travel must be authorised by resolution of Council, except in cases of urgency or where it relates to attendance at external committee meetings to which the Council has been appointed by Council. In situations of urgency, the Mayor may authorise travel which then must be endorsed at the next Council Meeting.

This report is presented to Council to endorse the Deputy Mayor's travel to Mildura to represent the Mayor and Broken Hill at the official opening of the Mildura Health Icon Cancer Centre.

Community Engagement:

Nil.

Strategic Direction:

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

Relevant Legislation:

Nil.

Financial Implications:

Costs associated with attending the opening are as follows:

Reimbursement to Deputy Mayor Hickey of car travel expenses from Pooncarie to Mildura and return being 252 km's at 78c/km (as per the ATO guidelines) is \$196.56.

Attachments

1. [↓](#) Invitation to attend the Official Opening of the Mildura Health Icon Cancer Centre

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER



You're invited to the official opening of Mildura Health Icon Cancer Centre

Dear Tom

The much awaited \$12 million dollar project between Mildura Health and Icon Group is set to significantly benefit our region, allowing cancer patients to receive radiation treatment locally for the very first time.

Date: Monday 3 April 2023

Time: Arrival 10.45am for 11am start

The official opening will be followed by light refreshments and a tour of the centre.

Location: Mildura Health Icon Cancer Centre, Healthscope Court, Mildura

RSVP: Monday 27 March 2023



ORDINARY MEETING OF THE COUNCIL

April 11, 2023

ITEM 3**BROKEN HILL CITY COUNCIL REPORT NO. 76/23**

SUBJECT: **MINUTES OF THE GATEWAY SIGNAGE ADVISORY GROUP**
PROJECT STEERING GROUP MEETING HELD 23 MARCH 2023
D23/18851

Recommendation

1. That Broken Hill City Council Report No. 76/23 dated April 11, 2023, be received.
2. That the minutes of the Gateway Signage Advisory Group Project Steering Group meeting held on 23 March 2023 be noted.
3. That the PowerPoint Presentation of the Gateway Signage Advisory Group Project Steering Group meeting held on 23 March 2023 be noted

Executive Summary:

In early 2019, Council held a public competition for the design of a new Gateway Sign in early 2019. Entrants were asked to design one sign or a complete set of five signs to be placed at the main road entrances to Broken Hill. The competition attracted 73 entries from Broken Hill and across Australia and a Melbourne-based graphic designer and artist won Council's gateway signage competition.

Following ongoing community feedback and disappointment that the signs were not designed by a Broken Hill Local, Mayoral Minute No. 2/22, Item 8, was raised which stated *"that the General Manager be invited to advertise for expressions of interest for a community group to facilitate the removal and replacement of the gateway signage, that councilors are presented with a report at the February 2022 meeting detailing the cost of replacing one of the gateway signs with a sign chosen by Deanna Spicer from her designs."*

This report follows on from this Mayoral Minute and provides the minutes from the most recent Gateway Signage Advisory Group Project Steering Group meeting held on 23 March 2023 and a project status update PowerPoint presentation to the Works Committee.

Report:

To ensure strong project governance relating to the Gateway Signage, at the Ordinary Council meeting held on 23 February May 2022, Council endorsed a Governance Framework for the project through the creation of and appointment of members to a Project Steering Group (PSG), complete with a Terms of Reference for the PSG. Further at the Ordinary Council meeting held on 27 April 2022, Council endorsed the community representative nominations received for inclusion on the Gateway Signage Advisory Group Project Steering Group (PSG).

The most recent Gateway Signage Advisory Group Project Steering Group meeting was held on 23 March 2023.

This report is to provide the Works Committee with a copy of the minutes and PowerPoint presentation from this meeting.

The minutes and PowerPoint presentation for the meeting held 23 March 2023 are inclusive of the recent Request for Quotation process undertaken, advice of successful submission, PSG agreement of preferred installation option, and First Nations Acknowledgement and PSG agreement of preferred acknowledgement option.

Community Engagement:

Membership of the PSG consists of:

- Minimum of two (2) Councilor Representatives – Mayor Kennedy and Deputy Mayor Hickey
- Six (6) External Stakeholders (Community Representatives)
- 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

The meeting held on 23 March 2023 is the third meeting.

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
NSW Work Health & Safety Act 2011
WHS Act 2017

Financial Implications:

Nil financial implications of the administration of the PSG.

There will be costs associated the removal of the exiting sign at Wentworth Road entrance, and the design, engineering, fabrication, and installation of the new sign. A requisition has been entered for the amount of \$29,380.12 (inclusive of GST) for FABTEC to proceed with the works. There is sufficient budget allocated to cover these costs.

Attachments

1. [↓](#) Gateway Signage Advisory Group PSG - Minutes - 23.03.2023
2. [↓](#) Gateway Signage Advisory Group PSG - Slides - 23.03.2023

CODIE HOWARD
CHIEF ASSETS AND PROJECTS OFFICER

JAY NANKIVELL
GENERAL MANAGER



AGENDA OF THE GATEWAY SIGNAGE ADVISORY GROUP – PROJECT STEERING GROUP

MEETING DETAILS

Facilitator	Mayor Kennedy – Acting Chairperson
Minutes	Rebecca McLaughlin – Projects Officer
Meeting Venue	Second Floor Meeting Room, Council Administrative Building
Meeting Date	Thursday, 20 October 2022
Meeting Start Time	4:00pm
Meeting End Time	4:33pm

ATTENDANCE REGISTER

Role	Section	Name
Council	Mayor	Mayor Tom Kennedy
Project Sponsor	BHCC General Manager	Jay Nankivell
Project Manager	BHCC Chief Assets & Projects Officer	Codie Howard
Council Contact Officer	BHCC Projects Officer	Rebecca McLaughlin
Project Steering Group	Community Representative	Paul Thomas
Project Steering Group	Community Representative	Peter Nash
Project Steering Group	Community Representative	Bernard Williams
Project Steering Group	Community Representative	Ray Johnston
Project Steering Group	Community Representative	Ghislaine Barbe

AGENDA

Item	Objective	Discussion Led By
1	Welcome	Chair
2	Apologies	Chair
3	Confirmation of Previous Minutes - 20/10/2022	Chair
4	Previous Meeting Actions – 20/10/2022	Chair
5	Agenda Items – 23/03/2023	Chair
6	Next Steps	Chair

1. Welcome

Mayor Kennedy welcomed all and introduced himself as Chairperson for this meeting due to Deputy Mayor Hickey being absent.

2. Apologies

- Deputy Mayor Jim Hickey
 - Councillor Page
 - Liz Vines, BHCC Heritage Advisor
 - Darrin Manual, BHCC Manager Communications
- Moved: Bernard Williams Seconded: Ray Johnston
All in favour

3. Confirmation of Previous Minutes (20/10/2022)

Moved: Paul Thomas Seconded: Peter Nash
All in favour

4. Previous Meeting Actions (20/10/2022)

- Ray Johnston (Ray) provided his design for the existing signs to be erected together to create a recreation space. **Action:** BHCC Projects Officer to issue copy of drawing to PSG with minutes. **Completed.**

5. Agenda Items (23/03/2023)

- Council's Projects Officer Rebecca McLaughlin (Rebecca) presented a PowerPoint presentation to the PSG:
 - Project Recap:
 - The sign design selected by the PSG is the "Mining" themed sign and will be installed at Wentworth Road
 - Request for Quotation (RfQ) Background:
 - In December 2022 a Request for Quotation was issued to local contractors, requesting the removal of the existing sign at Wentworth Road entrance, and the design, engineering, fabrication, and installation of the new sign
 - The RfQ closing date was extended through to 6 March 2023 to enable Council's Projects Officer to liaise with Deanna Spicer to obtain a specific design file contractors required to provide a comprehensive quote.
 - Council received 3 quotations, and these have been evaluated based on price, methodology, and understanding of the project requirements. FABTEC have been evaluated as the successful quotation submission.
 - FABTEC provided 3 options for installation within their quote and Council request that the PSG vote on the preferred option.
 - The PSG reviewed each of the Options presented and agreed to proceed with Option 1, which will extend the concrete pad to make a rectangular shape and allow the sign to be installed as the same orientation as the existing and provide somewhere for people to cleanly stand for photo opportunities.
 - First Nations Acknowledgement
 - Council has been liaising with a First Nations Representative around a satisfactory acknowledgement.
 - Two options were presented to the PSG. Both options discussed.
 - Option 2 has been selected as the preferred acknowledgement layout, with agreement that order of wording to be 1. Broken Hill 2. Heritage Acknowledgement 3. Wilyakali Acknowledgement.

Heritage and First Nations acknowledgements are to be the same size font.

- Question received about images shown in First Nations Acknowledgement in design options – confirmed as placeholder only for an appropriate image to be inserted. PSG agreed on image of boomerang on either side of wording.
- **Motion:** Option 1 (FABTEC installation) be chosen with Heritage and First Nations acknowledgements included below Broken Hill with lettering in centre and consistent font size.

Moved: Ray Johnston Seconded: Peter Nash

All in favour

- Ghislaine Barbe (Gigi) asked if the wording is correct in the Heritage Acknowledgement – it is currently Heritage Listed but should it be Heritage-Listed? General Manager will confirm.

6. Next Steps:

- Projects Officer will finalise procurement process, notify FABTEC of successful quotation and provide FABTEC with a purchase order number.
- Projects Officer will issue the final design incorporating the above details, to the PSG for review.
- There being no further business the Chair closed the meeting at 4:33pm.

NEXT MEETING

Date	TBC
Venue	TBC
Start Time	TBC
End Time	TBC



BROKEN HILL
CITY COUNCIL

Gateway Signage Advisory Group

Project Steering Group

23 March 2023

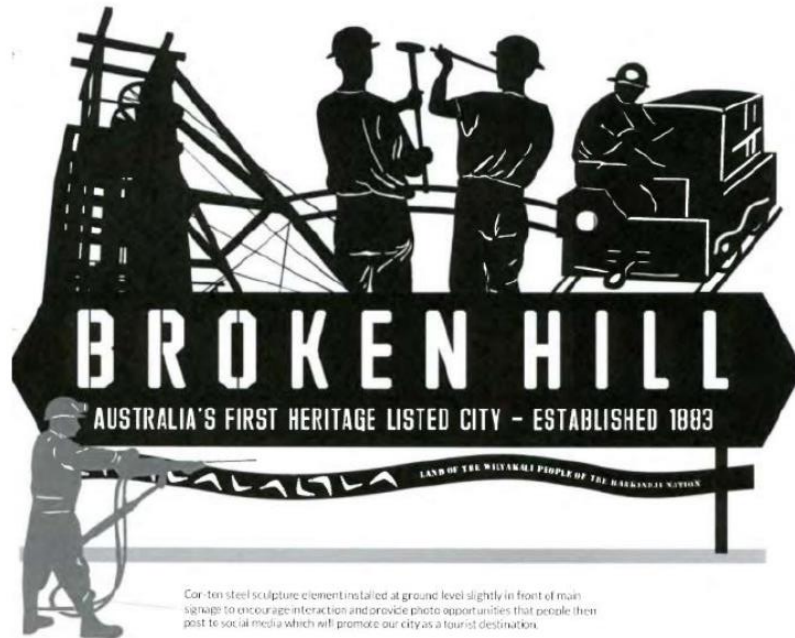


Meeting Agenda

1. Welcome
2. Apologies
3. Confirmation of Previous Minutes – 20/10/2022
4. Previous Meeting Actions – 20/10/2022
5. Agenda Items – 23/03/2023
6. Next Steps



Request for Quotation – New Design and Location



- To recap, the sign design selected by the PSG is the “Mining” themed sign and will be installed at Wentworth Road.



Request for Quotation – Background

- December 2022 - A Request for Quotation was issued to local contractors:
 - Scope of works included:
 - **Removal** of the existing sign located at the Wentworth Road entrance
 - **Design** and **Engineering** Plans and Fees for the new sign (mining theme as determined by the Project Steering Group)
 - **Fabrication** of the new sign in mild steel sheets
 - **Installation** of the new sign (utilising the existing concrete slab if applicable)
- Contractors required a specific design file to enable a comprehensive quote.
- Council's Projects Officer liaised with Deanna Spicer to obtain the file.
- This process extended the Request for Quotation closing date to 6 March 2023.

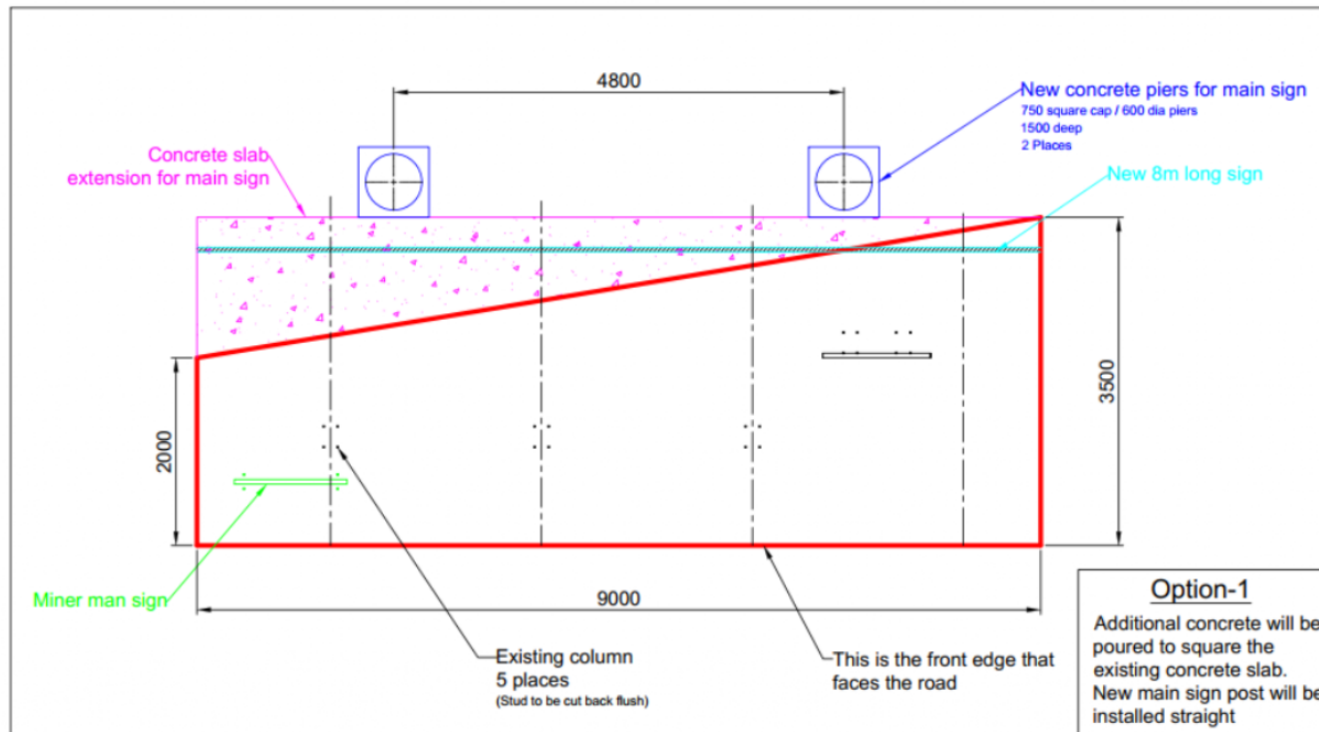


Request for Quotation – Evaluation

- Council received 3 quotations and have evaluated based on price, methodology, and understanding of the project requirements.
- Council have selected Fabtec as the preferred contractor.
- Fabtec provided 3 options for installation within their quote and Council request that the PSG vote on the preferred option.

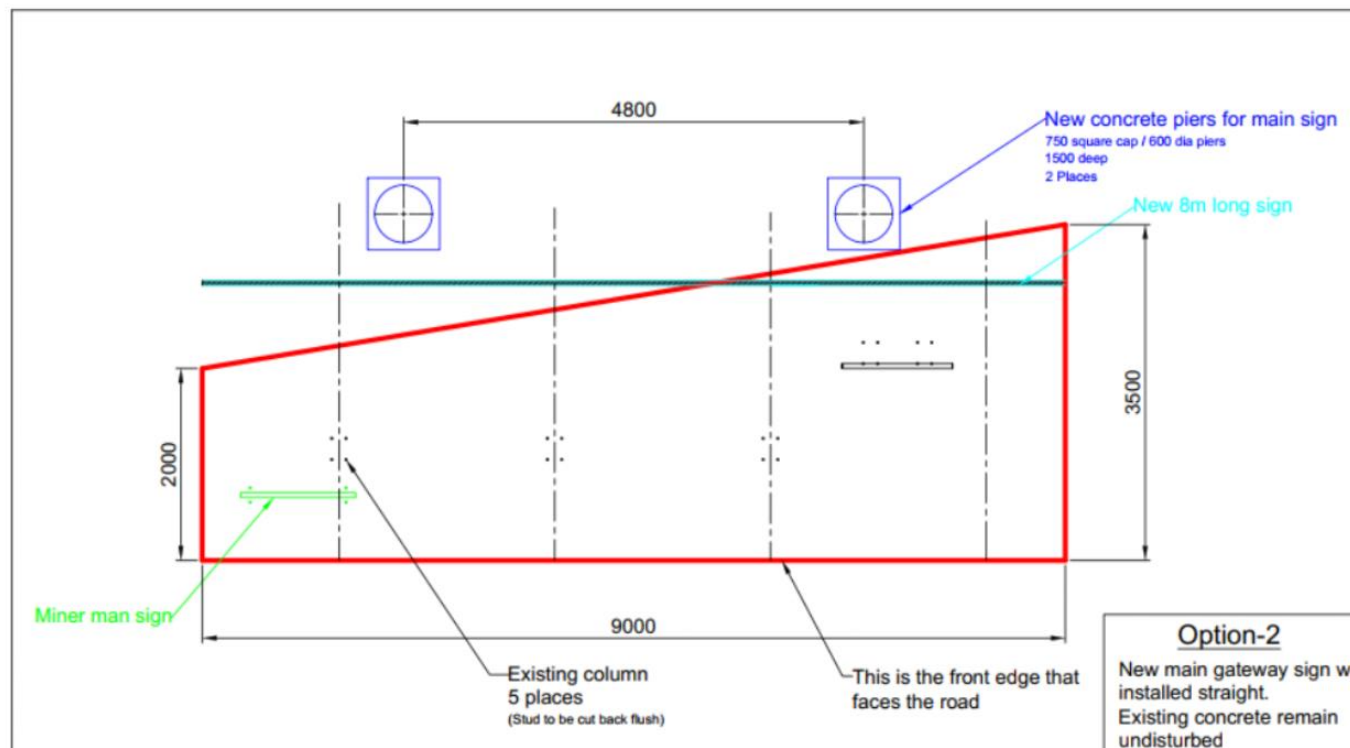


Request for Quotation – Installation Option 1



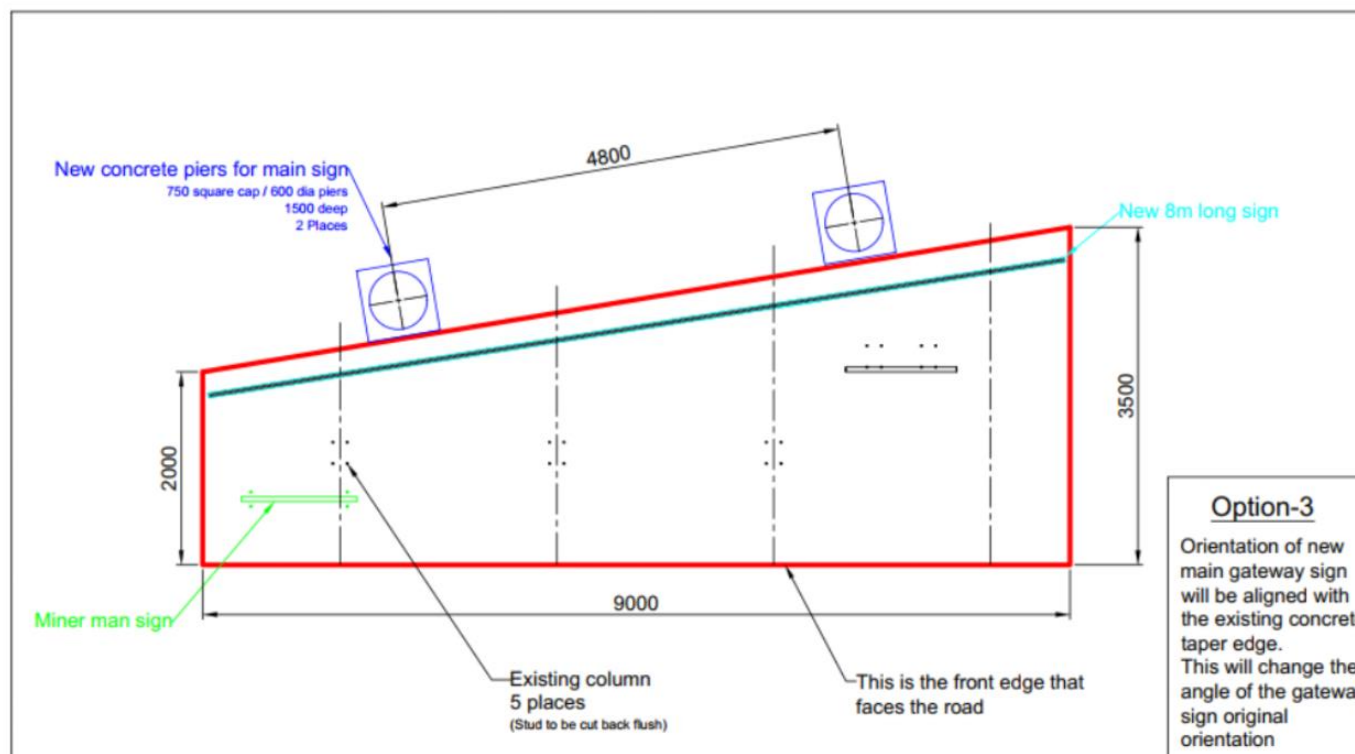


Request for Quotation – Installation Option 2





Request for Quotation – Installation Option 3





First Nations Acknowledgement

- Council has been liaising with a First Nations Representative around satisfactory acknowledgement.
- Two options were presented – following page.
- Option 2 has been selected as the preferred acknowledgement.



First Nations Acknowledgement - Options

Option 1



Option 2





Next Steps

- Council will incorporate the First Nations Acknowledgement into the design.
- Council will finalise the procurement process based on the Installation Option selected by the PSG today.



Questions?





Next PSG Meeting

Meeting TBC



ORDINARY MEETING OF THE COUNCIL

April 18, 2023

ITEM 4**BROKEN HILL CITY COUNCIL REPORT NO. 77/23**

SUBJECT: MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING
NO.434, HELD ON TUESDAY, 4 APRIL 2023 D23/20075

Recommendation

1. That Broken Hill City Council Report No. 77/23 dated April 18, 2023, be received.
2. That the Minutes of the Local Traffic Committee – Meeting No.434, held on Tuesday, 4 April 2023 be endorsed.
3. That the Local Traffic Committee (LTC) – Terms of Reference be adopted.
4. That Item No.431.6.1 – That Council reinstate faded line marking and replace 'Children Crossing' signage in Gossan Street, between Wolfram and Cobalt Streets.
5. That Item No.431.6.4 – That Council install rumble bars and line marking at the base of the banner poles in Argent Street, between Bromide and Iodide Streets and Patton Street, between Comstock and South Streets.
6. That Item No.433.7.4 – That Council reinstate the 4-hour timed parking signage at the parking spaces that are not sign posted in the Kintore Reserve.

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 Transport for NSW 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, 4 April 2023 which details recommendations to Council for consideration of adoption.

Strategic Direction:

Key Direction:	4.	Our Leadership
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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. Local Traffic Committee (LTC) - Terms of Reference
[↓](#)
2. Minutes of the Local Traffic Committee - Meeting No.434, held on Tuesday, 4 April 2023
[↓](#)

CODIE HOWARD
CHIEF ASSETS AND PROJECTS OFFICER

JAY NANKIVELL
GENERAL MANAGER

LOCAL TRAFFIC COMMITTEE (LTC) – TERMS OF REFERENCE

QUALITY CONTROL		
EDRMS REFERENCES	11/397 – D22/5125	
RESPONSIBLE POSITION	Chief Assets and Projects Officer	
SUPPORT POSITION/S	Corporate Services Administration Officer	
APPROVED BY	Local Traffic Committee	
REVIEW DATE	February 2023	REVISION NUMBER 1
EFFECTIVE DATE	ACTION	ENDORSED BY
November 2022	Council Resolution - Review the Local Traffic Committee Terms of Reference	Minute Number 47055
February and March 2023	LTC reviewed draft Terms of Reference	LTC Meetings: <ul style="list-style-type: none">• 432 - 7/02/2023• 433 - 7/03/2023

1. INTRODUCTION

The Local Traffic Committee (LTC) is primarily a technical review committee, which is required to advise the Council on matters referred by Council. These matters must be related to delegated authority.

Under the 'Delegation to Councils – Regulation of Traffic' document, Council is required to seek the advice of the NSW Police and Transport for NSW (TfNSW) prior to exercising their delegated functions for regulating traffic within Broken Hill Local Government Area.

2. PURPOSE

Transport for NSW (TfNSW) is legislated as the organisation responsible for the control of traffic on all roads in New South Wales. 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.

Matters related to State Roads or functions that have not been delegated to the elected Council must be referred directly to the TfNSW or relevant organisation. Such matters must not be referred to the LTC.

These matters must be related to prescribed traffic control devices and traffic control facilities for which Council has delegated authority. The LTC should consider the technical merits of the proposal and ensure that the proposal meets current technical guidelines.

TfNSW has retained both the control of traffic on the State's classified road network and the control of traffic signals on all roads.

The delegation to Council, limits the types of prescribed traffic control devices and traffic control facilities that Council can authorise and imposes certain conditions on Council.

One of the conditions requires Council to obtain the advice of TfNSW and the NSW Police prior to proceeding with any proposal. Council must refer all traffic related matters to the LTC prior to exercising its delegated functions.

3. MEMBERSHIP

The LTC is to comprise four (4) formal members. The members are as follows:

- one representative of Council;
- one representative of the NSW Police;
- one representative of TfNSW;
- the local State Member of Parliament (MP) or their nominee.

The Council's representative may be any Councillor or Council officer. The Council representative may be a sub-delegate if Council has formally approved this.

The Council (in consultation with the formal members of the LTC) may also decide to have additional informal (non-voting) observers to the LTC who can provide input into the process.

These additional advisors can include:

- Road Safety Officer/Compliance Officer
- Fire Service representative
- Ambulance representative
- TfNSW representative
- Bus Operator representative

Informal advisors are not required to attend every LTC meeting. Their attendance is only required when items appear on the agenda which effect their area of expertise or responsibility.

The informal advisors of the committee are not entitled to a vote.

4. CHAIRPERSON

The Chairperson shall be a representative of Council who shall chair and maintain order at all meetings at which he/she is present. The Chairperson may vote on all matters and when voting is equal shall have the casting vote.

In their absence, the Chairperson shall nominate an incumbent member of the LTC 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.

5. SECRETARIAT SERVICES

A nominated Corporate Services Administration Officer, or where required appropriate Council officer, will undertake the secretariate role of the LTC.

The Secretary will make the necessary arrangement for a suitable meeting place and facilities will be made available for the purposes of conducting LTC meetings. Council will provide stationery and other materials as needed.

6. RECORDS

The LTC is required to keep all proper records. These records are to be saved into Council's Electronic Document and Records Management System.

Minutes of each LTC meeting are to be submitted to Council within the requested time for inclusion in the Council Business Paper, prior to each month's Council meeting.

7. AGENDA

All LTC meetings require the preparation of an agenda.

A LTC agenda must be prepared by Council and circulated to all formal members and informal observer of the committee, a minimum of one week prior to the meeting. This will allow members to fully consider the issues and determine their response on each item. This period will also allow a site visit if necessary.

For each agenda item, Council must prepare a report containing the following:

- A summary of the issue.
- Details of the proposed solution including a plan if the proposal involves signs, lines or structures.
- Details of the policies/guidelines/standards used (if any) and the proposed recommendation to the elected Council.

This report must be sent to the members of the LTC with the Agenda.

The Secretary will distribute the Agenda and Minutes of the last meeting, following receipt of the Council Resolution from the previous committee meeting. These documents will be distributed the week prior to the next scheduled committee meeting.

If a member wishes to raise an "urgent" matter that is not on the agenda, this can be addressed at the meeting in the 'General Business' section of the meeting.

8. MEETINGS AND FORMAT

At LTC meetings the following are at the discretion of Council:

- Conduct at meeting;
- Frequency of meetings;
- Format of meetings;
- Provision for a public gallery.

The LTC will meet on the first Tuesday of each month at the Council Administrative Centre located at 240 Blende Street, Broken Hill, NSW.

The meeting is to be convened by the Chairperson.

A quorum is not required to allow a LTC to proceed but any advice can only be returned to the elected Council by the LTC if the views of TfNSW and the NSW Police have been obtained.

9. ALTERNATIVE MEETING FORMATS

- Electronic meetings/correspondence – where the advice of members is required via email. This allows items to be considered as they arise and reduce response time.
- A combination of electronic, such as 'Teams' and face-to-face meetings. This allows minor issues to be addressed between meetings. The response time for minor issues may

be reduced using this format and this format can result in shorter face to face meetings. It may even be possible to increase the interval between meetings.

Note: Should Council wish to adopt these (or any other) alternate formats, then they should seek the advice of the TfNSW prior to making a final decision.

Note: Any change to the meeting format must be agreed to by the formal members of the LTC. When proposing to discuss a format change, reasonable advanced notice must be provided.

10. MINUTES OF MEETINGS

All LTC meetings require the preparation of minutes. Council must prepare the minutes of the meeting. Copies of the LTC minutes must be forwarded to the representatives for both TfNSW and NSW Police for confirmation of meeting minutes and recommendations determined by the committee. Upon confirmation meeting minutes will be forwarded to LTC members, prior to recommendations either being presented to the elected Council or acted on by the Council's sub-delegate.

Where there is no representative from either TfNSW or NSW Police in attendance at a scheduled meeting, draft minutes of the LTC meeting is to be provided to the NSW Police and TfNSW representatives to enable any comment on the meeting items discussed in their absence. This is stated in the TfNSW - A guide to delegation to councils for the regulation of Traffic (including the operation of Traffic Committees), see page 12;

"Due to the fact that the Transport for NSW and the NSW Police have the power to appeal certain decisions of the Council, the LTC cannot provide its advice to Council until both the Transport for NSW and the NSW Police have provided their vote on the issue."

Council may also need to prepare a report to the elected Council. This report must indicate the type of support from the LTC (i.e., unanimous or not unanimous). Where the advice is not unanimous, dissenting votes should be noted. All proposals recommended by the LTC must still be formally approved by the elected Council (or their sub-delegate), subject to certain limitations.

The Secretary will record the Minutes. Minutes will contain the following information:

- Date, time and place of the meeting;
- Acknowledgement of Country;
- Present;
- Apologies;
- Disclosure of Interest;
- Adoption of previous minutes;
- Council Resolution;
- Correspondence In;
- Correspondence out;
- General Business;
- Action Item List including details of each matter discussed by the committee, and recommendations for Council;
- Next Meeting Date;
- Time meeting closed.

11. VOTING

The committee is composed of four formal members each with one vote. These four members are a representative from Council, the Police, TfNSW and the Local State Member of Parliament or their nominee. For example:

- Where the LTC is chaired by a convenor who is a member of the elected Council and the LTC also has a Council staff member on the committee, the Council as an organisation is still only entitled to one vote (i.e., the Council representatives are not entitled to a vote each.
- Where the Council representative is also the convenor, the Council is still only entitled to one vote. There is no casting vote available to the convenor in the case of a tied vote.

LTC advice on a proposal referred by Council must be one of the following

- Unanimous support;
- Majority support;
- Split vote;
- Minority support; or
- Unanimous decline.

A Council's action on the LTC advice will be:

- If Council is in agreement with the LTC unanimous support, then the proposal may be approved. In these cases, there is no conflict between Council and the advice of the LTC, consequently there is no need for Council to inform the TfNSW or the NSW Police representatives of the decision.
- If Council is in agreement with the LTC unanimous support, but no longer wants to proceed, the proposal may still be rejected.
- If Council is in agreement with the LTC unanimous decline, then the proposal may be rejected. In these cases, there is no conflict between Council and the advice of the LTC. Consequently, there is no need for Council to inform the TfNSW or the NSW Police representatives of the decision.
- If Council decides to proceed with a proposal where the advice of the LTC is not unanimous support, then the Council must first advise the TfNSW and the NSW Police representatives in writing of their intention to approve the proposal. The TfNSW or the NSW Police may then lodge an appeal to the RTC.

12. DISCLOSURE OF INTERESTS

LTC members must declare any disclosure 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. DEFINITIONS AND ABBREVIATIONS

In this Terms of Reference, the following definitions will apply:

- LTC – Local Traffic Committee
- TfNSW – Transport for NSW
- LGA – Local Government Area
- TMP – Traffic Management Plan
- Regulate Traffic – for the purposes of the Roads Act means to restrict or prohibit the passage along a road of persons, vehicles or animals.
- Roads Act – Roads Act 1993

- RTC – Regional Traffic Committee
- STMA – *Road Transport (Safety and Traffic Management) Act 1999*
- STMR – *Road Transport (Safety and Traffic Management) Regulation 1999*

LOCAL TRAFFIC COMMITTEE

MINUTES OF MEETING No.434

Meeting held on Tuesday, 4 April 2023 at 2pm

Location: Ground Floor Meeting Room, Council Administrative Centre or via Teams

Minutes taken by: Council's Administration Officer, Tanya Ralph

434.1 Acknowledgment of Country

Chairperson, Codie Howard, Council's Assets and Projects Officer commenced the meeting at 2.05pm, welcomed all representatives present and performed the 'Acknowledgment to Country'.

434.2 Present

Codie Howard	Chief Assets and Projects Officer
David Vant	Transport for NSW Representative
Chris Wallace	NSW Police Representative/Acting Inspector (Police)
Peter Beven	Local Member's Representative
Marion Browne	Observer – Councillor
Barry Walker	Council Observer – Council Compliance Officer
Faisal Salah	Council Observer – Council Engineer

434.3 Apologies

Amy Robinson	Observer – Transport for NSW – Guest
Jenene House	Transport for NSW Representative/Associate, Community and Safety Partner – Far West Precinct

434.4 Absent

434.5 Disclosure of Interest - NIL

434.6 Adoption of Previous Minutes

Correction to the Minutes 433/2023.

Item 431.6.4 - CBD Banner Poles, states:

Jenene advised that Transport for NSW recommends the curb extension, as the preferred treatment. Codie advised that the extension would cause issues with stormwater in Argent Street. Codie to follow up with details of the stormwater issue.

Delete: Jenene advised that Transport would support installation of rubble bars.

Should Read: Jenene advised that Transport for NSW would await Codie's findings concerning storm water drainage.

Minutes approved as amended.

The minutes from the previous meeting held on **Tuesday, 7 February 2023** were confirmed and approved *All in favour*.

All in favour

Moved: Peter Beven

Seconded: Codie Howard

434.7 Council Resolutions

The Committee Recommendations below were adopted by Council at its meeting held on **Wednesday, 29 March 2023**.

ITEM 21 - BROKEN HILL CITY COUNCIL REPORT NO. 58/23 - DATED MARCH 17, 2023 - MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.433, HELD ON TUESDAY, 7 MARCH 2023	
	D23/14820
RESOLUTION Minute No. 47164 Councillor M Browne moved) Councillor R Algate seconded)	Resolved 1. That Broken Hill City Council Report No. 58/23 dated March 17, 2023, be received. 2. That the Minutes of the Local Traffic Committee – Meeting No.433, held on Tuesday, 7 February 2023 be endorsed. 3. That Council approve Item No. 430.6.1 and 431.6.1: <ul style="list-style-type: none"> That Council line mark the driveway adjacent to the property at 554 Argent Street for a visual boundary as a deterrent for trucks. 4. That Council approve Item No.431.6.3: <ul style="list-style-type: none"> That Council install 'No Parking' and 'Loading Zone' signs for school days and times and line mark Garnet Street adjacent to the Broken Hill High School as displayed in Council's school zone parking concept plan. <p>CARRIED UNANIMOUSLY</p>

434.8 Correspondence In

Item No.	EDRMS No.	Details
434.8.1	D23/13958	Request for line marking of parking spaces adjacent to the Morgan Street Public School on both the Morgan Street and Iodide Street sides – Scott Sanford (Principal)
734.8.2	D23/16444	Heart2Heart Walk Charity Walk – National Heart2Heart Ltd
433.10.1	D23/16475	Traffic and Pedestrian Observations – Transport for NSW – Letter from Principal at Burke Ward Public School regarding concerns raised at the March LTC meeting

434.9 Correspondence Out

Item No.	EDRMS No.	Details
433.7.2	D23/16255	LTC Response – Traffic Committee Issues – Feldspar Lane – Committee letter to Mr Roy Butler, Member for Barwon
433.7.2	D23/16260	LTC Response – Request for Feldspar Lane to be sealed – Darren Richards
430.6.1 431.6.1	D23/16336	Council Resolution – Truck Parking and blocking driveway access to property at 554 Argent Street – Annette Herd
433.7.3	D23/16644	LTC Response – Closure of Coombah Roadhouse – Transport for NSW
429.6.2	D23/16528	LTC Response – Request for two parking spaces to be reallocated as a 'Loading Zone' in Gawler Place at the rear of 360 Argent Street to allow for deliveries – Wayne Simmons

434.10 Draft Local Traffic Committee - Terms of Reference

Draft Local Traffic Committee – Terms of Reference forwarded to the committee following the March meeting for adoption.

All voting members approved the draft document to be presented to Council at the April meeting for endorsement.

Recommendation:

Approved draft Local Traffic Committee – Terms of Reference be presented to Council for endorsement at the April Council meeting.

Approved: Codie Howard, Chris Wallace, Jenene House and Peter Beven

All in favour

434.11 General Business

Item No.	EDRMS No.	
434.11.1		Iodide and Williams Street Intersection
		<p>Local Member, Peter Beven requests the Iodide and Williams Streets intersection be reviewed by Council for the possibility of the road being widened to allow more room on the road when turning left from Iodide Street onto Williams Street.</p> <p>Council's Chief Assets and Projects Officer, Codie Howard informed the committee that the footpath area is at the standard width and there could be room to extend the road if this is seen to be a problem for truck drivers.</p> <p>Recommendation:</p> <p><i>Council's Engineer to inspect Iodide and Williams Streets intersection to take measurements of the road and footpath areas. This data is to be presented to the committee at the next meeting.</i></p> <p><i>Moved: Codie Howard</i></p> <p><i>Second: Peter Beven</i></p>

		<i>All in favour</i>
Item No.	EDRMS No.	Details
434.11.2		Williams Street and McCulloch Street Roundabout
		<p>NSW Police Representative, Chris Wallace reported the kerb on the left side of the roundabout, travelling from the direction of the pool along McCulloch Street is damaged.</p> <p>There is a large piece of concrete missing from the kerb and a section of concrete that protrudes at approximately 90 degrees from the edge of the road. Chris mentioned that many vehicles, including emergency services have damaged their tyres when hitting this section.</p> <p>This request will be forwarded to Council's operations to undertake the repairs to the kerb and gutter.</p> <p>No further action required by the Local Traffic Committee.</p>
Item No.	EDRMS No.	Details
434.11.3		Traffic Management and Pedestrian Works Temporary Delegation to Council
		<p>Council have received correspondence from Transport for NSW (TfNSW) providing Council the opportunity to undergo traffic management and pedestrian works. This will enable Council to exercise its understanding of local needs and implement appropriate designs in accordance with Transport for NSW standards, specifications and technical directions, Australian Standards and the Austroads guidelines.</p> <p>TfNSW have stated that this trial will be used to evaluate expanded localised decision making, that will assist TfNSW shaping longer term traffic management strategies.</p> <p>Codie informed the committee that this was passed at the March 2023 Council meeting and this information is provided to the committee for information only.</p>
Item No.	EDRMS No.	Details
434.11.4		Mundi Mundi Lookout Closure during Mundi Mundi Bash 2023
		<p>NSW Police Representative, Chris Wallace advised that the organisers of the Mundi Mundi Bash will again close the Mundi Mundi Lookout, to prevent people parking at the lookout during the event.</p> <p>They will investigate a different type of barricade that can be weighed with water. The barricades used for last year's event could be moved and people were parking at the lookout.</p> <p>Chris mentioned the Police will not be monitoring this area as they don't have the available staff.</p> <p>TfNSW mentioned that this information will need to be included in the Traffic Management Plan (TMP) for the event. This plan will need to</p>

		<p>include details of the closure and specifications for the type of barricades to be used.</p> <p>The Mundi Mundi Lookout is within the unincorporated area and will be handled by TfNSW. This is not a matter for the Local Traffic Committee.</p> <p>It was suggested they use bollards that can be filled with water to weigh them down so they don't blow around or cannot be removed.</p>
Item No.	EDRMS No.	Details
434.11.5		Temporary Accessible Parking during voting – Electoral Commission
Marion		<p>Councillor, Marion Browne moved at the March 2023 Council meeting the need for temporary accessibility ramps to be installed at the pre-polling and voting venues, in consideration with Council's Disability Inclusion Action Plan (DIAP). These will enable elderly and people with a disability to access the footpath from the road where there is not a ramp available.</p> <p>Codie mentioned that Council placed temporary ramps at the pre-polling venue in Argent Street during the recent State Election.</p> <p>Council cannot place permanent ramps at the venues used during the last election, as the venues change each election.</p> <p>Marion advised that Council's action was for correspondence be forwarded to the Electoral Commission to see if they have considerations for placement of temporary ramps during elections, especially regional areas as a part of their process.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> This matter be scheduled in the Local Traffic Committee calendar to be readdressed by the committee at the August meeting, prior to the next election. That Council include the need for accessibility ramps in the process in preparation for the elections.

434.12 Action Item List

Date	Item Details
April 2022	Request for Additional Disability Parking adjacent the Aquatic Centre – June Page – Aquatic Centre
Item No.	423.8.3
EDRMS No.	D22/7513
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Ongoing

Date	Council Committee Recommendation/s
April 2022	<ul style="list-style-type: none"> That traffic counters be placed in the Aquatic Centre carpark to identify the speed of vehicles. 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 the area does not qualify for a speed zone reduction.
Action Date	Running Actions
April 2022	<p>Correspondence has been received from June Page expressing her concerns in relation to matter relating to the Aquatic Centre.</p> <p>June has asked that the Local Traffic Committee review the number of disability parking spaces available at the Aquatic Centre for people with a disability. June stated there are currently two disability parking bays near the front doors of the Aquatic Centre, with the rest being located near the public toilets. June is a volunteer at the Aquatic Centre and June has advised that two additional disability parking bays need to be installed across from the existing two, near the entrance to the Aquatic Centre.</p> <p>Another concern highlighted by June is the speed of motorists in the car park area. and June has suggested that a speed hump be installed to stop people driving too fast. June has also asked that a sign be installed indicating the speed limit in the carpark areas and that the inclusion of a pedestrian crossing be considered.</p> <p>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 needs to be two disability parking spaces, to every four standard parking spaces.</p> <p>The committee agreed that there are sufficient disability parking spaces available in accordance with the Australian Standards requirements.</p>
June 2022	<p>Transport for NSW, David Vant mentioned that regarding speeding of motorists 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.</p> <p>Requirement for a pedestrian crossing will also come down to the data collected from the traffic counters.</p> <p>David Vant informed the committee, that the volume of traffic in the area would not warrant a pedestrian crossing and the suggestion for speed humps would be up to Council to decide.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> That traffic counters be placed in the Aquatic Centre carpark to identify the speed of vehicles. 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 the area does not qualify for a speed zone reduction. <p>Moved: Codie Howard Second: Paul Bezzina</p>

July 2022	The Disabled Parking has been installed at the Aquatic Centre Car Park. The line marking of the parking bays will be completed in August 2022 when the line markers are in town. The committee were informed that the traffic counters have not yet been installed, as the counter requires new batteries and once received by Council, the traffic counter will be placed to collect the required data for the committee.
August 2022	The committee were advised that disability stencils for line marking and hatching in the carpark adjacent to the Aquatic Centre will be completed from the 8-10 September 2022.
September 2022	New traffic counters are being purchased by Council and will be put in place when they are available. Update to be provided to the committee at the next committee meeting.
October 2022	Traffic counters to be installed across the Aquatic Centre carpark and the data from the counters to be presented to the committee at the next scheduled committee meeting, to help with the committee decision for a recommendation.
November 2022	The new traffic counters have arrived. Council is planning for these to be installed in the relevant location, with data collected to be presented to the committee at the next meeting.
December 2022	The new traffic counters have been received, calibrated and are ready to be placed. These will be installed by Council. The traffic counters will be placed for a period of seven days.
February 2023	The traffic counters have been placed and the data is currently being collated by Council's Information Services. The data will be available for the committee at the next meeting.
March 2023	The traffic counts are completed, unfortunately there are issues extracting the data. Council IT department are working on the issue and as soon as the data is available Codie will forward the data to the committee.
April 2023	Traffic counter data was not available for this meeting. The traffic counter data will be extracted and provided to the committee to be reviewed at the next meeting.
Date	Item Details
June 2022	Traffic concerns at Rainbow Preschool and Patton Lane – Nicole Delbridge (Director)
Item No.	425.6.1
EDRMS No.	D22/27012
CRM No.	N/A

Responsible Officer	Codie Howard
Current Status	Ongoing
Date	Council Committee Recommendation/s
July 2022	<ul style="list-style-type: none"> • <i>Speak with director of Rainbow about parking arrangement, specifically about the angle parking to see if they have any issues, if the lane way was to be changed to one way traffic.</i>
	<ul style="list-style-type: none"> • <i>The residents in the area to be spoken with to seek clarification and determine what they want in the lane way.</i>
August 2022	<ul style="list-style-type: none"> • <i>That the Director of the Preschool be approached to seek clarification of the issue that she has raised, followed by a letter box drop being delivered to the residents in the area for feedback.</i>
September 2022	<ul style="list-style-type: none"> • <i>That Patton Lane direction of traffic be changed to one-way, between Bonanza Street and the Rainbow Preschool, for a trial period of six months with council continuing to communicate with residents who access the back of their properties from the access lane.</i> • <i>That the Preschool be asked to communicate the changes to conditions in their newsletter to parents.</i> • <i>That Council place a notification in the local newspaper to inform the community of the six-month trial period to change to the direction of traffic in Patton Lane, between Bonanza Street and the Rainbow Preschool.</i>
Action Date	Running Actions
June 2022	<p>That line marking be installed by Council and a possible option would be for the lane to be changed to one-way to slow traffic. Codie will follow up and provide the committee an update at the next committee meeting.</p> <p>That the lane be inspected by Council's Asset Officer.</p>
July 2022	<p>An inspection of the area has identified that there is currently 45-degree angle parking for patrons and parents of students attending the Rainbow Preschool.</p> <p>It has been raised those residents that live in the area are having issues with space in Patton Lane, with the number of cars parking in this section of the lane.</p> <p>It was suggested to change the lane way to one-way. There is currently line marking, but no parking signage. For this reason, motorists are parking where they want. Suggestion to make the lane one way traffic from a dedicated entry point in Victoria Street, from Patron Street through to Rainbow Preschool.</p> <p>Another option would be to install 'No Parking' signs in the problem areas in Patton Lane, where the vehicles park. Historically the 45-degree angle parking was installed to allow for more parking for patrons of the preschool. It has been identified that the angle parking does not allow enough space for the lane way to be two-way traffic.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • <i>Speak with director of Rainbow about parking arrangement, specifically about the angle parking to see if they have any issues if the lane way was</i>

	<p>to be changed to one way traffic.</p> <ul style="list-style-type: none"> The residents in the area to be spoken with to seek clarification and determine what they want in the lane way. <p>Moved: Peter Beven</p> <p>Second: Jenene House</p> <p>Suggestion raised to block or discourage use of the vacant block as an entry point to the laneway. Council will check the details around the vacant block. Suggestion for a site inspection of the area if the matter warrants.</p>
August 2022	<p>It was determined by the committee that further action is required before a decision can be made by the committee.</p> <p>Recommendations:</p> <p>That the Director of the Preschool be approached to seek clarification of the issue that she has raised, followed by a letter box drop being delivered to the residents in the area for feedback.</p>
September 2022	<p>Codie informed the committee that the Preschool and some of the affected residents have been approached in the affected area to determine what the issue is. Four of the residents are happy for the proposed changes to the laneway, for it to be converted to one way, with only one resident having concerns as he had a boat and will need to be able to access the property. The proposed change will not be changing the width of the road.</p> <p>Recommendations:</p> <p>That Patton Lane direction of traffic be changed to one-way, between Bonanza Street and the Rainbow Preschool, for a trial period of six months with Council continuing to communicate with residents who access the back of their properties from the access lane.</p> <p>That the Preschool be asked to communicate the changes to conditions in their newsletter to parents.</p> <p>That Council place a notification in the local newspaper to inform the community of the six-month trial period to change to the direction of traffic in Patton Lane, between Bonanza Street and the Rainbow Preschool.</p> <p>Moved: Codie Howard</p> <p>Second: Jenene House</p> <p>All in favour</p>
October 2022	<p>Traffic counters to be installed across Patton Lane adjacent to the Preschool and for the data from the counters to be presented to the committee at the next scheduled committee meeting, to help with the committee decision for a recommendation.</p>
November 2022	<p>Traffic counters have now been received and arrangements will be made for the counters to be put in place. The data/statistics collected to be provided to the committee at the next scheduled committee meeting.</p> <p>Following the traffic counters being placed, the committee will then decide on the commencement date for the trial period for changing the direction of the traffic in Patton Lane, between Bonanza Street and the Rainbow Preschool.</p>

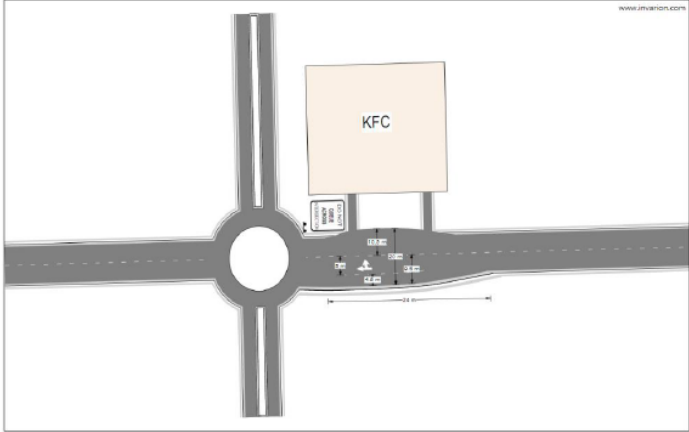
December 2022	Codie has communicated with the Director of the preschool and Council will look at installing the signs and starting the trial period in February 2023 when school goes back.
February 2023	<p>Codie prepared a concept plan for the area and arrangements are underway for the signs to be installed. Firstly, Council will advise the school to allow this information to be included in the newsletter and for Council to advertise the commencement of the trial period and the change of traffic conditions in the Patton Lane.</p> <p>A concept plan has been developed and will be sent to the committee for the next meeting. Council will arrange advertising and for the signs to be installed in Patton Lane at the commencement of the six-month trial. Council will forward correspondence to the school with an update.</p>
March 2023	<p>The signs have been installed and the trial is underway. After the agreed period of six months the data will be collected and brought to the Traffic Committee to then make a final determination on whether to change the direction of traffic permanently.</p> <p>This item will be closed and will be readdressed by the committee following the trial period.</p>
April 2023	<p>Feedback from the trial period has been received from the resident at 4 Patton Street, Julie Roberts.</p> <p>Julie expressed the following concerns relating to the recent change to one way direction in Patton Lane at Rainbow Preschool:</p> <ul style="list-style-type: none"> • Motor bikes are travelling in both directions in the lane at excessive speeds. • Vehicles are entering Patton Lane from Bonanza Street as there was no signage stating of one way. • Vehicles parking across the resident's driveway and in front of the 'No Stopping' sign at the front of her house. • Stop sign (1 of 3) faded. <p>In response to this feedback Council advised the resident the following actions will be taken relating to the matters above:</p> <ul style="list-style-type: none"> • The Police are to be notified relating to motor bikes travelling at excessive speeds. • Request for additional signage to be entered into Omni (WO3348) to install a 'One Way' traffic sign at entrance to Patton Lane off Bonanza Street. • The resident was advised that Council's Compliance Officer will be advised of this matter so that additional inspections can be undertaken of the area during peak times (drop off and pick up times). • The resident was advised to contact Council to report this problem when it is occurring so that Council's Compliance Officer can respond. • Request for replacement signage has been entered into Omni (WO3349) to be replaced. <p>That this matter be readdressed by the Local Traffic Committee at the August meeting to review and make a determination for a permanent change to the traffic direction in Patton Lane.</p>

Date	Item Details
August 2022	Traffic and Pedestrian Safety Concerns, Blende Street for residents of Con Crowley Village – Ron Jeffery
Item No.	427.6.1
EDRMS No.	D22/34844 and D22/345053
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Ongoing
Date	Council Committee Recommendation/s
August 2022	<ul style="list-style-type: none"> That traffic counter/classifiers data be collected to determine the speed of vehicles travelling along Blende Street between the two roundabouts. That the bus company be consulted to see if they have issues with the Bus Stop being relocated to an area outside of the Con Crowley Village gates further along Blende Street.
September 2022	<ul style="list-style-type: none"> That traffic counters be placed across Blende Street, between Gossan and the Galena Street roundabout, to determine the volume of traffic and for the width, adjacent to Con Crowley Village, to be measured to see if it would allow enough space for the bus to park in the area requested adjacent to the Con Crowley Residents Hall.
Action Date	Running Actions
August 2022	<p>Council's Chief Assets and Projects Officer, Codie Howard met with Ron Jeffery from Con Crowley Village on Thursday, 28 July 2022 to discuss his complaint.</p> <p>Mr Jeffery expressed his concerns with the elderly residents not being able to cross Blende Street safely from their residence to the Coles Shopping Complex.</p> <p>Jeffery would like a traffic light crossing or something similar implemented in the middle of Blende Street to allow safe passage across the street.</p> <p>Codie explained that there are traffic blisters near the roundabout at Gossan Street in place for this reason. Ron mentioned that cars approaching the roundabout are turning left out of Gossan Street and taking the corner very quickly. During his discussion with Jeffery, Codie witnessed this complaint when a car had turned the corner too fast.</p> <p>There are currently traffic counters in this area, that have been placed for a separate reason. Council can use the data collected to help with further investigation.</p>

	<p>Transport for NSW, David Vant explained that there would be certain standards that would be required, to warrant a crossing.</p> <p>The gate at the Con Crowley Village is located near the main hall and residents are crossing the road at this point and not crossing at the blister near the roundabout.</p> <p>Jeffery has also requested that the bus shelter on the corner of Galena and Blende Streets be relocated.</p> <p>– these issues can be reviewed and considered by the committee. If the bus stop can be moved, it could be moved near the hall for village residents.</p> <p>This 'Bus Stop' was in place before the perimeter fencing was installed at Con Crowley Village. Consultation will be required with the bus company before any decisions are made by the committee.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • That traffic counter/classifiers data be collected to determine the speed of vehicles travelling along Blende Street between the two roundabouts. • That the bus company be consulted to see if they have issues with the Bus Stop being relocated to an area outside of the Con Crowley Village gates, further along Blende Street.
September 2022	<p>Council's Asset Officer, Paul Bezzina liaised with the Bus Company, and they have advised that they do not have any concerns or objections, for the Bus Stop to be relocated to the gates at the resident's hall of the Con Crowley village on Blende Street.</p> <p>Refer to Item 428.6.3 - D22/44823 - Request to relocate the Bus Stop to further down the road adjacent the Residents Hall at Con Crowley Village, Blende Street – CDC Broken Hill – Adrian Rouse.</p> <p>Correspondence from the Bus Company received by the committee requesting the relocation of the bus company.</p> <p>Recommendations:</p> <p><i>That traffic counters be placed across Blende Street, between Gossan and the Galena Street roundabout, to determine the volume of traffic and for the width, adjacent to Con Crowley Village to be measured to see if it would allow enough space for the bus to park in the area requested, adjacent to the Con Crowley Residents Hall.</i></p>
October 2022	<p>Traffic counters to be installed across Blende Street and for the data from the counters to be presented to the committee at the next scheduled committee meeting, to help with the committee decision for a recommendation.</p>
November 2022	<p>Traffic counters have now been received and arrangements will be made for the counters to be put in place. The data/statistics collected to be provided to the committee at the next scheduled committee meeting.</p>
December 2022	<p>Traffic counters to be installed by council and the data will be discussed with the committee at the next meeting.</p>
February 2023	<p>The traffic counters have been placed and the data is currently being transferred by Council's Information Services.</p> <p>The data will be available for the committee at the next meeting.</p>


March 2023	The traffic counts are completed, unfortunately there are issues extracting the data. Council IT department are working on the issue and as soon as the data is available Codie will forward the data to the committee.
April 2023	Traffic counter data was not available for this meeting. The traffic counter data will be extracted and provided to the committee to be reviewed at the next meeting.
Date	Item Details
August 2022	Request from a member of the public to review the traffic management of the KFC drive-through
Item No.	427.9.1
EDRMS No.	N/A
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Ongoing
Date	Council Committee Recommendation/s
December 2022	<i>That Council design a concept plan for the area and for the committee to discuss at the February 2023 meeting.</i>
Action Date	Running Actions
August 2022	Cars are backing up daily in the drive through of KFC out into Lane Street, blocking the Oxide Street roundabout and the southern lane of Lane Street. Please discuss possible options to alleviate this issue.
September 2022	<p>Council's Chief Assets and Projects Officer has spoken with the Manager of KFC Broken Hill who will pass the concerns onto the Regional Manager.</p> <p>Council will continue to speak with the local Manager of KFC to see if they have any other options to alleviate the traffic issues that have been caused due to the overflow of cars accessing the drive-through.</p> <p>The problem is with traffic congesting the intersection of the KFC driveway and the exit to the roundabout at the intersection of Oxide and Lane Streets.</p> <p>Police Representative, Matt McCarthy will pass the traffic matter onto Highway Patrol to schedule additional patrols of the area and for the area to be monitored more frequently. An option would be for KFC to redesign the carpark area.</p>
October 2022	<p>Codie informed the committee that he had not yet received a response from the Regional Manager for KFC.</p> <p>It was decided at the previous meeting that a 'No Left Turn' sign be erected near</p>

	<p>the entrance to the KFC carpark to eliminate the congestion and cars banking across the intersection on the roundabout. There would then be no parking for the indented area on the opposite side of Lane Street, to allow for through access and flow of traffic with the inclusion of right turning lane to enter the KFC carpark.</p> <p>David Vant suggested that the Regional Manager be advised that Council are proposing to construct a concrete median in the middle of the road, to run from the bore of the roundabout to the end of the exit driveway, to stop motorists turning right into the driveway and hatch first 10m to 20m on the left side. This would force customers to exit from the other side and would mean the KFC driveways and carpark would need to be redesigned. It is suggested that this information would force a response from the Regional Manager and from there other options could be suggested.</p> <p>It was suggested that the original Development Application be checked to see what the approved conditions were in relation to parking arrangements. Being that the business on occasion is closed for walk in customers, this would change the traffic flow condition of the original consent. David Vant outlined that by them changing the access to the business and only having the driveway available for customers, meant that they have modified the original consent conditions with the approved number of vehicles in the drive through.</p> <p>They must comply with the original consent. Investigations are required to determine what the original consent conditions were to see how much they have amended their original consent.</p> <p>Codie will liaise with the Development and Compliance Department of Council to see what the original development application conditions were and provide an update to the committee at the next meeting.</p>
November 2022	<p>The conditions of initial Development Application will be reviewed to see if KFC are in breach of the consent conditions. Kath advised the committee that she will liaise with Codie to see if the consent conditions have been checked and for an update to be provided to the committee at the next committee meeting, so the committee can decide on what action will be taken.</p>
December 2022	<p>Council has tried to contact the Regional Manager of KFC on a number of occasions without success.</p> <p>Recommendation:</p> <p><i>That Council design a concept plan for the area and for the committee to discuss at the February 2023 meeting.</i></p>
February 2023	<p>At a previous meeting the committee make the decision that if Council had no response from management at KFC, Council would develop a concept plan of proposed changes in the area as shown below.</p> <p>The width of Lane Street adjacent to KFC is 20m from kerb to kerb as there are two cut out parking bays on either side of the street. On the northern side to the center line 10.5m to the center line and 9.5 on the southern side.</p>

	<p>Council's Road Engineer inspected the site to complete the measurements and drew up the concept plan in accordance with Australian Standards to check the clearance to be able to have the turning lane into KFC and the lane on the opposite side so there is not back of vehicles wanting to access KFC.</p>  <p>Jenene had asked if there are any obstructions the sight distance on the roundabout for the vehicles turning left. Codie advised that the inlets are flat and there are no hills or rises. There are some shrubs on the corner.</p> <p>Council researched the allowances or specifications of driveways into an intersection, AusRoads Standards for road design that there is no minimum or maximum stand. It says to be mindful. The only other option would be to remove the roundabout and install traffic lights at the intersection.</p> <p>Jenene suggested that installing a permanent structure in the middle of the road, like a median strip would prohibit vehicles turning right out of the driveway onto Lane Street.</p> <p>Codie advised the committee that cost for installing the signage on the concept plan would be minimal, and that this cost would be covered under Council's maintenance budget.</p> <p>If a median strip was to be implemented, then the cost would be considered under Council's Capital Works budget.</p> <p>Initially, when this matter was first raised with the committee, NSW Police Representative, Chris Wallace advised the committee that additional patrols of the area will be undertaken by the Police.</p> <p>The committee have been asked to review the concept plan and provide any comments or suggestions to the Secretary of the committee by Wednesday, 15 February to be included on the agenda for the March Committee meeting for further discussion.</p>
<p>March 2023</p>	<p>The concept plan was viewed, Jenene sent an email to all members with the comments. Jenene asked if the original Development Application (DA) was available to check the original conditions of the consent. Jenene doesn't feel the concept plan will stop the queuing issue and for council to consider making the current entry redundant and make the exit an entry as well. Install an island to ensure only left turn entry and only left turn exit.</p> <p>This will impact the parking on the property. Codie will develop another concept</p>

	<p>plan with the proposed changes. Codie questioned Council's authority to close the entry driveway, and Janene suggested the original DA may assist with a decision.</p> <p>Recommendation:</p> <p><i>Codie to update the concept plan and discuss the issues with KFC Management.</i></p>
April 2023	<p>The committee decided that this matter be carried forward to the next meeting.</p> <p>Council will review the Development Applications to see if there were any conditions relating to the driveway access for the redevelopment of the KFC building and investigate when the driveways were first constructed on the Lane Street side.</p>
Date	Item Details
September 2022	Road Safety Concerns adjacent to the Willyama High School – Skye Chan-McBeth
Item No.	428.6.1
EDRMS No.	D22/42548
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Pending
Date	Council Committee Recommendation/s
September 2022	<i>Traffic counters will be placed on Murton Street adjacent to the Willyama High School to collect data and to determine the speed of motorists during school hours.</i>
Action Date	Running Actions
September 2022	<p>The committee received correspondence expressing concerns with the lack of road safety on the road adjacent to the Willyama High School, as there are a lot of speeding cars during school hours. The respondent has requested that the road be reviewed and for the road to be made safer, with speed humps and a pedestrian crossing possibly being installed to make it safe for school children to cross the road.</p> <p>The respondent had not identified the road in the request. The committee assume that the road in question is Murton Street with speeding motorists.</p> <p>Transport for NSW, Jenene House informed the committee that she is currently doing traffic and pedestrian observation. Jenene mentioned that this is part of her role with Transport for NSW and also includes school zone road safety.</p> <p>Jenene will investigate this matter further. Jenene has a meeting planned with the Road Safety Education Consultant to discuss other matters and will mention the concerns raised at the Willyama High School during this meeting and provide the committee an update at the next committee meeting.</p>

	<p>Codie suggested that Council contact the respondent to find out further information that will help with the investigation and raise the matter of speeding and compliance with the Police to monitor.</p> <p>Recommendations:</p> <p><i>Traffic counters will be placed on Murton Street adjacent to the Willyama High School to collect data and to determine the speed of motorists during school hours.</i></p>
October 2022	Traffic counters to be installed across Murton Street and for the data from the counters to be presented to the committee at the next scheduled committee meeting, to help with the committee decision for a recommendation.
November 2022	<p>Traffic counters have now been received and arrangements will be made for the counters to be put in place. The data/statistics collected be provided to the committee at the next scheduled committee meeting.</p> <p>Codie advised Jenene from Transport NSW that he will complete a concept plan for the main entrance in Radium Street for the Willyama High School, as a part of the Traffic and Pedestrian observation process.</p>
December 2022	<p>Council will place traffic counters across Murton Street for a period of seven days along Murton Street adjacent to the Willyama High School to collect data on the speed of motorist during the school zone times.</p> <p>A concept design plan will be completed by Council for the proposed changes to the parking arrangement at the front of the school off Brooks Street.</p> <p>Both of these will be discussed at the next committee meeting in the new year.</p>
February 2023	<p>The traffic counters have been placed across Murton Street adjacent to the Willyama High School and the data is currently being transferred by Council's Information Services.</p> <p>The data will be available for the committee at the next meeting.</p>
March 2023	The traffic counts are completed, unfortunately there are issues extracting the data. Council IT department are working on the issue and as soon as the data is available Codie will forward the data to the committee.
April 2023	<p>The committee provided traffic counter statistic collected in McCulloch Street adjacent to the Willyama High School.</p> <p>These statistics show the speed of vehicles travelling along McCulloch Street but does not determine the time of day when the speeds were detected.</p> <p>An updated traffic counter report be generated to determine the times of day and reissued to the committee for review at the next meeting. The initial complaint outlined the speed of vehicles during the school drop off and pick up times.</p>

Date	Item Details
December 2022	Safety concern regarding students from BHHS crossing Gossan Street at the foothill to access the lane behind the jail on their way to McDonalds
Item No.	General Business - 431.6.1
EDRMS No.	D22/66714
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Complete
Date	Council Committee Recommendation/s
April 2023	<i>That Council reinstate faded line marking and replace 'Children Crossing' signage in Gossan Street, between Wolfram and Cobalt Streets.</i>
Action Date	Running Actions
December 2022	<p>A student from the Broken Hill High School had addressed safety concerns with students crossing Gossan Street at the foothill to access the lane behind the jail on their way to McDonalds before and after school.</p> <p>Below is an aerial photograph of the area in Gossan Street where students exit Cobalt Lane and cross Gossan Street to continue in the direction of Cobalt Lane.</p>  <p>The student that had reported this, estimated there would be close to 100 students that take this route down Cobalt Lane from Broken Hill High School to their destination at McDonald's after school. The safety concern is when student is crossing Gossan Street, motorists travelling west cannot see the students crossing the road making it dangerous.</p> <p>The student has requested that the area being inspected by council and that safer precautions be implemented to ensure safety for students/pedestrians crossing Gossan Street.</p>

	<p>Jenene will advise the Work Health and Safety Advisor for Education NSW of the concern and request an observation review to be conducted of the area during the next visit to the city.</p> <p>Council's Asset Officer, Paul Bezzina will inspect and observe the area, inspect the condition of signs and report back to committee their next meeting.</p> <p>Check that area to see if the 'Children Crossing' sign is still in place at the top of the hill and at the foothill, look at updating the signs and refuge island in the middle of the road. A suggestion was to change the pedestrian signs to fluo green and increase the size of the signs so that motorists can clearly see them.</p> <p>Recommendations:</p> <p><i>That this safety concern be raised with the Principal of the BHHS and request this matter be addressed with students at their assembly, instructing students to take a safer route.</i></p> <p><i>All in favour</i></p>
February 2023	<p>Jenene advised that this matter was passed onto the Department of Education's Work Health and Safety Advisor and Road Safety Consultant that were going to meet with the Principal of the Broken Hill High School. Jenene will follow up the outcome of this meeting and provide an update the committee at the next meeting.</p> <p>The action from a previous meeting was that the areas was going to be inspected by Council. Codie advised that his inspection is to be completed as the Council Officer has retired.</p> <p>Jenene noted that she will be able to inspect the area during her next visit the week commencing 6 March 2023.</p>
March 2023	<p>Jenene and Amy will inspect this area on Thursday, 9 March 2023.</p> <p>The Principal at the Broken Hill High School will put a note in the school's newsletter and make an announcement at assembly.</p>
April 2023	<p>Transport for NSW, Jenene House and Amy Robinson completed an observation of the area during their visit to the City. The committee were informed that total of 11 students were observed crossing Gossan Street from the lane during after school hours.</p> <p>It was determined by TfNSW and Council that there is insufficient data for action to be taken by the committee, as the initial number of students first reported could not be proven with the current observation.</p> <p>No further action required by the Local Traffic Committee.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • <i>That Council reinstate faded line marking and replace 'Children Crossing' signage in Gossan Street, between Wolfram and Cobalt Streets.</i> <p><i>Moved: Codie Howard</i></p> <p><i>Second: Peter Beven</i></p> <p><i>All in favour</i></p>

Date	Item Details
December 2022	CBD Banner Poles – Council Report
Item No.	431.6.4
EDRMS No.	D22/64489
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Pending
Date	Council Committee Recommendation/s
December 2022	<i>That the committee agreed for Council's Engineer a design plan for kerb extension around the CBD end banner poles at each of the locations to include considerations for stormwater runoff. A design will be presented the committee at the next meeting for discussion.</i>
April 2023	<i>That Council install rumble bars and line marking at the base of the banner poles in Argent Street, between Bromide and Iodide Streets and Patton Street, between Comstock and South Streets.</i>
Action Date	Running Actions
December 2022	<p>The committee were asked to review and provide consultation for the safety measures around the new CBD end banner poles, located at the intersections of Argent and Bromide Streets, Argent and Iodide Streets, and the intersection of Patton and Comstock Streets, Patton, and South Streets.</p> <p>The concrete that was at the base of the poles were recently removed due to these obstructing the line-of-sight pedestrian crossings and traffic lights at the intersections. There are four sets of poles occupying a section of the parking or let lane of the road corridors.</p> <p>Codie informed the committee that the banner poles were initially approved by Council early last year when Council had received funding for the CBD Master Plan. This funding allowed for the installation of the CBD end banner poles along the median strip at each end of Argent Street and Patton Street.</p> <p>Codie explained that these banner poles were installed on the road and not the footpath, due to underground services, overhead powerlines and that these roads are used as a part of the approved heavy vehicles route.</p> <p>Council Engineer provided two options that could be implemented to warn motorists that there is a large object on the corridor of the road at each of the intersections, these being:</p> <ul style="list-style-type: none"> • Traffic Blister Islands <p>Traffic blisters islands are required to be at least 150mm high with a width from the poles aligning with the distance from the front wheel to bumper of the vehicle, so that drivers feel a small impact before striking the pole</p>

	<p>and have the opportunity to redirect their vehicle.</p> <ul style="list-style-type: none"> • Rumble Bar Blisters with Road Line Marking A rubber bar is used on the road surface to alert driver that they have veered off-course and they have proved to be effective traffic calming and road safety measures. They work due to the noise that the tyres make when driven over the corresponding shudder the driver feels. The rumble bars are fixed or nailed to the road surface. • Guideposts with Road Line Marking Guideposts have a similar function as rumble bars above but may be more securely fixed requiring less replacements. <p>Transport for NSW representative, Jenene House suggested that the installation of rumble bars may be a good safety measure for the areas. Also suggested that Council look at kerb extensions that will enable the pedestrian to walk out past the pole to see oncoming traffic at the intersections.</p> <p>During the planning stage of the safety measure, Council will also consider the stormwater runoff in the design. Codie informed the committee that Council's Engineer will complete a design for the kerb extensions with the stormwater runoff associated and be presented to the committee at the next meeting.</p> <p>Jenene advised the committee that she will also undertake research for kerb extensions and will liaise with Codie.</p> <p>Recommendations: <i>That the committee agreed for Council's Engineer a design plan for kerb extension around the CBD end banner poles at each of the locations to include considerations for stormwater runoff. A design will be presented the committee at the next meeting for discussion.</i></p> <p>Moved: Jenene House Second: Peter Beven All in favour</p>
February 2023	<p>An additional report was completed by Council's Engineer that will provided to the committee to review following the meeting.</p> <p>Jenene expressed concerns that the banner poles were installed on the roadside when address this was first addressed with the Local Traffic Committee. These banner poles do compromise the road safety aspect, as to whether the banners will cause a shadow or light reduction, where there is a zebra crossing.</p> <p>These should not have been installed at an intersection as these are a driver distraction and a hazard to pedestrians and their visibility.</p> <p>Jenene asked if the banner poles interfere with the sweep path. Council's Engineer had a test completed for the sweep path at each of the intersections using the design vehicle as a bus at each of the intersections.</p> <p>Jenene asked, how would kerb the extensions affect the swept paths at the intersections? Codie advised that the intersections would have the allowance but would hinder the rumble bars and the line marking.</p> <p>The grading of the road also needs to be considered in relation to the stormwater runoff at the base of the banner poles.</p> <p>Further investigation is required by the Council's Engineering team and Transport</p>

	for NSW and for the committee to decide as resolution at the next meeting.
March 2023	<p>Jenene advised that Transport for NSW recommends the curb extension, as the preferred treatment. Codie advised that the extension would cause issues with stormwater in Argent Street.</p> <p>Codie to follow up with details of the stormwater issue. Jenene advised that Transport would support installation of rubble bars.</p>
April 2023	<p>As per, the correction to the previous committee minutes, to state that Jenene advised that TfNSW would await Codie's findings concerning storm water drainage.</p> <p>Codie has since provided this information to TfNSW.</p> <p>Council's Chief Assets and Projects Officer, Codie Howard and NSW Police, Chris Wallace and Local Member, Peter Beven provided their support for the installation of rumble bars and line marking at the base of the banner poles located in Patton Street and Argent Street.</p> <p>TfNSW stance remains with the option for kerb extensions at the base of the banner poles. Codie advised that the committee's decision will go to Council for the final decision.</p> <p>Recommendations:</p> <p><i>That Council install rumble bars and line marking at the base of the banner poles in Argent Street, between Bromide and Iodide Streets and Patton Street, between Comstock and South Streets.</i></p> <p>Moved: Codie Howard</p> <p>Second: Chris Wallace and Peter Beven</p> <p>Opposed: David Vant</p> <p><i>It was noted that David Vant opposed the decision for installation of rumble bars, as this was not the favorable option by TfNSW.</i></p>
Date	Item Details
December 2022	Transport for NSW update and outcome of School Traffic and Pedestrian Observations – Burke Ward Public School, Alma Public School and Railway Town Public School – Jenene House
Item No.	431.8.4
EDRMS No.	
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Ongoing

Date	Council Committee Recommendation/s
December 2022	<i>That Council place traffic counters across Boughtman Street to collect two weeks of data on the volume of traffic and speed of motorist during school hours morning and afternoon. The data from the traffic counters will be discussed at the next LTC meeting.</i>
April 2023	<ul style="list-style-type: none"> • Council to survey and measure the width of Gypsum Street adjacent to the Burke Ward Public School and report back to the committee at the next meeting. • That this item be merged with Item No. 43310.1 as these updates relate to both observations conducted by TfNSW.
Action Date	Running Actions
December 2022	<p>Transport for NSW, Jenene House informed the committee that she has completed Traffic and Pedestrian Observations at Alma Public School on the 9 September 2022, following a comment being made at a past Traffic Committee meeting, where speeding was mentioned to be an issue at the school.</p> <p>Alma Public School – The observation of the school identified the following concerns:</p> <ul style="list-style-type: none"> • Vehicles speeding in Boughtman Street where students are crossing during the school pick up and drop off times. • There were a lot of vehicles doing U-turns in the school and whilst doing a U-turn is not illegal; it is discouraged as it is not safe. • Unaccompanied student crossing the road. • Lack of helmets being used by children riding bikes. • That vehicles were seen to be double parking. • During the school drop off times students were exiting vehicles on the roadside, instead of the footpath side, making it unsafe. <p>Jenene consulted with Codie, and they will plan to arrange a meeting with the school to discuss the behaviours that were observed at the school.</p> <p>Recommendations:</p> <p><i>That Council place traffic counters across Boughtman Street to collect two weeks of data on the volume of traffic and speed of motorist during school hours morning and afternoon. The data from the traffic counters will be discussed at the next LTC meeting.</i></p> <p>Burke Ward School – Traffic and Pedestrian counts on taken at Gypsum Street, where the refuge is located. Jenene expressed to the committee that the volume of traffic was surprising with over 300 vehicles in the morning and over 400 in the afternoon. Jenene was advised following the count that Gypsum Street was a detour for work being conducted in the area, hence the large volume of traffic.</p> <p>Being that the traffic count was not a true indicator, Jenene will complete another traffic count in the new year following commencing of school to get a true indication of traffic volumes in the area.</p> <p>Other matter relating to the Burke Ward Public School were:</p>

	<ul style="list-style-type: none"> Newton Lane An inspection was completed in Newton Lane to the side of the Burke Ward Public School with a high volume of traffic using the lane as a drop off and pick up area for students. There was also conflict between motorist and pedestrians. Codie to arrange a meeting with Principal of the school to address this issue and to discuss the observations. Signal Phasing to be extended in Rakow Street. Jenene mentioned that this would not be a high priority now that the emergency evacuation site has been relocated to Harvy Street. Transport for NSW team, that manages the phasing are still working on this and there is still potential for the phasing to be extended and only during school times. If there are other peak times identified when children are crossing the street frequently, then the matter will be readdressed. Mobile Speed Cameras Inspector Chris Wallace mentioned that a mobile speed camera would be deployed to the area. The follow up is that the submission will need to be submitted to the centre for road safety via their website or the Police can make a submission through their liaison channels. Broken Hill is not currently an area that is scheduled for these vehicles to be deployed. They can deploy to Broken Hill and they are happy to support the Broken Hill Police operations and they normally don't have these vehicles in school zones, they are happy to deploy a vehicle if centre for road safety approval.
February 2023	<p>Jenene will be visiting the city and will be meeting with the school to discuss the matter and Codie Howard has been asked to join the meeting.</p> <p>Councillor Marion Browne informed the committee that the matter relating to the line marking at the Burke Ward School was raised and discussed at the previous Council meeting.</p> <p>Burke Ward Public School</p> <p>Councillor, Marion Browne, mentioned that one of the Councillor's at the last Council meeting expressed concerns with the children crossing in an uncontrolled way on Gypsum Street, when the gates are unlocked and mentioned that if the school were to lock the gate it would not be a concern.</p> <p>Transport for NSW, Jenene House advised that she inspect and observe the traffic and pedestrian behaviours on the Gypsum Street side of the Burke Ward Public School during her next visit planned for the week commencing 6 March 2023 and this matter will be progressed.</p> <p>During this visit Jenene will be meeting with the Principal of the school to discuss this and other matters. Jenene has requested that Codie attend this meeting, being that few of the matters relate to Council, like the line marking at the school.</p> <p>Codie informed the committee that she had been given the quote for line marking at the school and that Kate advised Codie that she would organise this.</p> <p>The school had also requested that the phasing for the traffic signals had been extended. Jenene will speak with Kate at the school further relating to the timing of the phasing. The timing for the lights is set up for vulnerable pedestrians and children, this should give enough time for a group of children to cross safely.</p> <p>Jenene explained that the green light means that pedestrians can cross, and</p>

	<p>the red-light means do not cross the road. Jenene will provide information to the school so that this can be included in the school's newsletter.</p> <p>The geometry of the crossing itself, is very constrained, and the pedestrian access ramp is narrow in width. The ramps are not the full width of the crossing. Jenene will collaborate with the school so that students in groups are more visible for the staff when using the crossing.</p> <p>Jenene advised the committee that she had kept the Department of Education's Work Health and Safety Adviser up to date on these matters. The Department of Education also has a Road Safety Consultant this this area that will be included in the meeting with school.</p> <p>Alma Public School</p> <p>Issues found while completing the Traffic and Pedestrian observations will be discussed with the school.</p> <p>Railway Town Public School</p> <p>Jenene had received an email from the school advising that there is not a parking space suitable for a disabled child in a wheelchair that has been enrolled at the school this year. Jenene will forward the email correspondence to Codie so that Council can inspect the area before meeting with the school's Principal.</p> <p>An updated will be provided to the committee at the next meeting.</p>
March 2023	<p>Broken Hill Youth Travel Pass – A scheme where Youth (15- 20 age bracket) travel free on buses around Broken Hill, Menindee and Wilcannia during school holidays. Council is promoting the scheme.</p> <p>This will be the second trial of the scheme during school holidays. During the last School Holidays Council supported a 'Win a Swag' promotion that youth could enter via a bar code displayed on the bus. Unfortunately, there were no entries. TfNSW are hoping Council will support this promotion again during the next school holidays.</p> <p>Transport for NSW Traffic and Pedestrian Observations</p> <p>Jenene and Amy meet with CAMS (Child and Adolescent Mental Health Team) this morning to build their connections within the community and determine where there is transport disadvantage in town.</p> <p>TfNSW has access to a Transport Access Regional Partnerships programme, which is a grant programme to provide funding for transport. They were advised transport is sporadic, taxis are unreliable and a suggestion of a shuttle bus from town to the hospital. Agencies are being asked to advise Jenene if there are any transport issues.</p> <p>Counsellor Browne advised Jenene that there is no bus service after 12 midday on Saturday, and therefore no public transport in town on weekends. Jenene will try and talk with CDC, the bus company during her visit to Broken Hill. Local Member, Peter Beven confirmed that the taxi service is very sporadic. Jenene will meet with Live Better to discuss community transport. TfNSW can advocate for improvements and may feed the information to a higher-level for discussion within the Department.</p> <p>Jenene and Amy have arranged to meet with Tammy from the Hub in Creedon Street to discuss road safety.</p>

	<p>Janene and Amy are meeting with the principal at Burke Ward School on Wednesday, 9 March to discuss road safety. Jenene to forward a letter from the school community to the committee.</p> <p>Peter asked Jenene to check the dead trees right next to the pedestrian crossing while at the Burke Ward Public School.</p> <p>Jenene has contacted the Principal at Alma Public School regarding the issue of speeding motorists, and hopefully will be meeting with her on Wednesday, 9 March. Jenene will advise Codie of the outcome.</p> <p>The Education WHS Adviser, Emily, raised the issue of parents driving onto school grounds near the School of the Air next to North Public School. Jenene will meet with Emily and the school Principal on Thursday 10 March.</p> <p>Janene to visit Railway Town Public School, to follow up from last meeting about a disabled parking space. Jenene checked, and Harris Street already has a pram ramp. This may be a suitable space for a disabled parking space.</p> <p>TfNSW will be liaise with Headspace regarding transport disadvantages.</p> <p>Jenene advised the committee that she had a suggestion from a resident that Council have a Suggestion Box where people can leave written suggestions on paper.</p> <p>Traffic counters to be placed across Boughtman Street near the Alma Public School.</p>
April 2023	<p>Alma Public School</p> <p>Traffic counter data collected from Boughtman Street adjacent to the school was provided to the committee to review.</p> <p>An updated traffic counter report to be generated to determine the times of day and reissued to the committee to review at the next meeting. The initial complaint related to the speed of vehicles during the school drop off and pick up times in Boughtman Street.</p> <p>Burke Ward Public School</p> <p>Traffic and pedestrian observations were completed on Gypsum Street adjacent to the Burke Ward School by TfNSW, Jenene House and Amy Robinson. The following observations were identified during their visit:</p> <p><i>Wednesday, 8 March 2023:</i></p> <p>The observation conducted during the morning school zone times, from 8am – 9.30am determined there was one accompanied and one unaccompanied student that used the pedestrian facility. There were 332 light vehicles and 20 heavy vehicles.</p> <p><i>Thursday, 9 March 2023:</i></p> <p>Observations conducted during the afternoon school zone times, from 2.30pm to 4pm determined there were six accompanied and three unaccompanied students that used the pedestrian facility. There were 365 light vehicles and 11 heavy vehicles.</p> <p>There are a few behavioural components we can address with safe drop off and pick up of students including;</p> <ul style="list-style-type: none"> • student dropped on corner – crossed back to opposite side, then back again and did not use the pedestrian facility. • Students dropped off on the school side of the Gypsum Street intersection with

	<p>Barrier Highway, in 'No Stopping' area.</p> <ul style="list-style-type: none"> • U-turn on double barrier lines close to the intersection of Barrier Highway. • Parent helped two students out of the vehicle, did not use safety door (footpath) side, pedestrians crossed Gypsum Street and did not use the pedestrian facility. • Parent and student crossed Gypsum Street and did not use the pedestrian facility. • Unaccompanied students crossed Gypsum Street and did not use the pedestrian facility. • Parent accompanied student across Gypsum Street and did not use the pedestrian facility. • Two scooter riders used the school side path. • School bus stopped to pick up students in No Stopping area on the school side near intersection of Barrier Highway. <p>Council's Chief Assets and Projects Officer, Codie Howard and TfNSW Jenene House and Amy Robinson met with Kate Hogg, Principal of the Burke Ward Public School to discuss the findings from the observations and discussed the following matters:</p> <ul style="list-style-type: none"> • The clearing of some tree branches to increase visibility of the traffic lights on Barrier Highway, Rakow Street. The branches at the traffic lights are recommended to be trimmed at the earliest opportunity. This work has been scheduled by Council for completion. • An application to have the traffic signal phasing adjusted for peak periods during the school day. The school are to provide TfNSW, the days and times that the school needs to use the pedestrian signals. • There are pedestrian refuge signs entering gypsum street, suggestion to install another one on the right-hand side of the street. TfNSW to review. • Painting the refuge concrete blisters with the white glass beaded paint, will increase visibility. Plus re-marking the current stop lines on Rakow Street. • No Entry signs may not be visible in Newton Lane. Council will review. • For the benefit of tradespeople attending the school, the installation of a 'Left Turn Only' sign at the carpark exit is recommended, due to the one way only. Council will review. <p>Council's Engineer, Faisal Salah is organising quotes for the cost of line marking, particularly the faded and cracked signals at the pedestrian crossing near the traffic lights. TfNSW has been consulted as this is a state highway and cost will be covered under the RMCC contracts.</p> <p>It was suggested that an usher be arranged by the school to monitor children at the crossing during the school drop off and pick up times on the Gypsum Street side where they initially requested the installation of a pedestrian crossing.</p> <p>Codie informed the committee that correspondence was previously forwarded to the school suggesting teachers monitor the students on the Gypsum Street side of the school during the school zone times morning and afternoon, when the school initially requested the installation of a pedestrian crossing.</p> <p>Police suggested that either a fence be installed on the footpath to stop the children crossing or consider a median strip in the middle of the road in Gypsum Street, including a fence with an opening only at the crossing point.</p>
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	<p>David Vant advised the committee that TfNSW won't allow these on state roads, and we will need to determine the types of vehicles that access the road. If heavy vehicle accesses the road. Council will look at the deflection of the road and consider how much of the centre of the road will be needed to include the structure – reducing the width of the road.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Council to survey and measure the width of Gypsum Street adjacent to the Burke Ward Public School and report back to the committee at the next meeting. • That this item be merged with Item No. 43310.1 as these updates relate to both observations conducted by TfNSW. <p>Moved: Codie Howard Second: Peter Beven All in favour</p>
Date	Item Details
February 2023	Cummins and Zebina Streets – Complaint regarding Traffic – R.D and C.F Andrews
Item No.	432.7.1
EDRMS No.	D23/2233
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Pending
Date	Council Committee Recommendation/s
February 2023	<ul style="list-style-type: none"> • That traffic counters to be placed across Zebina Street prior to the Zebina and Cummins Street intersection the capture the speed of motorist at the crest of the hill. • For the data collection from the traffic counters to be forwarded to the Police for them to investigate the complaint and observe the area. • For Council Officer to contact the residents to discuss the matter with the residents.
Action Date	Running Actions
February 2023	The residents of the properties at 341 Zebina Street and 487 Cummins Street are concerned that motorists travelling at speed up the hill in Zebina Street prior to the Zebina and Cummins Street intersection are not able to see vehicles reversing from the abovementioned properties and there residents reversing from the driveways at these properties cannot see the oncoming traffic until it breasts the hill with a risk of collision.

	<p>The residents are requesting that Council erect a sign alerting the oncoming traffic of reversing vehicles on the road as per the preceding school zone signs.</p> <p>Transport for NSW, Jenene House suggested that traffic counters be placed across Zebina Street to collect data for the speed of vehicles and for the matter to then be referred to the Police to conduct inspections of the area, being that the initial complaint is relating to the speed of vehicles.</p> <p>Additional information, specifically relating to accidents involving reversing vehicles in the area may assist with the investigation.</p> <p>The questions were asked if the residents are reversing into the travel lane on Zebina Street or are they crossing the double white lines when reversing, if so, this would be considered as driver behaviour. Council's Compliance Officer, Barry Walker advised the committee that they are permitted to cross the double white line to enter or exit a property. Are there any signs that might be applicable to this type of warning.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • That traffic counters to be placed across Zebina Street prior to the Zebina and Cummins Street intersection the capture the speed of motorist at the crest of the hill. • For the data collection from the traffic counters to be forwarded to the Police for them to investigate the complaint and observe the area. • For Council Officer to contact the residents to discuss the matter with the residents. <p>Move: Codie Howard</p> <p>Second: Jenene House</p> <p>All in favour</p> <p>Local Member, Peter Beven declared he had a conflict of interest with this matter and not included in the decision of the abovementioned recommendation, being that he is an acquaintance of the complainant.</p> <p>It was raised at the meeting, that the committee are not able to make any decisions or determinations without a Police representative being present.</p> <p>All actions and recommendation are to be approved by both the Transport for NSW and NSW Police before any action can be taken by Council relating to traffic matters.</p> <p>This matter and correspondence will be forwarded to the Police representative to review and provide comments.</p>
March 2023	Traffic counters to be installed.
April 2023	Traffic counters to be installed and data provided to the committee at the next meeting.

Date	Item Details
February 2023	Request to Seal Feldspar Lane behind the residents in Knox Street – Darren Richards
Item No.	432.7.2
EDRMS No.	D23/4260
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Complete
Date	Council Committee Recommendation/s
February 2023	<i>That correspondence be forwarded to the Police regarding the matter of motorbike riders in Felspar Lane and to seek further advise on how to limit motorbike riders in the area and to note that Council is completing an unsealed lane audit and will prioritise upon completion.</i>
Action Date	Running Actions
February 2023	<p>Local Traffic Committee received a complaint from the resident at 231 Knox Street, regarding unregistered and unlicensed motorbike riders hooning up and down Feldspar Lane behind the residents in Knox Street all hours of the day and night making dust.</p> <p>The have been several complaints made to the Police and the Police advised the resident to continue complaining, as they are unable to catch them, and this may help get a task force to the area.</p> <p>The resident is requesting that Feldspar Lane be sealed to help eliminate the dust pollution.</p> <p>Council's, Chief Assets and Projects Officer, Codie Howard informed that Council is currently completing a report of all the unsealed roads and lanes in the city. There is approximately 5km of unsealed roads and laneways to be sealed in the report. The report includes proposed costs associated with each section of road and what would need to be done.</p> <p>Feldspar Lane allows access to the rear of the properties in Knox Street and unfortunately, is also used as a thoroughfare to access the regeneration area for motorbikes for unregistered motorbikes. Council is actively in collaborating with the Police on this matter to find a solution and to eliminate the problem.</p> <p>Recommendations:</p> <p><i>That correspondence be forwarded to the Police regarding the matter of motorbike riders in Felspar Lane and to seek further advise on how to limit motorbike riders in the area and to note that Council is completing an unsealed lane audit and will prioritise upon completion.</i></p> <p>Moved: Codie Howard</p>

	Second: Peter Beven All in favour
March 2023	Correspondence has been forwarded to the NSW Police as requested by the committee, seeking advice on limiting motor bike activity in the area. Council will grade all unsealed roads and lay dust suppressant in March 2023.
April 2023	Police Representative, Chris Wallace responded to the committee correspondence requesting the Police provide Council guidance regarding unregistered motorbikes. The Police are running an ongoing operation targeting the use of unregistered motorbikes across the city. Chris informed the committee that he went to the Police Aboriginal Consultative (PAC) meeting in March and spoke about the issue regarding unregistered motor bikes in Creedon Street. He advised they need to seek legal advice in relation to some areas where kids can ride lawfully away from town in the crown land. The Police will continue to seize unregistered motor bikes. The Police won't take the risk to chase the bikes as there is a high risk of an accident and someone being killed. This is a complex issue for the Police. Codie mentioned that council is conducting an audit of all the unsealed roads around the City and that dust suppressant will be sprayed on the dirt roads to reduce dust. The grader will be run over the road to level the surface. No further action required by the committee.
Date	Item Details
March 2023	Request for parking review in Blende Street adjacent to Kintore Reserve as hire vehicles are parking 24 hours a close to the entrance of Kintore Reserve – Christine Wellings
Item No.	433.7.4
EDRMS No.	D23/6318
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Complete
Date	Council Committee Recommendation/s
April 2023	<ul style="list-style-type: none"> That Council reinstate the 4-hour timed parking signage at the parking spaces that are not sign posted at the Kintore Reserve. That no further action be taken by the Local Traffic Committee and that Council Rangers and Compliance Officer continue to negotiate and monitor the area going forward.

Action Date	Running Actions
March 2023	<p>Council's Compliance Officer, Barry Walker responded to the initial complaint regarding hire vehicles parking in the Visitor Information Centre (VIC).</p> <p>The hire cars are now parking in Bromide Street adjacent to Kintore Reserve. The parking in this section of Bromide Street is untimed, meaning they are parking legally.</p> <p>The concern now is with visibility for motorists turning, as there are larger cars/trucks parking in the angle car park on Bromide Street.</p> <p>Inside Kintore Reserve car park there is marked parking bays that rarely get used by the public.</p> <p>Recommendation:</p> <p>Council's Chief Assets and Projects Officer, Codie Howard contact the Hire Car Company to discuss the parking concerns raised and provide the following suggestions from the Local Traffic Committee:</p> <ul style="list-style-type: none"> • That eleven of the marked parking bays in the Kintore Reserve car park can be changed to designated hire car parking places. • Change the parking spaces on both sides of Bromide Street adjacent to the Visitor Information Centre and Kintore Reserve to 4-hour timed parking in line with the Visitor Information Centre carpark. <p>Moved: Jenene House</p> <p>Seconded: Codie Howard</p> <p>All in favour</p>
April 2023	<p>Council's Compliance Officer, Barry Walker met with the operator for SIXT Car Rental to advise them of the committee's outcome, relating to the hire trucks parking too close to the driveway, blocking the line of sight for vehicles exiting the Kintore Reserve car park.</p> <p>SIXT Car Rental have the following concerns if Council were to change the parking adjacent to the Kintore Reserve in Blende Street to timed parking.</p> <ul style="list-style-type: none"> • An issue parking the hire vehicles in the Kintore Reserve as the elderly people hiring the vehicles will have to cross the road, it is too far away; and • They would have a reduction to the number of parking spaces in the area, which would reduce the number of hire vehicles and therefore they would not be able to meet the service to tourism. <p>They have approximately 20-30 cars operating from the airport and approximately 20 from the VIC.</p> <p>Barry informed the committee the company is now parking the hire trucks in the Kintore Reserve carpark in the spaces that are not currently sign posted, taking up the space allocated for caravans.</p> <p>The operator understands the issue with the trucks being parked near the driveway to the Kintore reserve and informed Barry, they will be mindful to leave an area to improve visibility for the vehicles exiting the driveway.</p> <p>Parking in the Kintore Reserve is 4-hour. The spaces where the hire trucks are being parked is not sign posted. Council will continue further consultation with the</p>

	<p>operator for SIXT Car Rental to negotiate and investigate further options. The vehicles are currently parked legally on Blende street.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> That Council reinstate the 4-hour timed parking signage at the parking spaces that are not sign posted at the Kintore Reserve. That no further action be taken by the Local Traffic Committee and that Council Rangers and Compliance Officer continue to negotiate and monitor the area going forward. <p>Moved: Codie Howard Second: Peter Beven All in favour</p>
Date	Item Details
March 2023	Request for sign on Wentworth Road advising Coombah Roadhouse on Silver City Highway is closed – Patrick Kreitner (Council)
Item No.	433.7.3
EDRMS No.	D23/9503
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Complete
Date	Council Committee Recommendation/s
Action Date	Running Actions
March 2023	<p>Correspondence received by the committee requesting that signage be installed at the city boundary of the Silver City Highway to inform motorists that the Coombah Roadhouse is closed and there will be no fuel available until Wentworth. Tourists have commented that there is no fuel available along the Silver City Highway, between Broken Hill and Wentworth.</p> <p>Signage would make motorist aware that there will be no fuel for the kilometres between the Broken Hill and Wentworth, approximately 265km.</p> <p>Jenene informed the LTC this would be a TfNSW sign.</p> <p>Recommendation:</p> <p>That correspondence be forwarded to Transport for NSW requesting the erection of a sign on the Wentworth Road, warning motorists there is no fuel until Wentworth.</p> <p>Moved: Codie Howard</p>

	<p><i>Seconded: Jenene House</i></p> <p><i>All in favour</i></p>
April 2023	<p>Correspondence forwarded to David Vant requesting TfNSW erect notification signage for motorist, advising that the Coombah Roadhouse is closed.</p> <p>David advised the committee that TfNSW will need to confirm the roadhouse is closed before erecting signage. Council is aware that the roadhouse has been closed for the past six months or more.</p> <p>David informed the committee that TfNSW will arrange for distance signage for last fuel at both Broken Hill and Wentworth sides of the Silvery City Highway as a warning to travellers.</p> <p>David will order for the signs and afterwards arrange for council to provide a quote for the installation of the signs. David will contact Wentworth Council to do the same.</p> <p>Roundhouse signs at the roadhouse will need to be determined by TfNSW before any action is taken to remove signs. The roadhouse is in the unincorporated area.</p> <p>No further action required by the Local Traffic Committee.</p>
Date	Item Details
April 2023	Request for line marking of parking spaces adjacent to the Morgan Street Public School on both the Morgan Street and Iodide Street sides – Scott Sanford (Principal)
Item No.	434.8.1
EDRMS No.	General Business – D23/13958
CRM No.	N/A
Responsible Officer	Codie Howard/Transport for NSW
Current Status	Complete
Date	Council Committee Recommendation/s
April 2023	<i>Correspondence to be forwarded to Morgan Street school advising council can prepare a concept plan and obtain quotes for the cost of line marking to which would be the responsibility of the school.</i>
Action Date	Running Actions
April 2023	<p>Correspondence received from the Principal of the Morgan Street Public School requesting line marking for the parallel parking spaces adjacent to the school in Morgan and Iodide Street side of the school.</p> <p>Recommendation:</p> <p><i>Correspondence to be forwarded to Morgan Street school advising council can prepare a concept plan and obtain quotes for the cost of line marking to which would be the responsibility of the school.</i></p>

	<p>Moved: Codie Howard</p> <p>Second: David Vant</p> <p>All in favour</p>
Date	Item Details
April 2023	Heart2Heart Charity Walk
Item No.	434.8.2
EDRMS No.	
CRM No.	N/A
Responsible Officer	Codie Howard/Transport for NSW
Current Status	Complete
Date	Council Committee Recommendation/s
April 2023	<ul style="list-style-type: none"> Transport for NSW and the Police representatives have further consultation with the organisers of the Heart2Heart Charity Walk. Both TfNSW and the Police are happy to support the event in principle with further work to be done on the Traffic Management Plan.
Action Date	Running Actions
April 2023	<p>The committee were asked to review a section of the Traffic Management Plan that affects the Broken Hill region for the Heart2Heart Charity Walk, raising money for mental health for first responders.</p> <p>TfNSW, David Vant advised that the committee could provide an interim approval at this stage as more work is required to the Traffic Management Plan. They would need to consider speed zone restrictions and a rear escort vehicle to make it safe for walkers on the road, as the speed of vehicles differ from the local roads to state roads.</p> <p>As this is a cross state event, both the Police and TfNSW will need to be involved in the preparation of the Traffic Management Plan. The full Traffic Management Plan provided to Council will be forwarded to Chris and David to review and contact the organisers of the event for further consultation.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> Transport for NSW and the Police representatives have further consultation with the organisers of the Heart2Heart Charity Walk. Both TfNSW and the Police are happy to support the event in principle with further work to be done on the Traffic Management Plan. <p>Moved: Codie Howard</p> <p>Second: David Vant</p>

	<i>All in favour</i> The committee will be provided an update at the next meeting.
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429.9 Next Meeting Date: Tuesday, 2 May 2023

429.10 Meeting Close 3.26pm

ORDINARY MEETING OF THE COUNCIL

April 19, 2023

ITEM 5BROKEN HILL CITY COUNCIL REPORT NO. 78/23SUBJECT: ACTION LIST REPORTD23/20353**Recommendation**

1. That Broken Hill City Council Report No. 78/23 dated April 19, 2023, 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:	4.1.5	Support the organisation to operate its legal framework

Relevant Legislation:

Local Government Act 1993

Financial Implications:

Nil

Attachments

1. [↓](#) Action Item List - April Update 2023

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

For Action	Division: Ordinary Council	Date From: 1/04/2018
Action Sheets Report	Committee: Ordinary Council	Date To: 19/04/2023
	Officer: Including Further Reports	
	Further Report Required: Including Further Reports	Printed: Wednesday, 19 April 2023 11:26:23 AM

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Bartlett, Leisa Nankivell, Jay	Policy And General Reports	ADOPTION OF THE DRAFT REVISED CIVIC AND CEREMONIAL FUNCTIONS AND REPRESENTATION POLICY
Resolved			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 47/23 dated March 14, 2023, be received. 2. That a Councillor Workshop be held to review the draft revised Civic and Ceremonial Functions and Representation Policy. 			
CARRIED UNANIMOUSLY			
06 Apr 2023 3:55pm Bartlett, Leisa Councillor Briefing has been scheduled., COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 1/03/2023	Howard, Codie Nankivell, Jay	Confidential Matters	BROKEN HILL LIBRARY AND ARCHIVES PROJECT UPDATE REPORT
Resolved			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 40/23 dated February 22, 2023, be received. 2. That Council note value engineering workshops carried out with the preferred tenderer, North Building & Construction Pty Ltd in January 2023 and February 2023 has resulted with a potential tender cost saving of \$1,577,184.72 excluding GST; albeit there is still a funding shortfall as detailed within the report due to continual cost escalation over the past twelve months. 3. That Council adopt and award Stage 1 of the works– Temporary Library for \$428,546 including works to the carpark to North Construction Pty Ltd (preferred tenderer), whilst allowing for the review and rescope of the main Library project to fully utilise the approved State and Federal government funding that's currently available to Council. 4. That Council note that continual advocacy to the Federal and State Government is occurring to fund the project escalation costs that are being experienced. 			
CARRIED UNANIMOUSLY			
23 Mar 2023 9:44am Guerin, Emily Successful Tender letter has been issued to North Building & Construction Pty Ltd for stage 1 works to begin. Advocacy for further funding is on-going.			
19 Apr 2023 11:21am Guerin, Emily New report being presented to Council at the April Ordinary Meeting. No further action to this item. COMPLETED			

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/08/2022	Andrews, Anne Nankivell, Jay	Mayoral Minute	Broken Hill Mundi Mundi Bash
Resolved			
<ol style="list-style-type: none"> 1. That Council sends correspondence to the organisers of the Broken Hill Mundi Mundi Bash congratulating them on another great event. 2. That they be invited to provide the Council with promotional material that can be used and circulated at all conferences attended by Council. 3. That Council be provided with a report about the potential benefits for tourism from Council attending camping and caravan shows/expos. 			

For Action	Division: Ordinary Council	Date From: 1/04/2018
	Committee:	Date To: 19/04/2023
	Officer:	
Action Sheets Report	Further Report Required: Including Further Reports	Printed: Wednesday, 19 April 2023 11:26:23 AM

4. That Council investigate opportunities for partnerships to attend camping and caravan shows, including with the Broken Hill Mundi Mundi Bash.

CARRIED UNANIMOUSLY

20 Sep 2022 11:20am Guerin, Emily

Item 1. Complete 2. Complete 3. In progress 4. In progress

21 Nov 2022 2:46pm Guerin, Emily

3. In progress 4. In progress

06 Dec 2022 1:00pm Andrews, Anne

Item 3: In progress. Item 4: In progress.

12 Jan 2023 4:30pm Butcher, Lacey

No change in status

15 Feb 2023 9:21am Guerin, Emily

Item 3. Report to be presented in March Item 4. Ongoing

15 Mar 2023 9:03am Andrews, Anne

Item 2: Complete., Item 3: Report prepared for Policy and General Committee March 2023., Item 4: Ongoing

19 Apr 2023 9:47am Guerin, Emily

Item 3. Complete Item 4. Complete

Meeting	Officer/Director	Section	Subject
Ordinary Council 30/11/2022	Mason, Michael Nankivell, Jay	Notice of Motion	BUSY KIDS CHILDCARE CENTRE
Resolved			
1. That Motions of Which Notice has been Given No. 3/22 dated November 14, 2022, be received.			
2. That the General Manager be invited to correspond with Crown Lands to urgently seek a solution to expedite the process of extinguishing Native Title on the 4048m ² allotment at Lot 4444/DP757298, being 123 Bagot Street, and for the allotment to be made freehold with a change of land use to enable a purchaser to establish a childcare centre on the allotment.			
CARRIED UNANIMOUSLY			
13 Dec 2022 8:53am Guerin, Emily Letter to Crown Lands being drafted			
17 Jan 2023 11:17am Guerin, Emily Letter to Crown Lands has been sent			
13 Feb 2023 11:44am Guerin, Emily No change in status			
21 Mar 2023 1:31pm Guerin, Emily No change in status			
18 Apr 2023 11:23am Guerin, Emily Crown Lands seeking alternate avenues.			

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Nankivell, Jay Nankivell, Jay	Confidential Matters	CIVIC CENTRE LEGAL MATTER UPDATE
Resolved			
1. That Mayoral Minute No. 6/23 dated March 29, 2023, be received.			
2. That Council note the Mayoral Minute and information provided by the General Manager.			
3. That Council terminate the engagement with Redenbach Legal Pty Ltd to carry out the Cost Assessment Application.			
4. That Council engage BAL Lawyers (approved panel legal provider) to take carriage of the matter and provide advice as necessary.			

For Action	Division: Ordinary Council	Date From: 1/04/2018
Action Sheets Report	Committee: Officer:	Date To: 19/04/2023
	Further Report Required: Including Further Reports	Printed: Wednesday, 19 April 2023 11:26:23 AM

5. That Council continues proceeding to recover legal costs through all available avenues as outlined in the below report.

CARRIED UNANIMOUSLY

18 Apr 2023 2:10pm Guerin, Emily
COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 30/11/2022	Nankivell, Jay Nankivell, Jay	Confidential Matters	CIVIC CENTRE LEGAL MATTER UPDATE REPORT
Resolved			
<p>1. That Broken Hill City Council Report No. 271/22 dated November 24, 2022, be received.</p> <p>2. That Council note the update regarding the cost assessment process for the Civic Centre Redevelopment Process</p> <p>3. That Council continues proceeding to recover legal costs through all available avenues as outlined in the below report.</p> <p>4. That Council releases a public report on the finalisation of the Civic Centre legal matter, which includes all available details and costs, once the matter has reached completion.</p>			
CARRIED UNANIMOUSLY			
<p>07 Dec 2022 9:38am Guerin, Emily Pending completion of the matter</p> <p>17 Jan 2023 11:22am Guerin, Emily No change in status</p> <p>14 Feb 2023 1:44pm Guerin, Emily No change in status</p> <p>21 Mar 2023 2:16pm Guerin, Emily No change in status</p> <p>18 Apr 2023 2:09pm Guerin, Emily COMPLETE</p>			

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/04/2018	Mason, Michael Nankivell, Jay	Reports	COMPULSORY ACQUISITION OF WARNOCK GOSSAN STREET ROAD RESERVE
Resolved:			
<p>1. That Broken Hill City Council Report No. 59/18 dated April 6, 2018, be received.</p> <p>2. That Council make an application to the Minister and Governor for approval to acquire the sections of Warnock and Gossan Street traversing Crown Land in Lot 7469 in Deposited Plan 1182254, under Section 177 of the <i>Roads Act 1993</i> and Section 186 of the <i>Local Government Act 1993</i>.</p> <p>3. That the acquisition be undertaken in accordance with the requirements of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i>.</p> <p>4. That upon acquisition, Council to undertake required actions to open the subject road by registration of a plan in accordance with Section 7 of the <i>Roads Act 1993</i>.</p>			
<p>16 May 2018 9:45am Bartlett, Leisa In progress.</p> <p>15 Aug 2018 3:32pm Bartlett, Leisa</p>			

For Action	Division: Ordinary Council	Date From: 1/04/2018
	Committee:	Date To: 19/04/2023
	Officer:	
Action Sheets Report	Further Report Required: Including Further Reports	Printed: Wednesday, 19 April 2023 11:26:23 AM

MPDC advised - OLG advised that the land is subject to a Native Title Claim and that compulsory acquisition cannot go ahead at this stage. Council is waiting for further advice from OLG.

11 Sep 2018 4:40pm Bartlett, Leisa

No change, awaiting advice from OLG.

09 Oct 2018 5:08pm Bartlett, Leisa

Awaiting OLG advice

13 Nov 2018 9:26am Bartlett, Leisa

Awaiting OLG advice due to Native Title.

06 Feb 2019 1:51pm Bartlett, Leisa

In discussions with Crown Lands regarding Native Title.

07 Mar 2019 1:55pm Bartlett, Leisa

No change, awaiting response from Crown Lands.

15 May 2019 10:41am Falkner, Georgina

Crown Lands have advised they have no objection to receiving Proposed Acquisition Notices. Investigating budget and Native Title prior to making application to OLG.

14 Jun 2019 3:27pm Bartlett, Leisa

no change in status

04 Jul 2019 1:51pm Bartlett, Leisa

no change in status

20 Aug 2019 3:39pm Misagh, Anthony

Acquisition is on hold and most likely will not be going ahead at this point. It holds native title and it is getting somewhat expensive.

17 Oct 2019 9:54am Bartlett, Leisa

Discussions being held with month with the Department of Crown Lands.

14 Nov 2019 4:35pm Bartlett, Leisa

Seeking legal advice from Council's Solicitors

12 Feb 2020 12:12pm Bartlett, Leisa

Legal advice received. Matter in progress.

07 Apr 2020 10:14am Bartlett, Leisa

11/03/2020 - Matter in progress.

08 Apr 2020 11:16am Bartlett, Leisa

In progress.

08 May 2020 11:58am Bartlett, Leisa

Matter in progress.

10 Jun 2020 2:35pm Bartlett, Leisa

Matter in progress.

15 Jul 2020 1:45pm Bartlett, Leisa

Matter in progress.

12 Aug 2020 9:41am Bartlett, Leisa

Matter in progress.

17 Sep 2020 3:05pm Bartlett, Leisa

Matter on hold until the Federation Way Acquisition is complete.

16 Oct 2020 8:42am Bartlett, Leisa

Matter on hold.

10 Nov 2020 4:11pm Bartlett, Leisa

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.

22 Jun 2022 11:03am Guerin, Emily

For Action	Division: Ordinary Council	Date From: 1/04/2018
Action Sheets Report	Committee:	Date To: 19/04/2023
	Officer:	
	Further Report Required: Including Further Reports	Printed: Wednesday, 19 April 2023 11:26:23 AM

No change in status
18 Jul 2022 3:05pm Guerin, Emily
 No change in status
24 Aug 2022 3:28pm Bartlett, Leisa
 No change in status.
07 Sep 2022 3:23pm Guerin, Emily - Reallocation
 Action reassigned to Mason, Michael by Guerin, Emily
20 Sep 2022 12:16pm Guerin, Emily
 No change in status.
18 Oct 2022 9:36am Guerin, Emily
 No change in status
16 Nov 2022 8:25am Guerin, Emily
 No change in status
17 Jan 2023 11:18am Guerin, Emily
 No change in status
13 Feb 2023 11:43am Guerin, Emily
 No change in status
21 Mar 2023 1:29pm Guerin, Emily
 No change in status
18 Apr 2023 11:19am Guerin, Emily
 No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 1/03/2023	Nu'man, Razija Nankivell, Jay	Health and Building Committee Reports	CORRESPONDENCE REPORT - CLASSIFICATION OF BROKEN HILL
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 24/23 dated February 2, 2023, be received. That reply correspondence from the Premier of NSW regarding Broken Hill's classification by the National Disability Insurance Scheme (NDIS) be received and noted. That reply correspondence from the Department of Health and Aged Care dated 1 February 2023 regarding Broken Hill's classification by the National Disability Insurance Scheme (NDIS) be received and noted. That reply correspondence from the Hon Mark Coulton dated 20 January 2023 regarding Broken Hill's classification by the National Disability Insurance Scheme (NDIS) be received and noted. That Council continues to advocate for the review of Broken Hill's classification by the National Disability Insurance Scheme (NDIS) and sends further correspondence to relevant Ministers as required. 			
CARRIED UNANIMOUSLY			
14 Mar 2023 3:10pm Guerin, Emily Letters drafted, will send letters after the NSW Government Election is held in March. 18 Apr 2023 2:21pm Guerin, Emily No change in status			

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Bartlett, Leisa Nankivell, Jay	Further Reports	CORRESPONDENCE REPORT - REVIEW OF COUNCILLOR MISCONDUCT FRAMEWORK
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 61/23 dated March 22, 2023, be received. That reply correspondence dated 22 March 2023 from the Deputy Secretary, Local Government Mr Brett Whitworth on behalf of the Minister for Local Government, the Hon Wendy Tuckerman MP, be received and noted. That Council's previous submission/correspondence to the then Minister for Local Government, The Hon Wendy Tuckerman MP, be forwarded to the newly elected Minister for Local Government. 			

For Action	Division: Ordinary Council	Date From: 1/04/2018
Action Sheets Report	Committee: Ordinary Council	Date To: 19/04/2023
	Officer: Including Further Reports	
	Further Report Required: Including Further Reports	
		Printed: Wednesday, 19 April 2023 11:26:23 AM

CARRIED UNANIMOUSLY

18 Apr 2023 2:34pm Guerin, Emily
Letters sent - COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/09/2022	Bartlett, Leisa Nankivell, Jay	Further Reports	CORRESPONDENCE REPORT - WENTWORTH TO BROKEN HILL PIPELINE SUBSIDY

Resolved

1. That Broken Hill City Council Report No. 210/22 dated September 5, 2022, be received.
2. That reply correspondence from The Hon Kevin Anderson MP, Minister for Lands and Water dated 30 August 2022 advising that the NSW Government will continue paying the subsidy to cover the regulated costs of the Broken Hill pipeline throughout IPART's 2023-2026 price determination period.
3. That Council invites the Minister for Lands and Water and Shadow Minister for Lands and Water along with all State Election candidates to attend a future Council Meeting to address Council on the matter of a permanent government subsidy for the construction and maintenance costs of the Wentworth to Broken Hill pipeline.

CARRIED UNANIMOUSLY

17 Oct 2022 2:55pm Bartlett, Leisa

Letters of invitation sent to Minister and Shadow Minister. Letters of invitation to be sent to State Election candidates once their details are uploaded to the NSW Electoral Commission website.

Meeting	Officer/Director	Section	Subject
Ordinary Council 12/01/2022	Nankivell, Jay Nankivell, Jay	Council Resolution	Council Resolution

Resolved

1. That the Mayoral Minute 2/22 dated the 12/01/22 be received.
2. That an Ordinary Council Meeting be held on the 27/01/2022 at 6.30pm.
3. That a workshop be held on Wednesday 19/01/2022 at 5.30pm to organise amendments to Council's Code of Meeting Practice, so that the public forum will be part of Councils Ordinary and Extraordinary Meetings. Other amendments to the Code of Meeting Practice will also be made, that the amendments discussed will be put in a draft form for adoption at the January Council Meeting on Thursday 27/01/2022.
4. That Council immediately advertises for community groups interested in hosting public meetings to discuss Council matters. The public meetings will be held monthly and business forums bi-monthly; that a report will be presented to the February 2022 meeting of Council about potential arrangements for public meetings.
5. That at the February 2022 meeting of Council, Councillors are to be presented with the required policies, with amendments included, that will allow for cash payments to be accepted at all Council operated facilities.
6. That a workshop will be held to discuss amendments to the following policies, The Code of Conduct, Compliance and Enforcement Policy, Debt Recovery Policy, Local Orders Policy, Media Relations Policy, Social Media Policy and Tree Management Policy.

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7. That all expenditure, plans and actions related to the development of the Council's Library hub be abandoned and that the General Manager be invited to present a report to the Council Meeting on 27/1/2022 outlining the use of federal grant money for a purpose built archive that is located in the proposed position of the Library hub. The report will include staffing requirements.
8. That the General Manager be invited to advertise for expressions of interest for a community group to facilitate the removal and replacement of the gateway signage, that Councillors are presented with a report at the February 2022 Council Meeting detailing the cost of replacing one of the gateway signs with a sign chosen by Deanna Spicer from her designs.
9. That the General Manager be invited to provide a report to Council with options on how to manage a complaints committee that is operated locally, the committee will deal with disputed fines and disputed orders.
10. That the General Manager be invited to provide a report to March 2022 Ordinary Council Meeting that details the structure and operations of the former 355 committee known as "The Regional Tourism Association" with a view to re-establish the committee. The goal of the committee will be to market tourism and encourage migration to the city.
11. That the General Manager be invited to provide a report to Council detailing the requirements for dedicated full time Council employed staff to maintain footpaths and nature strips.
12. That the over \$6M collected from waste disposal from the Wentworth to Broken Hill pipeline is removed from the Library hub project reserve and placed into a general projects reserve.
13. That Council forms a 355 committee that deals with all matters that affect our senior citizens and that the formation of the committee is to be advertised to the community for membership and expressions of interest.
14. That Council forms a 355 committee that has the role to bring projects and services to the city that benefit young children, teenage children and young adults and that the formation of the committee will be advertised and expressions sought.
15. That the General Manager be invited to provide a report to Council detailing what amendments need to be made to the constitutions of all Council 355 committees as to provide more autonomy to the committees to operate and manage Council facilities.
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.
17. That options to increase street lighting be referred to the Policy and General committee.
18. That the General Manager be invited to immediately advertise for expression of interest from the community to form a working party to provide Council with advice on projects that Council undertakes, with a view to reduce the Council's reliance on consultants.

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19. That the General Manager be invited to hold a workshop to explain to Councillors how line budgets will be implemented for the 2022/23 budget.
20. That the Mayor be invited to host a meeting with the Local State Member Roy Butler and the Local Federal Member Mark Coulton and that John Lynch, and a representative from the RFDS are invited to discuss proposals and options for an airport upgrade and options.
21. That options to increase childcare be referred to the Policy and General committee.
22. That the Works committee discuss and provide options for the removal of residential waste gate charges, this will also apply to commercial businesses that are disposing of residential rubbish, the committee will also discuss greenwaste and other recycling options. Any findings will be discussed at a number of public meetings.
23. That the General Manager be invited to provide the Council with a report detailing the legal expenditure to defend against the Ombudsman's report into the Occupation Certificate and Civic Centre usage. The report will detail any decision to expend funds to mount such defence. This report will be provided to the February 2022 meeting.
24. That the General Manager be invited to hold a workshop on 24/01/2022 at 5.30 pm to provide Councillors with all reports and information pertaining to the Civic Centre litigation.
25. That the Policy and General committee consider proposals to reduce commercial and industrial rates and to make residential rates more equitable.
26. That the General Manager be invited to advertise for expressions of interest to paint murals and provide other street art and that a report be provided at the January 27th 2022 meeting explaining why the proposed mural in Argent Street from the Country Women's Association was rejected and options to invite them to resubmit their application.
27. 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.
28. That the Mayor be invited to send correspondence to the Local State Member Roy Butler asking that he make representations to the State Government on behalf of the Broken Hill community to have a permanent Wentworth pipeline subsidy implemented. That the State Member be asked to facilitate a meeting with the appropriate Minister to meet with himself and the Mayor to discuss the subsidy.
29. That the General Manager be invited to provide Council with a report at the on the progress of the Netball, Norm Fox redevelopment and a tour is organised for Councillors to see all Council parks, ovals and sporting facilities.
30. That the General Manager be invited to organise a meeting with IPART and Essential Energy to discuss options to increase water usage at a lower cost so that the city can be greened.
31. That the Mayor be invited to send correspondence to the Local Member Roy Butler to ask him to organise a meeting with the appropriate Ministers to discuss the management of the Menindee Lakes and the Darling River.

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<p>32. That General Manager be invited to immediately advertise for expressions of interest from the community to remove dead trees.</p> <p>33. That the Works committee investigate options to plant different tree species that are asset friendly and fast growing.</p> <p>34. That the General Manager be invited to provide Councillors with a report on options to address the issues of roaming dogs and cats. That a meeting be organised of the committee that was formed to address this issue and the findings referred to the Policy and General committee.</p> <p>35. That the General Manager be invited to provide a report about the process to get funding for a mining, truck, car and motorbike museums. The report will include previous reports on the matters and the offer made by Perilya a number of years ago about mining assets.</p> <p>36. That the General Manager advertise for expressions of interest to form a working group to address the homeless issue, drug and alcohol use and suicide prevention.</p> <p>37. That the General Manager be invited to provide a report to Council detailing options to facilitate a truck wash and truck stop.</p> <p>38. That the General Manager be invited to provide a report to the January meeting about any positions in the employee structure that remain unfilled and the expense to date for wages compared to the budgeted amount. Also the expected wage amount to year end with only the current positions filled.</p> <p>39. That the General Manager be invited to contact the appropriate Aboriginal organisations to facilitate communication for the purpose of establishing a green space at the rear of Creedon Street.</p> <p>40. That the General Manager provides a report to the January 27 2022 Ordinary Council Meeting outlining timelines for the implementation of the resolutions of Mayoral Minute No. 2/22.</p> <p>CARRIED</p>		
21 Jan 2022 5:25pm Bartlett, Leisa		

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<p>2. - COMPLETE, 3. - COMPLETE, Draft for public exhibition presented to the January Council Meeting., 4. - Report to be presented to the February Council Meeting., 5. - Report to be presented to the February Ordinary Council Meeting, 6. - Workshops to be scheduled during February to enable consideration of amended policies at the March Committee meetings., 7. - Report presented to the January Council Meeting., 8. - Report to be presented to the February Council Meeting., 9. - Report to be presented to the March Policy & General Committee Meeting., 10. - Report to be presented to the March Ordinary Council Meeting, 11. - Workshops to be held with Council through the development of the 2022/23 Operational Plan and Resourcing Strategy, with a report provided to the April 2022 Policy & General Committee., 12. - Internal transfer of reserves has been completed. An updated internal reserve table will be presented as part of the December Quarterly Review Report., 13. - A workshop will be held with Councillors in March to formulate a TOR for presentation to the March Committee Meetings., 14. - A workshop will be held with Councillors in March to formulate a TOR for presentation to the March Committee Meetings., 15. - Report to be presented to the March Works Committee meeting., 16. - Site visit being arranged with Essential Water for the week commencing 31 January 2022., 17 - Options to be presented at the April Works Committee meeting., 18. - Projects Steering Group Terms of Reference to be formulated and presented to the February Ordinary Council Meeting., 19. - Workshops to be held during March 2022 as part of the 2022/23 budget process., 20. - Meeting to be scheduled for February 2022., 21. - Further consultation with Foundation Broken Hill is recommended during February 2022 with options for Council support to be presented to the March Health and Building Committee Meeting., 22. - to occur during March 2022 as part of the 2022/23 budget process., 23. - Report to be presented to the February Council Meeting., 24. - Workshop held on 24 January 2022., 25. - to occur during March 2022 as part of the 2022/23 budget process., 26. - Report presented at this Council Meeting. EOI for murals and street art in accordance with Council's Public Art Policy to be advertised in February 2022., 27. - This will be workshopped with Council through the development of the 2022/23 Operational Plan and Resourcing Strategy, with a report provided to the April Policy and General Committee meeting., 28. - Letter being drafted., 29. - Report presented to January Council Meeting with site visits and further workshops scheduled for February., 30. - Meeting to be organised for February 2022., 31. - Letter being drafted., 32. - EOI to be advertised during February 2022 following the results of the tree audit to identify high priority areas of removal in the first instance., 33. - Tree Management Policy and Tree Management Plan to be workshopped with Councillors during February 2022 for presentation to the March Works Committee Meeting., 34. - Report will be provided to Councillors in March 2022, following the commencement of Council's recently appointed Executive Manager Planning and Community Safety., 35. - Priority projects and funding to be discussed and workshopped as part of the development of the 2022/23 Operational Plan and Resourcing Strategy., 36. - Working Groups Terms of Reference to be developed in consultation with the appropriate stakeholders and presented to the April Health and Building Committee Meeting., 37. - Report to be presented to the February Council Meeting for further consideration to occur as part of the 2022/23 budget process., 38. - Report presented to the January Council Meeting - COMPLETE, 39. - Contact and further investigation to occur during February 2022 when appropriate Officers return from leave., 40. - Report presented to January Council Meeting - COMPLETE</p> <p>11 Feb 2022 5:02pm Bartlett, Leisa 2 - COMPLETE, 3 - Code of Meeting Practice Policy placed on public exhibition-COMplete, 4 - Report prepared to February Council Meeting regarding Business Meetings, 5 - Report prepared to February Council Meeting - COMPLETE, 6 - Workshops scheduled for 7&9 March 2022, 7 - Report presented to 27/01/22 Council Meeting - COMPLETE, 8 - Report presented to February Council Meeting tracking of further action will continue with that report resolution - COMPLETE, 9 - Report to be presented to March Policy and General Committee Meeting, 10 - Report prepared for February Council Meeting and tracking of further action will continue with that report resolution - COMPLETE, 11 - to be included in Budget Workshops with a report to April Policy & General Committee, 12 - Funds moved, adjustments to be made in Quarter 3 budget review report, 13&14 Report to February Council Meeting and tracking of further action will continue with that report-COMplete, 15 - Report to be presented to March Works Committee, 16 - Site visit has been held, 17 - Report to be presented to April Works Committee, 18 - Report to February Council Meeting and tracking of further action will continue with that report resolution - COMPLETE, 19 - Budget workshops to be held in March, 20 - Meeting scheduled for 21/02/22, 21. Meeting being scheduled with Foundation Broken Hill, 22 - To be discussed during Budget workshops in March, 23 - Report prepared for February Council Meeting - COMPLETE, 24 - Councillor Briefing has been held - COMPLETE, 25 - To be included in Budget workshops in March, 26 - Report presented to February Council Meeting and advertising to occur in February, 27 - To be workshopped with Operational Plan 2022/23 and a report to the April Policy & General Committee, 28 - Draft Letter with Mayor for signature, 29 - Report was presented to 27 January Council Meeting, site visit scheduled for 25/2/22, 30 - Meeting being scheduled, 31 - Draft Letter with Mayor for signature, 32 - EOI to be advertised following completion of the Tree Audit, 33 - Policy workshop being scheduled, 34 - Report to be presented to March Policy and General Committee, 35 - To be included in Operational Plan 2022/23 workshop, 36 - Report prepared to February Council Meeting, 37 - Report prepared to February Council Meeting and further tracking will be included with resolution of new report - COMPLETE, 38 - Report presented to 27 January Council Meeting - COMPLETE, 39 - Report prepared to February Council Meeting and further tracking will be included with the resolution of the new report - COMPLETE, 40 - Report presented to 27 January Council Meeting - COMPLETE</p> <p>23 Mar 2022 3:05pm Bartlett, Leisa 2-COMplete, 3-COMplete, 4-report regarding public meetings to be presented to Council, 5-COMplete, 6- Code of Conduct, Media Relations Policy and Social Media Policy have been workshopped, Workshops to be arranged for the Compliance & Enforcement Policy, Debt Recovery Policy, Local Orders Policy and Tree Management Policy, 7-COMplete, 8-COMplete, 9-Report to be presented to Council following the Policy Workshop on the Local Orders Policy, 10-COMplete, 11- report to be presented to the April Policy & General Committee following the budget workshop, 12-adjustments made in quarter 3 budget review report-COMplete, 13&14-COMplete, 15-report presented to March Policy and General Committee-COMplete, 16-Site visit held and investigations ongoing, 17-report to be presented to April Works Committee, 18-COMplete, 19-Budget workshops to be held in March, 20-Meeting held COMPLETE, 21-Report presented to March Health and Building Committee-COMplete, 22-to be discussed at budget workshops in March, 23-COMplete, 24- COMPLETE, 25-to be discussed at budget workshops in March, 26-included in Public Art Policy Workshop held on 10 March and policy updated as per resolution-COMplete, 27-to be workshopped with operational plan and a report to April Policy & General Committee, 28-letter sent-COMplete, 29-Site visit scheduled-COMplete, 30-meeting being scheduled, 31-letter sent-COMplete, 32-EOI to be advertised following completion of the tree audit, 33-Policy workshop being scheduled, 34-report to be presented to Council, 35- to be included in operational plan workshop, 36-interagency group formed-COMplete, 37-COMplete, 38-COMplete, 39-COMplete, 40-COMplete</p> <p>13 Apr 2022 2:40pm Bartlett, Leisa</p>				

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2-COMplete, 3-COMplete, 4-Public Forums introduced to Council Meetings and Foundation Broken Hill to commence community meetings, Business Forums already being held-COMplete, 5-COMplete, 6-Councillor Workshop to consider the remaining policies scheduled for 10 May 2022-COMplete, 7-COMplete, 8-COMplete, 9-To be considered at Councillor Workshop on 10 May 2022-COMplete, 10-COMplete, 11-Report to be provided following the Councillor Budget Workshop, 12-COMplete, 13-COMplete, 14-COMplete, 15-COMplete, 16-Councillor Briefing by Landcare scheduled for 28/4/22 regarding the Imperial Lakes Nature Park Project-COMplete, 17-Report to be presented to Council following the Councillor Budget Workshop scheduled for 26/4/22, 18-COMplete, 19-part of full-day Councillor Budget Workshop scheduled for 26/4/22-COMplete, 20-COMplete, 21-COMplete, 22-to be considered at an Extraordinary Council Meeting along with the 2022/23 budget-COMplete, 23-COMplete, 24-COMplete, 25-included in Councillor Budget Workshop and will be included in budget report to Extraordinary Council Meeting-COMplete, 26-COMplete, 27-To be considered at an Extraordinary Council Meeting along with the budget report-COMplete, 28-COMplete, 29-COMplete, 30-meeting to be scheduled, 31-COMplete, 32-EOI to be advertised following completion of the Tree Audit, 33-Tree Management Policy currently being reviewed and provided to Council Meeting, 34 report to be presented to Council, 35-to be included in Councillor Budget Workshop scheduled for 26/4/22-COMplete, 36-COMplete, 37-COMplete, 38-COMplete, 39-COMplete, 40-COMplete

19 May 2022 11:38am Bartlett, Leisa

6-Councillor Workshop to consider the remaining policies re-scheduled for 15 June 2022-COMplete, 9- Councillor Workshop scheduled for 15 June 2022-COMplete, 17-Report to be presented to Council following the adoption of the Budget in May 2022, 1, 30-meeting to be scheduled, 32-EOI to be advertised following completion of the Tree Audit, 33-Tree Management Policy currently being reviewed and provided to Council Meeting, 34 report to be presented to Council

15 Jun 2022 1:28pm Nankivell, Jay - Completion

Action completed by Bartlett, Leisa

22 Jun 2022 10:26am Guerin, Emily

17. No change in status. 30. Representatives of the Broken Hill City Council will attend a public hearing for the Essential Water and WaterNSW Pipeline reviews in September 2022 (date TBC). 32- EOI to be advertised following completion of the Tree Audit, 33 - No change in status 34. Nominations for Working Group closed 17/6/22. Community Members to be determined by General Manager. First meeting will be held in due course.

19 Jul 2022 9:48am Guerin, Emily

17. No change in status. 30. Council briefing has been organised for Councillors to review IPART draft report into the review of Water NSW prices for thed Murray River to Broken Hill pipeline, being held Tuesday, 9 August 2022. 32. No change in status. 33. No change in status. 34. Community Representatives appointed by General Manager, welcome letters sent to Committee Members beginning of July. First meeting date TBC.

24 Aug 2022 3:34pm Bartlett, Leisa

17. Quotations for street lighting assessment have been received and are currently being evaluated. 30. - COMplete, 32. Advertising to occur in September, conversations iwht suppliers held in August. 33 - COMplete, 34 - First meeting of the Working Group to be arranged.

24 Aug 2022 3:56pm Butcher, Lacey

17. No change in status 30. Complete 32. Advertising to occur in September, Conversations held ith suppliers in August. 33 Complete. 34 Complete.

19 Sep 2022 1:18pm Guerin, Emily

17. Contractors awarded, awaiting works schedule. 32. No change in status

20 Oct 2022 1:07pm Guerin, Emily

17. No change in status 32. No change in status

21 Nov 2022 2:05pm Guerin, Emily

17. No change in status 32. No change in status

13 Dec 2022 11:55am Guerin, Emily

17. No change in status 32.No change in status

16 Jan 2023 2:25pm Guerin, Emily

17. No change in status 32. No change in status

13 Feb 2023 11:47am Guerin, Emily

17. No change in status 32. No change in status

22 Mar 2023 11:54am Guerin, Emily

17. No change in status 32. No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/04/2022	Andrews, Anne Nankivell, Jay	Council Resolution	Council Resolution
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			
13 May 2022 4:19pm Bartlett, Leisa			

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Letters of appreciation have been sent to event organisers and volunteers for their assistance with the conduct of the 2022 Broken Hill Heritage Festival. Funding for a Heritage Festival Curator being investigated with State Government.

20 Jun 2022 12:40pm Guerin, Emily

Monitoring for funding opportunities

18 Jul 2022 2:00pm Guerin, Emily

No change in status

20 Sep 2022 11:18am Guerin, Emily

Ongoing

21 Nov 2022 2:47pm Guerin, Emily

Ongoing

06 Dec 2022 12:59pm Andrews, Anne

Ongoing

12 Jan 2023 4:31pm Butcher, Lacey

Ongoing

15 Feb 2023 9:19am Guerin, Emily

No change in status

15 Mar 2023 9:03am Andrews, Anne

Ongoing

19 Apr 2023 9:48am Guerin, Emily

Part of ongoing funding advocacy - COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Howard, Codie Nankivell, Jay	Mayoral Minute	CRYSTAL STREET LONDON PLANE TREE PLANTING REQUEST
Resolved			
<ol style="list-style-type: none"> That Mayoral Minute No. 4/23 dated March 21, 2023, be received. That Council approves the planting proposal of London Plane trees (<i>Platanus xacerifolia</i>) in the nature strip of Crystal Street from Iodide Street to Oxide Street. The London Plane trees (<i>Platanus xacerifolia</i>) are to be planted 2.5 metres from any infrastructure, including services, buildings and kerb and gutters, and 5 metres from each other tree being planted. That the number of trees and exact location of plantings to be determined on site by Council's Arborist, in conjunction with Parks and Open Spaces Coordinator and Fabtec Advanced steel Fabrication owner and Director. 			
			CARRIED
19 Apr 2023 11:22am Guerin, Emily Item now being completed through consultation between both Fabtec Advanced Steel Fabrication and Council's Parks and Open Spaces team. No further action - Completed.			

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Bartlett, Leisa Nankivell, Jay	Policy And General Reports	DELEGATION OF FUNCTIONS - TEMPORARY TRAFFIC MANAGEMENT AND TEMPORARY PEDESTRIAN WORKS DELEGATION AND AUTHORISATION TO COUNCIL FROM TRANSPORT FOR NSW
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 46/23 dated March 8, 2023, be received. That correspondence from Mr Rob Sharp, Secretary of Transport for NSW dated 24 February 2023 advising of the delegation of a Temporary Delegation to all NSW Councils for Traffic Management and Temporary Pedestrian Works, be received and noted. That, as per <i>Section 377 of the Local Government Act 1993</i>, Council authorises Transport for NSW's Delegation and Authorisation – Traffic Management and Pedestrian Works Temporary Delegation and Authorisation to Councils under the <i>Roads Act 1993</i> and <i>Road Transport Act 2013</i> to be delegated to Council's General Manager, 			

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Mr Jay Nankivell, to be in force until the expiry date of 30 June 2026 (unless revised or revoked earlier by Transport for NSW).

- That, as per *Sections 377 and 378 of the Local Government Act 1993*, Council authorises the General Manager to sub-delegate instruments of sub-delegation of authority for the Traffic Management and Pedestrian Works Temporary Delegation and Authorisation to the relevant Council Officer/s, to be in force until the expiry date of 30 June 2026 (unless revised or revoked earlier by Transport for NSW).
- That Council's resolution along with a copy of the Delegation and Authorisation from Transport for NSW be forwarded to the Broken Hill Local Traffic Committee for noting.

CARRIED UNANIMOUSLY

18 Apr 2023 2:34pm Guerin, Emily
Delegations completed

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Nu'man, Razija Nankivell, Jay	Further Reports	DISABILITY INCLUSION ACTION PLAN 2022-2026 - KEY PERFORMANCE INDICATORS PROGRESS REPORT FOR PERIOD ENDING 31 DECEMBER 2022
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 57/23 dated March 16, 2023, be received. That Council note the Disability Inclusion Action Plan 2022-2026 –Key Performance Indicators Progress Report for the reporting period ending 31 December 2022. That the Disability Inclusion Action Plan 2022-2026 – Key Performance Indicators Progress Report for the reporting period ending 31 December 2022 be placed on Council's website. That Council sends correspondence to the relevant Minister and the NSW Electoral Commissioner raising concerns that the locations used as polling places in Broken Hill do not have adequate disabled parking spaces; and suggesting that future government contracts for the provision of election services include the requirement for disabled parking spaces to be made available adjacent to polling places in Broken Hill. 			
CARRIED UNANIMOUSLY			
04 Apr 2023 2:42pm Brealey, Jodie DIAP progress report uploaded to website. Letter to Electoral Commission and Minister being drafted			

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Bartlett, Leisa Nankivell, Jay	Policy And General Reports	DRAFT BROKEN HILL LIVEABILITY STRATEGY FOR PUBLIC EXHIBITION
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 51/23 dated February 17, 2023, be received. That Council endorse the Draft Broken Hill Liveability Strategy for the purpose of public exhibition. That the Draft Broken Hill Liveability Strategy be exhibited for public comment for a period of 28 days. That a report be presented to Council at the conclusion of the public exhibition period, detailing submissions and any recommended amendments arising, with a view to adopt the Draft Broken Hill Liveability Strategy 2043. 			
CARRIED UNANIMOUSLY			

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06 Apr 2023 3:55pm Bartlett, Leisa

Draft Broken Hill Liveability Strategy is on public exhibition until 30 April 2023. A further report will be presented to Council for adoption at the May Council Meeting., COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Bartlett, Leisa Nankivell, Jay	Works Committee Reports	DRAFT TERMS OF REFERENCE - FRUIT FLY CONTROL AWARENESS WORKING GROUP
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 41/23 dated March 3, 2023, be received. That the Terms of Reference of the Fruit Fly Control Awareness Working Group be adopted. That Council notes that Councillor Page has been appointed as Chairperson of the Fruit Fly Control Awareness Working Group as per Minute No. 47112. That, at the March Council Meeting, Council appoints two Councillor representatives to the Working Group. That advertising commences immediately to call for nominations from members of the community to fill the community representative positions; and the General Manager be delegated authority to appoint such members. That an invitation be sent to Landcare Broken Hill, Western Local Land Services Broken Hill and the Department of Primary Industries Dubbo to nominate representatives to join the Working Group. That the inaugural meeting of the Working Group be held late April/early May 2023 following the appointment of the community representatives. 			
CARRIED UNANIMOUSLY			
Resolved			
That Councillors Chandler and Gallagher be appointed as Councillor representatives to the Fruit Fly Control Awareness Working Group.			
CARRIED UNANIMOUSLY			
06 Apr 2023 3:52pm Bartlett, Leisa			
Nominations open for community representatives until 21/4/23. The General Manager will appointment of community representatives as per the adopted Terms of Reference. Letters sent to the 3 organisations inviting them to join the Working Group. The inaugural meeting is planned to be held late April/early May.			
18 Apr 2023 2:33pm Guerin, Emily			
Applications close on 21/04/2023 - COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Andrews, Anne Nankivell, Jay	Policy And General Reports	ESTABLISHMENT BROKEN HILL TOURISM ORGANISATION
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 49/23 dated February 16, 2023, be received. That the General Manager develop a proposal and business case to establish a member based not-for-profit company limited by guarantee for the purposes of a tourism organisation. That the proposal, including associated documentation required by the Office of Local Government, deliverables, and proposed budget, be presented to Council for consideration prior to being submitted to the Minister via the Office for Local Government as required under Section 358 of the <i>Local Government Act 1993</i>. 			

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CARRIED UNANIMOUSLY

19 Apr 2023 9:49am Guerin, Emily
Proposal being drafted

Meeting	Officer/Director	Section	Subject
Ordinary Council 1/03/2023	Bartlett, Leisa Nankivell, Jay	Mayoral Minute	FUNDING FOR A BARIATRIC AMBULANCE FOR BROKEN HILL
Resolved			
That Council writes to the relevant Ministers and Shadow Ministers seeking funding support for a bariatric ambulance for the Broken Hill Ambulance Service.			
CARRIED UNANIMOUSLY			
14 Mar 2023 3:11pm Guerin, Emily Letters drafted, will send letters after the NSW Government Election is held in March.			
18 Apr 2023 2:33pm Guerin, Emily Letters sent - COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Nu'man, Razija Nankivell, Jay	Health and Building Committee Reports	GAARA ARTS INC - MEMORANDUM OF UNDERSTANDING
Resolved			
1. That Broken Hill City Council Report No. 44/23 dated February 14, 2023, be received.			
2. That Council enter into a Memorandum of Understanding with GARRA Arts Inc permitting exhibitions in 2024, 2026 and 2028.			
3. That Council resolve the term of the Memorandum of Understanding with GAARA Arts to remain in effect until 31 December 2028.			
CARRIED UNANIMOUSLY			
06 Apr 2023 3:47pm Bartlett, Leisa MOU sent to GAARA Arts for signing.			

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/10/2022	Nu'man, Razija Nankivell, Jay	Health and Building Committee Reports	GREEN SPACE CREEDON STREET
Resolved			
1. That Broken Hill City Council Report No. 228/22 dated September 14, 2022, be received.			
2. That Council advocates for the development of a green recreational space at 119 Creedon Street.			
3. That Council advocates for a second recreational space at Creedon Street that would accommodate various recreational, sporting and 'community shed' infrastructure.			
CARRIED UNANIMOUSLY			
22 Nov 2022 10:58am Guerin, Emily No response from Department of Housing and Land yet.			
06 Dec 2022 2:50pm Guerin, Emily No response from Dept of Housing and Land after letter sent on 14 November 2022. Preliminary consultation has begun with Aboriginal Affairs staff. A meeting with Traditional Owners, Aboriginal Affairs staff and Aboriginal Community Controlled organisations to discuss the project at 119 Creedon Street, will be scheduled for January 2023.			

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12 Jan 2023 9:37am Johansson, Anne

No response from the NSW Housing and Lands department regarding the unused site at 119 Creedon Street, which was identified as the preferred site for an initial green space/park by the residents during consultation. A meeting has been called for Wednesday 18th January for Aboriginal Affairs staff, traditional owners and Aboriginal Community Controlled Organisations to discuss next steps.

06 Feb 2023 11:52am Devlin, Dionne

Meeting held with Aboriginal Affairs and NSW Land Council on 18th January 2023 and decision made to create a short summary of the proposed project for distribution to Aboriginal Community Controlled Organisations who may be able to access funding to realise the project. A meeting is scheduled with the Broken Hill Local Land Council on Tuesday 7th February 2023.

21 Mar 2023 2:46pm Guerin, Emily

The outcome of the recent meeting with Aboriginal Affairs and the NSW LALC was to create a short summary of the Green Space project and distribute it to Aboriginal Community Controlled Organisations. The summary makes it clear that Council is not establishing nor maintaining a green space in Creedon Street, but a community response is required to make this space a reality. The project summary was distributed 7th February. The Broken Hill LALC board are already positively considering their role in the project, the Wilyakali Traditional Owners are in favour of the project and the Aboriginal Officer from TAFE has rung to offer that TAFE run a course in construction for Aboriginal participants to use this project as their training. They would be fully supervised and the only cost to the lead organisation would be materials.

18 Apr 2023 1:54pm Nu'man, Razija

Project now in hands of Aboriginal agencies. Council involvement completed.

Meeting	Officer/Director	Section	Subject
Ordinary Council 21/12/2022	Howard, Codie Nankivell, Jay	Works Committee Reports	GYPSUM STREET TREE HEALTH ARBORIST REPORT
Resolved			
1. That Broken Hill City Council Report No. 280/22 dated December 6, 2022, be received.			
2. That Council approve the removal and replacement of five (5) street trees located in Gypsum Street due to tree health concerns.			
CARRIED UNANIMOUSLY			
16 Jan 2023 2:21pm Guerin, Emily			
Work has been referred to Parks and Open Spaces Team, removal planned for late January to early February			
13 Feb 2023 2:12pm Guerin, Emily			
2x trees at 111 & 117 Gypsum Street have been removed. x3 trees at 59 Gypsum Street are waiting on Essential Energy to cut clearances before work can be carried out.			
23 Mar 2023 9:46am Guerin, Emily			
Remaining trees are waiting on Essential Energy to cut clearances for Council staff to continue removing.			
19 Apr 2023 11:22am Guerin, Emily			
No change in status			

Meeting	Officer/Director	Section	Subject
Ordinary Council 24/01/2023	Nankivell, Jay Nankivell, Jay	Confidential Matters	LAND ACQUISITION
Resolved			
1. That Broken Hill City Council Report No. 15/23 dated January 18, 2023, be received.			
2. That Council authorise and delegate to the General Manager to pursue the purchase of 'the subject' land via either private treaty or at the upcoming Sale of Land for Unpaid Rates Auction to be held on 15 & 16 February 2023.			
3. That the General Manager be delegated authority to increase Council's purchase bid by up to 50% in order to secure the purchase of 'the subject' land via either private treaty or at the upcoming Sale of Land for Unpaid Rates Auction to be held on 15 & 16 February 2023.			
3. That Council authorise the General Manager to engage a consultant to develop and prepare a feasibility study, preliminary concept designs and a business case for the development of multi-story residential apartment buildings on 'the subject land' specifically for the accommodation of key workers in the City.			

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4. That following initial discussions with Ministers and key stakeholders within NSW Government, the General Manager proceeds with formal negotiations to secure a Memorandum of Understanding and Partnership Agreement for the development of key worker housing apartments.

CARRIED UNANIMOUSLY

14 Feb 2023 1:44pm Guerin, Emily
Contract for sale signed awaiting settlement
18 Apr 2023 2:32pm Guerin, Emily
No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 23/02/2022	Nankivell, Jay Nankivell, Jay	Confidential Matters	LEGAL EXPENDITURE - CIVIC CENTRE OMBUDSMAN'S REPORT
<u>Resolved</u>			
1. That Broken Hill City Council Report No. 54/22 dated February 15, 2022, be received.			
2. That the General Manager be invited to contact the Auditor General to investigate the legality of the expenditure to defend the Ombudsman's report in the absence of Council's approval to do so.			
CARRIED UNANIMOUSLY			
24 Mar 2022 5:35pm Bartlett, Leisa Communication initiated with the Audit Office to commence the investigation and the best course of action.			
19 May 2022 11:47am Bartlett, Leisa No change in status.			
20 Jul 2022 4:05pm Guerin, Emily No change in status			
24 Aug 2022 4:05pm Butcher, Lacey Awaiting advice from Audit Office			
19 Sep 2022 11:32am Guerin, Emily No change in status			
21 Nov 2022 2:29pm Guerin, Emily No change in status			
07 Dec 2022 9:37am Guerin, Emily Ongoing			
17 Jan 2023 11:22am Guerin, Emily Nothing further			
14 Feb 2023 1:43pm Guerin, Emily Ongoing			
21 Mar 2023 1:50pm Guerin, Emily Ongoing			
18 Apr 2023 2:09pm Guerin, Emily Ongoing			

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Brown, Simon Nankivell, Jay	General Business	MATTER OF URGENCY - COUNCIL CHAMBERS BUILDING
<u>Resolved</u>			
That handrails be considered as part of the 2023/24 budget for the steps to the public galleries in the Council Chambers building to assist members of the public when attending Council Meetings.			
CARRIED UNANIMOUSLY			
18 Apr 2023 10:34am Guerin, Emily To be considered as part of budget workshops held in May			

For Action	Division: Ordinary Council	Date From: 1/04/2018
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Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Bartlett, Leisa Nankivell, Jay	General Business	MATTER OF URGENCY - DEPARTMENT OF CROWN LANDS LINE OF LODE CAFE
Resolved			
That Council writes to the Department of Crown Lands and relevant Minister expressing Council's concerns regarding the functionality of the newly refurbished Line of Lode Café precinct in Broken Hill, and that the correspondence urges the Department of Crown Lands to rectify these functionality issues in order to attract a tenant as the Line of Lode precinct and Miners Memorial are major tourist attractions in the City.			
CARRIED UNANIMOUSLY			
06 Apr 2023 3:56pm Bartlett, Leisa Letter sent - COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 1/03/2023	Brown, Simon Nankivell, Jay	Policy And General Reports	MATTER OF URGENCY - VALUER GENERAL'S LAND VALUATIONS FOR PROPERTIES IN THE CITY
Resolved			
1. That General Business No. /23 dated February 16, 2023, be received.			
2. That correspondence be sent to the Valuer General's Office, Roy Butler MP, the appropriate Minister and Shadow Minister objecting to the City's latest valuations and pointing out the grave mistakes made and the implications the inconsistencies will cause to rate disparity.			
3. That the General Manager provides a report to the February Council Meeting regarding rates disparity across the City.			
CARRIED UNANIMOUSLY			
15 Mar 2023 3:59pm Guerin, Emily Letters drafted, to be sent after the NSW State Election in March. 19 Apr 2023 11:46am Guerin, Emily Letters sent - COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Bartlett, Leisa Nankivell, Jay	Mayoral Minute	MENINDEE LAKES FISH KILLS
Resolved			
1. That Mayoral Minute No. 5/23 dated March 29, 2023, be received.			
2. That Council sends correspondence to the State and Federal Water Ministers and Shadow Ministers, MP Roy Butler and MP Mark Coulton asking for action and acknowledgment of fish kills in and around Menindee Lake, that is a result of eutrophication of water bodies caused by excess phosphorus and nitrogen likely from runoff from irrigation; and that the correspondence also raises Council's concerns regarding the volume of water currently being released from Lake Menindee in a bid to re-oxygenate the water and mitigate further mass fish kills in the Menindee Lakes System.			
3. That Council notes excess nitrogen and phosphorus can be washed from farm fields and into waterways during rain events and can also leach through the soil and into groundwater over time. High levels of nitrogen and phosphorus can cause eutrophication of water bodies. Eutrophication can lead to hypoxia ("dead zones"), causing fish kills and a decrease in aquatic life. Excess nutrients can cause harmful algal blooms in freshwater systems, which not only disrupt wildlife but can also produce toxins harmful to humans. Farmers apply nutrients on their			

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fields in the form of chemical fertilisers and animal manure, which provide crops with the nitrogen and phosphorus necessary to grow and produce our food or fibre. However, when nitrogen and phosphorus are not fully utilised by the growing plants, they can be lost from the farm fields and negatively impact downstream water quality.

- That Council rejects the concept that the Eutrophication that led to hypoxia ("dead zones"), was part of a normal flooding event and is of the opinion it was directly caused by excess fertilisers washing from farms used for crops which increased algal blooms that ultimately caused the dead zones, and that all governments take immediate action by way of a parliamentary enquiry to ensure we never experience a fish kill of the magnitude we face now.
- That all mentioned parliamentarians are directed to the many similar cases of Eutrophication that led to hypoxia ("dead zones") on the Mississippi River and around the world.

CARRIED UNANIMOUSLY

18 Apr 2023 2:33pm Guerin, Emily
Letters sent - COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 30/11/2022	Andrews, Anne Nankivell, Jay	Further Reports	MINUTES OF THE BROKEN HILL HERITAGE COMMITTEE MEETING HELD 27 SEPTEMBER 2022
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 269/22 dated October 17, 2022, be received. That minutes of the Broken Hill Heritage Committee Meeting held 27 September 2022 be received. That the Heritage Committee in conjunction with Councils Event Team develop an event/s to celebrate the 140th Anniversary celebration to be held on/near September 5, 2023. That, subject to recommendation three, the scope of the event be developed and costed for inclusion in the 2023/24 budget. 			
CARRIED UNANIMOUSLY			
<p>06 Dec 2022 1:03pm Andrews, Anne Item 3 and 4: In progress.</p> <p>12 Jan 2023 4:27pm Butcher, Lacey No change in status</p> <p>15 Feb 2023 9:22am Guerin, Emily Item 3 and Item 4 - Planning in progress</p> <p>15 Mar 2023 9:05am Andrews, Anne Item 3 and 4: Planning ongoing</p> <p>19 Apr 2023 9:49am Guerin, Emily Item 3 & 4 - Ongoing</p>			

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/09/2022	Howard, Codie Nankivell, Jay	Further Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 428, HELD ON TUESDAY, 6 SEPTEMBER 2022
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 225/22 dated September 15, 2022, be received. That the Minutes of the Local Traffic Committee Meeting No 428, held on Tuesday, 6 September 2022, be received. Item No. 417.6.1 - That Council supply and install the 'Bus Zone' parking signs adjacent to Live Better located at 475 Argent Street. 			

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4. Item No. 425.6.1 - That Patton Lane direction of traffic be changed to one-way, between Bonanza Street and the Rainbow Preschool, for a trial period of six months with council continuing to communicate with residents that access the back of their properties from the access lane.

That the Preschool be asked to communicate the changes to conditions in their newsletter to parents.

That Council place a notification in the local newspaper to inform the community of the six-month trial period to change to the direction of traffic in Patton Lane, between Bonanza Street and the Rainbow Preschool.
5. Item No. 427.6.1 – That traffic counters be placed across Blende Street, between Gossan and the Galena Street roundabout to determine the volume of traffic and for the width adjacent to Con Crowley Village be measured to see if it would allow enough space for the bus to park in the area requested adjacent to the Con Crowley Resident's Hall.
6. Item No. 428.6.1 – That traffic counters be placed on Murton Street adjacent to the Wilyama High School to collect data and to determine the speed of motorist during the school hours.

CARRIED UNANIMOUSLY

18 Oct 2022 9:32am Guerin, Emily

Item 3. Completed Item 4. Signage on order Item 5 & 6. Traffic counters have been purchased and traffic counts being completed

21 Nov 2022 2:16pm Guerin, Emily

No change in status

13 Dec 2022 11:49am Guerin, Emily

Item 4. Signage to be installed and trial period to begin in the new school year February 2023. Item 5 & 6 currently being completed.

16 Jan 2023 2:23pm Guerin, Emily

No change in status

13 Feb 2023 2:08pm Guerin, Emily

Item 4. installed and trial period started Item 5. Completed Item 6. Counters currently in place

23 Mar 2023 9:47am Guerin, Emily

No change in status

19 Apr 2023 11:23am Guerin, Emily

Data for item 5 to be presented to Local Traffic Committee May meeting.

Meeting	Officer/Director	Section	Subject
Ordinary Council 30/11/2022	Howard, Codie Nankivell, Jay	Further Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 430, HELD ON WEDNESDAY, 2 NOVEMBER 2022
Resolved			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 268/22 dated November 11, 2022, be received. 2. That the Minutes of the Local Traffic Committee Meeting No.430, held on Wednesday, 2 November 2022 be endorsed. 3. That Council reviews the Local Traffic Committee's Terms of Reference in consultation with the Local Traffic Committee to ensure best practices with Transport NSW guidelines and appropriate membership and delegations. 			
CARRIED UNANIMOUSLY			
13 Dec 2022 11:51am Guerin, Emily Matter raised at December meeting. Draft terms of reference to be developed and presented to February Local Traffic Committee for endorsement before going to Council for approval.			
16 Jan 2023 2:23pm Guerin, Emily No change in status			
13 Feb 2023 2:11pm Guerin, Emily Terms of reference was presented to Traffic Committee at February meeting, with comments due 15 February before being endorsed			
23 Mar 2023 9:47am Guerin, Emily Terms of Reference have been reviewed, with minor changes made to first draft. Endorsement will be carried out at the next Local Traffic Committee.			
19 Apr 2023 11:24am Guerin, Emily			

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Terms of Reference has been endorsed by the Local Traffic Committee. No further action - COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Howard, Codie Nankivell, Jay	Further Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.433, HELD ON TUESDAY, 7 MARCH 2023
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 58/23 dated March 17, 2023, be received. That the Minutes of the Local Traffic Committee – Meeting No.433, held on Tuesday, 7 February 2023 be endorsed. That Council approve Item No. 430.6.1 and 431.6.1: <ul style="list-style-type: none"> That Council line mark the driveway adjacent to the property at 554 Argent Street for a visual boundary as a deterrent for trucks. That Council approve Item No.431.6.3: <ul style="list-style-type: none"> That Council install 'No Parking' and 'Loading Zone' signs for school days and times and line mark Garnet Street adjacent to the Broken Hill High School as displayed in Council's school zone parking concept plan. 			
CARRIED UNANIMOUSLY			
19 Apr 2023 11:24am Guerin, Emily Line marking tasks are currently out for quotation			

Meeting	Officer/Director	Section	Subject
Ordinary Council 24/01/2023	Howard, Codie Nankivell, Jay	Further Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING No. 431, HELD ON TUESDAY, 6 DECEMBER 2022
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 9/23 dated December 19, 2022, be received. That the Minutes of the Local Traffic Committee Meeting No.431, held on Tuesday, 6 December 2022 be endorsed. That Item No. 416.6.1 – <ul style="list-style-type: none"> Council installs signage along Union Street in accordance with the signage concept plan developed. That correspondence be forwarded to the Principal of the Morgan Street Public School advising of the LTC's decision and that a copy of the concept design for installation of signage be provided to school for inclusion in its newsletter to educate parents on parking regulations. That Item No. 430.6.1 - That Council installs 'No Right Turn' signs at either side of Wolfram Lane at the intersection of Sulphide Street to divert traffic from turning right into Sulphide Street. That Item No. 431.6.2 - That Council line mark and installs a sign for a designated parking space adjacent to the North Post Office in McCulloch Street to allow parking of postal vehicles from Monday to Friday, between 9.30am to 12.30pm. 			
CARRIED UNANIMOUSLY			
13 Feb 2023 2:13pm Guerin, Emily Item 3. Completed Item4. Completed Item 5. Sign on order and line marking contractor being procured 23 Mar 2023 9:48am Guerin, Emily No change in status 19 Apr 2023 11:24am Guerin, Emily			

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Item 5 to be complete when council have engaged a contract line marker. Line marking tasks are currently out for quotation.

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/09/2022	Brown, Simon Nankivell, Jay	Works Committee Reports	MINUTES OF THE MEMORIAL OVAL COMMUNITY COMMITTEE MEETING HELD 2 AUGUST 2022
Resolved			
1. That Broken Hill City Council Report No. 207/22 dated August 22, 2022, be received.			
2. That minutes of the Memorial Oval Community Committee Meeting held 2 August 2022 be received.			
3. That the Memorial Oval caretaker's vehicle be disposed of in accordance with Council's Disposal of Assets Policy.			
CARRIED UNANIMOUSLY			
19 Oct 2022 3:00pm Guerin, Emily Council to discuss with Memorial Oval Managment Committee at the next meeting scheduled for 07/11/2022.			
22 Nov 2022 10:43am Guerin, Emily Discussions with Committee ongoing			
06 Dec 2022 2:57pm Guerin, Emily No change in status			
16 Jan 2023 1:34pm Guerin, Emily No change in status			
13 Feb 2023 11:51am Guerin, Emily No change in status			
15 Mar 2023 10:08am Guerin, Emily No change in status			
18 Apr 2023 10:29am Guerin, Emily No change in status			

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Nu'man, Razija Nankivell, Jay	Works Committee Reports	MINUTES OF THE MEMORIAL OVAL COMMUNITY COMMITTEE MEETINGS HELD 6 OCTOBER 2022, 6 DECEMBER 2022 AND 7 FEBRUARY 2023
Resolved			
1. That Broken Hill City Council Report No. 43/23 dated March 3, 2023, be received.			
2. That minutes of the Memorial Oval Community Committee Meetings held 6 October 2022, 7 December 2022 and 7 February 2023 be received.			
3. That Council consider the provision of a tablet device for the Memorial Oval Community Committee to assist in administration tasks and providing photographs to accompany work orders.			
4. That Council provide the Committee advice on the facility potentially being used as an RV Park.			
CARRIED UNANIMOUSLY			
18 Apr 2023 2:22pm Guerin, Emily Correspondence prepared to Memorial Oval Community Committee outlining the current zoning and reserve restrictions for use as a RV Park. Council's IT team investigating provision of a tablet device.			

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Nu'man, Razija Nankivell, Jay	Policy And General Reports	MINUTES OF THE S355 AGEING WELL ADVISORY COMMITTEE MEETING HELD 15 FEBRUARY 2023
Resolved			
1. That Broken Hill City Council Report No. 55/23 dated March 4, 2023, be received.			

For Action	Division: Ordinary Council	Date From: 1/04/2018
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2. That the minutes of the S355 Ageing Well Advisory Committee meeting held 15 February 2023 be received.
3. That Council consider funding opportunities for the upgrade and installation of new ramps in the City's Central Business District (CBD).
4. That Council prepare and send correspondence to Regional Development Australia (RDA) to enquire if funding is available for disability ramps.
5. That Council prepare and send correspondence to Maari Ma Health to enquire if funding is available in the Aged Care sector.
6. That Council encourage and invite service organisations and providers to participate as committee members to assist in the breadth of the aged sector being represented.
7. That Council endorses and acknowledges in writing the resignation of Dr J R Mitchell and Ms Jodie McInnes from the Ageing Well Advisory Committee and express its gratitude and appreciation for their contribution to the Committee and the community.
8. That Council notes that due to the 2023 Aged Care Reform requirements, from 1 July 2023 all Aged Care Facilities must have a Registered Nurse onsite and on duty 24 hours a day, 7 days a week, that Broken Hill is at risk of experiencing another aged care crisis due to a lack of Registered Nurses in the City and the possibility of elderly residents having to leave Broken Hill if they can no longer stay in their home and need to go into an Aged Care Facility.

That Council sends correspondence to the Federal Ministers for Aged Care along with the local members, voicing its concern regarding the new requirements for Aged Care Facilities and its impact on aged care places in Broken Hill due to a lack of Registered Nurses in the City, and that the reluctance for Registered Nurses to work in Aged Care is partly due to the delay in the Aged Care Award pay increases for staff.

That the correspondence also requests that the government urgently provides nurses to aged care facilities in Broken Hill to assist with the shortage of Registered Nurses, and to avoid the repeat of an aged care crisis in the City.

CARRIED UNANIMOUSLY

18 Apr 2023 2:26pm Guerin, Emily

Correspondence prepared and sent to Regional Development Australia on 5 April 2023., Correspondence prepared and sent to Maari Ma on 5 April 2023., Correspondence prepared and sent to Australian Unity, Black Sheep Services, LiveBetter, Meals on Wheels and Hammond Care on 6 April 2023 – invitation for the service provider to join committee. , Correspondence prepared and sent to Dr JR Mitchell and Ms J. McInnes on 5 April 2023., Ministerial letters sent by Executive Support team - COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 1/03/2023	Brown, Simon Nankivell, Jay	Further Reports	NSW VALUER GENERAL'S LAND VALUATIONS FOR PROPERTIES IN BROKEN HILL AND THE EFFECT ON THE DISTRIBUTION OF COUNCIL LAND RATES
Resolved			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 36/23 dated February 17, 2023, be received. 2. That Council note the Deputy Mayor and General Manager on behalf of the Mayor, met with the Valuer General and CEO of Valuation of NSW. 3. That Council lodge an objection on behalf of the City to the Valuer General within the 60-day statutory timeframe citing the disparity in calculated land valuations across the City. 			
CARRIED UNANIMOUSLY			

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15 Mar 2023 4:00pm Guerin, Emily

Submission being drafted.

18 Apr 2023 10:28am Guerin, Emily

Objection letter sent to the Acting Valuer General on 31/03/2023 - COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Andrews, Anne Nankivell, Jay	Policy And General Reports	PROMOTION OF BROKEN HILL AT CARAVAN AND CAMPING SHOWS
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 50/23 dated February 24, 2023, be received. That the report be noted. That Council consider the cost and benefits of attending caravan and camping shows after consultation with the newly formed tourism organisation. 			
CARRIED UNANIMOUSLY			
19 Apr 2023 9:52am Guerin, Emily			
Awaiting consultation			

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/01/2022	Nankivell, Jay Nankivell, Jay	Confidential Matters	PROPOSED TRANSPORT OPTIONS
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 25/22 dated January 21, 2022, be received and noted. That Council negotiate the introduction of a new airline service as proposed by the 'Subject Airline' and as outlined in the report, in accordance with the proposed Air Services Agreement; and that Council receives an undertaking from the 'Subject Airline' that services are expanded should an opportunity present. That Council negotiate any commercial incentive provided to the "Subject Airline" with our current provider to ensure fairness and equity. 			
CARRIED			
11 Feb 2022 3:22pm Bartlett, Leisa			
Negotiations have commenced as per the Council resolution.			
24 Mar 2022 5:38pm Bartlett, Leisa			
Continuing. Air Services Agreement to be finalised.			
19 May 2022 11:43am Bartlett, Leisa			
Air Services Agreement with Qantas for finalisation.			
20 Jul 2022 4:06pm Guerin, Emily			
Awaiting response from Qantas			
24 Aug 2022 4:02pm Butcher, Lacey			
Followed up with Qantas			
20 Sep 2022 9:58am Guerin, Emily			
Followed up on 19/09/22 - Negotiating passenger head tax charges			
20 Oct 2022 1:07pm Guerin, Emily			
Followed up with Qantas			
21 Nov 2022 1:53pm Guerin, Emily			
Qantas Service Agreement has been finalised and awaiting final sign off from Qantas Head of Commercial.			
07 Dec 2022 9:37am Guerin, Emily			
Escalated to Qantas link CEO			
17 Jan 2023 11:23am Guerin, Emily			
ASA signed by Council. Awaiting final signature from Qantas. All details have been confirmed.			
14 Feb 2023 1:43pm Guerin, Emily			
Being completed - next 5 years being negotiated.			

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21 Mar 2023 1:50pm Guerin, Emily
5 year agreement received and being reviewed prior to sign off
18 Apr 2023 2:09pm Guerin, Emily
No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Nu'man, Razija Nankivell, Jay	Policy And General Reports	RE-ESTABLISH CENTRAL BUSINESS DISTRICT ALCOHOL-FREE ZONE
Resolved			
1. That Broken Hill City Council Report No. 53/23 dated February 28, 2023, be received.			
2. That Council endorse the Draft Proposal to Re-establish the Alcohol-Free Zone in the Central Business District (CBD) area bounded by Crystal, Iodide (Wolfram), Mica, Talc (Mercury), Graphite, Wills, Gypsum, Gaffney Streets and South Road.			
3. That Council refer the Draft Proposal for comment in accordance with the provisions of the <i>Local Government Act 1993</i> and Ministerial Guidelines (2009) to any known organisation representing or able to speak on behalf of an identifiable Aboriginal or culturally and linguistically diverse group within the local area and all affected licensed premises and registered clubs that border on, adjoin or are adjacent to the proposed alcohol-free zone, for response within thirty days of public notice.			
4. That Council invite public comment on the proposal through an advertisement in local newspaper with time for response within thirty days.			
5. A further report be submitted to Council upon completion of the consultative process.			
6. That Council sends correspondence to the Broken Hill Police to advise of the importance of enforcing the Alcohol-Free Zones established by Council as a tool to combat alcohol related crime and anti-social behaviour in the CBD.			
CARRIED UNANIMOUSLY			
04 Apr 2023 2:36pm Brealey, Jodie Draft Proposal to Re-establish CBD AFZ with correspondence notifying of public exhibition and inviting comment forwarded to stakeholders, Barrier Liquor Accord, Elders and Police - Action item 6 included in letter to Police and will also be included in adoption notification correspondence to Police. On public exhibition until 7 May 2023.			

Meeting	Officer/Director	Section	Subject
Ordinary Council 30/11/2022	Howard, Codie Nankivell, Jay	Works Committee Reports	RENEWABLE ENERGY ACTION PLAN STAGE 2
Resolved			
1. That Broken Hill City Council Report No. 246/22 dated November 11, 2022, be received.			
2. That Council adopt and proceed with Stage II of the Renewable Energy Action Plan incorporating the pre-feasibility stage of a Mid-Scale Solar Array.			
3. That subject to recommendation two, Council notes the General Manager will identify budgetary adjustments and impacts in the September Quarterly Budget Review.			
4. That subject to recommendation two, Council commence the process with Crown Lands to either lease or acquire the land and obtain Ministerial Consent dependent on the most financially feasible and time appropriate process.			
CARRIED UNANIMOUSLY			
13 Dec 2022 11:52am Guerin, Emily Purchase order to be raised.			
16 Jan 2023 2:23pm Guerin, Emily			

For Action	Division: Ordinary Council	Date From: 1/04/2018
	Committee:	Date To: 19/04/2023
Action Sheets Report	Officer:	
	Further Report Required: Including Further Reports	Printed: Wednesday, 19 April 2023 11:26:23 AM

No change in status
13 Feb 2023 2:10pm Guerin, Emily
 No change in status
23 Mar 2023 9:48am Guerin, Emily
 No change in status
19 Apr 2023 11:25am Guerin, Emily
 No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/08/2022	Brown, Simon Nankivell, Jay	Health and Building Committee Reports	SALE OF COUNCIL OWNED LAND AT 245-247 IODIDE STREET
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 179/22 dated August 5, 2022, be received. That That Council engage a real estate agent through a competitive quotation process to sell the Council owned land at 245-247 Iodide Street (Lot 2 in Deposited Plan 181218 and Lot 3 in Deposited Plan 1181476) That General Manager be authorised to negotiate and finalise the sale of land at 245-247 Iodide Street. That the Mayor and General Manager be authorised to sign and execute any documents related to the sale under the Common Seal of Council. 			
CARRIED UNANIMOUSLY			
19 Sep 2022 1:23pm Guerin, Emily Quotations being sought from local real estate agents to sell the land 18 Oct 2022 11:50am Guerin, Emily Contracts are being drawn up 16 Nov 2022 8:23am Guerin, Emily No change in status 06 Dec 2022 2:56pm Guerin, Emily No change in status 16 Jan 2023 2:16pm Guerin, Emily Ray White real estate Quote selected. Contract to be finalised and auction date set in January. 14 Feb 2023 12:39pm Guerin, Emily No change in status 21 Mar 2023 2:53pm Guerin, Emily No change in status 18 Apr 2023 10:29am Guerin, Emily Property sold under auction conditions 6/4/2023 for \$25,000. Settlement process underway.			

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/03/2021	Howard, Codie Nankivell, Jay	Notice of Motion	STREET LIGHTING
Resolved			
<ol style="list-style-type: none"> That Motions of Which Notice has been Given No. 8/21 dated March 19, 2021, be received. That Broken Hill City Council prepares a report to be tabled at the May 2021 Council Meeting regarding the installation of street lighting on Holten Drive, McGillivray Drive and Federation Way. That at the end of the roll-out of the Southern Lights project, an assessment be undertaken of any further need for street lighting including the lighting to the roads mentioned in part 2 (Holten Drive, McGillivray Drive and Federation Way). 			
CARRIED			
16 Apr 2021 10:53am Bartlett, Leisa Report being prepared for the May Council Meeting.			

For Action	Division:	Ordinary Council	Date From:	1/04/2018
	Committee:		Date To:	19/04/2023
	Officer:			
Action Sheets Report	Further Report Required:	Including Further Reports	Printed:	Wednesday, 19 April 2023 11:26:23 AM

12 May 2021 4:35pm Bartlett, Leisa
Awaiting advice on public lighting code requirements, prior to report being finalised.

20 Jul 2021 1:45pm Bartlett, Leisa
Report still being completed. Meeting with Essential Energy delayed due to COVID-19.

12 Aug 2021 3:07pm Bartlett, Leisa
Meeting with Essential Energy delayed due to COVID-19.

14 Sep 2021 4:36pm Bartlett, Leisa
Meeting with Essential Energy delayed due to COVID-19.

12 Oct 2021 11:09am Bartlett, Leisa
Meeting with Essential Energy delayed due to COVID-19.

11 Nov 2021 9:03am Bartlett, Leisa
Discussions being held with Southern Lights Group around long term ownership of street lights and installation of new poles.

16 Dec 2021 11:52am Bartlett, Leisa
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.

19 Apr 2022 3:01pm Bartlett, Leisa
Southern Lights Project still being carried out by South West joint organisation, with discussions ongoing.

19 May 2022 11:25am Bartlett, Leisa
Engagement of lighting engineer commenced for assessment of current lighting and requirements to meeting the public lighting code.

22 Jun 2022 9:43am Guerin, Emily
No change in status

18 Jul 2022 1:34pm Guerin, Emily
Request for Quotation for street lighting assessment have been sent out and are awaiting response

24 Aug 2022 3:25pm Bartlett, Leisa
Quotations have been received and are currently being evaluated.

14 Sep 2022 10:53am Guerin, Emily
Awaiting schedule from contractors on when works can be completed

18 Oct 2022 9:27am Guerin, Emily
No change in status

21 Nov 2022 2:20pm Guerin, Emily
Assessment currently being completed

13 Dec 2022 11:51am Guerin, Emily
No change in status

16 Jan 2023 2:23pm Guerin, Emily
Report from assessment due in February 2023

13 Feb 2023 2:07pm Guerin, Emily
No change in status

23 Mar 2023 9:49am Guerin, Emily
Assessment has been completed and data received. Report will be prepared and presented to April Works Committee for comment.

19 Apr 2023 11:25am Guerin, Emily
Data is still being interpreted and integrated into Council's GIS System

Meeting	Officer/Director	Section	Subject
Ordinary Council 23/02/2022	Andrews, Anne Nankivell, Jay	Reports	TOURISM INDUSTRY AND VISITOR ECONOMY BODY
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 56/22 dated January 28, 2022, be received. That Council notes the Tourism Taskforce recommendations of 2014 that resulted in unanimous support from tourism operators for the development of an industry driven tourism organisation for the Far West NSW region which resulted in the formation of Destination Broken Hill. That Council continues to collaborate with the tourism industry. That Council notes the establishment of Business Far West and approves seed funding the extent of \$20,000 from the 2021/2022 Budget to be matched Dollar for Dollar by the Foundation Broken Hill to coordinate business industry advocacy training and development. 			

For Action	Division: Ordinary Council	Date From: 1/04/2018
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5. That Business Far West provides Council with a six-monthly financial and activity report.
6. That Council accepts an advisory position on Business Far West.
7. That Council receives a bi-monthly activity report.
8. That the tourism marketing budget be sent to the appropriate Standing Committee for determination.
9. That the appropriate Standing Committee investigate a tourism management structure and possibly set up an organisation based on the same principles as the former Broken Hill Regional Tourism Association Section 355 Committee.

CARRIED UNANIMOUSLY

23 Mar 2022 2:57pm Bartlett, Leisa

Awaiting invoice from Business Far West to provide seed funding of \$20K. A bi-monthly economic development report to be presented to the April Policy and General Committee meeting.

13 May 2022 4:23pm Bartlett, Leisa

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 2022.

20 Jun 2022 12:36pm Guerin, Emily

Draft Economic Development Strategy Briefing has been moved to 20 July 2022

18 Jul 2022 2:00pm Guerin, Emily

Briefing being held on 20 July 2022 and Strategy report going to July Council Meeting

24 Aug 2022 4:27pm Butcher, Lacey

Development of a Tourism and Visitor Economy body is include in the Draft Economic Development Strategy to be discussed at the Councillor Briefing on 30 August. Initial discussions held with Destination Country and Outback on potential models.

20 Sep 2022 11:17am Guerin, Emily

Item 2. Complete 3. Ongoing 4. Complete 6. Complete 7. Attached to September business papers 8. Ongoing 9. In progress. Included as action item in Draft Economic Development Strategy

21 Nov 2022 2:49pm Guerin, Emily

Economic Development Strategy consultation completed and final strategy to be presented to December Council Meeting.

06 Dec 2022 12:52pm Andrews, Anne

Item 4. Complete. Item 5. Complete. Item 7. Ongoing. Item 8. 2023-2024 budget in planning. Item 9: In process.

12 Jan 2023 4:33pm Butcher, Lacey

No change in status

15 Feb 2023 9:19am Guerin, Emily

No change in status

15 Mar 2023 8:59am Andrews, Anne

Item 9: Report on recommended structure of tourism body presented at March 2023 Policy and General Committee.

19 Apr 2023 9:50am Guerin, Emily

COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/09/2022	Howard, Codie Nankivell, Jay	Works Committee Reports	UPDATE FOR THE ESTABLISHMENT OF A COMMUNITY GARDEN AT THE FORMER ALMA POOL SITE
Resolved			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 202/22 dated September 9, 2022, be received. 2. That Council formulate a Community Gardens Policy with associated Guidelines for presentation to the community for input and consultation. 			
CARRIED UNANIMOUSLY			
18 Oct 2022 9:31am Guerin, Emily			
No change in status			
21 Nov 2022 2:51pm Guerin, Emily			
No change in status			
13 Dec 2022 11:52am Guerin, Emily			
Policy currently being created.			

For Action	Division: Ordinary Council	Date From: 1/04/2018
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16 Jan 2023 2:24pm Guerin, Emily
No change in status
13 Feb 2023 2:08pm Guerin, Emily
No change in status
23 Mar 2023 9:50am Guerin, Emily
No change in status
19 Apr 2023 11:25am Guerin, Emily
No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/05/2021	Mason, Michael Nankivell, Jay	Reports	UPDATE ON PROPOSED ACQUISITION OF FEDERATION WAY
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 75/21 dated April 27, 2021, be received. That Council note the progress update on the proposed acquisition of Federation Way. That Council seek to negotiate an Indigenous Land Use Agreement (ILUA) with the Barkandji Corporation, to allow Council to acquire the Crown Land while preserving the Barkandji's Native Title rights and interests. That the Mayor and General Manager be authorised to negotiate the terms and conditions of the proposed Indigenous Land Use Agreement (ILUA) with the Barkandji Corporation; and that at the finalisation of negotiations, a report be provided to Council advising the outcome of the negotiations for Council's approval to enter an ILUA with the Barkandji Corporation. 			
CARRIED UNANIMOUSLY			
<p>18 Jun 2021 3:31pm Bartlett, Leisa All parties agreed to extension of acquisition timeline. Native Title negotiations to commence in July.</p> <p>15 Jul 2021 12:23pm Bartlett, Leisa In progress - Solicitors working out date for negotiations.</p> <p>12 Aug 2021 3:09pm Bartlett, Leisa Meeting re negotiations delayed due to COVID-19.</p> <p>26 Aug 2021 3:27pm Falkner, Georgina - Completion Action completed by Bartlett, Leisa</p> <p>15 Sep 2021 9:10am Bartlett, Leisa Meeting likely to be organised remotely due to COVID-19. Solicitors are currently trying to organise potential dates.</p> <p>14 Oct 2021 4:16pm Bartlett, Leisa Meeting proposed for early November 2021.</p> <p>11 Nov 2021 9:05am Bartlett, Leisa Initial meeting held, further negotiations to continue.</p> <p>16 Dec 2021 11:57am Bartlett, Leisa Further negotiations continuing.</p> <p>18 Jan 2022 2:59pm Butcher, Lacey Further negotiations continuing</p> <p>15 Feb 2022 11:07am Bartlett, Leisa Negotiations continuing.</p> <p>23 Mar 2022 2:43pm Bartlett, Leisa No change in status.</p> <p>19 Apr 2022 10:14am Bartlett, Leisa An update report regarding the progress of this matter is provided to the April 2022 Health & Building Committee Meeting.</p> <p>19 May 2022 11:26am Bartlett, Leisa On hold, pending further discussion with Crown Lands as per the April 2022 Council Meeting Resolution.</p> <p>22 Jun 2022 11:28am Guerin, Emily Correspondence sent to Crown Lands</p> <p>18 Jul 2022 3:08pm Guerin, Emily No change in status</p> <p>24 Aug 2022 3:31pm Bartlett, Leisa No change in status.</p> <p>07 Sep 2022 3:25pm Guerin, Emily - Reallocation Action reassigned to Mason, Michael by Guerin, Emily</p> <p>20 Sep 2022 12:16pm Guerin, Emily</p>			

For Action	Division: Ordinary Council	Date From: 1/04/2018
	Committee:	Date To: 19/04/2023
	Officer:	
Action Sheets Report	Further Report Required: Including Further Reports	Printed: Wednesday, 19 April 2023 11:26:23 AM

No change in status.

18 Oct 2022 9:46am Guerin, Emily

No change in status

16 Nov 2022 8:26am Guerin, Emily

No change in status

13 Dec 2022 8:56am Guerin, Emily

No change in status

17 Jan 2023 11:17am Guerin, Emily

No change in status

13 Feb 2023 11:43am Guerin, Emily

No change in status

21 Mar 2023 1:30pm Guerin, Emily

No change in status

18 Apr 2023 11:23am Guerin, Emily

No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Falkner, Georgina Nankivell, Jay	Confidential Matters	WILLYAMA COMMON TRUST LEASE TO SILVER CITY ARCHERS
Resolved			
1. That Broken Hill City Council Report No. 167/22 dated June 22, 2022, be received.			
2. That Council (as the Willyama Common Trust) enter into a new 20 year lease agreement with Silver City Archers, for lease of their existing site on the Willyama Common (Part Lot 7388 Deposited Plan 1200953).			
3. That the rent remain \$250 per annum.			
4. That in the absence of a Trust Seal, the lease documents be executed by the Mayor and General Manager under the Common Seal of Council.			
CARRIED UNANIMOUSLY			
25 Aug 2022 1:02pm Butcher, Lacey Council's solicitors are preparing the draft lease			
20 Sep 2022 11:29am Guerin, Emily Continuing use as currently arranged while new template is being reviewed.			
18 Oct 2022 9:35am Guerin, Emily Template being reviewed. Current lease ongoing			
16 Nov 2022 8:26am Guerin, Emily Lease under review			
13 Dec 2022 8:56am Guerin, Emily Draft lease sent to Silver City Archers for review			
17 Jan 2023 11:17am Guerin, Emily No change in status			
13 Feb 2023 11:44am Guerin, Emily No change in status			
21 Mar 2023 1:30pm Guerin, Emily Solicitors are making minor amendments to lease document			
18 Apr 2023 11:23am Guerin, Emily Amendments made and lease to be sent to Silver City Archers for review and signing			

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/07/2020	Mason, Michael 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.			

For Action	Division: Ordinary Council	Date From: 1/04/2018
	Committee:	Date To: 19/04/2023
	Officer:	
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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.

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.

22 Jun 2022 11:04am Guerin, Emily

No change in status

18 Jul 2022 3:07pm Guerin, Emily

No change in status

24 Aug 2022 3:28pm Bartlett, Leisa

No change in status.

07 Sep 2022 3:24pm Guerin, Emily - Reallocation

Action reassigned to Mason, Michael by Guerin, Emily

20 Sep 2022 12:16pm Guerin, Emily

No change in status.

18 Oct 2022 9:36am Guerin, Emily

Still awaiting response from Aboriginal Land Council. Further follow up with LALC to again occur.

16 Nov 2022 8:25am Guerin, Emily

No change in status

13 Dec 2022 8:56am Guerin, Emily

No change in status

17 Jan 2023 11:16am Guerin, Emily

No change in status

For Action	Division: Ordinary Council	Date From: 1/04/2018
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Action Sheets Report	Officer:	
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13 Feb 2023 11:43am Guerin, Emily

No change in status

21 Mar 2023 1:29pm Guerin, Emily

No change in status

18 Apr 2023 11:20am Guerin, Emily

No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 9/12/2020	Mason, Michael Nankivell, Jay	Confidential Matters	WILLYAMA COMMON TRUST LICENCE TO NEXTGEN NETWORKS PTY LTD

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

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.

18 Jul 2022 3:07pm Guerin, Emily

No change in status

07 Sep 2022 3:25pm Guerin, Emily - Reallocation

Action reassigned to Mason, Michael by Guerin, Emily

20 Sep 2022 12:16pm Guerin, Emily

No change in status.

For Action	Division:	Ordinary Council	Date From:	1/04/2018
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18 Oct 2022 9:45am Guerin, Emily
No change in status
16 Nov 2022 8:25am Guerin, Emily
No change in status
13 Dec 2022 8:56am Guerin, Emily
No change in status
17 Jan 2023 11:17am Guerin, Emily
No change in status
13 Feb 2023 11:43am Guerin, Emily
No change in status
21 Mar 2023 1:29pm Guerin, Emily
No change in status
18 Apr 2023 11:22am Guerin, Emily
No change in status

CONFIDENTIAL REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 64/23 - DATED APRIL 11, 2023 - T22/12 REQUEST FOR TENDER - BROKEN HILL LIBRARY AND ARCHIVES PROJECT - **CONFIDENTIAL**

(General Manager's Note: This report is deemed confidential under Section 10A(2) (c) (d) of the Local Government Act, 1993 which provides for information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND which provides for commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).

2. BROKEN HILL CITY COUNCIL REPORT NO. 65/23 - DATED FEBRUARY 22, 2023 - T22/11 - REQUEST FOR TENDER FOR THE PURCHASE OF JETPATCHER - **CONFIDENTIAL**

(General Manager's Note: This report is deemed confidential under Section 10A(2) (c) (d) of the Local Government Act, 1993 which provides for information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND which provides for commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).

3. BROKEN HILL CITY COUNCIL REPORT NO. 66/23 - DATED MARCH 06, 2023 - CEMETERY OPERATIONS - PUBLIC EXHIBITION OF COUNCIL'S INTENTION TO GRANT A WAIVER OF INTERMENT RIGHT FEE FOR A VACANT GRAVE AT THE BROKEN HILL CEMETERY - **CONFIDENTIAL**

(General Manager's Note: This report considers personal details around financial management of an interment right and is deemed confidential under Section 10A(2) (b) of the Local Government Act, 1993 which contains matters that will involve the discussion of the personal hardship of any resident or rate payer).



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