

BUSINESS PAPER

Ordinary Meeting of Council

Council Chambers
28 February 2024

6.30pm

BROKEN HILL
CITY COUNCIL

AUSTRALIA'S FIRST
HERITAGE LISTED CITY

Notice is hereby given, in accordance with the provisions of the *Local Government Act 1993*, that an Ordinary Meeting of the Broken Hill City Council will be held in the Council Chambers on **Wednesday 28 February 2024** commencing at **6:30pm** to consider the following business:

AGENDA

1	Opening the Meeting
2	Apologies
3	Leave of Absence Applications
4	Prayer
5	Acknowledgement of Country
6	Acknowledgement of Broken Hill's Mining History
7	Public Forum Session
8	Minutes for Confirmation
9	Disclosure of Interest
10	Mayoral Minute(s)
11	Notice of Motion
12	Notices of Rescission
13	Reports from Delegates
14	Reports
15	Questions Taken on Notice from Previous Council Meeting
16	Questions for Next Meeting Arising from Items on this
17	Public Forum Session
18	Confidential Matters
19	Conclusion of the Meeting

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

LIVE STREAMING OF COUNCIL MEETINGS
This Council meeting is being streamed live, recorded, and broadcast online via Facebook.To those present in the gallery today, by attending or participating in this public meeting you are consenting to your image, voice and comments being recorded and published.
The Mayor and/or General Manager have the authority to pause or terminate the stream if comments or debate are considered defamatory or otherwise inappropriate for publishing.
Attendees are advised that they may be subject to legal action if they engage in unlawful behaviour or commentary.

JAY NANKIVELL
GENERAL MANAGER

MINUTES FOR CONFIRMATION

Minutes of the Ordinary Meeting of the Council meeting held Wednesday, January 31, 2024.

Meeting commenced at 6:30pm.

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

General Manager, Director Finance and Commercial, Director Infrastructure and Environment, Manager Communications and Marketing, Executive Officer and Executive Assistant.

Media (2), Members of the Public (3)

APOLOGIES: Councillor R. Page.

RESOLUTION
Minute No. 47436 - Procedural Motion
Deputy Mayor J Hickey moved)
Councillor A Chandler seconded)

Resolved
That the apology submitted on behalf of Councillor Page be accepted.

CARRIED UNANIMOUSLY

LEAVE OF ABSENCE APPLICATIONS: Councillor Gallagher submitted a Leave of Absence Application for a reason as prescribed by the Code of Meeting Practice.

RESOLUTION
Minute No. 47437 - Procedural Motion
Councillor H Jewitt moved)
Deputy Mayor J Hickey seconded)

Resolved
That the application submitted by Councillor Gallagher be accepted and a Leave of Absence grant for this meeting.

CARRIED UNANIMOUSLY

PRAYER

Councillor Boland delivered the prayer.

ACKNOWLEDGEMENT OF COUNTRY

Councillor Jewitt delivered the Acknowledgment of Country.

ACKNOWLEDGEMENT OF BROKEN HILL'S MINING HISTORY

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

PUBLIC FORUM

Gateway Signage

Mr Bob Coulls asked for an update on the replacement of the Gateway Signs to Ms Spicer's designs and suggested that the signs (other than the Wentworth Road sign) also need to be relocated to a more suitable position with a clear backdrop behind it in order for the sun to shine through the signs.

The Mayor advised that the sign on Wentworth Road would be the first sign to be replaced as the original location is suitable and does not need RMS approval or DA approval for a new location. This sign will depict mining and will be replaced in March 2024. The other signs will be scheduled to be replaced once all approvals have been granted.

MINUTES FOR CONFIRMATION

RESOLUTION
Minute No. 47438
Councillor R Algate moved)
Councillor A Chandler seconded)

Resolved

That the Minutes of the Ordinary Meeting of the Council of the City of Broken Hill held December 20, 2023 be confirmed.

CARRIED UNANIMOUSLY

DISCLOSURE OF INTEREST

Councillor Turley declared:

- a non-pecuniary conflict of interest in Mayoral Minute 1/24 as she is President of Local Government NSW and advised that she will leave the Council Chambers whilst the item is considered.

Mayor Kennedy declared:

- a non-pecuniary non-significant conflict of interest in Confidential Report 12/24 as he plays tennis at the subject facility and advised that he will remain in the Council Chambers and will exercise his vote in the matter.

MAYORAL MINUTES

ITEM 1 - MAYORAL MINUTE NO. 1/24 - DATED JANUARY 25, 2024 - COST SHIFTING ONTO LOCAL GOVERNMENT D24/3515

Councillor Turley declared a non-pecuniary interest in Item 1 and left the Council Chambers at 6:38pm.

RESOLUTION
Minute No. 47439
Mayor T Kennedy moved)
Councillor A Chandler seconded)

Resolved

1. That Mayoral Minute No. 1/24 dated January 25, 2024, be received.

2. That Council receive and note the findings of the LGNSW Cost Shifting report for the 2021/2022 financial year.

3. That a copy of the cost shifting report be placed on Council's website so that our communities can access it.

4. That Council writes to the Premier, the NSW Treasurer and the NSW Minister for Local

Government, and the Local Member requesting that they urgently seek to address these costs through a combination of regulatory reform, budgetary provision and appropriate funding.

CARRIED UNANIMOUSLY

ITEM 2 - MAYORAL MINUTE NO. 2/24 - DATED JANUARY 31, 2024 - WILLYAMA HIGH SCHOOL
D24/4372

RESOLUTION
Minute No. 47440
Mayor T Kennedy moved)
Deputy Mayor J Hickey seconded)

Resolved

1. That Mayoral Minute No. 2/24 dated January 31, 2024, be received.

2. That Council write to the NSW State Government seeking a guarantee they will not permanently close Willyama High School; and that two High Schools will be maintained in the City.

3. That the NSW State Government provides subsidised access to tutoring for Willyama School students whose learning may be affected by the temporary closure of the High School; and that these subsidies be available for the duration of the temporary closure.

4. That the Department of Education makes all attempts to recover teaching resources and HSC student's major items of work from the school; and that HSC students are given recognition/marking adjustments for their work that cannot be recovered.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

Nil.

REPORTS FROM DELEGATES

Nil.

COMMITTEE REPORTS

Nil.

RESCISSION MOTIONS

Nil.

REPORTS

ITEM 3 - BROKEN HILL CITY COUNCIL REPORT NO. 1/24 - DATED JANUARY 09, 2024 - CORRESPONDENCE REPORT - RESOURCES FOR REGIONS FUNDING D24/347

RESOLUTION **Resolved**

Minute No. 47441

Councillor R Algate moved)
Councillor H Jewitt seconded)

1. That Broken Hill City Council Report No. 1/24 dated January 9, 2024, be received.

2. That reply correspondence from the Hon Tara Moriarty MLC, Minister for Regional NSW dated 15 December 2023 regarding Resources for Regions funding be received and noted.

3. That reply correspondence from Mr Roy Butler, Member for Barwon, dated 8 January 2024, regarding the reallocation of Resources for Regions funding be received and noted.

4. That Council notes it is awaiting replies from The NSW Premier and The Hon Stephen Lawrence MLC.

5. That Council note a submission into the *Review of Regional Development Act 2004,* specifically advocating for retention of the Resources for Region funding and or creation of a similar fund along with changes to the creation and makeup of the Regional Development Advisory Council has been submitted.

CARRIED UNANIMOUSLY

ITEM 4 - BROKEN HILL CITY COUNCIL REPORT NO. 2/24 - DATED JANUARY 09, 2024 - CORREPONDENCE REPORT - SOUTHERN CROSS AUSTEREO'S SPENCER GULF NIGHTLY NEWS D24/415

RESOLUTION **Resolved**

Minute No. 47442

Councillor R Algate moved)
Deputy Mayor J Hickey seconded)

1. That Broken Hill City Council Report No. 2/24 dated January 9, 2024, be received.

2. That reply correspondence from the Office of the Hon Michelle Rowland MP, Minister for Communications, dated 22 December 2023 regarding the Spencer Gulf Nightly News be received and noted.

3. That a motion be submitted to the National General Assembly regarding the impact of the loss of regional news bulletins to regional communities across Australia.

CARRIED UNANIMOUSLY

ITEM 5 - BROKEN HILL CITY COUNCIL REPORT NO. 3/24 - DATED JANUARY 09, 2024 - CORRESPONDENCE REPORT - ESTABLISHMENT OF A PARLIAMENTARY INQUIRY INTO CRIME IN REGIONAL RURAL AND REMOTE NSW D24/419

RESOLUTION **Resolved**

Minute No. 47443

Deputy Mayor J Hickey moved)
Councillor H Jewitt seconded)

1. That Broken Hill City Council Report No. 3/24 dated January 9, 2024, be received.

2. That reply correspondence (undated) from the Hon Yasmin Catley MP, Minister for Police and Terrorism regarding a Parliamentary Inquiry into crime in regional rural and remote NSW be received and noted.

3. That reply correspondence dated 5 December 2023, from the Hon Aileen MacDonald OAM MLC, Shadow Minister for Youth Justice regarding a Parliamentary Inquiry into crime in regional rural and remote NSW be received and noted.

CARRIED UNANIMOUSLY

ITEM 6 - BROKEN HILL CITY COUNCIL REPORT NO. 4/24 - DATED JANUARY 10, 2024 - COUNCILLOR ATTENDANCE AT THE 2024 NSW AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION (ALGWA) CONFERENCE TO BE HELD IN MACQUARIE PARK (SYDNEY) FROM 14-16 MARCH 2024 D24/995

RESOLUTION **Resolved**

Minute No. 47444

Councillor M Browne moved)
Councillor D Turley seconded)

1. That Broken Hill City Council Report No. 4/24 dated January 10, 2024, be received.

2. That Councillor Browne represents Council at the 2024 NSW ALGWA Conference in Macquarie Park, 14-16 March by any interested Councillors

CARRIED UNANIMOUSLY

ITEM 7 - BROKEN HILL CITY COUNCIL REPORT NO. 5/24 - DATED JANUARY 11, 2024 - COUNCILLOR ATTENDANCE AT THE 2024 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT TO BE HELD IN CANBERRA ON 2 - 4 JULY 2024 D24/1223

RESOLUTION **Resolved**

Minute No. 47445

Councillor R Algate moved)
Councillor A Chandler seconded)

1. That Broken Hill City Council Report No. 5/24 dated January 11, 2024, be received.

2. That the Mayor, Deputy Mayor, Councillors Algate, Browne and Chandler represent Council along with the General Manager at the 2024 National General Assembly of Local Government in Canberra, 2 - 4 July 2024.

3. That the Mayor, Deputy Mayor, Councillors Algate, Browne and Chandler and the General Manager represent Council at the

2024 Australian Council of Local Government (ACLG) following the Assembly on 5 July 2024.

4. That other Councillors advise their interest in attending the National General Assembly and the Australian Council of Local Government to the General Manager's Office by Friday 16 February 2024.

CARRIED UNANIMOUSLY

ITEM 8 - BROKEN HILL CITY COUNCIL REPORT NO. 6/24 - DATED JANUARY 11, 2024 - 2024 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - CALL FOR MOTIONS D24/1232

RESOLUTION **Resolved**
Minute No. 47446
Councillor M Browne moved)
Councillor D Turley seconded)

1. That Broken Hill City Council Report No. 6/24 dated January 11, 2024, be received.

2. That Council submits motions to the 2024 National General Assembly of Local Government (in line with the Assembly's eligibility principles for motions) on the following subjects:

   a) The impact of the loss of regional nightly news bulletins to regional communities across Australia.

   b) The impact of State Government cost shifting onto local Councils.

   c) The impact of the freeze on Financial Assistance Grants in previous years to local Councils.

3. That motions be submitted to the Australian Local Government Association by March 29, 2024 along with a copy of the supporting Council resolution.

CARRIED UNANIMOUSLY

ITEM 9 - BROKEN HILL CITY COUNCIL REPORT NO. 7/24 - DATED JANUARY 18, 2024 - ADOPTION OF DRAFT AGENCY INFORMATION GUIDE D24/2512

RESOLUTION **Resolved**
Minute No. 47447
Councillor M Boland moved)
Councillor D Turley seconded)

1. That Broken Hill City Council Report No. 7/24 dated January 18, 2024, be received.

2. That Council adopt the Draft Agency Information Guide.

CARRIED UNANIMOUSLY

ITEM 10 - BROKEN HILL CITY COUNCIL REPORT NO. 8/24 - DATED DECEMBER 18, 2023 - ADOPTION OF THE DRAFT PUBLIC INTEREST DISCLOSURE POLICY D23/68242

RESOLUTION **Resolved**

Minute No. 47448

Councillor M Boland moved)
Councillor H Jewitt seconded)

1. That Broken Hill City Council Report No. 8/24 dated December 18, 2023, be received.

2. That Council adopts the Draft Public Interest Disclosure Policy as a policy of Council.

3. That Council notes that adopting the Draft Public Interest Disclosure Policy will render the Reporting of Public Interest Disclosures Policy as obsolete.

4. That on adoption of the Draft Public Interest Disclosure Policy authority be delegated to the General Manager to make amendments to the Public Interest Disclosure Policy in order to update the contact information in Annexure A and other minor updates as required.

CARRIED UNANIMOUSLY

ITEM 11 - BROKEN HILL CITY COUNCIL REPORT NO. 9/24 - DATED JANUARY 19, 2024 - ADOPTION OF THE DRAFT ALBERT KERSTEN MINING AND MINERAL MUSEUM (GEOCENTRE) COLLECTION MANAGEMENT POLICY D23/66982

RESOLUTION **Resolved**

Minute No. 47449

Councillor H Jewitt moved)
Councillor M Browne seconded)

1. That Broken Hill City Council Report No. 9/24 dated January 19, 2024, be received.

2. That Council notes that one submission was received from the public during the public exhibition period.

3. That Council adopts the draft Albert Kersten Mining and Mineral Museum (GeoCentre) Collection Management Policy as a Policy of Council.

4. That adoption of the draft Albert Kersten Mining and Mineral Museum (GeoCentre) Collection Management Policy will render the 1997 Management – GeoCentre Policy obsolete.

CARRIED UNANIMOUSLY

ITEM 12 - BROKEN HILL CITY COUNCIL REPORT NO. 10/24 - DATED JANUARY 19, 2024 - INVESTMENT REPORT FOR DECEMBER 2023 D24/2822

RESOLUTION **Resolved**
Minute No. 47450
Councillor M Boland moved)
Councillor R Algate seconded)

1. That Broken Hill City Council Report No. 10/24 dated January 19, 2024, be received.

CARRIED UNANIMOUSLY

ITEM 13 - BROKEN HILL CITY COUNCIL REPORT NO. 11/24 - DATED JANUARY 10, 2024 - ACTION LIST REPORT D24/993

RESOLUTION **Resolved**
Minute No. 47451
Councillor M Boland moved)
Councillor R Algate seconded)

1. That Broken Hill City Council Report No. 11/24 dated January 10, 2024, be received.

CARRIED UNANIMOUSLY

QUESTIONS TAKEN ON NOTICE FROM PREVIOUS COUNCIL MEETING

ITEM 14 - QUESTIONS ON NOTICE NO. 1/24 - DATED DECEMBER 21, 2023 - COUNCILLOR QUESTIONS TAKEN ON NOTICE AT THE COUNCIL MEETING HELD 20 DECEMBER 2023 AND THE HEALTH AND BUILDING COMMITTEE MEETING HELD 12 DECEMBER 2023 D23/69267

RESOLUTION **Resolved**
Minute No. 47452
Councillor M Boland moved)
Councillor R Algate seconded)

1. That Questions On Notice No. 1/24 dated December 21, 2023, be received.

CARRIED UNANIMOUSLY

QUESTIONS FOR NEXT MEETING ARISING FROM ITEMS ON THIS AGENDA

Councillor Briefing by Broken Hill Police
Councillor Turley requested that the General Manager reminds the Broken Hill Police representative to provide an update to Councillors regarding the city's crime statistics at the next Councillor Briefing.

The General Manager advised that the Police confirmed they would present this at the next Councillor Briefing and will contact the Broken Hill Police representative prior to the next Councillor Briefing.

Littering of used syringes in the CBD area
Councillor Boland referred to the 24 hour availability of "fit-packs" from the Crystal Lane side of the Broken Hill Health Service and the safety risk to the public due to the littering of used syringes in the Crystal Lane area, Musician's Club carpark, the CBD area and Sturt Park. Councillor Boland asked what the Health Service is doing to support people in the City who are addicted to drugs?

The Mayor advised that Council will seek an update from the Western Primary Health Network/Far West Health Service regarding plans for a Drug Rehabilitation Centre in Broken Hill, and also a solution for the littering of used syringes in the CBD area.

Update on the progress of Council management of the old Broken Hill Police Station site
Councillor Algate requested an update on the old Broken Hill Police Station site as to when Council would take ownership of the site? And will the site still be incorporated in the new Library Development?

The General Manager advised that Council will be granted Crown Land Management of the partial site once Crown Lands provides a Site Condition Report to Council (so that Council can understand the implications of managing the site and the condition of the heritage buildings on the site) and appoints Council as Crown Land Managers. This process is underway and is anticipated to be completed within the next two months. In the meantime, Crown Lands have approved the Development Application for the new Library to be built which will incorporate the use of part of the old Police Station site for the carpark area. This is a promising sign that Council will soon be appointed as Crown Land Managers of the partial site.

Update on the proposed development of a Drug Rehabilitation Centre for Broken Hill
Councillor Turley referred to project planning meetings previously held for the scoping of a proposed new Drug Rehabilitation Centre for Broken Hill and asked for a status update on the project.

The Mayor advised that Council will contact the Western Primary Health Network representative to gain an update for Council.

Signage at the Albert Kersten Mining and Minerals Museum
Councillor Jewitt referred to signage on the verandah beam of the Albert Kersten Mining and Minerals Museum, and the disappointment of the Kersten family that the signage has not been replaced following Council's resolution to change the name of the Albert Kersten GeoCentre to the Albert Kersten Mining and Minerals Museum.

The Mayor advised that an update on replacement of the signage will be provided to the next Council Meeting.

RESOLUTION
Minute No. 47453 - Procedural Motion
Deputy Mayor J Hickey moved)
Councillor A Chandler seconded)

Resolved

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

CARRIED UNANIMOUSLY

Members of the public and media left the Council Chambers at 7:25pm. and the livestreaming of the meeting ceased.

CONFIDENTIAL MATTERS

ITEM 15 - BROKEN HILL CITY COUNCIL REPORT NO. 12/24 - DATED JANUARY 18, 2024 - Q23/68 - REQUEST FOR QUOTATION - O'NEILL TENNIS COURTS LIGHTING UPGRADE **- CONFIDENTIAL** D24/2401

(**General Manager's Note**: This report is deemed confidential under Section 10A(2) (c) (d) of the Local Government Act, 1993 which provides for information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND which provides for commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).

RESOLUTION
Minute No. 47454
Councillor A Chandler moved)
Deputy Mayor J Hickey seconded)

Resolved

1. That Broken Hill City Council Report No. 12/24 dated January 18, 2024, be received.

2. That Council approve an additional amount of $236,875.40 (ex GST) which equals a revised total budget of $359,275.40 (ex GST) for the upgrade of the O'Neill Tennis Courts Lighting.

3. That Council approve the quotation package tendered by MBE for the total price of $326,614.00 (ex GST).

CARRIED UNANIMOUSLY

RESOLUTION
Minute No. 47455 - Procedural Motion
Councillor D Turley moved)
Councillor R Algate seconded)

Resolved

That the meeting resumes in open session.

CARRIED UNANIMOUSLY

Members of the public and media returned to the Council Chambers at 7:26pm. The livestreaming of the meeting recommenced.

At the Mayor's invitation, the General Manager advised of the resolution of Council made in closed session.

There being no further business to consider, the Mayor closed the meeting at 7:29pm.

THE FOREGOING MINUTES WERE READ)
AND CONFIRMED AT THE ORDINARY)
MEETING OF THE BROKEN HILL CITY)
COUNCIL HELD ON 28 FEBRUARY 2024.)

_____
CHAIRPERSON

RECOMMENDATIONS OF THE WORKS COMMITTEE MEETING HELD MONDAY, FEBRUARY 19, 2024

1. BROKEN HILL CITY COUNCIL REPORT NO. 14/24 - DATED FEBRUARY 09, 2024 - CORRESPONDENCE REPORT - SEALING OF THE WILANGEE ROAD FOR THE MUNDI MUNDI BASH (D24/7417) 16

Recommendation

1. **That Broken Hill City Council Report No. 14/24 dated February 9, 2024, be received.**

2. **That reply correspondence from the Minister for Regional Transport and Roads, the Hon Jenny Aitchison MP, regarding the sealing of the Wilangee Road for the Mundi Mundi Bash be received and noted.**

3. **That reply correspondence from the Member for Barwon, Mr Roy Butler MP, regarding the sealing of the Wilangee Road for the Mundi Mundi Bash be received and noted.**

4. **That further correspondence be sent to the Minister for Tourism regarding the sealing of the Wilangee Road for the Mundi Mundi Bash**

2. BROKEN HILL CITY COUNCIL REPORT NO. 15/24 - DATED FEBRUARY 01, 2024 - DRAFT REVISED WASTE SERVICES POLICY FOR PUBLIC EXHIBITION (D24/5210) 21

Recommendation

1. **That Broken Hill City Council Report No. 15/24 dated February 1, 2024, be received.**

2. **That That Council endorse the draft revised Waste Services Policy for the purpose of public exhibition.**

3. **That the draft revised Waste Services Policy be placed on public exhibition for a period of 28 days for public comment.**

4. **That, at the conclusion of the public exhibition period, a report be presented to Council detailing submissions received and any recommended amendments arising, with a view to adopting the draft revised Waste Services Policy; and if adopted, the 2015 Waste Services Policy will be rendered obsolete.**

3. BROKEN HILL CITY COUNCIL REPORT NO. 16/24 - DATED FEBRUARY 07, 2024 - BUDGET REQUEST - QUARTER 2 - AIRPORT FIRE SYSTEM PIPE REPLACEMENT & HYDRANTS PROJECT (D24/6900)..... 29

Recommendation

1. **That Broken Hill City Council Report No. 16/24 dated February 7, 2024, be received.**

2. **That Council considers a budget allocation for an Airport Fire System Pipe Replacement and Hydrants Project under Quarter 2, financial year 2023/24 due to the current system approaching the end of its operable lifecycle.**

3. **That Council approve a total budget for this project at $1,214,394 (ex GST) with $264,394 (ex GST) allocated for financial year 2023/24 and $950,000 (ex GST) allocated for financial year 2024/25.**

4. BROKEN HILL CITY COUNCIL REPORT NO. 17/24 - DATED FEBRUARY 01, 2024 - REQUEST FOR FINANCIAL ASSISTANCE TOWARDS THE 2024 WASTE 2 ART PROGRAM AND COMPETITION (D24/5325)..... 46

Recommendation

1. **That Broken Hill City Council Report No. 17/24 dated February 1, 2024, be received.**

2. **That Council considers providing a one-off $3,000.00 grant to the Broken Hill Art Exchange towards the organisation of the 2024 Waste 2 Art Program and Competition.**

3. **That if approved, the funding be facilitated via Council's Community Assistance Grants Program (with funding sourced from Council's Waste and Sustainability budget and included in the Quarterly Budget Review); and the Broken Hill Art Exchange complies with all conditions of the Community Assistance Grants Program in the administration of the grant.**

a) **That the Broken Hill Art Exchange be advised of the process to apply in future years to Council's Community Assistance Grants funding towards the Waste 2 Art Program and Competition.**

WORKS COMMITTEE

February 9, 2024

ITEM 1

BROKEN HILL CITY COUNCIL REPORT NO. 14/24

SUBJECT: CORRESPONDENCE REPORT - SEALING OF THE WILANGEE ROAD FOR THE MUNDI MUNDI BASH D24/7417

Recommendation

1. That Broken Hill City Council Report No. 14/24 dated February 9, 2024, be received.
2. That reply correspondence from the Minister for Regional Transport and Roads, the Hon Jenny Aitchison MP, regarding the sealing of the Wilangee Road for the Mundi Mundi Bash be received and noted.
3. That reply correspondence from the Member for Barwon, Mr Roy Butler MP, regarding the sealing of the Wilangee Road for the Mundi Mundi Bash be received and noted.

Executive Summary:

Council at its meeting held 30 August 2023, considered a verbal Mayoral Minute regarding the sealing of the Wilangee Road between Umberumberka turn-off and the Mundi Mundi Bash site and resolved as follows:

ITEM 1 – VERBAL MAYORAL MINUTE - MUNDI MUNDI BASH (MM15/23) 21/68

Mayor Tom Kennedy raised a verbal Mayoral Minute regarding Council providing advocacy support for the Mundi Mundi Bash music festival.

RESOLUTION
Minute No. 47291
Mayor T Kennedy moved)
Deputy Mayor J Hickey seconded)

Resolved

1. That Council provides advocacy support to the Outback Music Festival Group (organisers of the Mundi Mundi Bash) for the sealing of the Wilangee Road between Umberumberka turn-off and the Mundi Mundi Bash site; and that Council sends correspondence to the Local Member, NSW Premier The Hon Chris Minns MP and the appropriate Minister.

CARRIED UNANIMOUSLY

As per the Council resolution Mayoral correspondence was sent to the NSW Minister for Roads, the Hon John Graham, The Member for Barwon, Mr Roy Butler MP and the NSW Premier The Hon Chris Minns MP.
Council has received a reply from the Minister for Regional Transport and Road, the Hon Jenny Aitchison MP and the Member for Barwon, Mr Roy Butler MP, and the reply correspondence is attached to this report.

A response from the NSW Premier has not yet been received.

Attachments

1. Correspondence Report - Sealing of the Wilangee Road for the Mundi Mundi Bash - ⇩ Minister for Regional Transport and Roads

2. Correspondence Report - Sealing of the Wilangee Road - Member for Barwon ⇩

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

The Hon Jenny Aitchison MP
Minister for Regional Transport and Roads

Ref: 01918612

Councillor Tom Kennedy
Mayor
Broken Hill City Council
PO Box 448
Broken Hill NSW 2880

Dear Tom,

Thank you for your correspondence to the Minister for Roads about a request to seal a stretch of Wilangee Road. Your correspondence was referred to me as it falls within my portfolio responsibilities as Minister for Regional Transport and Roads.

I am glad to hear the Broken Hill Mundi Mundi Bash is growing in popularity and iconic country events like this are continuing to thrive.

I am advised by Transport for NSW it has done significant work on Silverton Road to increase the width of the road and reliability of the floodways. It graded the road from Umberumberka Dam to beyond the event entrance and graded an access track for Silverton residents. It also replaced the failed culvert to maintain road safety, before this year's Mundi Mundi Bash.

As you may appreciate, the NSW Government maintains up to 3,700kms of State and Local roads within the Unincorporated Area of the Far West with limited funding and resources. Sealing State and Regional roads is a priority, as this provides the greatest social and economic benefit for NSW people who use this network for tourism, freight and daily travel. This ensures year-round access to the Far West of NSW.

I am advised by Transport for NSW that while there are no financial grant opportunities to seal Wilangee Road at this time, it will monitor future funding options. For further support, I asked Transport for NSW to refer your concerns to the Minister for Regional and Western NSW and the Minister for Tourism.

52 Martin Place Sydney NSW 2000
GPO Box 5341 Sydney NSW 2001

02 7225 6060
nsw.gov.au/ministers

Thank you for taking the time to write. I genuinely appreciate the effort you have made to raise this matter with the NSW Government.

Yours sincerely,



02/02/2024

The Hon Jenny Aitchison MP
Minister for Regional Transport and Roads

52 Martin Place Sydney NSW 2000
GPO Box 5341 Sydney NSW 2001

02 7225 6060
nsw.gov.au/ministers



ROY BUTLER MP
INDEPENDENT MEMBER FOR BARWON

REF: RB5812

05 December 2023

Mr Thomas Kennedy
Mayor
Broken Hill City Council
384 Oxide Street
BROKEN HILL 2880

Dear Mayor,

Thank you for contacting the Office of Roy Butler MP to raise your concerns regarding a section of the Wilangee road from the Umberumberka Reservoir to the Mundi Mundi Bash entry road that has been identified as a risk to road users.

My office previously raised this issue with the Minister for Regional Transport and Roads the Hon Jennifer Aitchison in August 2023, we are still awaiting a response.

The Mundi Mundi Bash attracts concert goers from across the country and is vital for tourism and economic development for the whole of Far West New South Wales. I am advised that the next Mundi Mundi Bash is scheduled for 15th - 19th August 2024. As a matter of urgency and to ensure that works are complete in time, I have asked that the Minister investigate the works required and provide funding for the sealing of the 2km Stretch of Wilangee road and the spillway and by-wash repairs. I have provided the Minister with a list of 10 priority road works for Barwon and included this stretch of road.

Thank you once again for taking the time to contact my office. Once a response from the Minister is received my office will be in touch.

Yours sincerely,

Roy Butler MP
Member for Barwon

barwon@parliament.nsw.gov.au
www.roybutler.com.au

BROKEN HILL OFFICE
P 08 8087 3315
1/142 ARGENT STREET

COBAR OFFICE
P 02 6836 3722
11 BARTON STREET

NARRABRI OFFICE
P 02 6792 1422
1/60 MAITLAND STREET

WORKS COMMITTEE

February 1, 2024

ITEM 2

BROKEN HILL CITY COUNCIL REPORT NO. 15/24

SUBJECT: DRAFT REVISED WASTE SERVICES POLICY FOR PUBLIC EXHIBITION D24/5210

Recommendation

1. That Broken Hill City Council Report No. 15/24 dated February 1, 2024, be received.
2. That That Council endorse the draft revised Waste Services Policy for the purpose of public exhibition.
3. That the draft revised Waste Services Policy be placed on public exhibition for a period of 28 days for public comment.
4. That, at the conclusion of the public exhibition period, a report be presented to Council detailing submissions received and any recommended amendments arising, with a view to adopting the draft revised Waste Services Policy; and if adopted, the 2015 Waste Services Policy will be rendered obsolete.

Executive Summary:

Council's 2015 Waste Services Policy has been reviewed as part of Council's organisation wide review of its Policy Register. The review identified that amendments were required to the Waste Services Policy which are outlined in the report below.

The draft revised Waste Services Policy is now presented to Council to endorse for the purpose of public exhibition.

Report:

Council's Executive Leadership Team has commenced a review of Council's Policy Register to ensure strategic policies comply with current legislation and align with the Office of Local Government's (OLG) model codes, guidelines and best practice for Local Government and reflect any changes in technology or service delivery. The review was also used to highlight any gaps where Council may not have a policy in place to comply with current legislation.

The objective of the Waste Services Policy is to define the conditions and to provide for the setting of fees for the collection and disposal of residential waste and commercial waste which originate in the Broken Hill local government area. The policy governs the way in which Council provides a regular and efficient household waste collection and disposal service and commercial waste service options to meet both the needs of residents and the business community of Broken Hill in a cost-effective manner.

The 2015 Waste Services Policy was reviewed and amendments have been made to reflect Council's current organisational structure; the way in which the waste service fees are set by Council each year; and to update the reference list of Legislation to which this policy relates.

The amendments to the Policy are:

Section	Type	Amendment Details
Quality Control	Position Update	Responsible person – title updated to reflect current position in structure
4.9 (c) - General Requirements	Additional wording	Added wording 'in its fees and charges'
5.1 - Roles and Responsibilities	Position Updates	Position titles updated to reflect current structure.
6 - Review	Position Update	title updated to reflect current position in structure
7 – Legislative and Legal Framework	Additional Acts and Regulations	Added appropriate acts and regulations • Protection of the Environment Operations Act 1997 • Protection of the Environment Operations (waste) Reg 2014 • Broken Hill Waste & Recovery Strategy 2010-2030

The draft revised Waste Services Policy is presented to Council for endorsement for the purpose of public exhibition. The draft Policy will be placed on public exhibition for a period of 28 days during which time Council will accept submissions from the public.

Following the public exhibition period, a further report will be presented to Council detailing submissions received and whether any resultant amendments were made to the draft Policy, with a view to adopting the Policy. If Council adopts the draft revised Waste Services Policy, the 2015 Waste Services Policy will be rendered obsolete and removed from Council's Policy Register.

Community Engagement:

The draft revised Waste Services Policy will be placed on public exhibition as per the *Local Government Act 1993, Section 335(d).*

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993, Section 335(d)
Waste Avoidance and Resource Recovery Act 2001 No. 58
Protection of the Environment Operations Act 1997 No. 156
Protection of the Environment Operations (Waste) Regulation 2014
Broken Hill Integrated Waste and Recycling Strategy 2010-2030

Financial Implications:

Nil

Attachments

1. ⇩ Draft Waste Services Policy

CODIE HOWARD
DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

JAY NANKIVELL
GENERAL MANAGER

DRAFT WASTE SERVICES POLICY

QUALITY CONTROL			
EDRMS REFERENCES	12/114 – D12/11959		
RESPONSIBLE POSITION	Director Infrastructure and Environment		
APPROVED BY	Council		
REVIEW DATE	**February 2026**	REVISION NUMBER	**3**
EFFECTIVE DATE	ACTION	MINUTE NUMBER	
June 29, 2005	Adopted	41267	
August 26, 2015	Public Exhibition	45044	
October 28, 2015	Adopted	45100	

1. INTRODUCTION

The purpose of this policy is to define conditions and to provide for the setting of fees for the collection and disposal of waste and commercial wastes which originate in the Broken Hill local government area.

2. POLICY OBJECTIVE

The purpose of this policy is to:

a) Provide a regular and efficient household waste collection and disposal service to meet the needs of the Broken Hill Community in a cost-effective manner.

b) Provide a range of commercial waste service options to meet the needs of the business community of Broken Hill.

3. POLICY SCOPE

This policy defines conditions and provides for the setting of fees for the collection and disposal of waste services which originate in the Broken Hill local government area.

4. POLICY STATEMENT

4.1. Domestic Waste Services

a) A domestic waste service consists of one mobile garbage bin (MGB). Single dwellings can also elect to have a fortnightly organic (green waste).

b) A domestic waste service charge shall be paid for each separate residential unit.

c) A domestic waste service charge shall be an annual charge and shall be paid if the residential unit is occupied for any period during the rating year.

d) There shall be no reduction in charges for non-use periods except:

i. where the unit is unoccupied for the whole of the rating year.

ii. where the residential unit is completed and occupied during the year for the first time, in which case a pro rata charge shall be applied.

iii. where the residential unit is permanently unoccupied, a pro-rata charge shall be applied.

4.2. Disabled Waste Services

a) This service is available where all adult persons normally resident, have a physical disability, which precludes them from placing the mobile garbage bin kerbside. This service is in lieu of a Domestic Waste Service.

b) Application shall be made annually to continue this service.

4.3. Organics Collection Bins

a) Organics Waste Bins (green waste) are available to single dwellings for the recycling of household garden waste.

b) This service is collected fortnightly from the kerbside.

c) This service attracts no charge; however, a bin supply fee applies as prescribed in the fees and charges.

4.4. Additional Services for Households

Additional Domestic Waste services are available to households that require more than one service. Each additional service will attract the annual charge as prescribed in the 'fees and charges.

4.5. Collection and Storage of MGBs

a) Council will provide a regular service to collect domestic waste contained in the MGB supplied by Council.

b) The MGBs are assigned to the property and are not to be removed from the property upon sale of a property or change in tenancy.

c) MGBs should be placed out for collection no later than 6am on collection day. MGB's should be presented away from parked cars, trees, and poles to increase collection efficiency.

d) MGBs should be removed from the kerb, or collection location as soon as possible after collection and stored within the property boundary in a secure place, to avoid vandalism, and theft.

4.6. Commercial Waste Service

a) A commercial waste service charge shall be paid for each separate commercial unit.

b) A commercial waste service charge shall be an annual charge and shall be paid if the commercial unit is occupied for any period during the rating year.

4.6.1. Permissible reduction in Commercial Waste Charges

a) There shall be no reduction in the commercial waste service charge for non-use periods except:

i. Where the unit is unoccupied for the whole of the rating year; or

ii. where a new commercial or industrial unit is completed and occupied for the first time, in which case a pro rata charge shall be applied; or

iii. where a business is receiving an adequate Council dumper bin service either separately or collectively with other units in the same complex for the whole of the year.

iv. Where a new or additional commercial service is applied for, in which case a pro rata charge shall be applied.

b) Where a complex generates only a small amount of waste, such as an office building with multiple tenancies, Council may exempt the payment of a commercial waste service charge by each separate tenancy and may assess the number of commercial services required for the whole complex.

c) Where a residential premises incorporates a registered business on the same allotment, a domestic waste service will be charged provided the categorisation for rating purposes is residential, and the residential usage is the dominant use, otherwise a commercial waste charge is applicable.

4.6.2. Assessment of Commercial Waste Services

Where a business which generates large quantities of waste does not have an adequate trade waste bin service, the number of commercial waste services required by that business shall be assessed by Council in accordance with the amount of waste generated by the business.

4.7. Trade Waste Bin Services

a) A trade waste bin service shall be provided by Council on request, subject to the completion of a Trade Waste Agreement. Commercial and industrial premises will be encouraged to use this service where the normal commercial waste service appears to be inappropriate.

b) Industrial bins used for this service may be privately owned or leased from Council.

c) Under special circumstances Mobile Garbage Bins can be hired under a Trade Waste Agreement following assessment by Council. Mobile Garbage Bins are charged at a collection fee per bin.

4.8. Additional Waste Services – Temporary Hire

a) Council provides temporary hire bins for occasions where additional waste is generated in households and/or events.

b) Trade waste bins are available for hire at weekly or monthly rates as prescribed in the 'Fees and Charges'.

c) Hire for Special events includes a range of trade waste and mobile garbage bins, Council will assess the requirements of the event. Rates for these events are prescribed in the 'Fees and Charges'.

d) Hirers are responsible for all waste bins whilst leased under the short-term arrangements.

e) Cleaning Fees apply to waste bins following short term hire as prescribed in the 'Fees and Charges'.

4.9. General Requirements

a) The discontinuation of any waste service charge for unoccupied premises shall only occur from the date of receipt of notification.

b) Mobile waste bins for domestic and commercial waste services shall be provided by Council and shall remain the property of Council.

c) Replacement mobile waste bins will be charged at a fee determined by Council each year in its fees and charges. Fees will not be applicable to replacement bins that have deteriorated by normal wear and tear.

d) The annual waste charges for residential, commercial and trade waste services shall be set by Council each year in its fees and charges.

e) Any application for a reduction in waste charges in accordance with this policy shall be made in writing to the General Manager and be accompanied by the necessary support documentation.

5. IMPLEMENTATION

5.1. Roles and Responsibilities

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

- ***Director Infrastructure and Environment/Waste and Sustainability Manager –*** Implementing actions under this policy.
- ***Waste Coordinator –*** Implementing actions under this policy.
- ***Communications Staff –*** Providing information to the community regarding waste services addressed in this policy.
- ***Customer Service Staff –*** Providing information to the community regarding waste services addressed in this policy.
- ***Finance –*** Implementation of annual fees for domestic and commercial services and invoicing trade waste fees and charges.

5.2. Communication

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

5.3. Associated Documents

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

- Schedule of Fees and Charges
- Trade Waste Agreements

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 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 Director Infrastructure and Environment 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* (NSW)
- *Waste Avoidance and Resource Recovery Act 2001,* No.58
- *Protection of the Environment Operations Act 1997,* No.156
- Protection of the Environment Operations (Waste) Regulation 2014
- Broken Hill Integrated Waste and Recycling Strategy 2010-2030

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

8. DEFINITIONS

Commercial or Industrial Unit – shall mean a single unit which may be on a separate parcel of land or may be part of a multi-unit complex and includes a shop, factory, motel, hotel, caravan park, garage, service station, workshop, warehouse or other commercial or industrial premises which is being used as one individual business.

Commercial Waste Service – shall mean a weekly waste collection service for a commercial or industrial unit and one service comprises up to three mobile garbage bins or one 600 litre bin.

Domestic Waste Service – shall mean a weekly waste collection service for a residential unit and comprises one mobile waste bin. Single dwellings can also elect to have a fortnightly organics (green waste) collection subject to availability.

Disabled Collection Service – shall mean a weekly collection service for a residential unit, where Council collects the bin from the premises instead of the kerbside and comprises of one yellow lidded mobile garbage bin.

Organics Collection Service – shall mean a fortnightly collection service for a residential unit and comprises of one organics bin. This service is a free service and is subject to availability of bins.

Trade Waste Bin Service – shall mean a waste collection service with a capacity in excess of 1.5 cubic metres and comprises at least one dumper bin.

Residential Unit – shall mean a single dwelling, a flat unit in a residential flat building, a unit in a duplex residential building, a residential unit incorporated in a factory, shop or other commercial or industrial building but does not include a caravan in a caravan park.

WORKS COMMITTEE

February 7, 2024

ITEM 3

BROKEN HILL CITY COUNCIL REPORT NO. 16/24

SUBJECT: BUDGET REQUEST - QUARTER 2 - AIRPORT FIRE SYSTEM PIPE REPLACEMENT & HYDRANTS PROJECT D24/6900

Recommendation

1. That Broken Hill City Council Report No. 16/24 dated February 7, 2024, be received.

2. That Council considers a budget allocation for an Airport Fire System Pipe Replacement and Hydrants Project under Quarter 2, financial year 2023/24 due to the current system approaching the end of its operable lifecycle.

3. That Council approve a total budget for this project at $1,214,394 (ex GST) with $264,394 (ex GST) allocated for financial year 2023/24 and $950,000 (ex GST) allocated for financial year 2024/25.

Executive Summary:

The Broken Hill Airport is a critical facility owned by council for the ongoing liveability, accessibility and serviceability of the greater region Council operates daily aviation services to Adelaide, Dubbo, and Sydney as well as being a major base for the Royal Flying Doctor.

As per previous Council reports, in 2022/23, the Airport's fire pump systems were replaced with new diesel pumps to comply with current codes and regulations. The fire system at the airport is still not fully compliant due to the presence of asbestos cement (A/C) pipes in the underground hydrant service system. This has been noted during the works carried out in 2022/23 that there is a need for replacement piping that can provide compliant hydrant pressure boosted to the requirements of the Australian standard compliance.

GHD Pty Ltd was engaged in 2023 as the principal design consultant to prepare and design documentation on the A/C fire piping system and the hydrant standpipes. A cost report was also prepared by GHD Pty Ltd through a quantity surveying firm Vasey Consulting.

This report has been prepared for Council to consider a budget allocation for the project at $1,214,394 (ex GST) with $264,394 (ex GST) allocated for financial year 2023/24 and $950,000 (ex GST) allocated for financial year 2024/25.

The works are estimated to be completed over a 12-month period concurrently with the current airside construction project.

Report:

Background

In November 2023, the new fire pumps were adjusted to supply 1050 Kpa of water at the pumps that provided 900 Kpa of water pressure to the furthest hydrant on the system. This is a minimum requirement under the Australian Standards for minimum fire system pressures.

The existing A/C fire services pipes were installed in the 1980s with approximately 95% of the original pipes remaining intact. Asbestos ages and degrades naturally overtime with

subsequent reductions in the pipe's pressure holding capacity. The pipes are now over 40 years old and approaching the end of their serviceability lifecycle. The capacity of the existing A/C pipes is unknown due their age and recently airside water bursts have occurred.

Bursts require the A/C pipes to be excavated and repaired with fittings not readily available in Broken Hill and are required to be shipped from Adelaide. If an airside burst occurs , the pavement is required to be excavated to repair the pipe. This report proposes that the pipe system is replaced with a new, parallel, system that complies with Australian Standard and constructed from modern materials

Scope of works

All new works will be carried out as per Drawing Set No. 12621292 by GHD Pty Ltd dated 4 December 2023. (attached)

Fire hydrants

GHD Pty Ltd has carried out a Fire Hydrant audit on the type of fire hydrants and location of the fire hydrants as part of the design works to replace the A/C fire piping system to ensure the entire fire system at the airport is compliant to current fire regulations.

Additionally, the requested budget for this work includes fire hydrants.

Budget details

The total budget being requested for this project is $1,214,394 (ex GST).

Budget estimate prepared by GHD Pty Ltd through quantity surveying firm Vasey Consulting are shown in the table below.

Item	Description	Qty	Unit	Rate	Cost
1	**Trade costs – landside works**	**1**	**item**	**$505,453**	**$505,453**
2	**Builder's costs – landside works**	**1**	**item**	**$417,921**	**$417,921**
2.1	Preliminaries	1	item	$264,025	$264,025
2.2	Margin - 20%	1	item	$153,896	$153,896
3	**Airside works**	**1**	**item**	**$198,683**	**$198,683**
4	**Professional fees (completed)**	**1**	**item**	**Excluded**	**Excluded**
5	**Other BHCC costs**	**1**	**item**	**Excluded**	**Excluded**
6	**Contingencies**	**1**	**item**	**$92,337**	**$92,337**
7	**Total costs (ex GST)**	**1**	**item**	**$1,214,394**	**$1,214,394**

The allocation of project costs will be over:

- Financial year 2023/24 - $264,394 (ex GST)
- Financial year 2024/25 - $950,000 (ex GST)

The works under financial year 2023/24 will primarily involve planning and procurement works including advertising for construction tender. However, this report seeks $264,394 (ex GST), being approximately 21.7% of the total project budget, in financial year 2023/24 as a contingency sum for potential costs related procurement and the appointment of a principal contractor. This may include payments for material orders.

Project timeline

The project is estimated to be delivered over a period of approximately 12 months.

A summary of key project dates is shown below.

- Design documentation (completed) – 20 July 2023 to 4 December 2023
- Budget submission for Q2, 2023/24 - February 2024
- Planning and procurement – March 2024 to June 2024
- Construction delivery – July 2024 to December 2024

- Closing and handover – January 2025 to February 2025

Works include airside piping replacement to be completed alongside the wider airside pavement project that is currently being undertaken by council to ensure time and cost efficiency

Community Engagement:

The Broken Hill Fire Brigade was consulted during the development of the design documentation by GHD Pty Ltd.

Wider community engagement is not required for this project as this has previously occurred with the airside pavement construction engagement

The Royal Flying Doctors Service (RFDS) is a key stakeholder organisation that will be affected by some aspects of this project due to their fire systems relying on the underground pipework being replaced under this project and is fundamental to their upgrade as well

All airport stakeholders will be notified of the works prior to commencement due to the general effect on fire services airport wide during the construction of the project.

Strategic Direction:

Key Direction:	1	Our Community
Objective:	1.5	Our built environment supports our quality of life
Strategy:	1.5.3	Manage community infrastructure sustainably

Relevant Legislation:

Local Government Act 1993
Local Government (General) Regulation 2005
Dangerous Substances Act 2004
Dangerous Substances (General) Regulation 2004
Civil Aviation Safety Regulations (CASR) 1998 and Part 176 (Proposed)

Financial Implications:
This report seeks approval for the allocation a total budget of $1,214,394 (ex GST) for the Airport Fire System Pipe Replacement and Hydrants Project.

Attachments

1. ⇩ Business Case - Airport - AC Hyrdant Pipes - Replacement
2. ⇩ Final Design (A4 NTS) - Airport - Fire Pipes & Hydrants - 4.12.2023
3. ⇩ Project Timeline - Airport - AC Hydrant Pipes - Replacement - 2.2.2024

CODIE HOWARD
DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

JAY NANKIVELL
GENERAL MANAGER

BROKEN HILL CITY COUNCIL

PROJECT BUSINESS CASE

Title	Airport - AC Hydrant Pipes - Replacement	Date	08/02/2024
Project Sponsor	Codie Howard – Director, Infrastructure & Environment		
Project Manager	Asad Nizamani – Projects Engineer		
Project Category	1		
Strategic Alignment			
Key Direction	Our Community		
Objective	1.5 Our built environment supports our quality of life		
Strategy	1.5.3 Manage community infrastructure sustainably		
Project Details			
Introduction	The Broken Hill Airport is a critical infrastructure premises owned by council. Council operates daily aviation services to Adelaide, Dubbo, Melbourne, Mildura, and Sydney. The airport serves the city and the NSW far west region. In 2022/23, the Airport's fire pump systems were replaced with new diesel pumps to comply with current codes and regulations. The fire system at the airport is still not fully compliant due to the presence of asbestos cement (A/C) pipes in the underground hydrant service system. This has been specially noted during the works carried out in 2022/23 and is in need for replacement piping systems that can provide compliant hydrant pressure boosting to the requirements of the Australian standard.		
Project Scope	GHD Pty Ltd was engaged in late 2023 to carry out a design on the Airport's underground A/C fire system pipes and the existing fire hydrant coverage at the premises. The final design was completed on 4 December 2023. This submission for the piping system and hydrants replacement works – construction – under the design by GHD Pty Ltd. The works will include: • Replacement of the underground AC fire pipe system with a new system compliant with current Australian standards • Replacement or relocation of existing fire hydrants to comply with coverage distances as per Australian standard. The works is estimated to completed over an 12-month period with airside works being concurrently with the current airside construction project.		

Target Audience	The following are key audiences for this project: • Airport management • Broken Hill City Council's infrastructure division • Broken Hill City Council's asset management division • Broken Hill Fire Brigade • The Royal Flying Doctors Service (RFDS) • Airport operators • Air traffic passengers and other airport users • CASA regulators This project will affect the Broken Hill community and visitors to the city that use the Airport in terms of fire safety.
Project Benefits	A compliant fire fighting system at the Airport.
Project Start	1 March 2024 – initiation and procurement stages
Project Finish	31 December 2024 – project closure
Assumptions and Constraints	It is assumed that the works can be done alongside the airside construction works for the portion of pipe replacement that is airside. A 1980s design plan was used to produce the GHD Pty Ltd design documentation. Although it was deemed accurate by using relative scaling, site services scans will confirm exact locations where required. It is also assumed that contaminated soil or HAZMAT will not be found on site, but this may need verification if required. A further assumption is that the works are anticipated to be undertaken with full airport operations. This has been allowed for in the pricing of the preliminaries of the project. A constraint on the project is the availability of local trades to adequately price the project which will reduce dependency on travel and living away from home (LAFH) costs.
Exclusions	Removal of existing underground AC piping which will become redundant. Rock excavation and staging are excluded. Works to anything other than the fire pipes system and hydrant standpipes. General items: • Staging • Delay costs • HAZMAT • Removal of existing utilities • Out of hours work • Unknown ground conditions • Escalation beyond December 2023 • Living away from home allowance • Any electrical services • Lighting • Communications • Sewer • Gas • Demolition of existing airside pavements (assumed as part of airside pavements project)

	• Reinstatement of airside pavements (assumed as part of airside pavements project)
Related Projects	1. Airport – Fire Pumps & Associated Equipment Upgrade 2. Airport – Fire Hydrants & AC Hydrant Pipes – Design 3. Airport – Airside Pavements Upgrades
Team Details	Project Sponsor: Codie Howard - Director, Infrastructure & Environment Project Manager: Asad Nizamani – Projects Engineer Key Stakeholder: Simon Brown – Director, Finance & Commercial Key Stakeholder: Chris Wellington – Airport Manager Airside Project Manager: Faisal Salah – Projects Engineer Secondary Stakeholder: Hayden Beitzel – Plumbing Tradesperson Project Consultant: Stuart Etchells - GHD Pty Ltd Consultant Project Manager: To be confirmed. Principal Contractor: To be confirmed.
Budget Details	
Project Cost	$1,214,394 excluding GST
On-Going Maintenance Costs	$0
Project Management Costs	Excluded
Budget Source	Broken Hill City Council

Risk Management Overview

Project Element	Risks	Control Measures	*Risk Rating
Scope	Not applicable.	Not applicable.	Low
Finance/ Procurement	The direct costs of the project as per the cost plan have been used for the project budget. Some costs for preliminaries have been cut down like VMS boards, bank guarantees, digging for services locations (assuming services location will be sufficient), and specific OHS supervision. The cost plan applies a builder's margin of 25% which has been reduced to 20%. Design development fees removed and a construction contingency of 10% instead of 15% used.	The risks related to removal have been in line with other cost plans on other projects. The preliminaries can be controlled. The Cost Plan has been developed by Vasey Consulting in collaboration with GHD Pty Ltd. This Cost Plan has been used as the basis for this business case.	Moderate
Legislation/ Legal	The current system doesn't meet complete current regulations and has a risk of	The new system will remove these risks. Legal reviews on prefilled standard form	Moderate

	an old system that could rupture on pump pressures. Contract formation would require something related to standard form contracts and a legal review.	contract may be used for this project.	
Reputational/ Stakeholder Management	The airport is a vital facility and has an important stakeholder list.	A stakeholder management plan will be compiled to manage project governance.	Low
Construction	Due to ground excavations and working fire piping systems, there is a risk of encountering latent conditions.	A contingency of 12% has been used (approximately $100K) to mitigate this risk as much as possible.	Moderate
Sustainability	Not applicable.	Not applicable.	Low
Workplace Health & Safety	Due to this being a civil project, there is a considerable WHS management requirement to this project.	Allowance of adequate project management and supervision including WHS documentation is included in the preliminaries.	Moderate
Associated Documents	1. Final Design - Airport - Fire Pipes & Hydrants - 4.12.2023 2. Cost Estimate (BHCC) - Airport - AC Hydrant Pipes – Replacement 3. Project Timeline - Airport - AC Hydrant Pipes - Replacement - 2.2.2024 4. Budget Report - Airport - Fire Pipes & Hydrants - 1.12.2023 – GHD PTY LTD		
Approval			
Project Sponsor Approval	Name	Date	
Signature:			

**Risk Matrix below.*

RISK MATRIX:

A risk exposure rating will be derived from the combination of likelihood and consequence (Likelihood x Consequence), resulting in a Risk Rating status for each risk to be placed in the table above.

This risk matrix has a risk priority rating represented by a numerical code as the key below outlines.

LIKELIHOOD		RISK MATRIX				
		CONSEQUENCE				
		1	2	3	4	5
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
5	ALMOST CERTAIN	LOW	LOW	MODERATE	EXTREME	EXTREME
4	LIKELY	LOW	LOW	MODERATE	HIGH	EXTREME
3	POSSIBLE	LOW	LOW	MODERATE	HIGH	HIGH
2	UNLIKELY	LOW	LOW	LOW	MODERATE	HIGH
1	RARE	LOW	LOW	LOW	MODERATE	HIGH

LIKELIHOOD			
	DESCRIPTOR	DETAILED DESCRIPTION	OPERATIONAL FREQUENCY
5	ALMOST CERTAIN	The event is expected to occur in most circumstances	More than once per year **or** incident is clearly imminent
4	LIKELY	The event will probably occur in most circumstances	At least once per year
3	POSSIBLE	The event should occur at some time	At least once in 3 years
2	UNLIKELY	The event could occur at some time	At least once in 10 years
1	RARE	The event may only occur in exceptional circumstances	Less than once in 15 years

	CONSEQUENCE	DESCRIPTION
5	CATASTROPHIC	Significant/material financial loss > $10M. Extensive regulatory breaches. Widespread and total degradation of operations & service levels. Impact across critical functions. Threat to immediate viability of business. Death or permanent disability. Major environmental loss. Major adverse public/staff reaction and negative publicity
4	MAJOR	Major financial loss of $1M - $9M. Significant regulatory breach. Significant degradation of operations & service levels. Impacts multiple and diverse areas of business. Threatens business viability. Extensive injuries. Loss of production capability. Major environmental loss. Significant adverse public/staff reaction and negative publicity.
3	MODERATE	High financial loss of $100,000 - $1M. Significant regulatory breach. Substantial degradation of operations & service levels. Impacts multiple areas of business. Medical treatment required. Significant environmental loss. Moderate adverse public/staff reaction and negative publicity.
2	MINOR	Medium financial loss of $10,000 - $100,000. Minor regulatory breach. Minor degradation of operations & service levels. Little environmental loss. Minor adverse public /staff reaction and negative publicity. First aid treatment
1	INSIGNIFCANT	Low financial < $10,000 and no injury to property or people. No regulatory breach. No adverse public /staff reaction and negative publicity.

BROKEN HILL CITY COUNCIL
BROKEN HILL AIRPORT
FIRE HYDRANTS & AC HYDRANT PIPES

BROKEN HILL AIRPORT BONANZA ST, BROKEN HILL NSW 2880

12621292



LOCALITY PLAN
N. T. S

DRAWING LIST

DRG No.	DRAWING TITLE
12621292-H001	COVER SHEET, LOCALITY PLAN AND DRAWING LIST
12621292-H002	GENERAL NOTES SHEET 1 OF 2
12621292-H003	GENERAL NOTES SHEET 2 OF 2 AND LEGEND
12621292-H004	DETAILS SHEET
12621292-H100	FIRE HYDRANT SYSTEM DESIGN SHEET 1 OF 3
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12621292-H102	FIRE HYDRANT SYSTEM DESIGN SHEET 3 OF 3

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Project No. 12621292

Client: BROKEN HILL CITY COUNCIL
Project: FIRE HYDRANTS & AC HYDRANT PIPES
Status: CONSTRUCTION/TENDER

Drawing Title: HYDRAULIC SERVICES
COVER SHEET, LOCALITY PLAN
AND DRAWING LIST

Drawing No. 12621292-H001
Size A1
Rev 0

BUDGET REQUEST - QUARTER 2 - AIRPORT FIRE SYSTEM
PIPE REPLACEMENT & HYDRANTS PROJECT

GENERAL NOTES

GEN01. WHERE RELOCATION OF EXISTING SERVICES IS REQUIRED CONTRACTOR IS TO ADVISE SUPERINTENDENT PRIOR TO WORK COMMENCING.

GEN02. THE CONTRACTOR SHALL COMPLETE TESTING OF EXISTING POTABLE WATER AND FIRE WATER SYSTEMS TO CONFIRM SUPPLY ARRANGEMENTS PRIOR TO ANY MODIFICATIONS. AFTER EXISTING POTABLE WATER AND FIRE WATER SYSTEMS ARE CONNECTED TO NEW MAINS, THE CONTRACTOR SHALL COMPLETE TESTING OF EXISTING SYSTEMS TO VERIFY CORRECT OPERATION.

GEN03. APPROPRIATE PROCEDURES, PRECAUTIONS AND CARE MUST BE TAKEN BY THE CONTRACTOR WHEN WORKING WITHIN CLOSE PROXIMITY OF ANY TREES OR SERVICES INCLUDING (BUT NOT LIMITED TO) OVERHEAD AND UNDERGROUND POWER.

GEN04. THE CONTRACTOR IS REQUIRED TO SUPPLY ALL PLANT, LABOUR, MATERIALS AND EQUIPMENT NECESSARY TO EXECUTE ALL OF THE WORKS REQUIRED TO SUCCESSFULLY COMPLETE THE WORKS, EVEN THOUGH SUCH WORK MAY NOT BE SPECIFICALLY MENTIONED OR SHOWN ON DRAWINGS. THE CONTRACTOR SHALL VISIT SITE DURING THE TENDER PHASE TO FAMILIARIZE THEMSELVES WITH THE CONDITIONS UPON WHICH THEY WILL BE WORKING AND TO FULLY UNDERSTAND THE EXTENT OF WORKS INCLUDING PAVEMENT/STRUCTURE REPLACEMENT, PROPOSED PIPE ROUTE LOCATIONS, LOCATION OF EXISTING TREES AND PROJECT SUNDRIES.

GEN05. SKILLED, QUALIFIED TRADESMEN SHALL EXECUTE THE WHOLE OF THE WORKS OF THIS CONTRACT IN ACCORDANCE WITH INDUSTRY STANDARD BEST PRACTICE. IN PARTICULAR ONLY QUALIFIED PERSONS AND APPROVED WELDING MACHINES SHALL BE USED TO ELECTRO-FUSION WELD PE PIPES. ALL MATERIALS SUPPLIED BY THE CONTRACTOR FOR INCORPORATION INTO THE WORKS SHALL BE NEW AND OF THE HIGHEST AVAILABLE QUALITY. SECOND HAND OR OTHERWISE DEFECTIVE MATERIALS AND SUBSTANDARD WORKMANSHIP WILL BE REJECTED. ANY WORK OR MATERIALS REJECTED BY THE SUPERINTENDENT MUST BE RECTIFIED BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE.

GEN06. WORKS AS CONSTRUCTED DRAWINGS ARE TO BE PREPARED BY THE CONTRACTOR AND APPROVED BY THE SUPERINTENDENT. AS CONSTRUCTED SURVEY IS TO BE UNDERTAKEN BY A REGISTERED SURVEYOR. LOCATION OF ALL BENDS, TEES, VALVES, ASSEMBLIES, ENCASEMENT LENGTHS TO BE CAPTURED. DATA TO BE RECORDED AT NOT LESS THAN 10m INTERVALS.

GEN07. SERVICES SHOWN ARE FOR INFORMATION ONLY AND HAVE BEEN OBTAINED PARTIALLY FROM INFORMATION PROVIDED BY THE BHCCC AND VISUAL SITE INVESTIGATIONS. IT IS THE CONTRACTORS RESPONSIBILITY TO UNDERTAKE SERVICE LOCATION INCLUDING GROUND PENETRATING RADAR, POT-HOLING AS REQUIRED TO LOCATE ALL EXISTING SERVICES AT THE COMMENCEMENT OF THE WORK.

GEN08. APPROPRIATE PROCEDURES, PRECAUTIONS AND CARE TO BE TAKEN WHEN WORKING WITHIN CLOSE PROXIMITY OF TREES AND EXISTING SERVICES.

GEN09. THE CONTRACTOR MUST LOCATE ALL SERVICES ON SITE PRIOR TO COMMENCEMENT OF ANY WORKS. ALL EXISTING SERVICES AND UTILITIES MUST BE PROTECTED FROM DAMAGE BY THE OPERATIONS OF THE CONTRACTOR. THE CONTRACTOR MUST BE RESPONSIBLE FOR THE REPAIR OF SERVICES DAMAGED DURING CONSTRUCTION AND ANY CHARGES THAT MAY APPLY DUE TO THE DAMAGE OF THE SERVICE.

GEN10. THE DEPTH OF EXISTING SERVICES HAVE BEEN ASSUMED TO BE AT STANDARD DEPTH. THE CONTRACTOR MUST POT-HOLE ALL EXISTING SERVICES TO CONFIRM THE DESIGN AND WHERE REQUIRED, THE DESIGN MUST BE MODIFIED TO SUIT BY THE CONTRACTOR AND APPROVED BY THE PRINCIPAL.

DRAWINGS

GEN11. THE DRAWINGS ARE A GUIDE ONLY FOR THE LOCATION & LAYOUT OF THE SERVICE PIPES AND EQUIPMENT. FINAL LOCATIONS TO BE DETERMINED BY THE CONTRACTOR POST CONFIRMATION OF EXISTING IN-GROUND SERVICES LOCATIONS.

GEN12. DO NOT SCALE FROM THESE DRAWINGS.

GEN13. THESE DRAWINGS ARE TO BE READ IN CONJUNCTION WITH OTHER AIRPORT SITE DOCUMENTS INCLUDING (NOT LIMITED TO) DESIGN DRAWINGS, AS-BUILT DRAWINGS AND HISTORIC SERVICES DATA PROVIDED BY BHCC.

LEVELS

GEN14. VERIFY THAT ALL INVERT LEVELS, SURFACE LEVELS & CLEARANCES ARE CORRECT & OBTAINABLE PRIOR TO COMMENCING WORKS.

GEN15. ALL LEVELS ARE SHOWN IN METRES AHD. UNO.

REGULATIONS

GEN16. ALL WORKS TO BE CONSTRUCTED IN ACCORDANCE WITH BCA 2022, AS 2419.1:2021, AS 2941:2013,

AS 2441:2005, AS/NZS 3500:2021, THE LOCAL AUTHORITY & THE PLUMBING CODE OF AUSTRALIA.

GEN17. ALL PLUMBING MATERIALS SHALL BE IN ACCORDANCE WITH AS/NZS 3500, THE LOCAL AUTHORITY & THE PLUMBING CODE OF AUSTRALIA.

GEN18. WORKS SHALL BE CONSTRUCTED BY SUITABLY QUALIFIED & LICENSED TRADES PEOPLE.

TESTING AND INSPECTION

GEN19. THE CONTRACTOR SHALL BEAR ALL COSTS FOR THE TESTING OF THE INSTALLATION & COSTS FOR INSPECTION BY LOCAL AUTHORITY. UNO.

GEN20. THE CONTRACTOR SHALL UNDERTAKE ALL OF THE TESTING REQUIREMENTS OF THESE DRAWINGS, THE CONTRACT DOCUMENTS, RELEVANT CODES, STANDARDS & LEGISLATION. UNO.

MEASUREMENTS

GEN21. ALL DISTANCES ARE SHOWN IN MILLIMETRES. UNO.

GEN22. ALL LEVELS ARE SHOWN IN METRES. UNO.

EXISTING SERVICES

GEN23. ALL EXISTING SERVICES MADE REDUNDANT FROM THESE WORKS & EXISTING REDUNDANT SERVICES SHALL BE REMOVED OR SEALED OFF IN ACCORDANCE WITH THESE DRAWINGS, THE CONTRACT DOCUMENTS & TO THE SATISFACTION OF THE LOCAL AUTHORITY. REFER TO ASBESTOS MANAGEMENT NOTES ON SHEET 12621292-H003.

PIPE DIAMETERS

GEN24. ALL PIPE DIAMETERS DETAILED ON THESE DRAWINGS ARE SHOWN AS NOMINAL DIAMETERS.

PE PIPELINE GENERAL NOTES

PE01. ALL STRAIGHT PIPE STORED ON THE CONSTRUCTION SITE IS TO BE LAID ON A FLAT SMOOTH SURFACE, STACKED IN PACKS UP TO 1.2m HIGH, NOT MORE THAN 2.4m WIDE.

PE02. COILS STORED IN VERTICAL RACKS OR LAID ON SMOOTH FLAT SURFACE NOT MORE THAN ONE COIL HIGH

PE03. LIFTING WITH WEBBED FABRIC SLINGS ONLY (NO CHAINS OR HOOKS).

PE04. USE SPREADER BAR WITH MULTIPLE LIFTING POINTS TO AVOID EXCESSIVE BENDING OF STRAIGHT PIPE LENGTHS.

PE05. PROVIDE EXTERNAL RESTRAINT FOR COILED PIPE BEFORE CUTTING PACKING BANDS (SAFETY, TO AVOID SPRINGING PIPE).

PE06. WELDED STRINGS OF PIPELINE NOT TO EXCEED 100m.

PE07. WELDED STRINGS OF PIPE SHALL NOT TO BE DRAGGED OVER ROUGH OR UNEVEN GROUND OR ABRASIVE SURFACES SUCH AS CONCRETE, ROCK OR GRAVEL.

PE08. WELDED PIPE STRINGS SHALL BE LIFTED INTO TRENCHES AND PLACED ONTO PRE-PREPARED SAND BEDDING.

PE09. BUTT FUSION WELDING OF PE PIPES BY QUALIFIED OPERATORS.

PE10. WELD PIPES OF SAME SDR ONLY (SAME WALL THICKNESS).

PE11. ALL WELDS TO BE STAMPED BY QUALIFIED OPERATOR.

PE12. SAMPLE WELDS WILL BE TAKEN AT RANDOM FOR QA INSPECTION AND LABORATORY TENSILE TESTING.

PE13. WELDING PE PIPES OF DISSIMILAR MATERIAL TYPE, DISSIMILAR DN SIZE OR PN RATING IS STRICTLY FORBIDDEN.

PE14. FLANGED JOINTS IN PE PIPES SHALL BE USED FOR INSTALLATION OF ALL VALVES AND FITTINGS.

PE15. ALL FLANGED PE JOINTS TO BE FITTED WITH GALVANISED STEEL BACKING FLANGES.

PE16. FLANGED BOLTS TO BE TIGHTENED IN DIAGONALLY OPPOSITE THEN PERPENDICULAR SEQUENCE USING A TORQUE WRENCH TO RECOMMENDED BOLT TENSION FOR THE FLANGE PRESSURE RATING.

PE17. A FLANGED CONNECTION SHALL BE USED TO JOIN PE PIPES OF THE SAME DN BUT DIFFERENT PN RATING.

PE18. ALL FLANGED JOINTS TO BE FITTED WITH APPROVED FLAT FACE GASKETS

PE19. PIPES UP TO DN300 SHALL HAVE FLANGE JOINT GASKETS 3mm THICK NEOPRENE RUBBER

PE20. ALL DN125 AND SMALLER PIPES TO BE LAID SNAKED IN TRENCH.

PE21. WHEREVER A VALVE OR STRAINER (OR SIMILAR EQUIPMENT) IS INSTALLED BETWEEN FLANGES INTO AN PE PIPELINE, AND THE BORE DIAMETER OF THE EQUIPMENT IS DISSIMILAR TO THE BORE OF THE PIPE, SPECIFICALLY DESIGNED PE ADAPTOR RINGS SHALL BE FITTED TO BOTH INLET AND OUTLET SIDES OF THE ITEM. RINGS SHALL BE MADE FROM THE SAME OR HIGHER GRADE PE AS THE PIPELINE, WITH THICKNESS AT LEAST EQUAL TO THE THICKNESS OF THE PE FLANGE.

PE22. ALLOW FOR "SNAKING" PIPES LAID TO ACCOMMODATE THERMAL MOVEMENT IN PIPES. EXPECTED THERMAL EXPANSION / CONTRACTION WILL BE 1m / 100m OVER 50 DEGREES CELSIUS CHANGE IN TEMPERATURE (ASSUMED TEMPERATURE RANGE 0 TO 50 DEGREES CELSIUS)

PE23. INTERNALLY CLEAN EACH LENGTH OF PIPE BEFORE FUSION WELDING INTO PIPELINE.

PE24. FIT TEMPORARY CAPS TO PREVENT ENTRY OF FOREIGN MATERIAL INTO OPEN ENDS OF PIPELINE DURING CONSTRUCTION.

PE25. ALL PIPES LAID UNDERGROUND TO HAVE CONTINUOUS MARKER TAPE PLACED NOT MORE THAN 150mm IMMEDIATELY ABOVE THE CENTERLINE OF THE PIPE. CONTINUOUS TRACE WIRE IS TO BE AFFIXED DIRECTLY TO THE TOP OF ALL NEW PIPELINES TO ALLOW FOR FUTURE DETECTION.

PE26. INSTALL MASS CONCRETE ANCHOR OR THRUST BLOCK AT ALL ISOLATING VALVES, CAPPED ENDS OF PIPE, TEES AND ALL PIPE BENDS GREATER THAN 45 DEGREES.

PE27. CONCRETE FOR CONCRETE ENCASEMENT, THRUST BLOCKS, CAP ENDS AND ANCHORS MUST BE SPECIAL CLASS S40 TO AS1379, SLUMP MUST BE 80-120mm, MAXIMUM NOMINAL AGGREGATE SIZE MUST BE 20mm.

PE28. THE CONTRACTOR WILL SUPPLY ALL NECESSARY LABOUR, TOOLS AND EQUIPMENT TO SET-UP, ADJUST, TEST AND COMMISSION THE PIPELINE AND ASSOCIATED FACILITIES. A COMMISSIONING LOG BOOK IS TO BE USED TO RECORD ALL RELEVANT TECHNICAL INFORMATION. A COPY OF THE COMMISSIONING LOG IS TO BE SUPPLIED TO THE SUPERINTENDENT AT THE COMPLETION OF TESTING. A COPY OF THE COMMISSIONING LOG SHALL BE INCLUDED IN THE OPERATING AND MAINTENANCE MANUAL.

PE29. ALL PIPELINE PRESSURE TESTING SHALL BE WITNESSED BY THE SUPERINTENDENT.

PE30. CONTRACTOR SHALL GIVE NOT LESS THAN 24 HRS NOTICE PRIOR TO COMMENCING TESTS.

PE31. FLUSH WITH WATER AND CLEAN PIPELINE PRIOR TO PRESSURE TESTING.

PE32. ENSURE THE PIPELINE IS FULLY PRIMED WITH WATER AND ALL AIR REMOVED.

PE33. PIPELINE SHALL BE PRESSURE TESTED IN SECTION LENGTHS NOT MORE THAT 500m LONG.

PE34. TEST PROCEDURES SHALL BE CONDUCTED AND DOCUMENTED IN ACCORDANCE WITH THE PIPE MANUFACTURERS STANDARDS.

PE35. HYDRAULIC TEST PRESSURE TO BE 1700kPa. COMPRESSED AIR SHALL NOT BE USED FOR PRESSURE TESTING PIPELINES. ALL PRESSURE TESTS SHALL BE PERFORMED PRIOR TO BACKFILLING.

WATER GENERAL NOTES

WG01. MINIMUM COVER TO PIPES IS 750mm IN ROAD RESERVES AND OTHER TRAFFICABLE AREAS AND 600mm ELSEWHERE.

WG02. MINIMUM CLEARANCES TO OTHER SERVICES SHALL BE:

HORIZONTALLY 300mm

VERTICALLY 300mm

WG03. WATER MAIN TO BE LAID OVER STORMWATER AND SEWERAGE PIPES AS REQUIRED.

WG04. ALL PE PIPE AND MATERIAL SHALL BE PE100 GRADE IDENTIFIED WITH MANUFACTURERS MARK ROLL STENCILED INTO THE SURFACE OF THE PIPE SHOWING COMPONENT IDENTIFICATION AND COMPLIANCE WITH APPLICABLE AUSTRALIAN STANDARDS. UNIDENTIFIED PIPES WILL BE REJECTED.

WG05. CONNECTIONS TO EXISTING WATER MAINS IS ONLY TO BE CARRIED OUT WHEN ALL WORKS DOWNSTREAM OF THE CONNECTION ARE COMPLETE (INCLUDING TESTING AND DISINFECTION, BACKFILLED AND CERTIFICATES SUBMITTED) IN ACCORDANCE WITH THE APPROVED DESIGN DRAWINGS.

WG06. ALL VALVES TO BE RESILIENT SEATED GATE VALVE. RIGHT HAND OR CLOCKWISE CLOSING.

WG07. THE CONTRACTOR MUST ENSURE THAT THE EXISTING WATER MAINS REMAIN OPERATIONAL DURING CONSTRUCTION. IF THE NEW WORKS INTERFERE WITH THE EXISTING WATER SUPPLY, THE CONTRACTOR MUST ADVISE THE PRINCIPAL IMMEDIATELY. THE CONTRACTOR MUST PROVIDE A TEMPORARY WATER SUPPLY FOR THE DURATION OF THE DISRUPTION.

WG08. SHUT DOWN TIME FOR ALL MAINS SHOULD BE SUBJECT TO THE PRINCIPAL'S APPROVAL. CONTRACTOR TO PREPARE SHUTDOWN MANAGEMENT PLAN AND SUBMIT TO THE PRINCIPAL FOR APPROVAL.

WG09. JOINT DEFLECTIONS FOR MINOR VERTICAL AND HORIZONTAL DEFLECTIONS TO BE LIMITED TO VALUE RECOMMENDED BY PIPE AND FITTING MANUFACTURER.

TRENCHING

EXCAVATION

TR01. EXCAVATE FOR UNDERGROUND SERVICES, TO REQUIRED LINES, LEVELS & GRADES. GENERALLY, MAKE THE TRENCHES STRAIGHT BETWEEN PERSONNEL ACCESS WAYS, INSPECTION POINTS & JUNCTIONS, WITH VERTICAL SIDES & UNIFORM GRADES.

TRENCH WIDTHS, LENGTHS, DEPTHS

TR02. AS REQUIRED BY THE RELEVANT SERVICE & ITS BEDDING METHOD. REFER TO DETAIL ON SHEET 12614719-H003.

TR03. IF TRENCH EXCAVATION EXCEEDS THE CORRECT DEPTH, REINSTATE TO THE CORRECT DEPTH & BEARING VALUE USING COMPACTED BEDDING MATERIAL OR GRADE N20 CONCRETE.

UNSTABLE FOUNDATION

TR04. WHERE FOUNDATION OF THE TRENCH IS UNSTABLE, NOTIFY THE SUPERINTENDENT & PROVIDE DETAILS OF PROPOSED REMEDIAL MEASURES FOR REVIEW. DO NOT PROCEED WITH FURTHER EXCAVATION UNTIL REMEDIAL MEASURES HAVE BEEN APPROVED BY THE SUPERINTENDENT.

EMBEDMENT

TR05. NOT WITHSTANDING THE LOCAL REQUIREMENTS, SAND BEDDING MATERIAL SHALL BE A COARSE, RIVER (QUARTZ BASED), SAND FREE OF ORGANIC MATTER, SOLUBLE SALTS & OTHER DELETERIOUS MATERIALS.

TR06. AFTER EXCAVATION OF THE TRENCH, SAND EMBEDMENT SHALL BE PLACED & COMPACTED AROUND THE PIPE AS PER REGULATIONS & RELEVANT STANDARDS TO A MINIMUM HEIGHT OF 150mm ABOVE THE TOP OF THE PIPE AND/OR FITTINGS. WHERE TRENCH MARKER TAPE IS REQUIRED SAND EMBEDMENT SHALL BE BROUGHT UP TO THE DEPTH OF THE MARKER TAPE.

TR07. APPROVED BEDDING, SURROUND & SELECT FILL SHALL BE COMPACTED TO 90% MAXIMUM DRY DENSITY DETERMINED IN ACCORDANCE WITH AS 1289 PART 5.1.1. & 70% DENSITY DETERMINED IN ACCORDANCE WITH AS 1289 PART E.6.1.

TRENCH FILL

TR08. BACKFILL SERVICE TRENCHES AS SOON AS POSSIBLE AFTER THE SERVICE HAS BEEN LAID, BEDDED, OVERLAY PLACED, & INSPECTED WHERE REQUIRED BY THE LOCAL AUTHORITY & SUPERINTENDENT, IF POSSIBLE ON THE SAME WORKING DAY. PLACE THE TRENCH FILL IN LAYERS <150mm THICK & COMPACT TO THE DENSITY, WHICH APPLIES TO THE LOCATION OF THE TRENCHES TO MINIMISE SETTLEMENT, & SO THAT PIPES ARE BUTTRESSED BY THE TRENCH WALLS.

TR09. COMPACT TRENCH FILL TO A MINIMUM OF 95% OF THE STANDARD MAXIMUM DRY DENSITY SPECIFIED IN AS 1289.5.4.1 OR AS 1289.E6.1. COMPACT TRENCH FILL IN SUCH A MANNER THAT THE PIPES ARE NEITHER DISLODGED NOR DAMAGED.

TR10. TRENCH FILL SHALL HAVE NO STONES GREATER THAN 25mm OCCURRING WITHIN 150mm OF THE SERVICE. WELL GRADED, INORGANIC, NON-PERISHABLE MATERIAL SHALL BE USED.

TR11. UNDER ROADS & PAVED AREAS, COARSE SAND,CONTROLLED LOW STRENGTH MATERIAL OR FINE CRUSHER DUST SHALL BE USED TO BACKFILL THE TOTAL HEIGHT OF THE TRENCH.

TR12. WHERE ROAD PAVEMENTS ARE REQUIRED TO BE REINSTATED THE SUB BASE & ROAD SURFACE SHALL BE UNDERTAKEN BY A LICENSED CIVIL CONTRACTOR.

TR13. PAVED AREAS, COARSE SAND,CONTROLLED LOW STRENGTH MATERIAL OR FINE CRUSHER DUST SHALL BE USED TO BACKFILL THE TOTAL HEIGHT OF THE TRENCH.

FIRE HYDRANTS AND HOSE REELS

STANDARD

FH01. FIRE HYDRANT SERVICE TO COMPLY WITH AS 2419.1,2 & 3

FH02. FIRE HOSE REEL SERVICE TO COMPLY WITH AS/NZS 1221 & AS 2441.

FH03. CONTRACTOR SHALL ALLOW FOR FLOW & PRESSURE TESTING OF THE HYDRANT & HOSE REEL SYSTEMS BY ACCREDITED TESTERS ON COMPLETION OF THE WORKS. PROVIDE A CERTIFICATE THAT THE SYSTEMS IS INSTALLED TO THE REQUIREMENTS OF AS 2419.1 & AS 2441.

FH04. PE PIPE SIZES ARE SHOWN AS OUTSITE PIPE DIAMETERS.

FH05. ALL PROPOSED FIRE HYDRANTS SHALL BE MIN. 10m FROM BUILDINGS/STRUCTURES PROTECTED.

VALVES

FH06. ALL FIRE SERVICES ISOLATION VALVES SHALL BE LOCKED IN THE OPEN POSITION ON COMPLETION.

FH07. PROVIDE SLUICE VALVES AS REQUIRED TO AS 2638.2. SLUICE VALVES SHALL BE KEY HEAD TYPE, ANTI-CLOCKWISE CLOSING, BURIED SERVICE, RESILIENT SEATED, FLANGED & "RILSAN" COATED. SILICONE CAPS OVER VALVE BODY BOLTS SHALL BE NEUTRAL CURE & FREE FROM DEFECTS.

FH08. PROVIDE VALVES SUITABLE FOR A SERVICE RATING OF 1600kPa AT TEMPERATURES FROM 10°C TO 40°C, & A MINIMUM "OPEN VALVE" PIPELINE TEST PRESSURE OF 3000kPa.

SAFETY

FH09. LIAISE WITH THE LOCAL AUTHORITY & OBTAIN ALL PERMITS AS REQUIRED FOR THE GENERAL CONSTRUCTION OF THE PLUMBING WORKS. THESE INCLUDE BUT ARE NOT LIMITED TO ROAD OPENING PERMITS, PLUMBING PERMITS & PAYMENT OF AUTHORITY FEES.

FH10. ENSURE THAT APPROPRIATE SAFETY MEASURES ARE TAKEN TO PROTECT TRAFFIC, PROPERTY & PEDESTRIANS FOR THE FULL DURATION OF THE WORKS.

MARKING SERVICES

FH11. FIRE SYSTEM BLOCK PLAN SHALL BE UPDATED IN ACCORDANCE WITH AS 2419.1:2021. BLOCK PLAN SHALL BE PERMANENTLY AFFIXED AT PUMP ROOM AND ADJACENT TO BOOSTER ASSEMBLY. BHCC HAVE PREPARED A DRAFT BLOCK PLAN FOR COMPLETION BY THE CONTRACTOR.

FH12. NOTICE OF TEST AND BOOST PRESSURE SIGNAGE SHALL BE UPDATED IN ACCORDANCE WITH AS 2419.1:2021 AND SHALL BE PERMANENTLY AFFIXED WITHIN BOOSTER ASSEMBLY CABINET.

FH13. UNDERGROUND MARKING TAPE: TO AS/NZS 2648.1. LAY PLASTIC WARNING TAPE, 350mm ± 50mm ABOVE ALL BURIED PIPING, FOR THE FULL LENGTH OF THE PIPING. COVER THE TAPE WITH APPROXIMATELY 100mm DEEP SAND.

FH14. PROVIDE TRENCH MARKER TAPE THAT CLEARLY IDENTIFIES THE SERVICE BELOW.

FH15. EACH BELOW GROUND ISOLATING VALVE SHALL BE IDENTIFIED (IN ACCORDANCE WITH AS 2419.1:2021) BY EITHER A POST OR REFLECTIVE MARKER, REFLECTIVE PAINT (ON ACCESS COVERS) OR PERMANENT GROUND MARKING INDICATING THE VALVE NUMBER ON THE REVISED BLOCK PLAN. THE MARKING SHALL BE FADE AND WEATHER RESISTANT AND STATE (IN UPPERCASE LETTERS NOT LESS THAN 25mm HIGH IN A COLOUR CONTRASTING WITH THE BACKGROUND) "FIRE MAIN VALVE NUMBER "X" - SECURE OPEN" (WHERE "X" DENOTES THE VALVE NUMBER AS PER THE BLOCK PLAN AND INCLUDE A DIRECTIONAL ARROW THAT INDICATES THE DIRECTION OF OPERATION OPEN OR CLOSE.

FH16. EACH PILLAR HYDRANT AND IN-GROUND HYDRANT SHALL INCLUDE METAL OR ULTRAVIOLET (UV) RESISTANT DISC OF NOT LESS THAN 20mm DIAMETER DISPLAYING THE FIRE HYDRANT NUMBER AS SHOWN ON THE BLOCK PLAN. REFER TO DETAIL ON SHEET 12621292-H004.

MATERIALS AND COMPONENTS

MATERIALS - GALVANISED COMPONENTS

MC01. ALL GALVANISED COMPONENTS INCLUDING, FIRE HYDRANT PILLARS & BRACKETS SHALL HAVE A COATING MASS NOT LESS THAN 450 g/m² TO AS/NZS 4680. ALL COMPONENTS SHALL BE HOT DIPPED GALVANISED AFTER FABRICATION, WITH EXCEPTION OF PIPE BRACKETING SYSTEM WHERE THE CUT ENDS ARE TREATED WITH A PROPRIETARY BRAND GALVANISING PAINT.

GALVANISED STEEL

MC02. THE GALVANISED STEEL SURFACE SHALL BE FREE OF ANY WELD SPLATTER, SHARP EDGES, BURRS OR SLIVERS THAT AFFECT THE CONTIGUITY OF THE COATING. THESE DEFECTS SHALL BE REMOVED PRIOR TO GALVANISING. DEGREASE USING A BIODEGRADABLE DETERGENT, APPLIED BY MANUFACTURERS RECOMMENDATIONS & THEN HOSE OFF. HIGH PRESSURE WASH USING CLEAN FRESH WATER, TO REMOVE ALL CONTAMINANTS SUCH AS OIL, GREASE, SALTS, ETC.

UPVC PIPING

MC03. DEGREASE USING A BIODEGRADABLE DETERGENT, APPLIED BY MANUFACTURERS RECOMMENDATIONS & THEN HOSE OFF. HIGH PRESSURE WASH USING CLEAN FRESH WATER, TO REMOVE ALL CONTAMINANTS SUCH AS OIL, GREASE, SALTS, ETC.

MC04. PIPEWORK > DN 80 - PIPES TO AS/NZS 1477 SERIES 2 & FITTINGS TO AS 2280 - DUCTILE IRON RILSON NYLON 11 COATED & LINING. JOINTS - RUBBER RING JOINTS.

VALVES AND FITTINGS

MC05. GENERAL - PROVIDE THE FITTINGS NECESSARY FOR THE PROPER FUNCTIONING OF THE WATER SUPPLY INCLUDING VALVES, BACKFLOW PREVENTION DEVICES, PRESSURE CONTROL DEVICES, STRAINERS, GAUGES & AUTOMATIC CONTROLS & ALARMS.

MC06. NON-RETURN VALVES: PROVIDE AT LEAST 6 PIPE DIAMETERS OF STRAIGHT PIPE ON THE UPSTREAM SIDE.

MC07. SELECTION - WORKING PRESSURE RATING: MINIMUM 1.4MPa & TO SUIT THE SYSTEM PRESSURE REQUIREMENTS. WORKING TEMPERATURE RATING: TO SUIT THE SYSTEM REQUIREMENTS.

MC08. ISOLATING VALVES SHALL BE GATE OR SLUICE VALVES. BUTTERFLY VALVES - BUTTERFLY VALVES WILL NOT BE ACCEPTED AS AN ALTERNATIVE FOR ISOLATION VALVES OR CONTROL VALVES.

MC09. SLUICE VALVES IN-GROUND - PROVIDE SLUICE VALVES AS REQUIRED TO AS 2638.2-1999. SLUICE VALVES SHALL BE KEY HEAD TYPE, ANTI-CLOCK WISE CLOSING, BURIED SERVICE, RESILIENT SEATED, FLANGED & "RILSAN" COATED. SILICONE CAPS OVER VALVE BODY BOLTS SHALL BE NEUTRAL CURE & FREE FROM DEFECTS.

MC10. SLUICE VALVES ABOVE GROUND - PROVIDE SLUICE VALVES AS REQUIRED TO AS 2638.2-1999. SLUICE VALVES SHALL BE WHEEL HANDLE TYPE, CLOCK WISE SHUT OFF, RESILIENT SEATED, FLANGED & "RILSAN" COATED. SILICONE CAPS OVER VALVE BODY BOLTS SHALL BE NEUTRAL CURE & FREE FROM DEFECTS.

VALVE TAGS REQUIREMENTS:

MC11. PROVIDE TAGS FOR IDENTIFYING ALL VALVES. TAGS SHALL BE BRASS ATTACHED TO VALVES WITH CORROSION RESISTANT FIXINGS.

MC12. THE CONTRACTOR SHALL PROVIDE A SCHEDULE OF VALVES FOR INCLUSION IN THE MAINTENANCE & OPERATION MANUAL. THE SCHEDULE SHALL IDENTIFY VALVE TYPE, SIZE, CLASS, MANUFACTURER, & PURPOSE. PREPARE VALVE SCHEDULE IN MICROSOFT EXCEL FORMAT. PROVIDE HARD COPIES & ONE ELECTRONIC COPY.

MC13. IDENTIFY VALVE POSITIONS & NUMBERS ON AS CONSTRUCTED DRAWINGS AND BLOCK PLAN.

MC14. PROPRIETARY SYSTEM: "SETON'S STOCK BRASS VALVE TAGS" OR EQUAL.

FLANGED FITTINGS AND PIPEWORK

MC15. FOR DUCTILE IRON & STEEL FLANGED FITTINGS & PIPEWORK, PROVIDE FLANGES TO AS 4087-1996; MINIMUM CLASS PN16. WHERE AS 2129-2000 FLANGES ARE SPECIFIED OR PROPOSED, PROVIDE TABLE E FLANGES OR GREATER STRENGTH FLANGES AS REQUIRED. DO NOT PROVIDE FLANGES WITH A LESSER TEST PRESSURE RATING, AS DETAILED IN THE RELEVANT STANDARD, THAN THE SPECIFIED TEST PRESSURE.

MC16. "UNIFLANGES" & THE LIKE WILL NOT BE ACCEPTED WITHOUT PRIOR APPROVAL.

MC17. ALL BOLTS SHALL BE STAINLESS STEEL INSTALLED WITH COPPER & GRAPHITE FREE ANTI-GALLING LUBRICANT (LOCTITE 771). WHERE GALVANISED STEEL FLANGES ARE USED, PROVIDE MEANS OF INSULATING THE METALS FROM EACH OTHER TO REDUCE THE EFFECTS OF ELECTROLYSIS (CORROSION). SELECT FLANGE BOLTS THAT, WHEN FULLY ENGAGED, DO NOT HAVE MORE THAN 5mm OF THREAD PASSED THE NUT FACE TO THE END OF THE BOLT.

MC18. GASKETS SHALL BE ELASTOMERIC OF DIMENSIONS & PROPERTIES TO SUIT THE NOMINATED PRESSURES, FLANGE RATINGS & PIPE MATERIALS.

MC19. ELASTOMERIC GASKETS SHALL BE TO AS 1646.

ROLLED GROOVED JOINTS

MC20. PROVIDE ROLLED GROOVED COUPLINGS WITH FM, UL, & ULC APPROVAL. THE GASKET SHALL BE SUITABLE FOR A MINIMUM OPERATING TEMPERATURE OF 100°C. EACH JOINT SHALL BE SUITABLE TO WITHSTAND A MINIMUM OPERATING PRESSURE OF 1600kPa.

MC21. INSTALL ROLLED GROOVED PIPEWORK IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS TAKING INTO ACCOUNT SPECIFIC COUPLINGS TO ALLOW FOR MOVEMENT & EXPANSION IN THE PIPEWORK.

MC22. PROPRIETARY SYSTEM: VICTAULIC ROLLED GROOVED JOINTS.

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Project No. 12621292

Client BROKEN HILL CITY COUNCIL
Project FIRE HYDRANTS & AC HYDRANT PIPES
Status CONSTRUCTION/TENDER

Drawing Title HYDRAULIC SERVICES
GENERAL NOTES
SHEET 1 OF 2

Drawing No. 12621292-H002
Size A
Rev 0

OCCUPATIONAL HEALTH AND SAFETY

GENERAL

OHS01. FOR RESIDUAL RISKS IDENTIFIED FROM THE DESIGN PROCESS, REFER TO THE PROJECT RISK REGISTER.

OHS02. CHANGES TO HYDRAULIC SERVICES DESIGN SHALL BE REVIEWED AGAINST THE PROJECT RISK REGISTER & MAY REQUIRE FURTHER RISK ASSESSMENT.

SPECIFICATION NOTES

SCOPE OF WORK

SP01. THE SCOPE OF WORK INCLUDES THE RELOCATION, SUPPLY, DELIVERY, INSTALLATION, TESTING & SETTING TO WORK OF THE SYSTEMS & EQUIPMENT AS SHOWN ON THE HYDRAULIC SERVICES DRAWINGS.

SP02. SUPPLY ALL THE REQUIRED MATERIALS UNLESS OTHERWISE SPECIFIED.

IDENTIFICATION

SP03. PIPELINES SHALL BE IDENTIFIED IN ACCORDANCE WITH AS/NZS 3500 & SHALL INCLUDE IDENTIFICATION TAPE FOR UNDERGROUND SERVICES. INSTALL SO THAT MARKINGS ARE VISIBLE FOR INSPECTION.

TESTING OF NEW PIPELINES

SP04. AT COMPLETION OF WATER SERVICE INSTALLATION TEST THE PIPEWORK TO 1700kPa FOR DURATION OF 2hrs.

COORDINATION OF SERVICES

SP05. UNDERTAKE COORDINATION REVIEW WITH BUILDING SERVICES & STRUCTURE PRIOR TO COMMENCING WORK.

PLUMBING INSPECTIONS, APPROVALS AND FEES

SP06. HYDRAULIC CONTRACTOR IS RESPONSIBLE TO ARRANGE ALL PLUMBING INSPECTIONS & APPROVALS. PROVIDE ALL REQUIRED APPLICATION & PERMITS TO RELEVANT AUTHORITIES PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION WORKS. PAY ALL REQUIRED APPLICATION & CONNECTION FEES & CHARGES.

CERTIFICATION OF WORKS

SP07. DURING THE PROGRESS OF THE WORKS, INSTALL ALL WORKS TO COMPLY, & PROVIDE & ISSUE CERTIFICATES TO STATE THAT THE HYDRAULIC SERVICES HAVE BEEN INSTALLED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS, AUTHORITIES REQUIREMENTS & AUSTRALIAN STANDARDS. THIS CERTIFICATE MUST BE SIGNED & ISSUED PRIOR TO ANY APPLICATION FOR A MONTHLY PROGRESS PAYMENT.

SP08. AT THE COMPLETION OF THE WORKS & PRIOR TO THE SUBMISSION FOR FINAL PAYMENT, THE CONTRACTOR SHALL MAKE ALL NECESSARY APPLICATIONS, PAY ALL FEES, OBTAIN & ISSUE CERTIFICATES INDICATING THAT THE WORKS:

- COMPLY WITH THE CURRENT REGULATIONS;
- COMPLY WITH THE REQUIREMENTS OF THE RELEVANT AUTHORITY;
- COMPLY WITH THE REQUIREMENTS OF THE CONTRACT DOCUMENTS; &
- HAVE BEEN TESTED & COMMISSIONED FOR THE FULL OPERATING CONDITIONS.

SP09. WHEREVER APPLICABLE, THE RELEVANT AUTHORITY SHALL ISSUE A CERTIFICATE OF COMPLIANCE. WHERE THIS IS NOT A STANDARD PRACTICE, THE CONTRACTOR SHALL PROVIDE A CERTIFICATE OR LETTER OF CERTIFICATION WHICH WILL GUARANTEE THAT THE FINAL INSTALLED WORKS COMPLY WITH THE RELEVANT AUTHORITIES REGULATIONS, REQUIREMENTS, & CONDITIONS.

LOCATION OF SERVICES

SP10. THE LOCATION & MOUNTING HEIGHTS OF THE SERVICES SHOWN ON THE DRAWINGS ARE APPROXIMATE ONLY. FINAL LOCATIONS & MOUNTING HEIGHTS SHALL BE CONFIRMED ON SITE PRIOR TO INSTALLATION.

STAGING REQUIREMENTS

SP11. STAGING SHALL BE AS DIRECTED BY THE SUPERINTENDENT. ALLOW TO ACCOMMODATE VARIOUS ASPECTS OF STAGING AS REQUIRED.

WORKMANSHIP, MATERIALS, EQUIPMENT AND COMPONENTS

SP12. ALL WORKMANSHIP & MATERIALS SHALL BE OF A HIGH STANDARD USING NEW MATERIALS. ANY MATERIALS OR WORKMANSHIP, WHICH ARE CONSIDERED INFERIOR OR NON-CONFORMING, SHALL BE REPLACED AT THE CONTRACTORS COST. DO NOT PROVIDE WITHOUT APPROVAL PRODUCTS THAT ARE OBSOLETE, DISCONTINUED OR ABOUT TO BE DISCONTINUED. ALL MATERIALS & WORKMANSHIP PROVIDED BY THE CONTRACTOR UNDER THIS SCOPE WILL BE OF GOOD & INDUSTRY STANDARD QUALITY. THE MATERIALS & WORKMANSHIP SHALL BE TO THE APPROVAL OF THE CLIENT & ALL DEFECTIVE MATERIALS & WORK WHEN DIRECTED IN WRITING SHALL BE RECTIFIED AND/OR REMOVED FROM THE WORKS AT THE CONTRACTORS EXPENSE & WITHOUT ANY DELAY TO THE CONSTRUCTION PROGRAM. PROVIDE EQUIPMENT & ASSOCIATED ACCESSORIES WHICH ARE THE PRODUCTS OF ESTABLISHED MANUFACTURERS REGULARLY ENGAGED IN THE MANUFACTURE OF SUCH EQUIPMENT, WHO ISSUE COMPREHENSIVE RATING DATA & CERTIFIED TEST DATA ON THEIR PRODUCTS.

DEFECTS LIABILITY

SP13. GUARANTEE ALL WORK & MATERIALS AS TO QUALITY, WORKMANSHIP & AGAINST DEFECTS, FOR A PERIOD OF TWELVE MONTHS FROM THE DATE OF ISSUE OF THE 'CERTIFICATE OF PRACTICAL COMPLETION'. DURING THIS PERIOD, PROMPTLY REPLACE ALL DEFECTIVE EQUIPMENT, FIXTURES & MATERIALS AT NO ADDITIONAL COST.

AS CONSTRUCTED DRAWINGS

SP14. PROVIDE DRAWINGS & SHOW THE "AS INSTALLED" LOCATIONS OF BUILDING ELEMENTS, PIPEWORK & EQUIPMENT. SHOW OFF-THE-GRID DIMENSIONS WHERE APPLICABLE. INCLUDE RELATIONSHIP TO BUILDING STRUCTURE & OTHER SERVICES, & CHANGES MADE DURING COMMISSIONING & THE MAINTENANCE PERIOD.

AS CONSTRUCTED DRAWINGS TO INCLUDE THE LOCATION OF ALL REMAINING IN-GROUND REDUNDANT FIRE SYSTEM ASBESTOS CONCRETE PIPELINES.

OPERATION & MAINTENANCE MANUALS

SP15. PROVIDE TWO SETS OF OPERATION & MAINTENANCE MANUALS FOR ALL EQUIPMENT AS INSTALLED INCLUDING THE AIM OF THESE BEING TO PROVIDE A DETAILED UNDERSTANDING OF THE ITEMS OF EQUIPMENT & ITS OPERATION, AN AID FOR TRAINING OF OPERATORS, COMMISSIONING INSTRUCTIONS, SERVICE & MAINTENANCE INSTRUCTIONS, COPIES OF COMMISSIONING TEST REPORTS & VALVE WARRANTIES & GUARANTIES, THE MANUALS SHALL INCLUDE AS A MINIMUM:

(a) NAME, ADDRESS, TELEPHONE & FACSIMILE NUMBERS OF THE MANUFACTURER & SUPPLIER OF ITEMS OF EQUIPMENT INSTALLED, TOGETHER WITH CATALOGUE LIST NUMBERS. ALSO INCLUDE SUCH DETAILS FOR ALL CONSULTANTS & CONTRACTORS INVOLVED IN THE DESIGN & CONSTRUCTION PHASES.

(b) TECHNICAL DESCRIPTION & MODES OF OPERATION OF THE SYSTEMS INSTALLED.

(c) PRODUCT LITERATURE FOR THE SYSTEMS INSTALLED & CONTACT DETAILS FOR SUPPLIERS & MANUFACTURERS OF THESE SYSTEMS.

(d) MANUFACTURER'S OPERATIONAL & SAFETY LITERATURE, AS APPROPRIATE.

(e) EMERGENCY MAINTENANCE PROCEDURES, INCLUDING TELEPHONE NUMBERS FOR EMERGENCY SERVICES, & AFTER HOURS CONTACTS FOR SUPPLIERS & CONTRACTORS.

(f) STATUTORY CERTIFICATES OF COMPLIANCE FOR ALL HYDRAULIC WORK, COPIES OF MANUFACTURERS' WARRANTIES, CERTIFICATES FROM AUTHORITIES & UTILITIES, PRODUCT CERTIFICATION, COPIES OF TEST CERTIFICATES, ETC.

(g) AS-BUILT DRAWINGS, SYSTEM SCHEMATICS ETC.

(h) COMMISSIONING RECORDS.

DOCUMENTS

SP16. THE SERVICE PIPEWORK, & EQUIPMENT SHOWN ON THE DRAWINGS ARE DIAGRAMMATIC ONLY. BEFORE COMMENCING WORK, OBTAIN MEASUREMENTS & OTHER NECESSARY INFORMATION. COORDINATE THE INSTALLATION WITH ADJACENT STRUCTURAL ELEMENTS & ALL SERVICES & TRADES TO ENSURE THE COMPLETE INSTALLATION IS FULLY COORDINATED. ALL WORK ASSOCIATED WITH CARRYING OUT THE WORKS WILL BE DEEMED THE RESPONSIBILITY OF THE CONTRACTOR & TO BE INCLUDED IN THE CONTRACT PRICE & NOT BE ACCEPTED AS A VARIATION TO THE SCOPE OF WORK. ADEQUATE CLEARANCES ARE TO BE PROVIDED TO ALLOW FOR FUTURE, ONGOING MAINTENANCE & SERVICE OF ALL PIPEWORK & EQUIPMENT, THE CLEARANCES ALLOWED.

SAFETY IN DESIGN

SID1. THE SAFETY RISK MITIGATION ITEMS BELOW ARE BASED ON GHD'S DESIGN OFFICE EXPERIENCE & DO NOT NECESSARILY ACCOUNT FOR ALL CONSTRUCTION, OPERATION, MAINTENANCE & DEMOLITION SAFETY RISKS. BASED ON INFORMATION AVAILABLE WHEN THIS DRAWING WAS MADE, IN ITS CAPACITY AS DESIGNER ONLY, GHD HAS TRIED TO TO IDENTIFY SAFETY RISKS PERTAINING TO CONSTRUCTION, OPERATION, MAINTENANCE & DEMOLITION PHASES OF THE ASSET. INCLUSION (OR NOT) OF ANY ITEM DOES NOT REDUCE OR LIMIT OBLIGATIONS OF CONSTRUCTOR, USER, MAINTAINER & DEMOLISHER TO UNDERTAKE APPROPRIATE RISK MANAGEMENT ACTIVITIES TO REDUCE RISK & IS NOT AN ADMISSION BY GHD THAT INCLUSION OF ANY ITEM IS DESIGNER'S RESPONSIBILITY.

SID2. CARRY OUT WORK IN A SAFE MANNER IN ACCORDANCE WITH APPLICABLE LEGISLATION, STATUTORY REGULATIONS, BY-LAWS OR RULES. CONTRACTOR IS RESPONSIBLE FOR OCCUPATIONAL HEALTH & SAFETY OF SITE PERSONNEL & GENERAL PUBLIC IN ACCORDANCE WITH WORK HEALTH & SAFETY ACT 2010, LEGISLATIVE REQUIREMENTS, ASSOCIATED REGULATIONS & CODES OF PRACTICE, INDUSTRIAL AGREEMENTS & ACCEPTED INDUSTRY PRACTICE, INDUSTRIAL AGREEMENTS & ACCEPTED INDUSTRY PRACTICE.

SID3. CONSTRUCT BUILDING ELEMENTS THAT CONTRIBUTE TO SAFETY, SUCH AS HANDRAILS & TO BOARDS, FALL ARREST SYSTEMS, ACCESS STAIRS ETC. AS EARLY AS POSSIBLE.

SID4. PROVIDE SAFETY BARRIERS AT EDGES OF OPENINGS & ELEVATED AREAS.

SID5. REVIEW ADEQUACY OF WORKING SPACE AVAILABLE FOR CONSTRUCTION ACTIVITIES. ENSURE SEPARATION OF PLANT & PERSONNEL ON SITE, INCLUDING MOVEMENTS OF BOTH.

SID6. LOCATE LIFTING SLEW & LAY DOWN AREAS AWAY FROM REGULAR CONSTRUCTION TRAFFIC.

SID7. PROVIDE PROTECTION TO PERSONNEL FROM PLANT & EQUIPMENT.

SID8. ENSURE ISOLATION SAFE SYSTEMS OF WORK OR PROTECTIVE MEASURES ARE INSTALLED BEFORE WORKING NEAR LIVE ELECTRICAL INFRASTRUCTURE. PROVIDE PROTECTION OF ELECTRICAL OVERHEAD WIRING SYSTEMS DURING CONSTRUCTION.

SID9. WRITTEN RISK ASSESSMENTS ARE ADVISED FOR ACCESS TO OPEN EXCAVATIONS.

SID10. PROVIDE ACCESS & EGRESS TO EXCAVATIONS APPROPRIATE IN CASE OF INUNDATION, COLLAPSE OR ENGULFMENT.

SID11. LOCATE STOCKPILES & HEAVY EQUIPMENT INCLUDING CRANES AWAY FROM BURIED SERVICES & BUILDING BOUNDARIES WHERE ADJACENT BASEMENTS ARE PRESENT.

SID12. SEEK ADVICE FROM SUITABLY QUALIFIED GEOTECHNICAL OR STRUCTURAL ENGINEER PRIOR TO OPERATION OF HEAVY SURFACE PLANT & EQUIPMENT OR STOCKPILING MATERIAL NEAR OPEN EXCAVATIONS OR EXISTING RETAINING STRUCTURES.

SID13. DO NOT STOCKPILE MATERIAL BEHIND OR EXCAVATE IN FRONT OF EXISTING RETAINING WALLS UNTIL WALL STABILITY HAS BEEN REVIEWED BY SUITABLY QUALIFIED STRUCTURAL ENGINEER.

SID14. SEEK ADVICE FROM SUITABLY QUALIFIED STRUCTURAL ENGINEER BEFORE LAYING BELOW EXISTING FOOTING LEVELS.

SID15. SEEK ADVICE FROM SUITABLY QUALIFIED STRUCTURAL ENGINEER IF PLANNING CRANE LIFTS OR HOIST INSTALLATION ON PARTIALLY ERECTED OR SUSPENDED STRUCTURES.

SID16. SEEK ADVICE FROM SUITABLY QUALIFIED STRUCTURAL ENGINEER BEFORE CORING, CHASING, CUTTING OR REMOVAL OF EXISTING CONCRETE & ENFORCEMENT.

SID17. HAVE SUITABLY QUALIFIED STRUCTURAL ENGINEER UNDERTAKE STRUCTURAL CHECK OF EXISTING CONCRETE, MASONRY & STUD WALLS WHERE FIXINGS OR EQUIPMENT IS TO BE ATTACHED.

SID18. MINIMISED SITE BASED TREATMENTS (eg: WELDING, CUTTING, SPRAY PAINTING, GRIT BLASTING ETC.) PROVIDE ADEQUATE PROTECTION SCREENING & VENTILATION TO MINIMISE HAZARDS TO PERSONNEL IF SITE BASED TREATMENT IS UNAVOIDABLE.

SID19. TRY TO AVOID WORKING IN CONFINED SPACES. IF CONFINED SPACES WORK CAN'T BE AVOIDED, PROVIDE SAFE WORK METHOD STATEMENT ADDRESSING MITIGATION OF RISKS. PROVIDE ADEQUATE SIGNAGE TO TEMPORARY & PERMANENT CONFINED SPACES TO AS 2865.

SID20. AVOID HOT WORKS ON SITE PARTICULARLY IN TIMBER FRAMED STRUCTURES. HOT WORKS TO COMPLY WITH CLIENT PROCEDURES FOR "APPLICABLE HOT WORKS" PERMITS.

ASBESTOS MANAGEMENT NOTES

AB01. ALL ASBESTOS REMOVAL AND ASBESTOS RELATED WORKS TO BE CONDUCTED IN ACCORDANCE WITH WHS REGULATION 2017 AND ASSOCIATED CODES OF PRACTICE AND GUIDELINES INCLUDING BUT NOT LIMITED TOO; SAFEWORK NSW 2022 HOW TO MANAGE AND CONTROL ASBESTOS IN THE WORKPLACE AND SAFEWORK 2022 HOW TO SAFETY REMOVE ASBESTOS. SAFE WORK METHODOLOGIES SHOULD OUTLINE SUITABLE CONTROLS TO BE IMPLEMENTED INCLUDING CONTROLLING ACCESS TO REMOVAL AREAS. METHODOLOGIES TO BE IMPLEMENTED, TOOLS AND EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT AND RPE, DECONTAMINATION AND WASTE CONTAINMENT AND DISPOSAL.

AB02. ASBESTOS MANAGEMENT PLAN / ASBESTOS REMOVAL MANAGEMENT PLAN (ARCP) SHOULD BE DEVELOPED BY THE CONTRACTOR IN ACCORDANCE SAFEWORK 2022 HOW TO SAFETY REMOVE ASBESTOS.

AB03. WORKERS PERFORMING ASBESTOS RELATED WORKS AND REMOVAL WORKS ARE TO BE SUITABLY TRAINED TO DO SO IN ACCORDANCE WITH SAFEWORK 2022 HOW TO SAFETY REMOVE ASBESTOS.

AB04. CLEARANCE INSPECTIONS (AND SAMPLING/SOIL VALIDATION IF REQUIRED) SHOULD BE CARRIED OUT IN ACCORDANCE WITH REQUIREMENTS OF SAFEWORK 2022 HOW TO SAFETY REMOVE ASBESTOS.

AB05. THE CONTRACTOR SHOULD PREPARE AN ENVIRONMENTAL MANAGEMENT PLAN OUTLINING WASTE MANAGEMENT AND ENVIRONMENTAL PROTOCOLS. SOILS REQUIRING OFF SITE DISPOSAL WOULD REQUIRE ASSESSMENT (INCLUDING SAMPLING) AND DISPOSAL IN ACCORDANCE WITH THE PROTECTION OF THE ENVIRONMENT OPERATIONS (WASTE) REGULATION 2014 AND NSW EPA (2014) WASTE CLASSIFICATION GUIDELINES. THE EMP AT A MINIMUM WOULD ADDRESS ELEMENTS INCLUDING:

(a) HOURS OF OPERATION

(b) CONTACT DETAILS AND RESPONSIBILITIES

(c) SOIL AND WATER MANAGEMENT

(d) NOISE AND VIBRATION

(e) WASTE MANAGEMENT

(f) DUST AND ODOUR CONTROL

(g) TRAFFIC MANAGEMENT AND

(h) UNEXPECTED FINDS, EMERGENCY RESPONSE AND CONTINGENCY PLAN

FIRE WATER PIPEWORK MATERIALS SCHEDULE

SERVICE	LOCATION	MATERIAL	STANDARD	CLASS	JOINTING	COMMENTS
FIRE	IN-GROUND	PE100	AS/NZS 4130	PN16	FUSION WELDED	CLASS PE100, SDR11, PN16 - FUSION WELDED. PROVIDE DETECTABLE MARKER TAPE IN-GROUND TO AS2648.1.
FIRE	HYDRANT RISERS & BRANCHES ABOVE GROUND	STEEL	-	FIRE PLUS	ROLLED GROOVE	RIDGED JOINTS. HOT DIPPED GALVANIZED.
FIRE	PILLAR HYDRANTS	STEEL	ASTM A53	B	WELDED & FLANGED	WELDING TO AS 4041, CLASS 3 PIPEWORK HOT DIPPED GALVANISED AFTER FABRICATION
FIRE HOSE REELS	FIRE HOSE REEL BRANCHES ABOVE GROUND	COPPER	AS 1432	TYPE B	BRAZED	

VALVE SELECTION SCHEDULE

LOCATION	SIZE	TYPE	MATERIAL	CONNECTIONS
ALL LOCATIONS	32	BALL VALVE (LOCKED OPEN IN ACCORDANCE WITH AS2441)	CU ALLOY	FLANGED
ALL LOCATIONS	32	PRESSURE REDUCING - BERMAD "FP720"	DICL	FLANGED
ALL LOCATIONS	32	PRESSURE RELIEF - BERMAD "FP-730-UP"	DICL	FLANGED
WATER MAIN / FIRE SERVICE	100 - 250	SLUICE TO AS 2638	CAST IRON	PROVIDE HEAVY DUTY VALVE BOX (AS PER DETAIL ON DRAWING 12621292-H004).

LEGEND

- (E)W — EXISTING COLD WATER SERVICE
- (E)F — EXISTING FIRE HYDRANT SERVICE
- (E)SAN — EXISTING SEWER
- EXISTING FIRE HYDRANT SERVICE TO BE MADE REDUNDANT
- PROPOSED COLD WATER SERVICE
- HYD — PROPOSED FIRE HYDRANT SERVICE
- HYD — PROPOSED FIRE HYDRANT SERVICE (RFDS WORKS)

ABBREVIATIONS

Ø	NOMINAL DIAMETER
AC	ASBESTOS CONCRETE
AS	AUSTRALIAN STANDARD
BHCC	BROKEN HILL CITY COUNCIL
BOL	BOLLARD
CW	COLD WATER
CW	COMPLETE WITH
DCV	DOUBLE CHECK VALVE
DIA	DIAMETER
DN	NOMINAL DIAMETER
EX	EXISTING
FH	FIRE HYDRANT (DUAL HEADED)
FHR	FIRE HOSE REEL
FFL	FINISHED FLOOR LEVEL
FS	FIRE HYDRANT SERVICE
FSL	FINISHED SURFACE LEVEL
IV	ISOLATION (SLUICE VALVE)
kPa	KILOPASCAL
NOM	NOMINAL
NTS	NOT TO SCALE
PE	POLYETHYLENE
PR	PROPOSED
PRV	PRESSURE-REDUCING VALVE
RFDS	ROYAL FLYING DOCTOR SERVICE
RL	RELATIVE LEVEL
SH	SPRING HYDRANT
SV	SLUICE VALVE
TYP	TYPICAL
UNO	UNLESS NOTED OTHERWISE

GENERAL SYMBOLS

- NOTE LABEL
- CAPPED PIPE END
- ELBOW (PLAN)
- FLOW DIRECTION
- PIPE CONTINUATION
- EXISTING ISOLATION VALVE
- PROPOSED ISOLATION VALVE (SLUICE-IN HEAVY DUTY VALVE BOX)
- DOUBLE CHECK VALVE ASSEMBLY
- PRESSURE-REDUCING VALVE
- PRESSURE GAUGE
- EXISTING PILLAR HYDRANT
- PROPOSED TWIN PILLAR HYDRANT
- EXISTING IN-GROUND SPRING HYDRANT

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Author S.ETCHELLS Drafting Check M.PAGULON
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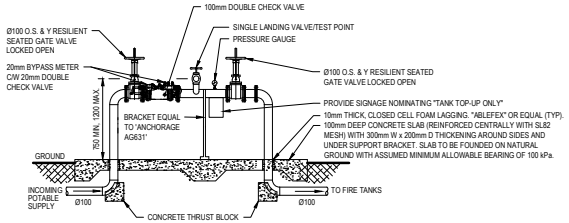
Client BROKEN HILL CITY COUNCIL
Project FIRE HYDRANTS & AC HYDRANT PIPES
Status CONSTRUCTION/TENDER

Drawing Title HYDRAULIC SERVICES
GENERAL NOTES
SHEET 2 OF 2 AND LEGEND

Drawing No. 12621292-H003
Size A
Rev 0

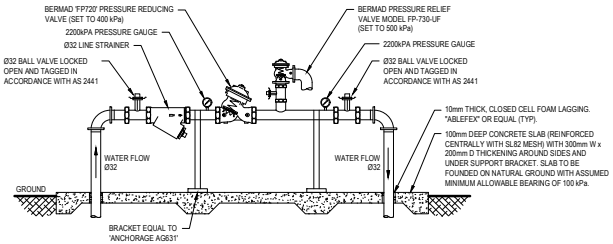
NOTES:

1. INSTALL IN ACCORDANCE WITH AS2419.1.
2. ISOLATION VALVES TO BE LOCKED OPEN WITH GALVANISED STEEL CHAIN AND '003' PADLOCKS.
3. PAINT ENTIRE ASSEMBLY SIGNAL RED TO AS1345.



FIRE HYDRANT TANK TOP-UP DOUBLE DETECTOR CHECK VALVE ASSEMBLY

NOT TO SCALE

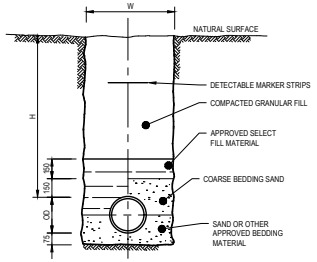


PRESSURE REDUCING VALVE ASSEMBLY

NOT TO SCALE

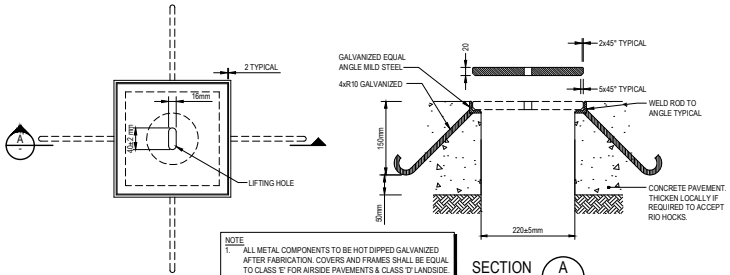
MINIMUM COVER , H

LOCATION	WATER MAIN
GENERAL AREAS	600
ROADWAYS AND DEFINED TRAFFIC AREAS	750



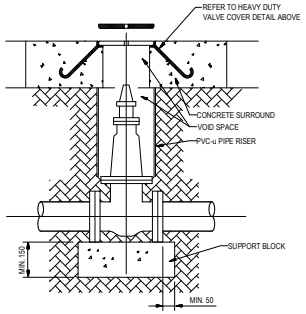
PIPE TRENCHING DETAILS

NOT TO SCALE



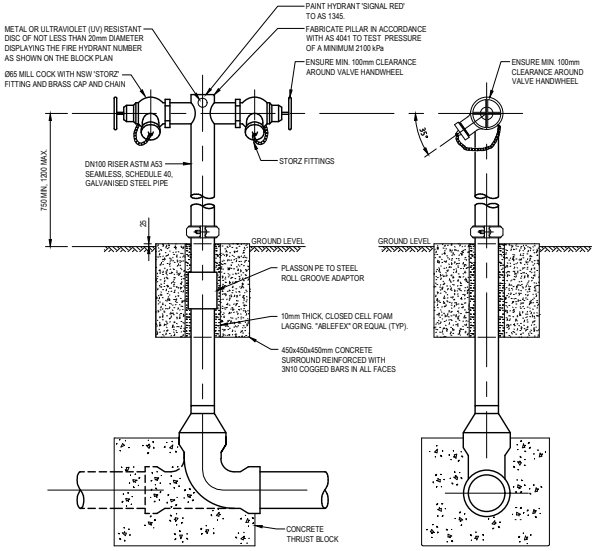
HEAVY DUTY VALVE PROTECTIVE COVER DETAIL

NOT TO SCALE



VALVE BOX - PAVED, HEAVY VEHICULAR TRAFFIC

NOT TO SCALE



TWIN PILLAR HYDRANT DETAIL

NOT TO SCALE

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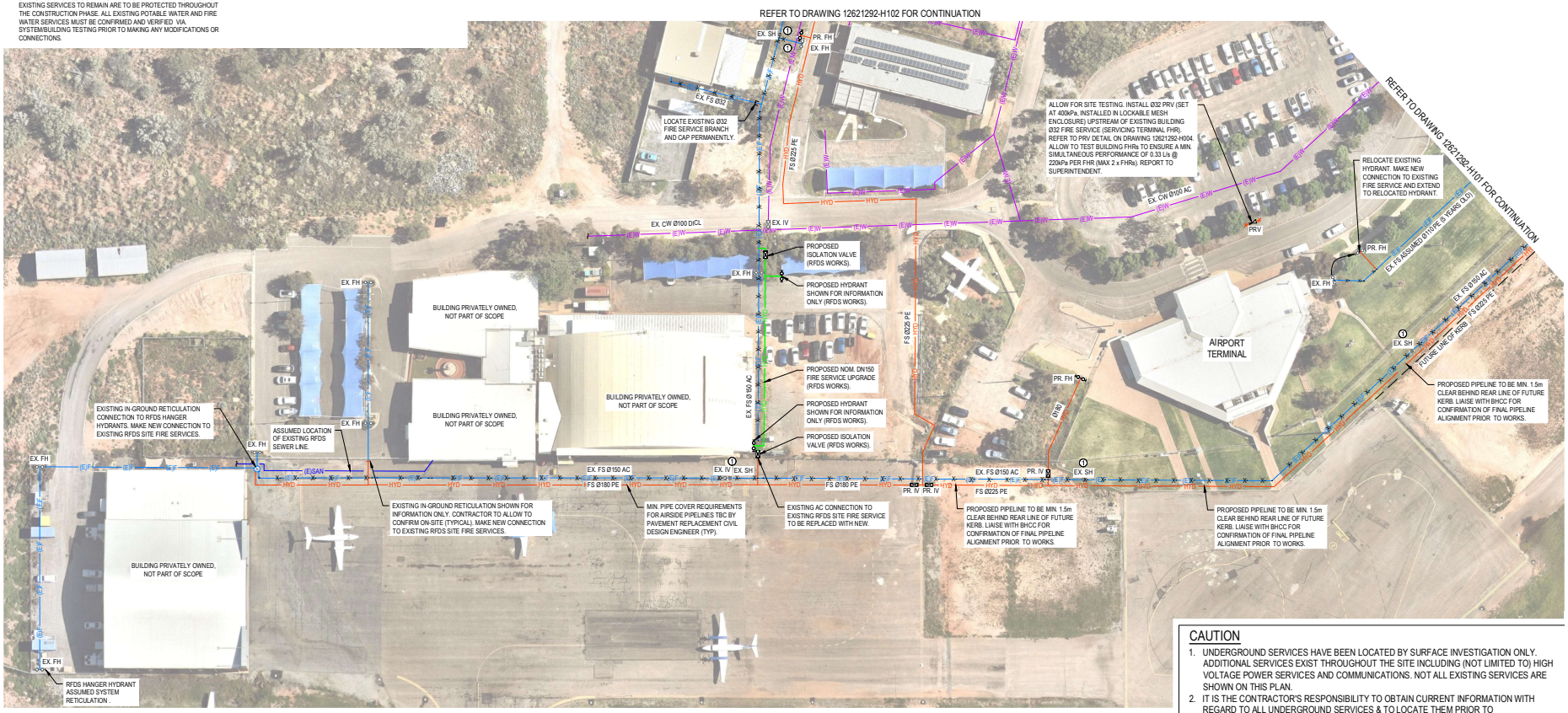
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Client BROKEN HILL CITY COUNCIL
Project FIRE HYDRANTS & AC HYDRANT PIPES
Status CONSTRUCTION/TENDER

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Drawing No. 12621292-H004
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NOTES:

1. EXISTING FIRE HYDRANT SYSTEM TO REMAIN IN SERVICE/FUNCTIONAL DURING THE INSTALLATION OF THE NEW FIRE HYDRANT SYSTEM PIPELINE RETICULATION, VALVES AND HYDRANTS. ON COMPLETION (INCLUDING PRESSURE TESTING) OF THE NEW FIRE HYDRANT SYSTEM, INSTALLATION CONNECTION SHALL BE MADE TO THE EXISTING OUTLET AT THE PUMP ROOM, LEAVING THE EXISTING SYSTEM PIPELINES VALVES AND HYDRANTS REDUNDANT. VISIBLE ABOVE GROUND REDUNDANT SYSTEM COMPONENTS SUCH AS VALVES AND HYDRANTS SHALL BE REMOVED AND ASSOCIATED BRANCHES CAPPED BELOW GROUND (REFER TO DRAWING 12621292-H003 FOR ASBESTOS MANAGEMENT NOTES). THROUGHOUT THE INSTALLATION PROCESS ALL NON-FUNCTIONAL SYSTEM COMPONENTS SHALL BE CLEARLY LABELLED/SIGN POSTED TO ELIMINATE CONFUSION DURING A FIRE EVENT.
2. PROVIDE Ø150mm, 1.1m HIGH CONCRETE FILLED BOLLARD PROTECTION WHERE NOMINATED. ENSURE UNIMPEDED ACCESS TO FIRE FIGHTING EQUIPMENT (IN ACCORDANCE WITH AS 2419.1:2021).
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FIRE HYDRANT SYSTEM DESIGN SHEET 1 OF 3

SCALE 1 : 500

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Author S.ETCHELLS | Drafting Check M.PAGULON
Designer S.ETCHELLS | Design Check B.REYNOLDS

NEARMAP – IMAGERY (DATE CAPTURED: 17/10/2022, DATE EXTRACTED: 28/09/2023)

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Project No. 12621292

Client BROKEN HILL CITY COUNCIL
Project FIRE HYDRANTS & AC HYDRANT PIPES
Status CONSTRUCTION/TENDER

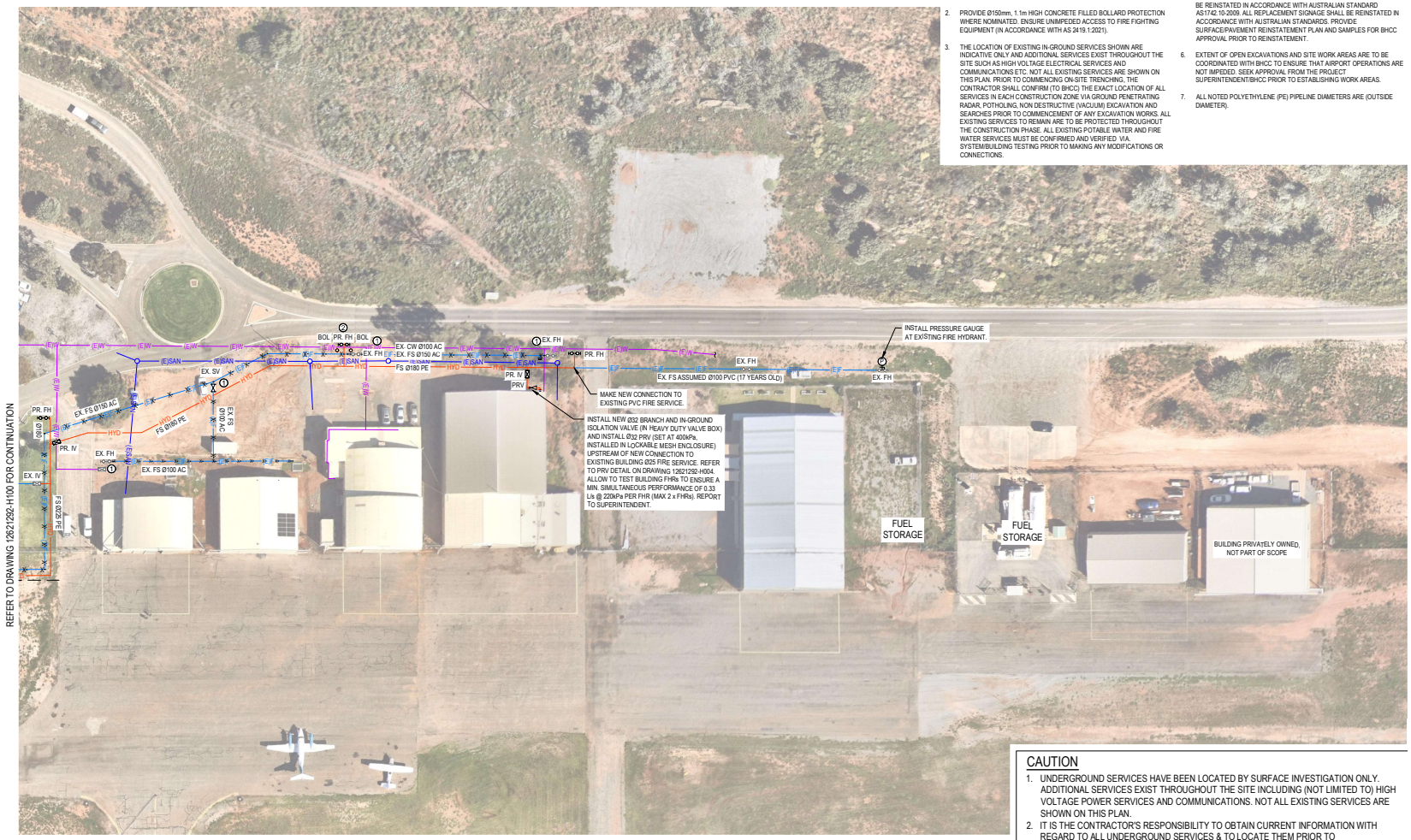
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FIRE HYDRANT SYSTEM DESIGN
SHEET 1 OF 3

Drawing No. 12621292-H100
Size A
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FIRE HYDRANT SYSTEM DESIGN SHEET 2 OF 3

SCALE 1 : 500

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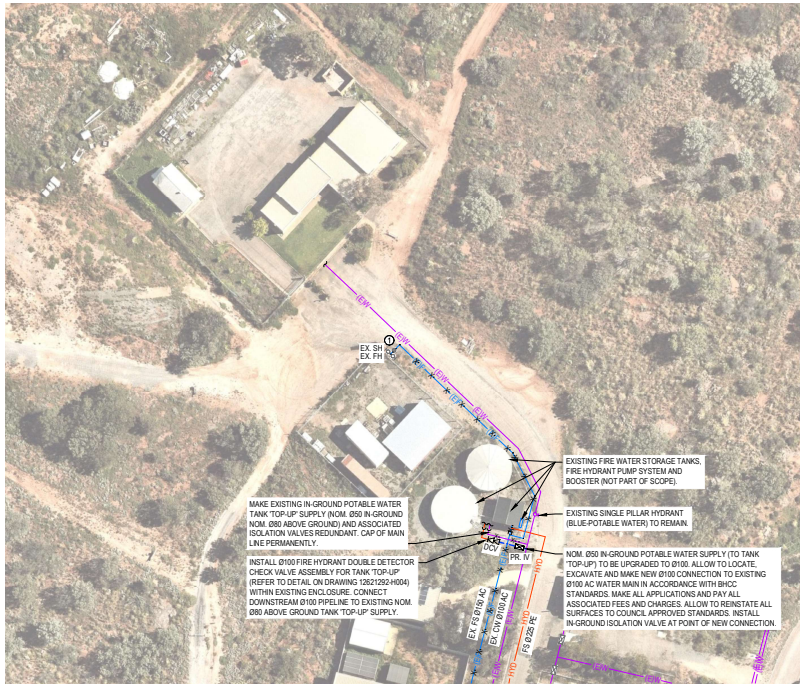
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SHEET 2 OF 3

Drawing No. 12621292-H101

Size A

Rev 0





REFER TO DRAWING 12621292-H100 FOR CONTINUATION

FIRE HYDRANT SYSTEM DESIGN SHEET 3 OF 3

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Project No. 12621292

Client: BROKEN HILL CITY COUNCIL
Project: FIRE HYDRANTS & AC HYDRANT PIPES
Status: CONSTRUCTION/TENDER

Drawing Title: HYDRAULIC SERVICES
FIRE HYDRANT SYSTEM DESIGN
SHEET 3 OF 3

Drawing No. 12621292-H102

Size: A1
Rev: 0

Project Timeline - Airport - AC Hydrant Pipes - Replacement

ID	Task Mode	Task Name	Duration	Start	Finish
1		**Airport - AC Hydrant Pipes - Replacement**	**506 days**	**Fri 17/02/23**	**Fri 24/01/25**
2		Airport - AC Hydrant Pipes - Design	98 days	Thu 20/07/23	Mon 4/12/23
3		**Stage 1: Initiation**	**269 days**	**Fri 17/02/23**	**Wed 28/02/24**
7		Project budget submission - Q2 2024	1 day	Fri 2/02/24	Fri 2/02/24
8		Q2 Submission & approval	18 days	Mon 5/02/24	Wed 28/02/24
9		**Stage 2: Project Delivery**	**237 days**	**Thu 29/02/24**	**Fri 24/01/25**
10		**Stage 2A: Project Plan & Procurement**	**88 days**	**Thu 29/02/24**	**Mon 1/07/24**
11		Project Management Plan	15 days	Thu 29/02/24	Wed 20/03/24
12		Preparation of RFQ	10 days	Thu 7/03/24	Wed 20/03/24
13		Peer reviews	5 days	Thu 21/03/24	Wed 27/03/24
14		Advertisement of RFQ	22 days	Thu 28/03/24	Fri 26/04/24
15		Close of RFQ advertisement	0 days	Fri 26/04/24	Fri 26/04/24
16		Pre-evaluation period - RFIs & Information	20 days	Mon 29/04/24	Fri 24/05/24
17		Quotes evaluation	1 day	Mon 27/05/24	Mon 27/05/24
18		Council Report - June 2024	7 days	Tue 28/05/24	Wed 5/06/24
19		Council Meeting - June 2024	1 day	Wed 26/06/24	Wed 26/06/24
20		Agreement & Purchase order	3 days	Thu 27/06/24	Mon 1/07/24
21		**Stage 3B: Construction Delivery**	**120 days**	**Tue 2/07/24**	**Mon 16/12/24**
22		Initial project discussion	5 days	Tue 2/07/24	Mon 8/07/24
23		Prestart documentation	21 days	Tue 9/07/24	Tue 6/08/24
24		Ordering of materials	25 days	Tue 9/07/24	Mon 12/08/24
25		Public & Stakeholder Communications	5 days	Tue 16/07/24	Mon 22/07/24
26		Contractor lead time	5 days	Tue 13/08/24	Mon 19/08/24
27		Site works (16 weeks)	80 days	Tue 20/08/24	Mon 9/12/24
28		Quality checks	5 days	Tue 10/12/24	Mon 16/12/24
29		**Stage 3C: Closing & Handover (BHCC works)**	**29 days**	**Tue 17/12/24**	**Fri 24/01/25**
30		Final invoice payment	23 days	Tue 17/12/24	Thu 16/01/25
31		Project Completion Report	5 days	Fri 17/01/25	Thu 23/01/25
32		Handover to Asset Management	1 day	Fri 24/01/25	Fri 24/01/25

Page 1

WORKS COMMITTEE

February 1, 2024

ITEM 4

BROKEN HILL CITY COUNCIL REPORT NO. 17/24

SUBJECT: REQUEST FOR FINANCIAL ASSISTANCE TOWARDS THE 2024 WASTE 2 ART PROGRAM AND COMPETITION D24/5325

Recommendation

1. That Broken Hill City Council Report No. 17/24 dated February 1, 2024, be received.

2. That Council considers providing a one-off $3,000.00 grant to the Broken Hill Art Exchange towards the organisation of the 2024 Waste 2 Art Program and Competition.

3. That if approved, the funding be facilitated via Council's Community Assistance Grants Program (with funding sourced from Council's Waste and Sustainability budget and included in the Quarterly Budget Review); and the Broken Hill Art Exchange complies with all conditions of the Community Assistance Grants Program in the administration of the grant.

a) That the Broken Hill Art Exchange be advised of the process to apply in future years to Council's Community Assistance Grants funding towards the Waste 2 Art Program and Competition.

Executive Summary:

Council has received correspondence from the Broken Hill Art Exchange seeking a grant of $3,000.00 towards the conduct of the 2024 Waste 2 Art Program and Competition in Broken Hill.

Council previously provided financial support to the 2023 Waste 2 Art Program and Competition through a start-up grant provided to Council by NetWaste. This was a one-off grant to Council for the 2023 event which Council provided to the Broken Hill Art Exchange as a start-up grant to assist in facilitating the event whilst in its infancy.

The Broken Hill Art Exchange in partnership with Lifeline Broken Hill Country to Coast will again be facilitating the local competition and are requesting a grant from Council for this year's event. This report is presented to Council to consider the request.

Report:

NetWaste was formed in 1995 as part of the NSW Environment Protection Authority (EPA) funded Regional Networks for Effective Waste Management (RENEW) voluntary group of regional Councils. NetWaste's membership comprises 25 member Councils which cover almost 40% of the state from Lithgow in the east, Broken Hill in the west and north to the Queensland border.

Member Council's include:

- Bathurst
- Blayney
- Bogan
- Bourke
- Brewarrina
- Broken Hill
- Cabonne
- Central Darling
- Cobar
- Coonamble
- Cowra
- Dubbo
- Forbes
- Gilgandra
- Lachlan
- Lithgow
- Midwestern
- Narromide
- Oberon
- Orange
- Parkes
- Walgett
- Warren
- Warrumbungle
- Weddin

NetWaste provides a platform for member Councils to collectively pursue regional benefits and improve outcomes related to waste management. The organisation's goal is to set the benchmark for regional waste management through a range of strategic objectives, including:

- Reducing the amount of waste generated;
- Increasing resource recovery;
- Reducing greenhouse gas emissions;
- Delivering environmentally responsible waste management systems;
- Improving awareness of waste minimization and resource recovery principles' and influencing behavioural change;
- Improving recycling and composting;
- Reducing litter and illegal dumping;
- Managing problem wastes;
- Facilitating information exchange and skills development; and
- Optimising procurement of grant funding.

The Waste 2 Art Program and Competition is a NetWaste initiative to engage communities to think differently about waste that they produce and how various waste items can be reused and repurposed. NetWaste provided start-up grant funding to member Council's last year which was passed onto the Broken Hill Art Exchange and Broken Hill Lifeline to help support the event.

The Waste 2 Art Program and Competition is open to all residents and is very well supported by the community. Last year's local competition amassed 63 entries with 8 art pieces being transported to Blayney for the NetWaste Regional Final competition. Broken Hill won five (5) regional categories with six (6) art pieces receiving high commendations.

The Broken Hill community cast 357 votes for the People's Choice Award for the 2023 entries which demonstrates the level of community engagement in the project. The program also provides mental health and well-being benefits for participants who participate in the workshops and competition, providing connectedness within the community.

The waste theme of the competition for the 2024 Waste 2 Art competition is "Packaging" although it is not essential that participants use the theme material on their entries, any waste products can be used to create the artwork, but no new materials can be used.

The competition aligns with various objectives of Council's Plans and Strategies, in particular:

Broken Hill Community Strategic Plan Objective:

Objective 3.1 - Our environmental footprint is minimised

3.1.1 Implement measures to reduce the city's carbon footprint and enhance the circular economy by educating and demonstrating the use of renewable resources.

3.1.2 Educate the community on measures to avoid waste and reduce littering and waste to landfill.

Objective 1.4 - Our history, culture and diversity are embrace and celebrated

1.4.4 Sustain and grow arts and culture and events and preserve the importance of our social capital, built heritage and history.

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

1.6.6 Create opportunities for people to participate in cultural, creative and artistic programs, and experience the natural environment to enhance health and wellbeing.

Broken Hill Liveability Strategy Indicators:

Indicator 10 - There is choice in recreation activities for all ages and groups.

Indicator 11 - There is growth and support for culture and the arts in Broken Hill.

Community Assistance Grants Program

Council's Community Assistance Program was developed as a mechanism for the awarding of grants to not-for-profit organisations to provide various services/events/programs which align with the objectives of the Broken Hill Community Strategic Plan and that benefit the local community. Grants are awarded in two (2) rounds each financial year with a budget each round of $47,250.00.

The request from the Broken Hill Art Exchange should have been directed to Round 2 of 2023/2024 being for events held between 1 January to 30 June 2024. Round 2 closed on 31 October 2023 and grants were awarded and paid in December 2023.

The Broken Hill Art Exchange will be advised to direct any future requests for funding for the Waste 2 Art Program to the application process for the Community Assistance Grants Program.

On this occasion, should Council approve a grant towards the 2024 Waste 2 Art Program, the grant will be facilitated via Council's Community Assistance Grants Program and the funding will be sourced from a Waste and Sustainability budget. All grant program conditions will apply and the Broken Hill Art Exchange will need to abide by the terms of the grant agreement regarding the provision of current financial statements, evidence of public liability insurance, provision of acquittal information, public acknowledgement of Council's grant etc.

Community Engagement:

As a sponsor, Council will promote the Waste 2 Art Program and Competition through its social media channels.

Strategic Direction:

Key Direction:	1	Our Community
Objective:	1.1	Our community spirit is our strength
Strategy:	1.1.4	Facilitate the celebration of community and cultural events

Key Direction:	3	Our Environment
Objective:	3.1	Our environmental footprint is minimised
Strategy:	3.1.1	Ensure delivery of relevant environmental strategies and policies

Relevant Legislation:

Nil

Financial Implications:

If approved a grant of $3,000.00 will be included in the quarterly budget review.

Attachments

1. ⇩ Correspondence from Broken Hill Art Exchange

CODIE HOWARD
DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

JAY NANKIVELL
GENERAL MANAGER

Broken Hill Art Exchange
313 Argent St
Broken Hill
NSW 2880 Australia
info@brokenhillartexchange.org.au
https://www.brokenhillartexchange.org.au

Mayor Kennedy
Broken Hill City Council
240 Blende St
Broken Hill NSW 2880

29 January 2024

Dear Mayor Kennedy

Re: Waste 2 Art Broken Hill 2023

In 2023 The Broken Hill Art Exchange and Lifeline Broken Hill Country to Coast planned and ran the Waste 2 Art program and competition, supported by funding from Netwaste the regional competition organisers. The program was a resounding success, and we are busy planning 2024 and write to you to request $3,000 in funding support from Broken Hill City Council to run this year's program.

Few programs deliver the impact across the community that Waste to Art does combining education in sustainability with creative practice. The competition is designed to bring community awareness to sustainable practices, waste reduction and repurposing and is an excellent medium to influence community behaviours in a non-confrontational manner. The art competition is inclusive, there are categories for primary school, high school, community and professional artists covering 2D and 3D art which means children and non-artists get the opportunity to create art and see it exhibited. The 2023 exhibition delighted the community; there was excellent feedback from visitors, and it was the talk of the town.

The program supports Councils' strategic goals in three focus areas highlighted in the Liveability Strategy 2043 including Liveability Indicator 10 (A Choice for Recreational Activities for All Ages and Groups), Liveability Indicator 11 (Growth and Support for Culture and Arts) by providing the community with arts and culture that promote a strong sense of identity and belonging to the City, a program of arts education opportunities and arts event and the opportunity to strengthen and showcase the arts and cultural networks across the broader Far West Region. The program also supports Councils' strategic goals in Liveability Indicator 7 (a Healthy and Resilient City) by providing education and outreach to the community focused on changing behaviours and reducing waste that is collected in local tips.

We were overwhelmed by the success of the 2023 program, a testament to the volunteers from Lifeline Broken Hill, Country to Coast and the Art Exchange working hard and collaboratively in their spare time with tremendous support from the media and the community. Some stats and benefits from the 2023 program include:

- 4 Community Workshops ran at the Art Exchange and facilitated by Artists, teaching the community how to use waste to create artwork. These were free for attendees entering the Waste 2 Art Competition.
- 63 Entries across sectors of primary school, high school, community and professional artists. Entries were an exceptionally high quality making the Judges' decisions very hard.
- A 2-week exhibition at the Tip Shop, driving revenue and visitation which funds essential local services. People went to the Tip Shop for the first time and discovered this gem of a shop and community hub that funds local services.
- 357 votes were cast for the People's Choice Award demonstrating the level of community engagement.

- 8 Winners were transported to Blayney for the Netwaste Regional Final, competing against entries from different regional Councils that have tenured experience running the competition.
- Broken Hill won five regional categories with six pieces highly commended. Our Council received the highest number of prizes which is excellent PR and confirms our reputation as the arts capital of regional NSW.
- The program engaged the community and raised awareness of waste avoidance and repurposing of waste to avoid it going to landfill. Many conversations were had with entrants and the public about how much awareness this program generated.
- The program delivered great mental health and well-being benefits on a personal level to various members of the community who participated in the competition and workshops. These include anecdotal stories which as the disabled teenager getting great joy from expressing himself through art and winning a prize, the inmates at the Correctional Centre who worked on a collaborative piece that was sent to the regional final and the pensioner who was able to reconnect with the community via the creative workshops after withdrawal and isolation following depression.
- Project management funds supporting two not-for-profits that do valuable work in the community and rely on volunteers.

Taking learnings from 2023 we are planning to run the event in 2024 and need to make the announcement around the 12th of February. We are planning some enhancements and new considerations including:

- Improved outreach to Schools, art teachers and youth groups to increase entries from primary and secondary school children. This has the bonus of introducing young minds to sustainable practices and waste reduction.
- A two-venue exhibition with works displayed at the Tip Shop and indoor sculptures displayed at the Art Exchange, The Grand on Argent Street which will open for some evenings and weekends over two weeks. This improves accessibility for community members who are not able to get out to the Tip Shop and means we can display more work inside and if necessary, handle increased entry numbers.
- More education on waste and sustainability. This was a plan for the last program but with limited capacity, we were not able to dedicate the time. For 2024 we have a new team member to help us with marketing and she will be able to dedicate some energy to this. The plan is also to engage with Marisa to understand Council waste challenges, priorities and facilities so we can support her with community engagement.
- Confirming sponsors early so all logos can go onto all the posters around town.
- Sourcing a courier to transport the artworks to Parkes for the regional final, Netwaste has capped the funding to $500 which will not cover the delivery and collection, so we need to find a solution.

I am sure you agree that Waste 2 Art is a fantastic program for Broken Hill. The community is excited for it to happen again, and we would love your financial support so we can organise 2024 and are looking for funding of $3,000.

Please do not hesitate to contact Nadina if you have any questions and thank you in advance for your consideration.

Yours sincerely,

Nadina Benvenisti
Committee Member: Broken Hill Art Exchange
The Grand, 313 Argent Street
PO Box 1083 Broken Hill NSW 2880 Australia
T: 0437 590 411

Jodie Anderson
Tip Shop Manager: Lifeline Broken Hill, Country to Coast
1 Wills St, Broken Hill NSW 2880
T: 08 8088 3077

Lifeline Saving Lives
Broken Hill Country to Coast

Broken Hill Art Exchange

RECOMMENDATIONS OF HEALTH AND BUILDING COMMITTEE MEETING HELD TUESDAY, FEBRUARY 20, 2024

1. BROKEN HILL CITY COUNCIL REPORT NO. 13/24 - DATED DECEMBER 13, 2023 - BROKEN HILL LEAD REFERENCE GROUP - MINUTES OF MEETING HELD 23 NOVEMBER 2023 (D23/67682) 53

Recommendation

1. **That Broken Hill City Council Report No. 13/24 dated December 13, 2023, be received.**

HEALTH AND BUILDING COMMITTEE

December 13, 2023

ITEM 1

BROKEN HILL CITY COUNCIL REPORT NO. 13/24

SUBJECT: BROKEN HILL LEAD REFERENCE GROUP - MINUTES OF MEETING HELD 23 NOVEMBER 2023 D23/67682

Recommendation

1. That Broken Hill City Council Report No. 13/24 dated December 13, 2023, be received.

Executive Summary:
The minutes of the Broken Hill Lead Reference Group for meeting held 23 November 2023 are presented to Council for endorsement.

Report:
The Broken Hill Lead Reference Group (BHLRG), chaired by the Broken Hill City Council, is a collaborative of the many companies, Perri and community representatives that work with, have an interest in and contribute to lead management in the local community.

The BHLRG has developed the Broken Hill Lead Reference Group Integrated Strategy to provide a forum for information exchange and to guide activity relating to lead issues for Broken Hill.

Community Engagement:
Community engagement through community representation on the 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 within its legal framework

Relevant Legislation: Nil

Financial Implications: Nil

Attachments
1. ⇩ Broken Hill Lead Reference Group - Minutes of meeting held 23 November 2023

CODIE HOWARD
DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

JAY NANKIVELL
GENERAL MANAGER

MINUTES OF THE BROKEN HILL LEAD REFERENCE GROUP (BHLRG) MEETING HELD THURSDAY, 23 NOVEMBER 2023 AT 10.00AM, COUNCIL CHAMBERS

Meeting commenced at 10.05am

1 Present

Marisa Pickett	Manager Waste and Sustainability (BHCC) (Chair)
Clr Marion Browne	Council Delegate
Devon Roberts	Broken Hill Operations (BHO)
Judi Louvel	Broken Hill Environmental Lead Program (BHELP)
Frances Boreland	Broken Hill Environmental Lead Program (BHELP)
Nyrie Waite	Administration Officer – (BHCC) - Minute Taker

Present Via Teams

Cathy Dyer	Maari Ma Health
Neil Glastonbury	Transport NSW (TfNSW)
Linda Mason	Western NSW Local Health District (WLHD)
Joel Sulicich	Broken Hill Operations (BHO)
Pam Tucker	Community Representative
Kelli Morris	Far West Local Health District (FWLHD)
Vilmae Appleton	Far West Local Health District (FWLHD)
Christina Low	Broken Hill Environmental Lead Program (BHELP)
Adam Forster	Perilya
Georgina Seward	Public Health Unit (PHU)

Apologies

Jacinta Clark	Broken Hill Operations (BHO)
Aroma Harkin	Essential Water

2 Acknowledgement of Country

Acknowledgment of Country recited by Council's Manager Waste and Sustainability.

Introductions around the table and via Teams

Welcome to Christina Low, new Senior Technical Policy Advisor with BHELP

3 Confirmation of Minutes of Previous Meeting

Previous meeting: 24 August 2023
Moved: Frances Boreland
Seconded: Devon Roberts

4 Business Arising from Previous Minutes

Contact SafeWork NSW to discuss a lead awareness training program

Georgina Seward has contacted SafeWork who advised they are happy to talk about the risks of lead exposure and the business must request the service first. SafeWork have visited Broken Hill and inspected some premises.
Adam Forster advised feedback from the visit was positive.
Judi Lovel has met with SafeWork to discuss the possibility of creating a training program on lead awareness, to be used for tradespeople and contractors in Broken Hill.
Marisa Pickett suggested to Judi Lovel that the meeting be opened to other stakeholders to attend. Judi Lovel will share the information about the meeting when it is organised.

Earth Moving Companies

Jess Ierace has compiled a list of earth moving companies that will be circulated for comment.
A letter has been created to send to the companies once the list is finalised.

Clarification and or an update around Point Of Care (POC) testing

Cathy Dyer has been advised to continue with POC testing. In 2024 there will be a move to Capillary testing. Cathy Dyer advised there has been no guidance from either the Public Health Unit (PHU) or the Ministry of Health, on the methodology for ongoing blood lead testing. The concern is that Maari Ma could be using out of date testing which would render their results incomparable with the Local Health District (LHD) results.
Vilmae Appleton advised that FWLHD does have information on QAQC, if needed. Vilmae Appleton is aware that the move is to capillary testing and laboratories would need to be contacted to organise the testing. There is a new POC machine being developed for the future. Vilmae Appleton advised there are some issues regarding the capillary testing - clients are not happy with waiting for their results and it is often difficult contacting clients with about their results and the increased workload of data entry and preparing and sending specimens to the laboratory.
Linda Mason advised that Pricilla Stanley has been dealing directly with the Ministry. Linda Mason asked that there be an action that the PHU report on this at the next meeting. Linda Mason will ensure Cathy Dyer at Maari Ma will be kept up to date with any information received.
Adam Forster advised that Perilya have used both finger prick and capillary testing and now opt for Venipuncture tests. This would be a difficult test for children. Adam Forster is now involved with the Ministerial Lead Response Group and will raise the matter at that level.

5 Correspondence In

13 November 2023 – email from Frances Borland, BHELP requesting BHLRG discuss inviting Teck Resources Limited from Trail (Canada) to do a presentation about their fugitive emissions control work and its impact on blood level levels. *To be discussed in General Business.*

6 Correspondence Out - Nil

7 Quarterly Reports

7.1 Broken Hill Environmental Lead Program (BHELP) (Report attached)
Meeting update: – BHELP representative, Judi Louvel delivered the report, highlighting the return of Lead Ted.

7.2 Maari Ma Health (No written report)
Meeting update: Maari Ma currently has a Public Health Medicine Registrar, advanced trainee reviewing the clinical guidelines used to manage individual children. There is a proposal for some changes to the guidelines and they have been in discussion with BHELP. Maari Ma has been invited to participate in the Ministerial Response Group. They also have two staff representing Maari Ma on the Ministry of Health Expert Panel. Staff continue with the blood lead monitoring of children and home assessments for children with elevated blood lead levels.

7.3 Western Local Health District (WLHD) (Report Attached)
Meeting update: – Linda Mason delivered the report, highlighting an increase in the number of children being screened this year with the 3rd quarter blood lead levels below the guidelines.
Kelli Morris updated the meeting on staff changes at Far West Local Health District.
Kelli has accepted the role of Team Leader Lead Health Program. Vilmae Appleton will be Senior Lead Health Education Officer and there is a part time position being advertised.

7.4 Broken Hill Operations (Report Attached)
Meeting update: – Devon Roberts delivered the report. Confirming the announcement of the closure of Rasp Mine. Joel Sulicich explained that the intent is that the mine remains open and that is why they are continuing to upgrade the Tailing Storage facilities. If the mine does close the site would be left in a safe, stable and non-polluting manner. The Rehabilitation Management plan and strategy (both are on the website) will be put in place. The mine could theoretically be reopened in the future. It's a tough time on site at the moment and workers are being supported. Pam Tucker conveyed support from the meeting and community for the workers at the mine.

7.5 Perilya (verbal Report)
Meeting update: – Perilya representative, Adam Forster reported -
There have been 417 blood lead tests conducted in the last quarter. Perilya is moving to a three-monthly periodical assessment. They have 63 compliant contractors. Contractors are requested to have their own blood lead management plan and strategy, providing Perilya with a current blood lead record below 15 before they can enter the site. One exceedance was reported for a contractor who had been onsite for three days, the test was conducted by the contracting company.
The NSW Resource Regulator and NSW Department of Panning & Environment conducted site visits. The visits revolved around lead awareness, policies in place and precautions taken to minimise lead risk to workers and the town. Perilya has a continual rehabilitation management strategy being implemented and remediating properties. There is approximately nine hectares of land to be encapsulated, in particular an area that is town facing near South mine, to be used to arrest any potential fugitive dust that may be generated in contaminated sites. There was also a recorded high blood lead level in an infant. The dirt in the yard was remediated. Adam Forster explained their employee induction provides extensive information about lead and the risks involved and properties provided for rent are inspected and tested for lead contamination.

7.6 Essential Water (Report from Essential Water website attached)
Meeting update: – no representative

8 General Business

Frances Borland advised Trail is a smelter community on the western side of Canada, similar to Port Pirie and Broken Hill with industry located very close to town. They have had great success with reducing blood lead levels and their lead in air levels. Frances Borland has been attending their equivalent of the Lead Reference Group, the Trail Area Health and Environmental Program - online, and feels BHLRG could benefit from their knowledge.
Frances Borland suggests that we contact the Company that operates the smelter, Teck, for a presentation about what and how they made the improvements and the benefits to the community. All at the meeting were in agreeance to have the presentation.

9 Action List for next meeting

Action	Responsible Person	Due Date
Meet with SafeWork to discuss the possibility of a lead awareness program for workers in Broken Hill	Judi Lovel - to share details of the meeting when it is organised	when possible
Industry contact details, to be distributed for comment and letter sent	Nyrie Waite	February 2024
Clarification and or an update around POC testing	PHU to report	February 2024
Contact details from the Company in Canada	Frances Borland	when possible

10 Next Meeting Date
10am Thursday, 22 February 2024, venue to be advised and via Teams.

11 Meeting Closed
10.58am

















FOR PUBLIC RELEASE

Quarterly Drinking Water Quality Report

Broken Hill

1 April to 30 June 2023



FOR PUBLIC RELEASE

1 Overview

Essential Water produces this report to inform Essential Water customers about water quality. Essential Water tests and monitors water quality during various locations of the distribution system. Drinking water results for the distribution system are based on samples representative of water supplied to customer's taps to ensure that the Australian Drinking Water Guidelines are met.

Essential Water's assessment, based on our water quality test results for this period, indicates that drinking water quality has complied with all the health and aesthetic values in the Australian Drinking Water Guidelines (ADWG).

The ADWG recognise that occasionally there may be health or aesthetic related test results that fall outside the guidelines and that these results are not necessarily an immediate threat to health. The guidelines do not require a 100% result in all cases. All test results above the guidelines are investigated and actions, if necessary, taken.

For more information contact us on **13 23 91** or visit **www.essentialwater.com.au.**

What is our aim?

Essential Water is committed to providing safe, secure, reliable, and high-quality water to our customers.

How do we test water quality?

Water samples are taken from several locations including the reservoirs and at the inlet and outlet of the water filtration plant. Independent laboratories certified to the National Association of Testing Authorities (NATA) standards carry out all testing, and the results are reviewed by NSW Health.

In the **attached** table you will find a summary of the test results for the reporting period 1 April to 30 June 2023.

What is tested?

Your water is tested for up to 70 different characteristics including taste, colour, odour, micro-organisms and chemical content. This report is a summary of a selection of health and aesthetic characteristics, chosen in consultation with NSW Health.

What are the water guidelines we must meet?

Australian Drinking Guidelines (ADWG) are set by the National Health and Medical Research Council (NHMRC) and the National Resource Management Ministerial Council (NRMMC). The ADWG are part of the National Water Quality Management Strategy.

The role of Essential Water is to ensure that safe drinking water is supplied to meet all guidelines.

FOR PUBLIC RELEASE

2 Broken Hill quarterly drinking water quality report for the period 1 April to 30 June 2023

BROKEN HILL		FILTERED WATER						
Characteristics		No. Samples	Min	Quarter Average	Max	ADWG	% passed	Comply
Health	E.Coli	26	0	0	0	0 orgs / 100 mL (100%)	100%	Y
	Fluoride **	3	0.8	0.9	1.0	0.9 to 1.5 mg/L	100%	Y
	Free Chlorine	26	0.5	1.2	2.4	0.2 to 5 mg/L	100%	Y
	Lead	3	0.0002	0.0002	0.0002	<0.01 mg/L	100%	Y
	Arsenic	3	0.001	0.001	0.001	<0.01 mg/L	100%	Y
	Manganese	3	0.0005	0.0062	0.0173	0.5 mg/L	100%	Y
	Cadmium	3	0.0	0.0	0.0	<0.002 mg/L	100%	Y
	Copper	3	0.002	0.005	0.008	< 2 mg/L	100%	Y
	Mercury	3	0.0008	0.0008	0.0008	0.001 mg/L	100%	Y
	Trihalomethanes	3	0.123	0.167	0.217	<0.250 mg/L	100%	Y
Aesthetic	Turbidity	9	0.0	0.1	0.4	< 5 NTU	100%	Y
	True Colour	3	1.0	1.0	1.0	15 HU	100%	Y
	pH	29	7.2	7.4	7.8	pH 6.5-8.5	100%	Y
	EC***	3	245	277	338	<1090 µS/cm	100%	Y
	Iron	3	0.0	0.0	0.0	<0.3 mg/L	100%	Y
	Zinc	3	0.01	0.01	0.01	< 3 mg/L	100%	Y

* Filtered Water is defined as the water leaving the Water Treatment Plant or within the treated water reticulation
** ADWG 2013, health guideline for fluoride is upper limit of 1.5mg/L
*** ADWG 2013, salinity measure of 'good quality' limit of 600TDS converts to 1090EC

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3 Glossary*

Australian Drinking Water Guidelines (ADWG) – The Australian Drinking Water Guidelines (the ADWG) are intended to provide a framework for good management of drinking water supplies that, if implemented, will assure safety at point of use. The ADWG have been developed after consideration of the best available scientific evidence. They are designed to provide an authoritative reference on what defines safe, good quality water, how it can be achieved and how it can be assured. They are concerned both with safety from a health point of view and with aesthetic quality.

Arsenic – Based on human health considerations, the concentration of arsenic in drinking water should not exceed 0.01 mg/L.

Cadmium – Based on health considerations, the concentration of cadmium in drinking water should not exceed 0.002 mg/L. Contamination of drinking water by cadmium may occur as a result of impurities in the zinc of galvanised pipes or in solders used in fittings, water heaters, water coolers and taps.

Chlorine – Based on health considerations, the guideline value for total chlorine in drinking water is 5 mg/L. When used as a disinfectant, the free chlorine residual in major Australian reticulated supplies ranges from 0.1 mg/L to 4 mg/L, with typical concentrations in the reticulation of about 0.2 to 0.4 mg/L.
Essential Water comment: If a low reading of chlorine is detected in the reticulation system, personnel attend the site and flush until chlorinated water concentration of 0.5 mg/L is attained.

Copper – Based on health considerations, the concentration of copper in drinking water should not exceed 2 mg/L.
Based on aesthetic considerations, the concentration of copper in drinking water should not exceed 1 mg/L. Copper is present in uncontaminated surface waters at very low concentrations, usually less than 0.01 mg/L.

Escherichia coli (E. coli) – Bacterium found in the gut, used as an indicator of faecal contamination of water. E. coli should not be detected in a minimum 100 mL sample of drinking water. In practice, E. coli may occasionally be present in drinking water in the absence of any identifiable source of faecal contamination. Nevertheless, if samples taken are found to contain E. coli, the response to each detection should be rigorous.

Electrical Conductivity (EC) – No specific health guideline value is provided for total dissolved solids (TDS), as there are no health effects directly attributable to TDS. However, for **good** palatability total dissolved solids in drinking water should not exceed 600 mg/L (1090EC). As a rough guide, electrical conductivity, measured in micro-Siemens per cm (µS.cm-1, also known as EC, or electro conductivity units), is multiplied by (a factor[1]) to estimate TDS. Inferring a TDS value therefore has to be based on local circumstances.
Essential Water comments: [1]The conversion factor for Broken Hill water is 0.55. ***Fair*** *quality water ranges to 900TDS (1640EC).*

Fluoride – Drinking water is fluoridated to reduce the occurrence of dental caries. Occurs naturally in some water from fluoride-containing rocks. Often added at up to 1 mg/L to protect against dental cavities. >1.5 mg/L can cause dental fluorosis. The health guideline value is <1.5 mg/L.

Iron – Based on aesthetic considerations (precipitation of iron from solution and taste), the concentration of iron in drinking water should not exceed 0.3 mg/L. Iron has a taste threshold of about 0.3 mg/L in water, and becomes objectionable above 3 mg/L.

Lead – Based on health considerations, the concentration of lead in drinking water should not exceed 0.01 mg/L. In major Australian reticulated supplies, total lead concentrations range up to 0.01 mg/L, with typical concentrations less than 0.005 mg/L.

Manganese – Based on aesthetic considerations, the concentration of manganese in drinking water should not exceed 0.1 mg/L, measured at the customer's tap. Manganese would not be a health consideration unless the concentration exceeded 0.5 mg/L. At concentrations exceeding 0.1 mg/L, manganese imparts an undesirable taste to water and stains plumbing fixtures and laundry.

Maximum – The highest recorded reading.

Minimum – The lowest recorded reading.

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Mercury - Based on health considerations, the concentration of total mercury in drinking water should not exceed 0.001 mg/L. Food is the main route of exposure, with highest concentrations found in fish and fish products. The average Australian adult dietary intake of mercury is approximately 0.004 mg per day. Drinking water is likely to constitute only a small fraction of total intake.

pH – Based on the need to reduce corrosion and encrustation in pipes and fittings, the pH of drinking water should be between 6.5 and 8.5. Chlorine disinfection efficiency is impaired above pH 8.0. When pH is below 6.5 or above 11, the water may corrode plumbing fittings and pipes.

Reservoir – An artificial body of water.

Trihalomethanes (THMs,) – Based on health considerations, the concentration of trihalomethanes, either individually or in total, in drinking water should not exceed 0.25 mg/L. Trihalomethane concentrations fluctuating occasionally (for a day or two annually) up to1 mg/L are unlikely to pose a significant health risk. Action to reduce THMs is encouraged, but must not compromise disinfection, as non-disinfected water poses significantly greater risk than THMs.

True Colour – Based on aesthetic considerations, true colour in drinking water should not exceed 15 HU. Badly corroded iron pipes can produce a brownish colour whereas corrosion of copper pipes can produce a blue-green colouration on sanitary ware and a faint blue colour in water in extreme cases. The condition of household pipes can significantly influence water colour.

Turbidity – 5 NTU is just noticeable in a glass. <0.2 NTU is the target for effective filtration of Cryptosporidium and Giardia. <1 NTU is the target for effective disinfection. The aesthetic guideline for turbidity is <5 NTU.

Zinc – Based on aesthetic considerations (taste), the concentration of zinc in drinking water should be less than 3 mg/L. No health-based guideline value is proposed for zinc. Taste problems can occur if the zinc concentration in drinking water exceeds 3 mg/L.

Glossary definitions adapted from the ADWG.

RECOMMENDATIONS OF POLICY AND GENERAL COMMITTEE MEETING HELD WEDNESDAY, FEBRUARY 21, 2024

1. BROKEN HILL CITY COUNCIL REPORT NO. 20/24 - DATED FEBRUARY 06, 2024 - COUNCILLOR ATTENDANCE AT THE 2024 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT TO BE HELD IN CANBERRA ON 2 - 4 JULY 2024 (D24/5821)..... 72

Recommendation

1. **That Broken Hill City Council Report No. 20/24 dated February 6, 2024, be received.**

2. **That Councillors Gallagher and Boland represent Council at the 2024 National General Assembly of Local Government in Canberra, 2 - 4 July 2024 and the 2024 Australian Council of Local Government (ACLG) following the Assembly on 5 July 2024 (along with the Mayor, Deputy Mayor, Councillors Algate, Browne, Chandler and the General Manager as previously resolved (Minute No. 47445)).**

2. BROKEN HILL CITY COUNCIL REPORT NO. 18/24 - DATED FEBRUARY 02, 2024 - QUARTERLY BUDGET REVIEW STATEMENT FOR THE PERIOD ENDED 31 DECEMBER 2023 (D24/5476) 75

Recommendation

1. **That Broken Hill City Council Report No. 18/24 dated February 2, 2024, be received.**

2. **That the 2nd Quarterly Budget Review Statement and recommendations be adopted.**

3. **That Council note the projected 2023/24 operating surplus (before capital) of $26,000.**

4. **That Council note the 2023/24 projected net capital budget expenditure of $32,080,000.**

3. BROKEN HILL CITY COUNCIL REPORT NO. 19/24 - DATED FEBRUARY 09, 2024 - INVESTMENT REPORT FOR JANUARY 2024 (D24/7402) 98

Recommendation

1. **That Broken Hill City Council Report No. 19/24 dated February 9, 2024, be received.**

POLICY AND GENERAL COMMITTEE

February 6, 2024

ITEM 1

BROKEN HILL CITY COUNCIL REPORT NO. 20/24

SUBJECT: COUNCILLOR ATTENDANCE AT THE 2024 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT TO BE HELD IN CANBERRA ON 2 - 4 JULY 2024 D24/5821

Recommendation

1. That Broken Hill City Council Report No. 20/24 dated February 6, 2024, be received.

2. That Councillors Gallagher and Boland represent Council at the 2024 National General Assembly of Local Government in Canberra, 2 - 4 July 2024 and the 2024 Australian Council of Local Government (ACLG) following the Assembly on 5 July 2024 (along with the Mayor, Deputy Mayor, Councillors Algate, Browne, Chandler and the General Manager as previously resolved (Minute No. 47445)).

Executive Summary:

Council at its meeting held 31 January considered a report regarding the attendance of Councillors at the 2024 National General Assembly and the 2024 Australian Council of Local Government (ACLG). Council resolved (Minute No. 47445) that the Mayor, Deputy Mayor, Councillors Algate, Browne, Chandler and the General Manager would represent Council at both conferences and that any other Councillors advise the General Manager's Office of their interest in attending.

An email dated 1st February 2024 was forwarded to Councillors by Council's Executive Officer seeking any further interest from Councillors to attend the Conferences. Councillor Gallagher nominated himself and Councillor Boland to also attend the conferences.

This report is being presented to Council to approve the additional attendance of Councillors Gallagher and Boland at the 2024 National General Assembly and the 2024 Australian Council of Local Government (ACLG).

Report:

The National General Assembly (NGA) brings together hundreds of delegates from Councils across Australia to debate issues of national significance to local government. It provides an opportunity for local Councils to develop and express a united voice on core issues affecting their communities with access to influential decision-makers of the federal government, at both the political and departmental levels.

The 2024 Australian Council of Local Government meeting will be held the day following the National General Assembly, on 5 July 2024, of which Council delegates usually attend.

As per previous experience, Council has pre-booked accommodation in Canberra for four persons, and it is recommended that Council confirm representation to the National General Assembly of Local Government in order that the accommodation can be finalised.

As per clause 4.11 of Council's adopted Councillor Support Policy, all Councillor travel must be by Council resolution:

> *"**4.11 - Authorisation***
>
> *(a) All Councillors' travel must be authorised by resolution of Council, except in cases of urgency or where it relates to attendance at external committee meetings to which the Councillor has been appointed by Council. In situations of urgency, the Mayor may authorise travel which must then be endorsed at the next Council Meeting."*

This report is presented to Council to facilitate compliance with the Councillor Support Policy for Council Delegates to undertake travel.

Attendance at the Assembly is an opportunity for our elected members to meet Federal Government Ministers and Shadow Ministers to discuss various matters of concern to the City. This face to face interaction is invaluable as a follow up to Council's letters/submissions to Ministers regarding current matters of high importance to the City and advocating Council's position on these matters.

The Conference Program has not yet been released for the 2024 National General Assembly. This will be circulated to Councillors once released.

As per previous experience, accommodation in Canberra needs to be booked early to secure rooms close to the venue as Canberra accommodation is usually heavily booked.

Community Engagement:
Not applicable.

Strategic Direction:

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

Financial Implications:

Registration Fees are not yet available for 2024
Below are the fees paid by Council in 2023:

Registration Fee - (per person) (includes welcome reception)	$895.00 (2023)
Regional Forum for NGA Delegate	$225.00 (2023)
Gala Dinner (per person)	$175.00 (2023)

Travel and accommodation:

Return flights to Canberra (approximate – booked early)	$1,400.00

Return travel by car to Canberra (per car for 1 day travel each way (no accommodation enroute))	$1,713.00
Accommodation – 4 rooms have been pre-booked for 2024 (approximate cost per person for 5 nights)	$1,000.00

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

Attachments

There are no attachments for this report

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

POLICY AND GENERAL COMMITTEE

February 2, 2024

ITEM 2

BROKEN HILL CITY COUNCIL REPORT NO. 18/24

SUBJECT: QUARTERLY BUDGET REVIEW STATEMENT FOR THE PERIOD ENDED 31 DECEMBER 2023 D24/5476

Recommendation

1. That Broken Hill City Council Report No. 18/24 dated February 2, 2024, be received.
2. That the 2nd Quarterly Budget Review Statement and recommendations be adopted.
3. That Council note the projected 2023/24 operating surplus (before capital) of $26,000.
4. That Council note the 2023/24 projected net capital budget expenditure of $32,080,000.

Executive Summary:

The Quarterly Budget Review Statement (QBRS) presents a summary of Council's financial position at the end of the second quarter for the financial year ended 30 June 2024.

The quarterly budget review process is the mechanism through which Council and the community are informed of Council's progress against the Operational Plan (annual budget), together with recommendations for changes and reasons for budget variations.

In accordance with the adopted 2023/24 Operational Budget, Council is reviewing each quarter in fine detail to ensure the lingering financial impacts of the COVID-19 pandemic and global and national economic difficulties are being managed in a financially sustainable way. This includes continuing to make opportunities for refined operating models for continuous efficiency and improvement but also increase service delivery and resources where required.

The December Quarterly Budget Review shows a decrease in the projected 2023/24 operating surplus (before capital items) of $103,000 to an overall projected operating surplus as at 30 June 2024 of $26,000.

Budgeted capital expenditure will increase by $1,664,000 increasing expected net capital expenditure to $32,080,000.

Report:

Budget Review:

In accordance with s203 *of the Local Government (General) Regulations 2005*:

(1) Not later than 2 months after the end of each quarter, the responsible accounting officer of a Council must prepare and submit to the Council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the Council's Revenue Policy included in the Operational Plan for the relevant year, a revised estimate of the income and expenditure for that year.

(2) A budget review statement must include or be accompanied by:

(a) A report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the Council is satisfactory, having regard to the original estimate of income and expenditure; and

(b) If that position is unsatisfactory, recommendation for remedial action.

In accordance with s211 *(Authorisation of expenditure) of the Local Government (General) Regulations 2005*:

(1) A council, or a person purporting to act on behalf of a council, must not incur a liability for the expenditure of money unless the council at the annual meeting held in accordance with subclause (2) or at a later ordinary meeting:

(a) has approved the expenditure, and

(b) has voted the money necessary to meet the expenditure.

The QBRS appears as Attachment 1 and has been produced in accordance with the guidelines and standards issued by the Office of Local Government.

Operational Budget Result:

The December Quarterly Budget Review shows a decrease in the projected 2023/24 operating surplus (before capital items) of $103,000 to an overall projected operating surplus as at 30 June 2024 of $26,000.

This result reflects the following movements:

- $3,000 increase in the expenditure budget for a grant to Broken Hill Art Exchange for the 2024 Waste2Art Program and competition.
- $100,000 addition to Materials and Services budget to fund ongoing litigation for the Civic Centre.

Capital Budget Result:

Budgeted capital expenditure will increase by $1,664,000 increasing expected net capital expenditure to $32,080,000.

This result reflects the following movements:

- Roundhouse Toilet - additional $26,000 to supply and instal fencing.
- Roundhouse Toilet - additional $19,000 to upgrade lighting.
- Civic Centre - additional $10,000 to replace the uninterruptible power supply battery backup for core networking equipment and audio-visual equipment. The current UPS has failed after seven years.
- Administration Building - Additional $239,618 for variations to the temporary library relocation project as approved at the December Council meeting (Minute No 47411).
- Additional $22,000 to renew the Art Gallery ceiling following recent storm damage.
- Additional $52,000 to replace Council's stump grinder which has broken down and cannot be repaired due to its age and unavailability of parts.
- Additional $80,000 to replace the existing smart bins in Argent Street with new bins and surrounds similar to new bins installed in Sturt Park. Replacing these bins will

result in estimated ongoing operating savings of $20,000 per year due to reduced repairs and maintenance costs.

- Additional $1,215,000 to replace Airport fire system pipes that are no longer compliant with applicable regulations due to their age, inability to meet water pressure standards and the presence of asbestos. The majority of expenditure on this project will occur in 2024-25 however budget approval is sought so procurement processes can be commenced this financial year allowing airside works to be coordinated with planned upgrades to the taxiways and aprons.

Community Engagement:

Nil

Strategic Direction:

Key Direction:	4	Our Leadership
Objective:	4.1	Openness and transparency in decision making
Strategy:	4.1.1	Support the organization to operate its legal framework

Relevant Legislation:

Local Government Act 1993
Clause 203(1) of the Local Government (General) Regulations 2005.
Clause 211 of the Local Government (General) Regulations 2005.

Financial Implications:
The projected operating surplus for 30 June 2024 (before capital items) has decreased to $26,000 in the December quarter.

The after effects of the Covid 19 pandemic and worsening political and economic conditions are continuing to impact supply chains and the cost of materials and services.

The main impact has been delays in the provision of services due to the chronic shortage of skilled workers, or delivery of equipment due to the inability of overseas manufacturers to supply goods in a timely fashion. Council has been cushioned from some price rises in materials and services due to fixed price supplier agreements that are in place with major suppliers, and contracts for major projects that were already in place prior to commencement of the quarter.

Projected cash availability as at end of year will be subject to change, as it assumes all capital projects will be expended in their entirety during the financial year. As you would reasonably expect, large capital projects will run over multiple years and therefore not all capital committed will be expended, resulting in a larger cash holding than is projected. As the projects are completed in subsequent financial years, projected cash holdings and actual cash holdings will begin to even out.

Full details of the financial implications of this quarter's Quarterly Budget Review Statement are contained within the attached report.

Attachments

1. ⇩ Quarterly Budget Review Statement for the period ended 31 December 2023
2. ⇩ Long Term Financial Plan - Q2 - 2024-2033

SIMON BROWN
DIRECTOR FINANCE AND COMMERCIAL

JAY NANKIVELL
GENERAL MANAGER

Broken Hill City Council

Quarterly Budget Review Statement
for the period 01/10/23 to 31/12/23

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Broken Hill City Council

Quarterly Budget Review Statement
for the period 01/10/23 to 31/12/23

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

31 December 2023

It is my opinion that the Quarterly Budget Review Statement for Broken Hill City Council for the quarter ended 31/12/23 indicates that Council's projected financial position at 30/06/24 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:  **date:** 9/02/2024

Simon Brown
Responsible Accounting Officer

Broken Hill City Council

Quarterly Budget Review Statement
for the period 01/10/23 to 31/12/23

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2023
Income & Expenses - Council Consolidated

($000's)	Original Budget 2023/24	Approved Changes: Carry Forwards	Approved Changes: Other than by QBRS	Approved Changes: Sep QBRS	Approved Changes: Dec QBRS	Approved Changes: Mar QBRS	Revised Budget 2023/24	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Income											
Rates and Annual Charges	20,950			-	-		20,950	-		20,950	21,005
User Charges and Fees	4,335			-	-		4,335	-		4,335	2,261
Interest and Investment Revenues	1,383			-	-		1,383	-		1,383	775
Other Revenues	530			495	-		1,025	-		1,025	1,190
Grants & Contributions - Operating	7,077			59	-		7,136	-		7,136	1,274
Grants & Contributions - Capital	3,016	23,146		102	-		26,264	-	Capital Budget	26,264	2,191
Net gain from disposal of assets	-				-		-			-	
Total Income from Continuing Operations	**37,291**	**23,146**	**-**	**656**	**-**	**-**	**61,093**	**-**		**61,093**	**28,696**
Expenses											
Employee Costs	15,485			-	-		15,485			15,485	8,654
Borrowing Costs	745			-	-		745	-		745	361
Materials & Services	10,027			425	-		10,452	-		10,452	6,589
Depreciation	6,700			-	-		6,700	-		6,700	3,338
Legal Costs	217			-	-		217	100	2	317	261
Consultants	124			-	-		124	-		124	41
Other Expenses	977			-	-		977	3	1	980	676
Net Loss from disposal of assets				-	-		-	-		-	
Total Expenses from Continuing Operations	**34,275**	**-**	**-**	**425**	**-**	**-**	**34,700**	**103**		**34,803**	**19,919**
Net Operating Result from Continuing Operation	**3,016**	**23,146**	**-**	**231**	**-**	**-**	**26,393**	**(103)**		**26,290**	**8,777**
Discontinued Operations - Surplus/(Deficit)							-			-	
Net Operating Result from All Operations	**3,016**	**23,146**	**-**	**231**	**-**	**-**	**26,393**	**(103)**		**26,290**	**8,777**
Net Operating Result before Capital Items	**-**	**-**	**-**	**129**	**-**	**-**	**129**	**(103)**		**26**	**6,586**

Broken Hill City Council

Quarterly Budget Review Statement
for the period 01/10/23 to 31/12/23

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2023
Income & Expenses - Council Consolidated

($000's)	Original Budget 2023/24	Approved Changes: Carry Forwards	Approved Changes: Other than by QBRS	Approved Changes: Sep QBRS	Approved Changes: Dec QBRS	Approved Changes: Mar QBRS	Revised Budget 2023/24	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Income											
Our Leadership	24,820			495			25,315	-		25,315	19,682
Our Community	4,921	15,145		59			20,125	-		20,125	1,622
Our Economy	1,844	8,000		-			9,844	-		9,844	2,667
Our Environment	5,706			102			5,808	-	Capital Budget	5,808	4,726
Total Income from Continuing Operations	**37,291**	**23,145**	**-**	**656**	**-**	**-**	**61,092**	**-**		**61,092**	**28,696**
Expenses											
										-	
Our Leadership	19,349			(7)			19,342	100	2	19,442	11,424
Our Community	8,801			432			9,233	3	1	9,236	4,686
Our Economy	3,048			-			3,048	-		3,048	1,828
Our Environment	3,076			-			3,076	-		3,076	1,982
Total Expenses from Continuing Operations	**34,275**	**-**	**-**	**425**	**-**	**-**	**34,699**	**103**		**34,802**	**19,919**
Net Operating Result from Continuing Operations	**3,016**	**23,145**	**-**	**231**	**-**	**-**	**26,393**	**(103)**		**26,290**	**8,777**
Net Operating Result before Capital Items	**-**	**-**	**-**	**129**	**-**	**-**	**129**	**(103)**		**26**	**6,586**

Broken Hill City Council

Quarterly Budget Review Statement
for the period 01/10/23 to 31/12/23

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
1	$3,000 increase in the expenditure budget for a grant to Broken Hill Art Exchange for the 2024 Waste2Art Program and competition.
2	$100,000 addition to Materials and Services budget to fund ongoing litigation for the Civic Centre.
3	
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Broken Hill City Council

Quarterly Budget Review Statement
for the period 01/10/23 to 31/12/23

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2023
Capital Budget - Council Consolidated

($000's)	Original Budget 2023/24	Approved Changes: Carry Forwards	Approved Changes: Other than by QBRS	Approved Changes: Sep QBRS	Approved Changes: Dec QBRS	Approved Changes: Mar QBRS	Revised Budget 2023/24	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Capital Expenditure											
New Assets											
- Plant & Equipment							-	-		-	-
- Land & Buildings							-	-		-	-
- Roads, Bridges, Footpaths							-	-		-	-
- Other							-	-		-	-
Renewal Assets (Replacement)								-			
- Plant & Equipment	1,721	2,204		8			3,933	62	3,6	3,995	531
- Land & Buildings	6,422	17,673		447			24,542	281	2,4,5	24,823	1,958
- Roads, Bridges, Footpaths	4,795	11,648		146			16,589	-		16,589	1,449
- Other	1,231	10,385		-			11,616	1,321	1,7,8	12,937	675
Total Capital Expenditure	**14,169**	**41,910**	**-**	**601**	**-**	**-**	**56,680**	**1,664**		**58,344**	**4,613**
Capital Funding											
Capital Grants & Contributions	3,016	23,146		102			26,264	-		26,264	2,191
Total Capital Funding	**3,016**	**23,146**	**-**	**102**	**-**	**-**	**26,264**	**-**		**26,264**	**2,191**
Net Capital Funding - Surplus/(Deficit)	**(11,153)**	**(18,764)**	**-**	**(499)**	**-**	**-**	**(30,416)**	**(1,664)**		**(32,080)**	**(2,422)**

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
1	Roundhouse Toilet - additional $26,000 to supply and instal fencing.
2	Roundhouse Toilet - additional $19,000 to upgrade lighting.
3	Civic Centre - additional $10,000 to replace the uninterruptible power supply battery backup for core networking equipment and audio-visual equipment. The current UPS has failed after seven years.
4	Administration Building - Additional $239,618 for variations to the temporary library relocation project as approved at the December Council meeting (Minute No 47411).
5	Additional $22,000 to renew the Art Gallery ceiling following recent storm damage.
6	Additional $52,000 to replace Council's stump grinder which has broken down and cannot be repaired due to its age and unavailability of parts.
7	Additional $80,000 to replace the existing smart bins in Argent Street with new bins and surrounds similar to new bins installed in Sturt Park. Replacing these bins will result in estimated ongoing operating savings of $20,000 per year due to reduced repairs and maintenance costs.
8	Additional $1,215,000 to replace Airport fire system pipes that are no longer compliant with applicable regulations due their age, inability to meet water pressure standards and the presence of asbestos. The majority of expenditure on this project will occur in 2024-25 however budget approval is sought so procurement processes can be commenced this financial year allowing airside works to be coordinated with planned upgrades to the taxiways and aprons.
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Broken Hill City Council

Quarterly Budget Review Statement
for the period 01/10/23 to 31/12/23

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2023

Cash & Investments - Council Consolidated

($000's)	Original Budget 2023/24	Approved Changes: Carry Forwards	Approved Changes: Sep QBRS	Approved Changes: Dec QBRS	Approved Changes: Mar QBRS	Revised Budget 2023/24	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Externally Restricted (1)										
Developer Contributions - General	-	-				-			-	
Domestic Waste Management	1,700	3,980				5,680			5,680	4,275
Royalties	(100)	603				503			503	603
Specific Purpose Unexpended Grants	(11,868)	11,868				-			-	11,212
Total Externally Restricted	**(10,268)**	**16,451**	**-**	**-**	**-**	**6,183**	**-**		**6,183**	**16,090**
(1) Funds that must be spent for a specific purpose										
Internally Restricted (2)										
Employee Leave Entitlements	100	1,007				1,107			1,107	1,007
Plant Purchase Reserve	49	951				1,000			1,000	843
T-CORP Loan	-	5,661				5,661			5,661	5,621
General Projects Reserve	-	6,000				6,000			6,000	6,000
Commercial Waste Management	1,200	3,023				4,223			4,223	3,601
Other	-	241				241			241	213
Total Internally Restricted	**1,349**	**16,883**	**-**	**-**	**-**	**18,232**	**-**		**18,232**	**17,285**
(2) Funds that Council has earmarked for a specific purpose										
Unrestricted (i.e.. available after the above Restrictions)		4,393	-	-				1	(12,396)	212
Total Cash & Investments	**6,793**	**37,727**	**-**						**12,019**	**33,587**

Projected cash availability as at end of year will be subject to change, as it assumes all capital projects will be expended in their entirety during the financial year. As you would reasonably expect, large capital projects will run over multiple years and therefore not all capital committed will be expended, resulting in a larger cash holding than is projected. As the projects are completed in subsequent financial years, projected cash holdings and actual cash holdings will begin to even out

Broken Hill City Council

Quarterly Budget Review Statement
for the period 01/10/23 to 31/12/23

Cash & Investments Budget Review Statement

Comment on Cash & Investments Position

Not Applicable

Investments

Investments have been invested in accordance with Council's Investment Policy.

Cash

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 31/12/23

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:		**$ 000's**
Cash at Bank (as per bank statements)		1,952
Investments on Hand		31,635
less: Unpresented Cheques	(Timing Difference)	
add: Undeposited Funds	(Timing Difference)	
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	
less: Unidentified Deposits (not yet actioned)	(Require Investigation)	
add: Unidentified Outflows (not yet actioned)	(Require Investigation)	
Reconciled Cash at Bank & Investments		33,587
Balance as per Review Statement:		33,587
Difference:		(0)

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

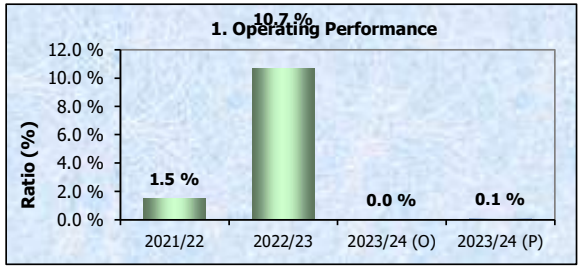
Notes	Details

Key Performance Indicators Budget Review Statement

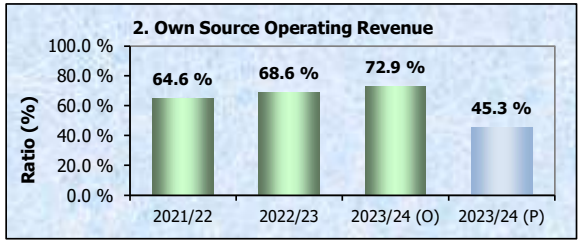
Budget review for the quarter ended 31 December 2023

($000's)	Current Projection Amounts 23/24	Current Projection Indicator 23/24	Original Budget 23/24	Actuals Prior Periods 22/23	Actuals Prior Periods 21/22
NSW Local Government Industry Key Performance Indicators (OLG):					
1. Operating Performance					
Operating Revenue (excl. Capital) - Operating Expenses / Operating Revenue (excl. Capital Grants & Contributions)	26 / 34,829	0.1 %	0.0 %	10.7 %	1.5 %
2. Own Source Operating Revenue					
Operating Revenue (excl. ALL Grants & Contributions) / Total Operating Revenue (incl. Capital Grants & Cont)	27,693 / 61,093	45.3 %	72.9 %	68.6 %	64.6 %
3. Unrestricted Current Ratio					
Current Assets less all External Restrictions / Current Liabilities less current provisions as per Operationa	12,966 / 4,243	3.06	1.77	3.16	3.13

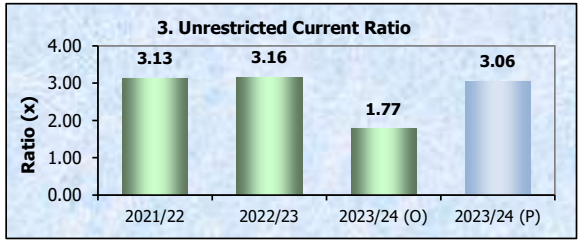
Benchmark - Greater than 0%
This ratio measures Council's achievement of containing operating expenditure within operating revenue.



Benchmark - Greater than 60%
This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.



Benchmark - Greater than 1.5
To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

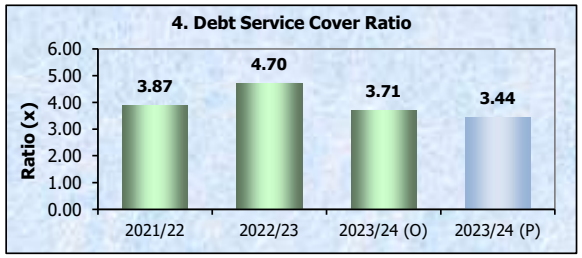


Key Performance Indicators Budget Review Statement

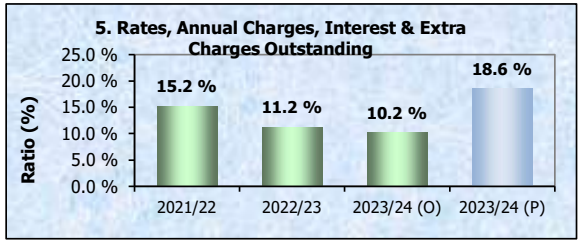
Budget review for the quarter ended 31 December 2023

($000's)	Current Projection Amounts 23/24	Current Projection Indicator 23/24	Original Budget 23/24	Actuals Prior Periods 22/23	Actuals Prior Periods 21/22
NSW Local Government Industry Key Performance Indicators (OLG):					
4. Debt Service Cover Ratio					
Operating Result before Interest & Dep. exp (EBITDA) / Principal Repayments + Borrowing Interest Costs	7,471 / 2,173	3.44	3.71	4.70	3.87
5. Rates, Annual Charges, Interest & Extra Charges Outstanding					
Rates, Annual & Extra Charges Outstanding / Rates, Annual & Extra Charges Collectible	3,889 / 20,950	18.6 %	10.2 %	11.2 %	15.2 %
6. Cash Expense Cover Ratio					
Current Year's Cash & Cash Equivalents (incl.Term Deposits) / Operating & financing activities Cash Flow payments	33,587 / 2,749	12.22	4.14	12.20	7.44

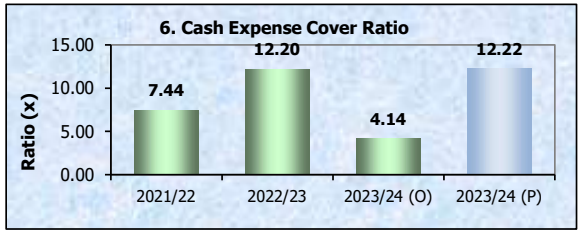
Benchmark - Greater than 2.0
This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.



Benchmark - Less than 10%
To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.



Benchmark - Greater than 3 months
This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

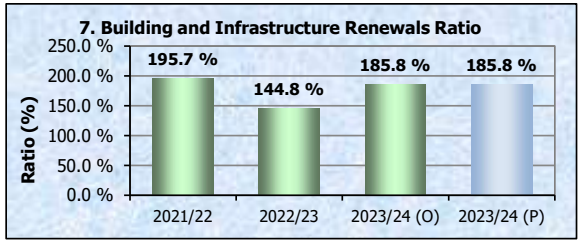


Key Performance Indicators Budget Review Statement

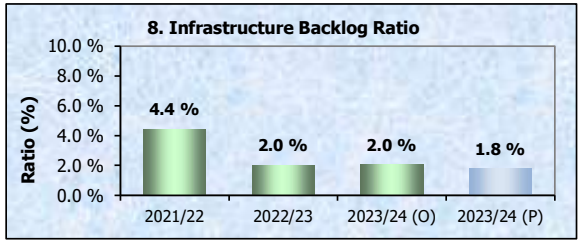
Budget review for the quarter ended 31 December 2023

($000's)	Current Projection Amounts 23/24	Current Projection Indicator 23/24	Original Budget 23/24	Actuals Prior Periods 22/23	Actuals Prior Periods 21/22
NSW Local Government Infrastructure Asset Performance Indicators (OLG):					
7. Building and Infrastructure Renewals Ratio					
Asset Renewals (Building, Infrastructure & Other Structures) / Depreciation, Amortisation & Impairment	12,448 / 6,700	185.8 %	185.8 %	144.8 %	195.7 %
8. Infrastructure Backlog Ratio					
Estimated cost to bring Assets to a satisfactory condition / Total value of Infrastructure, Building, Other Structures & depreciable Land Improvement Assets	5,972 / 329,818	1.8 %	2.0 %	2.0 %	4.4 %
9. Asset Maintenance Ratio					
Actual Asset Maintenance / Required Asset Maintenance	7,391 / 5,972	123.8 %	134%	41.3 %	141.0 %

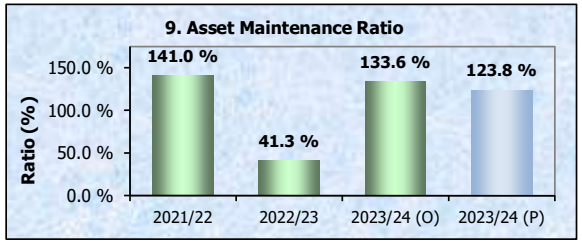
Benchmark - Greater than 100%
To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.



Benchmark - Less than 2.0%
This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.



Benchmark - Greater than 1.0
Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the Infrastructure Backlog growing.



Key Performance Indicators Budget Review Statement

Budget review for the quarter ended 31 December 2023

($000's)	Current Projection Amounts 23/24	Current Projection Indicator 23/24	Original Budget 23/24	Actuals Prior Periods 22/23	Actuals Prior Periods 21/22
NSW Local Government Infrastructure Asset Performance Indicators (OLG):					
10. Cost to bring assets to agreed service level					
Estimated cost to bring assets to an agreed service level set by Council / Gross replacement cost	5,972 / 432,071	1.4 %	1.3 %	1.3 %	2.7 %
11. Capital Expenditure Ratio					
Annual Capital Expenditure / Annual Depreciation	14,169 / 6,700	2.1	1.3	1.5	2.3
12. Interest Cover Ratio					
Operating Results before Interest & Dep. exp (EBITDA) / Borrowing Interest Costs (from the income statement)	7,471 / 745	10.0	10.3	13.8	10.3

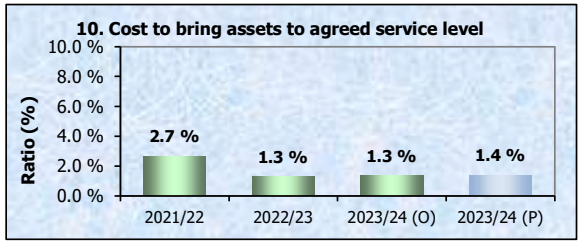
This ratio provides a snapshot of the proportion of outstanding renewal works compared to the total value of assets under Council's care and stewardship.

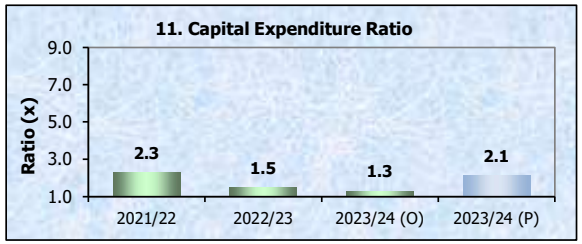
Benchmark - Greater than 1.1

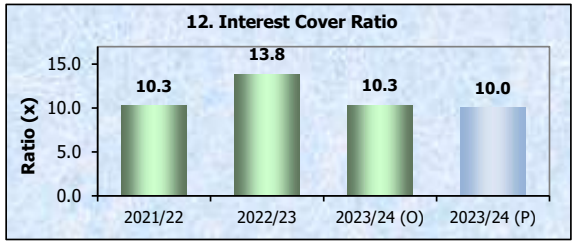
To assess the extent to which a Council is expanding its asset base thru capital expenditure on both new assets and the replacement and renewal of existing assets.

Benchmark - Greater than 4.0

This ratio indicates the extent to which a Council can service (through operating cash) its interest bearing debt & take on additional borrowings.







Broken Hill City Council

Quarterly Budget Review Statement
for the period 01/10/23 to 31/12/23

Contracts Budget Review Statement

Budget review for the quarter ended 31 December 2023
Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Matthews Brothers Engineering Pty Ltd	Supply Bitumen Truck	655,492	05/10/23		Y	
Tonkin Consulting Pty Ltd	Airport taxiways and apron pavement design	545,160	23/11/23		Y	
Asco Group (Aust) Pty Ltd	Duke of Cornwall Park - Amenities Building - Construction	268,633	05/10/23		Y	
DreamCourts Pty Ltd	Duke of Cornwall Park - Tennis Court Fencing Replacement	110,594	02/11/23		Y	

Broken Hill City Council

Quarterly Budget Review Statement
for the period 01/10/23 to 31/12/23

Contracts Budget Review Statement

Budget review for the quarter ended 31 December 2023
Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or $50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

Broken Hill City Council

Quarterly Budget Review Statement
for the period 01/10/23 to 31/12/23

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	40,724	Y
Legal Fees	260,512	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details

LONG TERM FINANCIAL PLAN - 2024-2033

INCOME STATEMENT

$ '000	2022 Actual	2023 Actual	2024 Original Budget	2024 Revised Budget Q2	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast	2031 Forecast	2032 Forecast	2033 Forecast
Income from Continuing Operations													
Revenue:													
Rates & annual charges	19,540	19,678	20,950	20,950	21,725	22,268	22,825	23,396	23,981	24,580	25,195	25,824	26,470
User charges & fees	3,096	4,454	4,335	4,335	4,787	4,906	5,029	5,155	5,284	5,416	5,551	5,690	5,832
Interest & investment revenue	570	1,303	1,383	1,383	960	1,011	488	655	658	765	817	952	1,025
Other revenues	3,099	4,873	530	1,025	1,061	1,087	1,115	1,142	1,171	1,200	1,230	1,261	1,293
Grants & contributions for operating purposes	9,469	10,617	7,077	7,136	7,386	7,607	7,759	7,915	8,073	8,234	8,399	8,567	8,738
Grants & contributions for capital purposes	4,920	3,134	3,016	26,264	3,122	3,215	3,280	3,345	3,412	3,480	3,550	3,621	3,693
Other Income:		-											
Net gains from disposal of assets	5	-	-	-	-	-	-	-	-	-	-	-	-
Net share of interests in joint ventures	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL INCOME FROM CONTINUING OPERATIONS	***40,699***	***44,059***	***37,291***	***61,093***	***39,040***	***40,095***	***40,496***	***41,607***	***42,578***	***43,676***	***44,742***	***45,915***	***47,052***
Expenses from Continuing Operations													
Employee benefits & costs	14,465	15,492	15,485	15,485	15,872	16,269	16,675	17,092	17,519	17,957	18,406	18,867	19,244
Borrowing costs	799	842	745	745	593	529	467	409	366	320	278	244	285
Materials & contracts	11,748	12,346	10,369	10,893	11,256	11,098	11,148	11,199	11,249	11,300	11,350	11,402	11,453
Depreciation & amortisation	7,380	6,675	6,700	6,700	6,757	6,786	6,816	6,846	6,876	6,907	6,937	6,968	6,998
Impairment		-	-	-	-		-	-	-	-	-	-	-
Other expenses	1,338	1,032	977	980	991	995	1,000	1,004	1,009	1,013	1,018	1,023	1,027
Net losses from disposal of assets		395	-	-	-	-	-	-	-	-	-	-	-
Net share of interests in joint ventures		-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES FROM CONTINUING OPERATIONS	***35,730***	***36,782***	***34,275***	***34,803***	***35,468***	***35,678***	***36,107***	***36,551***	***37,020***	***37,497***	***37,990***	***38,502***	***39,007***
OPERATING RESULT FOR THE YEAR	***4,970***	***7,277***	***3,016***	***26,290***	***3,572***	***4,418***	***4,389***	***5,056***	***5,559***	***6,179***	***6,752***	***7,413***	***8,044***
NET OPERATING RESULT FOR THE YEAR BEFORE GRANTS & CONTRIBUTIONS FOR CAPITAL PURPOSES	***49***	***4,143***	***0***	***26***	***450***	***1,203***	***1,110***	***1,711***	***2,147***	***2,699***	***3,202***	***3,793***	***4,351***
NET OPERATING RESULT FOR THE YEAR EXCLUDING EXTRAORDINARY ITEMS BEFORE GRANTS & CONTRIBUTIONS FOR CAPITAL PURPOSES	**49**	**4,143**	**0**	**26**	**450**	**1,203**	**1,110**	**1,711**	**2,147**	**2,699**	**3,202**	**3,793**	**4,351**
Assumptions													
Rate Peg	2.30%	2.30%	3.70%	3.70%	3.70%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
General Index	2.50%	2.50%	7.80%	7.80%	3.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Employee Cost Index	2.70%	4.00%	3.25%	3.25%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.00%
Grant Index	2.00%	2.00%	2.00%	2.00%	3.50%	3.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Investment Interest rate	1.50%	1.50%	5.00%	5.00%	6.50%	6.50%	3.00%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
Overdue rates interest rate	6.00%	6.00%	9.00%	9.00%	9.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%
Efficiency gain on Materials & Contracts	-2.00%	-2.00%	-2.00%	-2.00%	-2.00%	-2.00%	-2.00%	-2.00%	-2.00%	-2.00%	-2.00%	-2.00%	-2.00%

LONG TERM FINANCIAL PLAN - 2024-2033

STATEMENT OF FINANCIAL POSITION

$ '000	2022 Actual	2023 Actual	2024 Original Budget	2024 Revised Budget Q2	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast	2031 Forecast	2032 Forecast	2033 Forecast
Assets													
Current Assets:													
Cash & cash equivalents	15,165	15,399	3,223	1,691	4,398	4,125	6,772	6,830	9,856	11,283	15,104	17,145	21,547
Investments	8,570	22,328	3,570	10,328	10,328	10,328	10,328	10,328	10,328	10,328	10,328	10,328	10,328
Receivables	4,672	3,911	5,837	5,222	5,513	5,437	6,072	6,188	6,670	6,688	7,064	7,399	7,608
Inventories	147	134	147	158	164	168	172	177	181	186	190	195	200
Other	1,069	1,068	506	545	565	579	593	608	623	639	655	671	688
Non-current assets classified as 'held for sale'	-	-	-	-	608	-	-	-	-	-	-	-	-
TOTAL CURRENT ASSETS	***29,623***	***42,840***	***13,283***	***17,945***	***21,576***	***20,637***	***23,938***	***24,131***	***27,658***	***29,124***	***33,341***	***35,739***	***40,371***
Non-Current Assets:													
Investments		-	-	-	-	-	-	-	-	-	-	-	-
Receivables		-	-	-	-	-	-	-	-	-	-	-	-
Inventories		-	-	-	-	-	-	-	-	-	-	-	-
Infrastructure, property, plant & equipment	288,869	332,915	285,680	384,239	286,356	287,034	287,716	288,401	289,089	289,779	290,473	291,170	291,870
Investments accounted for using the equity method	931	866	1,144	866	1,144	1,144	1,144	1,144	1,144	1,144	1,144	1,144	1,144
Investment property	-	-	-	-	-	-	-	-	-	-	-	-	-
Intangible assets	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-CURRENT ASSETS	***289,800***	***333,781***	***286,824***	***385,105***	***287,500***	***288,178***	***288,860***	***289,545***	***290,233***	***290,923***	***291,617***	***292,314***	***293,014***
TOTAL ASSETS	***319,423***	***376,621***	***300,107***	***403,050***	***309,076***	***308,816***	***312,798***	***313,676***	***317,890***	***320,047***	***324,958***	***328,053***	***333,385***
Liabilities													
Current Liabilities:													
Payables	4,149	4,683	2,080	2,080	2,815	2,775	1,841	2,309	1,822	1,590	1,580	1,221	1,100
Income Received in Advance		-	-	-	-	-	-	-	-	-	-	-	-
Contract Liabilities	2,028	10,264											
Borrowings	1,556	1,803	2,452	2,452	2,467	2,452	2,451	2,151	2,084	1,015	1,015	1,015	843
Provisions	4,550	4,768	4,004	4,004	4,350	4,152	3,943	4,065	3,862	3,818	3,778	3,654	3,612
TOTAL CURRENT LIABILITIES	***12,283***	***21,518***	***8,536***	***8,536***	***9,632***	***9,379***	***8,235***	***8,526***	***7,768***	***6,423***	***6,373***	***5,890***	***5,555***
Non-Current Liabilities:													
Payables		-	-		-	-	-	-	-	-	-	-	-
Borrowings	18,667	17,875	17,687	17,687	15,813	13,883	11,895	10,134	8,411	6,657	5,647	4,870	4,058
Provisions	9,775	9,980	12,906	12,906	13,550	15,906	17,016	18,957	20,344	22,101	23,611	25,285	26,850
TOTAL NON-CURRENT LIABILITIES	***28,442***	***27,855***	***30,593***	***30,593***	***29,363***	***29,789***	***28,911***	***29,092***	***28,755***	***28,758***	***29,258***	***30,156***	***30,909***
TOTAL LIABILITIES	***40,725***	***49,373***	***39,130***	***39,130***	***38,995***	***39,167***	***37,146***	***37,617***	***36,524***	***35,181***	***35,631***	***36,045***	***36,463***
NET ASSETS	**278,698**	**327,248**	**260,977**	**363,920**	**270,081**	**269,648**	**275,652**	**276,058**	**281,367**	**284,866**	**289,327**	**292,007**	**296,922**
Equity													
Retained earnings	113,710	120,987	123,270	157,659	132,374	131,941	137,945	138,351	143,660	147,159	151,620	154,300	159,215
Revaluation reserves	164,988	206,261	137,707	206,261	137,707	137,707	137,707	137,707	137,707	137,707	137,707	137,707	137,707
Council equity interest	***278,698***	***327,248***	***260,977***	***363,920***	***270,081***	***269,648***	***275,652***	***276,058***	***281,367***	***284,866***	***289,327***	***292,007***	***296,922***
Non-controlling interest	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EQUITY	***278,698***	***327,248***	***260,977***	***363,920***	***270,081***	***269,648***	***275,652***	***276,058***	***281,367***	***284,866***	***289,327***	***292,007***	***296,922***
Assumptions													
General Index		2.50%	7.80%	7.80%	3.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
No impact from revaluation of assets													
No restricted cash													

LONG TERM FINANCIAL PLAN - 2024-2033

STATEMENT OF CASH FLOWS

$ '000	2022 Actual	2023 Actual	2024 Original Budget	2024 Revised Budget Q2	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast	2031 Forecast	2032 Forecast	2033 Forecast
Cash Flows from Operating Activities													
Receipts:													
Rates & annual charges	19,917	20,453	20,322	20,322	21,073	21,600	22,140	22,694	23,261	23,843	24,439	25,050	25,676
User charges & fees	3,457	4,201	4,205	4,205	4,643	4,759	4,878	5,000	5,125	5,253	5,385	5,519	5,657
Investment & interest revenue received	106	874	694	1,942	496	1,008	485	652	655	762	814	949	1,022
Grants & contributions	14,065	21,987	10,093	33,400	10,507	10,823	11,039	11,260	11,485	11,715	11,949	12,188	12,432
Bonds, deposits & retention amounts received	11	339	-	-	-	-	-	-	-	-	-	-	-
Other	5,570	7,457	514	994	1,029	1,055	1,081	1,108	1,136	1,164	1,193	1,223	1,254
Payments:													
Employee benefits & costs	(13,852)	(15,226)	(15,020)	(15,020)	(15,396)	(15,781)	(16,175)	(16,579)	(16,994)	(17,419)	(17,854)	(18,301)	(18,667)
Materials & contracts	(14,705)	(14,386)	(10,058)	(10,566)	(10,918)	(10,766)	(10,814)	(10,863)	(10,912)	(10,961)	(11,010)	(11,059)	(11,109)
Borrowing costs	(642)	(677)	(745)	(745)	(593)	(529)	(467)	(409)	(366)	(320)	(278)	(244)	(285)
Bonds, deposits & retention amounts refunded	-				-	-	-	-	-	-	-	-	-
Other	(1,074)	(890)	(948)	(951)	(961)	(965)	(970)	(974)	(979)	(983)	(987)	(992)	(996)
NET CASH PROVIDED (OR USED IN) OPERATING ACTIVITIES	***12,853***	***24,132***	***9,057***	***33,580***	***9,880***	***11,204***	***11,197***	***11,888***	***12,411***	***13,055***	***13,650***	***14,333***	***14,984***
Cash Flows from Investing Activities													
Receipts:													
Sale of investment securities	5,126	6,000	5,000	12,000	-	-	-	-	-	-	-	-	-
Sale of infrastructure, property, plant & equipment	241	123	320	320	-	-	-	-	-	-	-	-	-
Deferred debtors receipts	6	-	-	-	-	-	-	-	-	-	-	-	-
Other investing activity receipts	-	-	-	-	-	-	-	-	-	-	-	-	-
Payments:													
Purchase of investment securities	(4,500)	(19,510)	-	-	-	-	-	-	-	-	-	-	-
Purchase of infrastructure, property, plant & equipment	(16,818)	(9,966)	(14,169)	(58,344)	(7,432)	(7,465)	(7,498)	(7,531)	(7,564)	(7,597)	(7,631)	(7,664)	(7,698)
Deferred debtors & advances made	-	-	-	-	-	-	-	-	-	-	-	-	-
NET CASH PROVIDED (OR USED IN) INVESTING ACTIVITIES	***(15,945)***	***(23,353)***	***(8,849)***	***(46,024)***	***(7,432)***	***(7,465)***	***(7,498)***	***(7,531)***	***(7,564)***	***(7,597)***	***(7,631)***	***(7,664)***	***(7,698)***
Cash Flows from Financing Activities													
Receipts:													
Proceeds from borrowings & advances	437	1,141	-	-	-	-	-	-	-	-	-	-	-
Payments:													
Repayment of borrowings & advances	(1,451)	(1,686)	(1,264)	(1,264)	(1,273)	(1,305)	(1,326)	(1,652)	(1,763)	(1,004)	(771)	(806)	(843)
NET CASH PROVIDED (OR USED IN) FINANCING ACTIVITIES	***(1,014)***	***(545)***	***(1,264)***	***(1,264)***	***(1,273)***	***(1,305)***	***(1,326)***	***(1,652)***	***(1,763)***	***(1,004)***	***(771)***	***(806)***	***(843)***
NET INCREASE/(DECREASE) IN CASH & CASH EQUIVALENTS	***(4,106)***	***234***	***(1,056)***	***(13,708)***	***1,175***	***2,434***	***2,374***	***2,705***	***3,084***	***4,453***	***5,248***	***5,862***	***6,443***
plus: CASH & CASH EQUIVALENTS - beginning of year	***19,271***	***15,165***	***4,280***	***15,399***	***3,223***	***1,691***	***4,398***	***4,125***	***6,772***	***6,830***	***9,856***	***11,283***	***15,104***
CASH & CASH EQUIVALENTS - end of year	**15,165**	**15,399**	**3,223**	**1,691**	**4,398**	**4,125**	**6,772**	**6,830**	**9,856**	**11,283**	**15,104**	**17,145**	**21,547**
Additional Information													
plus: Investments on hand - end of year	**8,570**	**22,328**	**3,570**	**10,328**	**10,328**	**10,328**	**10,328**	**10,328**	**10,328**	**10,328**	**10,328**	**10,328**	**10,328**
TOTAL CASH, CASH EQUIVALENTS & INVESTMENTS - end of year	**23,735**	**37,727**	**6,793**	**12,019**	**14,726**	**14,453**	**17,100**	**17,158**	**20,184**	**21,611**	**25,432**	**27,473**	**31,875**
Assumptions													
Rates & charges recovery rate	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%
Debtor recovery rate	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%	97.00%
General Index	2.50%	2.50%	7.80%	7.80%	3.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Investment Interest rate	1.50%	1.50%	5.00%	5.00%	6.50%	6.50%	3.00%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
Overdue rates interest rate	7.50%	6.00%	9.00%	9.00%	9.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%
No restricted cash													

LONG TERM FINANCIAL PLAN - 2024-2033

FINANCIAL RATIOS

	2022 Actual	2023 Actual	2024 Original Budget	2024 Revised Budget Q2	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast	2031 Forecast	2032 Forecast	2033 Forecast
Operating Ratio													
This ratio measures Council's ability to contain operating expenditure within operating revenue	0.14%	10.12%	0.00%	0.07%	1.25%	3.26%	2.98%	4.47%	5.48%	6.71%	7.77%	8.97%	10.04%
Benchmark - Greater than 0%													
(operating revenue excl. capital grants and contributions - operating expenses) / operating revenue excluding capital grants and contributions													
Cash Expense Cover Ratio													
This ratio indicates the number of months Council can continue paying for its immediate expenses without additional cash inflow	9.22	8.77	4.13	3.37	4.44	4.28	5.32	5.26	6.39	6.85	8.23	8.88	10.42
Benchmark - Greater than 3.0 months													
*(current year's cash and cash equivalents / (total expenses - depreciation - interest costs) * 12*													
Current Ratio													
This ratio represents Council's ability to meet debt payments as they fall due. It should be noted that Council's externally restricted assets will not be available as operating funds and as such can significantly impact Council's ability to meet its liabilities.	2.41	1.99	1.56	2.10	2.24	2.20	2.91	2.83	3.56	4.53	5.23	6.07	7.27
Benchmark - Greater than 1.5													
current assets / current liabilities													
Unrestricted Current Ratio													
To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.	3.12	1.91	1.77	2.61	2.73	2.69	3.90	3.73	3.10	4.02	4.75	5.30	6.46
Benchmark - Greater than 1.5													
current assets less all external activities/ current liabilities, less specific purpose liabilities													
Own Source Operating Revenue													
This ratio measures the level of Council's fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions. Council's financial flexibility improves the higher the level of its own source revenue	64.65%	68.79%	72.93%	45.33%	73.09%	73.01%	72.74%	72.94%	73.03%	73.18%	73.29%	73.46%	73.58%
Benchmark - Greater than 60%													
rates, utilities and charges / total operating revenue (inclusive of capital grants and contributions)													
Debt Service Cover Ratio													
This ratio measures the availability of cash to service debt including interest, principal, and lease payments	3.66	4.77	3.71	3.72	4.18	4.65	4.68	4.35	4.41	7.50	9.93	10.48	10.32
Benchmark - Greater than 2.0													
operating result before interest and depreciation (EBITDA) / principal repayments +borrowing interest costs													
Interest Cover Ratio													
This ratio indicates the extent to which Council can service its interest bearing debt and take on additional borrowings. It measures the burden of the current interest expense upon Council's operating cash	10.30	13.85	9.99	10.02	13.15	16.11	17.97	21.90	25.66	31.05	37.46	45.13	40.82
Benchmark - Greater than 4.0													
operating result before interest and depreciation (EBITDA) / interest expense													
Capital Expenditure Ratio													
This ratio indicates the extent to which Council is forecasting to expand its asset base with capital expenditure spent on both new assets and replacement and renewal of existing assets	2.28	1.49	2.11	8.71	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10
Benchmark - Greater than 1.1													
annual capital expenditure / annual depreciation													

POLICY AND GENERAL COMMITTEE

February 9, 2024

ITEM 3

BROKEN HILL CITY COUNCIL REPORT NO. 19/24

SUBJECT: INVESTMENT REPORT FOR JANUARY 2024 D24/7402

Recommendation

1. That Broken Hill City Council Report No. 19/24 dated February 9, 2024, 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 January 2024, Council's Investment Portfolio had a current market valuation of $33,022,220 or principal value (face value) of $32,609,032 and was compliant with policy and legislative requirements as per the below table.

Report:

Council's investments as at 31 January 2024 are detailed in Attachment 1.

Portfolio Summary		
Portfolio Performance vs. RBA Cash Rate	✓	Compliant with policy
Investment Policy Compliance		
Legislative Requirements	✓	Compliant with policy
Portfolio Credit Rating Limit	✓	Compliant with policy
Institutional Exposure Limits	✓	Compliant with policy
Term to Maturity Limits	✓	Compliant with policy

Market Review

Global issues:

Global issues:

- In its latest economic outlook, the International Monetary Fund projected global growth of 3.1% this year — the same pace as in 2023 and an upgrade from its previous forecast of 2.9%. Predictions of a global recession have receded, with inflation easing faster than economists anticipated. Central bankers, including the US Federal Reserve, are expected to begin cutting interest rates in the coming months.

- Middle East problems and possible supply side threats (including from higher shipping costs flowing from the Red Sea problems) along with still sticky services inflation could pose short term risks to the fall in inflation.
- In the US, the economy performed very strongly in the second half of 2023 despite rising interest rates. In the December quarter, Gross Domestic Product (GDP) grew by an annualised 3.3% pace beating expectations of a 2% increase. However, the nation's GDP is expected to weaken over the course of 2024.
- US inflation rose to 3.4%year over year (yoy) in December with higher-than-expected energy and food prices and still sticky services inflation. But the trend remains down with more declines likely in the months ahead as high increases in January and February last year drop out of annual calculations.
- While the struggling Chinese property market continues to be a drag on the nation's overall economic growth, the high profile bankruptcy ruling in Hong Kong against Evergrande, once the jewel of China's property sector, is expected to have only marginal repercussions globally.
- Global (and domestic) shares and bonds performed had another solid month in January as inflation pressures continued their downward trend in many countries and talk of interest rate cuts becomes a common theme. Australian shares gained over 1% over the month and its rolling 12 month return is over 7%. US and European markets both gained 1.7% in January resulting in rolling annual returns of 20% and 11% respectively.

Domestic issues

- Inflation fell more than economists expected for the quarter ending December. The CPI slowed to 0.6% in the Dec quarter taking the year-over-year figure to 4.1%, down from 5.4% for yoy September.
- This is the smallest quarterly rise since March 2021, and annual inflation has fallen from a peak of 7.8% a year ago. The main contributors to the fall were Clothing & Footwear while the Insurance, Alcohol & Tobacco, Housing, and Health sectors all recorded increases of over 5% over the past 12 months.
- While Australian inflation is higher than that in the US and Europe this mainly reflects the fact that it lagged on the way up, lagged by around 3 to 6 months at the top and so is lagging on the way down.

Interest rates

- With no RBA Board meeting in January, the RBA's official cash rate remained at 4.35%.
- The softer-than-expected inflation results released at the end of the month raised expectations that the RBA's most aggressive monetary policy tightening cycle in 30 years is coming to an end and that rate cuts could be coming in the second half of the year.
- The market is pricing in as much as 80bps in rate cuts by mid-2025:
- In January, term deposit rates were little changed from last month, with the exception of the 1 to 2 year range where rates dropped off by 10-20 basis points as the market continues to adjust its pricing to reflect a reprieve from any further rate hikes in this cycle and projection of interest rate cuts starting this year.

Investment Portfolio Commentary

Council's investment portfolio returned 5.47%pa (0.45% actual) for the month on a marked-to-market basis versus the bank bill index benchmark's 4.44%pa (0.37% actual) return. Over the past 12 months, the investment portfolio has returned 4.37% versus the bank bill index benchmark's 4.00%.

The NSW TCorpIM Medium Term Fund (+0.77% actual) had another good return for the month aided largely by continuing strong performance in global share markets as easing inflation pressures are providing a boost to confidence.

During January, Council had a $1m 7 month Suncorp Bank term deposit mature which had been paying 5.50%pa. There were no new deposits made during 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.

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Council's Portfolio by Source of Funds – January 2024

As at 31 January 2024, Council's Investment Portfolio had a current market valuation of $33,022,220 or principal value (face value) of $32,609,032 and was compliant with policy and legislative requirements as per the table above.

	Source of Funds	Principal Amount
GENERAL Fund	Operating Capital & Internal Restrictions	$16,602,172
	Royalties Reserve	$604,151
	Domestic Waste Management Reserve	$4,379,846
	Grants	$11,022,863
	TOTAL PORTFOLIO	**$32,609,032**

Certificate by Responsible Accounting Officer

All investments have been placed in accordance with Council's Investment Policy, Section 625 of the *Local Government Act 1993* (as amended), the Revised Ministerial Investment Order gazetted 11 February 2011, Clause 212 of the *Local Government (General) Regulations 2005*- and Third-Party Investment requirements of the then Department Local Government Circular 06-70. Council continues to obtain independent financial advice on its investment portfolio in accordance with the then Department of Local Government Circular of 16 September 2008.

Community Engagement:

Nil

Strategic Direction:

Key Direction 4:	Our Leadership
Objective 4.1:	Openness and Transparency in Decision Making
Action 4.1.1	Maintain good governance and best practice methods and ensure compliance with various guidelines and legislation.

Relevant Legislation:

This report is provided for Council's consideration in compliance with the requirements of *Part 9, Division 5, Clause 212 of the Local Government (General) Regulations 2021.*

Financial Implications:
The recommendation has no financial impact.

Attachments

1. ⇩ January 2024 Investment Report

SIMON BROWN
DIRECTOR FINANCE AND COMMERCIAL

JAY NANKIVELL
GENERAL MANAGER

BROKEN HILL
CITY COUNCIL

Investment Summary Report
January 2024

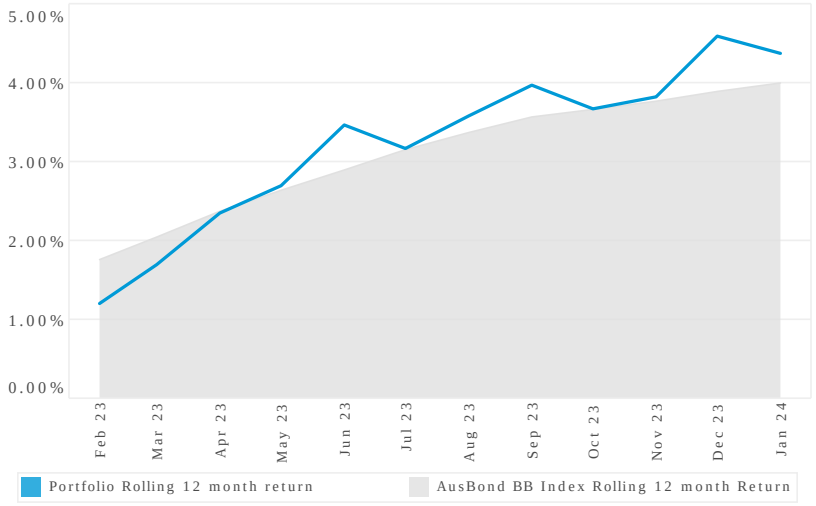
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Broken Hill City Council
Executive Summary - January 2024

Investment Holdings

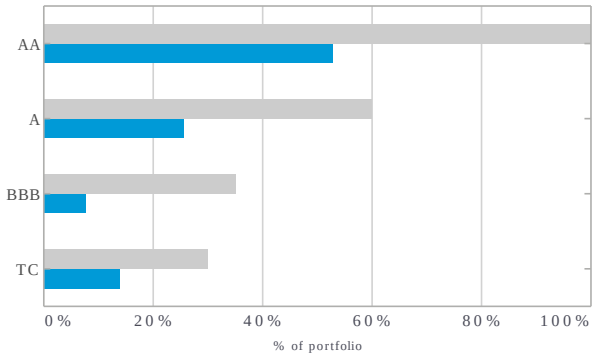
	Face Value ($)	Current Value ($)
Cash	11,584,038	11,584,038
Managed Funds	4,524,994	4,524,994
Term Deposit	16,500,000	16,913,188
	32,609,032	33,022,220

Investment Performance

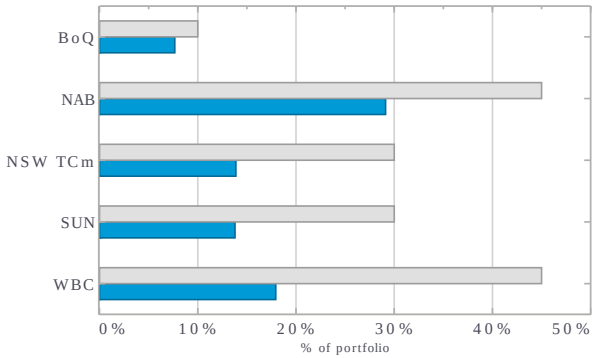


Investment Policy Compliance

Total Credit Exposure



Individual Institutional Exposures





Term to Maturities

	Face Value ($)		Policy Max	
Between 0 and 1 years	32,609,032	100%	100%	a
	32,609,032			

Specific Sub Limits				
Between 5 and 10 year	*0*	*0%*	*30%*	a

PRUDENTIAL

Broken Hill City Council
Investment Holdings Report - January 2024

Cash Accounts

Face Value ($)	Current Rate (%)	Institution	Credit Rating	Current Value ($)	Deal No.	Reference
1,896,161.10	0.0000%	Westpac Group	AA-	1,896,161.10	473409	Cheque
3,838,615.37	4.8429%	Macquarie Bank	A+	3,838,615.37	540354	Accelerator
5,849,261.66	5.3000%	Westpac Group	AA-	5,849,261.66	535442	90d Notice
11,584,038.13	4.2810%			11,584,038.13		

Managed Funds

Face Value ($)	Monthly Return (%)	Institution	Credit Rating	Funds Name	Current Value ($)	Deal No.	Reference
4,524,993.97	0.7655%	NSW T-Corp (MT)	TCm	Medium Term Growth Fund	4,524,993.97	536441	
4,524,993.97	0.7655%				4,524,993.97		

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
6-Feb-24	1,000,000.00	5.5500%	Bank of Queensland	BBB+	1,000,000.00	4-Jul-23	1,032,235.62	544288	32,235.62	At Maturity	
23-Feb-24	2,000,000.00	5.5000%	Suncorp Bank	A+	2,000,000.00	29-Jun-23	2,065,397.26	544274	65,397.26	At Maturity	
5-Mar-24	500,000.00	4.4700%	National Australia Bank	AA-	500,000.00	5-Apr-23	518,492.33	543995	18,492.33	At Maturity	
5-Mar-24	1,000,000.00	5.5100%	National Australia Bank	AA-	1,000,000.00	5-Jul-23	1,031,852.33	544292	31,852.33	At Maturity	
6-Mar-24	1,000,000.00	5.5000%	Suncorp Bank	A+	1,000,000.00	6-Jul-23	1,031,643.84	544296	31,643.84	At Maturity	
20-Mar-24	500,000.00	5.2000%	National Australia Bank	AA-	500,000.00	16-Aug-23	512,038.36	544393	12,038.36	At Maturity	
27-Mar-24	2,000,000.00	5.4500%	National Australia Bank	AA-	2,000,000.00	28-Jun-23	2,065,101.37	544239	65,101.37	At Maturity	
9-Apr-24	500,000.00	5.1700%	National Australia Bank	AA-	500,000.00	5-Sep-23	510,552.47	544469	10,552.47	At Maturity	
9-Apr-24	500,000.00	5.2000%	Bank of Queensland	BBB+	500,000.00	6-Dec-23	504,060.27	544700	4,060.27	At Maturity	
9-Apr-24	1,000,000.00	4.4700%	National Australia Bank	AA-	1,000,000.00	5-Apr-23	1,036,984.66	543996	36,984.66	At Maturity	
16-Apr-24	1,000,000.00	5.1600%	National Australia Bank	AA-	1,000,000.00	19-Sep-23	1,019,084.93	544514	19,084.93	At Maturity	
23-Apr-24	500,000.00	5.4600%	Suncorp Bank	A+	500,000.00	26-Jul-23	514,210.96	544336	14,210.96	At Maturity	
14-May-24	500,000.00	5.1500%	Bank of Queensland	BBB+	500,000.00	10-Oct-23	508,042.47	544572	8,042.47	At Maturity	
14-May-24	500,000.00	5.2200%	National Australia Bank	AA-	500,000.00	11-Aug-23	512,442.19	544380	12,442.19	At Maturity	

PRUDENTIAL

Broken Hill City Council

Investment Holdings Report - January 2024

Maturity Date	Face Value ($)	Current Rate (%)	Institution	Credit Rating	Purchase Price ($)	Purchase Date	Current Value ($)	Deal No.	Accrued Interest ($)	Next Interest Date	Reference
12-Jun-24	500,000.00	5.1700%	National Australia Bank	AA-	500,000.00	12-Dec-23	503,611.92	544714	3,611.92	At Maturity	
17-Jun-24	500,000.00	5.1700%	National Australia Bank	AA-	500,000.00	19-Dec-23	503,116.16	544752	3,116.16	At Maturity	
18-Jun-24	500,000.00	5.1300%	Suncorp Bank	A+	500,000.00	14-Dec-23	503,443.42	544723	3,443.42	At Maturity	
25-Jun-24	500,000.00	5.2500%	Bank of Queensland	BBB+	500,000.00	28-Sep-23	509,061.64	544543	9,061.64	At Maturity	
9-Jul-24	500,000.00	5.2800%	Suncorp Bank	A+	500,000.00	5-Dec-23	504,195.07	544699	4,195.07	At Maturity	
24-Sep-24	1,000,000.00	5.3500%	National Australia Bank	AA-	1,000,000.00	25-Sep-23	1,018,908.22	544523	18,908.22	At Maturity	
8-Oct-24	500,000.00	5.3000%	National Australia Bank	AA-	500,000.00	4-Oct-23	508,712.33	544558	8,712.33	At Maturity	
	16,500,000.00	5.2742%			16,500,000.00		16,913,187.82		413,187.82		

Broken Hill City Council

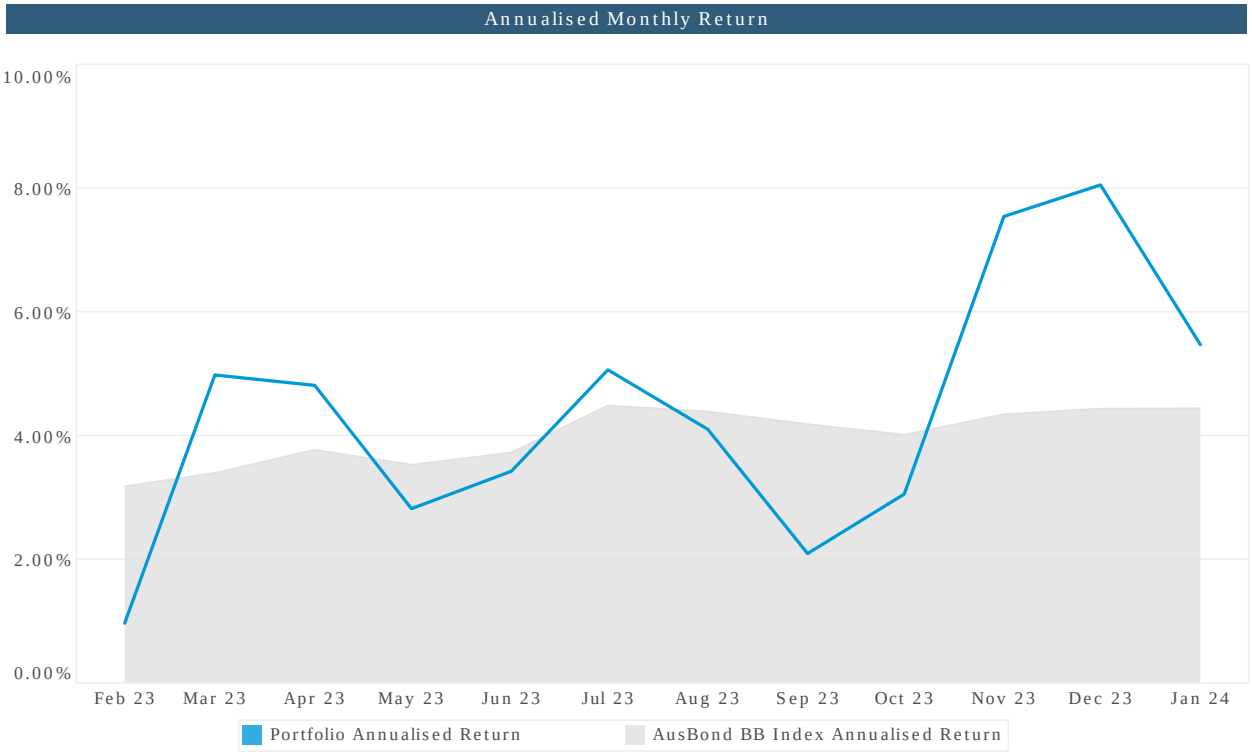
Accrued Interest Report - January 2024

Investment	Deal No.	Comments	Face Value ($)	Settlement Date	Maturity Date	Interest Received ($)	Days	Interest Accrued ($)	Yield (% pa)
Cash									
Macquarie Bank	540354					15,387.57	0	15,387.57	4.84%
Westpac Group	473409					0.00	0	0.00	0.00%
Westpac Group	535442					27,894.71	0	27,894.71	5.30%
						43,282.28		43,282.28	4.31%
Managed Funds									
NSW T-Corp Medium Term Growth Fund	536441				1-Jul-24	0.00	0	34,377.15	9.39%
						0.00		34,377.15	9.39%
Term Deposits									
Suncorp Bank	544273		1,000,000.00	29-Jun-23	24-Jan-24	31,493.15	23	3,465.75	5.50%
Bank of Queensland	544288		1,000,000.00	4-Jul-23	6-Feb-24	0.00	31	4,713.70	5.55%
Suncorp Bank	544274		2,000,000.00	29-Jun-23	23-Feb-24	0.00	31	9,342.47	5.50%
National Australia Bank	543995		500,000.00	5-Apr-23	5-Mar-24	0.00	31	1,898.22	4.47%
National Australia Bank	544292		1,000,000.00	5-Jul-23	5-Mar-24	0.00	31	4,679.73	5.51%
Suncorp Bank	544296		1,000,000.00	6-Jul-23	6-Mar-24	0.00	31	4,671.24	5.50%
National Australia Bank	544393		500,000.00	16-Aug-23	20-Mar-24	0.00	31	2,208.22	5.20%
National Australia Bank	544239		2,000,000.00	28-Jun-23	27-Mar-24	0.00	31	9,257.53	5.45%
Bank of Queensland	544700		500,000.00	6-Dec-23	9-Apr-24	0.00	31	2,208.22	5.20%
National Australia Bank	543996		1,000,000.00	5-Apr-23	9-Apr-24	0.00	31	3,796.44	4.47%
National Australia Bank	544469		500,000.00	5-Sep-23	9-Apr-24	0.00	31	2,195.48	5.17%
National Australia Bank	544514		1,000,000.00	19-Sep-23	16-Apr-24	0.00	31	4,382.46	5.16%
Suncorp Bank	544336		500,000.00	26-Jul-23	23-Apr-24	0.00	31	2,318.63	5.46%
Bank of Queensland	544572		500,000.00	10-Oct-23	14-May-24	0.00	31	2,186.99	5.15%
National Australia Bank	544380		500,000.00	11-Aug-23	14-May-24	0.00	31	2,216.71	5.22%
National Australia Bank	544714		500,000.00	12-Dec-23	12-Jun-24	0.00	31	2,195.48	5.17%
National Australia Bank	544752		500,000.00	19-Dec-23	17-Jun-24	0.00	31	2,195.48	5.17%
Suncorp Bank	544723		500,000.00	14-Dec-23	18-Jun-24	0.00	31	2,178.49	5.13%

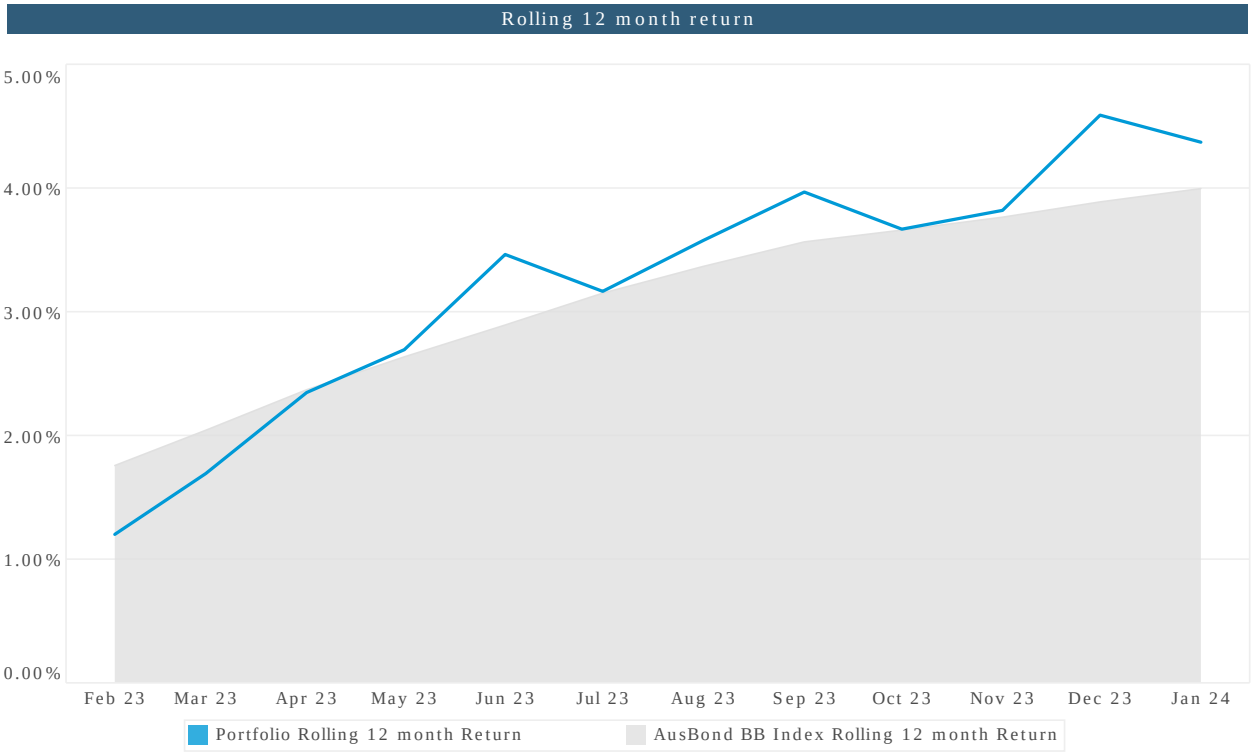
Broken Hill City Council

Accrued Interest Report - January 2024

Investment	Deal No.	Comments	Face Value ($)	Settlement Date	Maturity Date	Interest Received ($)	Days	Interest Accrued ($)	Yield (% pa)
Bank of Queensland	544543		500,000.00	28-Sep-23	25-Jun-24	0.00	31	2,229.45	5.25%
Suncorp Bank	544699		500,000.00	5-Dec-23	9-Jul-24	0.00	31	2,242.19	5.28%
National Australia Bank	544523		1,000,000.00	25-Sep-23	24-Sep-24	0.00	31	4,543.84	5.35%
National Australia Bank	544558		500,000.00	4-Oct-23	8-Oct-24	0.00	31	2,250.69	5.30%
						31,493.15		77,377.41	5.28%
Grand Totals						74,775.43		155,036.84	5.47%



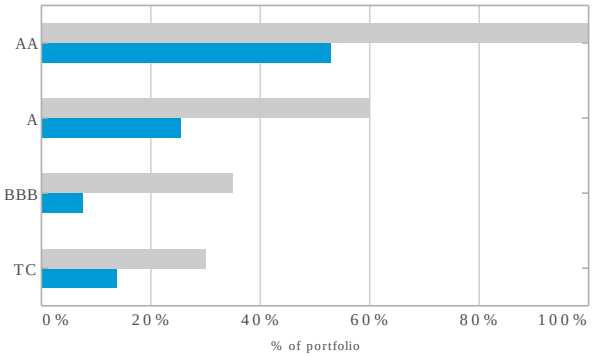
Historical Performance Summary (%pa)			
	Portfolio	Annualised BB Index	Outperformance
Jan 2024	5.47%	4.44%	1.03%
Last 3 months	7.01%	4.41%	2.60%
Last 6 months	5.03%	4.30%	0.73%
Financial Year to Date	5.03%	4.33%	0.70%
Last 12 months	4.37%	4.00%	0.37%



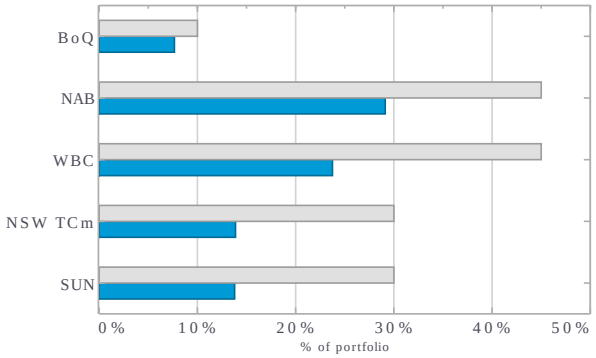
Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
Jan 2024	0.45%	0.37%	0.08%
Last 3 months	1.72%	1.09%	0.63%
Last 6 months	2.50%	2.15%	0.35%
Financial Year to Date	2.94%	2.53%	0.41%
Last 12 months	4.37%	4.00%	0.37%

Broken Hill City Council
Investment Policy Compliance Report - January 2024

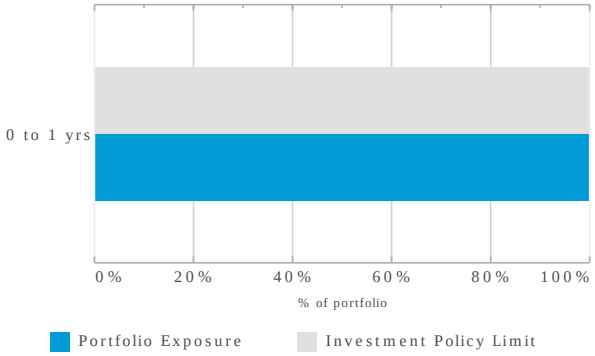
Total Credit Exposure



Individual Institutional Exposures



Term to Maturities



Credit Rating Group	Face Value ($)		Policy Max	
AA	17,245,423	53%	100%	a
A	8,338,615	26%	60%	a
BBB	2,500,000	8%	35%	a
TC	4,524,994	14%	30%	a
	32,609,032			

Institution	% of portfolio	Investment Policy Limit	
Bank of Queensland (BBB+)	8%	10%	a
National Australia Bank (AA-)	29%	45%	a
Westpac Group (AA-)	24%	45%	a
NSW T-Corp (TCm)	14%	30%	a
Suncorp Bank (A+)	14%	30%	a
Macquarie Bank (A+)	12%	30%	a

	Face Value ($)		Policy Max	
Between 0 and 1 years	32,609,032	100%	100%	a
	32,609,032			

Specific Sub Limits				
BBB+	*2,500,000*	*8%*	*35%*	a

Specific Sub Limits				
Between 5 and 10 years	*0*	*0%*	*30%*	a

Credit Rating	Current Longest Maturity (years)	Policy Max	
AA+, AA, AA-	*0.69*	*5.00*	a
A+, A, A-	*0.44*	*3.00*	a
BBB+	*0.40*	*3.00*	a

a = compliant
r = non-compliant

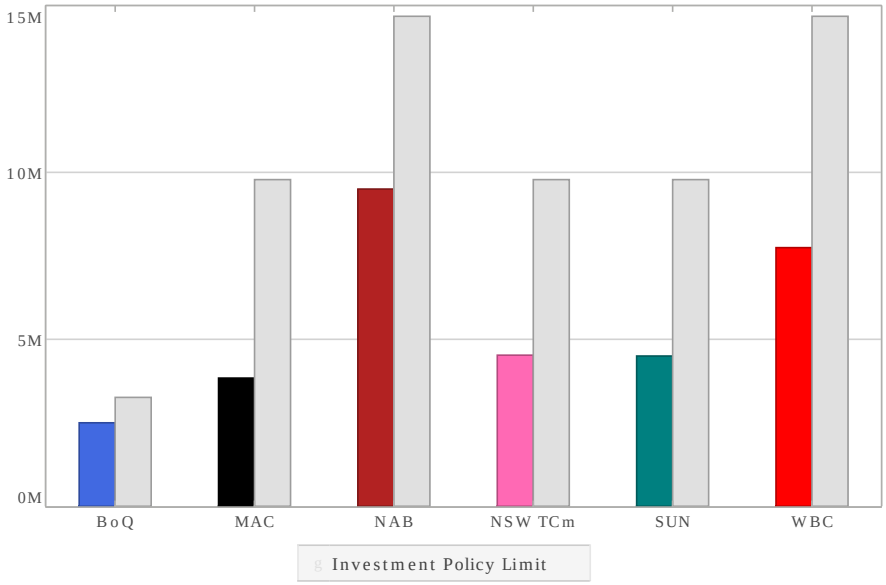
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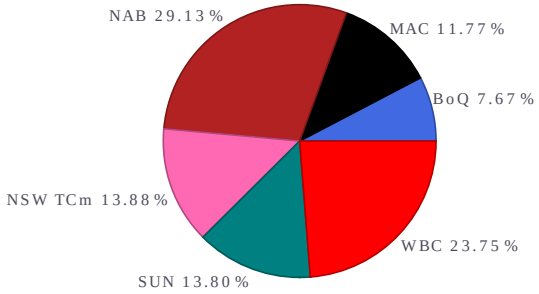
Broken Hill City Council
Individual Institutional Exposures Report - January 2024

Individual Insitutional Exposures

	Current Exposures		Policy Limit		Capacity
Bank of Queensland (BBB+)	2,500,000	8%	3,260,903	10%	760,903
Macquarie Bank (A+)	3,838,615	12%	9,782,710	30%	5,944,095
National Australia Bank (AA-)	9,500,000	29%	14,674,064	45%	5,174,064
NSW T-Corp (TCm)	4,524,994	14%	9,782,710	30%	5,257,716
Suncorp Bank (A+)	4,500,000	14%	9,782,710	30%	5,282,710
Westpac Group (AA-)	7,745,423	24%	14,674,064	45%	6,928,641
	32,609,032				

Individual Insitutional Exposure Charts





PRUDENTIAL

Broken Hill City Council
Cashflows Report - January 2024

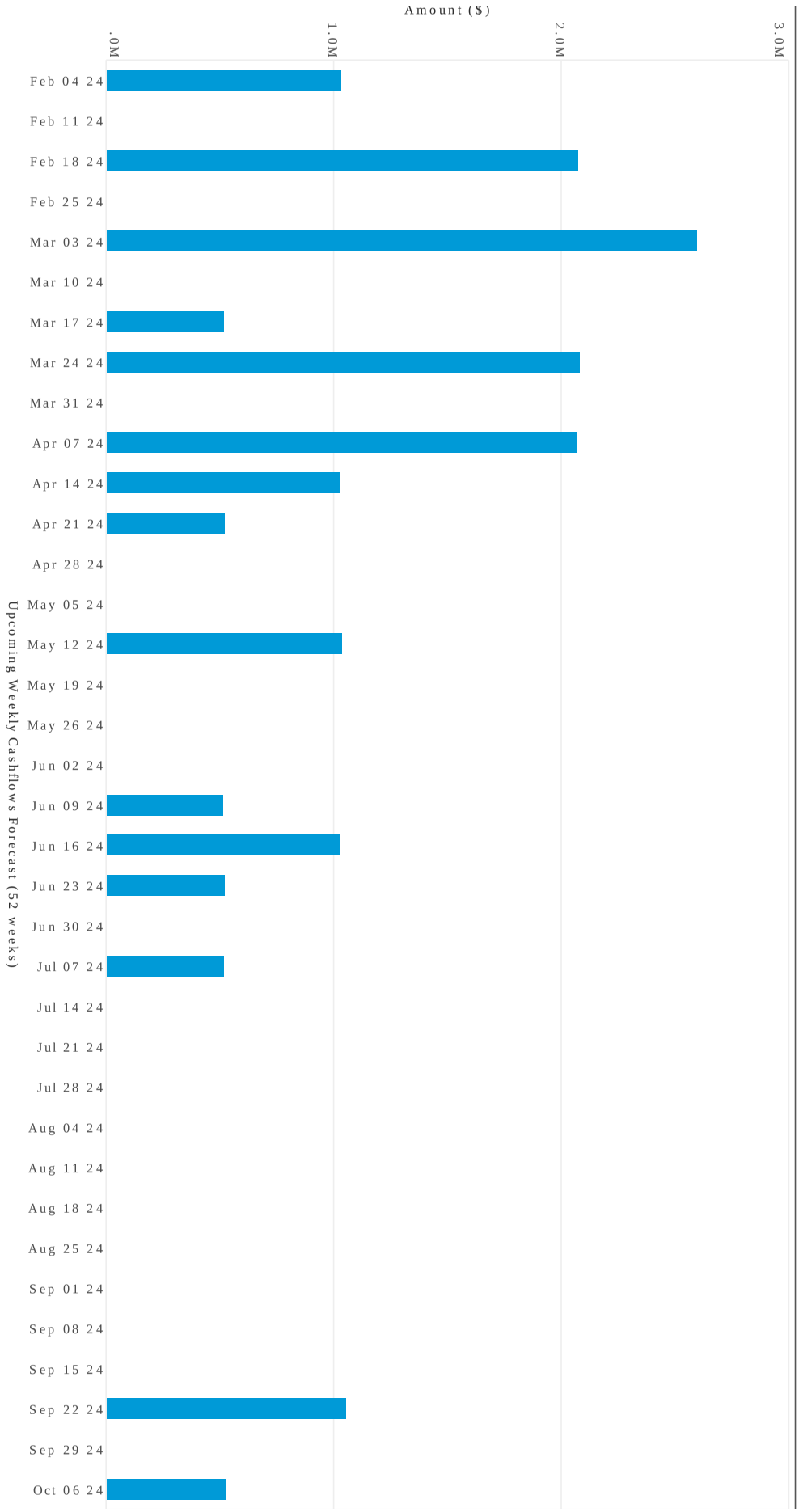
Actual Cashflows for January 2024

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
24-Jan-24	544273	Suncorp Bank	Term Deposit	Maturity: Face Value	1,000,000.00
		Suncorp Bank	Term Deposit	Maturity: Interest Received/Paid	31,493.15
				Deal Total	1,031,493.15
				Day Total	1,031,493.15
				Total for Month	1,031,493.15

Forecast Cashflows for February 2024

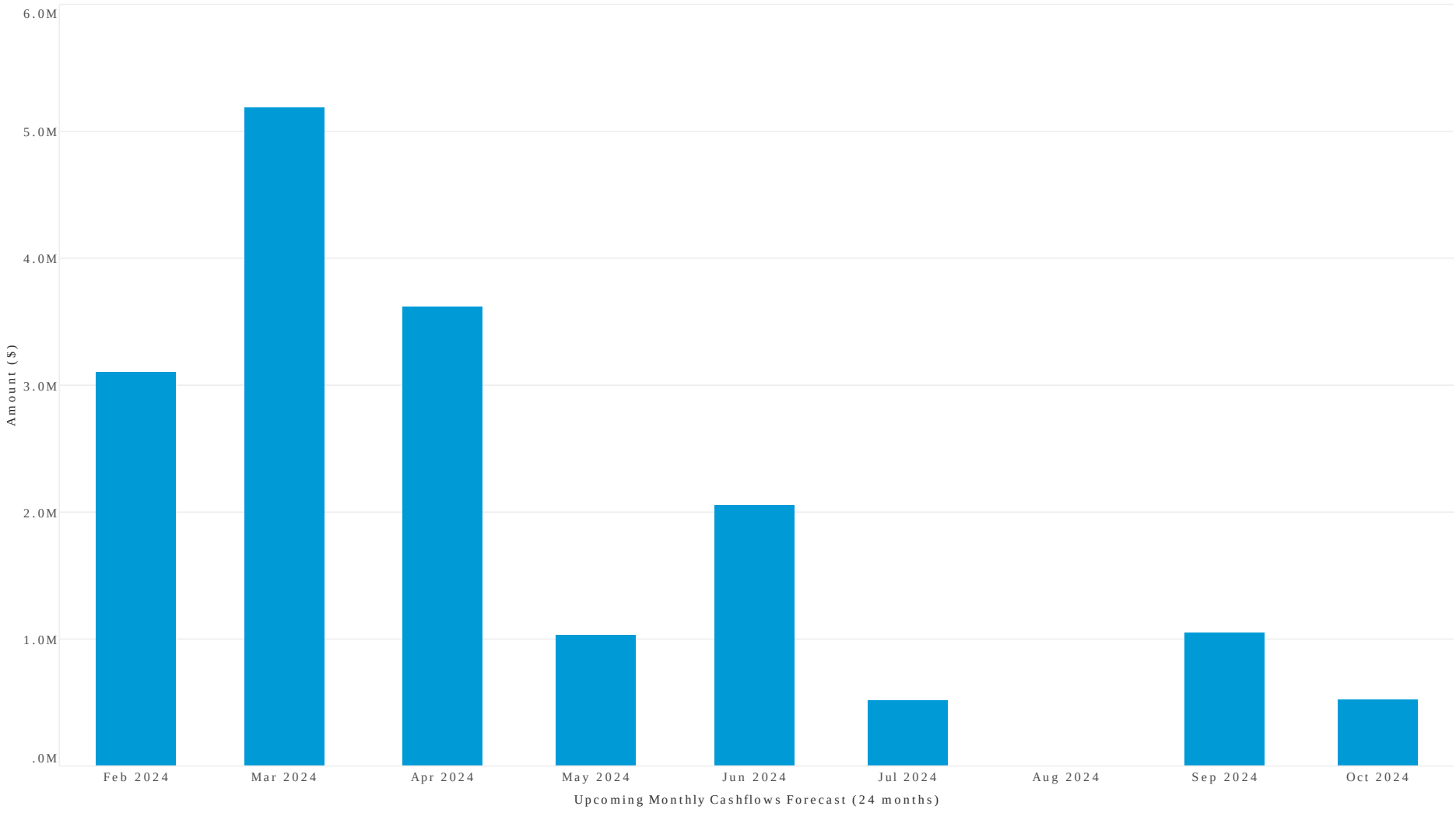
Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
6-Feb-24	544288	Bank of Queensland	Term Deposit	Maturity: Face Value	1,000,000.00
		Bank of Queensland	Term Deposit	Maturity: Interest Received/Paid	32,995.89
				Deal Total	1,032,995.89
				Day Total	1,032,995.89
23-Feb-24	544274	Suncorp Bank	Term Deposit	Maturity: Face Value	2,000,000.00
		Suncorp Bank	Term Deposit	Maturity: Interest Received/Paid	72,027.40
				Deal Total	2,072,027.40
				Day Total	2,072,027.40
				Total for Month	3,105,023.29

Broken Hill City Council
Cashflows Report - January 2024



PRUDENTIAL

Broken Hill City Council
Cashflows Report - January 2024



PRUDENTIAL

FURTHER REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 21/24 - DATED FEBRUARY 06, 2024 - 2024 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - CALL FOR MOTIONS (D24/5819) 116

2. BROKEN HILL CITY COUNCIL REPORT NO. 22/24 - DATED FEBRUARY 19, 2024 - 2022-2026 DELIVERY PROGRAM KEY PERFORMANCE INDICATORS PROGRESS REPORT FOR PERIOD ENDING 31 DECEMBER 2023, INCLUSIVE OF OPERATIONAL PLAN 2023/2024 OUTCOMES (D24/8929) 155

3. BROKEN HILL CITY COUNCIL REPORT NO. 23/24 - DATED FEBRUARY 20, 2024 - BROKEN HILL LIBRARY PROJECT - SUBMISSION OF CAPITAL EXPENDITURE REPORT TO THE NSW OFFICE OF LOCAL GOVERNMENT (D24/8960) 208

4. BROKEN HILL CITY COUNCIL REPORT NO. 24/24 - DATED FEBRUARY 21, 2024 - REVIEW OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE CHARTER (D24/9300) 226

5. BROKEN HILL CITY COUNCIL REPORT NO. 25/24 - DATED FEBRUARY 14, 2024 - MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.443, HELD ON TUESDAY, 6 FEBRUARY 2024 (D24/8126) 259

6. BROKEN HILL CITY COUNCIL REPORT NO. 26/24 - DATED FEBRUARY 07, 2024 - ACTION LIST REPORT (D24/6820) 278

ORDINARY MEETING OF THE COUNCIL

February 6, 2024

ITEM 1

BROKEN HILL CITY COUNCIL REPORT NO. 21/24

SUBJECT: 2024 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - CALL FOR MOTIONS D24/5819

Recommendation

1. That Broken Hill City Council Report No. 21/24 dated February 6, 2024, be received.

2. That Council approves the following motions, the subject of which were approved at the 31 January 2024 Council Meeting Minute No. 47446:

   - **Introduction of regional news licence requirements for metropolitan television broadcasters across the country**
     Motion: That this National General Assembly calls on the Australian Government to introduce television broadcasting licence conditions that require metropolitan broadcasters to produce regional news programs.

   - **The impact of the State Government cost shifting onto Local Councils**
     Motion: That this National General Assembly calls on the Australian Government to acknowledge the impact of the State Government's cost shifting of services/revenue collection onto Local Government.

     That this National General Assembly calls on the Australian Government to remove the following cost shifting items from Local Government in order that Councils can survive financially and can continue to provide essential services to their communities and carry out infrastructure upgrades, namely:

     - Remove the requirement for Councils to collect the emergency services levy.
     - Remove the requirement for Councils to collect the waste levy.
     - Reinstate the reimbursement to Councils for the mandatory pensioner rate rebates.
     - Reinstate the 50% funding of the cost of Library operations to Councils as originally committed.

   - **The Federal Government's freeze to the indexation of Financial Assistance Grant funding and its impact on Local Councils**
     Motion: That this National General Assembly calls on the Australian Government to inject the financial assistance that was lost during the indexation freeze that occurred between 2015 and 2017 and ensure the ongoing indexation of Financial Assistance Grant funding to Local Councils in order that Councils can become more financially sustainable and can continue to provide the same level of services and infrastructure to their communities.

3. That, Council determine any further motions (at this meeting) to be submitted to the 2024 National General Assembly of Local Government in line with the Assembly's eligibility principles for motions.

4. That motions be submitted to the Australian Local Government Association by March 29, 2024 along with a copy of the supporting Council resolution.

Executive Summary:

The National General Assembly (NGA) brings together hundreds of delegates from Councils across Australia to debate issues of national significance to the local government sector. The Assembly provides an opportunity for local Councils to develop and express a united voice on core issues affecting their communities with access to influential decision-makers of the federal government, at both the political and departmental levels.

Council at its meeting held 31 January 2024, resolved to submit three motions to the National General Assembly, minute number 47446 resolved as follows:

> **ITEM 8** - BROKEN HILL CITY COUNCIL REPORT NO. 6/24 - DATED JANUARY 11, 2024 - 2024 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - CALL FOR MOTIONS D24/1232
>
> **RESOLUTION** **Resolved**
> Minute No. 47446
> Councillor M Browne moved)
> Councillor D Turley seconded)
>
> 1. That Broken Hill City Council Report No. 6/24 dated January 11, 2024, be received.
>
> 2. That Council submits motions to the 2024 National General Assembly of Local Government (in line with the Assembly's eligibility principles for motions) on the following subjects:
>
>   a) The impact of the loss of regional nightly news bulletins to regional communities across Australia.
>
>   b) The impact of State Government cost shifting onto local Councils.
>
>   c) The impact of the freeze on Financial Assistance Grants in previous years to local Councils.
>
> 3. That motions be submitted to the Australian Local Government Association by March 29, 2024 along with a copy of the supporting Council resolution.
>
> CARRIED UNANIMOUSLY

The motions have been developed on the above subjects and are included in the recommendation of this report for Council to adopt the motion wording.

This report is presented to Council to also consider submitting any further motions to the Conference.

The due date for the submission of motions is 29 March 2024.

Report:

The 2024 National General Assembly will be held in Canberra in 2 – 4 July 2024.

Attendance at the Assembly is an opportunity for our elected members to meet Federal Government Ministers and Shadow Ministers to discuss various matters of concern to the City. This face to face interaction is invaluable as a follow up to Council's letters/submissions to Ministers regarding current matters of high importance to the City and advocating Council's position on these matters.

The Australian Local Government Association Board is calling for motions for the 2024 National General Assembly under this year's theme "*Building Community Trust*".

Motions to the Assembly (including background information on the national objective and summary) and along with the respective Council resolution, should be submitted electronically and should be received by the Australian Local Government Association no later than 11:59pm AEST on Friday 29 March, 2024.

To assist Councils in preparing motions, a discussion paper is available on the National General Assembly website (see attached copy).

To be eligible for inclusion in the National General Assembly Business Papers motions must follow the principles and must also be accompanied by a Council resolution:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions should have a contact officer, a clear national objective, a summary of the key arguments in support of the motions, and be accompanied by Council's resolution.

Motions should generally be in a form that seeks the National General Assembly's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs. Motions should commence as follows: *"That this National General Assembly calls on the Australian Government to….."*. A background to the motion is also required to be submitted.

This year's call for motion focusses on twelve priority areas:

- Intergovernmental relations;
- Financial sustainability;
- Roads and infrastructure;
- Emergency management;
- Housing and homelessness;
- Jobs and skills;
- Community services;
- Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation;
- Data, digital technology and cyber security;
- Climate change and renewable energy;
- Environment; and
- Circular economy.

Attached to this report are the motions (including background information) that have been developed on the subjects as resolved by Council at its Ordinary Meeting held 31 January 2024 Minute No. 47446. The wording of these motions are presented to this Council Meeting for ratification prior to submission to the National General Assembly. The motions are:

- Introduction of regional news licence requirements for metropolitan television broadcasters across the country
  Motion: That this National General Assembly calls on the Australian Government to introduce television broadcasting licence conditions that require metropolitan broadcasters to produce regional news programs.

- The impact of the State Government cost shifting onto Local Councils
  Motion: That this National General Assembly calls on the Australian Government to acknowledge the impact of the State Government's cost shifting of services/revenue collection onto Local Government.

  That this National General Assembly calls on the Australian Government to remove the following cost shifting items from Local Government in order that Councils can survive financially and can continue to provide essential services to their communities and carry out infrastructure upgrades, namely:

  - Remove the requirement for Councils to collect the emergency services levy.
  - Remove the requirement for Councils to collect the waste levy.
  - Reinstate the reimbursement to Councils for the mandatory pensioner rate rebates.
  - Reinstate the 50% funding of the cost of Library operations to Councils as originally committed.

- The Federal Government's freeze to the indexation of Financial Assistance Grant funding and its impact on Local Councils
  Motion: That this National General Assembly calls on the Australian Government to inject the financial assistance that was lost during the indexation freeze that occurred between 2015 and 2017 and ensure the ongoing indexation of Financial Assistance Grant funding to Local Councils in order that Councils can become more financially sustainable and can continue to provide the same level of services and infrastructure to their communities.

This report is also presented to Council to consider submitting any further motions to the Conference and to formulate the wording of any additional motions. The due date for the submission of motions is 29 March 2024.

Community Engagement:

Nil.

Strategic Direction:

Key Direction:	4	Our Leadership
Objective:	4.2	Our leaders make smart decisions
Strategy:	4.2.2	Our leaders seek information, are well informed and aware of emerging issues and new information in order to advocate and respond appropriately

Financial Implications:

Nil financial implications for the submission of motions.

Separate reports were presented to the January 2024 Council Meeting and to this Council Meeting to consider Councillor attendance at the Assembly and these reports outline the financial implications.

Attachments

1. 2024 NGA Discussion Paper
⇩
2. Motion - Introduction of regional news licence requirements for metropolitan
⇩ television broadcasters across the country
3. Motion - The impact of the State Government cost shifting onto Local Councils
⇩
4. Motion - 2015-2017 indexation freeze of Financial Assistance Grants to Local
⇩ Councils

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

2024 NGA

AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

2 - 4 JULY 2024

Building Community Trust

DISCUSSION PAPER

National Convention Centre
Canberra

KEY DATES

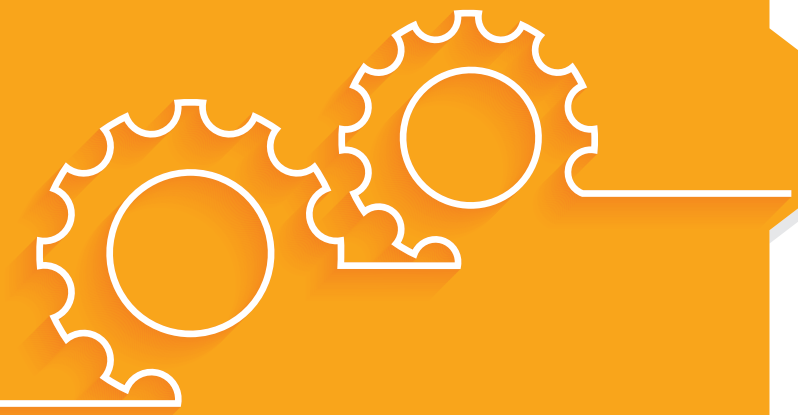
29 March 2024 | Acceptance of Motions

2 July 2024 | Regional Cooperation & Development Forum

3 - 4 July 2024 | National General Assembly

5 July 2024 | Australian Council of Local Government

TO SUBMIT YOUR MOTION VISIT: ALGA.COM.AU



The Australian Local Government Association (ALGA) is pleased to convene the 30th National General Assembly of Local Government (NGA), to be held in Canberra from 2-4 July 2024.

As convenor of the NGA, the ALGA Board cordially invites all councils to send representatives to this important national event.

The NGA is the premier national gathering of local governments, and provides councils with the opportunity to come together, share ideas, debate motions, and most importantly unite and further build on the relationship between local government and the Australian Government.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2024 National General Assembly of Local Government (NGA).

It is recommended that all councils and delegates intending to attend the 2024 NGA familiarise themselves with the guidelines for motions contained in this paper on page 6.

BACKGROUND TO ALGA AND THE NGA

ALGA was established 1947. In structure, ALGA is a federation of member state and territory associations. Its mission is to achieve outcomes for local government through advocacy with impact, and maximise the economic, environmental and social wellbeing of councils and our communities.

Since 1994, the NGA has built the profile of local government on the national stage, showcased the value of councils, and most importantly demonstrated - particularly to the Australian Government - the strength and value of working with local government to help deliver on national priorities.

Debate on motions was introduced to the NGA as a vehicle for councils from across the nation to canvas ideas. Outcomes of debate on motions (NGA Resolutions) could be used by participating councils to inform their own policies and priorities, as well as their advocacy when dealing with federal politicians.

At the same time, they help ALGA and its member state and territory associations gain valuable insight into council priorities, emerging national issues, and the level of need and support for new policy and program initiatives.

Given the structure of ALGA, its Constitution, and level of resources, the NGA does not bind the ALGA Board. However, the Board carefully considers NGA resolutions as it determines ALGA's policies, priorities and strategies to advance local governments within the national agenda.

This is your NGA and ALGA is pleased to act as the convenor. ALGA's policies and priorities will continue to be determined by the ALGA Board in the interests of all councils.

The ALGA Board thanks all councils for attending the NGA and those that will take the time to reflect on the purpose of debate on motions outlined in this paper, and to submit motions for debate at the 2024 NGA.

SUBMITTING MOTIONS

Australia is one of the world's great democracies. It is held in high regard across the world but should never be taken for granted.

The theme of the 2024 NGA is – Building Community Trust.

This theme aims to explore the critical importance of trust in governments, between governments, its institutions, and its citizens. This trust is a fundamental building block of our nation's democracy.

While relatively low key, over the past decade there has been increasing public debate by scholars and policy makers about the level of trust in government, its institutions and indeed the operation of our democracy more broadly.

Mark Evans et al (2019) published research in 'The Conversation' indicating that Australians' trust in politicians (our political representatives) and democracy has hit an all-time low. This report indicates 'fewer than 41% of Australian citizens are satisfied with the way democracy works in Australia, down from 86% in 2007.

Public satisfaction has fallen particularly sharply since 2013, when 72% of Australian citizens were satisfied. Generation X is least satisfied (31%) and Baby Boomers most satisfied (50%). Some political authors suggest that these trends in part explain the rise in popularity and the relative success of independents and micro or single-issue parties.

These statistics should be of concern to every level of government and those interested in the future of our communities and Australia's democratic system.

It is said that 'trust is hard-earned, easily lost, and difficult to re-establish – and a key to absolutely everything.' While media and public attention frequently focuses on levels of trust in the national and state governments, local governments have an equally important role in building, maintaining and indeed, often repairing government-community relationships.

At its most fundamental level, the 2024 NGA focusses on the role of local government and how all levels of government can help each other build, maintain and strengthen government-community relationships.

This discussion paper is a call for councils to submit motions for debate at the 2024 NGA to be held in Canberra from 2-4 July 2024.

Motions for this year's NGA should consider:

- how all levels of government in Australia can build trust in each other and earn greater trust from the community;
- practical opportunities for the Australian Government to leverage the trust that local communities have in their local council;
- focus on practical programs that can strengthen the system of local government nationally to provide the services and infrastructure required to support and strengthen our communities; and
- new program ideas that that would help the local government sector to deliver the Australian Government's objectives.

Motions should be concise, practical and implementable and meet the guidelines for motions set out in the paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s must address one or more of the issues identified in the discussion paper.

Motions must be lodged electronically using the online form available on the NGA website at: www.alga.com.au and received no later than 11:59pm AEST on Friday 29 March 2024.

All notices of motions will be reviewed by the ALGA Board's NGA Sub-committee prior to publishing the NGA Business Paper to ensure that they meet these guidelines. This sub-committee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA.

All NGA resolutions will be published on www.nationalgeneralassembly.com.au.

As the host of the NGA, ALGA will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

Please note that if your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2024 NGA.

CRITERIA FOR MOTIONS

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

This National General Assembly calls on the Australian Government to …

Please note that resolutions of the NGA do not automatically become ALGA's national policy positions.

OTHER THINGS TO CONSIDER

It is important to complete the background section of the submission form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. Please note, motions should NOT be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed and capable of implementation to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.

Try to avoid motions that are complex, contain multi-dot points and require complex cross-portfolio implementation.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-committee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Sub-committee considers the criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate, where there are numerous motions on a similar issue, the NGA Sub-committee will group these motions together under an overarching strategic motion. The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate published in the Business Papers and will focus on the strategic motions. Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

All motions require:

- a contact officer;
- a clear national objective;
- a summary of the key arguments in support of the motion; and
- endorsement of your council.

Motions should be lodged electronically using the online form available at www.alga.asn.au.
Motions should be received no later than 11:59pm AEST on Friday 29 March 2024.

SETTING THE SCENE

The theme for NGA24 'Building Community Trust' aims to focus on the role of local government in the Australian system of government and explore the critical importance of trust in governments, between governments, its institutions, and our citizens.

In a recent essay on Capitalism after the Crisis (2023) the Treasurer the Hon Dr Jim Chalmers MP wrote:

'Our mission is to redefine and reform our economy and institutions in ways that make our people and communities more resilient, and our society and democracy stronger as well.'

The need to strengthen our democracy was also emphasised the Prime Minister the Hon Anthony Albanese MP in a speech at Queensland's Woodford Folk Festival toward the end of 2022:

'I urge anyone who thinks our democracy is unassailable to have a look around the world. Even some of the oldest, most stable democracies have come under attack from a whole range of corrosive, insidious forces. No one is immune. Our democracy is precious, something we have carefully grown and nurtured from one generation to the next. One of our core responsibilities is to make it stronger, and the key to that strength is transparency and accountability.'

In early 2023 the Australian Government established a taskforce to advise government on 'what can be done – practically – to strengthen Australian democracy'.

The 2024 NGA provides you - the elected representatives of Australia's local councils and communities - with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or expanded programs and key policy initiatives that could strengthen local governments, its capacity to deliver services and infrastructure to local communities across the nation. This service delivery is critical to build, maintain and strengthen the trust of our citizens.

This year's call for motion focusses on twelve priority areas:

- Intergovernmental relations;
- Financial sustainability;
- Roads and infrastructure;
- Emergency management;
- Housing and homelessness;
- Jobs and skills;
- Community services;
- Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation;
- Data, digital technology and cyber security;
- Climate change and renewable energy;
- Environment; and
- Circular economy.

1. INTERGOVERNMENTAL RELATIONS

'Australia's federal structure, built upon reciprocal financial, legislative and policy responsibilities, requires intelligent cooperation on issues of strategic national significance.'

National Cabinet is a forum for the Prime Minister, Premiers and Chief Ministers to meet and work collaboratively. National Cabinet was established on 13 March 2020 and is chaired by the Prime Minister. The National Cabinet is a key mechanism in Australia's current intergovernmental architecture.

A representative of local government, the President of ALGA, is invited to meet with National Cabinet once each year. The President of ALGA also attends one meeting per year of the Council on Federal Financial Relations comprising the Commonwealth Treasurer as Chair and all state and territory treasurers.

A substantial body of research, from Australia and internationally, has highlighted that governments that work together are generally more successful in achieving shared national objectives, including economic recovery from events like the COVID-19 pandemic as well as in service and infrastructure delivery.

This research reinforces the need for local government to be included in relevant ministerial forums that support national priorities – from housing affordability to reaching net-zero emissions. ALGA currently participates in National Cabinet (1/year), Council on Federal Financial Relations (1/year), Infrastructure Transport Ministers Meeting, National Emergency Managers Meeting, Local Government Ministers Forum, Joint Council on Closing the Gap, Planning Ministers Meeting, Meeting of Environment Ministers, Energy and Climate Change Ministers and the Road Safety Ministers Meeting, to represent local government views.

Local government input can provide a community voice, enabling our intergovernmental forums to make decisions with greater legitimacy and authority.

Given the importance of trust in governments, between governments and its citizens, how can intergovernmental arrangements be further improved in Australia?

Are there ways of maintaining and enhancing the community's trust in local government?

Are there new initiatives and programs that could be adopted to improve the level of cooperation and collaboration between the Australian Government and local government?

2. FINANCIAL SUSTAINABILITY

Trust in governments is highly correlated with their ability to fulfill the implicit social contract between government and its citizens by keeping promises.

Local government is the third sphere of government in Australia's system of government. Councils are comprised of locally elected representatives who understand local needs and engage locally on strategies to meet those needs.

Councils are responsible for providing a wide range of critical local area services including planning, libraries, waste management systems, transport and infrastructure (eg roads and footpaths, parks, sporting grounds and swimming pools) and social services.

These services are critical to the wellbeing, liveability and productivity of all local communities, and therefore the nation. Equally important is the sustaining of democratic processes at the local and regional level.

Local government's total annual expenditure in 2021 -22 was approximately $43.6 billion. Non-financial assets including roads, community infrastructure such as buildings, facilities, airports, water, and sewerage (in some states) including land, are valued at $539 billion [ABS Government Finance Statistics, Australia, 2021-22].

In 2021-22, the Australian Government provided $2.6 billion in Financial Assistance Grants funding to councils. This included $1.3b which was brought forward from the 2021-22 estimate and paid through state and territory governments in 2020-21.

Nationally, local government derives nearly 90% of its revenue from its own sources (including rates and services charges), compared to around 50% for state governments. Grants from other levels of government make up just over 10% of local government's total revenue, however these grants are particularly important in areas with a low-rate base, and/or high growth rates, and rapidly expanding service and infrastructure needs.

In 2021-22 Financial Assistance Grants to local governments was less than 0.6% of Commonwealth taxation revenue (CTR), a significant drop from 1996 when these grants were at 1% of CTR. In 2023-24 Financial Assistance Grants have fallen to 0.5% of Commonwealth taxation.

What improvements are needed to the intergovernmental financial transfer system, particularly the Commonwealth transfers to local government, to enhance the community's trust in local government and by extension all governments?

Noting that Commonwealth tied funding is provided with detailed requirements how can this system be improved to provide flexibility and maximize the benefit to local communities?

3. ROADS AND INFRASTRUCTURE

ALGA's 2021 National State of the Assets Report (NSoA) is currently being updated and expected to be launched in 2024. The most recent NSoA shows that while most local government assets such as roads, bridges, buildings, parks and recreation, stormwater, water and wastewater, and airports and aerodromes are generally in good to very good condition, around 10% are not fit for purpose, and around 20–25% are only fair and over time will need attention.

The last NSoA found that in 2019–20 non-financial infrastructure assets were valued at $342 billion and were depreciating at $7.7 billion per year. Replacement costs of these infrastructure assets were in the order of $533 billion.

Local government assets make up a significant proportion of the physical structure of local communities and often provide critical access to and support for citizens to engage in state and national assets and opportunities.

For example, local roads provide important "first and last-mile access" for communities and industry to road networks, integral to economic development and community connection. Local sporting grounds can provide access for community groups to build community participation that has social, health and economic benefits.

Are there programs or initiatives that the Australian Government could adopt to improve the long-term sustainability of local government infrastructure?

Are there programs or initiatives that the Australian Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?

Are there programs or initiatives that the Australian Government could develop to maintain, strengthen and enhance the reputation of Australia's infrastructure providers, including local government?

4. EMERGENCY MANAGEMENT

In 2022 alone, 46 disasters were declared across Australia, covering more than 300 different council areas. In recent years, almost every Australian council has been impacted in some way by fires, floods, or cyclones.

Last year's flooding caused a damage bill of approximately $3.8 billion to local roads across Queensland, New South Wales, Victoria and South Australia. This was just a fraction of the total disaster costs incurred by governments across the county.

There have been numerous NGA motions in recent years regarding natural disasters and this has been a significant priority in ALGA's advocacy program.

In 2022 ALGA successfully advocated for a new $200 million per year Disaster Ready Fund, with the first round of funding allocated in June 2023. This fund will support councils and communities to mitigate against the risk of future disasters and help address the significant imbalance between mitigation and recovery spending.

Councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

Please note that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Australian Government could assist.

What new programs, or improvements to existing programs, could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?

5. HOUSING AND HOMELESSNESS

Almost every Australian council and community is facing challenges around a lack of affordable housing.

Alarming research by the UNSW City Futures Research Centre shows 640,000 Australian households – or one in 15 households – are under housing stress.

All levels of government, including councils, have a fundamental role to play in addressing this crisis, which is being compounded by high interest rates, rising construction costs and skills shortages.

At a national level, ALGA is a signatory to the National Housing Accord, and in 2023 successfully advocated for a new $500 million Housing Support Program for state and local governments to deliver supporting infrastructure for new housing developments.

While the provision of affordable housing is not a local government responsibility, councils have a role to play in ensuring there is enough suitably located land available for housing and that a diversity of housing stock is supported. Councils also want to ensure that new housing developments are supported with the necessary services and infrastructure to create liveable and sustainable communities.

Many councils are also addressing thin markets and developing land and housing themselves, delivering local solutions to meet the needs of their communities.

Councils also want to ensure that they engaged with planning decisions that affect local communities. Taking planning powers away from councils does not always support the best local outcomes.

Councils also play an important role addressing some of the causes of homelessness, including social inclusion programs that can assist mental health and family violence issues, as well as providing support for people currently experiencing homelessness.

What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?

How can the Australian Government work with councils to address the causes and impacts of homelessness?

6. JOBS AND SKILLS

Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 190,800 Australians, across an estimated 400 occupations.

However, councils are facing significant jobs and skills shortages that are constraining their capacity to deliver services and build and maintain local infrastructure.

ALGA's 2022 National Local Government Workforce Skills and Capability Survey indicated that more than 90 percent of Australia's 537 councils were experiencing skills shortages.

The survey also showed that for approximately two-thirds of these councils, these shortages were impacting on project delivery.

In particular, councils are facing a shortage of planners, engineers, building surveyors, environmental officers and human resources professionals.

Skills shortages occur for a variety of reasons including an inability to compete against the private sector, worker accommodation, support services for families, ageing of the workforce and geographic isolation.

Are there programs or initiatives that the Australian Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?

Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?

Are there other initiatives that the Australian Government could provide to improve the sector's ability to plan and develop skills fit for the future?

7. COMMUNITY SERVICES

Councils provide a wide range of services based on local characteristics, needs, priorities, and the resources of their community. Indeed, it is this level of responsiveness and accountability to the local community that is an essential feature of democratic local governments worldwide.

Some of these services are provided to address market failure, and many of them are provided by councils on behalf of other levels of government.

It is important to note that nationally local government is more than 83% self-sufficient ie funded at the local level either through rates, fees and charges, sale of goods and services, or interest. The Australian Bureau of Statistics data shows that total local government annual expenditure in 2021-22 was $43.6 billion.

Only 17% comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, or require matching funding which restricts the ability to address local priorities in the way the council and community might need.

Arguably there is no greater obligation upon government than to maintain the trust that citizens have in meeting their community services obligations and promises, particularly to society's most vulnerable.

Local government community services are broadly defined, and may include but are not limited to:

- environmental health including food safety;
- childcare, early childhood education, municipal health;
- aged care, senior citizens;
- services to people living with disability;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, programs and festivals;
- tourism and economic development activities; and
- library services.

Noting the funding arrangements for the provision of local government community services are there programs and initiatives that the Australian Government could implement to improve the delivery of these services?

Are there reforms or improvements in national community services program that would help local governments support the Australian Government to deliver on its national objectives?

8. CLOSING THE GAP AND ABORIGINAL AND TORRES STRAIT ISLANDER RECONCILIATION

In 2021, ALGA co-signed a landmark national agreement to close the gap between Indigenous and non-Indigenous Australians. At the heart of the National Agreement on Closing the Gap Partnership are four agreed priority reform targets and 19 socio-economic targets in areas including education, employment, health and wellbeing, justice, safety, housing, land and waters, and Aboriginal and Torres Strait Islander languages.

The Indigenous Voice Co-design Final Report to the Australian Government was released in December 2021. The Local & Regional Voice will contribute to achieving the Closing the Gap outcomes by providing avenues for Indigenous voices to be heard, including to provide feedback to government on Closing the Gap.

As the level of government closest to the people, councils have an essential role supporting and helping to steer the development of policies and programs in partnership with local Indigenous peoples that address closing the gap priorities at the local and regional level.

Local government plays a positive role in reconciliation and celebrating Indigenous culture and identity, and sustainably funded could work effectively to reduce Indigenous disadvantage in all its forms.

On 14 October 2023, Australians voted in a referendum about whether to change the Constitution to recognise the First Peoples of Australia by establishing a body called the Aboriginal and Torres Strait Islander Voice. The referendum did not pass.

Are there programs or initiatives that the Australian Government could adopt to assist local government to advance reconciliation and close the gap?

Are there practical programs or initiatives that local government and the Australian Government could introduce to maintain, build and strengthen the level of trust between Aboriginal and Torres Strait Islanders and governments?

9. DATA, DIGITAL TECHNOLOGY AND CYBER SECURITY

Provision of information technology to all Australians is vital to innovation, economic growth, and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social. Innovative technology is becoming more broadly available and could boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, implementation can be hindered without access to basic technological infrastructure and the necessary IT skills and resources.

In recent times, cyber-attacks on major corporations and other businesses have resulted in significant data breaches. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attacks and address cyber security. At a national level, there is limited understanding of local governments' vulnerability to cyber-attacks, preparedness and adequacy of risk management strategies or business continuity planning.

While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

Drawing upon your council's experience, and your knowledge of other councils within your state or territory, are there programs and initiatives that the Australian Government could implement to help local government develop its digital technology services and infrastructure?

Are there actions the Australian Government could take to improve cyber security within the local government sector?

10. CLIMATE CHANGE AND RENEWABLE ENERGY

Australia's changing climate presents a significant challenge to governments, individuals, communities, businesses, industry, and the environment.

The Australian Government has committed to address climate change and in June 2022 submitted its revised National Determined Contribution (NDC) to the United Nations Framework Convention on Climate Change. The revised NDC included reaffirming a target of net zero emissions by 2050 and committing to reduce greenhouse gas emissions by 43% from 2005 levels.

Local governments have played an important leadership role in addressing climate change, and councils have supported a wide range of community-based programs and initiatives to lower the carbon footprint of their own business operations and of their local communities.

As a sector, local government has been an advocate and active participant in the debate for lowering carbon emissions, is sourcing renewable energy, has responded creatively to reduce greenhouse gas emissions from landfills, and facilitated the construction of green buildings and water sensitive design of cities and towns.

Local government has been at the forefront in addressing the impacts of climate change and adaptation to climate change. In particular, councils have a practical understanding of the risk and impact of climate change on Australia's infrastructure and physical assets, natural ecosystems, local economies and their community.

Noting the Australian Government's approach to reducing emissions, are there partnerships, programs, and initiatives that local government and the Australian Government can form to achieve Australia's 2050 net zero emissions target?

Are there initiatives that could assist local governments to build trust in the community for implementation of key climate change and emissions reduction initiatives?

11. ENVIRONMENT

Australia's 537 local councils play an essential role in providing, regulating and managing Australia's environmental services and infrastructure.

Whether it's biodiversity, biosecurity, natural resource management (NRM), contaminated lands, waste management, water resources, sustainability or roadside environments, councils are responsible for educating households and businesses on environment policy, as well as driving environmental programs and initiatives in their local communities.

In recent years the National General Assembly has considered a range of environmental issues, and passed resolutions on biodiversity, biosecurity, conservation, climate change and water security.

How could the Australian Government partner with local government to strengthen Australia's environmental services and infrastructure?

What new programs could the Australian Government partner with local government in to progress local regional and national objectives?



12. CIRCULAR ECONOMY

Local government is responsible for the management of household and domestic waste and has a critical role to play in further developing the circular economy.

Australia's 537 councils manage approximately 26 percent of Australian waste, either directly or through contractual arrangements. Each year, local governments collect around 9.7 million tonnes of waste from kerbside bin services, sort it at material recovery facilities (MRFs), and dispatch what can be recycled to reprocessing facilities in Australia and overseas.

Where waste cannot be recovered it is landfilled, and local governments in most jurisdictions must pay a significant levy per tonne for landfilled waste, as well as incur the operational costs of maintaining and managing a landfill.

Collecting, treating, and disposing of Australian domestic waste costs local government an estimated $3.5 billion annually. Local government also dedicates resources to administering community waste-education programs, collecting litter, addressing illegal rubbish dumping, and ensuring compliance with waste bylaws.

In November 2023, Australia's Environment Ministers agreed that the Federal Government would establish new regulations for packaging as well as mandate how packaging is designed, develop minimum recycled content requirements and prohibit harmful chemicals being used. These changes are expected to have a positive impact on the amount of waste sent to landfill, and the costs borne by councils and their communities.

How could the Australian Government further strengthen product stewardship arrangements to support local governments in their endeavours to increase recycling and reduce the volume of waste?

How could the Australian Government partner with local government to advance the circular economy?

CONCLUSION

Thank you for taking the time to read this discussion paper and your support for the 2024 National General Assembly of Local Government.

A FINAL REMINDER:

- Motions should be lodged electronically at www.alga.com.au and received no later than 11.59pm on Friday 29 March 2024.
- Motions must meet the criteria published in this paper.
- Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- Motions should not be prescriptive in directing how the matter should be pursued.
- Motions should be practical, focussed and relatively simple.
- It is important to complete the background section on the form.
- Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- When your council submits a motion there is an expectation that a council representative will be present at the 2024 National General Assembly to move and speak to that motion if required.
- Resolutions of the National General Assembly do not automatically become ALGA's national policy positions. The resolutions are used by the ALGA Board to inform policies, priorities and strategies to advance local governments within the national agenda.

We look forward to hearing from you and seeing you at the 2024 National General Assembly in Canberra.




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BROKEN HILL
CITY COUNCIL

MOTION TO THE 2024 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT

SUBJECT: *subject of the motion.*	Introduction of regional news licence requirements for metropolitan television broadcasters across the country
MOTION: (must start with the words: *"This National General Assembly calls on the Australian Government to …..*")	That this National General Assembly calls on the Australian Government to introduce television broadcasting licence conditions that require metropolitan broadcasters to produce regional news programs.
NATIONAL OBJECTIVE: *Explain why the matter is a national issue and why it should be debated at the NGA? (maximum of 200 words)*	Introducing a requirement on metropolitian broadcasters to produce relevant regional news content covering all regional areas of Australia will ensure that viewers remain informed regarding matters that are likely to affect their daily lives and/or regions. The issues and concerns of people in regional areas often differ from metropolitan areas, and it is important that coverage and promotion of these issues is undertaken by metropolitan broadcasters. The introduction of licence conditions to produce regional news would ensure regional areas do not suffer job losses and loss of access to relevant information, such as what has occurred across regional South Australia and the Far West region of New South Wales.
SUMMARY OF KEY ARGUMENTS: *Background information and supporting argument (maximum of 500 words)*	Southern Cross Austereo cancelled its Spencer Gulf Nightly News service in 2023 which covered issues affecting the Mid-North and Eyre Peninsula regions of South Australia (Port Augusta, Port Lincoln, Port Pirie and Whyalla), as well as the Far West region of New South Wales (Broken Hill, Menindee, Wilcannia, Tibooburra). This axing was done without warning and without consultation with the affected communities and has left these cities and towns with no regional TV news coverage of important local issues, and has also resulted in local job losses. The loss of regional news has also resulted in a greater sense of isolation as residents feel uninformed on local issues. The

	elderly population who are accustomed to receiving their news via free-to-air television have been particularly affected. Television is a key medium for regional and isolated communities to receive information, and the axing of television news services has a larger impact than would be felt in a metropolitan area where there is easier access to information. Safeguards should be implemented to prevent other broadcasting stations across Australia axing their regional news services to cut costs. Metropolitan stations operate on advertising revenue sourced from the communities they service, therefore it is only reasonable to demand that they provide a regional news service to keep their viewers informed with relevant information. It is understood that the broadcast licencing requirements for the eastern part of the country include a compulsory regional news service for viewers, which is not compulsory in other parts of Australia. The Spencer Gulf licence area is a regional non-aggregated licence area with no licence obligations for Southern Cross Austereo to deliver local news content to its viewers. Although the Federal Government has introduced commercial broadcasting tax rebates to support regional broadcasting across Australia along with other funding support, without the introduction of licence conditions to compel broadcasting stations to provide their communities with a news service, we could see similar job losses and restricted access to news and information impact almost all regional and isolated areas of the country.

MOTION SUBMITTED BY:	Broken Hill City Council
DATE:	XX/02/2024

COUNCIL RESOLUTION: Ordinary Council Meeting held 31 January 2024.

ITEM 8 - BROKEN HILL CITY COUNCIL REPORT NO. 6/24 - DATED JANUARY 11, 2024 - 2024 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - CALL FOR MOTIONS D24/1232

RESOLUTION
Minute No. 47446
Councillor M Browne moved)
Councillor D Turley seconded)

Resolved

1. That Broken Hill City Council Report No. 6/24 dated January 11, 2024, be received.

2. That Council submits motions to the 2024 National General Assembly of Local Government (in line with the Assembly's

eligibility principles for motions) on the following subjects:

a) The impact of the loss of regional nightly news bulletins to regional communities across Australia.

b) The impact of State Government cost shifting onto local Councils.

c) The impact of the freeze on Financial Assistance Grants in previous years to local Councils.

3. That motions be submitted to the Australian Local Government Association by March 29, 2024 along with a copy of the supporting Council resolution.

CARRIED UNANIMOUSLY

BROKEN HILL CITY COUNCIL

MOTION TO THE 2024 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT

SUBJECT: *subject of the motion.*	The impact of the State Government cost shifting onto local Councils
MOTION: (must start with the words: *"This National General Assembly calls on the Australian Government to …..*")	That this National General Assembly calls on the Australian Government to acknowledge the impact of the State Government's cost shifting of services/revenue collection onto Local Government. That this National General Assembly calls on the Australian Government to remove the following cost shifting items from Local Government in order that Councils can survive financially and can continue to provide essential services to their communities and carry out local infrastructure upgrades, namely: • Remove the requirement for Councils to collect the emergency services levy. • Remove the requirement for Councils to collect the waste levy. • Reinstate the reimbursement to Councils for the mandatory pensioner rate rebates. • Reinstate the 50% funding of the cost of Library operations to Councils as originally committed.
NATIONAL OBJECTIVE: *Explain why the matter is a national issue and why it should be debated at the NGA? (maximum of 200 words)*	The practice of the State Government cost shifting onto Local Government is crippling the budgets of local councils and impacting their ability to provide essential services and deliver projects to local communities. The Government's Financial Assistance Grants to Councils have not increased to allow for the huge inflation costs currently being experienced which is impacting on the budgets of Local Councils, nor has the Government increased Financial Assistance Grants to Councils to compensate for the additional costs involved in administering revenue collection services previously undertaken by State Government organisations. The LGNSW Cost Shifting Report released in January 2024 following the 2021-2022 Cost Shifting Survey, revealed that cost

	shifting totalled $1.36 billion in 2021-2022. This is an increase of $540 million since the previous Cost Shifting Survey was carried out in 2017-2018. Alarmingly, the increase in cost shifting since the previous survey has been accelerated by various State Government policies, with the most significant examples being: • The Emergency Services Levy and associated Emergency Services Contributions which totalled $165.4 million and represented the largest direct cost shift to local councils. • The Waste Levy, which remains the largest single contributor to cost shifting in NSW, totalling $288.2 million, because the NSW Government did not fully reinvest the waste levy, paid by local councils, back into waste and circular economy infrastructure and programs. • The NSW Government's failure to fully reimburse local councils for mandatory pensioner rate rebates, resulting in councils losing $55.2 million. • The NSW Government's failure to cover the originally committed 50 per cent of the cost of libraries operations, resulting in an additional $156.7 million in costs to councils.
SUMMARY OF KEY ARGUMENTS: *Background information and supporting argument (maximum of 500 words)*	Local Council's cannot sustain the additional financial pressure cause by the Government's cost-shifting onto local Councils. Councils provide a vast range of services to their communities, such as: • Local roads and footpath infrastructure • Kerbside Garbage collection, waste facilities and recycling facilities • Open recreational spaces like parks, gardens, town squares etc. • Tourist Information Centres and tourist attractions • Sporting ovals and various sporting facilities • Art Galleries, Museums and other cultural facilities • Aquatic Centres • Local Cemeteries • Local Airports and Airport facilities • Civic Centres • Child care facilities • Aged care facilities, etc. The State Government services and/or revenue collection that Local Councils have been burdened with, without warning and

	therefore which have not been included in Council's Strategic Planning Documents and Long Term Financial Plan at the time that they were introduced. This cost-shifting has been moved onto Councils without compensation funding and Councils are expected to absorb these costs into very lean budgets post-COVID pandemic, given the rise in inflation costs and the cost of materials and services etc. This cost-shifting is affecting the budgets of many Councils to be able to provide its core services or provide infrastructure renewal projects.

MOTION SUBMITTED BY:	Broken Hill City Council
DATE:	XX/02/2024

COUNCIL RESOLUTION: Ordinary Council Meeting held 31 January 2024.

ITEM 8 - BROKEN HILL CITY COUNCIL REPORT NO. 6/24 - DATED JANUARY 11, 2024 - 2024 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - CALL FOR MOTIONS D24/1232

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Minute No. 47446
Councillor M Browne moved)
Councillor D Turley seconded)

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1. That Broken Hill City Council Report No. 6/24 dated January 11, 2024, be received.

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   c) The impact of the freeze on Financial Assistance Grants in previous years to local Councils.

3. That motions be submitted to the Australian Local Government Association by March 29, 2024 along with a copy of the supporting Council resolution.

CARRIED UNANIMOUSLY

BROKEN HILL CITY COUNCIL

MOTION TO THE 2024 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT

SUBJECT: *subject of the motion.*	The Federal Government's freeze to the indexation of Financial Assistance Grant funding and its impact on Local Councils.
MOTION: (must start with the words: *"This National General Assembly calls on the Australian Government to …..*")	This National General Assembly calls on the Australian Government to inject the financial assistance that was lost during the indexation freeze that occurred between 2015 and 2017 and ensure the ongoing indexation of Financial Assistance Grant funding to Local Councils in order that Councils can become more financial sustainable and can continue to provide the same level of services and infrastructure to their communities.
NATIONAL OBJECTIVE: *Explain why the matter is a national issue and why it should be debated at the NGA? (maximum of 200 words)*	The Government's Financial Assistance Grants to Councils that were not increased by indexation during the years of 2015-2017, has continued to impact local government with lost opportunities as well as allowing additional support for the significant inflation costs currently being experienced which is impacting on the budgets of Local Councils; nor has the Government increased Financial Assistance Grants to Councils to compensate for the State Government's cost-shifting onto Local Government.
SUMMARY OF KEY ARGUMENTS: *Background information and supporting argument (maximum of 500 words)*	Local Council's cannot sustain the additional financial pressure cause by the Government's freeze on the indexation of Financial Assistance Grants to Local Councils. Councils provide a vast range of services to their communities, such as: • Local roads and footpath infrastructure • Kerbside Garbage collection, waste facilities and recycling facilities • Open recreational spaces like parks, gardens, town squares etc. • Tourist Information Centres and tourist attractions • Sporting ovals and various sporting facilities • Art Galleries, Museums and other cultural facilities

	• Aquatic Centres • Local Cemeteries • Local Airports and Airport facilities • Civic Centres • Child care facilities • Aged care facilities, etc. Councils are expected to absorb these grant cuts into very lean budgets given the financial impact of the COVID pandemic, the current financial climate, and cost shifting onto Local Government, which have all affected Councils making it difficult to model Strategic Planning Documents and Long Term Financial Plans and ultimately, the delivery of services and infrastructure to local communities.

MOTION SUBMITTED BY:	Broken Hill City Council
DATE:	XX/XX/2024

COUNCIL RESOLUTION: Ordinary Council Meeting held 31 January 2024.

ITEM 8 - BROKEN HILL CITY COUNCIL REPORT NO. 6/24 - DATED JANUARY 11, 2024 - 2024 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - CALL FOR MOTIONS D24/1232

RESOLUTION
Minute No. 47446
Councillor M Browne moved)
Councillor D Turley seconded)

Resolved

1. That Broken Hill City Council Report No. 6/24 dated January 11, 2024, be received.

2. That Council submits motions to the 2024 National General Assembly of Local Government (in line with the Assembly's eligibility principles for motions) on the following subjects:

   a) The impact of the loss of regional nightly news bulletins to regional communities across Australia.

   b) The impact of State Government cost shifting onto local Councils.

   c) The impact of the freeze on Financial Assistance Grants in previous years to local Councils.

3. That motions be submitted to the Australian Local Government Association by March 29, 2024 along with a copy of the supporting Council resolution.

CARRIED UNANIMOUSLY

ORDINARY MEETING OF THE COUNCIL

February 19, 2024

ITEM 2

BROKEN HILL CITY COUNCIL REPORT NO. 22/24

SUBJECT: 2022-2026 DELIVERY PROGRAM KEY PERFORMANCE INDICATORS PROGRESS REPORT FOR PERIOD ENDING 31 DECEMBER 2023, INCLUSIVE OF OPERATIONAL PLAN 2023/2024 OUTCOMES D24/8929

Recommendation

1. That Broken Hill City Council Report No. 22/24 dated February 19, 2024, be received.

2. That Council receive the 2022-2026 Delivery Program inclusive of 2023/2024 Operational Plan outcomes Key Performance Indicators Progress Report for period ending 31 December 2023.

3. That the 2022-2026 Delivery Program inclusive of 2023/2024 Operational Plan outcomes Key Performance Indicators Progress Report for period ending 31 December 2023 be placed on Council's website.

Executive Summary:

The Office of Local Government, NSW Department of Premier and Cabinet established the Integrated Planning and Reporting Guidelines for all New South Wales Councils. One of the components within the framework is a four-year Delivery Program.

Section 404 of the *Local Government Act 1993* requires that *'The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months'.*

Report:

This report relates to the Council's progress on the Delivery Program 2022-2026, inclusive of Operational Plan 2023/2024 outcomes, for the reporting period to 31 December 2023.

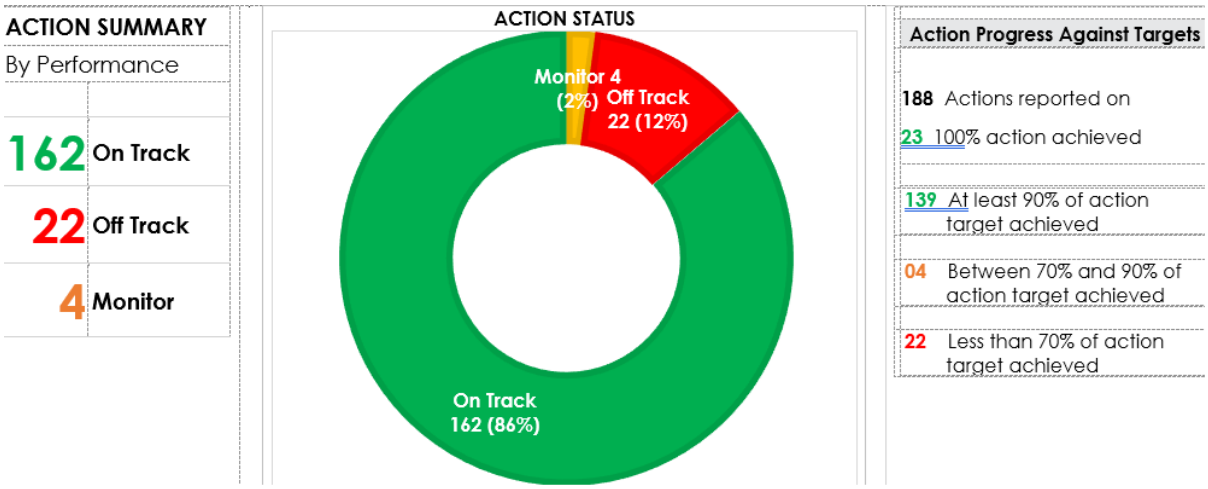
This reporting period provides an indication of progress against set targets, particularly those measures and tasks assigned to be achieved within the 2023/2024 financial year.

A total of 188 performance action targets are set in the 2022-2026 Delivery Program, inclusive of the 2023/2024 Operational Plan. A snapshot of Council's **Delivery Program 2022-2026** progress report indicates 162 Actions reported as "On Track"; 22 Actions reported as "Off Track" and 4 Actions reported as "Monitor".

The one-year Operational Plan for 2023/2024 is at the halfway mark as of 31 December 2023 and the 162 Actions "On Track" shows 86% percent of the Operational Plan actions are progressing on track, with a further six months remaining to progress and complete actions.

A legend table (taken from the Progress report) to explain the performance descriptors is shown on the next page of this report.

2022-2026 DELIVERY PROGRAM, INCLUSIVE OF 2023/2024 OPERATIONAL PLAN SNAPSHOT – 1 JULY 2023 to 31 DECEMBER 2023



Community Engagement:

The Delivery Program inclusive of the Operational Plan was placed on exhibition for a period of 28 days to allow for public comment on 31 May 2023.

The 2022-2026 Delivery Program progress report for the period ending 31 December 2023 is the subject of an open report in the February 2024 Ordinary Council meeting agenda and will also be placed on Council's website.

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993, Sect 404 - Delivery program

404 Delivery program

(5) The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months.

Financial Implications:

Measures and actions identified in the Delivery Program are adopted in accordance with Council's Long Term Financial Plan and annual budgets.

Attachments

1. 2022-2026 Delivery Program Incorporating 2023/2024 Operational Plan - Progress ⇩ Report Ending 31 December 2023

RAZIJA NU'MAN
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL
GENERAL MANAGER

2022-2026 DELIVERY PROGRAM INCORPORATING 2023/2024 OPERATIONAL PLAN – KEY PERFORMANCE INDICATOR PROGRESS REPORT ENDING 31 DECEMBER 2023

Broken Hill City Council

OVERVIEW

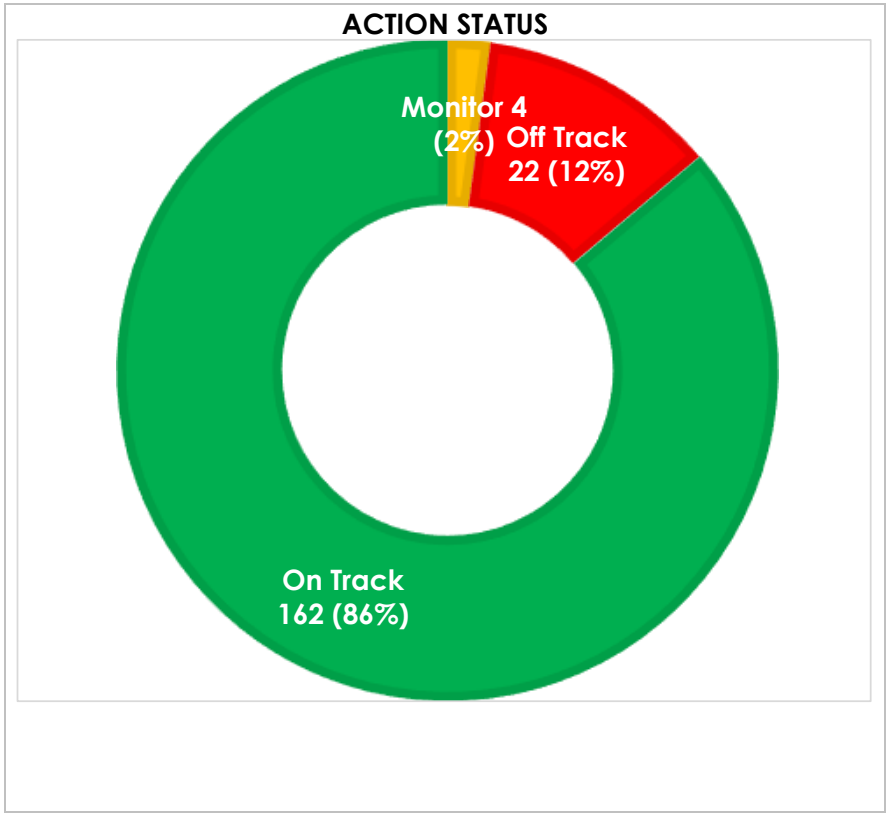
ACTION SUMMARY

By Performance

162 On Track

22 Off Track

4 Monitor



Action Progress Against Targets

188 Actions reported on

23 100% action achieved

139 At least 90% of action target achieved

04 Between 70% and 90% of action target achieved

22 Less than 70% of action target achieved

ACTION PLANS

GREEN
At least 90% of action target achieved

AMBER
Between 70% and 90% of action target achieved

RED
Less than 70% of action target achieved

–
No target set

1 Our Community

1.1 Our community spirit is our strength

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

Action Title: 1.1.1.1 Support community led interagency meetings

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Council supports the work of the interagencies by attending meetings, providing information and linking agencies together when required. During the report period, 1) Youth School Services Interagency (YSSI) meetings led by Mission Australia, were held monthly to discuss programs within schools and opportunities available for young people in the community. One YSSI meeting was attended. 2) Disability Interagency meetings were held monthly to enable NDIS providers to network, collaborate where possible and discuss issues with other providers, Council and Social Futures. Three Disability Interagency meetings were attended. 3) Homelessness meetings were held regularly to enable Service Providers to network, collaborate and discuss any issues for services. 4) Events for Services Agencies are shared via Council Facebook Page and services supported to utilise Council's Event Calendar and Community Directory.

Action Title: 1.1.1.2 Create opportunity for open dialogue with community agencies about homelessness in the City

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the report period, two meetings were conducted with Homelessness Service providers and NSW Police to discuss the local need for housing and gaps in services. A Homelessness position paper has been redistributed for review from Homelessness Service providers to clarify the combined needs of people experiencing homelessness and people at risk of homelessness in the City. The position paper agrees a position of the service providers working with people at risk of, or experiencing homelessness and will be used for targeted engagement and advocacy. A survey has been forwarded to Homelessness Service providers to collate and update contact information and services available. Next meeting scheduled 1 February 2024.

1.1.2 Maintain and enhance the Open and Cultural Public Spaces within the City

Action Title: 1.1.2.1 Complete actions identified in Mulga Creek Rectification Design

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Director Infrastructure & Environment	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Mulga Creek Wetlands Working Group has been created and meet monthly to ensure all works associated with the wetlands are completed, including maintenance or capital works. A Request for Quotation (RFQ) has been created and reviewed and is now currently being advertised for a contractor to complete construction works on an earth bund and complete vegetation management control works.

Action Title: 1.1.2.2 Ensure regular maintenance of undesirable weeds within the Mulga Creek and Mulga Creek Wetlands

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Director Infrastructure & Environment	In Progress	15-Aug-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Mulga Creek Wetlands Working Group has been created and meet monthly to ensure all works associated with the wetlands are completed, including maintenance or capital works. Maintenance is carried out weekly and after each large rain event to ensure unimpeded water flow through the wetlands. A Request for Quotation (RFQ) has been created and reviewed and is now currently being advertised for a contractor to complete construction works on an earth bund and complete vegetation management control works.

1.1.3 Provide public amenities, halls and community centres to facilitate community activity

Action Title: 1.1.3.1 Maintain asset condition scores above index of 3 through scheduled maintenance

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Strategic Asset Management Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Scheduled maintenance plans will be developed along with the Asset Management Plans. These are being outsourced through contractors. Expected to be completed by June 2024. Current Scheduled maintenance is going as planned and budget is being prepared for future asset improvement works. Condition reports of Council Assets is recorded in iAMOmni software with appropriate condition rating.

1.1.4 Facilitate the celebration of community and cultural events

Action Title: 1.1.4.1 Deliver an event to celebrate National Heritage Status

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Coordinator	In Progress	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: Council held the 140th Anniversary Celebration of the discovery of the Line of Lode on 5 September 2023 in Sturt Park. The event included food stalls, Y's Men's Merry Go Round and live music from both local and Adelaide groups. The event culminated in a custom laser light show with mining and historical theming. The event was extremely well attended with all food vendors selling out..

Action Title: 1.1.4.2 Support the annual Miners' Memorial Ceremony

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: Council provided support for the Miners Memorial Service conducted on the Line of Lode on Sunday 8 October 2023, with approximately 80 people attending the ceremony. Council worked with the CFMEU, 3rd Broken Hill Sea Scouts, BIU Band to facilitate the event. Technical and logistical support was provided on the day, together with event management, media and promotion of the event in the lead up.

Action Title: 1.1.4.3 Deliver a program of community events

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Seven community events were held during the report period - NAIDCO Flag Raising ceremony held on 3/7/2023. 140th Anniversary Celebrations held on 5/9/2023. Miners Memorial service conducted on 8/10/2023. Renaming event for the Fred Jobson South Community Centre held on 18/11/2023. Christmas Pageant held on 2/12/2023. New Year's Eve celebrations held on 31/12/2023.

Action Title: 1.1.4.4 Investigate grant opportunities to support the delivery of community events

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Economic Development Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Council continues to seek funding opportunities to support the delivery of community events. These include collaborating with organisations such as Business Far West to receive funding to deliver events through Small Business Month and assisting with the delivery of NAIDOC Family Fun Day.

1.1.5 Recognise Volunteerism

Action Title: 1.1.5.1 Host volunteer awards

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Volunteer Working Group met twice in the reporting period. Event plan is in progress to conduct the 2024 volunteer awards during National Volunteer Week in May 2024.

Action Title: 1.1.5.2 Review existing Council volunteer programs and develop an overarching volunteer policy framework

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate Risk	In Progress	01-Jul-2023	30-Jun-2024	35%	50.00%	AMBER

Action Progress Comments: During the report period a Draft Volunteer Framework and Policy were completed, with Council's Executive Leadership Team to review final draft in April 2024, following consultation with Council members.

Action Title: 1.1.5.3 Maintain Heritage Walk Tour program

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Currently eight active volunteers are running the walk tours every weekday from 10am to 12pm. They break for the summer months and will re-start in March 2024. The Heritage Walk Tour volunteers have been fitted with their own, branded uniforms consisting of long sleeve shirts for the warmer months and jackets for the colder months.

Action Title: 1.1.5.4 Maintain City Ambassador program

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Currently four active volunteers are assisting Visitor Services staff at the Information Centre on a weekly basis. They have also assisted at larger events this year in our mobile information centre. The City Ambassador program breaks over the summer months due to lower visitation numbers.

Action Title: 1.1.5.5 Support volunteering opportunities within the Library

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Library Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Volunteers are a vital part of the Library service. Library volunteers deliver Library resources via the Home Library Service each fortnight to members who are unable to visit the Library due to age, frailty or illness. Library volunteers are engaged in three programs - Home Library Service, Adult Literacy tutoring and assistance with early literacy programming. A total of 7 volunteers participate in these programs, equating to 234 hours during the report period.

Action Title: 1.1.5.6 Support volunteering opportunities within the Gallery

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Ongoing Volunteer support within the Gallery is offered through a number of ways. This includes direct one on one liaisons and regular volunteer meetings in the way of afternoon teas. The Gallery's Volunteers are recognised with an annual Christmas party held in appreciation of their hard work and dedication and they are also nominated each year in the Council Volunteer Awards event.

Action Title: 1.1.5.7 Support Council's Section 355 Committees in undertaking their duties

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate & Customer Experience	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Section 355 Committees receive governance support to undertake their duties. A Council email address has been created for each S355 Committee and secretaries of each committee have been invited to undertake a formal induction with Council Officers to activate the use of the email address. The Council email address will improve record keeping in relation to S355 records and ensure longevity of records for committees. Further support through the development of a Section 355 Portal is planned and expected to be rolled out at the commencement of the new term of committees. The portal aims to provide direct access to documents and plans such as manuals, handbooks, constitutions and a range of templates and resources relevant to individual committees. This initiative is being developed in parallel with the review of S355 manuals, constitutions, terms of references and other resources such as templates and forms. The review is being conducted in accordance with the timeline for the new term of Council.

1.1.6 Support youth events

Action Title: 1.1.6.1 Plan and budget for youth events and ongoing consultation with young people

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The quarterly Section 355 Youth Advisory Committee meeting was held in October 2023. A Youth School Holiday Activity Survey was distributed to all schools to establish the activities children aged 5 to 17 years would like to participate in during school holiday periods. Council was successful in a youth driven grant opportunity for summer/autumn school holiday opportunities and will have Rock About Rock Wall Climbing planned for April 2024 during Youth Week. A Youth Opportunities Cultural Art Workshop in conjunction with Digital Art and Radio Broadcasting Programs are in the planning stages, with a Community Event planned for the unveiling of mural in May 2024. A Youth Action Group to be actioned in the new school year to be the voice of youth in our community, working with students from Student Representative Councils and Student Support Coordinators.

Action Title: 1.1.6.2 Provide co-curricular youth programs at the Art Gallery

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The Gallery's regular afterschool workshops program, artsCool occurred during the school term throughout the reporting period. This includes three classes each week - Kindergarten to Yr 2, Yr 3 to Yr 6 and Highschool classes. In addition, the senior artsCool class produced and curated an exhibition of their works, which was on display at the Gallery from September 2023 until February 2024.

Action Title: 1.1.6.3 Provide youth inclusive spaces within the Library

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Library Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The Library seeks to provide free accessible and high-quality service to our community through providing the vehicle for ideas, information, resources, facilities, programs and services supported by the provision of vibrant, valued spaces to help our community discover, connect, learn and grow. A separate youth focused Library section is available with secluded seating area. A dedicated children's area is available that is colourful and attractive to use. A total of six gaming computers are available for gaming and educational research. Currently in 2023/24 there are a total of 900 registered junior and youth Library members and 54 remote junior and youth Outback Letterbox Library members. These figures include Children 0-11 and Youth aged between 12 up to 18 years of age.

Action Title: 1.1.6.4 Library participation in Council led youth events and activities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Library Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The Library participates where able in Council led youth events. During the report period, the Library celebrated Local Government Week and had Mayor Kennedy attend to read a story to the children.

Action Title: 1.1.6.5 Provide Library Outreach activities through Outreach van

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Library Coordinator	In Progress	01-Jul-2023	30-Jun-2024	1%	50.00%	RED

Action Progress Comments: Council is awaiting delivery of the van for it to be fitted out in line with requirements for Library Outreach activities. Once completed, the van will be utilised by the Library team to visit remote areas and provide access to Library materials for members to loan, provide help with technology and facilitate story time sessions. In addition to this, the van has the potential for it to be used in the City during Council events, to provide a safe, quiet space for people to come and sit if required, without having to leave the event.

1.2 People in our community are in safe hands

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

Action Title: 1.2.1.1 Install CCTV on new Lighting and Banner Poles in Argent Street

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Projects Engineer	Deferred	01-Jul-2023	30-Jun-2024	10%	50.00%	RED

Action Progress Comments: The banner poles are CCTV ready (provision only). A business case was submitted for CCTV in the 2023/24 financial year however, the project has been divided into two phases with the street lighting, stage 1, being completed in the 2023/24 financial year. Phase 2, CCTV installation will be resubmitted as a new project for the 2024/25 financial year.

Action Title: 1.2.1.2 Install CCTV as part of the Town Square Redevelopment Project						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Projects Engineer	In Progress	01-Jul-2023	30-Jun-2024	10%	50.00%	RED

Action Progress Comments: This project is currently in progress as part of the current Town Square Design and will be completed in the 2023/24 financial year, alongside the construction works as part of the Town Square Construction Project.

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

Action Title: 1.2.2.1 Continue to provide a comprehensive companion animal management service in accordance with objectives in the Companion Animal Management Plan						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Manager Corporate & Customer Experience	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the report period the provision of a companion animal management service included the operation of the Companion Animal Shelter for the housing of surrenders, impounding and re-homing. Ranger services included inspections, complaint handling, dog attack procedures, nuisance dog and cat procedures and education and promotion of responsible pet ownership. Off-Leash areas are provided in Queen Elizabeth Park and Patton Park.

Action Title: 1.2.2.2 Facilitate Companion Animal Working Group						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Manager Corporate & Customer Experience	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The Companion Animal Working Group met on 12 October 2023 and is scheduled to meet again in March 2024. The review of the Companion Animal Management Plan will be presented to the March 2024 Council meeting.

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

Action Title: 1.2.3.1 Actively participate and support the local regional state emergency management committees						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Director Infrastructure & Environment	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: All Council representatives were present at the August and November 2023 LEMC/LRC meetings.

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

Action Title: 1.2.4.1 Work with social service providers to identify resourcing gaps

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: An Alcohol and other Drug e-Petition distributed October 2022 closed December 2023 with 347 e-signatures received. The Alcohol and Other Drug Steering committee have not held any meetings during the reporting period. Homelessness Services database to be available from Council at completion of survey.

1.2.5 Advocate for affordable, reliable, sustainable water and utilities

Action Title: 1.2.5.1 Collaborate with industry to deliver affordable and efficient utilities inclusive of renewable and smart technology and investment

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Advocacy for affordable and efficient utilities and renewable and smart technology and investment have been included in Council's revised Advocacy Strategy and provided to State and Federal Ministers. During the report period, Council collaborated on the following: 1) Meeting with the Minister for Environment and Water, 2) Bi-monthly meetings with Essential Water. Council continues to pursue opportunities to become an energy retailer project as endorsed in the Broken Hill Renewable Energy Action Plan, which aims to construct a medium scale solar array to increase renewable energy in the City and commit to a long-term goal of the City being 100% powered by renewable energy by 2030.

1.3 Our Community works together

1.3.1 Provide programs at Cultural Facilities

Action Title: 1.3.1.1 Present a varied, diverse and engaging Artistic Program across the Gallery and Museum sites

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: In 2023, fourteen exhibitions were programmed including exhibitions by local Indigenous and non-indigenous artists, touring exhibitions and interstate artists. These programs were varied and well received. This diverse programming continues in 2024. The highlights of the 2024 program include the return of the BHCC permanent collection, 2 major Indigenous touring exhibitions, the Tamworth Triennial Textile Exhibition as well as several smaller exhibitions.

Action Title: 1.3.1.2 Present a varied, diverse and engaging Public Program across the Gallery and Museum sites

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During July to December 2023, the Gallery held 102 individual public programs, with a total of 1,903 participants. The public programs included artist performances, workshops, exhibition openings, educational programs, high school workshops, tours and artist talks. From August to December 2023, the GeoCentre held 15 tours with a total of 361 participants.

Action Title: 1.3.1.3 Provide quality Library services

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Library Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The Library is a universal free service available to all community members and provides an inclusive, accessible and welcoming space to meet, connect, learn, socialise and share ideas and resources. The modern Library has been described as a community meeting space, the 3rd space, which plays an important role in building social capital and enhancing community and individual well-being. Lifelong learning underpins all Library service elements, with lifelong learning recognised as a driver for social and economic change.

Action Title: 1.3.1.4 Provide Archive collection and services

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Library Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: The Archive collection has been packed up and moved to the basement of the Council Administration building in the lead up to the library service relocating so the new library building can be built. At this point in time the archive collection cannot be accessed by the public but has been fully audited by the Archive Collection Project Manager. The Outback Archive is still accepting items that are relevant to the history of Broken Hill and surrounding areas such as White Cliffs and Tibooburra.

Action Title: 1.3.1.5 Provide cultural and educational Library programs

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Library Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The Library is a universal free service available to all community members and provides an inclusive, accessible and welcoming space to meet, connect, learn, socialise and share ideas and resources. The modern Library has been described as a community meeting space, the 3rd space, which plays an important role in building social capital and enhancing community and individual well-being. Lifelong learning underpins all Library service elements, with lifelong learning is recognised as a driver for social and economic change. The Broken Hill City Library plays a significant role in building Broken Hill as a learning community. The library staff have attended training sessions on Key Word Sign, understanding neurodiversity and sensory processing difficulties to be able to accommodate the whole community when facilitating our early literacy and other programming. The library also runs an adult literacy tutor program with the help of dedicated volunteers that have received specialised training from Jo Medlin that works with the Reading Writing Hotline.

Action Title: 1.3.1.6 Provide Library outreach programs and activities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Library Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The Library plays an important role in building social capital and enhancing community and individual well-being. Lifelong learning underpins all Library service elements, with lifelong learning recognised as a driver for social and economic change. The Broken Hill City Library plays a significant role in building Broken Hill as a learning community and provided outreach services such as our Outback Letterbox Library service, Home Library Service, 123 Community Hub for NAIDOC Week, Family Fun Day in the Park, and Childrens Day in the Park.

Action Title: 1.3.1.7 Improve the accessibility of archive collection to the public

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Library Coordinator	In Progress	01-Jul-2023	30-Jun-2024	81%	50.00%	GREEN

Action Progress Comments: The Archive was officially closed to the public as of the 1 October 2022 and the volunteer program suspended. The closure is to enable focus on preparing the collection for relocation and to concentrate on the eMu database digitisation project. To improve the accessibility of the Archive collection to the public the following has occurred: - A total of 37,759 items have been audited, 2,447 images and 207 documents have been uploaded to the eMu database, 233 images have been reproduced and 66 donations have been processed. A total of 30% of archive items have been audited (ie accessible). This is based on 53,000 items that have been accessioned into the eMu collection management system, plus an estimated 47,000 items that are yet to be accessioned. Digitisation figure is much lower with only 1.8% of collection items digitised and uploaded to the eMu collection management system.

1.3.2 Participate and collaborate in external consultation activities

Action Title: 1.3.2.1 Actively engage and participate in various community and agency meetings as well as major project consultation

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Disability Interagency monthly meeting hosted a presentation from Utopia Care, NDIS Service provider, purchasing housing and land in Broken Hill to establish Supported Accommodation. Utopia now have three 3-bedroom supported living properties in Broken Hill, four Respite bedrooms under development.
Council attended the opening of Social Futures Clubhouse a tech-based learning hub for young people aged 12-17 years old and actively support the hub as a place of inclusion for young people interested in technology.

1.3.3 Ensure Community engagement Strategy remains relevant

Action Title: 1.3.3.1 Provide information to community as per Community Engagement Strategy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications & Marketing	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: All communication activities during the report period were carried out in line with the Community Engagement Strategy.

1.3.4 Advocate for access to affordable social and health services

Action Title: 1.3.4.1 Work with key stakeholders to identify social and health service gaps

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: 1) Aged Care - Council held discussions with Aged Care Service Providers and Aged Care Facilities along with data collected from Council's Aged Care Survey established the decline in workforce and volunteers. Recruitment and retention have been difficult to manage with the lack of housing, land allocations and childcare service providers at capacity. Council to continue working with key stakeholders to lobby for the increase in the MMM3 to MMM6 (Modified Monash Model / MMM 2019 https://www.health.gov.au/topics/rural-health-workforce/classifications/mmm) 2) Food Services - Research to collect data in relation to Food Service from three Services providing meals to the aged in the community. Food Services relies heavily on volunteers and a depleting volunteer base has been identified. Council will be holding a Volunteer Expo in 2024, to engage and connect the community with volunteerism and promote social cohesion. 3) Youth Crisis Services Database - Youth Police Liaison Officers and Council have been working collaboratively with youth to promote social cohesion and inclusion to assist Police to establish a Youth Crisis Services database for first responders.

1.3.5 Provide appropriate infrastructure to maintain and enhance sustainable transport

Action Title: 1.3.5.1 Upgrade the City's bus stops to meet Australian standards and Disability Inclusion requirements

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Projects Engineer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the report period Council received approximately $102,000 funding through the Country Passenger Transport Infrastructure Grant Scheme, to enhance the City's public transport infrastructure, bringing significant benefits to the community. The funding will be utilised for maintenance and upgrade of prioritised bus stops, with a new bus shelter installation completed on Gypsum Street, showcasing the modern design and improved accessibility features. Four additional bus stops will receive comprehensive upgrades to improve accessibility for everyone, including those with mobility limitations. All upgrades will adhere to the latest Australian standards, ensuring safe and comfortable access for all passengers, particularly seniors. The new shelters and upgraded ground surfaces will make catching the bus easier and more comfortable for everyone, especially those with wheelchairs, walkers, or other mobility aids. The new amenities will contribute to a more appealing and user-friendly public transport experience, encouraging greater utilisation and demonstrating Council's commitment to providing a reliable and accessible public transport system for all residents.

Action Title: 1.3.5.2 Carry out high priority action items within the annual CASA surveillance safety audit

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Airport Manager	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: Civil Aviation Safety Authority (CASA) Safety Surveillance Audit is carried out every 2 years. Last audit was completed December 2021 and next audit is due December 2023, depending on CASA Inspector availability. There were no Safety findings identified by CASA Inspector at the 2021 Audit. There were 7 Safety Observations identified. Safety Observations are not required to be corrected and Council is not required to respond to the observations. However, Council did respond to CASA on all 7 observations.

Observations have since been corrected/repaired and the 7th observation has a plan in place for future works to correct. This observation requires line marking on the RPT apron, which was completed on 19 February 2023, this rectifies the last outstanding safety observation from CASA Audit, which required equipment storage areas to be designed and line marked on RPT apron. All Safety Observations from the last CASA Safety Surveillance Audit completed in December 2021 have been corrected. There has not been a CASA Safety Surveillance Audit completed since and none planned for the first half of 2023/2024.

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

Action Title: 1.3.6.1 Collaborate with key stakeholders to identify workforce opportunities for young people

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the report period, Council participated in the RDA Careers Information Day held for local secondary education students in August 2023, where staff provided information and guidance on employment opportunities with Council. Council continues to host school work-placement requests for local students with 11 students working across Council to date for the 2023/24 financial year.

1.3.7 Provide opportunities for collaboration and sharing of public resources

Action Title: 1.3.7.1 Maintain community contacts databases

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The community contacts database was updated and maintained during the report period. Community entities are encouraged to list their agency on the community directory on Council's website and place events on the website's event calendar.

Action Title: 1.3.7.2 Continue the Commission/Residency program within the Gallery

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The Open Cut Residency Program opened late 2023 with two successful artists selected. These artists will collaborate with the community and other artists and present their works in exhibitions at the Broken Hill City Art Gallery in 2024.

1.3.8 Maintain and strive to continuously improve the Customer Contact and Call Centre

Action Title: 1.3.8.1 Review Council's Customer Service Framework

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate & Customer Experience	In Progress	01-Jul-2023	30-Jun-2024	30%	50.00%	RED

Action Progress Comments: A project plan for the review of Council's Customer Service Framework in under development for ELT endorsement to commence. The plan aims to target engagement with the broader workforce, with completion by 30 June 2024.

Action Title: 1.3.8.2 Undertake quarterly Customer Service evaluations for business improvement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate & Customer Experience	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the report period the process for Customer Service evaluations was updated to incorporate evaluation of 5 random recordings provided by each Call Centre Agent. The change to evaluation of random calls throughout the period provided a broader overall perspective of call handling by each Call Centre Agent. From these evaluations key improvement areas were identified for Call Centre Agents. Improvements identified included Call Centre Agents asking more probing questions to gain further information, enhancing customer experience by acknowledging customers feelings using statements of understanding/empathy, explaining what the customer can expect next to help set customers' expectations. These improvements will assist Call Centre Agents to resolve the call at first point of contact and continue to provide positive customer experience. Evaluations continue to be scheduled within standard operational tasks.

Action Title: 1.3.8.3 Continue seeking to expand and test further capabilities of the established Online Community Portal

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate & Customer Experience	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Reporting on customer activity on the Community Portal is undertaken monthly and provided to Council's Executive Leadership Team. A current project is underway to integrate data between Council's OMNI software and Authority Customer Request Management system. This integration will provide an opportunity for customers using the Community Portal to be able to see the status of their request. The Library Service temporarily operating from the Administration Building will provide an opportunity to engage with the community further to increase usage of the Community Portal.

Action Title: 1.3.8.4 Implement a new and improved Council facilities booking process

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate & Customer Experience	In Progress	01-Jul-2023	30-Jun-2024	75%	50.00%	GREEN

Action Progress Comments: Review of the Event Booking Process was undertaken in June 2023. Internal stakeholder participation included all Facility Managers, Corporate Services, Building Surveyor, Environmental Health Officer, Community Development Officer, Civic Centre team, Parks and Infrastructure teams, Economic Development team and Risk/WHS team. The review was divided into two parts, being Parks and Open Spaces and Facilities. A four-tier structure was developed, with the tiers being determined by the size, type of activities to be conducted at the event and corresponding risk level. Hire fees for the four tiers were included in the 2023/2024 Schedule of Fees and Charges. A new online booking form was developed, inclusive of a smart logic to determine fees and workflows aligning to each tier. Council Officers undertook a community information session in November 2023, inviting regular users and also inviting the community through social medial and print media. Part two of the review - Council Facilities, is now underway for completion by 30 June 2024.

1.4 Our history, culture and diversity are embraced and celebrated

1.4.1 Facilitate the promotion of community events

Action Title: 1.4.1.1 Promote Council community events to the community

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications & Marketing	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: All Council events during the report period were promoted via established communication channels including media release, Council's web page and/or social media.

1.4.2 Support the reconciliation movement

Action Title: 1.4.2.1 Investigate local collaborative alternatives to develop a new Action Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Council is seeking collaboration with Wilyakali Elders to develop a new Action Plan, with this action to progress in 2024.

Action Title: 1.4.2.2 Advocate, celebrate and champion the inclusion of local First Nations Artists throughout the Gallery and Museum artistic program

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The art and culture of First Nations people continued to be supported and promoted at the Gallery during the report period. This included Barkindj works from the Gallery's own collection which was curated and exhibited by Barkindji/Malyangapa artist, David Doyle alongside his own works and the Jam Factory's touring exhibition of works by leading South Australian First Nations visual artist, Pepai Jangala Carroll. Additionally, the Gallery continued to host and support local Indigenous artists through the Maari Ma Indigenous Art Awards in late 2023.

Action Title: 1.4.2.3 Investigate installation of permanent acknowledgment of country within Museum

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	In Progress	01-Jul-2023	30-Jun-2024	99%	50.00%	GREEN

Action Progress Comments: The installation of permanent acknowledgment of country within Museum has been investigated and is on track to be installed in the first half of 2024.

Action Title: 1.4.2.4 Identify archival programs and opportunities to record the history of First Nations people of the area

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Library Coordinator	In Progress	01-Jul-2023	30-Jun-2024	81%	50.00%	GREEN

Action Progress Comments: Oral History training was held in January 2022, with the local community indicating their eagerness to commence recording history of elders and community members. A number of discussions were then held with the participants regarding progression. Leading from this, a Community Development Fund grant application, to record First Nations Oral History recordings, was submitted on 8 November 2022, this submission was successful. A meeting with key stakeholders has been requested to discuss Australian Institute of Aboriginal and Torres Strait Islander Studies collections and Mukurtu database use. An Email was sent in December 2022 to State Library NSW Indigenous Services regarding the Archives obtaining Mukurtu gather database and to discuss the progression of involving community in training and establishment of this database to be held 2023. NSW Government Community Development Grant - recording of First Nations stories oral history project was successful for an amount of $153,820. The Library Coordinator has so far been unsuccessful in being able to recruit someone to oversee the First Nations Cultural Project that would be responsible for the recording and gathering of oral histories, Indigenous art works and ephemera.

1.4.3 Promote the City as Australia's First Heritage Listed City

Action Title: 1.4.3.1 Advocate for tri-partisan government approach to management of the National Heritage assets

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: Advocacy for tri-partisan government approach to management of the National Heritage Assets has been included in Council's revised Advocacy Strategy and provided to State and Federal Ministers.

Action Title: 1.4.3.2 Advocate for recognition and financial support for the continuity of Broken Hill Heritage and its importance to the nation

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: Council is supporting the application for the World Listing of the Trades Hall and has written to and received support from State and Federal Ministers and Members of Parliament for the project.

1.4.4 Advocate for funding and investment in Community Development Projects

Action Title: 1.4.4.1 Apply for grants for intergenerational community events in collaboration with community groups

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: No intergenerational funding or submissions to report for this period. Youth Opportunities Grant Funding extension until 30 November 2024. Successful grant application for Youth School Holiday programs. Upcoming eligible funding opportunities Social Cohesion and Youth Week Grants for early 2024.

1.4.5 Support events that celebrate history, culture and diversity

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Economic Development Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Broken Hill City Council regularly assists third party organisations in their applications for funding for a variety of community focused events. This is done primarily through advocacy work and the provision of letters of support, outlining the potential positive impacts these events may have on the Broken Hill community and how they align with specific objectives from the Community Strategic Plan. During the report period, Council provided 10 letters of support, for a variety of projects.

Action Title: 1.4.5.2 Provide support and advice to event planners to deliver events within region

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Advice and support have been given to five event planners during the report period, looking to hold or already confirmed to be holding events within the City and the region. These range from smaller community-based events to large scale events of national and international significance. A community information session was held for local organisations and contractors on updates to Councils event application process with support provided to numerous local events conducted on Council open spaces.

1.5 Our built environment supports our quality of life

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

Action Title: 1.5.1.1 Continue review of Environmental Planning Instruments and Policies

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Town Planner	In Progress	01-Jul-2023	30-Jun-2024	20%	50.00%	RED

Action Progress Comments: Review of Planning instrument and planning policies in progress, with initial consideration by staff around key matters to include in a review of DCP and LEP. Issues considered relevant for review include heritage and land uses permitted in various zones.

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

Action Title: 1.5.2.1 Manage delivery of infrastructure projects associated with the Library and Archives project

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Projects Engineer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The Library and Archives Project is currently under redesign to meet the revised project budget approved in Council's Ordinary Meeting held Wednesday 26 April 2023, with the lead design consultant being reengaged. The project's builder joined the team on an Early Contractor Involvement (ECI) and a new Development Application was lodged in September 2023, with 90% design documentation being received in December 2023. A Principal Certifying Authority has also been engaged for the project. The project will make a start in approximately March 2024 with a 52-week (working) construction duration.

Action Title: 1.5.2.2 Manage delivery of infrastructure projects associated with CBD Revitalisation Project

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Projects Engineer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the report period, the following CBD infrastructure projects were completed - 1) CBD Banner Poles project, 2) CBD Wayfinding project. The following CBD infrastructure projects are to commence in 2024 - 1) Town square redevelopment project, 2) Argent St paving.

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

Action Title: 1.5.3.1 Implement actions and recommendations from Asset optimisation project

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Strategic Asset Management Coordinator	In Progress	01-Jul-2023	30-Jun-2024	70%	50.00%	GREEN

Action Progress Comments: Asset Optimisation draft report has been provided to all ELT members. Workshop was conducted by consultant to review the draft document and propose changes before finalisation. Phase 2 currently underway to develop implementation plan to be completed by June 2024

Action Title: 1.5.3.2 Develop and Implement Asset Management Plan - Roads and Footpaths

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Strategic Asset Management Coordinator	In Progress	01-Jul-2023	30-Jun-2024	25%	50.00%	RED

Action Progress Comments: Asset Management Plans are being outsourced through contractors. Expected to be completed by June 2024. Current Scheduled maintenance is going as planned and budget is being prepared for future asset improvement works.

Action Title: 1.5.3.3 Develop and Implement Asset Management Plan - Parks and Open Spaces

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Strategic Asset Management Coordinator	In Progress	01-Jul-2023	30-Jun-2024	25%	50.00%	RED

Action Progress Comments: Asset Management Plans are being outsourced through contractors. Expected to be completed by June 2024. Current Scheduled maintenance is going as planned and budget is being prepared for future asset improvement works. Annual park Inspections will be included in budget planning to allow for external assessor to provide safety certification for parks.

Action Title: 1.5.3.4 Develop and Implement Asset Management Plan - Buildings

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Strategic Asset Management Coordinator	In Progress	01-Jul-2023	30-Jun-2024	25%	50.00%	RED

Action Progress Comments: Asset Management Plans are being outsourced through contractors. Expected to be completed by June 2024. Current Scheduled maintenance is going as planned and budget is being prepared for future asset improvement works.

Action Title: 1.5.3.5 Develop and Implement Asset Management Plan - Fleet

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Plant and Fleet Coordinator	In Progress	01-Jul-2023	30-Jun-2024	10%	50.00%	RED

Action Progress Comments: Asset Management Plan - Fleet desk top review was undertaken during the report period, with development of Asset Management Plan - Fleet to commence in 2024.

1.5.4 Manage ongoing delivery of the Active Transport Plan

Action Title: 1.5.4.1 Implement the approved Active Transport Plan actions

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Director Infrastructure & Environment	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: Scheduled works for the 2023/2024 capital works schedule includes shared path installation for Route 2 Kaolin Street, from Blende Street to Mica Street, Route 4 on Talc Street from Galena Street to Gossan Street, Route 6 on Morgan Street from Zebina Street to Iodide Street, Route 8 on Galena Street from Mercury Street to Wills Street. All segments have been completed.

Action Title: 1.5.4.2 Develop annual capital works plan for Active Transport Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Director Infrastructure & Environment	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: 5-year Annual capital works schedule for the Active Transport Plan has been completed. Active Transport Plan and identified 10-year Shared Path Network has been uploaded onto Council website.

1.5.5 Collaborate with key stakeholders to advocate for affordable housing

Action Title: 1.5.5.1 Implement recommendations from Housing and Liveability Strategy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Continuous Advocacy to the State Government to provide funding and support to free up the availability of crown land for housing (social, affordable, rental, for purchase) and development of Childcare facilities.

Action Title: 1.5.5.2 Establish Collective Impact Model

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Establishment and regular monthly meetings, between Crown Lands, Department of Regional NSW, Department of Planning, NSW Housing and Council regarding progressing Council's Housing Strategy objectives. Foundation Broken Hill, Cobalt Blue and other stakeholders are invited as required.

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

Action Title: 1.5.6.1 Review and update Parks Management Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Strategic Asset Management Coordinator	In Progress	01-Jul-2023	30-Jun-2024	25%	50.00%	RED

Action Progress Comments: Parks Management Plan is still under development and will need to be completed and endorsed before outcomes can be implemented.

Action Title: 1.5.6.2 Investigate development of the Master Plan for Recreational Parks

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Strategic Asset Management Coordinator	In Progress	01-Jul-2023	30-Jun-2024	25%	50.00%	RED

Action Progress Comments: Requirements for the Master Plan to be identified through Asset Management Plan.

Action Title: 1.5.6.3 Investigate development of the Master Plan for Memorial Oval

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Strategic Asset Management Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Development of Masterplan recommended by Asset Optimisation Project. Scope to be further refined following development of Asset Management Plan. Masterplan to be completed in 2024-2025 Financial Year.

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

Action Title: 1.5.7.1 Work with Department of Planning to rezone the land at Imperial Lakes to allow community access and environmental and recreational activities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Town Planner	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	RED

Action Progress Comments: Currently under review through ongoing discussions with Landcare to determine requirements for the land at Imperial Lakes. Advice provided to Landcare around LEP amendment process. Landcare will be the proponents undertaking the LEP amendment. (Note - this matter requires Landcare initiating the process).

Action Title: 1.5.7.2 Implement upgrades to allow road access from highway to Imperial Lakes site

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Director Infrastructure & Environment	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Communication is on-going between Council, Landcare and Transport for NSW (TfNSW) to determine requirements for road access modifications. Landcare currently working with consultant on road design before development application can be submitted.

1.5.8 Investigate and advocate for land expansion opportunities

Action Title: 1.5.8.1 Collaborate with relevant agencies and key stakeholders to identify land for further development

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Land Use Planner	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: Multiple meetings with Regional NSW, Planning NSW and key Broken Hill stakeholders such as Foundation Broken Hill in relation to facilitating development on Crown Land as well as initiating a city wide ILUA. Meetings have also been held with private landowners to discuss potential development and/or buy back for future housing development. Successful application NSW Regional Housing Fund for the Sub-Division of land at 336A McCulloch Street. Letter issued to all ratepayers urging those with vacant properties / homes to consider sale, rental, renovation to free up housing stock.

Action Title: 1.5.8.2 Investigate opportunities to expand the Broken Hill LGA boundaries						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Strategic Land Use Planner	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Multiple meetings held with Regional NSW and Planning NSW. Further follow-up required with Crown Lands and Regional NSW to provide further information in 2024.

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

1.6.1 Active participation in interagency meetings

Action Title: 1.6.1.1 Actively participate and engage in Council's determined social interagency meetings on a regular basis						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Community Development Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During report period, Council's Community Development Officer routinely attended Suicide Response Group meetings, Youth Interagency and Disability Interagency meetings.

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

Action Title: 1.6.2.1 Ensure compliance with the Disability Inclusion Act 2014 requirements for disability inclusion planning for capital projects						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Director Infrastructure & Environment	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Disability inclusion is involved in planning stage of all new projects. Representation from the Disability Inclusion Action Plan (DIAP) Working Group has been included on the Project Steering Group for the E.P O'Neill Sporting Complex Redevelopment Project and the Project Consultative Steering Group. The Capital Projects team report and present project updates at each DIAP Working Group meeting and minutes of Project Steering Group meetings are presented to Council standing committees.

Action Title: 1.6.2.2 Implement Stage 2 of E.P. O'Neill Memorial Park Redevelopment project						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Projects Officer	In Progress	01-Jul-2023	30-Jun-2024	1%	50.00%	RED

Action Progress Comments: The E.P. O'Neill Memorial Park Redevelopment 100% design package submission was submitted to Council in December 2023. Council have been working with Public Works to develop tender documentation for Stage One which will focus on construction of ten (10) new netball courts and associated civil works as per design documentation. The Tender for Construction commenced advertising on Wednesday 24 January 2024 and is planned to close on 14 February 2024. Tender recommendation is expected to be presented to Council at the February Council Meeting.

Action Title: 1.6.2.3 Manage delivery of Infrastructure Project to upgrade the Norm Fox Oval changeroom facility

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Projects Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Stakeholder consultation sessions were held during August and focused on 3 groups - 1) Elected Council, 2) Council Staff, 3) Facility Users (Norm Fox Oval Section 355 Committee, Barrier District Cricket League, AFL Broken Hill and Broken Hill Soccer Association). A Request for Tender commenced advertising on 4 December 2023 and is scheduled to close on 2 February 2024. Tender recommendation is expected to be presented to Council at the February Council Meeting.

Action Title: 1.6.2.4 Manage delivery of Infrastructure Project to upgrade the Alma Oval changeroom facility

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Projects Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Stakeholder consultation sessions were held during August and focused on 3 groups - 1) Elected Council, 2) Council Staff, 3. Facility Users (Alma Oval Section 355 Committee, Barrier District Cricket League, AFL Broken Hill, South Broken Hill Football Club and Alma Public School). A Request for Tender commenced advertising on 4 December 2023 and is scheduled to close on 2 February 2024. Tender recommendation is expected to be presented to Council at the February Council Meeting.

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

Action Title: 1.6.3.1 Attend and support health interagency meetings

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During report period, Council's Community Development Officer routinely attended Suicide Response Group meetings, Youth Interagency meetings, Disability Interagency meetings.

2 Our Economy

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

2.1.1 Activate the Broken Hill Business Support Policy

Action Title: 2.1.1.1 Provide up-to-date business support information on Council's website

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: Council maintains a business support data base on its website including NSW Government, Australian Government and Industry Support information.

Action Title: 2.1.1.2 Participate in business and industry association meetings to discuss issues relevant to local businesses and economic development						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: Council maintains a presence at meetings and/or membership with organisations such as Regional Capitals Australia, Regional Australia Institute, Economic Development Australia, Regional Development Far West, AusIndustry, Foundation Broken Hill, Business Far West, Local Jobs Program and attendance at industry forums such as Cobalt Blue.

2.1.2 Advocate and plan for industrial land expansion

Action Title: 2.1.2.1 Investigate opportunities for future industrial zoned land						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Strategic Land Use Planner	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Multiple meetings held with Regional NSW and Planning NSW. Further follow-up required with Crown Lands and Regional NSW to provide further information in 2024.

2.1.3 Collaborate with key stakeholders for improved accessible transport and connectivity including air, road and rail services to and around the City

Action Title: 2.1.3.1 Advocate for improved air and rail services						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: Advocacy for improved air and rail services has been incorporated into Council's Economic Development Strategy and Advocacy Strategy. The Advocacy Strategy was provided to State and Federal Ministers.

2.1.4 Advocate for outcomes aligned to the Regional Transport Strategy

Action Title: 2.1.4.1 Liaise with stakeholders to attract Government investment in identified actions in the Far South West Joint Organisation Transport Plan						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The FSWJO Transport Plan was adopted by Far South West Joint Organisation in June 2023. The Action Plan has been included in the Economic Development and Advocacy Strategies, including upgrading Broken Hill Airport and surrounding roads to increase air travel options and expand capacity.

Action Title: 2.1.4.2 Participate in the development of the State Far West Regional Transport Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Director Infrastructure & Environment	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: The Far West Regional Transport Plan draft document was completed by the Joint Organisation Committee including representatives from Broken Hill City Council (BHCC), Central Darling Shire Council (CDSC), Wentworth Shire Council (WSC) and Balranald Shire Council (BSC). The draft plan is now with Transport for NSW (TfNSW) for their completion and endorsement.

2.1.5 Develop and implement the Economic Development Strategy

Action Title: 2.1.5.1 Implement the Economic Development Strategy in collaboration with key stakeholders

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: The Economic Development Strategy is continuously being implemented in collaboration with key stakeholders. Many objectives are being targeted and success seen, such as increased business registration, advocacy towards the state and federal government for transport infrastructure, major project status recipients in the Broken Hill region, a stable population, additional tertiary education and skill training options being made available, and consistently increasing volumes of tourist visitation nights.

2.1.6 Develop the Airport as a commercial and industrial precinct

Action Title: 2.1.6.1 Implement outcomes from the Airport Master Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Stage 1 has commenced with the upgrade to Airport Taxiway and development of the Airport carpark. Detailed designs currently underway.

Action Title: 2.1.6.2 Advocate for Airport upgrades in line with Advocacy Strategy and Airport Master Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Continuous Advocacy to the State Government to provide funding and resourcing support for the Airport Master Plan and Airport Business case.

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

Action Title: 2.1.7.1 Collaborate with stakeholders to investigate incentives to grow business and industry opportunity

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Council participated in regular meetings with mining companies, investors and government agencies during the report period, to discuss further plans and incentives for investment in Broken Hill.

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

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

Action Title: 2.2.1.1 Liaise with key stakeholders to ensure that the development of regionally significant infrastructure meets the needs of business and industry

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the report period, the following support was acquired for significant projects: - 1) Airport Masterplan being progressed - Stage 1 has commenced with the upgrade to Airport Taxiway and development of the Airport carpark. 2) Continued advocacy for improved rail services with Federal and State Government. 3) Engagement and discussions occurring for potential opportunities for Broken Hill to be involved with AUKUS. 4) Meetings with Transport NSW and relevant mining stakeholders on improved road infrastructure for nearby regional mining developments.

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

Action Title: 2.2.2.1 Participate on committees and working parties associated with education and training

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Council continues to actively work with all local Registered Training Organisations (RTOs) to review local training opportunities and to provide suggestions for Council specific training requirements. Council has also partnered with relevant national training providers to source local government industry specialised training where required.

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

Action Title: 2.2.3.1 Investigate partnerships with tertiary institutions

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Council has continued to maintain and expand networking opportunities within the tertiary education sector. Industry skills shortages remain a priority focus for Council when approaching these tertiary institutions. Council is actively supporting flexible delivery options for staff to commence tertiary training where required and continues to work closely with the local Community University Centre to support employees who are currently undertaking tertiary education training.

2.2.4 Advocate for funding opportunities for apprenticeships and traineeships

Action Title: 2.2.4.1 Investigate eligible funding opportunities for apprenticeships and traineeships

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Council continues to investigate all available government funding opportunities regarding trainees and apprenticeship incentives for FY 2023/24, with current and continuing recruitment into key identified career pathways and workforce succession planning.
Council continues to receive all eligible Federal funding incentive payments and in addition has now applied for recent State expressions of interest into apprenticeship funding opportunities.

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

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

Action Title: 2.3.1.1 Support staff to identify and attend opportunities that contribute to the economic growth of Broken Hill

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: Broken Hill City Council has been attending a number of local events hosting and supported by collaborative organisations, such as the Far West Local Jobs Program and Business Far West. These events include hairdressing round tables, employer forums, and training provider connectivity events.

Action Title: 2.3.1.2 Participate in tourism and other industry events that further networking and professional development

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Plans for the Visitor Services Coordinator to attend the South Australian Visitor Information Centre conference in May 2024 and the NSW Visitor Economy conference in 2024 (date TBA).

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

Action Title: 2.3.2.1 Meet with Federal and State Ministers to promote Council's Renewable Energy Action Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Council continually advocates with Federal and State Ministers to promote Council's Renewable Energy Action Plan. Regular meetings were held with Hydrostor during the report period along with Council's consultant for the development of a mid-tiered solar array and potential alternate opportunities.

Action Title: 2.3.2.2 Support major renewable projects within the Far West Area

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Major renewable projects for the Far West Area have been supported during the report period including Hydrostor and the AGL Battery.

2.3.3 Increase digital communication network through projects outlined in Smart Communities Framework

Action Title: 2.3.3.1 Provide open data to community via IoT (Internet of Things) platform

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Information & Communications Technology	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The Smart Internet of Things platform provided data to the community including: - Broken Hill Airport Parking dashboard, - Sturt Park Environmental Sensor, - Patton Park Environmental Sensor. The Patton Park environmental sensor is awaiting parts from the supplier to facilitate the repair of this service. The Internet of Things dashboard is available on Council's website at via the following link https://www.brokenhill.nsw.gov.au/Community/About-the-city/Smart-Broken-Hill/Dashboards.

Action Title: 2.3.3.2 Increase City coverage of City Smart Devices (smart bins, lighting, WIFI, irrigation systems and parking)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Director Infrastructure & Environment	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Council continues to investigate opportunities to increase Smart City devices within the City to increase efficiency in work practices and community infrastructure use. New Smart City Lighting on the banner poles in Argent Street, has been advertised and awarded to the successful contractor. Works are due to commence April 2024, with completion by June 2024.

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

Action Title: 2.3.4.1 Participate in State and Regional Planning initiatives

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the report period, Council representatives facilitated meetings, contributed to and provided feedback on 1) Regional Economic Development Strategy, 2) Far West Regional Plan, 3) Destination Country and Outback Destination Management Plan, 4) Far South West Joint Organisation Destination Management Plan.

Action Title: 2.3.4.2 Develop working tourism relationships with regional tourism associations and village committees

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The Visitor Services Coordinator has reached out to surrounding council areas and their respective tourism bodies to establish regular meetings. First meeting scheduled for early February 2024. Team familiarisation of Sturt's Steps Touring route planned for February/March 2024 incl. meetings with key tourism stakeholders in Packsaddle, Milparinka and Tibooburra.

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

Action Title: 2.3.5.1 Provide pertinent long-term financial information in relevant media releases

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: Relevant long-term financial information is included when producing media releases.

Action Title: 2.3.5.2 Provide public Budget sessions with support from Finance

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: Finance information provided to public via online means in lieu of budget sessions due to ongoing poor attendance at public budget sessions.

Action Title: 2.3.5.3 Provide a summary of key outcomes from Economic Development Strategy to community and key stakeholders

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: The Economic Development Strategy key outcomes summary for the report period include: * 29% increase in tourism visitation year on year, *15 local events for employers and trainers attended/hosted/supported, * Actions from the liveability strategy continuously being implemented, * Increase in students utilising CUC, * Increase in availability of tertiary education and training programs – new Certificate II Hairdressing certifier available locally, * Improvements at Airport underway, * Steady volume of film permits, * Reduction in resident online spend and leakage, * Maintained quantity of flights, * Wayfinding project completed, * Tourism Website established and fully operational, * Regular industry meetings.

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

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

Action Title: 2.4.1.1 Collaborate with industry and government to expand experiences, products and destination marketing

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Broken Hill activity aligns with: 1) Destination Country and Outback Destination Management Plan, 2) Far South West Joint Organisation Draft Destination Management Plan, 3) Far South West Joint Organisation Draft First Nations Cultural Tourism Initiative Action Plan, 4) NSW Visitor Economy Strategy 2030. Council is currently focused on the marketing of the region, with a new Council managed tourism website launched in March 2023 and a new marketing campaign in collaboration with Destination NSW to promote First Nations product and experiences, arts, culture and heritage. Council will also be seeking to establish a tourism industry working group in 2023/24.

Action Title: 2.4.1.2 Support the development of culturally appropriate tourism experiences through the delivery of the Destination Management Plans

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the report period 1) Wayfinding signage project was completed December 2023. 2) The Economic Development and Advocacy Strategies, including the upgrading of the Broken Hill Airport stage 1 commenced.

Action Title: 2.4.1.3 Maintain visitor related content on digital platforms

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Council's Digital Officer is currently looking after maintaining the newly established tourism website with the assistance of the Economic Development Trainee. Plans are for this to transition to the Visitor Services team in 2024.

Action Title: 2.4.1.4 Conduct audit of Council tourism product and experiences						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Visitor Services Coordinator	In Progress	01-Jul-2023	30-Jun-2024	1%	50.00%	RED

Action Progress Comments: Audit of Council tourism product and experiences is scheduled for February 2024.

Action Title: 2.4.1.5 Support the development of the Silver to Sea Trail project						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Visitor Services Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The Silver to Sea Way is a heritage regeneration project designed to encourage more visitors to explore the route between Port Pirie in the mid-north of South Australia and Broken Hill in New South Wales. The Silver to Sea Way is investing in the regeneration of heritage places, as well as the creation of new digital visitor experiences. In addition to exploring and promoting local stories, the Silver to Sea Way will also link existing businesses and activities to promote the route as a great tourist destination. Stage 1 of the project (Port Pirie to Peterborough) was funded through the Commonwealth Government's Building Better Regions fund (Round 4) and is now completed. Projects included the Peterborough Roundhouse, the Gladstone Gaol and the Port Pirie Railway Station. Projects for Stage 2 (Peterborough to Broken Hill/Silverton) are currently being discussed. The support of this project has been included in the Broken Hill Economic Development Strategy 2022-2027 as an action.

2.4.2 Activate Business Plans from Council owned facilities

Action Title: 2.4.2.1 Continue to implement Visitor Services Business Plan						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Visitor Services Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The business plan has been updated to cover 23/24 and 24/25. This draft is currently awaiting approval from management.

Action Title: 2.4.2.2 Investigate development of new Business Plan for Broken Hill City Art Gallery						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Gallery and Museum Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Budget submissions have been made for the 2024/2025 Budget to allow the engagement of suitably qualified contractors to assist in the development of the 5-year Operational Business Plan for both the Gallery and GeoCentre.

Action Title: 2.4.2.3 Investigate development of new Business Plan for Albert Kersten Mining & Minerals Museum

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Budget submissions have been made for the 2024/2025 Budget to allow the engagement of suitably qualified contractors to assist in the development of the 5-year Operational Business Plan for both the Gallery and GeoCentre.

Action Title: 2.4.2.4 Activate Civic Centre Business Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Civic Centre Coordinator	In Progress	01-Jul-2023	30-Jun-2024	25%	50.00%	RED

Action Progress Comments: Preliminary research undertaken into new online booking system in readiness for procurement processes to progress, with further activation of Civic Centre Business Plan actions to be progressed with the commencement of Council's new Business Development Officer role in early 2024.

Action Title: 2.4.2.5 Activate Library Business Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Library Coordinator	In Progress	01-Jul-2023	30-Jun-2024	82%	50.00%	GREEN

Action Progress Comments: The Library Business Plan was completed during the reporting period and endorsed by Council's Chief Corporate and Community Officer for implementation. This document has been updated to reflect the changes to the development of the new library building which impacts the service delivery of our archive. The funding isn't available to include the development of the archive space along with the new library building.

Last Updated: 20-Feb2024

2.4.3 Activate Destination Management Plans

Action Title: 2.4.3.1 Activate actions within the Destination Management Plans

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: Broken Hill activity aligns with: 1) Destination Country and Outback Destination Management Plan, 2) Far South West Joint Organisation Draft Destination Management Plan, 3) Far South West Joint Organisation Draft First Nations Cultural Tourism Initiative Action Plan, 4) NSW Visitor Economy Strategy 2030. Council is currently focused on the marketing of the region, with a new Council managed tourism website launched in March 2023 and a new marketing campaign in collaboration with Destination NSW to promote First Nations product and experiences, arts, culture and heritage. Council will also be seeking to establish a tourism industry working group in 2023/24.

2.4.4 Operate Council owned facilities supporting the visitor economy

Action Title: 2.4.4.1 Operate Visitor Services to support the visitor economy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The Visitor Information Centre accreditation has been maintained for 2023/24. In the July to December 2023 visitor services staff have attended to 44,701 customers.

Action Title: 2.4.4.2 Operate the Living Desert to support the visitor economy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Living Desert Ranger	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the report period the following support was provided to visitors to the Living Desert through the provision of tours and information detailing: - Varieties of native flora and fauna within the Living Desert and the sites around the cultural walking trail, - Myre Myres (indigenous huts), - Geological site including land and mineral formations, - Kangaroo viewing hide, - Story poles designed by local TAFE students, - Scenic lookout overlooking Stephens Creek Reservoir, - Land marks showing miners claims, - Small prospecting mine dig-out for different minerals, - Indigenous quartz worksite, - Provision of tour group every Thursday for visitors travelling on the Indian Pacific Train, this service allows a sunrise viewing at the sculpture symposium for the patrons. During the period multiple cultural awareness sessions were held with aboriginal elders hosting and sharing information and lessons with approximately 30 teachers from public schools in Broken Hill. Facilities available to visitors to the Living Desert include picnic area inclusive of accessible toilet facilities and barbecue area, campsite facilities including free accessible hot showers, toilets, barbecues, star viewing, sunrise and sunset viewing seating, 15 sites for camper trailers/RVs/caravans, as well as an area for 12 carry-in tent sites.

Action Title: 2.4.4.3 Operate the Broken Hill City Art Gallery to support the visitor economy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: There is an intrinsic link between the visitor economy and our creative industries and cultural attractions. The Gallery supports the visitor economy through ensuring a balanced artistic program remains fundamental to the Art Gallery's commitment to provide opportunities to challenge and stimulate audiences and visitors to the City. During the first half of the report period, the Broken Hill City Art Gallery welcomed 9,097 visitors through its door.

Action Title: 2.4.4.4 Operate the Albert Kersten Mining & Minerals Museum to support the visitor economy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The Albert Kersten Mining and Minerals Museum is operated to support the visitor economy, adding to the overall visitor experience through its iconic historical building, promoting the complex and dynamic mining and geological environment, as well as the ongoing temporary exhibition program which remains a critical part of the overall resident/visitor experience. During the report period, the Albert Kersten Mining and Minerals Museum welcomed a total 3,688 visitors through its door.

Action Title: 2.4.4.5 Operate the Civic Centre to support the visitor economy						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Civic Centre Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN
Action Progress Comments: The Civic Centre provided support to the visitor economy through the provision of events and functions, on a total of 34 occasions during the reporting period.						

Action Title: 2.4.4.6 Operate the Airport to support the visitor economy						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Airport Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN
Action Progress Comments: The Broken Hill Airport has been operated safely & compliantly for the first Quarter of 2023/2024 with no aerodrome closures or major incidents. Chris Wellington 27/09/2023. The Broken Hill Airport has been operated safely & compliantly for the second Quarter of 2023/2024 with no aerodrome closures or major incidents.						

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

Action Title: 2.4.5.1 Collaborate with the film industry and government to ensure Broken Hill and region is a destination of choice for film makers						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Economic Development Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN
Action Progress Comments: Council manages and processes the applications for film permits within Broken Hill and assists production companies and individuals with a variety of film related enquiries, such as location scouting and providing contact information for other relevant parties, particularly NSW Government contacts for filming permission in Silverton and other Unincorporated Areas. Between July and December 2023, Council approved 8 film permits for shoots of varying scale and processed over 50 general filming enquiries.						

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

Action Title: 2.4.6.1 Review Civic Centre Business Plan to identify and grow business opportunities						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Civic Centre Coordinator	In Progress	01-Jul-2023	30-Jun-2024	5%	50.00%	RED
Action Progress Comments: The review of the Civic Centre Business Plan is scheduled to commence in early 2024.						

Action Title: 2.4.6.2 Review Civic Centre Marketing Plan to identify new opportunities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Civic Centre Coordinator	In Progress	01-Jul-2023	30-Jun-2024	5%	50.00%	RED

Action Progress Comments: Review of the Civic Centre Marketing Plan is scheduled to commence in early 2024.

2.4.7 Activate the Cultural Plan

Action Title: 2.4.7.1 Investigate options for art and cultural activities to support health and well-being in the community

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the reporting period, several investigations were made on the options to support health and well-being in the community. The results of these investigations will come to fruition in 2024 including the recommencement of the Enrich Program with The University of Sydney.

Action Title: 2.4.7.2 Utilise the Gallery and Museum spaces for events and cultural activities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the reporting period, the Gallery and GeoCentre held a total of 117 art and cultural events combined. These spaces will continue to be utilised in 2024 with a variety of public programs scheduled to take place including art wards, exhibitions, tours, concerts and ceremonies.

2.4.8 Support Aboriginal economic enterprise and cultural practice

Action Title: 2.4.8.1 Invite First Nations businesses and artisans to participate in destination management marketing opportunities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: Murdi Paaki Regional Assembly representatives, after introduction, have had ongoing consultation with Council's Economic Development staff, Destination Marketing Store and Destination Country and Outback to develop tourism products and businesses in the area. Blak Markets incorporated into cultural events.

3 Our Environment

3.1 Our environmental footprint is minimised

3.1.1 Ensure delivery of relevant environmental strategies and policies

Action Title: 3.1.1.1 Develop Waste and Resource Recovery Strategy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Waste & Sustainability Manager	In Progress	01-Jul-2023	30-Jun-2024	10%	50.00%	RED

Action Progress Comments: A capital submission has been granted to appoint a suitably qualified consultant who will work alongside Council and key stakeholders to develop a new five-year Waste and Sustainable Materials Strategy. The consultant will support Council by facilitating the preparation of a Waste and Sustainable Materials Strategy, which seeks to further improve the City's waste management and move towards the circular economy model. The Waste and Resource Recovery Strategy is one of Council's priorities to be addressed in 2023/24, with an expression of interest to be sent out to market through Vendor Panel in 2024.

3.1.2 Provide awareness of environmental impacts of human activity

Action Title: 3.1.2.1 Promote the Waste and Resource Recovery Strategy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Waste & Sustainability Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Aligned closely to the development of the Waste and Resource Recovery Strategy (3.1.1.1), promotion of the Strategy will commence once Strategy has been developed. The Waste and Resource Recovery Strategy is one of Council's priorities to be addressed in 2023/24, with an expression of interest to be sent out to market through Vendor Panel in 2024.

3.1.3 Collaborate with key stakeholders on environmental issues

Action Title: 3.1.3.1 Investigate opportunities to collaborate with community groups

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Waste & Sustainability Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Opportunities to collaborate with community groups were explored in 2023 and will continue in 2024. These include working collaboratively with not-for-profit organisations on recycling bins in public places, seeking input into the development of a new Sustainability Strategy and liaising with groups on the development of a Climate Action Plan.

3.1.4 Investigate alternate sustainable energy options

Action Title: 3.1.4.1 Continue the implementation of the Renewable Energy Action Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Waste & Sustainability Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Stage Two of the Renewable Energy Action Plan (REAP) was adopted by Council at the Ordinary Meeting of Council in November 2022. Progression into Stage 2 of the REAP will allow for project definition and development. This stage will allow for the specification of a working model including array size and technological approach, key component selection and performance modelling which will inform a financial model. Working models for retail participation, securing of land tenure and formal network application also form part of this stage. Key milestones for Stage 2 of the REAP will include commercial agreements and contract establishments, preliminary equipment selection, business case development, site inspections, planning requirements and networks connections.

3.2 Natural environments and flora and fauna are enhanced and protected

3.2.1 Ensure delivery of relevant environmental management plans and policies

Action Title: 3.2.1.1 Maintain the Living Desert as per the Management Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Living Desert Ranger	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the report period the following was undertaken at the Living Desert: - Maintain and care for native fauna including 75 Euros (wallaroos), 20 Red Kangaroos (blue flyers included), reptile and bird species, - Maintenance and cleaning of water troughs (weekly) and feeding bays (seasonal), - Undertaking feral animal control measures in accordance with governing Acts, - Annual assessment of identified noxious weeds and pests and implementing control measures as required, - Replaced damaged and vandalized fencing where and when required, - Maintained roads, culverts, walking paths and trails, - Cleaned and maintained all facilities, - Ensured implementation of WHS practices.

3.2.2 Provide awareness and education on the impacts of climate change

Action Title: 3.2.2.1 Investigate the development of a Climate Action Plan to support the 2019 Climate Emergency Declaration

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Waste & Sustainability Manager	In Progress	01-Jul-2023	30-Jun-2024	5%	50.00%	RED

Action Progress Comments: A capital submission has been made to appoint a suitably qualified consultant who will work alongside Council and key stakeholders to develop a Climate Action Plan (CAP). The consultant will support Council by facilitating the preparation of a CAP, which seeks to help Council adapt to the impacts of climate change, increase the resilience of our community and enable the Council to meet net zero emissions goals. The Climate Action Plan is one of Council's priorities to be addressed in 2023/24, with an expression of interest to be sent out to market through Vendor Panel in 2024.

3.2.3 Ensure the effective management of the regeneration and common areas

Action Title: 3.2.3.1 Undertake feral animal eradication in regeneration/common areas accordance with governing Acts

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Living Desert Ranger	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Baiting strategies were implemented regularly throughout the report period for invasive feral animals such as foxes, wild dogs, cats and rabbits, in accordance with governing act requirements.

Action Title: 3.2.3.2 Replace damaged and vandalised fencing in regeneration/common areas

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Living Desert Ranger	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the report period, repairs were undertaken at various locations including approximately 4km of new fencing erected around the 'Elemar' regeneration area. Frequent fence repairs undertaken at the South regeneration area, due to motorcycles and cars cutting fence to access regeneration area and 1km of hinge joint fencing was put over strand wire fence within the Living Desert to prevent goats, sheep and cattle crossing in.

Action Title: 3.2.3.3 Undertake annual assessment of identified noxious weeds and pests in regeneration/common areas

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Living Desert Ranger	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Annual assessment of noxious weeds and pests was undertaken by Living Desert rangers in August 2023 and report provided to Council's Strategic Asset Management Coordinator.

Action Title: 3.2.3.4 Implement control measure to ensure noxious weeds and pests are controlled in an appropriate manner in regeneration/common areas

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Living Desert Ranger	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the report period, contracted management spraying control of noxious weeds was undertaken throughout the 8,500Ha of regeneration and common areas for example, various cactus species, mesquite, giant reeds, Bathurst burr, nagoora burr, salvation jane, onion weed.

Action Title: 3.2.3.5 Support and encourage volunteers and environmental groups to protect and enhance natural environment at Living Desert Reserve						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Living Desert Ranger	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN
Action Progress Comments: During the report period, a total of seven working bees were conducted with a total of 80 volunteer hours implemented. Working bees included 3x path laying and cement edging, 2x tree pruning, 2x path maintenance work. Successful turnout for Christmas dinner hosted by Living Desert Rangers for volunteers.						

Action Title: 3.2.3.6 Support and encourage volunteers and environmental groups to protect and enhance natural environment at Regeneration Area						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Living Desert Ranger	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN
Action Progress Comments: During the report period, a total of 10 volunteer hours were implemented at the South regeneration area for the purpose of path clearing, rubbish removal and weeding. Successful turnout for Christmas dinner hosted by Living Desert Rangers for volunteers.						

3.2.4 Support the advocacy of key water stakeholders

Action Title: 3.2.4.1 Support the advocacy for river connectivity in the Murray Darling Basin system, maintaining water supply in the Menindee Lakes system and maintaining the health of the Darling Baaka River						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN
Action Progress Comments: Council continually lobbies the State and Federal government regarding the health of the Darling River/Baaka River. Council participated in regular meetings during the report period with the MBA Region 4, to advocate for river connectivity in the Murray Darling Basin system, to maintain water supply in the Menindee Lakes System and maintain the health of the Darling River/Baaka River.						

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

3.3.1 Review and update planning strategies and policies to ensure relevance

Action Title: 3.3.1.1 Adopt Plans of Management for all Crown Reserves under Council Management						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Strategic Land Use Planner	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN
Action Progress Comments: Plan of Management for Queen Elizabeth Park has been previously adopted and finalised. Draft Plans of Management for reserves categorised Park, Sportsground, General Community Use and Natural Areas have been drafted and Council has previously endorsed draft. SLR Consulting are currently updating draft Plans of Management based on feedback from Crown Lands.						

Action Title: 3.3.1.2 Adopt updated Plan of Management for Living Desert Reserve

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Land Use Planner	In Progress	01-Jul-2023	30-Jun-2024	10%	50.00%	RED

Action Progress Comments: Living Desert has an existing Plan of Management so other Reserves without Plans of Management have been prioritised. SLR Consulting have been engaged and have started the review of existing Living Desert Plan of Management. Following finalisation of other Plans, existing Living Desert Plan of Management to be updated to ensure compliance with current Crown Land legislation. Extension of funding has been granted by the Office of Local Government

3.3.2 Implement actions from Tree Management Plan

Action Title: 3.3.2.1 Ensure outcomes are conducted in compliance with the Tree Management Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Strategic Asset Management Coordinator	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the report period, all tree removals, or tree related issues, were conducted in accordance with the Tree Management Plan. Trees are no longer removed without assessment by Council's Level 4 Arborist and once assessed, a recommendation is provided to the Strategic Asset Management Coordinator for a decision. Tree reports are prepared according to Tree Management Plan for any actions resulting from customer requests that come through Civica. Tree planting are also actioned as per Tree Management Plan.

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

Action Title: 3.3.3.1 Provide education and guidance when required for new development proposals to encourage sustainable landscaping, vegetation and water management practices

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Town Planner	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: This is an ongoing action throughout development assessment processes. Developers are required to comply with requirements for energy efficiency, such as BASIX and NABHERS. Council staff have commenced consideration of developing FAQ sheets around this matter. Sustainability principles and landscaping controls will also be reviewed through the DCP and LEP reviews.

3.3.4 Advocate for improved storm water management within the City

Action Title: 3.3.4.1 Develop Storm Water Management Strategy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Strategic Asset Management Coordinator	In Progress	01-Jul-2023	30-Jun-2024	10%	50.00%	RED

Action Progress Comments: Council is currently undertaking a flood study, which will then inform the Storm Water Management Strategy. Floodplain Management Study was conducted in late October 2023. Contractor is currently mapping the contour levels of the city and studying the flood patterns from recent flood incidents.

Action Title: 3.3.4.2 Complete flood study for the City						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Director Infrastructure & Environment	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: The City's flood study is underway with the data collection and flood modelling stage being completed. A community consultation session was held Wednesday, 25 October 2023, which was well attended by the community and Council staff.

3.3.5 Implement the recommendations of the Heritage Strategy to preserve and enhance the heritage of the City

Action Title: 3.3.5.1 Continue to implement the recommendations of the adopted Broken Hill Heritage Strategy 2020-2023						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Town Planner	In Progress	01-Jul-2023	30-Jun-2024	75%	50.00%	GREEN

Action Progress Comments: All recommendations have been implemented by Council and are ongoing actions. There are nine recommendations and in particular, recommendations to continue to be developed or worked on during the 2023/24 period includes, further promoting sustainable development as a tool for heritage conservation and the promotion of educational material relating to heritage.

Action Title: 3.3.5.2 Raise awareness of heritage related issues and management						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Town Planner	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Raising awareness of heritage related issues and management is an ongoing action for Council. During the reporting period, Council's Heritage Advisor provided free advice and information to residents and undertook media interviews (radio) to discuss heritage related issues. During the report period, Council's Heritage Advisory Service received over 30 matters, which were referred to the Heritage Advisor for specialist advice in relation to heritage implications with proposed developments.

4 Our Leadership

4.1 Openness and transparency in decision making

4.1.1 Foster relationships with key community sector leaders

Action Title: 4.1.1.1 Invite key community sector leaders to civic events and functions						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Key community sector leaders and state and federal members were invited to attend the 2023 Civic Ball, one Civic Reception and one Citizenship Ceremony during the reporting period.

Action Title: 4.1.1.2 Invite key community sector leaders to participate in various working groups/meetings regarding major issues facing the City						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN
Action Progress Comments: Regular meetings were held with key community sector leaders during the report period, regarding major issues facing the City including Housing, Health, Education, Police and Transport.						

4.1.2 Activate the Community Engagement Strategy

Action Title: 4.1.2.1 Implement communications processes as outlined in new Community Engagement Strategy						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Manager Communications & Marketing	In Progress	01-Jul-2023	30-Jun-2024	1%	50.00%	RED
Action Progress Comments: Deferred pending new Engagement Strategy development.						

4.1.3 Facilitate public forum at each Council meeting

Action Title: 4.1.3.1 Ordinary and Extraordinary Council Meetings are conducted in accordance with Council's adopted Code of Meeting Practice Policy						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Leisa Jayne Bartlett - 1543.1 - 1543.1 - Executive Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN
Action Progress Comments: All Ordinary and Extraordinary Council Meetings held during the report period were conducted in accordance with Council's adopted Code of Meeting Practice Policy.						

4.1.4 Ensure social, environmental, cultural and economic sustainability are considered when making decisions

Action Title: 4.1.4.1 Reports to Council present the social, environmental, cultural and economic sustainability considerations to enable Council to make informed decisions						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Director Corporate & Community	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN
Action Progress Comments: Council's reporting format assists to present the impacts decisions have on social, environmental, cultural and economic sustainability and provides detail to enable Council to make informed decisions.						

4.1.5 Support the organisation to operate within its legal framework

Action Title: 4.1.5.1 Develop written processes for Governance functions in accordance with Office of Local Government Calendar of Compliance and Reporting requirements

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate & Customer Experience	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the report period, drafting of the following written processes commenced: 1) Research and draft of the Public Interest Disclosures process, in line with implementation of the new Public Interest Disclosures Act 2022. 2) Review and update of Council's Draft Preparing for Local Government Elections Guide, in line with preparation for the September 2024 Local Government Elections.

Action Title: 4.1.5.2 Implement Proactive Release Strategy to assist in Council's approach to authorised proactive release and promotion of open government

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate & Customer Experience	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Council's Agency Information Guide was adopted by Council at its January 2024 Ordinary Meeting and included a Proactive Release Program, ensuring that it complies with mandatory and authorised Proactive Release obligations under the Government Information (Public Access) Act 2009. Proactive release involves an agency making information or documents it holds or collects publicly available, on its own accord without someone making an information access request, to promote open and transparent government. The benefits of proactive release include Improved service delivery; Increased community participation in government processes and decision-making; Better informed community; Reduced costs and resourcing needs by decreasing the number of access applications. The Corporate Governance and Compliance Team will now commence and coordinate the annual proactive release review in consultation with relevant business units:

Action Title: 4.1.5.3 Develop legal, contractual agreements for Exhibiting Artists, Commission Work and Sales through cultural facilities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: During the previous report period Artist and Commissioning agreements were redrafted by Council's legal firm.

Action Title: 4.1.5.4 Review of Delegations and Authorisations completed with the recruitment of new staff

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: All Delegations and Authorisations were issued/amended for relevant staff during the report period.

Action Title: 4.1.5.5 Councillor and Designated Persons disclosures of interest returns completed annually in accordance with the Local Government Act 1993

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Officer	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN

Action Progress Comments: Disclosures of Interest Returns tabled at October 2023 Council Meeting and public copies of Disclosures of Interest Returns have been uploaded to the website.

Action Title: 4.1.5.53 Work with NSW Electoral Commission to carry out Local Government Election

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Director Corporate & Community	In Progress	01-Jul-2023	30-Jun-2024	69%	50.00%	GREEN

Action Progress Comments: Council has contracted the NSW Electoral Commission to undertake the 2024 Council election. The Commission provides regular Updates which are designed to provide information on the upcoming election and advise on the resources the Commission will be providing through the course of the election. The Updates also advise information on upcoming webinars proposed for both councils and candidates and generally update on things that may have an impact on the conduct of the elections. The first webinar for council staff was held 26 October 2023 providing an overall introduction to election processes. Recruitment for Returning Officers closed 12 November 2023. NSW Electoral Commission is active on all social media platforms with electoral information.

Action Title: 4.1.5.6 Review Council Policies for compliance with relevant legislation

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Council subscribed to the Local Government Legal Legislative Compliance database and Council's suite of Policies have been reviewed against legislation with new Policies created where gaps were identified. Work is continuing to also review Policies against Statutory Instruments.

4.1.6 Implement and embed an Enterprise Risk Management system

Action Title: 4.1.6.1 Initiate Stage 3 of the Enterprise Risk Improvement Management Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate Risk	In Progress	01-Jul-2023	30-Jun-2024	35%	50.00%	AMBER

Action Progress Comments: During the report period Council's Executive Leadership Team updated and drafted the Corporate Risk Register and 100% of new employees received safety/risk induction within first 3 days of commencement.

Action Title: 4.1.6.2 Embed the principles of the Enterprise Risk Management Framework (ERM) across the organisation

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate Risk	In Progress	01-Jul-2023	30-Jun-2024	35%	50.00%	AMBER

Action Progress Comments: Executive and Senior Leadership Teams Enterprise Risk Management upskilling workshops planned for delivery in April 2024.

Action Title: 4.1.6.3 Undertake full review and testing of Council's Business Continuity Plan (BCP)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate Risk	In Progress	01-Jul-2023	30-Jun-2024	35%	50.00%	AMBER

Action Progress Comments: Council's Business Continuity Plan (BCP) was last tested on 18 May 2022, with full review of BCP and testing scheduled for May 2024.

4.2 Our leaders make smart decisions

4.2.1 Strengthen staff capacity through workforce development and planning activities

Action Title: 4.2.1.1 Learning and development plans are completed for all employees including succession and career options

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Staff continuing to complete Annual Performance reviews for FY 2022/23, with 91% of staff having training development plans being created for FY 2023/24. Staff succession mapping continues to evolve for whole of organisation which will be finalised with the implementation of ELMO (HR cloud-based software). ELMO project has been delayed due to software integration taking longer than expected however training and development module is due for implementation by March 2024 and succession planning module by June 2024. This action has been included in the 2023/24 Operational Plan.

Action Title: 4.2.1.2 Develop Local Government Capability Framework project plan and timeline for implementation

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	In Progress	01-Jul-2023	30-Jun-2024	60%	50.00%	GREEN

Action Progress Comments: Council will commence project with budget planning and approval to be determined in draft budget process for FY2024/25.

4.2.2 Provide learning and networking opportunities for elected members

Action Title: 4.2.2.1 Provide Councillor professional development training sessions

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Councillor Briefings are held regularly to inform Councillors of amendments to the Office of Local Government guidelines on matters relating to the Local Government Act 1993 such as the Code of Conduct, Code of Meeting Practice, Audit, Risk and Improvement Committee, tendering and procurement, planning and development, Councillor Disclosures of Interest Returns etc. Councillors are also given Briefings on various matters/projects to be abreast of matters of high importance relating to the City.

Action Title: 4.2.2.2 Offer opportunities for Councillors to attend conferences and seminars that provide information, ideas and solutions that add value to our community

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Officer	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Councillors represent Council at various Local Government industry conferences and seminars to keep abreast of issues facing Local Government. Council submits motions to conferences to progress various matters relating to the City. The Conferences are attended by various Federal and State Ministers which provides opportunities to meet one-on-one with Ministers to discuss matters of high importance to the City. Conferences/seminars attended include National General Assembly of Local Government, LGNSW Conference, ALGWA Conference, Country Mayor's Association Meetings, Mining Cities Alliance Meetings, Association of Mining Related Councils Meetings, Murray Darling Association Meetings, Regional Capitals Australia Meetings and Regional Cities NSW Meetings.

4.2.3 Build on the leadership values and culture of the organisation

Action Title: 4.2.3.1 Implement actions from Organisation Culture Inventory survey

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Staff remain actively involved to implement action items from the Organisation Culture Inventory, with the action items being reviewed for priority and implemented strategy. The February 2022 Action List items that were actioned, were finalised in April 2023, in preparation for Council all-staff workshop "Shaping Our Future 2.0" being held in May 2023. This workshop will guide staff requested workplace change requests and will lead into the next Organisation Culture Inventory in November 2023. Survey results have been received with leaderships groups participating in debriefing sessions in February 2024 with whole of staff debriefing sessions scheduled for March 2024.

Action Title: 4.2.3.2 Investigate further leadership training opportunities						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Executive Manager People and Culture	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN
Action Progress Comments: Council continues to investigate leadership development sessions for the Executive Leadership Team and Senior Leadership Team. Council has maintained its commitment in the development of its leadership capacity with the establishment of the Emerging Leaders Group (ELG) and the implementation of the Leadership Education and Development (L.E.A.D) program which was internally delivered by the SLT. With the L.E.A.D program being successfully completed by ELG, this program is now being extended to all staff with the initial outcome being a shared language of leadership across whole of organisation and continued workforce growth in leadership succession. The L.E.A.D program has been designed for continued growth with additional modules that will continue the development of leadership capability and cultural change for Council.						

4.2.4 Implement the Service Review Framework

Action Title: 4.2.4.1 Undertake Living Desert service review						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Leader Innovation & Business Improvement	In Progress	01-Jul-2023	30-Jun-2024	80%	50.00%	GREEN
Action Progress Comments: A Draft Report has been prepared by Morrison Low and is currently being reviewed by Council Officers.						

Action Title: 4.2.4.2 Undertake Animal Control service review						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Leader Innovation & Business Improvement	In Progress	01-Jul-2023	30-Jun-2024	10%	0.00%	GREEN
Action Progress Comments: Scheduled to Commence in March 2024						

4.2.5 Monitor potential changes to government policy and legislation and make submission where considered important for the local community

Action Title: 4.2.5.1 Make relevant submissions to Government agencies on matters that will affect Broken Hill or Local Government in a broader context						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN
Action Progress Comments: One written submission was made to the Local Government Remuneration Tribunal regarding the review for the 2024 Annual Determination.						

4.2.6 Ensure Council has robust Information Communications Technology Platform

Action Title: 4.2.6.1 Continue to implement the agreed Information and Communication Technology Strategy/Roadmap						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Acting Manager Information & Communications Technology	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Implementation of the 5-year IT Strategy developed in 2018, has been completed, with a total of 77 projects completed. During the final reporting period, Mobile Device Management was finalised.

Action Title: 4.2.6.2 Continue to implement the Cyber Security Framework						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Acting Manager Information& Communications Technology	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the report period, the following three outcomes were implemented: * Multi-Factor Authentication (MFA) - Currently serving 82% of Staff, * Mobile Device Management - 64% of mobile phones on-boarded. This will enable us to better manage and protect our fleet of mobile phones and tablets, * Password management - Education and provision of tools to staff to enable better password practices.

4.2.7 Continue to look for efficiencies in the organisation and ensure financial sustainability

Action Title: 4.2.7.1 Achieve financial results in accordance with Council's Long Term Financial Plan						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Director Finance and Commercial	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Budget and Long Term Financial Plan prepared with an expectation to return to breakeven in 2024. Quarterly reviews conducted and monitored to achieve this target.

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

4.3.1 Collaborate with key stakeholders for the Community Strategic Plan for reporting and monitoring

Action Title: 4.3.1.1 Meet regularly with key stakeholders for ongoing alignment of Community Strategic Plan						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Regular meetings were held with key community sector leaders during the report period, regarding major issues facing the City including Housing, Health, Education, Police and Transport.

4.3.2 Develop working parties for key issues and projects impacting Council and the City

Action Title: 4.3.2.1 Develop working parties where necessary to progress major projects and issues

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: During the report period, the Broken Hill Environmental Lead Response Group was established as a NSW government response to dealing with lead issues in Broken Hill and a Housing Committee was established with relevant State and Business stakeholders.

4.3.3 Maintain a strong relationship and regularly engage with the local State and Federal Members

Action Title: 4.3.3.1 Engage with the local State and Federal Members on key issues relating to Council and the City

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Council continually engaged with Local, State and Federal Members during the report period on key issues to Council and the City, regular meetings were held and correspondence sent to State and Federal Members relating to key issues including: - * Lack of Electric Vehicle charging stations, * Reinstatement of Spencer Gulf Nightly News, * Suspension of Regional Seniors Travel cards, * Broken Hill Lead Program, * Sealing of the Wilangee Road for the Broken Hill Mundi Mundi Bash, * Aged care Funding, * ClubGRANTS funding, * Resources for Regions Funding, * Lack of Bariatric Ambulance, * Project support for CBH Resources and the prioritisation of mining projects including Cobalt Blue, Hydrostor, Hawsons and CAES projects, * Freeing up of crown lands and * Fruit Fly eradication.

4.3.4 Maintain a strong relationship and regularly engage with the Minister of Local Government and other Ministers

Action Title: 4.3.4.1 Engage with the Minister for Local Government and other Ministers on key issues relating to Council and the City

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN

Action Progress Comments: Regular correspondence was forwarded to various State Ministers during the report period, relating to key issues including: * Lack of Electric Vehicle charging stations, * Reinstatement of Spencer Gulf Nightly News, * Suspension of Regional Seniors Travel cards, * Broken Hill Lead Program, * Sealing of the Wilangee Road for the Broken Hill Mundi Mundi Bash, * Aged care Funding, * ClubGRANTS funding, * Resources for Regions Funding, * Lack of Bariatric Ambulance, * Project support for CBH Resources and the prioritisation of mining projects including Cobalt Blue, Hydrostor, Hawsons and CAES projects, * Freeing up of crown lands and * Fruit Fly eradication.

4.4 Our community is engaged and informed

4.4.1 Update Community Engagement Strategy

Action Title: 4.4.1.1 Update Community Engagement Strategy for adoption by Council						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Manager Communications & Marketing	Deferred	01-Jul-2023	30-Jun-2024	1%	100.00%	RED
Action Progress Comments: Deferred due to delays to the rollout of the Community Satisfaction Survey. Likely to be undertaken in 2025.						

4.4.2 Facilitate meetings between community and elected representatives

Action Title: 4.4.2.1 Provide support for community meetings between Councillors and the public as required						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Manager Communications & Marketing	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN
Action Progress Comments: All community members can address Council directly on two occasions at each Council meeting. Individual meetings between Councillors and members of the public are also facilitated by the General Manager's Office.						

Action Title: 4.4.2.2 Facilitate community engagement sessions regarding major projects and initiatives as required						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Manager Communications & Marketing	In Progress	01-Jul-2023	30-Jun-2024	50%	50.00%	GREEN
Action Progress Comments: Community engagement is undertaken for major projects and initiatives as required and in line with our Engagement Strategy.						

4.4.3 Maintain an Advocacy Strategy for the City

Action Title: 4.4.3.1 Review and align Advocacy Strategy with Community Strategic Plan priorities						
Responsible Person	**Status**	**Start Date**	**End Date**	**% Complete**	**Target**	**On Target %**
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	50.00%	GREEN
Action Progress Comments: Advocacy Strategy is still current; however it may require review in early 2025.						

ORDINARY MEETING OF THE COUNCIL

February 20, 2024

ITEM 3

BROKEN HILL CITY COUNCIL REPORT NO. 23/24

SUBJECT: BROKEN HILL LIBRARY PROJECT - SUBMISSION OF CAPITAL EXPENDITURE REPORT TO THE NSW OFFICE OF LOCAL GOVERNMENT D24/8960

Recommendation

1. That Broken Hill City Council Report No. 23/24 dated February 20, 2024, be received.
2. That council receive report titled 'Capital Expenditure Review - Broken Hill Library - NSW Office of Local Government' prepared under the reporting guidelines under the NSW Office of Local Government for capital projects over $10 million in forecasted project costs.
3. That council approve submission of the report to the NSW Office of Local Government.

Executive Summary:

The Broken Hill Library project is a significant initiative being undertaking by the Broken Hill City Council as part of council's strategy action point '1.5.2.1 Manage delivery of infrastructure projects associated with the Library and Archives project' under council's Delivery and Operational Plan 2022 to 2026.

The project is aimed at a constructive redevelopment of the Broken Hill Library into a modern, culture focused, facility suited for the 21st century. The initiative is in response to upgrading a dilapidated and aged facility that is viewed as being substandard for the needs of the community of Broken Hill.

The construction of the project is estimated to commence in April 2024.

Report:

Guidelines under the NSW Office of Local Government titled 'Capital Expenditure Guideline – December 2010' require councils to undertake a Capital Expenditure Review before committing to a major capital project.

The Broken Hill Library project is classified as a major capital project under the guidelines because the cost of the project is over $10 million.

A report titled 'Capital Expenditure Review - Broken Hill Library - NSW Office of Local Government' and its associated attachments have been prepared to address the requirements of a Capital Expenditure Review under the guidelines of the NSW Office of Local Government.

This Council report is aimed at seeking council approval to submit the prepared report to the NSW Office of Local Government.

Community Engagement:

Not required under this council report.

Strategic Direction:

Key Direction:	1	Our community
Objective:	1.5	Our built environment supports our quality of life
Strategy:	1.5.2	Manage delivery of infrastructure projects associated with the Library and Archives project

Relevant Legislation:

Local Government Act 1993
Local Government (General) Regulation 2022

Financial Implications:

This report does not carry any financial implications.

Attachments

1. Capital Expenditure Review - Broken Hill Library - NSW Office of Local Government ⇩

CODIE HOWARD
DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

JAY NANKIVELL
GENERAL MANAGER

Capital Expenditure Review

Broken Hill CBD Revitalisation Project including Library & Archives



Prepared by
Broken Hill City Council

Prepared for
Department Premier and Cabinet | Office of Local Government

Date
19 February 2024

BROKEN HILL CITY COUNCIL

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BROKEN HILL CITY COUNCIL

1. Document control

Document Control					
Review No	**Month**	**Date**	**Author**	**ELT Executive**	**Project Sponsor**
1	February 2024	19/2/24	AN	CH	JN

2. Overview of this review

This review has been prepared in accordance with the 'Capital Expenditure Guidelines' by the Department of Premier and Cabinet, Division of Local Government dated December 2010 for capital projects over $10 million.

3. Notification to the Division

This report is aimed at notifying the Division of Local Government of this project.

The project is estimated to commence construction in April 2024.

3.1 Project brief

A project snapshot is documented in the following table.

Project name	Broken Hill CBD Revitalisation including Library & Archives
Organisation	Broken Hill City Council
Address	249 Blende Street, Broken Hill NSW 2880
NCC classification	9B
Scope brief	Redevelopment of the Broken Hill Library
Estimated cost	$14,500,000 (excluding GST)
Date commenced	26 April 2024 (Council Minute No. 41797)
Estimated construction start	22 April 2024
Estimated completion date	30 June 2025
Status	Final design and construction contract formation

3.2 Project cost and funding sources

The total project budget for the construction of the library project is $14,500,000 excluding GST.

The construction project will be funded through a combination of the following sources.

- Australian Federal Government: Building Better Regions Fund Round 5
- NSW Government: Resources for Regions Round 8
- Broken Hill City Council

A detail of the funding sources is included in *Section 9 – Sources of funding* of this report.

3.3 Start and completion dates

Estimated construction start date: 22 April 2024.
Estimated construction completion date: 30 June 2025.

4. Preliminary business case

This is attached with *Appendix 5 - Preliminary Business Case - Library Project - Version 4 - June 2021*.

Please note that the project has changed since the preliminary business case with total project construction budget being reduced through design changes and significant value engineering carried out during design development phase in 2023.

5. Capital Expenditure Review minimum requirements

5.1 Project outline

A project is briefly outlined in Section *3.1 Project brief* of this report,

5.2 Need for the project

5.2.1 The project and Council's strategic plans

There is a directly relationship between this project and following strategic plans at council.

- Community Strategic Plan 2040
- Delivery and operational plan 2022 to 2026

The following relationships define the project from the community strategic plan 2040:

Objective 1.5 Our built environment supports our quality of life

1.5.2 Maintain an attractive and welcoming Central Business and Activities District

Page 20 of the Community Strategic Plan 2040

Council's delivery and operational plan 2022 to 2026 builds on strategy 1.5.2 and is more defined in terms of this project.

OBJECTIVE 1.5 Our built environment supports our quality of life

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

ACTIONS	RESPONSIBLE OFFICER
1.5.2.1 Manage delivery of infrastructure projects associated with the Library and Archives project	Projects Engineer
Measure: Prioritised Library/Archives projects delivered	
1.5.2.2 Manage delivery of infrastructure projects associated with CBD Revitalisation project	Projects Engineer
Measure: Prioritised CBD Revitalisation project infrastructure projects delivered	

Delivery Program 2022-2026 incorporating Operational Plan 2023/2024 Page 27 of 72

5.2.2 Business case and feasibility study

A preliminary business case is included in Appendix 5 of this report.

A feasibility study entitled the 'Broken Hill Cultural Framework and Synopsis Report' was carried out by council in April 2019 through specialist design consultant Neeson Murcutt Architects Pty Ltd.

The feasibility study is included in the report as *Appendix 6 – The Broken Hill Cultural Framework and Synopsis Report, 2019*.

5.2.3 Community needs and consultation

Community and stakeholder consultations have been undertaken at all stages of the project, including:

- Feasibility stage consultations to set the initial project parameters
- Consultations with library staff design and capacity analysis
- Engagement with the local ingenious community
- Input from local schools and youth groups

Appendix 6 – The Broken Hill Cultural Framework and Synopsis Report, 2019 shows the consultations carried out at feasibility stages that formed part of the preliminary business case and direction for the project.

5.2.4 Projected costs - financial plan and asset management

Capital costs

Total project construction budget - $14,500,000 excluding GST.

$11,716,843 of the total capital project construction budget is funded by the Australian Federal Government and the NSW Government as outlined in *Section 9 – Sources of funding*.

Broken Hill City Council will be contributing the remaining $2,783,157.

Operational costs

A projection of council's yearly estimates of operational costs is shown below.

Item	Description	FY	Estimate
1	Asset management projection - 0.05% of CAPEX	2025/26	$102,321
2	Asset management projection - 0.05% of CAPEX	2026/27	$102,321
3	Asset management projection - 0.1% of CAPEX	2027/28	$110,418
4	Asset management projection - 0.1% of CAPEX	2028/29	$110,418
5	Asset management projection - 0.1% of CAPEX	2029/30	$110,418
6	Asset management projection - 0.15% of CAPEX	2030/31	$118,515
7	Asset management projection - 0.15% of CAPEX	2031/32	$118,515
8	**Total after 7 years**	**2025 - 2032**	**$772,927**

a. Note 1: Asset maintenance costs –
- Year 1 – 0.05% of CAPEX
- Year 2 - 0.05% of CAPEX
- Year 3 - 0.1% of CAPEX
- Year 4 - 0.1% of CAPEX

- Year 5 - 0.1% of CAPEX
- Year 6 - 0.15% of CAPEX
- Year 7 - 0.15% of CAPEX

b. Note 2: Utilities allowance included as real dollars in 2024 at $4,090 / month, based on current costs
c. Note 3: Cleaning allowance included as real dollars in 2023 at $3762 / month, based on current costs

6. Council's project delivery capacity

6.1 Management capacity and skills base

Broken Hill City Council has an extensive project governance structure in place for this project. Please see section 3.1 of *Appendix 3 - Communication Management Plan - Library Project - REV F - 19.2.2024* for a detail on council's management capacity and skills base to deliver this project.

6.2 The project's year-by-year responsibilities

The table below shows a projection of council's year-by-year capital commitment responsibilities on this project.

This includes all three avenues of funding.

Item	Responsibility	FY	Estimate
1	CAPEX - Design & contract development	2023/24	$1,308,508
2	CAPEX - Construction FY2023/24	2023/24	$2,826,749
3	CAPEX - Construction FY2024/25	2024/25	$10,364,743
4	OPEX - Defects Liability Period	2025/26	$0
5	**Total CAPEX costs**	**2025 - 2032**	**$14,500,000**

6.3 Capacity based risk assessment

The project has a significant governance structure to manage project risks related to management capacity.

A risk management plan is included with this report. Please see section 7 of *Appendix 2 – Risk Management Plan - Library Project - REV A - 19.2.2024* for a control method to address the project's key risks.

6.4 Steering committees

Council has appointed two (2) committees for correct governance on this project.

- Project's Control Group (PCG)
- Project's Steering Group (PSG)

Please see section 3.1 of *Appendix 3 - Communication Management Plan - Library Project - REV F - 19.2.2024* for further details.

6.5 Appointment of a project manager

An appropriately skilled and experienced in-house project manager has been assigned to this project, supported by a wider project delivery group.

7. The project's prioritisation

This is a high priority project for Broken Hill City Council.

Council has committed a multi-year allocation of $2,783,157 (excluding GST) as a cost contribution to this project.

Item	Responsibility	FY	Estimate
1	CAPEX - Design & contract development	2023/24	$1,308,508
2	CAPEX - Construction FY2023/24	2023/24	$0
3	CAPEX - Construction FY2024/25	2024/25	$1,474,649
5	**Total CAPEX costs**	**2023 - 2025**	**$2,783,157**

An allocation of $2,783,157 (excluding GST) has been approved as part of council's commitment of a previously allocated $5 million for the CBD Revitalisation program in FY 2021/22. This allocation of $2,783,157 (excluding GST) to this project does not affect council's financing position on future capital works programs.

8. Assessment of alternatives

Council has considered four (4) alternatives aligning with this project.

- Alternative 1: base scenario - leave as is
- Alternative 2: functional upgrades
- Alternative 3: extensive redevelopment based on the 2020 business case
- Alternative 4: structured redevelopment based on a total project budget of $14.5 million

Alternative 1

This is the base case of 'leave as is'. The existing facility is highly ineffectual with aged building and a rear underutilised public carpark.

- The base library building is nearing its efficient life cycle (1950s construction)
- Multiple internal services non-functional (e.g., air conditioning, HVAC system, roof system is old and leaking in certain places, unknown situation of the hydraulic system, outdated flooring, and a floor system that leaks water in flood events)
- A public carpark that is underutilised for library purposes

This alternative has been rejected.

Alternative 2

Functional upgrades will upgrade the building but fail address three (3) primary project selection criteria:

- Addressing of issues affecting the building's structural system
- An outdated and un-welcoming public facility that is mis-aligned with council's CBD Master Plan and strategic objectives to revitalise the CBD of the city
- One of the key objectives is for a larger library to fit with Broken Hill's resident population that formed part of the feasibility study

This alternative was rejected.

Alternative 3

This alternative has been rejected due to its extensive cost projection.

Alternative 4

The current scheme has been selected due to:

- A structured redevelopment to library facility and its courtyard aligning with design strategies that align with council's CBD revitalisation strategy
- Maximising the full benefit of the available funding to bring an immense positive change for the community of Broken Hill
- This approach allows for future stages of redevelopment
- Fits the available budget

This alternative has been accepted.

9. Financial implications

The financial implications of the project are primarily related to capital expenses (CAPEX) and operational expenses (OPEX).

9.1 A breakdown of costs

Item	Description	Qty	Unit	Rate	Cost
1	Design costs	1	Item	$1,139,699	$1,139,699
2	Costs of land acquisitions	1	Item	$0	$0
3	Costs of land disposals	1	Item	$0	$0
4	Land and property development costs	1	Item	$12,302,687	$12,302,687
5	Raw materials costs	1	Item	Included	Included
6	Maintenance and operational costs (7-year period)	0	Item	$761,068	$0

7	Depreciation and/or provisions for replacement costs	1	Item	Excluded	Excluded
8	Labour costs	1	Item	Included	Included
9	Opportunity costs	1	Item	Excluded	Excluded
10	Overhead costs, such as project management	1	Item	$306,800	$306,800
11	Payments and fees, including expenses and allowances, to external providers and council's consultants and advisers	1	Item	$139,235	$139,235
12	Loan and/or other financing establishment costs	1	Item	$0	$0
13	Plant and equipment costs	1	Item	Included	Included
14	Other - builders contingency (5%)	1	Item	$651,663	$651,663
15	**Total (ex GST)**	**1**	**Item**	**$14,540,083**	**$14,540,083**

Note: Item 6 – Maintenance and operation costs have been excluded from the total cost sum because this item is not part of the current project funding avenues.

9.2 Sources of funding

Item	Source	Amount
1	Federal: Building Better Regions Round 5	$8,767,891
2	State: Resources for Regions Round 8	$2,948,952
3	Broken Hill City Council	$2,783,157
4	**Total Project Budget**	**$14,500,000**

9.3 Potential increase in costs

This project has been scoped and designed in a controlled processes with value engineering carried out throughout the design development phase. Both the lead consultant and the preferred builder have been engaged to carry out this procedure resulting in a projection that the contract price will be within the available construction budget.

Efforts have also been taken to control quality and scope creep during construction using construction stage services by the lead consultant.

There are two possible scenarios of potential increase in costs:

- Latent site conditions

- Additional project audits and controls through the engagement of additional consultants (e.g., legal reviews, probity consultants, third party audits, or additional site investigations)

Some methods of mitigating these risks have been site investigations during the design stage and retaining a 5% buildings contingency in the cost plan.

9.4 Monitoring and controlling

Budget monitoring is currently done monthly as part of monthly progress reports and change requests that form part of council's project management framework.

Although the lead consultant and the preferred builder have been working together during the design phase, council has separate contracts with both parties. This is aimed at maintaining neutrality.

Claims for cost variations will be assessed in co-operation with the lead consultant who has extensive knowledge of the project's construction documentation and history.

A probity consultant has been proposed to assist with additional project governance.

9.5 Potential loss in value or revenue

The project is a public library (NCC class 9B) and an associated carpark (7A) facility that is not considered as significant revenue generating asset.

9.6 Risk management against inability to deliver

Insurances

Council has put in place various insurance policies that include:

- Contract works insurance by builder with council as an interested party
- Construction Facility Insurance Cover for the project
- Other mandated and general insurances by the builder and lead consultant

These are aimed at covering incidental losses by faults other than by council.

Financial inability

The cost plans up to date have been carefully scoped including:

- Joint reviews by the preferred builder and the project's quantity surveyor
- Inclusion of a 5% builder's contingency
- Value engineering sessions by the builder and the lead consultant

Attempts at addressing some ground conditions have been made including geotechnical tests and soil sampling for acid sulphate soil. Latent conditions still exist despite these measures.

Builder's inability

Insurances have been placed if the builder is unable to deliver.

9.7 Cashflow analysis

Not applicable to this project because loans are not being taken out to finance this project.

9.8 Net present value calculations

A cost-benefit analysis was carried out in December 2019 on the previous design of the project based on a total upfront cost of $20.5 million.

A summary of the CBA results is shown in the below table.

Table 1: Summary of Performance Indicators

Discount Rate	4%	7%	10%	18.5%
Net Present Value	$14.9m	$9.1m	$5.4m	$0
Benefit Cost Ratio	4.18	2.79	1.99	1.00

Page 14 of 20 of Appendix 7 - Extract - BH Library - CBA Report - Pages 9-15 - December 2019

The project has changed since 2019 with the overall costs reducing $14,500,000 (excluding GST). A linear regression approach predicts performance indicators in the following table.

Discount Rate	4%	7%	10%	18.50%
Net Present Value	$10.5m	$6.4m	$3.8m	$0
Benefit Cost Ratio	5.91	3.94	2.81	1.00

Linear regression estimates of the performance indicators

10. Public consultation process

Please see *Appendix 3 – Communication Management Plan - Library Project - REV F - 19.2.2024* for further details on the consultation process on this project.

11. Additional requirements on reporting

The information in this section is to report on projects over $10 million (this project).

11.1 Project management plan

Please see *Appendix 1 - Project Plan - Broken Hill Library - REV F - 19.2.2024* attached with this report.

11.2 Risk management plan

Please see *Appendix 2 - Risk Management Plan - Library Project - REV A - 19.2.2024* attached with this report.

11.3 Probity plan

Please see Appendix 8 - RFT T22-12 - Evaluation Probity Plan - Final - REV A by Local Government Procurement (LGP) in 2022 for the evaluation of the public construction tender issued by council through LGP. This tender has led to the engaged of North Construction & Building Pty Ltd through an ECI agreement in 2023 and council minute 47197 in section 11.4 of this report.

11.4 Tender process and minute 47197 (April 2023)

The tender process was carried out in late 2022. It was managed by LGP.

Please see section 11.3 of this report.

Council minute 47197 (April 2023)

After the tender process in December 2022, council approved minute 47197 in its general meeting on 26 April 2023.

The minute is shown on the next page.

12. Reporting

To fulfil the requirements of reporting, this project is reported to council as per the Broken Hill City Council's project management framework.

This meets reporting requirements under section *12 Reporting of the Capital Expenditure Guidelines 2010.*

BROKEN HILL CITY COUNCIL

ITEM 19 - BROKEN HILL CITY COUNCIL REPORT NO. 64/23 - DATED APRIL 11, 2023 - T22/12 REQUEST FOR TENDER - BROKEN HILL LIBRARY AND ARCHIVES PROJECT - **CONFIDENTIAL** D23/18730

(**General Manager's Note**: This report is deemed confidential under Section 10A(2) (c) (d) of the Local Government Act, 1993 which provides for information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND which provides for commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).

RESOLUTION **Resolved**

Minute No. 47197

Councillor M Boland moved)
Councillor R Algate seconded)

1. That Broken Hill City Council Report No. 64/23 dated April 11, 2023, be received.

2. That Council note that due to the shortfall in available funding despite all efforts being taken with value engineering and project staging, that the current Library and Archive design and tender package cannot be completed.

3. That in accordance with Section 55 3(i) of the *NSW Local Government Act 1993*,and *NSW Local Government (General) Regulation 2021* Div. 4, section 178 (3e), Council approves to enter into direct negotiations due to extenuating circumstances being remoteness and the unavailability of competitive tenderers as well as previous knowledge, information and expertise surrounding the project with the preferred tenderers being Neeson Murcutt Architects Pty Ltd for design and North Construction & Building Pty Ltd construction

4. That Council enter into a Design and Construct contract with North Building & Construction Pty Ltd and Neeson Murcutt Architects Pty Ltd to redesign and construct a Library and Archives building for an all-inclusive budget of $14,500,000.00 excluding GST, whilst adhering to specific funding guidelines and the scope requirements for a fit for purpose Library & Archive to service the Broken Hill City.

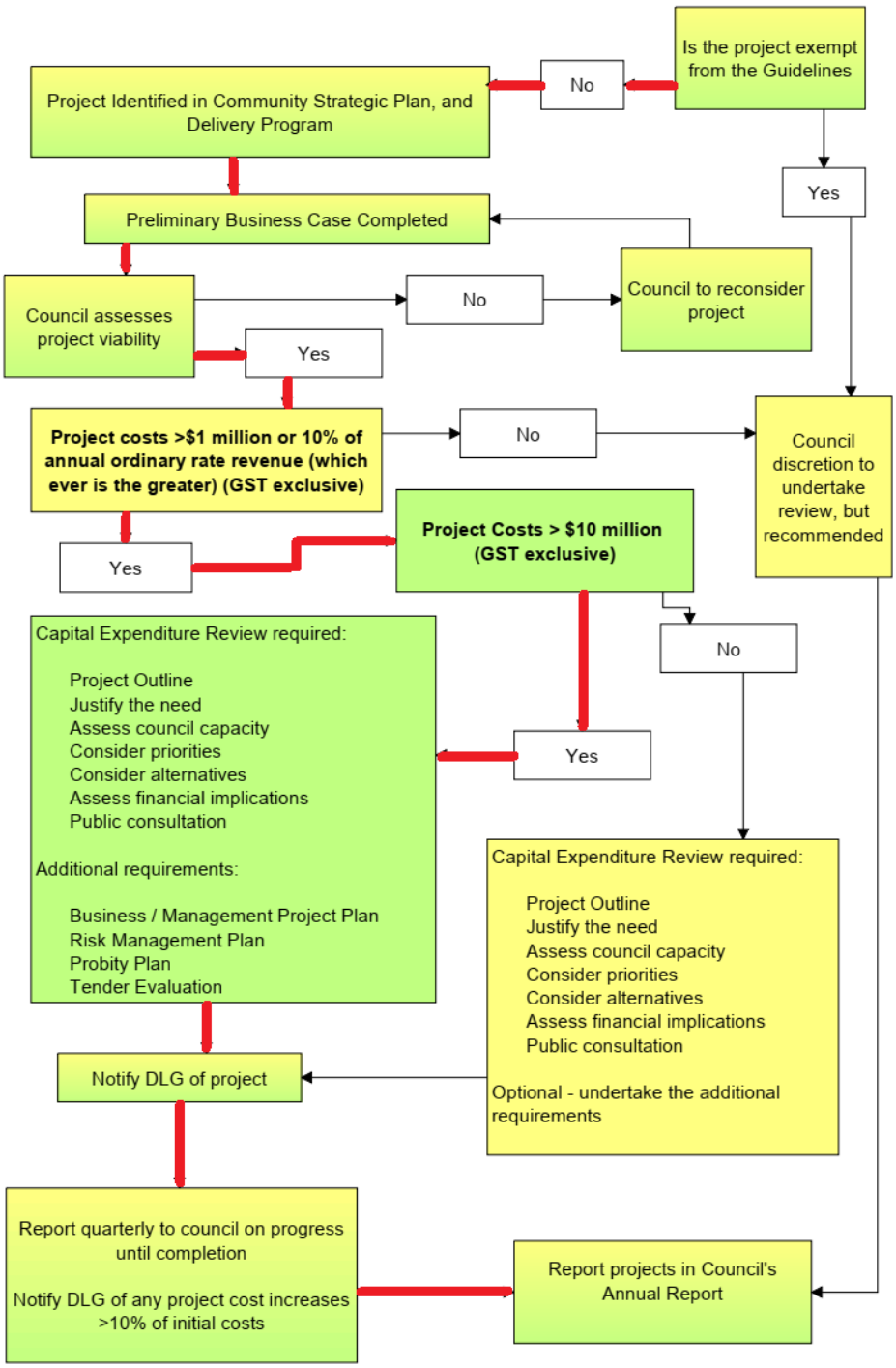
5. That Council thanks the General Manager and staff on their negotiations to ensure a successful outcome for the Library and Archives project.

CARRIED UNANIMOUSLY

Minute 47197 – 26 April 2023

13. Summary flowchart

The **RED** path illustrates the description of this project.



BROKEN HILL CITY COUNCIL

Appendices

Appendix 1 – Project Plan - Broken Hill Library - REV F - 19.2.2024

Appendix 2 – Risk Management Plan - Library Project - REV A - 19.2.2024

Appendix 3 – Communication Management Plan - Library Project - REV F - 19.2.2024

Appendix 4 – Expenditure ledger up to January 2024

Appendix 5 - Preliminary Business Case - Library Project - Version 4 - June 2021

Appendix 6 – The Broken Hill Cultural Framework and Synopsis Report, 2019

Appendix 7 - Extract - BH Library - CBA Report - Pages 9-15 - December 2019

Appendix 8 - RFT T22-12 - Evaluation Probity Plan - Final REV A

ORDINARY MEETING OF THE COUNCIL

February 21, 2024

ITEM 4

BROKEN HILL CITY COUNCIL REPORT NO. 24/24

SUBJECT: REVIEW OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE CHARTER D24/9300

Recommendation

1. That Broken Hill City Council Report No. 24/24 dated February 21, 2024, be received.
2. That the Broken Hill City Council Adopt the Draft Revised Audit Risk and Improvement Committee Charter to come into effect from 1 July 2024
3. That Council nominate one non-voting Councillor member of the Committee from 1 July 2024 who cannot be the Mayor

Executive Summary:

In line with the Audit, Risk & Improvement Committee Charters requirement for the Charter to be reviewed every 2 years, and in response to Office of Local Government Circular 23-15 issued 4 December 2023, the Audit, Risk and Improvement Committee Charter has been reviewed. The Charter has been updated to include changed membership requirements and also to ensure that the Audit, Risk and Improvement Committee Charter includes all aspects of Councils operations that are required to be reviewed by the Committee in the updated regulations and model terms of reference for Audit, Risk and Improvement Committees. This revised draft of the Committee Charter was presented to and endorsed by the Committee at the Audit Risk and Improvement Committee Meeting held on 16 February 2024.

Report:

The Office of Local Government (OLG) released a circular in December 2022 regarding an update to the Guidelines for Risk Management and Internal Audit for Local Councils in NSW.

The OLG circular and a copy of the draft Guidelines for Risk Management and Internal Audit for Local Councils in NSW were included in a report for discussion by the Committee in March 2023.

As foreshadowed in circular 22-41, the Local Government (General) Regulation 2022 (the Regulation) has been amended to give statutory force to key elements of the Office of Local Government's (OLG) Guidelines for Risk Management and Internal Audit for Local Government in NSW (the Guidelines). The amendments do not take effect until 1 July 2024 to allow councils and joint organisations time to implement them.

Management has reviewed the current Audit Committee Charter and made the required changes to ensure the Audit, Risk & Improvement Committee Charter now includes all aspects of Council's operations that are required to be reviewed by the Committee.

A key change to the membership requirements of the Committee is that Councillor membership of the Committee is now required to be one non-voting Councillor member who cannot be the mayor.

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 operation its legal framework

Relevant Legislation:

Local Government Act 1993
Local Government (General) Regulations 2022

Financial Implications:

Nil.

Attachments

1. ⇩ NSW Government Circular 23-15
2. ⇩ Membership of Audit Risk and Improvement Committee
3. ⇩ Draft Revised Audit Risk and Improvement Committee Charter
4. ⇩ Model Terms of Reference for Audit Risk and Improvement Committees

SIMON BROWN
DIRECTOR FINANCE AND COMMERCIAL

JAY NANKIVELL
GENERAL MANAGER

Office of Local Government

Circular to Councils

Circular Details	23-15 / 4 December 2023 / A860774
Previous Circular	*22-41 Update on the Guidelines for Risk Management and Internal Audit for Local Government in NSW*
Who should read this	General Managers / Councillors / Council governance staff / Audit, risk and improvement committee members and internal audit personnel
Contact	Council Governance Team / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Strengthening local government

Regulation amendments prescribing requirements for audit risk and improvement committees, internal audit and risk management

What's new or changing

- As foreshadowed in circular 22-41, the Local Government (General) Regulation 2022 (the Regulation) has been amended to give statutory force to key elements of the Office of Local Government's (OLG) Guidelines for Risk Management and Internal Audit for Local Government in NSW (the Guidelines).
- The Amendment Regulation, which is attached to this circular, commences on 1 July 2024 to give councils and joint organisations time to implement the new requirements.
- The Guidelines have been updated to reflect the Regulation amendments as drafted.

What this will mean for your council

- The requirements prescribed under the Regulation are largely the same as those set out in the draft Guidelines issued in December last year.
- Some minor modifications have been made for legal reasons, but these largely give effect to the same outcomes set out in the draft Guidelines issued in December last year.
- An overview of the amendments and any modifications are set out in the attachment to this circular.

Key points

- The amendments do not take effect until 1 July 2024 to allow councils and joint organisations time to implement them.
- Councils and joint organisations will be required to report on their compliance with the Regulation in their annual reports from 2024/25.
- Councils and joint organisations are exempt from compliance with the Regulation in certain circumstances subject to their reporting their non-compliance, the reasons for their non-compliance and the alternative steps taken to achieve the same outcomes prescribed by the Regulation to OLG and in their annual reports.

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Where to go for further information

- The Amendment Regulation is attached to this circular.
- An overview of the Amendment Regulation is set out in the attachment to this circular.
- An updated version of the Guidelines has been published on OLG's website here.
- The model terms of reference for audit risk and improvement committees, an example risk management policy and the model internal audit charter are available in Word format for use by councils and joint organisations on OLG's website here.
- Templates for the attestation and non-compliance statements required to be published in councils' and joint organisations' annual reports from 2024/25 is available in Word format for use by councils and joint organisations on OLG's website here.
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.
- If councils or joint organisations require assistance in establishing an ARIC or shared arrangements for an ARIC, they should contact their council engagement manager at OLG.

[redacted] 1 December 2023

Brett Whitworth
Deputy Secretary, Local Government

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ATTACHMENT

Membership of audit risk and improvement committees (ARICs)

- The Amendment Regulation prescribes the membership of councils' and joint organisations' ARICs.
- As foreshadowed in circular 22-21 and the draft Guidelines for Risk Management and Internal Audit for Local Government in NSW (the Guidelines), ARICs must comprise of an independent chairperson and at least two independent members.
- Councils and joint organisations may appoint one councillor (who must not be the Mayor) as a non-voting member of the ARIC.
- Members of ARICs must be appointed by resolution.
- The Amendment Regulation prescribes the same eligibility criteria and independence requirements for chairpersons and independent members of ARICs previously set out in circular 22-21 and the draft Guidelines.
- As previously foreshadowed, council staff may serve as independent members of another council's or joint organisation's ARIC if they satisfy the eligibility criteria and independence requirements but not as chairperson.
- Council staff cannot be appointed as an independent member of another council's or joint organisation's ARIC where the ARIC is shared by the council or joint organisation that employs that person. However, staff may now be appointed as an independent member of another councils' or joint organisation's ARIC where that council or joint organisation shares an internal audit function with the council or joint organisation that employs that person (NB, this softens a restriction previously foreshadowed in circular 22-21 and the draft Guidelines).
- ARIC chairpersons and members are to be appointed for a term of no more than 4 years. They may be re-appointed if eligible but must not be a member of the ARIC for more than 8 years in any 10-year period.
- Councils and joint organisations may remove chairpersons and independent members of the ARIC at any time but must notify OLG within 28 days of doing so.
- Councils may pay remuneration to the chairperson and independent members of the ARIC.

Operations of ARICs

- ARICs must meet at least quarterly.
- The chairperson may decide the procedure for calling meetings and their conduct (NB, guidance on ARIC meetings is provided in the Guidelines).
- Councils and joint organisations must adopt terms of reference for the ARIC by resolution. In doing so, they must consider the model terms of reference approved by OLG (NB, these are provided in the Guidelines and are available on OLG's website in Word format for use by councils and joint organisations).
- ARICs must exercise their functions in accordance with the adopted terms of reference.

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- General managers of councils and executive officers of joint organisations must ensure that the ARIC has the resources necessary to properly exercise its functions and is readily able to access the staff, information and records the ARIC considers necessary to exercise those functions.
- ARICs are to keep under the review the council's or joint organisations internal audit functions.

Internal audit

- Councils and joint organisations must adopt an internal audit charter by resolution. In doing so, they must consider the model internal audit charter approved by OLG (NB, this is provided in the Guidelines and is available on OLG's website in Word format for use by councils and joint organisations).
- Councils and joint organisations must exercise their internal audit functions in accordance with the adopted internal audit charter.
- General managers of councils and executive officers of joint organisations must appoint a member of staff (who may be an existing staff member) to be the internal audit coordinator for the council or joint organisation (NB, this role was previously referred to as the "head of the internal audit function" in the draft Guidelines).
- Councils and joint organisations may enter into an arrangement with another council or joint organisation to share that council's or joint organisation's internal audit coordinator. Where a council or joint organisation enters into such an arrangement with another council or joint organisation, they are not required to appoint their own internal audit coordinator.
- The internal audit coordinator must report to and comply with directions of the ARIC in relation to the exercise of internal audit functions. The internal audit coordinator is not to be subject to direction by the council or a member of staff of the council in relation to the exercise of internal audit functions.
- The general manager of a council or executive officer of a joint organisation must consult with the chairperson of the ARIC about a proposed decision affecting the employment of the internal audit coordinator.
- General managers of councils and executive officers of joint organisations must ensure the internal audit coordinator has the resources necessary to properly exercise their functions and is readily able to access the staff, information, and records necessary to exercise those functions and is able to access the ARIC.
- The ARIC must oversee internal audit activities.
- The ARIC must review the performance and efficacy of internal audit activities over each period of 4 years and prepare a report for the governing body which may include recommendations.

Risk management

- Councils and joint organisations must adopt and implement a system for managing risk (NB, councils and joint organisations are required under section 23A of the *Local Government Act 1993*, to consider OLG's Guidelines when doing so).

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- The ARIC must monitor and review the implementation of the system for managing risk and report to the governing body on its operation and efficacy.

Attestation

- From 2024/25, councils and joint organisations must publish in their annual reports, an attestation signed by the general manager or the executive officer in the case of a joint organisation, that specifies whether the council or joint organisation has complied with the Regulation (NB, a template for the attestation is provided in the Guidelines and is available on OLG's website in Word format for use by councils and joint organisations).
- In preparing an attestation, the general manager or executive officer must give the chairperson of the ARIC an opportunity to comment on it. If the chairperson of the ARIC is not satisfied with the attestation, they may prepare an alternative attestation and provide it to OLG.

Exemption

- A council or joint organisation is not required to comply with a requirement under the Regulation where:
    - the council or joint organisation cannot comply with the requirement because of temporary extenuating circumstances or resourcing constraints that will significantly impact the council's or joint organisation's budget, **and**
    - the council or joint organisation cannot enter into an agreement with another council or joint organisation to share the performance of activities necessary to satisfy the requirement, **and**
    - current or proposed alternative arrangements will achieve outcomes equivalent to the requirement under the Regulation, **and**
    - the council or joint organisation notifies OLG of the failure to comply with the Regulation within 28 days, **and**
    - the council or joint organisation publishes a statement in its annual report about the non-compliance that includes details of the above matters (NB, a template for this statement is provided in the Guidelines and is available on OLG's website in Word format for use by councils and joint organisations).
- Councils and joint organisations are no longer required to seek the prior approval of OLG to be exempt as previously foreshadowed in the draft Guidelines. They will automatically be exempt if they satisfy all the above requirements.

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1
ATTACHMENT

Membership of audit risk and improvement committees (ARICs)

- The Amendment Regulation prescribes the membership of councils' and joint organisations' ARICs.
- As foreshadowed in circular 22-21 and the draft Guidelines for Risk Management and Internal Audit for Local Government in NSW (the Guidelines), ARICs must comprise of an independent chairperson and at least two independent members.
- Councils and joint organisations may appoint one councillor (who must not be the Mayor) as a non-voting member of the ARIC.
- Members of ARICs must be appointed by resolution.
- The Amendment Regulation prescribes the same eligibility criteria and independence requirements for chairpersons and independent members of ARICs previously set out in circular 22-21 and the draft Guidelines.
- As previously foreshadowed, council staff may serve as independent members of another council's or joint organisation's ARIC if they satisfy the eligibility criteria and independence requirements but not as chairperson.
- Council staff cannot be appointed as an independent member of another council's or joint organisation's ARIC where the ARIC is shared by the council or joint organisation that employs that person. However, staff may now be appointed as an independent member of another councils' or joint organisation's ARIC where that council or joint organisation shares an internal audit function with the council or joint organisation that employs that person (NB, this softens a restriction previously foreshadowed in circular 22-21 and the draft Guidelines).
- ARIC chairpersons and members are to be appointed for a term of no more than 4 years. They may be re-appointed if eligible but must not be a member of the ARIC for more than 8 years in any 10-year period.
- Councils and joint organisations may remove chairpersons and independent members of the ARIC at any time but must notify OLG within 28 days of doing so.
- Councils may pay remuneration to the chairperson and independent members of the ARIC.

Operations of ARICs

- ARICs must meet at least quarterly.
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- The internal audit coordinator must report to and comply with directions of the ARIC in relation to the exercise of internal audit functions. The internal audit coordinator is not to be subject to direction by the council or a member of staff of the council in relation to the exercise of internal audit functions.
- The general manager of a council or executive officer of a joint organisation must consult with the chairperson of the ARIC about a proposed decision affecting the employment of the internal audit coordinator.
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- The ARIC must review the performance and efficacy of internal audit activities over each period of 4 years and prepare a report for the governing body which may include recommendations.

Risk management

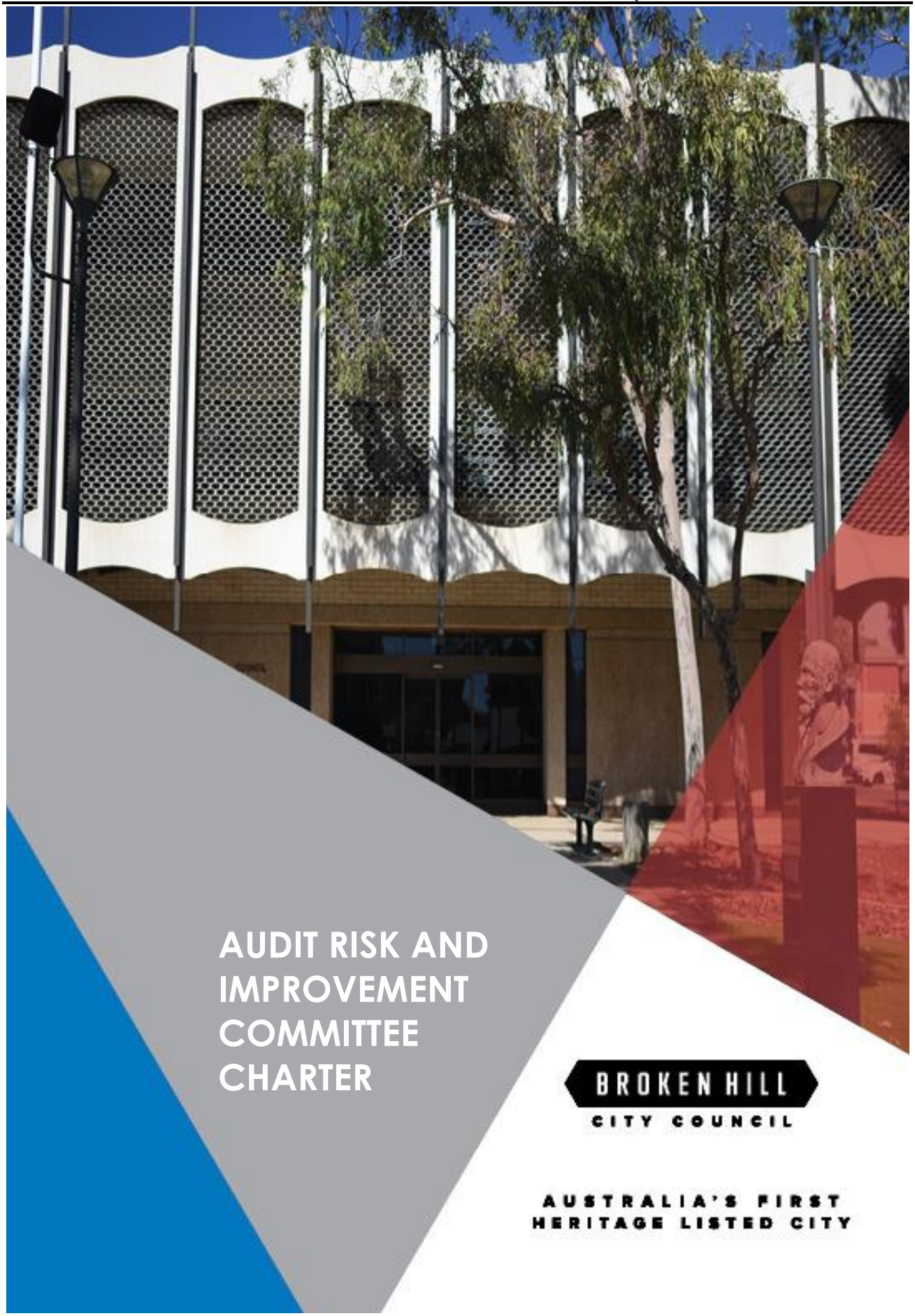
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    - current or proposed alternative arrangements will achieve outcomes equivalent to the requirement under the Regulation, **and**
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AUDIT RISK AND IMPROVEMENT COMMITTEE CHARTER
BROKEN HILL
CITY COUNCIL
AUSTRALIA'S FIRST HERITAGE LISTED CITY

BROKEN HILL CITY COUNCIL

QUALITY CONTROL			
KEY DIRECTION	4. Our Leadership		
OBJECTIVE	4.1 Openness and transparency in decision making		
STRATEGY	4.1.1 Support the organisation to operate its legal framework		
FUNCTION	Leadership and Governance		
FILE REFERENCE	13/19	EDRMS NUMBER	D18/49285
RESPONSIBLE OFFICER	General Manager		
REVIEW DATE	August 2021		
DATE	ACTION		MINUTE No.
26/06/2019	Adopted by Council		46105
29/09/2021	Adopted by Council		46644
23/02/2022	Amendment adopted by Council		46749
NOTES			
ASSOCIATED DOCUMENTS			

1. OBJECTIVE

The objective of the Broken Hill City Council Audit, Risk and Improvement Committee ('the Committee') is to provide independent advice and assistance to the Broken Hill City Council on financial management, risk management internal controls, governance and external accountability responsibilities.

As per the *Local Government Amendment (Governance and Planning) Bill 2016 (NSW) Schedule 1 Amendment of Local Government Act 1993 No 30, Part 4A Internal Audit.*

The Committee must keep under review the following aspects of the Council's operations:

a) Compliance

b) Risk Management

c) Fraud Control

d) Financial Management

e) Governance

f) Implementation of the strategic plan, delivery program and strategies

g) Service reviews

h) Collection of performance measurement data by council

i) Any other matters prescribed by the regulations.

The Committee is also to provide information to the Council for the purpose of improving the Council's performance of its functions.

1. INDEPENDENCE

The committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and to provide Council with robust, objective and unbiased advice and assurance.

The committee is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of the council. The committee will provide independent advice to the council that is informed by the council's internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.

The committee must always ensure it maintains a direct reporting line to and from the council's internal audit function and act as a mechanism for internal audit to report to the governing body and the General Manager on matters affecting the performance of the internal audit function.

2. AUTHORITY

The Council authorises the Committee, within the scope of its role and responsibilities to:

- Obtain any information it needs from the General Manager or external parties (subject to their legal obligations to protect information).
- Use any council resource it needs.
- Have direct and unrestricted access to the General Manager and senior management of the

Council.

- Seek the General Managers permission to meet with any other Council staff member or contractor.
- Discuss any matters with the External Auditor or other external parties (subject to confidentiality considerations).
- Request the attendance of any employee or Councillor at Committee meetings.
- Obtain external legal or other professional advice considered necessary to meet its responsibilities in line with Council's procurement policies.

3. COMPOSITION AND TENURE

The Committee will consist of an independent chairperson and two independent members who have voting rights and one non-voting Councillor, as required under the Local Government (General) Regulation 2021. All committee members must meet the independence and eligibility criteria prescribed under the Local Government (General) Regulation 2021

3.1 Chair

One of the Independent Members will be appointed by Council for the new Term of the Audit Committee.

3.2 Members

- Two (2) Independent Members (Voting)
- One (1) Councillor (Non-Voting, Cannot be the Mayor)

3.3 Attendee (non-voting)

- General Manager
- Manager Finance
- Executive Leadership Team
- Corporate Risk Officer
- Internal Audit Coordinator

3.4 Invitees (non-voting) for specific Agenda items

- Representatives of the External Auditor
- Other officers may attend by invitation as requested by the Committee

The Independent members will be appointed for the term of Council, after which they will be eligible for extension or re-appointment following a formal review of their performance. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. Members who have served an eight-year term (either as a member or as chairperson) must have a two-year break from serving on the committee before being appointed again.

The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of the Broken Hill City Council. At least one member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a local government environment. . All members should have sufficient understanding of the council's financial reporting responsibilities to be able to contribute to the committee's consideration of the council's annual financial

statements.

4. ROLES AND RESPONSIBILITIES

The Committee has no executive powers, except those expressly provided by the Council.

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of the Council rests with the Council and the General Manager as defined by the *Local Government Act 1993*.

The responsibilities of the Committee may be revised or expanded by the Council from time to time.

As required under section 428A of the Local Government Act 1993 (the Act), the role of the committee is to review and provide independent advice to the Council regarding the following aspects of the council's operations:

- Compliance
- Risk Management
- Fraud Control
- Financial Management
- Governance
- Implementation of the strategic plan, delivery program and strategies
- Service reviews
- Collection of performance data by the Council
- Internal Audit

4.1 Risk Management

1. Review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of business and financial risks that is consistent with the Australian risk management standard.
2. Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings.
3. Review the impact of the risk management framework on its control environment and insurance arrangements.
4. Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements including whether plans have been tested periodically.
5. Review the effectiveness of the Council's fraud protection and protected disclosure procedures and systems.
6. Review whether appropriate policies and procedures are in place for the management and exercise of delegations.
7. Review whether a sound approach has been followed in developing risk management plans for major projects or undertakings
8. Review and advise on the effectiveness of Councils management of its assets

4.2 Control Framework

1. Review whether management has adequate controls in place, including over external parties such as contractors and advisors.
2. Review whether management has in place relevant policies and procedures and these are periodically reviewed and updated.
3. Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with.
4. Review whether appropriate policies and procedures are in place for the management and exercise of delegations.
5. Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.
6. Review whether internal and external audit recommendations to correct internal control weaknesses are implemented appropriately

4.3 External Accountability

1. Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements.
2. Satisfy itself that there are appropriate mechanisms in place to review and implement where appropriate, relevant State Government reports and recommendations.
3. Satisfy itself that there is a performance management framework linked to organisational objectives and outcomes.
4. Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards, supported by appropriate management sign-off on the statements and the adequacy of controls.
5. Review and monitor the delivery of Council's Long Term Financial Plan.

4.4 Legislative Compliance

1. Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements.
2. Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

4.5 Internal Audit

1. Provide overall strategic oversight of internal audit activities
2. Act as a forum for communication between Council, the General Manager, Senior Management, The internal audit function and external audit
3. Coordinate as far as is practicable, the work programs of internal audit and other assurance and review functions
4. Monitor and review the effectiveness of Council's Internal Audit function in the context of the Council's overall risk management system.
5. Consider and make recommendations on the Program of the Internal Audit function and the adequacy of its resources and access to information to enable it to perform its function effectively and in accordance with the relevant professional standards.

6. Review all reports on the Council's operations from the Internal Auditor.

7. Review and monitor management's responsiveness to the findings and recommendations of the Internal Audit function.

4.6 External Audit

1. Act as a forum for communication between the Council, General Manager, Senior Management, Internal Audit and External Audit.

2. Provide input and feedback on the financial statements and performance audit coverage proposed by External Audit and provide feedback on the External Audit services provided.

3. Satisfy itself that the annual financial reports comply with applicable Australian Accounting Standards and supported by appropriate management sign-off on the statements and the adequacy of internal controls.

4. Review all external plans and reports in respect of planned or completed external audits and monitor the implementation of audit recommendations by management.

5. Consider significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken.

6. Review the External Management Letter and Audit Opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments.

4.7 Financial Management

Review and advise the Council:

1. If the Council is complying with accounting standards and external accountability requirements

2. Of the appropriateness of Councils accounting policies and disclosures

3. Of the implications for the Council of the findings of external audits and performance audits and the Councils responses and implementation of recommendations

4. Whether the Councils financial statement preparation procedures and timelines are sound

5. Of Significant accounting and reporting issues and the methods used to account for significant or unusual transactions and areas of significant estimates of judgements, and appropriate management signoff on the statements.

6. If effective processes are in place to ensure information included in the Councils annual report is consistent with the signed financial statements

7. On the adequacy of cash management policies and procedures and whether Council's financial management processes and controls are adequate.

8. If the Councils grants and tied funding policies and procedures are sound.

4.8 Governance

Review and advise the Council regarding its governance framework, including the councils:

1 Decision making processes

2 Implementation of governance policies and procedures

3 Reporting lines and accountability

4 Assignment of key roles and responsibilities

5 Committee structure

6 Management oversight responsibilities

7 Human resources and performance management activities

8 Reporting and communication activities

9 Information and Communications Technology (ICT) governance

10 Management and governance of the use of data, information and knowledge.

4.9 Improvement

1. Have oversight of the performance improvement functions of the organisation including:

   a) Reviewing the annual performance of Council against the key performance indicators documented in the Operational Plan and providing advice to the General Manager on the adequacy of Council's performance against these indicators.

   b) Reviewing Council's community survey and provide advice to the General Manager on the adequacy of Council's performance in terms of community satisfaction.

   c) Review and advise if Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives.

   d) Review and advise if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives.

   e) Identify and recommending to the General Manager, Council services or business processes that may benefit from review through the Committee's exercise of its functions.

   f) Review and advise on the adequacy of Councils integrated planning and reporting (IP&R) processes.

5. RESPONSIBILITIES OF MEMBERS

5.1 Independent Members

Members of the Committee are expected to:

1. Understand the relevant legislative and regulatory requirements appropriate to the Broken Hill City Council.
2. Make themselves available as required to attend and participate in meetings.
3. Contribute the time needed to review and understand the papers provided.
4. Apply good analytical skills, objectivity and good judgement.
5. Act in the best interests of the Council
6. Express opinions frankly, ask questions that go to the fundamental core of issues and pursue independent lines of enquiry.
7. Maintain effective working relationships with the Council.
8. Have strong leadership qualities (Chairperson)

9. Oversee the Councils internal audit function (Chairperson).

5.2 Councillor Members

To preserve the independence of the committee, the Councillor member of the committee is a non-voting member. Their role is to:

1. Relay to the committee and concerns the governing body may have regarding the Council and issues being considered by the committee.
2. Provide insight into local issues and the strategic priorities of the Council that would add value to the committee's consideration of agenda items
3. Advise the governing body as necessary of the work of the committee and any issues arising from it.
4. Assist the governing body to review the performance of the committee.

6. REPORTING

Minutes and recommendations of the Audit Committee will be referred to the next scheduled ordinary Council meeting.

The Chair of the Audit, Risk and Improvement Committee (or their delegate) may be required to attend this meeting and speak to the recommendations of the Committee.

The Committee may, at any time, consider any other matter it deems of sufficient importance to do so. In addition, at any time, an individual Committee member may request a meeting with the Chair of the Committee.

7. ADMINISTRATIVE ARRANGEMENTS

7.1 Meetings

The Committee will meet at least four (4) times per year, with one (1) of these meetings to include review and endorsement of the Annual Audited Financial Reports and External Audit Opinion.

All meetings will be held in Broken Hill.

The need for additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

The forward Meeting Plan, including meeting dates and agenda items, will be reviewed each meeting and amended as required. The forward Meeting Plan will cover all Committee responsibilities as detailed in this Audit, Risk 7890and Improvement Committee Charter.

7.2 Quorum

A quorum will consist of a majority of independent voting members. Meetings can be held in person, by telephone or by video conference.

7.3 Meeting Procedures

Meetings of the Audit, Risk and Improvement Committee will be held in accordance with the

Council's Code of Meeting Practice, including the ability to exclude the public and management from meetings.

Decisions will be made by consensus.

7.4 Secretariat

A secretary will be appointed to provide adequate secretariat support to the Committee. The Secretariat will ensure the agenda for each meeting and supporting Business Papers are circulated, at least one (1) week before the meeting, and ensure minutes of the meeting are prepared and maintained.

Minutes shall be approved by the Chair and circulated to each member within three (3) weeks of the meeting being held.

7.5 Conflict of Interests

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

Committee members must declare any conflict of interests at the start of each meeting or before discussions of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

7.6 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their committee responsibilities.

7.7 Assessment Arrangements

The Chair of the Committee will initiate a review of the performance of the Committee at least once every two (2) years. The review will be conducted on a self- assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

7.8 Review of the Audit, Risk and Improvement Committee Charter

At least once every two (2) years the Audit, Risk and Improvement Committee will review this Audit, Risk and Improvement Committee Charter.

Model terms of reference for local government audit, risk and improvement committees

[Council/joint organisation] has established an audit, risk and improvement committee in compliance with section 428A of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*. These terms of reference set out the committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

The objective of [council's/joint organisation's] audit, risk and improvement committee is to provide independent assurance to [council/joint organisation] by monitoring, reviewing and providing advice about the [council's/joint organisation's] governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

Independence

The committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and to provide [council/joint organisation] with robust, objective and unbiased advice and assurance.

The committee is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of the [council/joint organisation]. The committee will provide independent advice to the [council/joint organisation] that is informed by the [council's/joint organisation's] internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.

The committee must always ensure it maintains a direct reporting line to and from the [council's/joint organisation's] internal audit function and act as a mechanism for internal audit to report to the governing body and the [general manager/executive officer] on matters affecting the performance of the internal audit function.

Authority

[Council/joint organisation] authorises the committee, for the purposes of exercising its responsibilities, to:

- → access any information it needs from the [council/joint organisation]
- → use any [council/joint organisation] resources it needs
- → have direct and unrestricted access to the [general manager/executive officer] and senior management of the [council/joint organisation]
- → seek the [general manager's/executive officer's] permission to meet with any other [council/joint organisation] staff member or contractor
- → discuss any matters with the external auditor or other external parties
- → request the attendance of any employee at committee meetings, and

→ obtain external legal or other professional advice in line with councils' procurement policies. [Detail any prior approval needed or pre-determined budget for costs].

Information and documents pertaining to the committee are confidential and are not to be made publicly available. The committee may only release [council/joint organisation] information to external parties that are assisting the committee to fulfil its responsibilities with the approval of the [general manager/executive officer], except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention. [amend if documentation is to be made available to the public].

Composition and tenure

The committee consists of an independent chairperson and [two] independent members who have voting rights and [one non-voting councillor/board member], as required under the *Local Government (General) Regulation 2021*.

The governing body is to appoint the chairperson and members of the committee. Current committee members are:

[name]	Independent chairperson (voting)
[name]	Independent member (voting)
[name]	Independent member (voting)
[name]	[Councillor/board] member (non-voting) (if applicable) [cannot be the mayor]

All committee members must meet the independence and eligibility criteria prescribed under the *Local Government (General) Regulation 2021*.

Members will be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as chairperson of the committee. Members who have served an eight-year term (either as a member or as chairperson) must have a two-year break from serving on the committee before being appointed again. To preserve the committee's knowledge of the [council/joint organisation], ideally, no more than one member should retire from the committee because of rotation in any one year.

The terms and conditions of each member's appointment to the committee are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

Prior to approving the reappointment or extension of the chairperson's or an independent member's term, the governing body is to undertake an assessment of the chairperson's or committee member's performance. Reappointment of the chairperson or a committee

member is also to be subject to that person still meeting the independence and eligibility requirements prescribed under the *Local Government (General) Regulation 2021*.

Members of the committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of the [council/joint organisation], the environment in which the [council/joint organisation] operates, and the contribution that the committee makes to the [council/joint organisation]. At least one member of the committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of the [council's/joint organisation's] financial reporting responsibilities to be able to contribute to the committee's consideration of the [council's/joint organisation's] annual financial statements.

[Add any relevant details about shared arrangements, if applicable].

Role

As required under section 428A of the *Local Government Act 1993* (the Act), the role of the committee is to review and provide independent advice to the [council/joint organisation] regarding the following aspects of the [council's/joint organisation's] operations:

- compliance
- risk management
- fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by the [council/joint organisation], and
- internal audit.

The committee must also provide information to the [council/joint organisation] for the purpose of improving the [council's/joint organisation's] performance of its functions.

The committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 to these terms of reference.

The committee will act as a forum for consideration of the [council's/joint organisation's] internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The committee has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.

The committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. In carrying out its responsibilities, the committee must at all times recognise that primary responsibility for management of the [council/joint organisation] rests with the governing body and the [general manager/executive officer].

The responsibilities of the committee may be revised or expanded in consultation with, or as requested by, the governing body from time to time.

Responsibilities of members

Independent members

The chairperson and members of the committee are expected to understand and observe the requirements of the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*. Members are also expected to:

- make themselves available as required to attend and participate in meetings
- contribute the time needed to review and understand information provided to it
- apply good analytical skills, objectivity and judgement
- act in the best interests of the [council/joint organisation]
- have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry
- maintain effective working relationships with the [council/joint organisation]
- have strong leadership qualities (chairperson)
- lead effective committee meetings (chairperson), and
- oversee the [council's/joint organisation's] internal audit function (chairperson).

[Councillor/board] members (if applicable)

To preserve the independence of the committee, the [councillor/board] member of the committee is a non-voting member. Their role is to:

- relay to the committee any concerns the governing body may have regarding the [council/joint organisation] and issues being considered by the committee
- provide insights into local issues and the strategic priorities of the [council/joint organisation] that would add value to the committee's consideration of agenda items
- advise the governing body (as necessary) of the work of the committee and any issues arising from it, and
- assist the governing body to review the performance of the committee.

Issues or information the councillor member raises with or provides to the committee must relate to the matters listed in Schedule 1 and issues being considered by the committee.

The [councillor/board] member of the committee must conduct themselves in a non-partisan and professional manner. The [councillor/board] member of the committee must not engage in any conduct that seeks to politicise the activities of the committee or the internal audit function or that could be seen to do so.

If the [councillor/board] member of the committee engages in such conduct or in any other conduct that may bring the committee and its work into disrepute, the chairperson of the committee may recommend to the [council/joint organisation], that the [councillor/board] member be removed from membership of the committee. Where the [council/joint organisation] does not agree to the committee chairperson's recommendation, the [council/joint organisation] must give reasons for its decision in writing to the chairperson.

Conduct

Independent committee members are required to comply with the [council's/joint organisation's] code of conduct.

Complaints alleging breaches of the [council's/joint organisation's] code of conduct by an independent committee member are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The [general manager/executive officer] must consult with the governing body before taking any disciplinary action against an independent committee member in response to a breach of the [council's/joint organisation's] code of conduct.

Conflicts of interest

Once a year, committee members must provide written declarations to the [council/joint organisation] stating that they do not have any conflicts of interest that would preclude them from being members of the committee. Independent committee members are 'designated persons' for the purposes of the [council's/joint organisation's] code of conduct and must also complete and submit returns of their interests.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware of the conflict of interest. Where a committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

Standards

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and [current Australian risk management standard], where applicable.

Work plans

The work of the committee is to be thoroughly planned and executed. The committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee may, in consultation with the governing body, vary the strategic work plan at any time to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the strategic work plan. Any decision to vary the strategic work plan must be made by the committee.

The committee must also develop an annual work plan to guide its work, and the work of the internal audit function over the forward year.

The committee may, in consultation with the governing body, vary the annual work plan to address new or emerging risks. The governing body may also, by resolution, request the committee to

approve a variation to the annual work plan. Any decision to vary the annual work plan must be made by the committee.

When considering whether to vary the strategic or annual work plans, the committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the work plan.

Assurance reporting

The committee must regularly report to the [council/joint organisation] to ensure that it is kept informed of matters considered by the committee and any emerging issues that may influence the strategic direction of the [council/joint organisation] or the achievement of the [council's/joint organisation's] goals and objectives.

The committee will provide an update to the governing body and the [general manager/executive officer] of its activities and opinions after every committee meeting.

The committee will provide an annual assessment to the governing body and the [general manager/executive officer] on the committee's work and its opinion on how the [council/joint organisation] is performing.

The committee will provide a comprehensive assessment every council term of the matters listed in Schedule 1 to the governing body and the [general manager/executive officer].

The committee may at any time report to the governing body or the [general manager/executive officer] on any other matter it deems of sufficient importance to warrant their attention. The [mayor/chairperson] and the chairperson of the committee may also meet at any time to discuss issues relating to the work of the committee.

Should the governing body require additional information, a request for the information may be made to the chairperson by resolution. The chairperson is only required to provide the information requested by the governing body where the chairperson is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual [councillors/board members] are not entitled to request or receive information from the committee.

Administrative arrangements

Meetings

The committee will meet at least [number (minimum of 4)] times per year, [including a special meeting to review the [council's/joint organisation's financial statements].

The committee can hold additional meetings when significant unexpected issues arise, or if the chairperson is asked to hold an additional meeting by a committee member, the [general manager/executive officer] or the governing body.

Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend meetings if a committee member cannot attend.

A quorum will consist of a majority of independent voting members. Where the vote is tied, the chairperson has the casting vote.

The chairperson of the committee will decide the agenda for each committee meeting. Each committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the committee.

The [[mayor/chairperson], [general manager/executive officer] and the [internal audit coordinator] should attend committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. The chairperson can request the [council's/joint organisation's] [chief finance officer or equivalent], [head of risk management function or equivalent], [senior managers or equivalent], any [councillors/board members], any employee/contractor of the council and any subject matter expert to attend committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the chairperson at any time.

The committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the committee present.

The committee must meet separately with the [internal audit coordinator] and the [council's/joint organisation's] external auditor at least once each year.

Dispute resolution

Members of the committee and the [council's/joint organisation's] management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the committee and the [general manager/executive officer] or other senior managers, the dispute is to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive of the Office of Local Government in writing.

Secretariat

The [general manager/executive officer] will nominate a staff member to provide secretariat support to the committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the chairperson at least [number] weeks before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the chairperson and circulated within [agreed timeframe] of the meeting to each member.

Resignation and dismissal of members

Where the chairperson or a committee member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give [agreed timeframe] notice to the chairperson and the governing body prior to their resignation to allow the [council/joint organisation] to ensure a smooth transition to a new chairperson or committee member.

The governing body can, by resolution, terminate the appointment of the chairperson or an independent committee member before the expiry of their term where that person has:

- breached the council's code of conduct
- performed unsatisfactorily or not to expectations
- declared, or is found to be in, a position of a conflict of interest which is unresolvable
- been declared bankrupt or found to be insolvent
- experienced an adverse change in business status
- been charged with a serious criminal offence
- been proven to be in serious breach of their obligations under any legislation, or
- experienced an adverse change in capacity or capability.

The position of a [councillor/board] member on the committee can be terminated at any time by the governing body by resolution.

Review arrangements

At least once every council term, the governing body must review or arrange for an external review of the effectiveness of the committee.

These terms of reference must be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

Further information

For further information on [council's/joint organisation's] audit, risk and improvement committee, contact [name] on [email address] or by phone [phone number].

Reviewed by chairperson of the audit, risk and improvement committee

[signed]

[date]

Reviewed by [council/joint organisation] in accordance with a resolution of the governing body.

[signed]

[date]

[resolution reference]

Next review date: [date]

Schedule 1 – Audit, risk and improvement committee responsibilities

[Note: each council/joint organisation is to determine the responsibilities of its committee related to each matter listed in section 428A of the Local Government Act 1993 and list them in Schedule 1 to the committee's terms of reference. Suggested responsibilities are provided below and further detailed in core requirement 1 and Appendix 2 of the Guidelines for Risk Management and Internal Audit for Local Government in NSW.]

Audit

Internal audit

- → Provide overall strategic oversight of internal audit activities
- → Act as a forum for communication between the governing body, [general manager/executive officer], senior management, the internal audit function and external audit
- → Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions
- → Review and advise the [council/joint organisation]:
    - on whether the [council/joint organisation] is providing the resources necessary to successfully deliver the internal audit function
    - if the [council/joint organisation] is complying with internal audit requirements, including conformance with the International Professional Practices Framework
    - if the [council's/joint organisation's] internal audit charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by the [council/joint organisation] are suitable
    - of the strategic four-year work plan and annual work plan of internal audits to be undertaken by the [council's/joint organisation's] internal audit function
    - if the [council's/joint organisation's] internal audit activities are effective, including the performance of the internal audit coordinator and the internal audit function
    - of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised
    - of the implementation by the [council/joint organisation] of these corrective actions
    - on the appointment of the internal audit coordinator and external providers, and
    - if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities

External audit

- → Act as a forum for communication between the governing body, [general manager/executive officer], senior management, the internal audit function and external audit
- → Coordinate as far as is practicable, the work programs of internal audit and external audit
- → Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided
- → Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations

→ Provide advice to the governing body and/or [general manager/executive officer] on action taken on significant issues raised in relevant external audit reports and better practice guides

Risk

Risk management

Review and advise the [council/joint organisation]:

→ if the [council's/joint organisation's] has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard

→ whether the [council/joint organisation] is providing the resources necessary to successfully implement its risk management framework

→ whether the [council's/joint organisation's] risk management framework is adequate and effective for identifying and managing the risks the [council/joint organisation] faces, including those associated with individual projects, programs and other activities

→ if risk management is integrated across all levels of the [council/joint organisation] and across all processes, operations, services, decision-making, functions and reporting

→ of the adequacy of risk reports and documentation, for example, the [council's/joint organisation's] risk register and risk profile

→ whether a sound approach has been followed in developing risk management plans for major projects or undertakings

→ whether appropriate policies and procedures are in place for the management and exercise of delegations

→ if the [council/joint organisation] has taken steps to embed a culture which is committed to ethical and lawful behaviour

→ if there is a positive risk culture within the [council/joint organisation] and strong leadership that supports effective risk management

→ of the adequacy of staff training and induction in risk management

→ how the [council's/joint organisation's] risk management approach impacts on the [council's/joint organisation's] insurance arrangements

→ of the effectiveness of the [council's/joint organisation's] management of its assets, and

→ of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal controls

Review and advise the [council/joint organisation]:

→ whether the [council's/joint organisation's] approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective

→ whether the [council/joint organisation] has in place relevant policies and procedures and that these are periodically reviewed and updated

→ whether appropriate policies and procedures are in place for the management and exercise of delegations

→ whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with

- → if the [council's/joint organisation's] monitoring and review of controls is sufficient, and
- → if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

Compliance

Review and advise the [council/joint organisation] of the adequacy and effectiveness of the [council's/joint organisation's] compliance framework, including:

- → if the [council/joint organisation] has appropriately considered legal and compliance risks as part of the [council's/joint organisation's] risk management framework
- → how the [council/joint organisation] manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- → whether appropriate processes are in place to assess compliance.

Fraud and corruption

Review and advise the [council/joint organisation] of the adequacy and effectiveness of the [council's/joint organisation's] fraud and corruption prevention framework and activities, including whether the [council/joint organisation] has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise the [council/joint organisation]:

- → if the [council/joint organisation] is complying with accounting standards and external accountability requirements
- → of the appropriateness of the [council's/joint organisation's] accounting policies and disclosures
- → of the implications for the [council/joint organisation] of the findings of external audits and performance audits and the [council's/joint organisation's] responses and implementation of recommendations
- → whether the [council's/joint organisation's] financial statement preparation procedures and timelines are sound
- → the accuracy of the [council's/joint organisation's] annual financial statements prior to external audit, including:
  - management compliance/representations
  - significant accounting and reporting issues
  - the methods used by the [council/joint organisation] to account for significant or unusual transactions and areas of significant estimates or judgements
  - appropriate management signoff on the statements
- → if effective processes are in place to ensure financial information included in the [council's/joint organisation's] annual report is consistent with signed financial statements
- → if the [council's/joint organisation's] financial management processes are adequate
- → the adequacy of cash management policies and procedures

- if there are adequate controls over financial processes, for example:
  - appropriate authorisation and approval of payments and transactions
  - adequate segregation of duties
  - timely reconciliation of accounts and balances
  - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the [council/joint organisation] are adequate
- if the [council's/joint organisation's] grants and tied funding policies and procedures are sound.

Governance

Review and advise the [council/joint organisation] regarding its governance framework, including the [council's/joint organisation's]:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge

Improvement

Strategic planning

Review and advise the [council/joint organisation]:

- of the adequacy and effectiveness of the [council's/joint organisation's] integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether the [council/joint organisation] is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)
- Review and advise the [council/joint organisation]:
  - If the [council/joint organisation] has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance

- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
- how the [council/joint organisation] can improve its service delivery and the [council's/joint organisation's] performance of its business and functions generally

Performance data and measurement

Review and advise the [council/joint organisation]:

→ if the [council/joint organisation] has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives

→ if the performance indicators the [council/joint organisation] uses are effective, and

→ of the adequacy of performance data collection and reporting.

ORDINARY MEETING OF THE COUNCIL

February 14, 2024

ITEM 5

BROKEN HILL CITY COUNCIL REPORT NO. 25/24

SUBJECT: MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.443, HELD ON TUESDAY, 6 FEBRUARY 2024 D24/8126

Recommendation

- That Broken Hill City Council Report No. 25/24 dated February 14, 2024, be received.
- That the minutes of the Local Traffic Committee – Meeting No. 443, held on Tuesday, 6 February 2024 be endorsed.
- That Item No. 443.10.3 recommendations be received:
    - That the Committee support the request for two additional bus zones on Garnet Street, adjacent to the Broken Hill High School, during Term 1 for Willyama High School students attending the school.
    - That a 'No Stopping' sign be installed 10 meters from the temporary bus zone to the disability parking on the left side of the hatching on Galena Street, adjacent to the Broken Hill High School, to allow a safe sight distance for disability parking between the bus zones.
- That Item No. 443.10.4 recommendation be received:
    - That Council issue a media release informing that Council has introduced new measures for traffic-controlled worksites, advising if a motorist is seen or caught driving through a traffic-controlled worksite, details will be forwarded to the NSW Police to enforce action and issue fines.
- That Item No. 443.8.1 recommendation be received:
    - That Council paint double white lines on Argent Street, from the median strip up to and in line with Delamore Street, to prevent motorist performing U-turns at the end of the median strip.

Executive Summary:

Under Guidelines published in March 2009 by the Roads and Traffic Authority (now known as Transport for NSW), entitled 'A guide to the delegation to councils for the regulation of traffic states':

'The Local Traffic Committee (LTC) has no decision-making powers and is primarily a technical review committee. It only advises the Council on matters for which the Council has delegated authority, being certain prescribed traffic control devices and traffic control facilities.

The Council must refer all traffic related matters to the LTC prior to exercising its delegated functions. Matters related to State Roads or functions that have not been delegated to the elected Council must be referred directly to Transport for NSW or relevant organisation. Such matters must not be referred to the LTC.

Council is not bound by the advice given by its LTC. However, if Council does wish to act contrary to the unanimous advice of the LTC or when the advice is not unanimous, it must notify Transport for NSW and the NSW Police and wait 14 days before proceeding.'

Report:

This report is to provide Council with the minutes and action list of the Local Traffic Committee meeting, held on Tuesday, 6 February 2024 which details recommendations to Council for consideration of endorsement.

Strategic Direction:

Key Direction:	4.	Our Leadership
Objective:	4.1	Openness and transparency in decision making
Strategy:	4.1.1	Support the organisation to operate its legal framework

Relevant Legislation:

- *Road Transport (Safety and Traffic Management) Regulation 1999*, and
- Road Rules 2008
- A guide to the delegation to councils for the regulation of traffic (guidelines)

Financial Implications:

Financial implications for any of the recommendations to Council will be detailed in the LTC minutes, if relevant.

Attachments

1. ⇩ Minutes of the Local Traffic Committee - Meeting No. 443, held on Tuesday, 6 February 2024

CODIE HOWARD
DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

JAY NANKIVELL
GENERAL MANAGER

LOCAL TRAFFIC COMMITTEE

MINUTES OF MEETING No. 443

Meeting held on Tuesday, 6 February 2024

Meeting commenced at 2pm

Location: First Floor Meeting Room, Council Administrative Centre

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443.1 Acknowledgment of Country

Council's Director Infrastructure and Environment, Codie Howard chaired the meeting, welcomed all representatives present and recited the 'Acknowledgment of Country.'

"We pay respect to the Traditional Owners of the Broken Hill region, the Wilyakali People, on whose land we live and work upon. We acknowledge, pay respect, and celebrate the ongoing cultural traditions and contributions to Broken Hill and the surrounding region by Aboriginal people. We acknowledge their Elders past, present, and emerging."

443.2 Present

Codie Howard	Director Infrastructure and Environment (Council Representative – Chairperson)
Faisal Salah	Projects Engineer (Council Observer)
David Vant	Road Safety and Traffic Management, Transport for NSW (TfNSW) (Representative)
Councillor Marion Browne	Councillor Delegate (Observer)
Yvette Smith	Chief Inspector, NSW Police (Representative)
Tanya Ralph	Administrative Officer (Council - Secretariat)

443.3 Apologies

Jenene House	Associate Community and Safety Partner – Far West Precinct, Transport for NSW (TfNSW) (Representative)
Chris Wallace	Inspector, NSW Police (Representative)
Barry Walker	Compliance Officer (Council Observer)
Peter Beven	Local Member Delegated Representative

443.4 Absent

443.5 Disclosure of Interest – NIL

443.6 Adoption of Previous Minutes

Minutes from previous meeting held on **Thursday, 5 December 2023** were confirmed and approved.

All in favour Moved: Codie Howard Seconded: David Vant

443.7 Council Resolutions

The following Committee Recommendations were adopted by Council at its meeting held on **Wednesday, 20 December 2023.**

Council has resolved.
Minute No.: 47428

Resolved

1. That Broken Hill City Council Report No. 251/23 dated December 8, 2023, be received.
2. That the minutes of the Local Traffic Committee – Meeting No.442, held on Tuesday, 5 December 2023 be endorsed.
3. That Item No: 442.10.2 recommendation be endorsed:
   - That the complainant be advised that parking is only permitted for registered Taxis in a Taxi Zone, as stated in the NSW Government Road Rues and the Australian Road Rules, Rule 182.
4. That Item No: 442.10.3 recommendation be endorsed:
   - That Council continue to investigate the request for installation of a disability access ramp on Oxide Street and Chapple Street, adjacent to the shopping complex.
5. That Item No.442.8.1 recommendation be endorsed:
   - That the Local Traffic Committee endorse the proposal for replacement of the Gateway Sign on the Wentworth Road (Silver City Highway).
6. That Item No: 442.8.2 recommendation be endorsed:
   - That a specialised technician from Transport for NSW be advised of the proposal to paint directional arrows on each of the three lanes, found on Argent Street at each of the traffic light intersections on Bromide, Chloride and Oxide Streets.
7. That Item No.442.8.4 recommendation be endorsed:
   - That the complainant be advised of the Committee's determination to install a 'Loading Zone', adjacent to the Broken Hill Correctional Centre on Gossan Street, between the two driveways to allow for deliveries.
8. That Item No: 436.8.5 recommendation be endorsed:
   - That the 'No Parking' signs installed on Chloride Street, adjacent to the Civic Centre remain in place permanently, following completion of the two-month trial period.

CARRIED UNANIMOUSLY

443.8 Correspondence In

Item No.	EDRMS No.	Details
443.8.1	D23/68164	Request for No U-Turn sign on Argent Street at the end of the median strip, adjacent to Maari Ma Health Aboriginal Corporation
441.8.1	D23/68343	Letter Box Drop Response – Removal of Unrestricted parking space on Gawler Place – [redacted]

443.9 Correspondence Out

Item No.	EDRMS No.	Details
442.8.1	D23/67829	Council Resolution – Replacement of the Wentworth Road Gate Way sign
442.8.2	D23/67837	Committee Response – Request for Direction Arrows at Traffic Light Intersections – [redacted]
442.8.4	D23/67634	Committee Response – Request for 5-Minute parking space – Broken Hill Correctional Centre – [redacted]
442.10.2	D23/63718	Council Resolution – Request to use Taxi Zones – [redacted] (The FamiLEE Business Transport)

443.10 General Business

Item No.	EDRMS No.	
443.10.1		Mundi Mundi Bash 2024
		David Vant informed the Committee that he will take over review of the Mundi Mundi Bash 2024 arrangements for Broken Hill temporarily, or while Jenene House is unavailable. Transport for NSW's Emergency Management and Traffic Management teams are reviewing the traffic management plans for the event. David Vant suggested stakeholders on the Local Traffic Committee, representing the NSW Police, Council and Transport for NSW, should meet to discuss matters relevant to Broken Hill in preparation for the Mundi Mundi Bash 2024, such as ticketing, daily traffic in and out of Mundi Mundi. The Committee were informed that Transport for NSW Customer and Network Operations Coordinator – West, David Dickey holds regular meetings to discuss matters in association with event management and to review arrangements for the Mundi Mundi Bash 2024 event. David Vant advised the Committee that both Council and NSW Police Representatives, as stakeholders for the event should also attend these meetings.

Item No.	EDRMS No.	
443.10.2		Broken Hill to Menindee Run – Lifeline Fundraiser
		The Committee were informed of a proposed event for Lifeline, consisting of two people raising awareness with a planned run from Broken Hill to Menindee, approximately 111km. The organiser of this event has contacted NSW Police and Transport for NSW, asking what approvals were required for this event. Yvette Smith informed the Committee that the necessary forms required for NSW Police, were provided to the organiser. They were also advised to reach out to Council, Transport for NSW and the Central Darling Shire Council for approval. David Vant stated there are concerns with the proposed event that will need to be addressed before approval can be granted by Transport for NSW. Such as the starting time at 4am in the morning, which is a safety concern, due to the fact that it is dark. Yvette Smith suggested Committee representatives from NSW Police, Council and Transport for NSW meet with the organiser to discuss the coordination of the event and to let them know what is expected from each authority. Yvette Smith informed the Committee there was a similar event held in 2018, from Broken Hill to the Copi Hollow Caravan Park. David Vant will discuss the proposal further with Yvette Smith and Codie Howard following this meeting and the Committee will be provided an update at the next meeting.
Item No.	**EDRMS No.**	
443.10.3		Request for Temporary Bus Zones on Galena Street, adjacent to the Broken Hill High School for Willyama High School Students
		Codie Howard informed the Committee the Department of Education and the local bus company, CDC request the consideration for an additional bus zone to be installed on Garnet Street, adjacent to the Broken Hill High School (BHHS), to cater for the increased volume of students attending the school from the Willyama High School (WHS). This request follows the recent closure of the WHS, due to a mould outbreak, with WHS Year 11 and 12 students being required to attend the BHHS in Term 1. The photo over the page shows the existing bus zone in red, which is 30 meters to allow two buses. The green section is the proposed area, which is an additional 30 meters, for two additional buses for the WHS students during the first term. These zones will be all day bus zones. These arrangements will be reviewed at the end of Term 1, as in Term 2, the entire WHS student body will be relocated to an area on the Kaolin Street side of the BHHS, where demountable portable classrooms will be placed as the temporary school, for WHS students.

	The Committee determined two additional bus stops will affect approximately 5 parking spaces and due to the changing circumstances, agree with the request.  ***Recommendations:*** • *That the Committee support the request for two additional bus zones on Garnet Street, adjacent to the Broken Hill High School, during Term 1 for Willyama High School students attending the school.* • *That a 'No Stopping' sign be installed 10 meters from the temporary bus zone to the disability parking on the left side of the hatching on Galena Street, adjacent to the Broken Hill High School, to allow a safe sight distance for disability parking between the bus zones.* *Moved: Codie Howard* *Second; Yvette Smith* *All in favour*
Item No. **EDRMS No.**	
443.10.4	Motorist driving through traffic control signs
	Codie Howard informed the Committee that Council staff and contractors working on roadways, have expressed safety concerns relating to motorists driving through traffic-controlled worksites. The NSW Police representative, Chris Wallace was previously advised of the concerns.

	If motorists are seen driving through a controlled worksite, Council have been directed to complete a risk assessment of the site and either document or take a photo of the vehicle's licence plate, so the details can be forwarded to the NSW Police. Yvette Smith expressed that the witness will be required to complete a statement of the event, including details, such as the date and time of the incident, place/location, registration number, make and colour of the vehicle/s and identify who is driving, such as male or female. Council staff report the near misses through Council Incident Reporting System (Vault) and asked Yvette Smith if these reports should be reported directly to the Police, or via the online portal. Yvette Smith explained for these to be reported through the online portal so the matter can be allocated. Codie Howard advised the Committee there seems to be an increase with motorists driving through traffic-controlled worksites and that other Councils he has contacted across NSW are also experiencing the same problems. David Vant informed, that in accordance with changes to the Australian standards, most traffic controllers are operating with a stop and go barrier, that has proven to stop a lot of vehicles driving through worksites, as this is a physical barrier across the lane. These barriers are not available for Councils and/or utility workers as they are gradually being phased in for traffic control operations. Where barriers are installed at worksites, no vehicles drive through a worksite. Yvette Smith suggested that Council could put out a media release to promote the fact that Council will now be putting measures in place and reporting to the Police if motorists are seen or caught driving through a traffic-controlled worksites. Yvette Smith included that she would arrange with their Communications Team to display some information on the NSW Police social media pages. ***Recommendation:*** *That Council issue a media release informing that Council has introduced new measures for traffic-controlled worksites, advising if a motorist is seen or caught driving through a traffic-controlled worksite, details will be forwarded to the NSW Police to enforce action and issue fines.* *Moved: Yvette Smith* *Second: Codie Howard* *All in favour*

443.11 Action Item List

Date	**Item Details**
October 2023	Request for pedestrian crossing on Blende Street adjacent to the Visitor Information Centre
Item No.	**440.10.1**
EDRMS No.	D23/60506
CRM No.	
Responsible Officer	Director Infrastructure and Environment
Current Status	Pending
Date	**Committee Recommendation/s**
February 2024	*That the Committee wait for the results of the Risk Assessment being completed by Council's Corporate Risk team, before deciding on an outcome.*
October 2023	*That further investigation be undertaken by Council and a risk assessment of the Heritage Walk Tour route be completed by Council's Corporate Risk team to determine a safer route.*
Action Date	**Running Actions**
February 2024	David Vant reviewed the independent 'Existing Conditions Road Safety Audit' (RSA) on the Blende and Bromide Street roundabout, following safety concerns raised for the participants of the Heritage Walk tours crossing Blende Street, from the Visitor Information Centre to the Kintore Reserve, for commencement of the tour. David Vant stated that the location of a pedestrian crossing requires a desired line, but not at the expense of safety. Pedestrians assume correctly they have right of way on a pedestrian crossing, whilst motorists are only required to give way at roundabouts, not stop. Roundabouts are congested areas where motorists are looking for other vehicles at the give way points and not necessarily pedestrians. Therefore, a pedestrian crossing at a roundabout would cause a real safety concern. David Vant expressed that his views have not changed and does not agree with the option outlined in the report of installing a wombat crossing at the roundabout. A wombat crossing will not work in this area and expressed that it would be more desirable for a pedestrian crossing to be installed in another area mid-way down the block and not near the roundabout. Codie Howard advised that the alternative position for the proposed pedestrian crossing would be mid-way down the block, near the Police Station.

	 Councillor Marion Brown expressed that she does not think that the walk groups would walk further down the street to cross the road to get to the Kintore Reserve and asked if traffic lights could be an option as the Heritage Walk Tours are an important activity. David Vant advised the Committee the need for traffic lights in this area would not meet Transport for NSW requirements, as there are special criteria that needs to be met. The recommendation from the previous meeting that was endorsed by Council in December 2023, was for Council's Corporate Risk team to complete a risk assessment of the route taken by the Heritage Walk Tours. They are looking at swapping the direction in which they walk, with the tours reversing their direction and finishing the tour at the Kintore Reserve headframe. Codie Howard advised that Council is planning to build a new shelter and footpath in the proposed location for the pedestrian crossing that could be utilised by the tour group. Another option would be to introduce QR Code at each of the stops to enable tourists to complete a self-guided tour instead of in a large group. ***Recommendation:*** *That the Committee wait for the results of the Risk Assessment being completed by Council's Corporate Risk team, before deciding on an outcome.* *Moved: Yvette Smith* *Second: Codie Howard* *All in favour*
December 2023	Council engaged Tonkin Consulting to undertake an independent 'Existing Conditions Road Safety Audit' (RSA) on the Blende and Bromide Street roundabout, due to safety concerns and the high pedestrian activity at the roundabout. The 'Existing Conditions Road Safety Audit' was undertaken to identify potential safety issues and provide potential improvements and be presented to the Local Traffic Committee for comment. The inspection of the area had included the following tasks: • A detailed day time inspection, consisting of two Road Safety Auditors. • Review of the existing roundabout including checking available sight

distances, with a focus on pedestrian movements at the roundabout.

- Review available crash history and traffic volume data.
- An 'Existing Conditions Road Safety Audit' in accordance with *Ausroads Guide to Road Safety Part 6: Road Safety Audits*.

It has been identified that the high pedestrian volumes, access the Visitor Information Centre (southern corner of the intersection), from the Lions Reserve (western corner of the intersection).

There is a risk that a high volume of pedestrians are crossing where motorists have the right of way, increasing the risk of vehicle/pedestrian collisions.

The Road Safety Auditor's recommend a 'Wombat Crossing' on the south-west side of Blende Street, be provided to allow pedestrians priority and to introduce a speed control for vehicles, including appropriate signage and line marking.

A 'Wombat Crossing' is a pedestrian (zebra) crossing on a raised platform. The Platform is higher than the existing road pavement level and typically at the same level of the footpath.



David Vant advised the Committee, in accordance with recent changes to Council's delegations for Transport for NSW, Council could install a Wombat Crossing as suggested in the Audit Report, which does not have to go through the Local Traffic Committee. However, as a representative for Transport for NSW, David Vant does not agree that a wombat crossing is sufficient, as there are many other factors that need to be considered, such as the impact a wombat crossing would have to the traffic in the area.

David Vant explained there is a breaking point for vehicles at the wombat crossing. If there are no pedestrians on the crossing, motorist will enter the roundabout following the Giveaway Laws. The worst thing to do, would be to change the vertical alignment of a vehicle when coming into a breaking point for the vehicles, whether coming down hill or uphill, this will make the vehicle unstable, due to the height of the Wombat Crossing compared to that of the roundabout. Council needs to determine the size of vehicles that utilise the roundabout as the roundabout had been designed for larger vehicles, included in the swept paths.

	The wombat crossing will: • cause queueing issues when there are pedestrians on the crossing, which will hold up the flow of traffic, coming into the roundabout and exiting the roundabout if there was to be a pedestrian on the wombat crossing. • Reduce the number of the current parking spaces on Blende Street, adjacent to the Visitor Information Centre in accordance with the NSW Government Parking Rules. *'You must not stop or park within 20m before and 10m after a children's crossing or pedestrian crossing unless a sign says you can'.* Other factors for consideration are: • the existing kerb ramps are not aligned at each side of roads at the roundabout. • the acceleration points for vehicles on the roundabout. • the vertical and horizontal alignment of vehicle on the roundabout and queue delays that will affect every entry and exit point to the roundabout. At this time of this meeting, David Vant had not read the Road Safety Audit. David Vant expressed that safety audits do not normally include suggested improvements or solutions; they are developed to identify safety concerns and issues. Transport for NSW have in the past, addressed many issues at the time when a wombat crossing has been suggested near roundabouts. David Vant advised he will review the Road Safety Audit and provide his comments back to Council. The Committee determined the previous recommendation from the November 2023 meeting, which was endorsed by Council at its November 2023 Ordinary meeting, be the final decision of the Committee and no further action be taken by the Local Traffic Committee. Tonkin Consulting will provide Council with concept plans for construction of a wombat crossing and these will be provided to David Vant and the Committee for comment. Council will continue to investigate options for a pedestrian crossing, further along Blende Street, where the area is safer.
November 2023	Faisal Salah informed the Committee that Council has arranged for the Road Safety Auditor to inspect and review the area and provide recommendations to Council. The Committee agreed to carry over this matter for further discussion at the next scheduled meeting to discuss the recommendation provided by the Road Safety Auditor.
October 2023	The Local Traffic Committee reviewed a request to install a pedestrian crossing on the west side of the Blende and Bromide Streets roundabout, to enable safe passage from the Visitor Information Centre (VIC) to the Lions Parks at the Kintore Reserve, being the starting point for the Heritage Walk Tours. Concern has been raised, relating to the safety of the Heritage Walk Tour participants, when crossing Blende Street to access the Lions Park for the start of a tour.

The Blende and Bromide Streets roundabout is very busy, with the line of sight of motorist obstructed by parked vehicles, when approaching/existing the roundabout. This makes it difficult for motorists to see pedestrians, resulting in some near misses being identified by Council.

Yvette Smith noted, this matter was previously discussed by the Local Traffic Committee a few years ago, when she was last a representative for the Committee. At that time, it was determined a pedestrian crossing would not meet Transport for NSW requirements.

David Vant advised that a pedestrian crossing is not warranted and does not meet Transport for NSW requirements. The proposed pedestrian crossing would be too close to the roundabout.

Faisal Salah also identified a pedestrian crossing would not be supported. Parking in the area would be affected and/or reduced.

David Vant advised that a full road safety audit would need to be developed by Council, to then be reviewed by the Transport for the NSW.

This would include a sight inspection and observation of the area to determine the volume of traffic.

The following options were suggested by the Committee:

Tours start at the VIC, instead of Lions Park.

Tour guides (volunteers) give a safety briefing to participants before commencement of tours, including the need to adhere to road rules.

That the starting route for the tours be reviewed and consider heading in a different direction, such as Argent Street.

That the number of participants in each tour group be reduced to a manageable number for one tour guide, or that an additional tour guide be included, when there are more than 10 participants booked for a tour.



Another option discussed was for the proposed pedestrian crossing to be raised and for Council to engage a Road Safety Auditor to undertake a survey of the area.

Recommendation:

That further investigation be undertaken by Council and a risk assessment of the Heritage Walk Tour route be completed by Council's Corporate Risk team to determine a safer route.

Moved: Yvette Smith

Second: David Vant

All in favour

Date	**Item Details**
November 2023	Request to remove the parking space, opposite the gates for the RFDS Wellbeing Place on Gawler Place, or for the parking space to be changed to a 'Loading Zone'
Item No.	**441.8.1**
EDRMS No.	D23/55845
CRM No.	
Responsible Officer	Director Infrastructure and Environment
Current Status	Complete
Date	**Committee Recommendation/s**
February 2024	*That correspondence be sent to the respondent, thanking them for their feedback and be advised of the Committee's determination to remove the unrestricted parking space, located at the Oxide Street end of Gawler Place, adjacent to the RFDS Wellbeing Place gates.*
November 2023	*That the unrestricted parking space on Gawler Place adjacent to the RFDS Wellbeing Place gates, be removed and the businesses in the vicinity be notified of the Local Traffic Committee's determination.*
Action Date	**Running Actions**
February 2024	A response from the letter box drop was received from a business owner on Argent Street, who has utilised Gawler Place for many years. The respondent advised they have no issues for the unrestricted parking space in question, to be converted to a 'Loading Zone'. The respondent requests that all unrestricted parking spaces along Gawler Place be removed, including one at the entrance from Oxide Street, two near the RFDS in question and two to three at the side of the Exchange Arcade. The Arcade parking could be converted to 'Disability Parking' to allow access to the Arcade for elderly or people with a disability. ***Recommendation:*** *That correspondence be sent to the respondent, thanking them for their feedback and be advised of the Committee's determination to remove the unrestricted parking space, located at the Oxide Street end of Gawler Place, adjacent to the RFDS Wellbeing Place gates.* *Moved: Codie Howard* *Second: David Vant* *All in favour*

December 2023	The Committee were advised that the correspondence was sent to the complaint, advising of the Committee's determination and that a letter box notification of the proposed changes was distributes to the business and shop along Argent Street and Blende Street, which would be affected the change. The Committee agreed to revisit this matter following comments that maybe received from the notification letter at the February 2024 meeting.
November 2023	The Local Traffic Committee received correspondence requesting the unrestricted parking space on Gawler Place, adjacent to the RFDS Wellbeing Place rear gates in Gawler Place, be changed to a 'Loading Zone', to stop vehicles parking in this space all day. When vehicles park in this space all day, it makes it difficult for vehicles to exit the property. ***Recommendation:*** *That the unrestricted parking space on Gawler Place adjacent to the RFDS Wellbeing Place gates, be removed and the businesses in the vicinity be notified of the Local Traffic Committee's determination.* *Moved: Chris Wallace* *Second: David Vant* *All in favour*

Date	**Item Details**
December 2023	Council Customer Feedback Form – Request to place arrow markings on road at traffic light intersections to identify direction of traffic
Item No.	**442.8.2**
EDRMS No.	D23/63399
CRM No.	
Responsible Officer	Director Infrastructure and Environment
Current Status	Pending
Date	**Committee Recommendation/s**
December 2023	*That a specialised technician from Transport for NSW be advised of the proposal to paint directional arrows on each of the three lanes found on Argent Street, at each of the traffic light intersections on Bromide, Chloride and Oxide Streets.*
Action Date	**Running Actions**
February 2024	David Vant advised the Committee that he has not heard back from Transport for NSW technicians prior to this meeting and will provide the Committee an update at the next meeting.

December 2023	The Committee received a request for directional arrows to be painted on each of the three lanes, found at traffic lights at each of the Argent Street intersections of Bromide, Chloride and Oxide Streets. The complainant advised that motorists in the right turning lane, also travelling across the intersection speed up when the traffic lights change to green to beat the vehicle travelling in the middle lane. This action could result in an accident. It was noted that the parallel parking spaces on Bromide Street, adjacent to Sufi Bakery, does not affect the left turning lane as there is sufficient space for a vehicle to veer into the left lane to turn left. David Vant advised the Committee that the signal phasing for each of the lanes at these intersections operate by loop detectors in the road, which trade off in increments of time for each side to cross the intersection. If a larger vehicle was the only vehicle at the intersection and positioned in the turning lane, where there is no signal phasing, this will affect the time motorists are waiting at each side of the intersection before the lights change. David Vant advised the Committee that the traffic signals at these traffic light intersections are very old and may need some type of modification to the signals and suggested that the Committee hold off deciding, until after Transport for NSW technician's review the request. The modelling of these signals was originally based on two through lanes that would give sufficient capacity for the model of the existing signals. If the through port was changed to one lane, this will also potentially halve the capacity, which will cause queue delays at the intersection. ***Recommendation:*** *That a specialised technician from Transport for NSW be advised of the proposal to paint directional arrows on each of the three lanes, found on Argent Street at each of the traffic light intersections on Bromide, Chloride and Oxide Streets.* *Moved: Codie Howard* *Second: David Vant* *All in favour* Following results of this review by Transport for NSW, David Vant will provide the committee an update at the next scheduled meeting in February 2024.

Date	**Item Details**
December 2023	Customer Request Management System (CRM) – Safety concerns raised, relating to vehicles parking on both sides of Gossan Street, between Cobalt and Beryl Streets, which are impeding vision of traffic driving up the hill and also causing issues for children crossing Gossan Street, after school.
Item No.	**442.8.3**
EDRMS No.	

CRM No.	CRM 53610/2023
Responsible Officer	Director Infrastructure and Environment
Current Status	Pending
Date	**Committee Recommendation/s**
December 2023	*That the complainant be contacted to clarify details of the complaint so the Committee can have a clear understanding of the safety issue, to then review and provide a recommendation at the February 2024 meeting.*
Action Date	**Running Actions**
February 2024	Faisal Salah was not able to get into contact with the complainant to clarify the location of the request as the details provided in the request do not align with the conditions and the actual location. The Committee will be provided an update at the next scheduled meeting.
December 2023	The committee received a request to review the parking arrangements on Gossan Street, near Cobalt Street where cars are parking on both sides of the street at the crest of the hill, that is impeding the vision of motorists travelling towards the crest of the hill. This is also a hazard for motorists, not being able to see children crossing Gossan Street. The Committee determined that the details of the request were not clear, and more information is needed for the Committee to make a recommendation. ***Recommendation:*** *That the complainant be contacted to clarify details of the complaint so that the Committee can have a clear understanding of the safety issue, to then review and provide a recommendation at the February 2024 meeting.* *Moved: Codie Howard* *Second: David Vant* *All in favour*

Date	**Item Details**
December 2023	Request for a 5-Minute Parking Zone adjacent to the Broken Hill Correctional Centre, 109 Gossan Street
Item No.	**442.8.4**
EDRMS No.	D23/64561
CRM No.	
Responsible Officer	Director Infrastructure and Environment

Current Status	Compete
Date	**Committee Recommendation/s**
February 2024	*That the area between the two driveways to the Correctional Centre on Gossan Street be changed to a 'Loading Zone', to allow for deliveries, drop off and prick up of patrons/visitors to the Correctional Centre.*
December 2023	*That the complainant be advised of the Committee's determination to install a 'Loading Zone', adjacent to the Broken Hill Correctional Centre on Gossan Street, between the two driveways to allow for deliveries.*
Action Date	**Running Actions**
February 2024	The Correctional Centre advised that their WHS Committee are in favour of Council's decision to make the area between the two driveways on Gossan Street into a 'Loading Zone', to allow for drop off and pick up and deliveries. ***Recommendation:*** • *That the area between the two driveways to the Correctional Centre on Gossan Street be changed to a 'Loading Zone', to allow for deliveries, drop off and prick up of patrons/visitors to the Correctional Centre.* • *That Council install 'Loading Zone' signs.* *Moved: Codie Howard* *Second: Yvette Smith* All in favour
December 2023	The Committee was asked to consider the request for a 5-minute parking zone, between the two driveways adjacent to the Broken Hill Correctional Centre at 109 Gossan Street to allow for deliveries. The Committee reviewed the request and decided that a 'Loading Zone' would be more sufficient for the purpose of the space, being that a 5-minute parking zone would allow anyone to park in the space. ***Recommendation:*** *That the complainant be advised of the Committee's determination to install a 'Loading Zone', adjacent to the Broken Hill Correctional Centre on Gossan Street, between the two driveways to allow for deliveries.* *Moved: Codie Howard* *Second: David Vant* All in favour

Date	**Item Details**
February 2024	Request for No U-Turn sign on Argent Street at the end of the median strip, adjacent to Maari Ma Health Aboriginal Corporation
Item No.	**443.8.1**
EDRMS No.	D23/68343
CRM No.	
Responsible Officer	Director Infrastructure and Environment
Current Status	Complete
Date	**Committee Recommendation/s**
February 2024	*That Council paint double white lines on Argent Street, from the median strip up to and in line with Delamore Street, to prevent motorist performing U-turns at the end of the median strip.*
Action Date	**Running Actions**
February 2024	The Committee have been asked to consider installing a 'No U-turn' sign on Argent Street at the end of the median strip, adjacent to Maari Ma Health, to prevent motorists from doing a U-turn. Yvette Smith suggested Council paint double white lines, instead of installing a sign, from the median strip to the corner of Delamore Street. This will stop motorist doing U-turns and still allow vehicles to turn right onto Argent Street from Delamore Street. ***Recommendation:*** *That Council paint double white lines on Argent Street, from the median strip up to and in line with Delamore Street, to prevent motorist performing U-turns at the end of the median strip.* *Moved: Yvette Smith* *Second: Codie Howard* *All in favour*

443.12 Next Meeting Date: Tuesday, 5 March 2024.

443.13 Meeting Close: 2.47pm

ORDINARY MEETING OF THE COUNCIL

February 7, 2024

ITEM 6

BROKEN HILL CITY COUNCIL REPORT NO. 26/24

SUBJECT: ACTION LIST REPORT D24/6820

Recommendation

1. That Broken Hill City Council Report No. 26/24 dated February 7, 2024, be received.

Executive Summary:

The purpose of this report is to ensure that Council and the community are informed on the status of actions required by previous Council resolutions.

Report:

A new format Action List was presented to the June 2017 Council Meeting to provide Councillors with a clearer way of reporting on the progress of outstanding Council resolutions. As per Minute No. 45570, the Action List has been produced in the new colour coded format and shows the progress of Council' outstanding decisions (Green – completed, Yellow – in progress and Red – not yet commenced).

The Action List attached to this report covers decisions at Ordinary Council Meetings, is for information only and will be provided to Council on a monthly basis.

Discussions have been held with staff regarding the long outstanding items on the Action List, most of which are leasing/licencing matters. Staff will be working to finalise these items as a priority and/or request Council to rescind resolutions where circumstances have changed.

Community Engagement: Nil.

Strategic Direction:

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

Relevant Legislation: *Local Government Act 1993*

Financial Implications: Nil

Attachments

1. ⇩ Action List

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:**	1/06/2020
		Date To:	21/02/2024
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed:**	**Wednesday, 21 February 2024 11:08:10 AM**

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/07/2020	Howard, Codie Nankivell, Jay	Confidential Matters	WILLYAMA COMMON TRUST LICENCE OF PART LOT 7315 DP 1183447 TO BROKEN HILL SPEEDWAY CLUB

Resolved

1. That Broken Hill City Council Report No. 105/20 dated July 1, 2020, be received.

2. That Council (as Trust Manager for the Willyama Common Trust) lease Part Lot 7315 in Deposited Plan 1183447 to the Broken Hill Speedway Club for the purpose of a motocross track extension and associated access.

3. That the lease term be 25 years and the annual rental be the minimum Crown Lands rental.

4. That the Mayor and General Manager be authorised to sign and execute any documents under the Common Seal of Council, the absence of a Trust Seal.

CARRIED UNANIMOUSLY

12 Aug 2020 10:00am Bartlett, Leisa
Solicitors are drawing up the licence agreement.
17 Sep 2020 3:09pm Bartlett, Leisa
Draft lease being finalised.
16 Oct 2020 9:20am Bartlett, Leisa
Draft lease with Solicitors.
10 Nov 2020 4:26pm Bartlett, Leisa
Licence is with the Broken Hill Speedway Club for signature.
30 Nov 2020 2:11pm Bartlett, Leisa
Licence with Speedway Club for signature.
12 Feb 2021 10:04am Bartlett, Leisa
Licence signed by all parties and is now with the Minister for approval.
18 Mar 2021 4:40pm Bartlett, Leisa
In progress.
16 Apr 2021 10:42am Bartlett, Leisa
In progress.
12 May 2021 12:14pm Bartlett, Leisa
In progress.
17 Jun 2021 4:55pm Bartlett, Leisa
Waiting on response from Local Aboriginal Land Council.
15 Jul 2021 12:15pm Bartlett, Leisa
Solicitor is awaiting a response from the Local Aboriginal Land Council.
12 Aug 2021 3:04pm Bartlett, Leisa
Council's Solilcitor is awaiting a response from the Local Aboriginal Land Council.
15 Sep 2021 9:06am Bartlett, Leisa
Council staff following up with Local Aboriginal Land Council.
14 Oct 2021 4:12pm Bartlett, Leisa
Awaiting response from Local Aboriginal Land Council.
11 Nov 2021 9:02am Bartlett, Leisa
Awaiting response from the Local Aboriginal Land Council.
16 Dec 2021 11:51am Bartlett, Leisa
Awaiting response from Local Aboriginal Land Council.
18 Jan 2022 2:55pm Butcher, Lacey
Awaiting response from Aboriginal Land Council
15 Feb 2022 10:58am Bartlett, Leisa
Awaiting response from Aboriginal Land Council.
23 Mar 2022 2:42pm Bartlett, Leisa
No change in status.
19 May 2022 11:23am Bartlett, Leisa
No change in status.
22 Jun 2022 11:04am Guerin, Emily
No change in status
18 Jul 2022 3:07pm Guerin, Emily
No change in status
24 Aug 2022 3:28pm Bartlett, Leisa

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:**	1/06/2020
		Date To:	21/02/2024
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed:**	**Wednesday, 21 February 2024 11:08:10 AM**

No change in status.

07 Sep 2022 3:24pm Guerin, Emily - Reallocation
Action reassigned to Mason, Michael by Guerin, Emily

20 Sep 2022 12:16pm Guerin, Emily
No change in status.

18 Oct 2022 9:36am Guerin, Emily
Still awaiting response from Aboriginal Land Council. Further follow up with LALC to again occur.

16 Nov 2022 8:25am Guerin, Emily
No change in status

13 Dec 2022 8:56am Guerin, Emily
No change in status

17 Jan 2023 11:16am Guerin, Emily
No change in status

13 Feb 2023 11:43am Guerin, Emily
No change in status

21 Mar 2023 1:29pm Guerin, Emily
No change in status

18 Apr 2023 11:20am Guerin, Emily
No change in status

23 May 2023 8:48am Butcher, Lacey
No change in status

14 Jun 2023 11:34am Guerin, Emily - Reallocation
Action reassigned to Howard, Codie by Guerin, Emily

20 Jun 2023 8:49am Butcher, Lacey
No change in status

22 Aug 2023 10:50am Falkner, Georgina
No change in status

20 Sep 2023 10:31am Howard, Codie
No change in status.

11 Oct 2023 1:14pm Falkner, Georgina
No change in status.

21 Nov 2023 2:24pm Falkner, Georgina
No change in status.

07 Dec 2023 10:40am Falkner, Georgina
No change in status.

19 Jan 2024 1:44pm Falkner, Georgina
No change in status. Follow up correspondence sent.

21 Feb 2024 9:19am Butcher, Lacey
No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/03/2021	Howard, Codie Nankivell, Jay	Notice of Motion	STREET LIGHTING

Resolved

1. That Motions of Which Notice has been Given No. 8/21 dated March 19, 2021, be received.

2. That Broken Hill City Council prepares a report to be tabled at the May 2021 Council Meeting regarding the installation of street lighting on Holten Drive, McGillivray Drive and Federation Way.

3. That at the end of the roll-out of the Southern Lights project, an assessment be undertaken of any further need for street lighting including the lighting to the roads mentioned in part 2 (Holten Drive, McGillivray Drive and Federation Way).

CARRIED

16 Apr 2021 10:53am Bartlett, Leisa
Report being preapred for the May Council Meeting.

12 May 2021 4:35pm Bartlett, Leisa
Awaiting advice on public lighting code requirements, prior to report being finalised.

20 Jul 2021 1:45pm Bartlett, Leisa
Report still being completed. Meeting with Essential Energy delayed due to COVID-19.

12 Aug 2021 3:07pm Bartlett, Leisa

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:**	1/06/2020
		Date To:	21/02/2024
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Meeting with Essential Energy delayed due to COVID-19.

14 Sep 2021 4:36pm Bartlett, Leisa
Meeting with Essential Energy delayed due to COVID-19.

12 Oct 2021 11:09am Bartlett, Leisa
Meeting with Essential Energy delayed due to COVID-19.

11 Nov 2021 9:03am Bartlett, Leisa
Discussions being held with Southern Lights Group around long term ownership of street lights and installation of new poles.

16 Dec 2021 11:52am Bartlett, Leisa
Discussions ongoing.

18 Jan 2022 2:57pm Butcher, Lacey
Discussions ongoing

15 Feb 2022 11:00am Bartlett, Leisa
Discussions ongoing

21 Mar 2022 3:15pm Bartlett, Leisa
Discussions ongoing.

19 Apr 2022 3:01pm Bartlett, Leisa
Southern Lights Project still being carried out by South West joint organisation, with discussions ongoing.

19 May 2022 11:25am Bartlett, Leisa
Engagement of lighting engineer commenced for assessment of current lighting and requirements to meeting the public lighting code.

22 Jun 2022 9:43am Guerin, Emily
No change in status

18 Jul 2022 1:34pm Guerin, Emily
Request for Quotation for street lighting assessment have been sent out and are awaiting response

24 Aug 2022 3:25pm Bartlett, Leisa
Quotations have been received and are currently being evaluated.

14 Sep 2022 10:53am Guerin, Emily
Awaiting schedule from contractors on when works can be completed

18 Oct 2022 9:27am Guerin, Emily
No change in status

21 Nov 2022 2:20pm Guerin, Emily
Assessment currently being completed

13 Dec 2022 11:51am Guerin, Emily
No change in status

16 Jan 2023 2:23pm Guerin, Emily
Report from assessment due in February 2023

13 Feb 2023 2:07pm Guerin, Emily
No change in status

23 Mar 2023 9:49am Guerin, Emily
Assessment has been completed and data recieved. Report will be prepared and presented to April Works Committee for comment.

19 Apr 2023 11:25am Guerin, Emily
Data is still being interpreted and integrated into Council's GIS System

24 May 2023 8:36am Butcher, Lacey
Data transfer is ongoing

21 Jun 2023 3:44pm Butcher, Lacey
No change in status

23 Aug 2023 11:51am Howard, Codie
No change in status

20 Sep 2023 10:39am Howard, Codie
No change in status.

18 Oct 2023 8:43am Howard, Codie
No change in status

21 Nov 2023 12:03pm Howard, Codie
No change in status

12 Dec 2023 2:28pm Howard, Codie
Entire city and all streetlights mapped based on luminosity in Council's GIS System. Framework being developed in regard to street lighting levels and satisfactory standards., Estimated Installation/ Replacement Costs being sought for Streetlighting Infrastructure to finalise report.

23 Jan 2024 2:03pm Howard, Codie
No change in status

20 Feb 2024 12:05pm Butcher, Lacey
No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/05/2021	Howard, Codie Nankivell, Jay	Reports	UPDATE ON PROPOSED ACQUISITION OF FEDERATION WAY

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:**	1/06/2020
		Date To:	21/02/2024
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Resolved

1. That Broken Hill City Council Report No. 75/21 dated April 27, 2021, be received.

2. That Council note the progress update on the proposed acquisition of Federation Way.

3. That Council seek to negotiate an Indigenous Land Use Agreement (ILUA) with the Barkandji Corporation, to allow Council to acquire the Crown Land while preserving the Barkandji's Native Title rights and interests.

4. That the Mayor and General Manager be authorised to negotiate the terms and conditions of the proposed Indigenous Land Use Agreement (ILUA) with the Barkandji Corporation; and that at the finalisation of negotiations, a report be provided to Council advising the outcome of the negotiations for Council's approval to enter an ILUA with the Barkandji Corporation.

CARRIED UNANIMOUSLY

18 Jun 2021 3:31pm Bartlett, Leisa
All parties agreed to extension of acquisition timeline. Native Title negotiations to commence in July.
15 Jul 2021 12:23pm Bartlett, Leisa
In progress - Solicitors working out date for negotiations.
12 Aug 2021 3:09pm Bartlett, Leisa
Meeting re negotiations delayed due to COVID-19.
26 Aug 2021 3:27pm Falkner, Georgina - Completion
Action completed by Bartlett, Leisa
15 Sep 2021 9:10am Bartlett, Leisa
Meeting likely to be organised remotely due to COVID-19. Solicitors are currently trying to organise potential dates.
14 Oct 2021 4:16pm Bartlett, Leisa
Meeting proposed for early November 2021.
11 Nov 2021 9:05am Bartlett, Leisa
Initial meeting held, further negotiations to continue.
16 Dec 2021 11:57am Bartlett, Leisa
Further negotiations continuing.
18 Jan 2022 2:59pm Butcher, Lacey
Further negotiations continuing
15 Feb 2022 11:07am Bartlett, Leisa
Negotiations continuing.
23 Mar 2022 2:43pm Bartlett, Leisa
No change in status.
19 Apr 2022 10:14am Bartlett, Leisa
An update report regarding the progress of this matter is provided to the April 2022 Health & Building Committee Meeting.
19 May 2022 11:26am Bartlett, Leisa
On hold, pending further discussion with Crown Lands as per the April 2022 Council Meeting Resolution.
22 Jun 2022 11:28am Guerin, Emily
Correspondence sent to Crown Lands
18 Jul 2022 3:08pm Guerin, Emily
No change in status
24 Aug 2022 3:31pm Bartlett, Leisa
No change in status.
07 Sep 2022 3:25pm Guerin, Emily - Reallocation
Action reassigned to Mason, Michael by Guerin, Emily
20 Sep 2022 12:16pm Guerin, Emily
No change in status.
18 Oct 2022 9:46am Guerin, Emily
No change in status
16 Nov 2022 8:26am Guerin, Emily
No change in status
13 Dec 2022 8:56am Guerin, Emily
No change in status
17 Jan 2023 11:17am Guerin, Emily
No change in status
13 Feb 2023 11:43am Guerin, Emily
No change in status
21 Mar 2023 1:30pm Guerin, Emily
No change in status

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:**	1/06/2020
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18 Apr 2023 11:23am Guerin, Emily
No change in status
23 May 2023 8:49am Butcher, Lacey
No change in status
14 Jun 2023 11:34am Guerin, Emily - Reallocation
Action reassigned to Howard, Codie by Guerin, Emily
20 Jun 2023 2:22pm Falkner, Georgina
No change in status
23 Aug 2023 11:51am Howard, Codie
No change in status
20 Sep 2023 10:39am Howard, Codie
No change in status.
11 Oct 2023 1:15pm Falkner, Georgina
No change in status.
21 Nov 2023 2:25pm Falkner, Georgina
No change in status.
07 Dec 2023 10:40am Falkner, Georgina
No change in status.
19 Jan 2024 1:45pm Falkner, Georgina
No change in status.
21 Feb 2024 9:23am Butcher, Lacey
Contact will be made with Crown Lands to understand their desire to continue, otherwise action will be closed and finalised.

Meeting	Officer/Director	Section	Subject
Ordinary Council 12/01/2022	Nankivell, Jay Nankivell, Jay	Council Resolution	Council Resolution

Resolved

1. That the Mayoral Minute 2/22 dated the 12/01/22 be received.

2. That an Ordinary Council Meeting be held on the 27/01/2022 at 6.30pm.

3. That a workshop be held on Wednesday 19/01/2022 at 5.30pm to organise amendments to Council's Code of Meeting Practice, so that the public forum will be part of Councils Ordinary and Extraordinary Meetings. Other amendments to the Code of Meeting Practice will also be made, that the amendments discussed will be put in a draft form for adoption at the January Council Meeting on Thursday 27/01/2022.

4. That Council immediately advertises for community groups interested in hosting public meetings to discuss Council matters. The public meetings will be held monthly and business forums bi-monthly; that a report will be presented to the February 2022 meeting of Council about potential arrangements for public meetings.

5. That at the February 2022 meeting of Council, Councillors are to be presented with the required policies, with amendments included, that will allow for cash payments to be accepted at all Council operated facilities.

6. That a workshop will be held to discuss amendments to the following policies, The Code of Conduct, Compliance and Enforcement Policy, Debt Recovery Policy, Local Orders Policy, Media Relations Policy, Social Media Policy and Tree Management Policy.

7. That all expenditure, plans and actions related to the development of the Council's Library hub be abandoned and that the General Manager be invited to present a report to the Council Meeting on 27/1/2022 outlining the use of federal grant money for a purpose built archive that is located in the proposed position of the Library hub. The report will include staffing requirements.

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:** 1/06/2020 **Date To:** 21/02/2024	
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8. That the General Manager be invited to advertise for expressions of interest for a community group to facilitate the removal and replacement of the gateway signage, that Councillors are presented with a report at the February 2022 Council Meeting detailing the cost of replacing one of the gateway signs with a sign chosen by Deanna Spicer from her designs.

9. That the General Manager be invited to provide a report to Council with options on how to manage a complaints committee that is operated locally, the committee will deal with disputed fines and disputed orders.

10. That the General Manager be invited to provide a report to March 2022 Ordinary Council Meeting that details the structure and operations of the former 355 committee known as “The Regional Tourism Association” with a view to re-establish the committee. The goal of the committee will be to market tourism and encourage migration to the city.

11. That the General Manager be invited to provide a report to Council detailing the requirements for dedicated full time Council employed staff to maintain footpaths and nature strips.

12. That the over $6M collected from waste disposal from the Wentworth to Broken Hill pipeline is removed from the Library hub project reserve and placed into a general projects reserve.

13. That Council forms a 355 committee that deals with all matters that affect our senior citizens and that the formation of the committee is to be advertised to the community for membership and expressions of interest.

14. That Council forms a 355 committee that has the role to bring projects and services to the city that benefit young children, teenage children and young adults and that the formation of the committee will be advertised and expressions sought.

15. That the General Manager be invited to provide a report to Council detailing what amendments need to be made to the constitutions of all Council 355 committees as to provide more autonomy to the committees to operate and manage Council facilities.

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

17. That options to increase street lighting be referred to the Policy and General committee.

18. That the General Manager be invited to immediately advertise for expression of interest from the community to form a working party to provide Council with advice on projects that Council undertakes, with a view to reduce the Council's reliance on consultants.

19. That the General Manager be invited to hold a workshop to explain to Councillors how line budgets will be implemented for the 2022/23 budget.

20. That the Mayor be invited to host a meeting with the Local State Member Roy Butler and the Local Federal

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:** 1/06/2020 **Date To:** 21/02/2024	
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed: Wednesday, 21 February 2024 11:08:10 AM**	

Member Mark Coulton and that John Lynch, and a representative from the RFDS are invited to discuss proposals and options for an airport upgrade and options.

21. That options to increase childcare be referred to the Policy and General committee.

22. That the Works committee discuss and provide options for the removal of residential waste gate charges, this will also apply to commercial businesses that are disposing of residential rubbish, the committee will also discuss greenwaste and other recycling options. Any findings will be discussed at a number of public meetings.

23. That the General Manager be invited to provide the Council with a report detailing the legal expenditure to defend against the Ombudsman's report into the Occupation Certificate and Civic Centre usage. The report will detail any decision to expend funds to mount such defence. This report will be provided to the February 2022 meeting.

24. That the General Manager be invited to hold a workshop on 24/01/2022 at 5.30 pm to provide Councillors with all reports and information pertaining to the Civic Centre litigation.

25. That the Policy and General committee consider proposals to reduce commercial and industrial rates and to make residential rates more equitable.

26. That the General Manager be invited to advertise for expressions of interest to paint murals and provide other street art and that a report be provided at the January 27th 2022 meeting explaining why the proposed mural in Argent Street from the Country Women's Association was rejected and options to invite them to resubmit their application.

27. That the Policy and General committee investigate the cost for Council to provide more focus on applying for grant funding and the opportunity to apply for grants for local organisations as a fee for service.

28. That the Mayor be invited to send correspondence to the Local State Member Roy Butler asking that he make representations to the State Government on behalf of the Broken Hill community to have a permanent Wentworth pipeline subsidy implemented. That the State Member be asked to facilitate a meeting with the appropriate Minister to meet with himself and the Mayor to discuss the subsidy.

29. That the General Manager be invited to provide Council with a report at the on the progress of the Netball, Norm Fox redevelopment and a tour is organised for Councillors to see all Council parks, ovals and sporting facilities.

30. That the General Manager be invited to organise a meeting with IPART and Essential Energy to discuss options to increase water usage at a lower cost so that the city can be greened.

31. That the Mayor be invited to send correspondence to the Local Member Roy Butler to ask him to organise a meeting with the appropriate Ministers to discuss the management of the Menindee Lakes and the Darling River.

32. That General Manager be invited to immediately advertise for expressions of interest from the community to remove dead trees.

33. That the Works committee investigate options to plant different tree species that are asset friendly and fast growing.

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34. That the General Manager be invited to provide Councillors with a report on options to address the issues of roaming dogs and cats. That a meeting be organised of the committee that was formed to address this issue and the findings referred to the Policy and General committee.

35. That the General Manager be invited to provide a report about the process to get funding for a mining, truck, car and motorbike museums. The report will include previous reports on the matters and the offer made by Perilya a number of years ago about mining assets.

36. That the General Manager advertise for expressions of interest to form a working group to address the homeless issue, drug and alcohol use and suicide prevention.

37. That the General Manager be invited to provide a report to Council detailing options to facilitate a truck wash and truck stop.

38. That the General Manager be invited to provide a report to the January meeting about any positions in the employee structure that remain unfilled and the expense to date for wages compared to the budgeted amount. Also the expected wage amount to year end with only the current positions filled.

39. That the General Manager be invited to contact the appropriate Aboriginal organisations to facilitate communication for the purpose of establishing a green space at the rear of Creedon Street.

40. That the General Manager provides a report to the January 27 2022 Ordinary Council Meeting outlining timelines for the implementation of the resolutions of Mayoral Minute No. 2/22.

CARRIED

21 Jan 2022 5:25pm Bartlett, Leisa

2. - COMPLETE, 3. - COMPLETE. Draft for public exhibition presented to the January Council Meeting., 4. - Report to be presented to the February Council Meeting., 5. - Report to be presented to the February Ordinary Council Meeting, 6. - Workshops to be scheduled during February to enable consideration of amended policies at the March Committee meetings., 7. - Report presented to the January Council Meeting., 8. - Report to be presented to the February Council Meeting., 9. - Report to be presented to the March Policy & General Committee Meeting., 10. - Report to be presented to the March Ordinary Council Meeting, 11. - Workshops to be held with Council through the development of the 2022/23 Operational Plan and Resourcing Strategy, with a report provided to the April 2022 Policy & General Committee., 12. - Internal transfer of reserves has been completed. An updated internal reserve table will be presented as part of the December Quarterly Review Report., 13. - A workshop will be held with Councillors in March to formulate a TOR for presentation to the March Committee Meetings., 14. - A workshop will be held with Councillors in March to formulate a TOR for presentation to the March Committee Meetings., 15. - Report to be presented to the March Works Committee meeting., 16. - Site visit being arranged with Essential Water for the week commencing 31 January 2022., 17 - Options to be presented at the April Works Committee meeting., 18. - Projects Steering Group Terms of Reference to be formulated and presented to the February Ordinary Council Meeting., 19. - Workshops to be held during March 2022 as part of the 2022/23 budget process., 20. - Meeting to be scheduled for February 2022., 21. - Further consultation with Foundation Broken Hill is recommended during February 2022 with options for Council support to be presented to the March Health and Building Committee Meeting., 22. - to occur during March 2022 as part of the 2022/23 budget process., 23. - Report to be presented to the February Council Meeting., 24. - Workshop held on 24 January 2022., 25. - to occur during March 2022 as part of the 2022/23 budget process., 26. - Report presented at this Council Meeeting. EOI for murals and street art in accordance with Council's Public Art Policy to be advertised in February 2022., 27. - This will be workshopped with Council through the development of the 2022/23 Operational Plan and Resroucing Strategy, with a report provided to the April Policy and General Committee meeting., 28. - Letter being drafted., 29. - Report presented to January Council Meeting with site visits and further workshops scheduled for February., 30. - Meeting to be organised for February 2022., 31. - Letter being drafted., 32. - EOI to be advertised during February 2022 following the results of the tree audit to identify high priority areas of removal in the first instance., 33. - Tree Management Policy and Tree Management Plan to be workshopped with Councillors during February 2022 for presentation to the March Works Committee Meeting., 34. - Report will be provided to Councillors in March 2022, following the commencement of Council's recently appointed Executive Manager Planning and Community Safety., 35. - Priority projects and funding to be discussed and workshopped as part of the development of the 2022/23 Operational Plan and Resourcing Strategy., 36. - Working Groups Terms of Reference to be developed in consultation with the appropriate stakeholders and presented to the Apirl Health and Building Committee Meeting., 37. - Report to be presented to the February Council Meeting for further consideration to occur as part of the 2022/23 budget process., 38. - Report presended to the January Council Meeting - COMPLETE, 39. - Contact and further investigation to occur during February 2022 when appropriate Officers retuen from leave., 40. - Report presented to January Council Meeting - COMPLETE

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For Action	**Committee:** Ordinary Council	**Date To:**	21/02/2024
	Officer:		
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11 Feb 2022 5:02pm Bartlett, Leisa

2 - COMPLETE. 3 - Code of Meeting Practice Policy placed on public exhibition-COMPLETE. 4 - Report prepared to February Council Meeting regarding Business Meetings. 5 - Report prepared to February Council Meeting - COMPLETE. 6 - Workshops scheduled for 7&9 March 2022. 7 - Report presented to 27/01/22 Council Meeting - COMPLETE. 8 - Report presented to February Council Meeting tracking of further action will continue with that report resolution - COMPLETE. 9 - Report to be presented to March Policy and General Committee Meeting. 10 - Report prepared for February Council Meeting and tracking of further action will continue with that report resolution - COMPLETE. 11 - to be included in Budget Workshops with a report to April Policy & General Committee. 12 - Funds moved, adjustements to be made in Quarter 3 budget review report. 13&14 Report to February Council Meeting and tracking of further action will continute with that report-COMPLETE. 15 - Report to be presented to March Works Committee. 16 - Site visit has been held. 17 - Report to be presented to April Works Committee. 18 - Report to February Council Meeting and tracking of further action will continue with that report resolution - COMPLETE. 19 - Budget workshops to be held in March. 20 - Meeting scheduled for 21/02/22. 21. Meeting being scheudled with Foundation Broken Hill. 22 - To be discussed during Budget workshops in March. 23 - Report prepared for February Council Meeting - COMPLETE. 24 - Councillor Briefing has been held - COMPLETE. 25 - To be included in Budget workshops in March. 26 - Report presented to February Council Meeting and advertising to occur in February. 27 - To be workshopped with Operational Plan 2022/23 and a report to the April Policy & General Committee. 28 - Draft Letter with Mayor for signature. 29 - Report was presented to 27 January Council Meeting, site visit scheduled for 25/2/22. 30 - Meeting being scheduled. 31 - Draft Letter with Mayor for signature. 32 - EOI to be advertised following completion of the Tree Audit. 33 - Policy workshop being scheduled. 34 - Report to be presented to March Policy and General Committee. 35 - To be included in Operational Plan 2022/23 workshop. 36 - Report prepared to February Council Meeting . 37 - Report prepared to February Council Meeting and further tracking will be included with resolution of new report - COMPLETE. 38 - Report presented to 27 January Council Meeting - COMPLETE. 39 - Report prepared to February Council Meeting and further tracking will be inlcuded with the resolution of the new report - COMPLETE. 40 - Report presented to 27 January Counicl Meeting - COMPLETE.

23 Mar 2022 3:05pm Bartlett, Leisa

2-COMPLETE, 3-COMPLETE, 4-report regarding public meetings to be presented to Council, 5-COMPLETE, 6- Code of Conduct, Media Realtions Policy abnd Social Media Policy have been workshopped. Workshops to be arranged for the Compliance & Enforcement Policy, Debt Recovery Policy, Local Orders Policy and Tree Management Policy. 7-COMPLETE, 8-COMPLETE, 9-Report to be presented to Council following the Policy Workshop on the Local Orders Policy. 10-COMPLETE, 11- report to be presented to the April Policy & General Committee fopllowing the budget workshop. 12-adjustments made in quarter 3 budget review report-COMPLETE. 13&14-COMPLETE, 15-report presented to March Policy and General Committee-COMPLETE, 16-Site visit held and investigations ongoing, 17-report to be presented to April Works Committee, 18-COMPLETE, 19-Budget workshops to be held in March, 20-Meeting held COMPLETE, 21-Report presented to March Health and Building Committee-COMPLETE, 22-to be discussed at budget workshops in March, 23-COMPLETE, 24- COMPLETE, 25-to be discussed at budget workshops in March, 26-included in Public Art Policy Workshop held on 10 March and policy updated as per resolution-COMPLETE, 27-to be workshopped with operational plan anda report to April Policy & General Committee, 28-letter sent-COMPLETE, 29-Site visit scheduled-COMPLETE, 30-meeting being scheduled. 31-letter sent-COMPLETE, 32-EOI to be advertised following completion of the tree audit, 33-Policy workshop being scheduled, 34-report to be presented to Council. 35- to be included in operational plan workshop, 36-interagency group formed-COMPLETE, 37-COMPLETE, 38-COMPLETE, 39-COMPLETE, 40-COMPLETE

13 Apr 2022 2:40pm Bartlett, Leisa

2-COMPLETE, 3-COMPLETE, 4-Public Forums introduced to Council Meetings and Foundation Broken Hill to commence community meetings, Business Forums already being held-COMPLETE, 5-COMPLETE, 6-Councillor Workshop to consder the remaining policies scheduled for 10 May 2022-COMPLETE, 7-COMPLETE, 8-COMLETE, 9-To be considered at Councillor Workshop on 10 May 2022-COMPLETE, 10-COMPLETE, 11-Report to be provided following the Councillor Budget Workshop, 12-COMPLETE, 13-COMPLETE, 14-COMPLETE, 15-COMPLETE, 16-Councillor Briefing by Landcare scheduled for 28/4/22 regarding the Imperial Lakes Nature Park Project-COMPLETE, 17-Report to be presented to Council following the Councillor Budget Workshop scheduled for 26/4/22, 18-COMPLETE, 19-part of full-day Councillor Budget Workshop scheduled for 26/4/22-COMPLETE, 20-COMPLETE, 21-COMPLETE, 22-to be considered at an Extraordinary Council Meeting along with the 2022/23 budget-COMPLETE, 23-COMPLETE, 24-COMPLETE, 25-included in Councillor Budget Workshop and will be included in budget report to Extraordinary Council Meeting-COMPLETE, 26-COMPLETE, 27-To be considered at an Extraordinary Council Meeting along with the budget report-COMPLETE, 28-COMPELTE, 29-COMPLETE, 30-meeting to be scheduled, 31-COMPLETE, 32-EOI to be advertised following completion of the Tree Audit, 33-Tree Management Policy currently being reviewed and provided to Council Meeting, 34 report to be presented to Council, 35-to be included in Councillor Budget Workshop scheduled for 26/4/22-COMPLETE, 36-COMPLETE, 37-COMPLETE, 38-COMPLETE, 39-COMPLETE, 40-COMPLETE

19 May 2022 11:38am Bartlett, Leisa

6-Councillor Workshop to consider the remaining policies re-scheduled for 15 June 2022-COMPLETE, 9- Councillor Workshop scheduled for 15 June 2022-COMPLETE, 17-Report to be presented to Council following the adoption of the Budget in May 2022, 1, 30-meeting to be scheduled, , 32-EOI to be advertised following completion of the Tree Audit, 33-Tree Management Policy currently being reviewed and provided to Council Meeting, 34 report to be presented to Council

15 Jun 2022 1:28pm Nankivell, Jay - Completion

Action completed by Bartlett, Leisa

22 Jun 2022 10:26am Guerin, Emily

17. No change in status. 30. Representatives of the Broken Hill City Council will attend a public hearing for the Essential Water and WaterNSW Pipeline reviews in September 2022 (date TBC). 32- EOI to be advertised following completion of the Tree Audit, 33 - No change in status 34. Nominations for Working Group closed 17/6/22. Community Members to be determined by General Manager. First meeting will be held in due course.

19 Jul 2022 9:48am Guerin, Emily

17. No change in status. 30. Council briefing has been organised for Councillors to review IPART draft report into the review of Water NSW prices for thed Murray River to Broken Hill pipeline, being held Tuesday, 9 August 2022. 32. No change in status. 33. No change in status. 34. Community Representatives appointed by General Manager, welcome letters sent to Committee Members beginning of July. First meeting date TBC.

24 Aug 2022 3:34pm Bartlett, Leisa

17. Quotations for street lighting assessment have been received and are currently being evaluated. 30. - COMPLETE, 32. Advertising to occur in September, conversations iwht suppliers held in August. 33 - COMPLETE, 34 - First meeting of the Working Group to be arranged.

24 Aug 2022 3:56pm Butcher, Lacey

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:** 1/06/2020 **Date To:** 21/02/2024	
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17. No change in status 30. Complete 32. Advertising to occur in September, Conversations held ith suppliers in August. 33 Complete. 34 Complete.

19 Sep 2022 1:18pm Guerin, Emily
17. Contractors awarded, awaiting works schedule. 32. No change in status

20 Oct 2022 1:07pm Guerin, Emily
17. No change in status 32. No change in status

21 Nov 2022 2:05pm Guerin, Emily
17. No change in status 32. No change in status

13 Dec 2022 11:55am Guerin, Emily
17. No change in status 32.No change in status

16 Jan 2023 2:25pm Guerin, Emily
17. No change in status 32. No change in status

13 Feb 2023 11:47am Guerin, Emily
17. No change in status 32. No change in status

22 Mar 2023 11:54am Guerin, Emily
17. No change in status 32. No change in status

23 May 2023 3:16pm Butcher, Lacey
Item - 17.No change in status Item 32. EOI to go out in the last week of May.

21 Jun 2023 4:37pm Butcher, Lacey
32 - EOI issued Item 17 - No change in status

19 Jul 2023 9:23am Guerin, Emily
17. Audit completed, assessment of data being undertaken

22 Aug 2023 9:59am Butcher, Lacey
Item 17 - No change in status

18 Jan 2024 10:10am Butcher, Lacey
Item 17 - Entire city and all streetlights mapped based on luminosity in Council's GIS System. Framework being developed in regard to street lighting levels and satisfactory standards., Estimated Installation/ Replacement costs being sought for Streetlighting Infrastructure to finalise report.

07 Feb 2024 10:12am Butcher, Lacey
Item 17 - No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 23/02/2022	Nankivell, Jay Nankivell, Jay	Confidential Matters	LEGAL EXPENDITURE - CIVIC CENTRE OMBUDSMAN'S REPORT

Resolved

1. That Broken Hill City Council Report No. 54/22 dated February 15, 2022, be received.

2. That the General Manager be invited to contact the Auditor General to investigate the legality of the expenditure to defend the Ombudsman's report in the absence of Council's approval to do so.

CARRIED UNANIMOUSLY

24 Mar 2022 5:35pm Bartlett, Leisa
Communication initiated with the Audit Office to commence the investigation and the best course of action.

19 May 2022 11:47am Bartlett, Leisa
No change in status.

20 Jul 2022 4:05pm Guerin, Emily
No change in status

24 Aug 2022 4:05pm Butcher, Lacey
Awaiting advice from Audit Office

19 Sep 2022 11:32am Guerin, Emily
No change in status

21 Nov 2022 2:29pm Guerin, Emily
No change in status

07 Dec 2022 9:37am Guerin, Emily
Ongoing

17 Jan 2023 11:22am Guerin, Emily
Nothing futher

14 Feb 2023 1:43pm Guerin, Emily
Ongoing

21 Mar 2023 1:50pm Guerin, Emily
Ongoing

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:**	1/06/2020
		Date To:	21/02/2024
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed:**	**Wednesday, 21 February 2024 11:08:10 AM**

18 Apr 2023 2:09pm Guerin, Emily
Ongoing
23 May 2023 3:19pm Butcher, Lacey
Ongoing
21 Jun 2023 4:39pm Butcher, Lacey
Ongoing
19 Jul 2023 9:24am Guerin, Emily
No change in status
22 Aug 2023 3:45pm Butcher, Lacey
Ongoing
18 Jan 2024 8:41am Butcher, Lacey
Ongoing
08 Feb 2024 4:45pm Butcher, Lacey
Ongoing

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Howard, Codie Nankivell, Jay	Confidential Matters	WILLYAMA COMMON TRUST LEASE TO SILVER CITY ARCHERS

Resolved

1. That Broken Hill City Council Report No. 167/22 dated June 22, 2022, be received.

2. That Council (as the Willyama Common Trust) enter into a new 20 year lease agreement with Silver City Archers, for lease of their existing site on the Willyama Common (Part Lot 7388 Deposited Plan 1200953).

3. That the rent remain $250 per annum.

4. That in the absence of a Trust Seal, the lease documents be executed by the Mayor and General Manager under the Common Seal of Council.

CARRIED UNANIMOUSLY

25 Aug 2022 1:02pm Butcher, Lacey
Council's solicitors are preparing the draft lease
20 Sep 2022 11:29am Guerin, Emily
Continuing use as currently arranged while new template is being reviewed.
18 Oct 2022 9:35am Guerin, Emily
Template being reviewed. Current lease ongoing
16 Nov 2022 8:26am Guerin, Emily
Lease under review
13 Dec 2022 8:56am Guerin, Emily
Draft lease sent to Silver City Archers for review
17 Jan 2023 11:17am Guerin, Emily
No change in status
13 Feb 2023 11:44am Guerin, Emily
No change in status
21 Mar 2023 1:30pm Guerin, Emily
Solicitors are making minor amendments to lease document
18 Apr 2023 11:23am Guerin, Emily
Amendments made and lease to be sent to Silver City Archers for review and signing
22 May 2023 3:50pm Butcher, Lacey
lease is now with Council for signing
14 Jun 2023 11:33am Guerin, Emily - Reallocation
Action reassigned to Howard, Codie by Guerin, Emily
20 Jun 2023 8:48am Butcher, Lacey
lease with Silver City Archers for signing
22 Aug 2023 10:52am Falkner, Georgina
Lease signed by Council and Silver City Archers. Lease has been sent to Crown Lands for Ministerial consent.
20 Sep 2023 10:40am Howard, Codie
No change in status.
11 Oct 2023 1:19pm Falkner, Georgina
Awaiting Ministerial consent.

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:**	1/06/2020
		Date To:	21/02/2024
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed:**	**Wednesday, 21 February 2024 11:08:10 AM**

21 Nov 2023 2:25pm Falkner, Georgina
Discussions ongoing with Crown Lands.
07 Dec 2023 10:41am Falkner, Georgina
Discussions ongoing.
19 Jan 2024 1:45pm Falkner, Georgina
No change in status.
21 Feb 2024 9:25am Butcher, Lacey
No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/09/2022	Howard, Codie Nankivell, Jay	Works Committee Reports	UPDATE FOR THE ESTABLISHMENT OF A COMMUNITY GARDEN AT THE FORMER ALMA POOL SITE

Resolved

1. That Broken Hill City Council Report No. 202/22 dated September 9, 2022, be received.

2. That Council formulate a Community Gardens Policy with associated Guidelines for presentation to the community for input and consultation.

CARRIED UNANIMOUSLY

18 Oct 2022 9:31am Guerin, Emily
No change in status
21 Nov 2022 2:51pm Guerin, Emily
No change in status
13 Dec 2022 11:52am Guerin, Emily
Policy currently being created.
16 Jan 2023 2:24pm Guerin, Emily
No change in status
13 Feb 2023 2:08pm Guerin, Emily
No change in status
23 Mar 2023 9:50am Guerin, Emily
No change in status
19 Apr 2023 11:25am Guerin, Emily
No change in status
23 May 2023 3:24pm Butcher, Lacey
No change in status
21 Jun 2023 3:46pm Butcher, Lacey
No change in status
23 Aug 2023 11:52am Howard, Codie
No change in status
20 Sep 2023 10:40am Howard, Codie
No change in status.
18 Oct 2023 8:43am Howard, Codie
Draft Policy currently being prepared.
21 Nov 2023 12:04pm Howard, Codie
Draft Policy preparation is on-going
12 Dec 2023 2:29pm Howard, Codie
No change in Status
23 Jan 2024 2:05pm Howard, Codie
No change in status.
20 Feb 2024 12:04pm Butcher, Lacey
No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 30/11/2022	Howard, Codie Nankivell, Jay	Works Committee Reports	RENEWABLE ENERGY ACTION PLAN STAGE 2

Resolved

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:**	1/06/2020
		Date To:	21/02/2024
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed:**	**Wednesday, 21 February 2024 11:08:10 AM**

1. That Broken Hill City Council Report No. 246/22 dated November 11, 2022, be received.

2. That Council adopt and proceed with Stage II of the Renewable Energy Action Plan incorporating the pre-feasibility stage of a Mid-Scale Solar Array.

3. That subject to recommendation two, Council notes the General Manager will identify budgetary adjustments and impacts in the September Quarterly Budget Review.

4. That subject to recommendation two, Council commence the process with Crown Lands to either lease or acquire the land and obtain Ministerial Consent dependent on the most financially feasible and time appropriate process.

CARRIED UNANIMOUSLY

13 Dec 2022 11:52am Guerin, Emily
Purchase order to be raised.
16 Jan 2023 2:23pm Guerin, Emily
No change in status
13 Feb 2023 2:10pm Guerin, Emily
No change in status
23 Mar 2023 9:48am Guerin, Emily
No change in status
19 Apr 2023 11:25am Guerin, Emily
No change in status
21 Jun 2023 3:47pm Butcher, Lacey
No change in status
23 Aug 2023 11:53am Howard, Codie
No change in status
20 Sep 2023 10:52am Howard, Codie
No change in status.
18 Oct 2023 8:44am Howard, Codie
No change in status
21 Nov 2023 12:05pm Howard, Codie
No change in status
12 Dec 2023 2:30pm Howard, Codie
No change in Status
23 Jan 2024 2:06pm Howard, Codie
No change in status.
20 Feb 2024 12:03pm Butcher, Lacey
Discissions happening with Council's consultants about alternate opportunities due to an active Aboriginal Land Claim.

Meeting	Officer/Director	Section	Subject
Ordinary Council 30/11/2022	Howard, Codie Nankivell, Jay	Notice of Motion	BUSY KIDS CHILDCARE CENTRE

Resolved

1. That Motions of Which Notice has been Given No. 3/22 dated November 14, 2022, be received.

2. That the General Manager be invited to correspond with Crown Lands to urgently seek a solution to expedite the process of extinguishing Native Title on the 4048m^2 allotment at Lot 4444/DP757298, being 123 Bagot Street; and for the allotment to be made freehold with a change of land use to enable a purchaser to establish a childcare centre on the allotment.

CARRIED UNANIMOUSLY

13 Dec 2022 8:53am Guerin, Emily
Letter to Crown Lands being drafted
17 Jan 2023 11:17am Guerin, Emily
Letter to Crown Lands has been sent
13 Feb 2023 11:44am Guerin, Emily

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:** 1/06/2020 **Date To:** 21/02/2024	
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed: Wednesday, 21 February 2024 11:08:10 AM**	

No change in status

21 Mar 2023 1:31pm Guerin, Emily
No change in status

18 Apr 2023 11:23am Guerin, Emily
Crown Lands seeing alternate avenues.

23 May 2023 8:50am Butcher, Lacey
No change in status

14 Jun 2023 11:34am Guerin, Emily - Reallocation
Action reassigned to Howard, Codie by Guerin, Emily

23 Aug 2023 11:52am Howard, Codie
Still awaiting response from Crown Lands.

20 Sep 2023 10:52am Howard, Codie
No change in status.

18 Oct 2023 8:44am Howard, Codie
No change in status

23 Jan 2024 2:05pm Howard, Codie
Ongoing negotiations with Crown Lands has resulted in the recommendation to proceed with compulsory acquisitions of the lot. These plans and surveys are now being planned for Council's endorsement.

21 Feb 2024 9:25am Butcher, Lacey
No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 24/01/2023	Nankivell, Jay Nankivell, Jay	Confidential Matters	LAND ACQUISITION

Resolved

1. That Broken Hill City Council Report No. 15/23 dated January 18, 2023, be received.

2. That Council authorise and delegate to the General Manager to pursue the purchase of 'the subject' land via either private treaty or at the upcoming Sale of Land for Unpaid Rates Auction to be held on 15 & 16 February 2023.

3. That the General Manager be delegated authority to increase Council's purchase bid by up to 50% in order to secure the purchase of 'the subject' land via either private treaty or at the upcoming Sale of Land for Unpaid Rates Auction to be held on 15 & 16 February 2023.

3. That Council authorise the General Manager to engage a consultant to develop and prepare a feasibility study, preliminary concept designs and a business case for the development of multi-story residential apartment buildings on 'the subject land' specifically for the accommodation of key workers in the City.

4. That following initial discussions with Ministers and key stakeholders within NSW Government, the General Manager proceeds with formal negotiations to secure a Memorandum of Understanding and Partnership Agreement for the development of key worker housing apartments.

CARRIED UNANIMOUSLY

14 Feb 2023 1:44pm Guerin, Emily
Contract for sale signed awaiting settlement

18 Apr 2023 2:32pm Guerin, Emily
No change in status

23 May 2023 3:20pm Butcher, Lacey
No change in status

21 Jun 2023 4:39pm Butcher, Lacey
Delayed due to the passing of the owner

19 Jul 2023 9:20am Guerin, Emily
No change in status

22 Aug 2023 3:46pm Butcher, Lacey
No change in status

12 Dec 2023 2:50pm Butcher, Lacey
No change in status

18 Jan 2024 8:41am Butcher, Lacey
No change in status

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:**	1/06/2020
		Date To:	21/02/2024
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed:**	**Wednesday, 21 February 2024 11:08:10 AM**

08 Feb 2024 4:44pm Butcher, Lacey
COMPLETE - Estate paid rates in full prior to auction

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Nankivell, Jay Nankivell, Jay	Policy And General Reports	ESTABLISHMENT BROKEN HILL TOURISM ORGANISATION

Resolved

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

19 Apr 2023 9:49am Guerin, Emily
Proposal being drafted
23 May 2023 3:08pm Butcher, Lacey
No change in status
23 May 2023 3:09pm Butcher, Lacey - Reallocation
Action reassigned to Nankivell, Jay by Butcher, Lacey
21 Jun 2023 4:47pm Butcher, Lacey
ongoing
19 Jul 2023 9:20am Guerin, Emily
No change in status
22 Aug 2023 3:46pm Butcher, Lacey
No change in status
12 Dec 2023 2:50pm Butcher, Lacey
No change in status
18 Jan 2024 8:42am Butcher, Lacey
No change in status
07 Feb 2024 10:10am Butcher, Lacey
No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/05/2023	Howard, Codie Nankivell, Jay	Confidential Matters	PROPOSED WILLYAMA COMMON ACCESS LICENCE TO A-CAES NSW PTY LTD

Resolved

1. That Broken Hill City Council Report No. 81/23 dated April 27, 2023, be received.

2. That Council (as Trust Manager of the Willyama Common Trust) provide consent for an access licence to be granted to A-CAES NSW Pty Ltd for the purpose of geotechnical site investigation on Part Lot 7320 DP 1201053.

3. That the licence be issued for a period of twelve (12) months and the annual rent be $574 (current Crown Lands minimum rent).

4. That the Mayor and General Manager be authorised to sign and execute the licence documents under the Common Seal of Council.

CARRIED UNANIMOUSLY

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:**	1/06/2020
		Date To:	21/02/2024
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed:**	**Wednesday, 21 February 2024 11:08:10 AM**

20 Jun 2023 2:23pm Falkner, Georgina
Draft licence document being finalised
22 Aug 2023 10:54am Falkner, Georgina
Licence being prepared for signing
20 Sep 2023 10:53am Howard, Codie
No change in status.
18 Oct 2023 8:45am Howard, Codie
No change in status
21 Nov 2023 2:26pm Falkner, Georgina
No change in status.
07 Dec 2023 10:41am Falkner, Georgina
No change in status.
19 Jan 2024 1:47pm Falkner, Georgina
No change in status.
21 Feb 2024 9:31am Butcher, Lacey
Licence executed by Council to be sent to A-Caes for execution

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/07/2023	Nu'man, Razija Nankivell, Jay	Further Reports	MINUTES OF THE S355 YOUTH ADVISORY COMMITTEE MEETING HELD 21 MARCH 2023

Resolved

1. That Broken Hill City Council Report No. 144/23 dated July 17, 2023, be received.

2. That the minutes of the S355 Youth Advisory Committee meeting held on 21 March 2023 be received.

3. That Council support the Community Development Officer in investigating the opportunity for a youth coordination day enhancing the voice of youth in 2024.

4. That Council prepare and send correspondence to the former Community Development Officer acknowledging and thanking her for her contribution and support while in the role.

5. That Council encourage and invite service organisations and providers to participate as committee members to assist in Youth being represented.

CARRIED UNANOMOUSLY

23 Aug 2023 9:58am Brealey, Jodie
Items 4 and 5 Completed
23 Aug 2023 10:22am Merton, Rachel
Item 3 - Community Development Officer commencing 11/9/2023 to follow up on commencement.
18 Oct 2023 9:35am Butcher, Lacey
No change in status
20 Nov 2023 11:26am Merton, Rachel
No change in status
21 Feb 2024 10:27am Merton, Rachel
Item 3 - Communication with Willyama and Broken Hill High Schools has commenced and expressions of interest have been extended for young people to be involved in a youth leadership group. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 30/08/2023	Brown, Simon Nankivell, Jay	Confidential Matters	ACQUISITION OF LAND - ASSESSMENT 36970

Resolved

1. That Broken Hill City Council Report No. 163/23 dated August 14, 2023, be received.

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:**	1/06/2020
		Date To:	21/02/2024
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed:**	**Wednesday, 21 February 2024 11:08:10 AM**

2. That Council proceed with the transfer of Assessment 36970 – 101 Cornish Lane into Councils possession in accordance with Section 570 of the *Local Government Act 1993*

3. That Council write off outstanding rates on the property of $4,688.78 with an upper limited of $5,000 to allow for any additional interest and costs yet to be attributed and finalised.

4. That Council delegate authority to the General Manager to sign documents required to complete the transfer.

5. That Council pay conveyancing costs to complete the transfer.

CARRIED UNANIMOUSLY

21 Sep 2023 12:42pm Butcher, Lacey
conveyancing process is in progress
18 Oct 2023 9:21am Butcher, Lacey
No change to status
20 Nov 2023 11:11am Butcher, Lacey
No change to status
12 Dec 2023 2:54pm Butcher, Lacey
No change in status
19 Jan 2024 2:13pm Butcher, Lacey
No change in status
07 Feb 2024 2:06pm Butcher, Lacey
No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 30/08/2023	Nankivell, Jay Nankivell, Jay	Confidential Matters	SALE OF LOT 2, 3, 4, 5, 6 & 7 IN DP 1102740

Resolved

1. That Broken Hill City Council Report No. 164/23 dated August 21, 2023, be received.

2. That Lots 2 to 7 in DP 1102740 be sold to the current leaseholders, Broken Hill Lifestyle Village.

3. That the General Manager be authorised to negotiate a sale price with Broken Hill Lifestyle Village, with the current market value as listed within the report as a basis.

4. That Council protect its development interests in the land by placing a positive covenant on the sale of the land and/or stagger the sale of individual lots based on development progress.

5. That the Mayor and General Manager be authorised to sign and apply the Common Seal of Council on necessary documents to execute the sale.

CARRIED

21 Sep 2023 11:57am Bartlett, Leisa
Solicitors drafting contract.
18 Oct 2023 9:27am Butcher, Lacey
No change in status
05 Dec 2023 4:08pm Butcher, Lacey
Contract being reviewed by Broken Hill Lifestyle Villages
18 Jan 2024 8:42am Butcher, Lacey
Further contract amendments occurring
08 Feb 2024 4:44pm Butcher, Lacey
COMPLETE - Contracts exchanged 5/2/2024

Meeting	Officer/Director	Section	Subject

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:**	1/06/2020
		Date To:	21/02/2024
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed:**	**Wednesday, 21 February 2024 11:08:10 AM**

Meeting	Officer/Director	Section	Subject
Ordinary Council 30/08/2023	Howard, Codie Nankivell, Jay	Further Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.438, HELD ON THURSDAY, 10 AUGUST 2023

Resolved

1. That Broken Hill City Council Report No. 166/23 dated August 11, 2023, be received.

2. That the minutes of the Local Traffic Committee – Meeting No.438, held on Thursday, 10 August 2023 be endorsed.

3. That Item No. 427.6.1 recommendations be endorsed:
   - That the Local Traffic Committee supports relocation of the 'Bus Stop' on Blende Street, adjacent to the Con Crowley Retirement Village.

4. That Item No. 427.9.1 recommendation be endorsed:
   - That Council continue to liaise with KFC Management regarding traffic matters and that no further action be required by the Local Traffic Committee.

5. That Item No. 436.8.1 recommendation be endorsed:
   - That Council's Community Safety Officer-Ranger's continue to monitor the 15-minute timed parking, adjacent to Aruma Lodge – Southern Cross Care.

6. That Item No. 437.8.2 recommendation be endorsed:
   - That the Local Traffic Committee endorse the Traffic Control/Management Plans provided for the Broken Heel Festival in principle, dependent on supply of additional details to be included on the Traffic Control/Management Plans.

7. That Item No. 438.8.1 recommendations be endorsed:
   - That the Local Traffic Committee supports the request from Damascus College, Ballarat Victoria's Sustainable Race Team to access Broken Hill's local roads for the fundraiser in principle, dependent on Transport for NSW comments following review.

CARRIED UNANIMOUSLY

20 Sep 2023 11:01am Howard, Codie
Item No. 427.6.1 - with operational team for completion., Item No. 427.9.1 - COMPLETED., Item No. 436.8.1 - COMPLETED., Item No. 437.8.2 - COMPLETED., Item No. 438.8.1 - COMPLETED - Action with TfNSW & NSW Police for approval - No Further Action.
18 Oct 2023 8:45am Howard, Codie
No change in status
21 Nov 2023 12:05pm Howard, Codie
No change in status
12 Dec 2023 2:31pm Howard, Codie
No change in Status
20 Feb 2024 12:03pm Butcher, Lacey
Item No. 427.6.1 - with operational team for completion

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/09/2023	Nu'man, Razija Nankivell, Jay	Further Reports	RE-ESTABLISHMENT OF ALCOHOL-FREE ZONES

Resolved

1. That Broken Hill City Council Report No. 190/23 dated September 8, 2023, be received.

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:** 1/06/2020 **Date To:** 21/02/2024	
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed: Wednesday, 21 February 2024 11:08:10 AM**	

2. That Council endorse the proposal (as attached) to re-establish the Alcohol-Free Zone known as Creedon Street, including public roads and laneways, public car parks and footpath area of Creedon Street bounded by Rakow and Wills Streets.

3. That Council endorse the proposal (as attached) to re-establish the Alcohol-Free Zone known as Shell Memorial including all public roads and laneways, public car parks and footpaths in an area bounded by Iodide, Thomas, Bromide and Mica Streets including Oxide Street from Thomas Street through to Morgan Street.

4. That Council endorse the proposal (as attached) to re-establish the Alcohol-Free Zone surrounding the E.T. Lamb Memorial Oval, including public roads and laneways, public car parks and footpath area surrounding the oval bounded by South, Boughtman, Comstock and Jamieson Streets.

5. That Council endorse the proposal (as attached) to re-establish the Alcohol-Free Zone known as South Broken Hill including all public roads and laneways, public car parks and footpaths in an area bounded by Bonanza, Patton, Central and Hebbard Streets including South Street from Piper Street through to Wilson Street; with extension from Bonanza Street to Morish Street and off Bonanza Street from Wilson Street to Picton Street.

6. That Council refer the Proposals 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.

7. That Council invite public comment on the proposal through an advertisement in local newspaper with time for response within thirty days.

8. That a further report be submitted to Council upon completion of the consultative process.

9. That a report be prepared to a future Council meeting regarding a possible exemption to the prohibition of alcohol from the Norm Fox Sporting Grounds changeroom

CARRIED UNANIMOUSLY

03 Oct 2023 12:08pm Brealey, Jodie
Item 6 - Proposals forwarded to all stakeholders - COMPLETE, Item 7 - Proposals advertised in Barrier Truth - COMPLETE, Item 8 - Public exhibition underway consultation outcome report to Council to go to October Ordinary meeting - COMPLETE, Item 9 - Possible exemption for Norm Fox Sporting Grounds changeroom prohibition from alcohol prohibited area under investigation - Progressing

16 Oct 2023 5:10pm Brealey, Jodie
Item 9 - Possible exemption to the prohibition of alcohol consumption at the Norm Fox Sporting Grounds changeroom under investigation - Norm Fox Sporting Complex Alcohol Prohibited Area research underway to gather background information for discussion with Police. Dir Corporate and Community visited Norm Fox changeroom and met with Peter Johnston to discuss area to be considered during discussions with Police. Meeting with Police to be arranged to determine best outcome.

17 Nov 2023 4:26pm Brealey, Jodie
Investigation still in progress

13 Dec 2023 9:24am Butcher, Lacey
No change in status

18 Jan 2024 3:31pm Butcher, Lacey
In progress - discussions held with Licensing Sergeant in December 2023, with face to face meeting to be arranged to discuss options in 2024

21 Feb 2024 10:58am Brealey, Jodie
Face to face meeting to be scheduled with Licensing Sergeant

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/09/2023	Nu'man, Razija Nankivell, Jay	Policy And General Reports	MINUTES OF THE S355 AGEING WELL ADVISORY COMMITTEE MEETING HELD 2 AUGUST 2023

Resolved

1. That Broken Hill City Council Report No. 179/23 dated September 6, 2023, be received.

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:** 1/06/2020 **Date To:** 21/02/2024	
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed: Wednesday, 21 February 2024 11:08:10 AM**	

2. That the minutes of the S355 Ageing Well Advisory Committee meeting held 2 August 2023 be received.

3. That Council prepare and send correspondence to service providers to enquire if they provide meals to clients, if so, where are the meals prepared and what is the cost of the meals.

4. That the Ageing Well Advisory Committee provides a report to the General Manager outlining the issues currently being faced by the local aged care industry (aged care facilities and in-home aged care providers) with the issue of the reoccurrence of local elderly people being sent to Wentworth or Mildura Nursing Homes to be included in the report.

CARRIED UNANIMOUSLY

18 Oct 2023 11:50am Butcher, Lacey
Item 3 – consultation with service providers currently in progress, Item 4 – Under investigation, with further information to be provided
20 Nov 2023 11:30am Merton, Rachel
Item 3 - Meeting scheduled for 1/11/23 had no quorum. Presentation scheduled for next meeting February 2024.
20 Nov 2023 11:39am Merton, Rachel
Item 4 - consultation with service providers in progress
12 Dec 2023 1:48pm Merton, Rachel
Item 4 - No change to status
21 Feb 2024 10:32am Merton, Rachel
Item 3 - Presentation provided to February meeting. COMPLETE
21 Feb 2024 10:35am Merton, Rachel
Item 4 - Report to be submitted to March meeting

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/09/2023	Howard, Codie Nankivell, Jay	Health and Building Committee Reports	PROPOSED SECTION 3.22 AMENDMENT OF THE BROKEN HILL LOCAL ENVIRONMENTAL PLAN 2013 - REZONING OF PART LOT 5 DEPOSITED PLAN 1175135 (336A MCCULLOCH STREET)

Resolved

1. That Broken Hill City Council Report No. 169/23 dated September 6, 2023, be received.

2. That Council submit a request to the Minister for Planning and Public Spaces under Section 3.22 of the *Environmental Planning & Assessment Act 1979* to amend the *Broken Hill Local Environmental Plan 2013*, rezoning part of 336A McCulloch Street (Lot 5 Deposited Plan 1175135 and associated adjoining road from RE1 Public Recreation to R1 General Residential.

3. That the General Manager be delegated to sign any documents relating to the submission.

CARRIED UNANIMOUSLY

11 Oct 2023 1:32pm Falkner, Georgina
Process commenced.
21 Nov 2023 2:26pm Falkner, Georgina
Draft documents being finalised for submission.
07 Dec 2023 10:42am Falkner, Georgina
Amended maps being prepared for submission.
19 Jan 2024 1:46pm Falkner, Georgina
Submission being finalised.

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/11/2023	Howard, Codie Nankivell, Jay	Further Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 441, HELD ON WEDNESDAY, 8 NOVEMBER 2023

Resolved

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:**	1/06/2020
		Date To:	21/02/2024
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed:**	**Wednesday, 21 February 2024 11:08:10 AM**

1. That Broken Hill City Council Report No. 229/23 dated November 14, 2023, be received.

2. That the minutes of the Local Traffic Committee – Meeting No.441, held on Wednesday, 8 November 2023 be endorsed.

3. That Item No.423.8.3 recommendations be endorsed:
   - That the eight disability parking spaces at the Broken Hill Regional Aquatic Centre carpark remain unchanged, based on the number of current disability parking spaces, being 2% of the total parking spaces in the area, which indicates the total number of available disability parking spaces surpasses the mandated standards.
   - That a pedestrian crossing not to be installed, due to the data collected from the traffic counters, does not meet Transport for NSW requirements to warrant a pedestrian crossing, due to the low volume of traffic in this area; and that installation of a pedestrian crossing would also reduce the number of parking spaces.
   - That the current disability parking spaces adjacent to the amenities block at the North Family Play Centre remain unchanged and the request for relocation be denied, due to safety concerns.
   - That correspondence be forwarded to the complainant, advising of the Committee's determination.

4. That Item No.441.11.1 recommendation be endorsed:
   - That the organiser of the 16 Days of Activism event and protest march be requested to complete Council's application for a full road closure for the event, including a Traffic Control Plan for the closure of Chloride Street, between Cobalt Street and Argent Street, at the Town Square for the event.

5. That Item No.441.11.2 recommendation be endorsed:
   - That the Local Traffic Committee endorse the Traffic Control Plans for the Christmas Pageant, including closure of associated drop-off areas.
   - That additional 'Road Closed' signs be placed at the Beryl and Chloride Streets and the Blende and Chloride Streets intersection and the Traffic Control Plans be updated.

6. That Item No.441.11.3 recommendation be endorsed:
   - That the Local Traffic Committee endorse the Traffic Control Plan prepared for the temporary closure of Federation Way for the New Year's Eve Fireworks display on Sunday, 31 December 2023.

7. That Item No.441.11.5 recommendations be endorsed:
   - That 'No Stopping' signs be installed 20 meters on the approach to the pedestrian crossing on Comstock Street and Boughtman Streets, adjacent to the Alma Public School.
   - That the 45-degree angle parking on Cobalt Street, adjacent the YMCA Wellness Centre be changed to 60-degree angle parking, bringing the rear of parked vehicles closer to the kerb, to reduce the impact on the carriage way.
   - That the 'No Stopping' area between the angle parking and the disability parking spaces on Cobalt Street, be changed to 'No Parking' to allow a drop-off and pick-up area.

8. That Item No.439.8.2 recommendation be endorsed:
   - That correspondence be forwarded to the complainant advising of the Committee decision to change the angle parking spaces to two parallel parking spaces, adjacent to Hungry Jacks at 445 Argent Street.

9. That Item No.441.9.1 recommendation be endorsed:
   - That the unrestricted parking space on Gawler Place adjacent to the RFDS Wellbeing Place gates, be removed and the businesses in the vicinity be notified of the Local Traffic Committee's determination.

CARRIED UNANIMOUSLY

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:**	1/06/2020
		Date To:	21/02/2024
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed:**	**Wednesday, 21 February 2024 11:08:10 AM**

12 Dec 2023 2:35pm Howard, Codie
Item No.423.8.3 - Response has been sent to complainant, no further action. COMPLETED., Item No.441.11.1 - Event location has now been changed with traffic control plan, no longer needed. No further action - COMPLETED., Item No.441.11.2 - Event was successfully held. No further action - COMPLETED., Item No.441.11.3 - Event to be held 31 December., Item No.441.11.5 - With operational team for completion., Item No.439.8.2 - Response has been sent to business owner., Item No.441.9.1 - Currently in consultation period with neighbouring businesses.

23 Jan 2024 2:13pm Howard, Codie
Item No.423.8.3 - COMPLETED., Item No.441.11.1 - COMPLETED., Item No.441.11.2 - COMPLETED., Item No.441.11.3 - COMPLETED., Item No.441.11.5 - No change in status., Item No.439.8.2 - COMPLETED., Item No.441.9.1 - No change in status.

29 Jan 2024 2:20pm Butcher, Lacey - Completion
Completed by Butcher, Lacey on behalf of Howard, Codie (action officer) on 29 January 2024 at 2:20:56 PM

29 Jan 2024 2:39pm Butcher, Lacey - Completion
Uncompleted by Butcher, Lacey

20 Feb 2024 12:00pm Butcher, Lacey
Item No.441.11.5 - No change in status, Item No.441.9.1 - No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/11/2023	Howard, Codie Nankivell, Jay	Further Reports	CRYSTAL STREET TREE PLANTING PROPOSAL

Resolved

1. That Broken Hill City Council Report No. 231/23 dated November 21, 2023, be received.

2. That Council approve Option 1 for Tree Planting Proposal in Crystal Street on the Fabtech Pty Ltd Footpath:

   (1) That London Plane trees (*Platanus xacerifolia*) be planted on the verge of Crystal Street from Iodide Street to Oxide Street

   That the trees be planted where there is the required 2 metres from the underground water mains pipe and 1 metre from the back of kerbing; and 5 metres apart and also 5 metres from any power poles or accessible accesses into the property known as Fabtech and the Old Commonwealth Motors site (noting that the 3 driveways no longer in use due to the new Fabtech building are not classified as access driveways).

CARRIED

12 Dec 2023 2:34pm Howard, Codie
Director of Fabtec Pty Ltd has been contacted and made aware of Council's decision. Planting now with Parks and Open Spaces team for completion in January, weather depending.

23 Jan 2024 2:10pm Howard, Codie
Planting start date, postponed to late February/ Early March due to heatwave.

20 Feb 2024 11:59am Butcher, Lacey
COMPLETED - Trees have been planted

Meeting	Officer/Director	Section	Subject
Ordinary Council 20/12/2023	Falkner, Georgina Nankivell, Jay	Confidential Matters	PROPOSED EASEMENT TO A-CAES NSW PTY LTD

Resolved

1. That Broken Hill City Council Report No. 243/23 dated November 28, 2023, be received.

2. That Council (as Willyama Common Trust Manager and Crown Land Manager) consent the proposed easement to A-CAES NSW Pty Ltd, for the purposes of access and a transmission easement over the Willyama Common and other Crown Land managed by Council (as identified in Attachment 1 – Schedule of Land).

3. That the General Manager be delegated to negotiate the final terms and conditions of the proposed easement.

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:**	1/06/2020
		Date To:	21/02/2024
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed:**	**Wednesday, 21 February 2024 11:08:10 AM**

4. That the Mayor and General Manager be authorised to sign and execute the easement documents under the Common Seal of Council.

CARRIED UNANIMOUSLY

19 Jan 2024 1:50pm Falkner, Georgina
Draft documents being reviewed by solicitors.

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/01/2024	Nu'man, Razija Nankivell, Jay	Further Reports	ADOPTION OF DRAFT AGENCY INFORMATION GUIDE

Resolved

1. That Broken Hill City Council Report No. 7/24 dated January 18, 2024, be received.

2. That Council adopt the Draft Agency Information Guide.

CARRIED UNANIMOUSLY

21 Feb 2024 10:59am Brealey, Jodie
Agency Information Guide updated - COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/01/2024	Bartlett, Leisa Nankivell, Jay	Further Reports	2024 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - CALL FOR MOTIONS

Resolved

1. That Broken Hill City Council Report No. 6/24 dated January 11, 2024, be received.

2. That Council submits motions to the 2024 National General Assembly of Local Government (in line with the Assembly's eligibility principles for motions) on the following subjects:

   a) The impact of the loss of regional nightly news bulletins to regional communities across Australia.

   b) The impact of State Government cost shifting onto local Councils.

   c) The impact of the freeze on Financial Assistance Grants in previous years to local Councils.

3. That motions be submitted to the Australian Local Government Association by March 29, 2024 along with a copy of the supporting Council resolution.

CARRIED UNANIMOUSLY

07 Feb 2024 10:03am Butcher, Lacey
COMPLETE – draft motions presented to February 2024 Council Meeting for ratification

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:**	1/06/2020
		Date To:	21/02/2024
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed:**	**Wednesday, 21 February 2024 11:08:10 AM**

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/01/2024	Bartlett, Leisa Nankivell, Jay	Further Reports	ADOPTION OF THE DRAFT PUBLIC INTEREST DISCLOSURE POLICY

Resolved

1. That Broken Hill City Council Report No. 8/24 dated December 18, 2023, be received.

2. That Council adopts the Draft Public Interest Disclosure Policy as a policy of Council.

3. That Council notes that adopting the Draft Public Interest Disclosure Policy will render the Reporting of Public Interest Disclosures Policy as obsolete.

4. That on adoption of the Draft Public Interest Disclosure Policy authority be delegated to the General Manager to make amendments to the Public Interest Disclosure Policy in order to update the contact information in Annexure A and other minor updates as required.

CARRIED UNANIMOUSLY

07 Feb 2024 10:02am Butcher, Lacey
COMPLETE - Policy adopted and placed on Council's website

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/01/2024	Howard, Codie Nankivell, Jay	Confidential Matters	Q23/68 - REQUEST FOR QUOTATION - O'NEILL TENNIS COURTS LIGHTING UPGRADE

Resolved

1. That Broken Hill City Council Report No. 12/24 dated January 18, 2024, be received.

2. That Council approve an additional amount of $236,875.40 (ex GST) which equals a revised total budget of $359,275.40 (ex GST) for the upgrade of the O'Neill Tennis Courts Lighting.

3. That Council approve the quotation package tendered by MBE for the total price of $326,614.00 (ex GST).

CARRIED UNANIMOUSLY

20 Feb 2024 11:59am Butcher, Lacey
Contractor has been engaged and Purchase Order raised – COMPLETED

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/01/2024	Bartlett, Leisa Nankivell, Jay	Further Reports	ADOPTION OF THE DRAFT ALBERT KERSTEN MINING AND MINERAL MUSEUM (GEOCENTRE) COLLECTION MANAGEMENT POLICY

Resolved

1. That Broken Hill City Council Report No. 9/24 dated January 19, 2024, be received.

2. That Council notes that one submission was received from the public during the public exhibition period.

3. That Council adopts the draft Albert Kersten Mining and Mineral Museum (GeoCentre) Collection Management Policy as a Policy of Council.

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:** 1/06/2020 **Date To:** 21/02/2024	
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed: Wednesday, 21 February 2024 11:08:10 AM**	

4. That adoption of the draft Albert Kersten Mining and Mineral Museum (GeoCentre) Collection Management Policy will render the 1997 Management – GeoCentre Policy obsolete.

CARRIED UNANIMOUSLY

07 Feb 2024 10:04am Butcher, Lacey
COMPLETE - Policy has been adopted and placed on Council's website

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/01/2024	Bartlett, Leisa Nankivell, Jay	Mayoral Minute	WILLYAMA HIGH SCHOOL

Resolved

1. That Mayoral Minute No. 2/24 dated January 31, 2024, be received.

2. That Council write to the NSW State Government seeking a guarantee they will not permanently close Willyama High School; and that two High Schools will be maintained in the City.

3. That the NSW State Government provides subsidised access to tutoring for Willyama School students whose learning may be affected by the temporary closure of the High School; and that these subsidies be available for the duration of the temporary closure.

4. That the Department of Education makes all attempts to recover teaching resources and HSC student's major items of work from the school; and that HSC students are given recognition/marking adjustments for their work that cannot be recovered.

CARRIED UNANIMOUSLY

07 Feb 2024 10:05am Butcher, Lacey
COMPLETE - Correspondence has been sent and a Councillor briefing was held 5/2/2024

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/01/2024	Bartlett, Leisa Nankivell, Jay	Mayoral Minute	COST SHIFTING ONTO LOCAL GOVERNMENT

Resolved

1. That Mayoral Minute No. 1/24 dated January 25, 2024, be received.

2. That Council receive and note the findings of the LGNSW Cost Shifting report for the 2021/2022 financial year.

3. That a copy of the cost shifting report be placed on Council's website so that our communities can access it.

4. That Council writes to the Premier, the NSW Treasurer and the NSW Minister for Local Government, and the Local Member requesting that they urgently seek to address these costs through a combination of regulatory reform, budgetary provision and appropriate funding.

CARRIED UNANIMOUSLY

21 Feb 2024 10:02am Butcher, Lacey
COMPLETE - Correspondence has been sent

For Action	**Division:** **Committee:** Ordinary Council **Officer:**	**Date From:**	1/06/2020
		Date To:	21/02/2024
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed:**	**Wednesday, 21 February 2024 11:08:10 AM**

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/01/2024	Bartlett, Leisa Nankivell, Jay	Further Reports	CORREPONDENCE REPORT - SOUTHERN CROSS AUSTEREO'S SPENCER GULF NIGHTLY NEWS

Resolved

1. That Broken Hill City Council Report No. 2/24 dated January 9, 2024, be received.
2. That reply correspondence from the Office of the Hon Michelle Rowland MP, Minister for Communications, dated 22 December 2023 regarding the Spencer Gulf Nightly News be received and noted.
3. That a motion be submitted to the National General Assembly regarding the impact of the loss of regional news bulletins to regional communities across Australia.

CARRIED UNANIMOUSLY

07 Feb 2024 10:07am Butcher, Lacey
COMPLETE - Motion has been drafted

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/01/2024	Bartlett, Leisa Nankivell, Jay	Further Reports	COUNCILLOR ATTENDANCE AT THE 2024 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT TO BE HELD IN CANBERRA ON 2 - 4 JULY 2024

Resolved

1. That Broken Hill City Council Report No. 5/24 dated January 11, 2024, be received.
2. That the Mayor, Deputy Mayor, Councillors Algate, Browne and Chandler represent Council along with the General Manager at the 2024 National General Assembly of Local Government in Canberra, 2 - 4 July 2024.
3. That the Mayor, Deputy Mayor, Councillors Algate, Browne and Chandler and the General Manager represent Council at the 2024 Australian Council of Local Government (ACLG) following the Assembly on 5 July 2024.
4. That other Councillors advise their interest in attending the National General Assembly and the Australian Council of Local Government to the General Manager's Office by Friday 16 February 2024.

CARRIED UNANIMOUSLY

07 Feb 2024 10:03am Butcher, Lacey
COMPLETE - Registration and travel arrangements have been made

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/01/2024	Bartlett, Leisa Nankivell, Jay	Further Reports	COUNCILLOR ATTENDANCE AT THE 2024 NSW AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION (ALGWA) CONFERENCE TO BE HELD IN MACQUARIE PARK (SYDNEY) FROM 14-16 MARCH 2024

Resolved

1. That Broken Hill City Council Report No. 4/24 dated January 10, 2024, be received.
2. That Councillor Browne represents Council at the 2024 NSW ALGWA Conference in Macquarie Park, 14-16 March by any interested Councillors

	Division:	**Date From:**	1/06/2020
For Action	**Committee:** Ordinary Council	**Date To:**	21/02/2024
	Officer:		
Action Sheets Report	**Further Report Required:** Including Further Reports	**Printed:**	**Wednesday, 21 February 2024 11:08:10 AM**

CARRIED UNANIMOUSLY

21 Feb 2024 10:01am Butcher, Lacey
COMPLETE - All travel arrangements have been made

QUESTIONS TAKEN ON NOTICE FROM PREVIOUS COUNCIL MEETINGS

1. QUESTIONS ON NOTICE NO. 2/24 - DATED FEBRUARY 01, 2024 - COUNCILLOR QUESTIONS ON NOTICE TAKEN AT THE JANUARY 2024 COUNCIL MEETING (D24/5280) 307

ORDINARY MEETING OF THE COUNCIL

February 1, 2024

ITEM 1

QUESTIONS ON NOTICE NO. 2/24

SUBJECT: COUNCILLOR QUESTIONS ON NOTICE TAKEN AT THE JANUARY 2024 COUNCIL MEETING D24/5280

Summary

This report provides responses to questions raised by Councillors during the 31 January 2024 Council, which were taken on notice.

Recommendation

1. That Questions On Notice No. 2/24 dated February 1, 2024, be received.

Background

Following are the responses to questions raised by Councillors which Mayor or General Manager took on notice at the 31 January 2024 Council Meeting.

Ordinary Council Meeting held 31 January 2024	
Question:	Littering of used syringes in the CBD area and Drug Rehabilitation Centre for Broken Hill *Councillor Boland referred to the 24 hour availability of "fit-packs" from the Crystal Lane side of the Broken Hill Health Service and the safety risk to the public due to the littering of used syringes in the Crystal Lane area, Musician's Club carpark, the CBD area and Sturt Park. Councillor Boland asked what the Health Service is doing to support people in the City who are addicted to drugs?* The Mayor advised that Council will seek an update from the Western Primary Health Network/Far West Health Service regarding plans for a Drug Rehabilitation Centre in Broken Hill, and also a solution for the littering of used syringes in the CBD area. Update on the proposed development of a Drug Rehabilitation Centre for Broken Hill *Councillor Turley referred to project planning meetings previously held for the scoping of a proposed new Drug Rehabilitation Centre for Broken Hill and asked for a status update on the project.*

	The Mayor advised that Council will contact the Western Primary Health Network representative to gain an update for Council.
Response:	<u>Littering of used syringes in the CBD area</u> Below is the response provided by Mr Slattery of the Western NSW Local Health District & Far West Local Health District. A copy of NSW Health's Community Sharps Guidance is attached to this report: Mr Slattery advised that: *Sharps disposal units situated at Community Health Centre (Crystal St), Far West Local Health Service (hospital) are both managed by NSW Health. The Hub in Creedon St and White Rocks are Council facilities/properties and are managed by Council. * Far West LHD is also in the process of seeking to recruit a short-term project officer position to provide local NSP program support and assistance in managing identified community sharps issues. * Additionally, preliminary discussions have been held with the Musician's Club re installation of an additional disposal bin adjacent to Crystal Lane to be managed by NSW Health, with follow-up planned around this next time the Blood Borne Virus Prevention Coordinator conducts outreach in Broken Hill. On the ground support for this and community liaison to be provided by the Project Officer once recruited. Community Health Centre Manager, Leanne Hastwell, advised there was a period where the Community Centre sharps disposal unit was being broken into and syringes littered, this has been rectified with additional physical reinforcements of the unit. Mr Slattery included a note that community sharps are generated by a range of activities in the community and management of community sharps is a joint responsibility between a range of stakeholders, including local councils and NSW Health. A State guideline has been developed in partnership with council representatives and other stakeholders (attached to this report). On the basis of this advice, Council will investigate further options including planning controls for appropriate locations to minimise neighborhood disruption and amenity.
Response	<u>Update on the proposed development of a Drug Rehabilitation Centre for Broken Hill</u> Council contacted Western PHN and were referred to Joanie Sanderson (Chair) B.H. AOD Detox & Rehabilitation Steering Committee. Mrs Sanderson advised the B.H AOD Detox & Rehabilitation Steering Committee had applied for funding with the Ice Initiative Funding, however, this funding did not support startup services and funding was denied. A meeting was requested with the Premier of NSW Chris Minns and a referral to meet with Health Minister Ryan Park were also denied.

	A copy of the proposal and letter sent to Premier Chriss Minns was presented by Link Foundation AOD Lesly Pandoleon to Rose Jackson the Minister for Health, Youth and Homelessness. Mrs Sanderson reported that Rose Jackson had stated that she had visited Broken Hill previous to this meeting and was unaware there was a problem in Broken Hill. A meeting was held with the State Attorney General Michael Daley and his Secretary whilst they were in Broken Hill to share Broken Hill's plight and the need for our own facility. The Greens, Ms Cate Fachmann will be raising the issue with the Health Minister when attending the Budgets Estimates Hearing on 22 February 2024. The AOD Steering Committee will regroup this year and assess future directions.
Question:	Signage at the Albert Kersten Mining and Minerals Museum *Councillor Jewitt referred to signage on the verandah beam of the Albert Kersten Mining and Minerals Museum, and the disappointment of the Kersten family that the signage has not been replaced following Council's resolution to change the name of the Albert Kersten GeoCentre to the Albert Kersten Mining and Minerals Museum.* The Mayor advised that an update on replacement of the signage will be provided to the next Council Meeting.
Response:	Structural repairs to verandah have been completed. Signage is currently being manufactured and will be installed upon arrival.

Attachments

1. ⇩ NSW Health - Community Sharps Guidance

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

NSW Health

health.nsw.gov.au

NSW GOVERNMENT

NSW Community Sharps Guidance

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Produced by: NSW Ministry of Health

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The NSW Ministry for Health acknowledges the traditional custodians of the lands across NSW. We acknowledge that we live and work on Aboriginal lands. We pay our respects to Elders past and present and to all Aboriginal people.

Further copies of this document can be downloaded from the NSW Health webpage www.health.nsw.gov.au

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December 2023

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Background

01

Background

Community sharps are generated by community members through self-administered healthcare, body modification and recreational drug use. This includes used needles, syringes used for self-injecting purposes at a private residence or public place and lancets and other finger prickers.

Well managed community sharps where people have reasonable access to safe disposal facilities can contribute to the health and safety of communities and prevent the transmission of blood borne viruses and other needle stick injuries.

The inappropriate management and disposal of community sharps may pose a health and safety risk to the public, council employees, waste contractors and resource recovery operators. While the risk of blood borne virus transmission, including human immunodeficiency virus (HIV), hepatitis B or hepatitis C is very low, any needle stick injury can potentially expose a risk.

1.1 About this document

Councils, Local Health Districts, government, non-government organisations, businesses and the community (hereby referred to as stakeholders) all have a role in providing an effective disposal infrastructure and ensuring the safe disposal of sharps. This document outlines a collaborative approach to effectively manage community sharps and create sustainable environments.

This document provides information to assist stakeholders to:

- Understand the legal and policy framework for community sharps management
- Understand the different roles and responsibilities for stakeholders in the management of community sharps
- Develop local partnerships to collaborate in community sharps management

1.2. Key definitions

Clinical waste	Waste resulting from medical, nursing, dental, pharmaceutical, skin penetration or other related clinical activity that has the potential to cause injury, infection or offense. It can include waste containing human tissue, body fluids or blood, blood-stained materials or equipment, laboratory specimens and animal tissue.
Community sharps	Sharps that are generated by community members through self-administered healthcare or recreation. This includes needles, syringes, lancets and finger prickers used at private residences and in public places that are not placed in a designated sharps container provided by a business, commercial or community service.
Harm reduction	Harm reduction aims to reduce the negative consequences associated with alcohol and other drug use. Examples of harm reduction include needle and syringe programs, drug treatment programs and opioid substitution programs.
Needle and Syringe Program outlets	Needle and Syringe Program (NSP) outlets include a range of services and programs which provide people who inject drugs with access to sterile injecting equipment, sharps disposal and other harm reduction services. By providing sterile injecting equipment, the NSP reduces the spread of blood borne viruses and injecting related harms, ultimately reducing the community prevalence of transmissible infections.
Sharps container	A container that complies with Australian standards most commonly used in medical settings. Sharps containers in the community can include rigid puncture proof containers often found in households, such as a strong plastic container with a screw top cap.
Sharps waste	Under the Protection of the Environment Operations Act 1997 (NSW), sharps waste is defined as any waste collected from designated sharps waste containers used in the course of business, commercial or community service activities. This includes any waste resulting from the use of sharps for any of the following purposes: • human health care by health professionals or health care providers (either at health facilities or at home) • medical research or work on cadavers • veterinary care or veterinary research • skin penetration or the injection of drugs or other substances for medical or non-medical reasons.

1.3. Legal and legislative framework

Legislation relevant in conjunction with this Document
Protection of the Environment Operations Act 1997
Protection of the Environment Operations (Waste) Regulation 2014
The Local Government Act 1993
Public Health Regulation 2022
NSW Work Health and Safety Act 2011

Who generates community sharps?

02

What are community sharps?

Community sharps are generated by community members through self-administered healthcare, body modification and recreational drug use. Despite this, people who inject drugs are often perceived as the main source of unsafe or inappropriate disposal of sharps. However, there are many people living with medical conditions that involve regular self-injection in the home.

Community sharps can be generated from:

- People who inject drugs including performance and image enhancing drugs.
- People managing medical conditions that involve self-injection or finger pricking in the home.
- Livestock and household pets that require vaccinations and medical treatments.
- People participating in skin penetration activities including home tattooing and cosmetic procedures.

2.1. What are the barriers to safe disposal?

People who generate sharps for healthcare or recreational drug use confirm that there are multiple barriers to disposing sharps, such as:

- Lack of publicly available information about safe sharps disposal or how to access local disposal services.
- Issues with disposal facilities including limited opening hours, lack of availability and access including parking and privacy concerns.
- Stigma and discrimination faced by people who inject drugs and others who use sharps for medical conditions, especially when attending disposal locations.

Management of community sharps

03

Who generates community sharps?

Community sharps are generated by a range of community groups in several locations including:

3.1 Residential property

People who inject drugs or have medical conditions that involve self-injection, finger pricking or the insertion of other medical devices in the home generate community sharps. Council and Local Health District staff are not allowed by law to enter onto private property without the invitation of the resident or landowner and a risk assessment conducted.

3.2 Social housing

People living in social housing may also require self-injection, finger pricking or the insertion of other medical devices in the home. The Department of Family and Community Services is responsible for the installation of community sharps bins and sharps discarded on social housing common property.

3.3 Public places

Used needles and syringes are occasionally found in public spaces such as parks and on footpaths. The NSW Needle Clean Up Hotline (1800 633 353) coordinates responses to community concerns regarding inappropriately disposed sharps in public places.

3.4 Businesses

Community sharps may be generated in commercial premises. This includes businesses offering services like:

- Acupuncture
- Beauty treatments
- Body, nose and ear piercing
- Cosmetic enhancements
- Colonic lavage
- Tattooing
- Blood cholesterol and glucose measurement
- And other procedures involving penetration of the skin

Businesses that generate sharps are responsible for ensuring they are disposed of appropriately.

3.5 Education centers and workplaces

People attending daycare centers, preschools, schools, technical and further education (TAFE), university and workplaces may also generate sharps. These centers are responsible for ensuring sharps are disposed of appropriately.

3.6 Transport for NSW owned land

Transport for NSW has guidelines for staff and contractors managing sharps that have been inappropriately discarded on roads and land managed by Transport for NSW.

3.7 Pharmacies

Pharmacies that participate in the Needle and Syringe Program and/or provide medical sharps are responsible for managing community sharps on their premises.

Roles and responsibilities

04

Who is responsible?

The management of community sharps is a shared responsibility across multiple stakeholders.

4.1 Councils

Councils are responsible for managing community sharps waste and sharps litter. Councils will determine the range of services required to safely and effectively manage in their area.

Councils are also responsible for the potential workplace and public health risks resulting from inappropriately discarded community sharps litter on public places and council owned or managed properties.

Council should manage community sharps by:

- Coordinating community sharps litter retrieval.
- Ensuring there are appropriate disposal bins in community areas including public parks, public bathrooms and carparks.
- Ensuring there is a range of disposal bin sizes in a range of community settings. Bins should also be large enough to accept Fitpacks and other packaging types in public bathrooms.
- Contracting authorised waste disposal services to regularly empty disposal bins in community areas including parks and public bathrooms.
- Displaying local council contact details for community members to report full, faulty or damaged disposal bins.
- Providing information on disposal bins detailing alternative disposal sites in case a disposal bin is full.
- Providing training opportunities for all council workers in the handling and disposing of sharps.
- Managing and regularly updating a community sharps webpage on a council website detailing where disposal sites are available.
- Collecting data on sharps disposed of on council managed land.
- Working with Local Health Districts where necessary to develop enhanced community sharps management plans in response to local concerns.

4.2 Local Health Districts

Local Health Districts must support councils in the safe disposal of community sharps by:

- Providing information on appropriate disposal practices to patients and clients who are generating sharps in their home environment.
- Providing information, education and training to community members, workers and non-government organisations on the management and disposal of community sharps.
- Providing community sharps disposal services for people who inject drugs at needle and syringe programs, public hospitals, community health centres and other health facilities.
- Contracting authorised waste disposal services to regularly empty disposal bins at needle and syringe programs, public hospitals and community health centres.
- Responding to NSW Needle Clean Up Hotline calls and responding as necessary.
- Providing advice and support to councils and other land holders to manage community sharps that are inappropriately disposed of in public places.
- Collecting data on clean ups and monitoring areas with high levels of sharps.
- Supporting councils to enhance local sharps management plans.

4.3 NSW Ministry of Health

The NSW Ministry of Health has demonstrated commitment to the management of community sharps by:

- Providing community sharps disposal equipment and facilities for people who inject drugs through the NSW Needle and Syringe Program and participating pharmacy sites.
- Supporting the NSW Needle Clean Up Hotline to coordinate responses to community concerns regarding inappropriately disposed needles and syringes in public places.

- Facilitating access to sharps containers for councils at the state contract price.
- Managing the NSW Health community sharps webpage.

4.4 Diabetes Australia

Diabetes Australia promotes safe disposal of sharps and educates people with diabetes on the importance of correct disposal. Diabetes Australia also:

- Conducts an annual survey of sharps disposal practices for people living with diabetes in NSW.
- Provides safe sharps information including education on appropriate alternatives for community sharps disposal containers.
- Sells personal use sharps containers.

4.5 Local Businesses

Local businesses, including veterinary clinics, pharmacies, skin penetration premises, hair salons and other cosmetic clinics are responsible for disposing of their own sharps through appropriate commercial waste contractors.

Local businesses are not to dispose of sharps produced within the business in community sharps bins. Commercial premises that generate sharps are responsible for ensuring they are disposed of appropriately. This includes having an agreement in place with a waste disposal contractor for the regular disposal of sharps.

4.6 Pharmacies participating in the Needle and Syringe Program

Many pharmacies provide Fitpacks as part of the NSW Needle and Syringe Program. Pharmacies providing this service provide sharps bins for clients to dispose of their used Fitpacks. Pharmacies can also sell personal use sharps containers to all members of the public. Some pharmacies may also partner with local councils to collect and dispose of community sharps waste.

4.7 Community, Residents and Owners Corporations

Members of the community who use injecting equipment have a responsibility to dispose of their sharps safely. Community members can speak to healthcare providers about the correct method to dispose of their sharps.

Community members can also utilise the NSW Needle Clean Up Hotline to report inappropriately discarded needles and syringes.

Community members may also seek training and information from health services about disposing community sharps appropriately.

Residents and Owners Corporations are responsible for managing community sharps waste and sharps litter on their properties.

Managing community sharps

05

How are community sharps managed?

It is important to manage community sharps effectively to prevent accidental injury or the re-use of inappropriately discarded community sharps.

Stakeholders should contribute to this by:

- Reducing the number of community sharps present in public places by providing adequate disposal options in various locations
- Ensuring employees and contractors have appropriate knowledge, training and equipment to safely undertake their workplace activities, including partaking in sharps clean-up exercises
- Raising community awareness on safe sharps disposal, responsibilities and available services
- Encourage appropriate disposal and reduce community stigma through appropriately addressing conversations around risk in public discourse and the media

5.1. Public hospitals and authorised Needle and Syringe Program outlets

All public hospitals and facilities that are authorised Needle and Syringe Program outlets must accept used sharps from community members at no cost, regardless of whether the person is a Needle and Syringe Program client.

Needle and Syringe Programs must ensure that clients and other community members returning used injecting equipment to a Needle and Syringe Program outlet are provided with relevant information about the local disposal facilities.

Needle and Syringe Programs are to refer businesses or community members who want to dispose of commercial waste to a commercial waste contractor.

5.2. Community sharps management plan

All stakeholders listed under section 4.0 are encouraged to create a community sharps management plan. A structured plan can identify ways to discourage community sharps being disposed of in household bins and manage community sharps that are inappropriately disposed of in public places.

A community sharps management plan can identify ways to:

- Outline a plan to manage community sharps that are inappropriately disposed of in public places.
- Encourage staff and volunteers to be trained to regularly perform community clean ups in public places.
- Encourage the use of community sharps disposal bins through promotion and education.
- Discourage community sharps being disposed of inappropriately in household bins through promotion and education.
- Promote the **NSW Environment Protection Authority** definition of sharps waste.

A community sharps management plan can include:

- Standard operating procedure for responding to community sharps
- Response triage and referral pathways
- Safe work method statement
- Risk management plan
- Work health and safety considerations
- Personal protective equipment procedures
- Roles and responsibilities
- Needlestick injury management
- Access to Employee Assistance Program (EAP)
- Training schedules, partner contacts and resources.

5.3. Education and training

The community

Providing education to the community involved in the management of community sharps is essential. Types of education to the community may include:

- Publishing the location of community sharps bins and other sharp disposal services.
- Providing information about community sharps bins on websites including council, Local Health District and non-government organisation websites involved in the delivery of the Needle and Syringe Program.
- Advising the community about how to report inappropriately discarded sharps through the NSW Needle Clean Up Hotline.
- Promoting the NSW Needle Clean Up Hotline number 1800 633 353 and local council information on sharps disposals.
- Pharmacies, hospitals and chemists providing education about safe sharps disposal when suppling injecting equipment and medical sharps to customers.

Workers

All NSW Health workers may be trained in the disposal and management of community sharps.

Providing training to all workers involved in the management of community sharps is essential. Additionally, when workers are involved in the collection of used injecting equipment, they must adhere to NSW Health Policy Directive Infection Prevention and Control in Healthcare Settings (**PD2023_025**).

It is recommended that the following be incorporated into education and training plans:

- Never place hands into any hidden area (e.g. drains, cavities or garbage bags)
- Do not attempt to recap, break or bend needles
- Use a sharps container for collection of used injecting equipment
- Ensure no one is standing nearby when collecting used injecting equipment to avoid accidental injury
- Place the sharps container on the ground beside the used injecting equipment to be collected and pick up the piece of equipment using appropriate equipment (e.g. tongs)
- Place the used injecting equipment in the sharps container sharp end first
- Place used disposable gloves in a waste container
- Wash hands with water and soap. If tongs or other collection equipment have been used, clean these items with detergent and warm water. Then treat with a suitable disinfectant solution and air dry.
- Workers can also be educated about the benefits of the Needle and Syringe Program and how it is operationalised by referring to the NSW Health Guideline NSW Needle and Syringe Program (**GL2023_002**). Workers are also encouraged to complete training and education in reducing stigma and discrimination faced by people who inject drugs.

5.4. Monitoring

Monitoring how community sharps are being managed is recommended to ensure the community needs are being met. Councils can monitor community sharps by:

- Checking the community sharps bins for usage and determining if more regular waste disposals are required or additional bins installed
- Identifying local hotspots and performing regular needle and syringe sweeps of public areas under council management
- Recording incidents and complaints in a central database for reporting purposes

Partnerships

06

Stakeholder collaboration

Activities which generate sharps in the community are increasing, both in personal and commercial contexts.

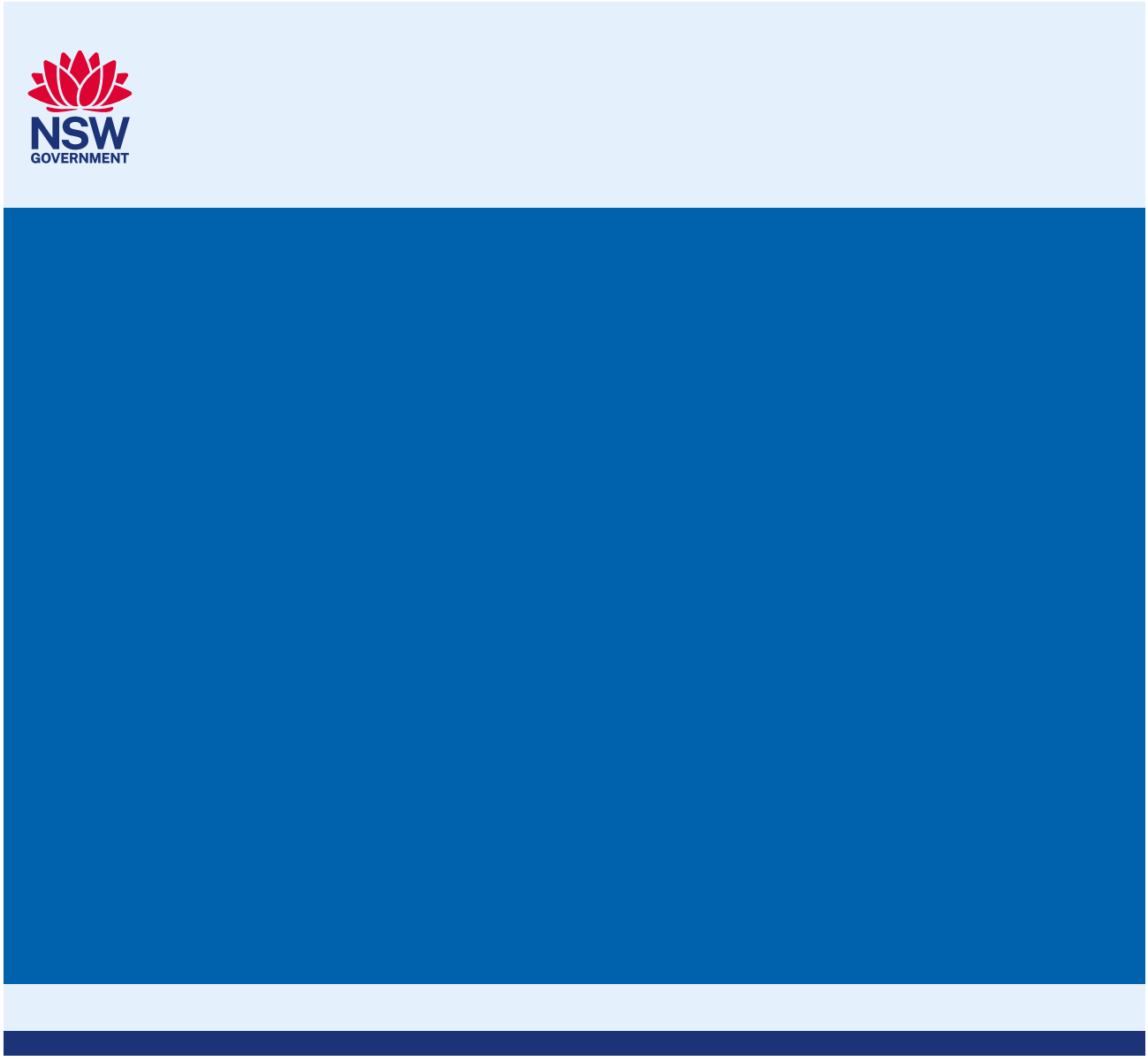
Councils can partner with stakeholders to improve their community amenities and maintain safe environments for customers and staff.

Partnering with stakeholders can have benefits including:

- Providing a community sharps disposal service to community members
- Demonstrating community support and environmental responsibility
- Helping businesses meet workplace health and safety responsibilities
- Reducing stigma associated with chronic disease management and other injecting/skin penetration behaviours

Key stakeholders that Council can engage to work collaboratively with:

- Local Health Districts including hospital cleaning services and Needle and Syringe Program outlets
- Non-government organisations including Diabetes Australia and the NSW Users and AIDS Association
- Aboriginal Community Controlled Health Services
- People living with diabetes and other medical conditions requiring self-injection
- People who inject drugs
- Local business, including tattoo parlors and cosmetic clinics, to ensure they are meeting their sharps waste disposal obligations
- Pharmacies including members of any Council Pharmacy community sharps program
- Pharmacy Guild of Australia.



CONFIDENTIAL MATTERS

1. BROKEN HILL CITY COUNCIL REPORT NO. 27/24 - DATED FEBRUARY 20, 2024 - CIVIC CENTRE LITIGATION COSTS DISPUTE - UPDATE **- CONFIDENTIAL**

   (**General Manager's Note**: This report considers litigation matters and is deemed confidential under Section 10A(2) (a) (c) (e) (g) of the Local Government Act, 1993 which contains matters that will involve the discussion of personnel matters concerning a particular individual; AND which provides for information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND which provides for information that would, if disclosed, prejudice the maintenance of law; AND which contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege).

2. BROKEN HILL CITY COUNCIL REPORT NO. 28/24 - DATED FEBRUARY 20, 2024 - BROKEN HILL LIBRARY PROJECT - GENERAL UPDATE AND CONSTRUCTION CONTRACT FORMATION **- CONFIDENTIAL**

   (**General Manager's Note**: This report considers tender costs & supplier information and is deemed confidential under Section 10A(2) (d) of the Local Government Act, 1993 which provides for commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).

3. BROKEN HILL CITY COUNCIL REPORT NO. 29/24 - DATED FEBRUARY 22, 2024 - T23/43 - REQUEST FOR TENDER - PAVING REPLACEMENT PROJECT - ARGENT STREET, BROKEN HILL **- CONFIDENTIAL**

   (**General Manager's Note**: This report considers the awarding of a tender and is deemed confidential under Section 10A(2) (c) (d) of the Local Government Act, 1993 which provides for information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND which provides for commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).

4. BROKEN HILL CITY COUNCIL REPORT NO. 30/24 - DATED FEBRUARY 22, 2024 - T23/45 E.P. O'NEILL MEMORIAL PARK REDEVELOPMENT - NETBALL PRECINCT - STAGE ONE **- CONFIDENTIAL**

   (**General Manager's Note**: This report considers the awarding of a tender and is deemed confidential under Section 10A(2) (c) (d) of the Local Government Act, 1993 which provides for information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND which provides for commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).

BROKEN HILL

CITY COUNCIL

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