



BUSINESS PAPER

Finance and Governance
Committee Meeting

Council Chambers
19 March 2025

5.30pm

BROKEN HILL

CITY COUNCIL

**AUSTRALIA'S FIRST
HERITAGE LISTED CITY**

MEMBERS OF THE FINANCE AND GOVERNANCE COMMITTEE:

Mayor Kennedy, Councillor Algate (Chairperson), Councillor Boland, Councillor Byrne, Councillor Chandler and Councillor Turley

Notice is hereby given, in accordance with the provisions of the *Local Government Act 1993*, that the Finance and Governance Standing Committee of the Broken Hill City Council will be held in the Council Chambers on **Wednesday, 19 March 2025** commencing at **5:30pm** to consider the following business:

AGENDA	
1	Opening the Meeting
2	Apologies
3	Leave of Absence Applications
4	Prayer
5	Acknowledgement of Country
6	Acknowledgement of Broken Hill's Mining History
7	Minutes for Confirmation
8	Disclosure of Interest
9	Reports
10	Confidential Matters
11	Conclusion of the Meeting

STATEMENT OF ETHICAL OBLIGATIONS

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

LIVE STREAMING OF COUNCIL MEETINGS

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

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

JAY NANKIVELL
GENERAL MANAGER

MINUTES FOR CONFIRMATION

Minutes of the Finance and Governance Committee of the City of Broken Hill held Wednesday, February 19, 2025.

**MINUTES OF THE FINANCE AND GOVERNANCE COMMITTEE MEETING HELD
WEDNESDAY, FEBRUARY 19, 2025 (5:30 PM)**

PASSING OF COUNCILLOR DAVE GALLAGHER

The Chairperson spoke of the passing of Councillor Gallagher on 9 February 2025. Councillor Gallagher served as a Broken Hill City Councillor for 14 years. He spoke of Councillor Gallagher's passion for Broken Hill and his strong advocacy to Federal and State Government on important issues for the City during his time as Councillor; and that Councillor Gallagher will be missed by many in the community.

A minute of silence was observed in honour of Councillor Gallagher.

PRESENT:

Councillor T. Kennedy (Mayor), Councillor B. Algate (Chairperson),
Councillors M. Boland, A. Byrne and A. Chandler

General Manager, Director Corporate and Community, Manager
Communications and Marketing, Executive Officer and Executive
Assistant.

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

APOLOGIES:

Councillor D. Turley AM.

Procedural Motion

Moved Mayor Tom Kennedy, Seconded Councillor Ashley Byrne

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

CARRIED UNANIMOUSLY

LEAVE OF ABSENCE

APPLICATIONS: Nil

PRAYER

Mayor Kennedy delivered the Prayer.

ACKNOWLEDGEMENT OF COUNTRY

Councillor Chandler delivered the Acknowledgement of Country.

ACKNOWLEDGEMENT OF BROKEN HILL'S MINING HISTORY

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

MINUTES FOR CONFIRMATION

Recommendation

Moved Councillor Alan Chandler, Seconded Councillor Ashley Byrne

That the Minutes of the Finance and Governance Committee meeting held Wednesday December 11, 2024 be confirmed.

CARRIED UNANIMOUSLY

DISCLOSURE OF INTEREST

Nil

REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 24/25 - DATED FEBRUARY 11, 2025 - COUNCILLOR ATTENDANCE AT THE AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION'S NATIONAL GENERAL ASSEMBLY, HELD IN CANBERRA FROM 24-27 JUNE 2025 D25/6367

Recommendation

Moved Councillor Michael Boland, Seconded Councillor Alan Chandler

1. That Broken Hill City Council Report No. 24/25 dated February 11, 2025, be received.
2. That Council notes the advice received in correspondence from the Australian Local Government Association dated 10 February 2025 that, due to Council's recent resignation from the NSW Local Government Association, Council is no longer eligible to submit motions, to move or second motions, or to vote on motions at the Australian Local Government Association's National General Assembly; however, Council's delegates are still eligible to attend the Assembly.
3. That Council determines whether Council delegates attend the National General Assembly to be held in Canberra from 24-27 June 2025.
4. That correspondence be sent to the Australian Local Government Association seeking clarification on the difference between ALGA Board Members and Conference attendees of a non-voting Council (due to not being a member of the State Local Government Association) and how an individual Councillor of a non-voting Council (Councillor Turley) can be a member of the ALGA Board and vote on Board matters, but Councillors cannot vote on conference matters at the National General Assembly.

CARRIED UNANIMOUSLY

2. BROKEN HILL CITY COUNCIL REPORT NO. 25/25 - DATED JANUARY 30,

2025 - 2022-2026 DELIVERY PROGRAM KEY PERFORMANCE INDICATORS
PROGRESS REPORT FOR PERIOD ENDING 31 DECEMBER 2024,
INCLUSIVE OF OPERATIONAL PLAN 2024/2025 OUTCOMES D25/4230

Recommendation

Moved Mayor Tom Kennedy, Seconded Councillor Alan Chandler

1. That Broken Hill City Council Report No. 25/25 dated January 30, 2025, be received.
2. That Council receive the 2022-2026 Delivery Program inclusive of 2024/2025 Operational Plan outcomes Key Performance Indicators Progress Report for period ending 31 December 2024.
3. That the 2022-2026 Delivery Program inclusive of 2024/2025 Operational Plan outcomes Key Performance Indicators Progress Report for period ending 31 December 2024 be placed on Council's website.

CARRIED UNANIMOUSLY

3. BROKEN HILL CITY COUNCIL REPORT NO. 26/25 - DATED FEBRUARY 05,
2025 - QUARTERLY BUDGET REVIEW STATEMENT FOR THE PERIOD
ENDED 31 DECEMBER 2024 D25/5287

Recommendation

Moved Councillor Michael Boland, Seconded Councillor Alan Chandler

1. That Broken Hill City Council Report No. 26/25 dated February 5, 2025, be received.
2. That the 2nd Quarterly Budget Review Statement and recommendations be adopted.
3. That Council note the projected 2024/25 operating surplus (before capital) of \$4,000.
4. That Council note the 2024/25 projected net capital budget expenditure of \$36,858,000.

CARRIED UNANIMOUSLY

4. BROKEN HILL CITY COUNCIL REPORT NO. 27/25 - DATED FEBRUARY 07,
2025 - INVESTMENT REPORT FOR JANUARY 2025 D25/5837

Recommendation

Moved Councillor Michael Boland, Seconded Mayor Tom Kennedy

1. That Broken Hill City Council Report No. 27/25 dated February 7, 2025, be received.

CARRIED UNANIMOUSLY

5. BROKEN HILL CITY COUNCIL REPORT NO. 28/25 - DATED FEBRUARY 10, 2025 - NOMINATIONS FOR THE APPOINTMENT OF COMMUNITY REPRESENTATIVES TO SECTION 355 COMMITTEES D25/5944

Recommendation

Moved Councillor Ashley Byrne, Seconded Mayor Tom Kennedy

1. That Broken Hill City Council Report No. 28/25 dated February 10, 2025, be received.
2. That Council review and consider the nomination of Nathan Fell for appointment as community representative on the Memorial Oval Community Committee.
3. That Council review and consider the nomination of Judith Parr for appointment as a community representative on the Ageing Well Advisory Committee
4. That Council review and consider the nomination of Nathan Fell for appointment as community representative on the Youth Advisory Community Committee
5. That the community representatives be advised of their appointment.
6. That Council notes that the current round of advertising closes on 21 February 2025 and a further report will be presented to the March Council Meeting with further nominations received.

CARRIED UNANIMOUSLY

CONFIDENTIAL MATTERS

Nil

CONCLUSION OF THE MEETING

There being no further business to consider, the meeting was declared closed at 5:45pm.

The foregoing minutes were read and confirmed at the Finance and Governance Committee meeting held on 19 March 2025.

Chairperson

REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 39/25 - DATED MARCH 11, 2025 - ALTERATION TO SCHEDULED STANDING COMMITTEE MEETING DATES FOR APRIL 2025 DUE TO EASTER PUBLIC HOLIDAYS (D25/11135) 9
2. BROKEN HILL CITY COUNCIL REPORT NO. 40/25 - DATED MARCH 12, 2025 - ADOPTION OF THE DRAFT INFORMATION AND COMMUNICATIONS TECHNOLOGY POLICY (D25/11344).....11
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5. BROKEN HILL CITY COUNCIL REPORT NO. 43/25 - DATED MARCH 12, 2025 - MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 13 NOVEMBER 2025 (D25/11354).....44

FINANCE AND GOVERNANCE COMMITTEE

March 11, 2025

ITEM 1BROKEN HILL CITY COUNCIL REPORT NO. 39/25

SUBJECT: ALTERATION TO SCHEDULED STANDING COMMITTEE
MEETING DATES FOR APRIL 2025 DUE TO EASTER PUBLIC
HOLIDAYS D25/11135

Recommendation

1. That Broken Hill City Council Report No. 39/25 dated March 11, 2025, be received.
2. That the Infrastructure and Environment Committee Meeting that is schedule for Monday 21 April 2025 (Easter Monday) be postponed and held on Tuesday 22 April 2025 at 5:30pm.
3. That the Community Development Committee Meeting that is scheduled for Tuesday 21 April 2025 at 5:30pm be held directly following the Infrastructure and Environment Committee Meeting.

Executive Summary:

Due to the Infrastructure and Environment Standing Committee Meeting falling on the Easter Public Holiday for Easter Monday (21 April 2025), it is necessary for Council to resolve to postpone the Committee Meeting to another suitable date and time as per Council's adopted Code of Meeting Practice Policy.

Report:

The Standing Committee Meetings to be held in April 2022 are scheduled to be held as follows:

Infrastructure and Environment Committee – Monday 21 April 2025 at 5:30pm

Community Development Committee – Tuesday 22 April 2025 at 5:30pm

Finance and Governance Committee – Wednesday 23 April 2025 at 5:30pm

The scheduled Infrastructure and Environment Committee date clashes with the Easter Monday public holiday on Monday 21 April 2025.

Any alteration to scheduled Council or Standing Committee meeting dates as per Council's adopted Code of Meeting Practice Policy or resolved by Council, must be by Council resolution.

It is proposed that Standing Committees for April 2025 be held as follows:

Infrastructure and Environment Committee – Tuesday 22 April 2025 at 5:30pm

Community Development Committee – Tuesday 22 April 2025 to commence directly following the Infrastructure and Environment Committee Meeting

Policy and General Committee – Wednesday 23 April 2025

Holding two Standing Committees on Tuesday evening will assist to alleviate any impact on the Council Meeting Business Paper being produced at the end of the Committee Meeting week.

This report is presented to Council to resolve to alter the date and time of Standing Committee Meetings for April 2025 due to the Easter Monday public holiday.

Community Engagement:

Standing Committee Meetings are open to the public to attend and are advertised in the Broken Hill Times newspaper and on Council's website under the Public Notices section.

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993, Chapter 4 Part 1, Chapter 12 Part 2 Division 1&2
Council's adopted Code of Meeting Practice Policy

Financial Implications:

Nil

Attachments

There are no attachments for this report

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

FINANCE AND GOVERNANCE COMMITTEE

March 12, 2025

ITEM 2BROKEN HILL CITY COUNCIL REPORT NO. 40/25

SUBJECT: ADOPTION OF THE DRAFT INFORMATION AND COMMUNICATIONS TECHNOLOGY POLICY D25/11344

Recommendation

1. That Broken Hill City Council Report No. 40/25 dated March 12, 2025, be received.
2. That Council notes that the draft Information and Communications Technology Policy was endorsed by the Audit, Risk & Improvement Committee at its meeting held 13 February 2025.
3. That Council adopts the Draft Information and Communications Technology Policy and notes that its adoption will render the current Email Internet and Use of Computer Systems Policy obsolete.

Executive Summary:

In order to ensure ethical and secure use of information and communications technology equipment networks and services in compliance with the *Local Government Act 1993*, and in response to the internal Cyber security Audit conducted by OCM in November 2022, The Draft Information and Communication Technology Policy has been developed. The purpose of having a current information and communications technology policy is to ensure all authorised users have access to a reliable and robust IT environment that is free from malicious and unauthorised use. The policy covers the rights and obligations of Council as well as those of the user of Council supplied equipment and services.

The Draft Information and Communication Technology Policy was endorsed by the Audit, Risk & Improvement Committee at their meeting held 13 February 2025 and is now presented to Council for consideration of adoption.

Report:

The objective of this Policy is to provide clear guidelines for the correct use and supply of all technology provided by Council for business use.

This policy is in place to protect users and Council. Inappropriate use exposes Council to risks including malicious software, loss of sensitive information, compromise of network systems and services, and legal issues.

Effective security is a team effort involving the participation and support of every Council employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

This policy shall apply specifically to all Broken Hill City Council employees and extend to include contractors / sub-contractors engaged by the Council, consultants engaged by

Council, visitors conducting business on Council premises, volunteers conducting activities approved by Council, Council Committees and Elected members.

Key additions in this policy are users' responsibilities in regard to cyber security awareness, and the requirement to participate in annual cyber security awareness refresher training. The Cyber security awareness program will be reviewed annually to ensure effectiveness and relevance to emerging threats.

The Draft Information and Communication Technology Policy was endorsed by the Audit, Risk & Improvement Committee at their meeting held 13 February 2025 and is now presented to Council for consideration of adoption. If adopted by Council, the current Email Internet and Use of Computer Systems Policy will be rendered obsolete.

Community Engagement: Not applicable.

Strategic Direction:

Key Direction: 4	Our Leadership
Objective: 4.1	Openness & Transparency in Decision Making
DP Action:	Maintain good governance and best practice methods and ensure
4.1.1.21	compliance with various guidelines, legislation and report requirements

Relevant Legislation:

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*

Financial Implications:

Nil. This policy will provide a sound information and communications technology policy to ensure that appropriate controls are in place for the safe use of technology within Council.

Attachments

1. [↓](#) Draft Information and Communications Technology Policy

SIMON BROWN
DIRECTOR FINANCE AND COMMERCIAL

JAY NANKIVELL
GENERAL MANAGER



DRAFT INFORMATION & COMMUNICATIONS TECHNOLOGY POLICY

QUALITY CONTROL			
EDRMS REFERENCES	11/575 – D23/44236		
RESPONSIBLE POSITION	Manager Information & Communications Technology		
APPROVED BY	<Enter Approving Officer>		
REVIEW DATE	<Enter Review Date>	REVISION NUMBER	<Enter number>
EFFECTIVE DATE	ACTION	MINUTE NUMBER	
<Enter Date>	<Enter action description>	<Enter Minute Number>	

1. INTRODUCTION

The purpose of this policy is to outline the ethical and acceptable use of Broken Hill City Council's (Council) Information Technology (IT) equipment, networks, services and information.

This policy has been adopted to ensure all users have access to a reliable and robust IT environment that is free from malicious and unauthorised use. It aims to cover the rights and obligations of Council, and the rights and obligations of the person using Council supplied technology equipment and services.

This policy, therefore, applies to anyone working at Council, including Councillors, employees, contractors, sub-contractors, third party vendors, external suppliers and authorised personnel (users). Unauthorised users are prohibited from using any Council Information and Communication (ICT) equipment, except equipment specifically supplied for public use.

Council is committed to the appropriate use of technology equipment, resources and services to support and assist with service delivery and business functions across the organisation. IT equipment and services are allocated to Council users to assist in carrying out these functions in an efficient and effective manner.

The purchase and use of technology must always have a central consideration for how it will improve Council's services for the community as well as internal operational, legislative and productivity benefits.

All users of Council supplied equipment and/or services are bound by all applicable current legislation. Council reserves its right to apply any or all parts of the applicable legislation to ensure Council's technology assets and services are used in a manner that complies with legislative requirements.

All authorised users of Council's equipment are required to sign the 'Technology and Services User Agreement' before the use of Council's equipment. Failure or refusal to sign the 'Technology and Services User Agreement' may result in:

- All access to Council's systems being revoked;
- Cessation of Council equipment use; or
- If access to Council's systems or Council equipment use is vital to fulfill the requirements of the role, disciplinary action or grounds for employment/contract termination.

2. POLICY OBJECTIVE

The objective of this Policy is to provide clear guidelines for the correct use and supply of all technology provided by Council for business use.

This policy is in place to protect users and Council. Inappropriate use exposes Council to risks including malicious software, loss of sensitive information, compromise of network systems and services, and legal issues.

Effective security is a team effort involving the participation and support of every Council employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

3. POLICY SCOPE

This policy shall apply specifically to all Broken Hill City Council employees and extend to include contractors / sub-contractors engaged by the Council, consultants engaged by Council, visitors conducting business on Council premises, volunteers conducting activities approved by Council, Council Committees and Elected members.

4. POLICY STATEMENT

4.1 Access Control

Before a user can utilise corporate systems, they must have successfully been authenticated as a valid user. Authentication methods will vary across systems and depend on the sensitivity of the information provided. In all possible cases, users must authenticate using accounts that identify the individual. Users are not permitted to utilise logins belonging to other users.

Users are responsible for the actions performed under their account.

Users are only permitted to access information, applications and systems that they have been allocated access rights. Rights are granted based on business need following the principles of least privilege access and the zero trust model.

Authentication credentials (users IDs, passwords, certificates, MFA credentials, physical tokens and access cards) must not be disclosed or shared with anyone. Staff must not share accounts to Council systems unless approval has specifically been obtained from Manager ICT. All authorised shared accounts are documented by Manager ICT.

Only Council owned, or approved external equipment is to be connected to non-public ICT networks and computer systems. Approval can only be gained through Manager ICT.

Where possible and appropriate, authentication must be strengthened with hardening techniques such as multi-factor authentication (MFA), certificate-based authentication and/or other forms of hardening. The decision to implement this requirement must be based on the risk of compromise, the security classification of the information contained within the system and the capabilities of the system.

Electronic storage of passwords is only permitted in approved encrypted password storage vault solutions. Passwords must not be saved within web browsers, in text files etc. Vault products can only be approved by Manager ICT.

Passwords must not be written down and stored in a place where unauthorised persons may discover them.

Staff must not re-use passwords across multiple services as this allows a single compromise to impact multiple services.

4.2 Communications and Mobile Devices

4.2.1 Email and Communications Activities

When using Council resources to access and use the internet, users must realise they represent Council. The following activities are strictly prohibited, with no exceptions:

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, telephone, or other electronic means, whether through language, frequency, or size of messages.

4.3 IT Equipment

Council undertakes equitable measures to supply equipment and services that are fit for purpose. Council maintains a list of what it deems as standard equipment for supply.

The equipment provided has been chosen to maximise Council's service delivery potential and to be in accordance with Council's procurement policies. Any deviation from the supply of council standard equipment will require a written business case signed and supported by the relevant Senior/Executive Leadership Team member. The models of equipment issued are at the discretion of ICT to ensure maximising return on investment.

Upon employment/contract termination, all council owned equipment issued to users must be returned to council, including but not limited to:

- Laptops, desktops, monitors, keyboard and mouse.
- Portable equipment (mobile phones, tablets, measuring Equipment, IoT devices, scanners, security tokens, physical security passes) External storage devices (USB/Flash Drives)
- All chargers, cases & cords.

Cessation payment/s will be made once all COUNCIL ICT issued equipment is returned to and signed off by the ICT team.

4.4 Internet Usage and Cloud

4.4.1 General Internet Connectivity

Internet connectivity presents Broken Hill City Council with risks that must be addressed to safeguard its vital information assets. Access to the Internet will be provided to users to support business activities as needed to perform their tasks and professional roles. Access to the Internet will be provided to the public as a public service.

All corporate Internet access is explicitly filtered for inappropriate and malicious material and may be subject to intensive monitoring.

All public internet services are provided with limited monitoring in order to protect the privacy of public users and is only filtered to prevent malicious material.

The content filtering is provided on the basis of regularly updated industry blacklists and is not expected to cover all possible sites.

4.4.2 Internet Services Allowed

Internet access is to be used for business purposes and users must limit the amount of time they use the Internet for non-business use. All users must follow corporate principles regarding resource usage and exercise good judgment in using the Internet to ensure cyber security is maintained. Questions can be addressed to the ICT department. Acceptable use of the Internet for performing job functions might include:

- Council business
- Communication between employees and non-employees for business purposes.
- Review of possible vendor web sites for product information.
- Reference regulatory or technical information.
- Research
- Government services
- Council subscribed cloud services

4.5 General Use and Ownership

Broken Hill City Council proprietary information stored on electronic and computing devices whether owned or leased by Broken Hill City Council, the employee or a third party, remains the sole property of Broken Hill City Council.

- You must ensure through legal or technical means that proprietary information is protected and only shared in consideration of the COUNCIL Information Management – Security Classifications section of this policy.
- You have a responsibility to promptly report the theft, loss or unauthorised disclosure of Broken Hill City Council proprietary information.
- You may access, use or share Broken Hill City Council proprietary information only to the extent it is authorised and necessary to fulfill your assigned job duties.

- Employees are responsible for exercising good judgment regarding the reasonableness of personal use, and if there is any uncertainty, employees should consult Council's Information & Communications Technology Department.
- For security and systems maintenance purposes, authorised individuals within Broken Hill City Council may monitor equipment, systems and network traffic at any time.
- Broken Hill City Council reserves the right to audit networks, systems and user activities on a periodic basis to ensure compliance with this policy.

4.5.1 Application Usage

Council has many different software applications in use to meet the specific needs of various business units. These applications often contain overlapping feature sets. It is the responsibility of each department and individual to ensure that procedures and policies are followed that relate to the correct usage of each application for their intended purpose.

The ICT department implements standards and offers guidance on the consistent usage of applications across the entire organisation. For example, the Corporate Records Management system is "Content Manager" and must be used for document storage for all Council records, unless a written exemption has been obtained from Manager ICT.

4.5.2 Personal Usage

Using company computer resources to access the Internet for personal purposes must be limited. Personal use must be reasonable and appropriate, not impact on staff productivity or system performance or bring Council into disrepute.

Bandwidth both within the company and in connecting to the Internet is a shared, finite resource. Data limits on many of our internet services are not unlimited, and excessive usage can result in large bills. Users must make reasonable efforts to use this resource in ways that do not negatively affect other employees. Where excessive personal usage is identified, usage charges may be passed onto the user.

All users of the Internet should be aware that the corporate network creates an audit log reflecting request for service, both in-bound and out-bound addresses, and can be reviewed. Users who choose to store or transmit personal information such as private keys, credit card numbers or certificates or make use of Internet "wallets" do so at their own risk.

4.5.3 Unacceptable Usage

Under no circumstances is an employee of Broken Hill City Council authorised to engage in any activity that is illegal under local, state, federal or international law while utilising Council-owned resources.

The following activities are, in general, prohibited. The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of unacceptable use.

Employees may be exempted from these restrictions during-the-course of their legitimate job responsibilities (e.g., ICT staff may have a need to disable the network access of a host if that host is disrupting production services).

- The conduct of a business enterprise, engaging in any form of intelligence collection from our facilities, engaging in fraudulent activities, or knowingly disseminating false or otherwise libellous materials.
- Any conduct that would constitute or encourage a criminal offense, lead to civil liability, or otherwise violate any regulations, local, state, national or international law.
- Transmission of any proprietary, confidential, or otherwise sensitive information without the proper security controls.
- Use, transmission, duplication, or voluntary receipt of material that infringes on the copyrights, trademarks, trade secrets, or patent rights of any person or organization. Assume that all materials on the Internet are copyright and/or patented unless specific notices state otherwise.
- Any form of gambling.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- Unauthorised downloading/purchasing/usage of any software, apps or cloud services for use without authorisation in advance from the ICT Department and the user's manager.
- Accessing data, a server or an account for any purpose other than conducting Broken Hill City Council business, even if you have authorised access, is prohibited.
- Loan of allocated mobile devices to others external to Council including friends and family.

4.5.4 Modification

Altering or disrupting IT systems may expose Council to unauthorised information disclosure and introduce additional risks. Users must not perform unauthorised installs or upgrades, remove or modify hardware components including SIM cards, alter configuration or security settings.

Users are permitted to install software and apps from approved curated software catalogues and allow automatic updates to install if prompted.

4.6 Information Management – Security Classification

Information is a valuable resource. Protecting the confidentiality, integrity and availability of information is critical to business operations. Broken Hill City Council uses the following Security Classification scheme.

Official

All information stored, transmitted and processed by Council information systems are classified as Official.

- Official is the default security classification for all information whether the information has been explicitly classified or not.
- Official information by default must remain confidential to Council and not shared with persons outside Council who do not have a need-to-know.

- Information classified as Official must be approved for release to public.

Sensitive

Information requiring additional protection and security and are classified as Sensitive. Highly sensitive or valuable information, both proprietary and personal; must not be disclosed either within or outside the Council without the explicit permission of a member of the Senior or Executive Management Teams (SLT/ELT).

Information classified as "sensitive" includes:

- Personal information
- Health information
- Legal information
- Law Enforcement information
- NSW Government information
- Passwords and private keys intended to protect Council systems and information.

Public

Information intended and approved for public release must carry a classification of "Public". Formal approval and authorisation is required for classifying information as Public.

4.6.1 Classifying Information

The head of each department is responsible for classifying information stored, processed and handled within their department. This may be performed by the establishment of documented business rules for categories of information.

4.6.2 Obligation for Sharing Official Information

Users are permitted to share information that is not classified as sensitive with persons outside Council only when there is a valid business need to do so. The sharing of information classified as sensitive is not permitted without explicit authorisation from SLT/ELT.

Users are to refer to their direct manager if they are unsure about the classification level of information.

4.7 Procurement

IT hardware and software systems may only be purchased or subscribed to with the approval of the Manager ICT to ensure compatibility with Council IT systems, compliance with security, information and records management considerations.

4.8 Remote Access and Mobility

Users of mobile devices must ensure that the device is protected from unauthorised use through locking the device when not in use.

Users need to ensure that the device is secure from oversight and eavesdropping when confidential or sensitive information is being accessed.

Council maintains the right to conduct inspections of any mobile phone or other mobile device that it owns or manages without prior notice to the user. The device must be returned to the ICT department upon request for maintenance and when the user ceases employment at Council.

Mobile devices and communication systems supplied by the Council are provided to facilitate business activities. Reasonable and appropriate personal use is permitted as follows: -

- Minimal calls and text messages
- The data plan must not be exceeded due to personal use
- Personal use must not cause the Council to incur any additional costs or impact staff productivity

Managers will monitor use and may be provided with reports. Personal use may be required to be reimbursed.

A phone supplied by Council may not be used in connection with any personal commercial business activities. The number may not be published in any publication or business card that is not related to the Council's business

4.9 Bring Your Own Device (BYOD)

Personally owned devices may not be connected to or synchronised with Council's computer systems or networks unless approved by the Manager ICT and the device owner agrees to the security requirements regarding the management of the device.

1. Request authorisation from their direct manager and have it approved.
2. Must install a Mobile Device Management (MDM) agent to house and encrypt Council data.
3. Acknowledge that Council is not liable for any problems caused to their personal device, including data loss, as a result of the Council issued Mobile Device Management (MDM) agent being installed.

Council acknowledges the use of personal devices used for business communication; however, Council holds no responsibility for the associated damages, costs and expenses. This includes but is not limited to faulty software, damage to hardware, repairs, bills, applications, games and data usage.

IT team members will always endeavour to assist Council staff wherever possible; however, no responsibility or commitment will be taken for supporting personal devices. Business applications and systems are not guaranteed to be fully compatible with devices of various makes and models other than Council approved devices. Users may therefore experience a reduction in the accessibility and usability of business applications.

Make	Hardware Release Date	Software Release Date
Apple	Less than 5 years	Less than 1 year
Android (Various Manufactures)	Less than 5 years	Less than 1 year

4.10 Cyber Security

Data security is the responsibility of every Council user. All data created or modified whilst employed by Council remains the intellectual property of Council.

All reasonable care must be taken to ensure that the data manipulated using Council equipment is saved in Council's secure storage environment. This environment includes Content Manager, Microsoft 365 and approved cloud systems.

If data is removed from the Council secure storage environment, then the protection of that data is the sole responsibility of the person removing the data.

Loss or misuse of data could in extreme cases be regarded as industrial sabotage, breach of privacy and/or failure in execution of a user's duty of care, leaving the user liable to criminal proceedings.

The connection of portable storage devices, such as external hard drives, USB storage, Flash drives and other storage media to Council equipment introduces security risks for council and is strongly discouraged.

Information stored at council should only ever be used for council business. Storage of personal information on the Council network is prohibited.

Each council officer must ensure that information transferred to portable devices is secure and protected by passwords and/or encryption.

Information transferred to council computers from portable devices must be virus checked before opening.

4.10.1 User Security Awareness Training

Users must complete "Cyber Security Awareness Training" when requested. Council reserves the right to test and measure user's vulnerability against social engineering attacks which includes but is not limited to phishing and vishing simulation. The Cyber Security programme is annually reviewed to ensure effectiveness.

4.10.2 Objectives of Cyber Awareness Training

- Annual re-education and signoff for all employees. > 90% staff attend in a 12-month period.
- Random testing of staff knowledge. Pass rate > 80%. Conducted quarterly.
- Regular dissemination of cyber security information on current risks and strategies to implement for better protection.
- Seeking feedback from staff as to their comfort with Cyber Security practices.

4.10.2 Reporting Incidents

Users must immediately report the following events to ICT:

- A. Any form of equipment or data loss such as loss, misplacement or theft of:
 - a. Computer equipment (Including Laptops and Desktops)
 - b. Portable Storage Devices (Including USB and Flash drives)
 - c. Mobile Devices (Including Mobile Phones and Tablets)
 - d. Any other device issues by Council to the user.
 - e. Loss of security access cards.
- B. Loss of information that they previously had access to.
- C. Lost access to information that they previously had access to.
- D. Access to information that they should not have access to.
- E. When they are tricked in clicking on a malicious URL.
- F. When they are tricked in opened a malicious attachment.
- G. When they are tricked in supplying their corporate credentials.
- H. When they notice any change in system security controls such as Anti-Virus software.

4.10.3 Security and Proprietary Information

- Postings by employees from a Broken Hill City Council email address to internet and social media sites is prohibited unless posting is authorised and required in the course of business duties.
- Users must comply with Broken Hill City Council's Password Requirements, including multi-factor authentication adoption in all cases where this is possible, and storage of additional passwords in approved vault products.
- Users are not permitted to connect personal electronic equipment, such as laptops, mobile phones and other BYOD equipment, to Broken Hill City Council's corporate network, without first obtaining authorization from both their direct manager and ICT.
- Once authorized, user must install a Mobile Device Management (MDM) agent, supplied by Broken Hill City Council, to protect and encrypt Council data on their personal electronic equipment.
- User must not provide access to a Broken Hill City Council issued electronic equipment to another individual, either deliberately or through failure to secure its access.
- You must lock the screen or log off when the device is unattended.

- Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malicious attachments or hyperlinks to websites that compromise Broken Hill City Council systems.
- The use Broken Hill City Council corporate credentials is prohibited on applications, systems and services, not provided by or subscribed to by Broken Hill City Council.

4.11

Identified breaches of this policy will be handled by the People and Culture department in accordance with COUNCIL's disciplinary policy.

4.11.1 Computer Surveillance

Authorisation to commence surveillance can only be approved by the General Manager. Surveillance can include, but is not limited to, telephone usage reports, security access reports, video surveillance footage, email source and recipients as well as internet usage, internet site visits and network traffic contents. All Council supplied computers produce log files called "Event Logs" which show high level activity and errors. The IT team monitor and use these log files to help diagnose problems, detect security threats, manage individual systems and to help produce statistics on computer usage. These log files do not show personal content and as such are not considered surveillance. The use of these log files does not contravene privacy or surveillance legislation.

4.12 Communication

This Policy will be communicated to staff in accordance with Council's Policy, Procedure and Process Framework. Following approval by the General Manager, the Policy will be made available on Council's intranet.

4.13 Associated Documents

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

D23/44400 – Cyber Security Policy

D23/44649 – Cyber Security Plan

D21/10467 – Cyber Security Framework

5. REVIEW

Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.

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

The Manager ICT is responsible for the review of this policy.

6. LEGISLATIVE AND LEGAL FRAMEWORK

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

- ISO27001

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

7. DEFINITIONS

COUNCIL	Broken Hill City Council
ICT	Information and Communications Technology
Manager ICT	The manager of the Information and Communications Technology department.
MFA	Multi-factor Authentication – a method of strengthening a login process with the requirement to hold two or more credentials to gain access. I.e. a password and a code.
Public Computer System/Network	A system provided explicitly for public use.
Public User	A member of the public, without credentials to access any COUNCIL systems.
Shared Account	An account used by multiple people that doesn't identify a particular user.

Technology and Services User Agreement

I have read, understood and agree to abide by the Broken Hill City Council Information & Communications Technology Policy

Signature: _____ Date: _____

Name of Employee: _____

Department: _____

Please return this signed page to the Information & Communications Technology department, and retain a copy of the policy for your reference.

FINANCE AND GOVERNANCE COMMITTEE

March 12, 2025

ITEM 3BROKEN HILL CITY COUNCIL REPORT NO. 41/25

SUBJECT: DISPOSAL OF SURPLUS EQUIPMENT - TIERED SEATING
D25/11488

Recommendation

1. That Broken Hill City Council Report No. 41/25 dated March 12, 2025, be received.
2. That Council approve the sale of retractable tiered seating purchased as part of the Civic Centre refurbishment in 2016.
3. That the General Manager be authorised to negotiate sale of item by auction, expression of interest or private treaty.
4. That the General Manager be authorised to dispose of the item for scrap value if no willing purchaser can be found.

Executive Summary:

Council currently has tiered seating that was purchased as part of the Civic Centre refurbishment project in storage. The seating was unsuitable for the Civic Centre due to the weight of the system being too heavy for the floors and to be setup and retracted safely by staff. The unsuitability of the seating provided formed part of the litigation in regard to the Civic Centre refurbishment and was put into storage during the litigation. With the seating no longer being required, and the expense incurred for storage, this report seeks approval to dispose of the tiered seating by expression of interest, auction, or disposal for scrap value.

Report:

Council currently has tiered seating that was purchased as part of the Civic Centre refurbishment project in storage. The seating was unsuitable for the Civic Centre due to the weight of the system being too heavy for the floors and to be setup and retracted safely by staff. The unsuitability of the seating provided, formed part of the litigation in regard to the Civic Centre refurbishment and was put into storage during the litigation. With the seating no longer being required, and the expense incurred for storage, this report seeks approval to dispose of the tiered seating by expression of interest, auction or disposal for scrap value.

The mobile retractable seating consists of 306 seats in a tiered seating arrangement. The cost of the tiered seating in 2016 was \$220,000. Due to the unique nature of this seating and also the limited market, Council has been advised by an account manager at Pickles Auctions that they believe the best method for disposal of the asset is to advertise an expression of interest to determine a better understanding of potential buyers and the value in the market. Their advice was also that placing to auction prior to an EOI may potentially harm the value. Current auction estimate is \$1,000 to \$5000. Current storage costs are \$820 per month.

Community Engagement:

Nil

Strategic Direction:

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

Relevant Legislation:*Local Government Act 1993**Clause 203(1) of the Local Government (General) Regulations 2022.**Clause 211 of the Local Government (General) Regulations 2022.***Financial Implications:**

Current estimates on the value of the asset are between \$1,000 to \$5,000. Disposal of the asset would save Council \$820 per month in storage costs.

Attachments

There are no attachments for this report

SIMON BROWN
DIRECTOR FINANCE AND COMMERCIAL

JAY NANKIVELL
GENERAL MANAGER

FINANCE AND GOVERNANCE COMMITTEE

March 6, 2025

ITEM 4**BROKEN HILL CITY COUNCIL REPORT NO. 42/25****SUBJECT:** **INVESTMENT REPORT FOR FEBRUARY 2025** **D25/10550****Recommendation**

1. That Broken Hill City Council Report No. 42/25 dated March 6, 2025, 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 28 February 2025, Council's Investment Portfolio had a current market valuation of \$26,641,627 or principal value (face value) of \$26,444,170 and was compliant with policy and legislative requirements as per the below table.

Report:

Council's investments as at 28 February 2025 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:**

- Globally, aggregate business conditions surveys in developed countries fell in February led by weakening conditions in the US, which has been the engine for economic growth over the past year.
- The latest round of US economic data was disappointing. Manufacturing conditions surveys are trending up, but price pressures are rising again on the back of tariffs. Housing starts fell and home builder conditions remain weak, hurt by higher mortgage rates and concerns about the impact of tariffs on building materials. Consumer sentiment

fell again and a rise in 5 year forward inflation expectations hit their highest since 1995 on the back of concerns about tariffs.

- The latest release of euro area GDP figures showed growth slowing slightly. Data points to weaker growth in the United Kingdom as well. Consistent with ongoing weakness in GDP growth, labour markets have continued to ease in major economies as growth in demand for labour remains low. Business conditions also remain subdued, and, despite solid income growth, consumption growth remains sluggish in most of these economies.
- Share markets in the US (-1.3%), Japan (-4.0%) and Australia (-4.0%) gave back some of their recent gains. Increasing concerns about the worsening economic outlook in the US, the prospects of tariff wars between the world's largest economies and worries that the AI tech boom may be nearing an end all contributed to the share market dip. Speculation is growing that a correction of 15-20% could be in the offing. European shares surprised on the upside, with a gain of 3.6%, which could prove fleeting depending on the increasing tensions of Ukrainian/Russian cease fire discussions.

Domestic issues

- Latest monthly inflation data held at 2.5% year over year (yoy) with some favourable underlying indicators.
- Despite an 8.9% monthly rise in electricity prices as the energy rebates roll off, price increases slowed or prices fell in food, clothing, household goods, rents and new dwelling costs. There continues to be more CPI items with inflation running below 2%yoy than there are with inflation running above 3%yoy.
- Underlying inflation, as measured by the trimmed mean, ticked up but only to 2.8%yoy from 2.7%yoy. The overall downtrend in the monthly trimmed mean points to a further fall in quarterly trimmed mean to around 2.9%yoy or less this quarter.
- Latest consumer confidence surveys showed little change over the month indicating a stall in the recent upward trend and still remain at low historical levels.

Interest rates

- At its February meeting, the RBA delivered a long-awaited 25 basis point rate cut taking official cash to 4.10%pa.
- However, the RBA's comments regarding prospects for further easing were very cautious centring around concerns that the jobs market is still tight and that easing in line with market expectations for three more rate cuts by early next year could see inflation settle above 2.5%.
- While some economists acknowledge there's a slim chance of an April cut, they note it is doubtful there'll be enough data by then to increase the RBA's confidence that inflation is maintaining its downward trend to the target range.
- The market is now pricing in another rate cut of 25 basis points by July and then only one more by the end of 2025:
- Term deposit rates across the 1 to 12 month range dropped an average of 14 basis points over the month, with the biggest fall in the 3 to 5 month range. Rates in the 2-5 year range held steady as speculation mounted that the RBA may not cut the cash rate as low as previously expected:

Investment Portfolio Commentary

Council's investment portfolio returned 4.54%pa (0.34% actual) for the month on a marked-to-market basis versus the bank bill index benchmark's 4.51%pa (0.34% actual) return. Over the past 12 months, the investment portfolio has returned 4.73% versus the bank bill index benchmark's 4.48%.

The NSW TCorp Medium Term Growth Fund managed to record a gain of 0.39% despite the pullback in the US and Australian share markets during the month. A drop in market interest rates boosted market performance on bonds within the portfolio negating the impact of the share exposures' fall.

During February, Council had maturities of \$3m between five deposits with original terms of 6, 7 and 10 months that had been yielding an average of 5.22%pa. Council invested \$3m among a range of five NAB term deposits all with maturities of 3 months at an average rate of 4.82%pa.

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 – February 2025

As at 28 February 2025, Council's Investment Portfolio had a current market valuation of \$26,641,627 or principal value (face value) of \$26,444,170 and was compliant with policy and legislative requirements as per the table above.

	Source of Funds	Principal Amount
GENERAL Fund	Operating Capital & Internal Restrictions	\$11,344,311
	Royalties Reserve	\$610,822
	Domestic Waste Management Reserve	\$4,931,232
	Grants	\$9,557,805
	TOTAL PORTFOLIO	\$26,444,170

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 February 2025

EMMY WILLIAMS
MANAGER FINANCE

SIMON BROWN
DIRECTOR FINANCE AND COMMERCIAL

JAY NANKIVELL
GENERAL MANAGER



Investment Summary Report
February 2025



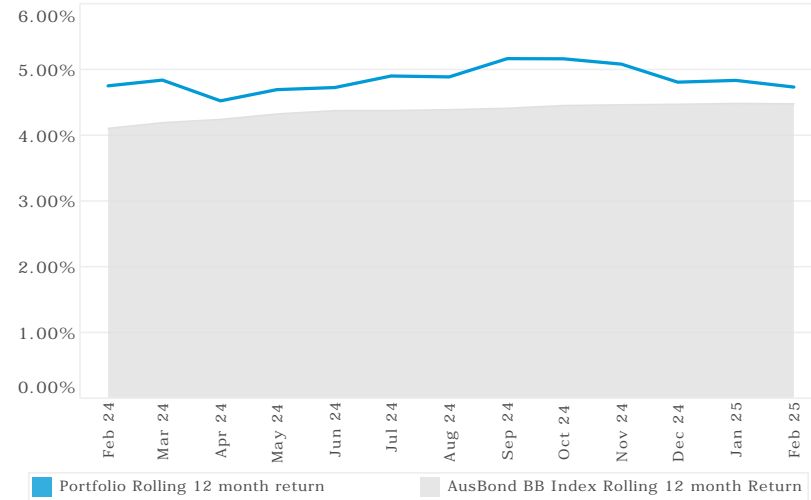
BROKEN HILL CITY COUNCIL
Executive Summary - February 2025



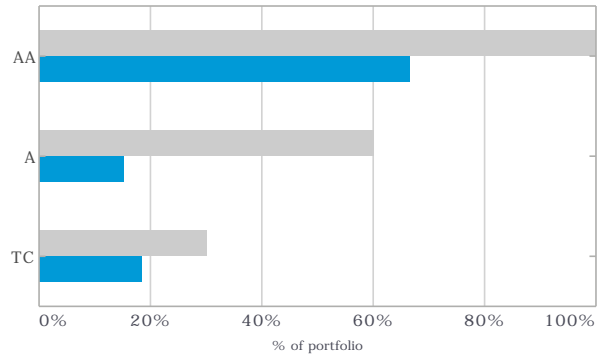
Investment Holdings

	Face Value (\$)	Current Value (\$)
Cash	12,594,274	12,594,274
Managed Funds	4,849,896	4,849,896
Term Deposit	9,000,000	9,197,457
	26,444,170	26,641,627

Investment Performance

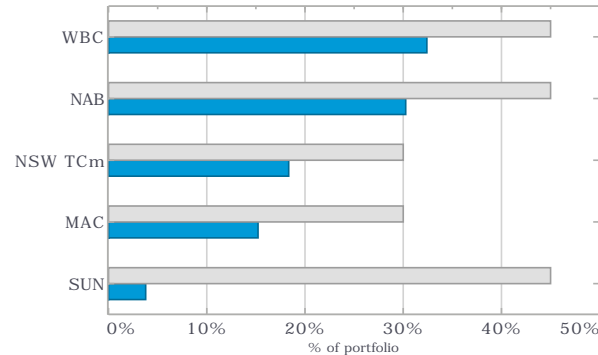


Total Credit Exposure



Investment Policy Compliance

Individual Institutional Exposures



Term to Maturities

	Face Value (\$)	Policy Max
Between 0 and 1 years	26,444,170	100% a
	26,444,170	

Specific Sub Limits	Face Value (\$)	Policy Max
Between 5 and 10 year:	0	0% 30% a

Portfolio Exposure Investment Policy Limit



BROKEN HILL CITY COUNCIL
Investment Holdings Report - February 2025



Cash Accounts

Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference
2,377,842.04	0.0000%	Westpac Group	AA-	2,377,842.04	473409	Cheque
4,024,733.80	4.3904%	Macquarie Bank	A+	4,024,733.80	540354	Accelerator
6,191,698.49	5.0500%	Westpac Group	AA-	6,191,698.49	535442	90d Notice
12,594,274.33	3.8858%			12,594,274.33		

Managed Funds

Face Value (\$)	Monthly Return (%)	Institution	Credit Rating	Funds Name	Current Value (\$)	Deal No.	Reference
4,849,895.65	0.3859%	NSW T-Corp (MT)	TCm	Medium Term Growth Fund	4,849,895.65	536441	
4,849,895.65	0.3859%				4,849,895.65		

Term Deposits

Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
5-Mar-25	1,000,000.00	5.1600%	Suncorp Bank	AA-	1,000,000.00	6-Mar-24	1,050,893.15	544918	50,893.15	At Maturity	
11-Mar-25	2,000,000.00	5.0000%	National Australia Bank	AA-	2,000,000.00	26-Nov-24	2,026,027.40	545649	26,027.40	At Maturity	
18-Mar-25	500,000.00	5.0500%	National Australia Bank	AA-	500,000.00	20-Mar-24	523,935.62	544952	23,935.62	At Maturity	
25-Mar-25	500,000.00	5.4000%	National Australia Bank	AA-	500,000.00	9-Jul-24	517,383.56	545239	17,383.56	At Maturity	
8-Apr-25	500,000.00	5.2400%	National Australia Bank	AA-	500,000.00	14-May-24	520,888.22	545086	20,888.22	At Maturity	
22-Apr-25	500,000.00	5.4000%	National Australia Bank	AA-	500,000.00	1-Jul-24	517,975.34	545221	17,975.34	At Maturity	
29-Apr-25	1,000,000.00	5.4000%	National Australia Bank	AA-	1,000,000.00	1-Jul-24	1,035,950.68	545222	35,950.68	At Maturity	
6-May-25	500,000.00	4.9000%	National Australia Bank	AA-	500,000.00	4-Feb-25	501,678.08	545764	1,678.08	At Maturity	
13-May-25	500,000.00	4.9200%	National Australia Bank	AA-	500,000.00	11-Feb-25	501,213.15	545785	1,213.15	At Maturity	
20-May-25	500,000.00	4.8500%	National Australia Bank	AA-	500,000.00	18-Feb-25	500,730.82	545796	730.82	At Maturity	
26-May-25	500,000.00	4.7500%	National Australia Bank	AA-	500,000.00	25-Feb-25	500,260.27	545825	260.27	At Maturity	
2-Jun-25	1,000,000.00	4.7500%	National Australia Bank	AA-	1,000,000.00	25-Feb-25	1,000,520.55	545824	520.55	At Maturity	
	9,000,000.00	5.0628%			9,000,000.00		9,197,456.84		197,456.84		



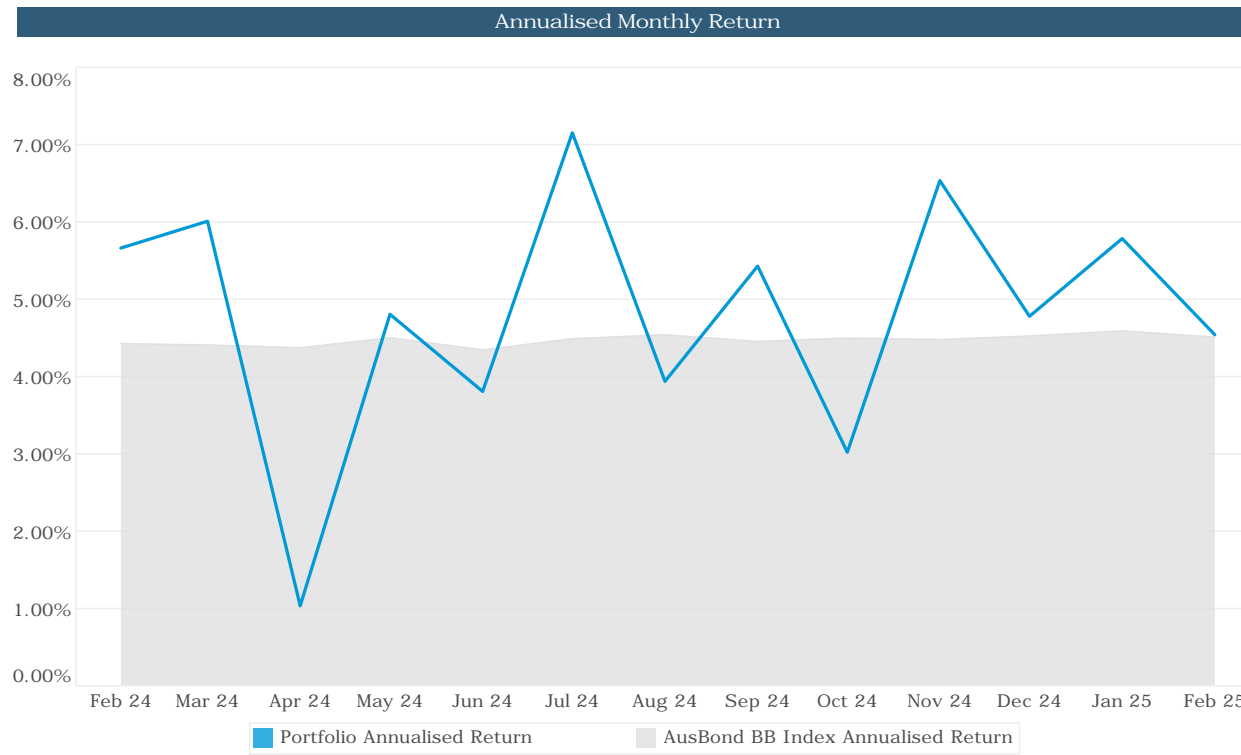
BROKEN HILL CITY COUNCIL

Accrued Interest Report - February 2025



Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Yield (% pa)
Cash									
Macquarie Bank	540354					13,509.68	0	13,509.68	4.39%
Westpac Group	473409					0.00	0	0.00	0.00%
Westpac Group	535442					23,893.90	0	23,893.90	5.05%
						37,403.58		37,403.58	3.88%
Managed Funds									
NSW T-Corp Medium Term Growth Fund	536441				2-Jun-25	0.00	0	18,642.23	5.15%
						0.00		18,642.23	5.15%
Term Deposits									
Suncorp Bank	545205		500,000.00	25-Jun-24	4-Feb-25	16,355.07	3	219.04	5.33%
National Australia Bank	545237		500,000.00	9-Jul-24	11-Feb-25	15,962.88	10	735.62	5.37%
National Australia Bank	545238		500,000.00	9-Jul-24	18-Feb-25	16,477.81	17	1,250.55	5.37%
National Australia Bank	545034		500,000.00	23-Apr-24	25-Feb-25	21,517.81	24	1,676.71	5.10%
Suncorp Bank	545406		1,000,000.00	28-Aug-24	25-Feb-25	25,191.23	24	3,340.27	5.08%
Suncorp Bank	544918		1,000,000.00	6-Mar-24	5-Mar-25	0.00	28	3,958.36	5.16%
National Australia Bank	545649		2,000,000.00	26-Nov-24	11-Mar-25	0.00	28	7,671.24	5.00%
National Australia Bank	544952		500,000.00	20-Mar-24	18-Mar-25	0.00	28	1,936.99	5.05%
National Australia Bank	545239		500,000.00	9-Jul-24	25-Mar-25	0.00	28	2,071.23	5.40%
National Australia Bank	545086		500,000.00	14-May-24	8-Apr-25	0.00	28	2,009.86	5.24%
National Australia Bank	545221		500,000.00	1-Jul-24	22-Apr-25	0.00	28	2,071.23	5.40%
National Australia Bank	545222		1,000,000.00	1-Jul-24	29-Apr-25	0.00	28	4,142.46	5.40%
National Australia Bank	545764		500,000.00	4-Feb-25	6-May-25	0.00	25	1,678.08	4.90%
National Australia Bank	545785		500,000.00	11-Feb-25	13-May-25	0.00	18	1,213.15	4.92%
National Australia Bank	545796		500,000.00	18-Feb-25	20-May-25	0.00	11	730.82	4.85%
National Australia Bank	545825		500,000.00	25-Feb-25	26-May-25	0.00	4	260.27	4.75%
National Australia Bank	545824		1,000,000.00	25-Feb-25	2-Jun-25	0.00	4	520.55	4.75%
						95,504.80		35,486.43	5.14%
Grand Totals						132,908.38		91,532.24	4.54%

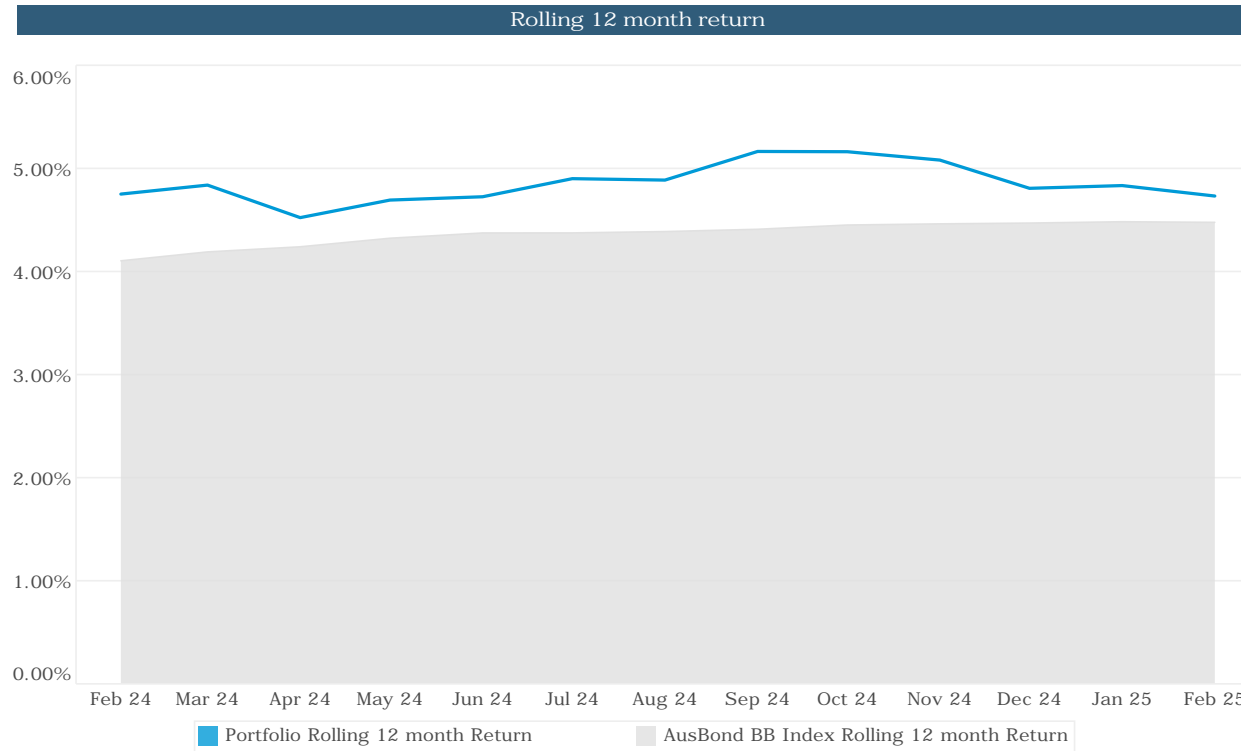
BROKEN HILL CITY COUNCIL
Investment Performance Report - February 2025



Historical Performance Summary (% pa)			
	Portfolio	Annualised BB Index	Outperformance
Feb 2025	4.54%	4.51%	0.03%
Last 3 months	5.05%	4.54%	0.51%
Last 6 months	5.01%	4.51%	0.50%
Financial Year to Date	5.14%	4.51%	0.63%
Last 12 months	4.73%	4.48%	0.25%



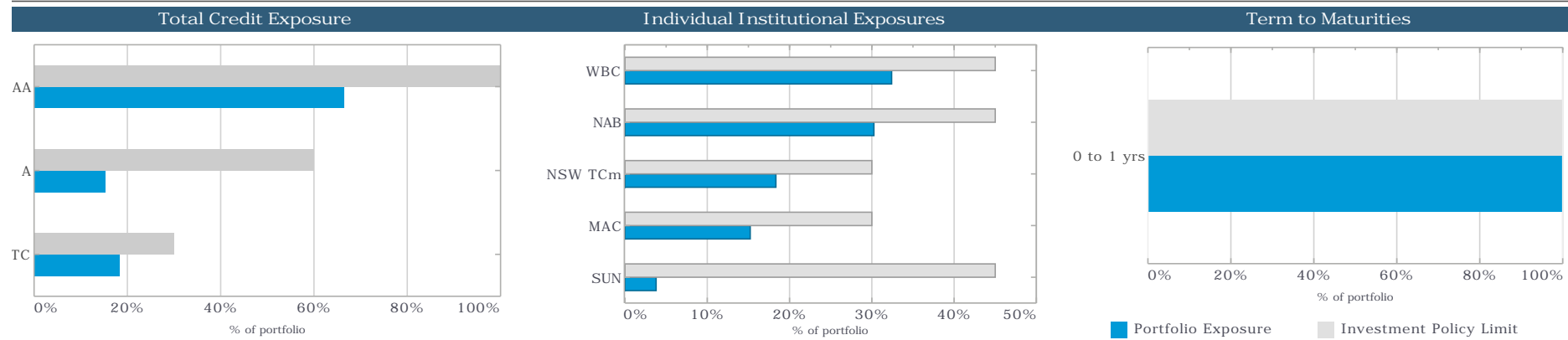
BROKEN HILL CITY COUNCIL
Investment Performance Report - February 2025



Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
Feb 2025	0.34%	0.34%	0.00%
Last 3 months	1.22%	1.10%	0.12%
Last 6 months	2.45%	2.21%	0.24%
Financial Year to Date	3.39%	2.98%	0.41%
Last 12 months	4.73%	4.48%	0.25%



BROKEN HILL CITY COUNCIL
Investment Policy Compliance Report - February 2025



Credit Rating Group	Face Value (\$)	Policy Max
AA	17,569,541	100% a
A	4,024,734	60% a
TC	4,849,896	30% a
Total	26,444,170	

Institution	% of portfolio	Investment Policy Limit
Westpac Group (AA-)	32%	45% a
National Australia Bank (AA-)	30%	45% a
NSW T-Corp (TCm)	18%	30% a
Macquarie Bank (A+)	15%	30% a
Suncorp Bank (AA-)	4%	45% a

Term	Face Value (\$)	Policy Max
Between 0 and 1 years	26,444,170	100% a
Total	26,444,170	

Specific Sub Limits

Specific Sub Limits	Face Value (\$)	Policy Max
Between 5 and 10 years	0	0% 30% a

Credit Rating	Current Longest Maturity (years)	Policy Max
AA+, AA, AA-	0.26	5.00 a
A+, A, A-	0.00	3.00 a

a = compliant
r = non-compliant



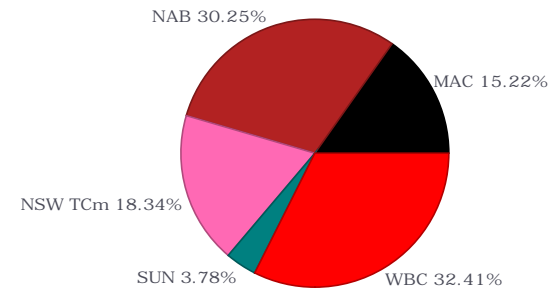
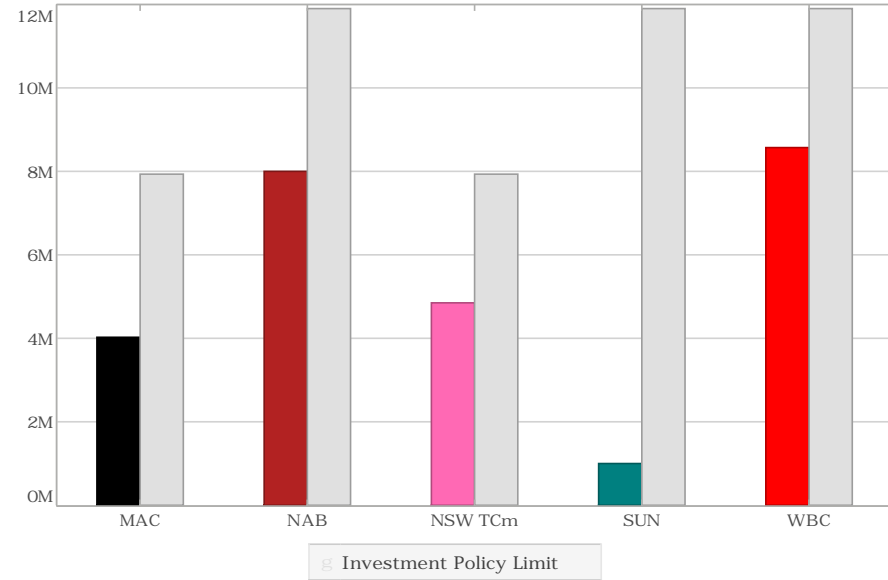
BROKEN HILL CITY COUNCIL
Individual Institutional Exposures Report - February 2025



Individual Institutional Exposures

Individual Institutional Exposure Charts

	Current Exposures		Policy Limit		Capacity
Macquarie Bank (A+)	4,024,734	15%	7,933,251	30%	3,908,517
National Australia Bank (AA-)	8,000,000	30%	11,899,876	45%	3,899,876
NSW T-Corp (TCm)	4,849,896	18%	7,933,251	30%	3,083,355
Suncorp Bank (AA-)	1,000,000	4%	11,899,876	45%	10,899,876
Westpac Group (AA-)	8,569,541	32%	11,899,876	45%	3,330,335
	26,444,170				



BROKEN HILL CITY COUNCIL
Cashflows Report - February 2025



Actual Cashflows for February 2025

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
4-Feb-25	545205	Suncorp Bank	Term Deposit	Maturity: Face Value	500,000.00
		Suncorp Bank	Term Deposit	Maturity: Interest Received/Paid	16,355.07
				<u>Deal Total</u>	<u>516,355.07</u>
4-Feb-25	545764	National Australia Bank	Term Deposit	Settlement: Face Value	-500,000.00
				<u>Deal Total</u>	<u>-500,000.00</u>
				Day Total	16,355.07
11-Feb-25	545237	National Australia Bank	Term Deposit	Maturity: Face Value	500,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	15,962.88
				<u>Deal Total</u>	<u>515,962.88</u>
11-Feb-25	545785	National Australia Bank	Term Deposit	Settlement: Face Value	-500,000.00
				<u>Deal Total</u>	<u>-500,000.00</u>
				Day Total	15,962.88
18-Feb-25	545238	National Australia Bank	Term Deposit	Maturity: Face Value	500,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	16,477.81
				<u>Deal Total</u>	<u>516,477.81</u>
18-Feb-25	545796	National Australia Bank	Term Deposit	Settlement: Face Value	-500,000.00
				<u>Deal Total</u>	<u>-500,000.00</u>
				Day Total	16,477.81
25-Feb-25	545034	National Australia Bank	Term Deposit	Maturity: Face Value	500,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	21,517.81
				<u>Deal Total</u>	<u>521,517.81</u>
25-Feb-25	545406	Suncorp Bank	Term Deposit	Maturity: Face Value	1,000,000.00
		Suncorp Bank	Term Deposit	Maturity: Interest Received/Paid	25,191.23
				<u>Deal Total</u>	<u>1,025,191.23</u>
25-Feb-25	545824	National Australia Bank	Term Deposit	Settlement: Face Value	-1,000,000.00
				<u>Deal Total</u>	<u>-1,000,000.00</u>

BROKEN HILL CITY COUNCIL
Cashflows Report - February 2025

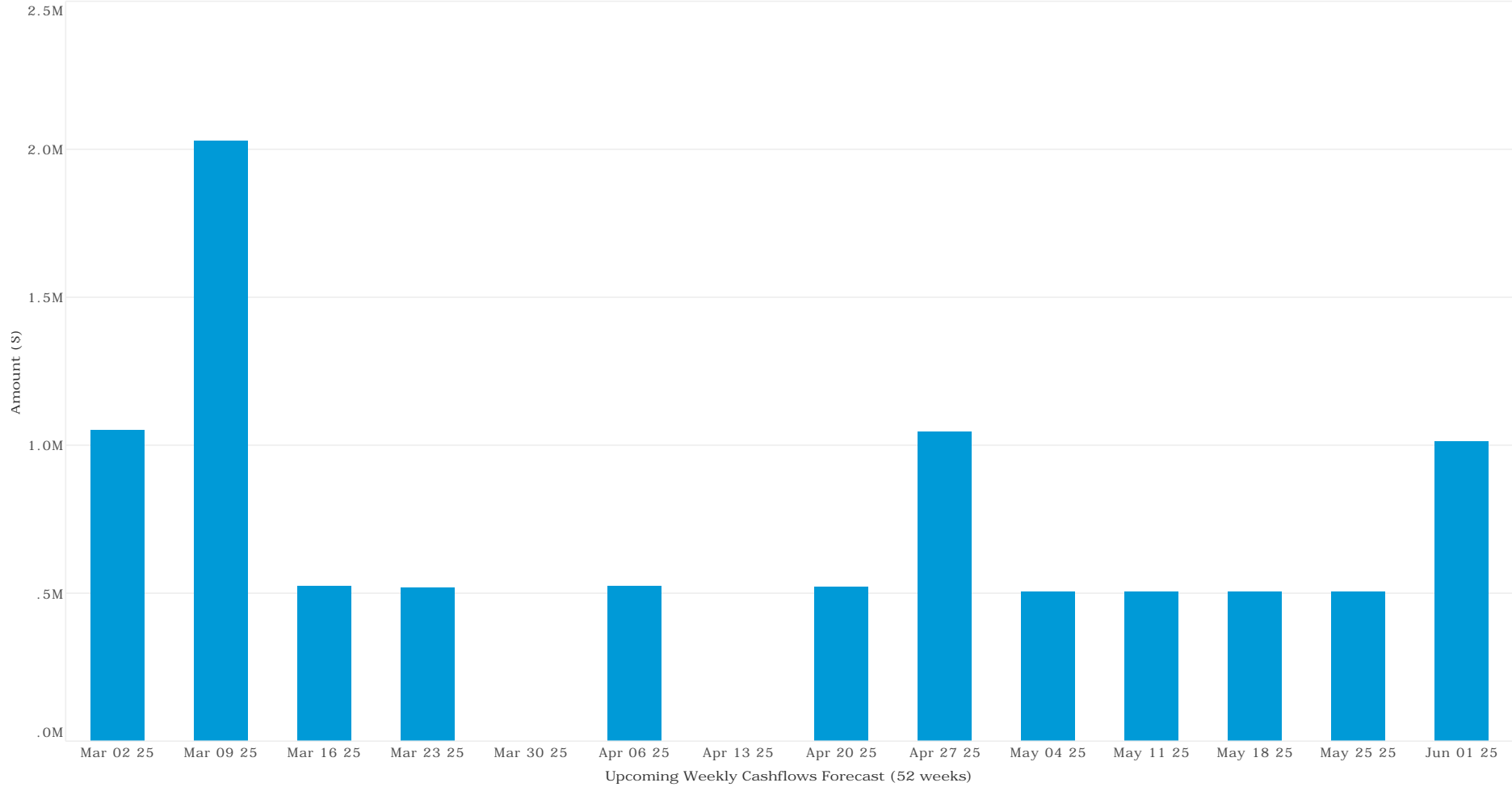


Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
25-Feb-25	545825	National Australia Bank	Term Deposit	Settlement: Face Value	-500,000.00
				<u>Deal Total</u>	<u>-500,000.00</u>
				Day Total	46,709.04
				<u>Total for Month</u>	<u>95,504.79</u>

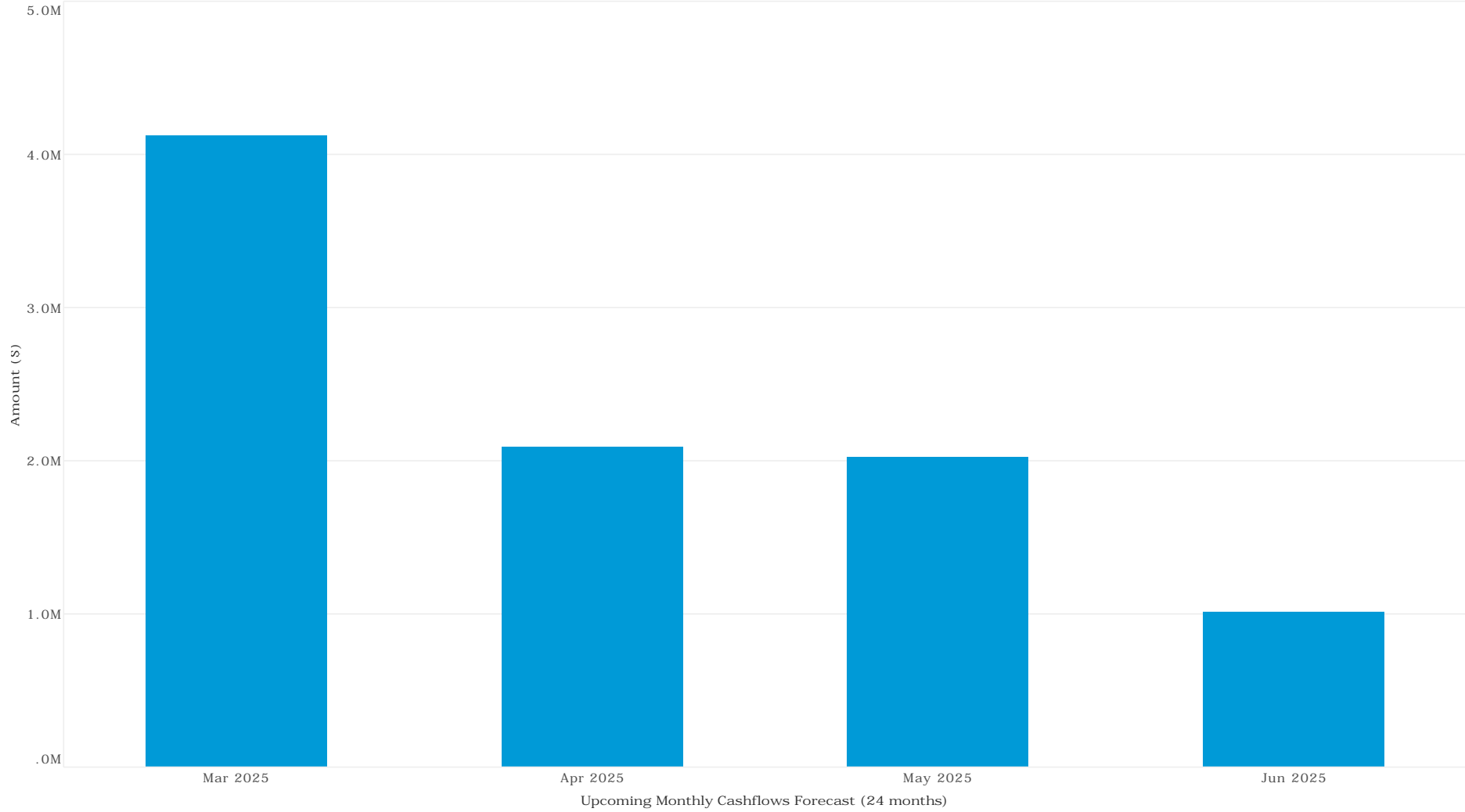
Forecast Cashflows for March 2025

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
5-Mar-25	544918	Suncorp Bank	Term Deposit	Maturity: Face Value	1,000,000.00
		Suncorp Bank	Term Deposit	Maturity: Interest Received/Paid	51,458.63
				<u>Deal Total</u>	<u>1,051,458.63</u>
				Day Total	1,051,458.63
11-Mar-25	545649	National Australia Bank	Term Deposit	Maturity: Face Value	2,000,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	28,767.12
				<u>Deal Total</u>	<u>2,028,767.12</u>
				Day Total	2,028,767.12
18-Mar-25	544952	National Australia Bank	Term Deposit	Maturity: Face Value	500,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	25,111.64
				<u>Deal Total</u>	<u>525,111.64</u>
				Day Total	525,111.64
25-Mar-25	545239	National Australia Bank	Term Deposit	Maturity: Face Value	500,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	19,158.90
				<u>Deal Total</u>	<u>519,158.90</u>
				Day Total	519,158.90
				<u>Total for Month</u>	<u>4,124,496.30</u>

BROKEN HILL CITY COUNCIL
Cashflows Report - February 2025



BROKEN HILL CITY COUNCIL
Cashflows Report - February 2025



FINANCE AND GOVERNANCE COMMITTEE

March 12, 2025

ITEM 5**BROKEN HILL CITY COUNCIL REPORT NO. 43/25**

SUBJECT: **MINUTES OF THE AUDIT, RISK AND IMPROVEMENT**
 COMMITTEE MEETING HELD 13 NOVEMBER 2025 **D25/11354**

Recommendation

1. That Broken Hill City Council Report No. 43/25 dated March 12, 2025, be received.
2. That minutes of the Audit, Risk and Improvement Committee meeting held 13 February 2025 be received and endorsed.

Executive Summary:

The adopted Charter of the Broken Hill Audit, Risk and Improvement Committee, requires the Committee to refer the minutes and recommendations of its Committee Meetings to the next scheduled Ordinary Council Meeting.

Minutes of the Audit, Risk and Improvement Committee meeting held Thursday 13 February 2025 are provided as an attachment to this report for Council's endorsement.

These minutes will be adopted at the Audit, Risk and Improvement Committee Meeting to be held 15 May 2025.

Report:

The Audit, Risk and Improvement Committee meeting held on Thursday 13 February 2025 considered the following items of business:

1. Minutes for Confirmation
2. General Manager's Briefing
3. Internal Audit Update
4. Service Review Update
5. Enterprise Risk Management Report
6. Draft Information and Communications Technology Policy
7. Investment Strategy and Portfolio Review for 2024/2025 Financial Year to Date
8. Action List
9. General Business

Minutes of the Audit, Risk and Improvement Committee Meeting held 13 February 2025 are attached for Council's endorsement.

Community Engagement:

Nil.

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993, Chapter 13, Part 3, Division 2

Financial Implications:

Nil.

Attachments

1. [↓](#) Audit, Risk and Improvement Committee Minutes

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

AUDIT, RISK AND IMPROVEMENT COMMITTEE

13 FEBRUARY 2025

**MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING
HELD THURSDAY, FEBRUARY 13, 2025 (2:05PM ACDT)**

PRESENT:

Mr C Abouraad (Chairperson), Mr J Mathers, Mr P DeLisio,
Councillor B Algate.

Ms J Malpas (OCM), Mr D Xavier (OCM) and Mr A Luu (Nexia).

General Manager, Director Corporate and Community, Director Finance and
Commercial, Director Infrastructure and Environment, Manager
Communications and Marketing, Leader Innovation and Business
Improvement, Manager Finance, Enterprise Risk Manager and Executive
Officer.

APOLOGIES:

Mayor T Kennedy.

Procedural Motion

Moved Councillor Charbel Abouraad, Seconded Mr Paul DeLisio

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

CARRIED

ACKNOWLEDGEMENT OF COUNTRY

The Chairperson delivered the Acknowledgement of Country.

PASSING OF COUNCILLOR DAVE GALLAGHER

*The Chairperson spoke of the passing of Councillor Dave Gallagher
on 9 February 2025; and that he had served the Broken Hill community as a Police Officer for over 40
years and a Broken Hill City Councillor for 14 years and asked the Committee to observe a minute of
silence.*

A minute of silence was observed in honour of Councillor Gallagher.

DISCLOSURE OF INTEREST

Nil.

MINUTES FOR CONFIRMATION

Recommendation

Moved Mr Paul DeLisio, Seconded Mr Charbel Abouraad

That the Minutes of the Audit, Risk and Improvement Committee meeting held Thursday November
21, 2024 be confirmed.

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AUDIT, RISK AND IMPROVEMENT COMMITTEE

13 FEBRUARY 2025

CARRIED UNANIMOUSLY

GENERAL MANAGER'S BRIEFING

The General Manager advised that December and January are a quieter period at Council, so there was not much to report. He gave an update on the three high-risk projects that Council is currently undertaking:

\$15M Library Redevelopment Project: The construction phase of the Library Redevelopment Project is progressing well, it is on-budget and is tracking as per the estimated timeframes. Project Management of the project is being undertaken by Council staff utilising Council's Project Management Framework, to assist to minimise risk to Council. Council's internal auditors, O'Connor Marsden will be conducting an internal audit of the project management framework of the project, in parallel with the project being undertaken to identify any shortcomings which can then be immediately addressed which will also assist to mitigate risks.

\$4M O'Neill Park Netball Courts Redevelopment Project: The redevelopment project is nearing completion with the resurfacing of the courts complete and the site expected to be handed over to Council at the end of next month.

CBD Redevelopment Projects – Library Development and Town Square Redevelopment: Both projects are tracking as planned and are within budget. The Town Square project should be completed by the end of this month with an official opening at the beginning of March.

Upcoming Airport Redevelopment: – Reconstruction of the Airport aprons and taxiways is in the early stages with Geotechnical assessment being undertaken prior to excavation works commencing. Estimated commencement of the project is 4-6 week's time.

New Term of Council and new Integrated Planning and Reporting Documents

Jay advised of the Office of Local Government requirement for Council's to adopt a new suite of Integrated Planning and Reporting documents within 12 months of the new Term of Council. These documents include a new Community Strategic Plan, Delivery Program and Operational Plan, Schedule of Fees and Charges, Long Term Financial Plan, Disability Inclusion Action Plan and Workforce Management Plan. Council staff are currently working on drafting these Plans for Council's consideration.

Mr Delisio commented that it is good to see progress on these projects and asked if Council's recent application for funding to upgrade the Airport runway had been declined?

The General Manager advised that Council had been unsuccessful in its applications to Round 1 and Round 2 of the Federal Government's Growing Regions Program and that Council is awaiting the outcome of three applications for funding to upgrade the Airport runway which have been submitted to various funding programs (two for Federal funding and one for State funding).

The General Manager further advised that himself and the Deputy Mayor met with various Ministers in Canberra earlier this week and one of the topics of discussion was around the urgent need to upgrade the Airport runway and seeking feedback as to why Council's funding applications had been unsuccessful. The Shadow Ministers stated that if a commitment from the government to support this project is not forthcoming; and that if elected, the coalition government will ensure that upgrades to the Broken Hill Airport runway is a priority project.

The Chairperson asked if Council had received any feedback on their applications to Round 1 and 2 of the Growing Regions Program and the General Manager advised that Council had sought feedback following Round 1 and was advised that Council's application was of a high standard and that Council had only missed out on funding due to the Round being over-subscribed; and that Council was encouraged to apply again in Round 2. Council have written to the relevant Ministers seeking candid feedback on our application to Round 2. The General Manager advised that this project is high on its

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AUDIT, RISK AND IMPROVEMENT COMMITTEE

13 FEBRUARY 2025

list of advocacy priorities for the City and if its current funding applications fail, it will still continue to advocate for upgrades to the Broken Hill Airport. Council can also consider budgeting for re-sealing the runway surface, this won't be an upgrade to allow heavier aircraft to land, but will protect the runway surface until Council is successful in gaining funding for an upgrade.

REPORTS

**ITEM 1 - BROKEN HILL CITY COUNCIL REPORT NO. 1/25 - DATED JANUARY 21, 2025 -
INTERNAL AUDIT UPDATE** D25/2817

Ms Malpas advised the Committee that the Internal Audit Plan is tracking well with two audits completed (the Waste Facility Management Internal Audit and the Fees and Charges Internal Audit Report presented to this meeting). Work is now underway on two new audits, with the Terms of Reference approved and field work commenced on the Library Project – Project Governance Health Check and the Airport Security Internal Audit. A Draft Report on the Airport Security Internal Audit has been issued to Council management today. The Recruitment Internal Audit, which will commence in Quarter 4, will be scoped within the next few weeks.

Fees and Charges Internal Audit

Ms Malpas advised that Mr Xavier is currently undertaking fieldwork for the Fees and Charges Internal Audit and that the findings thus far are very good. Staff in the Finance and Corporate Teams have a high degree of understanding of the annual process for setting fees and charges; and the Waste Management and Planning and Development Teams undertake market research on the rates of similar private operators, and comparable Councils to set their annual fees and charges. Council follows a good process for the approval of fee waivers. Council's systems and website accurately reflect Council's current adopted fees and charges.

There were two moderate findings identified in the Fees and Charges Internal Audit and these were both in the area of governance, which were:

- Council lacks a formalised document to govern the setting of its annual fees and charges process.*
- Council lacks a documented methodology for the determining of new fees and charges.*

Mr DeLisio commented that there was a substantial increase in fees and charges revenue received by Council last year compared to the previous year and asked what the break-up in fees and charges per categories were? Was the increase in the category of statutory fees and charges or the recovery of fees and charges for services provided? Mr DeLisio advised that it was important to remove any possible community perception of Council increasing fees and charges above what is required, to ensure that the community don't feel they are being overcharged.

The Director Finance and Commercial advised that he will provide the revenue details for each category of fees and charges.

The Chairperson advised that the previous period included COVID lockdown which is probably why revenue was down for a lot of Council's services e.g. the Civic Centre revenue.

The Director Finance and Commercial concurred with this statement and advised that the Civic Centre have been developing strategies to increase the use of the facility, and that a Business Plan has recently been completed and its recommendations are being implemented by Civic Centre staff, e.g. implementation of a booking system which can also be used for the hire of other Council facilities; reconfiguring hire fees to be an all-encompassing per head fee; and automating booking processes to gain staff efficiencies.

The Chairperson referred to the two moderate Internal Audit Findings relating to no documentation of

AUDIT, RISK AND IMPROVEMENT COMMITTEE

13 FEBRUARY 2025

fees and charges review process and the methodology for setting fees and charges, and that it adequate while staff who have the knowledge stay at Council but if these staff leave, then there is a risk to Council to not have this documentation in place. The Chairperson asked if the Office of Local Government have any template documents for these processes; and that the moderate risk rating should improve once these documents are in place. The General Manager advised that the Office of Local Government do not have templates for these processes and that staff need to develop these documents.

It was requested that staff update the revised date for the Airport Revenue action on the Internal Audit Action List (page 38).

Mr DeLisio asked if it was correct that Council has not yet implemented paid parking at the Airport? The General Manager confirmed this to be correct with the exception of the Hire Car companies which pay for parks in a separate lock-up carpark. The implementation on paid parking at the general carpark is on hold until the upgrade works to expand the carpark have been completed.

Mr DeLisio asked why the fees at the Living Desert remained unchanged? The Director Infrastructure and Environment advised that the entry fees have changed from per car entry to per person entry.

Mr Delisio stated that the format of the Internal Audit Action Status Report had improved and that it would be useful if all status comments are dated.

Recommendation

Moved Mr Paul DeLisio, Seconded Mr Charbel Abouraad

1. That Broken Hill City Council Report No. 1/25 dated January 21, 2025, be received.
2. That the Audit, Risk & Improvement Committee note the Internal Audit Status Report from O'Connor Marsden & Associates.
3. That the Audit, Risk & Improvement Committee note the final internal audit report on Fees and Charges.
4. That the Audit, Risk & Improvement Committee note the progress made on previous internal audit action items.

CARRIED

ITEM 2 - BROKEN HILL CITY COUNCIL REPORT NO. 2/25 - DATED JANUARY 21, 2025 -
SERVICE REVIEW UPDATE D25/2819

Mr DeLisio referred to the items on the Service Review Action List that are of a high priority and that these actions have been overdue for quite a period of time and is concerned if there is any risk, or whether there is only a small section of the action which is a high priority? Mr DeLisio advised that the timeframe for completion of the actions needs to be realistic.

The Chairperson asked for the revised due dates to be updated on the action items.

Recommendation

Moved Mr Paul DeLisio, Seconded Mr James Mathers

1. That Broken Hill City Council Report No. 2/25 dated January 21, 2025, be received.
2. That the Audit, Risk & Improvement Committee note the progress made on previous Service Reviews.

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AUDIT, RISK AND IMPROVEMENT COMMITTEE

13 FEBRUARY 2025

CARRIED

**ITEM 3 - BROKEN HILL CITY COUNCIL REPORT NO. 3/25 - DATED JANUARY 29, 2025 -
ENTERPRISE RISK MANAGEMENT REPORT** D25/3796

The Manager Enterprise Risk spoke to her report and advised:

- *There have been no reportable incidents to SafeWork NSW in the past three month period.*
- *Risk Management software DoneSafe went live on 14 December 2024*
- *Major Improvement Projects:*
 - *Contractor Management Register is now fully integrated in Donesafe and operational.*
 - *Volunteer Management Register is no fully integrated in Donesafe and operational.*
 - *Event Management Policy and Framework were adopted by Council on 29 January 2025 and are being implemented.*
- *The Strategic Risk Register is now operational and awaiting progress on the finalisation of the Operational Risk Registers. Findings from three improvement opportunities in late 2024 will be incorporated into the Operational Risk Registers and this additional work has extended the timeline for their completion.*

Mr DeLisio suggested that Council might consider using Donesafe and Vault in parallel to compare the effectiveness of both risk management software programs.

Mr DeLisio referred to Council's project planning updates and the project for the removal of Ficus trees on the footpath adjacent the Jubilee. Mr DeLisio complimented Council staff on the planning of this project, and that Council's project management systems have come a long way.

Mr Mathers stated that it is pleasing to see that risks are being assessed and work is being carried out to a high quality.

The Chairperson agreed with the comments and was pleased that there were no notifiable incidents during the reporting period now that Council has good project management systems in place.

Recommendation

Moved Mr Charbel Abouraad, Seconded Mr Paul DeLisio

1. That Broken Hill City Council Report No. 3/25/3796 dated January 29, 2025, be received.

CARRIED

**ITEM 4 - BROKEN HILL CITY COUNCIL REPORT NO. 4/25 - DATED FEBRUARY 05, 2025 -
DRAFT INFORMATION AND COMMUNICATIONS TECHNOLOGY POLICY** D25/5391

The Director Finance and Commercial advised that the development of the draft Information and Communications Technology Policy is part of the ongoing review of policies for the Information and Communications Technology Department of Council. This is a broader IT policy which outlines Council's and Council staff obligations regarding the use of Council's systems and sets out responsibilities with regards to cyber security and the annual training of staff. Council's cyber security strategies are reviewed regularly to ensure they are effective to new threats.

The Chairperson asked if Council has banned the use of any Apps? And whether Council has experienced any cyber security threats? The Director Finance and Commercial advised that Council uses a zero trust model which has been a good strategy to prevent cyber security threats; and that Council has not experienced any major threats which shows that Council has good technology for eliminating threats and that staff training has also assisted in identifying and eliminating threats.

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AUDIT, RISK AND IMPROVEMENT COMMITTEE

13 FEBRUARY 2025

The Chairperson referred to social coercion threats like phishing emails and how these are handled by Council. The Director Finance and Commercial advised that IT will look at delivering training to staff to identify and deal with phishing emails, and that Council's Finance Department have controls in place to detect false invoices and to verify any changes of bank details on invoices.

Mr DeLisio asked if Council had investigated any strategies to move data to cloud storage? The Director Finance and Commercial advised that this depends on the type of data and application. The Authority software is transitioning to cloud based and IT staff support and monitor our on-premises applications and data.

Recommendation

Moved Mr Charbel Abouraad, Seconded Mr Paul DeLisio

1. That Broken Hill City Council Report No. 4/25 dated February 5, 2025, be received.
2. That the Audit, Risk & Improvement Committee endorse the Draft Information and Communications Technology Policy for Adoption by Council.
3. That the Audit, Risk & Improvement Committee note that the Draft Information and Communications Technology Policy when adopted renders the Email Internet and Use of Computer Systems Policy Obsolete.

CARRIED

ITEM 5 - BROKEN HILL CITY COUNCIL REPORT NO. 5/25 - DATED FEBRUARY 05, 2025 - INVESTMENT STRATEGY AND PORTFOLIO REVIEW FOR 2024/2025 FINANCIAL YEAR TO DATE

D25/5187

Mr DeLisio commented that it is good to see Council achieving good returns from its investments and asked if Council has considered tailoring its short term investments (which are up for renewal soon) to cash flow that is required for major projects?

The General Manager advised that all short term investment are required for cash flow for major projects and have been timed for the finalisation of projects. The Quarterly Budget Review which is presented to Council shows cash flows to year end, and cash flows committed for projects.

The Chairperson agreed that it is a good outcome that Council is achieving good returns from its investments and Council's strategy for its short term investments. It is also a reassuring to see that Council is investing with AAA rated institutions and that Council overall has good, sound and prudent investment strategies in place.

Recommendation

Moved Mr Charbel Abouraad, Seconded Mr Paul DeLisio

1. That Broken Hill City Council Report No. 5/25 dated February 5, 2025, be received.

CARRIED

ITEM 6 - BROKEN HILL CITY COUNCIL REPORT NO. 6/25 - DATED JANUARY 29, 2025 - ACTION LIST - AUDIT, RISK AND IMPROVEMENT COMMITTEE

D25/3862

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AUDIT, RISK AND IMPROVEMENT COMMITTEE

13 FEBRUARY 2025

Mr Mathers referred to the only item on the Action List (Civic Centre legal matter) and commented that it is important for Council to learn from this matter.

The Chairperson advised that he is not across this matter but acknowledged Mr Mathers' comments.

The General Manager advised that there are two separate legal matters regarding the Civic Centre. The matter on the Action List refers to the legal expenditure as part of the legal action and Council's engagement of Lawyers.

The other matter was regarding the project management of the Civic Centre redevelopment and the cost overruns of the project. The NSW Ombudsman's inquiry was into the matter of the Civic Centre redevelopment and the Ombudsman's findings report was presented to the Audit, Risk and Improvement Committee two years ago. Council's Project Management Framework was born out of this inquiry and has been implemented for other current projects. It is also the subject of an Internal Audit Review of Council's project management of the Library Redevelopment which is occurring concurrently with the build.

Mr DeLisio concurred that these are two separate issues and advised that there has been good progress by Council in the implementation of a Project Management Framework. Mr DeLisio commented that he is keenly awaiting the report on legal costs.

The General Manager advised the Chairperson that the matter should hopefully be finalised late 2025 or early 2026 for a hearing.

Recommendation

Moved Mr Charbel Abouraad, Seconded Mr James Mathers

1. That Broken Hill City Council Report No. 6/25 dated January 29, 2025, be received.

CARRIED

General Business

Contract with O'Connor Marsden for Internal Audit Program

Mr Mather referred to Council's relationship with O'Connor Marsden and suggested that Council should revisit this.

As the new Chairperson was recently appointed he referred the query to the General Manager.

The General Manager advised that Council had called tenders for the Internal Audit Program as part of Council's competitive procurement process. All tender processes were undertaken as per the requirements of the Local Government Act 1993 and Local Government (General) Regulations 2021 and after evaluation of the tenders, O'Connor Marsden were ranked top of the list. Council resolved to engage them for the next two years.

The General Manager further advised that it is now legislated for all Councils as part of the Internal Planning and Reporting requirements to have an Internal Audit program and therefore there is no debate as to whether we need Internal Audits or not. Council will keep to the minimum of four internal audits undertaken per year unless management or Council wish to delve into other areas of operations and, if so, procurement will be in-line with tendering requirements.

Following various questions from Committee Members, the General Manager confirmed that he believes Council is getting value for money from Internal Audits and that all departments and processes that have been audited are important areas to Council.

Mr Mathers enquired as to whether it would be appropriate for the Committee to recommend a zero budget for internal audits for Council to build on? The General Manager advised that every financial

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AUDIT, RISK AND IMPROVEMENT COMMITTEE

13 FEBRUARY 2025

year since 2018, Council has started from a zero base then builds up the core services and then the ancillary services. Council undertakes staff and Councillor workshops to review the budget where items are removed or added.

There being no further items for the Committee to consider, the Audit, Risk and Improvement Committee Meeting closed at 3:14pm.

The foregoing minutes were read and confirmed at the Audit, Risk and Improvement Committee meeting held on 15 May 2025.

Mr Charbel Abouraad
Chairperson

