



BUSINESS PAPER

Ordinary Meeting of Council

Council Chambers
31 July 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 31 July 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	Committee Reports A) Recommendations of Works Committee Meeting held Monday 22 July 2024 B) Recommendations of the Health and Building Committee Meeting held Tuesday 23 July 2024 C) Recommendations of Policy and General Committee Meeting held Wednesday 24 July 2024
15	Further Reports
16	Questions Taken on Notice from Previous Council Meeting
17	Questions for Next Meeting Arising from Items on this Agenda
18	Public Forum Session
19	Confidential Matters
20	Conclusion of the Meeting

STATEMENT OF ETHICAL OBLIGATIONS

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

LIVE STREAMING OF COUNCIL MEETINGS

This Council meeting is being streamed live on Youtube, recorded and published on Council's website. 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, June 26, 2024.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
JUNE 26, 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, D. Gallagher,
H. Jewitt, R. Page and D. Turley.

General Manager, Director Finance and Commercial, Director Infrastructure
and Environment, Manager Communications and Marketing, Executive
Officer and Executive Assistant (2).

Media (1), Members of the Public (3)

APOLOGIES:

Nil

LEAVE OF ABSENCE

APPLICATIONS:

Nil

PRAYER

Councillor Boland delivered the prayer.

ACKNOWLEDGEMENT OF COUNTRY

Councillor Gallagher delivered the Acknowledgment of Country.

ACKNOWLEDGEMENT OF BROKEN HILL'S MINING HISTORY

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

PUBLIC FORUM

Mining Machinery located on the Line of Lode

Bob Coulls enquired about the mining machinery located on top of the Line of Lode and whether the machinery would remain there as it is a great tourist attraction.

The Mayor advised that Crown Lands were looking at different management options and stated that he would provide an update to the next meeting.

Land Valuations

Bob Coulls asked for an update regarding Council's submission into Land Values.

The General Manager advised that Council had put in a submission regarding land value discrepancies across the City and was successful in receiving a City-wide rating review which was carried out late last year and the Valuer General agreed that there were disparities across the rating categories.

The Valuer General has agreed that the City will have a general valuation a year earlier as at 1 July 2024

The General Manager advised that unfortunately it is too late for this year's rates but hopefully Council will see some corrections to next year's rating categories.

MINUTES FOR CONFIRMATION

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RESOLUTION

Minute No. 47564

Councillor M Browne moved)
Councillor D Gallagher seconded)

Resolved

That the Minutes of the Ordinary Meeting of the Council of the City of Broken Hill held May 29, 2024 be confirmed.

That the Minutes of the Ordinary Council Meeting held Wednesday 24 April 2024 be amended to include the following question from Councillor Browne, in the Questions for Next Meeting Section, which was inadvertently omitted:

Cost of Replacement Gateway Sign

The Mayor took a question on notice from Councillor Browne for Council to be provided with the total cost of replacing the gateway sign on the Wentworth Road and for the costing to also include the value of the donated items.

CARRIED UNANIMOUSLY

DISCLOSURE OF INTEREST

Nil

MAYORAL MINUTES

Nil.

NOTICES OF MOTION

Nil.

REPORTS FROM DELEGATES

Fruit Fly

23/21

Deputy Mayor Hickey advised that a Fruit Fly consultant will be visiting Broken Hill on 10 July 2024 to conduct a Councillor Briefing and will also conduct a community consultation session at the Broken Hill Civic Centre.

ITEM 1 - FRUIT FLY COMMUNITY CONSULTATION SESSION (GB1/24)

23/21

RESOLUTION

Minute No. 47565

Deputy Mayor J Hickey moved)
Councillor R Page seconded)

Resolved

That Council advertise on social media and the ABC radio that a Fruit Fly community consultation session will be held on 10 July 2024 at 6pm at the Civic Centre by Tim Grieger from Summerfruits SA; and that a Councillor Briefing will also be held earlier on the same.

That letters be sent to relevant Ministers seeking the reintroduction of a Fruit Fly exclusion zone around Broken Hill

CARRIED UNANIMOUSLY

Mid-Year Western Division Councils of NSW Conference

The Deputy Mayor gave a verbal Delegates Report regarding his attendance at the Mid-Year Western

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Division Conference.

The Deputy Mayor congratulated Councillor Gallagher (Chair of the Western Division Councils of NSW) on a successful conference.

The Deputy Mayor attended the Mid-Year Western Division Conference along with Councillors Gallagher, Jewitt, Browne and Chandler.

The Deputy Mayor advised that several Ministers spoke at the conference and he had the opportunity to speak to Minister Moriarty regarding Crown Lands and the process of compulsory acquisition of Crown Lands. Mr Sean Barker, a representative from Crown Lands, also attended and spoke at the conference. The Deputy Mayor asked Mr Barker a question in relation to compensation in which Mr Barker was unable to answer. Wentworth and Central Darling Shire Council asked further questions resulting in Mr Barker agreeing to hold a forum in Broken Hill with an invitation extended to Wentworth and Central Darling Shire Council in relation to compensation.

Mr Ian George from Telstra was also in attendance. The Deputy Mayor held discussion with a government representative from "Special Projects" in relation to a Communications Tower that Council had applied for and was unsuccessful in obtaining due to the application not being submitted on time. Communication Towers have been installed in Wilcannia and Brewarrina, and have been unsuccessful as the telecommunication companies will not share infrastructure.

Councillor Browne also attended the conference and advised that she had spoken to Mr Alister Lunn, Regional Manager for Transport NSW, regarding the lack of public transport options in the City. Mr Lunn advised that establishing an Uber or Ride Share service is not difficult to do and Councillor Browne asked that the matter be referred to the next traffic committee meeting.

Councillor Gallagher, thanked everyone for their attendance and commented that it was good to see so many like-minded Councils such as Dubbo and Brewarrina participating at this year's conference.

The Deputy Mayor reminded all Councillors that a Delegates Report is required by everyone who travels to attend a conference.

RESOLUTION

Minute No. 47566 - Council Resolution

Deputy Mayor J Hickey moved
Councillor M Browne seconded

)
)

Resolved

That Deputy Mayor Hickey's verbal delegates report be accepted

CARRIED UNANIMOUSLY

WORKS COMMITTEE

ITEM 1 - BROKEN HILL CITY COUNCIL REPORT NO. 85/24 - DATED MAY 27, 2024 - DRAFT MASTER PLAN FOR THE ALBERT KERSTEN MINING AND MINERALS MUSEUM FOR PUBLIC EXHIBITION D24/25850

RESOLUTION

Minute No. 47567

Deputy Mayor J Hickey moved)
Councillor D Gallagher seconded)

Resolved

1. That Broken Hill City Council Report No. 85/24 dated May 27, 2024, be received.
2. That Council notes that the Draft Master Plan for the Albert Kersten Mining and Minerals Museum was placed on public exhibition closing 26 May 2024 during which time Council received one (1) submission from the public.
3. That Council notes that no amendments have been made to the Draft Master Plan as a result of the submissions received.
4. That Council adopts the Draft Master Plan for the Albert Kersten Mining and Minerals Museum.

CARRIED UNANIMOUSLY

POLICY AND GENERAL COMMITTEE

ITEM 2 - BROKEN HILL CITY COUNCIL REPORT NO. 87/24 - DATED JUNE 07, 2024 - SEPTEMBER AND OCTOBER 2024 ORDINARY COUNCIL MEETINGS D24/28189

RESOLUTION

Minute No. 47568

Deputy Mayor J Hickey moved)
Councillor H Jewitt seconded)

Resolved

1. That Broken Hill City Council Report No. 87/24 dated June 7, 2024, be received.
2. That due to the NSW Electoral Commission advising that the declaration of the NSW Local Government Elections 2024 is not likely to happen before 30 September 2024, the scheduled Standing Committee Meetings and Ordinary Council Meeting for September 2024 be cancelled.
3. That the Standing Committee Meetings for October 2024 also be cancelled in order that the Councillor Induction Program can be delivered to the newly elected Councillors; and that all reports be presented to the scheduled Ordinary Council Meeting to be held 30 October 2024.

CARRIED UNANIMOUSLY

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**ITEM 3 - BROKEN HILL CITY COUNCIL REPORT NO. 88/24 - DATED MAY 28, 2024 - MINUTES
OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 16 MAY 2024**
D24/25908

RESOLUTION

Minute No. 47569

Councillor R Algate moved)
Councillor M Boland seconded)

Resolved

1. That Broken Hill City Council Report No. 88/24 dated May 28, 2024, be received.
2. That minutes of the Audit, Risk and Improvement Committee meeting held 16 May 2024 be endorsed.

CARRIED UNANIMOUSLY

**ITEM 4 - BROKEN HILL CITY COUNCIL REPORT NO. 89/24 - DATED MAY 06, 2024 - DRAFT
CUSTOMER SERVICE FRAMEWORK**
D24/22331

RESOLUTION

Minute No. 47570

Councillor R Algate moved)
Councillor M Boland seconded)

Resolved

1. That Broken Hill City Council Report No. 89/24 dated May 6, 2024, be received.
2. That Council endorse the public exhibition of the draft Customer Experience Charter for a period of 28 days inviting public comment.
3. That a report be presented to Council at the conclusion of the public exhibition period, detailing submissions received and any recommended amendments arising, with a view to adopting the Charter for implementation.
4. That Council endorse the public exhibition of the draft revised Complaints Management Policy for a period of 28 days inviting public comment.
5. That a report be presented to Council at the conclusion of the public exhibition period, detailing submissions received and any recommended amendments arising, with a view to adopting the draft Complaints Management Policy.
6. That Council endorse the draft Customer Experience Framework for approval and implementation by the General Manager.
7. That the Complaints Handling Procedure be endorsed for approval and implementation by the General Manager.

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CARRIED UNANIMOUSLY

**ITEM 5 - BROKEN HILL CITY COUNCIL REPORT NO. 90/24 - DATED JUNE 07, 2024 -
INVESTMENT REPORT FOR MAY 2024** D24/28152

RESOLUTION

Minute No. 47571

Councillor M Boland moved)
Councillor R Algate seconded)

Resolved

1. That Broken Hill City Council Report No. 90/24 dated June 7, 2024, be received.

CARRIED UNANIMOUSLY

**ITEM 6 - BROKEN HILL CITY COUNCIL REPORT NO. 91/24 - DATED JUNE 11, 2024 -
REQUEST FOR FUNDING TOWARDS THE CONSTRUCTION OF THE DR. JULIE ZRNA
ACCOMMODATION CENTRE FOR PATIENTS OF THE MILDURA HEALTH ICON CANCER
CENTRE** D24/28450

RESOLUTION

Minute No. 47572

Deputy Mayor J Hickey moved)
Councillor R Algate seconded)

Resolved

1. That Broken Hill City Council Report No. 91/24 dated June 11, 2024, be received.
2. That Council donates \$10,000.00 towards the Dr. Julie Zrna Accommodation Centre in Mildura for patients requiring accommodation in Mildura while undertaking cancer treatment at the Mildura Health Icon Cancer Centre; and Council acknowledges that the Accommodation Centre will benefit Broken Hill cancer patients and their families if undertaking treatment in Mildura.
3. That Council notes that the correspondence from the Mildura Health Foundation has been forwarded to Regional Development Australia Far West NSW, Foundation Broken Hill and the Broken Hill Club Grants Committee for their consideration for the provision of financial support also.

CARRIED UNANIMOUSLY

FURTHER REPORTS

**ITEM 7 - BROKEN HILL CITY COUNCIL REPORT NO. 92/24 - DATED MAY 24, 2024 -
CORRESPONDENCE REPORT - RECLASSIFICATION OF THE MODIFIED MONASH MODEL
MMM3 TO MMM6** D24/25605

RESOLUTION

Minute No. 47573

Councillor M Boland moved)
Councillor M Browne seconded)

Resolved

1. That Broken Hill City Council Report No. 92/24 dated May 24, 2024, be received.

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2. That correspondence dated 21 May 2024 from the Minister for Aged Care regarding the reclassification of Broken Hill from Modified Monash Model (MMM) 3 to MMM6 be received and noted
3. That email correspondence dated 20 May 2024 from the Federal Member for Parks regarding the reclassification of Broken Hill from Modified Monash Model (MMM) 3 to MMM6 be received and noted.

CARRIED UNANIMOUSLY

ITEM 8 - BROKEN HILL CITY COUNCIL REPORT NO. 93/24 - DATED JUNE 11, 2024 - ADOPTION OF THE DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2024/2025, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2024/2025 D24/28536

RESOLUTION

Minute No. 47574

Councillor R Algate moved)
Councillor M Boland seconded)

Resolved

1. That Broken Hill City Council Report No. 93/24 dated June 11, 2024, be received.
2. That Council notes that 1 submission was received during the public exhibition period of the Draft Delivery Program 2022-2026 incorporating the Draft Operational Plan 2024/2025, inclusive of the Statement of Revenue Policy and Draft Schedule of Fees and Charges 2024/2025.
3. That Council adopts the Draft Delivery Program 2022-2026 incorporating the Draft Operational Plan 2024/2025, inclusive of the Statement of Revenue Policy and Draft Schedule of Fees and Charges 2024/2025 for implementation on 1 July 2024 with the following amendments to the Schedule of Fees and Charges 2024/2025:
 - a) That Council approves increases to statutory fees and charges as they are notified to Council as of 1 July 2024.
 - b) That a pensioner concession of \$3.50 be included to the entry fees for the Broken Hill Regional Aquatic Centre.
4. That Council make and levy the following rates and charges under the Local Government Act 1993 for the 2024/2025 year:
 - i. A general residential rate under Sections 535 and 537 on all land categorised as residential and consisting of a 49.00% base rate of

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- \$602.00 and a rate in the dollar on land value of 1.774576 cents;
- ii. A rural-residential rate, being a sub-category of the general residential rate, under Sections 535 and 537 on all land categorised as rural-residential and consisting of a 49.00% base rate of \$575.00 and a rate in the dollar on land value of 0.424355 cents;
 - iii. A residential-1(a) rate, being a sub-category of the general residential rate, under Sections 535 and 537 on all land categorised as residential-1(a) and consisting of a 49.00% base rate of \$410.00 and a rate in the dollar on land value of 0.568268 cents;
 - iv. A general business rate under Sections 535 and 537 on all land categorised as business and consisting of a 15.00% base rate of \$864.00 and a rate in the dollar on land value of 6.900207 cents;
 - v. A Business Industrial rate being a sub-category of the general business rate under Sections 535 and 537 on all land categorised as business industrial and consisting of a 15.00% base rate of \$1678.00 and a rate in the dollar on land value of 6.080771 cents;
 - vi. A mixed development business rate under Sections 535 and 537 on all land categorised as mixed development business and consisting of a 21.26% base rate of \$864.00 and a rate in the dollar on land value of 7.424369 cents
 - vii. A mixed development residual rate under Sections 535 and 537 on all land categorised as mixed development residual and consisting of a 45.41% base rate of \$602.00 and a rate in the dollar on land value of 1.678573 cents;
 - viii. A general mine rate under Sections 535 and 537 on all land categorised as mining and consisting of a nil base rate and a rate in the dollar on land value of 12.006918 cents;
 - ix. A domestic waste management charge under Section 496 on each parcel of rateable residential land of

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- \$60.00 per annum payable quarterly for domestic waste service available plus a user charge under Section 502 of \$339.00 per annum payable quarterly (one mobile garbage container only).
- x. A commercial waste user charge under Section 502 of \$500.00 per annum payable quarterly (3 x MGB containers),
 - xi. A commercial waste user charge under Section 502 of \$459.00 per annum payable quarterly (1x600l bin only),
 - xii. An additional MGB service user charge under Section 502 of \$177.00 per annum payable quarterly.
 - xiii. That in accordance with Section 566(3) of the Local Government Act, 1993, Council adopts a 10.5% rate of interest charge payable on overdue rates and charges for the period 1 July 2024 to 30 June 2025.

CARRIED UNANIMOUSLY

ITEM 9 - BROKEN HILL CITY COUNCIL REPORT NO. 94/24 - DATED JUNE 11, 2024 - ADOPTION OF THE DRAFT LONG TERM FINANCIAL PLAN 2025-2034 D24/28547

RESOLUTION

Minute No. 47575

Councillor R Algate moved)
Councillor M Boland seconded)

Resolved

1. That Broken Hill City Council Report No. 94/24 dated June 11, 2024, be received.
2. That Council notes that the Draft Long Term Financial Plan 2025-2034 was placed on public exhibition closing 29 May 2024 during which time Council received nil submissions from the public.
3. That Council notes that no material amendments have been made to the Draft Long Term Financial Plan 2025-2034.
4. That Council adopts the Draft Long Term Financial Plan 2025-2034.

CARRIED UNANIMOUSLY

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**ITEM 10 - BROKEN HILL CITY COUNCIL REPORT NO. 95/24 - DATED JUNE 19, 2024 -
PROPOSED AMENDMENTS TO THE SILVER CITY ENERGY STORAGE PROJECT -
ENVIRONMENTAL IMPACT STATEMENT**

D24/30089

RESOLUTION

Minute No. 47576

Councillor R Algate moved)
Councillor H Jewitt seconded)

Resolved

1. That Broken Hill City Council Report No. 95/24 dated June 19, 2024, be received.
2. That Council notes the proposed amendments to the Silver City Energy Storage Project.
3. That Council provides a letter of support of the amendments to the Silver City Energy Storage Project to the NSW Department of Planning, Housing and Infrastructure.

CARRIED UNANIMOUSLY

**ITEM 11 - BROKEN HILL CITY COUNCIL REPORT NO. 96/24 - DATED JUNE 20, 2024 - BROKEN
HEEL FESTIVAL - REQUEST TO REVIEW TOWN SQUARE WORKS SCHEDULE**

D24/30311

RESOLUTION

Minute No. 47577

Councillor M Boland moved)
Councillor R Algate seconded)

Resolved

1. That Broken Hill City Council Report No. 96/24 dated June 20, 2024, be received.
2. That Council note correspondence from The Palace Hotel Broken Hill, requesting Council postpone start of construction; or for Council to provide additional funding to help adapt to changes in the Broken Heel Parade location and set-up.
3. That Council recommends continuing with the planned construction start date of August 19, 2024, and commit to provide additional financial and in-kind assistance to The Palace Hotel up to \$10,000, upon submission of official quotes and costings.
4. That Council writes to the organisers requesting that they reach out to Council if they need any additional assistance for the event.
5. That the MOU for future funding of the event includes the requirement for a profit/loss statement to be provided to Council.

CARRIED UNANIMOUSLY

**ITEM 12 - BROKEN HILL CITY COUNCIL REPORT NO. 97/24 - DATED JUNE 07, 2024 - MINUTES
OF THE BROKEN HILL EDUCATION WORKING GROUP MEETING HELD 12 JUNE 2024**

D24/28106

RESOLUTION

Minute No. 47578

Resolved

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Councillor M Browne moved)
Councillor H Jewitt seconded)

1. That Broken Hill City Council Report No. 97/24 dated June 7, 2024, be received.
2. That the minutes of the Broken Hill Education Working Group Meeting held 12 June 2024 be received and noted.
3. That correspondence be sent to the NSW Premier requesting consideration of Council being afforded a representative on the Willyama High School Redevelopment Project Reference Group.

CARRIED UNANIMOUSLY

ITEM 13 - BROKEN HILL CITY COUNCIL REPORT NO. 98/24 - DATED JUNE 19, 2024 - MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.447, HELD ON TUESDAY, 4 JUNE 2024
D24/30031

RESOLUTION

Minute No. 47579

Councillor M Browne moved)
Councillor H Jewitt seconded)

Resolved

1. That Broken Hill City Council Report No. 98/24 dated June 19, 2024, be received.
2. That the minutes of the Local Traffic Committee – Meeting No.447, held on Tuesday, 4 June 2024 be endorsed.
3. That Item No.445.10.3 recommendation be received:
 - That Council extend the continuity line to the end of the pedestrian refuge, from kerb extension to kerb extension on Blende Street, at the Oxide Street intersection on both sides.
4. That Item No.442.8.2 recommendation be received:
 - That the complainant be advised of the Committee's decision for the intersection to remain unchanged and no directional line marking painted at the intersection.
5. That Item No.447.8.1 recommendation be received:
 - That the Local Traffic Committee deny the request for allocated customer and staff parking spaces and the business be advised of the Committee's decision.
6. That Items No.445.10.1, 447.8.2, 447.8.4 recommendations be received:
 - That Council complete a holistic concept plan be designed for parking arrangements and traffic conditions, including proposed angle parking on Garnet Street, pedestrian refuge and kerb extensions on Kaolin Street near the Wolfram Street intersection,

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disability parking on Wolfram Street near the gates to the temporary Willyama High School surrounding the Broken Hill High School.

- The completed concept plan to be presented to the Committee to review at their July 2024 meeting.
7. That Item No.447.8.3 recommendation be received:
- That Council remove line marking for the parking space and inform Lehman Plumbing & Gas that Council can hatch the area in front of the driveway, at the responsibility of the business.
8. That Item No.447.8.5 recommendations be received:
- That this matter be removed from the Local Traffic Committee Action List, as it is a condition of the Development Application.
 - That Council contact the applicant of the Development Application for the construction of the Liberty Service Station and request the conditions of the Development Application be adhered to and that the required median strip extension works be completed.

CARRIED UNANIMOUSLY

ITEM 14 - BROKEN HILL CITY COUNCIL REPORT NO. 99/24 - DATED MAY 21, 2024 - MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF THE BARRIER RANGES COMMUNITY COMMITTEE MEETING HELD 14 MAY 2024 D24/24918

RESOLUTION

Minute No. 47580

Councillor M Browne moved)
Councillor D Turley seconded)

Resolved

1. That Broken Hill City Council Report No. 99/24 dated May 21, 2024, be received.
2. That the minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting held 14 May 2024 be received.
3. That Council endorses and acknowledges in writing the resignation of Mr. Geoffrey Hoare and Ms. Susan Spangler from the Friends of the Flora and Fauna of the Barrier Ranges Community Committee. That Council express its gratitude and appreciation for Mr. Hoare's and Ms. Spangler's contribution to the Committee and the community.

CARRIED UNANIMOUSLY

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ITEM 15 - BROKEN HILL CITY COUNCIL REPORT NO. 100/24 - DATED JUNE 20, 2024 - ACTION LIST REPORT D24/30185

RESOLUTION

Resolved

Minute No. 47581

Councillor D Gallagher moved) 1. That Broken Hill City Council Report No.
Councillor R Algate seconded) 100/24 dated June 20, 2024, be received.

CARRIED UNANIMOUSLY

QUESTIONS TAKEN ON NOTICE FROM PREVIOUS COUNCIL MEETING

ITEM 16 - QUESTIONS ON NOTICE NO. 7/24 - DATED MAY 31, 2024 - COUNCILLOR QUESTIONS ON NOTICE TAKEN AT THE APRIL AND MAY COUNCIL MEETINGS D24/26753

RESOLUTION

Resolved

Minute No. 47582

Councillor D Gallagher moved) 1. That Questions On Notice No. 7/24 dated
Councillor M Browne seconded) May 31, 2024, be received.

CARRIED UNANIMOUSLY

QUESTIONS FOR NEXT MEETING ARISING FROM ITEMS ON THIS AGENDA

From Deputy Mayor Hickey's Verbal Delegates Report

Councillor Browne attended the Western Division Councils of NSW Conference and advised that she had spoken to Mr Alister Lunn, Regional Manager for Transport NSW, regarding the lack of public transport options in the City. Mr Lunn advised that establishing an Uber or Ride Share service is not difficult to do.

The General Manager agreed to Councillor Browne's request that the matter be referred to the next Traffic Committee meeting for discussion.

From Item 4 – Draft Customer Services Framework

The General Manager took a Question on Notice from Councillor Browne regarding a timeframe for when Council's Community Portal will integrate with Council's systems to be fully operational?

PUBLIC FORUM

Willyama High School

Ms Ros O'Connor advised that she had spoken to many parents from the Willyama High School who are against having two schools and their preference is one school on one campus. Ms O'Connor suggested that a questionnaire be distributed to parent and students.

The Mayor advised that a Public Meeting will be held at the end of August where this matter will be raised, as opposed to a written questionnaire. This would allow for all questions to be answered and the opportunity for the public to put forward arguments for and against a new school being built.

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RESOLUTION

Minute No. 47583 - Resolution
Councillor R Page moved)
Councillor M Browne 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

Member of the public and media left the Council Chambers at 7:56pm and the livestream of the meeting ceased.

CONFIDENTIAL MATTERS

ITEM 17 - BROKEN HILL CITY COUNCIL REPORT NO. 86/24 - DATED JUNE 06, 2024 - Q23/53 - REQUEST FOR QUOTATION - SUPPLY OF 1 X WASTE FACILITY TIPPER - CONFIDENTIAL
D24/27788

(General Manager's Note: This report considers Tender for Waste Facility Tipper and is deemed confidential under Section 10A(2) (c) of the Local Government Act, 1993 which provides for information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).

RESOLUTION

Minute No. 47584
Councillor R Page moved)
Councillor R Algate seconded)

Resolved

1. That Broken Hill City Council Report No. 86/24 dated June 6, 2024, be received.
2. That Council purchase the plant package tendered by Johnson's Truck and Coach Services Pty Ltd for the total price of \$298,000 incl GST (\$270,909.90 ex GST).
3. That Council proceed to public auction to dispose of Council's current Waste Facility Tipper and if unsuccessful proceed to sale for scrap.

CARRIED UNANIMOUSLY

ITEM 18 - TENDER REPORT NO. 3/24 - DATED JUNE 06, 2024 - T24/3 - TENDER REPORT - AIRPORT FIRE SYSTEM PIPE REPLACEMENT AND HYDRANTS - CONFIDENTIAL D24/27852

(General Manager's Note: This report considers 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).

RESOLUTION

Minute No. 47585
Councillor R Page moved)
Councillor R Algate seconded)

Resolved

1. That Broken Hill City Council Tender Report No. 3/24 dated June 6, 2024, be received.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
JUNE 26, 2024

2. That Broken Hill City Council award tender T24/3 Request for Tender – Airport Fire System Pipe Replacement and Hydrants to A & A Innovations Pty Ltd trading as Anthony Robinson Plumbing and Regional Fire Protection as the principal contractor for the Airport Fire System Pipe Replacement and Hydrants for a total price of \$770,201.00 (excluding GST).
3. That the General Manager and/or Mayor be authorised to sign the Tender contract and affix the Seal of Council if required.
4. That the General Manager be authorised to negotiate directly with the successful tenderer A & A Innovations Pty Ltd trading as Anthony Robinson Plumbing and Regional Fire Protection for any amendments to the project works because of design works being carried out for the airside pavements that may affect any part of the scope of works under this tender request at a later date within the total approved budget of the project as listed within the report.

CARRIED UNANIMOUSLY

RESOLUTION

Minute No. 47586 - Resolution
Deputy Mayor J Hickey moved)
Councillor M Browne seconded)

Resolved

That the meeting resume in open session.

CARRIED UNANIMOUSLY

Members of the public and media returned to the Council Chambers at 7:59pm and the livestream of the meeting recommenced.

At the Mayor's invitation the General Manager reported on the items considered in closed session.

There being no further business to consider, the Mayor closed the meeting at 8:01 p.m.

THE FOREGOING MINUTES WERE READ)
AND CONFIRMED AT THE ORDINARY)
MEETING OF THE BROKEN HILL CITY)
COUNCIL HELD ON 31 JULY 2024.)

CHAIRPERSON

MAYORAL MINUTES

1. MAYORAL MINUTE NO. 10/24 - DATED JULY 25, 2024 - NSW
NETWASTE LEVY REVIEW (D24/36298).....20

ORDINARY MEETING OF THE COUNCIL

July 25, 2024

ITEM 1MAYORAL MINUTE NO. 10/24SUBJECT: NSW NETWASTE LEVY REVIEWD24/36298**Summary**

Broken Hill City Council is one of 25 regional Councils who are represented by NetWaste as the Voluntary Regional Waste Group. NetWaste and its participating Councils oppose the proposed waste levy.

As a current levy-free Council, it is imperative that Council understands the ramifications of this levy. The introduction of a waste levy will add to the existing cost of living pressures and remove money from the local economy without improving resource recovery.

Based on last year's waste intake and if Council was to receive the same waste intake for 2024/25 and required to pay the levy it would come at a cost of **\$3,982,353**. Furthermore, Netwaste is concerned that the current rate of \$97.90 per tonne will increase in following years if it is to be introduced. If it increased to be consistent with the metropolitan fee of \$170.10 per tonne, Council would be required to pay a levy of **\$6,919 287**.

Councils are providing a service to our communities. Fees and charges are currently reflective of costs, what Councils need and the capacity for its community to pay. Fees and charges also reflect the risk of perverse outcomes (e.g. illegal dumping if landfill gate fees are too high).

Individual Councils are in the best position to adequately manage waste and resource recovery and serve the needs of their community. There is no justification for extending the waste levy to NetWaste areas when the existing levy has demonstrably failed to meet its objectives.

There are currently other options available to drive resource recovery and landfill diversion without the need to extend the waste levy.

NetWaste and member Councils agree that the levy boundaries should not be expanded due to the following reasons:

1. The EPA waste levy has demonstrably failed to meet landfill diversion targets set by the NSW Government.
2. Under the Waste Levy there has been insufficient investment and promotion of recycling infrastructure that provide genuine alternatives to landfill. As a result, whilst there has been some success in easy to recycle material (e.g. C&D waste), the levy has overall increased the costs of waste management and incentivized illegal dumping and rogue operators.
3. Over half a billion dollars each year is collected from the Waste Levy and diverted away from waste programs and into NSW Government consolidated revenues. The loss of revenue from the waste industry occurs at a time when there is critical lack of

waste infrastructure and insufficient alternatives to landfilling (hence why diversion targets not met).

4. The levy applied to NetWaste Councils will be nothing more than a cost-shifting exercise that will place additional financial burden on regional communities. The Waste Levy will act as no more than an additional tax with zero net benefit.
5. The EPA should focus on higher order waste hierarchy principles as set out in the *NSW Waste Avoidance and Resource Recovery Act 2001*, rather than simply applying a blunt instrument like the levy to disincentivise landfilling.
6. Landfill diversion must start with product manufacture, Product Stewardship and following the principle of a circular economy. These should be the priorities of the State and Federal Governments, rather than the “end of pipe” solution of pushing waste problems down to Councils and communities who can least afford the imposition of the levy.
7. NetWaste Councils already price their landfills to represent the cost to the current and future community, including recycling. Councils are acutely aware of the perverse impacts from the cost of waste disposal and must balance landfill price with accessibility to illegal dumping opportunities etc.
8. NetWaste Councils have already demonstrated their commitment to landfill diversion through extensive recycling and education programs. Already 10,
(40%) NetWaste Councils are operating a kerbside FOGO/GO service.
9. The levy will produce an illegal dumping haven with irresponsible offenders targeting unstaffed and unlicensed landfills due to increased gate fees.
10. Councils in regional NSW already face significant challenges allocating human resources with appropriate skills to existing operations. An imposition of a State Levy with associated reconciliation and reporting is beyond the capacity of most Councils and demonstrates the lack of real understanding of regional economic and demographic capacity.
11. Expansion of the Levy boundaries is fundamentally breaking all good will and trust built between the NetWaste member Councils working collaboratively with State Government on agreed common ground project initiatives that works towards enhanced resource recovery and waste diversion from landfill. Obviously, the State Government needs to be reminded that NetWaste was a pilot regional waste group originally established on the base principle that all member Councils would work collaboratively toward meeting State based waste diversion objectives on the premise of not imposing a waste levy to our Local Government Areas as we are already disadvantaged by access to markets, geographic isolation to industry and service providers and propensity for illegal disposal in vast areas of our jurisdiction.

It is imperative that NetWaste Councils stand united against the waste levy.

Council has provided a submission to the review to support NetWaste’s position that:

1. It vehemently opposes the introduction of any NSW EPA Waste Levy into NetWaste Council LGAs and commit to lobbying political stakeholders to ensure this does not occur.
2. Recommends an immediate review of the allocation of revenue collected from the waste levy to achieve State Government landfill diversion targets and transition to a circular economy.
3. Recommend the EPA provide more resources and endorse legislative change into higher order waste management (e.g. Product Stewardship/Extended Producer Responsibility schemes) so that the solutions for waste management are not dealt with at end of life and simply passed to Local Councils to manage.
4. Recommend the EPA finalise the proposed NSW Waste Infrastructure Plan (including detailed analysis of capacity and accessibility constraints) as a priority so that infrastructure can be planned and built in appropriate locations.
5. Recommend the EPA commit to gain a better understanding of the issues facing regional communities and their waste management. Issues such as unsupervised sites, lack of weighbridges, small budgets, recruitment difficulties, increased distances and smaller population bases are all relevant and affect resource recovery.
6. Appropriate reallocation of funding to Regional Waste Groups to assist with meaningful on-ground infrastructure and project initiative enhancements needs to be directed to achieving full circular economy outcomes.

Recommendation

1. That Mayoral Minute No. 10/24 dated July 25, 2024, be received.
2. That Council supports the NetWaste regional response to the Review of the NSW Waste Levy Issues Paper in its entirety, and endorses Councils submissions in support of NetWaste's submission:
 - a) That Council, as a member of the NSW NetWaste Councils, strongly and completely oppose any change in the waste levy that will extend the regional levy area to include any of the 25 NetWaste Councils.
 - b) That if the NSW EPA Levy applied to Broken Hill City Council it would be highly detrimental to waste management, create significant illegal dumping and simply lead to community angst and resentment against both Local Councils and the NSW Government.
3. That Council write to the Minister for Energy and Climate Change, Minister for Environment and Heritage, the Honourable Penny Sharpe MLC, the Shadow Minister for the Environment, Kellie Sloane MP and Local Member for Barwon, Mr Roy Butler MP; opposing any expansion of the Waste Levy boundaries as outlined above.

Attachments

1. [↓](#) Review of Waste Levy Issues Paper
2. [↓](#) Council's submission in support of NetWaste's submission

T. KENNEDY
MAYOR

Review of the NSW waste levy

Issues paper

May 2024



Acknowledgement of Country

The NSW Environment Protection Authority acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

We pay our respects to Elders past, present and emerging and acknowledge the Aboriginal and Torres Strait Islander people that contributed to the development of this issues paper.

Review of the NSW waste levy

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epa.nsw.gov.au

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1 The NSW waste levy

The NSW Government is reviewing the waste levy – our primary instrument to divert waste from landfill and promote resource recovery – to determine how it can drive greater recycling in NSW.

1.1 What is the waste levy?

Recovering materials from waste and recycling them into useful products is critical to maintaining a healthy and sustainable environment for current and future generations. Recycling helps us to get the most value out of our existing products, reducing the impact of extracting resources from the environment to make new products from scratch. It also reduces harm to the environment and human health by reducing waste going to landfill, littering and illegal dumping.

But **recycling is generally more expensive than disposal to landfill**, due to the additional steps involved – to be recycled, recoverable material must be sorted from waste, processed, and manufactured into a new product. **Waste levies aim to make resource recovery a more financially attractive option by increasing the cost of disposing material at landfill**, creating an incentive for recycling materials instead.

Most states and territories in Australia and many other countries use waste levies as a tool to promote recycling. In NSW, the waste levy was first introduced to the Sydney metropolitan area in 1971. Since that time, it has been extended across the NSW coast, from Shoalhaven to the Tweed.

1.2 How does the NSW waste levy work?

EPA-licensed waste facilities must pay the waste levy if they are located within or receive waste from two different regions in NSW: the Metropolitan Levy Area and Regional Levy Area. The boundaries of these regions are defined by local government areas (LGAs).

Two different rates apply to these regions and are adjusted annually in line with the Consumer Price Index (CPI).

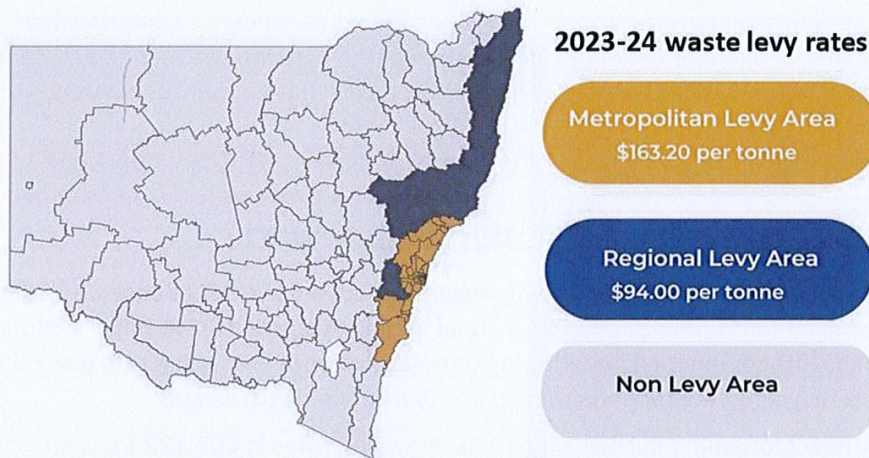


Figure 1: Waste levy rates and levy area boundaries as set out under the Protection of the Environment Operations (Waste) Regulation 2014

The NSW waste levy regulatory framework and waste levy revenue

Certain waste facilities such as landfills that require a licence from the NSW Environment Protection Authority (EPA) must pay a contribution – known as the waste levy – to the EPA for every tonne of solid waste they receive. This is legislated under the *Protection of the Environment Operations Act 1997*. Waste levy rates, where, who, and what they apply to, and other requirements for the administration of the waste levy are set under the Protection of the Environment Operations (Waste) Regulation 2014 and the Waste Levy Guidelines.

The EPA is responsible for administering and enforcing the waste levy. Revenue from the waste levy is collected by the EPA and then added to the NSW Government's general revenue pool, known as the Consolidated Fund, on a regular basis.

The Consolidated Fund is managed by NSW Treasury. Funding for NSW Government agencies, programs and initiatives is allocated from the Consolidated Fund based on decisions made by the Expenditure Review Committee, a subcommittee of the NSW Cabinet.

By convention, about one-third of the revenue amount collected through the waste levy is allocated to the Environment Portfolio. Approximately half of this allocation is directed towards waste and resource recovery programs and initiatives, such as the \$365 million *NSW Waste and Sustainable Materials Strategy 2041*, as well as EPA operations. The rest of the Environment Portfolio allocation is used to fund other environmental initiatives such as endangered species programs.

The remaining two-thirds of waste levy revenue is allocated to other essential government services.

We have heard from local government and industry stakeholders that a secure revenue stream available over a longer time-horizon is needed to support safe waste management and the transition to a circular economy. We have also heard that greater transparency is needed in how the NSW Government uses waste levy revenue, and for what purpose.

1.3 Why is the waste levy being reviewed?

The waste levy has been instrumental in driving resource recovery in NSW to date, ensuring our materials are used for as long as possible instead of being disposed in landfill or polluting the environment as litter or dumped material. In 2021–22, our overall recycling rate was 65%, driven by an 80% recycling rate for construction and demolition (C&D) waste.¹

But **recycling is now plateauing in NSW** (Figure 2). Recycling rates in 2021–22 for waste from commercial and industrial (C&I) sources and household kerbside waste, otherwise known as municipal solid waste (MSW), lagged at 49% and 43% respectively.²

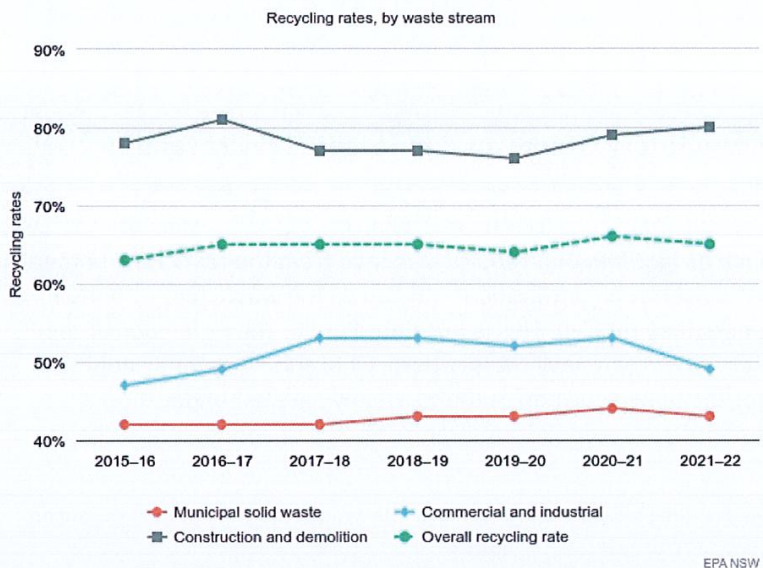


Figure 2: NSW recycling rates by waste stream from 2015–16 to 2021–22³

While recycling rates are plateauing, waste generation in NSW continues to grow. As populations increase and the infrastructure required to accommodate them is built, waste

1 NSW EPA 2023, *NSW waste and recycling performance data for the 2021–22 financial year*, <<https://www.epa.nsw.gov.au/your-environment/waste/waste-overview/waste-performance-data>>

2 *ibid.*

3 *ibid.*

volumes in NSW are projected to increase by 16 million tonnes between 2021 and 2041.⁴ We need to ensure recycling in NSW keeps up with these additional waste tonnages, so we can continue to sustainably manage our resources and minimise the environmental and human health impacts associated with waste pollution.

The NSW Government is reviewing the waste levy to examine why recycling is plateauing in NSW, and how the waste levy can be better used to reinvigorate recycling rates. This issues paper, which was developed based on in-depth conversations with local government and the waste and resource recovery industry, explores how we can do so.

1.4 The scope of the waste levy review

To determine how we can stimulate recycling in NSW, **we will examine how the effectiveness of the levy as an incentive for resource recovery is impacted by waste levy rates and where the levy applies.** We will identify opportunities to optimise these settings and strengthen this incentive, while minimising cost-of-living impacts on households.

To make it easier for operators to recycle material where possible and otherwise safely manage it, **we will look at how the waste levy regulatory framework can better support those who want to do the right thing while making it harder for those who do not.** This means looking for opportunities to ease administrative burdens where appropriate and to prevent activities that undermine resource recovery in NSW and create risks to the environment and human health. We will also review the ongoing application of the waste levy in circumstances where there are limited or no opportunities for recycling.

Lastly, we will consider what other actions the NSW Government needs to take **to ensure the waste and resource recovery landscape in NSW – including waste and resource recovery infrastructure, services and markets – enables the effective operation of the waste levy as an incentive for resource recovery.**

We want your feedback on this approach, and any other issues you think we have missed, to develop options for how we can improve the waste levy and how it operates to drive further resource recovery in NSW.

Have your say

We want to hear your thoughts on the waste levy, and how we can better achieve its circular economy objectives.

- **Take the survey:** Visit yoursay.epa.nsw.gov.au to find out more and take our survey
- **Make a written submission:** you can also email a submission to us at wastelevyreview@epa.nsw.gov.au.

⁴ Department of Planning, Industry and Environment 2021, *NSW Waste and Sustainable Materials Strategy 2041*, < <https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/recycling/nsw-waste-and-sustainable-materials-strategy-2041.pdf>>

2 Issue 1: Increasing resource recovery rates in NSW

We will review waste levy rates and levy area boundaries to identify opportunities to reinvigorate recycling in NSW.

2.1 Optimising waste levy rates to promote greater resource recovery

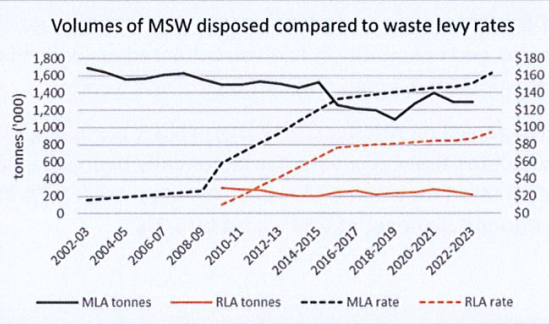
If set at the right level, the waste levy can increase the cost-competitiveness of recycling, reducing waste going to landfill and boosting resource recovery.

Currently, waste levy rates keep pace with inflation: they are adjusted each year in line with the CPI. But between 2009 and 2016, waste levy rates were also annually increased by \$10 per tonne in addition to CPI adjustments. Independent analysis by Marsden Jacob Associates on the impact of the waste levy shows that past rate increases beyond CPI resulted in significant reductions in waste disposed of to landfill, particularly for C&D waste in the Metropolitan and Regional Levy Areas. They also had a significant impact on the disposal of C&I waste and MSW in the Metropolitan Levy Area.⁵ The analysis concluded that the impact of the waste levy peaked by 2016, reducing waste going to landfill by around 3 million tonnes per year. While this reduction has been maintained through CPI adjustments to the levy, since 2016 recycling rates have stalled.

As part of the waste levy review, we will examine whether increasing levy rates beyond inflation could once again reduce waste going to landfill and stimulate significant increases in recycling across waste streams in NSW.

⁵ Marsden Jacob Associates 2024, *NSW waste levy impact analysis*, prepared for the NSW Environment Protection Authority

Municipal solid waste

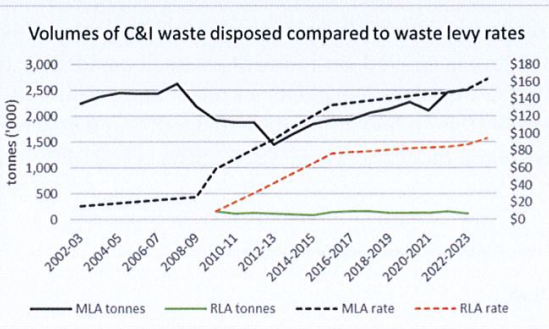


MSW is generated by households, and mostly consists of paper and cardboard, plastics, glass, and food and garden organic waste. Local councils provide MSW collection, disposal and recycling services to their communities.

Independent analysis by Marsden Jacob Associates suggests MSW is reasonably responsive to the effects of the waste levy: **historically, for every 1% that disposal costs increased in the Metropolitan Levy Area above inflation, disposal of MSW to landfill declined by 0.5%.**

The NSW Government is also looking at other mechanisms to increase the MSW recycling rate, which was 43% in 2021-22.⁶ This includes mandating the separate collection of food and garden organic waste from households, committed to under the NSW Waste and Sustainable Materials Strategy 2041.

Commercial and industrial waste



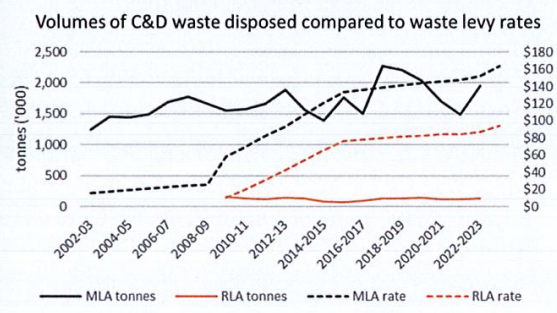
⁶ NSW EPA 2023, NSW waste and recycling performance data for the 2021-22 financial year, <<https://www.epa.nsw.gov.au/your-environment/waste/waste-overview/waste-performance-data>>

Commercial and industrial waste

C&I waste is generated by businesses from a range of sectors such as manufacturing, healthcare, retail and hospitality. It is often collected as loads of mixed waste containing materials such as metals, plastics, food, paper and cardboard, and wood.

The recycling rate for C&I waste in NSW is stalling at 49%,⁷ but analysis by Marsden Jacob Associates indicates that C&I waste has historically been responsive to the effects of the waste levy. It is estimated that, in the Metropolitan Levy Area, a 1% increase in disposal costs above inflation reduced disposal of C&I waste by 1.2%.⁸

Construction and demolition waste



While development activity in NSW has increased over recent years, resulting in increased generation of C&D waste, independent analysis by Marsden Jacob Associates shows that landfill diversion rates for C&D waste is responsive to the waste levy. **Historically, for every 1% increase in disposal costs in the Metropolitan Levy Area and Regional Levy Area, disposal of C&D waste to landfill declined by 0.5% and 1.2% respectively.**⁹

This is because C&D waste is generally made up of heavy materials such as concrete and ceramics. As the levy is applied per tonne of waste, it costs more to dispose of these materials at landfill than lighter materials like plastic or paper and cardboard. This creates a stronger incentive for waste generators to find alternatives to landfill and may explain in part why C&D waste has a much higher resource recovery rate in NSW – 80% in 2021-22 – than C&I waste and MSW.¹⁰

⁷ Ibid.

⁸ Marsden Jacob Associates 2024, *NSW waste levy impact analysis*, prepared for the NSW Environment Protection Authority

⁹ Ibid.

¹⁰ NSW EPA 2023, *NSW waste and recycling performance data for the 2021-22 financial year*, <<https://www.epa.nsw.gov.au/your-environment/waste/waste-overview/waste-performance-data>>

We will commission further independent economic analysis examining the forward-looking relationship between the waste levy and resource recovery in NSW to help us determine optimal levy rates. This means balancing opportunities to increase recycling in NSW by increasing the waste levy against exacerbating cost pressures on households and small businesses and creating perverse incentives to avoid waste disposal costs through illegal or unsustainable activity.

2.1.1 Minimising impacts on cost-of-living

In 2022–23, ratepayers in the Metropolitan Levy Area and Regional Levy Area paid on average \$79 and \$49 per year, respectively, in waste levy costs (Figure 3).¹¹

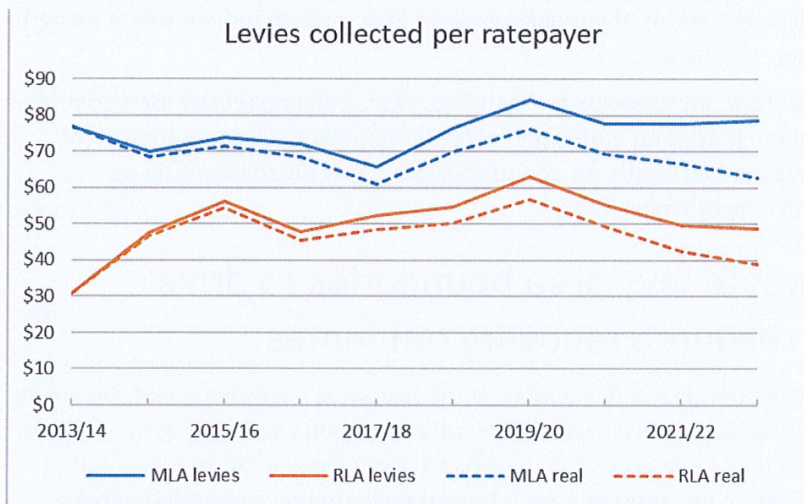


Figure 3: Average levy costs collected per ratepayer

To manage any impacts on households and small businesses, we will consider making any adjustments to waste levy rates steady and affordable over a long period of time.

This would be accompanied by a published schedule of future changes to waste levy rates. We heard from stakeholders that increasing waste levy rates will only be effective in driving increased resource recovery if waste generators, local councils, and waste and resource recovery operators have the time and information they need to adjust their decision-making in response. Providing advanced notice of adjustments to waste levy rates will help households and businesses to manage changes to cost-of-living and cost-of-doing-business. It will also help local councils and waste and resource recovery operators to invest in and source new resource recovery services, technology and infrastructure.

¹¹ Marsden Jacob Associates 2024, *NSW waste levy impact analysis*, prepared for the NSW Environment Protection Authority

2.1.2 Avoiding perverse incentives for illegal and unsustainable activity

In adjusting waste levy rates, we also need to consider how we can prevent the creation of perverse incentives to avoid higher landfill disposal costs not by recycling waste, but by illegally dumping it or by transporting it over long distances to landfills in non-levy paying areas in NSW or interstate.

For example, we know NSW has had high waste levy rates compared to other states and territories in the past, and this has previously driven significant volumes of waste – including recyclable material – out of NSW to be landfilled elsewhere. We want to avoid this happening again, as it would undermine the intent of increasing waste levy rates to reduce waste going to landfill and increase resource recovery.

To do this, we will consider how any changes to waste levy rates will impact the total cost of disposal in NSW compared to bordering states and consider options to mitigate the risk of illegal dumping. We will also engage with our counterparts in other jurisdictions as we consider changes to waste levy rates in NSW.

2.2 Defining waste levy area boundaries to drive equitable resource recovery outcomes

Independent analysis by Marsden Jacob Associates of the historical performance of the waste levy showed that even modest increases in waste levy rates reduced waste going to landfill in both Metropolitan and Regional Levy Areas.¹² But we heard from many local councils that **there is no consistent, clear or fair rationale for where the waste levy is applied across NSW, and what areas should attract metropolitan or regional levy rates.** For instance, some areas in NSW that do not currently attract the waste levy have characteristics – such as population, population density and population growth rates – that are more akin to LGAs in the Regional or Metropolitan Levy Area, and vice versa.

This feedback echoes a key finding of the NSW Auditor-General's 2020 review of the NSW waste levy, which recommended transparent and objective criteria for determining which local government areas should be levied.¹³

To ensure that the waste levy is fairly applied in areas where there are opportunities for it to drive increased recycling, we will undertake a comprehensive review of levy area boundaries. We will set objective criteria to consistently and transparently determine where the levy applies in NSW and at what rate.

We believe that these criteria should include a measure of 'remoteness' that reflects distance to population centres and access to services.

We've heard from local councils that providing resource recovery services to ratepayers is more logistically challenging and less cost-effective in regional and remote areas than it is in

¹² Ibid.

¹³ NSW Auditor-General 2020, *Waste levy and grants for waste infrastructure*, <<https://www.audit.nsw.gov.au/our-work/reports/waste-levy-and-grants-for-waste-infrastructure>>

metropolitan areas. Lower waste volumes and larger distances between the points of waste collection and resource recovery facilities prevents the economies of scale needed to attract investment in infrastructure and technology. Because of this, some households in regional areas cannot access the same resource recovery services – such as kerbside recycling – available in metropolitan areas. These issues grow as communities become more remote. Supporting infrastructure at landfills such as weighbridges and litter fences becomes less common, and legacy landfills are often unable to be rehabilitated due to a lack of resources.

Considering ‘remoteness’ in the way we define waste levy areas would account for these issues and ensure that the way the waste levy is applied across NSW is equitable. It would also indicate where there are high levels of waste generation across all waste streams, by capturing areas where there are higher populations and greater commercial and development activity.

Adopting a new approach to defining waste levy areas may result in the expansion of levy area boundaries. This, alongside any increase to waste levy rates, will increase revenue collected through the waste levy. In these circumstances, we will consider how the uplift in waste levy revenue could be used to support improved resource recovery outcomes and address the issues identified throughout this paper. This could include investing in new and upgraded infrastructure in areas where the waste levy is expanded to, and ensuring the right services, technology and capacity is in place for the waste levy to operate to its greatest effect.

2.3 Key considerations for review

Waste levy rates

We will examine whether increasing levy rates beyond inflation could stimulate further increases in recycling in NSW.

Any decision to increase waste levy rates will be designed to minimise adverse impacts on households and small businesses, as well as opportunities to avoid higher disposal costs through illegal activity or transporting waste over long distances to landfill.

We will ensure any changes to the levy will be manageable, and that a schedule of price changes over the long term is published.

We want your feedback on the following questions:

- Are there other factors that need to be considered in determining optimal levy rates?
- Over what time should a schedule set out future levy rates to provide certainty for decision-making?
- How can we ensure any changes to waste levy rates increase recycling rather than creating perverse incentives for illegal dumping or interstate landfilling?

**Waste levy
area
boundaries**

To ensure the levy is equitably applied to areas where it can have the greatest effect on resource recovery, we are reviewing waste levy area boundaries to put in place clear and transparent criteria to determine where the waste levy applies and at what rate.

We are proposing to use a measure of remoteness – capturing a community’s access to and distance from services and population centres – as the key criterion for defining levy area boundaries.

We will also consider opportunities to use the uplift in waste levy revenue arising from any changes to levy rates and levy area boundaries to support increased investment in resource recovery across NSW, including upgrading and building new waste and resource recovery infrastructure in any new levy areas.

We want your feedback on the following questions:

- Is remoteness an appropriate measure to consider in examining levy area boundaries? Are there other factors we should consider?
- If levy boundaries are expanded, how should we support new levy paying areas?

3 Issue 2: Creating a level playing field for safe and sustainable waste management

The waste levy regulatory framework and its administration should support waste operators who safely manage waste and do the right thing while reducing opportunities and incentives to do the wrong thing.

3.1 Improving regulatory oversight to reduce opportunities for illegal activity

Some waste operators are finding ways to circumvent lawful waste disposal costs – not through recovering waste materials, but through **sometimes illegal activity that can cause harm to the environment and human health and result in recyclable materials being landfilled. This includes illegal dumping, stockpiling, and fraudulently reporting waste information.**

This activity undermines the incentive created by the waste levy to divert waste from landfill and towards resource recovery. It creates risks to the environment and human health associated with waste pollution. It also siphons material from the legitimate waste and resource recovery market, disadvantaging waste operators who meet their regulatory requirements and want to do the right thing to ensure materials are recovered where they can be, and safely disposed of where they can't.

Illegal activity to avoid waste disposal costs can undermine the legitimate waste market

The significant environmental, human health, and economic harm arising from illegal activity that is motivated by the avoidance of waste disposal costs is clearly demonstrated by major chemical fires that took place in Victoria in 2019.

Bradbury Industrial Services was found to have diverted tens of millions of litres of hazardous waste from the legitimate waste treatment and disposal market through illegal stockpiling or illegal dumping. The operation worked by offering severely undercut prices to remove and deal with hazardous wastes from generators. Then, instead of being properly treated or disposed of, the wastes were illegally stockpiled in multiple warehouses across Melbourne or buried in remote bushland.

The illegally stockpiled wastes sparked one of the worst industrial fires in Melbourne since the turn of the century, causing significant air, land and water pollution, harm to public health, and substantial clean-up costs. In undercutting legitimate waste management facilities, the illegal operation also caused significant distortion and volatility in treatment and disposal costs. This distortion reduced the profitability of existing waste management facilities and undermined investment in waste infrastructure.

As part of the waste levy review, **we will examine ways to strengthen the waste levy regulatory framework and its administration to remove opportunities for illegal activity.** This will help to create a level playing field for waste and resource recovery markets in NSW.

In addition to ensuring that any changes to levy area boundaries and rates do not create perverse incentives for illegal or unsustainable activity, we will also look for ways to improve our regulatory oversight to address these issues through improved end-to-end tracking of waste movements into and within NSW. We will also consider the application of the waste levy to waste that is transported from other states for disposal in NSW landfills.

3.2 Ensuring the waste levy applies to the right materials

We want to increase resource recovery in NSW, but not all materials can be safely recycled. In these cases, we want to make safe waste disposal easy.

We heard that the application of the waste levy to materials for which there is no safe alternative to landfilling – such as asbestos and chemically treated timber – amounts to a penalty on waste operators that are trying to dispose of these waste types appropriately. Other jurisdictions have already removed the levy on certain non-recyclable material. In Queensland, certain types of non-friable and all friable asbestos contaminated material are exempt from the waste levy. In South Australia, no levy applies to the disposal of asbestos waste, excluding asbestos-contaminated soils.

The application of the levy to these materials may drive operators who do not want to do the right thing to illegally stockpile or dump waste to avoid the costs of the waste levy. Illegal dumping pollutes land, waterways and natural habitats, and poses risks to human health. It also comes at significant cost: the loss of amenity due to illegal dumping in NSW has been valued at \$300 million¹⁴ and local councils are spending from \$20,000 to more than \$750,000 per annum on illegal dumping detection, response and clean-up.¹⁵ The waste levy contributes to these costs, as it applies to landfilled material that is generated through the clean-up of illegal dumping.

¹⁴ NSW Environment Protection Authority 2022, *NSW Illegal Dumping Prevention Strategy 2022–27*, <<https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/illegaldumping/22p4237-illegal-dumping-prevention-strategy-2022-27-v4.pdf>>

¹⁵ Ipsos 2020, *Illegal dumping research report*, prepared for the NSW Environment Protection Authority, <<https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/illegaldumping/ipsos-summary-report-illegal-dumping-research-2019.pdf>>

There are some material types that are currently exempt from the waste levy, including community service waste, disaster waste, dredging spoil and whale carcasses. Exempting these materials from the waste levy minimises the costs of activities that benefit the community and protect public health. These exemptions are important and will continue. But, as part of the waste levy review, we will consider expanding the current levy exemption framework to apply to materials for which there are no safe alternatives to landfill, such as asbestos. In doing so, we will also need to ensure we do not create new opportunities and incentives for illegal activity (such as fraudulently claiming waste is contaminated with asbestos to receive a levy exemption).

Waste levy rates for specific materials

Concessional levy rates currently apply to virgin excavated natural material, recovered fines alternative daily cover, and prescribed shredder floc. As part of the waste levy review, we will examine these concessional levy rates and the conditions for their application.

Additionally, two separate levies apply to:

- **trackable liquid wastes, to encourage liquid waste avoidance and resource recovery**
- **coal washery rejects, such as coal fines, soil, sand and rock, to incentivise improved environmental management and the development of alternatives to disposal.**

We will review these levies to ensure they are fit for purpose and are achieving their objectives.

3.3 Reducing administrative burdens

To help waste facility operators meet their regulatory requirements while promoting the reuse and recycling of waste material, waste facility operators can claim levy deductions on certain materials they receive. This includes waste that can be reused on site for operational purposes such as construction works and daily landfill cover, and waste that is transported off site for lawful purposes (Figure 4).

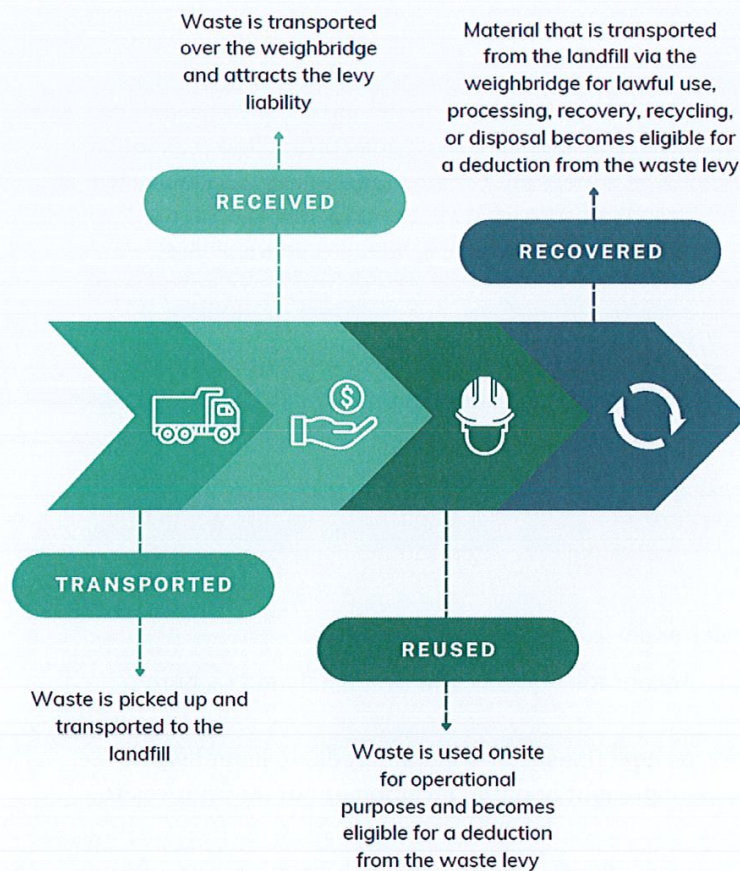


Figure 4: Outline of how waste levy operational purpose and transport deductions apply

Local councils and waste and resource recovery facility operators have told us that the framework for waste levy deductions is overly complex and that the process for applying for and receiving these deductions is administratively burdensome. Where waste operators landfill waste and recover or recycle materials at the same site, the deduction framework can become very difficult to navigate.

Through the waste levy review, we will look for opportunities to streamline waste levy deductions. This will remove barriers for waste operators who are trying to do the right thing. However, we also need to make sure we do not create regulatory loopholes that can be exploited or allow waste materials that are not safe for operational purposes to be used.

3.4 Key considerations for review

Through the waste levy review, we will look for opportunities to close regulatory loopholes and reduce administrative burdens to support the sustainable and safe management of waste within the legitimate waste and resource recovery market. We will also be careful to ensure that any changes do not create further opportunities for rogue operators to dispose of waste and recyclable material illegally and unsafely. To this end, we will consider the following.

Reducing opportunities for illegal activity

We will look for ways to improve our regulatory oversight and prevent illegal and unsustainable activities through improved end-to-end tracking of waste movements into, out of, and within NSW.

We will also consider the application of the waste levy to waste that is transported from other states for disposal in NSW landfills.

We will ensure that any changes made to levy area boundaries and rates do not create perverse incentives or opportunities for illegal and unsustainable activities.

We want your feedback on:

- What is your experience with waste operators avoiding lawful disposal costs in NSW? How does activity such as illegal dumping, stockpiling and waste fraud impact your waste and resource recovery business and operations?
- How can we best prevent opportunities for rogue operators to avoid lawful disposal costs in NSW through illegal or unsustainable activity?

Waste levy exemptions and concessional levy rates

We will review the application of the levy to wastes for which there are no safe alternatives to landfill, such as asbestos. In doing so, we will work with industry and local councils to design the settings in a way that minimises the risks of creating new opportunities for unsustainable activities and illegal disposal of waste.

We will also review existing concessional levy rates and the levies on liquid waste and coal washery rejects to ensure they are fit-for-purpose.

We want your feedback on:

- Are there other types of waste that cannot be safely recycled for which an exemption from the waste levy should be considered?
- What factors should be considered in reviewing current concessional levy rates and the ongoing application of levies on liquid waste and coal washery rejects?

Waste levy deductions and reducing administrative burdens

We will review the waste levy regulatory framework and guidelines to identify opportunities to strengthen waste levy deductions, making applying for a deduction more efficient for waste facilities while not undermining the purpose of the waste levy.

We want your feedback on:

- What are the key aspects of the waste levy deduction framework that make it harder for you to operate?
- How can we streamline waste levy deduction requirements and processes while ensuring only materials that are suitable for operational purposes are used on site, and transport deductions are only applied to materials that are moved off site for lawful purposes?

4 Issue 3: Amplifying circular economy outcomes in NSW

For the levy to have the greatest effect on resource recovery in NSW, the right infrastructure, technology and policies also need to be in place.

4.1 Waste and resource recovery infrastructure and technology

The waste levy is only effective as a tool to divert waste from landfill where there are alternatives to landfill available. We've heard from local government and industry stakeholders that a lack of infrastructure and technology slows down recycling in NSW and will do so regardless of changes to the waste levy.

Greater investment in waste and resource recovery infrastructure and technology is needed over the long term to provide these alternatives to landfill while ensuring waste can be safely managed into the future. This requires better planning for waste and resource recovery infrastructure, support from the NSW Government to de-risk investment in new infrastructure and technology, and certainty in the quality of material that is processed and sold-on by resource recovery facilities.

4.1.1 Planning for waste and resource recovery infrastructure

We've consistently heard that **clear and long-term planning for waste management is needed to encourage infrastructure investment.** This means clarifying what and where waste infrastructure is needed, how appropriate land can be secured, how new developments can be planned to accommodate waste and resource recovery as an essential service, and the roles of the NSW Government, local councils and the private sector in developing and operating waste and resource recovery infrastructure. This extends to planning for residual waste infrastructure – an issue of increasing concern in metropolitan Sydney.

Infrastructure shortfalls for residual waste in metropolitan Sydney

By incentivising the diversion of waste from landfill, the waste levy can alleviate pressure on residual waste services and infrastructure capacity. However, it remains important that communities, industry and local councils maintain access to residual waste services and infrastructure in NSW so that material that can't be avoided, reused/repaired or recycled can still be safely disposed of.

In the metropolitan regions of NSW, particularly Greater Sydney, we heard that the accessibility of residual waste infrastructure has not kept up with growing demand. Local councils in these regions have raised issues that there is a scarce supply of suitable land available to develop new infrastructure, such as transfer stations. Consequently, waste is being transported long distances to a limited number of available disposal points at a higher cost to ratepayers.

To secure cost-effective residual waste management in these regions, local councils have emphasised the need for strategic infrastructure planning. Transfer stations should be considerately positioned so that residual waste in high density regions can be disposed of at low cost. Once transfer stations are accessible for a metropolitan region, new processing infrastructure – such as for energy from waste – becomes more feasible.

We are currently working with local councils and the waste and resource recovery industry to develop an NSW Waste Infrastructure Plan. This plan will be informed by robust, data-driven analysis to determine infrastructure needs across the state. It will take a staged approach, seeking to address the most urgent capacity needs in residual waste and food and garden organics infrastructure before a holistic approach to recycling infrastructure is developed.

4.1.2 The role of the NSW Government

We also want to work with stakeholders to identify how the NSW Government can help to address the barriers to investment that are not currently being addressed by the waste market.

We need to examine other ways for the NSW Government to drive long-term investment in waste and resource recovery infrastructure and technology – from reuse and repair hubs, community recycling centres and materials recovery facilities, to transfer stations, residual waste infrastructure, weighbridges and legacy landfill rehabilitation. These approaches could include ways to de-risk investment by underwriting new infrastructure, acquiring land for infrastructure development, or establishing new regulatory or planning mechanisms requiring infrastructure to accommodate waste management needs in growth areas.

4.1.3 Reducing contamination in material streams

Local councils and industry reported a lack of **investment certainty in resource recovery infrastructure and technology**. This is in part created by difficulties securing clean waste streams in large volumes as feedstock for resource recovery processes. We also heard that stronger end-markets for recycled material are needed to justify investment in resource recovery.

We heard that contamination in kerbside recycling and food and garden organic waste bins is a key barrier to securing material supply and finding end-markets. Contamination limits the amount of material that can be recovered at resource recovery facilities and impacts the quality and value of processed material.

Higher rates of contamination in waste streams results in more waste being removed from material processed in resource recovery facilities. This residual waste is then sent to landfill, where it attracts the waste levy. This creates an additional cost for resource recovery facility operators and may increase the price of alternatives to landfill – contrary to the intent of the waste levy.

We will consider the application of the waste levy to residual waste from resource recovery facilities as part of the review, as well as complementary initiatives to reduce contamination rates – such as

standardisation of what can and can't go in kerbside bins, consistent education and behaviour change campaigns, and the creation of clean and accessible collection pathways for recyclable materials.

4.2 Different mechanisms are needed for hard-to-recycle materials

While the waste levy has been important in driving resource recovery progress to date, **some material types – such as batteries, textiles, soft plastics, and composite materials including those found in packaging – are currently difficult to recycle cost-effectively, safely and at scale.**

In these cases, the incentive created by the waste levy is not enough to ensure their sustainable management. Upstream interventions targeting product design, manufacturing and supply are needed to reduce waste generation where possible, and otherwise ensure these products and their components can be easily collected, reused, repaired or recovered.

4.3 Key considerations for review

We understand that we need to do other things alongside reviewing the NSW waste levy regulatory framework to increase resource recovery and ensure we can continue to manage materials safely and sustainably as waste generation increases. We want your feedback on what our actions to address the below considerations should be.

Waste and resource recovery infrastructure and technology

Through our work on the NSW Waste Infrastructure Plan, we will consider ways to take a more active approach in breaking down the barriers to investment in infrastructure and technology that the waste and resource recovery market has not been able to address by itself. We will also consider how waste management can be treated as an essential service when planning for growing populations and new developments.

The waste levy review will also look at complementary actions to enable investment in resource recovery infrastructure and technology. These may include standardising what can and can't go in kerbside recycling bins and upgrading material recovery facilities to meet these requirements, and reviewing the application of the waste levy to residual waste from resource recovery facilities.

We want your feedback on:

- What are the key barriers in the planning system preventing new waste and resource recovery infrastructure being developed in NSW? How can they be overcome?
- Do you think the waste levy should apply to residual waste from resource recovery facilities? If not, why? If so, at what rate and why?
- What factors would we need to consider when investigating standardisation of kerbside recycling bins and upgrades to material recovery facilities? What other approaches should we take to reduce contamination in recycling feedstock?

- What other actions should the Government take to improve investment in waste and resource recovery infrastructure and technology?
- Complementary actions for hard-to-recycle products and materials**
- We will consider what other steps we need to take to increase reuse, repair and recycling, and what products and materials these actions should target.
- We want your feedback on:
- What products and materials should we prioritise for reuse and repair? What role can the NSW Government play in supporting the reuse and repair of these materials?
 - What characteristics of a product or material make it difficult to recycle? What interventions could we take upstream to improve product recyclability?

Review of the NSW waste levy: Issues paper

NSW Environment Protection Authority
6 Parramatta Square
10 Darcy St
Parramatta NSW 2150

Locked Bag 5022
Parramatta NSW 2124

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E: info@epa.nsw.gov.au
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BROKEN HILL
CITY COUNCILReference: L24/1475 – 11/525
MP:JN

18 July 2024

NSW Environment Protection Authority
6 Parramatta Square
10 Darcy Street
Parramatta NSW 2150Via email to: NSW EPA wastelevyreview@epa.nsw.gov.au

Dear Waste Levy Review Team,

**REVIEW OF THE WASTE LEVY ISSUES PAPER – SUBMISSION FROM BROKEN HILL
CITY COUNCIL**

Thank you for the opportunity to provide comment on the *Review of the NSW waste levy: Issues paper*.

Broken Hill City Council is part of the NetWaste voluntary regional waste group (VRWG) and has provided input to the regional NetWaste submission on this matter.

Broken Hill City Council would like to reiterate the NetWaste position presented to the EPA during the initial stages of NSW waste levy consultation in November 2023:

NetWaste Councils strongly and completely oppose any change in the waste levy that will extend the regional levy area to include any of the 25 NetWaste Councils. The NSW EPA Levy applied to any of our Councils would be highly detrimental to waste management and simply lead to community angst and resentment against both Local Council and the NSW Government.

Broken Hill City Council supports the NetWaste regional response to the *Review of the NSW waste levy: Issues paper* in its entirety, and hereby submits the same response as our individual Council submission.

Yours sincerely

TOM KENNEDY
MAYORJAY NANKIVELL
GENERAL MANAGER

AUSTRALIA'S FIRST HERITAGE LISTED CITY



18 July 2024

NSW Environment Protection Authority
6 Parramatta Square
10 Darcy Street
Parramatta NSW 2150

Via email to: NSW EPA wastelevyreview@epa.nsw.gov.au

Dear Waste Levy Review Team,

REVIEW OF NSW WASTE LEVY ISSUES PAPER – SUBMISSION FROM NETWASTE AND MEMBER COUNCILS

Thank you for the opportunity to provide comment on the *Review of the NSW waste levy: Issues paper*.

All 25 NetWaste Councils re-iterate the Position Statement presented to the EPA on 23 November 2023 during the first stages of consultation:

NetWaste Councils strongly and completely oppose any change in the waste levy that will extend the regional levy area to include any of the 25 NetWaste Councils. The NSW EPA Levy applied to any of our Councils would be highly detrimental to waste management and simply lead to community angst and resentment against both Local Council and the NSW Government.

Any introduction of a waste levy to any of the NetWaste Local Government Areas will simply be another form of cost-shifting by the NSW government that will add to the cost of living, encourage illegal dumping and have minimal impact on resource recovery. It will have a detrimental impact on our local communities and cause disengagement in our communities with the goal of reaching a circular economy.

NetWaste and all member Councils agree that the levy boundaries should not be expanded as:

1. The EPA waste levy has demonstrably **failed to meet landfill diversion targets** set by the NSW Government.
2. Under the Waste Levy there has been **insufficient investment and promotion of recycling infrastructure** that provide genuine alternatives to landfill. As a result, whilst there has been some success in easy to recycle material (e.g. C&D waste), the levy has overall increased the costs of waste management and incentivised illegal dumping and rogue operators.

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3. Over **half a billion dollars each year** is collected from the Waste Levy and diverted away from waste programs and into NSW Government consolidated revenue. The loss of revenue from the waste industry occurs at a time when there is a critical lack of waste infrastructure and insufficient alternatives to landfilling (hence why diversion targets not met).
4. The levy applied to NetWaste Councils will be nothing more than a **cost-shifting** exercise that will place additional financial burden on regional communities. The Waste Levy will act as no more than an additional tax with zero net benefit.
5. The EPA should focus on **higher order waste hierarchy principles** as set out in the *NSW Waste Avoidance and Resource Recovery Act 2001*, rather than simply applying a blunt instrument like the levy to disincentivise landfilling.
6. Landfill diversion must start with **product manufacture, Product Stewardship** and following the principle of a **circular economy**. These should be the priorities of the State and Federal Governments, rather than the “end of pipe” solution of pushing waste problems down to Councils and communities who can least afford the imposition of the levy.
7. NetWaste Councils already price their landfills to represent the cost to the current and future community, including recycling. Councils are acutely aware of the perverse impacts from the cost of waste disposal and must balance landfill price with accessibility to illegal dumping opportunities etc.
8. NetWaste Councils have already demonstrated their commitment to landfill diversion through extensive recycling and education programs. Already 10, (40%) NetWaste Councils are operating a kerbside FOGO/GO service.
9. The levy will produce an illegal dumping haven with irresponsible offenders targeting unstaffed and unlicensed landfills due to increased gate fees.
10. Councils in regional NSW already face significant challenges allocating human resources with appropriate skills to existing operations. An imposition of a State Levy with associated reconciliation and reporting is beyond the capacity of most Councils and demonstrates the lack of real understanding of regional economic and demographic capacity.
11. Expansion of the Levy boundaries is fundamentally breaking all good will and trust built between the NetWaste member Councils working collaboratively with State Government on agreed common ground project initiatives that works towards enhanced resource recovery and waste diversion from landfill. Obviously, the State Government needs to be reminded that NetWaste was a pilot regional waste group originally established on the base principle that all member Councils would work collaboratively toward meeting State based waste diversion objectives on the premise of not imposing a waste levy to our Local Government Areas as we are already disadvantaged by access to markets, geographic isolation to industry and service providers and propensity for illegal disposal in vast areas of our jurisdiction.

All 25 NetWaste Councils therefore:

1. Vehemently oppose the introduction of any NSW EPA Waste Levy into NetWaste Council LGAs and commit to lobbying political stakeholders to ensure this does not occur.
2. Recommend an immediate review of the allocation of revenue collected from the waste levy to achieve State Government landfill diversion targets and transition to a circular economy.
3. Recommend the EPA provide more resources and endorse legislative change into higher order waste management (e.g. Product Stewardship/Extended Producer Responsibility schemes) so that the solutions for waste management are not dealt with at end of life and simply passed to Local Councils to manage.
4. Recommend the EPA finalise the proposed NSW Waste Infrastructure Plan (including detailed analysis of capacity and accessibility constraints) as a priority so that infrastructure can be planned and built in appropriate locations.
5. Recommend the EPA commit to gain a better understanding of the issues facing regional communities and their waste management. Issues such as unsupervised sites, lack of weighbridges, small budgets, recruitment difficulties, increased distances and smaller population bases are all relevant and affect resource recovery.
6. Appropriate reallocation of funding to Regional Waste Groups to assist with meaningful on-ground infrastructure and project initiative enhancements needs to be directed to achieving full circular economy outcomes.



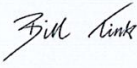
The position of NetWaste and the 25 member Councils, along with the issues described above, was presented to the EPA at the initial consultation phase in November 2023. The Issues Paper now refers to how the levy boundaries should be expanded, rather than if the levy boundaries should be expanded. NetWaste would appreciate some constructive consideration and dialogue including EPA site presence / visits to understand these issues prior to any levy review or policy being administered in the NetWaste region.


Yours sincerely,




Nigel Campbell
NetWaste Executive Officer


The NetWaste Voluntary Regional Waste Group and Council Delegates:

Signed for and on behalf of NetWaste by its authorized delegate	
 ----- Signature of Regional Projects Coordinator	 ----- Signature of Regional Environmental Learning Advisor
Antony Cullen-Ward ----- (Print) Name	Bill Tink ----- (Print) Name


Signed for and on behalf of Council by its authorized delegate	
----- Signature of General Manager / CEO	----- Signature of Council Mayor
----- (Print) Name	----- (Print) Name


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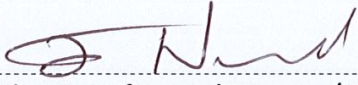

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<p>Signed for and on behalf of Council by its authorized delegate</p>	
<p> ----- Signature of General Manager / CEO</p>	<p> ----- Signature of Council Mayor</p>
<p>Jay Nankivell ----- (Print) Name</p>	<p>Tom Kennedy ----- (Print) Name</p>


<p>Signed for and on behalf of Council by its authorized delegate</p>	
<p>----- Signature of General Manager / CEO</p>	<p>----- Signature of Council Mayor</p>
<p>----- (Print) Name</p>	<p>----- (Print) Name</p>


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Signed for and on behalf of Council by its authorized delegate	 <p>DUBBO REGIONAL COUNCIL</p>
----- Signature of General Manager / CEO	----- Signature of Council Mayor
----- (Print) Name	----- (Print) Name


Signed for and on behalf of Council by its authorized delegate	 <p>FORBES SHIRE COUNCIL</p>
----- Signature of General Manager / CEO	----- Signature of Council Mayor
----- (Print) Name	----- (Print) Name


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REPORTS FROM DELEGATES

1. REPORTS FROM DELEGATES NO. 4/24 - DATED JULY 11, 2024 - COUNCILLOR ALGATE'S ATTENDANCE AT THE 2024 NATIONAL GENERAL ASSEMBLY (D24/34169)65

ORDINARY MEETING OF THE COUNCIL

July 11, 2024

ITEM 1

REPORTS FROM DELEGATES NO. 4/24

SUBJECT: COUNCILLOR ALGATE'S ATTENDANCE AT THE 2024 NATIONAL GENERAL ASSEMBLY D24/34169

Summary

Council has received a Delegates Report from Councillor Algate, regarding his attendance at the National General Assembly meeting held in Canberra 2-5 July 2024.

Councillor Algate's Delegates Report is attached.

Recommendation

1. That Reports from Delegates No. 4/24 dated July 11, 2024, be received.
2. That Councillor Algate's Delegates Report be received and noted.

Attachments

1. [↓](#) Councillor Algate's attendance at the NGA

B ALGATE
COUNCILLOR

DELEGATES REPORT- Attendance at the 2024 National General Assembly of Local Government

In submitting this brief report I wish to thank the Council for providing me, along with other Councillors, the opportunity of attending this four (4) day conference held in Canberra commencing July 2, 2024.

The conference theme, "Building Community Trust", covered numerous topics affecting Local Governments and public authorities such as;

Energy Transition
National Housing and Community Infrastructure
Disaster resilience and Recovery
Roads and Transport
Politics and Civil Engagement
Intergenerational Equity and Fairness
Community Trust in the Built Environment

The assembly was very well attended with delegates representing a majority of councils from all states and territories.

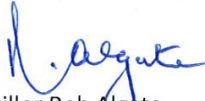
The official Opening Address was presented by the Governor-General, Her Excellency, The Honourable Ms Sam Mostyn AC and on the final day a welcome address was presented by the Prime Minister, The Hon. Anthony Albanese MP.

Also on the final day was an interesting panel discussion titled, "Climate Change and Renewable Energy", was led by the Hon. Chris Bowen, MP, Minister for Climate Change and Energy. This proved to be a subject of interest to many in attendance and generated considerable questions and comment.

The Assembly was well organised, the venue well suited for the occasion, the Exhibition Hall had a wide range of promotions and the catering was fine!

In conclusion I feel that it is undoubtedly worthwhile for Councillors to attend such conferences that are dedicated specifically to dealing with issues that affect Local Governments in general.

Respectfully submitted,



Councillor Bob Algate

RECOMMENDATIONS OF WORKS COMMITTEE MEETING HELD MONDAY, JULY 22, 2024

1. BROKEN HILL CITY COUNCIL REPORT NO. 114/24 - DATED JUNE 14, 2024 - MINUTES OF THE PROJECT CONSULTATIVE GROUP PROJECT STEERING GROUP MEETING HELD 16 MAY 2024 (D24/29512)69

Recommendation

1. That Broken Hill City Council Report No. 114/24 dated June 14, 2024, be received.
2. That the minutes of the Project Consultative Group Project Steering Group from 16 May 2024 be noted.
3. That the PowerPoint Presentation of the Project Consultative Group Project Steering Group from 16 May 2024 be noted.

2. BROKEN HILL CITY COUNCIL REPORT NO. 115/24 - DATED JULY 05, 2024 - MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.448, HELD ON TUESDAY, 2 JULY 2024 (D24/33447) 113

Recommendation

1. That Broken Hill City Council Report No. 115/24 dated July 5, 2024, be received.
2. That the minutes of the Local Traffic Committee – Meeting No.448, held on Tuesday, 2 July 2024 be endorsed.
3. That Item No.448.8.1 recommendation be received:
 - Council to forward correspondence to the businesses located in the shopping complex on Oxide Street, between Wolfram Lane and Mica Street, asking for feedback regarding the request to convert a one-hour parking space to a 15-minute parking space at the Wolfram Lane end of the complex, to facilitate short-term parking for customers.

3. BROKEN HILL CITY COUNCIL REPORT NO. 116/24 - DATED JUNE 18, 2024 - MINUTES OF THE PICTON SPORTSGROUND COMMUNITY COMMITTEE MEETING HELD 03 JUNE 2024 (D24/29828).....130

Recommendation

1. That Broken Hill City Council Report No. 116/24 dated June 18, 2024, be received.

- 2. That minutes of the Picton Sportsground Community Committee meeting held 03 June 2024 be received.**
- 3. That Council sends a letter of congratulations to Mr Noel Hannigan acknowledging his 35 years' of service as a volunteer on Council's Picton Sportsground Community Committee.**

WORKS COMMITTEE

June 14, 2024

ITEM 1**BROKEN HILL CITY COUNCIL REPORT NO. 114/24**

SUBJECT: MINUTES OF THE PROJECT CONSULTATIVE GROUP PROJECT STEERING GROUP MEETING HELD 16 MAY 2024 D24/29512

Recommendation

1. That Broken Hill City Council Report No. 114/24 dated June 14, 2024, be received.
2. That the minutes of the Project Consultative Group Project Steering Group from 16 May 2024 be noted.
3. That the PowerPoint Presentation of the Project Consultative Group Project Steering Group from 16 May 2024 be noted.

Executive Summary:

At the Ordinary Council meeting held on 23 February 2022, Council endorsed a Project Consultative Group to provide advice to Council on projects within the Annual Capital Projects Budget that council undertakes, with a view to reduce the council's reliance on consultants. The vision of the Project Consultative Group is to provide local knowledge and guidance to the concept planning stage of the upgrading of existing assets or construction of new assets within the city of Broken Hill.

The Project Consultative Group's objectives are:

- To be made aware and understand the projects that are outlined in the annual capital projects budget each year.
- To be made aware and provide advice on the conceptual plans for outlined projects by suggesting layout and project inclusions to meet the requirements of the community.
- To ensure the community is consulted in idea generation for projects within the city and to obtain local knowledge.
- To provide suggestions to Council for possible projects to be considered in the proceeding Annual Capital Projects Budget.
- To be informed in all associated Council policies and procedures to understand decision making process and legal requirements.

This report is to provide the Works Committee with a copy of the minutes and presentation from the PSG meeting held on 16 May 2024.

Report:

To ensure strong project governance throughout the duration of Council's Annual Capital Works Program, at the Ordinary Council meeting held on 23 February 2022, Council endorsed a Governance Framework for the creation of and appointment of members to the Project Consultative Group Project Steering Group (PSG), complete with a Terms of Reference for the PSG. Further at the Ordinary Council meeting held on 27 April 2022, nominations for membership were endorsed by Council.

Meetings have been held on the following dates:

- 29 September 2022.
- 9 February 2023
- 9 May 2023
- 8 August 2023
- 8 November 2023
- 16 May 2024

This report is to provide the Works Committee with a copy of the minutes and presentation from the PSG meeting held on 16 May 2024.

It is important to note that for the presentation, some images and plans have been removed from what was presented at the meeting prior to being issued to the PSG, as these images and plans have not been approved for circulation at this time.

Community Engagement:

Membership of the PSG consists of:

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

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

- One (1) Project Director – General Manager
- One (1) Community Engagement representative – Manager Communications
- One (1) Project Management – Director Infrastructure and Environment
- One (1) Council Contact Officer – Acting Leader Project Management
- One (1) Heritage Committee Member – Heritage Advisor

Council’s Projects Engineer and Leader Innovation and Business Improvement have been invited to each of the meetings to present on projects they are involved in.

Strategic Direction:

Key Direction:	4	Our Leadership
Objective:	4.1	Openness and transparency in decision making
Strategy:	4.1.1	Foster relationships with key community sector leaders

Key Direction:	4	Our Leadership
Objective:	4.4	Our community is engaged and informed
Strategy:	4.4.2	Facilitate meetings between community and elected representatives

Relevant Legislation:

Local Government Act 1993

Financial Implications:

Nil financial implications of the administration of the PSG.

Attachments

1. [↓](#) Project Consultative Group PSG - Minutes - 16.05.2024
2. [↓](#) Project Consultative Group - PSG Issued Redacted Presentation - 16.05.2024

CODIE HOWARD
DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

JAY NANKIVELL
GENERAL MANAGER

MINUTES OF THE PROJECT CONSULTATIVE GROUP PSG – 16.05.2024 MEETING DETAILS

Facilitator	Deputy Mayor Hickey
Minutes	Rebecca McLaughlin – Acting Leader Project Management
Meeting Venue	Council Administrative Building, Ground Floor Meeting Room
Meeting Date	Thursday, 16 May 2024
Meeting Start Time	4:00 pm
Meeting End Time	5:00 pm

ATTENDANCE REGISTER

Role	Section	Name
Elected Council	Mayor	Mayor Tom Kennedy
Acting Chair	Councillor	Deputy Mayor Hickey
Project Sponsor	BHCC General Manager	Jay Nankivell
Council Contact Officer	BHCC Acting Leader Project Management	Rebecca McLaughlin
Council Officer	BHCC Projects Engineer	Asad Nizamani
Council Officer	BHCC Leader Innovation and Business Improvement	Anne Johansson
Project Steering Group	Community Representative	Ashley Byrne (via Teams)
Project Steering Group	Community Representative	Ghislaine Barbe
Project Steering Group	Community Representative	Matthew Handberg
Project Steering Group	Community Representative	Paul Thomas

AGENDA

Item	Objective	Discussion Led By
1	Welcome	Chair
2	Apologies	Chair
3	Action Items from last meeting	Chair
4	Project Updates	General Manager, Project Team Members
5	Questions	Chair

1. Welcome

Deputy Mayor Hickey welcomed everyone to the meeting and introduced Rebecca.

2. Apologies

Rebecca confirmed apologies:

- Codie Howard, BHCC Director Infrastructure & Environment
- Darrin Manuel, BHCC Manager Communications & Marketing
- Bernard Williams, Project Steering Group Community Representative
- Liz Vines, Heritage Advisor

3. Action Items from Previous Meetings

Action Items not discussed at meeting. Still current.

Meeting Date Raised	Action	Responsible Officer	Status
29.09.2022	Arrange a site tour for PSG at the Warnock Street Yard.	Projects Engineer	Pending
09.05.2023	Investigate the purchase of a laser pointer	Project Officer	Investigation commenced.

4. Project Updates

PowerPoint presentation displayed.

- **Changeroom Upgrades - Alma Oval and Norm Fox Oval (Rebecca McLaughlin)**
 - Council successful in obtaining grant funding through the Stronger Country Communities Fund Round 5
 - Alma Oval Changeroom Upgrades - \$471,000
 - Norm Fox Changeroom Upgrades - \$433,333
 - Stakeholder consultation undertaken between August and November 2023, which informed the tender documents.
 - Tenders advertised between 4 December 2023 and 2 February 2024.
 - Submissions received were approximately \$1.7M each site.
 - An extension of time variation request approved from Department of Regional NSW. Further approval is not required for revised timeframes that are within 3 years from the date of funding deed execution (08.02.2023).
 - Tender documents revised and awaiting approval to advertise.
 - **General Discussion / Questions**
 - Gigi asked if Council request and consider a construction timeframe to ensure completion is within funding timeframe. Rebecca confirmed this is requested to be submitted by vendors as part of the tender submission.
- **Lighting Upgrades – Memorial Oval (Rebecca McLaughlin)**
 - A Design and Construct Tender (T24/2 - Tender for Memorial Oval Lighting Upgrade) was advertised, to replace existing oval and racing track lighting.
 - T24/2 attracted high interest, with a high number of questions. The questions, alongside a site visit with an interested vendor, assisted in re-defining the scope and determining that the project should be staged in two parts:
 - Stage One: Design
 - Stage Two: Construction (informed by Stage One and to be advertised later).
 - Q24/8 - Request for Quotation - Memorial Oval Lighting Design is now advertised and closes on 31 May 2024.
 - **General Discussion / Questions**
 - Nil.

- **Lighting Upgrades – O’Neill Tennis Courts (Rebecca McLaughlin)**
 - A Design & Construct tender was advertised in late 2023, with the preferred submission presented to Council at the January 2024 Council meeting, and subsequently the contract awarded to MBE.
 - MBE started onsite in May. Works will include:
 - Courts 7-12 – replacement of lights while retaining the existing light poles.
 - Courts 1-6 - replacement of poles and lights
 - Switchboard upgrade to achieve compliance.
 - Thank you to Ashley Byrne, PCG PSG Community Representative, for assisting with the tender evaluation process.
 - **General Discussion / Questions**
 - Nil.
- **Queen Elizabeth Park - Small Dog Breed Off Leash Area (Rebecca McLaughlin)**
 - A new Small Dog Off-Leash Area is being installed at Queen Elizabeth Park.
 - Kialla Lawn and Garden (based in Shepparton, Victoria) commenced onsite in April 2024.
 - Works are expected to be completed by mid-June and will include:
 - Fencing
 - Irrigation preparation and works
 - Concrete pathways
 - Shelter and Seating
 - Accessible drinking fountain with dog bowl
 - New turf
 - Bins
 - Hedges
 - The park will remain closed for a few weeks following to enable the new turf to establish its root system.
 - **General Discussion / Questions**
 - Nil.
- **Gateway Sign (Rebecca McLaughlin)**

FYI only – Reported to the Gateway Signage Advisory Group PSG

 - A new Gateway Sign has been installed at the Wentworth Road City entrance bay.
 - The sign, designed by Deanna Spicer, was fabricated by FABTEC with laser cutting by APS.
 - The sign design illustrates Broken Hill’s rich mining history, depicting a head frame, the traditional hammer and tap mining method, and a locomotive used to move the ore, with a separate miner using a Silver 3 air leg rock drill designed for interactive photo posing.
 - **General Discussion / Questions**
 - Nil.
- **E.P. O’Neill Memorial Park – Stage One – Netball Courts (Rebecca McLaughlin)**

FYI only – Reported to the E.P. O’Neill Memorial Park Redevelopment PSG

 - A timeline of the project to date was provided.
 - The Construction Tender was presented to and endorsed by Council at the January 2024 Council meeting. The contract was awarded to Jirgens Civil to undertake construction.
 - In April 2024 Jirgens commenced onsite.

- A Scope of Works was detailed.
- **Art Gallery Roof Replacement (Rebecca McLaughlin)**
 - Following the 2016 Hail Storm Damage and subsequent 2020/2021 Roof Replacement Project, the Art Gallery underwent a roof replacement (selected area only).
 - When the original project was completed and the site handed back to Council, some of the original iron sheets had been damaged during storage, identified only once installed.
 - It was agreed at handover that Council would accept the roof as it was, with plans to re-inspect after 12 months and replace if required, at no cost additional to Council.
 - This was completed in November 2023.
 - **General Discussion / Questions**
 - Nil.
- **Duke of Cornwall Park (Rebecca McLaughlin)**
 - Council was successful in obtaining grant funding for the amount of \$656,000 through the Regional Housing Fund – Round 2.
 - The project has been managed by Council's Assets Team.
 - Upgrades include:
 - New accessible amenities building.
 - Court resurfacing of both tennis courts - 1x tennis and 1x basketball & tennis.
 - New bins.
 - Court lighting repairs.
 - Refurbishment of court shelters.
 - All works are expected to be completed by 30 June 2024.
 - **General Discussion / Questions**
 - Paul suggested the wall of the tennis courts at Duke of Cornwall Park is an ideal location to host a mural wall – could be a panel installed and removed or cleaned every 6 months or so ready for the next artwork.
- **Library and Archive Project - Temporary Library (Rebecca McLaughlin)**
 - Majority of the Ground Floor Refurbishment works have now been completed.
 - There is one outstanding issue with limited air flow in the People and Culture workspace which is being investigated.
 - The Ground Floor was officially reopened on 29 February 2024, providing both Library and Customer Relations service.
 - **General Discussion / Questions**
 - Nil.
- **Library and Archive Project – New Library Construction (Asad Nizamani)**
 - The Development Application (DA) was approved in March 2024.
 - Cost Plan 2 at 70% design was within budget.
 - Cost Plan 3 at 90% design was within budget.
 - 100% IFC documentation completed.
 - Council is working with the lead consultant and North Construction on the final contract price and signing of the contract.
 - Estimated construction start: May 2024.

- Works to the carpark have commenced, with the removal of the Blende Street gate, removal of the existing demountable buildings and preparation for use as the contractor laydown area. The car park will be constructed during 2024/25.
- Estimated Program of Works:
 - DA and 100% Design – completed.
 - Contract signing – May 2024
 - Construction Certificate – May 2024
 - Carpark preparation – May 2024
 - Construction Start – May 2024
- Carpark works – FY 2024/25
- Construction finish – ETA June 2025
- **General Discussion / Questions**
 - Gigi asked if there are plans to utilise the Town Hall facade. Jay advised no, this area is essentially part of the work site and no access through here is allowed. Once building works finish, can go back out for potential lease.
 - Paul asked what is planned for the ex-Detective Building on Blende Street. Jay confirmed this has been identified as the Barkindji community building.
- **CBD Redevelopment Project (Asad Nizamani)**
 - *Banner Poles:*
 - The CBD Banner Poles Project was completed in July 2023.
 - Banner Poles Lighting Project underway in FY 2024/25
 - Works will be done on Argent Street from Bromide Street to Oxide Street.
 - Materials ordered - ETA of May 2024 delivery.
 - Installation will commence late May 2024 with an estimated duration of 2 weeks.
 - **General Discussion / Questions**
 - Nil.
 - *Wayfinding Project – Stage 1:*
 - Heroes, Larkins & Visionaries (HLV) walking trail installed in July 2023.
 - Silver Vehicle Trail (119 signs) installed in September 2023.
 - Park Sculptures (4) installed.
 - CBD Wayfinding Signs installed.
 - Project completed: December 2023
 - **General Discussion / Questions**
 - Nil.
 - *Town Square Upgrades:*
 - Design completed in January 2024.
 - Tender for construction closed in April 2024.
 - Final evaluation of tenders underway.
 - Successful tenderer announced in June 2024.
 - Construction start: June or July 2024.
 - Estimated duration of works: 6-8 months.
 - **General Discussion / Questions**
 - Paul asked if the Town Square monument will be moved elsewhere. Asad confirmed yes this is part of the tender allowance to be relocated. Paul suggested relocating to the Trades Hall,

- Mayor Kennedy said it could be placed in front of the Council Building.
- Matthew asked if pavers would go past the Musicians Club car park to the train station. Asad said this would be part of the over plan, not specifically the paving project. Mainly included will be Linemarking, trees, pedestrian crossing.
 - Gigi asked if the hopscotch could be included on the pavers. Jay said this could be looked at for with the Town Square area.
 - Town Square Project is under evaluation now and is separate to the Paving project.
 - Paul asked about the Christmas display items normally displayed in the Town Square. Jay said these will be relocated for 2024 while construction works take place. It has been considered as part of planning to remain on display in Town Square.
- *Argent Street Paving:*
 - Works have commenced on site.
 - Existing old concrete panels will be replaced.
 - New pavers will be like the existing for a uniform public domain.
 - Construction traffic management and diversion routes are in place.
 - Construction will last until August 2024.
 - Pavers and site map of works shown.
 - **General Discussion / Questions**
 - Gigi asked if all of Argent Street will be paved. Asad confirmed that only the concrete areas not already paved will be paved to match the existing paving. Paul asked about the pavers in front of the Demo Club and Asad confirmed that concrete will be replaced first, then come back to this area if budget is available.
- **Airport Master Plan & Funding (Asad Nizamani)**
 - Tender for design awarded in early 2024.
 - Design currently being undertaken by Tonkin Consulting in conjunction with sub-consultants.
 - Preliminary design and tests completed.
 - Design completion – ETA August 2024.
 - Tender for construction - from October 2024.
 - Appointment of Principal Contractor – December 2024.
 - Construction works: 2025.
 - Scope of inclusions as of May 2024:
 - Expansion of RPT Apron
 - RFDS Apron resurfacing
 - Taxiway B resurfacing
 - GA Apron resurfacing
 - Taxiway C resurfacing
 - Sealing of Runway 14/32
 - The final scope of inclusions will depend on the next stage of design and budget availability.
 - Photographs shown.
 - **General Discussion / Questions**
 - Mayor Kennedy asked about the Airport car park. While not shown on the slides, Jay provided an update on the car park planning, which will include a pathway from the terminal to the hire car parking area. Rebecca displayed an aerial view on the main screen showing where this would be. Jay confirmed this fits in with the Master Plan.

- **Warnock Street Yard (Asad Nizamani)**
 - 100% Technical Design completed.
 - Original DA withdrawn, with new DA to be lodged in May 2024. The new DA will focus on the current stage of the project – Garage construction.
 - Tender for construction was advertised from March to April 2024. It is under evaluation with a report to council ETA in June 2024.
 - Construction commencement: July 2024.
 - **Staging Plan – 2024 & 2025**
 - Stage 1 of Construction focusing on the Utilities and Garage will be completed over a period of approximately 12 months.
 - The existing garage will be demolished after the new one is built.
 - **General Discussion / Questions**
 - Nil.

5. General Discussion

- Paul suggested that when doing media releases perhaps Council could include a sentence advising if the project is funded and explain that the funding is for this specific project only, to avoid community chatter about money could be spent better on something else.
- Paul asked if current projects are looking like they will be delivered with current budgets and current inflation on materials, labour etc. Jay confirmed that all projects are currently on track.

6. Next Steps

- Council's Project Officer will:
 - Issue the redacted Power Point presentation and minutes to all members of the PSG.

7. Meeting Close

- There being no further business the Chair closed the meeting at 5:00pm.

NEXT MEETING – confirmed.

Date	Thursday, 22 August 2024
Venue	Ground Floor Meeting Room, Council Administrative Building
Start Time	4pm
End Time	5pm



Project Consultative Group

Project Steering Group

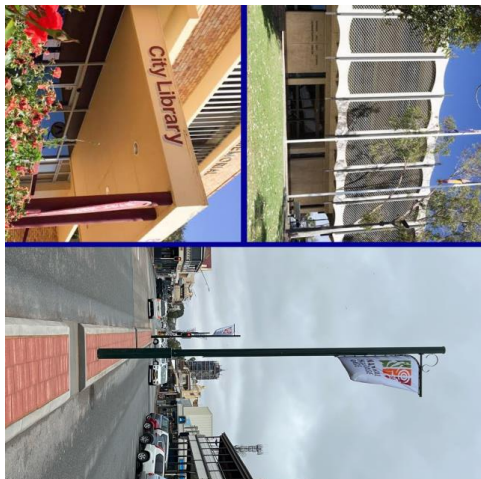
Meeting No. 6

Thursday, 16 May 2024



Meeting Agenda

1. Welcome
2. Apologies
3. Project Updates
4. Questions
5. Next Meeting



BROKEN HILL
CITY COUNCIL

Alma Oval and Norm Fox Oval Changeroom Upgrades
- Rebecca McLaughlin, Acting Leader Project Management

- Council was successful in obtaining grant funding through the Stronger Country Communities Fund Round 5
 - Alma Oval Changeroom Upgrades - \$471,000
 - Norm Fox Changeroom Upgrades - \$433,333
- Stakeholder consultation was undertaken between August and November 2023, which informed the tender documents.
- Tenders for each site were advertised between 4 December 2023 and 2 February 2024. Submissions received were approximately \$1.7M each site.
- A variation request to the Department of Regional NSW for an extension of time to deliver the project has been approved. Further approval is not required for revised timeframes that are within 3 years from the date of funding deed execution (08.02.2023).
- The tender documents have been revised and the budget available for each project noted within the tender document. Both tenders are currently being reviewed by Council's Director Finance & Commercial prior to advertising.

BROKEN HILL
CITY COUNCIL

Lighting Upgrades – Memorial Oval
- Rebecca McLaughlin, Acting Leader Project Management

- **Memorial Oval – Advertised**
 - Initially T24/2 - Tender for Memorial Oval Lighting Upgrade was advertised. This was a Design and Construct Tender, to replace existing oval and racing track lighting.
 - T24/2 attracted high interest, with a high number of questions. The questions, alongside a site visit with an interested vendor, assisted in re-defining the scope and determining that the project should be staged in two parts:
 - Stage One: Design
 - Stage Two: Construction (informed by Stage One and to be advertised at a later date).
 - Q24/8 - Request for Quotation - Memorial Oval Lighting Design is now advertised and closes on 31 May 2024.



Image: Tower Lights and Track Lights proposed to be replaced pending design.

BROKEN HILL
CITY COUNCIL

Lighting Upgrades – O’Neill Tennis Courts

- Rebecca McLaughlin, Acting Leader Project Management

- **O’Neill Tennis Courts – In Progress**
 - A Design & Construct tender was advertised in late 2023.
 - The preferred contractor submission was presented to Council at the January 2024 Council meeting, and subsequently the contract awarded to MBE.
 - MBE started onsite in May. Works will include:
 - Courts 7-12 – replacement of lights while retaining the existing light poles.
 - Courts 1-6 - replacement of poles and lights
 - Switchboard upgrade to achieve compliance.
 - Thank you to Ashley Byrne, PCG PSG Community Representative, for assisting with the tender quotation process.



Image: Kieran from MBE onsite.

BROKEN HILL

CITY COUNCIL

Queen Elizabeth Park - Small Dog Breed Off Leash Area

- Rebecca McLaughlin, Acting Leader Project Management

- A new Small Dog Off-Leash Area is being installed at Queen Elizabeth Park.
- Kialla Lawn and Garden (based in Shepparton, Victoria) commenced onsite in April 2024.
- Works undertaken to date:
 - Fencing
 - Irrigation preparation and works
 - Concrete pathways
 - Seat installation
 - Accessible drinking fountain with dog bowl installation
 - Site preparation for new turf installation



Image: One of the new entry areas in progress.

BROKEN HILL

CITY COUNCIL

Queen Elizabeth Park - Small Dog Breed Off Leash Area

- Rebecca McLaughlin, Acting Leader Project Management

- Works have stopped temporarily (planned while final items arrive) and staff will return towards the end of May to continue works.
- To be completed:
 - Double gated entrance and holding area between gates
 - Shelter installation
 - Bin installation
- The outstanding works are expected to be completed by mid-June. The park will remain closed for a few weeks following to enable the new turf to establish its root system.

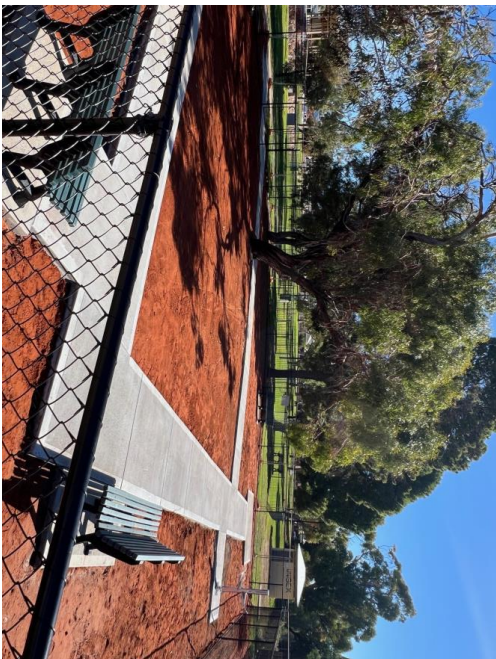


Image: The pathway will connect both entry points to seating, shelter, and the drinking fountain.

BROKEN HILL

CITY COUNCIL

Gateway Sign

- Rebecca McLaughlin, Acting Leader Project Management

FYI only – Reported to the Gateway Signage Advisory Group PSG

- A new Gateway Sign has been installed at the Wentworth Road City entrance bay.
- The sign, designed by Deanna Spicer, was fabricated by FABTEC with laser cutting by APS.
- The sign design illustrates Broken Hill's rich mining history, depicting a head frame, the traditional hammer and tap mining method, and a locomotive used to move the ore, with a separate miner using a Silver 3 air leg rock drill designed for interactive photo posing.



Image: Scott Campbell from FABTEC with the newly installed sign.

BROKEN HILL
CITY COUNCIL

E.P. O'Neill Memorial Park – Stage One – Netball Courts

- Rebecca McLaughlin, Acting Leader Project Management

FYI only – Reported to the E.P. O'Neill Memorial Park Redevelopment PSG

- **Project Background:** The E.P. O'Neill Memorial Park site is a multi-functional hub which provides facilities for a diverse mix of sporting and recreational usage. Council plan to expand the efficiencies and connectivity of the facilities through enhanced sporting amenities, pathways, shared use of parking and services.
- Timeline of project to date:
 - July 2020 - Council appointed Environmental Partnership to develop the Concept Design and Indicative Costings for the project. This secured funding through the Resources for Regions Program.
 - May 2021 - Council engaged Public Works Advisory to Project Manage both the Design and Construction Tenders.
 - November 2021 - Council awarded the Tender for Design to Barnson.
 - February 2022 - Elected Council endorsed nominations for Councilor inclusion on a Project Steering Committee (PSG). This committee is designed to lend advice, provide advocacy, input, and engagement towards achieving the E.P. O'Neill Memorial Park Redevelopment objectives.
 - April 2022 – Community Representatives were appointed to the E.P. O'Neill Memorial Park Redevelopment PSG.
 - June 2022 – Inaugural PSG meeting and site visit held, with representatives from Barnson in attendance.
 - August 2022 – Barnson submitted the 50% design package to Council along with Quantity Surveyor (QS) Report.
 - October 2022 – Barnson submitted the 75% design package to Council.
 - December 2023 – Following significant delays experienced due to Covid, multidisciplinary design delays, certification requirements, a new NMI application and electrical design requirements, the 100% design package was submitted to Council and included elements of site upgrades required for the entire project (Netball, Norm. Fox, Tennis Car Park, Soccer Car Park etc.). Due to an increase in expected costs associated with completion compared to the initial indicative costings utilised for the original funding application, the project will be completed in stages.

BROKEN HILL
CITY COUNCIL

E.P. O'Neill Memorial Park – Stage One – Netball Courts
- Rebecca McLaughlin, Acting Leader Project Management

- January 2024 - Council engaged Jirgens Civil to undertake construction for **E.P. O'Neill Memorial Park Redevelopment – Netball Precinct – Stage One.**
- April 2024 - Jirgens commenced onsite.
- Initial focus has been on the demolition and excavation, with majority due to be completed by the end of this week.



Image: April – fences removed



Image: May – courts removed

BROKEN HILL

CITY COUNCIL

E.P. O'Neill Memorial Park – Stage One – Netball Courts

- Rebecca McLaughlin, Acting Leader Project Management

- The scope of works include:
 - **Demolition:**
 - Demolition and site clearance of all exiting netball courts, sports equipment, fencing, lighting, and toilet block located within the BMX track compound.
 - **Construction:**
 - Construction of ten (10) new netball courts including all civil work required both for construction and diversion of stormwater, concrete footings and court surface, court surface finishes, electrical/lighting, and fencing.
 - Shelters and seating.
 - Drainage works including strip drains within the netball courts, and stormwater diversion.
 - Electrical and lighting including new switchboards, and court lighting.
- Stage One is expected to be completed by 31 December 2024.
- The project is funded by Council and Resources for Regions – Round 7.



E.P. O'Neill Memorial Park – Stage One – Netball Courts
- Rebecca McLaughlin, Acting Leader Project Management

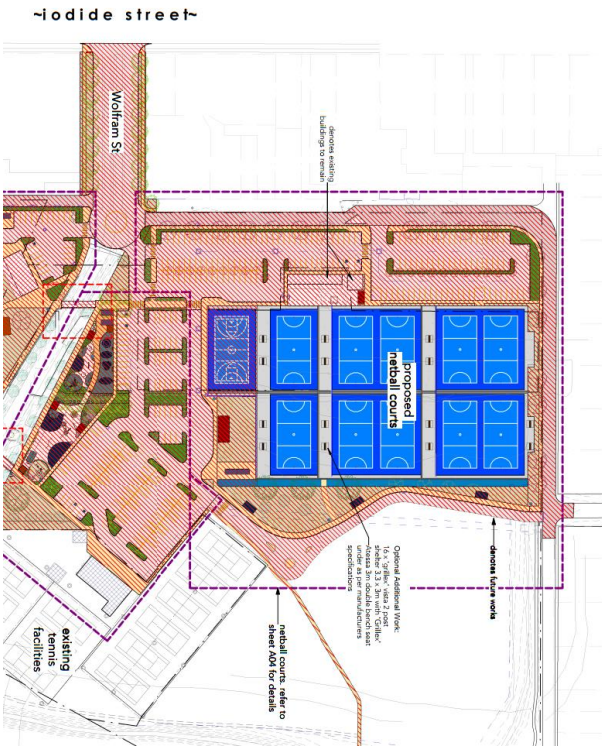


Image: Netball Courts - Design Drawing



Image: Netball Courts – Artist Impression

BROKEN HILL

CITY COUNCIL

Art Gallery Roof Replacement

- Rebecca McLaughlin, Acting Leader Project Management

- Following on from the 2016 Hail Storm Damage and subsequent 2020/2021 Roof Replacement Project, the Art Gallery underwent a roof replacement (selected area only) again in November 2023.
- The second replacement was due to the original iron sheets being damaged during storage and identified as such once installed.
- It was agreed at handover that Council would accept the roof as it was, with plans to re-inspect after 12 months and replace if required, at no cost additional to Council.



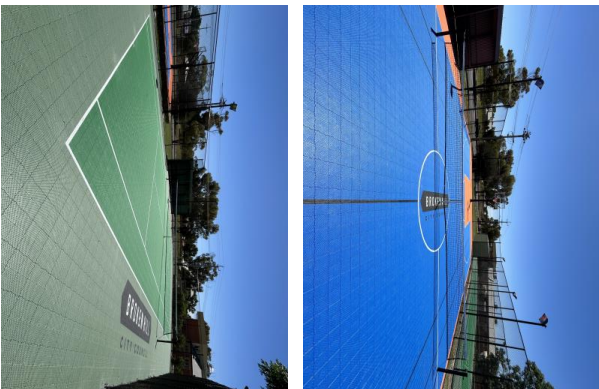
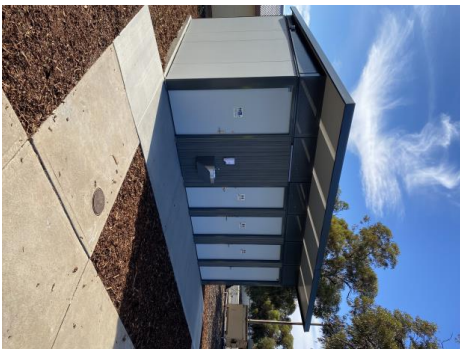
Image: Art Gallery Roof Replacement November 2023.

BROKEN HILL
CITY COUNCIL

Duke of Cornwall Park

- Rebecca McLaughlin, Acting Leader Project Management

- Council was successful in obtaining grant funding for the amount of \$656,000 through the Regional Housing Fund – Round 2.
- The project is being managed by Council's Assets Team.
- Upgrades include:
 - New accessible amenities building – **complete** (minor defects to be rectified).
 - Court resurfacing of both tennis courts - 1x tennis and 1x basketball & tennis – **complete**
 - New bins - **to be completed**
 - Court lighting repairs - **to be completed**
 - Refurbishment of court shelters - **to be completed**
- All works will be completed by 30 June 2024.



Images: Upgrades to Duke of Cornwall Park

Library and Archive Project - Temporary Library

- Rebecca McLaughlin, Acting Leader Project Management

- Majority of the Ground Floor Refurbishment works have now been completed.
- There is one outstanding issue with limited air flow in the People and Culture workspace which is being investigated.
- The Ground Floor was officially reopened on 29 February 2024, providing both Library and Customer Relations service.

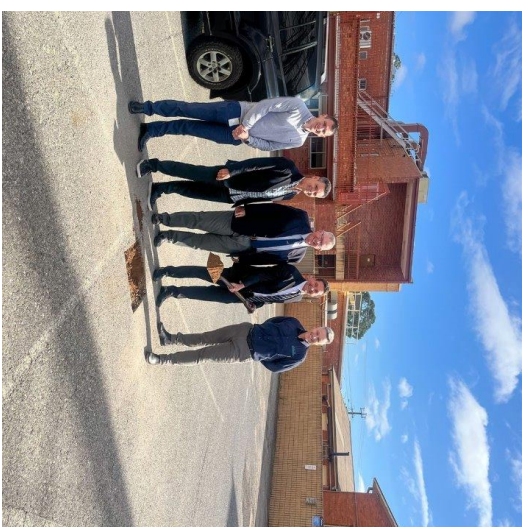


Image: Ground Floor reopening ceremony.



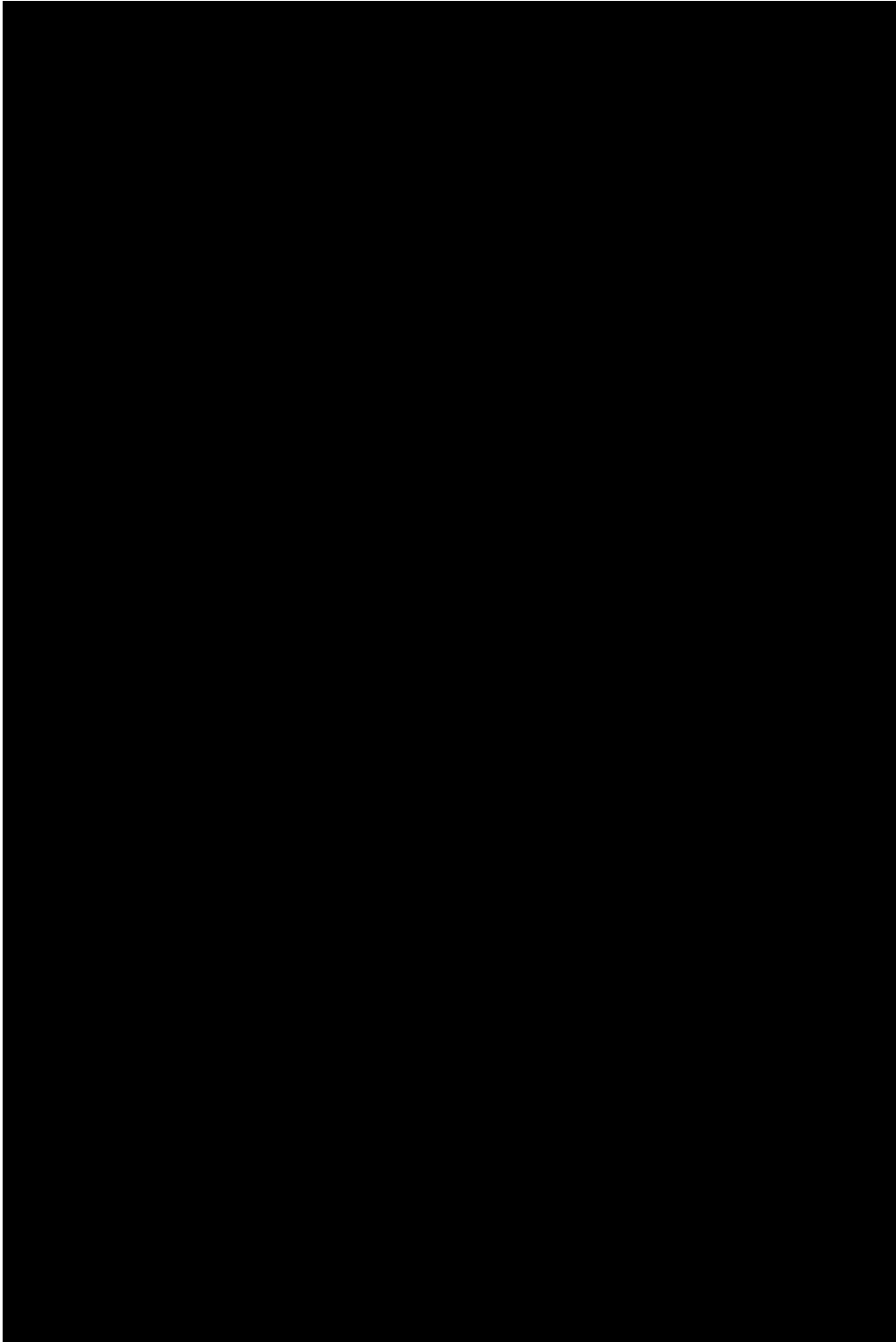
Library and Archive Project Stage Two: New Library Construction - Asad Nizamani, Projects Engineer

- DA was approved in March 2024.
- Cost Plan 2 at 70% design was within budget.
- Cost Plan 3 at 90% design was within budget.
- 100% IFC documentation completed.
- Council is working with the lead consultant and North Construction on the final contract price and signing of the contract.
- Estimated construction start: May 2024.



Library 'sod' turning ceremony – April 2024

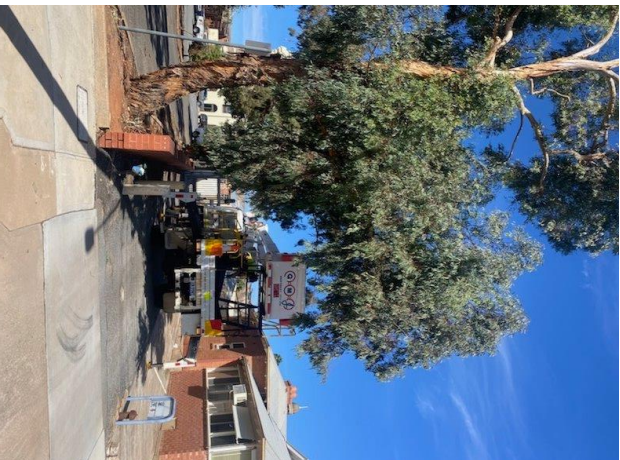
100% DD – Proposed
Ground Floor Plan





Library and Archive Project Stage Two: New Library Construction - Asad Nizamani, Projects Engineer

- Works to the carpark have also started.
 - Removal of the Blende St gate
 - Removal of the existing demountable buildings
 - Preparation for use as laydown area
- Removal of carpark buildings in May 2024.
- DA approved in March 2024.
- Design works to commence in May 2024
- Construction certificate will be second stage.
- Carpark construction: FY 2024/25



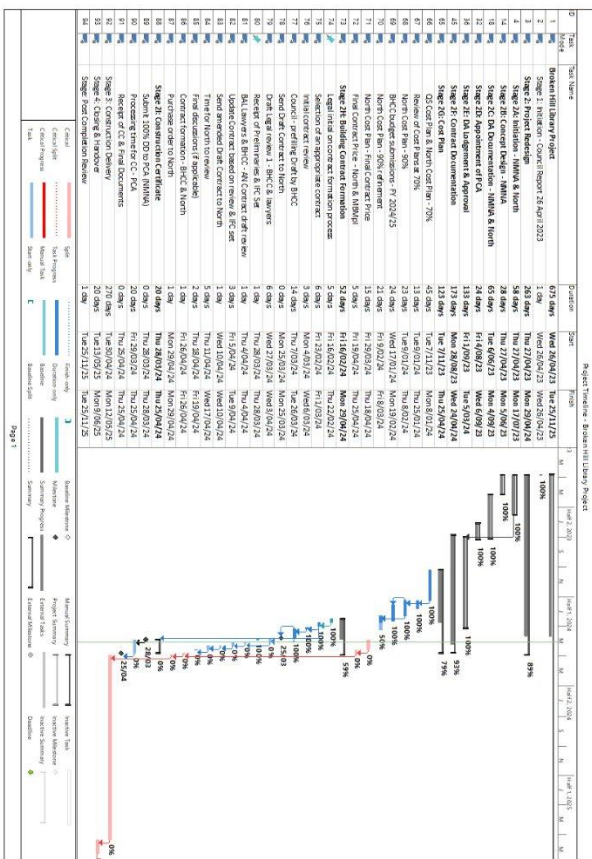
Tree pruning readying for construction – April 2024

BROKEN HILL
CITY COUNCIL

Library and Archive Project
Stage Two: New Library Construction
- Asad Nizamani, Projects Engineer

Estimated Program of Works

- DA and 100% Design - completed
- Contract signing – May 2024
- Construction Certificate – May 2024
- Carpark preparation – May 2024
- Construction Start – May 2024
- Carpark works – FY 2024/25
- Construction finish – ETA June 2025



Photograph: Program of works dated 3 April 2024

BROKEN HILL

CITY COUNCIL

Project Update – CDB Redevelopment Projects

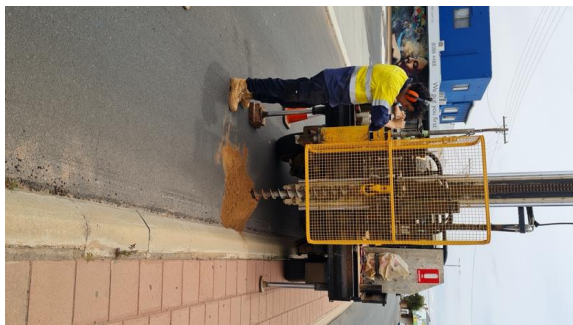
- Asad Nizamani, Projects Engineer

Introduction

The CBD Redevelopment Projects form part of Council's strategy to revitalise the CBD for all demographic groups and promote the City of Broken Hill as a national heritage identity.

Key Projects

- CBD Banner Poles Project
- Wayfinding Stage 1
- Town Square Redevelopment

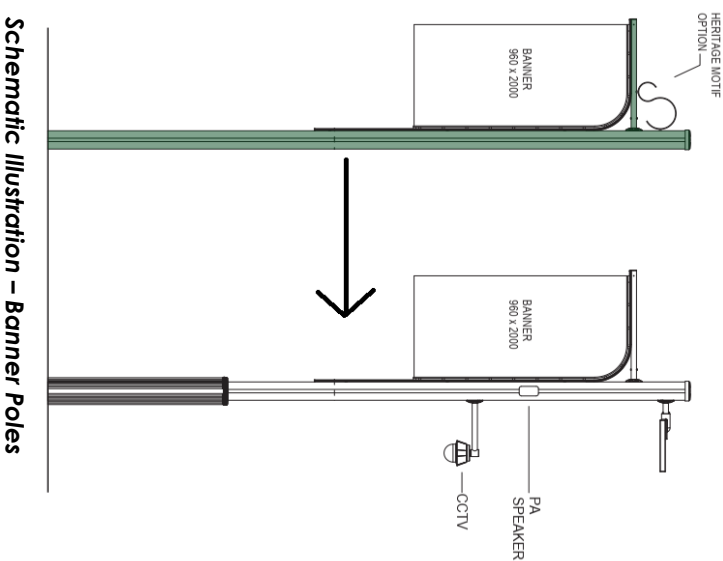




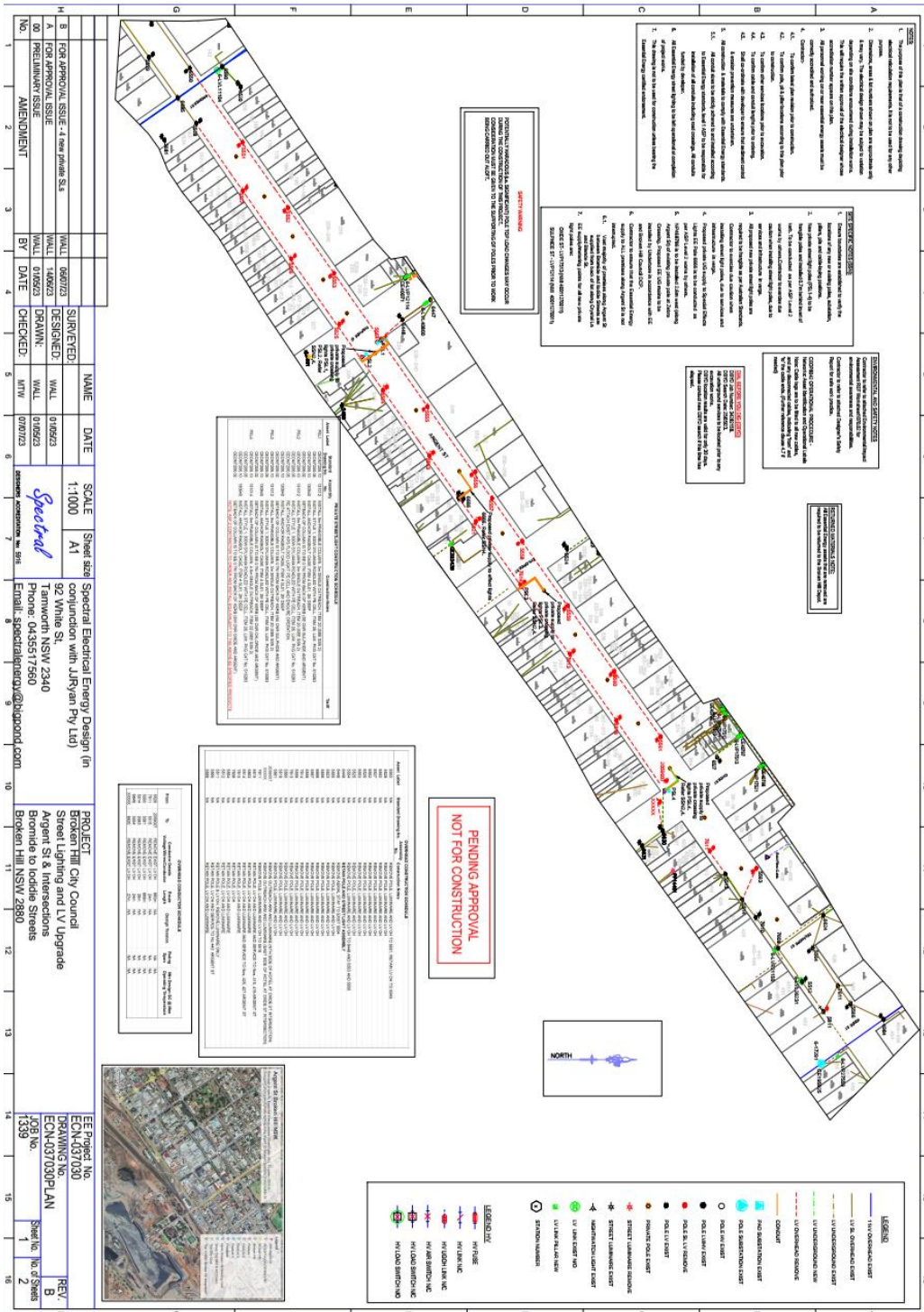
Banner Poles Project

- Asad Nizamani, Projects Engineer

- The CBD Banner Poles Project was completed in July 2023.
- Banner Poles Lighting Project underway in FY 2024/25
- Works will be done on Argent Street from Bromide Street to Oxide Street.
- Materials ordered - ETA of May 2024 delivery.
- Installation will commence late May 2024 with an estimated duration of 2 weeks.



Extract Sheet of
the Lighting Design





Wayfinding Project – Stage 1

- Asad Nizamani, Projects Engineer

- Heroes, Larkins & Visionaries (HLV) walking trail installed in July 2023.
- Silver Vehicle Trail (119 signs) installed in September 2023.
- Park Sculptures (4) installed.
- CBD Wayfinding Signs installed.
- Project completed: December 2023



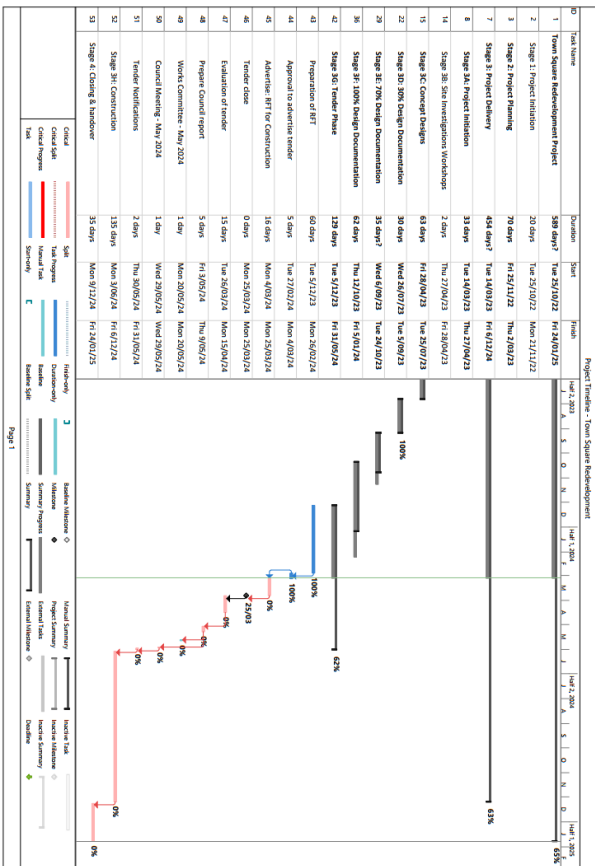
Parks Sculptures being installed



Town Square Redevelopment

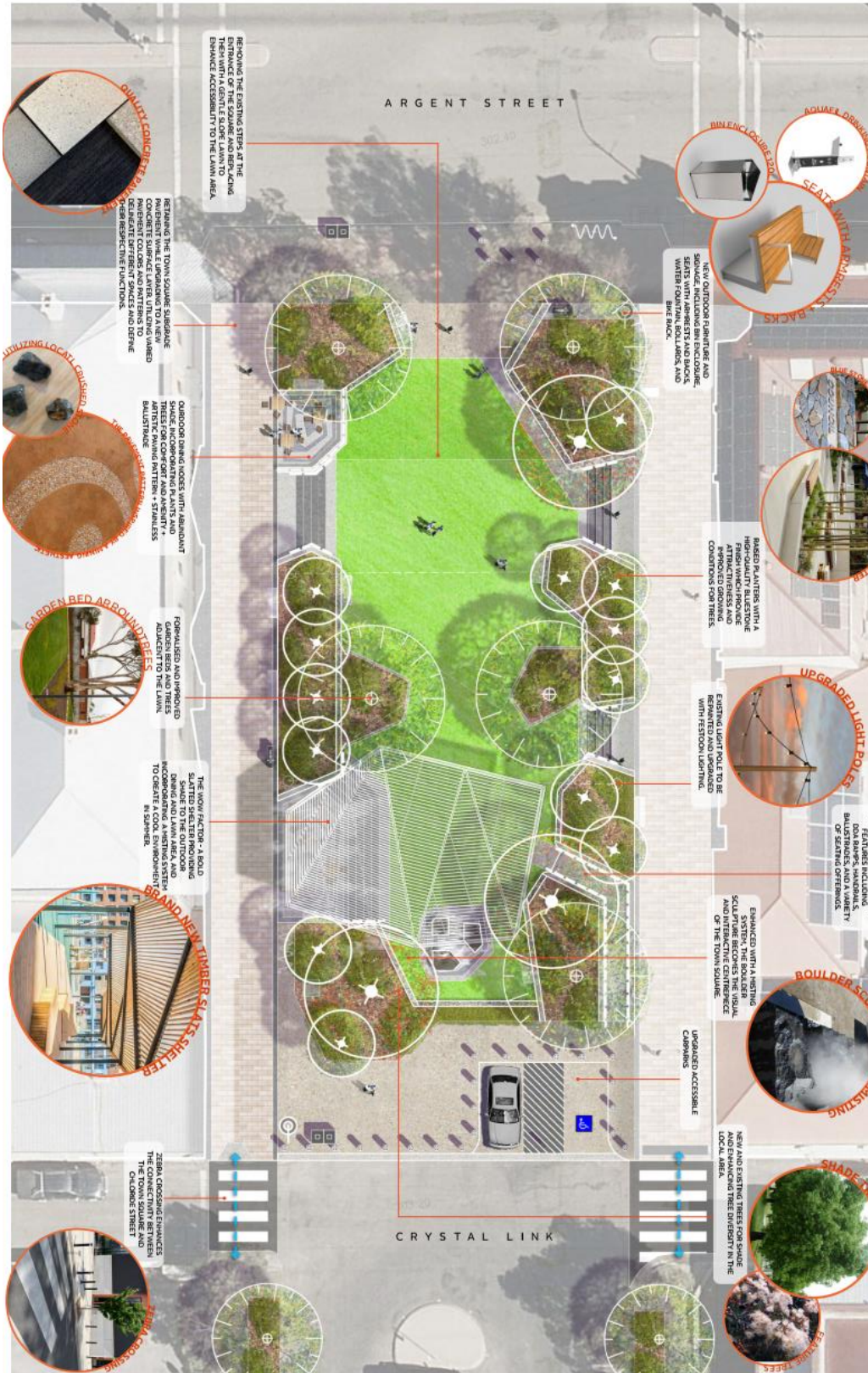
- Asad Nizamani, Projects Engineer

- Design completed in January 2024.
- Tender for construction closed in April 2024.
- Final evaluation of tenders underway.
- Successful tenderer announced in June 2024.
- Construction start: June or July 2024.
- Estimated duration of works: 6-8 months.



Photograph: Program of works dated March 2024

100% DD – Final
Poster



BROKEN HILL
CITY COUNCIL

Argent Street Paving Project

- Asad Nizamani, Projects Engineer

- Works have commenced on site.
- Existing old concrete panels will be replaced.
- New pavers will be like the existing for a uniform public domain.
- Construction traffic management and diversion routes are in place.
- Construction will last until August 2024.



Photograph: Site works commenced – 13 May 2024

Selected pavers – due to batch numbers and the amount of time between the laying of the pavers along Argent Street previous, the colours will only be as close as possible.

Terracotta – main paver

Salmon / Oatmeal - border



The works will involve:

- Bromide to Chloride St
- Replacement of old concrete panels with new pavers.
- Replacement of worst affected kerb & gutter.
- Replacement of some kerb & gutter (can't be saved) that's poured with the old concrete panels.
- Approximately 6-8 new compliant kerb ramps.
- Reinstatement of street furniture, signs and a builders clean to restore the paths.



— Concrete Path Replacements

— Kerb & Gutter Works



Airport Master Plan & Funding

- Asad Nizamani, Projects Engineer

- Tender for design awarded in early 2024.
- Design currently being undertaken by Tonkin Consulting in conjunction with sub-consultants.
- Preliminary design and tests completed.
- Design completion – ETA August 2024.
- Tender for construction - from October 2024.
- Appointment of Principal Contractor – December 2024.
- Construction works: 2025.



Photograph: Geotechnical testing – February 2024

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Airport Master Plan & Funding

- Asad Nizamani, Projects Engineer

- Scope of inclusions as at May 2024:
 - Expansion of RPT Apron
 - RFDS Apron resurfacing
 - Taxiway B resurfacing
 - GA Apron resurfacing
 - Taxiway C resurfacing
 - Sealing of Runway 14/32
- The final scope of inclusions will depend on the next stage of design and budget availability.
- Photographs: (clockwise) – RPT Apron, RFDS Apron, TWY B, GA Apron – existing conditions.



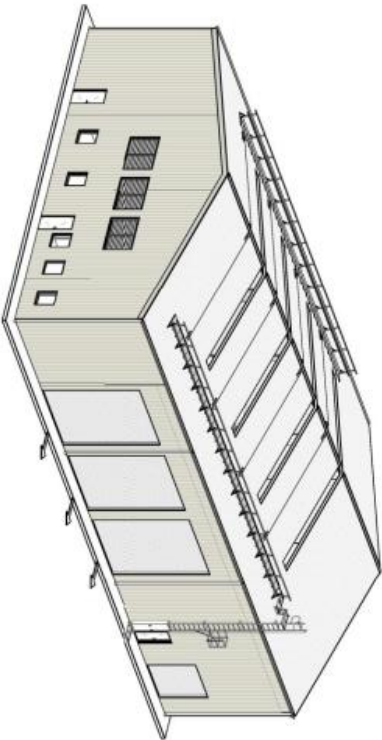
Existing conditions under this scope.

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Warnock Street Redevelopment

- Asad Nizamani, Projects Engineer

- 100% Technical Design completed.
- Original DA withdrawn, with new DA to be lodged in May 2024. The new DA will focus on the current stage of the project – Garage construction.
- Tender for construction was advertised from March to April 2024. It is under evaluation with a report to council ETA in June 2024.
- Construction commencement: July 2024.



3D View of the new Garage Workshop – DWG No. 12590640-GHD-05-00-DWG-AR-00003



Warnock Street Redevelopment

- Asad Nizamani, Projects Engineer

Staging Plan – 2024 & 2025

- Stage 1 of Construction focusing on the Utilities and Garage will be completed over a period of approximately 12 months.
- The existing garage will be demolished after the new one is built.



Photograph: existing garage to be demolished

BROKEN HILL

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Questions?



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CITY COUNCIL

Next PSG Meeting

The next meeting will be held on:

Thursday, 22 August 2024
4pm
Council Administrative Building



WORKS COMMITTEE

July 5, 2024

ITEM 2

BROKEN HILL CITY COUNCIL REPORT NO. 115/24

SUBJECT: MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING
NO.448, HELD ON TUESDAY, 2 JULY 2024 D24/33447

Recommendation

1. That Broken Hill City Council Report No. 115/24 dated July 5, 2024, be received.
2. That the minutes of the Local Traffic Committee – Meeting No.448, held on Tuesday, 2 July 2024 be endorsed.
3. That Item No.448.8.1 recommendation be received:
 - Council to forward correspondence to the businesses located in the shopping complex on Oxide Street, between Wolfram Lane and Mica Street, asking for feedback regarding the request to convert a one-hour parking space to a 15-minute parking space at the Wolfram Lane end of the complex, to facilitate short-term parking for customers.

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, 2 July 2024 which details recommendations to Council for consideration or endorsement.

Strategic Direction:

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

Relevant Legislation:

- *Road Transport (Safety and Traffic Management) Regulation 1999*, and
- Road Rules 2008
- A guide to the delegation to councils for the regulation of traffic (guidelines)

Financial Implications:

Financial implications for any of the recommendations to Council will be detailed in the LTC minutes, if relevant.

Attachments

1. Minutes of the Local Traffic Committee - Meeting No.448, held on Tuesday, 2 July
[↓](#) 2024

CODIE HOWARD
DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

JAY NANKIVELL
GENERAL MANAGER

LOCAL TRAFFIC COMMITTEE

MINUTES OF MEETING No. 448

Meeting held on Tuesday, 2 July 2024

Meeting commenced at 2pm

Location: Ground Floor Meeting Room, Council Administrative Centre

447.1 Acknowledgment of Country

Council's Director Infrastructure and Environment, Codie Howard chaired the meeting and welcomed all representatives present and recited the 'Acknowledgement of Country.'

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

447.2 Present

Codie Howard	Director Infrastructure and Environment (Council Representative – Chairperson)
David Vant	Road Safety and Traffic Management, Transport for NSW (TfNSW) (Representative)
Peter Beven	Local Member Delegated Representative
Tanya Ralph	Administrative Officer (Council - Secretariat)

447.3 Apologies

Jenene House	Associate Community and Safety Partner – Far West Precinct, Transport for NSW (TfNSW) (Representative)
Matt McCarthy	Chief Inspector, NSW Police (Representative)
Councillor Marion Browne	Councillor Delegate (Observer)
Faisal Salah	Projects Engineer (Council Representative)

447.4 Absent

447.5 Disclosure of Interest

Codie Howard informed the Committee that he has a disclosure of interest related to Item 448.8.1.

The Committee members present were satisfied with Codie Howard's decision to leave the room during the discussion of this matter.

447.6 Adoption of Previous Minutes

Minutes from the meetings held on **Tuesday, 26 June 2024** confirmed and approved.

All in favour

Moved: David Vant

Seconded: Codie Howard

447.7 Council Resolutions

The following Committee recommendations were adopted by Council at its meeting held on **Wednesday, 26 June 2024**.

ITEM 13 - BROKEN HILL CITY COUNCIL REPORT NO. 98/24 - DATED JUNE 19, 2024 - MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.447, HELD ON TUESDAY, 4 JUNE 2024 D24/30031

RESOLUTION

Resolved

Minute No. 47579

Councillor M Browne moved)

Councillor H Jewitt seconded)

1. That Broken Hill City Council Report No. 98/24 dated June 19, 2024, be received.
2. That the minutes of the Local Traffic Committee – Meeting No.447, held on Tuesday, 4 June 2024 be endorsed.
3. That Item No.445.10.3 recommendation be received:
 - That Council extend the continuity line to the end of the pedestrian refuge, from kerb extension to kerb extension on Blende Street, at the Oxide Street intersection on both sides.
4. That Item No.442.8.2 recommendation be received:
 - That the complainant be advised of the Committee’s decision for the intersection to remain unchanged and no directional line marking painted at the intersection.
5. That Item No.447.8.1 recommendation be received:
 - That the Local Traffic Committee deny the request for allocated customer and staff parking spaces and the business be advised of the Committee’s decision.
6. That Items No.445.10.1, 447.8.2, 447.8.4 recommendations be received:
 - That Council complete a holistic concept plan be designed for parking arrangements and traffic conditions, including proposed angle parking on Garnet Street, pedestrian refuge and kerb extensions on Kaolin Street near the Wolfram Street intersection, disability parking on Wolfram Street near the gates to the temporary Willyama High School surrounding the Broken Hill High School.
 - The completed concept plan to be presented to the Committee to review at their July 2024 meeting.

7. That Item No.447.8.3 recommendation be received:
- That Council remove line marking for the parking space and inform Lehman Plumbing & Gas that Council can hatch the area in front of the driveway, at the responsibility of the business.
8. That Item No.447.8.5 recommendations be received:
- That this matter be removed from the Local Traffic Committee Action List, as it is a condition of the Development Application.
 - That Council contact the applicant of the Development Application for the construction of the Liberty Service Station and request the conditions of the Development Application be adhered to and that the required median strip extension works be completed.

CARRIED UNANIMOUSLY

447.8 Correspondence In

Item No.	EDRMS No.	Details
448.8.1	D24/30767	Request for review of parking arrangements adjacent to the shops on the west side of Oxide Street and installation of 15-minutes parking bay adjacent to the [REDACTED]

447.9 Correspondence Out

Item No.	EDRMS No.	Details
442.8.2	D24/31492	Council Resolution – Request for directional arrow to be painted on the Bromide Street side of the Bromide and Argent Street traffic light intersection
445.10.2	D24/31596	Committee Response – Request to reduce Taxi Zone on Oxide Street, adjacent to the ANZ Bank ATM, to allow Ride Share/Uber Parking in the CBD
447.8.1	D24/31494	Council Resolution – Request for allocated parking for customers and staff in the vicinity [REDACTED]
445.10.1	D24/31497	Council Resolution – Traffic control on the Garnet, Wolfram and Kaolin Streets side of the Broken Hill High School and temporary Willyama High School location
447.8.5	D24/31505	Council Resolution – Request for extension median strip on Menindee Road adjacent to the Liberty Service Station

447.10 General Business - NIL

447.11 Action Item List

Date	Item Details
April 2024	Request from Broken Hill High School regarding bus zones, parking and signage around the school with additional attendance from Willyama students
Item No.	445.10.1
EDRMS No.	D24/12298
CRM No.	
Responsible Officer	Director Infrastructure and Environment
Current Status	Pending
Date	Committee Recommendation/s
May 2024	<i>That Council undertake observation of parking arrangements and complete a concept plan for possible angle parking on Garnet and Kaolin Streets, adjacent to the Broken Hill High School.</i>
April 2024	<i>That Council move the existing bus zone implemented for Willyama High School students from Garnet Street to Kaolin Street to reduce congestion of the Garnet Street exit, when students are leaving at the end of day.</i>
Action Date	Running Actions
July 2024	<p>Codie Howard informed the Committee that he met with the Broken Hill High School and Willyama High School Principals to discuss the matter relating to parking arrangements and student safety at the school. An inspection of the school's perimeter was conducted and during this time students were observed leaving the school at the end of the day.</p> <p>Codie Howard advised the Committee that within approximately 4-5 minutes, the students had dispersed. This observation suggested that staggered finishing times might address many of the concerns currently being considered by the Committee.</p> <p>Codie Howard also advised that the concept plan, including proposed changes at the Broken Hill High School site, has not been completed. Once finalised, it will be sent to the Committee for review prior to the August 2024 meeting, allowing the Committee to determine recommendations for Council's endorsement.</p> <p>The schools were advised that the issues raised are not solely related to infrastructure, but also to student education. During the observation, students were seen running across the intersection without looking, causing cars to stop abruptly.</p> <p>This matter will be discussed further at the August 2024 meeting.</p>

<p>June 2024</p>	<p>At a previous meeting, the Committee were asked to consider installing angle parking on Garnet Street at the front of the Broken Hill School, where the road is wider to allow more parking.</p> <p>There has been an increase with the number of safety concerns raised at the Broken Hill High School. Codie suggested that instead of the Committee reviewing new matters individually, that Council look at the whole area surrounding the Broken Hill High School and investigate the parking and road safety issues, involving the Transport Road Safety team and to prepare a holistic concept plan through consultation with both the Broken Hill High School and Willyama High School.</p> <p>The concept plan sent to the Committee for review prior to the July 2024 meeting.</p>
<p>May 2024</p>	<p>The Broken Hill High School were notified of the Committee's resolution to relocate the temporary bus zone to the Kaolin Street side of the Broken Hill High School for Willyama High School students.</p> <p>Further correspondence was received from the Broken Hill High School requested the Committee investigate and review the parking, drop off and pick areas at the school.</p> <p>The Principal at a special meeting with the Committee, expressed concerns with the parking arrangements at the Broken Hill High School, being now the Willyama High School is temporary located on the grounds. There is an increase with the number vehicles dropping off and picking up their children on both the Garnet and Kaolin Street sides of the school.</p> <p>The Committee members present, suggested angle parking could be installed on the Garnet Street side of the school, where the road is wider.</p> <p>Jenene House suggested, a site inspection during drop-off and pickup times at the school be undertaken to determine the volume of traffic in the area and observe traffic congestion.</p> <p>Recommendation:</p> <p><i>That Council undertake observation of parking arrangements and complete a concept plan for possible angle parking on Garnet and Kaolin Streets, adjacent to the Broken Hill High School.</i></p> <p><i>Moved: Jenene House</i></p> <p><i>Second: Peter Beven</i></p> <p><i>All in favour</i></p>
<p>April 2024</p>	<p>Request received from Broken Hill High School for the Committee to consider upgrading parking and signs at the High School site including:</p> <ul style="list-style-type: none"> • Move the second Bus Zone to Kaolin Street near Wolfram Street. • Change the Bus Zone signs to a smaller time frame. For instance, from 8.30 am to 9.00 am and 2.30 pm to 3.30 pm. This will allow parking for parents, visitors or guests attending meetings at the school and to allow for deliveries to both the Broken Hill High School and Willyama High School. Currently, the only available parking is in the 5-minute parking zone. • Installation of two Zebra Crossings on Kaolin and Garnet Streets so that students can cross the road safely with the increased volume of traffic in the area.

- Parking arrangements around the perimeter of the school be reviewed to allow parking for additional staff and senior students. That parallel parking and line marking be installed to allow parking for more vehicles at the Broken Hill High School.

David Vant suggested that a Teams meeting including both the Broken Hill High School and Willyama High School, TfNSW, Police, Traffic Committee be held to discuss these concerns and determine a recommendation.

A meeting to be scheduled on Wednesday, 3 April 2024 between the Committee and Broken Hill High School's, Business Manager, [REDACTED] to discuss options.

Notes from meeting held 3 April 2024 – when was the meeting held?

"[REDACTED] requested to have the Willyama High School bus zone moved to Kaolin Street and informed the Committee that there are two buses for Willyama High School and two for Broken Hill High School. Moving this bus stop would reduce the congestion through the Garnet Street exit at the end of the day.

David Vant asked if Willyama High School and Broken Hill High School students will have separate designated exits. [REDACTED] advised all students will be able to leave out of either of the two exits (Kaolin and Garnet Streets).


David Vant asked if there were numbers on how many students will be using the bus services, and will the exits be staggered. [REDACTED] advised at this stage the school will be operating on the same exit time. Once school recommences if staggered exit times are necessary, it could be implemented.

David Vant recommended that a site visit be organised for the committee when both schools are operating from the same site before any further changes are made. Proposed site visit to be organised between 29 April 2024 and the next Local Traffic Committee meeting on Friday, 10 May 2024.

[REDACTED] stated that the movement of the existing bus zone was their key concern with the increased number of students commencing school at the Broken Hill High School site as of Term 2 and their hope would be to have the zone moved prior to students return."


Current bus zones on garnet street pictured below:



	<p>The green zone above would be moved to Kaolin Street in the below location indicated by the red line 10 metres from the School's exit on Kaolin Street.</p>  <p>Recommendation:</p> <p><i>That Council move the existing bus zone implemented for Willyama High School students from Garnet Street to Kaolin Street to reduce congestion of the Garnet Street exit when students are leaving at the end of the day.</i></p> <p><i>Move: David Vant</i></p> <p><i>Second: Faisal Salah</i></p> <p><i>All in favour</i></p>
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Date	Item Details
April 2024	ANZ Bank (Oxide Street) - Reduce Taxi spots - Request from Mayor. Cr Browne suggested possibly changing some to Ride Share spots
Item No.	445.10.2
CRM No.	
Responsible Officer	Director Infrastructure and Environment
Current Status	Pending
Date	Committee Recommendation/s
May 2024	<i>That consultation be undertaken with the taxi companies to seek feedback in relation to the Local Traffic Committee's proposal, to allocate two of the taxi bays on Oxide Street, adjacent to the ANZ Bank ATM for Uber and Ride Share services.</i>

Action Date	Running Actions
July 2024	Correspondence has been forwarded to the taxi companies to gauge their opinions on the proposed change and to identify its effects. The proposal is to modify the parking on Oxide Street, adjacent to the ANZ Bank ATM, to include two parking spaces for Ride Share/Uber services and designate the other spaces as a taxi zone. This request will be discussed by the Committee at the August 2024 meeting, following feedback from the local taxi companies.
June 2024	The Committee agreed to carry this matter over for discussion at the July 2024 meeting, following consultation with the Taxi companies.
May 2024	The Committee agreed to carry over this matter for discussion at the June 2024 meeting, following consultation with the Taxi companies, informing them of the proposed change to the Taxi zone on Oxide Street, adjacent to the ANZ Bank. Recommendation: <i>That consultation be undertaken with the taxi companies to seek feedback for the Local Traffic Committee's proposal, to allocate two of the taxi bays on Oxide Street, adjacent to the ANZ Bank for Uber and Ride Share services.</i> <i>Moved: Jenene House</i> <i>Second: Peter Bevan</i> <i>All in favour</i>
April 2024	Faisal Salah raised the suggestion from the Council meeting to change the taxi ranks in Oxide Street adjacent to the ANZ Bank to share the spaces with rideshare drivers, proposing there be two taxi and two rideshare spaces. David Vant asked if the local taxi drivers have been consulted, and if not, feels consultation is required before a decision is made.
Date	Item Details
May 2024	Request for traffic calming devices on Wyman Street, between Chloride and Oxide Streets to prevent motorist speeding travelling toward the Oxide Street intersection
Item No.	446.8.1
EDRMS No.	D24/19070
CRM No.	N/A
Responsible Officer	Director Infrastructure and Environment
Current Status	Pending

Date	Committee Recommendation/s
May 2024	<i>That Council analyse traffic and crash data, undertake a site inspection, including sight distances in the area and place traffic counters on Wyman Street, near the Oxide Street intersection to determine the speed and volume of traffic.</i>
Action Date	Running Actions
July 2024	Traffic counters will be placed for a period of two weeks and the Committee will review the data at the August 2024 meeting.
June 2024	The Committee agreed to carry this matter for discussion at the July 2024 meeting when data from the traffic counters is available to review.
May 2024	<p>The Committee received a request for calming devices to be installed on Wyman Street, between Chloride and Oxide Streets, to slow down speeding motorists.</p>  <p>The resident has expressed safety concerns with the increase of speeding vehicles and motorbikes travelling along Wyman Street, towards Iodide Street. Motorist travelling along Oxide Street are currently required to give way, however, recommends a 'Stop' sign be installed.</p> <p>Jenene House suggested further investigation is needed, and that traffic counters be placed across Wyman Street, near the intersection of Oxide Street, to determine the speed and volume of traffic.</p> <p>The Committee agreed to readdress this matter at the June 2024 meeting, following an inspection undertaken by Council.</p> <p>The Police will increase their patrols in the areas.</p> <p>Recommendation:</p> <p><i>That Council analyse traffic and crash data, undertake a site inspection, including sight distances in the area and place traffic counters on Wyman Street, near the Oxide Street intersection to determine the speed and volume of traffic.</i></p> <p>Moved: Jenene House Second: Peter Beven All in favour</p>

Date	Item Details
May 2024	Request for the 'Give Way' sign located at the north side of the Kaolin and Argent Street intersection, be changed to a 'Stop' sign to decrease motorists speeding left around the corner onto Argent Street
Item No.	446.8.2
EDRMS No.	D24/16644
CRM No.	N/A
Responsible Officer	Director Infrastructure and Environment
Current Status	Pending
Date	Committee Recommendation/s
May 2024	<ul style="list-style-type: none"> That Council design a concept plan showing the conversion of two angle parking spaces to one parallel parking space on Argent Street, adjacent to the Duke of Cornwall building at 76 Argent Street. That traffic counters be installed on Kaolin Street, near the Argent Street intersection to collect data to determine the volume and speed of traffic in the area. That the resident be advised of the Committee's recommendations.
Action Date	Running Actions
July 2024	Traffic counters will be placed for a period of two weeks and the Committee will review the data at the August 2024 meeting.
June 2024	<p>Council will develop the concept plan and provide it to the Committee for review and discussion at the July 2024 meeting. David Vant suggested that a crash analysis be completed.</p> <p>Council will install traffic counters on Kaolin Street at the Argent Street intersection to determine the speed of motorists when approaching the corner. David Vant expressed his concern with a 'Stop' sign and suggested that the two-angle parking spaces be changed to one parallel parking space. The drawback with a stop sign is that it would need to be duplicated on the other side of the intersection.</p> <p>There are no changes to the original recommendation from the April 2024 meeting.</p>
May 2024	The Committee were asked to consider changing the 'Give Way' sign on Kaolin Street at the Argent Street intersection, adjacent to the Duke of Cornwall building at 76 Argent Street to a 'Stop' sign. Motorist are speeding around the corner when turning left onto Argent Street. The resident is concerned that when they reverse their vehicle from their driveway on the Argent Street side, the vehicles turning left cannot see them reversing. Given larger vehicles obstruct the line of sight, the resident has suggested the two parking spaces on Argent

	<p>Street be allocated for small vehicles only.</p> <p>Jenene House suggested the area be inspected and the traffic and crash data be analysed, so the Committee can consider at the June 2024 meeting.</p> <p>The request for the two angle parking spaces to be changed was discussed by the Committee. The Committee determined that by changing the two angle parking spaces to one parallel parking space, would allow a clear line of sight for vehicles turning the corner and for the resident when reversing out of their driveway onto Argent Street.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • That Council design a concept plan showing the conversion of two angle parking spaces to one parallel parking space on Argent Street, adjacent to the Duke of Cornwall building at 76 Argent Street. • That traffic counters be installed on Kaolin Street, near the Argent Street intersection to collect data to determine the volume and speed of traffic in the area. • That the resident be advised of the Committee's recommendations. <p>Moved: Jenene House Second: Simon Brown All in favour</p>
Date	Item Details
May 2024	Traffic Safety Concerns at the Burke Ward Public School
Item No.	446.10.2
EDRMS No.	
CRM No.	
Responsible Officer	Director Infrastructure and Environment
Current Status	Ongoing
Date	Committee Recommendation/s
Action Date	Running Actions
July 2024	The Committee decided to hold this item over for further discussion when Jenene House is in attendance. Jenene House is aware of the issues and will be able to provide the Committee with an update on actions to eliminate the risks for students attending Burke Ward Public School.

June 2024	<p>At the June meeting, Jenene House informed the Committee that the Principal of the Burke Ward Public School had contacted Transport for NSW with more safety concerns with motorists driving through the signalised pedestrian crossing when the light is red.</p> <p>Transport for NSW is conducting an observational study of the area and will complete an analysis before the end of the financial year to determine the necessary actions and understand the situation accurately.</p> <p>The Committee will discuss this further at the July 2024 meeting when the data is available.</p>
May 2024	<p>In Jenene House informed the Committee; the Burke Ward Public School Principal reported concerns regarding traffic driving through the signalised pedestrian crossing, when a red light is showing.</p> <p>The Committee previously addressed matters raised. Transport for NSW also completed traffic observations in the area, to determine the behaviour of motorists for the safety of students when first arriving at the school in the mornings or leaving at the end of day.</p> <p>It was agreed by the Committee, this matter be included on the agenda for further discussion at the June 2024 meeting.</p>
Date	Item Details
June 2024	Request for Review of Traffic Condition on Galena and Wolfram Streets – Broken Hill High School
Item No.	447.8.2
EDRMS No.	D24/22601
CRM No.	
Responsible Officer	Director Infrastructure and Environment
Current Status	Pending
Date	Committee Recommendation/s
June 2024	<ul style="list-style-type: none"> • <i>That Council complete a holistic concept plan be designed for parking arrangements and traffic conditions, including proposed angle parking on Garnet Street, pedestrian refuge and kerb extensions on Kaolin Street near the Wolfram Street intersection, disability parking on Wolfram Street near the gates to the temporary Willyama High School surrounding the Broken Hill High School.</i> • <i>The completed concept plan to be presented to the Committee to review at their July 2024 meeting.</i>

Action Date	Running Actions
July 2024	<p>The Committee decided to review all matters relating to the Broken Hill High School at the same time and agreed to include this request with Item No.445.10.1.</p> <p>The concept plan, outlining the proposed changes at the Broken Hill High School site, will be provided to the Committee prior to the August 2024 meeting for review and feedback.</p>
June 2024	<p>The Committee were asked to review the traffic conditions at the Broken Hill High School and to consider installing a pedestrian crossing on the Kaolin Street of the Broken Hill High School, near the Wolfram Street intersection, for Willyama High School students.</p> <p>It was noted that traffic in the area during the school pickup time, make it difficult for students to safely cross the road. The complainant believes that a pedestrian crossing would make it safer for the high volume of students, when crossing the road.</p> <p>Codie Howard mentioned there could be scope for Council to do something, but there also the education factor for students, being they run across the road and are not watching for vehicles.</p> <p>Council is in discussions with the Department of Education and have requested they consider introducing staggered times, to help reduce approximately 1000 students leaving the school at the same time.</p> <p>The correspondence received identified the area of concern was Galena and Wolfram Streets. Prior to this meeting the complainant was contacted for clarity of the complaint, then advising Kaolin and Wolfram Streets were the correct location.</p> <p>Matt McCarthy has also observed a large volume of students crossing Bromide Street, heading towards the CBD. The Committee questioned, if a pedestrian crossing is to be installed, where should it be installed?</p> <p>David Vant is against the idea of a pedestrian crossing, being they are dangerous, especially around a school environment, being the request is for a high school, this does not warrant a children's crossing. A pedestrian crossing will also affect the number of parking spaces in the area. The suggested location for the pedestrian crossing on Kaolin Street will cause queuing issues across the intersection for vehicles and a blind spot when vehicles commit to turning and there is someone the crossing.</p> <p>David Vant suggested that it would be better to install pedestrian refuge either side of the street or kerb extensions to narrow the crossing point to reduce the area and slow the traffic down.</p> <p>David Vant mentioned that Council will be able to undertake this type of works without the direction from Transport for NSW in accordance with its new delegation for completing works on local roads.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • <i>That Council complete a holistic concept plan be designed for parking arrangements and traffic conditions, including proposed angle parking on Garnet Street, pedestrian refuge and kerb extensions on Kaolin Street near the Wolfram Street intersection, disability parking on Wolfram Street near the gates to the temporary Willyama High School surrounding the</i>

	<p><i>Broken Hill High School.</i></p> <ul style="list-style-type: none"> <i>The completed concept plan to be presented to the Committee to review at their July 2024 meeting.</i> <p><i>Moved: Codie Howard</i></p> <p><i>Second: David Vant</i></p> <p><i>All in favour</i></p>
Date	Item Details
June 2024	Request for review of parking arrangements adjacent to the shops on the west side of Oxide Street
Item No.	448.8.1
EDRMS No.	D24/30767
CRM No.	
Responsible Officer	Director Infrastructure and Environment
Current Status	Pending
Date	Committee Recommendation/s
July 2024	<i>Council to forward correspondence to the businesses located in the shopping complex on Oxide Street, between Wolfram Lane and Mica Street, asking for feedback regarding the request to convert a one-hour parking space to a 15-minute parking space at the Wolfram Lane end of the complex, to facilitate short-term parking for customers.</i>
Action Date	Running Actions
July 2024	<p>Codie Howard provided the Committee with an overview of the request before leaving the meeting, due to a disclosure of interest in this matter.</p> <p>The owner of [REDACTED], between Wolfram Lane and Mica Street, has requested that the Local Traffic Committee consider installing a 15-minute parking bay, directly opposite the shop, to allow short-term parking for customers. Currently, the parking along the shopping complex is limited to one hour.</p> <p>This request is due to traffic congestion and the difficulty in finding parking spaces in the vicinity, caused by people parking for extended periods to attend a funeral service and the increased number of people gathering at the Coffee Shop.</p> <p>The owner is concerned that lack of available parking will deter customers from attending his business.</p>

	<p>David Vant would like to obtain feedback from other businesses in the area, to gauge their opinions on the changes to traffic conditions and the proposed 15-minute parking space at the Wolfram Lane end of the complex.</p> <p>Recommendation:</p> <p><i>Council to forward correspondence to the businesses located in the shopping complex on Oxide Street, between Wolfram Lane and Mica Street, asking for feedback regarding the request to convert a one-hour parking space to a 15-minute parking space at the Wolfram Lane end of the complex, to facilitate short-term parking for customers.</i></p> <p>Moved: David Vant</p> <p>Second: Peter Beven</p> <p>All in favour</p>
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448.12 Next Meeting Date: Tuesday, 6 August 2024

448.13 Meeting Close: 2:27pm

WORKS COMMITTEE

June 18, 2024

ITEM 3

BROKEN HILL CITY COUNCIL REPORT NO. 116/24

SUBJECT: MINUTES OF THE PICTON SPORTSGROUND COMMUNITY COMMITTEE MEETING HELD 03 JUNE 2024 D24/29828

Recommendation

1. That Broken Hill City Council Report No. 116/24 dated June 18, 2024, be received.
2. That minutes of the Picton Sportsground Community Committee meeting held 03 June 2024 be received.

Executive Summary:

Council has received minutes of the Picton Sportsground Community Committee meeting held 03 June 2024 for endorsement by Council.

Report:

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

Accordingly, the Picton Sportsground Community Committee has submitted minutes from its meeting held 03 June 2024.

Community Engagement:

Community representatives participate on the Section 355 Picton Sportsground Community Committee.

Strategic Direction:

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

Relevant Legislation:

Section 355 of the *Local Government Act 1993*.
 Picton Sportsground Community Committee operates under Council’s Section 355 Asset Committee Framework which includes the Section 355 Asset Committee Manual and the Picton Sportsground Community Committee Constitution (both adopted 30 March 2022).

Financial Implications:

Nil

Attachments

1. Minutes of the Picton Sportsground Community Committee Meeting held 03 June
[↓](#) 2024

SIMON BROWN
DIRECTOR FINANCE AND COMMERCIAL

JAY NANKIVELL
GENERAL MANAGER

PICTON OVAL MANAGEMENT COMMITTEE MEETING
MINUTES

MONDAY, 3rd JUNE 2024

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

Apologies: K. Pascoe

Absent: D. Gallagher (Councillor)

Meeting Commenced: 5:30p.m.

Matters Arising:

1. Long Jump run up to be extended by 8 metres
2. Noel spoke with Kate Hogg regarding Hockey equipment.
3. Little A's changed locks but they have been damaged again.
4. Signage about dogs have been installed
5. Two sprays in row 9 are not rotating.

Correspondence In: Morgan Street re: Use of the oval
Dates for school carnivals have been received

Correspondence Out:

Financial Report:

Term Deposit \$26,628.86
General Account \$32,294.18

General Business:

1. Congratulations to Noel Hannigan receiving the Volunteers Sporting Administrator of the Year Award. Little A's received the Sporting Group Award.
2. Starting time for meetings brought forward to 5:00p.m. start due to colder weather.

Meeting closed: 5:45p.m.

Next Meeting: **Monday, 8th July** at Sacred Heart Parish School @ 5:00p.m.

RECOMMENDATIONS OF HEALTH AND BUILDING COMMITTEE MEETING HELD TUESDAY, JULY 23, 2024

1. BROKEN HILL CITY COUNCIL REPORT NO. 101/24 - DATED JUNE 04, 2024 - PROPOSED LICENCE OF 252 ARGENT STREET (D24/27573). 134

Recommendation

1. That Broken Hill City Council Report No. 101/24 dated June 4, 2024, be received.
2. That Council notes that the proposed use of the old Police Station at 252 Argent Street was placed on public exhibition for a 28 days period during which time Council received nil submissions from the public.
3. That Council grants a 12-month license for 252 Argent Street to the Broken Hill Military Museum for the establishment of a museum with the view to obtaining ministerial consent for a longer-term lease.
4. That the Mayor and General Manager be authorised to sign and execute licence documents under the common seal of Council.

2. BROKEN HILL CITY COUNCIL REPORT NO. 102/24 - DATED JULY 10, 2024 - BROKEN HILL LEAD REFERENCE GROUP MINUTES OF MEETING HELD 30 MAY 2024 (D24/33981)137

Recommendation

1. That Broken Hill City Council Report No. 102/24 dated July 10, 2024, be received.

3. BROKEN HILL CITY COUNCIL REPORT NO. 103/24 - DATED JUNE 19, 2024 - MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF THE BARRIER RANGES COMMUNITY COMMITTEE MEETING HELD 11 JUNE 2024 (D24/30106)141

Recommendation

1. That Broken Hill City Council Report No. 103/24 dated June 19, 2024, be received.
2. That the minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting held 11 June 2024 be received.

HEALTH AND BUILDING COMMITTEE

June 4, 2024

ITEM 1BROKEN HILL CITY COUNCIL REPORT NO. 101/24SUBJECT: PROPOSED LICENCE OF 252 ARGENT STREET D24/27573**Recommendation**

1. That Broken Hill City Council Report No. 101/24 dated June 4, 2024, be received.
2. That Council notes that the proposed use of the old Police Station at 252 Argent Street was placed on public exhibition for a 28 days period during which time Council received nil submissions from the public.
3. That Council grants a 12-month license for 252 Argent Street to the Broken Hill Military Museum for the establishment of a museum with the view to obtaining ministerial consent for a longer-term lease.
4. That the Mayor and General Manager be authorised to sign and execute licence documents under the common seal of Council.

Executive Summary:

Broken Hill City Council was appointed Crown Land managers of the 'Old Police Station' site at 252 Argent St in February 2024, to allow for the construction of the new Library adjacent on the Town Hall Carpark site.

The rear section of the block will form the carpark for the new library and temporary site office during the construction period. The Broken Hill Military Museum approached Council about the prospect of utilising the front section of the property (bordered in green), the old police station to establish a military museum. This report seeks approval, for the purpose of public exhibition, of the granting of a 12-month license to the Broken Hill Military Museum with the view to gain ministerial consent to enter into a longer-term lease at the conclusion of that period.

The proposed use of 252 Argent Street was placed on public exhibition for a period of 28 days during which time Council received nil submissions.

Report:

Broken Hill City Council was appointed Crown Land managers of the 'Old Police Station' site at 252 Argent St in February 2024, to allow for the construction of the new Library adjacent on the Town Hall Carpark site.

The rear section of the block will form the carpark for the new library and temporary site office during the construction period. The Broken Hill Military Museum approached Council about the prospect of utilising the front section of the property (bordered in green), the old police station to establish a military museum. This report seeks approval for the purpose of public exhibition the granting of a 12-month license to the Broken Hill Military Museum with the view to gain ministerial consent to enter into a longer-term lease at the conclusion of that period.



As this land is designated Crown Land for community purposes, the use must be consistent with this use for planning purposes.

A not-for-profit entity for the purposes of a museum fit this category and therefore make them an ideal and eligible tenant to ensure the building is utilised whilst also activating a prominent location on the Main Street of the CBD to align with Council’s overall CBD Masterplan and ensuring vibrancy and foot traffic is enhanced along the strip.

Community Engagement:

The proposal was placed on public exhibition for a period of 28 days during which time Council received nil submissions.

The Military Museum Board presented to Council on their proposed used and long term vision the museum and building use during June 2025.

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

Crown Land Management Act 2016

Financial Implications:

Crown Lands License fee of \$618

The Military Museum will be responsible for all operational outgoings and any future capital works will be upon the approval of Council and grant sourced.

Attachments

There are no attachments for this report

SIMON BROWN
DIRECTOR FINANCE AND COMMERCIAL

JAY NANKIVELL
GENERAL MANAGER

HEALTH AND BUILDING COMMITTEE

July 10, 2024

ITEM 2

BROKEN HILL CITY COUNCIL REPORT NO. 102/24

SUBJECT: BROKEN HILL LEAD REFERENCE GROUP MINUTES OF MEETING HELD 30 MAY 2024 D24/33981

Recommendation

1. That Broken Hill City Council Report No. 102/24 dated July 10, 2024, 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. [↓](#) Minutes of the Broken Hill Lead Reference Group meeting hel 30 May 2024

CODIE HOWARD
DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

JAY NANKIVELL
GENERAL MANAGER

MINUTES OF THE BROKEN HILL LEAD REFERENCE GROUP (BHLRG) MEETING HELD THURSDAY, 30 MAY 2024 10.00AM, AGED PERSONS REST CENTRE

Meeting commenced at 10.05am

1 Present

Marisa Pickett	Manager Waste and Sustainability (BHCC) - (Chair)
Devon Roberts	Broken Hill Operations (BHO)
Judi Louvel	Broken Hill Environmental Lead Program (BHELP)
Frances Boreland	Broken Hill Environmental Lead Program (BHELP)
Elizabeth Watson	Environment Protection Authority (EPA)
Vilmae Appleton	Far West Local Health District (FWLHD)
Kelli Morris	Far West Local Health District (FWLHD)

Present Via Teams

Christina Low	Broken Hill Environmental Lead Program (BHELP)
Jenny Watts	Western Sydney Local Health District (LHD)
Georgina Seward	Public Health Unit (PHU)
Melissa Walsh	Far West Local Health District (FWLHD)
Adam Forster	Perilya
Nyrie Waite	Administration Officer – (BHCC) - Minute Taker

Apologies

Linda Mason	Western NSW Local Health District (WLHD)
Leanne Hastwell	Far West Local Health District (FWLHD)

2 Acknowledgement of Country

Acknowledgment of Country recited by Marisa Pickett.

3 Confirmation of Minutes of Previous Meeting

Previous meeting:	24 February 2024
Moved:	Francis Borland
Seconded:	Judi Louvel

4 Business Arising from Previous Minutes

Abe from SafeWork to advise when he will be visiting Broken Hill.

Judi Louvel advised that Abe Lau from SafeWork has not provided any dates for the lead awareness session. Judi sent an email to Abe, Monday 27 May and has not had a reply, she will follow up.

Earth Moving Companies.

Nyrie has received lists from Georgy Seward, Devon Roberts and Judi Louvell, the combined list is attached, if there are more names, please advise Nyrie.
If you have any contact details for the business, please advise Nyrie.

Letter/invitation drafted to be sent to companies for forum with SafeWork.

Nyrie advised we are waiting for a date and venue.

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

This is an ongoing item. Adam Forster advised that there are challenges with the POC testing, specifically obtaining permission from the Dept of Health for the finger prick testing as opposed to capillary. The issue is now with the Executive Health Committee within the Department of Premier and Cabinets for review.

Introduction to the town of Trail to be emailed to all stakeholders.

Frances Borland will follow up with the information. Frances did share some information about the town.

Questions for Teck Metals to enable them to include the answers in their presentation.

Nyrie Waite advised questions were received, compiled and sent via email to Keith Klimchuk, Superintendent Environment Improvement, Teck Metals (Canada).

Teck Metals to be advised that a zoom meeting is to be organised for their presentation and question.

Frances Boland and Nyrie Waite advised that emails have been sent to Keith Klimchuk, Superintendent Environment Improvement, Teck Metals (Canada). Keith advised that some of the questions would need advice from a Health representative who was on vacation. Frances to contact Keith for an update.

5 Correspondence In

22/3/2024 – Email from Keith Klimchuk, Superintendent Environmental Improvement, Tech Metals Ltd, Trail Canada, with copy to Francis Borland and Marissa Pickett. This email suggested that the information requested would need the advice of Clare North from Tech Metals, who was on vacation. Keith was to confirm a time upon her return.

6 Correspondence Out

19/3/2024 – email to Keith Klimchuk, Superintendent Environmental Improvement, Tech Metals Ltd, Trail Canada, with copy to Francis Borland and Marissa Pickett. This email listed the questions from BHLRG for the presentation from Tech Metals.

21/3/2024 – email to Keith Klimchuk from Francis Borland suggesting Tech Metals chose a day and time for the presentation.

7 Quarterly Reports

7.1 Broken Hill Environmental Lead Program (BHELP) Report attached and tabled.

Meeting update: – Judi Louvell spoke to the report. The Environment and Zoo Education Centre (EZEC) will be visiting Broken Hill to visit schools, BHELP will be supporting them. Marisa Pickett is also meeting with them. Congratulations to everybody for referring homes to Public Works. BHELP has remediated 42 homes this financial year. The main area for remediation is near the Line of Load. BHELP is maintaining all other programmes.

7.2 Maari Ma Health (No written report)

Meeting update: - No representative at the meeting.

7.3 Western Local Health District (WLHD) Report attached and tabled.

Meeting update: – Jenny Watts spoke to the report. In the age group 1-5 year olds, the number tested has increased with the geometric mean not changing. In the age group 6-12 months the number tested has decreased, which can be attributed to Maari Ma no longer testing this age group. The Geometric mean has slightly increased.

7.4 Broken Hill Operations Report attached and tabled.

Meeting update: – Devon Roberts spoke to the report. It is business as usual. Occupational Health monitoring has been completed recently. There is now a requirement for workers in the mines to be clean shaven to improve the seal on the dust masks, within NSW.

7.5 Perylia (no written report)

Meeting update: – Adam provided a verbal report. In February 347 blood lead tests were conducted, with an average blood lead level of 7.3 which is an improvement. There is a continuing strategy to try and decrease that level. 43% of the workers lead levels are below 5. Perylia's contractor management strategy includes contractors providing evidence of a blood lead test within 6 months of employment with Perylia. There is now a requirement when blood lead levels are over 5, a notice is sent to SafeWork and or the NSW Resource Regulator requesting investigation. Three houses have been surveyed. FWLHD did advise of a child with high lead levels, the house was found to be clean with a garden being replaced and a sand pit and clean sand provided for the child to play in.

7.6 Essential Water (no written report)

Meeting update: – No representative at the meeting.

8 General Business –

Tech Metals - meeting date – as discussed.

Safework meeting date – as discussed

List of local contractors – attached

Revised blood lead quarterly report - new format for the meeting to discuss - see last page attached. Jenny Watts shared her screen to show the differences with the report format. Jenny has adjusted the format to improve readability and statistics shown on the graphs. There is also a stratified analysis of the 1-4 age group.

Frances Borland would be interested to track, over time, if the blood lead levels in the 1–2-year-olds are decreasing. Jenny advised that will be included in the annual report, and she will investigate adding it to the quarterly report.

Frances suggested another good thing to add to the annual report would be the estimated proportion of children who were able to keep their levels below 5 for all their tests. This will assist to answer the question – can children live in Broken Hill and keep their blood lead levels low. Jenny will contact Frances for further discussion.

Jenny advised there will be a summary page with the annual report.

9 Action List for next meeting

Action	Responsible Person	Date due
Abe from SafeWork to advise when he will be visiting Broken Hill - Judi to advise Nyrie	Abe Lau and Judi Louvel	when possible
Letter/invitation drafted to be sent to companies for forum with SafeWork	Marissa Pickett and Nyrie Waite	When possible
Introduction to the town of Trail to be emailed to all stakeholders	Francis Borland and/or Nyrie Waite	When possible
Teck Metals to be advised that a zoom meeting is to be organised for their presentation and question	Frances Borland to follow up	When possible.

10 Next Meeting Date

10am Thursday, 22 August 2024, Aged Persons Rest Centre and via Teams.

12 Meeting Closed

10.37am

HEALTH AND BUILDING COMMITTEE

June 19, 2024

ITEM 3

BROKEN HILL CITY COUNCIL REPORT NO. 103/24

SUBJECT: MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF THE BARRIER RANGES COMMUNITY COMMITTEE MEETING HELD 11 JUNE 2024 D24/30106

Recommendation

1. That Broken Hill City Council Report No. 103/24 dated June 19, 2024, be received.
2. That the minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting held 11 June 2024 be received.

Executive Summary:

Council has received minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting held 11 June 2024 for endorsement by Council.

Report:

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

Community Engagement:

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

Strategic Direction:

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

Relevant Legislation:

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

Financial Implications:

Nil

Attachments

1. MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF THE BARRIER
[↓](#) RANGES COMMUNITY COMMITTEE - 11 JUNE 2024

RAZIJA NU'MAN
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL
GENERAL MANAGER

MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF THE BARRIER RANGES COMMUNITY COMMITTEE, S355 MEETING 12/51

Meeting held on Tuesday, 11 June 2024

Meeting commenced at 6pm

Location: Council Chambers, Administrative Centre, 240 Blende Street.

Minutes Taker: Darrell Ford

1. Present

Darrell Ford	Living Desert Ranger (BHCC)
Councillor Marion Brown	Council Delegate
Councillor Darriea Turley AM	Council Delegate
Jeff Crase	Community Representative
Gaylene Ford	Community Representative
Karen Ford	Community Representative
Michael Ford	Community Representative

2. Apologies

Ann Evers	Community Representative
Narelle Tweedie	Community Representative
Greg Edwards	Community Representative
Rick Hall	Community Representative
John Rogers	Community Representative
Merran Coombe	Community Representative
Nick King	Living Desert Ranger (BHCC)
Paul Reed	Community Representative
Jasmin Fryer	Living Desert Ranger (BHCC)

3. Non-Attendance

Kellie Scott	Community Representative
Evan Scott	Community Representative
Jamie Scott	Community Representative
Emily Scott	Community Representative

4. Confirmation of Minutes from Previous Meeting

Minutes from the meeting held on Tuesday, 14 May 2024 were confirmed at this meeting.

Moved: Gaylene Ford

Seconded: Darriea Turley

5. Committee Nominations

Nil

6. Business arising from Previous Minutes

Nil

7. Correspondence

Nil

8. Update on Action List Items

8.1 Cement Paths

No Update

8.2 Improve Roadworks

No Update

8.3 Infrastructure Improvements

All infrastructure improvement projects currently awaiting funding.

- Concrete two paths in Starview campsite to the star viewing seats.
- Sculptures path to be replaced to improve wheelchair accessibility.
- New ranger's office to be built before the pay bay.
- Aerial to be installed to improve internet access at the ranger's office.
- Sculptures carpark to be sealed.
- Bend to be removed from the Sculptures Road.
- S-Bend to be straightened on the picnic area road.
- Replacement of the large barbeque in the picnic area.
- Upgrades to the Bilby and Yellow footed rock wallaby enclosure.
- Boardwalk from Info Bay to top shelter in the Flora Site.
- Platform to be installed at the Scenic Lookout.

9. Reports

9.1. Visitors

The campsite is still close to capacity most nights, including both the van and the tent sites.

10. General Business

10.1 Film Crews

A small film crew will be visiting the Living Desert to create an advertisement for Telstra.

There will be another film crew also visiting to create a fashion show advertisement which will include 15 staff as well as models.

10.2 Photo Shoot

A Council photo shoot took place at multiple locations, including the Living Desert, and was very successful.

10.3 Master Plan

The Living Desert Master Plan is currently underway, with the contract being awarded to Environmental Partnerships NSW. A meeting was held last Thursday, 6 June 2024 to discuss what is to come. The successful applicant will also meet with various partners and stakeholders of the Living Desert, including the Friends of the Flora and Fauna Committee, to obtain feedback and ideas.

10.4 ID Cards

ID Cards are to be done soon.

10.5 Magnets

Magnets are to be made up for each person/volunteer opening or locking up the Living Desert. The magnets are to be put on when entering and removed on departure.

10.6 Volunteer Awards

The Friends of the Flora and Fauna of the Barrier Ranges Committee received the 2024 Volunteer Award in the Environmental category.

10.7 Working Bee

The working bee held on Saturday, 1 June 2024 was a success with plenty of pavers and cement edging being carried out. Thank you to all who attended.

The next working bee will be held on Saturday, 22 June 2024. Meet up the top at 9am to continue work on the pavers.

11. Roster

The next roster is attached as a separate document.

12. Next Meeting

The next scheduled meeting will be held on Tuesday, 9 July 2024 commencing at 6pm at Council Chambers, 240 Blende Street.

13. Meeting Closed

6.15pm

14. Action List

ACTION	WHO
1. Identification Cards – Continuing	Customer Relations
2. Cement paths – Awaiting funding	Darrell Ford
3. Improve Roadworks – Awaiting Funding	Darrell Ford
4. Infrastructure Improvements – All Infrastructure improvement projects currently awaiting funding	Darrell Ford

RECOMMENDATIONS OF POLICY AND GENERAL COMMITTEE MEETING HELD WEDNESDAY, JULY 24, 2024

1. BROKEN HILL CITY COUNCIL REPORT NO. 105/24 - DATED JUNE 07, 2024 - LOCAL GOVERNMENT ELECTIONS 2024 - CARETAKER PERIOD (D24/28116)151

Recommendation

1. That Broken Hill City Council Report No. 105/24 dated June 7, 2024, be received.
2. That Council notes the requirements regarding Council's decision-making during the Local Government Elections - caretaker period from 16 August 2024 to 14 September 2024 pursuant to *Section 393B of the Local Government (General) Regulation 2021*.

2. BROKEN HILL CITY COUNCIL REPORT NO. 106/24 - DATED JULY 04, 2024 - COUNCIL MEETING ARRANGEMENTS AND CHRISTMAS SHUT DOWN PERIOD (D24/33021)154

Recommendation

1. That Broken Hill City Council Report No. 106/24 dated July 4, 2024, be received.
2. That Council's Ordinary Monthly Meeting for December be held 18 December 2024.
3. That the December Standing Committee Meetings be held as follows
 - a. Works Committee Meeting to be held Monday December 9, 2024, at 5:30pm
 - b. Health and Building Committee Meeting to be held Tuesday December 10, 2024, at 5:30pm
 - c. Policy and General Committee Meeting to be held Wednesday December 11, 2024, at 5:30pm
4. That Standing Committee Meetings not be held in January 2025.

5. That the Council shutdown period for the Administrative Centre and the Warnock Street Works Depot be from 5pm Friday December 20, 2024, and reopening Monday, January 6, 2025.
 6. That Council advertise the shutdown period for the Administrative Centre and the Warnock Street Works Depot and that this advertisement also includes the operating hours for all other Council facilities during this period.
3. BROKEN HILL CITY COUNCIL REPORT NO. 107/24 - DATED JULY 17, 2024 - COUNCILLOR ATTENDANCE AT THE LOCAL GOVERNMENT NSW ANNUAL CONFERENCE TO BE HELD IN TAMWORTH 17-19 NOVEMBER 2024 (D24/34847)157

Recommendation

1. That Broken Hill City Council Report No. 107/24 dated July 17, 2024, be received.
 2. That Council determines that the Mayor, Deputy Mayor and three (3) Councillor Delegates attend the Local Government NSW Annual Conference to be held in Tamworth 17-19 November 2024.
 3. That Council determines its two voting delegates and advise Local Government NSW prior to 6 November 2024.
 4. That Council at its Ordinary Meeting to be held on 30 October 2024 (being the first meeting following the Local Government Elections), determines which three (3) Councillor delegates will attend the Local Government NSW Conference.
4. BROKEN HILL CITY COUNCIL REPORT NO. 108/24 - DATED JULY 17, 2024 - MOTIONS TO THE LOCAL GOVERNMENT NSW ANNUAL CONFERENCE TO BE HELD IN TAMWORTH 17-19 NOVEMBER 2024 (D24/34883)161

Recommendation

1. That Broken Hill City Council Report No. 108/24 dated July 17, 2024, be received.
2. That Council determines motions to be submitted to Local Government NSW (along with the accompanying Council resolution) at the Ordinary Council Meeting to be held on Wednesday 31 July 2024.
3. That the motions be presented to the Ordinary Council Meeting on Wednesday 31 July 2024 for consideration to ensure compliance with the motion submission criteria guidelines.

5. BROKEN HILL CITY COUNCIL REPORT NO. 109/24 - DATED JULY 12, 2024 - VOLUNTEER MANAGEMENT POLICY (D24/34247) 179

Recommendation

- 1. That Broken Hill City Council Report No. 109/24 dated July 12, 2024, be received.
- 2. That Council endorses the revised and updated Draft Volunteer Management Policy for the purpose of public exhibition.
- 3. That the Draft Volunteer Management Policy be placed on public exhibition for submissions to be received for a period of 28 days; and that Council receives a further report at the conclusion of the exhibition period, detailing submissions and any recommended changes arising, with a view to adopting the revised Draft Volunteer Management Policy.
- 4. That Council notes that the adoption of the Draft Volunteer Management Policy will render the Volunteers Policy obsolete.

6. BROKEN HILL CITY COUNCIL REPORT NO. 110/24 - DATED JULY 12, 2024 - INVESTMENT REPORT FOR JUNE 2024 (D24/34270) 209

Recommendation

- 1. That Broken Hill City Council Report No. 110/24 dated July 12, 2024, be received.

7. BROKEN HILL CITY COUNCIL REPORT NO. 111/24 - DATED JULY 05, 2024 - TEMPORARY SUSPENSION OF A PORTION OF THE CENTRAL BUSINESS DISTRICT (CBD) ALCOHOL-FREE ZONE FOR THE 2024 BROKEN HEEL FESTIVAL (D24/33311)224

Recommendation

1. That Broken Hill City Council Report No. 111/24 dated July 5, 2024, be received.
2. That Council provide in-principle support for the temporary suspension of a portion of the CBD Alcohol-Free Zone for a section of Sulphide Street indicated by a fenced area adjacent to The Palace Hotel, bounded by Crystal Street and Argent Street (see map).
3. That Council note the specific details of the suspension are Argent Street from 207 Argent Street to 227 Argent Street; Crystal Lane from behind 207 Argent Street to 227 Argent Street; and Sulphide Street from Crystal Street to Argent Street. This area will include all footpaths and car parks in the sections of Argent and Sulphide Streets.
4. That the temporary suspension be in place from 10am on Thursday, 5 September to 10am on Monday, 9 September 2024, subject to the conditions contained in the liquor licence.
5. That the temporary suspension be advised to the public by way of Public Notice on Council’s website. That the Public Notice also confirms that all other existing alcohol-free zones in Broken Hill remain in force.
6. That the General Manager be authorised to implement the temporary suspension and Public Notice processes on final advice of the Barrier Police District.
7. That Barrier Police District be advised of Council’s decision.

8. BROKEN HILL CITY COUNCIL REPORT NO. 112/24 - DATED JULY 04, 2024 - MINUTES OF THE BROKEN HILL HERITAGE COMMITTEE MEETING HELD 30 MAY 2024 (D24/33171)227

Recommendation

1. That Broken Hill City Council Report No. 112/24 dated July 4, 2024, be received.
2. That the minutes of the Broken Hill Heritage Committee Meeting held 30 May 2024 be received.

9. BROKEN HILL CITY COUNCIL REPORT NO. 113/24 - DATED JUNE 14, 2024 - MINUTES OF THE S355 YOUTH ADVISORY COMMITTEE MEETING HELD 14 MAY 2024 (D24/29418)230

Recommendation

- 1. That Broken Hill City Council Report No. 113/24 dated June 14, 2024, be received.
- 2. That the minutes of the S355 Youth Advisory Committee meeting held on 14 May 2024 be received.

POLICY AND GENERAL COMMITTEE

June 7, 2024

ITEM 1BROKEN HILL CITY COUNCIL REPORT NO. 105/24SUBJECT: LOCAL GOVERNMENT ELECTIONS 2024 - CARETAKER PERIOD
D24/28116**Recommendation**

1. That Broken Hill City Council Report No. 105/24 dated June 7, 2024, be received.
2. That Council notes the requirements regarding Council's decision-making during the Local Government Elections - caretaker period from 16 August 2024 to 14 September 2024 pursuant to *Section 393B of the Local Government (General) Regulation 2021*.

Executive Summary:

The report is presented to Council for Council to note the requirements under the Local Government (General) Regulation 2021 which limits Council's ability to exercise some of their functions during the four weeks preceding the date of the Ordinary Local Government Election (the caretaker period). The caretaker period for the 2024 Ordinary Local Government Election commences 16 August 2024 and concludes on 14 September 2024 (election day).

Report:

Clause 393B of the *Local Government (General) Regulation 2021* limits a councils' ability to exercise some of their functions in the four weeks preceding the date of an Ordinary Local Government Election (the caretaker period).

The Regulations require that Councils, the General Managers or any other delegate of Councils (other than a Joint Regional Planning Panel, a Local Planning Panel or the Central Sydney Planning Committee) must not exercise the following functions during the caretaker period:

- Entering into any contract or undertaking involving the expenditure or receipt by the council of an amount equal to or greater than \$150,000.00 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger);
- Determining a "controversial development application", except where:
 - a failure to make such a determination would give rise to a deemed refusal under the *Environmental Planning and Assessment Act 1979*, section 8.11(1), or
 - such a deemed refusal arose before the commencement of the caretaker period;
- The appointment or reappointment of a person as the council's general manager (or the removal of a person from that position), other than:
 - an appointment of a person to act as general manager under section 336(1) of the Act, or
 - a temporary appointment of a person as general manager under section 351(1) of the Act.

- In certain circumstances, the abovementioned functions may be exercised with the approval of the Minister.

Caretaker Period

The caretaker period for the September 2024 Ordinary Local Government Elections commences on Friday 16 August 2024 and ends on Saturday 14 September 2024.

The relevant section of the *Local Government (General) Regulations 2021* has been provided as an attachment to this report (Attachment 2).

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 within its legal framework

Relevant Legislation:

Local Government Act 1993

Local Government (General) Regulation 2021

Financial Implications:

Nil.

Attachments

1. [↓](#) Section 393B of the Local Government (General) Regulation 2021

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER



NSW legislation

Local Government (General) Regulation 2021

Current version for 1 March 2024 to date (accessed 20 June 2024 at 10:45)

[Part 11](#) > [Division 11](#) > Section 393B

393B Exercise of council functions during caretaker period

- (1) The following functions of a council must not be exercised by the council, or the general manager or any other delegate of the council (other than a Joint Regional Planning Panel, the Central Sydney Planning Committee or a local planning panel), during a caretaker period—
 - (a) entering a contract or undertaking involving the expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger),
 - (b) determining a controversial development application, except where—
 - (i) a failure to make such a determination would give rise to a deemed refusal under the [Environmental Planning and Assessment Act 1979](#), section 8.11(1), or
 - (ii) such a deemed refusal arose before the commencement of the caretaker period,
 - (c) the appointment or reappointment of a person as the council's general manager (or the removal of a person from that position), other than—
 - (i) an appointment of a person to act as general manager under section 336(1) of the Act, or
 - (ii) a temporary appointment of a person as general manager under section 351(1) of the Act.
- (2) Despite subsection (1), such a function may be exercised in a particular case with the consent of the Minister.
- (3) In this section—

caretaker period means the period of 4 weeks preceding the date of an ordinary election.

controversial development application means a development application for designated development for which at least 25 persons have made a submission during community consultation.

designated development means designated development within the meaning of the [Environmental Planning and Assessment Act 1979](#), section 4.10.

local planning panel has the same meaning as in the [Environmental Planning and Assessment Act 1979](#).

Note—

See also Division 9A (Provisions relating to activities during regulated periods) of this Part for controls on certain activities during the regulated period before elections.

POLICY AND GENERAL COMMITTEE

July 4, 2024

ITEM 2BROKEN HILL CITY COUNCIL REPORT NO. 106/24

SUBJECT: COUNCIL MEETING ARRANGEMENTS AND CHRISTMAS SHUT
DOWN PERIOD D24/33021

Recommendation

1. That Broken Hill City Council Report No. 106/24 dated July 4, 2024, be received.
2. That Council's Ordinary Monthly Meeting for December be held 18 December 2024.
3. That the December Standing Committee Meetings be held as follows
 - a. Works Committee Meeting to be held Monday December 9, 2024, at 5:30pm
 - b. Health and Building Committee Meeting to be held Tuesday December 10, 2024, at 5:30pm
 - c. Policy and General Committee Meeting to be held Wednesday December 11, 2024, at 5:30pm
4. That Standing Committee Meetings not be held in January 2025.
5. That the Council shutdown period for the Administrative Centre and the Warnock Street Works Depot be from 5pm Friday December 20, 2024, and reopening Monday, January 6, 2025.
6. That Council advertise the shutdown period for the Administrative Centre and the Warnock Street Works Depot and that this advertisement also includes the operating hours for all other Council facilities during this period.

Executive Summary:

Council's Ordinary Monthly Meeting for December 2024 is scheduled to fall on Christmas Day 25 December 2024 which is during Council's proposed Christmas Shutdown period (commencing 5:00pm Friday December 20, 2024, to Friday January 3, 2025, with Council reopening on Monday, January 6, 2025).

This report is presented to Council to determine a suitable alternative dates for the and the December Standing Committee Meetings and the December Ordinary Council Meeting to ensure there is enough time for actions to be undertaken prior to Council's Christmas Shutdown period; and for Council to endorse the Christmas shutdown period for Council's Administrative Centre and the Warnock Street Works Depot.

Report:

It is proposed that the Ordinary Council Meeting for December 2024 be held one week earlier on Wednesday December 18, 2024 to allow for the Council Meeting to be held prior to the proposed Christmas shutdown period.

Council’s adopted Code of Meeting Practice, Clause 3.1 states:

“Ordinary meetings of the Council will be held on the following occasions:

Ordinary Council Meetings will be held on the last Wednesday of every month of the year with the exception of the December Council Meeting which will be set by Council Resolution each year. The meeting will commence at 6:30p.m. and be held in the Council Chambers.”

Clause 3.1 reflects the *Local Government Act 1993, Section 365*.

If the Council meeting is rescheduled to Wednesday December 18, 2024, Committee meetings will also be required to be moved forward one week to be held on the below dates:

- Works Committee – Monday December 9, 2024
- Health and Building Committee – Tuesday December 10, 2024
- Policy and General Committee - Wednesday December 11, 2024

It is also being recommended that Standing Committee Meetings not be held in January due to Council reopening after the Christmas Shutdown on Monday January 6, 2025, and that traditionally staff take annual leave during the Christmas period, there is inadequate time to allow for reports and agendas to be prepared.

It is therefore proposed that Council’s Ordinary Monthly Meeting for December 2024 be held on Wednesday December 18, 2024 with Standing Committees held on 9-11 December 2024; and that no Standing Committee Meetings held in January 2025.

Strategic Direction:

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

Relevant Legislation:

- Local Government Act 1993 (Section 365)*
- Council’s adopted Code of Meeting Practice Policy

Financial Implications:

Management have implemented strategies for staff with high leave balances to begin taking leave to reduce the liability to Council. Council’s total leave liability would become a cash flow issue for Council if it had to pay these liabilities all out at once due to terminations or redundancy but the likelihood of this is very unlikely and subsequently the risk is low.

Bulk leave taken during the year always poses a problem with the low resources Council has available and the expected service delivery. A two-week shutdown period over the Christmas and New Year holiday period is an effective way of reducing Council’s leave liability due to the natural reduction in service requirements, alongside other strategies such as smaller leave blocks more often during the year, and leave payout provisions within the award.

Attachments

There are no attachments for this report

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

POLICY AND GENERAL COMMITTEE

July 17, 2024

ITEM 3BROKEN HILL CITY COUNCIL REPORT NO. 107/24

SUBJECT: COUNCILLOR ATTENDANCE AT THE LOCAL GOVERNMENT
NSW ANNUAL CONFERENCE TO BE HELD IN TAMWORTH 17-19
NOVEMBER 2024 D24/34847

Recommendation

1. That Broken Hill City Council Report No. 107/24 dated July 17, 2024, be received.
2. That Council determines that the Mayor, Deputy Mayor and three (3) Councillor Delegates attend the Local Government NSW Annual Conference to be held in Tamworth 17-19 November 2024.
3. That Council determines its two voting delegates and advise Local Government NSW prior to 6 November 2024.
4. That Council at its Ordinary Meeting to be held on 30 October 2024 (being the first meeting following the Local Government Elections), determines which three (3) Councillor delegates will attend the Local Government NSW Conference.

Executive Summary:

Attendance of Council's delegates at the LGNSW Annual Conference is by Council resolution.

The Conference is to be held in Tamworth at the Tamworth Regional Entertainment and Conference Centre from 17-19 November 2024. This report is presented to Council to determine its Councillor Delegates and its two Voting Delegates in order that accommodation can be secured and registrations can be submitted. Early bird registrations close on 25 September 2024.

Although Council's delegates to this conference cannot be determined until after the September Local Government Elections, registration and travel arrangements need to be pre-booked (with names to be provided prior to travel).

Motions to the Conference are requested to be submitted by 16 August 2024. Motions must comply with the eligibility criteria as detailed in the report and must be accompanied by a Council resolution. A separate report is presented to Council to determine motions.

Report:

The LGNSW Annual Conference is the annual policy-making event for councils of NSW. The Conference is the pre-eminent event of the local government year where local Councillors come together to share ideas and debate issues that shape the way we are governed.

The theme for the Annual Conference has not yet been released and the program has only been released as a draft. Based on the format of previous years the Conference will include addresses by keynote speakers, presentations, panel addresses, workshops and trade exhibitions all tailored to the various aspects and current issues facing Local Government.

Attendance at the Conference will ensure that remote areas such as the Far West are not placed at a disadvantage by decisions made.

Registration for voting and non-voting delegates are now open with discounted early bird rates available until **25 September 2024**. Standard registrations open on **26 September 2024** and close on **26 October 2024**.

Voting

Voting delegates must be registered to attend the Conference and be registered as a nominated voting delegate.

To vote on motions, delegates must be an elected member of a council, county council, the Lord Howe Island Board (LHIB), Norfolk Island Regional Council (NIRC) or Related Local Government Body (RLGB) or an Administrator appointed in accordance with the *Local Government Act 1993*.

As per the Rules of the Local Government NSW (Rule 23) the formula to determine the number of voting delegates for a Council with the population between 10,001 to 20,000 is 2, therefore **Broken Hill City Council is entitled to 2 voting delegates**.

Ordinary members need to advise LGNSW of the name(s) of their nominated voting delegate(s) for voting on motions by 5pm on Wednesday **6 November 2024**.

Community Engagement:

Nil

Strategic Direction:

Key Direction:	4	Our Leadership
Objective:	4.2	Our leaders make smart decisions
Strategy:	4.2.2	Provide learning and networking opportunities for elected members
Key Direction:	4	Our Leadership
Objective:	4.3	We unite to succeed in Australia's first City on the National Heritage List
Strategy:	4.3.4	Maintain a strong relationship and regularly engage with the Minister for Local Government and other Ministers

Relevant Legislation:

Local Government Act 1993

Local Government (General) Regulation 2005

Financial Implications:

Early Bird Registration Fee 2024 (dinner not included)	\$1,115.00 per person
Optional Conference Dinner Ticket	\$230.00 per person
Return flights to Tamworth	\$994.00 per person

Accommodation –Regional City rate (within Council’s policy limits) \$250.00/person/night

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

Attachments

1. [↓](#) Local Government NSW Conference 2024 Program

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

**Local Government NSW Annual Conference | 17-19 Nov 2024
Tamworth Regional Entertainment and Conference Centre (TRECC)**

Sunday 17 November 2024 - TRECC	
12.30pm – 5.30pm	<p>12.30pm Registration - TRECC foyer</p> <p>1.00pm Trade Exhibition open</p> <p>1.00pm – 2.30pm Breakout session - Professional Development Session for Mayors and Councillors - STAR Room off TRECC foyer</p> <p>Plenary session – Main Plenary Area</p> <p>2.30pm to 3.00pm Afternoon Refreshments in Exhibition area</p> <p>3.00pm to 5.00pm Plenary sessions AR Bluett Memorial Awards President’s Welcome Reception address</p> <p>Bus transfers to Tamworth Town Hall (CBD – Tamworth)</p>
5.30pm-7.30pm	President’s Welcome Reception – Tamworth Town Hall. Bus transfers to selected hotels.
Monday 18 November 2024– Business Session Day 1 – TRECC	
7.30am-8.40am	ALGWA NSW Breakfast – (TRECC)
7.30am	Registration opens. Light refreshments in exhibition area. Registration desk open from 7.30am to 6pm.
9.00am	Conference introduction, Conference Welcome Opening address
9.25am–5.00pm	<p>Opening of the Federal & State Conferences adoption of standing orders, business sessions and consideration of motions and conference business.</p> <p>Presentation of financial reports</p> <p>Commencement of consideration of motions and conference business</p> <p>Morning Refreshments</p> <p>Consideration of Conference Business continued</p> <p>Delegate lunch in Exhibition area</p> <p>Consideration of Conference Business continued</p> <p>Afternoon Refreshments in trade exhibition</p> <p>Consideration of Conference Business</p> <p>Networking in trade exhibition</p>
6.30pm – 10.30pm	LGNSW Conference Dinner & entertainment. Presentation LG Service Awards.
Tuesday 19 November 2024 – Business Session Day 2 – TRECC	
7.30am	LGNSW Information Desk and Exhibition and light refreshments – operational
9.00am–1.15pm	<p>Plenary and panel sessions</p> <p>Morning Refreshments</p> <p>Announcement of location for Annual Conference 2025</p>

POLICY AND GENERAL COMMITTEE

July 17, 2024

ITEM 4**BROKEN HILL CITY COUNCIL REPORT NO. 108/24**

SUBJECT: **MOTIONS TO THE LOCAL GOVERNMENT NSW ANNUAL CONFERENCE TO BE HELD IN TAMWORTH 17-19 NOVEMBER 2024** **D24/34883**

Recommendation

1. That Broken Hill City Council Report No. 108/24 dated July 17, 2024, be received.
2. That Council determines motions to be submitted to Local Government NSW (along with the accompanying Council resolution) at the Ordinary Council Meeting to be held on Wednesday 31 July 2024.
3. That the motions be presented to the Ordinary Council Meeting on Wednesday 31 July 2024 for consideration to ensure compliance with the motion submission criteria guidelines.

Executive Summary:

The LGNSW Annual Conference is to be held in Tamworth 17-19 November 2024.

This report is presented to Council for Council to adopt motions to the Local Government NSW Conference prior to the closing date of **16 August 2024, which must be resolved at the 31 July 2024 Council Meeting**. Motions must comply with the eligibility criteria as detailed in the report and must be accompanied by a Council resolution.

Report:

The LGNSW Annual Conference is the annual policy-making event for councils of NSW. The Conference is the pre-eminent event of the local government year where local Councillors come together to share ideas and debate issues that shape the way we are governed.

Voting

As per the Rules of the Local Government NSW (Rule 23) the formula to determine the number of voting delegates for a Council with the population between 10,001 to 20,000 is 2, therefore Broken Hill City Council is entitled to two (2) voting delegates.

Motions

The Board encourages submission of motions along with the accompanying Council Resolution by **Friday 16 August 2024** to allow printing and distribution of the Business Paper before the Conference.

The Board has resolved that motions will be included in the Business Paper for the conference only where they:

1. are consistent with the objectives of the Association (as per Rule 4 of the Association’s Rules)
2. Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW
3. Seek to establish or change a policy position of LGNSW and/or improve governance of the association (noting that the LGNSW Board is responsible for any decisions around resourcing and campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process)
4. Be Strategic
5. Be concise, clearly worded and unambiguous
6. Not be focused on just a small specific part of NSW
7. Not encourage violation of prevailing laws
8. Not seek to advantage one or several members at the expense of other members

Motions of a similar objective:

9. May be considered by LGNSW as a single item

Motions reflecting existing LGNSW policy:

10. Remain part of LGNSW’s Policy Platform but will not be included for debate as they have already been considered by Conference

As a Council Resolution must accompany Council’s motions, Council must resolve motions to be submitted to the Conference at the July 2024 Ordinary Council Meeting in order to meet the submission deadline of 16 August 2024.

Community Engagement:

Nil

Strategic Direction:

Key Direction:	4	Our Leadership
Objective:	4.2	Our leaders make smart decisions
Strategy:	4.2.2	Provide learning and networking opportunities for elected members
Key Direction:	4	Our Leadership
Objective:	4.3	We unite to succeed in Australia’s first City on the National Heritage List
Strategy:	4.3.4	Maintain a strong relationship and regularly engage with the Minister for Local Government and other Ministers

Relevant Legislation:

Local Government Act 1993

Local Government (General) Regulation 2005

Financial Implications:

Nil for the submission of motions.

Attachments

1. [↓](#) LGNSW 2024 Submission Guide

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER



LGNSW 2024 Annual Conference Motion Submission Guide

**ONE VOICE
FOR COUNCILS**

LGNSW.ORG.AU

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MOTION SUBMISSION GUIDE

1. Introduction

Each year, LGNSW members submit a range of motions to the Annual Conference conducted by Local Government NSW (LGNSW). These motions relate to strategic local government issues which affect members state-wide and introduce new or emerging policy issues. They are debated and resolved by Conference delegates, with successful resolutions guiding LGNSW's advocacy priorities for the year ahead.

All LGNSW member councils are invited to submit motions to the Annual Conference, with the following guide outlining the motion development and submission process.

2. Deadlines

- Motion submission will open on **Wednesday 17 July 2024**
- Members are encouraged to submit motions [online](#) as early as possible before **Friday 16 August 2024**, to allow assessment of the motions and distribution of the Business Paper before the Conference.
- Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 20 October 2024** (28 days prior to Conference).

3. Criteria for motion submission 2024

Members are encouraged to be mindful that each Annual Conference can only reasonably consider and debate around 100 motions in the available time. With 128 member councils in NSW, and more than a dozen associate members, LGNSW requests that members only submit motions that relate to their highest priorities.

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they fit in with the following criteria.

Criteria for motions

To be included in the Business Paper, motions must:

1. **Be consistent with the objects of the LGNSW Rules (Rule 4)**
2. **Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW**
3. **Seek to establish or change a policy position of LGNSW and/or improve governance of the association** (noting that the LGNSW Board is responsible for any decisions around resourcing and campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process)
4. **Be strategic**
5. **Be concise, clearly worded and unambiguous**
6. **Not be focussed on just a small specific part of NSW**
7. **Not encourage violation of prevailing laws**
8. **Not seek to advantage one or several members at the expense of other members.**

Motions of a similar objective:

9. May be consolidated by LGNSW as a single item.

Motions reflecting existing LGNSW policy:

10. Remain part of LGNSW's Policy Platform but will not be included for debate as they have already been considered by Conference.

Before submitting motions for this year's Annual Conference, members are encouraged to review [Action Reports](#) (on the member only pages of the LGNSW website) from previous Conferences and the [LGNSW Policy Platform](#) to ensure the proposed motion wording reflects any recent developments and does not duplicate existing policy positions.

4. How to write a motion

Motions adopted at Conferences inform LGNSW's advocacy actions on behalf of the local government sector. LGNSW includes the exact wording of motions when writing to ministers, departments and agencies post-conference, so it is important that the wording of motions clearly outlines your council's policy intent or objective.

The format of motions, as much as possible, should call on a specific body (e.g. LGNSW, state government, federal government, a specific department or minister) and have a specific outcome that the motion is aiming to achieve. The wording should be unambiguous.

Examples of clearly-worded Annual Conference motions:

Local government representation on National Cabinet

That Local Government NSW lobbies the Australian Government for permanent local government representation on the National Cabinet.

Natural Disaster Funding, Day Labour

That LGNSW requests the Australian and NSW governments reinstate the claimable expense for the use of council staff during their normal working hours to attend to natural disaster relief and recovery funded works and reverse the present policy that effectively requires the mandatory use of contractors for recovery works.

Risks and costs of local government FOGO mandate

That Local Government NSW calls on the NSW Government to ensure the food organics garden organics (FOGO) mandate is achievable, and doesn't expose local councils to unnecessary risk and cost by:

1. Extending the roll-out of mandated FOGO services to multi-unit households until 2035
2. Ensuring minimum and maximum collection frequencies are not mandated for domestic waste collection
3. Ceasing to promote that current FOGO services are achieving a 2.6% contamination rate

4. Offsetting the full costs of implementation of the mandated FOGO services using additional funds from the section 88 Waste Levy revenue.

For more examples see Business Papers from past Conferences on the [LGNSW website](#).

5. Demonstrating evidence of council support for motion

The member submitting the motion must provide accompanying evidence of support for the motion. Such evidence takes the form of an attachment note or extract from the minutes of the council meeting, at which the member council resolved to submit the motion for consideration by the Conference. In the absence of a council meeting, the evidence should be a letter signed by both the Mayor and General Manager.

6. How to submit a motion

LGNSW members are invited to submit motions through an [online portal](#) from Wednesday 17 July 2024.

Attachment A provides detailed instructions on how to submit motions via the online portal.

7. How LGNSW manages incoming motions

The LGNSW Board typically delegates the function of managing incoming motions for the Conference to a motions committee. The Chief Executive will refer motions to the committee and the committee will assess whether each motion meets or does not meet the Board-endorsed criteria. This assessment forms the final decision on which motions are included in the Conference Business Paper.

Prior to the committee making a final decision, LGNSW may contact the council that submitted the motion to seek clarity on its intent or wording.

Incoming motions which seek to change any long-held [Fundamental Principles](#) (Part A of the Policy Platform), will be highlighted in the Business Paper for members' information at time of voting.

Motions which are consistent with existing LGNSW positions or current LGNSW actions, or that are operational and can be actioned without a Conference resolution, may still be printed in the Business Paper but will not be debated at the Conference.

8. Late motions

Late items are only to be included in the Business paper addendum if, in addition to the above criteria, the late items relate to highly urgent matters that have arisen after the deadline for the motion submission has passed.

In considering whether a late item relates to a highly urgent matter, the Board Motions Committee is to have regard to:

- (a) whether the late item has arisen after the deadline for motions has passed, and
- (b) whether the urgency of the matter justifies it being presented to voting delegates with short notice and limited opportunity to review and consider before they are required to vote on the motion.

9. What happens to motions at the LGNSW Annual Conference

Standing orders are outlined at the front of the Business Paper and adopted at the commencement of each Conference. They outline the manner in which the Conference deals with motions. The standing orders adopted at past conferences can be found on the LGNSW [website](#).

During debate on motions at Conference, the standing orders generally permit voting delegates to speak in support of or against each motion. Following a vote on a motion, the motion is either carried and becomes a resolution of the Conference, or it is defeated.

10. Post-conference: Updates to the LGNSW Policy Platform

LGNSW's [Policy Platform](#) consolidates the voices of councils across NSW, reflecting the collective positions of local government on issues of importance to the sector. Importantly, the Policy Platform guides LGNSW in its advocacy on behalf of the local government sector.

The Policy Platform consists of two parts: LGNSW's Fundamental Principles, and the more targeted Position Statements.

- **Fundamental Principles** are the enduring and overarching principles that direct LGNSW's response to broad matters of importance to the local government sector. These Fundamental Principles are endorsed (or amended) by LGNSW members at Annual Conferences.
- **Position Statements** contain LGNSW's more detailed positions on specific issues and guide LGNSW's work on, and response to, policy issues of the day. Position Statements are subordinate to LGNSW's Fundamental Principles but are more agile and are targeted at specific policy issues as they arise.

Changing Fundamental Principles

Where a motion conflicts or may conflict with a Fundamental Principle, this will be clearly highlighted for delegates in the Conference Business Paper. If the motion is adopted as a resolution at Conference, then the relevant Fundamental Principle will be changed.

It is expected that changes to the Fundamental Principles will be uncommon, given their broad focus and general acceptance among the local government sector.

Changing Position Statements

Following each Conference, LGNSW will review resolutions of that Conference to determine whether the intent of each resolution is adequately covered by existing Position Statements. Where the Position Statements do not adequately include the intent of a resolution, LGNSW will update an existing Position Statement or draft a new Position Statement for inclusion in the LGNSW Policy Platform.

LGNSW members will be informed of updates to the LGNSW Policy Platform.

11. Post-conference: Determining LGNSW Advocacy Priorities

Following the LGNSW Annual Conference, LGNSW will review the resolutions and identify key areas of focus to guide LGNSW's advocacy. These areas of focus are also informed by member feedback, the LGNSW strategic plan, position statements, emerging issues, and Board input.

LGNSW's Advocacy Priorities for the following year are then submitted for endorsement by the LGNSW Board.

As LGNSW undertakes advocacy actions on each of the Conference resolutions throughout the year, these actions and their outcomes will be published in LGNSW's Action Report. ([Past Action reports](#) are available on the member only pages of the LGNSW website).

12. Further information

For further information on the motion submission process, please contact LGNSW at policy@lgnsw.org.au.

13. Frequently Asked Questions

How do I know if my proposed motion is consistent with existing LGNSW policy positions?

The subject matter expert within your council may be best placed to identify this (for example, if the motion relates to a planning matter, this question should be answered by the Planning Manager). Subject matter experts are encouraged to review LGNSW's [Policy Platform](#) to gain an understanding of LGNSW's position on a particular matter to help identify whether your proposed motion is consistent.

What is the deadline for submitting motions?

Members are encouraged to submit motions [online](#) as soon as possible to allow assessment of the motions and distribution of the Business Paper before the Conference. However, in line with the LGNSW Rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is **12 midnight AEST on Sunday 20 October 2024** (28 days prior to Conference).

LGNSW can receive more than 300 motions for an Annual Conference. Submitting motions as early as possible helps LGNSW to manage the large volume of motions

received within a short period of time and allows LGNSW to seek clarification on any motions if required.

However, the LGNSW Rules allow councils to submit motions with less than 28 days' notice and the LGNSW Board may, in some circumstances, allow these to be considered at Conference as a **late item** (but not included in the Business Paper).

I'm unsure which motion category or sub-category I should select in the online portal

If you are unsure, just select the category you think best fits. LGNSW can re-categorise the motion if necessary.

Who should be the council contact for motions?

We recommend the council contact is someone who is available during the months that motions are open, and able to respond promptly to communications between your council and LGNSW. Some councils have identified the General Manager and others have identified a Governance Manager – it is a decision for each council.

How can I amend my council's motion that I've already submitted?

Once a motion has been submitted it cannot be edited without contacting LGNSW so please review the content carefully before submission. If you need to edit a submitted motion, please contact LGNSW at policy@lgnsw.org.au . You may need to provide evidence of support for the change (see section 5).

ATTACHMENT A - STEP BY STEP GUIDE TO LOGGING MOTIONS IN THE ONLINE PORTAL

This section provides step-by-step instructions to assist council staff in lodging a motion via our online portal Survey Monkey Apply.

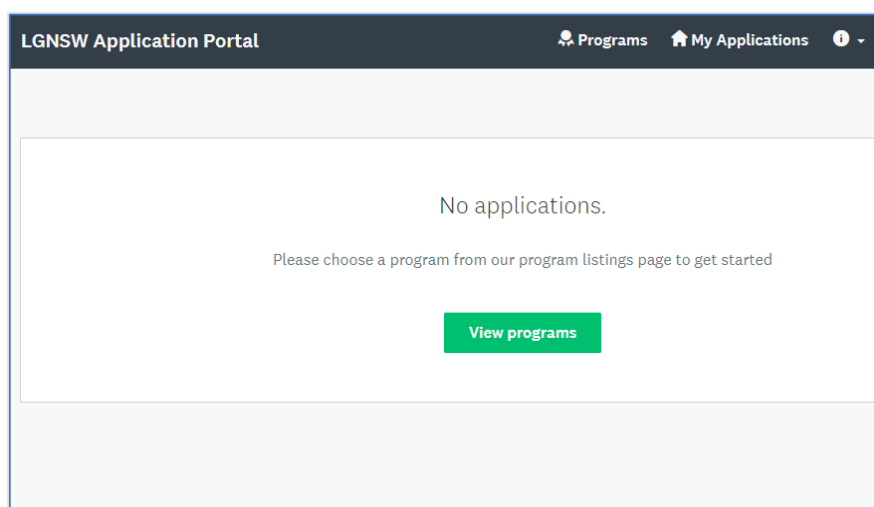
- Member councils are invited to submit motions for the LGNSW Annual Conference via [Survey Monkey Apply](#) from 17 July 2024.
- Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 20 October 2024** (28 days prior to Conference).
- Once a motion has been submitted it cannot be edited without contacting LGNSW, so please review the content carefully before submission.

For further assistance contact LGNSW at policy@lgnsw.org.au

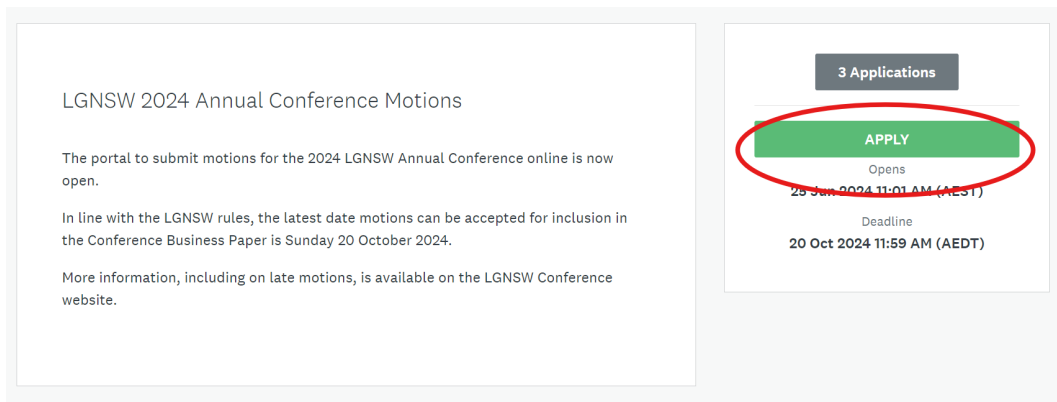
Step 1: Log into [LGNSW's online portal](#) using the same password you use to access the LGNSW member website. If you don't know your password, click "forgot password" to reset your password.

Note: you will need to register if you are logging in for the first time.

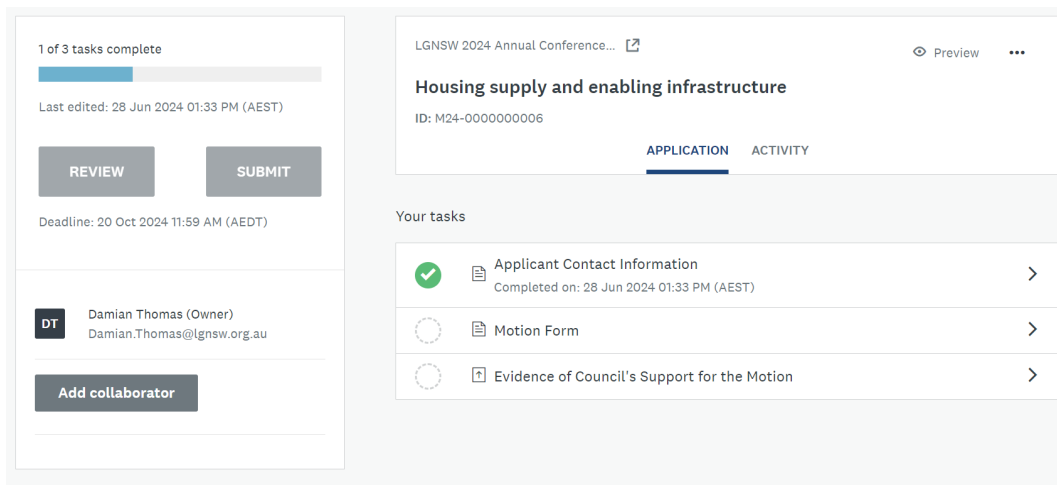
Step 2: Click *View Programs* and then select *LGNSW 2024 Annual Conference Motions*.



Step 3: Click **APPLY**.



Step 4: Add your motion title (a few words). You will then be taken to the landing page which will show three tasks to complete:



Step 5: Click on 'Applicant Contact Information' to add the contact information. This should be the relevant officer within your council who can respond to any questions from LGNSW about the motion promptly. Click **MARK AS COMPLETE** once finished.

The screenshot displays a web interface for submitting a motion. On the left, a sidebar shows a progress bar with three tasks: 'Applicant Contact Information' (highlighted with a green bar and a right-pointing arrow), 'Motion Form', and 'Evidence of Council's Support for the Motion'. Below the progress bar, it indicates '0 of 3 tasks complete', the last edit time '26 Jun 2024 03:30 PM (AEST)', and buttons for 'REVIEW' and 'SUBMIT'. A deadline of '23 Oct 2024 12:00 AM (AEDT)' is also shown. The main content area is titled 'Applicant Contact Information' and contains a 'Contact details' form with four input fields: 'Contact Name', 'Contact Job Title', 'Contact Email', and 'Contact Phone'. At the bottom of the form, there are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE', with the latter being circled in red.

Step 6: Click 'Motion Form' to add the motion details.

Motion category and sub-category assists with categorising motions and grouping related motions in the Conference Business Paper.

Motion wording should include a sentence or two which includes the call to action.

Background note should provide a paragraph or two to explain the context and importance of the issue to the local government sector.

Click **MARK AS COMPLETE** once finished.

The screenshot displays the 'Motion Form' submission interface. On the left, a sidebar shows the progress of three tasks: 'Applicant Contact Information' (completed), 'Motion Form' (active), and 'Evidence of Council's Support for the Motion' (pending). Below the progress bar are 'REVIEW' and 'SUBMIT' buttons, and a deadline of '20 Oct 2024 11:59 AM (AEDT)'. The main content area is titled 'Motion Form' and contains several fields: 'Council/member name' (dropdown), 'Motion Category' (dropdown), 'Motion Title' (text input with 'Housing supply and en...' entered), 'Motion Wording' (text area), and 'Motion Background' (text area with a note 'Maximum 1 or 2 paragraphs'). At the bottom of the main area are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE', with the latter circled in red.

Step 7: Click 'Evidence of Council's Support for the Motion' and attach the relevant file. This could be an extract of council meeting minutes. Click **MARK AS COMPLETE** once finished.

← Back to application

LGNSW 2024 Annual Conference Moti...
Closing the Gap
ID: M24-000000005

✔ Applicant Contact Information

✔ Motion Form

○ Evidence of Council's Support for the Motion >

2 of 3 tasks complete

Last edited: 26 Jun 2024 03:42 PM (AEST)

REVIEW SUBMIT

Deadline: 23 Oct 2024 12:00 AM (AEDT)

Evidence of Council's Support for the Motion

Task instructions [Hide](#)

Attach evidence of council support for the motion (i.e. extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference, or in the absence of a council meeting, a letter signed by the Mayor and General Manager)

ATTACH FILE

[Show accepted formats](#)

MARK AS COMPLETE

Step 8: Once you have completed all tasks (a green tick is displayed next to each task), click **SUBMIT**.

← Back to application

LGNSW 2024 Annual Conference Moti...
Closing the Gap
ID: M24-000000005

✔ Applicant Contact Information

✔ Motion Form

✔ Evidence of Council's Support for the Motion >

3 of 3 tasks complete

Last edited: 26 Jun 2024 03:47 PM (AEST)

REVIEW SUBMIT

Deadline: 23 Oct 2024 12:00 AM (AEDT)

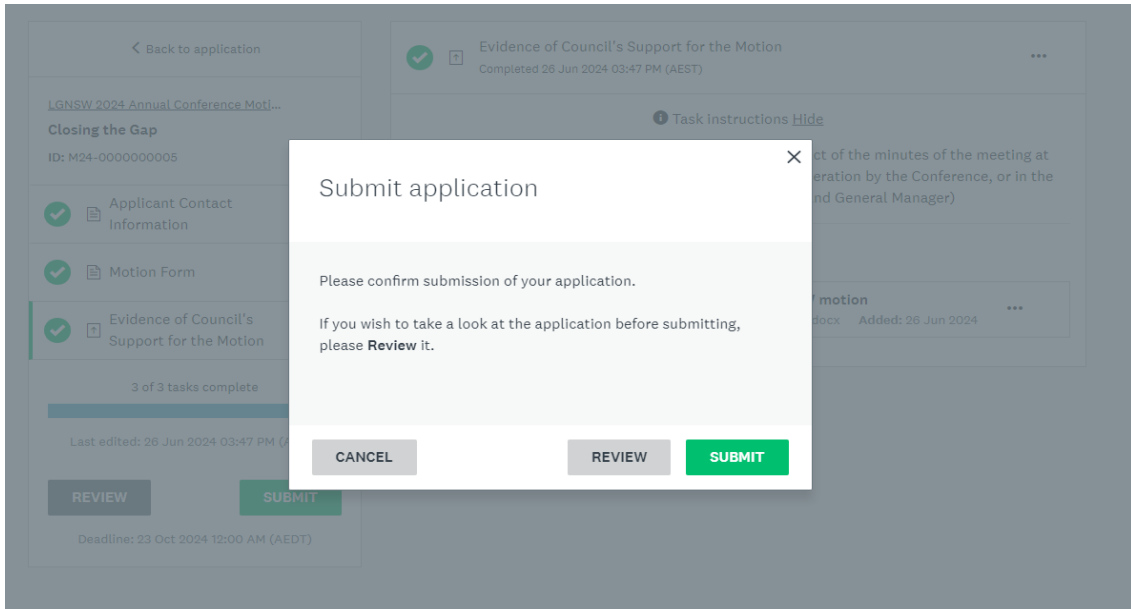
Evidence of Council's Support for the Motion
Completed 26 Jun 2024 03:47 PM (AEST)

Task instructions [Hide](#)

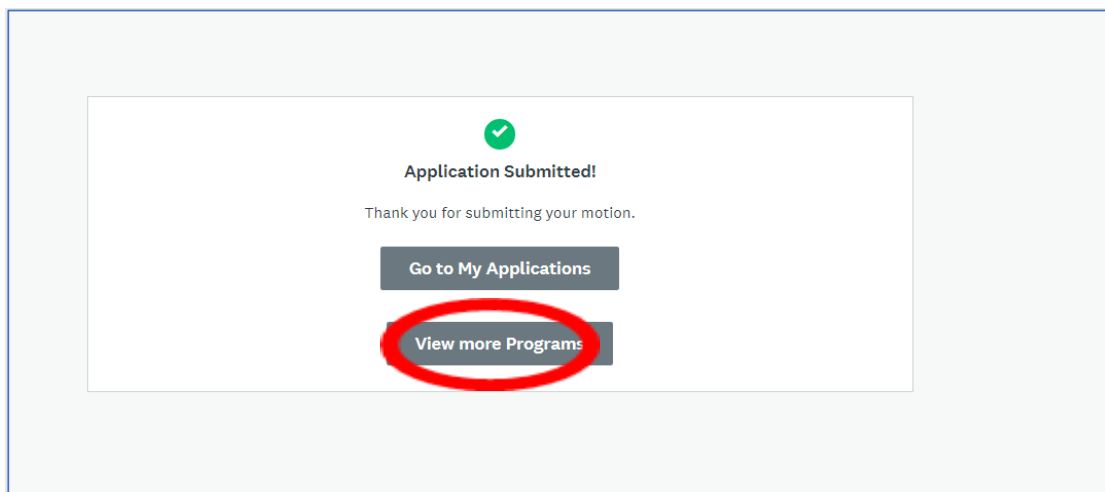
Attach evidence of council support for the motion (i.e. extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference, or in the absence of a council meeting, a letter signed by the Mayor and General Manager)

Council minutes- Evidence of support for LGNSW motion
Filename: Council_minutes-Evidence_of_supp_PFnoZGb.docx Added: 26 Jun 2024

Step 9: You will be asked to confirm submission of the motion. There is an option to review the motion before submitting. When you are ready, click **SUBMIT**.










Step 10: If you are submitting multiple motions, click 'View more Programs'. This will take you back to the landing page to submit more motions.




Step 11: An automated confirmation email will be sent to the email address listed in the 'Applicant Contact Information' section.

LGNSW Annual Conference: Motion has been submitted

 noreply@mail.smapply.net
To  Damian Thomas

11:23 AM

 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside of LGNSW. Do not click links or open attachments unless you recognise the sender and know the content is safe.

LGNSW Application Portal

Your motion to the LGNSW Annual Conference has been submitted.


To submit another motion, visit: <https://lgnsw-grants-portal.smapply.io/saml2/login/>

Once you have logged in, click on 'programs' to submit a motion.

You are receiving this email from [LGNSW Application Portal](#) - Local Government NSW.

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POLICY AND GENERAL COMMITTEE

July 12, 2024

ITEM 5BROKEN HILL CITY COUNCIL REPORT NO. 109/24SUBJECT: VOLUNTEER MANAGEMENT POLICY D24/34247**Recommendation**

1. That Broken Hill City Council Report No. 109/24 dated July 12, 2024, be received.
2. That Council endorses the revised and updated Draft Volunteer Management Policy for the purpose of public exhibition.
3. That the Draft Volunteer Management Policy be placed on public exhibition for submissions to be received for a period of 28 days; and that Council receives a further report at the conclusion of the exhibition period, detailing submissions and any recommended changes arising, with a view to adopting the revised Draft Volunteer Management Policy.
4. That Council notes that the adoption of the Draft Volunteer Management Policy will render the Volunteers Policy obsolete.

Executive Summary:

Council recognises the benefits and contributions volunteers make to the community in the Broken Hill Local Government Area (LGA). The contribution made by volunteers is highly valued by Council.

Council is committed to creating opportunities for volunteers that are productive, meaningful and of benefit to the community and the volunteer. Council will ensure that all volunteers are treated as equals, receive training where necessary, given appropriate recognition, workplace support and protected through the provision of a safe and healthy workplace.

Council's current Volunteers Policy was last adopted on July 27, 1994, and amended on May 3, 2000, and requires review and updating to bring it into alignment with the current regulations and obligations under the NSW WHS Act 2011 and NSW Local Government Act 1993.

Council currently engages volunteers extensively throughout its organisation and operations to assist in delivering various programs and services: including customer-facing services, as well as via an extensive suite of committees established by Council under section 355 of the Local Government Act 1993.

The number of volunteers engaged by Council is sizeable, with just over 140 volunteers engaged as of June 2023, and the majority of these being Section 355 Committee members.

Council has been on a significant journey over recent years to strengthen its risk culture and effectively identify, mitigate, and treat risks. Recognising the significant risk presented by engaging such a significant number of volunteers to assist in service and program delivery; in 2023, Council commissioned both an internal audit of its Volunteer Management processes and a service review of Section 355 Assets Committees.

Both the final internal audit and service review reports, undertaken by Council's internal audit and service review services providers (OCM and Morrison Low Consultants), identified various risks and highlighted the need for Council to prioritise a comprehensive body of work to improve how it recruits, trains, supervises, supports and retains volunteers.

The updated Volunteers Management Policy has been designed to balance the needs of both Council and its volunteers and seeks to better utilise the current resources Council's applies to volunteer management to ensure that Council adequately support its volunteers, discharges its duty of care and helps to mitigate against the substantial consequences for financial, legal and reputational risks attached to engaging volunteers.

The adoption of the Draft Volunteers Management Policy will render the current Volunteers Policy obsolete.

Report:

Organisations across Australia often engage and deploy volunteers in customer-facing roles, under limited supervision. While the social and economic benefits of volunteering have long been recognised; the risks and costs of engaging volunteers have received increasing recognition in recent years.

Council currently engages volunteers extensively throughout its organisation and operations to assist in delivering various programs and services: including customer-facing services at the Broken Hill City Art Gallery, Broken Hill City Library and Broken Hill Visitor Information Centre, as well as via an extensive suite of committees established by Council under section 355 of the Local Government Act 1993.

The number of volunteers engaged by Council is sizeable, with just over 140 volunteers engaged as of June 2023, and the majority of these being Section 355 Committee members.

Council has been on a significant journey over recent years to strengthen its risk culture and effectively identify, mitigate, and treat risks. Recognising the significant risk presented by engaging such a significant number of volunteers to assist in service and program delivery; in early 2023, Council commissioned an internal audit of its Volunteer Management framework and process. This internal audit, undertaken by Council's internal audit services provider, identified various risks and highlighted the need for Council to prioritise a comprehensive body of work to improve how it recruits, trains, supervises, supports and retains volunteers.

Following completion of the Volunteer Management internal audit, Morrison Low Consultants were engaged by Council to undertake a service review of those committees constituted under section 355 of the Local Government Act, with formal delegations under section 377 of the Local Government Act to manage community facilities on Council's behalf ("Section 355 Asset Committees"). Recognising the various risks presented by Council's Section 355 Asset Committees; the objective of the service review was to explore the issues, challenges and risks associated with the model and recommend how best to manage those risks and improve effectiveness and efficiency in service delivery.

As illustrated by a recent incident involving Camden Council (death of an untrained volunteer which led to a SafeWork NSW prosecution and a \$750,000 enforceable undertaking order), the NSW local government sector has learned that the financial, legal and reputational risks attached to engaging volunteers are significant, and the costs – when poorly managed – can be devastating.

Council's Risk team supported by the People & Culture and Corporate Services Teams have undertaken a full review of Council's current policy, framework and procedures in relation to volunteer management over the past 18 months.

The proposed updated policy and its new supporting operational framework have been consulted extensively with key Council staff and is based on both Local Government best practice and its supporting framework comprises operational procedures which respond to each of the eight standards in Volunteering Australia's *National Standards for Volunteer Involvement* (April 2015) listed below:

- Leadership and management
- Commitment to volunteer involvement
- Volunteer roles
- Recruitment and selection
- Support and development
- Workplace safety and wellbeing
- Volunteer recognition
- Quality management and continuous improvement

The updated policy and it's supporting new operational Volunteer Management Framework (attached for information) directly respond to a range of findings and recommendation of both the 2023 internal audit and service review and will place Council in a strong position to move forward in a structured way to improve its management and support of 140 plus volunteers who currently operate under Council's authority and thus who Council owes a duty of care too.

Both the policy and framework have been designed to balance the needs of both Council and its volunteers and seeks to better utilise the current resources Council's applies to volunteer management to ensure that Council adequately supports its volunteers, discharges its duty of care and helps to mitigate against the substantial consequences for financial, legal and reputational risks attached to engaging volunteers.

Community Engagement:

The draft amended policy will be placed on public exhibition for submissions to be received for a period of 28 days.

Strategic Direction:

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

Relevant Legislation:

Work Health and Safety Act 2011 (NSW)
 Local Government Act 1993,
 Local Government (General) Regulations 2021
 Section 355 of the *Local Government Act 1993*
 Council's adopted S355 Asset and Advisory Committee Framework and Constitutions.
 AS/NZS ISO 31000:2018 - Risk Management Principles and guidelines.

Financial Implications:

Within operational budget.

Attachments

1. [↓](#) Draft Volunteer Management Policy
2. [↓](#) Draft Volunteer Management Framework

RAZIJA NU'MAN
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL
GENERAL MANAGER

DRAFT VOLUNTEER MANAGEMENT POLICY

QUALITY CONTROL			
EDRMS REFERENCES	D24/		
RESPONSIBLE POSITION	Director Corporate and Community		
APPROVED BY	General Manager		
REVIEW DATE	30/09/2026	REVISION NUMBER	1
EFFECTIVE DATE	ACTION	MINUTE NUMBER	
31 July 2024	Public Exhibition		

1. INTRODUCTION

- 1.1 Council recognises the benefits and contributions volunteers make to the community in the Broken Hill Local Government Area (LGA). The contribution made by volunteers is highly valued by Council.
- 1.2 The activities undertaken by volunteers are of benefit to Council and the local community and complement, but do not replace, the services and programs facilitated by Council employees.
- 1.3 Council is equally committed to maintaining the highest possible employment levels in the community. Volunteers are, therefore, not substitutes for paid employees but an acknowledged and valued addition to Council's community infrastructure.

2. POLICY OBJECTIVE

The purpose of this policy is to:

- a) provide an over-arching structure for consistent volunteer management across all Council business units.
- b) establish a high quality and consistent standard approach to recruiting, training, and managing volunteers across all areas and activities of Council.
- c) provide the opportunity for community members to participate in Council programs or services as volunteers.
- d) ensure that volunteers are treated with professionalism, fairness and respect and used ethically.
- e) ensure the health, safety and wellbeing of volunteers is protected in the workplace.

3. POLICY SCOPE

This policy applies to all volunteers, committees and sub-committees involved in Council organised activities or programs, including Council staff that volunteer to be involved in such activities or programs which is external to their normal workplace duties. To avoid doubt, this policy applies to volunteer committees established for the purposes of section 355 and 377 of the *Local Government Act 1993* (NSW).

4. POLICY STATEMENT

Council is committed to creating opportunities for volunteers that are productive, meaningful and of benefit to the community and the volunteer. Council will ensure that all volunteers are treated as equals, receive training where necessary, given appropriate recognition, workplace support and protected through the provision of a safe and healthy workplace. Council is committed to increasing volunteering opportunities that will lead to skills development and learning opportunities.

4.1 Selection, Engagement and Management of Volunteers

- 4.1.1 Volunteering is open to any person who has been assessed as capable of carrying out the volunteer activities.
- 4.1.2 Whilst no minimum or maximum age limits for volunteering is applied by Council. Volunteers under the age of 18 years must have parental/carer approval for duties to be undertaken and be supervised at all times.
- 4.1.3 Volunteers must be approved by Council before undertaking any volunteering duties. Council may prescribe specific prerequisites for a volunteer performing certain activities (eg Specific qualifications and/or medical clearance) to ensure the safety of the volunteer and/or others involved in the activity.
- 4.1.4 All required prerequisites will be included in the Volunteer Application Form that must be completed by all volunteers and reviewed by Council before the volunteer is approved.
- 4.1.5 Volunteers will be appropriately managed, supervised and supported by Council in a way that is consistent with the duties the volunteers perform. Council reserves the right to suspend or terminate the services of a volunteer or discontinue the running of an activity without notice as outlined in Council's Volunteer Management Framework.

4.2 Identifying Activities Involving Volunteers

- 4.2.1 Council will identify activities within Council that involve, or are likely to involve, volunteers, including:
 - Community events
 - Non-event activities (such as park and bush maintenance)
 - Community services and fundraising
 - Council committees and sub-committees (eg Section 355 Committees)
- 4.2.2 Council approval must be obtained prior to the commencement of any task to be undertaken by a volunteer who has been deemed competent to carry out the task. Approval for certain tasks contained within the Volunteer's Position Description can be provided by Council on an ongoing basis. For any work or activity relating to a program of works or relating to an unplanned event, the relevant Council Officer must be contacted for approval prior to that work or activity being commenced.

5. IMPLEMENTATION

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

5.1 Roles and Responsibilities

Volunteers are expected to maintain the same standards of confidentiality, professionalism, organisational discipline and compliance with Council's Code of Conduct, Work Health and Safety and other relevant policies and procedures.

5.2 Work Health and Safety

Under the *Work Health and Safety Act 2011* (NSW), Volunteers are deemed to be a worker of Council and as such are owed a statutory duty of care while undertaking activities on behalf of Council.

Council will provide guidance to volunteers in relation to the process of identifying risks and hazards. Council will also provide guidance on the implementation of appropriate controls to eliminate or if not possible, reduce the level of risk to an acceptable level to create a safer, healthier workplace for volunteers.

Volunteers have a responsibility not to place themselves or other persons at risk while undertaking Council related activities or carrying out work on Council owned facilities.

5.3 Reimbursement of Expenses

Volunteers make significant contributions in terms of time, expertise, general personal expenses and endeavour. Council does not offer compensation or remuneration to volunteers for these contributions.

5.4 Insurance

Insurance coverage will be provided to volunteers within the written limitations and exclusions detailed in Council's current insurance policy wording and as set by Council's insurers/underwriters.

5.5 Media

Volunteers are not permitted to make any comments to the media on behalf of Council. Any queries for a statement to the media must be referred to Council's Communications Manager.

5.6 Training

Volunteers must attend all training required by Council.

5.7 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.

6. ASSOCIATED DOCUMENTS

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

- *Broken Hill City Council Volunteer Framework*
- *Enterprise Risk Policy including Work Health and Safety Policy*
- *Alcohol and Other Drugs Policy Model Code of Conduct*
- *Contractor Management Framework*
- *Media Policy*
- *Procurement Procedures and Guidelines*

7. REVIEW

This policy will be reviewed biennially. More frequent reviews may be required if there are changes to legislative requirements, organisational change or amendments to Council's Safety Management System.

The Director Corporate and Community is responsible for the review of this policy.

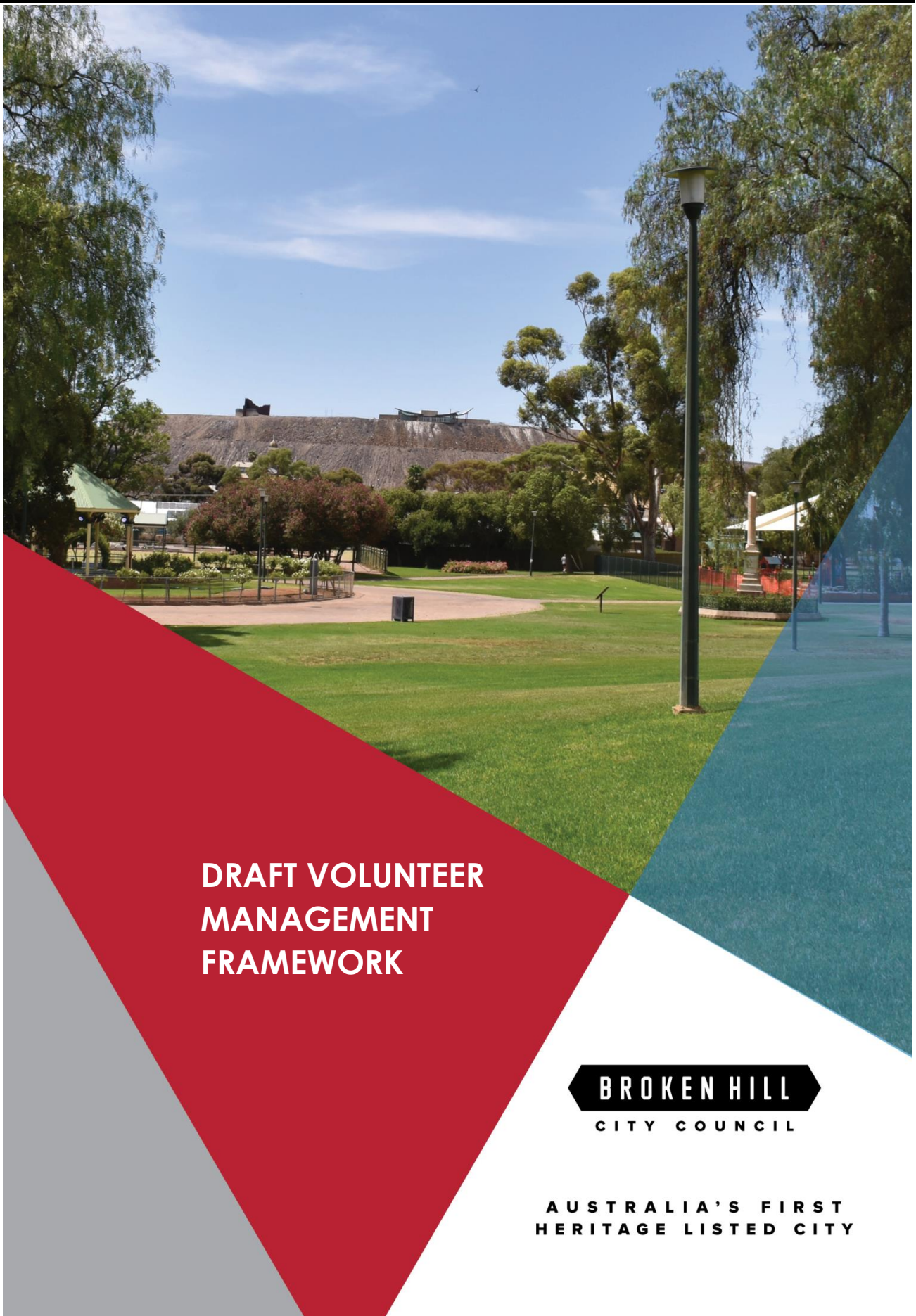
8. LEGISLATIVE AND LEGAL FRAMEWORK

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

- *Work Health and Safety Act 2011 (NSW)*
- *Work Health and Safety Regulations 2017*
- *Local Government Act 1993*
- *Anti-Discrimination Act 1977*
- *Child Protection (Working with Children) Act 2012*
- *Privacy and Personal Information Protection Act 1998*

9. DEFINITIONS

Council	Means Broken Hill City Council.
Volunteer	Means any person from the community who offers to do work for Council without monetary compensation.



**DRAFT VOLUNTEER
MANAGEMENT
FRAMEWORK**



**AUSTRALIA'S FIRST
HERITAGE LISTED CITY**

QUALITY CONTROL		
EDRMS REFERENCES	20/74 – D24/3739	
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	
RESPONSIBLE OFFICER	Director Infrastructure and Environment	
REVIEW DATE	September 2026	
COMPANY	Broken Hill City Council	
PHONE NUMBER	08 8080 3300	
EMAIL ADDRESS FOR ENQUIRIES ONLY	council@brokenhill.nsw.gov.au	
DATE	ACTION	Responsible Officer
25 June 2024	Endorsed by ELT	General Manager
NOTES		
ASSOCIATED DOCUMENTS	Volunteer Management Policy WHS Policy Systems and Document Management Policy Code of Conduct	

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1. INTRODUCTION

This Volunteer Management Framework has been developed to support Council employees in the management of volunteers. If you are a volunteer's supervisor or involved with recruiting or supporting volunteers, you are responsible for managing the very valuable resource of a community volunteer.

The more important policies have been provided in full while other sections of the Framework will refer you to the Council documents for more detail on this aspect of managing a volunteer.

Volunteers at Broken Hill City Council are classified as workers and as such all policies and procedures applying to employees apply to your volunteer.

1.1. Background

Council engages volunteers in the delivery of some of its services and programs. To compliment the high-level Volunteer Management Policy, it was recommended that a more comprehensive approach was required across the organisation to engage and manage volunteers effectively and to a high level.

The Volunteer Management Framework has been developed in consultation with key internal stakeholders. The framework demonstrates a clear commitment to support volunteers and is an important reference and resource for volunteer supervisors and Council employees working with volunteers.

1.2. Implementation

Supervisors of volunteers lead and promote a positive culture towards volunteering by undertaking the requirements of this Volunteer Management framework at corporate and program levels.

Volunteer responsibilities are documented in role descriptions, delegation authorities and policies and/or procedures.

Council employees and other approved persons who supervise volunteers ("volunteer supervisors") are provided with training, supervision and resources to effectively undertake their role. Volunteer management responsibilities are incorporated in the Council employee's role description and annual feedback to ensure responsibilities for leading and managing volunteer involvement are defined, supported and reviewed.

1.3. Volunteer Management Framework

To ensure effective and a high-level management of volunteers, the Volunteer Management Framework comprises procedures for each of the eight standards in Volunteering Australia's *National Standards for Volunteer Involvement* (April 2015) listed below:

- Leadership and management
- Commitment to volunteer involvement
- Volunteer roles
- Recruitment and selection
- Support and development
- Workplace safety and wellbeing
- Volunteer recognition
- Quality management and continuous improvement

2. LEADERSHIP AND MANAGEMENT

2.1. Volunteer Management Policy

The Volunteer Management Policy provides you with the detail to support you in leading and managing your volunteers. ([Volunteer Management Policy](#))

2.2. Types of Volunteers

Volunteers are engaged in Council's services and programs and who undertake such activities of their own free will and without monetary reward. The activities undertaken are of benefit to Council and the local community and compliment, but do not replace, the services and programs provided by paid Council employees.

As a general guide Volunteers will work no more than 18 - 20 hours in any one week at a maximum, except for one-off event-based activities.

Although volunteer opportunities are open to people of all ages, there are different insurance provisions based on age (detailed in section 6.3), as well as additional checks that may be required for a volunteer.

All children under 18 years of age must have parental/carer permission to participate in the activity. All activities must be low risk and included in the volunteer management system or be insured through their participating organisation.

Council has categorised their volunteers into four groups:

1. Group 1 - Regular Volunteers
2. Group 2 - Casual Volunteers
3. Group 3 – Section 355 Asset Committee Volunteer Members
4. Group 4 – Section 355 Advisory Committee Volunteer Members

2.2.1. Group 1: Regular Volunteers

These volunteers usually would work in areas such as, Art Gallery, Visitors Centre, Library Services, Living Desert, Section 355 Committees and other similar functions. These volunteers work on a roster basis or volunteer on a regular basis. People considering volunteering on a regular basis but wish to just experience the activity initially, need to complete the requirement of a casual volunteer during the trial period, of no more than one month, at which time they will apply to be a regular volunteer.

2.2.2. Group 2: Casual Volunteers

Casual volunteers participate in a one-off event managed by Council, for example a tree planting day, or are social volunteers who do not undertake in formal activities but attend for the social component of volunteering. Children may be permitted to undertake volunteer programs providing they are in the care/supervision of an adult. Typical events are community Tree Planting Day or Clean Up Australia Day.

2.2.3. Group 3: Section 355 Asset Committee or Community Management Committee Members

Council delegates authority to committees to manage some of Council's facilities or functions. Council has resolved to delegate responsibility currently to seven Community Management Committees.

These Committees are:

- BIU Band Hall Community Committee
- ET Lamb Memorial Oval Community Committee

- Friends of the Flora and Fauna of the Barrier Ranges Community Committee
- Memorial Oval Community Committee
- Norm Fox Sporting Complex Community Committee
- Picton Sportsground Community Committee
- Riddiford Arboretum Community Committee

Volunteer members of these committees are appointed by Council for a period of approximately four (4) years or equal to the term of Council.

2.2.4. Group 4: Section 355 Advisory Committee members

Council's Advisory Committees (CACs) have been established for a range of purposes, with the intent of providing Council with advice and recommendations, to inform the decisions made by Council.

These Committees are:

- Ageing Well Advisory Committee
- Broken Hill City Art Gallery Advisory Group
- Broken Hill Heritage Committee
- Youth Advisory Committee

Volunteer members of these committees are appointed by Council for a period of four (4) years or equal to the term of Council.

2.3. Communication and Consultation

Council is committed to a work environment where volunteers are included, informed, consulted and encouraged to provide feedback.

Volunteer supervisors will ensure a communicative and collaborative environment that provides for regular, clear and open communication, which is professional, respectful and mutually beneficial in line with Council's values and Code of Conduct.

Where issues arise, volunteers should be informed and consulted as appropriate. In some instances, involving volunteers in a more collaborative approach may be taken to identify possible solutions.

Volunteers may be given opportunities to participate in and provide input into all relevant review processes and amendments to the Volunteer Management Framework, where changes identified may impact on their role.

The volunteer supervisors are responsible for ensuring volunteer understanding and clarification on any matter relating to communication.

Communication and consultation will occur via informal and/or formal methods, but is not limited to:

- induction, orientation and training
- direct supervision and observations
- toolbox talks
- conversations during volunteering
- feedback on the job
- site meetings
- newsletters
- feedback from customers and fellow volunteers

The volunteer supervisors will communicate with each other as required to share information, provide peer support, identify issues and develop collaborative responses and deliver cross-program promotional initiatives where possible.

To raise the profile of volunteer involvement, Council employees will communicate within Council to reaffirm the work performed by volunteers and their invaluable contributions. This will be also achieved by reporting to the Executive Leadership Team regularly on these activities and contributions.

2.4. Risk Management

Council is committed to providing a safe and healthy working environment for volunteers where risks are identified, assessed and eliminated or controlled. This will be achieved through identifying workplace hazards and implementing appropriate controls to reduce the level of risk to an acceptable level creating a safer, healthier workplace for volunteers.

Council's risk management processes will be applied to ensure the safety and wellbeing of volunteers. (Refer to ERM Framework and Volunteers Induction Handbook)

Volunteer Supervisors will ensure that safe systems of work are developed and volunteers are provided with training prior to work being undertaken by the volunteer.

Volunteers may be given the opportunity to provide input into the development of standard operating procedures (SOP). A SOP is a written procedure detailing the instructions for performing a task and are available on Council's intranet located in the Risk portal.

2.5. Volunteer Attendance Records

Volunteers are required to complete an attendance record each day they are in attendance undertaking volunteer activities.

These attendance records record the volunteer activity for insurance purposes, their time provided to the community, the volunteer hours being contributed and for reporting to the ELT on a regular basis.

2.6. Volunteer Documentation and Records

It is the responsibility of all volunteer supervisors to ensure all documentation relating to individual volunteers or the volunteer program is completed and filed in both Content Manger and provided in full to Risk Team to be uploaded into Vault Safety Management System.

As part of the induction process volunteers will be adequately briefed in how their records will be recorded and stored, in accordance with Council's record management system. At any time, volunteers may seek clarification or advice regarding documentation and recording processes.

2.6.1. Volunteer Personal Records

Council, through the volunteer supervisor, will establish and maintain information personal files electronically for each individual volunteer, upon commencement of volunteering with Council.

Documentation relating to volunteers will include:

- An application form (including contact details, emergency contact number/s and next of kin).
- National Police check and referee reports and Working with Children Check where required.
- Induction and site orientation checklists.
- Compulsory training – eg Code of Conduct.
- Medical information - including fitness for work assessment if required.

- Attendance records.

Other documentation may include:

- statement of attendance.
- supervision and annual feedback documentation.
- optional training.
- volunteer recognition and feedback.
- Grievances.
- counselling or disciplinary issues and actions.

Volunteers may request access to their own personal record from their volunteer supervisor or Council employee, who is responsible for updating and storing personal files.

All information is to be kept confidential according to Council's Privacy Policy.

Information should only be provided to relevant Council employees for the purpose for which it is intended.

3. COMMITMENT TO VOLUNTEER INVOLVEMENT

3.1. Allocation of Resources

The General Manager will approve appropriate levels of resourcing for the effective implementation of Council Volunteer Management, in consultation with the Senior Management Team and relevant managers of volunteers.

Volunteer resources may include, but are not limited to, designated Volunteer supervisors, resources to implement and review the Volunteer Management Framework procedures, resourcing of volunteer roles, professional development and training, volunteer recognition and administrative requirements.

3.2. Volunteer Reimbursement

Volunteers make significant contributions in terms of time, expertise, general personal expenses, and endeavour. Council does not offer compensation or remuneration to volunteers for these contributions.

3.3. Approval and Administration

Where possible, volunteers must seek approval from the supervisor before incurring any costs in relation to the activity or site they volunteer at. The volunteer supervisor will advise the volunteer as to the method of purchase.

Any claims for reimbursement of cost for an approved purchase, must be accompanied by receipts within one month of the expense being incurred and is required to be authorised by the volunteer supervisor.

3.4. Use of Vehicle

It is the volunteer supervisor's responsibility to ensure any volunteer who is required to operate a vehicle as part of their volunteering duties (whether Council owned or not), must provide Council with copy of their driver's licence. If using a private vehicle as part of their volunteer role, the volunteer must provide evidence of their motor vehicle third party and comprehensive insurance details.

Volunteers must be inducted in to and follow the requirements of Council's Motor Vehicle Use Policy (internal).

3.5. Documentation and Storage

All records obtained will be kept confidential and stored in accordance with Council's Records Management System and Vault Safety Management System.

4. VOLUNTEER ROLES

4.1. Volunteer Role Description

A volunteer role description will be developed from all current activities and when a new activity, task or project has been identified as suitable and appropriate to be undertaken by a volunteer.

Volunteer tasks complement existing Council work and do not replace the services provided by paid Council employees. Mutual respect and confidence is encouraged between Council employees and volunteers, with each understanding and appreciating the role and responsibilities of the other.

Volunteer roles will be analysed for risk in accordance with Council's current risk assessment procedures.

All volunteer roles will have an associated role description (Appendix 9.1) detailing all aspects of the role, including, but not limited to the following:

- key areas of responsibility including expectations.
- supervisory and support arrangements.
- lines of accountability and communication.
- hours of volunteering.

The volunteer supervisor is responsible for ensuring role descriptions are developed and current for each volunteer role.

4.2. Role Description Review

Volunteer role descriptions will be defined, documented and communicated and regularly reviewed; this may be as part of the volunteer feedback process and/or upon feedback at the program policy and procedure review.

Where proposed amendments to the role description may change, with input from volunteers and employees, the essential nature of the role including any necessary skills or knowledge, the volunteer supervisor has responsibility to advise whether the role may need to be amended.

The volunteer and supervising Council employees may be consulted in the review process and provided with a copy of the new role description. Concerns or issues are to be raised with the volunteer supervisor and will be addressed in line with Council's Code of Conduct.

If, during a feedback meeting, a need to review the role description is identified, the volunteer supervisor will inform the People and Culture department of the changes.

All volunteer role descriptions and amendments will be stored in Council's Records Management System and Vault Safety Management System.

4.3. Creating a Volunteer Role

In considering the need for a new or additional volunteer role, a role description must first be developed, and a risk assessment completed.

It is important to consider if the duties are those that would be performed by an employee, or if the risk of the role to be performed, is such that an employee needs to complete the duties.

Final approval of a new volunteer role will be by the responsible ELT Manager/Director.

5. RECRUITMENT AND SELECTION

5.1. Volunteer Recruitment

Volunteer applications will be processed in line with recruitment procedures and managed by the People and Culture department.

5.2. Recruitment Strategies

There are several ways Council can actively recruit volunteers, including:

- Volunteers with specific interest, knowledge and skills or attributes relevant to the role and consistent with anti-discrimination legislation, may be approached by the volunteer supervisor or designated Council employees.
- A volunteer role may be advertised with approval of Council and/or from the volunteer supervisor's manager, which may include Council's website, print media and social media.
- People wishing to volunteer may also 'walk in' to volunteer at Council's Customer Service locations.

5.3. Contact Person

The supervisor will be the contact person and has responsibility to advise potential applicants about the role.

5.4. Application Process

- General enquiries will be auto acknowledged by Council's Records Team and then forwarded to the People and Culture department, who is to contact the individual within 10 working days.
- Applications for advertised roles will be forwarded to the relevant volunteer supervisor.
- Where Council has no volunteer roles, general enquiries will be referred to the People and Culture department for a response.

5.5. Volunteer Screening

Screening processes are applied to volunteer applicants to help maintain the safety and security of service users, employees, volunteers and the organisation.

5.6. Volunteer Application

Evidence of capability to undertake the role will be considered in screening volunteer suitability. All applicants must be able to meet the requirements detailed in the volunteer role description. In addition to a completed application form, screening maybe undertaken through one or more of the following based on the role being considered:

- an interview/discussion by phone or face to face
- referees report
- medical assessment and/or approve depending on the role to be performed
- checking identification document for screening, which may include a National Police Check.

If relevant to the specific programs, the following must be carried out:

- working with Children Check for any volunteer working in child related work. (Working with Children Check Policy 5.31)
- a medical check

5.7. Medicals and Fitness to Work

In some circumstances, for specific volunteer roles, volunteers may be required to undergo a medical check with their own General Practitioner (GP) to ensure they have the capability to perform the volunteer role and associated tasks outlined in the Volunteer Role Description. A Safe Work Method Statement (SWMS), Safe Working Procedure (SWP), Safe Operating Procedure (SOP) and a Take 5 daily risk assessment is available to assist the volunteer's General Practitioner to determine the volunteer's suitability for the role.

If a volunteer's health condition has significantly changed since commencement, or if a volunteer has undergone surgery, the volunteer supervisor may ask the volunteer to defer volunteering and request a medical check by their doctor or Council's doctor.

In either case, the volunteer supervisor will provide the volunteer with a Volunteer Role Description and SWMS/SWP/SOP to present to the doctor, to ensure the volunteer can perform all tasks.

The volunteer will be notified within 7 days of the assessment. If the medical report received is satisfactory, a commencement or re-commencement date will be agreed upon. If the report is unsatisfactory, the volunteer supervisor will provide possible alternative volunteer opportunities, depending on the volunteer's willingness and capability to undertake a different volunteering role.

Completed medical reports will be stored on the volunteer's file in Council's Record Management System and Vault Safety Management System.

5.8. Volunteer Selection

Broken Hill City Council will select volunteers who are suitably qualified and experienced, and who have competence and appropriate qualities to undertake the role within Council, based on information collected throughout the registration, recruitment and screening.

5.9. Appointment

The volunteer supervisor will determine the successful applicant for the role based on the application and screening processes.

Newly appointed volunteers will be contacted by the volunteer supervisor or designated Council employee's member, regarding a mutually convenient time for the volunteer to commence work and undergo induction. The terms and conditions of the appointment will be set out in the Volunteer Engagement Agreement (Appendix 9.5).

6. SUPPORT AND DEVELOPMENT

6.1. Volunteer Induction and Orientation

All new volunteers with Council will be provided with an induction and site orientation upon commencement at the work location.

The volunteer supervisor will ensure the induction and site orientation process is implemented in line with the Induction Checklist. (Appendix 9.6)

Volunteer inductions will be conducted by the volunteer supervisor or supervising Council employees, who will introduce volunteers to the work environment and the necessary resources to perform their role.

Volunteers currently in volunteering roles within Council may participate in an adapted induction and orientation process, at the discretion of the volunteer supervisor, if a need is identified.

The volunteer supervisor or supervising Council employees will be responsible for the implementation of volunteer inductions and orientations.

The Corporate induction will be managed by Corporate Services department and completed within the time frame in the Volunteer Training Matrix process (Appendix A).

6.2. Induction and Orientation

Induction and orientation sessions are to be scheduled upon commencement. Should an induction and orientation session not be conducted on commencement, a volunteer registration form and signed volunteer agreement must be completed, before or on commencement in the volunteer role.

It is the volunteer supervisor's responsibility to ensure that the volunteer undertakes induction and orientation within one month of commencement with Council.

An Information Package for volunteers will be provided to all volunteers as part of their Volunteer Engagement Agreement.

The processes for each type of volunteer is outlined in (Appendix A) with the documentation required for each volunteer group.

All documentation will be stored in Council's EDMS and Vault Safety Management System. A six-monthly audit of the register will be undertaken by the Risk Team to ensure all data is current and to remove any ceased volunteers.

6.3. Volunteer Supervision and Feedback

Council will ensure that volunteers are provided with supervision, feedback and support, that enables them to safely and effectively carry out their duties, as detailed in their role description.

Volunteer supervisors are expected to communicate regularly with volunteers with respect to their performance and progress to ensure that:

- volunteers are recognised positively for good performance as it happens or shortly after
- volunteers are made aware of instances of unacceptable performance as it happens or as soon as practicable
- training requirements are proactively managed
- feedback from volunteers is used to inform improvements to volunteer involvement
- changes to the involvement of a volunteer are undertaken fairly and consistently.

Responsibility for supervision is included in the volunteer role description.

The supervisor will ensure they are available for consultation and support. Supervisors need to be aware of all activities undertaken by their volunteer and that only authorised activities that relate to their work at Council are undertaken.

Discussions will be held with individuals and/or teams of volunteers, on achievements and areas for development and satisfaction with their role, the work environment and operations, to inform all aspects of continuous improvement.

Volunteer supervisors will decide whether informal or formal feedback is the most appropriate, relevant to the volunteer role and program. Informal feedback may be the most suitable way to manage many volunteers, or if volunteer participation is short term.

The volunteer supervisor will decide on the most appropriate way to supervise and support each volunteer, taking into consideration the skills required for the task; health and safety and the volunteer activities.

6.4. Informal Feedback

Informal types of feedback may include:

- direct supervision and observations.
- conversations during volunteering.
- feedback on the job, perhaps through mentoring or buddy system.
- meeting collectively with small group of volunteers.
- feedback from customers and fellow volunteers.

Some volunteers may approach their supervisor and seek feedback on their performance through a more formal approach.

6.5. Allocating Work

Duties to be performed by volunteers will be contained in their role description, or for construction and maintenance activities, by the issuing of a Works Order. Any other duties not covered by a Council document cannot be performed by the volunteer.

6.6. Formal Feedback

Formal supervision / feedback provides the volunteer and supervising Council employees with an opportunity to discuss the following in a more formal setting:

- update personal record eg medical update, contact details and emergency contacts.
- Working with Children Check.
- progress against agreed outcomes.
- volunteer satisfaction with the role, service delivery and workplace.
- positive and constructive feedback including customer and Council employee's satisfaction.
- review the volunteer role description for currency and relevance.
- identify performance strengths and areas for development.
- address issues or raise concerns and actions taken.
- identify professional development goals and achievements.
- suggest improvements or new initiatives.

The feedback session should follow an open-ended discussion format whilst using pre-determined questions to guide discussion regarding volunteer performance.

6.7. Documentation

Volunteer supervisors are expected to ensure that:

- information on the volunteer register and role description is reviewed and updated if necessary.
- during the term of any volunteer's engagement with Council any feedback meetings should record each party's responses on the feedback form, ready for documentation and review.
- both the volunteer and supervising Council employees will review the final feedback form to ensure agreement.
- the feedback form may be consulted as necessary during the year and at the next feedback, to evaluate progress in meeting any plans or goals set.
- A Volunteer Register will be maintained that details the engagement history of the volunteer. The Volunteer Register will be the responsibility of the Risk Team and store in

Vault Volunteer Management register. The Register will be reviewed six monthly to maintain its currency.

6.8. Volunteers as Supervisor

In some areas it may be appropriate for volunteers to act as leaders to supervise another volunteer/s. This will be reflected in their role description, as they hold additional responsibilities to most other volunteers. The supervisor will ensure the volunteer supervisor is adequately briefed, trained and supported to undertake supervision responsibilities.

6.9. Working Alone

Volunteers should rarely work alone for long periods. If this situation arises it is important that the volunteer is provided with clear direction, and regular contact is provided by the volunteer supervisor. This arrangement should only be short periods of time. For safety reasons volunteers should be encouraged to work with at least one other person where possible.

Refer to the Working Alone Procedure (SOP 1-0).

6.10. Absence of a Direct Supervisor

Where the volunteer's supervisor is absent, the next supervisor or their delegate becomes directly responsible for volunteer supervision, and they may appoint another Council employees as the supervisor. Depending on the specific volunteer program, if the new supervision and management arrangements mean the supervising Council employees and the volunteer are not working from the same office or site, the volunteer's supervisor will decide the appropriateness of the volunteer role continuing and for how long.

If appropriate supervision and management is not available, the volunteer will be informed and asked to suspend work until the situation has been resolved.

6.11. Absence of a Volunteer Supervisor

Everyday supervision and management of volunteers is the responsibility of designated supervising Council employees. A short absence of the volunteer supervisor from the work location requires the volunteers to have a means of direct contact with their supervisor. In the case of an extended absence, the volunteer supervisor will be replaced by other Council employees to ensure the continuing effective management of volunteers.

Where an extended absence of the volunteer supervisor is not planned, the relieving volunteer supervisor will review volunteer tasks and inquiries at the earliest opportunity, to identify those requiring urgent attention. Responsibility for the performance of these tasks will then be allocated as deemed appropriate.

6.12. Exit Process

Where volunteers cease volunteering with Council and notice is given, the supervisor will ensure ongoing activities continue, and if necessary, new volunteers trained in the role activities are delegated and supervised where possible.

Supervising Council employees may undertake an exit meeting with volunteers, to gain feedback regarding their experiences and satisfaction, in volunteering with Council.

The Exit Interview Form (Appendix 9.11) will assist with the discussion.

6.13. Volunteer Training

Council will ensure a work environment for all volunteers that supports a learning and development culture, as part of its commitment to continuous improvement. The volunteer supervisor is responsible for promoting the skills and knowledge development of volunteers and may designate responsibilities to other Council employees.

The Volunteer Training Matrix (Appendix 9.12) outlines the compulsory and optional training of volunteers. If volunteers fail to complete their compulsory training, their volunteer activities will be withdrawn, until the compulsory training is completed.

Volunteers will be appropriately trained to perform their roles as specified in their role description. Additional to general training provided for all volunteers, the volunteer's supervisor may provide opportunities for training, to develop individual and team strengths, to address performance gaps or weaknesses, and to ensure safe working practices and volunteer satisfaction.

6.14. Role Assessment

Every role description with Council will be examined by the volunteer's supervisor or designated Council employees, as part of the regular review process, to determine specific skills and training required for a volunteer to adequately perform the role.

6.15. Training Needs Assessment

If a volunteer does not have all the necessary skills to undertake the role, the volunteer supervisor or designated Council employees may at Council's discretion conduct a training needs analysis with the volunteer and provide the training required as soon as reasonably practical .

However, if it is deemed by Council that the volunteer may not be in a position to acquire the necessary skills required for a role for any reason or it is not reasonably practical to provide the training necessary, then their application maybe refused.

Where appropriate, formal feedback of volunteer performance will include a discussion about what training, if any, could assist the volunteer in effective service delivery, as well as the volunteer's skills and knowledge of development goals and achievements.

Supervisors / managers should discuss their volunteer's training needs with People and Culture and the Risk Team.

6.16. Training Information and Requests

Information on upcoming training and development opportunities will be communicated to volunteers by the volunteer supervisor.

Volunteers will need to participate in identified compulsory training as required by Council. It is the volunteer supervisor's responsibility to ensure volunteers undertake any identified compulsory training.

7. WORKPLACE SAFETY AND WELLBEING

7.1. Work Health and Safety Policy

All Work Health and Safety policies apply to volunteers as workers of Council.

The WHS Policy is located at [Council's Intranet](#)

7.2. Volunteer and the Code of Conduct

Council's Code of Conduct applies equally to the volunteers of Council. All volunteers will be required to complete Code of Conduct training as part of their induction into Council. The Code of Conduct Policy details the general conduct expected of volunteers, including pecuniary interest and personal benefit.

The performance and conduct of volunteers are expected to be the same as that of an employee. If a volunteer fails to meet these expectations, then counselling and model code of conduct procedures should be implemented. The support of the supervisor should be sought when planning this process.

7.3. Volunteer Insurance

Council is committed to providing a fulfilling and beneficial volunteering experience for all volunteers. In meeting this commitment Council considers it is important to ensure that should volunteers injure themselves or cause a loss or damage to a third party, that they are provided with the protection of insurance to minimise any personal financial impact.

Council has the following **insurances** to cover volunteers while working:

- Personal Accident Insurance provides specified benefits for registered volunteers following accidental injury, disability or death, while carrying out their duties on behalf of Council, including the direct travel to and from voluntary work. The personal accident insurance does not cover any medical entitlement claimable under Medicare. In addition to this it does not respond to any Medicare "gap", being the difference between the payment made by Medicare and the Medicare Benefits Scheduled fee for the expense.
- Public Liability Insurance to cover Council for its legal liability to third parties, for personal injury or property damage caused by a Council registered volunteer.
- Motor Vehicle Comprehensive Insurance to cover Council vehicles driven by volunteers, for damage to the vehicle or to third party property. Volunteers using their own vehicle for volunteering activities, are required to maintain their own insurances.

Council does not provide the following insurances for volunteers:

- Workers Compensation Insurance
- Personal Effects Insurance for loss or damage to a volunteer's personal effects
- Travel Insurance for local or overseas travel.

It should be noted that all policies are subject to several conditions, imitations and exclusions contained within those policies, which are subject to change. For details of the current insurance provisions, please discuss with the Manager Corporate Risk or Risk Team.

Volunteers are not covered by the *Workers Compensation Act 1987* and are therefore not entitled to Workers Compensation in respect of any injury suffered whilst working as a volunteer.

7.4. Volunteer Incident Reporting

Council is committed to providing a safe and healthy working environment for volunteers. This will be achieved by management and volunteers working together, following a program of health and safety activities and procedures, which are monitored, reviewed and audited to achieve best practice.

7.5. Reporting Incidents / Investigation

All incidents, including an event that causes harm to people, property or the environment, or a near miss, must be reported and investigated.

It is the responsibility of the volunteer and volunteer's supervisor to ensure an incident report is completed within 24 hours of the incident. Reporting can be completed by the and Council's electronic WHS incident reporting system - Vault.

In addition to ensuring the incident report has been completed, volunteer supervisors are responsible for ensuring an investigation, if required is completed, and corrective action taken.

The level of investigation must match the level of the incident and this will be determined by Council's Risk Team once the incident is reported to Council. It is important to remember that health and safety investigations are not to be conducted, to apportion blame or liability for what occurred, but rather to identify corrective actions that need to be taken to improve the health and safety of people.

The volunteer supervisor will ensure that any recommended corrective actions identified from the analysis of the facts obtained from the incident investigation, are implemented in consultation with the volunteer/s.

7.6. Equipment, Hazardous Materials and PPE

Council will provide guidance on the appropriate use of tools and equipment, hazardous substances and Personal Protective Equipment (PPE), to minimise risks associated with hazards that cannot be effectively controlled by other methods.

Programs involving volunteers will have different requirements regarding tools, equipment and PPE, and specific requirements for each role will be developed by volunteer supervisors.

The volunteer supervisor or designated Council employees will ensure that volunteers are provided with appropriate information, instruction, training and supervision, to ensure their health and safety while participating in volunteer activities, and volunteers will be provided with appropriate equipment to undertake their role safely.

The volunteer supervisor should refer to the Risk Portal for a range of detailed information and procedures.

7.7. Volunteer Grievance and Dispute Resolution

Council is committed to providing a productive work environment in which volunteers feel safe to raise workplace problems and concerns, so these workplace problems can be managed fairly, sensitively and as quickly as possible, and at a local level where practicable.

7.7.1. Grievance

A grievance is a concern or complaint about a matter related to work, including volunteer work that is covered under the definition of discrimination, harassment or workplace bullying. An issue can be about any act, behaviour, omission, situation or decision which someone thinks is unfair or unjustified.

- Council is committed to protecting Council employees and volunteers from any victimisation or repercussions for reporting issues in good faith.
- Concerns should be raised as early as possible or practicable.
- Issues should be treated seriously, expeditiously, sensitively and as close as possible to their source, having due regard to procedural fairness, confidentiality and potential for victimisation.
- All parties are required to participate in the grievance and resolution process in good faith.

7.7.2. Procedure

Any issue, problem or concern should, in the first instance, be raised as soon as reasonably practicable with the volunteer supervisor or supervising Council employees. If there is a valid reason why that would not be appropriate (for example, if the matter concerns the volunteer's supervisor), the matter should be raised with the volunteer supervisor's manager.

If the matter cannot be resolved at the level at which it is raised, then it will be progressively referred to the next higher level of management, until a satisfactory resolution is achieved.

7.8. Emergency Management

Often the volunteers will be changing workplaces and so it is important that they all understand the emergency procedures for that work site, including who is the warden and first aid provider, and their role in responding to a site emergency. Emergency management plans for permanent sites are available on Council's intranet.

7.9. Recording Plant and Equipment

Plant or equipment purchase needs to be recorded in Council's asset register and disposed of, in accordance with Council's Plant Management procedure for removal of obsolete plant and disposal. Donated goods will not be accepted.

8. VOLUNTEER RECOGNITION

8.1. Recognition

All people need to be recognised in a meaningful way for their efforts. This helps to build self-esteem and confidence. Recognition is an important component of volunteer retention. When volunteers feel appreciated and important, they are more likely to feel connected to the program and continue their involvement.

One useful way of encouraging the volunteers to remain with the organisation, is to give them adequate recognition. For recognition to be effective, it should be consistent and ongoing. Volunteers can quickly lose motivation if they feel that their work is not being valued.

It is important that volunteer supervisors are aware of the different ways in which volunteer efforts can be recognised. This is because one volunteer may regard one type of recognition as valuable, while another may feel it has little worth. If a Volunteer supervisor is aware of the volunteer's motivation in working for the organisation, then this will provide a good indication for the type of recognition that the volunteer is seeking. For example, if a volunteer is hoping to obtain paid employment, he/she will value opportunities to receive training, obtain a certificate of training recognition and/or a referee for their resume.

Some ways that volunteer can be recognised include:

- Adequately orientate volunteers.
- Have volunteer supervisors readily accessible to volunteers.
- Encourage volunteer participation in team planning.
- Encourage volunteer participation in planning that affects their work.
- Provide training.
- Enable volunteers to 'grow' on the job.
- Include volunteers in special events and coffee breaks
- Recommend volunteers to prospective employers if appropriate.
- Maintain Workplace Health and Safety standards.
- Take the time to explain and listen to the volunteer's ideas and concerns.
- Recognise and accommodate personal needs and problems.
- Celebrate achievements and efforts.
- Keep volunteers informed
- Allocate noticeboard space to applaud volunteer achievement.
- Organise an awards ceremony with certificates, plaques or medals.

9. MONITOR AND REVIEW

Effective volunteer involvement results from a system of good practice, review and continuous improvement

9.1. Volunteer Policies and documents

All Volunteer Management policies, procedures and management systems will be reviewed in line with Council's Systems and Document Management Policy.

9.2. Compliance

Council currently has in place several methods to ensure compliance of the Volunteer Management System including regular review of systems, the risk and volunteer registers and policies, internal audits and strategic planning at the various levels of Council.

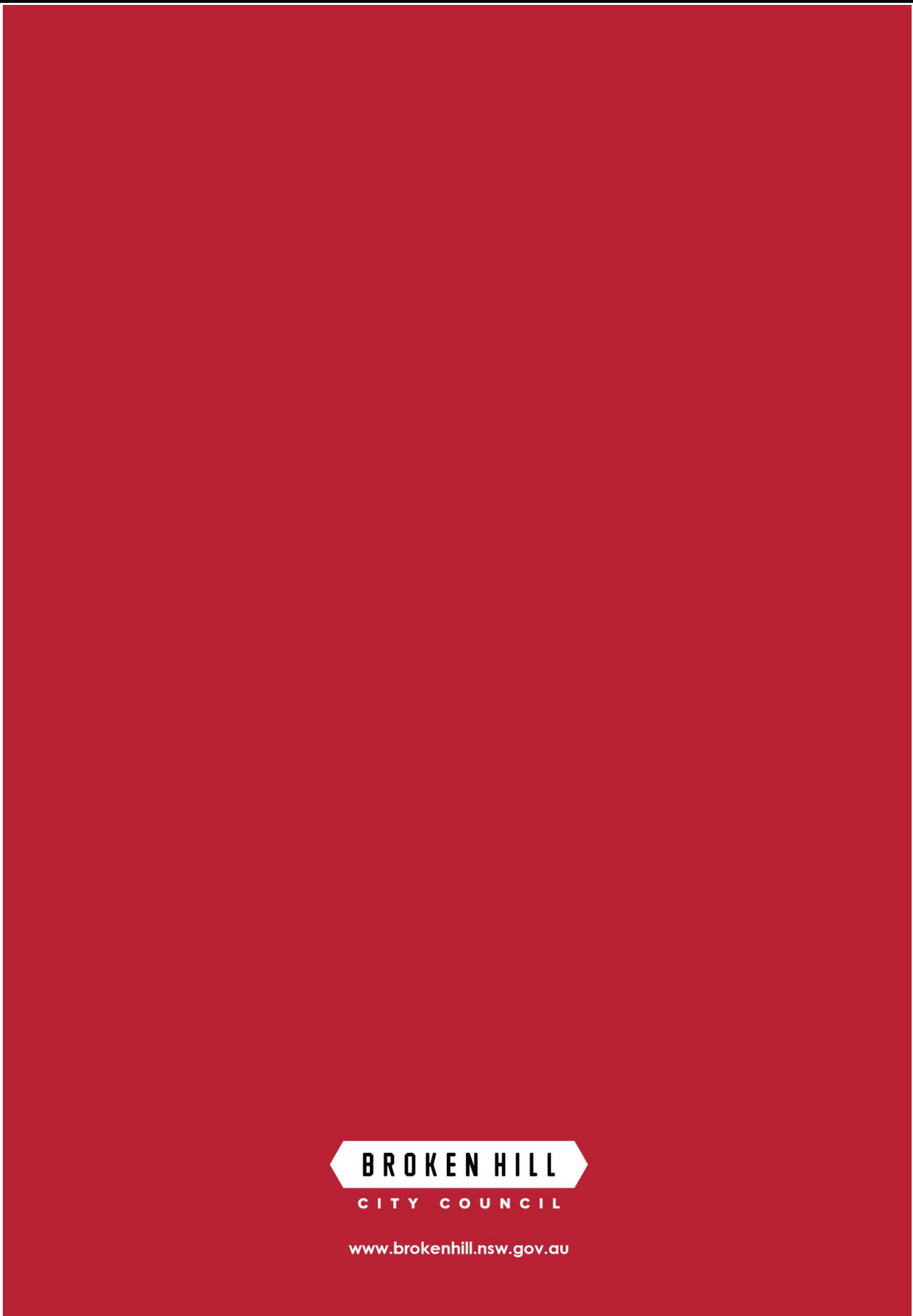
APPENDIX A - Volunteer Groups Training Matrix

(Documented inductions are required to be completed within 6 weeks of commencement).

GROUP 1		GROUP 2		GROUP 3		GROUP 4		
Regular Volunteers		Casual Volunteers		355 Asset Committee Members		Advisory Committee Members		
1.	Volunteer Application Form	<input type="checkbox"/>	Sign-in register at event	<input type="checkbox"/>	Volunteer Application Form	<input type="checkbox"/>	Volunteer Application Form	<input type="checkbox"/>
2.	Pre-existing medical condition	<input type="checkbox"/>	Site Induction	<input type="checkbox"/>	Pre-existing medical condition	<input type="checkbox"/>	Pre-existing medical condition	<input type="checkbox"/>
3.	Working with Children or Police Check (if applicable)	<input type="checkbox"/>	Toolbox Talk	<input type="checkbox"/>	Working with Children or Police Check (if applicable)	<input type="checkbox"/>	Working with Children or Police Check (if applicable)	<input type="checkbox"/>
4.	Appointment letter and attachments	<input type="checkbox"/>		<input type="checkbox"/>	Appointment letter and attachments	<input type="checkbox"/>	Appointment letter and attachments	<input type="checkbox"/>
5.	Induction Records (Corporate, WHS and Site)	<input type="checkbox"/>		<input type="checkbox"/>	Induction Records (Corporate, WHS and Site)	<input type="checkbox"/>	Induction Records (Corporate, WHS and Site)	<input type="checkbox"/>
6.	Toolbox meeting	<input type="checkbox"/>		<input type="checkbox"/>	Toolbox meeting	<input type="checkbox"/>	Site Induction	<input type="checkbox"/>
7.	Site sign-in sheet	<input type="checkbox"/>		<input type="checkbox"/>	Site sign-in sheet	<input type="checkbox"/>	Site sign-in sheet	<input type="checkbox"/>
8.	Compulsory Training including 355 Committee Training (WHS, Corporate and Finance)	<input type="checkbox"/>		<input type="checkbox"/>	Compulsory Training including 355 Committee Training (WHS, Corporate and Finance)	<input type="checkbox"/>		<input type="checkbox"/>

APPENDIX B - FORMS

- Volunteer Role Description Template
- Request to Recruit
- Record of Interview
- Referee Check Form
- Volunteer Engagement Agreement
- Volunteer Induction and Orientation Guideline and Checklist for Supervisors
- Daily Sign-in Sheet
- Volunteer Pre-start and Works Order
- Counselling and Discipline Interview Guide
- Annual Feedback
- Exit Interview Form
- Volunteer Training Matrix
- Media Release Agreement



POLICY AND GENERAL COMMITTEE

July 12, 2024

ITEM 6

BROKEN HILL CITY COUNCIL REPORT NO. 110/24

SUBJECT: INVESTMENT REPORT FOR JUNE 2024 D24/34270

Recommendation

1. That Broken Hill City Council Report No. 110/24 dated July 12, 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 30 June 2024, Council's Investment Portfolio had a current market valuation of \$33,262,797 or principal value (face value) of \$33,060,153 and was compliant with policy and legislative requirements as per the below table.

Report:

Council's investments as at 30 June 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:

- While overall progress in lowering inflation has slowed, some central banks have seen enough to start cutting rates. The European Central Bank and Bank of Canada cut rates in June, the first of the major advanced economy central banks to do so. The US Fed and Bank of England are expected to cut rates later this year and into 2025. Meanwhile, Japan is moving to gradually increase rates.

- In Europe, the European Union parliamentary election saw a rise in support for far-right parties that support less immigration tend to be more nationalistic. The rise in support for populist parties points to a bias towards more protectionist economic policies.
- Following the result of the EU elections, French President Macron unexpectedly called for parliamentary elections at a time that nationalist parties are again gaining ground in France.
- Global share markets had mixed results in June, with Australia (+0.7%), the US (+3.6%) and Japan (+1.4%) all recording gains. The call for an early election in France rattled European markets resulting in European shares off by 1% and the French market down nearly 7%. For the 2023/24 Financial Year, the Australian All Ords recorded a gain of 12.5% with the biggest increases in the Financial, IT and Consumer Discretionary sectors (all up over 22%). Consumer Staples (-3.7%), Materials/Mining (-2.9%), and Energy (-1%) recorded negative results for the FY.

Domestic issues

- Latest monthly inflation data has gone up for three months in a row driven by an upswing in services inflation while goods inflation has levelled off. Headline inflation is in line with the RBA's forecast for 3.8% yoy in the June quarter, but trimmed mean inflation, the RBA's preferred measure, risks being materially above its forecast.
- The unexpectedly high monthly inflation release has some economists predicting that the RBA will increase its inflation forecasts through 2025 and may even pull the trigger on another interest rate hike at its next Monetary Policy meeting in August.
- Countering the rate hike concerns, the current level of interest rates is still considered restrictive by the RBA. The lagged effect of past hikes has yet to fully flow through and economic growth has slowed to a crawl with household budgets still under pressure which will only be partly relieved by the tax cuts from 1 July.
- The monthly Westpac-Melbourne Institute Consumer Sentiment Index edged higher in June but remains deep in negative territory, as does the Weekly ANZ-Roy Morgan Consumer Confidence Index. Meanwhile, ABS data on job vacancies reported an eighth consecutive quarterly fall in vacancy numbers in May this year. Vacancies are now down 26 per cent from their peak, albeit still well above their pre-pandemic levels.

Interest rates

- The RBA kept the official cash rate unchanged at 4.35% following its meeting in June with the next meeting in early-August.
- The higher than expected monthly inflation release combined with comments from the RBA that "it will be some time yet before inflation is sustainably in the target range" and that "it will do what is necessary to achieve that outcome" effectively eliminated the market's expectation of a rate cut any time soon.
- Though some economists are predicting a rate hike as early as the August meeting, the market is not pricing in any change through 2025 :
- The higher than expected monthly inflation data boosted market interest rates at the end of the June resulting in term deposit rates across the 1 month to 5 year range increasing by an average of 15 basis points with the biggest increase at the 12 month term.

Investment Portfolio Commentary

Council's investment portfolio returned 3.81%pa (0.31% actual) for the month on a marked-to-market basis versus the bank bill index benchmark's 4.34%pa (0.35% actual) return. Over the past 12 months, the investment portfolio has returned 4.72% versus the bank bill index benchmark's 4.37%.

Although detracting a small amount from Council’s overall monthly performance, the NSW TCorpIM Medium Term Fund (+0.33% actual in June) managed to end on a positive note for the 2023/24 FY, despite headwinds from higher than expected inflation data coming out at the end of June. The rising concerns that the RBA could hike rates again as soon as August gave the domestic markets a fright, but the All Ords eked out a gain of 0.7% for the month. Bond valuations, particularly fixed rate bonds, didn’t fare as well as market rates increased at the end of the month in reaction to the inflation data, erasing their previously held rate cut predictions.

During June, Council had maturities of \$2m among four deposits with terms of 6 and 9 months paying an average of 5.18%pa. Council invested \$500k in a 7 month Suncorp Bank deposit paying 5.33% 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.

Council’s Portfolio by Source of Funds – June 2024

As at 30 June 2024, Council's Investment Portfolio had a current market valuation of \$33,262,797 or principal value (face value) of \$33,060,153 and was compliant with policy and legislative requirements as per the table above.

	Source of Funds	Principal Amount
GENERAL Fund	Operating Capital & Internal Restrictions	\$17,443,137
	Royalties Reserve	\$598,662
	Domestic Waste Management Reserve	\$5,241,891
	Grants	\$9,776,463
	TOTAL PORTFOLIO	\$33,060,153

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 4.1.5 Support the organisation to operate within its legal framework

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. [↓](#) Investment Report For June 2024

SIMON BROWN
DIRECTOR FINANCE AND COMMERCIAL

JAY NANKIVELL
GENERAL MANAGER



Investment Summary Report
June 2024



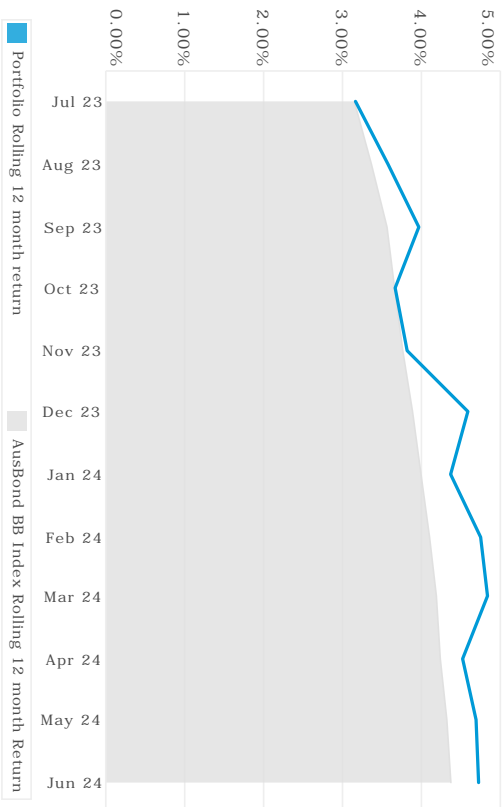
Broken Hill City Council
Executive Summary - June 2024



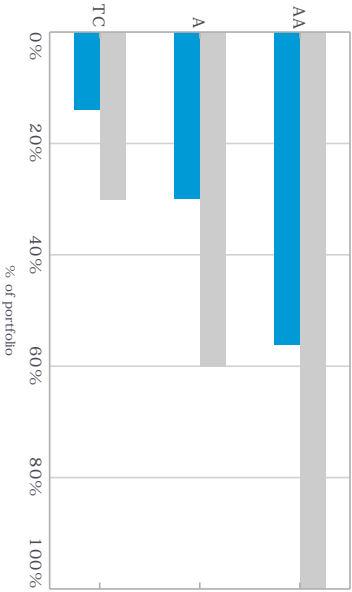
Investment Holdings

	Face Value (\$)	Current Value (\$)
Cash	16,967,358	16,967,358
Managed Funds	4,592,795	4,592,795
Term Deposit	11,500,000	11,702,644
	33,060,153	33,262,797

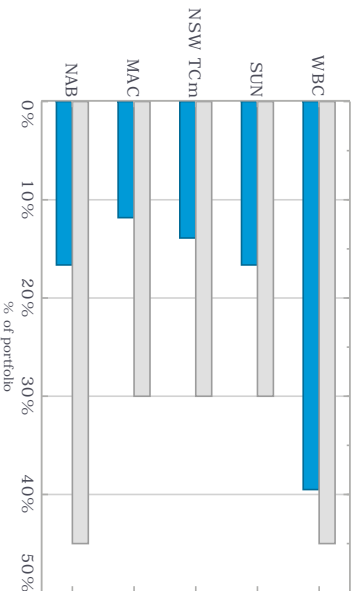
Investment Performance



Total Credit Exposure



Investment Policy Compliance
Individual Institutional Exposures



Term to Maturities

	Face Value (\$)	Policy Max
Between 0 and 1 years	33,060,153	100%
Between 1 and 5 years		100%
Between 5 and 10 years		0%
Between 10 and 30 years		30%
Between 30 and 50 years		0%

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

Portfolio Exposure

Investment Policy Limit



BRKEN HILL CITY COUNCIL
Investment Holdings Report - June 2024



Cash Accounts		Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference
		3,908,014.35	4.1018%	Macquarie Bank	A+	3,908,014.35	540354	Accelerator
		5,976,912.81	5.3000%	Westpac Group	AA-	5,976,912.81	535442	90d Notice
		7,082,430.59	0.0000%	Westpac Group	AA-	7,082,430.59	473409	Cheque
		16,967,357.75	2.8117%			16,967,357.75		

Managed Funds		Face Value (\$)	Monthly Return (%)	Institution	Credit Rating	Funds Name	Current Value (\$)	Deal No.	Reference
		4,592,794.85	0.3262%	NSW T-Corp (MT)	TCm	Medium Term Growth Fund	4,592,794.85	536441	
		4,592,794.85	0.3262%				4,592,794.85		

Term Deposits		Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
9-Jul-24		500,000.00	5.2800%	Suncorp Bank	A+	500,000.00	5-Dec-23	515,116.71	544699	15,116.71		At Maturity
28-Aug-24		2,000,000.00	5.0700%	Suncorp Bank	A+	2,000,000.00	23-Feb-24	2,035,837.26	544860	35,837.26		At Maturity
24-Sep-24		1,000,000.00	5.3500%	National Australia Bank	AA-	1,000,000.00	25-Sep-23	1,041,041.10	544523	41,041.10		At Maturity
8-Oct-24		500,000.00	5.1000%	Bank of Queensland	A-	500,000.00	9-Apr-24	505,798.63	544996	5,798.63		At Maturity
8-Oct-24		500,000.00	5.3000%	National Australia Bank	AA-	500,000.00	4-Oct-23	519,675.34	544558	19,675.34		At Maturity
6-Nov-24		1,500,000.00	5.2000%	Suncorp Bank	A+	1,500,000.00	6-Mar-24	1,525,002.74	544909	25,002.74		At Maturity
18-Dec-24		1,000,000.00	5.0800%	National Australia Bank	AA-	1,000,000.00	16-Apr-24	1,010,577.53	545013	10,577.53		At Maturity
14-Jan-25		1,500,000.00	5.0500%	National Australia Bank	AA-	1,500,000.00	9-Apr-24	1,517,225.34	544998	17,225.34		At Maturity
4-Feb-25		500,000.00	5.3300%	Suncorp Bank	A+	500,000.00	25-Jun-24	500,438.08	545205	438.08		At Maturity
25-Feb-25		500,000.00	5.1000%	National Australia Bank	AA-	500,000.00	23-Apr-24	504,820.55	545034	4,820.55		At Maturity
5-Mar-25		1,000,000.00	5.1600%	Suncorp Bank	A+	1,000,000.00	6-Mar-24	1,016,540.27	544918	16,540.27		At Maturity
18-Mar-25		500,000.00	5.0500%	National Australia Bank	AA-	500,000.00	20-Mar-24	507,125.34	544952	7,125.34		At Maturity
8-Apr-25		500,000.00	5.2400%	National Australia Bank	AA-	500,000.00	14-May-24	503,445.48	545086	3,445.48		At Maturity
		11,500,000.00	5.1570%			11,500,000.00		11,702,644.37		202,644.37		



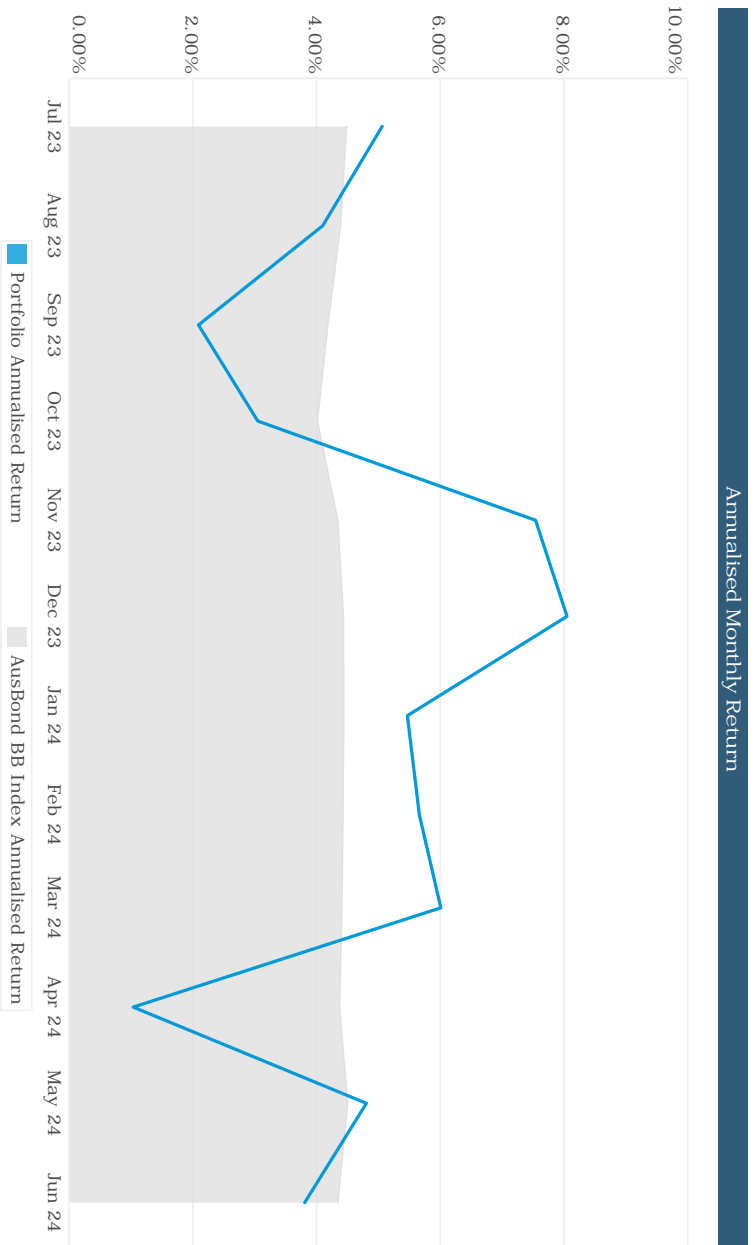
BROKEN HILL CITY COUNCIL
Accrued Interest Report - June 2024



Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Yield (% pa)
Cash									
Macquarie Bank	540354		13,130.88			0.00	0	13,130.88	4.10%
Westpac Group	473409		0.00			0.00	0	0.00	0.00%
Westpac Group	535442		24,202.25			0.00	0	24,202.25	5.30%
Managed Funds						37,333.13		37,333.13	2.75%
NSW T-Corp Medium Term Growth Fund						0.00	0	14,933.66	4.04%
						0.00		14,933.66	4.04%
Term Deposits									
National Australia Bank	544714		500,000.00	12-Dec-23	12-Jun-24	12,960.41	11	779.04	5.17%
National Australia Bank	544752		500,000.00	19-Dec-23	17-Jun-24	12,818.77	16	1,133.15	5.17%
Suncorp Bank	544723		500,000.00	14-Dec-23	18-Jun-24	13,141.23	17	1,194.65	5.13%
Bank of Queensland	544543		500,000.00	28-Sep-23	25-Jun-24	19,489.73	24	1,726.03	5.25%
Suncorp Bank	544699		500,000.00	5-Dec-23	9-Jul-24	0.00	30	2,169.86	5.28%
Suncorp Bank	544860		2,000,000.00	23-Feb-24	28-Aug-24	0.00	30	8,334.25	5.07%
National Australia Bank	544523		1,000,000.00	25-Sep-23	24-Sep-24	0.00	30	4,397.26	5.35%
Bank of Queensland	544996		500,000.00	9-Apr-24	8-Oct-24	0.00	30	2,095.89	5.10%
National Australia Bank	544558		500,000.00	4-Oct-23	8-Oct-24	0.00	30	2,178.08	5.30%
Suncorp Bank	544909		1,500,000.00	6-Mar-24	6-Nov-24	0.00	30	6,410.96	5.20%
National Australia Bank	545013		1,000,000.00	16-Apr-24	18-Dec-24	0.00	30	4,175.34	5.08%
National Australia Bank	544998		1,500,000.00	9-Apr-24	14-Jan-25	0.00	30	6,226.02	5.05%
Suncorp Bank	545205		500,000.00	25-Jun-24	4-Feb-25	0.00	6	438.08	5.33%
National Australia Bank	545034		500,000.00	23-Apr-24	25-Feb-25	0.00	30	2,095.89	5.10%
Suncorp Bank	544918		1,000,000.00	6-Mar-24	5-Mar-25	0.00	30	4,241.09	5.16%
National Australia Bank	544952		500,000.00	20-Mar-24	18-Mar-25	0.00	30	2,075.34	5.05%
National Australia Bank	545086		500,000.00	14-May-24	8-Apr-25	0.00	30	2,153.43	5.24%
Grand Totals						58,410.14		51,824.36	5.15%
						95,743.27		104,091.15	3.81%



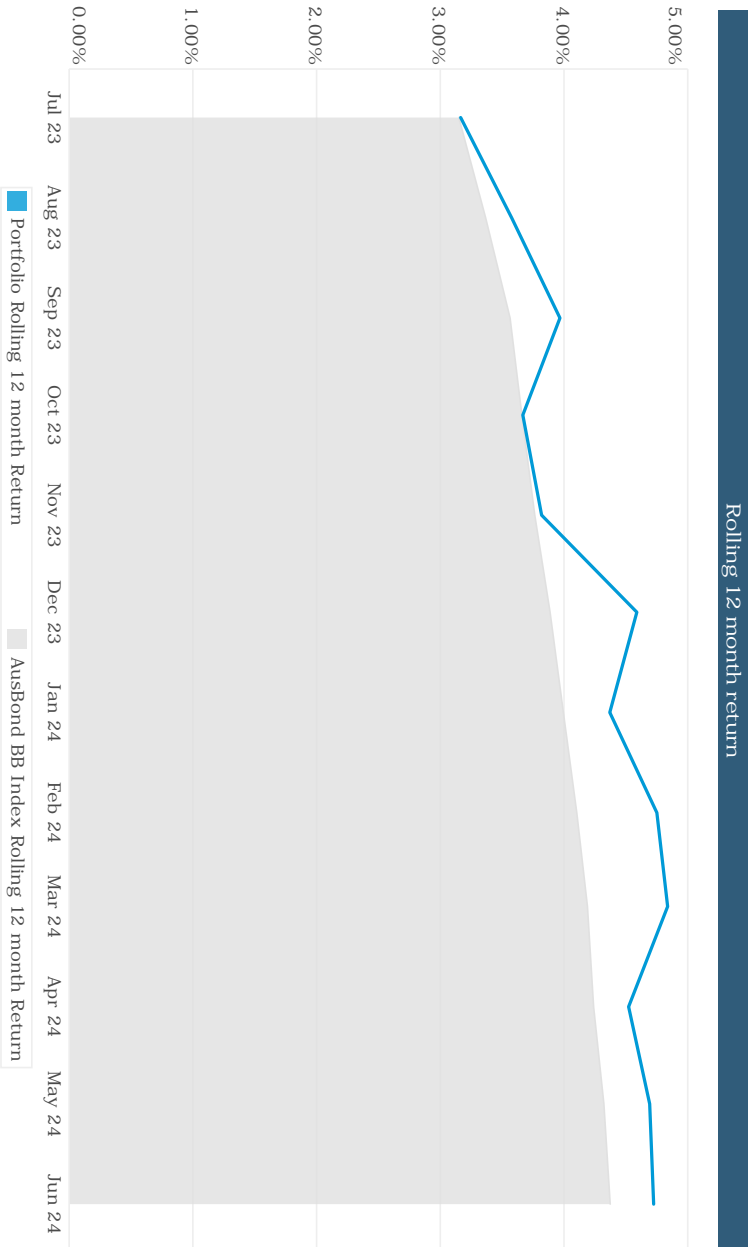
BROKEN HILL CITY COUNCIL
Investment Performance Report - June 2024



Historical Performance Summary (% pa)			
	Portfolio	Annualised BB Index	Outperformance
Jun 2024	3.81%	4.34%	-0.53%
Last 3 months	3.22%	4.41%	-1.19%
Last 6 months	4.46%	4.42%	0.04%
Financial Year to Date	4.72%	4.37%	0.35%
Last 12 months	4.72%	4.37%	0.35%



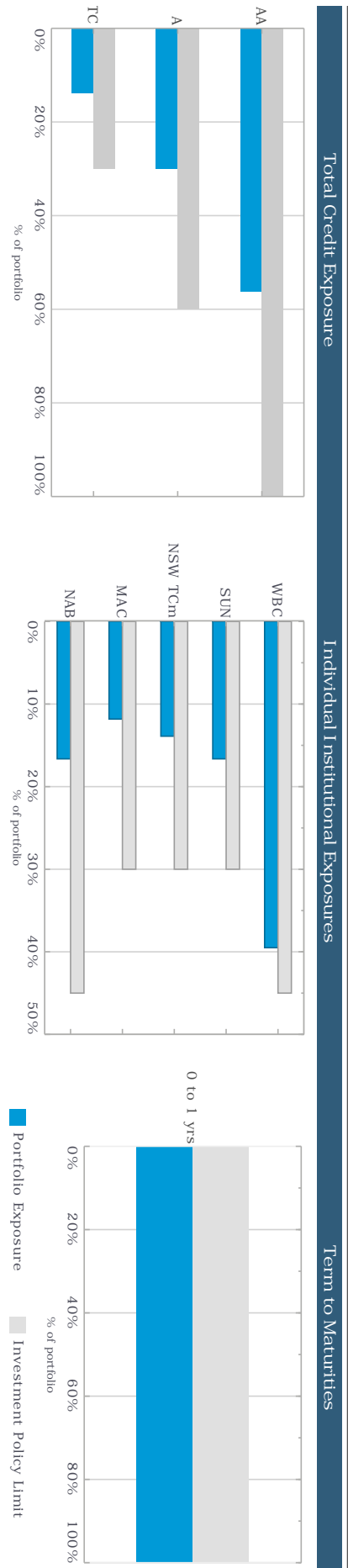
BROKEN HILL CITY COUNCIL
Investment Performance Report - June 2024



Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
Jun 2024	0.31%	0.35%	-0.04%
Last 3 months	0.79%	1.08%	-0.29%
Last 6 months	2.20%	2.18%	0.02%
Financial Year to Date	4.72%	4.37%	0.35%
Last 12 months	4.72%	4.37%	0.35%



Broken Hill City Council
Investment Policy Compliance Report - June 2024



Credit Rating Group	Face Value (\$)	Policy Max
AA	18,559,343	56% 100% a
A	9,908,014	30% 60% a
TC	4,592,795	14% 30% a
	33,060,153	

Institution	% of Investment portfolio	Policy Limit
Westpac Group (AA-)	40%	45% a
Suncorp Bank (A+)	17%	30% a
NSW T-Corp (TCm)	14%	30% a
Macquarie Bank (A+)	12%	30% a
National Australia Bank (AA-)	17%	45% a
Bank of Queensland (A-)	2%	20% a

Face Value (\$)	Policy Max
Between 0 and 1 years	33,060,153 100% 100% a
	33,060,153

Specific Sub Limits	Policy Max
A-	500,000 2% 40% a

Specific Sub Limits	Policy Max
Between 5 and 10 years	0 0% 30% a
Credit Rating	Current Longest Maturity (years) Policy Max
AA+, AA, AA-	0.77 5.00 a
A+, A, A-	0.68 3.00 a

a = compliant
r = non-compliant

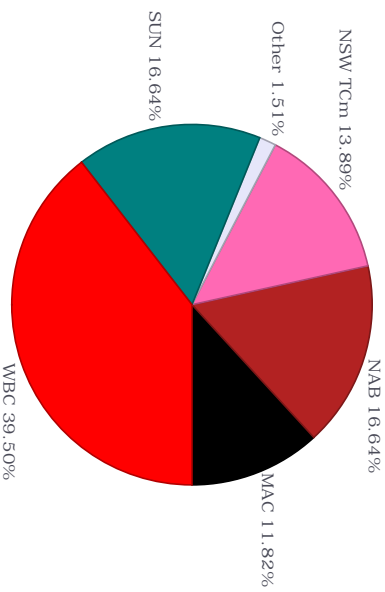
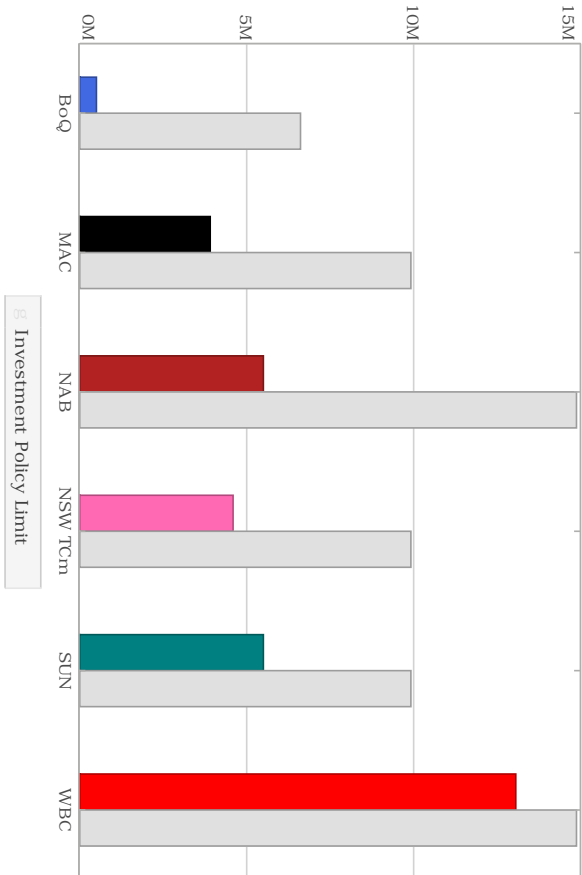


Broken Hill City Council
Individual Institutional Exposures Report - June 2024

Individual Institutional Exposures

	Current Exposures	Policy Limit	Capacity
Bank of Queensland (A-)	500,000	6,612,031	6,112,031
Macquarie Bank (A+)	3,908,014	9,918,046	6,010,032
National Australia Bank (AA-)	5,500,000	14,877,069	9,377,069
NSW T-Corp (TCm)	4,592,795	9,918,046	5,325,251
Suncorp Bank (A+)	5,500,000	9,918,046	4,418,046
Westpac Group (AA-)	13,059,343	14,877,069	1,817,726
	33,060,153		

Individual Institutional Exposure Charts



DIUKELL TIIII VVVV VVVVVVV
Cashflows Report - June 2024



Actual Cashflows for June 2024

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
12-Jun-24	544714	National Australia Bank	Term Deposit	Maturity: Face Value	500,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	12,960.41
				<u>Deal Total</u>	<u>512,960.41</u>
				Day Total	512,960.41
17-Jun-24	544752	National Australia Bank	Term Deposit	Maturity: Face Value	500,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	12,818.77
				<u>Deal Total</u>	<u>512,818.77</u>
				Day Total	512,818.77
18-Jun-24	544723	Suncorp Bank	Term Deposit	Maturity: Face Value	500,000.00
		Suncorp Bank	Term Deposit	Maturity: Interest Received/Paid	13,141.23
				<u>Deal Total</u>	<u>513,141.23</u>
				Day Total	513,141.23
25-Jun-24	544543	Bank of Queensland	Term Deposit	Maturity: Face Value	500,000.00
		Bank of Queensland	Term Deposit	Maturity: Interest Received/Paid	19,489.73
				<u>Deal Total</u>	<u>519,489.73</u>
25-Jun-24	545205	Suncorp Bank	Term Deposit	Settlement: Face Value	-500,000.00
				<u>Deal Total</u>	<u>-500,000.00</u>
				Day Total	19,489.73
				<u>Total for Month</u>	<u>1,558,410.14</u>

Forecast Cashflows for July 2024

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
9-Jul-24	544699	Suncorp Bank	Term Deposit	Maturity: Face Value	500,000.00
		Suncorp Bank	Term Deposit	Maturity: Interest Received/Paid	15,695.34
				<u>Deal Total</u>	<u>515,695.34</u>
				Day Total	515,695.34



BROKEN HILL CITY COUNCIL
Cashflows Report - June 2024

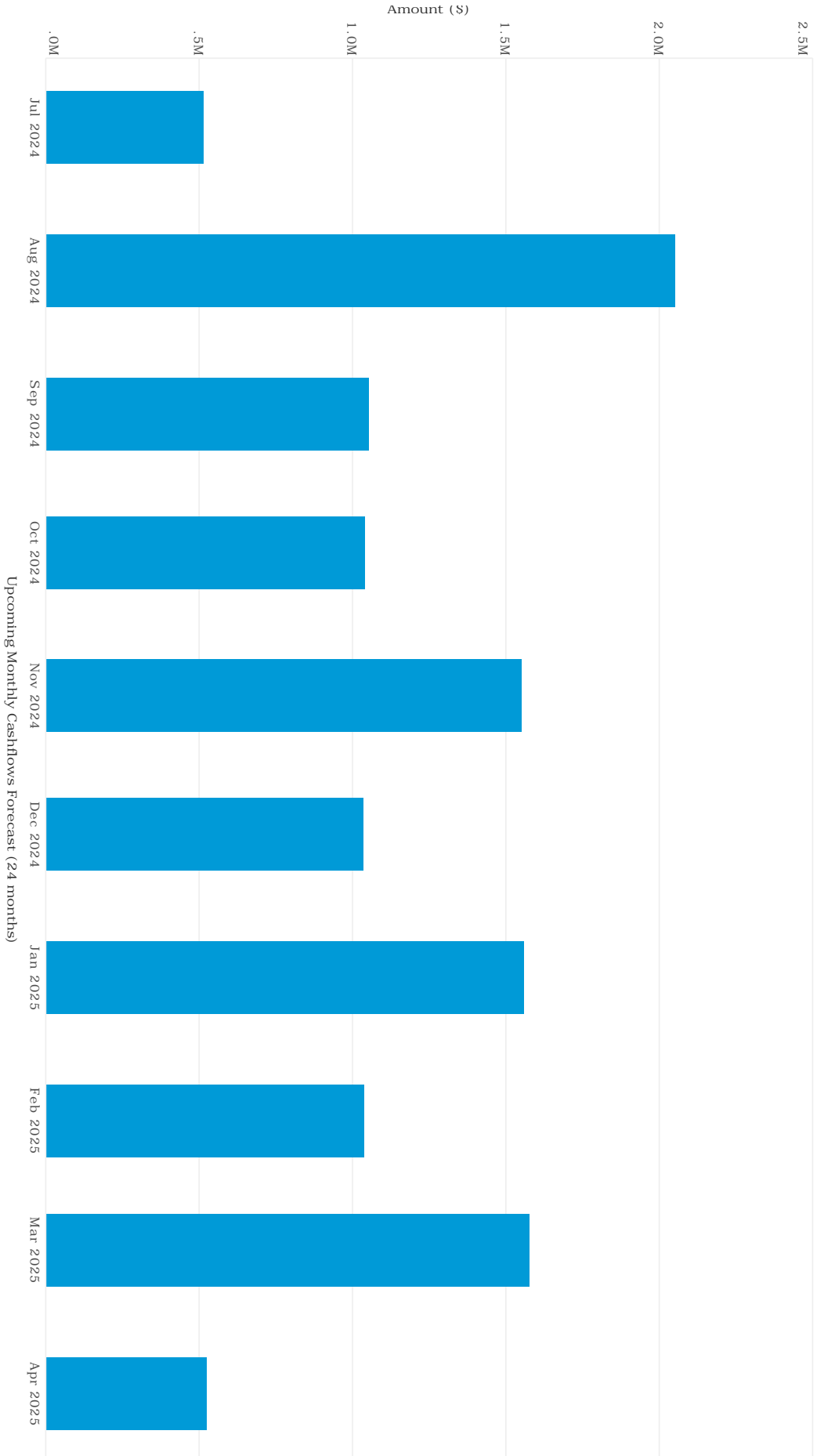


Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
Total for Month					515,695.34

Date	Amount (\$)
Jul 07 24	0.5M
Jul 14 24	0.0M
Jul 21 24	0.0M
Jul 28 24	0.0M
Aug 04 24	0.0M
Aug 11 24	0.0M
Aug 18 24	0.0M
Aug 25 24	2.1M
Sep 01 24	0.0M
Sep 08 24	0.0M
Sep 15 24	0.0M
Sep 22 24	1.0M
Sep 29 24	0.0M
Oct 06 24	1.0M
Oct 13 24	0.0M
Oct 20 24	0.0M
Oct 27 24	0.0M
Nov 03 24	1.5M
Nov 10 24	0.0M
Nov 17 24	0.0M
Nov 24 24	0.0M
Dec 01 24	0.0M
Dec 08 24	0.0M
Dec 15 24	1.0M
Dec 22 24	0.0M
Dec 29 25	0.0M
Jan 05 25	0.0M
Jan 12 25	1.5M
Jan 19 25	0.0M
Jan 26 25	0.0M
Feb 02 25	0.5M
Feb 09 25	0.0M
Feb 16 25	0.0M
Feb 23 25	0.5M
Mar 02 25	1.0M
Mar 09 25	0.0M
Mar 16 25	0.5M
Mar 23 25	0.0M
Mar 30 25	0.0M
Apr 06 25	0.5M



BROKEN HILL CITY COUNCIL
Cashflows Report - June 2024



POLICY AND GENERAL COMMITTEE

July 5, 2024

ITEM 7**BROKEN HILL CITY COUNCIL REPORT NO. 111/24**

SUBJECT: **TEMPORARY SUSPENSION OF A PORTION OF THE CENTRAL BUSINESS DISTRICT (CBD) ALCOHOL-FREE ZONE FOR THE 2024 BROKEN HEEL FESTIVAL** **D24/33311**

Recommendation

1. That Broken Hill City Council Report No. 111/24 dated July 5, 2024, be received.
2. That Council provide in-principle support for the temporary suspension of a portion of the CBD Alcohol-Free Zone for a section of Sulphide Street indicated by a fenced area adjacent to The Palace Hotel, bounded by Crystal Street and Argent Street (see map).
3. That Council note the specific details of the suspension are Argent Street from 207 Argent Street to 227 Argent Street; Crystal Lane from behind 207 Argent Street to 227 Argent Street; and Sulphide Street from Crystal Street to Argent Street. This area will include all footpaths and car parks in the sections of Argent and Sulphide Streets.
4. That the temporary suspension be in place from 10am on Thursday, 5 September to 10am on Monday, 9 September 2024, subject to the conditions contained in the liquor licence.
5. That the temporary suspension be advised to the public by way of Public Notice on Council's website. That the Public Notice also confirms that all other existing alcohol-free zones in Broken Hill remain in force.
6. That the General Manager be authorised to implement the temporary suspension and Public Notice processes on final advice of the Barrier Police District.
7. That Barrier Police District be advised of Council's decision.

Executive Summary:

The Palace Hotel located at 227 Argent Street has submitted an application to Council to temporarily suspend a portion of the established Alcohol-Free Zone in the CBD area for the duration of the Broken Heel Festival, from 10am Thursday, 5 September 2024 to 10am Monday, 9 September 2024.

Report:

The Broken Heel Festival celebrates Broken Hill's link to the movie '*The Adventures of Priscilla, Queen of the Desert*', filmed in and around the City. Following the success of the inaugural festival held in 2015, The Palace Hotel has secured the *Broken Heel Festival* as an annual signature regional event for the City and region.

To obtain maximum benefit from the event, event organisers from the Palace Hotel requested a temporary suspension of a portion of the CBD Alcohol-Free Zone indicated by a fenced area and subsequent road closure of a section of Sulphide Street adjacent to The Palace Hotel, bounded by Crystal Street and Argent Street (see map below). Specific details of the suspension are Argent Street from 207 Argent Street to 227 Argent Street; Crystal Lane from behind 207 Argent Street to 227 Argent Street; and Sulphide Street from Crystal Street to Argent Street. This area will include all footpaths and car parks in the sections of Argent and Sulphide Streets.



The final decision on suspension of the Alcohol-Free Zone involves coordinated efforts among Barrier Police District and Council regarding the requirements of the application.

In accordance with Ministerial Guidelines on Alcohol-Free Zones;

- specifically, that Council must pass a valid resolution to suspend a particular alcohol-free zone;
- that liaison with the local police, before and after council resolution is essential to ensure that both groups are informed, and action is coordinated; and
- that Council may undertake any other consultation that it considers necessary.

Barrier Police District have been advised of the approach by the organisers of the festival for temporary suspension of a portion of the Alcohol-Free Zone.

Past history indicates that Barrier Police District will place all their conditions on the liquor licence. From the Police point of view, it is these conditions under the *Liquor Act 2007* which will be effectively policed.

Correspondence will also be provided by Council to immediate business neighbours who might be impacted by temporary suspension of a portion of the Alcohol-Free Zone for the term of the Festival. All responses will be considered as part of the consultation process and for final decision.

Given that the event is to be held in early September 2024, requiring a tight decision schedule involving a number of parties, it is recommended that Council give agreement to the temporary suspension of a portion of the CBD Alcohol-Free Zone, subject to the final advice of Barrier Police District; with the General Manager authorised to implement the temporary suspension and public notice processes when so advised.

With regards to road closures for this event, Council staff will liaise with the applicant regarding traffic management planning. The traffic management aspects will be considered by the Local Traffic Committee upon receipt of relevant applications, with recommendations to be brought to the Council Committee Meeting following review.

Community Engagement:

Business notification seeking feedback for temporary suspension of a portion of the CBD Alcohol-Free zone and Public Notice of suspension details on Council 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:

Suspension of Alcohol-Free Zones must be in accordance with the *Local Government Act 1993* and Ministerial Guidelines 2009 on Alcohol-Free Zones.

Financial Implications:

There are no financial implications to Council associated with the temporary suspension of a portion of the established CBD Alcohol-Free Zone, as Public Notice will be placed on Council's website and there are no signs located in the immediate area that require removal and/or cover up for the duration of the temporary suspension.

Attachments

There are no attachments for this report

RAZIJA NU'MAN
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL
GENERAL MANAGER

POLICY AND GENERAL COMMITTEE

July 4, 2024

ITEM 8

BROKEN HILL CITY COUNCIL REPORT NO. 112/24

SUBJECT: MINUTES OF THE BROKEN HILL HERITAGE COMMITTEE MEETING HELD 30 MAY 2024 D24/33171

Recommendation

1. That Broken Hill City Council Report No. 112/24 dated July 4, 2024, be received.
2. That the minutes of the Broken Hill Heritage Committee Meeting held 30 May 2024 be received.

Executive Summary:

Council has received minutes of the Broken Hill Heritage Committee Meeting held 30 May 2024 for endorsement by Council.

Report:

As per Council’s Section 355 Advisory Committee Framework, Manual and the Constitution of the Broken Hill Heritage Committee (both adopted March 2022), the Committee is required to provide Council with a copy of their meeting minutes following each Committee meeting.

Accordingly, the Broken Hill Heritage Committee has submitted minutes from its meeting held 30 May 2024, for Council’s endorsement.

Community Engagement:

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

Strategic Direction:

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

Relevant Legislation:

Section 355 of the *Local Government Act 1993*.

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

Financial Implications:

Nil.

Attachments

1. Minutes of the Section 355 Broken Hill Heritage Advisory Committee Meeting held [↓](#) 30 May 2024

JAY NANKIVELL
GENERAL MANAGER

BROKEN HILL HERITAGE COMMITTEE MINUTES

Date	DD/MM/YY	Time Meeting opened: xxxx	Time Meeting closed: xxxx
Location	Ground Floor meeting Room Council Admin Building 30 May 2024 4-4.45pm		
Present	Councillor Darriea Turley, Councillor Marion Browne, Christine Adams, Gigi Barbe, Rachel Merton (part)		
Apologies	Liz Vines, Simon Molesworth, Tracey Stevens		
Observer	Georgia Manuel		
Next Meeting	Tuesday 3- July 2024		

AGENDA	MOVED BY	SECONDED
Welcome and Apologies	Christine Adams	Marion Browne
Confirmation of Minutes from previous meeting held	Marion Browne	Gigi Barbe
<p>Correspondence:</p> <p>Committee notes recommendations of BHCC Report 72/24 15/5/2024:</p> <p>1. That the minutes of the Broken Hill Heritage Committee Meetings held 28 May 2024 and 23 April 2024 be received.</p> <p>2. That the Broken Hill Heritage Committee March and April meetings recommend:</p> <p>a. that Council notes the updates from the General Manager on specific matters raised by the committee as an Action Item.</p> <p>b. That Council sends correspondence to the Committee members of the Broken Hill Heritage Committee to remind them of their attendance responsibilities should they wish to remain on the committee, or alternatively, that said members resign from the Committee as their absence contributes to a lack of quorum.</p> <p>c. That Council sends correspondence to the Broken Hill Heritage Committee to advise that the Museum Advisor is on a set contract with Council and that this contract does not include attendance at Broken Hill Heritage Committee meetings; nor does Council's budget allow for an increase to the Museum Advisor's contract; and that the correspondence also advises that any additional requests of Council/Staff resourcing be raised as a request to the Elected Body not as an instruction to staff.</p> <p>d. That Council invites the General manager to contact Directors of the Barrier Truth to ascertain what their intentions are for the future of the Barrier Truth's Archives and if there is any assistance required from Council, given its historical value to the City.</p>	Gigi Barbe	Christine Adams

AGENDA	MOVED BY	SECONDED
That the Broken Hill Heritage Committee be advise their minutes in the current format are not acceptable in that the Committee is a S355 Advisory Committee of Council that advises and makes recommendations to Council. The Advisory Committee cannot direct staff to undertake tasks.		
<p>Reports:</p> <ul style="list-style-type: none"> <u>Heritage Advisor's Report</u> Key work being undertaken is the heritage conservation management plan/strategy for both CBH and Perilya. Working groups have been established and the advisor will keep committee informed. Old Police Station has been transferred from NSW Crown Lands to BHCC. Council approval for Broken Hill Military Museum subject to community consultation. 	Gigi Barbe	Marion Browne
<p>Events / Bookings</p> <p>2024 Miners' Memorial Day will be held on Line of Lode 5pm Tuesday 8 October. Rachel has plans well in hand. Will look into streaming or recording ceremony. Guest speaker ,ministers' fraternal scouts (flags), and Steve Radford (siren) to be approached. Contact school re involvement.</p>	Christine Adams	Marion Browne
<p>General business</p> <ul style="list-style-type: none"> Committee noted Committee would like to thank all staff involved in the Wayfinder project. Great to see signage in place. Will there be an official launch for this successful project to ensure all citizens are aware of this city promotion? Christine Adams advised representatives from Broken Hill museums were very pleased with workshop prepared by the museum advisor Kate Gahan. Communication between the advisor and the museum groups is now on track. 	Marion Browne	Gigi Barbe
Work, Health and Safety	n/a	n/a
Future Agenda Items		
<p>Next Meeting</p> <p>Tuesday 23/7/2024</p>	Marion Browne	Gigi Barbe.
<p>Meeting Closed</p> <p>There being no further business the Chairperson declared the meeting closed at 4.50 pm.</p>		

POLICY AND GENERAL COMMITTEE

June 14, 2024

ITEM 9

BROKEN HILL CITY COUNCIL REPORT NO. 113/24

SUBJECT: MINUTES OF THE S355 YOUTH ADVISORY COMMITTEE MEETING HELD 14 MAY 2024 D24/29418

Recommendation

1. That Broken Hill City Council Report No. 113/24 dated June 14, 2024, be received.
2. That the minutes of the S355 Youth Advisory Committee meeting held on 14 May 2024 be received.

Executive Summary:

Minutes of the S355 Youth Advisory Committee meeting held on 14 May 2024 and are presented to Council for endorsement.

Report:

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

Community Engagement:

Minutes provided to the S355 Youth Advisory Committee members.

Strategic Direction:

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

Relevant Legislation:

The S355 Youth Advisory Committee operates under Council's Advisory Committee constitution and the *Local Government Act 1993*.

Financial Implications:

Nil

Attachments

1. [S355 Youth Advisory Committee - Meeting Minutes - 14 May 2024](#)

RAZIJA NU'MAN
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL
GENERAL MANAGER

MINUTES OF THE SECTION 355 YOUTH ADVISORY COMMITTEE MEETING HELD TUESDAY, 14 MAY 2024 AT 3PM – GROUND FLOOR MEETING ROOM, COUNCIL ADMINISTRATIVE BUILDING

22/148

1. Present

Alison Howse
Angie Krause

Community Development Officer (BHCC)
YMCA Representative

Present via Teams

Councillor Darriea Turley AM
Carlee Heise
Larni Brymer

Council Delegate
YMCA Representative
Flourish Representative

2. Apologies

Razija Nu'man
Rachel Merton
Sophie Doust
Kylie Horner

Director Corporate and Community (BHCC)
Community Development Coordinator (BHCC)
Headspace Representative
Broken Hill Police Representative

3. Acknowledgement of Country

Acknowledgement of Country – Cllr Darriea Turley

4. Confirmation of Minutes of Previous Meeting

Previous Meeting:

Minutes from meeting held 5 March 2024 were accepted and confirmed by Cllr Darriea Turley.

5. Business arising from Previous Minutes

Nil

6. Action List

6.1 Circulate the survey report to the Committee

Update: Angie Krause advised this was a survey undertaken by the YMCA, targeting youth who had participated in a YMCA program. This survey was not a community wide survey.

Outcome: Action Complete. To be removed from the action list.

6.2 Enhancing the Voice of Youth

Update: Council's Community Development Team called for Expressions of Interest for young people to join the Youth Leadership Group.

Council received four Expressions of Interest, ages ranging from 12 years to 16 years.

Two group meetings have been held so far, and the group has also been involved in some school holiday and Youth Week events alongside Council.

The next meeting is scheduled to be held the week of 28 May 2024. There are no set meeting dates, due to the participants having other after school commitments.

Discussion: Discussions were held around the Committee struggling to get youth participation and engagement due to the time and day of the meeting.

Alison advised there has been one young person express interest in joining the Committee, however, the young person's parents will not allow attendance during school hours.

The Committee also discussed the lack of service representation attendance, possibly, due to the time of the meeting.

Discussions were held around the possibility of changing the meeting time and day to try and get youth representation and more service representation attendance.

Clr Turley asked if Carlee had any ideas or experience in attracting Youth representation. Carlee advised the YMCA run a state wide youth reference group who meet online in the evening from 6.30pm to 7.30pm.

Clr Turley suggested the Terms of Reference be circulated to the Committee. Feedback to be sought from the Committee members on how best to improve engagement and attendance to the meetings.

Larni advised Headspace run a Youth Reference Group with ages ranging from 19 years to 24 years. This group meets in the evenings from 5.30pm to 7.30pm and Headspace provide dinner.

Action: Terms of Reference to be circulated to the Committee. Feedback to be sought from members of the Committee.

6.3 Rolling Issues List

Action: Rolling issues list to be created.

Update: Not discussed

6.4 Terms of Reference – Youth Representatives

Recommendation: Council staff seek approval and budget allocation for the purchase of \$50 Far West Proud gift cards to compensate youth representatives for their attendance and participation in the S355 Youth Advisory Committee.

Update: Not discussed

7. General Business

7.1 YMCA Update

Carlee provided the Committee with an update on programs currently being run by the YMCA.

The YMCA run a program called Youth Parliament in Sydney. Young people attend from all over the state, to attend Parliament and discuss the issues that are important to them. This program has been running for over 20 years.

Carlee advised the YMCA is currently working on programs that will allow the YMCA to capture the voices of Youth who don't participate in Youth Parliament.

The YMCA has met with young people in Broken Hill recently to discuss their education experience, specifically, inclusiveness, support and engagement.

The YMCA is speaking to young people across multiple YMCA facilities in NSW. The results of these discussions will determine the recommendations put forward to the NSW Government.

The YMCA's General Manager of Advocacy and Government Relations is currently writing a Policy Position Statement on the YMCA's recommendations on Education in NSW.

Larni queried if the schools complete exit surveys with Students who are leaving school early, to capture the reason's students are leaving.

Angie advised once student's have obtained their Record of School Achievement (RoSA) students can be signed out of school.

Action: Council's Community Development Officer to contact the High Schools to enquire if exit surveys are completed with students who leave school before completing their Higher School Certificate.

- 8. Next Meeting** Tuesday, 13 August 2024
- 9. Meeting Closed** 4.03pm

DRAFT

ITEM NUMBER	ACTION	RESPONSIBLE	DUE
Meeting Held 21 March 2023			
Item 7 Enhancing the Voice of Youth	Action That Council support the Community Development Officer in investigating the opportunity for a youth coordination day enhancing the voice of youth in 2024. Update: Council's Community Development Team called for Expressions of Interest for young people to join the Youth Leadership Group. Council received four Expressions of Interest, ages ranging from 12 years to 16 years. Two group meetings have been held so far, and the group has also been involved in some school holiday and Youth Week events alongside Council. The next meeting is scheduled to be held the week of 28 May 2024. There are no set meeting dates, due to the participants having other after school commitments	Council's Community Development Officer	Ongoing
Meeting Held 5 March 2024			
Item 7.2 Rolling Issues List	Action Rolling issues list to be created.	Council's Administration Officer	
Item 7.4 Terms of Reference - Representatives	Recommendation for Council Resolution Council staff seek approval and budget allocation for the purchase of \$50 For West Proud gift cards to compensate youth representatives for their attendance and participation in the S355 Youth Advisory Committee.	Council's Community Development Team	

Meeting Held 14 May 2024			
<p>Item 6.2 Enhancing the voice of Youth</p>	<p>Action Terms of Reference to be circulated to the Committee. Feedback to be sought from members of the Committee.</p>	<p>Council's Community Development Officer</p>	
<p>Item 7.1 School Exit Survey</p>	<p>Action Council's Community Development Officer to contact the High Schools to enquire if exit surveys are completed with students who leave school before completing their Higher School Certificate.</p>	<p>Council's Community Development Officer</p>	

FURTHER REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 117/24 - DATED JULY 12, 2024 - 2022-2026 DELIVERY PROGRAM INCLUDING 2023/2024 OPERATIONAL PLAN OUTCOMES - FINAL KEY PERFORMANCE INDICATOR PROGRESS REPORT FOR PERIOD ENDING 30 JUNE 2024 (D24/34324)237
2. BROKEN HILL CITY COUNCIL REPORT NO. 118/24 - DATED JULY 16, 2024 - DISABILITY INCLUSION ACTION PLAN 2022-2026 - KEY PERFORMANCE INDICATORS PROGRESS REPORT FOR PERIOD ENDING 30 JUNE 2024 (D24/34819)317
3. BROKEN HILL CITY COUNCIL REPORT NO. 119/24 - DATED JULY 02, 2024 - ACTION LIST REPORT (D24/32517)339

ORDINARY MEETING OF THE COUNCIL

July 12, 2024

ITEM 1**BROKEN HILL CITY COUNCIL REPORT NO. 117/24**

SUBJECT: 2022-2026 DELIVERY PROGRAM INCLUDING 2023/2024 OPERATIONAL PLAN OUTCOMES - FINAL KEY PERFORMANCE INDICATOR PROGRESS REPORT FOR PERIOD ENDING 30 JUNE 2024 D24/34324

Recommendation

1. That Broken Hill City Council Report No. 117/24 dated July 12, 2024, be received.
2. That Council receive the 2022-2026 Delivery Program including 2023/2024 Operational Plan outcomes – Final Key Performance Indicator Progress Report for period ending 30 June 2024.
3. That the 2022-2026 Delivery Program including 2023/2024 Operational Plan outcomes – Final Key Performance Indicator Progress Report for period ending 30 June 2024 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 2022-2026 Delivery Program including 2023/2024 Operational Plan outcomes, for the reporting period to 30 June 2024.

This reporting period provides an indication of progress against set targets, particularly those measures and tasks assigned to be achieved within the 2023/24 financial year.

A total of 188 performance action targets were 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 169 Actions reported as "Achieved" and 19 Actions reported as "Off Track".

The one-year Operational Plan for 2023/2024 concluded on 30 June 2024 and the final report indicates the 169 "Achieved" Actions (90%), consists of 164 with 100% completion and 5 Actions with 90% completion. The 19 "Off Track" Actions (10%) have not been finalised, with 8 Actions at least 70-85% completed, 7 Actions at least 50-60% completed and 4 Actions are 1-25% completed. The 19 "Off Track" Actions are to be finalised in the 2024/25 financial year, with 15 of these actions included in Council's 2024/2025 Operational Plan.

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 INCLUDING 2022/2023 OPERATIONAL PLAN SNAPSHOT
– 1 JULY 2023 to 30 JUNE 2024**

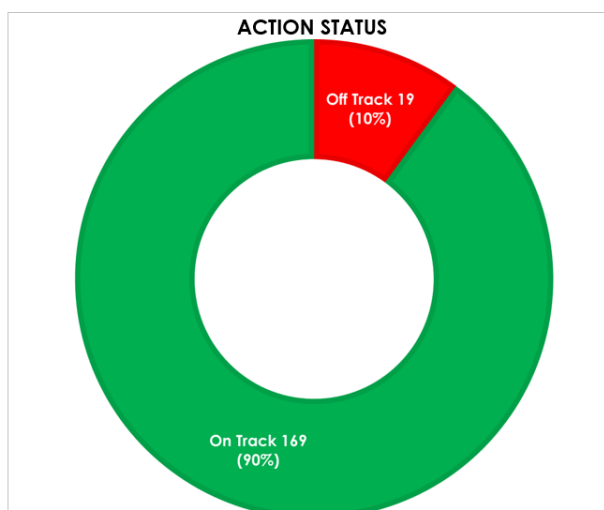
OVERVIEW

ACTION SUMMARY

By Performance

169 ACHIEVED

19 OFF TRACK



Action Progress Against Targets	
188	Actions in the 2023/2024 Operational Plan
164	100% ACHIEVED
05	90% achieved
19	OFF TRACK
08	70-85% achieved
07	50-60% achieved
04	1-25% achieved

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 25 May 2022.

The 2022-2026 Delivery Program progress report for the period ending 30 June 2024 is the subject of an open report in the July 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

- 2022-2026 Delivery Program incorporating 2023/2024 Operational Plan - Final KPI Progress Report ending 30.06.2024

RAZIJA NU'MAN
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL
GENERAL MANAGER

The logo for Broken Hill City Council is located in the top right corner. It features a dark grey banner with the words "BROKEN HILL" in white, bold, uppercase letters. Below the banner, the words "CITY COUNCIL" are written in a smaller, white, uppercase font. The background of the logo area is a light grey gradient that transitions into a red and blue geometric shape at the bottom right.

BROKEN HILL
CITY COUNCIL

**2022-2026 DELIVERY PROGRAM
INCLUSIVE OF 2023/2024 OPERATIONAL PLAN OUTCOMES
- FINAL KPI PROGRESS REPORT ENDING 30 JUNE 2024**

Broken Hill City Council

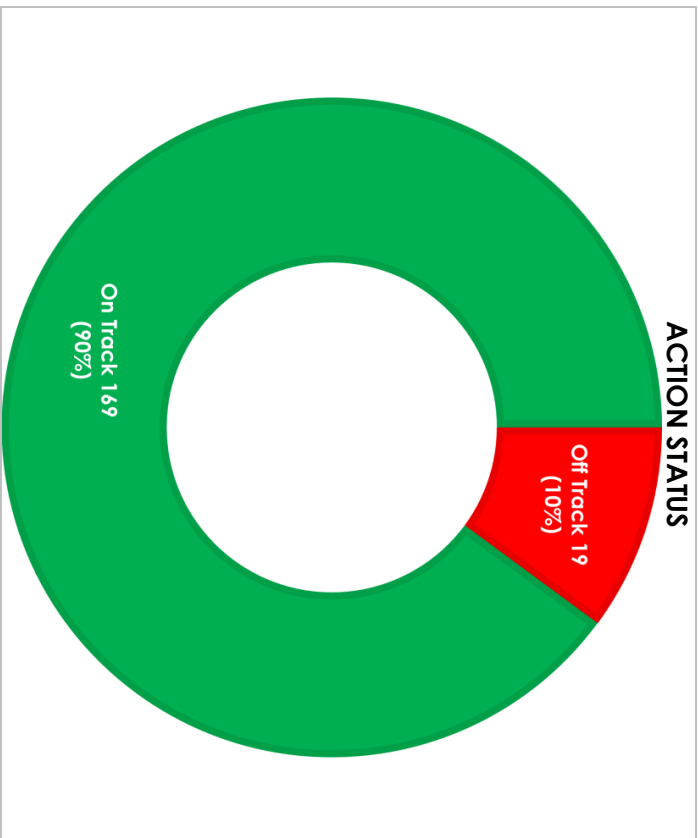
OVERVIEW

ACTION SUMMARY

By Performance

169 ACHIEVED



19 OFF TRACK



ACTION PLANS




Action Progress Against Targets	
188	Actions in the 2023/2024 Operational Plan
164	100% ACHIEVED
05	90% achieved
19	OFF TRACK
08	70-85% achieved
07	50-60% achieved
04	1-25% achieved

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>Action Progress Comments: Council supports the work of the interagencies by attending meetings, providing information and linking agencies together when required. During 2023/24 - Seven (YSSI) Youth School Services Interagency meetings, led by Mission Australia, were held monthly to discuss programs within schools and opportunities available for young people in the community. 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. Eight Disability Interagency meetings were attended. Three Homelessness meetings were attended during the report period to enable Service Providers to network, collaborate and discuss any issues for services. Events for Services Agencies are shared via Council Facebook Page and services supported to utilise Council's Event Calendar and Community Directory. Council continues to support the interagency meetings, share services, connecting community and services providers, support service community events.</p>						
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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>Action Progress Comments: During 2023/24, Two meetings were conducted with homelessness services 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 Homeless services 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 to collate and update contact information and services available has been forwarded to Homelessness Service providers. Meeting scheduled for 2 May 2024 was not held due to unavailability of services. Next meeting scheduled for 1 August 2024. Community Development attended one Far West District Homelessness and Housing Improvement Group meeting.</p>						

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%	100.00%	 RED

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 and capital works. Contract has been awarded to local company GTE Pty Ltd, to carry out actions identified in the Mulga Creek Rectification Design. Works scheduled to begin in August and take 16 weeks to complete.


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	Completed	15-Aug-2023	30-Jun-2024	100%	100.00%	 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.

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	100%	100.00%	 GREEN

Action Progress Comments: Scheduled maintenance was completed on every asset and managed through iAmOmni. Maintenance plans will be developed along with the Asset Management Plans. These are being outsourced through contractors. 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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, Ys 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. The Heritage Awards were presented on 10 April 2024 at an afternoon tea function at the Broken Hill City Art Gallery. Four awards were presented, two for building enhancement and restoration and two for contribution to retaining the city's heritage.

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%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Seven community events were held during the report period - NAIDCO Flag Raising ceremony held on 03/07/2023, 140th Anniversary Celebrations held on 05/09/2023, Miners Memorial service conducted on 08/10/2023, Remaining event for the Fred Jobson South Community Centre held on 18/11/2023, Christmas Pageant held on 02/12/2023, New Year's Eve celebrations held on 31/12/2023, Australia Day Ambassador dinner, Australia Day Ceremony and Awards presentation held on 26/01/2024, A second presentation was conducted at a cocktail function for two awardees that were unable to attend and receive their awards on Australia Day. National Reconciliation Week was marked with a Reconciliation March from Town Square to Sturt Park followed by a community gathering in Sturt Park. Seven schools participated in the march and undertook activities in Sturt Park. Collaboration with Macari Ma, Dept of Education, Mission Australia, FWLHD, Staying Home Leaving Violence, Social Futures, The Y NSW, PCYC and Catholic Care Wilcannia-Forbes to provide activities

and BBQ. The annual Volunteer Awards High Tea was held at the Civic Centre on 28/05/2024 with approximately 250 volunteers attending. Awards were given in the categories of Community, Cultural, Emergency Services, Environment, Event, Sporting, Tourism, People's Choice and the Nydia Edes Hall of Fame.


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%
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 For West to receive funding in order 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN


Action Progress Comments: The annual Volunteer Awards High Tea was held at the Civic Centre on 28 May 2024 with approximately 250 volunteers attending. Awards were given in the categories of Community, Cultural, Emergency Services, Environment, Event, Sporting, Tourism, People's Choice and the Nydia Edes Hall of Fame.


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
Action Progress Comments: During the report period draft Volunteer Policy and Framework completed, with presentation of Policy and Framework to Council's Executive Leadership Team scheduled for July 2024.						

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
Action Progress Comments: Currently eight active volunteers are supported by the Visitor Services team to run walk tours every weekday from 10am to 12pm and Saturday 10.30am to 12.30pm. The Heritage Walk Tour volunteers have been recently fitted with their own, branded uniforms consisting of long sleeve shirts for the warmer months and jackets for the colder months. Feedback is consistently positive and the average donation is around \$5 per person.						


Action Title: 1.1.5.4 Maintain City Ambassador program						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target%
Visitor Services Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 the Mundi Mundi Bash and the Broken Hill Festival this year in our mobile information centre. Volunteers have been supplied with their own branded and recognisable shirts and are invited to staff familiarisations and meetings						


Action Title: 1.1.5.5 Support volunteering opportunities within the Library						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target%
Library Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>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 cannot 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 program delivery. A total of 7 volunteers participate in these programs, equating to 1,029 hours annually.</p>						


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>Action Progress Comments: Ongoing Volunteer opportunities have been supported within the Gallery throughout the reporting period. This has included direct one on one tidions 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. Volunteering opportunities have been promoted through the Gallery's social media pages, word of mouth and at appropriate events throughout the year.</p>						


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>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 within 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 mapped in parallel with the review of S355 manuals, constitutions, terms of references and other resources such as templates and forms. Regular internal stakeholder meetings are undertaken and the review is on track and being conducted in accordance with the timeline for the new term of Council.</p>						


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>Action Progress Comments: During the 2023/24 quarterly S355 Youth Advisory Committee meetings were held in July and October 2023 and in March and May 2024. 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 held the Rock About Rock Wall Climbing in April 2024 for Youth Week. A Youth Opportunities Cultural Art Workshop in conjunction with Digital Art and a Radio Broadcasting Programs are in the planning stages with a Community Event planned for the unveiling of mural in May 2024. Delivery of successful Youth Week Market and Autumn School Holiday Programs and ongoing support provided to the Youth Opportunities Project. A successful Spring School Holiday funding submission granted. Youth Opportunity project in the end planning stages to finalise during July 2024.</p>						

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>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 when numbers permitted. 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. The School Holiday Program recommenced in 2024 with the onboarding of the new Gallery Program's Officer which offered a diverse range of programs for all ages.</p>						

Action Title: 1.1.6.3 Provide youth inclusive spaces within the Library						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target%
Library Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>Action Progress Comments: In 2023, a separate youth focused Library section was available in the Charles Rasp Memorial Library with secluded seating area and a total of six gaming computers available for gaming and educational research. A dedicated colourful and attractive to use children's area was also available. In 2024, the Library service moved to the newly refurbished Library dedicated area on the ground floor of Council's Administration Building. With the smaller Library service area, two shared spaces were available for youth activity and a total of two gaming computers were available for gaming and educational research. In the 2023/24 FY there were 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.</p>						

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%
Library Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>Action Progress Comments: The Library participates in Council led youth events whenever possible. During the reporting period, the Library celebrated Local Government Week. Mayor Kennedy attended to read a story to the children.</p>						

Action Title: 1.1.6.5 Provide Library Outreach activities through Outreach van						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target%
Library Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>Action Progress Comments: Council is still waiting on the delivery of the van for it to be fitted out in line with requirements for Library Outreach activities. Once this is 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. Delivery is now expected in the second half of 2024.</p>						

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	Completed	01-Jul-2023	30-Jun-2024	90%	100.00%	GREEN

Action Progress Comments: The banner poles are CCTV ready (provision only). Business cases have been submitted for CCTV in the 2023/24 and 2024/25 financial years but not approved. Street lighting, stage 1, has been completed in the 2023/24 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	90%	100.00%	GREEN

Action Progress Comments: This project is currently in progress as part of the current Town Square Design and will be completed by February 2025 after the completion of the Town Square Construction Project. Quotes received for the CCTV works and ready to action.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: The Companion Animal Working Group met on 12 October 2023 and 6 June 2024. The review of the Companion Animal Management Plan was presented to the June 2024 Working Group Meeting for feedback, prior to being presented to ELT and Council. The Working Group will meet again on 16 July 2024 to finalise their review of the Plan.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: All Council representatives were present at the August, November, February and May 2023/2024 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: An Alcohol and other Drug e-Petition distributed in October 2022 closed December 2023, with 347 e-signatures received. Homelessness Services database to be available from Council at completion of survey. Council requested a letter of update from the Alcohol and other Drug Steering Committee regarding the proposed Alcohol and Drug Rehabilitation Centre plans. An update was provided, and the Alcohol and other Drug Steering Committee met during April 2024 with focus on a meeting scheduled with Health Minister Ryan Park, 9 May 2024. Steering committee is corresponding with Health Minister and Far West Local Health District.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 develop a virtual power plant community network as endorsed in the Broken Hill Renewable Energy Action Plan, which aims to install solar panels on Council's facilities with storage 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 continued in 2024. The highlights of the 2024 program included the return of the Broken Hill City Council permanent collection, two major Indigenous touring exhibitions, the Tamworth Triennial Textile Exhibition as well as a number of smaller exhibitions. These exhibitions were supported by programming which included a series of workshops and artist talks.


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN


Action Progress Comments: During the reporting period the Gallery held over 200 individual public programs, with a total of 3,937 participants. The public programs included artist performances, workshops, exhibition openings, educational programs, high school workshops, tours and artist talks. The Albert Kersten Mining and Mineral Museum held approximately 30 tours with over 1,000 participants.

Action Title: 1.3.1.3 Provide quality Library services						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target%
Library Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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. The Broken Hill City Library plays a significant role in building Broken Hill as a learning community. During 2023/24, the Library had a total of 27,879 people visiting the Library and a total of 36,608 items borrowed with membership for the period.

Action Title: 1.3.1.4 Provide Archive collection and services						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target%
Library Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>Action Progress Comments: The Archive collection was officially closed 1 October 2022, as the collection was 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. The Archive collection cannot be accessed by the public. This is being 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 Tibbooburra.</p>						

Action Title: 1.3.1.5 Provide cultural and educational library programs						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target%
Library Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>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 using resources from the Reading Writing Hotline.</p>						

Action Title: 1.3.1.6 Provide Library outreach programs and activities						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target%
Library Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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, Book Week, Family Fun Day in the Park, Children's Day in the Park, National Simultaneous Storytime and AGFAIR to promote our Outback Letterbox Library.

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%
Library Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 allowed 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 and 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. Council attended three planning YSSI Interagency meetings involving the planning and contribution with youth services and various organisations to establish a Youth Week Community Event led by Mission Australia.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN


Action Progress Comments: 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>). 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 in investigating holding a Volunteer Expo to engage and connect the community with volunteerism and promote social cohesion. Youth - Youth Police Liaison Officers and Council have been working collaboratively with youth to promote social cohesion and inclusion. Council has continued to support Police Youth Liaison Officer and Aged Crime Prevention Officer with providing contacts to services and agencies. Council met with Police to share contacts and support for Youth Emergency accommodation and funding opportunities.

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 %
Leader - Project Management	In Progress	01-Jul-2023	30-Jun-2024	90%	100.00%	 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. Shelters have been delivered to Council's Warnock Street Yard and this project has been included in Council's 2024/25 Operational Plan for further development.

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%	100.00%	 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. Six 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 nil were planned for 2023/24.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 13 students working across Council in 2023/24.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: The community contacts database was maintained during the report period. Community organisations are encouraged to list their organisation/service on the community directory on Council's website and place events on the website's event calendar. Community Development Officer supports services to access and update community contacts database.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: The Open Cut Residency Program opened late 2023 with two successful artists selected from a total of 34 applicants. These artists have collaborated with the community and other artists in the form of workshops and will present their works in exhibitions at the Broken Hill City Art Gallery in the second half of 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: A project plan for the review of Council's Customer Service Framework was developed and endorsed by ELT. The plan targeted engagement with the broader workforce, with 6 staff workshops facilitated by Corporate staff and over 90 attendees. The reviewed draft Framework has been endorsed by ELT and the elected Council at the June 2024 Council Meeting. The Customer Experience Charter and Complaints Management Policy was endorsed for public exhibition at the June 2024 Ordinary Council Meeting.


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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. The latest evaluation was undertaken in June 2024 with feedback provided to staff, recognising excellence and promoting encourage and improvements.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Reporting on customer activity on the Community Portal is undertaken monthly and provided to Council's Executive Leadership Team. The first stages of integration of data between Council's OMNI software and Authority Customer Request Management has now been carried out. This integration provides opportunity for further enhancement capabilities to the Portal, such as customers using the Community Portal able to see the status of their request. Therefore, future stages of this integration project will focus on the return transfer of information to be able to provide customers with real time feedback on their requests through the Portal. The Library Service temporarily operating from the Administration Building provides an opportunity to engage with the community further to increase awareness and confidence in the Online 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 media and print media. The Event Booking Process has been integral in guiding the review of the Council Facility Booking Process.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Council is seeking collaboration with Wiliyakali Elders to develop a new Action Plan. Council held two meetings with Wiliyakali, continuing to meet bi-monthly, to discuss cultural awareness and Wiliyakali heritage. Community Development continues to meet bi-monthly and when needed to strengthen operational relationships and consultation, development of a formal Action Plan remains on hold.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 Barkindji 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. Two major touring Indigenous exhibition are being hosted at the Gallery in 2024 with Looking Through Windows concluding at the end of April 2024 and ngaratya (together, us group, all in it together) opening the beginning of May 2024. Looking Through Windows also included a week of workshops, Elder's gatherings and performances which were held at the Gallery during the first quarter of 2024.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: The installation of permanent acknowledgment of country within Museum has been investigated during the reporting period and is awaiting on wording approval from the Willyakali Corporation. Once received, the installation of permanent acknowledgement of country will occur at the Museum.


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%
Library Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: The Broken Hill City Library and Archive are working to collect oral history and other historical items from our Willyakali Community. These stories will be accessible to the community and will be a part of the First Nations Corner County Songlines Project. A NSW Government Community Development Grant - recording of First Nations stories oral history project was successful. However, the Library Coordinator has so far been unsuccessful in recruiting someone to oversee the First Nations Cultural Project, responsible for the recording and gathering of oral histories, Indigenous art works and ephemera. We hope to initiate a collaboration with Dr Lorina Barker and Taragara Research Project who are affiliated with the University of New England.

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%	100.00%	 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%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 Autumn School Holiday programs. Upcoming eligible funding opportunities Social Cohesion and Youth Week Grants for 2024. Successful Youth Week grants submissions for 2024. Delivery of Autumn School Holiday Programs and Youth Week Market Event, unsuccessful grant submission for Winter School Holiday programs, Successful submission for Spring School Holiday Programs, event in planning stages for October school holidays.

1.4.5 Support events that celebrate history, culture and diversity

Action Title: 1.4.5.1 Work with third parties to seek funding to celebrate history, culture and diversity

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 Council's event application process with support provided to numerous local events conducted on Council managed open spaces. Support to the City's signature events of St Pat's Races, Broken Heel Festival and the Mundi Mundi Bash has been provided. Assistance for local event organisers in open spaces continues including Youth Week and NAIDOC Week.

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	25%	100.00%	 RED

Action Progress Comments: Review of Planning instrument and planning policies in progress, with initial consideration by staff around identifying 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. An Expression of Interest is being prepared to seek a suitably qualified consultant to assist Council in reviewing 1) DCP and then 2) LEP. It is expected that reviews can take up to a minimum of 12 months from initial engagement of consultant and this action has been included in Council's 2024/25 Operational Plan.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Design works have been completed for the new Library construction with a contract of works signed with North Construction & Building Pty Ltd. Construction works are underway on site with demolition on going and bulk excavation works to start in the week of 15 July 2024. This action has been included in Council's 2024/25 Operational Plan for further delivery.


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: During the report period, the following CBD infrastructure projects were completed - 1) CBD Banner Poles project, 2) CBD Wayfinding project, 3) Argent Street Banner Poles Lighting. Argent Street Paving is underway with completion in September 2024 and LCS Landscapes has been engaged for the Town Square Reconstruction Project to start on 19 August 2024 with an estimated date for completion in January 2025. This action has been included in Council's 2024/25 Operational Plan for further delivery.


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	100%	100.00%	 GREEN


Action Progress Comments: Asset Optimisation draft report has been provided to all members of Council's Executive Leadership Team. A workshop was conducted by consultant to review the draft document and propose changes before finalisation. Phase 2 currently underway to develop implementation plan. Stakeholder engagement for Phase 2 is scheduled to commence mid-July 2024 to roll out the implementation plan. This action has been included in Council's 2024/25 Operational Plan.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Asset Management Plans for roads and footpaths have been developed. These plans are undergoing final review by both our Assets team and the Director of Finance to guarantee their effectiveness and financial sustainability before implementation.

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	90%	100.00%	 GREEN


Action Progress Comments: Asset Management Plans are being outsourced through contractors. Current Scheduled maintenance is going as planned. Works have been slightly delayed due to lack of information and request for more details. Works are expected to be completed by end of July 2024. This action has been included in Council's 2024/25 Operational Plan.

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	900%	100.00%	 GREEN
Action Progress Comments: Asset Management Plans are being outsourced through contractors. Current scheduled maintenance is going as planned. Works have been slightly delayed due to lack of information and request for more details. Works are expected to be completed by end of July 2024. This action has been included in Council's 2024/25 Operational Plan.						
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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
Action Progress Comments: An Asset Management Plan - Fleet desk top review was undertaken in 2023. This review resulted in the development of a Fleet and Plant Replacement Program, which was approved in April 2024 for implementation. The Program identifies Fleet and Plant that will be progressively replaced from 2024 to 2036.						
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%	100.00%	 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%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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. Subdivision complete for the McCulloch Street demonstration houses and compulsory acquisition commenced for portions of Crown Land for affordable and social housing.

Action Title: 1.5.5.2 Establish Collective Impact Model						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target%
General Manager	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Establishment and regular monthly meetings, between Crown Lands, Department of Regional NSW, Department of Planning, NSW Housing and Council in regard to 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	70%	100.00%	 RED


Action Progress Comments: Parks Management Plan is still under development and will need to be completed and endorsed before outcomes can be implemented. This is expected to be completed along with the Asset Management Plans by end of July 2024.

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	75%	100.00%	 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%	100.00%	 RED

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: This matter has been under review through ongoing discussions with Landcare Broken Hill to determine requirements for the land at Imperial Lakes. Advice had been provided to Landcare over the past 2 years around the LEP amendment process. Landcare will be the proponents undertaking the LEP amendment. (Note - this matter requires Landcare initiating the process). This matter is awaiting the submission of a Planning Proposal to Council by Landcare Broken Hill. Action cannot be taken by Council until the Planning Proposal has been submitted. This action has been included in Council's 2024/25 Operational Plan.


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	100%	100.00%	 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 an Engineering Consultant on the technical road design before development application can be submitted. Council has assisted with providing relevant documents and technical advice where required with a final design now prepared and will administer the DA when it is lodged. Council will continue to support and advocate for the establishment of and access to Imperial Lake.


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%	100.00%	 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 LLUA. 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. Furthermore, an application for a compulsory acquisition of Crown Lands for multiple housing types has been sought. This action has been included in Council's 2024/25 Operational Plan.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Multiple meetings held with Regional NSW and Planning NSW during the report period. Further follow-up required with Crown Lands and Regional NSW to provide further information in 2024. This action has been included in Council's 2024/25 Operational Plan.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN



Action Progress Comments: During report period, Council's Community Development Officer routinely attended Suicide Response Group meetings, Youth Interagency and Disability Interagency meetings. Other meeting attendance included, three Broken Hill and Surrounds Community Action Group meetings, Seven Youth Interagency and Eight Disability Interagency meetings and three Alcohol and other Drug Steering Committee meetings. Two Homelessness meetings attended; Council supports meetings by providing space and actively sharing service and contact information.


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 %
Leader - Project Management	In Progress	01-Jul-2023	30-Jun-2024	50%	100.00%	 RED
<p>Action Progress Comments: The E.P. O'Neill Memorial Park Redevelopment 100% design package submission was submitted to Council in December 2023. Council worked with Public Works to develop tender documentation for Stage One, focused on construction of ten (10) new netball courts and associated civil works as per design documentation. The Tender for Construction was advertised in January and presented to Council at the Council meeting held on Wednesday 28 February. Council endorsed the tender submission from Jirgens Civil Pty Ltd for T23/45 E.P O'Neill Memorial Park Redevelopment – Netball Precinct – Stage One. Jirgens tender submission was of high quality, and detailed examples of completed projects within the previous 2 years in sporting precincts (including multiple netball court construction) with similar scopes of work and budgets. A Contractor Performance Report was provided, with good and superior score ratings. Noted within their submission was a commitment to local spend, listing 10 local suppliers from a wide range of services that would be included in this project. Jirgens are based on the South Coast region of NSW, and they are experienced in working in remote locations, having successfully completed a project which had both locality and communication limitations to overcome. Evidence of high levels of accreditation for Work Health and Safety, Environment and Quality Management was also provided. Reference checks were very positive, with both contacts speaking highly of Jirgens regarding contract requirements including WHS, Environmental, Quality, schedules, and confirmed they would have no issues engaging Jirgens on any future projects. Response to post-project defects was also excellent. Site establishment commenced on 23 April 2024, with Jirgens quickly commencing demolition works. Site progress as at 30/06/2024 includes Demolition and Site Clearance 90% and Road Works and Surrounding Civil 15%. The original completion date was expected to be December 2024 but due to site Variations and Request for Information, an adjusted completion date is expected to be February 2025.</p>						
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 %
Leader - Project Management	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>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 in December 2023, which saw two tender submissions, both of which exceeded the available budget significantly. Council's Projects Officer is in the process now of revising the tender document to re-advertise. An extension of time through Resources for Regions Round 7 (funding body) has been approved. A revised Request for Tender is currently advertised on Vendor Panel 21 June 2024 to Sunday 14 July. This Infrastructure Project has been included in the 2024/25 Operational Plan for further development.</p>						

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%
Leader - Project Management	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>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 in December 2023, which saw two tender submissions, both of which exceeded the available budget significantly. Council's Projects Officer is in the process now of revising the tender documents to re-advertise. An extension of time through Resources for Regions Round 7 (funding body) has been approved. A revised Request for Tender is currently advertised on Vendor Panel 21 June 2024 to Sunday 14 July. This Infrastructure Project has been included in the 2024/25 Operational Plan for further development.</p>						

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


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target%
Community Development Officer	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>Action Progress Comments: During report period, Council's Community Development Officer routinely attended Suicide Response Group meetings, Youth Interagency and Disability Interagency meetings. Other meeting attendance included, three Broken Hill and Surrounds Community Action Group meetings, Seven Youth Interagency, Eight Disability Interagency meetings and four Alcohol and other Drug Steering Committee meetings. Council supports meetings by providing space and actively sharing services and contacts.</p>						

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%	100.00%	 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%	100.00%	 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 For West, AusIndustry, Foundation Broken Hill, Business For West, Local Jobs Program and attendance at industry forums.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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. This action has been included in Council's 2024/25 Operational Plan.

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%	100.00%	 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 and is provided to any visiting 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: The FSWJO Transport Plan, adopted by Far South West Joint Organisation in June 2023, has been included in Council's 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%	100.00%	 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%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Stage 1 has commenced with the upgrade to Airport Taxiway and development of the Airport carpark. Detailed designs currently underway with construction to commence in the first half of 2024/25. Subdivision plans for light industrial and commercial land 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Council continues to investigate all available government funding opportunities regarding trainees and apprenticeship incentives for 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%	100.00%	 GREEN

Action Progress Comments: Council staff regularly attend local business meetings and monitor grant and funding opportunities for projects to benefit to the local economy.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: The Visitor Services Coordinator attended the South Australian Visitor Information Services Conference in Murray Bridge in May 2024. During the summer months Visitor Services staff attended local familiarisations to a range of businesses including: Heritage City Motor Inn, Sufi Bakery, Imperial Nature Park, Bridge Club, Amanya Witha Indigenous Art Gallery, Broken Hill City Art Gallery, Willyama Visual Arts Centre, Slap Heap Project Gallery, Wayne Williams Gallery, Broken Hill Racecourse, Petichor Wine Bar, Geo Centre, Sundown Trail, Broken Hill Distillery. Two full day Silverton familiarisations were held for staff. A four-day familiarisation along the Sturt's Steps Touring Route was held in June 2024 and included three visitor services staff. This gave an opportunity to experience the newest touring route in our region firsthand and build relationships with local tourism operators and other tourism stakeholders.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 Hydrosfor during the report period along, with Council's consultant for the development of a virtual power plan network 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN


Action Progress Comments: Major renewable projects for the Far West Area have been supported during the report period including Hydrosfor 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: The Smart Internet of Things dashboard platform EagleIO is provided online with open data for residents' viewing.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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, have been completed and are in operation.						


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
Action Progress Comments: The Visitor Services Coordinator has reached out to surrounding council areas and their respective tourism bodies to establish regular tourism meetings. The first meeting was held on 05/02/2024 with a follow up meeting on 04/03/2024. They are now scheduled as bi-monthly meetings via Microsoft Teams bringing together representatives from the Silverton Village Committee, Milparkinka Heritage Association, Tibbooburra Village Committee, White Cliffs Tourism, Wilcannia Tourism, Menindee Tourism, Central Darling Shire Council and Wentworth Tourism. These meetings have significantly strengthened relationships within our region. Topics discussed include visitor flow, statistics, new events, online marketing, website updates, familiarisations, marketing opportunities, brochures.						

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%	100.00%	 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%	100.00%	 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%	100.00%	 GREEN

Action Progress Comments: The Economic Development Strategy key outcomes summary for the report period include: 1) 29% increase in tourism visitation year on year, 2) 5 local events for employers and trainers attended/hosted/supported, 3) Actions from the livability strategy continuously being implemented, 4) Increase in students utilising CUC, 5) Increase in availability of tertiary education and training programs – new Certificate II Hairdressing certifier available locally, 6) Improvements at Airport under way, 7) Steady volume of film permits, 8) Reduction in resident online spend and leakage, 9) Maintained quantity of flights, 10) Wayfinding project completed, 11) Tourism Website established and fully operational, 12) 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

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 2024/25.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Council's tourism website (www.visitbrokenhill.com) has transitioned from the Economic Development team to the Visitor Services team in March 2024. Daily updates occur to business and event listings. Google Business listing reviews for the Heritage Walk Tours, Living Desert and Visitor Information Centre and Trip Advisor reviews for the Visitor Information Centre are monitored and responded to when necessary. Australian Tourism Data Warehouse listings for local attractions and parks are updated at least once a year and local businesses reminded to list/update information on this platform.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
Action Progress Comments: Audit of local tourism products and experiences conducted in February 2024 and submitted to Executive Leadership Team.						
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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 Pile 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 Pile 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 Pile Railway Station. Discussions on suitable projects and funding options for Stage 2 (Peterborough to Broken Hill/Silverton) are currently paused. 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: The Visitor Services Business Plan 2023-25 action items that are completed or currently in progress:
 a) Maintaining and improving digital tourism assets --> See 2.4.1.3; b) Finalise staff structure. A Visitor Services Review is currently underway; c) Professional Development --> See 2.3.1.2; d) Receiving relevant statistical information on Broken Hill LGA --> Quarterly Tourism Monitor reports received; e) Continue to assist operators with setting up and maintaining ATDW (Australian Tourism Data Warehouse) listings --> ongoing; f) Continue maintaining the AVIC (Accredited Visitor Information Centre) accreditation - completed; g) Continue maintaining associate membership of the SAVIS (South Australian Visitor Information Services) network - completed; h) Attending the annual SAVIS conference in May --> completed.


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN


Action Progress Comments: Budget submissions were made for the 2024/2025 Budget to allow the engagement of suitably qualified contractors to assist in the development of the 5-year Strategic Plan for both the Gallery and the Museum. A Request for Quote was prepared at the end of the 2023/2024 financial year in preparation for the Business Plan to be developed within the next Financial Year.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Budget submissions were made for the 2024/2025 Budget to allow the engagement of suitably qualified contractors to assist in the development of the 5-year Strategic Plan for both the Gallery and the Museum. A Request for Quote was prepared at the end of the 2023/2024 financial year in preparation for the Business Plan to be developed within the next Financial Year.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Activation of Civic Centre Business Plan now complete as research and consultation has been finalised for the implementation of booking software for the Civic Centre with a whole of Council approach. The project is now at the Request For Quotation with development and implementation expected in the first quarter of 2024/25 financial year.

Action Title: 2.4.2.5 Activate Library Business Plan						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target%
Library Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: The Library Business Plan 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. This Business Plan will also be updated to reflect the library service delivery in the new building, including its collection and programming.

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%	100.00%	 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 continuing to market the region via its dedicated tourism website and is set to partner with the Milpaipinka Heritage Association to feature the Sturt's Steps Touring Route on Great Aussie Road Trips which is shown on Channel 7.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN


Action Progress Comments: The Accredited Visitor Information Centre accreditation has been maintained for 2023/24. In the reporting period the Visitor Information Centre was frequented by 83,219 visitors. Visitor Services staff have been providing the following services and support:
 1) Face-to-face provision of travel advice and information on local and regional attractions and events; 2) Provision of information collateral (maps and brochures on local and attractions and other destinations); 3) Information on travel options to and from Broken Hill; 4) Provision of info packs (mail outs); 5) Provision of after-hours information packs; 6) Local tour booking service; 7) Bookings service for the Starview Campsite; 8) Maintenance of visitor information outlets around the city; 9) Attendance at events; 10) Provision of information to Call Centre staff; 12) Support the Heritage Walk Tour volunteers and City Ambassadors; 13) Creation of itineraries and travel advice for industry professionals and visiting journalists; 14) Purchase and sale of local produce and branded merchandise; 15) Local industry support (emails for industry workshops and marketing opportunities, digital marketing support, provision of bulk guides and maps); 16) City promotions via digital platforms including tourism website.


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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: 1) Varieties of native flora and fauna within the Living Desert and the sites around the cultural walking trail; 2) Myre Myres (indigenous huts); 3) Geological site including land and mineral formations; 4) Kangaroo viewing hide; 5) Story poles designed by local TAFE students; 6) Scenic lookout overlooking Stephens Creek Reservoir; 7) Land marks showing miners claims; 8) Small prospecting mine dig-out for different minerals; 9) Indigenous quartz worksite; 10) Provision of tour group every Thursday for visitors travelling on the Indian Pacific Train, this service allows a sunrise viewing of the sculpture symposium for the patrons. 11) During the period multiple cultural awareness sessions were held with aboriginal elders hosting and sharing information and lessons with different groups in Broken Hill; 12) Multiple film crews have been to film content throughout the year at the Living Desert, from Telstra adverts to ballerina and model photography. 13) 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 2023/2024 reporting, the Broken Hill City Art Gallery has welcomed 16,744 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>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 over 6,000 visitors through its door.</p>						

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>Action Progress Comments: The Civic Centre provided support to the visitor economy through the provision of business events and conferencing, on a total of 56 occasions during the reporting period. Thirty-four of these were in the 6 months to December 2023 and the remaining 22 were held in the following 6 months to 30 June 2024.</p>						

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
<p>Action Progress Comments: The Broken Hill Airport has been operated safely and compliantly for the 2023/2024 period, with no aerodrome closures or major incidents.</p>						

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 %
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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. Broken Hill and Silverton were recently highlighted as tourism and film-making destinations with two advertisements at the Sydney Film Festival.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Review has been completed and development of an implementation plan for the achievable recommended prioritised goals and actions is underway.


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: The Civic Centre Marketing Plan has now been developed as part of the Civic Centre Business Plan. A review of the data provided and recommendations contained within, has highlighted the need to further develop our online presence in order to drive customer engagement through this avenue. Reviewing the Marketing Plan has highlighted the need to address the venue digital presence and as such its website is currently in the early stages of a redesign. It is expected the redesign will position the venue to effectively market to new opportunities such as professional conference organisers.


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: During the report period, a number of investigations were made on the options to support health and well-being in the community. The first quarter of the 2024 saw the recommencement of the Enrich Program with The University of Sydney. Discussions have also occurred with organisations within the City to see how the Gallery can further support health and wellbeing within the community.


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: During the report period, the Gallery and the Museum held a total of 264 art and cultural events combined. These activities included art awards, workshops, exhibitions, tours, concerts and ceremonies which contained both local and touring content.

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%	100.00%	 GREEN

Action Progress Comments: Murali 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 have also been 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	75%	100.00%	

Action Progress Comments: A capital submission was approved to engage a suitably qualified consultant to collaborate with the Council and key stakeholders in the development of a new five-year Waste and Sustainable Materials Strategy. The consultant's role will involve facilitating the preparation of this strategy, aimed at enhancing the City's waste management practices and transitioning towards a circular economy model. The Waste and Resource Recovery Strategy was a key priority for the Council in the 2023/24 period, with an expression of interest (EOI) process conducted through the Vendor Panel in 2024. The EOI was posted to the Vendor Panel in February 2024 and concluded in March 2024 with a favourable response. Talis Consultants emerged as the successful company, and approval for their engagement was granted in May 2024. Work has commenced on the plan with a draft expected to be delivered to Council early October 2024. This action has been included in Council's 2024/25 Operational Plan.

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	60%	100.00%	

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 and has been included in Council's 2024/25 Operational Plan. An expression of interest was sent out to market through Vendor Panel in 2024, with a successful consultant appointed to work with Council to develop the Waste and Resource Recovery Strategy in 2024/25. Talis Consultants have been appointed to develop the Waste and Resource Recovery strategy. It is estimated to take 16 weeks with a draft ready to be delivered to BHC early October 2024. Promotion of the development of the strategy will be ongoing throughout this time.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Opportunities to collaborate with community groups were explored in 2023 and continued 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. This action has been included in Council's 2024/25 Operational 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	70%	100.00%	 RED

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. There has been changes made to the REAP which has enabled us to apply for funding opportunities.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: During the report period the following was undertaken at the Living Desert: 1) Maintained and cared for native fauna including approximately 78 Euros (wallaroos), 18 Red Kangaroos (blue flyers included) and multiple native reptile and bird species; 2) Maintained and cleaned water troughs and feeding bays (daily to weekly); 3) Implemented feral animal control measures in accordance with governing Acts; 4) Annual assessment of identified noxious weeds and pests and implementing control measures as required; 5) Replaced damaged and vandalised fencing where and when required; 6) Maintained roads, culverts, walking paths and trails; 7) Cleaned and maintained all facilities; 8) 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%	100.00%	 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 with an expression of interest to be sent out to market through Vendor Panel in late 2024. This action has been included in Council's 2024/25 Operational Plan.


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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. Goats have become a growing issue due to the decline in sale of goats in the area, with hinge joint fencing being placed over 1km of strand wire fence within the Living Desert to prevent goats, sheep and cattle crossing in.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN


Action Progress Comments: During the report period, repairs were undertaken at various locations including approximately 1km of new fencing erected along the South Regeneration Walking Trail. 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Annual assessment of noxious weeds and pests was undertaken by Living Desert rangers in January 2024 and report provided to Council's Strategic Asset Management Coordinator. Contracted weed specialist has conducted large scale weed/cactus control and is ongoing.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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, nagooora 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: During the report period, a total of 10 working bees were conducted with a total of 40 volunteer hours implemented. Working bees included 7x path laying and cement edging, 2x tree pruning, 1x 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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. Friends of the Flora and Fauna were also nominated and recognized for the 2024 Broken Hill City Council award for Environment.

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 Backa River

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN


Action Progress Comments: Council continually lobbies the State and Federal government regarding the health of the Darling River/Backa 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/Backa 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%	100.00%	 RED


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. These Plans of Management have been updated and are being reviewed by staff prior to referral back to Crown Lands. All remaining Plans of Management have been drafted and are currently being reviewed by staff before drafts are presented to Council. This action has been included in Council's 2024/25 Operational Plan.

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	50%	100.00%	 RED
Action Progress Comments: SLR Consulting have recently prepared a new draft Plan of Management for the Living Desert Reserve. The Draft Plan of Management incorporates aspects of the existing Plan of Management, while updated for the new Crown Land Management Act 2016. The draft Plan of Management is currently being reviewed by Council staff prior to presentation to Council. This action has been included in Council's 2024/25 Operational Plan.						

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 Coord	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 is 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 be reviewed through the upcoming DCP and LEP reviews. A number of guides are being developed and draft developed by staff.						

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 Coord	In Progress	01-Jul-2023	30-Jun-2024	75%	100.00%	RED

Action Progress Comments: A Floodplain Management Study was conducted in late October 2023. The Contractor is currently mapping the contour levels of the City and studying the flood patterns from recent flood incidents. Once the Floodplain Management Study has been finalised, the data will be utilised to inform the Storm Water Management Strategy. This action has been included in Council's 2024/25 Operational Plan.

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	75%	100.00%	RED


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. Consulting firm Torrent Consulting has collected all data and is undertaking flood modelling and calibration. Flood study is due for completion and presentation to Council in January 2025 as per funding guidelines.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	GREEN

Action Progress Comments: All recommendations have been implemented by Council throughout the period. There are nine recommendations and in particular, recommendations developed and worked on during the 2023/24 period include, 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Raising awareness of heritage related issues and management is an ongoing action each year for Council. During the report period, Council's Heritage Advisor provided free advice and information to residents and undertook media interviews (radio) to discuss heritage related issues. Council's Heritage Advisory Service received over 50 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 two Citizenship Ceremonies 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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	Deferred	01-Jul-2023	30-Jun-2024	1%	100.00%	 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 %
Executive Officer	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN


Action Progress Comments: During the report period, the following processes were documented 1) Public Interest Disclosures process, in line with implementation of the new Public Interest Disclosures Act 2022. 2) Review and update of the Preparing for Local Government Elections Guide, in line with preparation for the September 2024 Local Government Elections. Office of Local Government Compliance Calendar for 2023/2024 compliance dates and items entered into shared calendar.


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 commenced coordinating the annual proactive release review in consultation with relevant business units in June 2024.


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%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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%	100.00%	 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: 4.1.5.51 Develop written processes for Governance functions of Alcohol-Free Zones and Alcohol Prohibited Areas						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target%
Manager Corporate & Customer Experience	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: During the report period a review of processes for Alcohol-Free Zones and Alcohol Prohibited Areas was undertaken, including review of timeline and process for re-establishment of Alcohol-Free Zones and review of timeline and process for suspension of Alcohol-Free Zones and Alcohol Prohibited Areas. This process is now drafted with a schedule for review.

Action Title: 4.1.5.52 Review Corporate Service Induction programs and packages for delivery that is matched to employee roles and responsibilities						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target%
Manager Corporate & Customer Experience	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: During the report period a review of Corporate Services Induction program and packages was undertaken, including review of the timeline and process for induction of new employees. Induction packages were developed and implemented. These packages are used as a resource for Managers to deliver to new staff, where it is considered a face-to-face Corporate Induction is not required. The packages are tailored to employee role types and responsibility.


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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. Planning activities for incoming Council following election in September being currently undertaken e.g. confirmation of 3 days training in Wentworth with new Councillors also of Wentworth.


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 have been created where gaps were identified.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: During the report period Council's Executive Leadership Team updated Council's Strategic Risk Register and presented the final register to Council's Audit, Risk and Improvement Committee for endorsement. In addition, new induction processes implemented to ensure 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	85%	100.00%	 RED


Action Progress Comments: During the report period Council's Executive Leadership Team held two dedicated workshops to develop an updated Strategic Risk Register for Council using the processes and principles contained in Council's Enterprise Risk Management Framework, using the international standards for Risk Management to guide the process. Further upskilling workshops in Risk Management for the Senior Leadership Team are planned for August/September 2024. This action has been included in Council's 2024/25 Operational Plan.

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	100%	100.00%	 GREEN
Action Progress Comments: Council's Business Continuity Plan (BCP) was last tested in May 2022, with the biannual full review of BCP and testing scheduled for October 2024. During the report period the organisation responded to various interruptions and utilised the BCP principles. This action has been included in Council's 2024/25 Operational Plan.						

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	80%	100.00%	 RED
Action Progress Comments: Training and Development for all staff have been completed for 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 with training and development module and succession planning module due for implementation in 2024. This module is expected to be operational by end of December 2024. This action has been included in the 2024/25 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	Deferred	01-Jul-2023	30-Jun-2024	60%	100.00%	 RED
Action Progress Comments: Deferred due to LG Capability Framework highlighted for review. Council will await this process and then re-consider this project for implementation in 2025/26.						

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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's all-staff workshop "Shaping Our Future 2.0" which was held in May 2023. This workshop guided staff requested workplace change requests and lead into the next Organisation Culture Inventory held in November 2023. Survey results from the November 2023 Organisation Culture Inventory Survey have been received, with leaderships groups participating in debriefing sessions in February 2024 and whole of staff debriefing sessions held in March 2024. Shaping Our Future 3.0 was held 27 June 2024, with 127 staff participating. Fourteen action items were developed and sponsored for investigation and implementation throughout the workforce. These actions are aligned with improving Council's "achievement" focus lifestyle inventory based on the Cultural survey results.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 Senior Leadership Team. With the L.E.A.D program being successfully completed by Emerging Leaders Group, this program will be 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. L.E.A.D Program rollout to all staff to commence September 2024. Internal leadership development for leadership group will focus on "achievement" and "self-actualizing" as per the survey results in 2023.


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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Service Review has been completed and reported to Council's Audit Risk and Improvement Committee in May 2024.

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	75%	100.00%	 RED

Action Progress Comments: The Animal Control Service Review has been postponed and will now be undertaken in 2024/2025. A review of the Visitor Information Centre has commenced as an alternate to the Animal Control review.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Two written submission was made to the Local Government Remuneration Tribunal regarding the review for the 2024 Annual Determination and the Federal & State Financial Sustainability inquiry.

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 %
Acing Manager Information & Communications Technology	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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 %
Acing Manager Information & Communications Technology	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: The following three outcomes were implemented for the report period: 1) Multi-Factor Authentication (MFA) - Currently serving 82% of Staff, 2) 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, 3) Password management - Education and provision of tools to staff to enable better password practices. To harden the cyber security stance of Council this action has also been included in Council's 2024/25 Operational Plan.

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	100%	100.00%	 GREEN

Action Progress Comments: Budget and Long Term Financial Plan prepared with an expectation to return to breakeven in 2024. Efficiency improvements continually adopted and 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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, a Housing Committee was established with relevant State and Business stakeholders and an Education Working Group was established in response to the mould issue at Willyama High School.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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: - 1) Lack of Electric Vehicle charging stations, 2) Reinstatement of Spencer Gulf Nightly News, 3) Suspension of Regional Seniors Travel cards, 4) Broken Hill Lead Program, 5) Sealing of the Wilangee Road for the Broken Hill Mundi Mundi Bash, 6) Aged care Funding, 7) ClubGRANTS funding, 8) Resources for Regions Funding, 9) Lack of Bariatric Ambulance, 10) Project support for CBH Resources and the prioritisation of mining projects including Cobalt Blue, Hydrostor, Hawsons and CAES projects, 11) Freeing up of crown lands, 12) Fruit Fly eradication, 13) Child Care, 14) Willyama Hough School closure and rebuild, 15) Far West Community Legal Centre, 16) Membership of the Audit Risk and Improvement Committee, 17) Closure of Allison House, 18) Cost Shifting.

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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Regular correspondence was forwarded to various State Ministers during the report period, relating to key issues including: - 1) Lack of Electric Vehicle charging stations, 2) Reinstatement of Spencer Gulf Nightly News, 3) Suspension of Regional Seniors Travel cards, 4) Broken Hill Lead Program, 5) Sealing of the Wilangee Road for the Broken Hill Mundi Mundi Bash, 6) Aged care Funding, 7) ClubGRANTS funding, 8) Resources for Regions Funding, 9) Lack of Bariatric Ambulance, 10) Project support for CBH Resources and the prioritisation of mining projects including Cobalt Blue, Hydrostor, Hawsons and CAES projects, 11) Freeing up of crown lands, 12) Fruit Fly eradication, 13) Child Care, 14) Willyama Hough School closure and rebuild, 15) Far West Community Legal Centre, 16) Membership of the Audit Risk and Improvement Committee, 17) Closure of Allison House, 18) Cost Shifting.

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%	0.00%	 RED

Action Progress Comments: Deferred due to delays to the rollout of the Community Satisfaction Survey. Likely to be undertaken in late 2025.


4.4.2 Facilitate meetings between community and elected representatives

Action Title: 4.4.2.1 Provide support for community meetings between Councilors and the public as required

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: All community members can address Council directly on two occasions at each Council meeting. Individual meetings between Councilors 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	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 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%	100.00%	 GREEN

Action Progress Comments: Advocacy Strategy has been updated and may be further reviewed in 2025.

ORDINARY MEETING OF THE COUNCIL

July 16, 2024

ITEM 2**BROKEN HILL CITY COUNCIL REPORT NO. 118/24**

SUBJECT: DISABILITY INCLUSION ACTION PLAN 2022-2026 - KEY PERFORMANCE INDICATORS PROGRESS REPORT FOR PERIOD ENDING 30 JUNE 2024 D24/34819

Recommendation

1. That Broken Hill City Council Report No. 118/24 dated July 16, 2024, be received.
2. That Council note the Disability Inclusion Action Plan 2022-2026 – Key Performance Indicators Progress Report for the reporting period ending 30 June 2024.
3. That the Disability Inclusion Action Plan 2022-2026 – Key Performance Indicators Progress Report for the reporting period ending 30 June 2024 be placed on Council's website.
4. That Council call a meeting of the Disability Inclusion Action Plan Monitoring Group to assess the outcomes of the progress report.

Executive Summary:

The *NSW Disability Inclusion Act (2014)* aims to achieve the goal of ensuring people with disability achieve full inclusion in community life. Under the Act, the NSW Government required all councils to implement a Disability Inclusion Action Plan (DIAP) by July 2017. Council's second DIAP was developed according to the legislative requirements described in the Act and adopted on 29 June 2022.

The Disability Inclusion Action Plan Monitoring Group provides a forum for relevant stakeholders and representatives to monitor the progress of Council's DIAP to achieve the requirements of the *NSW Disability Inclusion Act 2014*.

Council's DIAP has been integrated into the Integrated Planning and Reporting Framework.

Report:

This report relates to Council's progress of Actions for the second 12 months of the Disability Inclusion Action Plan 2022-2026, for the reporting period ending 30 June 2024. The Disability Inclusion Action Plan 2022-2026 contains Actions for each 12 months of the four-year plan. A total of 44 performance action targets were set within Council's 2022-2026 DIAP and this report provides an indication of performance against targets set for the previous 12 months.

The Action KPIs for the second 12 months of the four-year Plan indicate 36 Actions (82%) have 100% target achieved and 8 Actions (8%) show as "Off Track", with 4 actions at least 75-80% target achieved, 2 actions at least 50% target achieved and 2 actions with 10% of the target achieved. The "Off Track" Actions are to be finalised in 2024/25.

A snapshot of the DIAP 2022-2026 progress for the reporting period to 30 June 2024, with an explanation of Progress Against Targets, is shown below.

DISABILITY INCLUSION ACTION PLAN SNAPSHOT – 1 JULY 2023 – 30 JUNE 2024

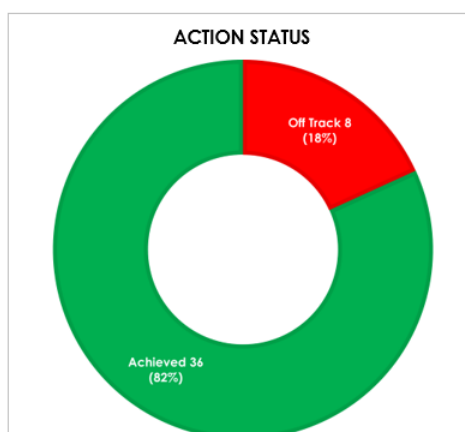
OVERVIEW

ACTION SUMMARY

By Performance

36 ACHIEVED

8 OFF TRACK



Action Progress Against Targets

- 44** Actions reported on
- 36** ACHIEVED - 100% of Action Target
- 04** OFF TRACK - 75% to 80% of action target achieved
- 02** OFF TRACK - 50% of action target achieved
- 02** OFF TRACK - 10% of action target achieved

Community Engagement:

Council’s Disability Inclusion Action Plan 2022-2026 was placed on exhibition, for a period of 28 days to allow for public comment, on 4 May 2022.

The Disability Inclusion Action Plan progress report for the period ending 30 June 2024 will 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:

- Disability Inclusion Act (NSW) 2014*
- Disability Discrimination Act (Commonwealth) 1992*
- Local Government Act 1993*
- Integrated Planning and Reporting Framework

Financial Implications:

The DIAP is included in the Integrated Planning and Reporting Framework, with actions identified in the Delivery Program, in accordance with Council’s Long Term Financial Plan, annual Operational Plan and annual budget processes.

Attachments

1. [↓](#) 2022-2026 DIAP - KPI Progress Report for period ending 30.06.2024

RAZIJA NU'MAN
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL
GENERAL MANAGER



DISABILITY INCLUSION ACTION PLAN 2022-2026 - KPI PROGRESS REPORT ENDING 30 JUNE 2024

Broken Hill City Council

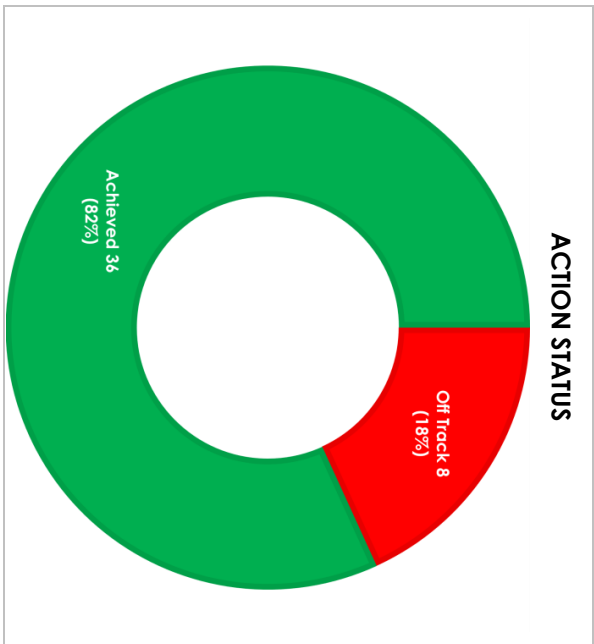
OVERVIEW

ACTION SUMMARY

By Performance

36 ACHIEVED

8 OFF TRACK



Action Progress Against Targets

- 44** Actions reported on
- 36** **ACHIEVED** - 100% of Action Target
- 04** OFF TRACK - 75% to 80% of action target achieved
- 02** OFF TRACK - 50% of action target achieved
- 02** OFF TRACK - 10% of action target achieved

ACTION TARGET LEGEND



At least 90% of action target achieved



Between 70% and 90% of action target achieved



Less than 70% of action target achieved

-

No target set


Business Plan – DIAP 2022-2026

1 Attitudes and Behaviours

1.1 Promote inclusion and inclusive communication in Council and in the community


1.1.1 All Council staff have an awareness of what inclusion means

Action Title: 4.1.5.10 DIAP A1.1.04 - Increasingly use infographics and simple English in corporate publications and plans

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate & Customer Experience	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN


Action Progress Comments: Council's Annual Reports since 2021/2022 have included infographics in each of the four key directions, to report on budget and numerical values. The Community Strategic Plan - Your Broken Hill 2040 was developed with simple English a focus. Community event posters/advertisements continue to be developed with a focus on continuous improvement for accessibility and inclusiveness in design and presentation. Increase in use of infographics and simple English continues to be incorporated into Council documents, education resources and community engagement activities, documents and public notices.

Action Title: 4.1.5.11 DIAP A1.1.05 - Consult with inclusive communication experts (eg, Novita speech therapist) to develop guidelines on supporting inclusion and managing differing needs in shared community spaces

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	0.00%	 GREEN


Action Progress Comments: The Library, Events, Gallery and Museum continue to offer and endorse an inclusive environment, where participants feel comfortable to visit and attend. Council develops events, programs and services which provide the opportunity and flexibility to adjust to differing abilities, ages and needs to ensure inclusion and strategies to adjust program delivery are developed when and where required, to ensure inclusion and participation of all who wish to attend and participate. The Library have participated in training to learn Key Word Sign and to better understand Neurodiversity to help make our service delivery and programming more inclusive. Mission Australia have also provided support in this area with advice on how to address sensory issues within our programming.

Action Title: 4.1.5.12 DIAP A1.1.06 Invite management from the YMCA (pool) to be involved in the discussions about developing guidelines for supporting inclusion and managing differing needs in shared community spaces

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	0.00%	 GREEN

Action Progress Comments: Action completed 30/06/2023 - Meeting between Council and YMCA management has taken place to consider all aspects of inclusive access to the Broken Hill Regional Aquatic Centre. The YMCA is an invited member to the Disability Inclusion Action Plan (DIAP) Monitoring Group six monthly meetings. The new YMCA Manager was briefed about DIAP in December 2022.

Action Title: 4.1.5.7 DIAP A1.1.01 - Celebrate, support and promote events such as International Day of People with Disability, Autism Awareness, R U OK? Day and World Mental Health Awareness Day


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: The Civic Centre promotes a number of national recognition days through the use of its window projections. National days promoted during the reporting period included R U OK Day, Pink October, Blue November, World Diabetes Day, Lifeline How's Your Mate, Wear it Purple day and International Women's Day. Council has provided event support and advise to organisations in hosting activities to mark International Day of People with Disability and Youth Homelessness Matters Day.


Action Title: 4.1.5.8 DIAP A1.1.02 - Purchase communication aids (such as magnifying glasses, large face clocks and portable hearing loops) and have them visible in Council buildings and facilities


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate & Customer Experience	In Progress	01-Jul-2023	30-Jun-2024	75%	0.00%	 GREEN

Action Progress Comments: An audit of communication aids within Council buildings and facilities undertaken and order placed for large face clocks and magnifying glasses. These aids have been received and provided to facilities. Portable hearing loops and costing considered for within development of planning for new projects.


Action Title: 4.1.5.9 DIAP A1.1.03 - Display the SCOPE Communication Bill of Rights at all Council facilities and buildings						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate & Customer Experience	Completed	01-Jul-2023	30-Jun-2024	100%	0.00%	 GREEN
Action Progress Comments: Action completed 30/06/2023 - SCOPE Communication Bill of Rights downloaded and provided to all Council building and facility managers to display.						

1.2 Continue to support our staff to respectfully, confidently and effectively communicate with people with disability
1.2.1 Council staff are confident and skilled in communicating with people who have disability

Action Title: 4.1.5.13 DIAP A1.2.01 Continue to train staff to write accessible documents for presentations and on Council's website						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
Action Progress Comments: Council continues to internally up-skill and maintain required standards for information accessibility with all documents and online content meeting compliance requirements.						

Action Title: 4.1.5.14 DIAP A1.2.02 Continue to support staff to develop web content and design compatible with Web Content Accessibility Guidelines 2.0						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
Action Progress Comments: Council website content continues to be WCAG 2.0 compliant and newly developed Tourism website also WCAG 2.0 compliant. Staff are supported as required to develop new web content to ensure design is compatible with Web Content Accessibility.						

Action Title: 4.1.5.15 DIAP A1.2.03 Support the Infrastructure team to enhance disability confidence and communication skills in order to effectively engage and consult with people with disability

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Director Infrastructure & Environment	Completed	01-Jul-2023	30-Jun-2024	100%	0.00%	 GREEN


Action Progress Comments: Action completed 30/06/2023 - The Infrastructure team continues to develop effective communication skills with everyone in the community, particularly people with disability. This is enhanced by liaising with Disability Inclusion Action Plan (DIAP) Committee members on upcoming projects and regularly seeking feedback on current assets.

Action Title: 4.1.5.16 DIAP A1.2.04 Deliver induction sessions that encompass the topic of inclusion of people with disability

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: The review of the corporate induction process and delivery to all staff has been completed and will commence with the new software system ELMO which is due to commence March 2024. Corporate inductions will be a combination of online and face to face delivery methods and will be relevant to council's individual facilities as required.

Action Title: 4.1.5.17 DIAP A1.2.05 Provide expert guest speakers to staff meetings and/or internal training sessions


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	In Progress	01-Jul-2023	30-Jun-2024	75%	100.00%	 AMBER

Action Progress Comments: Internal consultation identified possible topics and delivery protocols. Whole of staff sessions are scheduled for delivery in 2024, with sessions held relating to Council's value-based leadership program in accountability, strategic conversations, personal growth and development, well-being and having difficult conversations. This internal program has been delayed and is due to commence delivery in September 2024 and finish by June 2025.

1.3 Continue to promote Council's activities for building inclusion in Council and in the community

1.3.1 The community is aware of the activities Council is undertaking to progressively build greater inclusion of people with disability

Action Title: 4.1.5.18 DIAP A1.3.01 Continue to provide media stories (including on social media) on the progress of the implementation of the Disability Inclusion Action Plan 2022-2026

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN


Action Progress Comments: Disability Inclusion Action Plan is referenced whenever possible in social media, media releases, and community newsletter.

2 Liveable Communities

2.1 Engage with people who use wheelchairs and other mobility aids, and parents of children with disabilities, to determine priorities for improving footpaths, crossings and kerb ramps


2.1.1 People with disability are consulted about the priority maintenance and upgrade of footpaths, kerbs, crossings and ramps in Broken Hill

Action Title: 4.1.5.19 DIAP A2.1.01 Hold specific community consultations with people who use wheelchairs, walkers or gophers to identify priorities for the 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%	0.00%	 GREEN


Action Progress Comments: Action completed 30/06/2023 - Communications have been ongoing between the Capital Projects team and the Disability Inclusion Action Plan working group with a focus on the priority listing of the Active Transport Plan. Council will continue to consult with these groups to ensure focus on the higher priority areas.

Action Title: 4.1.5.20 DIAP A2.1.02 Promote the progress on the Active Transport Plan via Council media and information to the community care interagency; using Accessible Meeting Guidelines

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Director Infrastructure & Environment	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Information and project updates about the Active Transport Plan are regularly posted on Council's social media sites to keep the community informed of project progress. All projects, including the Active Transport Plan, have project status updates presented to Project Steering Groups and presented to Council and Community. The Active Transport Plan's five (5) year plan is also available on Council's website.

Action Title: 4.1.5.21 DIAP A2.1.03 Conduct community consultation on accessible public toilets (maintenance and upgrade and way finding priorities) using Accessible Meetings Guideline


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Director Infrastructure & Environment	Completed	01-Jul-2023	30-Jun-2024	100%	0.00%	 GREEN

Action Progress Comments: Action completed 30/06/2023 - Location and access information applicable to Public Toilets, are included as part of the Wayfinding Project. Consultation has been ongoing with the Disability Inclusion Action Plan group and other community members. The technical design for a new public toilet is budgeted for 2023/24.

2.2 Progressively address the issues raised by people with disability to improve access around the City


2.2.1 People with disability are directly consulted about the priorities for improvement to access around the City

Action Title: 4.1.5.22 DIAP - A2.2.01 Ensure ramps at school bus bay areas are included in the Active Transport Plan priority list


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Director Infrastructure & Environment	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN


Action Progress Comments: In the last 12-months Council, in conjunction with Transport for NSW have been liaising closely with all schools within the Local Government Area around pedestrian and traffic matters, focusing on accessibility and safety. Upgrades to kerb ramps were undertaken as part of the \$1.7 million school zone safety upgrades in 2022, which included a total of 64 kerb ramps being installed. All works as part of the 2023/24 Active Transport Plan was completed, including kerb ramps and footpaths.

Action Title: 4.1.5.23 DIAP A2.2.02 Increase the continuous accessible paths of travel to key places based on results of consultations with people who use powered and unpowered wheelchairs, mobility walkers and mobility scooters


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Director Infrastructure & Environment	In Progress	01-Jul-2023	30-Jun-2024	50%	100.00%	 RED

Action Progress Comments: As part of the Active Transport Plan and Road Reconstruction projects, over the last eight (8) months, forty (15) accessibility kerb ramps (2.5 m wide) and twenty (3) refuge islands have been installed across the city. These were at locations including the road reconstruction in Oxide Street, from Lane Street to Chapple Street as well as all Active Transport Plan routes for 2023/24. These areas were highlighted for improvement during consultation prior to the projects beginning.

Action Title: 4.1.5.24 DIAP A2.2.03 Replace bark chips in public parks with options that do not obstruct wheelchairs and mobility walkers						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Director Infrastructure & Environment	In Progress	01-Jul-2023	30-Jun-2024	50%	100.00%	
<p>Action Progress Comments: Future planning to replace bark chips with alternative soft fall measures. Like soft fall crumbed rubber, have begun. Council are identifying the costs associated with the material, while sourcing training opportunity for our internal staff to install and maintain. The number of parks that will need replacing will be identified within the Parks Master Plan once completed. The Parks Master Plan is still currently being prepared with completion due in Quarter One (1) of 2024/25.</p>						

Action Title: 4.1.5.25 DIAP A2.2.04 Provide quiet/sensory areas in Council buildings and at Council events						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	
<p>Action Progress Comments: The Library, Events, Gallery and Museum continue to offer and endorse an inclusive environment, where participants feel comfortable to visit and attend. Council develops events, programs and services which provide the opportunity and flexibility to adjust to differing abilities, ages and needs to ensure inclusion and strategies to adjust program delivery are developed when and where required; to ensure inclusion and participation of all who wish to attend and participate. 1) Library - The Library is an accessible facility supporting inclusion and managing differing needs in shared community spaces. Programs are adjusted for individual needs as required. Investigation into suitable equipment spaces available within the Library is currently underway. The library will be working together with Mission Australia to look at how we can conduct our programming to be more inclusive of children 0-9 that have learning and developmental delays. This advice will also extend to the purchasing of sensory equipment and support for our parents and carers that come to our early literacy sessions. 2) Sensory Zone area has been an addition for large outdoor community events.</p>						

Action Title: 4.1.5.26 DIAP A2.2.05 Ensure upgrades to and installation of play equipment are accessible to children with physical and non-physical disability


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Director Infrastructure & Environment	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: As part of the E.P. O'Neill Sporting Complex Redevelopment, a representative from the DIAP advisory group is included within the Project Steering Group that guides the development of the project. Through feedback and communication from this representative, the playground area within the complex focused specifically to inclusiveness and accessibility and will include a sensory playground and multiple play equipment suitable for physical and non-physical disabilities.

2.3 Progressively increase accessibility and inclusion of places of entertainment, recreation, learning and leisure


2.3.1 People with disability have greater access to events hosted in the City

Action Title: 4.1.5.27 DIAP A2.3.01 Source existing Accessible and Inclusive Event Guidelines for use within Broken Hill City Council

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	0.00%	 GREEN


Action Progress Comments: Council's event guide has been developed with implementation to occur following completion of the event management framework. Framework is due for completion by 31 December 2024. The event guide has been developed with the LGNSW Premier & Cabinet Event Starter Guide as reference document.

Action Title: 4.1.5.28 DIAP A2.3.02 Incorporate Access and Inclusion Plans into all Council hosted events

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Accessibility is included in all Council events for event sites. A Sensory Zone has been included at Council's outdoor events: 140th Anniversary Celebration, Christmas Pageant and New Year's Eve to promote attendance for those with sensory triggers. The "quiet sensory zone" for the first block of the Christmas Pageant parade was extremely well attended with positive feedback from the community. A new drop off/pick up zone has been incorporated into events at Sturt Park to ensure access to the park is more accessible for people with mobility issues. The traffic control plan for the drop off zone is made available to other organisations of larger scale events.

Action Title: 4.1.5.29 DIAP A2.3.03 Develop Accessible Event templates, guidelines, policies and/or procedures specific to the context of Broken Hill Events


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN


Action Progress Comments: Council's current events guide has been developed with implementation to occur following completion of the event management framework. Framework completion is due 31 December 2024.


Action Title: 4.1.5.30 DIAP A2.3.04 Make Council's Accessible Event Guidelines (including promotional information about drop off points and parking etc) available to event organisers booking Council owned sites

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Council's current events guide is being reviewed in conjunction with the event management framework. The framework is due for completion by 31 December 2024. A generic traffic management plan has been created for major events in Sturt Park allowing ease of access into the park for those requiring a drop off zone. The plan was introduced for 2024 Christmas Pageant and New Year's Eve events and has been provided to the NAIDOC Committee for the NAIDOC Family Fun Day.

Action Title: 4.1.5.31 DIAP A2.3.05 Ensure seating arrangements enable people who use wheelchairs to sit on the row they would prefer						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Civic Centre Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
Action Progress Comments: Arrangements for booking seated events for people using wheelchairs at the Civic Centre are now a cemented process with the Civic Centre and VIC Teams. These details are now communicated to event delivery teams to ensure seats are moved prior to a patron with wheelchair requirements arriving for their event.						

Action Title: 4.1.5.32 DIAP A2.3.06 Compile a template(s) with consistent or aligned meta-data for collecting information on accessibility/inclusion features of Council Buildings, parks, playgrounds etc enabling the presentation of access features of the building and the activities hosted in them						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Strategic Asset Management Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
Action Progress Comments: Template has been developed and is saved in container 16/82 document number D24/33162.						

Action Title: 4.1.5.33 DIAP A2.3.07 Collect and document the accessibility features of all Council buildings, parks, playgrounds and post these on all relevant websites including Council's main website and the national accessible tourism website						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Strategic Asset Management Coordinator	In Progress	01-Jul-2023	30-Jun-2024	75%	100.00%	 AMBER
Action Progress Comments: Template has been developed. Currently scheduling times to complete the list of features for each council building.						

Action Title: 4.1.5.34 DIAP A2.3.08 Invite Broken Hill accommodation, entertainment and other leisure / tourism providers to participate in the Access and Inclusion Information Collection Project

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	In Progress	01-Jul-2023	30-Jun-2024	10%	100.00%	 RED

Action Progress Comments: This project has not been rolled out but preliminary conversations have been held with a local NDIS officer, investigating the best approach to ascertain correct method of data collection and communication with local businesses. We are currently preparing a budget submission to engage an external provider who specializes in enhancing the inclusivity and accessibility of the local industry to ensure this project can be successfully implemented.

Action Title: 4.1.5.35 DIAP A2.3.09 Continue to design Library workshops or activities that provide adjustments enabling people with disability to attend


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN


Action Progress Comments: The Library continues to offer and endorse an inclusive environment where participants feel comfortable to visit and attend. The provision of programs and services which provide the opportunity and flexibility to adjust to differing abilities, ages and needs to ensure inclusion and all program delivery and adjustments are made when and where required for people to attend and participate who may have a disability, this includes using Key Word Sign during our Early Literacy programming.


Action Title: 4.1.5.36 DIAP A2.3.10 Continue to enable access by Aboriginal and/or Torres Strait Islander persons with disability to attend culturally safe and appropriate programs

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: The Library, Events, Gallery and Museum continue to offer and endorse an inclusive environment, where participants feel comfortable to visit and attend. Council develops events, programs and services which provide the opportunity and flexibility to adjust to differing abilities, ages and needs to ensure inclusion and strategies to adjust program delivery are developed when and where required, to ensure inclusion and participation of all who wish to attend and participate. Library - the library is an inclusive space where anyone can attend. The library holds a NAIDOC Week Storytime activity at 123 Community Hub for our younger children and attends the NAIDOC Family Fun Day in the Park in October every year.

Action Title: 4.1.5.37 DIAP A2.3.11 Continue to offer Art Gallery activities with adjustments for people with disability						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
Action Progress Comments: The Gallery continues to report to and work with the Disability Inclusion Action Plan Monitoring Group to ensure ongoing improvement for accessible activities. The Gallery's new Program's Officer is also working to expand the Gallery's Program to make the workshops more accessible.						

Action Title: 4.1.5.38 DIAP A2.3.12 Ensure that any future refurbishment of the Council Administration Building includes provision for a lower information desk for people using wheelchairs; availability of hearing loop; and a meeting room enabling sound privacy						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Director Infrastructure & Environment	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
Action Progress Comments: The ground floor of the Administration Building has been renovated as part of Stage 1 works for the new Library and Archives Project. As part of these works, the Customer Service and Library Staff desks have been installed with sections for people using wheelchairs and the provision of a hearing loop in the temporary library section. A sound privacy room will be considered after the use of the ground floor as a temporary library.						


Action Title: 4.1.5.39 DIAP A2.3.13 Ensure the Visitors' Information Centre has a section of the information counter at a lowered height to accommodate visitors who use wheelchairs						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Strategic Asset Management Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN
Action Progress Comments: Works were completed in late October 2023.						

3 Systems and Processes

3.1 Systems supporting Council communications, meetings and consultations enhance inclusion

3.1.1 Written information produced by Council is easier to read both in form and content

Action Title: 4.1.5.40 DIAP A3.1.01 Develop guidelines for creating accessible documents (Integrating the International Day of People with Disabilities Style Guide, 2018 <https://www.idpwd.com.au/wp-content/uploads/2018/09/IDPWD-Style-Guide-2018.pdf>)


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate & Customer Experience	In Progress	01-Jul-2023	30-Jun-2024	80%	100.00%	 AMBER

Action Progress Comments: International Day of People with Disability Branding Guidelines 2018 sourced. Research commenced for development of guidelines for creating accessible documents. Seek to incorporate in the development of a Corporate Brand and Style Guide for the organisation. A Brand and Style Guide internal working group has met to progress.

3.2 Incorporate accessibility and inclusion considerations in procurement decisions and contracts

3.2.1 People with disability have greater access to information relating to procurement and contracts


Action Title: 4.1.5.41 DIAP A3.2.01 Review procurement systems and contracts to ensure accessible and inclusive practices are used by consultants

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Director Finance and Commercial	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Tenders and Contracts awarded with regards to inclusivity as per Council's Procurement Framework and Policy. Council's Procurement Framework and Policy currently under review during 2nd half of 2024.

3.3 Ensure procedures and work practices require all community campaigns or information sessions to be inclusive
3.3.1 People with disability have greater access to information

Action Title: 4.1.5.42 DIAP A3.3.01 Review procedures and work practices relating to the development of community campaigns or information sessions to ensure inclusion is built in


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: Inclusion is considered in the provision of all Council communications and engagement sessions and included within engagement session planning.

3.4 Utilise the expertise of the DIAP Monitoring Group to improve systems and processes


3.4.1 People with disability are represented on the DIAP Monitoring Group

Action Title: 4.1.5.43 DIAP A3.4.01 Continue to support and resource the DIAP Monitoring Group to assist Council to improve systems and processes


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate & Customer Experience	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Corporate teams continue to support and look for opportunities to further grow the DIAP Monitoring Group of relevant stakeholders; with feedback from the group considered for improvement of systems and processes. Internal stakeholders report on progress of actions six monthly to Council and present actions completed and upcoming to the group six monthly. Internal projects consider accessibility and inclusion in design and engagement.


3.5 Embed inclusive practices into all community consultations, communications and Council work practices
3.5.1 People with disabilities increasingly give feedback to Council and are able to give formal and informal input on the development and progress of Council plans

Action Title: 4.1.5.44 DIAP A3.5.01 Community engagement plans include methods for engaging 'harder to reach' individuals and communities						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications & Marketing	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Current Engagement Strategy focuses on 'harder to reach' groups and all future revisions will maintain this focus.


Action Title: 4.1.5.45 DIAP A3.5.02 Collate database of key community contacts in order to collect 'lived' information on 'accessible Broken Hill'						
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: Database of key community contacts is under construction and community entities are encouraged to list on Council's directory. Council attends monthly Disability Interagency meetings. This action has been included in the 2024/2025 DIAP implementation.

Action Title: 4.1.5.46 DIAP A3.5.03 Collate a database of volunteers prepared to take photos of places, for example, routes to tourism venues, Council buildings and parks; and approach private venues and accommodation operators wishing to cater to accessible tourism						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	In Progress	01-Jul-2023	30-Jun-2024	10%	50.00%	 RED

Action Progress Comments: This approach is not deemed appropriate considering the knowledge required to adequately identify accessibility features and standards across Broken Hill's tourism providers. We are currently preparing a budget submission to engage an external provider who specializes in enhancing the inclusivity and accessibility of the local industry to ensure this project can be successfully implemented.

3.6 Consumer satisfaction surveys indicate the consumers feel heard and have a say in decision making
3.6.1 Surveys are developed to ensure accessibility to respond by hard-to-reach individuals can be achieved


Action Title: 4.1.5.47 DIAP A3.6.01 Community consumer satisfaction survey						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Coordinator	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Community Satisfaction Survey conducted in 2023. The survey showed an overall increase from 2.9/5 to 3.1/5.

4 Employment

4.1 Review recruitment and employment processes to ensure they are barrier free to candidates who have disability


4.1.1 Council has recruitment and employment policies that reflect best practice with regards to encouraging and supporting the employment of people with disability

Action Title: 4.1.5.48 DIAP A4.1.01 Include on the front of Council's 'Jobs' webpage a statement that Council welcomes applications for employment from people with disability						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2023	30-Jun-2024	100%	0.00%	 GREEN

Action Progress Comments: The following statement has been added to Council's website careers page: "Broken Hill City Council promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. People from indigenous backgrounds, people from culturally diverse backgrounds, and people with disabilities are encouraged to apply."


Action Title: 4.1.5.49 DIAP A4.1.02 Continue to regularly access and implement the free resources from the Australian Network on Disability, specifically:

- Sharing and monitoring disability information in the workplace; and
- Employers' Guide to Partnering with Disability Employment Services

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Recruitment processes are in line with all legislative and regulatory requirements for disability inclusion regarding workforce management. All recruitment processes have met the recommended guidelines and council continues to work with services supporting the disability employment sector.

Action Title: 4.1.5.50 DIAP A4.1.03 Continue to reference the Australian Network on Disability resource "Manager's Guide: Disability in the Workplace" and continuously update Council's policies and processes in line with best practice examples provided

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2023	30-Jun-2024	100%	100.00%	 GREEN

Action Progress Comments: Council's policies and processes are in line with current reference materials regarding disability inclusion within the workforce. All recruitment has met the guidelines and council continues to work with employment service providers in this industry.

ORDINARY MEETING OF THE COUNCIL

July 2, 2024

ITEM 3

BROKEN HILL CITY COUNCIL REPORT NO. 119/24

SUBJECT: ACTION LIST REPORT D24/32517

Recommendation

1. That Broken Hill City Council Report No. 119/24 dated July 2, 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 Report for July 2024

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

For Action	Division: Ordinary Council	Date From: 1/07/2020
Action Sheets Report	Committee: Ordinary Council	Date To: 24/07/2024
	Officer: Including Further Reports	Printed: Wednesday, 24 July 2024 11:16:29 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			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 105/20 dated July 1, 2020, be received. 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. That the lease term be 25 years and the annual rental be the minimum Crown Lands rental. 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			
<p>12 Aug 2020 10:00am Bartlett, Leisa Solicitors are drawing up the licence agreement.</p> <p>17 Sep 2020 3:09pm Bartlett, Leisa Draft lease being finalised.</p> <p>16 Oct 2020 9:20am Bartlett, Leisa Draft lease with Solicitors.</p> <p>10 Nov 2020 4:26pm Bartlett, Leisa Licence is with the Broken Hill Speedway Club for signature.</p> <p>30 Nov 2020 2:11pm Bartlett, Leisa Licence with Speedway Club for signature.</p> <p>12 Feb 2021 10:04am Bartlett, Leisa Licence signed by all parties and is now with the Minister for approval.</p> <p>18 Mar 2021 4:40pm Bartlett, Leisa In progress.</p> <p>16 Apr 2021 10:42am Bartlett, Leisa In progress.</p> <p>12 May 2021 12:14pm Bartlett, Leisa In progress.</p> <p>17 Jun 2021 4:55pm Bartlett, Leisa Waiting on response from Local Aboriginal Land Council.</p> <p>15 Jul 2021 12:15pm Bartlett, Leisa Solicitor is awaiting a response from the Local Aboriginal Land Council.</p> <p>12 Aug 2021 3:04pm Bartlett, Leisa Council's Solicitor is awaiting a response from the Local Aboriginal Land Council.</p> <p>15 Sep 2021 9:06am Bartlett, Leisa Council staff following up with Local Aboriginal Land Council.</p> <p>14 Oct 2021 4:12pm Bartlett, Leisa Awaiting response from Local Aboriginal Land Council.</p> <p>11 Nov 2021 9:02am Bartlett, Leisa Awaiting response from the Local Aboriginal Land Council.</p> <p>16 Dec 2021 11:51am Bartlett, Leisa Awaiting response from Local Aboriginal Land Council.</p> <p>18 Jan 2022 2:55pm Butcher, Lacey Awaiting response from Aboriginal Land Council</p> <p>15 Feb 2022 10:58am Bartlett, Leisa Awaiting response from Aboriginal Land Council.</p> <p>23 Mar 2022 2:42pm Bartlett, Leisa No change in status.</p> <p>19 May 2022 11:23am Bartlett, Leisa No change in status.</p> <p>22 Jun 2022 11:04am Guerin, Emily No change in status</p> <p>18 Jul 2022 3:07pm Guerin, Emily No change in status</p> <p>24 Aug 2022 3:28pm Bartlett, Leisa</p>			

For Action Action Sheets Report	Division: Committee: Ordinary Council Officer: Further Report Required: Including Further Reports	Date From: 1/07/2020 Date To: 24/07/2024 Printed: Wednesday, 24 July 2024 11:16:29 AM
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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 20 Mar 2024 10:04am Falkner, Georgina No change in status 17 Apr 2024 10:22am Butcher, Lacey No change in status 21 May 2024 3:16pm Falkner, Georgina No change in status. 18 Jun 2024 3:13pm Falkner, Georgina No change in status. Further follow up correspondence sent. 22 Jul 2024 1:13pm Murray, Jessica No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 23/02/2022	Nankivell, Jay Nankivell, Jay	Confidential Matters	LEGAL EXPENDITURE - CIVIC CENTRE OMBUDSMAN'S REPORT
<u>Resolved</u>			
1. That Broken Hill City Council Report No. 54/22 dated February 15, 2022, be received. 2. That the General Manager be invited to contact the Auditor General to investigate the legality of the expenditure to defend the Ombudsman's report in the absence of Council's approval to do so.			
CARRIED UNANIMOUSLY			

For Action Action Sheets Report	Division: Committee: Ordinary Council Officer: Further Report Required: Including Further Reports	Date From: 1/07/2020 Date To: 24/07/2024 Printed: Wednesday, 24 July 2024 11:16:29 AM
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24 Mar 2022 5:35pm Bartlett, Leisa
 Communication initiated with the Audit Office to commence the investigation and the best course of action.
19 May 2022 11:47am Bartlett, Leisa
 No change in status.
20 Jul 2022 4:05pm Guerin, Emily
 No change in status
24 Aug 2022 4:05pm Butcher, Lacey
 Awaiting advice from Audit Office
19 Sep 2022 11:32am Guerin, Emily
 No change in status
21 Nov 2022 2:29pm Guerin, Emily
 No change in status
07 Dec 2022 9:37am Guerin, Emily
 Ongoing
17 Jan 2023 11:22am Guerin, Emily
 Nothing further
14 Feb 2023 1:43pm Guerin, Emily
 Ongoing
21 Mar 2023 1:50pm Guerin, Emily
 Ongoing
18 Apr 2023 2:09pm Guerin, Emily
 Ongoing
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
11 Mar 2024 11:49am Butcher, Lacey
 Ongoing
16 Apr 2024 1:56pm Butcher, Lacey
 Ongoing
20 May 2024 4:08pm Butcher, Lacey
 Ongoing
18 Jun 2024 3:05pm Murray, Jessica
 Ongoing
23 Jul 2024 1:00pm Murray, Jessica
 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
<u>Resolved</u>			
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			

For Action Action Sheets Report	Division: Committee: Ordinary Council Officer: Further Report Required: Including Further Reports	Date From: 1/07/2020 Date To: 24/07/2024 Printed: Wednesday, 24 July 2024 11:16:29 AM
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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.

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

20 Mar 2024 10:05am Falkner, Georgina
Potential amendments being discussed with Crown Lands

17 Apr 2024 10:23am Butcher, Lacey
No change in status

21 May 2024 3:19pm Falkner, Georgina
No change in status

18 Jun 2024 3:18pm Falkner, Georgina
Crown Lands have since advised that a licence would be preferable as opposed to a lease due to Native Title. Potential amendments being discussed.

22 Jul 2024 1:14pm Murray, Jessica
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
<u>Resolved</u>			
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			

For Action	Division: Ordinary Council	Date From: 1/07/2020
	Committee: Ordinary Council	Date To: 24/07/2024
Action Sheets Report	Officer:	
	Further Report Required: Including Further Reports	Printed: Wednesday, 24 July 2024 11:16:29 AM

<p>18 Oct 2022 9:31am Guerin, Emily No change in status</p> <p>21 Nov 2022 2:51pm Guerin, Emily No change in status</p> <p>13 Dec 2022 11:52am Guerin, Emily Policy currently being created.</p> <p>16 Jan 2023 2:24pm Guerin, Emily No change in status</p> <p>13 Feb 2023 2:08pm Guerin, Emily No change in status</p> <p>23 Mar 2023 9:50am Guerin, Emily No change in status</p> <p>19 Apr 2023 11:25am Guerin, Emily No change in status</p> <p>23 May 2023 3:24pm Butcher, Lacey No change in status</p> <p>21 Jun 2023 3:46pm Butcher, Lacey No change in status</p> <p>23 Aug 2023 11:52am Howard, Codie No change in status</p> <p>20 Sep 2023 10:40am Howard, Codie No change in status.</p> <p>18 Oct 2023 8:43am Howard, Codie Draft Policy currently being prepared.</p> <p>21 Nov 2023 12:04pm Howard, Codie Draft Policy preparation is on-going</p> <p>12 Dec 2023 2:29pm Howard, Codie No change in Status</p> <p>23 Jan 2024 2:05pm Howard, Codie No change in status.</p> <p>20 Feb 2024 12:04pm Butcher, Lacey No change in status</p> <p>20 Mar 2024 11:41am Butcher, Lacey No change in status</p> <p>17 Apr 2024 10:23am Butcher, Lacey No change in status</p> <p>06 May 2024 10:26am Butcher, Lacey No change in status</p> <p>18 Jun 2024 11:51am Howard, Codie No change in status</p> <p>24 Jul 2024 10:31am Murray, Jessica No change in status</p>	
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Meeting	Officer/Director	Section	Subject
Ordinary Council 30/11/2022	Howard, Codie Nankivell, Jay	Notice of Motion	BUSY KIDS CHILDCARE CENTRE
<u>Resolved</u>			
<ol style="list-style-type: none"> 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 4048m² 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			
<p>13 Dec 2022 8:53am Guerin, Emily Letter to Crown Lands being drafted</p> <p>17 Jan 2023 11:17am Guerin, Emily Letter to Crown Lands has been sent</p> <p>13 Feb 2023 11:44am Guerin, Emily</p>			

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<p>No change in status</p> <p>21 Mar 2023 1:31pm Guerin, Emily No change in status</p> <p>18 Apr 2023 11:23am Guerin, Emily Crown Lands seeing alternate avenues.</p> <p>23 May 2023 8:50am Butcher, Lacey No change in status</p> <p>14 Jun 2023 11:34am Guerin, Emily - Reallocation Action reassigned to Howard, Codie by Guerin, Emily</p> <p>23 Aug 2023 11:52am Howard, Codie Still awaiting response from Crown Lands.</p> <p>20 Sep 2023 10:52am Howard, Codie No change in status.</p> <p>18 Oct 2023 8:44am Howard, Codie No change in status</p> <p>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.</p> <p>21 Feb 2024 9:25am Butcher, Lacey No change in status</p> <p>20 Mar 2024 10:05am Falkner, Georgina No change in status</p> <p>17 Apr 2024 10:22am Butcher, Lacey Advice and recommendations received from Council's Solicitors for formalisation to Council and the Minister. Still awaiting surveys to be completed.</p> <p>14 May 2024 4:16pm Butcher, Lacey No change in status</p> <p>21 May 2024 3:19pm Falkner, Georgina Surveys in progress</p> <p>18 Jun 2024 3:19pm Falkner, Georgina No change in status.</p> <p>24 Jul 2024 11:14am Murray, Jessica Follow up occurring with Crown Lands</p>

Meeting	Officer/Director	Section	Subject
Ordinary Council 30/11/2022	Howard, Codie Nankivell, Jay	Works Committee Reports	RENEWABLE ENERGY ACTION PLAN STAGE 2
<u>Resolved</u>			
<ol style="list-style-type: none"> 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			
<p>13 Dec 2022 11:52am Guerin, Emily Purchase order to be raised.</p> <p>16 Jan 2023 2:23pm Guerin, Emily No change in status</p> <p>13 Feb 2023 2:10pm Guerin, Emily No change in status</p> <p>23 Mar 2023 9:48am Guerin, Emily No change in status</p> <p>19 Apr 2023 11:25am Guerin, Emily No change in status</p> <p>21 Jun 2023 3:47pm Butcher, Lacey</p>			

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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 20 Mar 2024 11:42am Butcher, Lacey No change is status 17 Apr 2024 10:19am Butcher, Lacey Alternative option being presented to Council for review. Grant application to be submitted by 30 April 2024 14 May 2024 4:16pm Butcher, Lacey Grant application submitted. Presentation being finalised for Council. 18 Jun 2024 11:51am Howard, Codie No Change in Status 24 Jul 2024 10:33am Murray, Jessica No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Nankivell, Jay Nankivell, Jay	Policy And General Reports	ESTABLISHMENT BROKEN HILL TOURISM ORGANISATION
<u>Resolved</u>			
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 <i>Local Government Act 1993</i> .			
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 11 Mar 2024 11:50am Butcher, Lacey No change in status			

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<p>16 Apr 2024 1:56pm Butcher, Lacey No change in status</p> <p>20 May 2024 4:09pm Butcher, Lacey No change in status</p> <p>18 Jun 2024 3:33pm Murray, Jessica No change in status</p> <p>22 Jul 2024 11:33am Murray, Jessica Is being coordinated with the Visitor Services Review for the most effective operating model</p>

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
<u>Resolved</u>			
<ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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			
<p>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.</p> <p>18 Oct 2023 8:45am Howard, Codie No change in status</p> <p>21 Nov 2023 12:05pm Howard, Codie No change in status</p> <p>12 Dec 2023 2:31pm Howard, Codie No change in Status</p> <p>20 Feb 2024 12:03pm Butcher, Lacey Item No. 427.6.1 - with operational team for completion</p> <p>20 Mar 2024 11:43am Butcher, Lacey No change in status</p>			

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<p>17 Apr 2024 10:16am Butcher, Lacey No change in status</p> <p>14 May 2024 4:04pm Butcher, Lacey No change in status</p> <p>18 Jun 2024 11:52am Howard, Codie No Change in Status</p> <p>24 Jul 2024 10:36am Murray, Jessica No change in status</p>	
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Meeting	Officer/Director	Section	Subject
Ordinary Council 30/08/2023	Brown, Simon Nankivell, Jay	Confidential Matters	ACQUISITION OF LAND - ASSESSMENT 36970
<u>Resolved</u>			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 163/23 dated August 14, 2023, be received. 2. That Council proceed with the transfer of Assessment 36970 – 101 Cornish Lane into Councils possession in accordance with Section 570 of the <i>Local Government Act 1993</i> 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			
<p>21 Sep 2023 12:42pm Butcher, Lacey conveyancing process is in progress</p> <p>18 Oct 2023 9:21am Butcher, Lacey No change to status</p> <p>20 Nov 2023 11:11am Butcher, Lacey No change to status</p> <p>12 Dec 2023 2:54pm Butcher, Lacey No change in status</p> <p>19 Jan 2024 2:13pm Butcher, Lacey No change in status</p> <p>07 Feb 2024 2:06pm Butcher, Lacey No change in status</p> <p>17 Apr 2024 8:46am Butcher, Lacey Contracts have been provided to the vendor.</p> <p>19 Jun 2024 9:21am Murray, Jessica No change in status</p> <p>24 Jul 2024 11:14am Murray, Jessica No change in status</p>			

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/09/2023	Nu'man, Razija Nankivell, Jay	Further Reports	RE-ESTABLISHMENT OF ALCOHOL-FREE ZONES
<u>Resolved</u>			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 190/23 dated September 8, 2023, be received. 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. 			

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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
- 19 Mar 2024 11:03am Brealey, Jodie**
No change in status
- 11 Apr 2024 9:27am Brealey, Jodie**
No change in status
- 13 May 2024 1:47pm Brealey, Jodie**
No change in status
- 18 Jun 2024 4:52pm Murray, Jessica**
Meeting to be followed up and rescheduled.
- 16 Jul 2024 11:22am Brealey, Jodie**
Contact made with Barrier Police District - Awaiting response from Licencing Officer

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

For Action	Division: Ordinary Council	Date From: 1/07/2020
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Resolved

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.

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CARRIED UNANIMOUSLY
<p>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.</p> <p>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.</p> <p>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</p> <p>29 Jan 2024 2:39pm Butcher, Lacey - Completion Uncompleted by Butcher, Lacey</p> <p>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</p> <p>20 Mar 2024 11:43am Butcher, Lacey No change in status</p> <p>17 Apr 2024 10:14am Butcher, Lacey No change in status</p> <p>14 May 2024 4:05pm Butcher, Lacey Item No 441.11.5 - Complete</p> <p>18 Jun 2024 11:53am Howard, Codie Item No. 441.9.1 - No change in status</p> <p>24 Jul 2024 11:27am Murray, Jessica No change in status</p>

Meeting	Officer/Director	Section	Subject
Ordinary Council 20/12/2023	Falkner, Georgina Nankivell, Jay	Confidential Matters	PROPOSED EASEMENT TO A-CAES NSW PTY LTD
<u>Resolved</u>			
<ol style="list-style-type: none"> 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. 4. That the Mayor and General Manager be authorised to sign and execute the easement documents under the Common Seal of Council. 			
CARRIED UNANIMOUSLY			
<p>19 Jan 2024 1:50pm Falkner, Georgina Draft documents being reviewed by solicitors.</p> <p>20 Mar 2024 10:06am Falkner, Georgina Negotiations ongoing</p> <p>17 Apr 2024 10:24am Butcher, Lacey No change in status</p> <p>21 May 2024 3:20pm Falkner, Georgina Negotiations ongoing</p> <p>18 Jun 2024 3:11pm Falkner, Georgina Latest version of easment documents with A-CAES for review.</p> <p>23 Jul 2024 1:00pm Murray, Jessica No change in status</p>			

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Ordinary Council 28/02/2024	Howard, Codie Nankivell, Jay	Further Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.443, HELD ON TUESDAY, 6 FEBRUARY 2024
Resolved			
<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ 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. 			
CARRIED UNANIMOUSLY			
<p>20 Mar 2024 4:06pm Butcher, Lacey With operational tem for completion.</p> <p>08 Apr 2024 9:14am Howard, Codie Item No. 443.10.3 - Completed, Item No. 443.10.4 - Currently Liaising with NSW Police for joint media release., Item No. 443.8.1 - To be completed in May.</p> <p>17 Apr 2024 10:19am Butcher, Lacey No change in status</p> <p>14 May 2024 4:15pm Butcher, Lacey No change in status</p> <p>18 Jun 2024 4:00pm Howard, Codie No change in status</p> <p>24 Jul 2024 11:33am Murray, Jessica No change in status</p>			

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/03/2024	Howard, Codie Nankivell, Jay	Further Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.444, HELD ON TUESDAY, 5 MARCH 2024
Resolved			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 43/24 dated March 13, 2024, be received. 2. That the minutes of the Local Traffic Committee – Meeting No.444, held on Tuesday, 5 March 2024 be endorsed. 3. That Item No.444.10.2 recommendation be received: 			

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- That Council change two of the four parking spaces at the 'Taxi Zone', located on the left side of the Airport Terminal, to designated parking spaces for Ride Share/Uber services.
4. That Item No.440.10.1 recommendations be received:
 - That correspondence be forwarded to the appropriate Council Department requesting a Risk Assessment of the Heritage Walk Tour route be completed and that a Traffic Control Plan be developed.
 - That results of the Risk Assessment and a Traffic Control Plan be provided to the Local Traffic Committee for review and feedback.
 - That this matter be removed from the Local Traffic Committee's Agenda and be readdressed once Council has a solution, which can be reviewed and considered by the Local Traffic Committee at a future meeting.
 5. That Item No.442.8.3 recommendations be received:
 - That Council install a 'No Right Turn' sign on Cobalt Lane, at the intersection of Gossan Street.
 - That the complainant received correspondence advising of the Committee decision to install a 'No Right Turn' sign and advise other matters raised were noted by the Committee.
 6. That Item No.444.8.1 recommendation be declined. That Council does not approve to change the parking space next to the hatched area, adjacent to Outback Whips and Leather at 350 Argent Street, to an 'Emergency Services Vehicles Only' parking space, to allow parking of Emergency Services vehicles.
 7. That the Traffic Committee investigates reducing the taxi rank parking spaces in Oxide Street adjacent to the ANZ building and provides a recommendation to Council on the outcome of the investigation.
- CARRIED UNANIMOUSLY**
- 17 Apr 2024 10:16am Butcher, Lacey**
 Currently with the operations team for action
14 May 2024 4:15pm Butcher, Lacey
 No change in status
18 Jun 2024 4:02pm Howard, Codie
 No change in status
24 Jul 2024 11:35am Murray, Jessica
 No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/03/2024	Falkner, Georgina Nankivell, Jay	Confidential Matters	PROPOSED LEASE OF SUITE 2 / 23-27 BROMIDE STREET
Resolved			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 39/24 dated February 28, 2024, be received. 2. That Council grant a new lease to the existing tenant (Muhammad Illyas Dexter) at Suite 2 / 23-27 Bromide Street for a period of 12 months with an option to renew for a further two years, with the new lease to reflect the terms and conditions of the previous lease. 3. That the Mayor and General Manager sign the new lease under the Common Seal of Council. <p style="text-align: right; margin-right: 50px;">CARRIED UNANIMOUSLY</p> <p> 17 Apr 2024 10:24am Butcher, Lacey Lease being drafted 21 May 2024 3:21pm Falkner, Georgina No change in status 18 Jun 2024 3:12pm Falkner, Georgina </p>			

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No change in status
22 Jul 2024 1:16pm Murray, Jessica
 No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/05/2024	Howard, Codie Nankivell, Jay	Health and Building Committee Reports	PLANNING PORTAL WORKSHOP
<u>Resolved</u>			
1. That Motions of Which Notice has been Given No. 1/24 dated May 16, 2024, be received. 2. That the Health & Building Committee invite the General Manager to arrange a series of workshop evenings with local builders and other interested parties to discuss the lodgement of Development Applications (DA) and Construction Certificates (CC).			
CARRIED UNANIMOUSLY			
18 Jun 2024 4:39pm Murray, Jessica In progress 22 Jul 2024 1:16pm Murray, Jessica Draft EOI in progress and staff preparing workshop content.			

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/05/2024	Howard, Codie Nankivell, Jay	Further Reports	PROPOSED VESTING OF FEDERATION WAY
<u>Resolved</u>			
1. That Broken Hill City Council Report No. 79/24 dated May 20, 2024, be received. 2. That Council agree to the proposed vesting of the land known as Federation Way (Lots 1 – 17 DP 1222604) with Council in accordance with Division 4.2 of the <i>Crown Land Management Act 2016</i> , as proposed by Crown Lands 3. That Council agree to make payment of the proposed compensation of \$2,747.65, being the market value as determined by Crown Lands. 4. That Council request that the land be declared as ‘operational land’ in the vesting notice published in the NSW Gazette. 5. That the Mayor and General Manager be authorised to sign and execute any documents relating to the vesting under the Common Seal of Council.			
CARRIED UNANIMOUSLY			
18 Jun 2024 3:20pm Falkner, Georgina Letter to Crown Lands advising of resolution has been drafted. 22 Jul 2024 1:20pm Murray, Jessica No change in status			

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/05/2024	Howard, Codie Nankivell, Jay	Further Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.446, HELD ON TUESDAY, 10 MAY 2024
<u>Resolved</u>			

For Action	Division: Ordinary Council	Date From: 1/07/2020
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	Officer: Including Further Reports	Printed: Wednesday, 24 July 2024 11:16:29 AM

- That Broken Hill City Council Report No. 82/24 dated May 23, 2024, be received.
- That the minutes of the Local Traffic Committee – Meeting No. 446, held on Tuesday, 10 May 2024 be endorsed.
- That Item No. 446.10.1 recommendation be received:
 - That Council posts messaging on its social media encouraging members of the community to assist NSW Police, by providing helpful information to catch offenders of unregistered motorbikes.
- That Item No. 446.10.2 recommendation be received:
 - That Council further consult with management of SIXT in relation to their request and that Council inspect the area to consider possible options.
- That Item No. 445.10.1 recommendation be received:
 - That Council undertake observation of parking arrangements and complete a concept plan for possible angle parking on Garnet and Kaolin Street, adjacent to the Broken Hill High School.
- That Item No. 445.10.2 recommendation be received:
 - That consultation be undertaken with the taxi companies to seek feedback in relation to the Local Traffic Committee's proposal, to allocate two of the taxi bays on Oxide Street, adjacent to the ANZ Bank for Uber and Ride Share services.
- That Item No. 446.8.1 recommendation be received:
 - That Council analyse traffic and crash data, undertake a site inspection, including sight distances in the area and place traffic counters on Wyman Street, near the Oxide Street intersection to determine the speed and volume of traffic.
- That Item No. 446.8.2 recommendations be received:
 - That Council design a concept plan showing the conversion of two angle parking spaces to one parallel parking space on Argent Street, adjacent to the Duke of Cornwall building at 76 Argent Street.
 - That traffic counters be installed on Kaolin Street, near the Argent Street intersection to collect data to determine the volume and speed of traffic in the area.
 - That the resident be advised of the Committee's recommendations.
- That Item No. 446.8.3 recommendations be received:
 - That the Traffic Control Plan for the Road Closure and Hoarding required for the Broken Heel Festival event, adjacent to the Palace Hotel from 4-9 September 2024, be approved.
 - That the organiser of the Broken Heel Festival be instructed to ensure a traffic controller is onsite for the duration of the event to manage traffic control.
- That Item No. 446.8.4 recommendation be received:
 - That the Local Traffic Committee support the bus company, CDC's decision to object the request for removal or relocation of the bus seat, located on Argent Street, adjacent to the Palace Hotel.

CARRIED UNANIMOUSLY

18 Jun 2024 4:03pm Howard, Codie

Item No. 446.10.1 - Consultation with NSW Police on-going, Item No. 446.10.2 - Consultation on-going, Item No. 445.10.1 - A concept design is being completed., Item No. 445.10.2 - Consultation on-going, Item No. 446.8.1 - Traffic counters still to be installed. , Item No. 446.8.2 - A concept design is being completed and Traffic counters still to be installed. , Item No. 446.8.3 - Completed, Item No. 446.8.4 - Completed

24 Jul 2024 11:40am Murray, Jessica

Item No. 446.10.1 - Consultation with NSW Police on-going, Item No. 446.10.2 - Consultation on-going, Item No. 445.10.1 - A concept design is being completed., Item No. 445.10.2 - Consultation on-going, Item No. 446.8.1 - Traffic counters have been installed with data being presented to August Traffic Committee for action. , Item No. 446.8.2 - Traffic counters have been installed with data being presented to August Traffic Committee for action. , Item No. 446.8.3 - Completed, Item No. 446.8.4 - Completed

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Meeting	Officer/Director	Section	Subject
Ordinary Council 26/06/2024	Manuel, Darrin Nankivell, Jay	Late Business	Fruit Fly Community Consultation Session
Resolved			
That Council advertise on social media and the ABC radio that a Fruit Fly community consultation session will be held on 10 July 2024 at 6pm at the Civic Centre by Tim Grieger from Summerfruits SA; and that a Councillor Briefing will also be held earlier on the same.			
That letters be sent to relevant Ministers seeking the reintroduction of a Fruit Fly exclusion zone around Broken Hill <div style="text-align: right;">CARRIED UNANIMOUSLY</div>			
24 Jul 2024 11:00am Murray, Jessica Consultation sessions held and letters currently being drafted			

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/06/2024	Bartlett, Leisa Nankivell, Jay	Works Committee Reports	DRAFT MASTER PLAN FOR THE ALBERT KERSTEN MINING AND MINERALS MUSEUM FOR PUBLIC EXHIBITION
Resolved			
1. That Broken Hill City Council Report No. 85/24 dated May 27, 2024, be received.			
2. That Council notes that the Draft Master Plan for the Albert Kersten Mining and Minerals Museum was placed on public exhibition closing 26 May 2024 during which time Council received one (1) submission from the public.			
3. That Council notes that no amendments have been made to the Draft Master Plan as a result of the submissions received.			
4. That Council adopts the Draft Master Plan for the Albert Kersten Mining and Minerals Museum.			
CARRIED UNANIMOUSLY			
02 Jul 2024 4:41pm Murray, Jessica All processes complete to adopt Master Plan - COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/06/2024	Bartlett, Leisa Nankivell, Jay	Policy And General Reports	SEPTEMBER AND OCTOBER 2024 ORDINARY COUNCIL MEETINGS
Resolved			
1. That Broken Hill City Council Report No. 87/24 dated June 7, 2024, be received.			
2. That due to the NSW Electoral Commission advising that the declaration of the NSW Local Government Elections 2024 is not likely to happen before 30 September 2024, the scheduled Standing Committee Meetings and Ordinary Council Meeting for September 2024 be cancelled.			
3. That the Standing Committee Meetings for October 2024 also be cancelled in order that the Councillor Induction Program can be delivered to the newly elected Councillors; and that all reports be presented to the scheduled Ordinary Council Meeting to be held 30 October 2024.			

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	Further Report Required:	Including Further Reports		

CARRIED UNANIMOUSLY

22 Jul 2024 12:08pm Murray, Jessica

September Committee and Ordinary meetings and October Committee meetings cancelled as per the resolution. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/06/2024	Bartlett, Leisa Nankivell, Jay	Policy And General Reports	DRAFT CUSTOMER SERVICE FRAMEWORK
Resolved			
1. That Broken Hill City Council Report No. 89/24 dated May 6, 2024, be received.			
2. That Council endorse the public exhibition of the draft Customer Experience Charter for a period of 28 days inviting public comment.			
3. That a report be presented to Council at the conclusion of the public exhibition period, detailing submissions received and any recommended amendments arising, with a view to adopting the Charter for implementation.			
4. That Council endorse the public exhibition of the draft revised Complaints Management Policy for a period of 28 days inviting public comment.			
5. That a report be presented to Council at the conclusion of the public exhibition period, detailing submissions received and any recommended amendments arising, with a view to adopting the draft Complaints Management Policy.			
6. That Council endorse the draft Customer Experience Framework for approval and implementation by the General Manager.			
7. That the Complaints Handling Procedure be endorsed for approval and implementation by the General Manager.			
CARRIED UNANIMOUSLY			
22 Jul 2024 12:14pm Murray, Jessica			
Customer Service Framework placed on public exhibition for 28 days to close on Friday 2 August 2024, as per the resolution. COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/06/2024	Bartlett, Leisa Nankivell, Jay	Policy And General Reports	REQUEST FOR FUNDING TOWARDS THE CONSTRUCTION OF THE DR. JULIE ZRNA ACCOMMODATION CENTRE FOR PATIENTS OF THE MILDURA HEALTH ICON CANCER CENTRE
Resolved			
1. That Broken Hill City Council Report No. 91/24 dated June 11, 2024, be received.			
2. That Council donates \$10,000.00 towards the Dr. Julie Zrna Accommodation Centre in Mildura for patients requiring accommodation in Mildura while undertaking cancer treatment at the Mildura Health Icon Cancer Centre; and Council acknowledges that the Accommodation Centre will benefit Broken Hill cancer patients and their families if undertaking treatment in Mildura.			
3. That Council notes that the correspondence from the Mildura Health Foundation has been forwarded to Regional Development Australia Far West NSW, Foundation Broken Hill and the Broken Hill ClubGrants Committee for their consideration for the provision of financial support also.			
CARRIED UNANIMOUSLY			

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15 Jul 2024 4:07pm Murray, Jessica
 Letter sent to Mildura Health Foundation as per resolution. Invoice and creditor details received and ready for payment. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/06/2024	Nu'man, Razija Nankivell, Jay	Further Reports	ADOPTION OF THE DRAFT DELIVERY PROGRAM 2022-2026 INCORPORATING DRAFT OPERATIONAL PLAN 2024/2025, INCLUSIVE OF THE STATEMENT OF REVENUE POLICY AND DRAFT SCHEDULE OF FEES AND CHARGES 2024/2025
<u>Resolved</u>			
1. That Broken Hill City Council Report No. 93/24 dated June 11, 2024, be received.			
2. That Council notes that 1 submission was received during the public exhibition period of the Draft Delivery Program 2022-2026 incorporating the Draft Operational Plan 2024/2025, inclusive of the Statement of Revenue Policy and Draft Schedule of Fees and Charges 2024/2025.			
3. That Council adopts the Draft Delivery Program 2022-2026 incorporating the Draft Operational Plan 2024/2025, inclusive of the Statement of Revenue Policy and Draft Schedule of Fees and Charges 2024/2025 for implementation on 1 July 2024 with the following amendments to the Schedule of Fees and Charges 2024/2025:			
a) That Council approves increases to statutory fees and charges as they are notified to Council as of 1 July 2024.			
b) That a pensioner concession of \$3.50 be included to the entry fees for the Broken Hill Regional Aquatic Centre.			
4. That Council make and levy the following rates and charges under the Local Government Act 1993 for the 2024/2025 year:			
i. A general residential rate under Sections 535 and 537 on all land categorised as residential and consisting of a 49.00% base rate of \$602.00 and a rate in the dollar on land value of 1.774576 cents;			
ii. A rural-residential rate, being a sub-category of the general residential rate, under Sections 535 and 537 on all land categorised as rural-residential and consisting of a 49.00% base rate of \$575.00 and a rate in the dollar on land value of 0.424355 cents;			
iii. A residential-1(a) rate, being a sub-category of the general residential rate, under Sections 535 and 537 on all land categorised as residential-1(a) and consisting of a 49.00% base rate of \$410.00 and a rate in the dollar on land value of 0.568268 cents;			
iv. A general business rate under Sections 535 and 537 on all land categorised as business and consisting of a 15.00% base rate of \$864.00 and a rate in the dollar on land value of 6.900207 cents;			
v. A Business Industrial rate being a sub-category of the general business rate under Sections 535 and 537 on all land categorised as business industrial and consisting of a 15.00% base rate of \$1678.00 and a rate in the dollar on land value of 6.080771 cents;			
vi. A mixed development business rate under Sections 535 and 537 on all land categorised as mixed development business and consisting of a 21.26% base rate of \$864.00 and a rate in the dollar on land value of 7.424369 cents			
vii. A mixed development residual rate under Sections 535 and 537 on all land categorised as mixed development residual and consisting of a 45.41% base rate of \$602.00 and a rate in the dollar on land value of 1.678573 cents;			

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viii. ix. x. xi. xii. xiii.	A general mine rate under Sections 535 and 537 on all land categorised as mining and consisting of a nil base rate and a rate in the dollar on land value of 12.006918 cents; A domestic waste management charge under Section 496 on each parcel of rateable residential land of \$60.00 per annum payable quarterly for domestic waste service available plus a user charge under Section 502 of \$339.00 per annum payable quarterly (one mobile garbage container only). A commercial waste user charge under Section 502 of \$500.00 per annum payable quarterly (3 x MGB containers), A commercial waste user charge under Section 502 of \$459.00 per annum payable quarterly (1x600l bin only), An additional MGB service user charge under Section 502 of \$177.00 per annum payable quarterly. That in accordance with Section 566(3) of the Local Government Act, 1993, Council adopts a 10.5% rate of interest charge payable on overdue rates and charges for the period 1 July 2024 to 30 June 2025.
CARRIED UNANIMOUSLY	
16 Jul 2024 11:24am Brealey, Jodie Delivery Program 2022-2026 incorporating Operational Plan 2024/2025 inclusive of 2024/2025 Schedule of Fees and Charges uploaded to Council website - COMPLETE	

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/06/2024	Bartlett, Leisa Nankivell, Jay	Further Reports	ADOPTION OF THE DRAFT LONG TERM FINANCIAL PLAN 2025-2034
<u>Resolved</u>			
1. That Broken Hill City Council Report No. 94/24 dated June 11, 2024, be received.			
2. That Council notes that the Draft Long Term Financial Plan 2025-2034 was placed on public exhibition closing 29 May 2024 during which time Council received nil submissions from the public.			
3. That Council notes that no material amendments have been made to the Draft Long Term Financial Plan 2025-2034.			
4. That Council adopts the Draft Long Term Financial Plan 2025-2034.			
CARRIED UNANIMOUSLY			
22 Jul 2024 1:25pm Murray, Jessica Policy Updated and adopted as per resolution - COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/06/2024	Nankivell, Jay Nankivell, Jay	Further Reports	PROPOSED AMENDMENTS TO THE SILVER CITY ENERGY STORAGE PROJECT - ENVIRONMENTAL IMPACT STATEMENT
<u>Resolved</u>			
1. That Broken Hill City Council Report No. 95/24 dated June 19, 2024, be received.			
2. That Council notes the proposed amendments to the Silver City Energy Storage Project.			

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3. That Council provides a letter of support of the amendments to the Silver City Energy Storage Project to the NSW Department of Planning, Housing and Infrastructure.

CARRIED UNANIMOUSLY

22 Jul 2024 12:21pm Murray, Jessica
 COMPLETE - Letter of Support sent on 14 June 2024

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/06/2024	Nu'man, Razija Nankivell, Jay	Further Reports	BROKEN HEEL FESTIVAL - REQUEST TO REVIEW TOWN SQUARE WORKS SCHEDULE
Resolved			
1. That Broken Hill City Council Report No. 96/24 dated June 20, 2024, be received. 2. That Council note correspondence from The Palace Hotel Broken Hill, requesting Council postpone start of construction; or for Council to provide additional funding to help adapt to changes in the Broken Heel Parade location and set-up. 3. That Council recommends continuing with the planned construction start date of August 19, 2024, and commit to provide additional financial and in-kind assistance to The Palace Hotel up to \$10,000, upon submission of official quotes and costings. 4. That Council writes to the organisers requesting that they reach out to Council if they need any additional assistance for the event. 5. That the MOU for future funding of the event includes the requirement for a profit/loss statement to be provided to Council.			
			CARRIED UNANIMOUSLY
23 Jul 2024 1:32pm Merton, Rachel 3. In progress. Meeting held with Broken Heel Festival organisers, discussions regarding support ongoing. 23 Jul 2024 1:33pm Merton, Rachel 4. COMPLETE - Letter sent 23 Jul 2024 1:34pm Merton, Rachel 5. COMPLETE - Letter sent advising change. MOU discussions to commence following 2024 Festival.			

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/06/2024	Bartlett, Leisa Nankivell, Jay	Further Reports	MINUTES OF THE BROKEN HILL EDUCATION WORKING GROUP MEETING HELD 12 JUNE 2024
Resolved			
1. That Broken Hill City Council Report No. 97/24 dated June 7, 2024, be received. 2. That the minutes of the Broken Hill Education Working Group Meeting held 12 June 2024 be received and noted. 3. That correspondence be sent to the NSW Premier requesting consideration of Council being afforded a representative on the Willyama High School Redevelopment Project Reference Group.			
			CARRIED UNANIMOUSLY

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02 Jul 2024 3:41pm Murray, Jessica
 Correspondence sent to the NSW Premier as per the resolution - COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/06/2024	Howard, Codie Nankivell, Jay	Further Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.447, HELD ON TUESDAY, 4 JUNE 2024
<u>Resolved</u>			
1. That Broken Hill City Council Report No. 98/24 dated June 19, 2024, be received.			
2. That the minutes of the Local Traffic Committee – Meeting No.447, held on Tuesday, 4 June 2024 be endorsed.			
3. That Item No.445.10.3 recommendation be received: <ul style="list-style-type: none"> • That Council extend the continuity line to the end of the pedestrian refuge, from kerb extension to kerb extension on Blende Street, at the Oxide Street intersection on both sides. 			
4. That Item No.442.8.2 recommendation be received: <ul style="list-style-type: none"> • That the complainant be advised of the Committee’s decision for the intersection to remain unchanged and no directional line marking painted at the intersection. 			
5. That Item No.447.8.1 recommendation be received: <ul style="list-style-type: none"> • That the Local Traffic Committee deny the request for allocated customer and staff parking spaces and the business be advised of the Committee’s decision. 			
6. That Items No.445.10.1, 447.8.2, 447.8.4 recommendations be received: <ul style="list-style-type: none"> • That Council complete a holistic concept plan be designed for parking arrangements and traffic conditions, including proposed angle parking on Garnet Street, pedestrian refuge and kerb extensions on Kaolin Street near the Wolfram Street intersection, disability parking on Wolfram Street near the gates to the temporary Willyama High School surrounding the Broken Hill High School. • The completed concept plan to be presented to the Committee to review at their July 2024 meeting. 			
7. That Item No.447.8.3 recommendation be received: <ul style="list-style-type: none"> • That Council remove line marking for the parking space and inform Lehman Plumbing & Gas that Council can hatch the area in front of the driveway, at the responsibility of the business. 			
8. That Item No.447.8.5 recommendations be received: <ul style="list-style-type: none"> • That this matter be removed from the Local Traffic Committee Action List, as it is a condition of the Development Application. • That Council contact the applicant of the Development Application for the construction of the Liberty Service Station and request the conditions of the Development Application be adhered to and that the required median strip extension works be completed. 			
CARRIED UNANIMOUSLY			
24 Jul 2024 11:12am Murray, Jessica 445.10.3 - COMPLETE, 447.8.1 - Pending, 445.10.1, 447.8.2, 447.8.4 - Pending, 447.8.3 - COMPLETE, 447.8.5 - COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/06/2024	Nu'man, Razija Nankivell, Jay	Further Reports	MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF THE BARRIER RANGES COMMUNITY COMMITTEE MEETING HELD 14 MAY 2024

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Resolved

1. That Broken Hill City Council Report No. 99/24 dated May 21, 2024, be received.
2. That the minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting held 14 May 2024 be received.
3. That Council endorses and acknowledges in writing the resignation of Mr. Geoffrey Hoare and Ms. Susan Spangler from the Friends of the Flora and Fauna of the Barrier Ranges Community Committee. That Council express its gratitude and appreciation for Mr. Hoare's and Ms. Spangler's contribution to the Committee and the community.

CARRIED UNANIMOUSLY

16 Jul 2024 12:21pm Brealey, Jodie
 Correspondence sent to resigning members 4 July 2024 - COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/06/2024	Howard, Codie Nankivell, Jay	Confidential Matters	Q23/53 - Request for Quotation - Supply of 1 x Waste Facility Tipper

Resolved

1. That Broken Hill City Council Report No. 86/24 dated June 6, 2024, be received.
2. That Council purchase the plant package tendered by Johnson's Truck and Coach Services Pty Ltd for the total price of \$298,000 incl GST (\$270,909.90 ex GST).
3. That Council proceed to public auction to dispose of Council's current Waste Facility Tipper and if unsuccessful proceed to sale for scrap.

CARRIED UNANIMOUSLY

24 Jul 2024 9:32am Murray, Jessica
 Waste Facility Tipper - PO # 56761 has been approved for Q23/53 - RFQ - Supply of 1 x Waste Facility Tipper and issued to Johnson's Truck and Coach Services Pty Ltd. The expected delivery date is August 2024.

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/06/2024	Howard, Codie Nankivell, Jay	Confidential Matters	T24/3 - TENDER REPORT - AIRPORT FIRE SYSTEM PIPE REPLACEMENT AND HYDRANTS

Resolved

1. That Broken Hill City Council Tender Report No. 3/24 dated June 6, 2024, be received.
2. That Broken Hill City Council award tender T24/3 Request for Tender – Airport Fire System Pipe Replacement and Hydrants to A & A Innovations Pty Ltd trading as Anthony Robinson Plumbing and Regional Fire Protection as the principal contractor for the Airport Fire System Pipe Replacement and Hydrants for a total price of \$770,201.00 (excluding GST).
3. That the General Manager and/or Mayor be authorised to sign the Tender contract and affix the Seal of Council if required.

<p>For Action</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee: Ordinary Council</p> <p>Officer:</p> <p>Further Report Required: Including Further Reports</p>	<p>Date From: 1/07/2020</p> <p>Date To: 24/07/2024</p> <p>Printed: Wednesday, 24 July 2024 11:16:29 AM</p>
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4. That the General Manager be authorised to negotiate directly with the successful tenderer A & A Innovations Pty Ltd trading as Anthony Robinson Plumbing and Regional Fire Protection for any amendments to the project works because of design works being carried out for the airside pavements that may affect any part of the scope of works under this tender request at a later date within the total approved budget of the project as listed within the report.

CARRIED UNANIMOUSLY

24 Jul 2024 9:43am Murray, Jessica
 COMPLETE - Letter of Award and contract has been signed with the endorsed tenderer, Pre-commencement works have commenced from 17 July 2024. Other tenderers have been sent unsuccessful outcome letters.

QUESTIONS TAKEN ON NOTICE FROM PREVIOUS COUNCIL MEETINGS

- 1. QUESTIONS ON NOTICE NO. 8/24 - DATED JULY 02, 2024 - COUNCILLOR QUESTIONS ON NOTICE TAKEN AT THE JUNE COUNCIL MEETING (D24/32511)365

- 2. QUESTIONS ON NOTICE NO. 9/24 - DATED JULY 02, 2024 - PUBLIC FORUM QUESTIONS ON NOTICE TAKEN AT THE JUNE COUNCIL MEETING (D24/32515)367

ORDINARY MEETING OF THE COUNCIL

July 2, 2024

ITEM 1

QUESTIONS ON NOTICE NO. 8/24

SUBJECT: COUNCILLOR QUESTIONS ON NOTICE TAKEN AT THE JUNE COUNCIL MEETING D24/32511

Summary

This report provides responses to questions raised by Councillors during the Council Meeting held 26 June 2024 which were taken on notice.

Recommendation

1. That Questions On Notice No. 8/24 dated July 2, 2024, be received.

Background

Following are the responses to questions raised by Councillors which the Mayor or General Manager took on notice at the Council Meeting held 26 June 2024.

Ordinary Council Meeting held 26 June 2024	
Question:	<p><u>From Deputy Mayor Hickey’s Verbal Delegates Report</u> Councillor Browne attended the Western Division Councils of NSW Conference and advised that she had spoken to Mr Alister Lunn, Regional Manager for Transport NSW, regarding the lack of public transport options in the City. Mr Lunn advised that establishing an Uber or Ride Share service is not difficult to do.</p> <p>The General Manager agreed to Councillor Browne’s request that the matter be referred to the next Traffic Committee meeting for discussion.</p>
Response:	<p>This matter was included in the General Business section of the July Traffic Committee Meeting, the minutes of which are included in this Business Paper. Transport for NSW representative Mr David Vant, will provide information on this request at the next Traffic Committee Meeting being held 6 August 2024.</p>
Question:	<p><u>From Item 4 – Draft Customer Services Framework</u> The General Manager took a Question on Notice from Councillor Browne regarding a timeframe for when Council’s Community Portal will integrate with Council’s systems to be fully operational?</p>
Response:	<p>1. Overview</p> <p>The OMNI – CIVICA Integration Project has been divided into two distinct phases to enhance the integration between Council’s Customer Service Request System, Authority and Council’s Asset Management System iAM OMNI.</p>

	<p>The customer service portal is currently functional for residents to be able to make requests online, make payments, apply for certificates, and access links for external agencies. Phase 2 of the project as outlined below will be to further develop the integration to be able to provide customers with real time live updates on their requests.</p> <p>2. Phase 1 – Current Phase</p> <p>Completed Activities</p> <ul style="list-style-type: none"> • Automated integration of data: Symphony 3 has successfully been employed to provide a two way integration of data between Authority and iAM OMNI. <p>Ongoing Activities</p> <ul style="list-style-type: none"> • Review Stage: Council has commenced a 3 month review period to assess and identify key areas for improvement. This review period aims to refine and enhance the integration process. <p>Next Steps</p> <ul style="list-style-type: none"> • Implementation of Improvements: Based on the review findings Council will: <ul style="list-style-type: none"> ○ Implement inhouse system optimisations ○ Refine Council’s internal processes ○ Provided targeted staff training to ensure consistent and efficient use of the integrated system across the organisation <p>3. Phase 2 – Future Phase</p> <p>Planned Activities</p> <ul style="list-style-type: none"> • Budget Submission Preparation – A Budget Submission will be prepared with the scope of enabling live updates to customers via iAM OMNI through Authority to the Community Portal. <p>Estimated Completion 2025-2026</p> <p>4. Interim focus</p> <p>During the interim period, Council’s focus will be on implementing its recently reviewed Customer Experience Framework. This includes:</p> <ul style="list-style-type: none"> ○ Ensuring Continuous improvement through optimisation of Customer feedback and Council’s Complaints Management Policy ○ Achieving Service Standards as outlined in Council’s Customer Experience Strategy.
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Attachments

There are no attachments for this report

SIMON BROWN
DIRECTOR FINANCE AND COMMERCIAL

JAY NANKIVELL
GENERAL MANAGER

ORDINARY MEETING OF THE COUNCIL

July 2, 2024

ITEM 2

QUESTIONS ON NOTICE NO. 9/24

SUBJECT: PUBLIC FORUM QUESTIONS ON NOTICE TAKEN AT THE JUNE COUNCIL MEETING D24/32515

Summary

This report provides responses to questions raised by members of the public during the Council Meeting held 26 June 2024 which were taken on notice.

Recommendation

1. That Questions On Notice No. 9/24 dated July 2, 2024, be received.

Background

Following are the responses to questions raised by members of the public which the Mayor or General Manager took on notice at the Council Meeting held 26 June 2024.

Ordinary Council Meeting held 26 June 2024	
Question:	<p><u>Mining Machinery located on the Line of Lode</u> Bob Coulls enquired about the mining machinery located on top of the Line of Lode and whether the machinery would remain there as it is a great tourist attraction.</p> <p>The Mayor advised that Crown Lands were looking at different management options and stated that he would provide an update to the next meeting.</p>
Response:	Crown Lands will make an announcement on this imminently.

Attachments

There are no attachments for this report

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

CONFIDENTIAL MATTERS

1. MAYORAL MINUTE NO. 11/24 - DATED JULY 25, 2024 - GENERAL MANAGER'S PERFORMANCE REVIEW 2023/2024 - CONFIDENTIAL

(General Manager's Note: This report considers the General Manager's Performance Review and is deemed confidential under Section 10A(2) (a) of the Local Government Act, 1993 which contains matters that will involve the discussion of personnel matters concerning a particular individual).

2. BROKEN HILL CITY COUNCIL REPORT NO. 104/24 - DATED JULY 11, 2024 - BROKEN HILL CITY COUNCIL LICENCE TO W T H PTY LTD (T/AS AVIS AUSTRALIA) - CONFIDENTIAL

(General Manager's Note: This report considers Licence Agreement and is deemed confidential under Section 10A(2) (c) of the Local Government Act, 1993 which provides for information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).

3. BROKEN HILL CITY COUNCIL REPORT NO. 120/24 - DATED JUNE 17, 2024 - SALE OF LAND FOR UNPAID RATES - CONFIDENTIAL

(General Manager's Note: This report considers Sale of Land for Unpaid Rates and is deemed confidential under Section 10A(2) (b) of the Local Government Act, 1993 which contains matters that will involve the discussion of the personal hardship of any resident or rate payer).

4. BROKEN HILL CITY COUNCIL REPORT NO. 121/24 - DATED JULY 05, 2024 - T24/4 - REQUEST FOR TENDER FOR SUPPLY OF 6 X UTILITY VEHICLES - CONFIDENTIAL

(General Manager's Note: This report considers Tender for Utility Vehicles and is deemed confidential under Section 10A(2) (c) of the Local Government Act, 1993 which provides for information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).

5. BROKEN HILL CITY COUNCIL REPORT NO. 122/24 - DATED JULY 18, 2024 - T23/29 - THOMAS STREET ROAD RECONSTRUCTION FROM CHLORIDE STREET TO SULPHIDE STREET - CONFIDENTIAL

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

6. TENDER REPORT NO. 4/24 - DATED JULY 18, 2024 - T23/34 - TENDER
- WARNOCK STREET DEPOT - GARAGE WORKSHOP
CONSTRUCTION - CONFIDENTIAL

(General Manager's Note: This report is deemed confidential under Section 10A(2) (c) of the Local Government Act, 1993 which provides for information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).