



# BUSINESS PAPER

Policy and General  
Committee Meeting

Council Chambers  
19 April 2023

5.30pm

**BROKEN HILL**

CITY COUNCIL

**AUSTRALIA'S FIRST  
HERITAGE LISTED CITY**

## MEMBERS OF THE POLICY & GENERAL COMMITTEE:

Mayor Kennedy, Deputy Mayor Hickey, Councillor Algate (Chairperson), Councillor Boland, Councillor Browne and Councillor Jewitt

Notice is hereby given, in accordance with the provisions of the *Local Government Act 1993*, that the Policy and General Standing Committee of the Broken Hill City Council will be held in the Council Chambers on **Wednesday, 19 April 2023** commencing at **5:30pm** 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	Minutes for Confirmation
8	Disclosure of Interest
9	Reports
10	Confidential Matters
11	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 Policy And General Committee of the City of Broken Hill held Wednesday, March 22, 2023.



**MINUTES OF THE POLICY AND GENERAL COMMITTEE MEETING HELD WEDNESDAY,  
MARCH 22, 2023 (5.30PM)**

**PRESENT:** Councillor T Kennedy (Mayor) Councillor J Hickey (Deputy Mayor),  
Councillors B Algate (Chairperson) and M Browne.

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

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

**APOLOGIES:** Councillor H Jewitt.

Motion

Moved Councillor Marion Browne, Seconded Councillor Hayley Jewitt

That the apology submitted on behalf of Councillor Jewitt be accepted.

CARRIED UNANIMOUSLY

**LEAVE OF ABSENCE**

**APPLICATIONS:** Councillor M Boland submitted a leave of absence application and  
provided the reason "away due to work commitments".

Motion

Moved Deputy Mayor Jim Hickey, Seconded Councillor Marion Browne

That the application be accepted and Councillor Boland be granted a leave of absence for  
this meeting.

CARRIED UNANIMOUSLY

**PRAYER**

Mayor Kennedy delivered the Prayer.

**ACKNOWLEDGEMENT OF COUNTRY**

Councillor Browne delivered the Acknowledgement of Country.

**ACKNOWLEDGEMENT OF BROKEN HILL'S MINING HISTORY**

Councillor Hickey delivered the Acknowledgement of Broken Hill's Mining History.



**MINUTES FOR CONFIRMATION****Recommendation****Moved Mayor Tom Kennedy, Seconded Councillor Marion Browne**

That the Minutes of the Policy And General Committee meeting held Wednesday February 15, 2023 be confirmed.

**CARRIED UNANIMOUSLY****DISCLOSURE OF INTEREST**

Nil

**REPORTS**

1. 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

**Recommendation****Moved Mayor Tom Kennedy, Seconded Councillor Marion Browne**

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 Broken Hill Local Traffic Committee for noting.

**CARRIED UNANIMOUSLY**

2. 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

**Recommendation**

**Moved Mayor Tom Kennedy, Seconded Deputy Mayor Jim Hickey**

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**

3. BROKEN HILL CITY COUNCIL REPORT NO. 48/23 - DATED MARCH 04, 2023  
- ADOPTION OF DRAFT AGENCY INFORMATION GUIDE D23/12227

**Recommendation**

**Moved Mayor Tom Kennedy, Seconded Councillor Marion Browne**

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.

**CARRIED UNANIMOUSLY**

4. BROKEN HILL CITY COUNCIL REPORT NO. 49/23 - DATED FEBRUARY 16,  
2023 - ESTABLISHMENT BROKEN HILL TOURISM ORGANISATION D23/8692

**Recommendation**

**Moved Mayor Tom Kennedy, Seconded Deputy Mayor Jim Hickey**

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**

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

**Recommendation**

**Moved Mayor Tom Kennedy, Seconded Deputy Mayor Jim Hickey**

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**

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

**Recommendation**

**Moved Mayor Tom Kennedy, Seconded Deputy Mayor Jim Hickey**

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**



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

**Recommendation**

**Moved Councillor Marion Browne, Seconded Deputy Mayor Jim Hickey**

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

**CARRIED UNANIMOUSLY**

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

**Recommendation**

**Moved Mayor Tom Kennedy, Seconded Councillor Marion Browne**

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**

9. 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

**Recommendation**

**Moved Deputy Mayor Jim Hickey, Seconded Councillor Marion Browne**

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**

10. 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

**Recommendation**

**Moved Councillor Marion Browne, Seconded Mayor Tom Kennedy**

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 sends emergency 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**

#### **CONFIDENTIAL MATTERS**

Nil

#### **CONCLUSION OF THE MEETING**

There being no further business for the Policy and General Committee to consider, the meeting was declared closed at 5:57pm.

The foregoing minutes were read and confirmed at the Policy and General Committee meeting held on 19 April 2023.

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Chairperson



# REPORTS

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## POLICY AND GENERAL COMMITTEE

February 28, 2023

**ITEM 1****BROKEN 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 2****BROKEN HILL CITY COUNCIL REPORT NO. 68/23****SUBJECT:**                    **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](http://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 Councils 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 Councils 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](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.

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**Film Making Within the Broken Hill City Council Area**

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**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**

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**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**

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**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.

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## **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 3**BROKEN HILL CITY COUNCIL REPORT NO. 69/23SUBJECT: 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 Development Executive 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 Councillor 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.

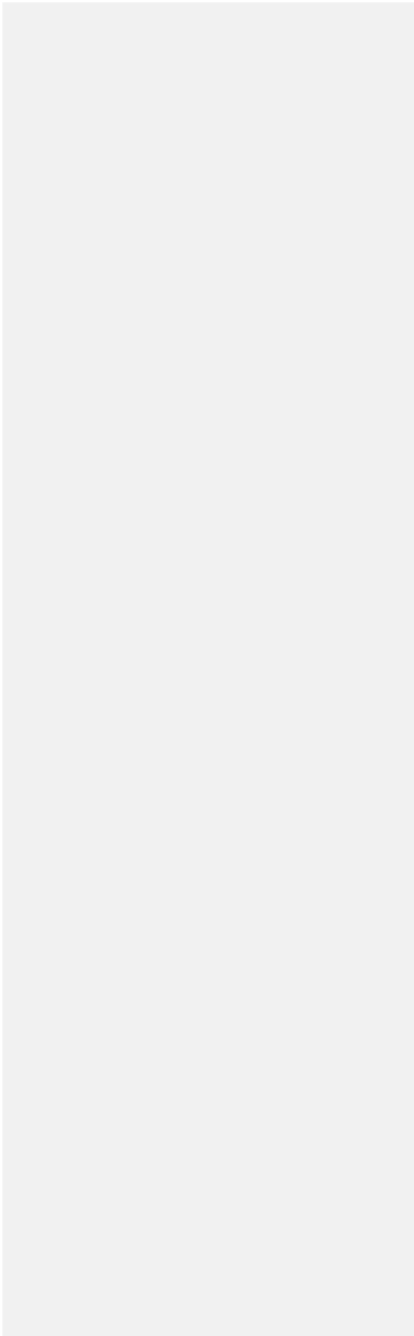
The Executive Manager - Strategic City Development is responsible for the review of this policy.

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

<b>Portfolio Summary</b>		
Portfolio Performance vs. RBA Cash Rate	✓	Council's investment performance did exceed benchmark.
<b>Investment Policy Compliance</b>		
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 16<sup>th</sup> 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.

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

### ***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

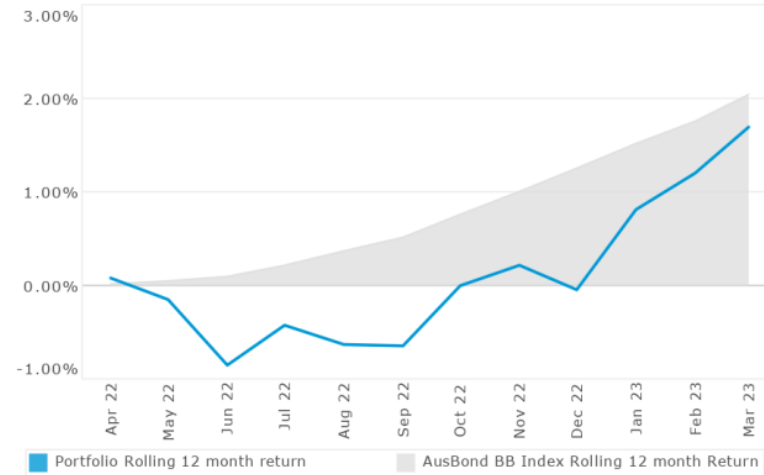
## Executive Summary - March 2023



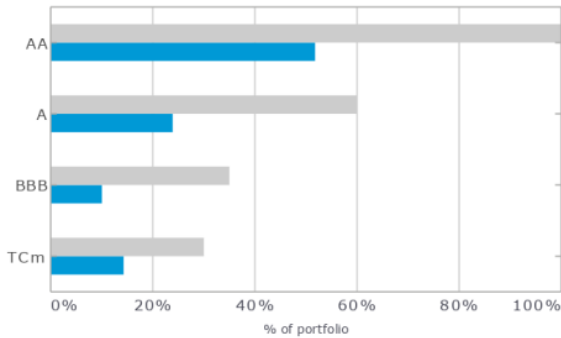
### Investment Holdings

	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
<b>Total</b>	<b>30,002,877</b>	<b>30,107,526</b>

### Investment Performance

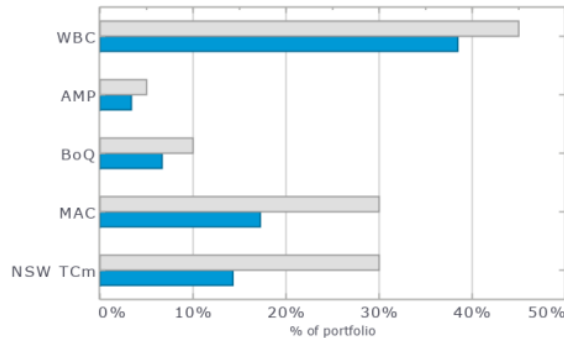


### Total Credit Exposure



### Investment Policy Compliance

#### Individual Institutional Exposures



#### Term to Maturities

	Face Value (\$)	Policy Max
Between 0 and 1 years	30,002,877	100% 100%
<b>Total</b>	<b>30,002,877</b>	

#### 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
	<b>16,706,463.74</b>	<b>2.6561%</b>				<b>16,706,463.74</b>		

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	
	<b>4,286,303.99</b>	<b>1.3886%</b>				<b>4,286,303.99</b>		

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	
	<b>9,010,109.59</b>	<b>3.7560%</b>			<b>9,010,109.59</b>		<b>9,114,758.63</b>		<b>104,649.04</b>		

## 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)
<b>Cash</b>									
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%
						<b>36,682.14</b>		<b>36,682.14</b>	<b>2.63%</b>
<b>Managed Funds</b>									
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%
						<b>0.00</b>		<b>58,704.96</b>	<b>17.63%</b>
<b>Term Deposits</b>									
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%
						<b>10,109.59</b>		<b>27,736.45</b>	<b>3.72%</b>

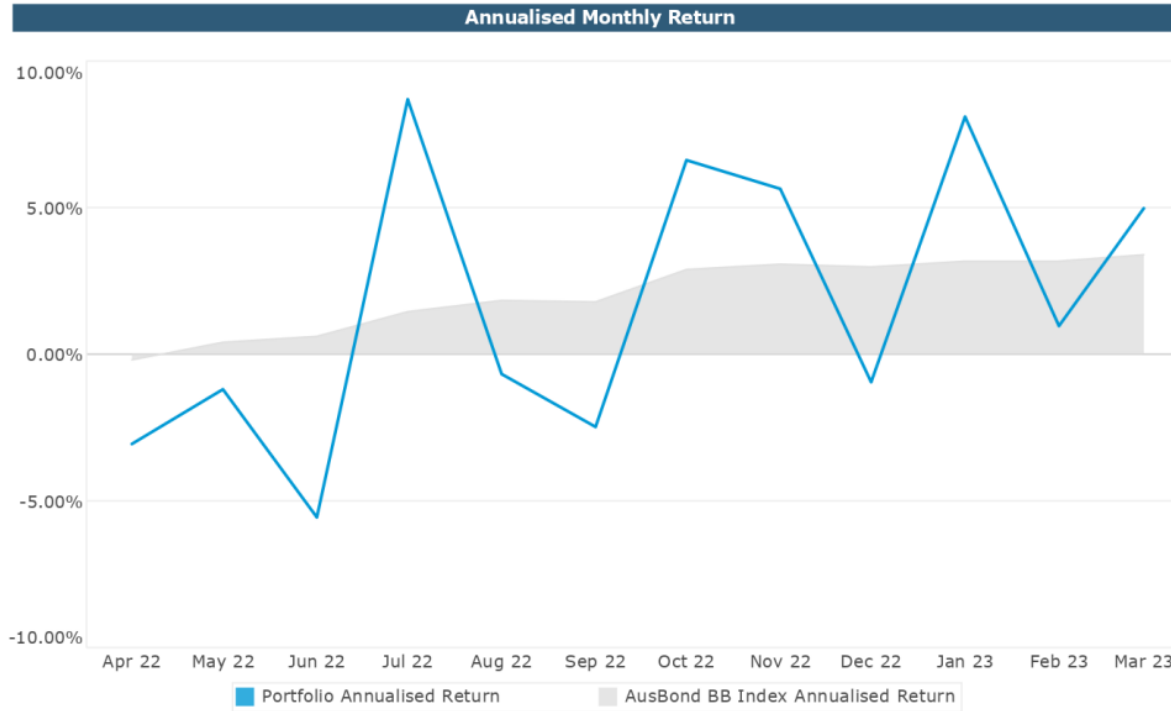
**Broken Hill City Council**  
Accrued Interest Report - March 2023



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

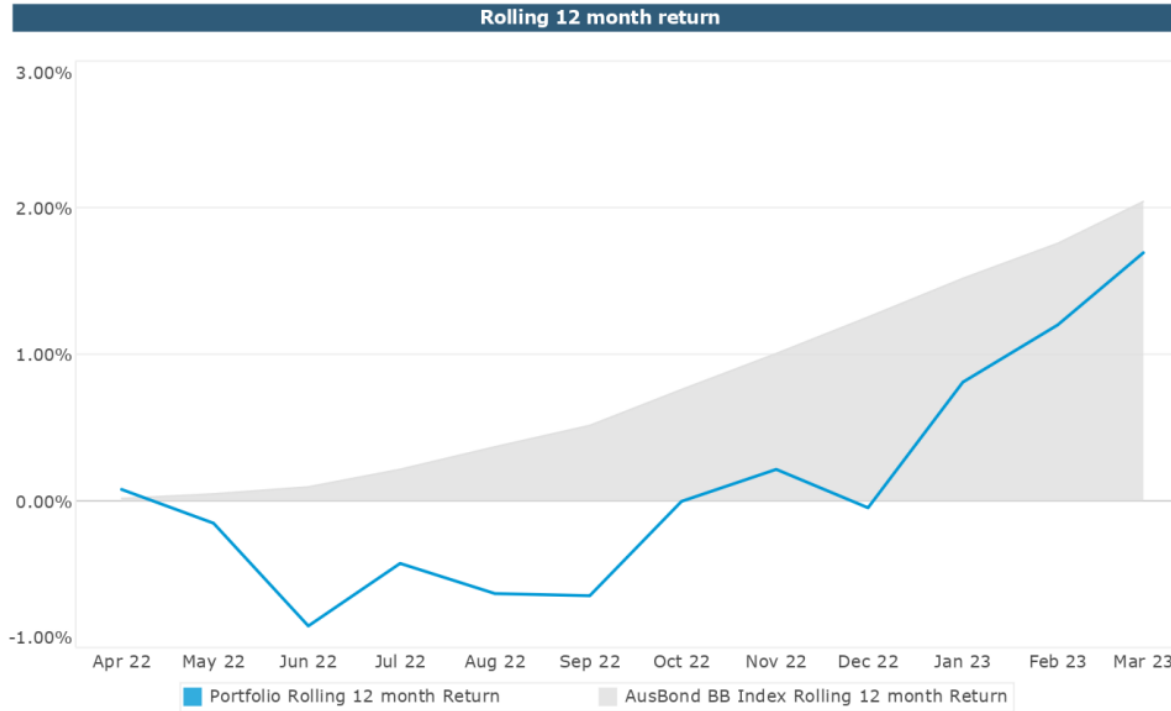


**Broken Hill City Council**  
Investment Performance Report - March 2023



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%

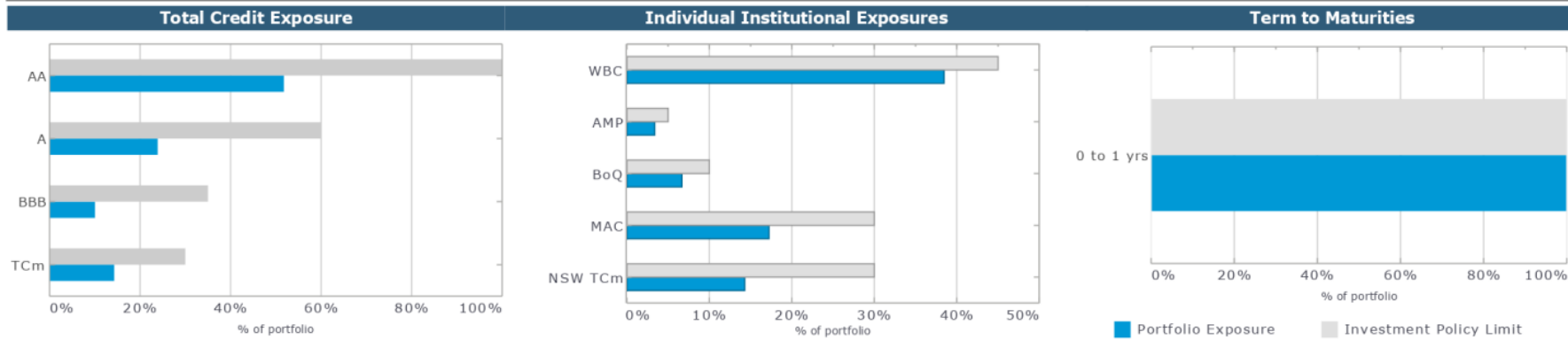
**Broken Hill City Council**  
Investment Performance Report - March 2023



<b>Historical Performance Summary (% actual)</b>			
	<b>Portfolio</b>	<b>Annualised BB Index</b>	<b>Outperformance</b>
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 (\$)	% of Portfolio	Policy Max	Compliance
AA	15,536,720	52%	100%	☐
A	7,169,744	24%	60%	☐
BBB	3,010,110	10%	35%	☐
TCm	4,286,304	14%	30%	☐
<b>Total</b>	<b>30,002,877</b>			

Institution	% of Investment portfolio	Investment Policy Limit	Compliance
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%	☐

Term	Face Value (\$)	% of Portfolio	Policy Max	Compliance
Between 0 and 1 years	30,002,877	100%	100%	☐
<b>Total</b>	<b>30,002,877</b>			

Specific Sub Limits	Face Value (\$)	% of Portfolio	Policy Max	Compliance
BBB+	2,000,000	7%	35%	☐
BBB	1,010,110	3%	10%	☐

Specific Sub Limits	Face Value (\$)	% of Portfolio	Policy Max	Compliance
Between 5 and 10 years	0	0%	30%	☐

Credit Rating	Current Longest Maturity (years)	Policy Max	Compliance
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

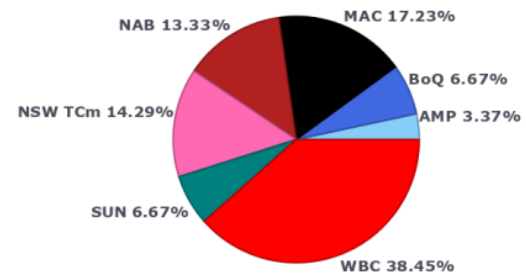
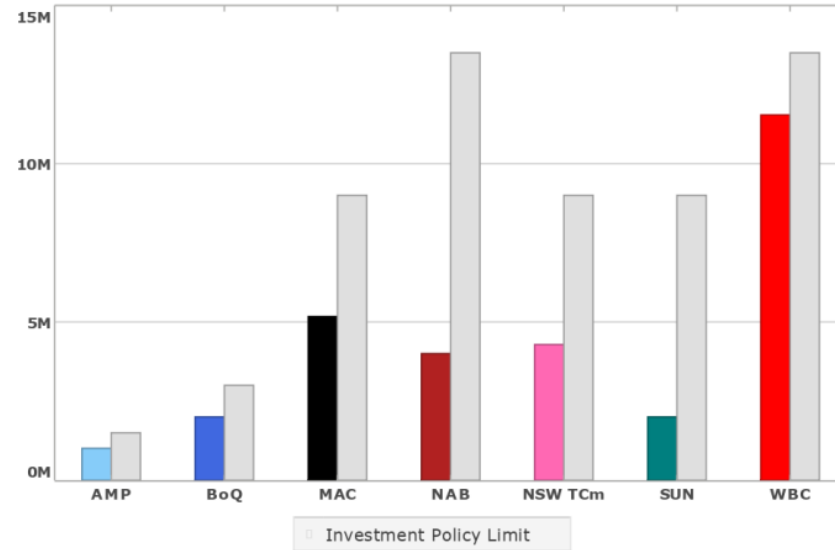
## Individual Institutional Exposures Report - March 2023



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
	<b>30,002,877</b>				

Individual Institutional Exposure Charts



## Broken Hill City Council

### Cashflows Report - March 2023

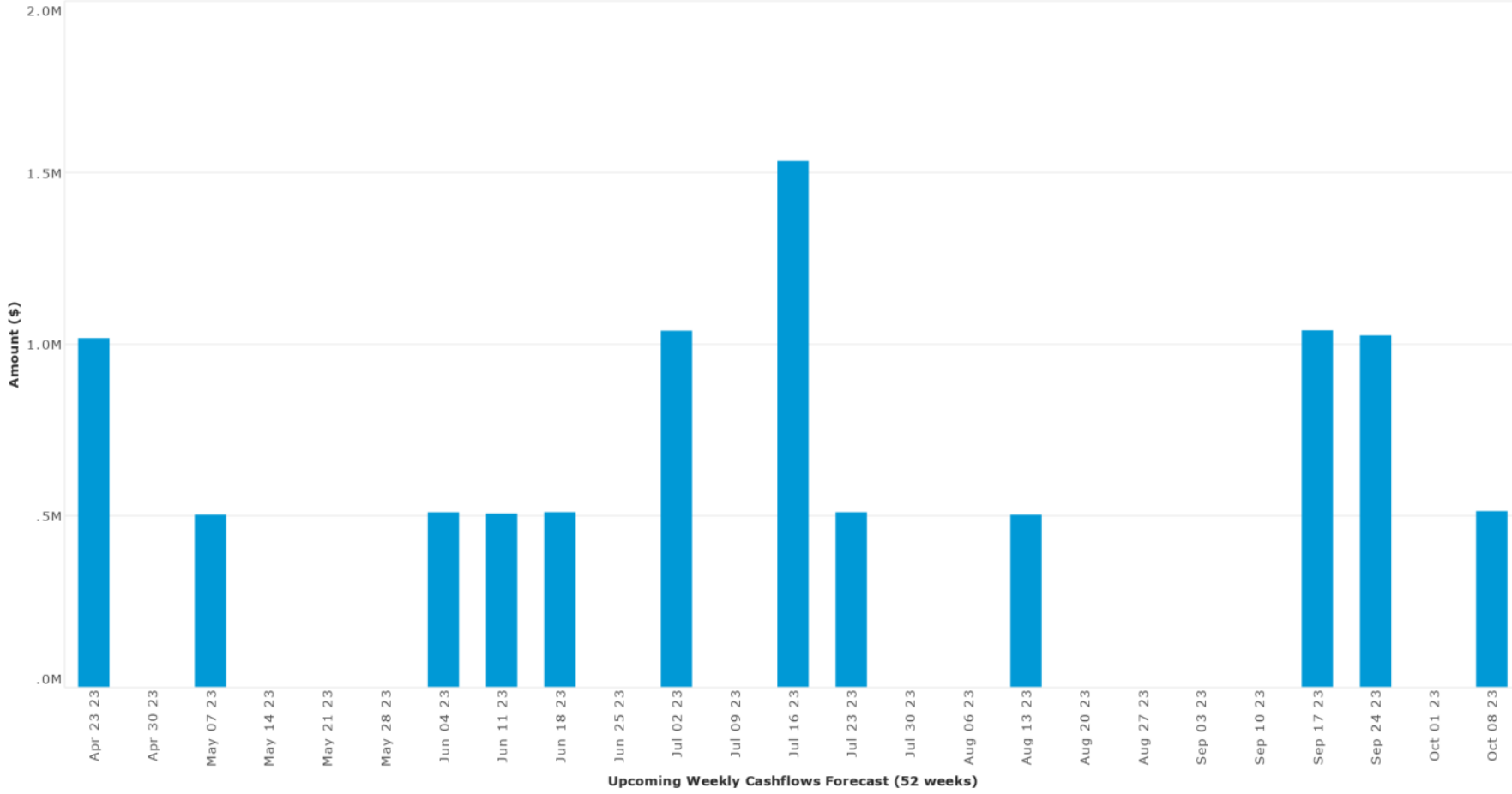


Actual Cashflows for March 2023						
Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount	
8-Mar-23	543911	National Australia Bank	Term Deposit	Settlement: Face Value	-500,000.00	
				<u>Deal Total</u>	<u>-500,000.00</u>	
8-Mar-23	543912	National Australia Bank	Term Deposit	Settlement: Face Value	-500,000.00	
				<u>Deal Total</u>	<u>-500,000.00</u>	
				<b>Day Total</b>	<b>-1,000,000.00</b>	
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>	
				<b>Day Total</b>	<b>-0.00</b>	
				<b>Total for Month</b>	<b>-1,000,000.00</b>	

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>	
				<b>Day Total</b>	<b>506,934.93</b>	
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>	
				<b>Day Total</b>	<b>510,750.00</b>	
				<b>Total for Month</b>	<b>1,017,684.93</b>	

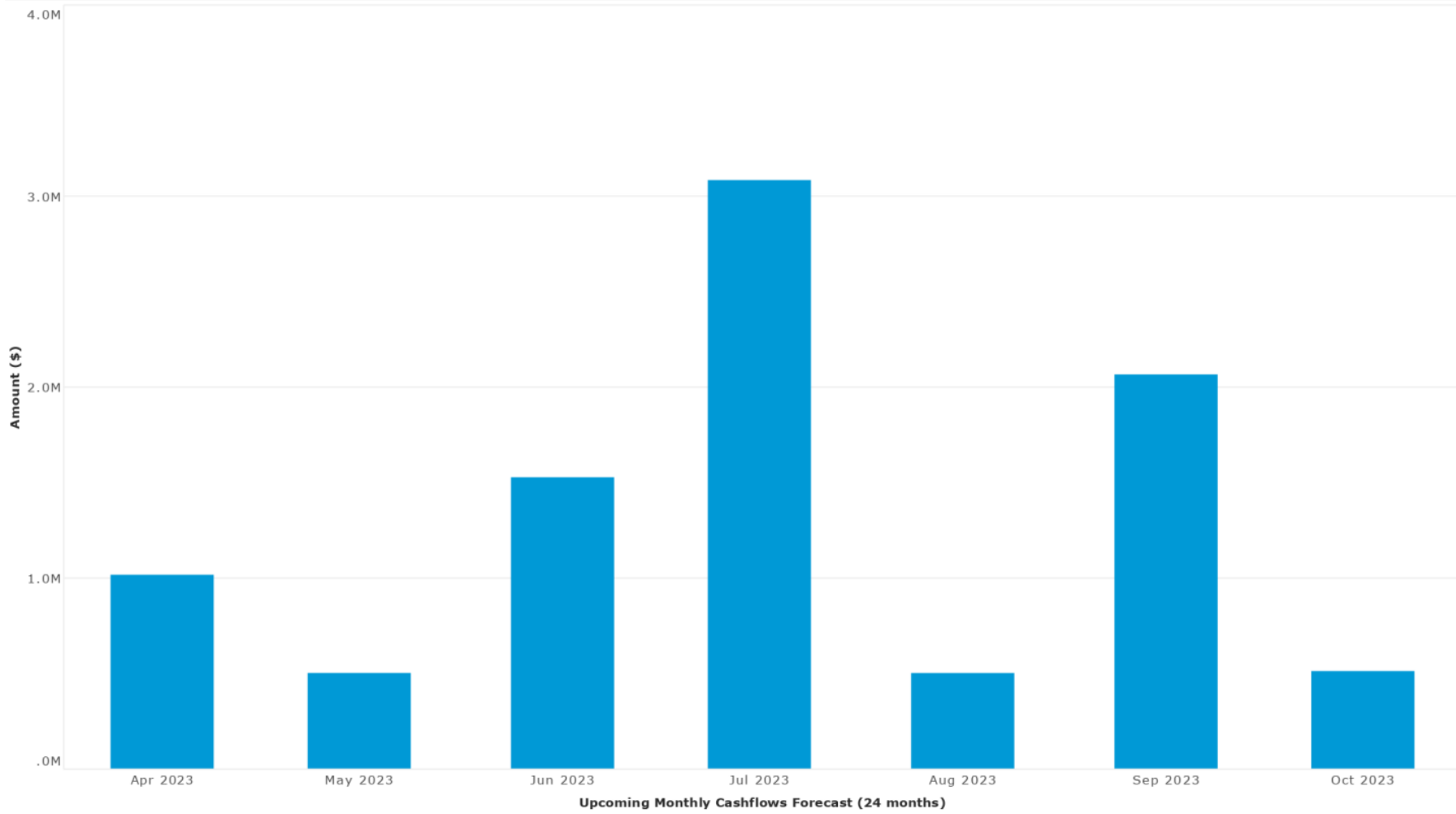
# Broken Hill City Council

## 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. [↓](#) 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	[REDACTED]
Do you have an email address?	Yes
Email Address	[REDACTED]
Applicant Street Number	[REDACTED]
Applicant Street Name	[REDACTED]
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
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## 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

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AUDIT, RISK AND IMPROVEMENT COMMITTEE

16 MARCH 2023

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**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

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AUDIT, RISK AND IMPROVEMENT COMMITTEE

16 MARCH 2023

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### 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 2000m<sup>2</sup> 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

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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.*

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AUDIT, RISK AND IMPROVEMENT COMMITTEE

16 MARCH 2023

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*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:*

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AUDIT, RISK AND IMPROVEMENT COMMITTEE

16 MARCH 2023

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- *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.**

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AUDIT, RISK AND IMPROVEMENT COMMITTEE

16 MARCH 2023

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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

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*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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- *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 .....

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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	<p>Please refer to previous emailed report. Liz spoke on:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>4. Geology trip date finalised: commencing date 15 May 2023</li> </ol>

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	<p><u><a href="#">Festival Programme: Emailed 2/3/2023.</a></u> Rachel advised unfortunately:</p> <ol style="list-style-type: none"> <li>1 Mine tours will be on the programme for 2023.</li> <li>2 Ross Clark and Trevor Dart unavailable for mineral talk at the GeoCentre. Rachel to approach Jason McCartney.</li> <li>3 Short archival films preferred for the Thursday night film event at the Trades Hall (Stadium)</li> <li>4 Chairperson request council staff enter festival dates in Mayor/Councillors diaries.</li> </ol>
Anne Andrews Festival evaluation 140 <sup>th</sup> Birthday	<p>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.</p> <p>There was discussion re the date to celebrate the 140<sup>th</sup> birthday for Broken Hill. There was a motion to ‘celebrate the 140<sup>th</sup> birthday of Broken Hill on the actual foundation date 5<sup>th</sup> September 2023’. Moved Christine Adams. Seconded Jeannette Thompson. Passed.</p>

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	<b>BH Birthday THURSDAY 5 September</b>
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

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

[View Google Map](#)

### Details

<b>Monument Type:</b>	Trees
<b>Monument Theme:</b>	People
<b>Sub-Theme:</b>	Medicine

### Dedication

<b>Actual Monument Dedication Date:</b>	Saturday 18th August, 1934
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### 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](http://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.

<b>BUSINESS ARISING FROM MINUTES</b>			
<b>STATEGIC ITEMS</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
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
<b>EVENTS BUSINESS</b>			
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
<b>NEW BUSINESS</b>			
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

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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



[www.brokenhill.nsw.gov.au](http://www.brokenhill.nsw.gov.au)