

March 22, 2017

ORDINARY MONTHLY MEETING

TO BE HELD

WEDNESDAY, MARCH 29, 2017

Please address all communications to:
The General Manager
240 Blende Street
PO Box 448
Broken Hill NSW 2880
Phone 08 8080 3300
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ABN 84 873 116 132

Dear Sir/Madam,

Your attendance is requested at the Ordinary Meeting of the Council of the City of Broken Hill to be held in the Council Chamber, Sulphide Street, Broken Hill on **Wednesday, March 29, 2017** commencing at 6:30 p.m. to consider the following business:

- 1) Apologies
- 2) Prayer
- 3) Acknowledgement of Country
- 4) Public Forum
- 5) Minutes for Confirmation
- 6) Disclosure of Interest
- 7) Mayoral Minute
- 8) Notice of Motion
- 9) Notices of Rescission
- 10) Reports from Delegates
- 11) Reports
- 12) Committee Reports
- 13) Questions Taken on Notice from Previous Council Meeting
- 14) Questions for Next Meeting Arising from Items on this Agenda
- 15) Closed



JAMES RONCON
GENERAL MANAGER

MINUTES FOR CONFIRMATION

Minutes of the Ordinary Meeting of the Council of the City of Broken Hill held Wednesday, February 22, 2017.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
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Meeting commenced at 6:30 p.m.

PRESENT:

Councillor D. Turley (Mayor) Councillor D. Gallagher (Deputy Mayor)
Councillors B. Algate, M. Browne, M. Clark, T. Kennedy, B. Licul, J. Nolan
and R. Page.

General Manager, Finance Manager, Corporate Responsibility Officer,
Executive Manager City Strategic Development, Manager Planning
Development and Compliance, Manager Infrastructure, Governance Officer,
Executive Support Officer and Communication and Community Engagement
Coordinator.

Media (2), Members of the Public (45).

APOLOGIES:

Councillor C. Adams.

RESOLUTION

Minute No. 45453

Councillor M. Browne moved)

Councillor B. Licul seconded)

That the apology submitted on behalf of
Councillor Adams be accepted and leave of
absence granted.

CARRIED

PRAYER

Councillor Gallagher delivered the prayer

ACKNOWLEDGEMENT OF COUNTRY

Councillor Gallagher delivered the Acknowledgment of Country

PUBLIC FORUM

Lions Club of Broken Hill – Skin Cancer Mobile Screening Unit

Mr. Barry Hancock, Lions Club of Broken Hill advised that they will be conducting a Skin Cancer Screening Clinic on 5-6 August 2017 and requested permission from Council to park the mobile unit adjacent to the Council Chamber and also the use of the Council Chamber for serving morning and afternoon tea. Mr. Barry Hancock said that he had contacted Council on several occasions over the past few months and has received no reply to their request.

The Mayor invited Mr Hancock to speak with her after the meeting regarding Council's support.

Item 13 – Development Application 448/2004 – Modification to consent to allow for modified transportation route and use of A-Double Road Trains from Potosi to Southern Operations

Mrs. Lindsay Baldwin advised that residents and businesses along Argent Street were under the impression that the transportation route was to be modified for mine trucks to turn left off Argent Street at Bagot Street and then left into Crystal Street. Mrs. Baldwin asked that residents and businesses along the route be given the opportunity to object to the Development Application now that they are aware that the route will not be changing and the Development Application is for the use of A-Double road trains instead of B-Double.

The Mayor took the comments on board and advised that the matter will be considered by Council later in the meeting agenda.

MINUTES FOR CONFIRMATION

RESOLUTION

Minute No. 45454

Councillor M. Clark moved

Councillor J. Nolan seconded

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That the Minutes of the Ordinary Meeting of the Council of the City of Broken Hill held December 14, 2016 be confirmed.

CARRIED

DISCLOSURE OF INTEREST

Councillor Kennedy declared:

- a non-pecuniary conflict of interest in Item 16 as he is a member of the Broken Hill Soccer Committee and advised that he will leave the Council Chambers whilst the item is considered.

MAYORAL MINUTES

Nil.

NOTICES OF MOTION

Nil.

RESCISSION MOTIONS

Nil.

REPORTS FROM DELEGATES

Nil.

REPORTS

ITEM 1 - BROKEN HILL CITY COUNCIL REPORT NO. 1/17 - DATED FEBRUARY 14, 2017 - CODE OF CONDUCT - PUBLIC APOLOGIES BHC160401

The General Manager took a question on notice from Councillor Kennedy as to whether Councillors can make comment at Council Meetings in the future if matters of this nature arise and the reports are open reports.

Recommendation

1. That Broken Hill City Council Report No. 1/17 dated February 14, 2017, be received.

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2. That Councillor Algate be invited to make his public apologies, at the Council Meeting held February 22, 2017, in accordance with Council's resolution of December 14, 2016 (Minute Number 45421, items 6 and 7).

RESOLUTION

Minute No. 45455

Councillor T. Kennedy moved) That the recommendation of item 1 be adopted.
Councillor D. Gallagher seconded)

CARRIED

**ITEM 2 - BROKEN HILL CITY COUNCIL REPORT NO. 2/17 - DATED JANUARY 30, 2017 -
CORRESPONDENCE REPORT - TELSTRA'S PIT REPLACEMENT PROGRAM**

11/262

Recommendation

1. That Broken Hill City Council Report No. 2/17 dated January 30, 2017, be received.
2. That correspondence from Telstra dated December 16, 2016 advising of its Pit Replacement Program be received.
3. That Council notes that Telstra's contact details for reporting damaged pits has been distributed to Council's Infrastructure Department, placed on Council's website and a media release issued.

RESOLUTION

Minute No. 45456

Councillor T. Kennedy moved) That the recommendation of item 2 be adopted.
Councillor J. Nolan seconded)

CARRIED

**ITEM 3 - BROKEN HILL CITY COUNCIL REPORT NO. 3/17 - DATED FEBRUARY 08, 2017 -
CORRESPONDENCE REPORT - WATER RELEASES FROM THE MENINDEE LAKES SYSTEM**

11/426

RESOLUTION

Minute No. 45457

- Councillor T. Kennedy moved)
Councillor M. Browne seconded)
1. That Broken Hill City Council Report No. 3/17 dated February 8, 2017, be received.
 2. That correspondence dated January 31, 2017 from the Hon. Barnaby Joyce, M.P., Deputy Prime Minister and Minister for Agriculture and Water Resources in reply to Council's correspondence regarding the release of water from the Menindee Lakes System, be received.
 3. That Council sends correspondence to the Hon. Barnaby Joyce, M.P., Deputy Prime Minister and Minister for Agriculture and Water Resources advising of:
 - a) the substantial draw down of water from the Menindee Lakes since September 2016;

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- b) the document titled "Achieving sustainability of the Darling River downriver of Bourke" written by Geoff Wise, for information.

CARRIED

**ITEM 4 - BROKEN HILL CITY COUNCIL REPORT NO. 4/17 - DATED DECEMBER 23, 2016 -
DRAFT COMMUNITY STRATEGIC PLAN - 2017 REVISION** 11/89

The Mayor took a question on notice from Councillor Kennedy regarding clarification of the number of occupied and unoccupied dwellings in Broken Hill (page 61).

Recommendation

1. That Broken Hill City Council Report No. 4/17 dated December 23, 2016, be received.
2. That Council endorse the Draft Community Strategic Plan 2033 for public exhibition.
3. That the Draft Community Strategic Plan 2033 be placed on public display for 28 days in accordance with legislation.

RESOLUTION

Minute No. 45458

Councillor D. Gallagher moved) That the recommendation of item 4 be adopted.
Councillor J. Nolan seconded)

CARRIED

**ITEM 5 - BROKEN HILL CITY COUNCIL REPORT NO. 5/17 - DATED FEBRUARY 10, 2017 -
QUARTERLY BUDGET REVIEW STATEMENT FOR PERIOD ENDING DECEMBER 2016** 12/160

Recommendation

1. That Broken Hill City Council Report No. 5/17 dated February 10, 2017, be received.
2. That the 2nd Quarterly Budget Review Statement and recommendations contained within, be adopted.

RESOLUTION

Minute No. 45459

Councillor B. Algate moved) That the recommendation of item 5 be adopted.
Councillor D. Gallagher seconded)

CARRIED

**ITEM 6 - BROKEN HILL CITY COUNCIL REPORT NO. 6/17 - DATED DECEMBER 06, 2016 -
ADOPTION OF FINANCIAL MANAGEMENT POLICIES** 12/144

RESOLUTION

Minute No. 45460

Councillor T. Kennedy moved) 1. That Broken Hill City Council Report No. 6/17
Councillor M. Browne seconded) dated December 6, 2016, be received.
2. That Council adopts the Draft Investment Policy as a policy of Council.

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3. That Council adopts the Draft Debt Recovery Policy as a policy of Council.
4. That Council adopts the Draft Hardship Policy as a policy of Council.
5. That Council prepare a media release regarding Council's Hardship Policy.

CARRIED

**ITEM 7 - BROKEN HILL CITY COUNCIL REPORT NO. 7/17 - DATED FEBRUARY 08, 2017 -
PROPOSED AMENDMENTS TO COMMUNITY ASSISTANCE GRANTS POLICY**

12/114

Recommendation

1. That Broken Hill City Council Report No. 7/17 dated February 8, 2017, be received.
2. That the Community Assistance Grants Policy be amended by removing "Stream 2 – Verandah Restoration" and "Stream 3 – Painting and minor restoration for residential and commercial buildings" from the Policy.
3. That a draft Heritage Assistance Grants Policy be developed to deal with heritage assistance grants and loans specifically.
4. That the draft Community Assistance Grants Policy and draft Heritage Assistance Grants Policy be exhibited for public comment for a 28 day period.
5. That Council receives a further report at the conclusion of this exhibition, detailing submissions and any recommended changes arising, with a view to adopting the draft Community Assistance Grants Policy and the draft Heritage Assistance Grants Policy.

RESOLUTION

Minute No. 45461

Councillor M. Browne moved
Councillor J. Nolan seconded

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1. That Broken Hill City Council Report No. 7/17 dated February 8, 2017, be received.
2. That the Community Assistance Grants Policy be amended by removing "Stream 2 – Verandah Restoration" and "Stream 3 – Painting and minor restoration for residential and commercial buildings" from the Policy.
3. That a draft Heritage Assistance Grants Policy be developed to deal with heritage assistance grants and loans specifically.
4. That prior to the draft policies being placed on public display, the grant eligibility criteria of the draft Heritage Assistance Grants Policy be amended to include all properties in Broken Hill.
5. That the draft Community Assistance Grants Policy and draft Heritage Assistance Grants Policy be exhibited for public comment for a 28 day period.

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6. That Council receives a further report at the conclusion of this exhibition, detailing submissions and any recommended changes arising, with a view to adopting the draft Community Assistance Grants Policy and the draft Heritage Assistance Grants Policy.
7. That, whilst the draft policies are on public display, the General Manager investigates whether it is a requirement for this type of grant funding to be approved by Council; and if so that the draft policy be amended prior to it being re-presented to Council for adoption.

CARRIED

**ITEM 8 - BROKEN HILL CITY COUNCIL REPORT NO. 8/17 - DATED FEBRUARY 14, 2017 -
REVIEW OF MANAGEMENT OF THE BROKEN HILL AIRPORT**

11/214

Councillor J. Nolan moved)
Councillor M. Clark seconded)

1. That Broken Hill City Council Report No. 8/17 dated February 14, 2017, be received.
2. That Council advertises for Expressions of Interest (EOI) for the Management or Lease of the Broken Hill Airport which includes the proponents to indicate the following:
 - a) Ability to deliver operational efficiency and revenue growth
 - b) Capacity to increase visitor numbers
 - c) Improved financial returns to Council
 - d) Capacity to fund capital expenditure for required landside and airside infrastructure and potential land development
 - e) Political considerations i.e. community acceptance
 - f) Regulatory framework CASA safety regulation compliance
 - g) State Government PPP guidelines compliance
3. That a further report be presented to Council for consideration following the receiving of the EOI's.

Amendment

Councillor T. Kennedy moved)
Councillor B. Algate seconded)

1. That Broken Hill City Council Report No. 8/17 dated February 14, 2017, be received.

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2. That calling for expressions of interest be deferred pending a report to the May Council Meeting that investigates the following factors which may increase the current level of revenue being generated from activities at the Airport (leases/licences) by:
 - a) Charging for parking for hire cars
 - b) Charging lessees for water and electricity charges
 - c) Reducing the landing charges to encourage more aircraft to land at the Broken Hill Airport as aircraft are boycotting Broken Hill and landing elsewhere due to our landing charges increasing from \$8.00 to \$20.00.
 - d) cost of maintenance at the Airport
 - e) employment numbers at the Airport
 - f) Council investigates other options and activities to increase revenue e.g. conducting flight training schools, etc.

CARRIED

The amendment becomes the motion. The motion was put.

RESOLUTION

Minute No. 45462

Councillor T. Kennedy moved)
Councillor B. Algate seconded)

1. That Broken Hill City Council Report No. 8/17 dated February 14, 2017, be received.
2. That calling for expressions of interest be deferred pending a report to the May Council Meeting that investigates the following factors which may increase the current amount of revenue being generated from activities at the Airport (leases/licences) by:
 - g) Charging for parking for hire cars
 - h) Charging lessees for water and electricity charges
 - i) Reducing the landing charges to encourage more aircraft to land at the Broken Hill Airport as aircraft are boycotting Broken Hill and landing elsewhere due to our landing charges increasing from \$8.00 to \$20.00.
 - j) cost of maintenance at the Airport
 - k) employment numbers at the Airport
 - l) Council investigates other options and activities to increase revenue e.g. conducting flight training schools, etc.

CARRIED

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**ITEM 9 - BROKEN HILL CITY COUNCIL REPORT NO. 9/17 - DATED FEBRUARY 08, 2017 -
SMART COMMUNITIES FRAMEWORK**

11/73

Recommendation

1. That Broken Hill City Council Report No. 9/17 dated February 8, 2017, be received.
2. That Council adopt the Smart Communities Framework as presented.
3. That Council note the pilot projects currently underway with the main focus being on free public Wi-Fi in Argent Street (Oxide Street to Bromide Street), Patton Street (Comstock Street to South Street) and at the Broken Hill Airport and smart security options on Council assets.
4. That Council note the Federal Governments Digital Transformation \$50m Grant and staff pursuit of this funding.

RESOLUTION

Minute No. 45463

Councillor D. Gallagher moved) That the recommendation of item 9 be adopted.
Councillor M. Browne seconded)

CARRIED

**ITEM 10 - BROKEN HILL CITY COUNCIL REPORT NO. 10/17 - DATED JANUARY 11, 2017 -
INVESTMENT REPORT FOR DECEMBER 2016**

11/48

Recommendation

1. That Broken Hill City Council Report No. 10/17 dated January 11, 2017, be received.

**ITEM 11 - BROKEN HILL CITY COUNCIL REPORT NO. 11/17 - DATED FEBRUARY 06, 2017 -
INVESTMENT REPORT FOR JANUARY 2017**

11/48

Recommendation

1. That Broken Hill City Council Report No. 11/17 dated February 6, 2017, be received.

Minute No. 45464

Councillor J. Nolan moved) That the recommendations of items 10 and 11 be
Councillor M. Clark seconded) adopted.

CARRIED

**ITEM 12 - BROKEN HILL CITY COUNCIL REPORT NO. 12/17 - DATED FEBRUARY 06, 2017 -
DEVELOPMENT APPLICATION 124/2016 - KEEPING OF HORSES AT 112 MURTON STREET,
BROKEN HILL**

11/467

Recommendation

1. That Broken Hill City Council Report No. 12/17 dated February 6, 2017, be received.
2. That Development Application 124/2016 be refused due to the following reasons:
 - a) The proposal being inconsistent with Section 79 C (1)(c) matter for consideration as the location is considered not suitable because of its close proximity to other surrounding residential property.

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- b) The proposal being inconsistent with Section 79 C (1)(b) matter for consideration as the proposal has the potential to create an adverse impact on the surrounding residential neighbourhood by way of potential dust generation, odour and vermin.
- c) The proposal being inconsistent with Section 79 C (1)(e) matter for consideration in that it is not in the public interest to construct horse stables and keep horses in a predominately residential neighbourhood.

RESOLUTION

Minute No. 45465

Councillor M. Clark moved) That the recommendation of item 12 be adopted.
Councillor D. Gallagher seconded)

CARRIED

A Division was called which resulted in:

FOR: Councillors Algate, Browne, Gallagher, Licul, Turley, Kennedy, Clark, Page and Nolan

AGAINST: Nil

ABSENT: Councillor Adams

ITEM 13 - BROKEN HILL CITY COUNCIL REPORT NO. 13/17 - DATED FEBRUARY 07, 2017 - DEVELOPMENT APPLICATION 448/2004 MODIFICATION TO CONSENT TO ALLOW FOR MODIFIED TRANSPORTATION ROUTE AND USE OF A-DOUBLE ROAD TRAINS - ORE TRANSPORTATION FROM POTOSI TO SOUTHERN OPERATIONS

11/467

RESOLUTION

Minute No. 45466

Councillor J. Nolan moved)
Councillor M. Browne seconded)

1. That Broken Hill City Council Report No. 13/17 dated February 7, 2017, be received.
2. That the Development Application 448/2004 modification be approved to allow for the use of A-double road trains for the transportation of ore from Potosi mine site to Southern mine operations following existing approved routes.
3. That the original Development Consent No. 448/2004 be modified as follows:
 - a) Delete conditions 11 (d) (ii) and condition 11 (m) and insert instead.
 - ii. Sealed roadway construction over the total area traversed by A Double road trains turning into and from the access road, extending between the northern edge of Kanandah Rd to the Southern Operations property boundary.
 - The maximum size vehicle permitted to transport ore material from Potosi Mine to Southern

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operations is an A-Double road train of standard configuration.

- b) Insert new condition - In accordance with clause 16(1) of State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007, prior to the commencement of haulage operations, a driver code of conduct for the task of transporting materials on public roads is to be prepared and implemented.
 - c) Insert new condition - That rigid framed covers shall be placed and used on all vehicles transporting ore from the Potosi Mine. This shall be in effect by 31 March 2017.
- 4. That Perilya investigates a more effective truck wash to include washing of the sides and tops of mudguards as well as the wheels.
 - 5. That Council hold discussions with Perilya regarding the possibility of an alternate truck route through the City from the Potosi Mine to their southern operations.

CARRIED

ITEM 14 - BROKEN HILL CITY COUNCIL REPORT NO. 14/17 - DATED JANUARY 30, 2017 - WESTERN DIVISION COUNCILS OF NSW ANNUAL CONFERENCE, 26-28 FEBRUARY 2017, DARETON 11/173

Recommendation

- 1. That Broken Hill City Council Report No. 14/17 dated January 30, 2017, be received.
- 2. That Council endorses that its two (2) Western Division Councillor Delegates (Mayor Turley and Deputy Mayor Gallagher) and Councillor Browne be Council's representatives to attend the 2017 Western Division Councils of NSW Annual Conference sponsored by Wentworth Shire Council and held in Dareton, 26-28 February 2017.

RESOLUTION

Minute No. 45467

Councillor D. Gallagher moved) That the recommendation of item 14 be adopted.
Councillor M. Clark seconded)

CARRIED

ITEM 15 - BROKEN HILL CITY COUNCIL REPORT NO. 15/17 - DATED FEBRUARY 01, 2017 - LOCAL GOVERNMENT NSW TOURISM CONFERENCE 11/304

RESOLUTION

Minute No. 45468

Councillor M. Clark moved) 1. That Broken Hill City Council Report No.
Councillor D. Gallagher seconded) 15/17 dated February 1, 2017, be received.

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2. That Councillors advise the General Manager's Office of their interest in attending the LGNSW Tourism Conference to be held 12-14 March 2017 in Taree and Manning Valley.

CARRIED

**ITEM 16 - BROKEN HILL CITY COUNCIL REPORT NO. 16/17 - DATED FEBRUARY 13, 2017 -
BROKEN HILL SOCCER ASSOCIATION - GRANT PROPOSAL** 12/48

Councillor Kennedy declared an interest in item 16 and left the Council Chambers at 7:26pm

Recommendation

1. That Broken Hill City Council Report No. 16/17 dated February 13, 2017, be received.
2. That as landowner, Council supports the Broken Hill Soccer Association's (BHSA) grant application which will allow them to submit their proposal for NSW Sport & Recreation funding.
3. That it be clearly noted that Council provides its in-principle support only to this project, with no commitment to a financial contribution at this time.
4. That a further report be considered by Council to review the Association's Business Plan.

RESOLUTION

Minute No. 45469

Councillor B. Licul moved) That the recommendation of item 16 be adopted.
Councillor B. Algate seconded)

CARRIED

Councillor Kennedy returned to the Council Chambers at 7:27pm.

**ITEM 17 - BROKEN HILL CITY COUNCIL REPORT NO. 17/17 - DATED FEBRUARY 06, 2017 -
MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING NO 366 HELD TUESDAY
DECEMBER 6, 2016** 11/397

Recommendation

1. That Broken Hill City Council Report No. 17/17 dated February 6, 2017, be received.
2. That the minutes for the Local Traffic Committee Meeting No. 366, held December 6, 2016, be received and recommendations within minutes be adopted.

RESOLUTION

Minute No. 45470

Councillor D. Gallagher moved) That the recommendation of item 17 be adopted.
Councillor M. Browne seconded)

CARRIED

**ITEM 18 - BROKEN HILL CITY COUNCIL REPORT NO. 18/17 - DATED JANUARY 09, 2017 -
MINUTES OF THE BROKEN HILL LEAD REFERENCE GROUP MEETING HELD 23 NOVEMBER
2016** 12/177

Recommendation

1. That Broken Hill City Council Report No. 18/17 dated January 9, 2017, be received.

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2. That the agenda and minutes of the Broken Hill Lead Reference Group Meeting held 23 November 2016 be received and noted.

RESOLUTION

Minute No. 45471

Councillor B. Algate moved) That the recommendation of item 18 be adopted.
Councillor M. Browne seconded)

CARRIED

ITEM 19 - BROKEN HILL CITY COUNCIL REPORT NO. 19/17 - DATED FEBRUARY 09, 2017 - ACTION LIST REPORT 11/25

Recommendation

1. That Broken Hill City Council Report No. 19/17 dated February 9, 2017, be received.

RESOLUTION

Minute No. 45472

Councillor B. Algate moved) That the recommendation of item 19 be adopted.
Councillor M. Clark seconded)

CARRIED

COMMITTEE REPORTS

ITEM 20 - BROKEN HILL CITY COUNCIL REPORT NO. 20/17 - DATED FEBRUARY 02, 2017 - NOMINATIONS FOR COMMUNITY MEMBERSHIP OF COUNCIL S355 COMMITTEES 11/9

RESOLUTION

Minute No. 45473

- Councillor B. Algate moved)
Councillor B. Licul seconded)
1. That Broken Hill City Council Report No. 20/17 dated February 2, 2017, be received.
 2. That the Constitution of the Broken Hill Regional Art Gallery Advisory Committee be amended to include three additional community representatives.
 3. That Susanne Olsen, John Sloane and Rick Ball be appointed as community representatives on the Broken Hill Regional Art Gallery Advisory Committee.
 4. That Ann Evers, Kellie Scott and Jamie Scott be appointed as community representatives on the Friends of the Flora and Fauna of the Barrier Ranges Community Committee.
 5. That Alison Sutton and Wayne Lovis be appointed as community representatives on the Riddiford Arboretum Community Committee.
 6. That John O'Neill, Paul Adams, Neil Davey and Trevor Rynne be appointed as community representatives on the Picton Oval Sportsground Community Committee.

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7. That information be placed on Council's website to encourage further nominations; and that media articles explaining the purpose and activities of each Committee also be distributed to encourage further nominations.

CARRIED

ITEM 21 - BROKEN HILL CITY COUNCIL REPORT NO. 21/17 - DATED JANUARY 30, 2017 - MINUTES OF THE MEMORIAL OVAL COMMUNITY COMMITTEE MEETING HELD 6 DECEMBER 2017 12/52

Recommendation

1. That Broken Hill City Council Report No. 21/17 dated January 30, 2017, be received.
2. That the minutes of the Memorial Oval Community Committee meeting held December 6, 2016 be received.

RESOLUTION

Minute No. 45474

Councillor B. Algate moved) That the recommendation of item 21 be adopted.
Councillor B. Licul seconded)

CARRIED

ITEM 22 - BROKEN HILL CITY COUNCIL REPORT NO. 22/17 - DATED FEBRUARY 14, 2017 - MINUTES OF THE BROKEN HILL LIVING MUSEUM + PERFECT LIGHT PROJECT STEERING GROUP MEETINGS HELD AUGUST 23, 2016, OCTOBER 31, 2016 AND DECEMBER 15, 2016 14/181

Recommendation

1. That Broken Hill City Council Report No. 22/17 dated February 14, 2017, be received.
2. That minutes of the Broken Hill Living Museum + Perfect Light Project Steering Group Meeting held August 23, 2016 be received.
3. That minutes of the Broken Hill Living Museum + Perfect Light Project Steering Group Meeting held October 31, 2016 be received.
4. That minutes of the Broken Hill Living Museum + Perfect Light Project Steering Group Meeting held December 15, 2016 be received

RESOLUTION

Minute No. 45475

Councillor T. Kennedy moved) That the recommendation of item 22 be adopted.
Councillor D. Gallagher seconded)

CARRIED

SUPPLEMENTARY REPORTS

**ITEM 23 - BROKEN HILL CITY COUNCIL REPORT NO. 27/17 - DATED FEBRUARY 22, 2017 -
CORRESPONDENCE REPORT - AUSTRALIAN SENATE INQUIRY INTO THE RELOCATION OF
GOVERNMENT BODIES TO REGIONAL AREAS** 17/30

Recommendation

1. That Broken Hill City Council Report No. 27/17 dated February 22, 2017, be received.
2. That joint correspondence received February 20, 2017 from the Deputy Prime Minister, the Hon. Barnaby Joyce MP and the Minister for Regional Development Senator the Hon Fiona Nash seeking Council's input into an Australian Senate Inquiry into the Relocation of Government Bodies to Regional Areas be received.
3. That Council provides a submissions to this Inquiry and Councillors provide input to the General Manager by close of business March 3, 2017.

RESOLUTION

Minute No. 45476

Councillor M. Browne moved) That the recommendation of item 23 be adopted.
Councillor M. Clark seconded)

CARRIED

**ITEM 24 - BROKEN HILL CITY COUNCIL REPORT NO. 28/17 - DATED FEBRUARY 22, 2017 -
COUNCIL SUBMISSION INTO MURRAY DARLING BASIN AUTHORITY - INQUIRY INTO
NORTHERN BASIN PLAN** 11/426

RESOLUTION

Minute No. 45477

- Councillor M. Browne moved)
Councillor T. Kennedy seconded)
1. That Broken Hill City Council Report No. 28/17 dated February 22, 2017, be received.
 2. That Council endorse the Broken Hill City Council submission into the Murray Darling Basin Review of the Northern Basin Plan and submit by the due date of Friday 24 February 2017; with the addition of matters raised in the Murray Darling Basin Authority's newly released business plan "Achieving Sustainability of the Darling River downriver of Bourke".

CARRIED

QUESTIONS TAKEN ON NOTICE FROM PREVIOUS COUNCIL MEETING

**ITEM 25 - QUESTIONS ON NOTICE NO. 1/17 - DATED DECEMBER 23, 2016 - COUNCILLORS
QUESTIONS TAKEN ON NOTICE AT THE DECEMBER 2016 COUNCIL MEETING** 12/174, 11/407,
13/135

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RESOLUTION

Minute No. 45478

- Councillor M. Clark moved)
Councillor B. Licul seconded)
1. That Questions On Notice No. 1/17 dated December 23, 2016, be received.
 2. That further information regarding the reason for the hold-up in the formation of a S355 Soccer Committee be provided to Councillors.

CARRIED

QUESTIONS FOR NEXT MEETING ARISING FROM ITEMS ON THIS AGENDA

Item 1 – Code of Conduct – Public Apologies

The General Manager took a question on notice from Councillor Kennedy as to whether Councillors can make comment at the Council Meeting if future matters of this nature arise.

Item – Draft Community Strategic Plan – Rail Services to Broken Hill

Councillor Browne requested a report on the progress of a second rail service to Broken Hill.

The Mayor advised that herself and staff have held meetings with a rail transport provider regarding a second rail service to the City; and that a report will be presented to Council.

CONFIDENTIAL MATTERS

RESOLUTION

Minute No. 45479

- Councillor B. Algate moved)
Councillor B. Licul seconded)
1. That the meeting be closed to the public in accordance with Section 10A(2) of the Local Government Act, 1993 whilst the confidential matters are considered.

CARRIED

Members of the media and public left the Council Chambers at 7:45 p.m.

ITEM 26 - BROKEN HILL CITY COUNCIL REPORT NO. 23/17 - DATED FEBRUARY 09, 2017 - PROPOSED RELOCATION OF LIBRARY - CONFIDENTIAL 14/181
(General Manager's Note: This report considers a proposed lease 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. 45480

- Councillor J. Nolan moved)
Councillor D. Gallagher seconded)
1. That Broken Hill City Council Report No. 23/17 dated February 9, 2017, be received.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
FEBRUARY 22, 2017

2. That Council place the Charles Rasp Library relocation to Argent Street, on hold, pending further analysis of the original business case that supported the April 2016 resolution of Council.
3. That Council note the significant increase in costs from those originally resolved and budgeted, as the catalyst for the decision.
4. That following further analysis, the General Manager present a report to the November 2017 Council meeting with a suggested pathway on which to move forward to establish the most practical and cost effective option to improving the library services.

CARRIED

ITEM 27 - BROKEN HILL CITY COUNCIL REPORT NO. 24/17 - DATED JANUARY 20, 2017 - T16/12 - BROKEN HILL CITY COUNCIL BUILDINGS PAINTING AND MAINTENANCE - TENDER SUBMISSIONS - CONFIDENTIAL T16/12

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

Recommendation

1. That Broken Hill City Council Report No. 24/17 dated January 20, 2017, be received.
2. That Vincent & Pritchard be awarded the Contract for the painting of Broken Hill Regional Aquatic Centre, Council Administration Building, Council Chamber, and Albert Kersten Mining & Minerals Museum for Lump Sum of \$174,898 ex. GST
3. That the Mayor and General Manager be authorised to execute any contract documents, if required, and affix Council's Common Seal.

RESOLUTION

Minute No. 45481

Councillor B. Algate moved) That the recommendation of item 27 be adopted.
Councillor M. Browne seconded)

CARRIED

ITEM 28 - BROKEN HILL CITY COUNCIL REPORT NO. 25/17 - DATED FEBRUARY 09, 2017 - TENDER - INSURANCE BROKERAGE SERVICE AND INSURANCE COVERAGE - CONFIDENTIAL 16/35

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

Recommendation

1. That Broken Hill City Council Report No. 25/17 dated February 9, 2017, be received.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
FEBRUARY 22, 2017

2. That Council accept the offer from JLT to provide insurance brokerage services & insurance coverage to Council through the Statewide Mutual Scheme for the next three years, with an option to extend for a further two years.
3. That Council note the 2017/18 premium of \$325,216, a saving of \$456,713 pa or 58% on the 2016/17 financial year.
4. That Council note the intention to utilise the annual savings by investing \$200,000 in an insurance reserve, \$200,000 into operational areas of council businesses that represent the greatest risk and contribute to insurance claims against the council, and \$56,713 into staff training around risk prevention and identification.
5. That the Mayor and General Manager be authorised to execute any contract documents, if required, and affix Council's Common Seal.

RESOLUTION

Minute No. 45482

Councillor D. Gallagher moved) That the recommendation of item 28 be adopted.
Councillor B. Licul seconded)

CARRIED

ITEM 29 - BROKEN HILL CITY COUNCIL REPORT NO. 26/17 - DATED FEBRUARY 14, 2017 - LICENCE TO ROTARY CLUB OF SOUTH BROKEN HILL FOR USE OF LAND AT AIRPORT FOR STORAGE PURPOSES - CONFIDENTIAL 11/197

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

Recommendation

1. That Broken Hill City Council Report No. 26/17 dated February 14, 2017, be received.
2. That Council enter a licence agreement with Rotary Club of South Broken Hill for use of a small compound on Lot 1, DP1162606 at the Airport for storage purposes.
3. That the licence agreement be for a period of 10 years.
4. That due to the Rotary Club of South Broken Hill being a non-profit community organisation, the licence fee for the site be set at a peppercorn rental of \$1.00 per year (no CPI increase to apply) with the total fee for the 10 year licence to be paid in advance.
5. That Council be responsible for all legal costs in the set-up of the licence up to the value of \$500.00 and Rotary Club of South Broken Hill be responsible for any additional costs over this amount.
6. That all other standard licence agreement terms apply.
7. That the Mayor and General Manger be authorised to execute the licence documents under the Common Seal of Council.

RESOLUTION

Minute No. 45483

Councillor J. Nolan moved) That the recommendation of item 29 be adopted.
Councillor T. Kennedy seconded)

CARRIED

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
FEBRUARY 22, 2017

RESOLUTION

Minute No. 45484

Councillor B. Licul moved) That the meeting resume in open session.
Councillor J. Nolan seconded)

CARRIED

Members of the media and public returned to the meeting at 8:14 p.m.

The Mayor invited the General Manager to report on the items considered in closed session. The General Manager advised that Council resolved, in respect of:

Item 26 - Broken Hill City Council Report No. 23/17 – dated February 09, 2017 - Proposed Relocation of Library - Confidential

- That Broken Hill City Council Report No. 23/17 dated February 9, 2017, be received.
- That Council place the Charles Rasp Library relocation to Argent Street, on hold, pending further analysis of the original business case that supported the April 2016 resolution of Council.
- That Council note the significant increase in costs from those originally resolved and budgeted, as the catalyst for the decision.
- That following further analysis, the General Manager present a report to the November 2017 Council meeting with a suggested pathway on which to move forward to establish the most practical and cost effective option to improving the library services.

Item 27 - Broken Hill City Council Report No. 24/17 - dated January 20, 2017 - T16/12 - Broken Hill City Council Buildings Painting and Maintenance - Tender submissions – Confidential

- That Broken Hill City Council Report No. 24/17 dated January 20, 2017, be received.
- That Vincent & Pritchard be awarded the Contract for the painting of Broken Hill Regional Aquatic Centre, Council Administration Building, Council Chamber, and Albert Kersten Mining & Minerals Museum for Lump Sum of \$174,898 ex. GST
- That the Mayor and General Manager be authorised to execute any contract documents, if required, and affix Council's Common Seal.

Item 28 - - Broken Hill City Council Report No. 25/17 - dated February 09, 2017 - Tender - Insurance Brokerage Service and Insurance Coverage - Confidential

- That Broken Hill City Council Report No. 25/17 dated February 9, 2017, be received.
- That Council accept the offer from JLT to provide insurance brokerage services & insurance coverage to Council through the Statewide Mutual Scheme for the next three years, with an option to extend for a further two years.
- That Council note the 2017/18 premium of \$325,216, a saving of \$456,713 pa or 58% on the 2016/17 financial year.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
FEBRUARY 22, 2017

- That Council note the intention to utilise the annual savings by investing \$200,000 in an insurance reserve, \$200,000 into operational areas of council businesses that represent the greatest risk and contribute to insurance claims against the council, and \$56,713 into staff training around risk prevention and identification.
- That the Mayor and General Manager be authorised to execute any contract documents, if required, and affix Council's Common Seal.

Item 29 - Broken Hill City Council Report No. 26/17 - dated February 14, 2017 - Licence to Rotary Club of South Broken Hill for Use of Land at the Airport for Storage Purposes - **Confidential**

- That Broken Hill City Council Report No. 26/17 dated February 14, 2017, be received.
- That Council enter a licence agreement with Rotary Club of South Broken Hill for use of a small compound on Lot 1, DP1162606 at the Airport for storage purposes.
- That the licence agreement be for a period of 10 years.
- That due to the Rotary Club of South Broken Hill being a non-profit community organisation, the licence fee for the site be set at a peppercorn rental of \$1.00 per year (no CPI increase to apply) with the total fee for the 10 year licence to be paid in advance.
- That Council be responsible for all legal costs in the set-up of the licence up to the value of \$500.00 and Rotary Club of South Broken Hill be responsible for any additional costs over this amount.
- That all other standard licence agreement terms apply.
- That the Mayor and General Manger be authorised to execute the licence documents under the Common Seal of Council.

There being no further business the Mayor closed the meeting at 8:19 p.m.

THE FOREGOING MINUTES WERE READ)
AND CONFIRMED AT THE ORDINARY)
MEETING OF THE BROKEN HILL CITY)
COUNCIL HELD ON 29 March 2017)

CHAIRPERSON

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ORDINARY MEETING OF THE COUNCIL

March 15, 2017

ITEM 1BROKEN HILL CITY COUNCIL REPORT NO. 37/17

SUBJECT: CORRESPONDENCE REPORT - CESSATION OF WATER RESTRICTIONS 11/426

Recommendation

1. That Broken Hill City Council Report No. 37/17 dated March 15, 2017, be received.
2. That correspondence dated January 31, 2017 from Essential Water regarding the cessation of water restrictions in Broken Hill be received.

Executive Summary:

Council has received correspondence from Essential Water regarding the cessation of water restrictions in Broken Hill and the measures that Essential Water have in place regarding the risk of increased lead levels during water restriction periods.

Report:

Council considered a Notice of Motion at its meeting held December 14, 2016 regarding the cessation of water restrictions in Broken Hill and resolved to write to Essential Water requesting that they take Broken Hill's lead levels into consideration when introducing water restrictions in the future (Minute Number 45415).

Correspondence was forwarded to Essential Water on January 17, 2017 as per the above resolution.

Council has now received reply correspondence from Essential Water (see attached).

Attachments

1. [↓](#) Correspondence from Essential Water

JAMES RONCON
GENERAL MANAGER



Ref: L17/070 – 11/426
JR:LMS

31 January 2017

Mr James Roncon
General Manager
Broken Hill City Council
240 Blende Street
BROKEN HILL NSW 2880

Dear Mr Roncon

Cessation of Water Restrictions

Thank you for your letter dated 17 January 2017 regarding the Government's \$13 million funding initiative to address Broken Hill's lead level problem and Councillors' concerns during times of water restrictions.

The recent drought saw both the Menindee Lakes and local reservoir storages depleted to record minimal levels which resulted in extremely poor raw water quality. This water had to be treated to much higher levels for compliance with drinking water standards. Fortunately the event was well forecasted, allowing Essential Water to canvas Politicians and the NSW Government to fund emergency short term drought projects. It was necessary for Essential Water to implement Level 3 Water Restrictions (between 4 January 2016 and 29 August 2016) to ensure that the very high level of water treatment required was adequate and sustainable.

Essential Water, due to its association with the Broken Hill Lead Reference Group, was mindful of the effect water restrictions might have with persons at risk to high blood lead levels, particularly children and others with health related concerns.

In addressing the lead risk, Essential Water worked closely with Maari Ma Health Aboriginal Corporation and the Child and Family Health Centre in implementing protocols to assess and provide exemptions to Level 3 Water Restrictions due to lead and other health issues.

We wish to confirm that Essential Water is very mindful of the risk to health due to lead in our community and took those risks into consideration when implementing water restrictions and exemptions to water restrictions where necessary.

Yours sincerely

A handwritten signature in black ink, appearing to read "John Coffey".

John Coffey
Acting Manager Water Operations

PO Box 5730 Port Macquarie NSW 2444 | ABN 37 428 185 226
Telephone: 08 8082 5307 | essentialwater.com.au

ORDINARY MEETING OF THE COUNCIL

March 14, 2017

ITEM 2BROKEN HILL CITY COUNCIL REPORT NO. 38/17

SUBJECT: CORRESPONDENCE REPORT - WATER RELEASES FROM THE
MENINDEE LAKES SYSTEM 11/426

Recommendation

1. That Broken Hill City Council Report No. 38/17 dated March 14, 2017, be received.
2. That correspondence dated February 22, 2017 from the Hon Rick Colless MLC, Parliamentary Secretary for Natural Resources and Western NSW regarding current water releases from the Menindee Lakes System be noted.

Executive Summary:

Council has received correspondence dated February 22, 2017 from the Hon Rick Colless MLC, Parliamentary Secretary for Natural Resources and Western NSW regarding current water releases from the Menindee Lakes System.

Report:

Council considered a Notice of Motion at its meeting held 30 November 2016 regarding the release of water from the Menindee Lakes System and resolved to write to the Water Minister Barnaby Joyce, NSW Water Minister Niall Blair, MLA Kevin Humphries and MP Mark Coulton informing them of the Council and the community's objection to the current water releases from the Menindee Lakes System (Minute No. 45387):

Correspondence was sent as per the above Council Resolution on December 7, 2016.

Council has now received reply correspondence from the Hon Rick Colless MLC, Parliamentary Secretary for Natural Resources and Western NSW regarding this matter (see attachment).

Attachments

1. [↓](#) Correspondence from the Hon Rick Colless MLC

JAMES RONCON
GENERAL MANAGER



The Hon Rick Colless MLC
Parliamentary Secretary for Natural Resources and
Western NSW

IM16/35145

Your ref: L16/3180 - 11/426 DT:LB

Councillor Darriea Turley
Mayor
Broken Hill City Council
PO Box 448
BROKEN HILL NSW 2880

Dear Councillor Turley *Darriea,*

Thank you for your letter of 7 December 2016, to the Hon Niall Blair MLC, Minister for Primary Industries, Minister for Regional Water and Minister for Trade and Industry, concerning Council's objection to water release from the Menindee Lakes System. The Minister has asked me to respond on his behalf.

In November 2016, environmental water managers had sought the use of up to 250 GL of water from the Menindee Lakes System, to support the survival of a very large number of juvenile Murray Cod observed in the Lower Darling river. However, due to severe flooding in the River Murray at the time, such a release was not possible without exacerbating disruption downstream.

Increased releases from the Menindee Lakes in early January 2017 have been called for by the Murray Darling Basin Authority (MDBA), to meet downstream demands. This is unrelated to water sought for environmental releases in late-2016, and remains consistent with inter-state agreements. These releases are expected to efficiently deliver downstream requirements while still protecting local water security.

Since 21 October 2016, when Menindee Lakes storage exceeded 640 GL, the MDBA has assumed management responsibility of Lakes operations. However, DPI Water and WaterNSW will work closely with the MDBA to minimise any risks to local water security, for when the lakes next fall below 480 GL and NSW resumes control.

It is noted that the average depth of the Menindee Lake storages is typically greater than the depth of the Darling River channel alone. The Lakes are managed in such a way as to capture and use water as efficiently as possible, within the physical constraints of the system, to balance the many competing uses on this valuable resource.

.../2

-2-

The Hon Rick Colless MLC

The NSW Government acknowledges the wide ranging benefits that water in Menindee Lakes provides to its surrounding communities. The Lakes underpin the region's water security, support the local economy, are of cultural significance to local Aboriginal people, and this unique ecosystem is a focal point for recreation and tourism. To this end, NSW is committed to maximising the value of water in the Lakes by prioritising reserves in the deeper parts of the upper Lakes Wetherell and Pamamaroo. This provides the most flexible use for local needs while also recognising commitments to other uses downstream.

The Murray River to Broken Hill pipeline will secure Broken Hill's water supply for the future and enable it to plan and develop with confidence. The recent inflows to Menindee Lakes are sufficient to assure a continuous water supply to Broken Hill until the pipeline is commissioned.

The Darling River Water Savings Project is another opportunity to improve the efficiency and flexibility of the Lakes, and protect environmental and cultural heritage values, while ensuring supply for communities. The Menindee Lakes scheme will remain operational and continue to provide a vital service to the local community.

Thank you for your interest in this matter. If you require additional information or wish to discuss this matter further, please contact Mr Michael Wrathall, A/Manager, Surface Water Assessment, on (02) 8838 7841.

Yours sincerely



The Hon Rick Colless MLC
Parliamentary Secretary
for Natural Resources and Western NSW

22/02/2017

ORDINARY MEETING OF THE COUNCIL

March 15, 2017

ITEM 3BROKEN HILL CITY COUNCIL REPORT NO. 39/17

SUBJECT: CORRESPONDENCE REPORT - EXPANSION OF WOMEN'S HEALTH CENTRES IN NSW TO INCLUDE DOMESTIC VIOLENCE PREVENTION CLINICS 12/81

Recommendation

1. That Broken Hill City Council Report No. 39/17 dated March 15, 2017, be received.
2. That correspondence dated February 15, 2017 from the Hon Brad Hazzard MP, Minister for Health and Minister for Medical Research regarding the SOS Women's Services proposal to expand the role of Women's Health Centres in NSW to include Domestic Violence Prevention Clinics, be received.

Executive Summary:

Council has received correspondence dated February 15, 2017 from the Hon Brad Hazzard MP, Minister for Health and Minister for Medical Research regarding the SOS Women's Services proposal to expand the role of Women's Health Centres in NSW to include Domestic Violence Prevention Clinics.

Report:

Council considered a report at its November 2016 Council Meeting regarding the proposal developed by SOS Women's Services which advocates for women's and girls' services in NSW and the peak body (Women's Health NSW) for a new Women's Health Centre to be established in Broken Hill, Griffith and Tamworth over the next three years. Council resolved to write to the Minister for Health advising Council's in-principal support (Minute No. 45379).

Correspondence was sent as per the above Council Resolution on December 6, 2016.

Council has now received reply correspondence from the Hon Brad Hazzard MP, Minister for Health and Minister for Medical Research regarding this matter (see attachment).

Attachments

1. Correspondence from the Hon Brad Hazzard MP, Minister for Health and Minister for Medical Research
[↓](#)

JAMES RONCON
GENERAL MANAGER



The Hon Brad Hazzard MP
Minister for Health
Minister for Medical Research

M16/6879

Councillor Darriea Turley
Mayor of Broken Hill City Council
PO Box 448
BROKEN HILL NSW 2880

Dear Mayor

Thank you for your correspondence to the former Minister for Health expressing the Broken Hill City Council's in-principal support for the SOS Women's Services proposal to expand the role of Women's Health Centres in NSW to include Domestic Violence Prevention Clinics.

NSW Health is committed to reducing the prevalence and health impact of domestic and family violence and I recognise the important role of Women's Health Centres in supporting the health and wellbeing of women in NSW.

NSW Health has recently commenced a state wide project to map services provided by Women's Health Centres across NSW. This will establish a comprehensive understanding of the scope and nature of services provided by Women's Health Centres, as well as identify synergies with local district and network health services. The mapping exercise will also aim to identify opportunities to strengthen links to local and state priorities.

In 2016 the NSW Government launched the *NSW Domestic and Family Violence Blueprint for Reform 2016-2021: Safer Lives for Women, Men and Children*, which sets out a framework for improving how the system prevents, identifies and responds to domestic and family violence. SOS Women's Services proposal will be considered in the context of implementing these reforms.

To support the implementation of the Blueprint, a \$20 million Domestic and Family Violence Innovation Fund was announced as part of the 2016-17 budget. The Innovation Fund will provide funding for innovative prevention, early intervention and crisis responses that support specialist domestic and family violence services and refuges.

Thank you again for your correspondence. Details regarding the Domestic and Family Violence Innovation Fund, including eligibility criteria, tender and assessment processes were released on 22 December 2016. Further information about the Innovation Fund is available by emailing DFVinnovation@moh.health.nsw.gov.au or by telephoning Natasha de Silva, Director, Women NSW on 9461 7100.

Yours sincerely


Brad Hazzard MP

15 FEB 2017

ORDINARY MEETING OF THE COUNCIL

October 3, 2017

ITEM 4BROKEN HILL CITY COUNCIL REPORT NO. 40/17

SUBJECT: NOMINATION OF MAYOR TURLEY AS CHAIR OF REGION 4 OF
THE MURRAY DARLING ASSOCIATION 11/426

Recommendation

1. That Broken Hill City Council Report No. 40/17 dated October 3, 2017, be received.
2. That Council endorses Mayor Darriea Turley to act as Chair of Region 4 of the Murray Darling Association until a formal election is held in 12-18 months' time.
3. That Council votes a budget of \$10,000 to cover Mayor, General Manager and support officer expenses to travel to, and arrange meetings.

Executive Summary:

Due to the Chair of Region 4 of the Murray Darling Association being vacant, the Chief Executive Officer of the Murray Darling Association has invited Mayor Darriea Turley to act as Chair of Region 4 of the Association for a period of up to 12-18 months to assist to re-engage the region and to ensure strong and credible representation of local government and the issues facing the region.

This report is presented to Council to seek Council's support of Mayor Turley acting as Chair of Region 4 of the Murray Darling Association until a formal election occurs.

Report:

The purpose of the Murray Darling Association is to provide effective representation of local government and the communities the Association represents, at state and federal level in the management of the Murray-Darling Basin resources.

Local government, as the third level of government in Australia and the one most directly connected to communities must have an active role in the decision making processes that inform the development of policy and the implementation of the Basin Plan. This is essential if we are to see the stated objectives of the Basin Plan achieved, including the commitments to water recoveries and to neutral or beneficial social and economic impacts. The key to this is ensuring strong regional leadership and local knowledge to inform decisions across the Basin, particularly from the chairing councils.

Usually the process for chairing the region occurs by election, with interested member councils and their delegate undertaking a nomination process. That process requires that a nomination for the Chair must include a copy of the resolution of the nominating council, to demonstrate the council has an awareness of and commitment to the role. The process seeks to ensure that a nominating council has the opportunity to make an informed decision on the responsibilities, costs and benefits to their community of taking up the Chair, and can demonstrate that commitment to the region.

However, as the chair of Region 4 is currently vacant, the Chief Executive Officer of the Association is authorised under delegation to invite Broken Hill City Council to act as chair for a period of up to 12-18 months to re-engage the region and to ensure strong and credible representation of local government and the issues we have in region 4.

Key to that commitment is the requirement under the constitution that

- (5) The chair of the Region Executive is the chair of the Region, provided further:*
(a) the chair must demonstrate both the initial and ongoing capacity to provide secretariat support for the activities of the Region;

The role of chair is quite broad, with the minimal expectations of a chair being to:

- Provide and cover the costs of an administrative support officer to assist the Chairperson (which includes, but not be limited to, scheduling of meetings/taking of minutes of region meetings.)
- Drive the development of the regional plans
- Prepare and distribute all minutes and agendas, and other communications in collaboration with the MDA.
- Cover incidental costs i.e. catering for meetings etc. (This is quite minimal and usually extends to tea, coffee and sandwiches). This cost is often shared by hosting councils as the meetings move round the regions.
- Cover all expenditure for the Chairperson, General Manager and support officer which includes travel, accommodation, telephone etc. to attend regional meetings.

Meeting requirements are:

- 4 x Region 4 meetings per year
- 10 x Board meetings per year 6-8 of which can be via 'skype', 2-4 are 'face to face' and held at a venue within the Basin (Board membership consists of Chairpersons from each region)
- Attend Ministerial and other stakeholder meetings within the region as and when required

Given the profile associated with the role of the Chairing council, it is increasingly expected that the chair will be represented by the Mayor and CEO/GM, with valuable content on direction also provided at regional level by other delegate councillors. It is envisaged the general Manager will provide the support services to the Mayor as part of the role, with assistance from the General Manager's office staff to arrange meetings etc.

To support the role a budget will need to be established to cover travelling expenses for the Mayor, General Manager in his capacity as support officer to attend meetings as outlined above as well as a small expenses budget to assist the chair to undertake the activities of the region, the costs of which extend somewhat beyond the usual committee delegations for councillors.

With local government, via the MDA, increasingly gaining recognition and reliance at state and federal level in the Basin related decisions that impact our local communities, the benefits back to the chairing council by way of advocacy opportunity and elevated regional profile needs to be considered in conjunction with the cost to Broken Hill's ratepayers in supporting the position. Those benefits are increasingly demonstrated at ministerial level, with several chairs of the MDA meeting with Minister Hunter in Adelaide only last week, and were invited to address the next Murray-Darling Basin Ministerial Council to be held in Mildura during March.

Therefore, due to the demonstrated benefits to the community of Broken Hill, it is recommended that Council supports Mayor Turley as the acting Chair of Region 4 of the Murray Darling Association and votes a budget to cover the expenses of a secretariat support officer and travel expenses for the Mayor, General Manager and support officer to attend meetings.

Strategic Direction:

Key Direction:	3 Our Environment
Objective:	3.1 Our environmental footprint is minimised
Function:	Leadership and Governance
DP Action:	3.1.1.8 Participate in stakeholder reference groups to ensure a secure, clean, reliable and sustainable water supply for the city
Key Direction:	4 Our Leadership
Objective:	4.3. We unite to succeed
Function:	Leadership and Governance
DP Action:	4.3.1.10 Provide support through advocacy towards maintaining a level of non-council services based upon the needs of the community

Relevant Legislation:

Water NSW Act 2014 No 74

Financial Implications:

Should Council endorse Mayor Turley as Acting Chair of Region 4 of the Murray Darling Association for a period of 12-18 months, Council will need to vote a budget allocation of \$10,000 to cover travelling expenses and secretariat expenses for Mayor Turley and the General Manager who will act as the support officer.

Attachments

There are no attachments for this report.

JAMES RONCON
GENERAL MANAGER

ORDINARY MEETING OF THE COUNCIL

March 21, 2017

ITEM 5**BROKEN HILL CITY COUNCIL REPORT NO. 41/17****SUBJECT:** **COUNCIL PORTFOLIO SYSTEM****11/249****Recommendation**

1. That Broken Hill City Council Report No. 41/17 dated March 21, 2017, be received.
2. That Council trials the new Portfolio System for a period of 12 months with the outcomes reported to Council at expiry of the 12 month period.
3. That Council notes that its Portfolio Councillors were adopted at the first Council Meeting of the newly appointed Council in September 2016.

Executive Summary:

At the first meeting of the new Council in September 2016, Council resolved as per the Mayoral Minute to reintroduce standing committees. In trying to establish the desired outcomes of a committee structure that maximises opportunity, discussions have been held with the Mayor and most Councillors via the Councillor and General Manager catch ups to establish just exactly what the desired outcomes of the reintroduction of committees are.

Discussions have confirmed that the desired outcomes fundamentally support ideals around increased community engagement and involvement in decision making, an ability to influence the policy direction and a more “relaxed” environment in which this can occur. To that end discussions have centred around a revamp of sorts of the current portfolio system which will serve to achieve a number of positive outcomes which includes an improved Community Roundtable meeting forum and improved alignment and outcomes with the objectives of the Community Strategic Plan.

Report:

In discussions with the Mayor and most Councillors around the desired outcomes of a reintroduction of the committee system, a couple of keys issues became evident:

- Councillors did not want another four or five meetings per month on top of an already very busy schedule of commitments; a more relaxed environment where ideas and thoughts could be discussed was preferable;
- an opportunity to make the Community Roundtable more meaningful was a required outcome;
- the opportunity to influence policy directions at the early stages would be advantageous;
- the opportunity to engage with the community was desired;
- More oversight and focus of the ‘non council’ deliverables as part of the community strategic objectives should be pursued.

A reintroduction of the traditional standing committees would require a further four or five agendas to be prepared by the General Manager's Office each month, minutes from each of those meetings prepared as well as the monthly Council Meeting agenda. Conservatively this would require approximately 1.5 additional equivalent full-time staff which the budget currently does not provide for.

To that end and as part of the aforementioned discussions, it is proposed that Council consider a revamp of the portfolios system that has been lying dormant for the last 18 - 24 months. Improved oversight of the proposed model through the General Manager's Office will ensure that quality community and Council outcomes can be achieved.

In essence some of the benefits that can be derived and will be the goals for the new portfolio arrangements, are as follows:

1. Enhance the existing portfolio system to provide better community outcomes.
2. The starting point for the terms of reference for each portfolio should be the Community Strategic Plan objectives (CSP).
3. Two Councillors as designated along with one Executive Leadership Team (ELT) member will make up the portfolio group.
4. Council members and staff share the load at portfolio level.
5. The portfolio can engage as required with interested community groups and draw in any required expertise.
6. Bring in the subject matter experts "one off".
7. The portfolio will give Council a "Board" like feel where the objectives of stakeholders have the "Boards Attention".
8. Better align with the CSP objectives.
9. Enhance the fledgling Community Roundtable Forum.
10. Bring in additional interest groups, e.g. the Youth Council to be part of Roundtable.
11. Focus on one CSP objective per quarter and engage interest groups / community on the issue.
12. One or two meetings per quarter plus a community engagement session.
13. Each Portfolio Chair would represent their group at the Community Roundtable.
14. The portfolio approach would provide Councillors and staff the opportunity to be involved in policy development from the grass roots level.

The approach being mooted is a very different and unique approach that will require goodwill and time to bed down from all involved. The process that is being suggested is designed to be agile and allow all of the participants to bring their own style to the working group level without the need for the formalities and protocols that govern our usual meeting structures. Naturally as we move forward in the decision making process, to Roundtable for endorsement and then on to Council for adoption, the formalities and protocols will resume, but at the grass roots level of working through the CSP objectives and engaging with the community, these processes can be more relaxed.

If amenable to the idea of trialing the portfolio working groups, the next steps in this process will be for the Portfolio Councillors and the ELT member to meet with the General Manager so we can work through the next steps of bringing this initiative to life.

Strategic Direction:

- | | |
|----------------|--|
| Key Direction: | 4 Our Leadership |
| Objective: | 4.3 We Unite to Succeed |
| Function: | Leadership and Governance |
| DP Action: | 4.3.1.7 Gain a better understanding of possible alignments between Council and community groups, local associations and volunteers to ensure opportunities to work together are identified |

4.3.1.9 Provide leadership, structure and support to the Community RoundTable in their review and management of the Community Strategic Plan.

4.3.1.10 Provide support through advocacy towards maintaining a level of non-council services based upon the needs of the community.

Relevant Legislation:

Local Government Act 1993

Financial Implications:

Nil

Attachments

There are no attachments for this report.

JAMES RONCON
GENERAL MANAGER

ORDINARY MEETING OF THE COUNCIL

March 14, 2017

ITEM 6BROKEN HILL CITY COUNCIL REPORT NO. 42/17

SUBJECT: MEMBERSHIP ON THE COUNTRY MAYORS ASSOCIATION OF
NEW SOUTH WALES 11/179

Recommendation

1. That Broken Hill City Council Report No. 42/17 dated March 14, 2017, be received.
2. That Broken Hill City Council joins the Country Mayors Association of New South Wales.
3. That Mayor Turley be Council's voting delegate with the Deputy Mayor being the alternate delegate.
4. That Council notes that the General Manager is also a voting delegate for Council.

Executive Summary:

This report is presented to Council to consider membership of the Country Mayors Association of New South Wales and the benefits derived through such membership by participating in quarterly meetings of the Association, raising awareness of issues affecting Broken Hill and the Far West region and seeking advocacy support where required.

Report:

The Country Mayor's Association has 52 members from throughout New South Wales from Councils outside the Greater Sydney area, Newcastle and Wollongong metropolitan areas. Meetings are held quarterly in Sydney and are attended by Mayors and General Managers, both of whom have voting entitlements. Alternate delegates can be sent if the Mayor or General Manager are unavailable. The cost of membership currently is \$750.00 per annum.

Membership fees are levied to cover the cost of the secretariat who prepares the agendas, takes the minutes, prepares correspondence and submissions etc., it also pays for morning tea and lunch on meeting days. Any accumulated fees are used to further the interests of Country Councils such as by lobbying, undertaking research for submissions etc.

The benefits of membership include the opportunity to raise issues affecting Council and the Far West region and engaging the Association's support to lobby on Council's behalf. Each quarterly meeting is attended by guest speakers, usually being Ministers or senior bureaucrats who talk on current issues facing Local Government. This allows an opportunity to informally liaise with Ministers and agencies and to learn of matters affecting local government as a whole from guest speaker, members of the Association or from representatives of the Local Government and Shires Associations.

Strategic Direction:

Key Direction:	4. Our Leadership
Objective:	4.2 Our leaders make smart decisions
Function:	Leadership & Governance
DP Action:	4.2.1.13 Accept opportunities to attend training and events that provide value through information, ideas and solutions that add value to our community

Relevant Legislation:

Nil

Financial Implications:

- Annual Membership of the Association for Broken Hill City Council is \$750.00.

Travel and accommodation costs will apply as required. Opportunities will of course be maximised to combine any visits to Sydney to attend Country Mayors with meetings with Ministers, the Opposition and strategic partners to increase the awareness of Broken Hill as a destination to work, play, live and invest.

Attachments

1. [↓](#) Country Mayors Association of NSW - correspondence
2. [↓](#) Country Mayors Association of NSW - Constitution

JAMES RONCON
GENERAL MANAGER



Country Mayors Association of NEW SOUTH WALES

Chairman: Cr Katrina Humphries
PO Box 420, Moree NSW 2400
02 67573222
ABN 92 803 490 533

7 March 2017

The General manager
Broken Hill City Council

Dear James

I refer to your recent enquiry regarding membership of the Country Mayors Association of NSW.

The objective of the Country Mayors Association is to further the interests of Country Councils by being an advocate on state wide issues and to act as an information sharing forum. Those Councils eligible for membership are Country Council's outside the Greater Sydney area, Newcastle and Wollongong metropolitan areas. Currently there are 52 member Councils. Meetings are attended by the Mayors and General Managers of the member Councils. Attached is a copy of the Associations constitution.

The Country Mayors Association meets in Sydney quarterly. Meetings in 2017 will be held on 24 March, 16 June, 11 August and 3 November. At each meeting we have high calibre guest speakers preferably Ministers or senior bureaucrats. The guest speakers at the 24 March meeting are Hon Fiona Nash MP, Minister for Regional Development, Minister for Local Government & Territories, Minister for Regional Communications, the Hon Melinda Pavey MP, Minister for Roads and Maritime and Freight, and Mr Gary White, Chief Planner, Department of Planning. This allows members to be informed on current issues facing Local Government and gives members the opportunity to make informal contact and to make appointments with Ministers or senior staff.

Many members take the opportunity while they are in Sydney to make other appointments which adds value to their visit.

The cost of membership for Councils with a population of 10,000 or more has been \$750 per annum for many years. The membership fee for Councils with a population of less than 10,000 is \$562.50. Membership fees are decided at the Annual General Meeting, which is held in November each year and are used to pay a secretariat, any room hire fees and the cost of morning tea and lunch. Accumulated fees are available to be used to further the interests of Country Councils such as lobbying, and undertaking research to allow submissions to be prepared to government on issues affecting member councils.

I extend to your council an invitation to join the Country Mayors Association. Come to our 24 March 2017 meeting and see how membership can benefit you. Just contact the Secretariat at

alkanat@bigpond.com or phone Allan Burgess on 0418249147 and an agenda will be forwarded to you.

Should you require any additional information please don't hesitate to e-mail me at katrina.humphries@mpsc.nsw.gov.au.

I look forward to your favourable response

Yours sincerely



Cr Katrina Humphries
Chairperson Country Mayors Association of NSW



Country Mayors Association of NEW SOUTH WALES

Incorporation No. Y1955304

CONSTITUTION

*Registered Date 27 January 2015, Department of Fair Trading Registry Services,
(Ref: N4714274); Updated by Resolution of the Association 14 November 2014, replacing
Constitution registered on 21 December 2011*

- | | | |
|----------------------------|------|--|
| NAME | 1. | The Association shall be known as "Country Mayors Association of New South Wales Incorporated". |
| OBJECTIVE | 2. | To further the interests of Country Councils by being an advocate on state wide issues and to act as an information sharing forum |
| MEMBERSHIP | 3. | Those Councils eligible for membership shall be Country Councils outside The Greater Sydney area, Newcastle and Wollongong metropolitan areas |
| | 3(a) | General Managers and Executive Officers of Regional Organisations are encouraged to attend and participate in the discussions of the Association |
| | 4. | Any applicant for membership shall be nominated by a Member and be supported by a majority of the members present at the meeting at which the written nomination, which has been previously consulted to members, is considered. |
| | 5. | In the event of a Member being unable to attend a meeting, he/she may be represented by his/her Deputy or by an alternate representative nominated by the Member. |
| REGISTER OF MEMBERS | 6. | In accordance with Clause 3, current membership consists of the Mayor and General Manager of member Councils. This membership list may change from time to time in accordance with Clause 4. The Secretary shall maintain a list of current members. |

1 | *Country Mayors Association of NSW – Constitution 27 January 2015.*

- | | | |
|----------------------------|--------|--|
| FEES | 7. | Membership fees of the Association shall be determined at the Annual General Meeting each year. Membership fees for Councils with a population of less than 10,000 shall be 75% of the full fee. Membership fees shall fall due on the first day of each financial year |
| MEMBERS' LIABILITY | 8. | The liability of a member of the Association to contribute towards the payment of the debts in relation to the winding up of the Association shall be limited to the amount, if any, unpaid by the Member in respect to membership fees. |
| CONDUCT OF MEMBERS | 9. | The provisions of the Model Code of Conduct for Local Councils in NSW shall apply in cases of alleged misconduct |
| INTERNAL DISPUTES | 10. | <p>Members who may have a dispute with the Association shall firstly address the Executive Committee, and if that does not resolve the issue, take the matter to an agreed third party for assistance.</p> <p>Members who may have a dispute with fellow members of the Association shall seek the assistance of the Executive Committee in resolving the issue.</p> |
| EXECUTIVE COMMITTEE | 11. | The Committee of Management of the Association shall be called the Executive Committee. |
| | 12. | Membership of the Committee shall consist of the Chairman and Vice-Chairman of the Association and up to a maximum of six members as may be elected each year. The Secretary shall maintain a list of current Committee Members. If the Secretary is a Mayor then he/she shall also be a member of the Committee. |
| | 12(a). | The Executive Committee may exercise the powers of the Association where delegated, or in the case of emergency. |
| | 12(b). | The Executive Committee may convene a meeting through a phone/tele conference as determined by the chairperson, but this will be restricted to two such meetings per term. |
| | 13. | The office of a member of the committee shall become |

vacant upon the grounds of resignation, or other reason as declared by the Executive Committee, or by virtue of expiry of term under these rules.

- 13(a). The Constitution of the Executive Committee shall be the same as for the Association with the exception of meeting dates.
- 13(b). The Executive Committee shall meet when the need arises after liaison with Executive members on a suitable date and time. Notice of a meeting shall be forwarded to members in writing with as much notice as possible.
- 13(c). Substitute members from representative Councils to the Executive Committee shall not be permitted.
- 14(a). Casual vacancies on the Executive Committee shall be filled by appointment of a Member of the Association to fill the vacancy as determined by the Executive and the Member so appointed is to hold office until the conclusion of the Annual General Meeting next following the date of appointment.
- 14(b). The quorum of the Executive Committee shall consist of four members.
- GENERAL MEETINGS-
CALLING OF** 15. The Association shall meet at intervals of approximately three months or when required by the Chairman, unless otherwise decided by the Association.
16. Notice of meetings shall be forwarded to members in writing not less than ten working days prior to a meeting.
- GENERAL MEETINGS-
PROCEDURE** 17. The rules governing the conduct of Council Meetings as contained in the Local Government Act 1993 and regulations and the Model Code of Conduct for Local Councils in NSW shall apply to meetings of the Association
18. The quorum for meetings shall be a number which is not less than one quarter (1/4) of the number of Councils whose representatives are members of the Association

19. The Mayor and General Manager or their designate of each member Council shall be voting delegates.
20. Voting by proxy other than an alternate voting representative of a council will not be applicable to the Association
- GENERAL MEETINGS- NOTICES** 21. Notices of Motion are to be forwarded to the Secretary fifteen working days prior to the meeting of the Association for inclusion on the Agenda.
- GENERAL MEETINGS- MINUTES** 22. The Secretary is responsible for ensuring minutes are taken and recorded at each meeting.
23. Minutes are to be distributed to members no more than ten working days after the meeting.
24. A permanent copy of the Association's Minutes is to be kept by the Secretary.
- ANNUAL MEETING** 25. The Association shall hold an Annual Meeting in November of each year, at which meeting the Association shall:
- a) Appoint a Chairperson and Vice Chairperson to hold office for the ensuing twelve months.
 - b) Determine the annual membership fees for the Association.
 - c) Elect up to six Executive Members to hold office for the ensuing twelve months.
 - d) Appoint a Secretary to hold office for the ensuing twelve months..
26. The Chairperson, Vice Chairperson and Secretary shall hold office for a period no greater than two consecutive years, unless the Association otherwise determines by ordinary resolution.
27. The Secretary is designated as the Association's Public Officer.
- FUNDS-SOURCE** 28. Funds for the management of the Association are obtained from membership fees, and other sources as approved by resolution of the Association.

- | | | |
|---------------------------------------|-------|---|
| FUNDS-
MANAGEMENT | 29 | The Secretary shall submit financial reports to each General Meeting and it's the duty of the Chairperson and the members to ensure that due care and responsibility is taken in relation to the management of the Associations funds. |
| | 29(a) | The Association will not gift any funds" |
| | 30. | The drawing of cheques shall be done in accordance with the requirements of the <i>Associations Incorporation Act 1984</i> . Cheques are to be signed by the Chairperson and Secretary. |
| | 31. | It is the Chairperson's responsibility to arrange, with the authority of the General Manager of the host council, that an annual financial audit be undertaken by the host council's designated responsible accounting officer. |
| ALTERATION TO
OBJECTIVE | 32. | No alteration to the Objective shall be made unless two months' notice in writing is first given and unless the alteration be supported by 75% of the members present at the meeting at which the vote is taken. |
| ALTERATION TO
CONSTITUTION | 33. | Notwithstanding the provisions of Clause 18, no alterations to the Constitution shall be made unless two months' notice in writing is first given and unless the alteration be supported by 75% of the members present at the meeting at which the vote is taken. |
| COMMON SEAL | 34. | Custody of the Common Seal is to be the Chairperson's responsibility. |
| | 35. | The Common Seal can only be placed on documents that the Association resolves so to do. |
| CUSTODY OF BOOKS | 36. | The custody of books, documents and securities of the Association are to be the responsibility of the Secretary. |
| INSPECTION OF
BOOKS | 37. | Members are welcome to inspect books, documents and securities of the Association at any time. Arrangements for the inspection are to be made with the Secretary. |

End of Constitution

ORDINARY MEETING OF THE COUNCIL

March 13, 2017

ITEM 7

BROKEN HILL CITY COUNCIL REPORT NO. 43/17

SUBJECT: ATTENDANCE AT THE 2017 FUTURE OF LOCAL GOVERNMENT NATIONAL SUMMIT 11/304

Recommendation

1. That Broken Hill City Council Report No. 43/17 dated March 13, 2017, be received.
2. That Council considers to send two Councillor representatives to the 2017 Future of Local Government National Summit to be held in Melbourne on 25-26 May 2017.
3. That Councillor interest be provided to the Executive Support Officer by the close of business Friday 7 April 2017.

Executive Summary:

Council has received conference information regarding the 2017 Future of Local Government National Summit to be held in Melbourne on 25-26 May 2017.

Council previously resolved (Minute No. 44215) that Councillors' attendance at Conferences be determined by Council on a case by case basis therefore, this report is presented to Council to consider attendance of Councillors at the 2017 Future of Local Government National Summit.

Report:

The Conference is convened by the Municipal Association of Victoria (MAV), will be held on Thursday and Friday, 25-26 May 2017 in Melbourne.

The Conference boasts Australian and international speakers across the two day program with day 1 focussing on:

“There is a Better Way”: the new story is about places and communities and Local Government needs to step back and make space for empowered communities.

Topics of discussion include:

- What's currently not working in the public sector in Australia?
- Setting the Scene
 - The Future of Local Government journey to date: MAV
 - From the old story to the new story: from Business as Usual to Places and Communities, Gilbert Rochecouste and Graham Sansom
- What is the role of Local Government?

- What is the role of Local Government in the new story?
- City-Charrette 2030: Future = Past + Now by Jacyl Shaw, Director Engagement, Carlton Connect Initiative

Day 2 will focus on:

“A Call to Action: creating a movement to implement the Better Way; self-empowerment.

Topics of discussions include:

- Placemaking: The Better Way. Yes, we can! By Gilbert Rochecouste, Village Well
- The need for more devolution of political, administrative and funding powers to local government, Dr Mike Reid Principal Policy Advisor, Local Government New Zealand
- The New Digital Age can deliver for communities but it needs collaboration and innovation, Martin Schroder, Digital Transformation Manager, City of Ballarat
- The Image of Local Government is an ongoing problem: what can be done? How can we build trust and improve the image of Local Government?
- Leading in uncertainty and complexity with Diana Renner, Uncharted Leadership Institute
- How can we introduce localism into the Federation? This is a key question for the Better Way
- Transitioning to the 2020’s: Implementing the Better Way, Creating movement: action to create Learning Sites around Australia: Yes, we can !

Participants will explore many issues facing local government by attendance at the above themed sessions, see attached Summit Program for full details.

Strategic Direction:

Key Direction: 4 Our Leadership
 Objective: 4.2 Our Leaders Make Smart Decisions
 Function: Leadership and Governance
 DP Action: 4.2.1.13: Accept opportunities to attend training and events that provide value through information, ideas and solutions that add value to our community.

Relevant Legislation:

Nil

Financial Implications:

The following costs are associated with travelling to attend the National Summit and are per person:

Registration Fee	\$594.00
Return flights to Melbourne (depending on availability)	\$534.00
Accommodation – 3 night’s at Capital City rate	\$720.00

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

Attachments

1. [↓](#) 2017 National Summit Program

JAMES RONCON
GENERAL MANAGER

Conference Program

Download the [2017 Future of Local Government National Summit - Agenda - February 2017 \(PDF - 452KB\)](#)

Day one - Thursday 25 May

There is a Better Way: the new story is about places and communities and LG needs to step back and make space for empowered communities.

Time	Session
9:05am	Welcome and Introduction with MAV President and MC, Gilbert Rochecouste <ul style="list-style-type: none"> Are we happy with the present position in which LG finds itself? Are we happy with Donald Trump?
9:15am	What's currently not working in the public sector in Australia?
9:30am	Setting the Scene: <ul style="list-style-type: none"> The Future of Local Government journey to date: MAV From the old story to the new story: from Business as Usual to Places and Communities, Gilbert Rochecouste and Graham Sansom. Yes, we can! Case studies from the sector: demonstrating LG can do it.
10:30am	Morning tea networking
11:00am	'Transforming Local Government', Jonathan Carr-West, CEO, The Local Government Information Unit (UK)
11:45am	What is the role of local government in the new story? Plenary discussion.
12:30pm	'The importance of learning how to be community-led and place-based', Lucinda Hartley, co-founder CoDesign Studio, supported by Tracey O'Connor, Whitehorse City Council.
1pm	Lunch
1:45pm	'City-Charrette 2030: Future= Past + Now', Jacyl Shaw, Director Engagement, Carlton Connect Initiative (CCI)
3:15pm	Afternoon tea
3:40pm	'Creating a sense of place', Fred Kent, founder of Project for Public Spaces (PPS) (video)
4:30pm	'The Better Way: less local government and more local governance', David Hammond, Director, Hammond Robertson and former CEO, Thames-Coromandel Council (NZ)
5pm	Networking drinks/light refreshments
6pm	Close

Day two - Friday 26 May

A Call to action: creating a movement to implement the Better Way; self-empowerment.

Time	Session
9:00am	The Manifesto is launched: the 'small group' speaks to it and the Panel interacts and tests it with the Summit participants
9:45am	'Placemaking: The Better Way. Yes, we can!', Gilbert Rochecouste, Village Well.
10:20am	Close
10:20am	'The need for more devolution of political, administrative and funding powers to local government', Dr Mike Reid, Principal Policy Advisor, Local Government New Zealand.
1:00pm	Lunch
10:40pm	Morning tea networking
11:05pm	Next steps...How's this for a brilliant ideal
11:30pm	

<http://www.event.com/events/2017-future-of-local-government-national-summit/agend...> 7/03/2017

2017 Future of Local Government National Summit - Agenda | Online Registration by... Page 2 of 2

	'The New Digital Age can deliver for communities but it needs collaboration and innovation', Martijn Schroder, Digital Transformation Manager, City of Ballarat
11:55am	How can we fast track collaboration between Councils to benefit communities?
12:15pm	'The Image of LG is an ongoing problem: what can be done? How can we build trust and improve the image of LG?
12:45pm	Lunch networking
1:30pm	'Leading in uncertainty and complexity' with Diana Renner, Uncharted Leadership Institute.
1:50pm	How can we introduce localism into the Federation? This is a key question for the Better Way
2:15pm	Transitioning to the 2020s: Implementing the Better Way. Creating a movement: action to create Learning Sites around Australia: yes, we can!
2:30pm	How can we become better at sharing knowledge across LG?
2:50pm	The Manifesto (participants invited to sign) and the Light on the Hill and the way forward: next steps
3:15pm	Close

Note: Conference program may be subject to change.

<http://www.event.com/events/2017-future-of-local-government-national-summit/agend...> 7/03/2017

2017 Future of Local Government National Summit - About | Online Registration by ... Page 1 of 1

Future shock is upon us but our system of governance is disintegrating. We are in the midst of a crisis of confidence in government and governance. It's time to:

- realise we are poised between an old world that no longer works and a new one struggling to be born. We need to strengthen local democracy so citizens have more control of their own lives, communities and services.
- reclaim 'municipal': where local government (LG) catalyses the collaboration of citizens, communities and institutions to work together for the public good. Every issue demands a localist response.
- recognise LG is the connective tissue that holds the disparate elements of community together in a broader process of community building.
- recognise the full benefits of cost efficiencies, modern service delivery and citizen engagement will not be realised until there is more devolution of political, administrative and funding powers to LG and LG creates more space for communities for LG to capture the Australian political imagination by putting people and place first.

We'll take account of:

- the great degree of disillusionment most citizens feel towards the current system, where they have a largely passive role to play
 - the 'top down' silo planning, confusion, waste and duplication that exists in the current unstable, unsatisfactory and unsustainable Federation arrangements in Australia
 - the need to enable place-based, collaborative local planning and delivery of required outcomes
 - the rapid advance of technology that is enabling participatory decision-making to take place to provide citizens with more control over their lives
- It is self-evident that we need to transition to an adapted model of governance in the 2020s.

These dimensions will be discussed by a great array of Australian and international presenters supported by co-design input from attendees. The outcome will be the better way.

Who should attend?

Anyone with an interest in change and the future of local government.

Particularly councillors, CEOs, directors, and managers and officers in innovation, organisational development, corporate planners, strategic planning, human resources, service planners, business transformation, digital transformation, information management and business analysis.

The outcome of the Summit will be discussed with the ABC with a view to it being a Q&A topic later this year.

In the next 10 years, seismic change will transform society and government.

To take advantage of this opportunity and remain relevant, the local government sector needs to:

- truly become the servant of the community and support citizens to build stronger communities
- increase stakeholder trust in local government
- take a bolder, more strategic, leadership position in the debate about the future of Australia's Federal agenda
- establish a local government function where councils can experiment, pilot and take risks.

Accommodation

Radisson on Flagstaff Gardens, 380 William St, Melbourne Vic 3000. Phone (03) 9322 8000 (refer to MAV event at Angliss Conference Centre for discount).

To register

To register for this event go to mav.asn.au/upcoming-events and scroll down to the event under Thursday and Friday 25 May.

Resources

The additional resources are available for download:

- [2017 Future of Local Government Summit - Discussion Paper - May 2017](#)
- [The Referendum That Wasn't: Constitutional Recognition of Local Government and the Australian Federal Reform Dilemma - Review - 2016](#)
- [The State of the Nation Starts in your Street - Hugh Mackay - February 2017](#)

Further details

For any inquiries contact: jhennessy@mav.asn.au

Note: The program is subject to change.

<http://www.cvent.com/events/2017-future-of-local-government-national-summit/custo...> 7/03/2017

ORDINARY MEETING OF THE COUNCIL

January 30, 2017

ITEM 8BROKEN HILL CITY COUNCIL REPORT NO. 44/17

SUBJECT: ATTENDANCE AT THE AUSTRALIAN LOCAL GOVERNMENT WOMENS ASSOCIATION CONFERENCE, 4-6 MAY 2017, PENRITH 11/174

Recommendation

1. That Broken Hill City Council Report No. 44/17 dated January 30, 2017, be received.
2. That Council considers to send two Councillor representatives to the 2017 Australian Local Government Women's Conference to be held in Penrith from May 4-6, 2017.
3. That Councillor interest be provided to the Executive Support Officer by the close of business Friday 7 April 2017.

Executive Summary:

The 2017 Australian Local Government Women's Association (NSW) Annual Conference will be held in Penrith from 4-6 March, 2017. The Conference theme for 2017 is "Your Adventure Starts Now".

Council previously resolved (Minute Number 44215) that Councillor Attendance at Conferences be determined by Council on a case by case basis. As such, this report is presented to Council to consider attendance.

Report:

Conference attendance will promote Council's strong support of Women in Local Government, by way of networking with other NSW Council elected members, General Managers and staff; and participating in the Conference workshops and keynote speakers program.

Keynote speakers include:

- Robbi Mack - Queen of HertBeatz and has a passion for inspiring and amplifying the potential found in human connection.
- Kim-Cherie Davidson - media profiler, adventurer, storyteller, photographer, dreamer, inspirer, explorer and philanthropist
- Professor Roberta Ryan – Director of the Institute of Public Policy & Governance and the UTS Centre for Local Government at the University of Technology Sydney

Two Workshops will also be conducted during the conference, these include:

1. Kim-Cherie Davidson: How to Start your Bucket List

2. Flourishing Mothers: Boosting wellbeing and increasing your levels of flourishing both at work and outside of work.

Question and Answer sessions and networking sessions are also a feature of the conference.

Attached to this report is the conference brochure for further information.

Strategic Direction:

Key Direction:	4. Our Leadership
Objective:	4.2 Our leaders make smart decisions
Function:	Leadership & Governance
DP Action:	4.2.1.13 Accept opportunities to attend training and events that provide value through information, ideas and solutions that add value to our community

Relevant Legislation:

Not applicable

Financial Implications:

The following costs are provided:

Conference Registration per person	\$1,067.00
Return Airfares Sydney per person (price dependent on availability)	\$702.00
Limit for accommodation per person per night (Capital City)	\$240.00

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

Attachments

1. [↓](#) ALGWA Conference Brochure

JAMES RONCON
GENERAL MANAGER



Penrith is steeped in rich history, it's surrounded by natural beauty, has a thriving arts and culture scene and boasts an impressive list of adrenaline attractions. We're looking forward to showcasing this to you, and so much more, at the 2017 ALGWA conference in Penrith in May.

The two-day conference features an entertaining, thought-provoking and informative program of speakers and workshops, and off-site and after hours activities to appeal to the adventurer in everyone!

Whether you're coming alone or bringing your partner, you can explore what the region has to offer. Plan your trip at visitpenrith.com.au. While you're there make sure you subscribe to the monthly e-newsletter to keep up to date with what's happening in Penrith.

You can also connect with Visit Penrith on Facebook, Instagram and Twitter for regular updates on things to see and do, and remember to share all your adventures in Penrith using #visitpenrith.

.....

REGISTER NOW

Registrations and conference information: penrithcity.nsw.gov.au/algwa2017
Date: Thursday 4 May – Saturday 6 May 2017
Venue: Penrith Panthers Event Centre
Accommodation and Attractions: visitpenrith.com.au
Conference enquiries: shelley.lee@penrith.city
ALGWA: algwa.org.au

PENRITH
CITY COUNCIL



LOCAL GOVERNMENT SUPER

penrithcity.nsw.gov.au

PROGRAM

	DAY 1 – Thursday 4 May
	Registration opens.
	Local Government Super welcome function
	DAY 2 – Friday 5 May
Afternoon	Wellness activity
Morning	Mayor's official welcome: Penrith Mayor Clr John Thain
	Official opening
	ALGWA OPENING ADDRESS
	Keynote Speaker Robbi Mack: Robbi Mack is the 'Queen of HeartBeatz' and has a passion for inspiring and amplifying the potential found in human connection. Robbi empowers people with the tools to integrate our minds, with a message from the heart. An expert in emotional intelligence, she innately understands the importance of self-awareness, self-management, and the power of empathy in becoming our greatest selves.
	Topic: Heartbeatz for resilience – Courage to change the things we can.
	MORNING TEA
	Majorie Propsting Talk - Heather Chaffey - Neighbourhood Renewal Coordinator, Penrith City Council
	Kim-Cherie Davidson: Live your bucket list, dream and explore
	Kim-Cherie Davidson is a media profiler, adventurer, storyteller, photographer, dreamer, inspirer, explorer and philanthropist.
	In the past five years Kim-Cherie has summited Mount Kilimanjaro, run a marathon at Uluru, climbed three peaks in South America and trekked in Nepal. Her secret to these achievements is slow and steady at the back of the pack because it is about being part of the race, not first. Through these physical pursuits, Kim-Cherie has pushed herself physically, mentally, emotionally, spiritually and grown exponentially.
	As a speaker, storyteller and coach, she has inspired women to follow their own adventure dreams. From her own experience, Kim-Cherie knows they can turn their dreams into reality with the right support and mindset.
	She also started a Facebook page "liveyourbucketlistau" for women to have a place to dream, inspire and explore their adventure dreams. Kim-Cherie's passion is to help you live your bucketlist.
	Full conference discussion panel: Local inspiring leaders
	LUNCH
	CONCURRENT WORKSHOPS
Afternoon	Kim-Cherie Davidson: How to start your bucket list
	Flourishing Mothers: Boosting wellbeing and increasing your levels of flourishing both at work and outside of work
	Professor Roberta Ryan: Director of the Institute for Public Policy & Governance and the UTS Centre for Local Government at the University of Technology Sydney.
	Topic: The state of women in local government referencing amalgamation, and leadership and what that means for young women.
	AFTERNOON TEA
	ALGWA hotspots.
Night	Performance of Chicago by the Penrith Musical Comedy Company (tickets limited) at the Joan Sutherland Performing Arts Centre.

DAY 3 - Saturday 6 May	
Morning	Wellness activity
	Morning announcements
	Sandy Davies: Executive Manager People & Capability, Penrith City Council Topic: Silver Award Gender Equity. How to get accreditation for gender equity and the process.
	Jane Liddelow: Style Makeover HQ Topic: Discover your personal style for business. Does your appearance reflect your personal values and beliefs? Does it convey who you are and how you want to be seen in business?
MORNING TEA	
Afternoon	Margo Blacklaw: Training and Coaching Solutions Topic: This session covers all you need to know to successfully write a winning resume. It involves preparation and updating of your resume as well as improving your image with a LinkedIn Profile.
	2019 Conference bids.
LUNCH	
Night	ALGWA AGM
	United Services Union Gala Dinner – Chairman's Lounge, Pepper Stadium

Program subject to change without notification.



ORDINARY MEETING OF THE COUNCIL

March 14, 2017

ITEM 9BROKEN HILL CITY COUNCIL REPORT NO. 45/17

SUBJECT: ATTENDANCE AT THE 2017 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT TO BE HELD IN CANBERRA ON 18-21 JUNE, 2017 AND CALL FOR MOTIONS 11/304

Recommendation

1. That Broken Hill City Council Report No. 45/17 dated March 14, 2017, be received.
2. That Council be represented at the 2017 National General Assembly of Local Government in Canberra, June 18-21, 2017 by the Mayor, Deputy Mayor and General Manager.
3. That Council determine motions to the 2017 National General Assembly of Local Government in line with the Assembly's eligibility principles; and such motions be submitted by April 21, 2016 along with a copy of the supporting Council resolution.

Executive Summary:

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

It is recommended that Council confirm representation to the National General Assembly of Local Government, and that Council prepare motions to the Conference to further pursue significant local government issues.

Report:

The 2017 National General Assembly will be held in Canberra from Sunday 18 June to Wednesday 21 June, 2017.

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

The Australian Local Government Association Board is calling for motions for the 2017 National General Assembly under this year's theme "Building Tomorrow's Communities". Motions should address how councils can work in partnership with the Australian Government in particular to meet the current and future needs of local communities.

At the time of writing the report the Assembly Program was not yet released.

As an indication, Guest Speakers at last year's Assembly included:

- *Prime Minister, the Hon Malcolm Turnbull MP*
- *Leader of the Australian Greens, Senator Dr Richard Di Natale*
- *Minister for Major Projects, Territories and Local Government, the Hon Paul Fletcher MP*
- *Leader of the Opposition, the Hon Bill Shorten MP*
- *Shadow Minister for Regional Development and Local Government, the Hon Julie Collins MP*

This year's program will be forwarded to Councillors once it becomes available.

Motions to the Assembly (along with the respective Council resolution) should be submitted electronically and should be received by the Australian Local Government Association no later than 11:59pm on Friday 21 April, 2017.

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

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

1. Be relevant to the work of local government nationally
2. Be consistent with the themes of the Assembly
3. Complement or build on the policy objectives of your state and territory local government association
4. Be from a council which is a financial member of their state or territory local government association
5. Propose a clear action and outcome, and
6. Not be advanced on behalf of external third parties which may seek to use the NGA to apply pressure to Board members, to gain national political exposure for positions that are not directly relevant to the work of, or in the national interest of the local government sector.

Strategic Direction:

Key Direction: 4 Our Leadership
 Objective: 4.2 Our Leaders Make Smart Decisions
 Function: Leadership and Governance
 DP Action: 4.2.1.13: Accept opportunities to attend training and events that provide value through information, ideas and solutions that add value to our community.

Financial Implications:

The following costs are associated with travelling to attend the National General Assembly and per person and includes:

Early Bird Registration Fee (registration prior to May 5, 2017)	\$929.00
Regional Co-Operation and Development Forum Registration Fee	\$225.00
Return flights to Canberra	\$750.00
Accommodation – 4 night's at Capital City rate (as per Council policy)	\$960.00

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

Attachments

1. [↓](#) 2017 National General Assembly - Call for Motions

JAMES RONCON
GENERAL MANAGER



AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

17 February 2017

Broken Hill City Council
PO Box 448
BROKEN HILL NSW 2880

To the Mayor, Councillors and CEO (please distribute accordingly)

2017 National General Assembly of Local Government – Call for Motions

The Australian Local Government Association (ALGA) is the national peak advocacy body for local government. ALGA's work includes but is not limited to the establishment of national policy and extensive liaison and lobbying with departments, Ministers and other parliamentarians at the Commonwealth level to achieve better outcomes for local councils.

The ALGA Board is comprised of delegates from each member association who refer matters of national relevance to the ALGA Board for consideration at regular Board meetings.

The 2017 National General Assembly of Local Government (NGA), to be held in Canberra from 18 to 21 June, is an opportunity for individual councils to identify matters of national relevance to the sector and to submit notices of motion to seek support at the NGA for these matters to be considered by ALGA as national policy, for its advocacy role or for more immediate action by ALGA on behalf of the sector.

On behalf of the ALGA Board I am writing to invite your council to participate in the 2017 NGA by submitting a notice of motion.

In doing so, please note the ALGA Board is calling for motions under the theme of 'Building Tomorrow's Communities'. This year, the NGA will focus debate on motions that address how councils can work in partnership with the Australian Government in particular to meet the current and future needs of local communities.

To assist you and your council to identify motions that address the theme of the NGA, the ALGA Secretariat has prepared the attached short discussion paper. You are encouraged to read all of the sections of the paper, but are not expected to respond to every question in each section. Your motion/s can address one or all of the issues identified in the discussion paper.

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

1. be relevant to the work of local government nationally;

2. be consistent with the themes of the NGA;
3. complement or build on the policy objectives of your state and territory local government association;
4. be from a council which is a financial member of their state or territory local government association;
5. propose a clear action and outcome; and
6. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

In accordance with previous NGAs, the ALGA Board will consider notices of motions for inclusion in the NGA agenda and will align similar motions, prioritise motions according to the NGA theme and take any other steps required to facilitate an effective and productive NGA outcome for participants.

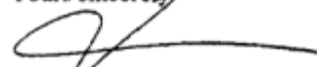
Motions should be lodged electronically using the online form available on the NGA website at: www.alga.asn.au. All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be received by ALGA no later than 11:59pm on Friday 21 April 2017, electronically in the prescribed format. Any administrative inquiries can be directed to ALGA by calling 02 6122 9400.

I encourage you to ensure the views of your council and your community are represented at the 2017 NGA and accordingly look forward to receiving your council's notice of motion.

In addition to those councils sending delegates to debate motions, we welcome the attendance of all elected members and staff who are interested in this year's NGA theme and the engaging list of speakers and sessions we have planned for the event. The NGA will be held during a sitting week and you may also wish to consider meeting with a parliamentarian before, during or after the NGA to pursue matters of specific interest to your region or council.

In closing, please accept my thanks for all the work you do on behalf of your local community and I look forward to welcoming you at the 2017 NGA - the premier event for Australian councils.

Yours sincerely,



Mayor David O'Loughlin
President, Australian Local Government Association

cc: State and Territory Local Government Associations



**AUSTRALIAN LOCAL
GOVERNMENT ASSOCIATION**

**National General Assembly of
Local Government
Building Tomorrow's Communities
18 - 21 June 2017**

Call for Motions Discussion Paper

Submitting Motions

The National General Assembly of Local Government (NGA) is an important opportunity for you and your council to influence the national policy agenda.

To assist you to identify motions that address the theme of the NGA, the Australian Local Government Association (ALGA) Secretariat has prepared this short discussion paper. You are encouraged to read all of the sections of the paper, but are not expected to respond to every question in each section. Your motion/s can address one or all of the issues identified in the discussion paper.

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

1. be relevant to the work of local government nationally
2. be consistent with the themes of the NGA
3. complement or build on the policy objectives of your state and territory local government association
4. be submitted by a council which is a financial member of their state or territory local government association
5. propose a clear action and outcome
6. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs. For example: *That this National General Assembly call on the Federal Government to restore indexation to local government financial assistance grants.*

Motions should be lodged electronically using the online form available on the NGA website at: www.alga.asn.au. All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be received by ALGA no later than 11:59pm on Friday 21 April 2017.

Please note that for every motion it is important to complete the background section on the form. Submitters of motions should not assume knowledge. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-Committee as well as by state and territory local government associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the sub-committee considers the importance and relevance of the issue to local government. Please note that motions should not be prescriptive in directing how the matter should be pursued. With the agreement of the relevant council, motions may be edited before inclusion in the NGA Business Papers to ensure consistency. If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association, and will not be included in the NGA Business Papers.

Introduction

This year, debate at the NGA will focus on the role of Local Government in building tomorrow's communities. The discussions will look at how councils can work in partnership with the Australian Government to meet the current and future needs of local communities.

Tomorrow's communities will undoubtedly be shaped by the ambition and drive of their people, as well as the investments that governments, businesses and individuals make in people, infrastructure and the places we live and work.

In the Australian context, governments at all levels must focus on creating the environment for people and businesses to innovate and prosper in both cities and the regions. Government service delivery needs to be appropriate and responsive to the needs of communities, and appropriate infrastructure must be provided to drive productivity and social equity.

Local government strives, wherever possible, to assist communities to be productive, innovative and cohesive. Councils can enhance their capacity to respond to new and unforeseen challenges and identify opportunities to help communities build resilience and increase overall prosperity.

The Australian Government has shown that it understands and appreciates that Local Government's strength lies in its capacity to identify and respond to the diverse and emerging needs of communities across Australia. The Australian Government has also shown its commitment to working with Local Government to achieve real and meaningful outcomes for local and regional communities.

ALGA is calling for notices of motions that outline policy suggestions or principles the Australian Government can implement to support Local Government. Notices of motions that meet the criteria will be included in the NGA Business Papers and debated at the NGA. Motions carried at the NGA will be considered by the ALGA Board, and will be forwarded to the Australian Government for their information, response and potential implementation.

Supporting our Cities

The Australian Government has recently focused greater attention on the role of cities, and the Government's potential role in supporting them to be liveable, accessible and productive. Great cities attract, retain and develop increasingly mobile talent and organisations, encouraging them to innovate, create jobs and support growth.

Increased urbanisation is a major issue, globally and within Australia. The populations of Australia's major cities are at record levels, with the 2011 Census finding that 88.9 per cent of Australians live in urban Australia – people are following jobs to urban centres. The overwhelming majority of jobs are located in cities, which is where most new jobs are being created. Australia is among the most urbanised countries in the world. More than 75 per cent of Australia's population lives in the country's 20 largest cities, with more than 60 per cent alone living in Australia's 5 largest cities: Sydney, Melbourne, Brisbane, Perth and Adelaide.

The economic output of our major cities has grown and their importance to the national economy should not be underestimated. However, alongside that growth there is greater demand on transport systems than ever before. Issues of space and the potential conflicts of usability continue to

challenge us, along with the utility and long term capacity of freight hubs, ports and airports and the movement of goods and people.

The Australian Government released its Smart Cities Plan in April 2016. The plan is just one of the ways that the Commonwealth aims to build an agile, innovative and prosperous nation. Key elements of the plan include establishing City Deals (one for each capital city and one for a regional centre in each state), the \$50 million Smart Cities and Suburbs Program (to fund innovative technology solutions to fix complex local problems) and the establishment of an Infrastructure Financing Unit to look at alternative infrastructure financing options such as value capture.

The Australian Government's National Innovation and Science Agenda (NISA), released in December 2015, is another strategy to encourage innovation, growth and productivity, and to increase Australia's capacity to compete in a global market. The NISA focuses on four key pillars - culture and capital, collaboration, talent and skills and government as an exemplar. These pillars provide a framework for Australian innovation policy with initiatives worth \$1.1 billion over four years designed to drive smart ideas that create business growth, local jobs and global success. From supporting start-ups and entrepreneurial activity to fostering R&D and developing the networks of people and technology that support innovation, NISA aims to improve Australia's ability to compete internationally and to harness new sources of growth to deliver the next age of economic prosperity in Australia.

The NISA also looks to address the educational requirements to position our children for the future given that 75 per cent of jobs in the fastest-growing industries in the next 5 to 10 years are likely to require science, technology, engineering and mathematics (STEM) skills. In developing their NGA motions, councils are encouraged to think about and focus on the strategic ways that the Australian Government can support Australian cities.

Supporting Regional Australia

The Australian Government has renewed its focus on our regions and regional development policy. Following the 2016 Federal election, Senator Fiona Nash was appointed Minister for Regional Development and Minister for Local Government and Territories. With the portfolio being elevated to Cabinet, the appointment was seen as a very positive step for local government and for regional development in Australia.

In November, last year the Government released details of the new Building Better Regions Fund (BBRF). The BBRF will invest \$297.7 million over four years in infrastructure projects and community investments to create jobs, drive economic growth and build stronger regional communities into the future. Minister Nash has indicated that the Government will release the Australian Regional Development Policy Statement early this year, which will highlight and focus political attention on Australia's regions.

Local governments are well-positioned to design, create and, above all, maintain tomorrow's communities. Whether these communities are metropolitan, urban, regional or remote, their local council knows the people best and understand the unique strengths of the area.

In developing their NGA motions, councils are encouraged to think about and focus on the strategic ways that the Australian Government can support regional Australia.

NGA Themes

ALGA is calling for motions for this year's NGA to explore the theme *Building Tomorrow's Communities* as well as the following six sub-themes:

1. Governance – community driven planning and development
2. Innovation – identifying and harnessing the key pillars of growth
3. Liveability – maximising amenity, design and community cohesion
4. Data driven public policy – using high quality data to grow the evidence base
5. Social capital – improving the capacity of citizens and optimising workforce trends
6. Technology and Infrastructure – identifying and investing in tomorrow's foundations.

This discussion paper provides some background and poses a number of questions for councils to consider when developing notices of motion for the NGA. This paper is not intended to limit the discussion or thinking around the theme, local governments roles or the sub-themes.

1. Governance – community driven planning and development

Good governance is essential to tomorrow's communities. Ensuring appropriate structures and institutions are in place to oversee the planning and development of the community is as critical as ensuring the community's access and involvement in these structures. The governance structures of tomorrow will cross traditional borders as cities grow, regions are redefined and their functionality (e.g environment, economic, social) changes.

Tomorrow's governance arrangements encompass, but go beyond, our current institutions, tools, or structures. Tomorrow's governance issues may often involve several layers of competency within agencies from across the different levels of government. Our communities need to consider not only the geographical borders but the very definition of these bodies as they grow to incorporate public, private, not-for-profit and community representation.

In strengthening governance, councils are looking to maximise community involvement in governance structures as well as considering ways to extend committees and sub-structures that inform and guide councils. Councils are also considering how best to encourage future leaders to get involved in local government.

In developing your council's notice of motion you may wish to consider:

- What support do you need from the Commonwealth to improve the governance arrangements in your community?

2. Innovation – identifying and harnessing the key pillars of growth

There are examples in Australia, and around the world, where local authorities have embraced innovation to increase economic activity in their communities. This promotes entrepreneurship, boosts the local workforces, diversifies the economic base and helps to future-proof communities.

Councils have successfully enhanced their community's innovative spirit and reputation by: developing new innovation and commercial precincts such as in the City of Boston; improving council business and service delivery by capitalising on new technology such as using apps to enhance community engagement and communication or deliberately directing council business to support local start-up businesses such as in the City of Melbourne; and identifying changes in local industry and workforce trends, and adopting proactive strategies to ensure the community's ability to capitalise on the work of the future and areas of future economic growth such as in the North Melbourne region.

Underpinning these efforts are the networks and connections between people and technology. Innovation and experimentation are key, much like the ability to manage and leverage constant change. Innovation is an ongoing process. Councils need to extend and develop their networks with businesses, service providers and developers. Councils also need to consider how information can be used and shared, and how they can best harness technology to build and foster growth in their communities.

In developing your council's notice of motion, you may wish to consider:

- What support do you need from the Commonwealth to improve innovation within your community?

3. Liveability – maximising amenity, design and community cohesion

Defining "community" can sometimes be difficult. In cities, we may commute many hours a week from work to home or we might be in walking distance. Transport congestion and the price of housing are among the chief concerns. In non-metropolitan areas, the challenges might appear different, such as ensuring ongoing economic development and protecting the sense of community that is so valued, but the fundamental work is the same. Local government has a core role to ensure that our communities, whether regional, urban, suburban or rural are places people want to live because they see the community's future is promising.

Liveability is defined as the sum of the factors that add up to a community's quality of life, including the built and natural environments, economic prosperity, social stability and equity, educational opportunity, and cultural, entertainment and recreation possibilities. Maximising the liveability of tomorrow's communities, wherever they are, is Local Government's core business.

Identifying the barriers to making your community more liveable can be key in directing thinking and work in this area. Councils around Australia are considering their roles and responsibilities in maximising community liveability.

In developing your council's notice of motion, you may wish to consider:

- What support do you need from the Commonwealth to enhance the liveability of your community?

4. Data driven public policy – using high quality data to grow the evidence base

Data is ubiquitous in today's world. Not only is it the substance that drives information technology and the digital world, but data is the source of information that government and industry are using to plan for the future. It is fundamental that policy should be made based on the best available information. The challenge for government is not just having access to, and the use of, that data but

also ensuring the quality of that information. Urban planning and renewal is one area in which digital innovations have huge potential. City planning projects require extensive public engagement and consultation. Data captured representing communities' concerns and ideas, and desired amenities and suggestions for development, paired with more effective, automated analysis could facilitate an unprecedented level of open engagement between citizens and government.

Rather than piecemeal data coming in from various channels, the simplification of communications through connected infrastructure could generate real-time data and allow governments to address problems more effectively. This enhanced engagement process would create more liveable cities with better services and a higher quality of life.

At the heart of addressing those macro challenges is the question of how data can be drawn on to gain a deeper understanding of the complex interrelationships at play in our communities, and how this may allow us to improve services and infrastructure for our communities.

Councils have access to and own a wide range of data sources. It is worth considering how these sources are used and whether there are untapped sources within council systems. Urban planning has been identified as an area where there maybe benefits from drawing on big data, however councils are considering what other functions enhanced data analytics could assist with. Sometimes knowing the right question to ask is as difficult as finding the answer, given the range of data sources available, there may be a range of insights and intelligence available that would directly enhance councils decision making.

In developing your council's notice of motion, you may wish to consider:

- What support do you need from the Commonwealth to tap into big data and data analytics to provide greater insights into your community and to enhance decision making?

5. Social capital – improving the capacity of citizens and optimising workforce trends

Our communities need to prepare for, and adapt to, the needs of the modern labour market while positioning themselves to provide jobs for future generations. This will be challenging given the rate of change occurring in the labour market. Some estimates claim that up to 40 per cent of the jobs that currently exist will disappear over the next 15 years with much of these losses predicted to be in manufacturing, mining and agriculture.

To offset declining demand for jobs in manufacturing, mining and agriculture, communities will need to implement proactive and strategic interventions such as investing in education around STEM (science, technology, engineering and maths) subjects as well as complementary skills such as language, culture, resilience and adaptability. Strong employment growth is also predicted in healthcare and social assistance, retail, and tourism and hospitality.

It is also anticipated that individuals will be required to take greater responsibility for keeping their skills up to date and in line with industry requirements through lifelong learning and training.

Our communities face the difficult task of identifying the most appropriate workforce investments for tomorrow's economy. Identifying the specific competitive advantages of your community and region will assist in guiding these decisions, and well as ensuring there are well-developed community engagement mechanisms around the issue.

In developing your council's notice of motion, you may wish to consider:

- What support do you need from the Commonwealth to strengthen the social capital in your community?

6. *Technology and Infrastructure – identifying and investing in tomorrow’s foundations*

The current focus on smart cities looks at harnessing smart technology to improve the liveability and efficiency of large cities. Real-time traffic management, real-time energy consumption management, integrated public transport networks and data collecting sensors are examples of smart technology which may contribute to the efficiency of a city.

The Australian Government’s Department of the Prime Minister and Cabinet defines smart cities beyond the traditional view to include “support for productive, accessible, liveable cities that encourage innovation and create jobs and growth, with a commitment in both regional and metropolitan areas for smart investment, smart policy, and smart technology”. The Smart Cities and Suburbs Program, announced in 2016, encourages collaborative projects that apply innovative smart technology to solve complex urban problems. The program has a strong focus on “collaboration between local governments, private sector, research bodies and not-for-profit organisations to improve liveability, productivity, and sustainability of Australian regions”.

Other key elements of the Australian Government’s smart cities plan include the concept of the 30-minute city (where travel to and from any location within the city takes no longer than 30 minutes), City Deals and the establishment of the Infrastructure Financing Unit to identify smarter ways to finance investment in our cities.

The smart cities agenda isn’t just focused on large cities. The approaches and ideas can be applied to smaller cities, regions and towns. For councils of all sizes the opportunities technology brings to enhancing service provision and communication within your community are applicable; the careful prioritisation and investment in technology and infrastructure are some of the most important decisions your council will make to position your community for tomorrow.

In developing your council’s notice of motion, you may wish to consider:

- What support do you need from the Commonwealth to allow your community to benefit from the smart cities agenda?

ORDINARY MEETING OF THE COUNCIL

March 13, 2017

ITEM 10BROKEN HILL CITY COUNCIL REPORT NO. 46/17SUBJECT: INVESTMENT REPORT FOR FEBRAURY 2017 11/48**Recommendation**

1. That Broken Hill City Council Report No. 46/17 dated March 13, 2017, be received.

Executive Summary:

The *Local Government (General) Regulation 2005* (Part 9, Division 5, Clause 212), effective from 1 September 2005, 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 2017, Council's Investment Portfolio had a current market valuation of \$22,108,354 or principal value (face value) of \$22,043,617 and was compliant with all legislative and policy requirements.

Report:

Council's investments as at 28 February 2017 are detailed in Attachment 1.

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

Market Review**Global issues**

In the US, share markets continued to move higher off the back of the Trump administrations' tax reform and deregulation agendas. The Dow Jones Index was up nearly 5% for the month, nearly +9% for the quarter and over 25% for the past 12 months.

In Europe, concerns of more defections from the EU are being driven by successes of far right campaigns particularly in France where Marine Le Pen's Trump-like anti-immigration and nationalistic rhetoric has positioned her as a favourite to reach the second round of elections in two months.

Domestic issues

In Australia, recent economic data has been largely healthy. Business conditions, consumer confidence, and jobs data were all market friendly. The latest retail sales numbers were lower than expected (-0.10 vs exp +0.30), but the decline was largely due to a slump in one sector, hardware sales.

Reserve Bank Governor, Philip Lowe, testified to Federal Parliament for the first time of his tenure. The message remains clear, the RBA is closely watching the nation's increasing household debt and Sydney & Melbourne house prices which have been fuelled by the historically low interest rate environment. Another interest rate cut in this cycle is appearing increasingly remote.

Interest rates

The RBA's official cash rate remains at 1.50%. The Australian money markets are pricing the next official movement to be a rate hike by July 2018.

Term deposit rates across most maturities ended mostly unchanged for the month. Three month TDs from Australian majors closed February in the 2.40%-2.50% area and the best indicative 12 month rate from a four major was at 2.60%.

Council's Portfolio by Source of Funds – February 2017

As at 28 February 2017, Council's Investment Portfolio had a current market valuation of \$22,108,354 or principal value (face value) of \$22,043,617 with the source of these funds being detailed in the table below.

	Source of Funds	Principal Amount
GENERAL FUND	Operating Capital & Internal Restrictions	10,748,617
	Accommodation Bonds Reserve	45,000
	Royalties Reserve	475,000
	Domestic Waste Management Reserve	4,900,000
	Grants	5,400,000
	Developer Contributions	475,000
	TOTAL PORTFOLIO	\$22,043,617

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.

Strategic Direction:

- Key Direction 4: Our Leadership
- Objective 4.1: Openness and Transparency in Decision Making
- Action 4.1.1.13: Maintain good governance and best practice methods and ensure compliance with various guidelines and legislation.

Relevant Legislation:

This report is provided for Council's consideration in compliance with the requirements of *Part 9, Division 5, Clause 212 of the Local Government (General) Regulations 2005*.

Financial Implications:

The recommendation has no financial impact.

Attachments

1. [↓](#) Investment Report - February 2017

JAY NANKIVELL
FINANCE MANAGER

JAMES RONCON
GENERAL MANAGER



**Investment Summary Report
February 2017**



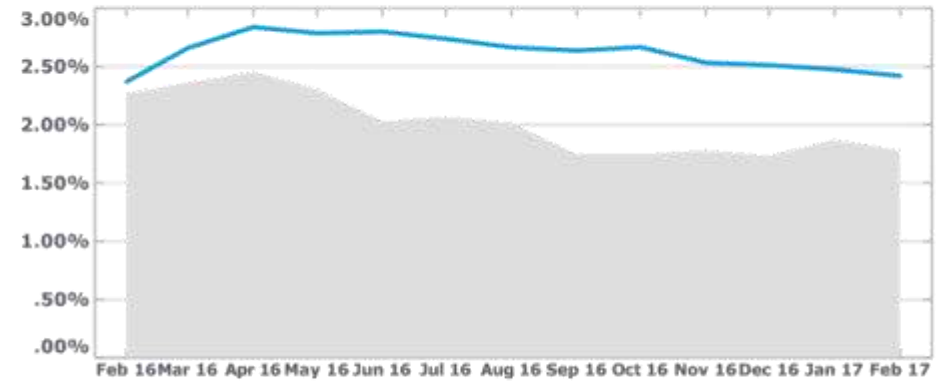
Broken Hill City Council
Executive Summary



Investment Holdings

	Face Value (\$)	Current Value (\$)	Current Yield (%)
Cash	2,543,616.70	2,543,616.70	1.13
Term Deposit	19,500,000.00	19,564,736.97	2.60
	22,043,616.70	22,108,353.67	2.43

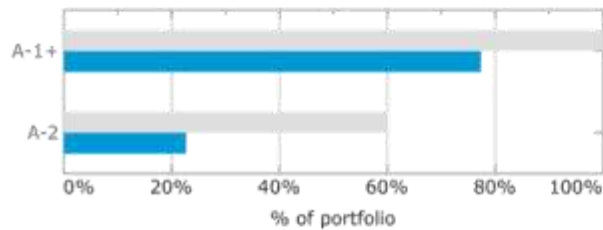
Investment Performance



■ Portfolio Annualised Return ■ Ausbond BB Index Annualised Return

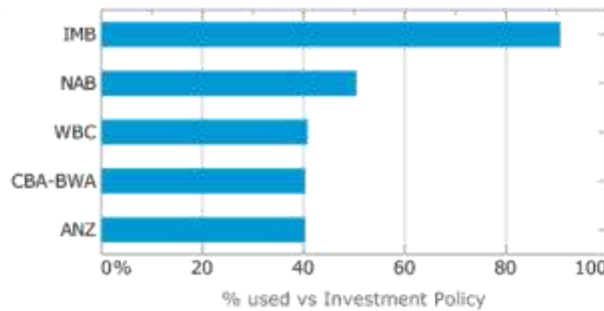
Investment Policy Compliance

Total Credit Exposure



■ Portfolio Exposure ■ Investment Policy Limit

Highest Individual Exposures



% used vs Investment Policy

Term to Maturities

Maturity Profile	Face Value (\$)	Policy Max
Between 0 and 1 Year	22,043,617	100% 100%
	22,043,617	

Broken Hill City Council

Investment Holdings Report



Cash Accounts

Face Value (\$)	Current Yield	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference
2,468,573.64	1.1400%	Westpac Group	A-1+	2,468,573.64	473409	Cheque
75,043.06	0.7000%	Westpac Group	A-1+	75,043.06	473410	Maxi
2,543,616.70	1.1270%			2,543,616.70		

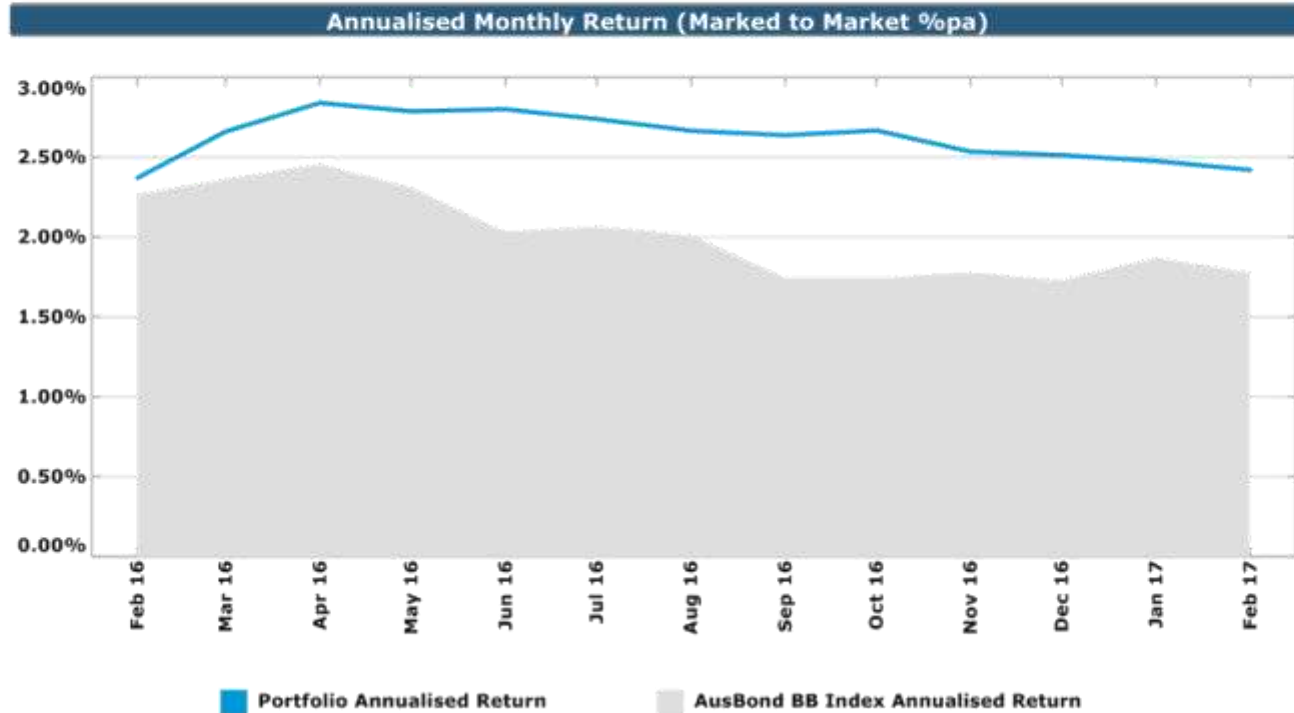
Term Deposits

Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
1-Mar-17	1,500,000.00	2.6800%	ANZ Banking Group	A-1+	1,500,000.00	30-Nov-16	1,510,022.47	534605	10,022.47	AtMaturity	
1-Mar-17	1,000,000.00	2.6800%	National Australia Bank	A-1+	1,000,000.00	30-Nov-16	1,006,681.64	534608	6,681.64	AtMaturity	
15-Mar-17	1,000,000.00	2.5500%	Bankwest	A-1+	1,000,000.00	14-Dec-16	1,005,379.45	534730	5,379.45	AtMaturity	
15-Mar-17	2,500,000.00	2.6000%	National Australia Bank	A-1+	2,500,000.00	14-Dec-16	2,513,712.33	534731	13,712.33	AtMaturity	
22-Mar-17	2,000,000.00	2.6000%	IMB Ltd	A-2	2,000,000.00	23-Dec-16	2,009,687.67	534732	9,687.67	AtMaturity	
5-Apr-17	1,000,000.00	2.5500%	Bankwest	A-1+	1,000,000.00	1-Feb-17	1,001,956.16	534941	1,956.16	AtMaturity	
12-Apr-17	2,000,000.00	2.6000%	ANZ Banking Group	A-1+	2,000,000.00	11-Jan-17	2,006,980.82	534824	6,980.82	AtMaturity	
26-Apr-17	500,000.00	2.6000%	ANZ Banking Group	A-1+	500,000.00	25-Jan-17	501,246.58	534825	1,246.58	AtMaturity	
3-May-17	1,500,000.00	2.6000%	IMB Ltd	A-2	1,500,000.00	1-Feb-17	1,502,991.78	534939	2,991.78	AtMaturity	
3-May-17	1,500,000.00	2.6000%	Westpac Group	A-1+	1,500,000.00	3-Feb-17	1,502,778.08	534943	2,778.08	AtMaturity	
10-May-17	500,000.00	2.5500%	National Australia Bank	A-1+	500,000.00	8-Feb-17	500,733.56	534945	733.56	AtMaturity	
17-May-17	1,000,000.00	2.5500%	National Australia Bank	A-1+	1,000,000.00	15-Feb-17	1,000,978.08	534942	978.08	AtMaturity	
24-May-17	1,500,000.00	2.5500%	IMB Ltd	A-2	1,500,000.00	22-Feb-17	1,500,733.56	534940	733.56	AtMaturity	
19-Jul-17	2,000,000.00	2.6000%	Bankwest	A-1+	2,000,000.00	23-Feb-17	2,000,854.79	534944	854.79	AtMaturity	
	19,500,000.00	2.5974%			19,500,000.00		19,564,736.97		64,736.97		

Broken Hill City Council

Accrued Interest Report

Accrued Interest Report									
Asset Type	Deal Number	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days Accrued	Interest Accrued (\$)	Percentage Return	
Westpac Group	473409	2,468,573.64				31			
Westpac Group	473410	75,043.06				31			
Cash									
ANZ Banking Group	534483	1,500,000.00	31-Oct-16	1-Feb-17	10,166.30	0	0.00		
IMB Ltd	534606	1,500,000.00	30-Nov-16	1-Feb-17	5,825.34	0	0.00		
Bankwest	534611	1,000,000.00	2-Nov-16	1-Feb-17	6,482.19	0	0.00		
National Australia Bank	534610	500,000.00	9-Nov-16	8-Feb-17	3,241.10	7	249.32	2.60%	
National Australia Bank	534609	1,000,000.00	16-Nov-16	15-Feb-17	6,482.19	14	997.26	2.60%	
Westpac Group	534607	2,500,000.00	23-Nov-16	22-Feb-17	15,831.51	21	3,653.42	2.54%	
ANZ Banking Group	534605	1,500,000.00	30-Nov-16	1-Mar-17	0.00	28	3,083.84	2.68%	
National Australia Bank	534608	1,000,000.00	30-Nov-16	1-Mar-17	0.00	28	2,055.89	2.68%	
Bankwest	534730	1,000,000.00	14-Dec-16	15-Mar-17	0.00	28	1,956.16	2.55%	
National Australia Bank	534731	2,500,000.00	14-Dec-16	15-Mar-17	0.00	28	4,986.30	2.60%	
IMB Ltd	534732	2,000,000.00	23-Dec-16	22-Mar-17	0.00	28	3,989.04	2.60%	
Bankwest	534941	1,000,000.00	1-Feb-17	5-Apr-17	0.00	28	1,956.16	2.55%	
ANZ Banking Group	534824	2,000,000.00	11-Jan-17	12-Apr-17	0.00	28	3,989.04	2.60%	
ANZ Banking Group	534825	500,000.00	25-Jan-17	26-Apr-17	0.00	28	997.26	2.60%	
IMB Ltd	534939	1,500,000.00	1-Feb-17	3-May-17	0.00	28	2,991.78	2.60%	
Westpac Group	534943	1,500,000.00	3-Feb-17	3-May-17	0.00	26	2,778.08	2.60%	
National Australia Bank	534945	500,000.00	8-Feb-17	10-May-17	0.00	21	733.56	2.55%	
National Australia Bank	534942	1,000,000.00	15-Feb-17	17-May-17	0.00	14	978.08	2.55%	
IMB Ltd	534940	1,500,000.00	22-Feb-17	24-May-17	0.00	7	733.56	2.55%	
Bankwest	534944	2,000,000.00	23-Feb-17	19-Jul-17	0.00	6	854.79	2.60%	
Term Deposit					48,028.63		36,983.56	2.60%	
					48,028.63		36,983.56	2.60%	



Historical Performance Summary			
	Portfolio	AusBond BB Index	Outperformance
Feb 2017	2.42%	1.77%	0.65%
Last 3 Months	2.47%	1.79%	0.68%
Last 6 Months	2.54%	1.77%	0.78%
Financial Year to Date	2.58%	1.83%	0.75%
Last 12 months	2.65%	1.98%	0.66%

Broken Hill City Council
Investment Policy Compliance Report



	Credit Rating	Face Value (\$)	Policy Max
Short Term	A-1+	17,043,617	
		17,043,617	77% 100% ✓
Short Term	A-2	5,000,000	
		5,000,000	23% 60% ✓
		22,043,617	100%

✓ = compliant
X = non-compliant

Institution	% used vs Investment Policy Limit
IMB Ltd (A-2, BBB+)	91% ✓
National Australia Bank (A-1+, AA-)	50% ✓
Westpac Group (A-1+, AA-)	41% ✓
Commonwealth Bank of Australia (A-1+, AA-)	40% ✓
ANZ Group (A-1+, AA-)	40% ✓

Term	Face Value (\$)	Policy Max
Between 0 and 1 Year	22,043,617	100% 100% ✓
	22,043,617	

Detailed Maturity Profile	Face Value (\$)
00. Cash + Managed Funds	2,543,617 12%
01. Less Than 30 Days	8,000,000 36%
02. Between 30 Days and 60 Days	3,500,000 16%
03. Between 60 Days and 90 Days	6,000,000 27%
04. Between 90 Days and 180 Days	2,000,000 9%
	22,043,617

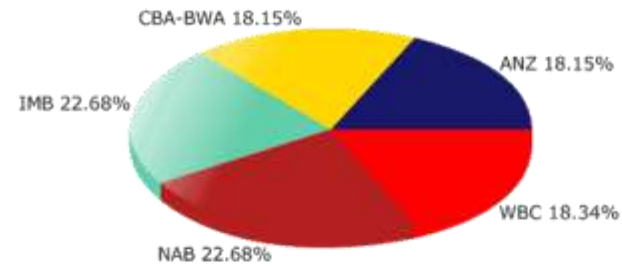
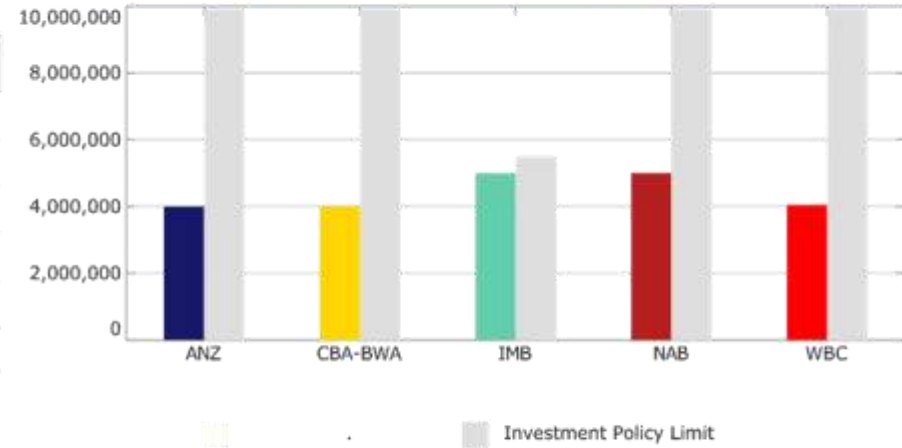


Broken Hill City Council
Individual Institutional Exposures Report



Individual Institutional Exposures **Individual Institutional Exposure Charts**

Parent Group	Credit Rating	Portfolio Exposure (\$)	Investment Policy Limit (\$)
ANZ Group	A-1+, AA-	4,000,000	9,919,628
Commonwealth Bank of Australia	A-1+, AA-	4,000,000	9,919,628
IMB Ltd	A-2, BBB+	5,000,000	5,510,904
National Australia Bank	A-1+, AA-	5,000,000	9,919,628
Westpac Group	A-1+, AA-	4,043,617	9,919,628
		22,043,617	



Broken Hill City Council

Cash Flows Report

Current Month Cashflows					
Transaction Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Cashflow Received
1-Feb-17	534483	ANZ Banking Group	Term Deposits	Interest - Received	10,166.30
		ANZ Banking Group	Term Deposits	Maturity Face Value - Received	1,500,000.00
Deal Total					1,510,166.30
	534606	IMB Ltd	Term Deposits	Interest - Received	5,825.34
		IMB Ltd	Term Deposits	Maturity Face Value - Received	1,500,000.00
Deal Total					1,505,825.34
	534611	Bankwest	Term Deposits	Interest - Received	6,482.19
		Bankwest	Term Deposits	Maturity Face Value - Received	1,000,000.00
Deal Total					1,006,482.19
	534939	IMB Ltd	Term Deposits	Settlement Face Value - Paid	-1,500,000.00
Deal Total					-1,500,000.00
	534941	Bankwest	Term Deposits	Settlement Face Value - Paid	-1,000,000.00
Deal Total					-1,000,000.00
Day Total					1,522,473.84
3-Feb-17	534943	Westpac Group	Term Deposits	Settlement Face Value - Paid	-1,500,000.00
Deal Total					-1,500,000.00
Day Total					-1,500,000.00
8-Feb-17	534610	National Australia Bank	Term Deposits	Interest - Received	3,241.10
		National Australia Bank	Term Deposits	Maturity Face Value - Received	500,000.00
Deal Total					503,241.10
	534945	National Australia Bank	Term Deposits	Settlement Face Value - Paid	-500,000.00
Deal Total					-500,000.00
Day Total					3,241.10
15-Feb-17	534609	National Australia Bank	Term Deposits	Interest - Received	6,482.19
		National Australia Bank	Term Deposits	Maturity Face Value - Received	1,000,000.00
Deal Total					1,006,482.19
	534942	National Australia Bank	Term Deposits	Settlement Face Value - Paid	-1,000,000.00
Deal Total					-1,000,000.00

Broken Hill City Council Cash Flows Report



Current Month Cashflows					
Transaction Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Cashflow Received
Day Total					6,482.19
22-Feb-17	534607	Westpac Group	Term Deposits	Interest - Received	15,831.51
		Westpac Group	Term Deposits	Maturity Face Value - Received	2,500,000.00
<u>Deal Total</u>					<u>2,515,831.51</u>
	534940	IMB Ltd	Term Deposits	Settlement Face Value - Paid	-1,500,000.00
<u>Deal Total</u>					<u>-1,500,000.00</u>
Day Total					1,015,831.51
23-Feb-17	534944	Bankwest	Term Deposits	Settlement Face Value - Paid	-2,000,000.00
<u>Deal Total</u>					<u>-2,000,000.00</u>
Day Total					-2,000,000.00
Net Cash Movement for Period					-951,971.37

Next Month Cashflows					
Transaction Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Cashflow Due
1-Mar-17	534605	ANZ Banking Group	Term Deposit	Interest - Received	10,022.47
		ANZ Banking Group	Term Deposit	Maturity Face Value - Received	1,500,000.00
<u>Deal Total</u>					<u>1,510,022.47</u>
	534608	National Australia Bank	Term Deposit	Interest - Received	6,681.64
		National Australia Bank	Term Deposit	Maturity Face Value - Received	1,000,000.00
<u>Deal Total</u>					<u>1,006,681.64</u>
Day Total					2,516,704.11
15-Mar-17	534730	Bankwest	Term Deposit	Interest - Received	6,357.53
		Bankwest	Term Deposit	Maturity Face Value - Received	1,000,000.00
<u>Deal Total</u>					<u>1,006,357.53</u>
	534731	National Australia Bank	Term Deposit	Interest - Received	16,205.48
		National Australia Bank	Term Deposit	Maturity Face Value - Received	2,500,000.00
<u>Deal Total</u>					<u>2,516,205.48</u>
Day Total					3,522,563.01

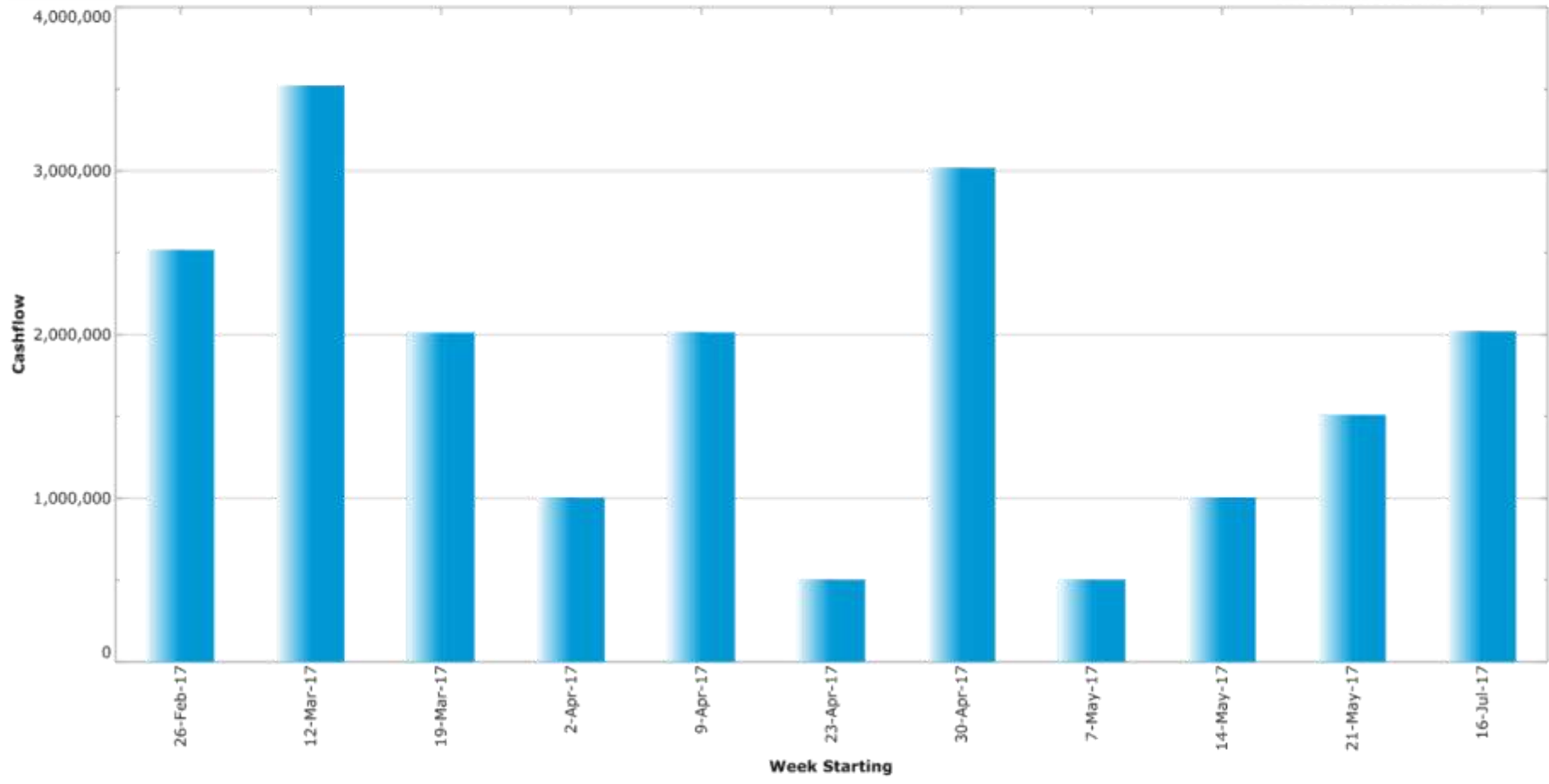
Broken Hill City Council
Cash Flows Report



Next Month Cashflows

<u>Transaction Date</u>	<u>Deal No.</u>	<u>Cashflow Counterparty</u>	<u>Asset Type</u>	<u>Cashflow Description</u>	<u>Cashflow Due</u>
22-Mar-17	534732	IMB Ltd	Term Deposit	Interest - Received	12,679.45
		IMB Ltd	Term Deposit	Maturity Face Value - Received	2,000,000.00
				<u>Deal Total</u>	<u>2,012,679.45</u>
				Day Total	2,012,679.45
				Net Cash Movement for Period	8,051,946.58

Broken Hill City Council
Cash Flows Report



ORDINARY MEETING OF THE COUNCIL

March 21, 2017

ITEM 11BROKEN HILL CITY COUNCIL REPORT NO. 47/17

SUBJECT: AUDIT RISK AND IMPROVEMENT COMMITTEE MINUTES FROM
MEETING HELD 13 FEBRUARY 2017 13/19

Recommendation

1. That Broken Hill City Council Report No. 47/17 dated March 21, 2017, be received.
2. That the minutes of the Audit, Risk and Improvement Committee meeting held 13 February 2017 be adopted.
3. That the Broken Hill City Council endorse and adopt the Audit, Risk & Improvement Committee Charter at the March 2017 Ordinary Council Meeting.

Executive Summary:

The Charter of the Broken Hill Audit Committee, as endorsed by Council at its meeting on 26 June 2013, requires the Audit, Risk and Improvement Committee to refer the minutes and recommendations of the Audit, Risk and Improvement Committee to the next scheduled Ordinary Council Meeting.

The Broken Hill City Council Audit, Risk and Improvement Committee met on Monday, 13 February 2017 and endorsed an updated Charter which is now presented to Council for adoption.

The minutes of this meeting are provided at Attachment 1 to this report.

Report:

The Audit Committee considered the following items:

Presentation by Risk Officer – Scott Howe
Audit Committee Action List Report for February 2017
Risk Management Status Report
Audit, Risk & Improvement Charter
Audit, Risk & Improvement Meeting Schedule and Work Plan
External Audit Progress Report

The next meeting of the Audit, Risk and Improvement Committee will be held Thursday, 11 May 2017.

Strategic Direction:

Key Direction:	4	Our Leadership
Objective:	4.1	Openness and Transparency in Decision Making
Function:		Leadership and Governance
DP Action:	4.1.1.13	Maintain good governance and best practice methods and ensure compliance with various guidelines and legislation

Attachments

1. [Audit Risk and Improvement Committee minutes of meeting held 13 February 2017](#)

JAMES RONCON
GENERAL MANAGER

AUDIT COMMITTEE

13 FEBRUARY 2017

**MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING
HELD MONDAY, 13 FEBRUARY 2017 (10AM)**

PRESENT: Mr Jim Mitchell, Mr Damian Pulgies, Councillor Dave Gallagher, Finance Manager Jay Nankivell, Executive Support Officer Louise Schipanski
Mayor Darriea Turley, General Manager James Roncon – late attendance

APOLOGIES: Councillor Jim Nolan,

PRESENTATION: Risk Officer, Scott Howe

PRESENTATION

Corporate Risk Officer Presentation – Scott Howe

At the request of the Audit, Risk and Improvement Committee the Risk Officer provided a briefing on the development of the Risk Policy, Framework, Corporate Risk Profile and Register (2015-2017) and an update of risk matters.

The Corporate Risk Register was initially developed in 2013 and has undertaken some revision until it being endorsed by Council at its meeting held in December 2015.

Within the Corporate Risk Register key strategic risks areas are listed and colour coded. Treatment Plans / Actions are completed for individual strategic risks. Some risks will still considered to be "High Risk" even after initial controls have been put in place.

There are zero risks identified in the Corporate Risk Register that have a risk rating of "Extreme"; 10 risks identified having a risk rating of "high". The request from the Committee was to develop detailed Treatment Plans for all risks with a residual rating of "high" or "extreme".

The Treatment Plans written so far have been developed by the risk team after utilising existing knowledge of known risks, desktop review and in consultation with responsible divisional management and operational staff.

The Treatment Plans outline actions/activities completed, in progress or planned which are specifically aimed at either reducing the residual risk or controlling the risk at an acceptable operational level for Senior Management

Council has processes in place to identify emerging risks and has a strong relationship with other Councils as to what action can be take . Also, through Council's Insurers, have developed a Risk Management Action plan to identify priority projects each financial year. Council also participates in our insurers risk and safety group meetings with other ORANA region Councils to exchange best practice information on a quarterly basis. This knowledge assists with what measures are put into place and where we are at with benchmarking.

The Chairman requested that when meetings are being held in relation to Treatment plans that relevant Managers are included to be part of the discussion of what risks are being identified and what processes are being implemented.

ACTION: Scott to arrange for the relevant Manager's to attend the next Audit, Risk and Improvement meeting scheduled to be held on Thursday, 11 May 2017.

10.30am - The General Manager joined the meeting.

Page 1

AUDIT COMMITTEE

13 FEBRUARY 2017

Insurance Management – To maximise Council's insurance coverage, Broken Hill City Council took part in a group tender opportunity along with nine other Councils across NSW at a cost of \$10,000 each. Council currently pays \$782,000 for insurance coverage annually. The new premium guaranteed for the next three years with an option to extend for a further two will be \$325,216.

This resulted in a significant saving of 58% (\$456,713) with the levels of cover to remain the same. This was a great result for Council.

11.00am – The Mayor joined the meeting.

The Chairman thanked Scott for his informative presentation. Scott stayed for the remainder of the meeting.

That the Minutes of the Audit Committee meeting held Thursday October 06, 2016 be confirmed.

CARRIED

ITEM 1 - BROKEN HILL CITY COUNCIL REPORT NO. 1/17 - DATED FEBRUARY 07, 2017 - AUDIT COMMITTEE ACTION LIST REPORT FOR FEBRUARY 2017 13/19

Recommendation

1. That Broken Hill City Council Report No. 1/17 dated February 7, 2017, be received.
2. Outstanding action item 6 – IT Governance Framework. This item is to be completed and presented to the next Audit, Risk and Improvement meeting.
3. Business Continuity Plan testing – Damian Pulgies asked when the last testing was held and if the outcomes have been adopted.

Scott advised that he will need to take this question on notice and report back to the next meeting, but did explain that the last testing was held approximately 18 months ago and all planned testing will cover all operations. Note 1 is yet to be completed.

CARRIED

ITEM 2 - BROKEN HILL CITY COUNCIL REPORT NO. 2/17 - DATED FEBRUARY 07, 2017 - RISK MANAGEMENT STATUS REPORT 13/19

Recommendation

That Broken Hill City Council Report No. 2/17 dated February 7, 2017, be received.

There were four action items listed from the Audit Committee's meeting held 6 October 2016 and three actions have been completed or substantial progress achieved including updating Corporate Risk Register and prioritising development of treatment plans for activities considered to have a high risk rating, one action is in progress relating to Treatment Plans for Broken Hill Regional Art Gallery (BHRAG) and GEO Centre.

The Risk Officer will continue to work with those involved to look at all high risks and treatment plans and will advise of any change in the ranking of the risks.

Treatment Plans on Workforce Management will be presented at the next meeting, with risk tolerance and risk owner.

AUDIT COMMITTEE

13 FEBRUARY 2017

When reviewing treatment plans, the risk owner is to be available at each meeting and will also be looking at grouping risk owners together to assist with managing the risks.

Treatment Plan – Corporate Governance 3.7 - Failure of environmental protection measures at Council facilities. Scott gave an overview of the actions taken by the Planning and Compliance team to address policies and procedures for enforcement of orders issued by council to property owners. Also discussed range of ongoing improvement projects and licence reviews being conducted by Environment Specialist to ensure Council is meeting its EPA requirements in relation to management of the Waste Facility.

Treatment Plan – Financial Sustainability 5.1 – Loss of rate revenue within the City (residential, business, mining rate pegging) Jay gave an overview of the risk components and treatment plans developed for this risk. It was concluded that after the treatment plan is in place, the residual impact remains high due to the fiscal implications that could occur from the risk.

Treatment Plan – Financial Sustainability 5.4 – Failure to meet financial obligations. Jay gave an overview of the risk components and the treatment plan developed for this risk. It was concluded that the residual risk after the treatment plan was now moderate. Damian noted that the General Manager and Finance Manager being appraised on the number of improvements in the External Audit Management letter may not be a good guide, as it does not give a true representation of the improvements required. (i.e one suggestion may actually outweigh many smaller suggestions.)

Treatment Plans are being developed for the Broken Hill Regional Art Gallery as a result of a desktop audit. The Geo Centre will be next to have treatment plans developed.

The Risk Officer to present to the Audit, Risk and Improvement Committee with both Treatment Plans completed within six months.

A service review report to be provided to the next meeting. Service reviews are to set expectations to the community to what Council can deliver.

The Chair advised that he will be attending an Office of Local Government Audit meeting before the next scheduled Audit, Risk & Improvement Committee meeting and will report back to the next meeting.

CARRIED

**ITEM 3 - BROKEN HILL CITY COUNCIL REPORT NO. 3/17 - DATED FEBRUARY 03, 2017 -
AUDIT, RISK & IMPROVEMENT CHARTER**

13/19

Recommendation

1. That Broken Hill City Council Report No. 3/17 dated February 3, 2017, be received.
2. That the Broken Hill City Council Audit, Risk & Improvement Committee endorse the attached Audit, Risk & Improvement Charter to be adopted by Council at the March Ordinary Council Meeting.

The Committee must keep under review the following aspects of the Council's operations:

- a) Compliance
- b) Risk Management
- c) Fraud Control
- d) Financial Management
- e) Governance
- f) Implementation of the strategic plan, delivery program and strategies
- g) Service reviews
- h) Collection of performance measurement data by council
- i) Any other matters prescribed by the regulations

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AUDIT COMMITTEE

13 FEBRUARY 2017

The Committee is also to provide information to the Council for the purpose of improving the Council's performance of its functions.

The Delivery Program timeframe is earlier than legislation required – six months after the election.

ACTION: Jay to check what Local Government Authority guidance is in relation to timeframe. Seek additional information from Office of Local Government if they will release more guidance and report back to the committee in six months.

The Audit, Risk and Improvement Committee Charter is to be reviewed every two years and the next review to take place by June 2018.

ACTION: A tender or expression of interest for Internal Auditors to review 2-3 areas of high risk (end to end process). Internal Audit program to be in place by June 2018. Jay will investigate.

CARRIED

ITEM 4 - BROKEN HILL CITY COUNCIL REPORT NO. 4/17 - DATED FEBRUARY 03, 2017 - AUDIT COMMITTEE MEETING SCHEDULE AND WORK PLAN 13/19

Recommendation

1. That Broken Hill City Council Report No. 4/17 dated February 3, 2017, be received.
2. That the Work Plan be reviewed at each meeting for determination of relevance of reports listed for next meeting and the inclusion of additional reports as requested by the Committee.
3. That the proposed meeting dates for the Audit, Risk & Improvement Committee be reviewed and agreed upon for 2017.

Meeting schedule – reschedule to a date closer to when the Work Plan is to be revised, remove item that requires further guidance.

The Chairman thanked the external audit and management for their work.

ACTION: General Manager's briefing to be added to the agenda, as an early item. Briefing to include – What's happening with Improvement, benchmarking with like organisations, staff surveys, customer / client surveys.

CARRIED

ITEM 5 - BROKEN HILL CITY COUNCIL REPORT NO. 5/17 - DATED FEBRUARY 02, 2017 - EXTERNAL AUDIT PROGRESS REPORT 11/26

Recommendation

That Broken Hill City Council Report No. 5/17 dated February 2, 2017, be received.

Detail external audit management letter. External 2015 valuation on roads assets is inconsistent with internal audit. Look at our internal audit and valuation with external auditors.

Administrative Arrangements Meetings
HR be restricted for data entry.
Alternative action taken.

Residual Risk
HR access was not reviewed as per external audits recommendation.

Page 4

AUDIT COMMITTEE

13 FEBRUARY 2017

Civica access hierarchy still needed date entry with full access in that view. Some inherent risk in process.

CARRIED

Meeting closed at 12:40pm.

The foregoing minutes were read and confirmed at the Audit, Risk and Improvement Committee meeting held on Thursday, 11 May 2017.

Chairman

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ORDINARY MEETING OF THE COUNCIL

June 3, 2017

ITEM 12BROKEN HILL CITY COUNCIL REPORT NO. 48/17SUBJECT: SERVICE REVIEW FRAMEWORK 13/94**Recommendation**

1. That Broken Hill City Council Report No. 48/17 dated June 3, 2017, be received.
2. That Council endorse the Broken Hill City Council Service Review Framework.

Executive Summary:

Councils are continually under pressure to provide better quality and better value services and as a result of the Fit for the Future Reviews, Broken Hill City Council has commenced a program of service reviews, to ensure that services are delivered in the most cost effective and efficient manner. Council is commencing these comprehensive Service Reviews that will determine if the services it provides to the community are:

- Appropriate given the circumstances of the community
- Being delivered in the most effective and efficient way

The intent of this framework (attachment 1) is to establish a common approach to conducting Service Reviews.

This report also discusses the implementation of a pilot program as a starting point for the service review program.

Report:

Across NSW Local Government continues to go through ongoing changes and must continue to look at ways to ensure its sustainability into the future.

Broken Hill City Council has seen major change in the past few years, most notably through the organisation restructure of staff and the move away from direct delivery of Community Services. Moving forward it is important that Council rebuild the business of council so it can sustainably deliver on the needs and demands of the community which would ideally increase the levels of service, while maintaining a responsible financial approach.

To achieve this a Service Review Program will commence shortly and continue through to the next ordinary election of Council in 2020.

A Service Review Framework to inform the Service Review process has been developed.

Guiding Principals

The following Guiding Principles have been used in the development of this Framework:

- Engaging and consulting with a wide range of stakeholders throughout the review
- Responding to the needs and wants of both the current and future community
- Being transparent with all stakeholders about the proposed outcomes
- Focusing not just on economy but also effective provision of services
- Setting targets for quality and cost and benchmarking these against other organisations or standards

Objectives

The following are the key objectives of this Framework:

- Better understand what the community wants
- Reduce or increase the range of services
- Improve the quality of some or all services
- Make savings/efficiencies
- Generate income
- Explore opportunities to provide services in partnership with other organisations
- Respond to the challenges of change (climate/public policy/economic)
- Explore opportunities to innovate
- Establish reasonable expectation levels with the community around what Council can provide

Roles and Responsibilities

The Service Review Program will be overseen by Council Officers and the General Manager will be the Executive Sponsor of the project.

An internal Service Review Steering Group (SRSG) has been established which will assist the General Manager to set priorities, develop and endorse Service Review scopes, review ideas generated from the Service Reviews, endorse recommendations for consultation and implementation.

The role of the elected body will be to receive regular progress/information reports, review and endorse recommendations relating to significant change and changes to service levels and to work with the General Manager to achieve improvement outcomes.

A full list of roles and responsibilities can be found in the attached framework.

Priorities

The SRSG have developed a list of 65 services for review (attachment 2) and have determined that a group of seven pilot service reviews be undertaken initially before determining further priorities for review. The pilot program will be used to understand and develop processes for further reviews and understand the resources required to ensure a schedule can be developed that is realistic and achievable. The services selected for the pilot program included six that are focused on our Cultural Services and Customer Service functions and one highly legislated service:

- Customer Service
- Library
- Archives

- Broken Hill Regional Art Gallery
- Albert Kersten Mineral and Mining Museum
- Visitor Information Centre
- Development Control (Planning)

There are a number of changes occurring that have or will affect the operation of these services such as changes to staffing through the restructure or resignation, relocation and co-location of services with the upcoming Archives move.

Although the approach will be to review these services individually, consideration will be given to areas of similarity, and how resources are allocated and utilised across the services.

Strategic Direction:

Key Direction:	4 Our Leadership
Objective:	4.1 Openness and Transparency in Decision Making
Function:	Leadership and Governance
DP Action:	4.1.13 Maintain good governance and best practice methods and ensure compliance with various guidelines and legislation

Relevant Legislation:

Local Government Amendment (Governance and Planning) Act 2016, Part 4A Internal audit, (2)(g) Service Reviews.

Financial Implications:

To ensure the success of this program it is important that adequate investment is made to resource the associated activities. A Service Review Officer has been appointed for an initial period of 12 months to assist with the roll out of the reviews and a new online tool called *RevuMap* has been subscribed to help officers navigate through the significant and complex tasks in a consistent manner.

The total cost for 2016/2017 is \$51,000. This is made up of \$26,000 in additional employee costs for the remaining four (4) months of the year which is being funded from savings through staff vacancies that have occurred during the year and \$25,000 for *RevuMap* software as mentioned above, which has been funded from the innovation reserve.

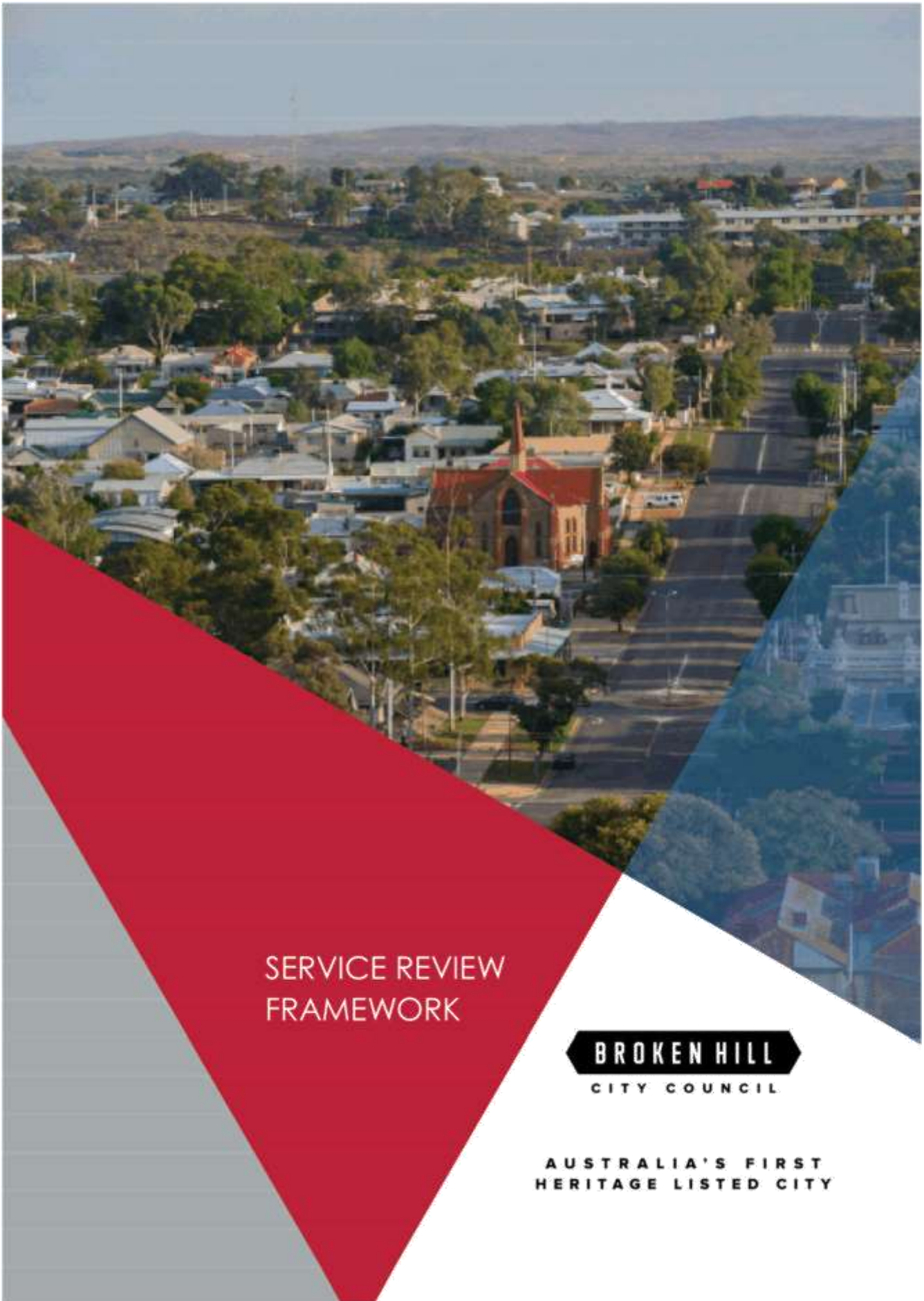
The General Manager had also sought \$100,000 funding assistance from the Minister for Local Governments office prior to the recent Ministerial changes, so this assistance remains a work in progress.

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Attachments

1. [↓](#) Service Review Framework
2. [↓](#) Service Review List

JAMES RONCON
GENERAL MANAGER



SERVICE REVIEW
FRAMEWORK



AUSTRALIA'S FIRST
HERITAGE LISTED CITY



QUALITY CONTROL		
KEY DIRECTION	4. Our Leadership	
OBJECTIVE	4.1 Openness and Transparency in Decision Making	
FUNCTION	Leadership and Governance	
STRATEGY	4.1.13 Maintain good governance and best practice methods and ensure compliance with various guidelines and legislation	
FILE REFERENCE No	13/94	TRIM No D16/40686
RESPONSIBLE OFFICER	Business Systems Analyst	
REVIEW DATE		
DATE	ACTION	MINUTE No
NOTES		
ASSOCIATED DOCUMENTS		

Privacy Statement

Adopted xxxxxx Minute No. xxxxxx

This Plan was compiled by Broken Hill City Council.

Images were sourced from Council's image library.

This document can be viewed on-line at www.brokenhill.nsw.gov.au



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1 INTRODUCTION

The Broken Hill City Council provides a wide range of services. Many of these have evolved historically, some reflect choices made by Council itself, and others are required by legislation.

In general terms, Council makes choices about the range and level of services it provides by balancing the needs and expectations of the community and the resources available to meet those needs and expectations.

Never has this choice been more important to the Broken Hill City Council, as it chooses to be a financially sustainable, high performing and an employer of choice.

The Broken Hill City Council is committed to ensuring that the services it provides to the community are:

- Appropriate given the circumstances of the community
- Being delivered in the most effective and efficient way

1.1 Purpose of the Service Review Framework

The purpose of the Service Review Framework ('the Framework') is to establish a common approach to conducting Service Reviews and making recommendations for improvement with a primary focus on:

- Reviewing all of Council services in light of current community needs and capacity
- Waste elimination in the workplace and improving efficiencies
- The engagement of employees and teams to identify and address waste and identify improvement using a proven methodology and Framework
- Create opportunities to reduce frustration
- Develop a culture where identifying improvements is seen as normal
- Improve customer service and to take ownership of improvements

1.2 Why Service Reviews

The Service Review Framework will provide Council and the Community with an opportunity to establish that a particular service meets community needs and expectations and the service is being delivered in an efficient and effective manner and within Council's capacity/means.

Service Reviews will:

- Achieve savings and income generation
- Review service levels and standards
- Explore shared services
- Improve service delivery methods
- Optimise resource usage
- Demonstrate strong leadership
- Address political and community pressures

1.3 Guiding Principles

The following Guiding Principles have been used in the development of this Framework:

- Engaging and consulting with a wide range of stakeholders throughout the review
- Responding to the needs and wants of both the current and future community

- Being transparent with all stakeholders about the proposed outcomes
- Focusing not just on economy but also effective provision of services
- Setting targets for quality and cost and benchmarking these against other organisations or standards

1.4 Human Synergistics Principles

The Human Synergistic (HS) Model for Organisational Development provides a system wide and values-based collaborative approach to cultural change and continuous improvement within our organization. Service Reviews support cultural change by increasing our Customer Service Focus. By having a better understanding of the needs of our Customers, the services the community requires and how to effectively deliver these services; Council is better able to improve customer satisfaction, employer reputation and community engagement.

1.5 Objectives

- Better understand what the community wants
- Reduce or increase the ranges of services
- Improve the quality of some or all services
- Make savings/efficiencies
- Generate income
- Explore opportunities to provide services in partnership with other organisations
- Respond to the challenges of change (climate/public policy/economic)
- Explore opportunities to innovate

Outcomes and Measure

The Service Review Framework will deliver the following:

Result Area	Result	Measures
Financial Sustainability	Expenditure is less than or equal to income	Increase in Operating Performance Ratios
Performance	Council is seen as a high performing organisation	Achieving 90% of KPI's
Culture	a) Historical benchmark, customer service focus (mission and values) b) Historical benchmarks for organisational outcomes (organisational level quality) c) Constructive benchmark for customer service styles inventory	Organisational Cultural Inventory Organisational Effectiveness Inventory Customer Service Styles Inventory
Community Satisfaction	Increased Community Satisfaction	Improved results in Community Satisfaction Survey

2 DEFINITIONS

In this Framework the following definitions will apply:

"All Staff" shall mean all staff employed by the Broken Hill City Council, including volunteers, work experience students, etc.

"Community Run Enterprise" shall mean business owned, controlled and used by people who live in the Broken Hill area.

"Council" shall mean the elected governing body of Council, consisting of the Mayor, Deputy Mayor and Councillors.

"Joint Venture" shall mean service delivery through a joint-venture arrangements with a private enterprise or external party.

"Service Review Steering Group" shall mean the Service Review Steering Group of the Council and consists of:

- General Manager
- Chief Operating Officer
- Corporate Responsibility Officer
- Chief Financial Officer (Finance Manager)
- Executive Manager – Strategic City Development
- Communications & Community Engagement Coordinator
- Human Resources Manager
- Business Systems Analyst

"New Enterprise" shall mean service delivery through entrepreneurial opportunities.

"Non-Significant Organisational Change" shall mean the organisational change that relates to changes to the organisational structure that are limited within the Group.

"Operational Improvement Category" shall mean recommendations relating to improvement of elements of the Service and / or activity.

"Organisational Change Category" shall mean recommendations that relate to the change of the organisational structure. Organisational change will either be described as significant or non-significant organisational change.

"Outsourcing" shall mean service delivery on behalf of Council by an external organisation.

"Process Improvement Category" shall mean recommendations relating to improvement of processes.

"Service Level Category" shall mean recommendations relating to a change in current service levels, which could either be to create, increase, decrease, maintain or terminate the level of service.

"Service Review" shall mean a structured review / analysis of a service and / or activity of Council to ensure it is delivered to Service Users at the right level, time and cost.

"Service Review Team" shall mean the Team responsible for carrying out Service Reviews as per the Service Review Scope. Membership consists of the Service Review Facilitator, relevant Group Manager, relevant Manager and specialist staff (as required).

“**Service Staff**” shall mean Council staff involved in the delivery of the service and / or activity.

“**Service Users**” shall mean the internal and / or external customers of the service and / or activity.

“**Shared Services**” shall mean shared service delivery with another Council or similar organisation.

“**Significant Organisational Change**” shall mean organisational change that relates to changes to Group structure. That is the creation of new Groups, movement of services / activities between Groups or the removal of Groups.

“**Strategic Relationships**” shall mean service delivered through a strategic relationship with other levels or government or non-profit organisations. This arrangement may be considered for significant pieces of infrastructure or cooperative arrangements such as joint purchasing or staff training.

3 ROLES AND RESPONSIBILITIES

Key roles and responsibilities as they relate to Service Review Framework at the Broken Hill City Council include:

3.1 ALL STAFF

Staff will:

- Support and participate in the service review process
- Understand and apply the Service Review Framework
- Proactively identify opportunities for improvement across the organisation

3.2 COUNCIL

Council will:

- Receive regular progress / information reports
- Receive and endorse recommendations relating to significant changes to service levels
- Work with the General Manager to achieve improvement outcomes

3.3 AUDIT, RISK AND REVIEW COMMITTEE

The Audit, Risk and Review Committee will:

- Receive regular progress / information reports
- Receive and endorse recommendations relating to significant organisational change and changes to service levels

3.4 GENERAL MANAGER

The General Manager will:

- Be the Executive Sponsor of the Service Review Framework
- Review and endorse the Service Improvement Framework
- Actively promote and encourage a culture of continuous improvement
- Provide governance and direction to the Service Review Framework

3.5 SERVICE REVIEW STEERING GROUP

The Service Review Steering Group will:

- Provide overall direction and leadership for the reviews
- Approve priorities and schedules
- View all ideas generated
- Develop and endorse Service Review Scopes
- Make Go / No Go decisions
- Endorse recommendations for consultation and implementation
- Assist with the removal of road blocks where required

3.6 SERVICE REVIEW FACILITATOR (BUSINESS SYSTEMS ANALYST)

The Service Review Facilitator will:

- Be the Project Manager of the Service Review Framework
- Lead and manage Service Review Projects
- Report to the General Manager on progress and recommendations

3.7 SERVICE REVIEW OFFICER

The Service Review Officer will:

- Administer the project coordination
- Assist in the development of Service Review Profiles
- Induct and train Service Review Teams
- Undertake research / benchmarking to support Service Review Projects
- Ensure regular communication and information dissemination regarding projects
- Organise engagement with all relevant stakeholders

3.8 SERVICE REVIEW TEAM

The Service Review Team will:

- Carry out Service Reviews as per the Scope
- Report to the Service Review Facilitator
- Follow reasonable direction from the Service Review Facilitator
- Actively participate in all meetings / activities
- Gather new ideas from teams
- Work on ideas generated
- Undertaken necessary research / benchmarking
- Assist others in process understanding
- Provide people with updates on how their ideas are progressing

3.9 RESPONSIBLE MANAGER

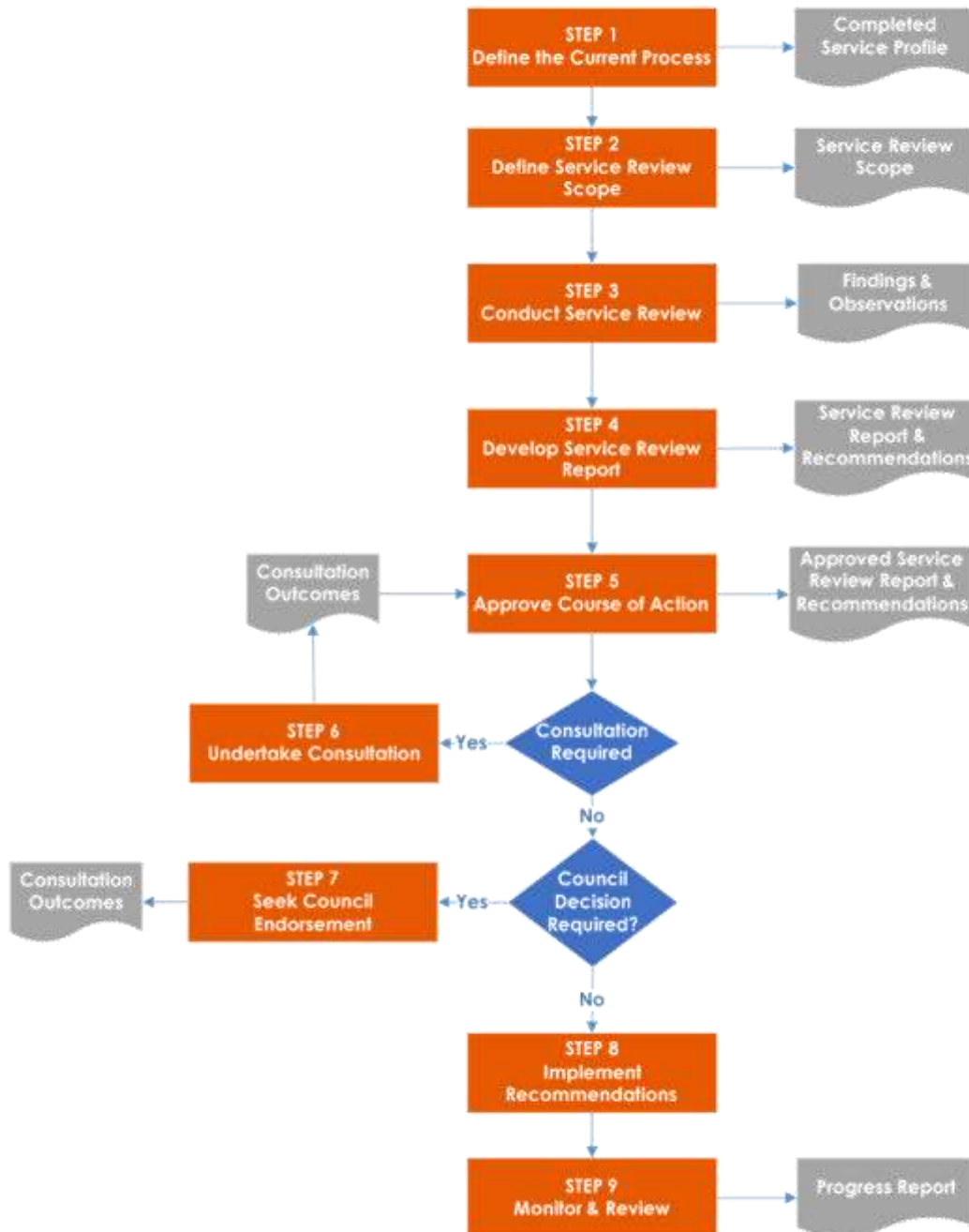
Responsible Manager will:

- Develop Service Review Profiles
- Participate in Service Review Projects
- Provide recognition to employees for their ideas
- Proactively coach team members to embed continuous improvement
- Implement approved recommendations / changes
- Report on agreed measurements / targets

4 ROLES AND RESPONSIBILITIES STRUCTURE



5 SERVICE REVIEW APPROACH



Step 1: Define the Current Situation

Responsibility: Manager and Service Review Facilitator

Defining the current situation commences with a diagnostic phase where the Manager with the assistance of the Service Review Facilitator conducts interviews, carries out data collection and reviews metrics to ascertain the current situation and to develop an insight into the service and potential areas for improvement.

This diagnostic phase should commence with giving consideration to the environment within which the service operates, including both the external and internal.

External Context:

Establishing the external context means considering the external environment of the service and also the relationship or interface between the Broken Hill City Council and its external environment. This may include:

- Business, social, cultural, competitive, financial and political environment
- Community impact
- Health and safety
- Media
- Legal and regulatory obligations
- External stakeholders and key third party service providers

Establishing the external context is important to ensure that stakeholders and their objectives are considered when reviewing the current service standards.

Internal Context:

Careful consideration of the internal context is also important when undertaking the service review process. Specific aspects to be considered include:

- Culture
- Community Strategic Plan, Delivery Program and Operational Plan
- Council
- Risk Management
- Work Health & Safety
- Key Performance Indicators
- Governance
- Internal Stakeholders

This step will also involve the review and update or development of a Systems View for the activity.

DELIVERABLES: • Completed Service Profile & Systems View

Step 2: Define Service Review Scope

Responsibility: General Manager

The General Manager plays a strategic role in setting the direction for the Service Review to be undertaken.

Based on the information collected through Step 1, the General Manager is required to determine the scope of the Service Review and establish a Project Team to undertake the review.

DELIVERABLES:

- Service Review Scope

Step 3: Conduct Service Review

Responsibility: Service Review Project Team

The Service Review Project Team ('the Project Team') is responsible for carrying out the Service Review in line with the scope approved by the General Manager.

In conducting the Service Review, the Project Team may use techniques such as:

- Brainstorming
- SWOT Analysis
- Innovation forums
- Process mapping ("as is" and "to be")

The Service Review Team will also consider:

- Consulting with key stakeholders including customer focus groups
- Gathering information such as minimum requirements, outputs, and current service levels
- Benchmarking with other organisations including private enterprise
- Reviewing service levels and standards
- Exploring service delivery models including service sharing, strategic relationships, community enterprises
- Reviewing internal operations including structure, processes, work practices
- Exploring methods to optimise resource usage, including rationalising and making better use of assets
- Exploring alternative funding arrangements including user charges and grants

In conducting the Service Review, the Project Team may also give consideration to efficiency and effectiveness of the Service and ask questions, such as:

- What are the full costs and benefits of the service?
- Can benefits and outputs of the service be increased?
- Can the number and costs of inputs be decreased?
- What are the alternative methods of delivering the service?
- Is the current method of delivering the service still the preferred method?

Where change is required, the Project Team should also give careful consideration to the effect of the change:

- Identifying the type of change
- Identifying the reason of the change
- Defining what the change will achieve
- What exactly is required to make the change?
- When the change should occur
- Who are the stakeholders both internal and external that need to be consulted as part of the service change process
- Who should be informed and how will the change be communicated?

In forming its findings, the Project Team should give consideration to different modes of service delivery, including:

- Shared Services
- Strategic Relationships
- Joint Ventures
- Community Run Enterprises
- Outsourcing
- New Enterprises

DELIVERABLES: • Findings and observations

Step 4: Develop Service Review Report

Responsibility: Service Review Facilitator

Based on the analysis undertaken by the Project Team at Step 3, the Service Review Facilitator will then formalise the findings and recommendations in a written report to the General Manager and Service Review Steering Group.

The written report should serve as a Business Case for change and outline:

- The service under review
- The review process
- Sufficient evidence to support the findings and recommendations
- A recommended course of action.
- Operational metrics / targets required to achieve the goals
- Milestones to be achieved along the way to the end state
- YTD \$ benefits

Recommendations should be categorised as either:

- Process Improvement
- Operational Improvement
- Service Level
- Organisational Structure

DELIVERABLES: • Service Review Report and Recommendations

Step 5: Approve Course of Action

Responsibility: General Manager

The General Manager and Service Review Steering Group will then give consideration to the findings and recommendations contained within the Service Review Report. In regards to the report, the Steering Group may:

- Provide feedback to the Service Review Facilitator
- Request further work to be undertaken
- Approve process improvements for immediate implementation
- Approve operational improvements for consultation with relevant staff
- Approve recommendations relating to changes in service levels for community consultation
- Approve recommendations relating to significant organisational structure / change for Council endorsement
- Receive consultation outcomes

DELIVERABLES: • Steering Group Minute

Step 6: Undertake Consultation

Responsibility: Service Review Facilitator

The type of recommendations made in the Service Review Report will determine the level of consultation required:

Nature of Recommendation	Consultation required
Process Improvements	No consultation required
Operational Improvements	Service staff and service users
Significant changes to organisational structure (Non-Significant)	Service staff and Human Resources
Significant changes to organisational structure (Significant)	All staff, service staff, Human Resources and Unions
Changes to Service Levels	Service staff, service users, community, and Council

Council's Community Engagement Strategy (currently being developed) will inform how consultation will be undertaken with the community.

DELIVERABLES: • Consultation Outcomes Report

Step 7: Seek Council Endorsement**Responsibility: Service Review Facilitator**

Where a Council resolution is required, the Service Review Facilitator will prepare a report to Council including the Service Review Report and Recommendations, outcomes from consultation and reference to any changes that will need to be made to the Delivery program or Operational Plan.

Recommendations which require a Council resolution to be implemented have been summarised below:

Nature of Recommendation	Consultation required
Process Improvements	Council resolution not required
Operational Improvements	Council resolution not required
Significant changes to organisational structure	Council resolution not required
Changes to Service Levels	Council resolution required

DELIVERABLES:

- Council decision for the recommendations

Step 8: Implement Recommendations**Responsibility: Responsible Manager**

Once the relevant consultation has been undertaken and approval of the recommendations has been given, the Responsible Manager is accountable for implementing the recommendations.

During implementation, the Responsible Manager will be required to provide regular progress reports to the Service Review Facilitator, who will in turn report progress to the General Manager and Council.

DELIVERABLES:

- Implementation Progress Report

Step 9: Monitor & Review**Responsibility: Responsible Manager**

Once all recommendations have been implemented, the revised service needs to be reviewed, particularly in light of management actions undertaken and subsequent outcomes will need to be reviewed in response to changing internal and external events.

Key measurements should be kept under regular review by the management team and managers should regularly review service levels in line with the Operational Plan and Delivery Program planning.

DELIVERABLES:

- Service KPI Reports



SERVICE LIST	
EXTERNAL [39]	INTERNAL [26]
Customer Service	Revenue (Accounts Receivable)
Broken Hill Library	Expenditure (Accounts Payable)
Outback Library Service	Rating
Archives	Procurement
Visitor Information Centre	Management Accounting (Budget)
Regional Art Gallery	Financial Reporting & Compliance
Mining & Minerals Museum	Information Technology
Development Control (Planning)	Records Management
Local Democracy	Geographic Information Service
Civc Events	Corporate Planning, Performance & Reporting
Community Engagement	Business Improvement
Communications	Corporate Travel
Business Development & Attraction	Recruitment & Selection
Film Broken Hill	Industrial Relations
Airport	Performance Management
Civic Centre	Work Health & safety
Tourism Development	Risk Management
Living Desert	Organisational Development
Roads Maintenance & Construction	Payroll
Footpaths & Cycleways	Trades
Street Lighting	Workshop & Fleet
Street Sweeping & City Centre Cleanliness	Buildings Maintenance & Improvement
Storm Water Management	Asset Management Systems
Parks & Gardens	Engineering Design
Community Halls	Asset Planning
Aquatic Centre	Strategic Land Use Planning
Cemetery	
Emergency Operations Support	
Building Inspections	
Certification	
Ranger Services	
Animal Control	
Public Health	
Heritage	
Waste Collections	
Tip Operations	
Waste Education	
Youth Council	
Community Development	

ORDINARY MEETING OF THE COUNCIL

July 3, 2017

ITEM 13BROKEN HILL CITY COUNCIL REPORT NO. 49/17SUBJECT: DRAFT HERITAGE STRATEGY 2017 - 2020 11/129**Recommendation**

1. That Broken Hill City Council Report No. 49/17 dated July 3, 2017, be received.
2. That the draft Heritage Strategy 2017 – 2020 be placed on public exhibition for 28 days and the relevant stakeholders be invited to comment
3. That Council receives a further report at the conclusion of this exhibition, detailing submissions and any recommended changes arising, with a view to adopting the draft Heritage Strategy for 2017 -2020.

Executive Summary:

This report considers the content of the draft Heritage Strategy 2017- 2020 and recommends the endorsement of the draft Strategy for public exhibition and consultation.

Report:

The focus of heritage management has changed considerably since the Heritage Act came into force in 1977. The Heritage Council was the principal body involved in the statutory listing of heritage items in the eight years to 1985. In that year, a Ministerial direction issued to local councils by the then Planning Minister Bob Carr gave local government the primary responsibility for managing local heritage in New South Wales.

Following the adoption of amendments to the Heritage Act in 1999, heritage management in NSW is now a two-tiered system where:

- items of local heritage significance are listed and managed by local councils; and
- items of State heritage significance are listed on the State Heritage Register by the Minister for Planning and managed by the Heritage Council.

The draft Heritage Strategy has been prepared to meet the requirements of the NSW Heritage Branch three year funding agreement to support local government heritage management in NSW. This is the third three year funding agreement which was designed to streamline the administration of the program, which was previously offered on a yearly basis. Council has participated in this program for a continuous period of 25 years and includes the Heritage Restoration Fund and the Heritage Advisor Programs. The development of the Strategy is a pre-requisite of the funding offer from The NSW Heritage Office for the next three years and must be provided to the Department by the end of May 2017.

This Strategy focuses mainly on the built heritage within the City, and does not include aboriginal heritage, however, actions have been included under recommendation no. 1 and 4 of the heritage strategy to liaise with relevant groups such as the Working Group of the Aboriginal Land Council and relevant agencies on Aboriginal heritage matters.

The purpose of this document is to provide a summary of strategies that the Broken Hill Council will employ to guide heritage management for the financial years 2017/2018, 2018/2019, 2019/2020. The Nine recommendations of the Heritage Branch publication “*Recommendations for Local Council Heritage Management*”, as listed below, have been reviewed and utilised in the preparation of this heritage strategy.

Summary of recommendations and outcomes	
Recommendation 1	Establish a heritage committee to deal with heritage matters
Outcome 1	Increased community participation, awareness and appreciation of heritage in the local area
Recommendation 2	Identify the heritage items in your area and list them in your local environmental plan*
Outcome 2	Increased knowledge and proactive management of heritage in your local area
Recommendation 3	Appoint a heritage advisor to assist the council, the community and owners of listed items*
Outcome 3	Increased community participation and proactive heritage and urban design management in your local areas
Recommendation 4	Manage local heritage in a positive manner*
Outcome 4	Proactive heritage and urban design management in your local area
Recommendation 5	Introduce a local heritage fund to provide small grants to encourage local heritage projects*
Outcome 5	Increased community participation and proactive conservation and management of heritage in your local area
Recommendation 6	Run a main street program*
Outcome 6	Council, owners and the community actively participate in attractive and well-managed heritage main streets
Recommendation 7	Present educational and promotional programs*
Outcome 7	Increased awareness and appreciation of heritage by Council, owners and the community in your area
Recommendation 8	Set a good example to the community by properly managing places owned or operated by council*
Outcome 8	Increased community participation and proactive conservation and management of heritage in your area
Recommendation 9	Promote sustainable development as a tool for heritage conservation
Outcome 9	Proactive heritage and sustainable development in your area

* Funding is available from the *NSW Heritage Grants* program to assist councils with some of these suggested programs.

The “National Heritage Listing” of the City of Broken Hill on 20 January 2015 was one of the biggest accomplishments out of the 2014 – 2017 Heritage Strategy.

Overall it is considered that the strategy meets the requirements of the NSW Heritage Office and guides the strategic management of heritage programs in the city for the next three years.

Strategic Direction:

Key Direction: Our Community
 Objective: 1.4 Our built environment supports our quality of life
 Function: Arts & Culture
 DP Action: 1.4.1.3 Heritage Strategy developed

Relevant Legislation:

- *Heritage Act 1977*
- *Environmental Planning & Assessment Act 1979*
- *Local Government Act 1993*
- *Environment Protection and Biodiversity Conservation Act 1999*

Financial Implications:

The draft strategy has been developed in consultation with Council's Heritage Advisor as a part of the normal consultancy agreement. The cost of public exhibition can be funded from the existing heritage budget. The current funding arrangements with the NSW Heritage Office are as follows:

Program	Council Funds	Heritage Office	Total Funds	Owners Contribution
Heritage Advisor	\$23,000	\$7,000	\$30,000	Nil
Heritage Restoration	\$11,500	\$8,500	\$20,000	50% total project

Attachments

1. [↓](#) draft Heritage Strategy 2017 - 2020

FRANCOIS VANDERBERG
MANAGER PLANNING, DEVELOPMENT & COMPLIANCE

JAMES RONCON
GENERAL MANAGER



**DRAFT
HERITAGE
STRATEGY
2017 - 2020**

BROKEN HILL
CITY COUNCIL

**AUSTRALIA'S FIRST
HERITAGE LISTED CITY**

QUALITY CONTROL		
TRIM REFERENCES	D17/11575	
KEY DIRECTION	Our Environment	
OBJECTIVE	3.3 – Proactive and Responsible Planning supports the community and the environment	
FUNCTION	Built and Environment	
STRATEGY	3.3.1.2 – Implement the recommendations of the Heritage Strategy in relation to all objectives to preserve and enhance the heritage of the City	
RESPONSIBLE OFFICER	Manager Planning Development & Compliance	
REVIEW DATE	March 2017	
COMPANY	Broken Hill City Council	
PHONE NUMBER	08 8080 3300	
EMAIL ADDRESS FOR ENQUIRIES ONLY	council@brokenhill.nsw.gov.au	
DATE	ACTION	MINUTE NO.
NOTES	Images sourced from Council's Image Library © Copyright Broken Hill City Council 2016	
ASSOCIATED DOCUMENTS		

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1. INTRODUCTION

On 20 January 2015, Broken Hill became Australia's First National Heritage listed City.

The City of Broken Hill is of outstanding heritage value to the nation for its significant role in the development of Australia as a modern and prosperous country. This listing recognises the significance of over 130 years of continuous mining operations, its contribution to technical developments in the field of mining, its pioneering role in the development of the Workplace Health and Safety Standards, and its early practice of regenerating the environment in and around mining operations.

Located approximately 1140 km north-west of Sydney; 840 km north-west of Melbourne and 510 km north-east of Adelaide, the City of Broken Hill is significant for its unique mix of architecture and mining infrastructure; set amongst a dramatic desert landscape. This strategy has been prepared to meet the requirements of the New South Wales Heritage Office three year funding agreement to support local government heritage management in New South Wales.

This Strategy focuses on the built heritage within the City and does not include Aboriginal heritage. The Strategy has been endorsed by the Broken Hill City Council on xxxxxx

The purpose of this document is to provide a summary of strategies that the Broken Hill City Council will employ to guide heritage management for the financial years 2017/2018, 2018/2019, 2019/2020. The nine recommendations of the Heritage Branch publication 'Recommendations for Local Council Heritage Management' have been reviewed and utilised in the preparation of this heritage strategy

2. RECOMMENDATION 1 - Establish a Heritage Committee to Deal with Heritage Matters in our Area

A heritage committee was established in 2016 as a S355 Committee of Council with the focus on promoting Broken Hill as Australia's First Heritage Listed City.

Aim:

Increased community participation, awareness and appreciation of heritage in Broken Hill

Actions:

- Establish a suitable committee framework with the view of promoting and enhancing Broken Hill's National Heritage Listing and keeping the enthusiasm current.
- Active consultation with various stakeholder representative bodies to ensure community participation, awareness and appreciation of heritage.
- Liaise with relevant historical groups; including the National Trust (Broken Hill Branch), Broken Hill Historical Society, the Working Group of the Aboriginal Land Council, owners of heritage items and other interest groups. These groups are to be informed of specific heritage matters that will be of interest to the group or individual.

3. RECOMMENDATION 2 - Identify, List and Legally Protect Heritage Items in the Local Government Area

Aim:

Increased knowledge and proactive management of heritage in Broken Hill LGA.

Actions:

- Review heritage items on the Broken Hill Local Environmental Plan 2013 for currency and possible new items to be included.
- Consult with Mining Companies to complete their Heritage Conservation Strategies.
- Heritage Advisor to assist Council with Court appearances acting as an expert witness.
- Prioritise the most significant local heritage items in Broken Hill through a community consultation process – to establish a 'top 30' list.
- Continue with electronic formatting of heritage listed items and inclusion of electronic photographs into the Council database.
- Respond to any threats for demolition of heritage places, either listed; or within Conservation Areas.
- Provide input to the Heritage Branch in the identification and listing of State significant buildings/places within the City of Broken Hill.

4. RECOMMENDATION 3 - Appoint a Heritage Adviser to assist the Council, Community and Owners of Heritage Items

Aim:

To increase community participation, proactive heritage and urban design management in Broken Hill

Actions:

The Broken Hill City Council will continue its Heritage Advisory Service at the current level of operation. This is now its 30th year of operation. Currently a Heritage Adviser visits Broken Hill approximately nine times a year, it is proposed to continue with this valuable service.

- Appoint a Heritage Advisor for the period 2017 – 2020.
- Provide advice to Council to assist with the assessment of applications likely to impact on the heritage significance of buildings and places.
- Continue to provide advice for pre Development Application (DA) meetings.
- Continue to provide advice for design of new development in a heritage context.
- Continue to provide designs for new verandahs; including preparation of sketches and drawings in Argent Street, Oxide Street and others (example of a current project is the Pirie Chambers Building in Argent Street).



Pirie Building - Existing condition



Sketch verandah reinstatement

- Actively promote and identify sources of funding for projects, such as state or federal government initiatives and assist property owners with the filling out of forms, explaining eligibility and the like.
- Actively promote and identify conservation projects (building maintenance and repairs) and assist with works.
- Continue to provide input into the review of Council policies and standards relating to heritage management and urban design.
- Identify key buildings requiring conservation and upgrading.

5. RECOMMENDATION 4 - Manage Local and State Heritage in a Positive Manner

Aim:

1. Proactively manage heritage and urban design within Broken Hill.
2. Promote the conservation and maintenance of Broken Hill's heritage.
3. Provide policies and plans appropriate to the assessment of applications within conservation areas; or which relate to places of heritage significance.

Actions:

- Continue the training program initiative of the Heritage Near Me Week. Follow up possibilities at the Gaol for training programs at the Gaol. Also, investigate if the Pirie building façade can be done as a training program (part two – part funded by Heritage Near Me and owner).
- Ensure that any demolition work of a heritage item includes a heritage impact assessment; and then consider, where appropriate; retention of useful materials, particularly stone, for conservation works.
- Investigate the establishment of a stone bank for depositing of useful stone for future building projects.
- Digitise Barrier Daily Truth early articles as part of the Living Museum Project (note that copyright permissions have been obtained and cleared).
- Vacant shopfronts - Investigate feasibility of a program similar to Newcastle NSW "Renew Newcastle: Creating Creative Enterprise Hubs: A Guide by Marcus Westbury."
- Investigate the re-establishment of the delegation for processing of development applications associated with State Heritage Items.
- Ensure that Aboriginal Heritage is also well managed in the area, liaise with relevant agencies to ensure this occurs so that heritage is not seen as split into sections.

(acknowledging that Aboriginal Heritage is protected under the National Parks and Wildlife Act)

- Provide property owners with advice on heritage controls, construction methods and/or incentives that may apply to their heritage item.
- Provide updated heritage guidelines and fact sheets for builders and owners.

6. RECOMMENDATION 5 - Continue the Local Heritage Incentives Fund to Provide Small Grants to Encourage Local Heritage Projects

Aim:

Increased community participation and proactive conservation and management of heritage within the Broken Hill region.

Actions:

Continue with comprehensive system of funding as follows.

Heritage Assistance Grants Policy

This policy aims to provide financial assistance to residents and businesses to beautify our City and maintain its heritage appeal through the provision of grants and loans to paint and maintain houses and buildings in Broken Hill with historical significance.

The policy provides two specific streams of Heritage Restoration Assistance funding, those being:

- Verandah Restoration.
- Painting and Minor Restoration Works.

The program will consist of two streams of heritage funding, those being:

- Stream 1 - Verandah Restoration.
- Stream 2 - Painting and Minor Restoration for Residential and Commercial Buildings.

Stream 1 – Verandah Restoration - The Verandah Restoration Program will provide assistance through 80% loan funding and 20% grant funding, to assist applicants in restoration and construction of verandahs with heritage significance. Council will accept applications for the Verandah Restoration Program at any time throughout the year.

Stream 2 – Painting and Minor Restoration Works - Council will advertise the Painting and Minor Restoration Works Program on Council's website and in the local media. Council will accept applications for grant and loan funding under Stream 2 at any time throughout the year. A grant amount of up to \$1,500 per property will be available, subject to this amount not exceeding 50% of total approved works. A loan amount of up to \$3,000 per property will be available, subject to this amount not exceeding 50% of total approved works. Applicants are eligible to apply for both the grant and the loan.

7. RECOMMENDATION 6 - Run a Main Street Program which Upgrades the Physical Environment of Main Streets in Broken Hill

Aim:

Council, owners and the community actively participate in attractive and well-managed heritage main streets.

Actions:

- Continue with verandah revival program through Council's heritage grants and loans incentives.
- Council are working towards achieving initiatives described in the Broken Hill Living Museum and Perfect Light Plan. Works that are currently in progress include the following:
 - Wayfinding and Whole-of Destination Interpretive Framework - this framework will offer a considered approach to realising Broken Hill as a Living Museum and as a place where creativity can be expressed openly and with originality. The interpretation and wayfinding will activate the imagination, encourage exploration and amplify the Broken Hill story. The priority areas for this project are the Argent Street Mineral and Art Intersections (parklets), BHP Chimney Ruin of First Offices and the Outback Archives Broken Hill and Council Customer Service Foyer.
 - The Argent Street Sculpture Symposium 2017, Council will explore the ways in which public art can form an integral role in interpretation, activation, transformation and inspiration. The Symposium will form a 'key' anchor intervention within this landscape of opportunity. It will activate and transform, aligning global influence with local engagement to provide equitable opportunity for participation in this remote community. Art will become Wayfinding, drawing the visitor along the main street, creating spaces for local/visitor interaction and encouraging immersion in the narrative of the City and its environment (such as The Living Desert).



Run of continuous verandahs all erected as part of the verandah program, which now provide amenity and shade for pedestrians and business owners.

8. RECOMMENDATION 7 - Present Educational and Promotional Programs

Aim:

To raise community awareness and appreciation through education on heritage related issues and management within Broken Hill and to promote cultural heritage and museum development opportunities.

Actions:

- Continue to update existing publications where necessary for example 'Broken Hill Guide to the Silver City' and 'Deaths on the Line of Lode.
- Heritage Advisor to prepare media releases on heritage matters in consultation with Council's Communications and Community Engagement Coordinator.
- Prepare text and historical information for new interpretative signs.
- Continue with the annual Heritage Awards.
- Continue to promote Broken Hill as a heritage destination.
- Continue to liaise with and involve community groups; such as the Broken Hill Heritage committee, National Trust and the Broken Hill Historical Society; on issues affecting heritage conservation in Broken Hill.
- Prepare a database on heritage items and places of historical significance accessible to the public, which is to be accessed through Council's website.
- Continue to provide support to community and tourism groups in the development of cultural heritage tourism projects and programs.

9. RECOMMENDATION 8 - The Broken Hill City Council to Lead by example by Properly Managing Places Owned or Operated by Council

Aim:

To increase community participation and proactive conservation and management of heritage within Broken Hill. A Broken Hill Heritage Asset Register would be an assisting tool, as this would clarify those heritage items which are listed and those which are not (but are of value).

Actions:

The Broken Hill City Council will continue with its management of its heritage assets via the following:

- Develop a Council owned heritage asset register, to alert staff about heritage significance of council owned structures and the need to conserve to appropriate conservation standards. Prepare a list of Council owned heritage items with projects prioritised.
- Prepare appropriate and concise heritage strategy plans to conserve those properties into the future.
- Continue to appropriately maintain Council owned or operated heritage assets
- Prepare Conservation Management Plans for Council owned properties.

10. RECOMMENDATION 9 - Promote Sustainable Development as a Tool for Heritage Conservation

Aim:

Proactive heritage and sustainable development within Broken Hill region.

Actions:

1. Encourage adaptive re-use of heritage buildings to ensure the ongoing sustainable use and maintenance of these buildings.
2. Promote and encourage appropriate installation of solar panels on buildings within the heritage conservation areas and on heritage items.

MANAGEMENT STRATEGY FOR THE CITY OF BROKEN HILL — SUMMARY CHECKLIST 2017 – 2020

ACTIONS	STATUS	2017/18	2018/19	2019/20
Recommendation 1 – Establish a Heritage committee to deal with Heritage matters in our area				
1. Establish a suitable committee framework with the view of promoting and enhancing Broken Hill's National Heritage Listing and keeping the enthusiasm current.	Committee established - ongoing	x	x	x
2. Active consultation with various stakeholder representative bodies to ensure community participation, awareness and appreciation of heritage.	Ongoing	x	x	x
3. Liaise with relevant historical groups; including the National Trust (Broken Hill Branch), Broken Hill Historical Society, the Working Group of the Aboriginal Land Council, owners of heritage items and other interest groups. These groups are to be informed of specific heritage matters that will be of interest to the group or individual	Ongoing	x	x	x
Recommendation 2 – Identify, list and legally protect heritage items in the Local Government Area				
4. Review heritage items on the Broken Hill Local Environmental Plan 2013 for currency and possible new items to be included.	To be completed		x	
5. Consult with Mining Companies to complete their Heritage Conservation Strategies.	Ongoing discussions	x	x	x
6. Heritage Advisor to assist Council with Court appearances acting as an expert witness.	If required	x	x	x
7. Prioritise the most significant local heritage items in Broken Hill through a community consultation process – to establish a 'top 30' list.	Discussions commenced between Council staff and Heritage Adviser to draft a list	x		
8. Continue with electronic formatting of heritage listed items and inclusion of electronic photographs into the Council database.	Transfer information to TRIM and update		x	x
9. Respond to any threats for demolition of heritage places, either listed, or within Conservation Areas.	Ongoing	x	x	x

10. Provide input to the Heritage Branch in the identification and listing of State significant buildings/places within the City of Broken Hill.	Ongoing	x	x	x
Recommendation 3- Appoint a Heritage Advisor to assist Council, community and owners of Heritage Items				
11. Appoint a Heritage Advisor for the period 2017 - 2020	Heritage advisor to be appointed by July 2017	x		
12. Provide advice to Council to assist with the assessment of applications likely to impact on the heritage significance of buildings and places.	Ongoing	x	x	x
13. Continue to provide advice for pre Development Application (DA) meetings.	Ongoing	x	x	x
14. Continue to provide advice for design of new development in a heritage context.	When required, through Development Application assessment processes	x	x	x
15. Continue to provide designs for new verandahs; including preparation of sketches and drawings in Argent Street, Oxide Street and others (example of a current project is the Pirie Chambers Building in Argent Street).	When required, particularly when application for funding received through Grants Program.	x	x	x
16. Actively promote and identify sources of funding for projects, such as state or federal government initiatives and assist property owners with the filling out of forms, explaining eligibility and the like.	Ongoing	x	x	x
17. Actively promote and identify conservation projects (building maintenance and repairs) and assist with works.	Ongoing	x	x	x
18. Continue to provide input into the review of Council policies and standards relating to heritage management and urban design.	Comprehensive Development Control Plan developed late 2016 – to be reviewed in 2019			x
19. Identify key buildings requiring conservation and upgrading.	Ongoing	x	x	x
Recommendation 4 – Manage local and state heritage in a positive manner				
20. Continue the training program initiative of the Heritage Near Me Week. Follow up possibilities at the Gaol for training programs at the Gaol. Also if Pirie building façade can be done as a training program	To be continued subject to availability of funding	x	x	x

(part two – part funded by Heritage Near Me and owner)				
21.Ensure that any demolition work of a heritage item includes a heritage impact assessment; and then consider, where appropriate, retention of useful materials, particularly stone, for conservation works	Ongoing	x	x	x
22.Investigate the establishment of a stone bank for depositing of useful stone for future building projects	As required	x	x	x
23.Digitise Barrier Daily Truth early articles as part of the Living Museum Project (note that copyright permissions have been obtained and cleared)	To commence	x	x	x
24.Vacant shopfronts - Investigate feasibility of a program similar to Newcastle NSW 'Renew Newcastle: Creating Creative Enterprise Hubs: A Guide by Marcus Westbury.'	To be investigated		x	
25.Investigate the re-establishment of the delegation for processing of development applications associated with State Heritage Items.	To be investigated	x		
26.Ensure that Aboriginal Heritage is also well managed in the area, liaise with relevant agencies to ensure this occurs so that heritage is not seen as split into sections (acknowledging that Aboriginal Heritage is protected under the <i>National Parks and Wildlife Act 1974</i>)	To be investigated		x	x
27.Provide property owners with advice on heritage controls, construction methods and/or incentives that may apply to their heritage item.	Ongoing	x	x	x
28.Provide updated heritage guidelines and fact sheets for builders and owners.	To be developed		x	x
Recommendation 5 – Continue the local heritage incentives fund to provide small grants to encourage local heritage projects				
29.Continue with comprehensive system of funding.	Ongoing	x	x	x
Recommendation 6 – Run a main street program which upgrades the physical environment of main streets in Broken Hill				
30.Continue with verandah revival program through Council's heritage grants and loans incentives.	Ongoing	x	x	x

31. Council are working towards achieving initiatives described in the Broken Hill Living Museum and Perfect Light Plan.	Ongoing	x	x	x
Recommendation 7 – Present educational and promotional programs				
32. Continue to update existing publications where necessary for example 'Broken Hill Guide to the Silver City and Deaths on the Line of Lode	When required	x	x	x
33. Heritage Advisor to prepare media releases on heritage matters in consultation with Council's Communications and Community Engagement Coordinator.	Ongoing	x	x	x
34. Prepare text and historical information for new interpretative signs.	Ongoing	x	x	x
35. Continue with the annual Heritage Awards.	Ongoing	x	x	x
36. Continue to promote Broken Hill as a heritage destination.	Ongoing	x	x	x
37. Continue to liaise with and involve community groups; such as the Broken Hill Heritage committee, National Trust, and the Broken Hill Historical Society; on issues affecting heritage conservation in Broken Hill.	Ongoing	x	x	x
38. Prepare a database on heritage items and places of historical significance accessible to the public, which is to be accessed through Council's website.	To be developed		x	
39. Continue to provide support to community and tourism groups in the development of cultural heritage tourism projects and programs.	Ongoing	x	x	x
Recommendation 8 – Broken Hill City Council to lead by example by properly managing places owned or operated by Council				
40. Develop a Council owned heritage asset register, to alert staff about heritage significance of Council owned structures and the need to conserve to appropriate conservation standards. Prepare a list of council owned heritage items with projects prioritised.	To be developed		x	x
41. Prepare appropriate and concise heritage strategy plans to conserve those properties into the future.	To be continued	x	x	x
42. Continue to appropriately maintain Council owned or operated	Ongoing	x	x	x

assets.				
43.Prepare Conservation Management Plans for Council owned properties, depending upon the availability of funding, and where required.	To be developed			x
Recommendation 9 – Promote sustainable development as a tool for heritage conservation				
44. Encourage adaptive re-use of heritage buildings to ensure the ongoing sustainable use and maintenance of these buildings.	Ongoing	x	x	x
45.Promote and encourage appropriate installation of solar panels on buildings within the heritage conservation areas and on heritage items.	Information material to be developed	x		



ORDINARY MEETING OF THE COUNCIL

December 23, 2016

ITEM 14BROKEN HILL CITY COUNCIL REPORT NO. 50/17SUBJECT: DRAFT AGENCY INFORMATION GUIDE 2017 11/118**Recommendation**

1. That Broken Hill City Council Report No. 50/17 dated December 23, 2016, be received.
2. That Council review the Draft Agency Information Guide.
3. That Council endorse the Draft Agency Information Guide for release to the Information Commissioner for review and potential guidance on the Draft Agency Information Guide.

Executive Summary:

Council must have in place an *Agency Information Guide* in accordance with the Section 20 of the *Government Information (Public Access) Act 2009 (the Act)*. The Act states:

Agencies must have an agency information guide

(1) An agency (other than a Minister) must have a guide (its "agency information guide") that:

(a) describes the structure and functions of the agency, and

(b) describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public, and

(c) specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions, and

(d) identifies the various kinds of government information held by the agency, and

(e) identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available, and

(f) specifies the manner in which the agency makes (or will make) government information publicly available, and

(g) identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

(2) An agency must make government information publicly available as provided by its agency information guide.

(3) The Director-General of the Department of Local Government may, in consultation with the Information Commissioner, adopt mandatory provisions for inclusion in the agency information guide of local authorities. The agency information guide of a local authority must include any such mandatory provision unless the Director-General otherwise approves in a particular case.

Report:

Council currently has a *Publication Guide 2011*, which was prepared in accordance with the provision of Section 20 of *the Act* and adopted by Council on 27 July 2011, minute no. 42940. The review date for this document was scheduled for July 2012, though there is no evidence that this review occurred.

The document requires updating of name (to align with *the Act* direction of an *Agency Information Guide*), update of information within and rebranding to align with Council's current corporate style.

Since the implementation of the 2011 Publication Guide, Council has undergone significant organisational staffing and services restructure, changes, which are now reflected in the reviewed and updated 2017 *Agency Information Guide*.

The Act further states in section 21 that:

“An agency must adopt its first agency information guide within 6 months after the commencement of this section and must review its agency information guide and adopt a new agency information guide at intervals of not more than 12 months. An agency may update and amend its agency information guide at any time.”

In accordance with Section 22 of *the Act* Council is required, prior to adopting a new or amending a current *Agency Information Guide*, to notify the Information Commissioner.

“Role of Information Commissioner

*(1) An agency must notify the Information Commissioner **before** adopting or **amending** an agency information guide and must, if requested to do so by the Information Commissioner, consult with the Information Commissioner on the proposed agency information guide or amendment.*

(2) The Information Commissioner can issue guidelines and model agency information guides for the assistance of agencies in connection with agency information guides.”

As the *Publication Guide* has not been reviewed since initial adoption on 27 July 2011, it is recommended that Council endorse the Draft Agency Information Guide to be provided to the Information Commissioner for review and guidance. Based on the outcome of consulting with the Information Commissioner, Council may then adopt the Draft Agency Information Guide at a further Council meeting. Review of the document can continue on a 12 monthly basis in July of each year to ensure ongoing relevance of the document information and legislative requirements are being upheld.

Strategic Direction:

Key Direction: 4 Our Leadership
Objective: 4.1 Openness and Transparency in Decision Making
Function: Leadership & Governance
DP Action: 4.1.1.13 Maintain good governance and best practice methods and ensure compliance with various guidelines and legislation

Relevant Legislation:

Government Information (Public Access) Act 2009 - including specific sections as described within this report

Local Government Act 1993 – including Section 739 Protection of Privacy

(1) A person may request that any material that is available (or is to be made available) for public inspection by or under this Act be prepared or amended so as to omit or remove any matter that would disclose or discloses the person's place of living if the person considers that the disclosure would place or places the personal safety of the person or of members of the person's family at risk.

- (2) A person who may make a request under this section includes a person who is entitled to be enrolled as an elector.
- (3) The request is to be made to the general manager or, in the case of the residential roll for an area, the Electoral Commissioner.
- (4) The request is to be in the form prescribed by the regulations, to give particulars of the relevant risk and to be verified by statutory declaration by the person making the request or by some other person.
- (5) The person to whom the request is made may grant the request if satisfied that disclosing or continuing to disclose the matter would place or places the personal safety of the person or of members of the person's family at risk.
- (6) The person to whom the request is made must notify the person concerned of the decision to grant or refuse the request.
- (7) The Electoral Commissioner must not include in the residential roll for an area the address of an elector whose request under this section is granted by the Electoral Commissioner.
- (8) The general manager, in relation to:
- (a) the non-residential roll and the roll of occupiers and ratepaying lessees for the area, and
 - (b) any other material that is available (or is to be made available) for public inspection by or under this Act,
- must not include in the roll or other material the address of a person whose request under this section is granted by the general manager. However, in the case of material other than a roll, the general manager may include the address of a person if the name of the person is excluded from the material.

Financial Implications:

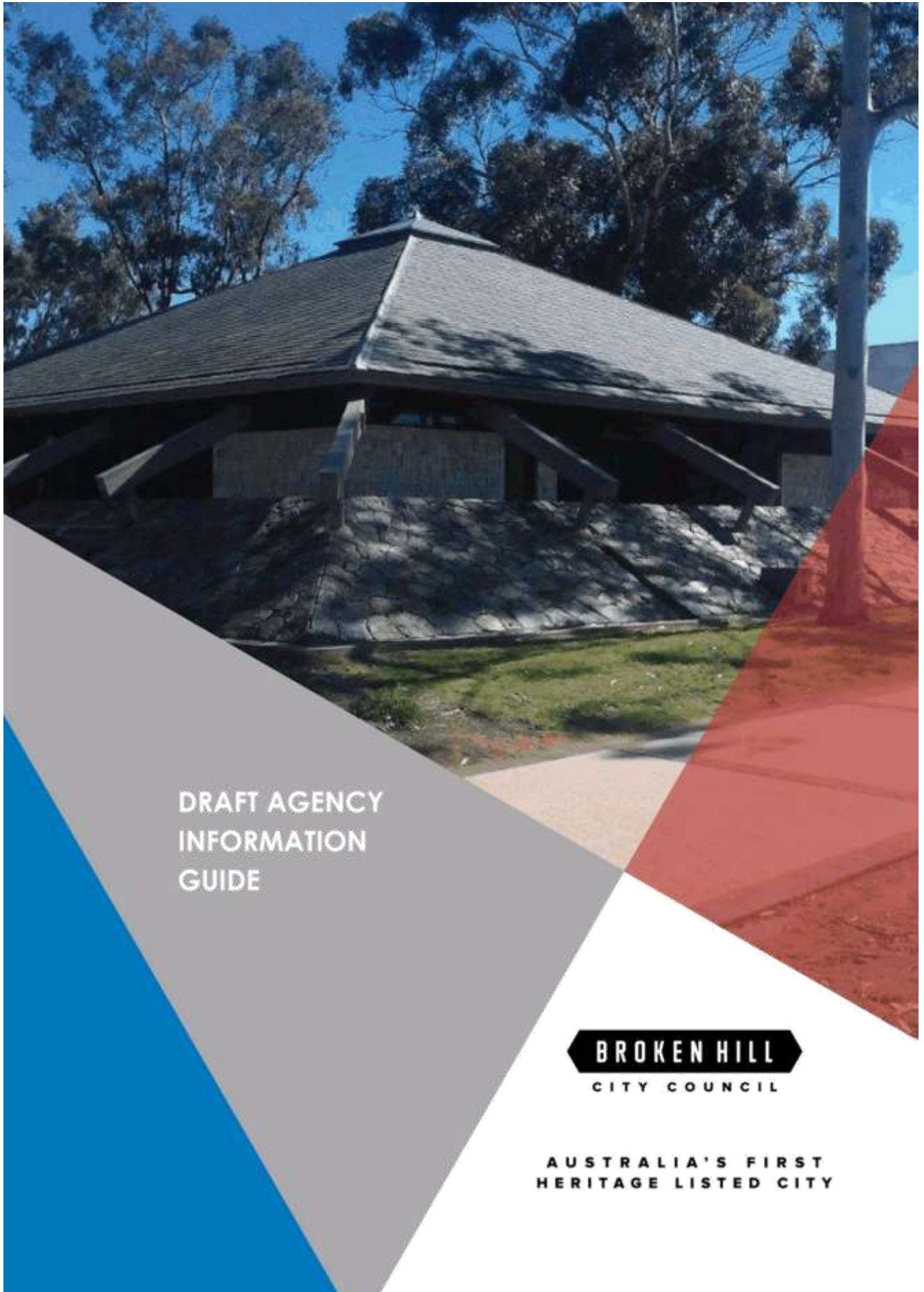
There are no financial implications.

Attachments

1. [↓](#) Draft Agency Information Guide - March 2017

RAZIJA NU'MAN
DIVISION MANAGER CORPORATE AND HUMAN SERVICES

JAMES RONCON
GENERAL MANAGER



**DRAFT AGENCY
INFORMATION
GUIDE**

BROKEN HILL
CITY COUNCIL

**AUSTRALIA'S FIRST
HERITAGE LISTED CITY**

QUALITY CONTROL		
KEY DIRECTION	4 Our Leadership	
OBJECTIVE	4.1 Our Leadership	
FUNCTION	Leadership & Governance	
STRATEGY	4.1.1.13 Maintain good governance and best practice methods and ensure compliance with various guidelines and legislation	
FILE REFERENCE No	16/157	TRIM No D17/647
RESPONSIBLE OFFICER	Public Officer	
REVIEW DATE	June 2018	
DATE	ACTION	MINUTE No
27 July 2011	Adopted by Council	42940
March 2017	Document reviewed and amended	N/A
29 March 2017	Endorsed for release to Information Commissioner	
NOTES		
ASSOCIATED DOCUMENTS	Community Strategic Plan 2033 Long Term Financial Plan 2017-2026 Delivery program 2017/21 Schedule of Fees and Charges 2017/18 Privacy Management Plan Records Management Policy	



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1. INTRODUCTION

1.1 What is an Agency Information Guide?

An Agency Information Guide is a guide developed in accordance with Section 20 of the *Government Information (Public Access) Act 2009* (GIPAA).

The section of the Act clearly outlines what information must be included in an Agency Information Guide.

1.2 Why does Council need to have an Agency Information Guide?

In accordance with Section 20 of the Act, Council must have an Agency Information Guide.

Council has a strong commitment to assisting those who wish to view or obtain information under GIPAA and encourages people who request information to contact the Public Officer.

1.3 What does the Agency Information Guide include?

In accordance with Section 20 of the Act, Council (referred to as the agency in the Act) must have an Agency Information Guide that:

- a) describes the structure and functions of the agency, and
- b) describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public, and
- c) specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions, and
- d) identifies the various kinds of government information held by the agency, and
- e) identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available, and
- f) specifies the manner in which the agency makes (or will make) government information publicly available, and
- g) identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

2. ABOUT THE CITY

“When you think of regional Australia, when you think of mining, when you think of the ethos of Australia, you think of Broken Hill”

Minister of Environment Greg Hunt

The City of Broken Hill is the largest regional centre in the western half of New South Wales. It lies in the centre of the sparsely settled New South Wales Outback, close to the South Australian border and midway between the Queensland and Victorian borders. The nearest population base is Mildura in Victoria, 300 kilometres to the south on the Murray River. The nearest capital city is Adelaide, approximately 500 kilometres to the southwest.

Connected by air, rail and road and with all the facilities that one would expect of a regional city, the Far West NSW region relies heavily on Broken Hill for essential services and connectivity.

Although located within NSW, Broken Hill has strong cultural and historic connections with South Australia and operates on Central Australian Time, half hour behind Eastern Standard Time.

Broken Hill's isolation is as much a strength as it is a challenge. This is Australia's longest lived mining city, where some of the world's major mining companies were founded on the richest mineral deposits and where safe working practices and workers legislation were first developed for miners in Australia. The city skyline is dominated by prominent mining structures along the Line of Lode, including a memorial to miners.

Broken Hill sits beneath a vast sky (now being mined for renewable energy), atop a landscape famed for its natural, cultural and industrial heritage. Each day lives are lived out in dwellings built atop a mineralogical rainforest containing 300 confirmed mineral species and representing 2300 million years of geological history. Many of the City's streets take their names from the wealth of metals, minerals and compounds found in the City's Ore Deposit (its Line of Lode).

The City is renowned for its perfect light – by day the sun and by night the stars, the desert moon and the city lights – which attracts artists, photographers and filmmakers.

In January 2015, Broken Hill was recognised as Australia's First National Heritage Listed City. International findings show that heritage listing 'sells' and can stimulate growth through the visitor economy and the attraction of investment and entrepreneurial opportunity. As part of a very elite club, there is potential to heighten the brand of Broken Hill to world status.

3. ABOUT OUR PEOPLE

The Broken Hill City Community Profile provides demographic analysis for the City and is the official Broken Hill City population for 2011 - 2015.

For areas within Broken Hill City, the Estimated Resident Population is not an official count but an experimental estimate which is subject to review after the collation of the 2016 Census data. Source: www.profile.id.com.au

BROKEN HILL CITY	
Land area	170km ²
Location	1,100km west of Sydney and 500km east of Adelaide

DEMOGRAPHICS	
Estimated Resident Population 2015	18,856
Projected population in 2026	14,777
Female population – Census 2011	51.3%
Male population – Census 2011	48.7%
Identifying as Aboriginal and Torres Strait Islander – Census 2011	7.5%
Number of occupied dwellings	8,056
Number of unoccupied dwellings	1,558
Average household size	2
Proportion of households: couples with children	20%
Households containing only one person	34%

OUR ENVIRONMENT	
Mean Rain (mm)	258.9
Median Rain (mm)	232.6

OUR ECONOMY	
Gross Regional Product	\$1.01 billion 0.2% of the state
Local jobs	7,455
Employed residents	7,752
Local businesses	983
People working in health care and social assistance	16.2%
People working in retail	13.2%
People working in accommodation and food services	9.7%
2011/2012 total tourism and hospitality sales in the City	\$74.2m, total value added \$33.9m
High income earners	17.9%
Low income earners	18.1%
Full-time employment	62%
Part-time employment	35%
Unemployment rate - 2011	8.3%
Labour force – 2011	50.3%

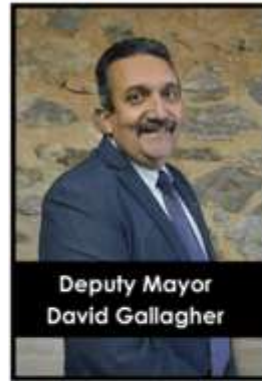
EDUCATION	
Tertiary Qualification	1,693
Education qualifications – Year 12 or equivalent	21%
Attended educational institution	19%

4. ABOUT COUNCIL

The Municipality of Broken Hill was incorporated on 22 September 1888, just five years after boundary rider Charles Rasp pegged the first mineral lease on the site.

At that time, Broken Hill was a rough and ready community of timber and corrugated iron buildings and the need for public health controls was one of the main driving forces behind incorporation. The City was divided into four wards, Burke, Wills, Sturt and King, each returning three aldermen. The ward system has since been abandoned and Councillors are elected to represent the whole of the City.

Following application by Council in 2006, the then Minister for Local Government approved that the number of Councillors for Broken Hill City Council be reduced from 12 to 10 councillors. The Mayor of Broken Hill is popularly elected. The Deputy Mayor is elected by the sitting Councillors on an annual basis.



5. OUR COMMITMENT TO BROKEN HILL

5.1 OUR VISION

Broken Hill is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world.

5.2 OUR MISSION

Council provides high quality services and leadership to enhance community living and facilitate a prosperous economy.

5.3 OUR STATEMENT OF VALUE

INSPIRING

We're leading Broken Hill into the Future

This means we:

- Recognise change starts with us
- Share our passion
- Act as positive role models
- Are focused on delivering results

OPEN

We're transparent and honest

This means we:

- Are united
- Are reliable – when we make a decision we stick to it
- Can be trusted
- Are always available to listen

ORIGINAL

We're pioneering new ideas while remembering what makes us unique

This means we:

- Won't forget our past, even when forging our future
- Are open to new ideas and think outside the square
- Champion our uniqueness
- Look for new solutions rather than relying on the old ways

HUMAN

We're involved in the community

This means we:

- Are inclusive
- Respect diversity and how different people think
- Value doing it together
- Have a genuine sense of humanity

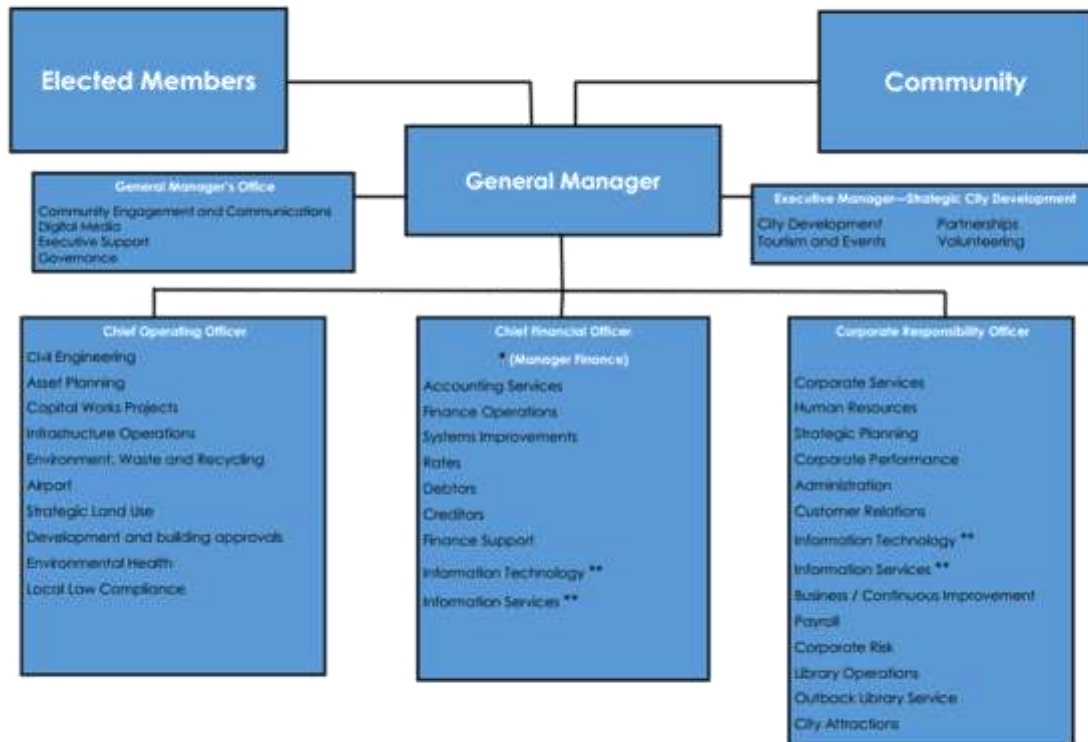
FEARLESS

We're up for the challenge

This means we:

- Strive to solve our own problems
- Defend what's important to our community
- Are prepared to take the lead
- Take opportunities and make something of them
- Are not afraid to make tough decisions

6. COUNCIL ORGANISATION STRUCTURE



6.1 ROLES AND RESPONSIBILITIES OF COUNCIL IN DECISION MAKING

Council is made up of a body of ten Councillors whose role is to ensure Council's vision is articulated and fulfilled, to govern the Broken Hill local government area and to:

- Set the direction of the affairs of the Council in accordance with the *Local Government Act 1993*
- Play a key role in the creation and review of Council's policies, objectives and plans relating to the exercise of Council's regulatory functions
- Participate in the optimum allocation of Council's resources for the benefit of the City
- Represent the interest of the residents and ratepayers and facilitate communication between the community and the Council
- Review organisational performance

The General Manager's role is to:

- Ensure the effective and efficient operation of the Council's organisation
- Ensure the implementation without undue delay, of decisions of the Council
- Provide the day to day management of the Council
- Appoint staff in an organisational structure and resources approved by the Council
- Implement the Council's Equal Opportunity Management Plan
- Carry out other functions as may be conferred or imposed by the *Local Government Act 1993*.

7. FUNCTIONS OF COUNCIL

In order to achieve the Vision of the community, Council has divided its operations into twenty-five functions which will affect the future of Broken Hill. The Council Function including the services they include are detailed below:

KEY DIRECTION 1 – OUR COMMUNITY

Arts & Culture

Charles Rasp Memorial Library
Broken Hill Regional Art Gallery
Albert Kersten Mining & Mineral Museum
Broken Hill Archives

Community Development

Community Assistance Policy

Community Facilities

Cemetery
Broken Hill Regional Aquatic Centre
Halls & Community Centres
Public Amenities

Local Transport

Bus Shelters
Footpaths & Bike Tracks
Road Furniture
Local Roads
Car Parks
Traffic Control

Open Spaces

Parks & Reserves
Sportsgrounds

Public Health

Health Administration & Inspections

Public Order

Sustainability and Environmental
Management
Parking & Other Ranger Services
Animal Control

Public Safety

Street Lighting
Emergency Services

KEY DIRECTION 2 – OUR ECONOMY

Economic Development

Economic Development
Civic Centre
Area Promotion & Events

Property Development

Land Development & Sales

Strategic Transport

Regional Roads
State Roads
Airport

Tourism Development

Tourism

Film Promotion

Film Promotion, Coordination and Approvals

KEY DIRECTION 3 – OUR ENVIRONMENT**Waste Management**

Waste Management Operations
Garbage Collection
Street Cleaning

Sustainability After Mining

Willyama Common
Regeneration Area

Natural Environment

Noxious Weeds
Living Desert

Built Environment

Historic Buildings Preservation
Town Planning

Stormwater Management

Stormwater Drainage
Kerb & Gutter

KEY DIRECTION 4 – OUR LEADERSHIP**Leadership & Governance**

Elected Members
General Manager

Financial Management

Corporate Services Management
Financial Control
Revenue
Payroll
Procurement & Payables
Wamock Street Store

Corporate Support

Risk Management & Insurance
Information Technology Services
Records Management
Human Resources
Governance
Organisational Improvements

Customer Relations

Media & Communications
Customer Relations

Asset Management

Infrastructure Engineering Management
Infrastructure Administration
Asset Management & Technical Services

Operations Management

Mechanics Workshop
Plant & Vehicle Maintenance
Works Depot
Private Works
Billable Works

Buildings & Property

Buildings - Structures Maintenance &
Operations
Buildings - Property Commercial

8. HOW COUNCIL FUNCTIONS AFFECT MEMBERS OF THE PUBLIC

All Councils functions effect the community, whether directly or indirectly. Council is conscious of accountability to the public for its actions and strives for open communication and community consultation to ensure maximum customer satisfaction.

Council's functions, as depicted on the previous pages, affect the public as follows:

8.1 Service Functions

The provision and maintenance of library services, community health, waste removal and disposal, recreational facilities, environmental protection, industry and tourism and development assistance.

8.2 Regulatory Functions

Approval of all building and development in the city and ensuring that all approvals and certificates are issued in accordance with the relevant Acts. Developments are made in the best interest of the public and are made in accordance with all Council's ecologically sustainable development codes and policies.

8.3 Ancillary Functions

These functions affect only a minority of Council's residents and involve matters such as the resumption of land, powers of entry and inspection over land, all of which is dealt with in the best interest of Council's residents.

8.4 Revenue Functions

Revenue functions affect the community directly as it is a function which affects the financing of services and facilities provided to residents. Revenue is obtained from rates, charges, fees, borrowings, and investments.

8.5 Administrative Functions

The administrative functions of the Council do not directly affect residents. However, functions such as employment of staff and compliance with Council's statutory obligations including management plans, financial reporting and annual reporting all have an impact on the community.

8.6 Enforcement Functions

Under the *Local Government Act 1993* and other related legislation Council has a statutory responsibility to enforce local by-laws such as alcohol free zones and regulations delegated by other levels of government, e.g. food safety inspections. These are applied in the best interest of the community.

9. PUBLIC PARTICIPATION

Council wants to understand and consider community concerns about the impact of services and decisions.

In a changing local government environment, Councils must ensure that services are in keeping with future opportunities and the existing needs and expectations of its community.

To achieve this aim, to increase accountability and transparency of operations, Council is committed to keeping the community informed and engaged through ongoing and quality communication.

9.1 Participation at Council Meetings

Council welcomes the public to attend Council meetings which are held on the last Wednesday of each month, commencing at 6:30pm. At this meeting, Reports of the General Manager, Mayoral Minutes, Planning Matters, Public Access and Matters Referred from Previous Council Meetings, Notices of Motions and Matters for Information are presented. Council may also consider confidential matters in Closed Session with the resolutions from these meetings announced in public prior to the close of the meeting.

Members of the public attending Council meetings have an opportunity to address Council at the meeting. For information on how to register to speak, contact Council or refer to current procedures on Council's website.

9.2 Written Submissions to Council and Councillors

Residents and rate payers are encouraged to make written submissions, or personal representations through their elected local representative.

Written submissions to Council or to individual local Councillors may be made in writing and addressed to:

Broken Hill City Council
PO Box 240
Broken Hill NSW 2880

9.3 Council Business Papers

Council agendas are made publicly available and are usually uploaded on to Council's website the Friday prior to the ordinary monthly Council meeting.

Minutes from the previous Council meeting are also made publicly available as soon as possible after they have been endorsed.

Agendas and minutes can also be viewed at the Charles Rasp Memorial Library or at Council's Administrative Centre.

9.4 Community Consultation – Having Your Say

Council communicates with the community and invites the community to have their say through various channels such as Council's website, Council's official Social Media (Facebook, Twitter, Instagram and YouTube), advertising in the local newspaper and radio stations and release of media releases.

9.5 Documents on Public Display

All significant plans, strategies and policies of Council are placed on exhibition in draft form so that interested members of the public may view them and make comments should they wish to.

Exhibition documents are available at the Charles Rasp Memorial Library or at Council's Administrative Centre and submissions should be addressed to the General Manager.

9.6 Section 355 Committees

Council also co-ordinates a range of Section 355 Asset and Advisory Committees.

A Section 355 Committee is a committee established under Section 355 of the *Local Government Act 1993*, to assist Council with the operation and maintenance of various Council facilities and services.

Managing community assets is an essential part of Council activities and the community of Broken Hill has strong representation on a number of Council committees to help manage the City's interests and public assets.

There are eight Asset Committees and three Advisory Committees. They include:

Asset Committees

1. Alma Oval Community Committee
2. BIU Band Hall Community Committee
3. ET Lamb Memorial Oval Community Committee
4. Friends of the Flora and Fauna of the Barrier Ranges Community Committee
5. Memorial Oval Community Committee
6. Norm Fox Sporting Complex Community Committee
7. Picton Sportsground Community Committee
8. Riddiford Arboretum Community Committee

Advisory Committees

1. Broken Hill Heritage Committee
2. Broken Hill Regional Art Gallery Advisory Group
3. Community Strategic Plan Round Table Committee

Members of the public are encouraged to nominate for a position on Section 355 Committees.

18. INFORMATION HELD AT COUNCIL

10.1 Information About Council

- The model code prescribed under section 440 (1) of the *Local Government Act 1993*
- Council's Adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Report
- Auditor's Report
- Management Plan
- EEO Management Plan
- Policy concerning the Payment of Expenses Incurred by, and the Provision of Facilities to, Councillors
- Annual Reports of Bodies Exercising Functions Delegated by Council
- Any Codes referred to in the *Local Government Act 1993*
- Returns of the Interests of Councillors, Designated Persons and Delegates
- Agendas and Business Papers for any meeting of Council or any Committee of Council
- Minutes of any meeting of Council or any Committee of Council
- Departmental Representative Reports presented at a meeting of Council
- Land Register
- Register of Investments
- Register of Delegations
- Register of Graffiti Removal Works
- Register of current Declarations of Disclosures of Political Donations
- Register of Voting on Planning Matters

10.2 Plans and Policies

- Local Policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Contribution Plans

10.3 Information About Development Applications

Development Applications and any associated information received in relation to a proposed development:

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification Documents
- Town Planner Reports
- Submissions received on Development Applications
- Heritage Consultant Reports
- Tree Inspections Consultant Reports
- Acoustic Consultant Reports
- Land Contamination Consultant Reports
- Records of decisions on Development Applications including decisions on appeals
- Records describing general nature of documents that Council decides to exclude from public view including internal specifications and configurations, and commercially sensitive information.

10.4 Approvals, Orders and Other Documents

- Applications for approvals under part 1 of Chapter 7 of the *Local Government Act 1993*
- Applications for approvals under any other Act and any associated document
- Records of approvals granted or refused, any variation from Council Policies reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the *Local Government Act 1993*, and any reasons given under section 136 of the *Local Government Act 1993*
- Orders given under the Authority of any other Act
- Records of Building Certificates under the *Environmental Planning and Assessment Act 1979*
- Plans of land proposed to be compulsorily acquired by Council
- Compulsory Acquisition Notices
- Leases and Licenses for use of Public Land classified as Community Land.

11. HOW TO ACCESS INFORMATION HELD BY COUNCIL

Council holds information, which relates to different issues concerning the City and how it functions.

Some of this information is available to the public for inspection or on our website and others may be obtained free of charge.

Additionally, some information held by Council may only be accessed by the determination of a GIPA application.

Information is held by Council in the following formats:

11.1 Files

Files include all related correspondence, reports and plans on a given matter. Generally, files relate to the development, building, planning, engineering and subdivision of properties within the City of Broken Hill.

Requests to inspect Council files are dealt with on individual merit, although some information contained on the files may generally only be accessed through the determination of a formal GIPA application.

11.2 Computer Records

Council has an Electronic Document and Records Management System (TRIM). All incoming and outgoing correspondence is registered in TRIM.

Council utilise Civica and its Authority Customer Requests Management (CRM) application to record all customer requests.

11.3 Accessing Information

Under the *Government Information (Public Access) Act 2009* there is a right of access to certain information held by Council unless there is an overriding public interest against disclosure of the information.

11.4 The four main ways Council will provide access to information are:

11.4.1 Mandatory proactive open access information

Open access information includes:

- Council's Publication Guide
- Information about the Council contained in any document tabled in Parliament by or on behalf of the Council, other than any document tabled by order of either House of Parliament
- Council's policy documents
- Council's Disclosure Log of access applications
- Council's Register of Government Contracts
- Council's record of the open access information that it does not make publicly available on the basis of an overriding public interest against disclosure
- Such other government information as may be prescribed by the regulations (to the Public Information Public Access Act 2009) as open access information

11.4.2 Authorised Proactive Release Information

Council may make certain information publicly available, unless there is an overriding public interest against disclosure of the information.

11.4.3 Informal Release

Information that is not available as mandatory or authorised proactive release may be provided through discretionary release.

11.4.4 Formal Access Applications

When the information sought is of a sensitive nature or contains personal information about a third party, then a formal application can be made. A fee of \$30 applies to all formal applications. Additional processing costs may be charged if required.

Formal Application forms are available at Council's Administration Centre and on Council's website.

Council will advise the applicant within 20 working days of receipt of the request of its decision to provide information and in cases where the applicant is aggrieved by Council's determination, an appeal may be lodged. Information on how this may be done will be included with Council's determination notice.

12.HOW DO I CONTACT COUNCIL

HOW?	CONTACT DETAILS
In Person	Council Administration Centre 240 Blende Street Broken Hill NSW 2880
Post	Broken Hill City Council PO Box 240 Broken Hill NSW 2880
Phone	(08) 8080 3300
Fax	(08) 8088 3424
Email	council@brokenhill.nsw.gov.au
Emergency Contact (out of hours only)	0408 858 368
Opening Hours	8:30am to 5:00pm – Monday to Friday Cashier closes at 4pm

12.1 Contact

For specific information or enquiries regarding access to information at Broken Hill City Council, please contact:

The Public Officer
PO Box 240
Broken Hill NSW 2880
Phone: 08 8080 3300
Email: council@brokenhill.nsw.gov.au

If you wish to learn more about your right to information, please contact the Office of the Information Commissioner at www.oic.nsw.gov.au

ORDINARY MEETING OF THE COUNCIL

March 15, 2017

ITEM 15

BROKEN HILL CITY COUNCIL REPORT NO. 51/17

SUBJECT: DRAFT CEMETERY MANAGEMENT POLICY FOR PUBLIC EXHIBITION 13/163

Recommendation

1. That Broken Hill City Council Report No. 51/17 dated March 15, 2017, be received.
2. That Council endorse the Draft Cemetery Management Policy for the purpose of public consultation.
3. That the Draft Cemetery Management Policy be exhibited for public comment for a 28 day period.
4. That the Council receives a further report at the conclusion of this exhibition, detailing submissions and any recommended changes arising, with a view to adopting the Draft Cemetery Management Policy.

Executive Summary:

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

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

Report:

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

4.5 Exclusive Right for Spare Plots/Niches and Pre Selection of Spare Plots/Niches

Current	Spare Plots are not available in the Rose Garden or Native Garden
Amended	<p>c) Spare plots are not available for pre-purchase in the Rose Garden or Native Garden, unless:</p> <ul style="list-style-type: none"> • At the time of a deceased person being interred, one only adjacent plot may be pre-purchased for future burial, subject to a sloper being placed at the site of the spare plot, within three months of the plot purchase.

4.7 Grave and Plot Allocation Sizing

New	<p>a) In Ground Plots:</p> <ul style="list-style-type: none"> • Interment of ashes at the head end or foot end of a grave is determined on a merit by merit basis, at the time of application. Fees apply.
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4.11 Interments

Current	All requests for interments must be made to Council.
Amended	All requests for interments must be made to Council, with the provision of 48 hours notification.

Additional minor amendments have occurred to reflect accurate responsibility roles, updated review periods and the like.

The review also highlighted current and proposed fees to be considered in the 2017/2018 Schedule of Fees and Charges: Some considerations include:

- Fee for placement of bronze plaques on graves;
- Fee for grave preparation for interment of ashes at either head end or foot end;
- Minimum hourly fee for interments running over booking time and extending to out of normal hours;

In accordance with Section 160 of the *Local Government Act 1993* the Draft Cemetery Management Policy is required to be placed on public exhibition for a period of 28 days, during which time submissions may be made to the Council.

Strategic Direction:

- Key Direction: 1. Our Community
- Objective: 1.4 Our built environment supports our quality of life
- Function: Our Community
- DP Action: 1.4.1.5 Maintain the cemetery to allow a final resting place and a place for residents and visitors to visit loved ones that have passed.
- 1.4.1.6 Facilitate searches for deceased persons interred in the Broken Hill Cemetery.

Relevant Legislation:

Under the *Local Government Act 1993*, the *Public Health (Disposal of Bodies) Regulation 2002* and the *Local Government (Control of Cemeteries) Amendment Act 1966*, Broken Hill City Council as a cemetery authority is required to establish policies and procedures in regards to the control of the management and operation of Council's Cemetery.

Section 160 of the *Local Government Act 1993* requires plans and policies to be placed on public exhibition for a period of 28 days, during which time submissions may be made to Council.

Financial Implications:

There are no financial implications to review this Policy.

Attachments

1. [↓](#) Draft Cemetery Management Policy

ANDREW BRUGGY
MANAGER INFRASTRUCTURE STRATEGY

JAMES RONCON
GENERAL MANAGER

DRAFT CEMETERY MANAGEMENT POLICY

QUALITY CONTROL		
TRIM REFERENCES	D14/28765 – 12/114	
RESPONSIBLE POSITION	Manager Infrastructure Strategy	
APPROVED BY	Council	
REVIEW DATE	March 2017	REVISION NUMBER 2
EFFECTIVE DATE	ACTION	MINUTE NUMBER
25 March 2015	Public Exhibition	44900
29 July 2015	Adopted	45007
29 March 2017		

1. INTRODUCTION

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

2. POLICY OBJECTIVE

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

3. POLICY SCOPE

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

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

4. POLICY STATEMENT

4.1. Cemetery Maintenance

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

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

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

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

Where subsidence is evident, Council may fill and compact the ground.

4.2. Cemetery Records

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

The Public Health Regulation 2012, Part 8 - Disposal of Bodies, Division 3 - Handling of bodies, Section 68 Register of Burials, states:

- 1.1.1. *A cemetery authority must maintain a register of all burials carried out at the cemetery.*
- 1.1.2. *The cemetery authority must make in the register an entry relating to each burial immediately after the burial has been carried out.*
- 1.1.3. *Each entry must include the following:*
 - a) *the name, age and last address of the person whose body or remains have been buried;*
 - b) *the date of the person's death;*
 - c) *the date of the burial;*
 - d) *the section and allotment where the burial has been made;*
 - e) *the name of the person (if any) who continues to hold any right of burial in that allotment;*
 - f) *the name of the funeral director who transported the body to the cemetery;*
 - g) *the fees paid to the cemetery authority for the burial.*
- 1.1.4. *The cemetery authority must keep a copy of the register at the cemetery and make it available for inspection on request by an authorised officer.*
- 1.1.5. *If a cemetery authority ceases to direct the operations of a cemetery, the chief executive officer of the authority must ensure that the register of burials for the cemetery is sent to the Director-General or otherwise disposed of as the Director-General may direct.*

Council will ensure that:

- a) A register of burials is maintained, as required by legislation;
- b) Each burial is recorded in the burial register immediately after the service. Council will mark burial locations on a map. Printed copies of records and maps are available at Council;
- c) Registers are amended to remove or correct inaccuracies;
- d) As time permits, Council staff will investigate and locate burial records not currently held at Council and continue with the ongoing collation of all burial records, where possible;
- e) Council will locate and record reservations and unmarked graves within the cemetery, where possible.

4.3. Fees and Charges

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

4.4. Exclusive Right of Burial and Work Permits

An Exclusive Right of Burial (Exclusive Right) grants the holder the authority to make decisions about the grave/plot/niche and/or the monument, which may include:

- a) Erection or alteration of a monument;

- b) Initial and subsequent burials, exhumations and relocations;
- c) Maintenance of the grave or monument.

The Exclusive Right is perpetual.

A maximum of two people may own an Exclusive Right.

A Work Permit grants the holder the authority to make decisions about the monument, which may include:

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

The Work Permit is perpetual.

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

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

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

- a) *Transfer of Exclusive Right to another person*

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

- b) *Surrender or Transfer of Exclusive Right and/or Work Permit to Council*

The holder or joint holders of an Exclusive Right and Work Permit granted by the Council may transfer the Exclusive Right and/or Work Permit to Council.

Council will only accept the transfer of an Exclusive Right and/or Work Permit if:

- Evidence of ownership of the Exclusive Right and/or Work Permit is supplied to Council.
- The gravesite described in the Exclusive Right and/or Work Permit to be transferred has not been used for burial of human remains including the remains from a cremation or if it has previously been used, an exhumation has occurred and the gravesite is no longer required.
- The gravesite is free of structural improvements, such as headstone, marker and plantings. If a monument has been placed on a spare grave, the Exclusive Right and Work Permit holder will be responsible, at their own cost, for the removal of the monument prior to the transfer of the Exclusive Right and/or Work Permit to Council.
- Council will reimburse the applicant for the amount paid for the Exclusive Right and/or Work Permit at the time of the original purchase, or if paid prior to the introduction of decimal currency an amount determined by Council.

- c) *Exclusive Right and/or Work Permit to pass to surviving holder*

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

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

d) *Exclusive Right and/or Work Permit bequeathed*

The holder of a burial permit may bequeath the Exclusive Right and/or Work Permit as if it were the holder's personal estate.

Upon application made by a person to whom a burial permit has devolved as a result of a bequest, Council will amend the register so as to indicate that the person has become the holder of the Exclusive Right and/or Work Permit. A new certificate will be issued and the original certificate will be retained at Council and recorded as cancelled.

Evidence in writing of a bequeath is required to be provided to Council in order to make any changes

e) *Power of Attorney*

A person who produces Power of Attorney documents relating to the Exclusive Right Holder(s) will have the same interment and monument works decision rights as the holder(s) would.

4.5. Exclusive Right for Spare Plots/Niches and Pre Selection of Spare Plots/Niches

All spare plots/niches purchased incur a fee for as per the Schedule of Fees and Charges, in effect at the time of the spare plot/niche being purchased. Only upon payment shall an Exclusive Right and Work Permit be issued.

a) *Spare Plot and Niche Pre Selection Fees*

- If a person requests a specific plot or niche location, Council's Pre Selection Fee will apply.
- If a person does not specify a spare plot or niche and rather accepts Council's selection of a plot or niche, this will not be classed as a pre-selected plot and the Pre Selection Fee will not apply.

b) *Available Locations for Spare Plots and Niches*

- General Section
- Denomination Sections
- Cremation Wall

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

Council will permit a maximum of six (6) spare plots/niches to be purchased by any one family at any one time.

c) *Spare plots are not available for pre-purchase in the Rose Garden or Native Garden, unless:*

- At the time of a deceased person being interred, one only adjacent plot may be pre-purchased for future burial, subject to a sloper being placed at the site of the spare plot within three months of the plot purchase.

4.6. Exclusive Right and Work Permits for Old Graves

An application for the purchase of an Exclusive Right for Old Grave must be submitted to Council on the applicable form.

4.7. Grave and Plot Allocation Sizing

a) *In Ground Plots:*

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

b) *Rose Garden:*

- Plot Allocation Size - 450mm x 400mm.

4.8. Monuments

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

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

The holder of an Exclusive Right and Work Permit is responsible for all costs relating to a monument, including maintenance and repair.

All permanent monuments and monumental work must comply with AS 4204-1994 Headstones and Cemetery Monuments and AS 4425-1996 Above-Ground Burial Structures.

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

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

Monument sizing is as follows:

a) *Gravesites*

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

b) *Rose Garden*

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

Monument sizing in the Rose Garden are:

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

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

If Council is required to undertake any work relating to a monument to ensure public or employee safety it may recover these costs from the holder.

4.9. Tributes - Ornaments, Floral and Other

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

a) *Rose Garden*

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

b) *Cremation Wall*

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

c) *All Areas*

Council reserves the right to remove any tributes on a gravesite, niche or plot that cause safety concerns to visitors, Council staff and Council equipment, interferes with any maintenance work or burials, or encroaches upon other graves and plots. This includes alcohol, other drink and food products.

4.10. Contractor Requirements for Work Undertaken within the Cemetery

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

Council require specific valid insurance documents to be retained on file at Council prior to any works being undertaken. The required information will be noted on the Application for Licence to Work in the Broken Hill Cemetery and Council will require both the signed application form and required documents to be submitted prior to a licence being approved and issued, and any work being undertaken on Council property. At such time that insurance policies expire, Council will request updated documents to be submitted to Council and work will not be permitted to be undertaken until all updated documents have been received by Council.

Council reserve the right to decline an approval for an interment booking request, cancel or revoke an approval for proposed work or stop work in progress for failure to comply with Council requirements.

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

A person shall not, in the Cemetery:

- a) construct, install, alter, restore, renovate or improve any monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, railing or other structure, unless it is of:
 - a material and design approved in writing by Council;
 - carried out to the standard of workmanship required by Council; and
 - constructed or maintained in accordance with AS 4204-1994 Headstones and Cemetery Monuments and AS 4425-1996 Above-Ground Burial Structures;
 - Make any inscription or carry out any adornment, unless it is approved by Council and made or carried out to the standard required by Council or erase, correct, or require the erasure or correction of, wording of any inscription that has been constructed, installed, made or carried out without Council's written consent; or otherwise than in accordance with an approval given by Council;
- b) remove a monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, rail or other structure from the Cemetery without Council's written permission;
- c) do any of the above without first having an Application for Licence to Work in the Broken Hill Cemetery approved.

4.11. Interments

All requests for interments must be made to Council, with the provision of 48 hours notification.

4.12. Children's Section of the Cemetery

For the purpose of this policy and Council's Schedule of Fees and Charges, Council considers a child to be aged between 0 and 13 years.

Exclusive Rights, Work Permits, Burial Times and Fees and Charges will apply in relation to all interments in the Children's Section of the Cemetery, also known as and marked on the Cemetery Map as General 1.

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

4.13. War Cemetery

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

4.14. War Graves

Council exempt the Commonwealth War Graves Commission and Returned Services League (RSL) from the payment of an Exclusive Right in relation to grave sites purchased for eligible ex-service men and women, although a fee for a Work Permit will be applied for any monumental work to be undertaken. Once a monument has been erected, the headstone or plaque is not to be altered in any manner.

The RSL will order a brass plaque for the Rose Garden or the RSL Wall. The RSL Wall does not have provision for the interment of ashes.

If an additional interment is requested to be undertaken in the grave or plot, Council will apply a fee for an Exclusive Right according to the current fee noted in Council's Schedule of Fees and Charges, applicable at the time of the request, and any other applicable fees. Personal details of the additional interred person/s will only be recorded on the grave by means of a plaque attached in the centre of the slab, not on an existing or new headstone.

If the grave is damaged during the reopen process for a second or subsequent interment, the RSL will be advised and will be required to arrange for the grave to be repaired.

4.15. Shared Grave

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

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

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

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

- a) Due to multiple relatives potentially having an interest in purchasing the Exclusive Right and Work Permit for a shared grave, Council are unable to determine an appropriate person to grant these permits to.
- b) Due to the sensitive nature of a shared grave and the fact that some deaths of infants were not discussed within the family, it is impossible for Council to locate and contact each interred persons relative to confirm if they object to a sale of any permits.
- c) Council respects the rights of families mentioned in point b) and will not allow for one relative to name any interred person in the shared grave on any monument, plaque or cross who is not related to that person.
- d) Due to points a), b) and c), Council are unable to permit the purchase of an Exclusive Right and Work Permit for a grave that was used as a shared grave. As such, Council will not grant or apply fees for an Exclusive Right or Work Permit for a shared grave site.
- e) Council will allow for a relative to purchase and have placed on the gravesite a Plaque or a Wooden Cross on the grave site with the details of their interred relative only.
- f) Council advise that the plaque must reflect that the grave is a shared grave through the mandatory wording 'Resting with Others in this Shared Grave'. While this will recognise it is a shared grave with other people interred, it will not reveal any personal information of others interred.

4.16. Exhumation

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

- Approval for exhumation by NSW Department of Health in accordance with the provision of *Public Health (Disposal of Bodies) Regulation, 2002*; and
- Approval from Council as per the Cemeteries and Crematoria Act 2013, Section 66

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

4.17. Mohammedan Section of the Cemetery

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

Several members of the Mohammedan community have been provided with an Exclusive Right of Burial at no charge, resolved at the Councils ordinary meeting held 30 April 2014.

All further burials in this section for those not specified in Councils report and resolution, will have the Exclusive Right of Burial fee applied at the time of burial.

4.18. Miscellaneous

A person must not do any of the following within a cemetery:

- a) Damage, deface, interfere with or alter burial sites;
- b) Damage, deface, interfere with or alter monuments;
- c) Bury, inter or exhume any human remains, whether cremated or not;
- d) Enter or remain in the cemetery between sunset and sunrise;
- e) No animals are permitted in the Cemetery unless riding a horse or leading a dog on a leash;
- f) Take part in any gathering, meeting or assembly, except for the purpose of religious, research, historical, educational or other ceremony of burial or commemoration;
- g) Engage in trade or commerce without Council's written consent;
- h) Distribute any circulars, advertisements, paper drawn or photographic material without prior Council consent;
- i) Drive a vehicle at a speed of more than twenty (20) kilometres per hour;
- j) Drive a vehicle or a vehicle and trailer having an unladen weight of more than three (3) tonnes;
- k) Drive a vehicle through a cemetery for the purpose of travelling between places outside of the cemetery;
- l) Park a vehicle on any known burial place, verge or plantation, or in a manner that is likely to impede traffic;
- m) Teach, learn or practice driving a vehicle;
- n) Camp or reside on any cemetery land;
- o) Possess or consume an alcoholic or intoxicating beverage or substance;
- p) Urinate or defecate;
- q) Bring or leave any rubbish, refuse, scrap metal (including remains of vehicles), rock, soil, sand or any other such substances;
- r) Remove any dead timber, logs, trees, flora, whether standing or fallen;
- s) Kill, capture or in any way interfere with any animal, bird, fish or other fauna, whether native or introduced;
- t) Plant any tree, shrub, herbage or other plant without prior consent.

5. IMPLEMENTATION

5.1. Roles and Responsibilities

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

- General Manager
- Manager Infrastructure Strategy
- Asset Planner Buildings
- Asset Planner Open Spaces
- Council staff

5.2. Communication

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

5.3. Associated Documents

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

- Australian Standard AS 4204-1994 Headstones and Cemetery Monuments;
- Australian Standard AS 4425-1996 Above-Ground Burial Structures.

6. REVIEW

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

The standard review period will be within each term of Council following the Local Government Elections, or as required to ensure that it meets legislation requirements and the needs of the community and Council. The responsible Council officer will be notified of the review requirements three (3) months prior to the expiry of this policy.

The Manager Infrastructure Strategy is responsible for the review of this policy.

7. LEGISLATIVE AND LEGAL FRAMEWORK

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

- Anti-Discrimination Act 1977;
- Births, Deaths and Marriages Registration Act 1995;
- Cemeteries and Crematoria Act 2013 - Sect 66;
- Conservation of Cemeteries Act 1974;
- Coroners Act 1980;
- Crown Lands Act 1989;
- Crown Lands (General Reserves) By-Law 2006;
- Crown Lands (General Reserves) Amendment (Sustainable Burials) By-law 2011;
- Heritage Act 1977;
- Human Tissues Act 1983;
- Local Government Act 1993;
- Local Government (Control of Cemeteries) Amendment Act 1966;
- Privacy and Personal Information Protection Act 1998;
- Public Health (Disposal of Bodies) Regulation 2002;
- Public Health Act 1991;

- Public Health Regulation 1991;
- State Records Act 1998;
- Work Health and Safety Act 2011.

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

8. DEFINITIONS

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

'Applicant' shall mean the person making an application for an Exclusive Right of Burial, Work Permit, enquiry, burial, relocation or exhumation. This could be a Funeral Director, Monumental Mason or a Family member or Friend.

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

'Burial Site/Grave Site' shall mean a gravesite, vault site, memorial site or other place for the disposition or commemoration of the remains of the dead, whether cremated or not.

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

'Council' shall mean the Broken Hill City Council.

'Exclusive Right of Burial' shall mean a certificate that provides a person with the authorisation of who **can be interred or exhumed from a burial site**. *The Exclusive Right does not give the holder any equity or property holding in the cemetery.*

'Exclusive Right Holder' shall mean the owner / purchaser of the Exclusive Right of Burial and recorded as such in Council's register. In some circumstances, the Exclusive Right Holder refers to a surviving member of the original holder's family, their executor or administrator, Power of Attorney, their heir or successor. Ownership may be formally transferred or bequeathed by a Will. There is no entitlement to any 'real estate' or property as such.

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

'Fee' shall mean a fee fixed by Council in its annual Schedule of Fees and Charges. Fees are updated each year and typically come into effect as of the 1st July each year.

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

'Grave' shall mean an occupied burial site.

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

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

'Plot' shall mean:

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

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

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

'Slab' shall mean the slab of concrete covering the gravesite.

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

ORDINARY MEETING OF THE COUNCIL

March 15, 2017

ITEM 16BROKEN HILL CITY COUNCIL REPORT NO. 52/17SUBJECT: DRAFT REVISED MEDIA RELATIONS POLICY 12/14**Recommendation**

1. That Broken Hill City Council Report No. 52/17 dated March 15, 2017, be received.
2. That Council endorses the draft revised Media Relations Policy for the purposes of public consultation.
3. That the draft revised Media Relations Policy be exhibited for public comment for a period of 28 days.
4. That Council receives a further report at the conclusion of this exhibition, detailing submissions and any recommended changes arising, with a view to adopting the draft revised Media Relations Policy.

Executive Summary:

As per Council's determination of Confidential Report No. 261/16 (Code of Conduct No. BHC160401) at its meeting held December 14, 2016, Council resolved (Minute No. 45420):

4. That Council review its Media Relations Policy so that the Policy more closely aligns with current practice. Current practice gives tacit encouragement to all Councillors to speak to the media which is contrary to the terms of the Policy.

Council's Media Relations Policy has been revised to better align with current practice, and provide clarity on the roles and responsibilities of Councillors and Council staff when interacting with media.

A copy of this draft revised Media Relations Policy was circulated to Councillors via email on 10 February, 2017, with no requests for additions or amendments received. Please note the content of the attached draft revised Media Relations Policy remains largely unchanged from the version circulated to Councillors, however it has been placed into a Council-branded policy template, giving it a different appearance.

In accordance with the *Local Government Act 1993 Section 160* the reviewed policy is to be placed on public exhibition for a period no less than 28 days during which time submissions may be made to the Council.

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Report:

This Policy has been revised to clarify the roles and responsibilities of Councillors and Council staff when interacting with the media, and provide a framework to enable coverage of Council affairs that is consistent, accurate, fair, and reliable.

There was previously an element of uncertainty, particularly amongst Councillors, regarding rules and restrictions surrounding communication with local media.

A comparison of Council's existing Policy against Media Policies from a number of other Councils across the State showed that there was an opportunity for refinement, particularly in relation to Councillors' freedom to speak as individuals with local media.

The draft revised Media Relations Policy clearly states that Councillors may speak with the media, providing they make it clear they are expressing their own personal opinion, and are not speaking on behalf of Council as a whole.

It also provides an updated layout to align with Council's style guide, improved grouping of relevant information, and a table clearly showing the roles, responsibilities and restrictions for each facet of Council in relation to media.

Strategic Direction:

Key Direction:	4 Our Leadership
Objective:	4.4 Our Community is Engaged and Informed
Function:	Customer Relations
DP Action:	4.4.1.1 Develop a communications strategy aimed at increasing information provision and engagement of our community

Relevant Legislation:

Local Government Act 1993, Section 160

Financial Implications:

Nil.

Attachments

1. [↓](#) Draft Revised Media Relations Policy

JAMES RONCON
GENERAL MANAGER



DRAFT MEDIA RELATIONS POLICY

QUALITY CONTROL			
TRIM REFERENCES	12/114		
RESPONSIBLE POSITION	General Manager		
APPROVED BY	Council resolution		
REVIEW DATE	May 2019	REVISION NUMBER	4
EFFECTIVE DATE	ACTION	MINUTE NUMBER	
29/11/2000	Adopted	38961	
26/11/2003	Adopted	40205	
28/03/2012	Adopted	43236	

1. INTRODUCTION

This Policy provides a framework for Councillors and staff to use to promote coverage of Council affairs that is consistent, fair, accurate and reliable.

2. POLICY OBJECTIVE

The Media Relations Policy has the following objectives:

- To ensure consistency by Councillors and staff in dealing with the media.
- To promote open exchange of information between Council and the media.
- To limit the publication of inaccurate information which could cause conflict or embarrassment for employees and Councillors.
- To limit the possibility of miscommunication and reputation risk.
- To promote positive media relationships.
- To clearly indicate Council's authorised spokespersons.
- To ensure appropriate authorisation and responsibility for information provided.

3. POLICY SCOPE

This Policy applies to Councillors, Council officers, volunteers, consultants, and contractors.

4. POLICY STATEMENT

The following guidelines should be observed at all times when interacting with media:

4.1 Staff and Media

- All media enquiries should be directed to the Communications and Community Engagement Coordinator.
- Council staff must not speak to the media about matters related to Council unless authorised by the General Manager to do so.
- Council employees may not provide any comment or information to the media with the intention of contesting or undermining Council policy or casting Council, Councillors or Council staff in a negative light.
- Council employees may speak to the media or write Letters to the Editor as private individuals providing they do not comment on Council business or policy, and do not identify themselves as Council employees.
- From time to time it may be necessary for a Letter to the Editor to be written as an official Council communication to inform the community about a particular matter. Such letters must be issued through the Communications and Community Engagement Coordinator, subject to the approval of the Mayor and/or General Manager.
- In the event of an industrial dispute (or an incident likely to lead to an industrial dispute), statements on behalf of Council employees should be issued via the relevant union.
- When appropriate, a member of Council staff may be nominated by the General Manager to act as the sole spokesperson on a specific issue, event or initiative within their operational portfolio, to ensure consistency of message.
- Council staff should treat all media outlets equally and avoid giving one outlet preferential treatment. Media releases should be distributed to all media outlets at the same time.
- Council staff should never provide information "off the record" during media interviews. Anything said to a media representative can be used in a news story.
- Contractors, volunteers or service providers employed by Council must refer all media enquiries relating to Council to the Communications and Community Engagement Coordinator.

4.2 Councillors and Media

- Councillors have been elected to represent the community and are free to speak to the media.
- Whenever Councillors speak with the media they must make it clear they are expressing their own personal opinion, and not speaking on behalf of Council as a whole.
- Councillors may speak on behalf of Council only when delegated by the Mayor. In such an instance they must completely support Council's position on the issue at hand.
- Councillors may speak with media on behalf of Committees on which they are Chair or Acting Chair on matters that directly relate to their Committee.

- Councillors must not provide the media with comment or information that; contests or undermines established Council policy; brings Council into disrepute; denigrates Council, fellow Councillors, or Council employees.
- Councillors are encouraged to contact the Communications and Community Engagement Coordinator or General Manager before speaking to media to ensure they can provide the most up to date information from Council on the matter at hand.

4.3 Media Releases

- Staff may prepare draft media releases, but they must be forwarded to the Communications and Community Engagement Coordinator for editing, formatting and distribution to ensure consistency in communication with media.
- Media releases should never be issued without the Communications and Community Engagement Coordinator's knowledge, and the prior approval of the General Manager, the Mayor, or a delegated authority.
- A media release should never be issued quoting a Councillor or member of staff without that person's permission.
- Staff with specialist knowledge may be quoted in media releases with the permission of the relevant delegated authority.
- Media releases must be approved by the General Manager or the delegated authority before posting on the Council website or social media.

4.4 Media Alerts

Any Councillor or staff member who is aware of a Council matter that may be of interest to the media should immediately contact the General Manager's Office.

4.5 Complaints about the Media

Staff complaints about incorrect or unfair media content regarding Council matters should be forwarded to the Communications and Community Engagement Coordinator. Official complaints about media, or requests for a correction can only be made with the authorisation of the General Manager.

4.6 Emergency Communication

Council recognises that ill-considered and uninformed comments can cause dire consequences and have legal implications in the event of an emergency, disaster, crisis or other sensitive issue.

In the event of an emergency in the Council area involving serious injury to and/or death of residents, the Mayor/Councillors or Council employees, or involving significant damage to Council assets or private property, or involving significant law enforcement activity on Council property, the following procedures will apply:

- The General Manager's Office must be notified immediately of details of the incident or activity.
- Details of the incident or activity must not be discussed with any media representatives unless approved in advance by the General Manager.
- Requests by the media to film, photograph or interview Council employees or Council assets involved in the emergency situation must be referred to the General Manager's Office.

4.7 Crisis Management

In communications planning, a crisis is regarded as an emergency due to an actual or imminent occurrence (such as fire, flood, storm, earthquake, explosion, terrorist act, accident, epidemic or war like action) which creates an emergency that requires a significant and coordinated response.

A crisis is defined as a situation that:

(a) endangers, or threatens to endanger, the safety or health of persons or animals in the Local Government Area and;

(b) destroys or damages, or threatens to destroy or damage, any property in the Local Government Area.

If the District Emergency Management Committee enacts the District DISPLAN, requests must be referred to the General Manager's Office. The General Manager will be guided by the advice of the District and Local Emergency Operations Controllers.

4.8 Non-compliance with this Policy

Failure to comply with this policy may be dealt with in accordance with Council's Code of Conduct.

5. IMPLEMENTATION**5.1. Roles and Responsibilities**

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

Authorised Officer	Roles and Responsibilities
Mayor	Council's official spokesperson on all strategic and policy matters. Authorised signatory for Letters to the Editor on policy issues.
Deputy Mayor	To act as the Mayor's delegated spokesperson if the Mayor is unavailable.
General Manager	Council's official spokesperson on all policy, operations, strategic, and administrative issues. Authorised signatory for Letters to the Editor on these issues.
Councillors	Provide the media with comment, identifying that it is provided as their own personal opinion, and not the official position of Council.
Department Managers	May make statements on behalf of Council as a designated spokesperson if authorised by the General Manager.
Communications and Community Engagement Coordinator	Responsible for coordinating responses, and providing information and press releases to the media.
General Staff	No media role unless authorised by the General Manager to act as a designated spokesperson.

- The Mayor and the General Manager are Council's official spokespersons on all matters.
- The General Manager may nominate other staff to act as spokespersons for the Council.
- The Mayor may delegate another Councillor to speak on a particular matter.
- The Communications and Community Engagement Coordinator is responsible for co-ordinating media liaison and issuing press releases, and is delegated to respond to media enquiries on behalf of Council.
- No staff member, other than those authorised by the General Manager, are to handle an enquiry from the media without prior approval.
- Information given to the media of a controversial, legal, or ethical nature requires the approval of the General Manager and/or the Mayor.
- All staff, Councillors, volunteers and contractors must abide by Council's Code Of Conduct when speaking with the media.

5.2. Communication

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

6. REVIEW

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

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

The Communication and Community Engagement Coordinator is responsible for the review of this policy.

7. LEGISLATIVE AND LEGAL FRAMEWORK

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

- Local Government Act 1993
- Local Government (General) Regulation 2005
- 2015 Model Code of Conduct for Councils in NSW

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

8. DEFINITIONS

"DISPLAN" – The Broken Hill City Council Local Disaster Plan

ORDINARY MEETING OF THE COUNCIL

March 14, 2017

ITEM 17BROKEN HILL CITY COUNCIL REPORT NO. 53/17

SUBJECT: DEVELOPMENT APPLICATION FOR THE DEVELOPMENT OF A
NEW ANIMAL POUND FACILITY AT LOT 1 DP 1162606 11/467

Recommendation

1. That Broken Hill City Council Report No. 53/17 dated March 14, 2017, be received.
2. That consent be granted for Development Application 4/2017 for an animal pound facility at Lot 1 DP 1162606, No. 86 Airport Road, Broken Hill subject to the following conditions:

General

1. This consent relates to an Animal Pound Facility at Lot 1 DP 1162606, No. 86 Airport Road, Broken Hill, comprising:

- 20 dog cages,
- An office with future amenities,
- A cattery and veterinary room,
- A carport and patio with shade sail,
- Exercise yards,
- a dangerous dog enclosure,
- a shipping container, and
- car parking for 5 vehicles including a space for persons with disabilities.

And as described and shown on the following documents submitted with the development application:

- Statement of Environmental Effects prepared by Broken Hill City Council,
- Drawing No 1 of 5, C-005/16 Ground Plan and Elevations by Kenx Design Associates Pty Ltd dated 21 January 2017,
- Drawing No 2 of 5, C-005/16 Site and Contour Plan by Kenx Design Associates Pty Ltd dated 21 January 2017,
- Drawing No 3 of 5, C-005/16 Reinforced Concrete Footing & Slab Layout, Steelwork Marking Plan by Kenx Design Associates Pty Ltd dated 21 January 2017,

- Drawing No 4 of 5, C-005/16 Electrical, IT & Security Services, Sections and floor plans by Kenx Design Associates Pty Ltd dated 21 January 2017,
- Drawing No 5 of 5, C-005/16 Details by Kenx Design Associates Pty Ltd dated 21 January 2017, and
- Soil Testing Report prepared by CivilTest Pty Ltd dated 6 December 2016.

Notes:

Any alteration to the plans and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s96 of the Act, or a fresh development application. No works, other than those approved under this consent, shall be carried out without the prior approval of Council.

CONDITIONS THAT MUST BE COMPLIED WITH BEFORE WORK CAN COMMENCE

2. Notice of Commencement

Notice must be given to Council at least two (2) days prior to the commencement of building work.

3. Principal Certifying Authority/Construction Certificate

The following must be undertaken before any building works can commence:

- (a) A Principal Certifying Authority (PCA) must be appointed; and
- (b) A Construction Certificate must be obtained from either Council or an accredited certifier.

4. Existing services and damage to public assets

Prior to the commencement of any work(s) associated with this development:

- (a) The developer or his agent shall undertake a site inspection of the adjacent kerbs, gutters, carriageway, reserves and the like and document evidence of any damage to existing assets. Failure to identify existing damage will result in all damage detected after completion of the building work being repaired at the applicant's expense. Any damage to the adjacent kerb, gutter, footpath/road reserve area, carriageway and the like that occurs during development works shall be repaired by the applicant; and
- (b) The developer or his agent must check that the proposed works are not affected by any Council, energy utility, telecommunications, gas service or other services. Any required alterations to services will be at the developer's expense.

5. Supervision of works

Prior to the commencement of any works, Council shall be advised in writing of the name of the person/company nominated to be responsible for construction works including erosion and sediment control measures.

6. Sign – Supervisor Contact Details

The person/company responsible for the construction of site works must erect a sign at the site in a visible position with that person/company's name, license number, site address and contact number, and the name of the Principal Certifying Authority, accreditation number and telephone number, where the Principal Certifying Authority is not the Council.

7. Protection of existing vegetation

No vegetation is to be removed from Lot 1 DP 1162606 or adjoining land at any time other than is necessary to construct and operate the animal pound facility within the site area shown on Drawing No 1 of 5, C-005/16 Ground Plan and Elevations by Kenx Design Associates Pty Ltd dated 21 January 2017, and Drawing No 2 of 5, C-005/16 Site and Contour Plan by Kenx Design Associates Pty Ltd dated 21 January 2017, and to provide access to the facility. All existing trees/vegetation that are within 6 metres of any works on the subject site, are to be marked with temporary barrier fencing external to the base of the tree. This must be inspected and approved by the Principal Certifying Authority.

CONDITIONS THAT MUST BE COMPLIED WITH BEFORE A CONSTRUCTION CERTIFICATE CAN BE ISSUED

8. Erosion and Sediment Control Plan

An Erosion and Sediment Control Plan and accompanying specifications for the construction phase of the works based on the Landcom manual "Soils and Construction, Managing Urban Stormwater, Vol 1 4th Edition, March 2004", shall be lodged for approval with the application for a Construction Certificate. All controls must be implemented, inspected and approved prior to the commencement of any site works.

9. Stormwater and wastewater management

The stormwater and wastewater management system is to be designed to comply with the Trade Waste requirements of Essential Water. Details are to be submitted with the application for a construction certificate.

10. Waste Minimisation and Management

A Waste Management Plan must be prepared that complies with the NSW DECC Environmental Guidelines: Classification and Management of Liquid and Non-liquid Wastes and lodged for approval with the application for a Construction Certificate. A copy of the approved plan shall be lodged with Council prior to the issue of the Construction Certificate.

11. Driveway access plan

A plan that shows a layback driveway entrance to the site of the animal pound facility that is in accordance with Council's engineering specifications shall be lodged with Council prior to the issue of the Construction Certificate.

CONDITIONS RELATING TO THE APPROVED WORK AND SITE MANAGEMENT**12. Soil and Water Management**

All site works shall be undertaken in accordance with the Erosion and Sediment Control Plan and measures must be taken to ensure erosion and subsequent sediment movement off-site does not occur.

13. Geo-technical requirements

Plans submitted with the application for a construction certificate must comply with the recommendations provided in the Soil Testing Report prepared by CivilTest Pty Ltd dated 6 December 2016.

14. Waste Management

All waste must be contained within the site during construction and then be recycled in accordance with the approved Waste Management Plan or removed to an authorised waste disposal facility. No waste shall be placed in any location or in any manner that would allow it to fall, descend, blow, wash, percolate or otherwise escape from the site.

15. Construction hours/storage

To limit the impact of the development on adjoining properties, the following must be complied with:

- (a) All construction work shall be restricted to the hours of 7:00am to 5:00pm Monday to Friday and 8:00am to 1:00pm Saturdays. No construction work shall take place on Sundays or Public Holidays,
- (b) The storing of construction equipment/materials, soil, spoil, or rubbish external to Lot 1 DP 1162606 is prohibited other than on the adjoining road reserve, and
- (c) The parking of machinery or vehicles shall only be on Lot 1 DP 1162606 in the immediate vicinity of the works area or on the adjoining road reserve.

16. Landscaping

Landscaping is to be carried out as shown on Drawing No 1 of 5, C-005/16 Ground Plan and Elevations by Kenx Design Associates Pty Ltd dated 21 January 2017.

17. Building Code of Australia

All building work must be carried out in accordance with the requirements of the Building Code of Australia.

CONDITIONS THAT MUST BE COMPLIED WITH BEFORE AN OCCUPATION CERTIFICATE CAN BE ISSUED**18. Compliance with conditions**

Conditions 14 (Landscaping) shall be complied with and completed prior to the issue of an Occupation Certificate for the approved development.

19. Occupation Certificate

An Occupation Certificate must be issued by the Principal Certifying Authority (PCA) before the building is used or occupied. If Council is the appointed PCA for this project, a minimum of twenty four (24) hours' notice must be given to Council to make an inspection of the work.

CONDITIONS THAT RELATE TO ONGOING MANAGEMENT OF THE PROPOSED DEVELOPMENT

16. Site Management and Maintenance

The proprietor shall at all times be responsible for on-going site management and maintenance in accordance with the following:

- (a) The use of the approved development must not:
- (i) cause transmission of vibration to any place of different occupancy,
 - (ii) cause 'Offensive Noise' as defined in the Protection of the Environment Operations Act 1997, or
 - (iii) Impact upon the amenity of any adjoining property or tenancy by reason of the emission of noise, dust, fumes, odour, vibration, electrical interference or otherwise.
- (b) Council must ensure that the facility is well maintained in consideration of the visual amenity of the area.

17. Ongoing operations

The ongoing care and management of animals kept within the facility should have regard to the standards set out in the *NSW Animal Welfare Code of Practice No 5 – Dogs and Cats in animal boarding establishments*.

18. Signage

Signage is to comprise a business identification sign and directional signs. All signage is to comply with the provisions of Broken Hill Development Control Plan 2016.

REASONS FOR CONDITIONS

Conditions of consent have been imposed to ensure that:

1. the proposed development achieves the objects of the *Environmental Planning and Assessment Act 1979* and complies with the provisions of relevant environmental planning instruments
2. the relevant public authorities have been consulted and their requirements met or arrangements made for the provision of services to the satisfaction of those authorities
3. the protection of the amenity and character of land adjoining and in the locality of the proposed development

4. any potential adverse environmental, social or economic impacts of the proposed development are minimised or mitigated
5. all traffic, car parking and access requirements arising from the development are addressed
6. the development does not conflict with the public interest

Executive Summary:

This report seeks development approval for the construction of a new animal pound, pursuant to Council’s decision, minute 45254 of April 2016.

RESOLUTION

Minute No. 45254

Councillor B. Algate moved)
 Councillor D. Turley seconded)

That Broken Hill City Council Report No. 87/16 dated April 13, 2016, be received.

That Council return to a Council owned and operated pound facility in the 2016/17 financial year.

That amendments be made to Council’s Section 94A contributions plan, to fund the construction of a new pound facility during the 2016/17 financial year.

That Council’s contractor be advised of Council’s decision and that the contract continue on a month to month basis until further notice.

That Council proceed with the preliminary and design work for the construction of a new impounding facility.

That options for the preferred site be presented to Council for approval at the next Council Meeting, with site visits of the preferred sites arranged for Councillors.

CARRIED

It is proposed to construct a new animal pound facility at the Broken Hill Airport precinct, Lot 1 DP 1162606 pursuant to Council’s decision from the May 2016 Council meeting.

ITEM 9 - Broken Hill City Council Report No. 103/16 - DATED May 13, 2016 - PREFERRED LOCATION FOR NEW COUNCIL POUND 11/141

Recommendation

*That Broken Hill City Council Report No. 103/16 dated May 13, 2016, be received.
That Council proceed with the preliminary design and planning approval for a new pound facility near the office of the Airport Reporting Officer.*

RESOLUTION

Minute No. 45273

Councillor P. Black moved)

Councillor J. Nolan seconded)

That the recommendation of item 9 be adopted.

CARRIED

The proposed development comprises an animal pound facility with associated and ancillary infrastructure at Lot 1 DP 1162606, No. 86 Airport Road, Broken Hill. The immediate area of the site at which the facility is proposed is zoned *SP1 Air Transport Facility, Light Industry, Tourist and Visitor Accommodation, Transport Depot*. *Broken Hill Local Environmental Plan 2013* was recently amended to permit an animal pound with consent on Lot 1 in *Schedule 1 Additional permitted uses*. The proposed animal pound is located on that part of the site zoned SP1.

The site is considered suitable for the development of an animal pound facility. Essential services can be provided, noise emissions to surrounding development would be mitigated by existing vegetation, topography and distance from existing development. The DA has been exhibited for public comment and no submissions were received. It is considered that the relocation of the animal pound facility from its current location in zone R1 General Residential to a site that is remote from urban settlement is in the public interest. It is recommended that DA 4/2017 be approved subject to conditions.

Report:*Preamble*

Broken Hill City Council engaged Allen Grimwood, principal of Zenith Town Planning a NSW-based planning consultancy, to prepare this assessment report as Council is the applicant for the proposed development and is also the land owner. Allen has qualifications in geography and town planning and has over twenty years of experience in development assessment.

An inspection of the site of the proposed development was carried out on 2 February 2017. All relevant documentation associated with DA4/2017 has been supplied and reviewed to support this assessment.

Proposed development

On 23 January 2017, a development application (DA 4/2017) was lodged by Broken Hill City Council with Council as the applicant. The proposal is for an animal pound facility to be constructed on 5,900 square metres of land at 86 Airport Road, Broken Hill.

The specific components of the facility are:

- 20 dog cages,
- An office with future amenities,
- A cattery and veterinary room,
- A carport and patio with shade sail,
- Exercise yards,
- a dangerous dog enclosure,

- a shipping container, and
- car parking for 5 vehicles including a space for persons with disabilities.

The dog cages and dangerous dog enclosure are to be constructed of concrete block and galvanised metal mesh walls with Stratco insulated roof panels. It is proposed to convert the vacant building associated with the satellite ground station into an office with the addition of a portico and windows. All structures are to be single storey with skillion roofs.

Proposed landscaping is shown on the Ground Plan as clusters of sugar gums, lilli pillis and lemon scented gums with intermittent areas of blue metal and hardwood bark chip mulch along the entry road and in the vicinity of the car parking area. A 2.4 metre high security fence is proposed around the perimeter of the facility with CCTV monitoring and alarm systems.

The following documents were lodged with the DA:

- Statement of Environmental Effects prepared by Broken Hill City Council,
- Drawing No 1 of 5, C-005/16 Ground Plan and Elevations by Kenx Design Associates Pty Ltd dated 21 January 2017,
- Drawing No 2 of 5, C-005/16 Site and Contour Plan by Kenx Design Associates Pty Ltd dated 21 January 2017,
- Drawing No 3 of 5, C-005/16 Reinforced Concrete Footing & Slab Layout, Steelwork Marking Plan by Kenx Design Associates Pty Ltd dated 21 January 2017,
- Drawing No 4 of 5, C-005/16 Electrical, IT & Security Services, Sections and floor plans by Kenx Design Associates Pty Ltd dated 21 January 2017,
- Drawing No 5 of 5, C-005/16 Details by Kenx Design Associates Pty Ltd dated 21 January 2017, and
- Soil Testing Report prepared by CivilTest Pty Ltd dated 6 December 2016.

It is proposed that an existing access track be used for vehicles associated with construction to avoid an increase in heavy vehicles traveling past the airport terminal. Access to the facility when it becomes operational is proposed to be via Airport Road. Road traffic signage will be erected in appropriate areas to direct the public to the new facility.

Waste generated during construction would be sorted into recyclables and non-recyclable materials and deposited at Council's waste facility at Wills Street. The types of general waste generated in connection with an animal pound include paper/card board, plastic packaging and office waste. Once operational, general waste would be collected on a weekly basis and deposited at Wills Street Waste Facility.

Council has consulted with Essential Water regarding trade waste disposal such as animal faeces and urine. The design specification for the drainage system addresses all technical requirements and includes strainers acting as solid waste arrestors, a 1,000 litre holding tank and silt arrestors.

The site

The site is described as Lot 1 DP 1162606, No. 86 Airport Road, Broken Hill. It is located south of the commercial centre within property that is currently occupied by Broken Hill Airport including the terminal building, the Royal Flying Doctor's Services' offices and hangar, and light industrial uses. Existing development in the immediate vicinity of the proposed animal pound comprises the office of the Airport Reporting Officer and a disused Satellite Ground Station.

The area that is proposed to be used for the animal pound covers approximately 5,900 square metres towards the north-western corner of Lot 1 which is approximately 254

hectares. Lots 2 to 5 DP 116206 have separate titles and are situated within the boundaries of Lot 1. These are leased and occupied as follows:

Lot 2 – a satellite transmitter

Lot 3 – a satellite ground station

Lot 4 - the Royal Flying Doctor's Services' offices and hangar

Lot 5 – a fuel depot

Surrounding land is vacant other than a sewerage treatment plant and infrastructure associated with water supply.

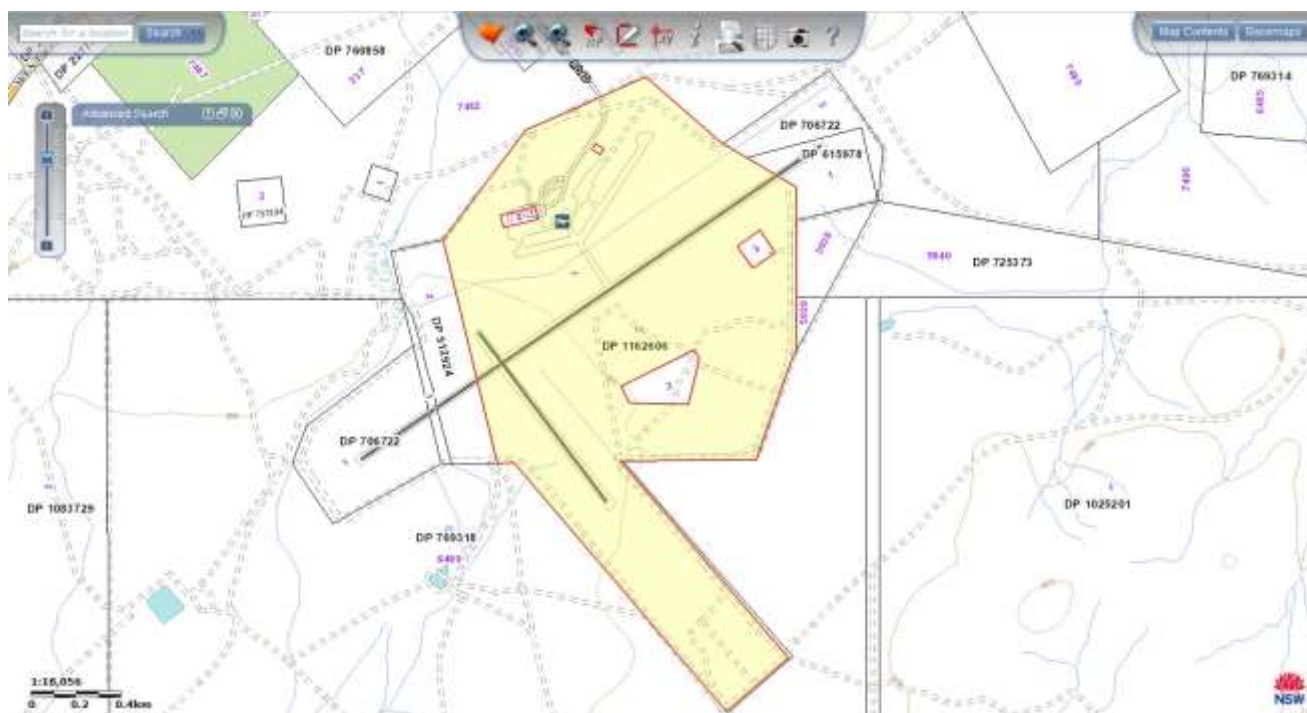


Figure 1: Cadastral map showing Lot 1 DP 116206 shaded yellow. Source: SIX Maps

Justification for the proposed development

The current animal pound facility is located in Rakow Street and was approved in 2004. It is located in zone R1 General Residential and is set amongst urban residential development and adjacent a motel and caravan park.

There have been ongoing complaints from neighbours regarding noise emissions from the facility. The current facility also lacks proper drainage necessary for cleaning, which generates other environmental nuisances such as insects and odours. Council needs to relocate the animal pound from the current location to a site that is considered suitable for the purpose, in order to fulfil its obligation to provide such a facility whilst protecting the amenity of residents and visitors to Broken Hill.

Consideration of alternative sites

It is noted in the Statement of Environmental Effects that two other sites have been investigated as potential sites to accommodate the animal pound facility. These sites are:

- Lot 17 DP 39679, No. 1 Will Street – this site is owned by Council and was formerly used as a waste depot. It was considered unsuitable due to costs associated with the remediation of contamination, soil instability, the presence of underground

services, lack of reticulated sewer and telecommunications services, and plans to develop a recycling facility on the site, and

- Lot 1 DP 1162606, Airport Road – an area adjacent the main access road to the airport terminal building. This site was considered unsuitable due to costs associated with earthworks, extra structures required to support the facility, and the visual impact particularly for visitors entering Broken Hill by air.

Lot 1 DP 1162606, Airport Road - an area of vacant land to the south of the airport reporting office and Council workshop was found to be suitable for the development of an animal pound. This area is relatively flat although vegetation and a rise in slope towards buildings to the south would assist to mitigate noise emissions and views of the animal pound. This slope however may increase construction costs and this will be better understood once the tenders for the pound facility have closed. Tenders will be presented to council at the April 2017 meeting. The site can be provided with all essential services. The site is close to existing Council staff offices and amenities, and security patrols are in place.

An animal pound facility was prohibited at both sites on Airport Road due to the zoning of SP1 that limits development to the types described on the Land Zoning Map. Council endorsed the relocation of the animal pound to the vacant land south of the airport reporting office in May 2016 and lodged a planning proposal in September 2016 to make an animal pound permissible on the site. *Broken Hill LEP 2013* was subsequently amended on 10 February 2017 to permit an animal pound with consent by listing the site in Schedule 1 Additional permitted uses.

Planning considerations

Environmental Planning and Assessment Act 1979 - Section 79C assessment

The development application has been lodged under Part 4 of the *Environmental Planning and Assessment Act 1979*. An assessment of the proposed development under section 79C(1) of the Act is given below.

(a) the provisions of:

(i) any environmental planning instrument

State Environmental Planning Policy No 55 – Remediation of Land

Under Clause 7 of *SEPP 55*, a consent authority must not consent to the carrying out of any development on land unless it has considered whether the land is contaminated. In this regard, an initial evaluation of the subject land indicates that:

- A potentially contaminating activity has not been previously conducted on that part of the property nominated for development of an animal pound facility;
- No records exist at Council to indicate or identify that the subject land is contaminated; and
- There are no land use restrictions relating to possible contamination affecting the land.

On this basis, it is considered that the land is not potentially contaminated and is suitable for the proposed development.

Broken Hill Local Environmental Plan 2013

The site is zoned *SP1 Air Transport Facility, Light Industry, Tourist and Visitor Accommodation, Transport Depot, SP2 Air Transport facility and IN2 Light Industrial*.

Broken Hill Local Environmental Plan 2013 was recently amended to permit an animal pound with consent on the subject site in *Schedule 1 Additional permitted uses*. The proposed animal pound is located on that part of the site zoned SP1.

An animal pound is defined in the schedule as *a building or place owned or controlled by a public authority or non-profit community organisation that is used for the keeping or caring of animals (other than for the agistment of horses), and includes any associated ancillary veterinary hospital*.

There are no development standards that set a maximum building height or a maximum floor space ratio. Clauses *4.3 Height of buildings* and *4.4 Floor space ratio* do not apply.

5.9AA Trees or vegetation not prescribed by development control plan

There are no trees or types of vegetation existing on the site that are of a species or kind prescribed for the purposes of clause 5.9 by a development control plan. Clause 5.9AA therefore applies and requires consent to ringbark, cutting down, topping, lopping, removal, injuring or destruction of any tree or other vegetation.

Existing native shrubs on the site will be removed to enable construction of the animal pound. Landscaping is proposed to replace these shrubs with clusters of sugar gums, lilli pillis and lemon scented gums with intermittent areas of blue metal and hardwood bark chip mulch along the entry road and in the vicinity of the car parking area.

Removal of existing vegetation is ancillary to the proposed animal pound and would be authorised by way of consent granted for the facility.

Clause 5.10 Heritage conservation

There are no heritage items in the vicinity of the site and it is not located within a heritage conservation area. Clause *5.10 Heritage conservation* does not apply.

6.1 Earthworks

The objective of clause 6.1 is to ensure that earthworks for which development consent is required will not have a detrimental impact on environmental functions and processes, neighbouring uses, cultural or heritage items or features of the surrounding land.

In this case, the earthworks are ancillary to development that is permitted with consent, however, Council must consider any effect on drainage patterns and soil stability in the locality of the development, and on the likely future use or redevelopment of the land and surrounding amenity; soil quality and sources of fill; the likelihood of disturbing relics; the proximity to and potential for adverse impacts on any waterway, drinking water catchment or environmentally sensitive area; and any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.

Five boreholes were drilled on the site which is described in the Soil Testing Report prepared by CivilTest Pty Ltd as relatively level comprising natural grasses and native trees. It was found that the natural soil profile of the site consists of red brown silty sand overlying red brown clayey sand followed by pale brown silty sand. It is anticipated that the seasonal surface movement would not exceed 40mm. A series of recommendations are provided in

the report covering foundations which are recommended to be imposed as conditions of consent.

Clause 6.2 Essential services

Under 6.2 Essential services Council must be satisfied that all essential services are adequate or available to the site. This includes water and sewerage services, power, stormwater management and vehicular access.

All utility services such as electricity, water, sewer, and telecommunications are already available. The site can be accessed via a bitumen road past the airport terminal building. As an alternative, the pound can also be accessed via an existing unsealed road which connects to Airport Road at the northern entry to Lot 1. This may require some upgrading to an acceptable standard by means of grading and the addition of gravel. It is proposed that the unsealed road should be the main access road during construction to avoid an increase in vehicle movements directly outside the airport terminal building.

6.3 Airspace operations

The objectives of clause 6.3 are to provide for the effective and ongoing operation of Broken Hill Airport by ensuring that such operation is not compromised by proposed development that penetrates the Limitation or Operations Surface for that airport, and to protect the community from undue risk from that operation.

If a development application is received and the proposed development will penetrate the Limitation or Operations Surface, Council must not grant development consent unless it has consulted with the relevant Commonwealth body about the application. In this case the proposed structures are single storey and no telecommunication towers are proposed. The height of the tallest structure, being the office with a skillion roof, is 4.2 metres. The structures will not penetrate the Limitation or Operations Surface and consultation with a Commonwealth authority is not required.

(ii) any draft environmental planning instrument that is or has been placed on public exhibition and details of which have been notified to the consent authority (unless the Director-General has notified the consent authority that the making of the draft instrument has been deferred indefinitely or has not been approved)

There are no draft environmental planning instruments that are being exhibited or have been placed on public exhibition that apply to the land or the type of development being proposed.

(iii) any development control plan

Broken Hill Development Control Plan 2016

Relevant sections of *Broken Hill DCP 2016* are addressed in the table below with an indication as to whether the proposed development is compliant or otherwise. Chapters 2. Subdivision, 6. Land Contamination and 7. Tree Preservation do not apply to the proposed development. The site is not within an area known to have high lead levels, which are 0.4km north of the Line of Lode and 0.8km south of the Line of Lode.

Section	Controls	The proposed development	Compliance
1.4 Advertising & notification 1.4.2 Notification procedures	For the keeping of animals other than companion animals, Council will notify by letter, the owners of	This development has been notified in a 300 metre radius due to the locality and distances to other	Yes

Section	Controls	The proposed development	Compliance
	properties within a 200 metre radius	users at the airport precinct. Advertisements have also been placed in local print media on three occasions	
3. Building 3.1 General provisions – all zones	Stormwater must not adversely affect the level of floodwaters on adjoining properties. A building floor level must be determined for the site to minimise the risk and hazard of inundation. New development must include WSUD features and minimise impervious ground surfaces and direct runoff to landscaped areas, soakage trenches, or possible aquifer recharge.	Building floor levels are shown on section plans. It is proposed to divert all storm water away from footings of existing and proposed development. The location of the property ensures that there is sufficient land adjacent the development that is available for the disposal of storm water by surface runoff and to be absorbed as aquifer recharge. The drainage system is to incorporate strainers to act as solid waste arrestors. A 1,000 litre holding tank and silt arrestors are also proposed	Yes. Stormwater and wastewater management plans are to be designed to comply with the trade waste requirements of Essential Water
4. Car parking 4.1 Car parking requirements	Office premises and all other commercial development are to provide car parking spaces at the rate of 1 space per 40m ² GFA. The combined GFA of the office, amenities and cattery/veterinary rooms is 70m ² meaning that two spaces are required	It is proposed to provide 5 car parking spaces and one designated parking area for a ranger vehicle. 2 staff members will be employed and the ranger vehicle will be parked permanently onsite underneath a carport	Yes
5. Outdoor advertising 5.1 General provisions – all zones	The DCP specifies that certain types of signs are not acceptable. This includes signs affecting road safety, placed in temporary structures or items not associated with the development, portable signs, flashing signs and the like	There is no proposed signage shown on plans submitted with the DA. Signage is to comprise a business identification sign at the entry to the facility advising of the hours of opening plus directional signage. A condition of consent is recommended to ensure compliance with the controls of the DCP	Yes – can be conditioned

(iia) any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F

No planning agreement or draft planning agreement has been entered into relating to the proposed development or the land.

(iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph), that apply to the land to which the development application relates

Section 92 of the *Environmental Planning & Assessment Regulation 2000* prescribes additional matters that a consent authority must take into consideration in determining a development application. These considerations relate to development in the coastal zone, development involving demolition of a building and development the subject of a subdivision order/development plan.

Broken Hill LGA is not located in the coastal zone, no demolition of any structures is proposed and the development is not on land that is subject to a subdivision order or development plan.

(v) any coastal zone management plan (within the meaning of the [Coastal Protection Act 1979](#)), that apply to the land to which the development application relates

The site is not located within the coastal zone. There is no coastal zone management plan that applies to the subject land.

(b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality

There are not expected to be any adverse environmental impacts resulting from the provision of an animal pound at 86 Airport Road. There are no known threatened species, endangered ecological communities or critical habitats on the site which is currently used by Council for the stockpiling of blue metal for airport runway maintenance.

The social impacts of the proposed development are likely to be positive as the relocation from the current site in Rakow Street would remove a source of complaints from neighbouring residents regarding noise emissions and the potentially unhygienic incidence of insects and odours.

The economic impacts of a new animal pound would be positive through the generation of employment associated with construction and ongoing improvements to the amenity of residential and tourist accommodation in the vicinity of the site of the existing pound.

(c) the suitability of the site for the development

The area of vacant land to the south of the airport reporting office and Council workshop at Lot 1 DP 1162606, Airport Road is considered suitable for the development of an animal pound. This area is relatively flat and can be provided with all essential services.

It is expected that the facility would generate between 5 and 10 vehicle movements per day when operational and ample parking space is available on the site. An access track around the northern boundary of the site that connects to Airport Road would be used for construction vehicles to avoid use of the same road as vehicles accessing the airport terminal building or RFDS buildings. The site is close to existing Council staff and amenities and security patrols are in place.

The site is approximately 140 metres from the Royal Flying Doctor Service's office building, 184 metres from the RFDS hangar, 250 metres from the airport terminal building and 300 metres from private hangars to the east of the terminal building. Vegetation and topography which includes a rise in slope towards the RFDS buildings to the south would also shield surrounding development from noise emissions and views of the animal pound. The site is

also located more than 1 kilometre from the nearest dwelling at 55 Knox Street. The design of the facility ensures the physical and visual separation of animals by solid brick walls up to 1.2 metres in height to prevent unnecessary or habitual barking and to encapsulate noise. Noise emissions are not expected to detract from amenity due to current noise levels generated by existing airport-related and industrial development on the site and the remoteness from residential development.

The site to be developed is not mapped to be flood prone or bush fire prone. The proposed structures are single storey and would not penetrate the aircraft Limitation or Operations Surface.

(d) any submissions made in accordance with this Act or the regulations,

Council exhibited DA 4/2017 for public comment between 25 February and 10 March 2017. An advertisement was placed in the *Barrier Daily Truth* on 25 February, 1 March and 4 March 2017. A letter was also mailed to adjoining and adjacent occupants of the site of the proposed development advising of the DA and notifying of the exhibition period.

No submissions have been made concerning the development proposal.

There have been no internal Council referrals made in relation to the DA. This would occur following lodgement of an application for a construction certificate.

(e) the public interest.

It is considered that the granting of consent to the development application for an animal pound facility at No 86 Airport Road, Broken Hill is in the public interest. The proposal is permitted with consent by way of an entry in Schedule 1 Additional permitted uses of *Broken Hill LEP 2013* and is satisfactory to the provisions of relevant legislation, guidelines and policy.

Relocation of the facility from its current site in zone R1 General Residential will improve the amenity of residents and visitors to that location. The proposed site is remote from urban settlement and is not expected to cause environmental nuisance to surrounding development.

Strategic Direction:

Council is required to provide an animal impounding facility for the purposes of the *Companion Animals Act 1998* to accommodate seized or surrendered animals. The provision of an animal pound and animal control duties are identified in Council's Community Strategic Plan as an important service to ensure law and order and the safety of the local community. The proposed development is a facility that will satisfy legal requirements and provide a service to the community of Broken Hill.

Key Direction:	Our Community
Objective:	Objective 1.1 – People in our community are in safe hands
Function:	Public safety
DP Action:	1.1.1.3 Develop, plan and implement initiatives aimed at increasing animal control within the City

Relevant Legislation:

Relevant environmental planning instruments have been considered in this report in the assessment under section 79C of the *Environmental Planning and Assessment Act 1979*.

The proposed animal pound is subject to the *NSW Animal Welfare Code of Practice No 5 – Dogs and cats in animal boarding establishments*. This code sets standards for the care and management of animals and Council must have regard for these standards. The design of the facility complies with the code and it is recommended that a condition of consent be imposed to ensure ongoing operational compliance.

Financial Implications:

The exact cost of constructing the animal pound facility is currently unknown. A tender is currently being advertised with closing date of 22 March 2017. \$210,000 is committed from the Council's Section 94A contributions fund towards the project, any additional expenses will be covered from Council's capital expenditure budget. The exact financial implications of the new animal pound will be detailed in the tender report as this report deals with development approval specifically.

Attachments

There are no attachments for this report.

FRANCOIS VANDERBERG
MANAGER PLANNING, DEVELOPMENT & COMPLIANCE

JAMES RONCON
GENERAL MANAGER

ORDINARY MEETING OF THE COUNCIL

June 3, 2017

ITEM 18BROKEN HILL CITY COUNCIL REPORT NO. 54/17

SUBJECT: MINUTES OF THE BROKEN HILL LEAD REFERENCE GROUP
MEETING HELD 22 FEBRUARY 2017 12/177

Recommendation

1. That Broken Hill City Council Report No. 54/17 dated June 3, 2017, be received.
2. That the agenda and minutes of the Broken Hill Lead Reference Group Meeting held 22 February 2017 be received and noted.

Executive Summary:

Council has received minutes of the Broken Hill Lead Reference Group Meeting held 22 February 2017 for endorsement by Council.

Report:

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

Strategic Direction:

Key Direction: Our Environment
Objective: Our Environmental Footprint is minimised
Function: Participation at stakeholder group meetings
DP Action: Participate in stakeholder reference groups in relation to Annual Environmental Management Reviews (AEMR's) of mining operations in the city – Lead Reference Group

Relevant Legislation:

Nil

Financial Implications:

Nil

Attachments

1. [↓](#) Minutes of the Broken Hill Lead Reference Group Meeting held 22 February 2017

ANDREW BRUGGY
MANAGER INFRASTRUCTURE STRATEGY

JAMES RONCON
GENERAL MANAGER

BROKEN HILL LEAD REFERENCE GROUP MINUTES

Meeting held Wednesday 22 February 2017, Council Chambers,
Council Administration Building

Meeting commenced at 10am

Attendees: Libby Guest (BHCC), Lacey Butcher (BHCC) Marion Browne (Councillor Representative), Kellie Morris (FWLHD), Peter Lean (Perilya), Rick Muller (CBH), Jan Carey (CBH), Peter Oldsen (BHELP), Frances Boreland (BHELP)

Apologies: Cathy Dyer (Maari Ma), Pamela Tucker (Com Rep), Michelle Pitt (Medicare Local), Margaret Lesjak (FWLHD), Alyson Funnell (Essential Energy),

Libby Guest chaired the meeting

Previous Meeting Notes

Minutes from the previous meeting held Wednesday 23 November 2016 were adopted

Matters Arising

Nil.

Correspondence In and Out

Nil

Presentations – Audit of previously remediated sites in Broken Hill

Presentation – BHELP Annual Report

Peter Oldsen presented to the BHELP Annual report. The full report is confidential and has not been included in the minutes. A condensed version is being developed for the public. This will be available through the Broken Hill Environmental Lead Program website - <http://leadsmart.nsw.gov.au/>

Quarterly Reports

Quarterly reports for August and November were discussed.

In relation to the Council report;

1. Peter Oldsen advised that he does not approve projects only the steering committee can approve projects in relation to Duke of Cornwall Park works.
2. Kellie Morris asked in relation to the Council report if an update could be given on what was happening with the Queen Elizabeth Park. Libby advised she would investigate and report back to the next meeting.

Essential Water and Perilya tabled late reports.

General Business

Peter Oldsen advised that BHELP had held discussion with three roofing contractors in town regarding working Lead Smart when repairing roofs around town.

Matters for Next Meeting

Presentations:

Council – Queen St/University Dams Project

BHELP – Strategy and Matrix – Tentative

Action List

Action	Who
1. Letter to BHELP on behalf of BHLRG to request funding support for Chenyin's dust project work	Libby Guest
2. Queen Elizabeth Park – what if anything is happening in this park	Libby Guest

Meeting Closed – 11:30am

Next Meeting – 10:00am Wednesday 24, May 2017, Council Chambers, Council Administration Building.

ORDINARY MEETING OF THE COUNCIL

March 15, 2017

ITEM 19**BROKEN HILL CITY COUNCIL REPORT NO. 55/17**

SUBJECT: MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING NO 367 HELD TUESDAY FEBRUARY 7, 2017 AND MEETING NO 368 HELD TUESDAY MARCH 7, 2017 11/397

Recommendation

1. That Broken Hill City Council Report No. 55/17 dated March 15, 2017, be received.
2. That the minutes for the Local Traffic Committee Meeting No. 367, held February 7, 2017, be received and recommendations within minutes be adopted.
3. That the minutes for the Local Traffic Committee Meeting No. 368, held March 7, 2017, be received and recommendations within minutes be adopted.

Executive Summary:

Guidelines published in March 2009 by the Roads and Traffic Authority (now known as the Roads and Maritime Services), titled '*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 Roads and Maritime Services 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 Roads and Maritime Services & 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 6 September 2016, which details recommendations to Council for consideration and adoption.

Strategic Direction:

Key Direction: 4. Our Leadership
Objective: 4.3 United We Stand
Function: Leadership & Governance
DP Action: 4.3.1.1 Develop committees and/or workgroups for key issues and projects impacting Council and the City

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 Local Traffic Committee Meeting No 367 - February 2017
2. [↓](#) Minutes of Local Traffic Committee Meeting No 368 - March 2017

ANDREW BRUGGY
MANAGER INFRASTRUCTURE STRATEGY

JAMES RONCON
GENERAL MANAGER

LOCAL TRAFFIC COMMITTEE MINUTES OF MEETING NO 367

Held 9.30am Tuesday 7 February 2017

Ground/First/Second Floor Meeting Room - Council Administration Building

The Chairperson Infrastructure Projects Engineer, David Zhao opened the meeting at 9:31am and welcomed all representatives present.

367.1 Present

David Zhao	Chairperson
Joe Sulicich	Roads and Maritime Services Representative
Constable Matt Whitelum	Broken Hill Police Representative
Peter Beven	Local Member Representative
Marion Browne	Councillor
James Druitt	Observer, Asset Planner Transport, Broken Hill City Council
Penny Robinson	Minute Secretary Administration Officer, Broken Hill City Council

367.2 Apologies - Sergeant Kerri Lane and Manager Infrastructure Andrew Bruggy

367.3 Disclosure of Interest - Nil

367.4 Adoption of previous minutes

Previous minutes of meeting No 366 held 6 December 2016 were confirmed via online voting as follows:

All in favour: BHCC, RMS, Police and Local Member Representative

Yet to vote:

Against:

367.5 Council Resolutions

Council resolutions on Traffic Committee recommendation was not available at the time of issuing this agenda. The outcome will be provided to the committee at the March meeting.

367.6 Matters Arising from the Previous Meeting – Nil

367.7 Correspondence In

Item No.	TRIM No.	Details
367.7.1	D16/55001	Councils Ranger, Geoff Creed asked that information be provided to the committee. Correspondence from RMS relating to new parking signage. Signage information was discussed by the committee in relation to illegal parking of trailers. Information is noted by committee - no further action required.

Item No.	TRIM No.	Details
367.7.2	D17/3942	Request to remove refugee island adjacent to the Galena Street car wash (opposite McDonalds). Video supplied with correspondence, video was viewed by the committee. RMS, Joe Sulicich advised committee that; this refuge was installed early 2015 and was funded by RMS; that on-site consultation took place prior to installation and; letters of support from the community were provided at the time. Joe Sulicich provided to the committee a copy of a Council media release that provided information to the community on the installation of the refuge. Joe Sulicich advised committee that the intention of the refuge was to provide a crossing area and slow traffic. Discussion of placement of refuge and if it is in the most appropriate place for crossing. RMS advised that the refuge was placed in that location as was required to meet standards for the installation. Discussion of parking availability in front of the property as the committee identify that this is the primary concern from the correspondence. The committee concluded that the refuge will not be removed however parking in the area may need to be reviewed. Councillor Browne queried can there be some media around using this refuge. Chairperson David Zhao advised that he will discuss with Council's Communications Specialist the possibility of a combined media release between Council, RMS and police about jay-walking and fines that can be incurred. Council Officer to draft a parking plan for the area in-front of the houses in question by the refuge in Galena Street, opposite McDonalds. The plan is to be provided to the committee for further review. Chairperson, David Zhao to arrange a joint media release with RMS

[REDACTED] and Police relating to jay-walking and possible fines that can be incurred.

[REDACTED] RMS

[REDACTED] Police

[REDACTED] RMS, Police, Council, Local Member Representative

[REDACTED] Nil

367.8 Correspondence out - Nil

367.9 General Business

Item No.	TRIM No.	Details
367.9.1		Local Member Representative, Peter Beven raised issue of 11 diverts/holes in the road by car parks, located in front of the Poet and Peasant in Argent Street.
		Council Officer, James Druitt advised the committee that an area of the road was previously replaced however, heavy patching is required
		[REDACTED] Council Officer to investigate this area further and arrange heavy patching work to occur as apart of Council's routine maintenance schedule therefore, Council Officer, David Zhao advised that a CRM is not required in this case. The committee was happy with this outcome.
		N/A

367.10 Action Item List

Item No.	356.9.1
TRIM No.	D16/32609
CRM No.	24806/2016
Responsible Officer	Asset Planner Transport, James Druitt
Current Status	Pending – new recommendation
Date	Item Details
February 2016	Wright and Warnock Street Intersection

Councillor Browne has been approached by a resident for the Committee to consider alternative options to reduce speeds of motorists in this area as the current measures in place are not adequate.

Date	Committee Recommendation/s
July 2016	Two week trial to commence of a temporary closure of the areas. Advertising in BDT to occur, letter box drop arranged for local residents by James Druitt and secretary to advise via email the local emergency services.
August 2016	James Druitt to report the outcome and feedback to the committee for further review.
September 2016	Andrew Bruggy and James Druitt to investigate the installation of speed humps in Wright Street.
February 2017	The committee propose that Council offer to provide safety devices to the residents of the houses at the top of Wright and Warnock Street as a means to resolve this issue. The committee conclude that a permanent road closure is not required at the Wright and Warnock Street intersection.

Action Date	Running Actions
October 2016	BHCC, Asset Planner Transport, James Druitt has costed speed humps awaiting advice on installation. Design plan to be provided to next meeting.
November 2016	BHCC, Asset Planner Transport, James Druitt has provided a report to committee with costing for proposed works. Query from the committee if the residents agree with the speed hump installation - Asset Planner Transport advised that this was advised in consultation with the local residents. Query if Warnock Street traffic has also been reviewed? Speed counters reviewed this area previously. Chairperson, David Zhao suggests that bollards be extended from the Warnock Street bend rather than installing the speed hump. Council to speak with the residents primarily effected at the Warnock Street end of Wright Street relating to bollards or guard rails instead of speed hump. Also identify individual concerns. Council to report back to December 2016 meeting.
December 2016	Council Officer James Druitt spoke to the residents and they voiced that they would like the street closed. This is resulted because of several crashes into fences, no major crashes/fatalities etc. However if the street is closed it may cause issues for diverting the traffic. Discussion from the committee suggest that a road closure may not be

the best option and discussion of guard rails being installed in the area.

Further investigation required as to implications if the road is closed.

Traffic count previously conducted and concluded minimal vehicles speeding in the area. When the temporary road closure occurred vehicles then used the lanes near Wright and Long Street.

RMS to undertake further investigation to provide a report on road closure implications to be provided to the committee.

February 2017

Remains pending.

The committee discussed this item in length going over the discussion raised in previous months in consideration with the traffic counts conducted and crash history of the area. The committee wish to see this item come to a conclusion in the near future. The committee propose a new recommendation to Council being that; Council offer to provide safety devices to the residents of the houses at the top of Wright and Warnock Street as a means to resolve this issue and; the committee conclude that a permanent road closure is not required at the Wright and Warnock Street intersection.

Target Date Not Determined



Item No. 357.9.1

TRIM No. D16/17693

CRM No. 24237/2016, 24894/2016

Responsible Officer Council's Asset Planner Transport, James Druitt

Current Status Completed.

Date **Item Details**

May 2016

Galena & Wright Street Intersection

Senior Constable Chaff advised the Committee that the Police have had incidents recently where motorists are cutting across the centre line when turning left from Galena Street into Wright Street posing a danger to oncoming motorist in Wright Street.

Date **Committee Recommendation/s**

That Council undertakes a cost analyse to paint a blister onto the road on the left hand side of Wright Street before making a left hand turn into Galena Street and place yellow rumble strips in the middle of the blister.

That a centre island be painted in the middle of the road at the corner of Wright Street at the intersection of Wright and Galena Streets with yellow rumble stripes to force motorists to turn at the middle of the intersection.

That the cost analyst and plan be submitted to the next Committee meeting scheduled for April 5, 2016 for consideration by the Committee.

November 2016 CRM to be entered once approval of committee minutes endorsed by Council at the March Council meeting is received. Committee recommend that Design Proposal One, works be undertaken being the line-marking and traffic calming devices and retain the current give way sign at the Galena and Wright Street intersection go ahead in accordance with the RMS guidelines.

Action Date

Running Actions

CRM entered for actioning

Report provided by David Zhao - included in Agenda for May meeting.

May 2016

CRM required pending response from May Council Meeting.

June 2016

CRM entered for works to commence

July 2016

Pending quotes to be obtained by James Druitt prior to commencing works.

August 2016

Action pending with Council Officer Peter Ryan. Line marking has re-commenced and this action is due to be completed by September 2016. Rumble bars are also to be installed to complete this action list item.

September 2016

CRM to be entered to redesign the centre rumble bars and remove the left radius rumble bars at the intersection of Wright and Galena Street

October 2016

James Druitt has costed speed humps awaiting advice on installation. Design plan to be provided to next meeting.

November 2016

BHCC Asset Planner Transport, James Druitt provided committee with two design plans for discussion. Committee reviewed both design proposals. Refer to recommendation above.

December 2016

Works scheduled to commence Thursday 8 December 2016.

Target Date

December 2016

Item No.	357.9.2
TRIM No.	D16/17693
CRM No.	24238/2016, 24895/2016, 26067/2016
Responsible Officer	
Current Status	Completed
Date	Item Details
May 2016	<p>Morgan Street and Brookfield Avenue Intersection</p> <p>Senior Constable Chaff advised the Committee that the Police have had incidents recently where motorists are cutting across the centre line when turning left into Morgan Street from Brookfield Avenue posing a danger to oncoming motorist in Morgan Street.</p>
Date	Committee Recommendation/s
	<p>That Council undertakes a cost analyse to paint a blister onto the road on the left hand side of Morgan Street before making a left hand turn into Brookfield Avenue and place yellow rumble strips in the middle of the blister.</p> <p>That a centre island be painted in the middle of the road at the corner of Morgan Street at the Brookfield Avenue intersection with yellow rumble strips to force motorists to turn left into Morgan Street at the middle of the intersection.</p> <p>That the cost analyst and plan of be submitted to the next Committee meeting scheduled for April 5, 2016 for consideration by the Committee.</p> <p>CRM to be entered once approval of committee minutes endorsed by Council at the March Council meeting is received.</p>
November 2016	<p>Committee recommend that the design plan as provided by Council's Asset Planner Transport be undertaken. The design included line-marking and installation of traffic calming devices.</p>
Action Date	Running Actions
	<p>CRM entered for actioning</p> <p>Report provided by David Zhao - included in Agenda for May meeting.</p>
May 2016	<p>CRM required pending response from may Council Meeting proposing that Council action works of line marking only. Council are not</p>
Local Traffic Committee Minutes Meeting No 367	Page 7 of 10

	recommended by LTC to install barriers.
June 2016	CRM entered for works to commence
July 2016	Pending quotes to be obtained by James Druitt prior to commencing works.
August 2016	Action pending with Council Officer Peter Ryan. Line marking has re-commenced and this action is due to be completed by September 2016. Rumble bars are also to be installed to complete this action list item.
September 2016	CRM to be entered to redesign the centre rumble bars and remove the left radius rumble bars at the intersection of Morgan Street and Brookfield Avenue
October 2016	Remains pending.
	CRM entered by Minute Secretary - 26067/2016, requesting investigation relating to work options for this area to be provide to the committee.
November 2016	Asset Planner Transport, James Druitt has provided a report on works options to the committee.
	Discussion by committee relating to are these works necessary, is there a history of incidents at this intersection to justify the works/costs involved. Discussion was that the committee felt that the works are necessary.
	See recommendation to Council.
	Works scheduled to commence Thursday 8 December 2016.
Target Date	December 2016



Item No.	360.8.2
TRIM No.	D16/19712, D16/23167
CRM No.	
Responsible Officer	Asset Planner Transport, James Druitt
Current Status	Works remain pending as of February 2017
Date	Item Details
June 2016	Review of 60 degree parking lines at the corner of Mica/Chloride Streets and request for short term parking bay area.

Request for review of 60 degree parking lines at the corner of Mica/Chloride Streets and request for short term parking bay area.

Date	Committee Recommendation/s
June 2016	The Committee notes this correspondence received and agree that parking should be returned to 45 degree parking and a Council Officer is to make appointment for review of requirement for short term parking bay. Amending the angled parking may result in loss of 1 parking space.
November 2016	Council to re-in state line marking to 45 degree and include loading zone in Chloride Street. Council to absorb the cost.

Action Date	Running Actions
	Parking should be returned to 45 degree parking and a Council Officer is to make appointment for review of requirement for short term parking bay. Amending the angled parking may result in loss of 1 parking space.
September 2016	Asset Planner Transport, James Druitt to talk to the applicant regarding delivery times for loading zone.
November 2016	Asset Planner Transport, James Druitt has provided a report to committee detailing options to include the 45 degree parking and a loading zone. Query of who will pay for this line-marking?
December 2016	60 degree parking is considered to point the parked vehicles out too far into the road for loading/unloading. Concerns raised of passing traffic coming too close to vehicles/people accessing boots of cars with the 60 degree parking. Refer to recommendation above.
February 2017	Asset Planner Transport, James Druitt to arrange for the line-marking works to be scheduled.
	Works remain pending as of February 2017
Target Date	Not determined

Item No.	365.7.4
TRIM No.	D16/49822
CRM No.	
Responsible Officer	Council's Asset Planner Transport
Current Status	Pending – New recommendation to Council

Date	Item Details
November 2016	Sacred Heart Parish requesting Sulphide Street drop-off zone for parishioners and visitors that may be aged or have a disability to have easier access to the Cathedral. Requesting Saturday from 5pm to 7pm and Sundays from 9am to 11am.

Date	Committee Recommendation/s
November 2016	Council Officer to have discussion with correspondent relating to needs/who will fund this request and provide a report back to the committee for recommended actions.
December 2016	Line-marking and signage works to be undertaken in Sulphide Street, in front of the cathedral with the costing to be funded by the Sacred Heart Parish. Works to include 2 car park spaces for drop off purposes only with a 'NO PARKING' sign to also be installed. Council to provide a quote to the Sacred Heart Parish to advise of cost for works.

Action Date	Running Actions
November 2016	Is disable parking more appropriate for this area? Is there any existing disabled parking in this area?
December 2016	Council's Asset Planner Transport provided the committee with plans that will include 2 spaces for drop off with a 'NO PARKING' sign. RMS representative, Joe Sulicich was advised by Father Fulzun that the Sacred Heart Parish will fund this line-marking and signage request. Council to provide a quote to the Sacred Heart Parish to advise of cost for works.
February 2017	Pending February 2017 Council meeting resolution.
Target Date	Pending February Council meeting resolution



367.11 Next Meeting Date 7 March 2017

367.12 Meeting Closed 10:30am

LOCAL TRAFFIC COMMITTEE MINUTES OF MEETING NO 368

Held 9.30am Tuesday 7 March 2017

Ground Floor Meeting Room - Council Administration Building

The Chairperson Manager Infrastructure, Andrew Bruggy opened the meeting at 9:33am and welcomed all representatives present.

368.1 Present

Andrew Bruggy	Chairperson Manager Infrastructure, Broken Hill City Council
Joe Sulcich	Roads and Maritime Services Representative
Peter Beven	Local Member Representative
Marion Browne	Councillor
James Druitt	Observer, Asset Planner Transport, Broken Hill City Council
Penny Robinson	Minute Secretary Administration Officer, Broken Hill City Council

368.2 Apologies - Sergeant Kerri Lane

368.3 Disclosure of interest –

Name: Councillor Browne
Item No: 368.7.3
Far West HACC Services Inc. request for amendments to the Bus Zone Area – Aruma Lodge, Beryl Street.
Nature of interest disclosed: Councillor Browne is a member of the board for the Far West HACC Services however this is a non-pecuniary interest.
Action to be taken: The committee members discussed and Chairperson, Andrew Bruggy authorised that Councillor Browne was able to remain in the room and the meeting to continue as normal as the disclosure is non-pecuniary of nature.

368.4 Adoption of previous minutes

Previous minutes of meeting No 367 held 6 February 2017 were confirmed via online voting as follows:

All in favour: BHCC, RMS and Local Member Representative

Yet to vote: Police

Against:

368.5 Council Resolutions

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
 FEBRUARY 22, 2017

Councillor Kennedy returned to the Council Chambers at 7:27pm.

ITEM 17 - BROKEN HILL CITY COUNCIL REPORT NO. 17/17 - DATED FEBRUARY 06, 2017 - MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING NO 366 HELD TUESDAY DECEMBER 6, 2016		11/397
Recommendation		
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 17/17 dated February 6, 2017, be received. 2. That the minutes for the Local Traffic Committee Meeting No. 366, held December 6, 2016, be received and recommendations within minutes be adopted. 		
RESOLUTION		
Minute No. 05470		
Councillor D. Gallagher moved	}	That the recommendation of item 17 be adopted.
Councillor M. Browne seconded		
		CARRIED

368.6 Matters Arising from the Previous Meeting – Nil

368.7 Correspondence In

Item No.	TRIM No.	Details
368.7.1	D17/6563	<p>TAFE Western - complaint relating to driver vision issue with the parking at the rear of the TAFE - 60 Argent Street</p> <p>The committee discussed the area and identify that the right side driver vision may be obstructed by parked cars when vehicles are exiting the TAFE carpark in Argent Street.</p> <p>Suggestions for possible solution being discussed as; installation of a 'no stopping' sign, however may reduce spaces by 4 parking spots, or; installation of a 'left turn only' sign.</p> <p>Manager Infrastructure, Andrew Bruggy will contact the correspondent to arrange a site visit for further discussion with the TAFE.</p> <p>No recommendation at this stage – March 2017.</p>

Item No.	TRIM No.	Details
368.7.2	D17/9450	Dig Tree Trek 2017 – 15 September 2017
		<p>The committee reviewed correspondence and information provided with no objections.</p> <p>RMS, Joe Sulicich advised the committee that RMS need to approve and provide permission to use the state highway.</p> <p>Mr Sulicich request minute secretary provide a copy of the correspondence for RMS response.</p> <p>Committee to issue correspondence advising that there are no objections and the information has been pass on to RMS for state road approvals.</p> <p>No further action by committee</p> <p>No recommendation required.</p>
Item No.	TRIM No.	Details

368.7.3	D17/9452	Far West HACC Services Inc. request amendments to the Bus Zone Area – Aruma Lodge, Beryl Street.
		<p>The committee discussed the existing signage being 'no stopping', 'no parking' and 'HACC Bus/Ambulance accepted'. Committee queried if this area would be more appropriately signed as a 'bus zone'.</p> <p>The committee agree that the area would be more appropriate if is signed as a 'bus zone'. The committee conclude that this area should also be 24hr parking zone with line-marking to be painted to extend the area as per the request from Far West HACC Services Inc.</p> <p>Existing signage located at Aruma Lodge, Beryl Street being 'no stopping', 'no parking' and 'HACC Bus/Ambulance be replaced with a '24 hour Bus Zone' sign. Line-marking is to be painted to extend the area for the bus zone.</p> <p>RMS</p> <p>Local Member Representative</p> <p>All members</p>

Item No.	TRIM No.	Details
368.7.4	D17/10101	Broken Hill St Patrick's Race Club Inc. requesting permission to use the Visitor Information Carpark as a collection/drop-off point and temporary 15 minute parking be erected at the front of 399 Crystal Street the week prior to Saturday 18 March 2017.
		The committee discussed the request and as previous years there are no objections from committee. Correspondence to be issued back to Broken Hill St Patrick's Race Club Inc. advising of no objections.
		CRM for Council to erect temporary signage to be entered.
		N/A

Item No.	TRIM No.	Details
368.7.5	D17/9385	Request for the Thomas Street refuge, opposite the hospital to be considered as a pedestrian Crossing
		The committee discussed the request briefly as this request has previously been raised to the committee and investigated in length.
		The committee request that a response be issued to the correspondent advising of previous investigation concluding that the refuge does not meet the RMS Vulnerable Persons Standards to justify the installation of a pedestrian crossing.
		Nil

Item No.	TRIM No.	Details
368.7.6	D17/9091	Concern raised relating to road damage being caused by mining trucks - Gypsum Street overpass and South Road overpass area.
		Council's Manager Infrastructure, Andrew Bruggy advised the committee that a response has been issued back to the correspondent addressing some of the concerns mentioned in the correspondence.
		Manager Infrastructure, Andrew Bruggy advised the committee that the area in question effects both state and local roads.
		Other issues effecting local roads are being discussed between Council and mining company, Perilya to try and address these matters.
		Councillor Browne queried number of mining trucks coming through town. RMS website can provide this information for traffic

	<p>counts relating to mining trucks, Manager Infrastructure, Andrew Bruggy to provide this information to Councillor Browne.</p> <p>No further action required by the committee. Council to update the committee if further developments or issues arise that are relevant to the committee.</p>
	Nil

368.8 Correspondence out

Item No.	TRIM No.	Details	Page No
365.7.4	D17/49822	Advice letter relating to Council resolution – Sacred Heart Parish, Sulphide Street drop-off zone.	Issued
367.7.2	D17/3942	Response from LTC meeting relating to proposed Council recommendation – Refuge Island, Galena Street.	Issued
368.7.1	D17/6563	Acknowledgement letter – TAFE Western	Issued
368.7.2	D17/9450	Acknowledgement letter – Dig Tree Trek 2017	Issued
368.7.3	D17/9452	Acknowledgement letter – Far West HACC Services Inc.	Issued

368.9 General Business

Item No.	TRIM No.	Details
368.9.1	Nil	<p>Councillor Browne queried the flashing school lights located near Robinson College – the issues is that the lights stop flashing at 2pm, times need to be adjusted to suite Alesco School times.</p> <p>RMS, Joe Sulicich advised that he will have someone contact Councillor Browne and the Alesco School to identify adjustments needed.</p>
		Nil

Item No.	TRIM No.	Details
368.9.2	Nil	<p>RMS, Joe Sulicich raised concern of the driveway signage to the carpark located by 240 Blende Street.</p> <p>RMS, Joe Sulicich queried should the existing give-way sign be replaced with a 'Stop' sign. The purpose of this query is to possibly improve pedestrian safety.</p> <p>Council to address this issue if it is identified that the current signage is incorrect.</p>

		<p>RMS to confirm with motor registry relating to signage requirements and advise Council's Manager Infrastructure, Andrew Bruggy of the outcome.</p> <p>With further discussion the committee raised the same query for Westside Plaza area, Council Officer, James Druitt to follow up with Westside Plaza Manager as to what signage is in the area.</p> <p>Nil</p>
Item No.	TRIM No.	Details

368.9.3	Nil	RMS, Joe Sulicich reported to the committee concerns of gum trees overhanging and require trimming as obstruct vision of drivers.
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		<p>CRM to be entered by minute secretary.</p> <p>Entered - CRM No 27179/2017</p> <p>Nil</p>
Item No.	TRIM No.	Details

368.9.4	Nil	Blende Street roadworks
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		<p>Local Member Representative, Peter Beven wanted to praise Council and staff for the Blende Street roadworks on job well done.</p> <p>Nil</p>
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368.10 Action Item List

Item No.	356.9.1
TRIM No.	D16/32609
CRM No.	24806/2016
Responsible Officer	Asset Planner Transport, James Druitt
Current Status	Pending – new recommendation to go to March Ordinary Council meeting.

Date	Item Details
February 2016	Wright and Warnock Street Intersection

Councillor Browne has been approached by a resident for the

Committee to consider alternative options to reduce speeds of motorists in this area as the current measures in place are not adequate.

Date	Committee Recommendation/s
July 2016	Two week trial to commence of a temporary closure of the areas. Advertising in BDT to occur, letter box drop arranged for local residents by James Druitt and secretary to advise via email the local emergency services.
August 2016	James Druitt to report the outcome and feedback to the committee for further review.
September 2016	Andrew Bruggy and James Druitt to investigate the installation of speed humps in Wright Street.
February 2017	The committee propose that Council offer to provide safety devices to the residents of the houses at the top of Wright and Warnock Street as a means to resolve this issue. The committee conclude that a permanent road closure is not required at the Wright and Warnock Street intersection.
Action Date	Running Actions
October 2016	BHCC, Asset Planner Transport, James Druitt has costed speed humps awaiting advice on installation. Design plan to be provided to next meeting.
November 2016	BHCC, Asset Planner Transport, James Druitt has provided a report to committee with costing for proposed works. Query from the committee if the residents agree with the speed hump installation - Asset Planner Transport advised that this was advised in consultation with the local residents. Query if Warnock Street traffic has also been reviewed? Speed counters reviewed this area previously. Chairperson, David Zhao suggests that bollards be extended from the Warnock Street bend rather than installing the speed hump. Council to speak with the residents primarily effected at the Warnock Street end of Wright Street relating to bollards or guard rails instead of speed hump. Also identify individual concerns. Council to report back to December 2016 meeting.
December 2016	Council Officer James Druitt spoke to the residents and they voiced that they would like the street closed. This is resulted because of several crashes into fences, no major crashes/fatalities etc. However if the street is closed it may cause issued for diverting the traffic. Discussion from the committee suggest that a road closure may not be the best option and discussion of guard rails being installed in the area.

Further investigation required as to implications if the road is closed.

Traffic count previously conducted and concluded minimal vehicles speeding in the area. When the temporary road closure occurred vehicles then used the lanes near Wright and Long Street.

RMS to undertake further investigation to provide a report on road closure implications to be provided to the committee.

Remains pending.

February 2017

The committee discussed this item in length going over the discussion raised in previous months in consideration with the traffic counts conducted and crash history of the area. The committee wish to see this item come to a conclusion in the near future. The committee propose a new recommendation to Council being that; Council offer to provide safety devices to the residents of the houses at the top of Wright and Warnock Street as a means to resolve this issue and; the committee conclude that a permanent road closure is not required at the Wright and Warnock Street intersection.

March 2017

Remains pending

Target Date

Not Determined



Item No.

360.8.2

TRIM No.

D16/19712, D16/23167

CRM No.

Responsible Officer

Asset Planner Transport, James Druitt

Current Status

Pending – Line marking to be completed March 2017

Date

Item Details

June 2016

Review of 60 degree parking lines at the corner of Mica/Chloride Streets and request for short term parking bay area.
 Request for review of 60 degree parking lines at the corner of Mica/Chloride Streets and request for short term parking bay area.

Date

Committee Recommendation/s

June 2016

The Committee notes this correspondence received and agree that parking should be returned to 45 degree parking and a Council Officer is to make appointment for review of requirement for short term parking bay. Amending the angled parking may result in loss of 1 parking space.

November 2016

Council to re-in state line marking to 45 degree and include loading zone in Chloride Street. Council to absorb the cost.

Action Date	Running Actions
	Parking should be returned to 45 degree parking and a Council Officer is to make appointment for review of requirement for short term parking bay. Amending the angled parking may result in loss of 1 parking space.
September 2016	Asset Planner Transport, James Druitt to talk to the applicant regarding delivery times for loading zone.
November 2016	Asset Planner Transport, James Druitt has provided a report to committee detailing options to include the 45 degree parking and a loading zone. Query of who will pay for this line-marking? 60 degree parking is considered to point the parked vehicles out too far into the road for loading/unloading. Concerns raised of passing traffic coming too close to vehicles/people accessing boots of cars with the 60 degree parking. Refer to recommendation above.
December 2016	Asset Planner Transport, James Druitt to arrange for the line-marking works to be scheduled.
March 2017	Pending line-marking to be completed March 2017
Target Date	Not determined

Item No.	365.7.4
TRIM No.	D16/49822
CRM No.	
Responsible Officer	Council's Asset Planner Transport
Current Status	Council Officer, James Druitt to arrange a sales and services quote.
Date	Item Details
November 2016	Sacred Heart Parish requesting Sulphide Street drop-off zone for parishioners and visitors that may be aged or have a disability to have easier access to the Cathedral. Requesting Saturday from 5pm to 7pm and Sundays from 9am to 11am.
Date	Committee Recommendation/s
November 2016	Council Officer to have discussion with correspondent relating to needs/who will fund this request and provide a report back to the committee for recommended actions.
December 2016	Line-marking and signage works to be undertaken in Sulphide Street, in front of the cathedral with the costing to be funded by the Sacred Heart Parish. Works to include 2 car park spaces for drop off purposes only with a 'NO PARKING' sign to also be installed. Council to provide

a quote to the Sacred Heart Parish to advise of cost for works.

Action Date

Running Actions

November 2016

Is disable parking more appropriate for this area?
 Is there any existing disabled parking in this area?

December 2016

Council's Asset Planner Transport provided the committee with plans that will include 2 spaces for drop off with a 'NO PARKING' sign. RMS representative, Joe Sulicich was advised by Father Fulzun that the Sacred Heart Parish will fund this line-marking and signage request.

February 2017

Pending Council adopt new recommendation.

March 2017

Recommendation adopted in February 2017 Council meeting - Council to provide a quote to the Sacred Heart Parish to advise of cost for works.

Target Date



Item No.

367.7.2

TRIM No.

D17/3942

CRM No.

Nil

Responsible Officer

Council's Infrastructure Projects Engineer, David Zhao (Alternate Chairperson)

Current Status

Pending – recommendation to go to March Ordinary Council meeting.

Date

Item Details

February 2017

Request to remove refugee island adjacent to the Galena Street car wash.

Date

Committee Recommendation/s

February 2017

Council Officer to draft a parking plan for the area in-front of the houses in question by the refuge in Galena Street, opposite McDonalds. The plan is to be provided to the committee for further review.
 Chairperson, David Zhao to arrange a joint media release with RMS and Police relating to jay-walking and possible fines that can be incurred.

Action Date

Running Actions

February 2017

Video supplied with correspondence, video was viewed by the

committee.

RMS, Joe Sulicich advised committee that; this refuge was installed early 2015 and was funded by RMS; that on-site consultation took place prior to installation and; letters of support from the community were provided at the time. Joe Sulicich provided to the committee a copy of a Council media release that provided information to the community on the installation of the refuge.

Joe Sulicich advised committee that the intention of the refuge was to provide a crossing area and slow traffic.

Discussion of placement of refuge and if it is in the most appropriate place for crossing. RMS advised that the refuge was placed in that location as was required to meet standards for the installation.

Discussion of parking availability in front of the property as the committee identify that this is the primary concern from the correspondence.

The committee concluded that the refuge will not be removed however parking in the area may need to be reviewed.

Councillor Browne queried can there be some media around using this refuge. Chairperson David Zhao advised that he will discuss with Council's Communications Specialist the possibility of a combined media release between Council, RMS and police about jay-walking and fines that can be incurred.

March 2017

Discussion of the matter, Council Officer, James Druitt has been in discussion with the Car Wash manager relating to the footpath on the car wash side being uneven/rough for pedestrians. Discussion to be ongoing re condition of the footpath area.

Pending – previous recommendation to go to March Ordinary Council meeting.

Target Date April 2017

368.11 Next Meeting Date 3 April 2017

368.12 Meeting Closed at 10.25am

MEETING	FURTHER REPORT REQUIRED	SUBJECT
Confidential Matters of the Council 29 February 2012	False	Confidential Matters
<p><u>ITEM 1 (Item 45 in open minutes) - SUSTAINABILITY REPORT NO. 8/12 - DATED JANUARY 13, 2012 – RENEWAL OF LEASE TO THE AERO CLUB OF BROKEN HILL INC. AT AIRPORT - CONFIDENTIAL</u> 11/232</p> <p><u>Recommendation</u></p> <p>That Sustainability Report No. 8/12 dated January 13, 2012 be received.</p> <p>That Council renew its lease with The Aero Club of Broken Hill Inc. for a period of five (5) years being the first option to renew the lease.</p> <p>That the lease be amended as outlined in the body of this report to address water charges.</p> <p>That documents relating to this matter be executed under Council's Common Seal as required.</p> <p>RESOLUTION <u>Minute No. 43222</u> Councillor B. Algate moved) Councillor N. Gasmier seconded)</p> <p style="text-align: right;">That the recommendation of item 1 be adopted.</p> <p style="text-align: right;">CARRIED</p> <p><i>16 Sep 2016 - 1:25 PM - Leisa Bartlett</i> Awaiting documentation from Surveyor. Due to recent subdivision for sale of land to RFDS, the DP planning numbers will change and therefore will affect this subdivision for lease purposes, therefore it is necessary to wait until the DPI have processed the RFDS subdivision before this plan is lodged.</p> <p><i>17 Aug 2016 - 1:51 PM - Tracy Stephens</i> Awaiting new Administration Sheet for signing by GM and Mayor. Subdivision plans can then be registered with LPI.</p> <p><i>06 Jun 2016 - 3:46 PM - Andrew Bruggy</i> Action reassigned to Andrew Bruggy by: Leisa Bartlett</p> <p><i>19 Jan 2016 - 2:59 PM - Leisa Bartlett</i> Sub-division plans being lodged with Dept. Lands Information. Once the plan is registered, the lease can be finalised.</p> <p><i>06 May 2015 - 4:56 PM - Frederick Docking</i> Pending Sub Division for lease purposes</p> <p><i>11 Dec 2014 - 4:42 PM - Frederick Docking</i> Amendment for water charges to lease draft signed and returned. GM to sign off DA and return to Tracey Stephens for consent for lease purposes.</p> <p><i>11 Jun 2014 - 3:29 PM - Louine Hille</i></p>		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>Plan requires minor amendment to stop it being requisitioned. Development Consent to subdivision for lease purposes required. Development Application being compiled. <i>13 Feb 2014 - 12:10 PM - Michelle Rolton</i></p> <p>Lot numbering determined, awaiting final plan. <i>17 Jan 2014 - 12:14 PM - Louine Hille</i></p> <p>Draft Plan received for examination and approval. <i>15 Nov 2013 - 11:06 AM - Michelle Rolton</i></p> <p>Plan now due November 2013, as additional survey works were required. <i>22 Oct 2013 - 2:18 PM - Louine Hille</i></p> <p>New plan of subdivision for Lease purposes being prepared. Due 30 October 2013. <i>06 Jun 2013 - 3:28 PM - Leisa Bartlett</i></p> <p>LPI have rejected registration due to change in Airport Title descriptions. Further survey work required prior to re-lodgement of Lease. <i>07 Feb 2013 - 3:26 PM - Leisa Bartlett</i></p> <p>Lease with Council's Solicitor for registration. Lease has been requisitioned twice due to plan reference - LPI have changed rules. Further advice to be sought from Council's Solicitor. <i>02 Aug 2012 - 3:25 PM - Leisa Bartlett</i></p> <p>Reminder to return documents sent. <i>03 May 2012 - 3:23 PM - Leisa Bartlett</i></p> <p>Documents with Lessee for execution.</p>		
<p>Extraordinary Meeting of the Council 30 October 2013</p>	<p>False</p>	<p>Further Business</p> <p><u>ITEM 1 - BROKEN HILL CITY COUNCIL REPORT NO. 269/13 - DATED OCTOBER 17, 2013 - WILLYAMA COMMON - COMPULSORY ACQUISITION OF CROWN LAND AT BROKEN HILL AIRPORT</u> 11/89, 11/214</p> <p><u>Recommendation</u></p> <p>That Broken Hill City Council Report No. 269/13 dated October 17, 2013, be received.</p> <p>That Council compulsorily acquire Crown Land being Lots 5938 and 5939 in DP 725373 as shown in the attached diagram for "Airport Purposes" to formalise existing occupation.</p> <p>That the acquisition be under the Terms of the Local Government Act 1993.</p> <p>That the consent of the Minister and Governor be sought for the acquisition.</p>

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>That Council seek agreement from Trade and Investment, Crown Lands Western Division for the acquisition.</p> <p>That Minerals be excluded from the acquisition.</p> <p>That Council obtain a Native Title opinion in relation to Lot 5939 in DP 725373, formerly part of Western Lands Lease 1060.</p> <p>That if necessary, Council liaise with other parties that may have an interest in Lot 5939 in DP 725373 should Native Title issues require to be addressed.</p> <p>That upon acquisition the land be classified as Operational Land.</p> <p>That compensation be determined as at the date of acquisition by the Acquisition Valuation Branch of the Land and Property Management Authority.</p> <p>That the consent of the Crown (Trade and Investment, Crown Lands Western Division) and the Division of Local Government be sought should all matters be agreed upon to dispense with pre-acquisition requirements given that the compensation as determined at the date of acquisition will be the purchase price.</p> <p>That documents relating to this matter be executed under Council's Common Seal if required.</p>		
<p>RESOLUTION</p>		
<p><u>Minute No. 44468</u></p>		
<p>Councillor D. Gallagher moved</p>	<p>)</p>	<p>That the recommendation of item 1 be adopted.</p>
<p>Councillor C. Adams seconded</p>	<p>)</p>	<p></p>
<p style="text-align: right;">CARRIED</p>		
<p><i>16 Sep 2016 - 1:27 PM - Leisa Bartlett</i></p>		
<p>Results of EOI need to be analysed and assess implications.</p>		
<p><i>20 Jun 2016 - 2:41 PM - Leisa Bartlett</i></p>		
<p>Pending outcome of Expression of Interest process.</p>		
<p><i>16 Sep 2015 - 11:38 AM - Andrew Bruggy</i></p>		
<p>Council sending letter to Minister and Crown.</p>		
<p><i>20 Apr 2015 - 4:18 PM - Leisa Bartlett</i></p>		
<p>With impending EOI outcome - no further action at this stage with report to future Council Meeting.</p>		
<p><i>12 Jun 2014 - 11:37 AM - Louine Hille</i></p>		
<p>History of site being compiled for submission to Barrister.</p>		
<p><i>14 May 2014 - 11:41 AM - Leisa Bartlett</i></p>		
<p>Native Title status of one remaining lot to be determined.</p>		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
Ordinary Meeting of the Council 24 September 2014	False Reports	
<u>ITEM 14 - BROKEN HILL CITY COUNCIL REPORT NO. 231/14 - DATED SEPTEMBER 04, 2014 - LICENCE PART LIVING DESERT STATE PARK ADJACENT 376 NINE MILE ROAD TO FORMALISE ADVERSE POSSESSION</u>		
		11/411
<u>Recommendation</u>		
That Broken Hill City Council Report No. 231/14 dated September 4, 2014, be received.		
That Council, in its appointed capacity of Trust Manager of the Living Desert State Park Trust grant a Licence, with Ministerial consent, to Cristal-Lee White and Mathew Joseph Dempster for the purpose of "Environmental Protection and Access".		
That documents relating to this matter be executed under Council's Common Seal in the absence of a Trust Seal.		
RESOLUTION		
Minute No. 44768		
Councillor P. Black moved)	That the recommendation of item 14 be adopted.
Councillor C. Adams seconded)	
		CARRIED
<i>16 Mar 2017 - 11:26 AM - Leisa Bartlett</i>		
Council has received written advice from the NSW Aboriginal Land Council on Wednesday 15th March that there is no objection to the issue of the Crown Licence, on the condition that:		
a. The tenure is no higher than a licence		
b. The licence only formalises the existing informal arrangement (area affected by the dam and the existing access to the property)		
c. The licence terminates if the claim of the subject land (Living Desert) is granted in the future		
d. Any proposed future works on the claimed land in relation to this licence – with the exception of basic fence maintenance – is referred to the NSW ALC for consent prior to the works commencing.		
Council's Solicitor will now be advised to continue to draw up licence agreement.		
<i>16 Sep 2016 - 1:34 PM - Leisa Bartlett</i>		
Due to Aboriginal Land Claim and native title implications, this matter needs to be referred to Crown Lands for review prior to proceeding. This may take several months before advice is received.		
<i>06 Jun 2016 - 3:47 PM - Andrew Bruggy</i>		
Action reassigned to Andrew Bruggy by: Leisa Bartlett		
<i>10 Dec 2015 - 9:39 AM - Andrew Bruggy</i>		
Action reassigned to Leisa Bartlett by: Leisa Bartlett		
<i>06 May 2015 - 4:59 PM - Frederick Docking</i>		
Further investigation required into obtaining Ministerial Consent for Licence. Have made contact with Crown Lands.		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
Confidential Matters of the Council 25 November 2015	False	Confidential Matters
ITEM 27 - BROKEN HILL CITY COUNCIL REPORT NO. 268/15 - DATED OCTOBER 28, 2015 - - CONFIDENTIAL		11/63
<u>Recommendation</u>		
That Broken Hill City Council Report No. 268/15 dated October 28, 2015, be received.		
That Council, in its capacity as Trustees of the Willyama Common, grant three licenses to Anthony Schembri; John and Leanne Ray; and Mark Doyle for recreational purposes (a permissible use as described in the Management Plan of the Willyama Common) for the keeping of horses, horse riding and training).		
That the licenses be drawn subject to the three applicants agreeing to pay market rent for the land and associated legal/license set-up fees and that the granting of the licenses is also subject to the applicants abiding by the Management Plan for the Willyama Common and the Local Environmental Plan with regards to any development of the subject land.		
That the license terms be for four years, with the option to renew being first offered to the current licensees.		
That the common seal be affixed to the licences as required.		
That Karl Hahn be advised that a license is not available for the land indicated in his submission which encompasses the old south depot, south of Broken Hill in the Willyama Common due to it being a restricted area which is subject to asbestos rehabilitation works.		
RESOLUTION		
<u>Minute No. 45147</u>		
Councillor P. Black moved)	That the recommendation of item 27 be adopted.	
Councillor B. Algate seconded)		
CARRIED		
<i>16 Mar 2017 - 11:24 AM - Leisa Bartlett</i>		
Council has received written advice from the NSW Aboriginal Land Council on Thursday 16th March, advising that the licence for the area occupied by Schembri can be granted with the following conditions:		
a. Any improvements being of a temporary nature to be removed if required if the licence is terminated;		
b. The licence agreement containing a provision that is may be terminated in the event Aboriginal Land Claim 40503 is determined as a grant by the Crown Lands Minister		
c. The Aboriginal Culture and Heritage protection provisions of National Parks and Wildlife Act 1974 being complied with.		
Council's Solicitor will now be instructed to continue to draw up licence agreement.		
<i>12 Sep 2016 - 3:55 PM - Leisa Bartlett</i>		
Submission to be sent to Land Claims Unit to assess the proposed licence and determine whether licence can be issued.		
<i>06 Jun 2016 - 12:26 PM - Leisa Bartlett</i>		
Two applicants have withdrawn due to valuation and recent Aboriginal Land Claim. seeking legal advice regarding issuing a licence to third applicant due to Land Claim.		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
13 Apr 2016 - 5:06 PM - Leisa Bartlett		
Valuations received for market rent and 3 applicant advised of annual rent amount and terms of licence and requested to advise Council by May 13, 2016 if they wish Council to proceed to draw up licence agreements.		
07 Dec 2015 - 1:58 PM - Leisa Bartlett		
Process commenced for issuing of licences.		
Ordinary Meeting of the Council 31 August 2016	False	Reports
<u>ITEM 15 - BROKEN HILL CITY COUNCIL REPORT NO. 182/16 - DATED AUGUST 15, 2016 - LEASE OF LAND AT GLADSTONE PARK TO ALMA SWIMMING CLUB INC.</u>		
		11/197
<u>Recommendation</u>		
1. That Broken Hill City Council Report No. 182/16 dated August 15, 2016, be received.		
2. That Council's previous resolution of September 2, 2009 (minute number 42106) be rescinded in favour of a new motion:		
a. That Council, in its appointed capacity to manage the affairs of the Gladstone Park Reserve Trust, lease as much land as is necessary fronting Morish Street to formalise the existing occupation by the Alma Swimming Club Inc. together with an additional four metres along the eastern side of the site, for swimming club purposes.		
b. That the term of the lease be five years and that during this term, Council investigates another Trust model for management of the Gladstone Park Reserve that is better suited to the usage of the Reserve and also acceptable to the Department of Crown Lands.		
c. That rental at commencement be \$250 per annum and that this rental be reviewed annually for CPI increases.		
d. That public liability insurance in the sum of \$20 million be provided noting the rights and interests of Council as Trustee and the Minister administering the Crown Lands Act 1989, and that this amount be increased from time to time as required by Council's insurers.		
e. That the Alma Swimming Club insure its assets and contents for replacement value as determined in conjunction with its insurer.		
f. That all other standard leasing requirements be complied with.		
g. That the Alma Swimming Club be liable for Council's legal fees incurred in this matter.		
h. That, in the absence of a Trust Seal, lease documents be signed by the Mayor and General Manger under Council's Common Seal.		
RESOLUTION		
Minute No. 45323		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
Councillor J. Nolan moved Councillor J. Richards seconded))	That the recommendation of item 15 be adopted.
CARRIED		
<p><i>17 Mar 2017 - 2:48 PM - Andrew Bruggy</i></p> <p>Solicitor sent to Alma swimming club on 19 Feb 2017. No response to date</p> <p><i>09 Feb 2017 - 11:41 AM - Leisa Bartlett</i></p> <p>Draft lease received and checked. Solicitor to send lease to Alma Swimming Club for signature prior to sending to Council.</p> <p><i>17 Nov 2016 - 5:03 PM - Louise Schipanski</i></p> <p>Meeting held, instructions to be sent to Solicitor to draft lease.</p> <p><i>16 Sep 2016 - 2:38 PM - Leisa Bartlett</i></p> <p>Meeting to be arranged with Alma Swimming Club to discuss Council resolution and terms of lease.</p>		
Ordinary Meeting of the Council 28 September 2016	False	Mayoral Minute
<p>ITEM 1 - MAYORAL MINUTE NO. 5/16 - DATED SEPTEMBER 20, 2016 - PRIORITIES FOR COUNCIL 12/82</p> <p><u>Recommendation</u></p> <ol style="list-style-type: none"> That Mayoral Minute No. 5/16 dated September 20, 2016, be received. That standing committees be established by December 2016 and will be aligned to our key strategic areas. Resource our community based Heritage committee to drive recognition of Broken Hill as Australia's first Heritage City. And invite the Broken Hill City Council Heritage Advisor to be a part of the committee. Lobby state government to reveal details of the business case for the proposed Wentworth-Broken Hill water pipeline, including projected water cost to the people of Broken Hill That Council agree to lobby state government for the return of TAFE College opportunities, upgrade of airport to jet service standards, and for a second weekly Outback Explorer rail service. That Council continues to take an active role in negotiations around the establishment of the proposed 'Far West Initiative' to ensure Council's and the Broken Hill community's interests are protected. Maintaining our 'Greening of the City' and our local heritage programmes. Support the shop local campaign. That the Ordinary Council Meeting for January 2017 not be held. <p>RESOLUTION</p> <p><u>Minute No. 45331</u></p>		
Mayor D. Turley moved Councillor M. Browne seconded))	That the recommendation of item 1 be adopted.
CARRIED		
<i>08 Mar 2017 - 4:29 PM - Leisa Bartlett</i>		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
2. - General Manager is intending to provide a report to the March Council Meeting. 3. - Heritage Adviser has been appointed to the Heritage Committee. 4. - These matters have been addressed in our recent water submissions. 5. - These matters have been addressed in recent correspondence to Ministers. 6. - Council is actively represented on the Far West Initiative. 7. -water restrictions have been lifted - heritage committee meeting regularly. 8. - Council supports the Chamber of Commerce "Just like a local" regional shopping app. 9. - January Meeting cancelled. COMPLETE		
Ordinary Meeting of the Council 28 September 2016	False	Reports
<u>ITEM 9 - BROKEN HILL CITY COUNCIL REPORT NO. 195/16 - DATED SEPTEMBER 06, 2016 - DELEGATION OF FUNCTIONS</u>		11/264
<u>Recommendation</u>		
1. That Broken Hill City Council Report No. 195/16 dated September 6, 2016, be received.		
2. That Council notes the Schedule of Delegable Functions for the Broken Hill City Council attached to this report at Attachment 1.		
3. That Broken Hill City Council delegate to the Mayor of the Broken Hill City Council, the Functions in accordance with the Instruments of Delegation attached to this report at Attachment 2.		
4. That Broken Hill City Council delegate to the Deputy Mayor of the Broken Hill City Council, the Functions in accordance with the Instruments of Delegation attached to this report at Attachment 3.		
5. That Broken Hill City Council delegate to the General Manager of the Broken Hill City Council, the Functions in accordance with the Instruments of Delegation attached to this report at Attachment 4.		
6. That the Chief Operating Officer (Deputy General Manager) be appointed to act as General Manager if the General Manager is sick or otherwise absent from work on leave, such appointment to cease upon the return to work of the General Manager; and that such person acting as General Manager pursuant to this resolution has all the functions, delegations, and sub-delegations given to the General Manager by the Council.		
7. That Broken Hill City Council delegate to staff who hold the positions of Chief Operating Officer (Deputy General Manager), Manager Engineering Services, Manager Planning Development and Compliance, Asset Planner Buildings, Asset Planner Parks and Open Spaces, Roads and Parks Coordinator, Waste Management Coordinator, Trades Coordinator, Team Leader Parks and Open Spaces, Team Leader Roads, Labourer/Plant Operator, Works Operator, Ranger Living Desert and Finance Operations Coordinator, Senior Airport Reporting Officer, Airport Reporting Officer and Cemetery Services Coordinator of the Broken Hill City Council the relevant Functions under the <i>Noxious Weeds Act 1993</i> as indicated in the table attached to this report at Attachment 5.		
8. That in accordance with the Local Government's Promoting Better Practice Review, the Delegations of Functions be reviewed in two years' time (September 2018).		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>9. That Council noted that the <i>Local Government Amendment (Governance and Planning) Bill 2016</i> will be presented to a future Council Meeting, once the commencement date has been proclaimed, explaining the amendments to the <i>Local Government Act 1993</i> and whether any amendments are required to the Delegations of Functions.</p> <p>RESOLUTION <u>Minute No. 45335</u> Councillor M. Browne moved) Councillor B. Licul seconded)</p> <p>17 Mar 2017 - 4:22 PM - Leisa Bartlett Revised Target Date changed by: Leisa Bartlett From: 05 Oct 2016 To: 29 Sep 2016 09 Feb 2017 - 4:37 PM - Leisa Bartlett As per LG Act, delegations will be issued to staff within first 12 months of new term of Council.</p>	<p style="text-align: center;">False</p>	<p>That the recommendation of item 9 be adopted.</p> <p style="text-align: right;">CARRIED</p>
<p>Ordinary Meeting of the Council 28 September 2016</p> <p>ITEM 13 - BROKEN HILL CITY COUNCIL REPORT NO. 199/16 - DATED SEPTEMBER 14, 2016 - CORRESPONDENCE REPORT - RELEASE OF IPART ISSUES PAPER FOR THE REVIEW OF PRICES FOR WATERNSW TO APPLY FROM JULY 1, 2017 11/426</p> <p>RESOLUTION <u>Minute No. 45339</u> Councillor M. Browne moved) Councillor R. Page seconded)</p> <p>08 Mar 2017 - 4:36 PM - Leisa Bartlett Councillor workshop was arranged for Essential Energy Representative to attend prior to the submission date to IPART. The Essential Energy Representative did not turn up to the workshop. No comments received from Councillors COMPLETE</p>	<p style="text-align: center;">False</p>	<p>1. That Broken Hill City Council Report No. 199/16 dated September 14, 2016, be received.</p> <p>2. That Councillors provide their feedback regarding the IPART Issues Paper into WaterNSW's Rural Bulk Water Pricing Proposal to the General Manager's Office by October 7, 2016 in order for a submission to be formulated and lodged by October 17, 2016.</p> <p>3. That a Councillor Workshop be held with Essential Water representatives (prior to lodging a submission) to seek their views on the matter.</p> <p style="text-align: right;">CARRIED</p>

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>10 Feb 2017 - 4:48 PM - Leisa Bartlett</p> <p>RESOLUTION Minute No. 45339 Councillor M. Browne moved) Councillor R. Page seconded)</p> <p>1. That Broken Hill City Council Report No. 199/16 dated September 14, 2016, be received.</p> <p>2. That Councillors provide their feedback regarding the IPART Issues Paper into WaterNSW's Rural Bulk Water Pricing Proposal to the General Manager's Office by October 7, 2016 in order for a submission to be formulated and lodged by October 17, 2016.</p> <p>3. That a Councillor Workshop be held with Essential Water representatives (prior to lodging a submission) to seek their views on the matter.</p> <p>CARRIED</p>		
<p>Confidential Matters of the Council 28 September 2016</p>	False	Confidential Matters
<p><u>ITEM 27 - BROKEN HILL CITY COUNCIL REPORT NO. 212/16 - DATED SEPTEMBER 15, 2016 - EXPRESSION OF INTEREST 16/4 - SALE OF LAND AT THE BROKEN HILL REGIONAL AIRPORT - CONFIDENTIAL</u> EO16/4</p> <p><u>(General Manager's Note:</u> This report considers sale of land 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).</p> <p><u>Recommendation</u></p> <p>1. That Broken Hill City Council Report No. 212/16 dated September 15, 2016, be received.</p> <p>2. That Council accepts the offer of \$8,500.00 from Mr Phillip Cvirn for purchase of land at the Broken Hill Regional Airport being part Lot 1 in DP1162606 (Lot 52 in DP876533 on Council's internal mapping system).</p> <p>3. That each party be liable for their own legal costs incurred.</p> <p>4. That the Mayor and General Manager be delegated to sign the sale of land contract under the Common Seal of Council.</p> <p>17 Mar 2017 - 2:49 PM - Andrew Bruggy</p> <p>Mr Cvirn was advise 16th March, that still with Land and Property Information</p> <p>22 Dec 2016 - 2:23 PM - Leisa Bartlett</p> <p>Surveyor delayed due to waiting for Department of Property Land Information to register subdivision plans for sale of land at Airport to RFDS. Once these plans have been registered, plans to subdivide land for Mr Cvirn can be drawn.</p> <p>13 Oct 2016 - 4:57 PM - Leisa Bartlett</p>		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>Letters sent to both applicants. Surveyor to be arranged to survey land for subdivision for sale purposes.</p>		
<p>Confidential Matters of the Council 28 September 2016</p>	<p>False</p>	<p>Confidential Matters</p>
<p>ITEM 28 - BROKEN HILL CITY COUNCIL REPORT NO. 213/16 - DATED AUGUST 16, 2016 - TRANSFER OF OWNERSHIP OF 55-59 GYPSUM STREET TO BROKEN HILL FAMILY DAY CARE COMMITTEE INC. - CONFIDENTIAL 11/197</p> <p>(General Manager's Note: This report considers sale of an asset 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).</p> <p>Recommendation</p> <ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 213/16 dated August 16, 2016, be received. 2. That Council rescinds minute number 45284 of May 25, 2016 (transfer ownership of 55-59 Gypsum Street to Broken Hill Family Day Care Committee Inc.) in favour of the following motion: <ol style="list-style-type: none"> a. That due to Family Day Care Committee Inc.'s current financial position, Council offers the Committee a lease arrangement for 12 months (all terms as per current lease) for occupation of 55-59 Gypsum Street. b. That the Family Day Care Committee Inc. be responsible for all legal costs, including Council's, incurred in the drawing of the lease. c. That the Mayor and General Manager be delegated authority to execute the lease under the Common Seal of Council. d. That at the expiration of the 12 month lease, Council's Finance staff re-inspects the Committee's financial statements and a further report be presented to Council regarding the option of transferring the ownership of 55-59 Gypsum Street (formerly the Railwaytown Community Centre) to the Broken Hill Family Day Care Committee Inc. <p>Minute No. 45353 Councillor B. Algate moved) Councillor D. Gallagher seconded)</p> <p style="text-align: right;">That the confidential matters be considered in open session. That the recommendations of items 26 to 28 be adopted.</p> <p style="text-align: right;">CARRIED</p> <p><i>17 Mar 2017 - 11:45 AM - Leisa Bartlett</i> BH Family Day Care have advised that they have signed and sent the lease back to Council's Solicitor. Waiting to hear for Solicitor.</p> <p><i>13 Feb 2017 - 10:35 AM - Andrew Bruggy</i> Council resolved to review in 12 months</p>		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>09 Feb 2017 - 4:36 PM - Leisa Bartlett</p> <p>Solicitors sending lease to BH Family Day Care Committee for signature prior to Council signing.</p> <p>09 Feb 2017 - 11:43 AM - Leisa Bartlett</p> <p>Waiting on draft lease to be drawn</p> <p>22 Dec 2016 - 2:27 PM - Leisa Bartlett</p> <p>Instructions sent to Council's Solicitor to draw up a 12 month lease.</p> <p>21 Nov 2016 - 1:10 PM - Andrew Bruggy</p> <p>Meeting with Committee held. Lease to be forward for legal feedback</p> <p>17 Nov 2016 - 5:06 PM - Louise Schipanski</p> <p>Meeting has been held, instructions to be sent to Council's Solicitor to draft lease.</p> <p>03 Nov 2016 - 11:59 AM - Leisa Bartlett</p> <p>Instructions sent to Council's Solicitor to draw up lease.</p> <p>13 Oct 2016 - 4:58 PM - Leisa Bartlett</p> <p>Meeting being arranged with representatives of BH Family Day Care to discuss Council's resolution and the terms of a 12 month lease.</p>		
<p>Ordinary Meeting of the Council 30 November 2016</p>	False	Notice of Motion
<p><u>ITEM 20 - MOTIONS OF WHICH NOTICE HAS BEEN GIVEN NO. 15/16 - DATED NOVEMBER 25, 2016 - WATER RELEASES FROM MENINDEE LAKES SYSTEM</u> 11/426</p> <p><u>Recommendation</u></p> <ol style="list-style-type: none"> 1. That Broken Hill City Council sends correspondence to the Water Minister Barnaby Joyce, NSW Water Minister Niall Blair, MLA Kevin Humphries and MP Mark Coulton informing them of the Council and the community's objection to the proposed 250GL of water to be released from the Menindee Lakes for environmental flows, that any water releases that do occur from the Menindee Lakes be much smaller and be in consultation with the Broken Hill and Menindee communities. 2. If the 250GL of water is released that we as a community are given a guarantee that the release of that size will be a one off and that any other major releases will be in consultation with the communities. 3. That the above be informed of the economic, social and environmental consequences a dry Menindee Lakes has had on the community, including costing BHCC hundreds of thousands of dollars in damage to parks and ovals and that the environmental flows going to SA are having a catastrophic effect on Broken Hill and Menindee townships. 4. That the above be informed that the average depth of the Darling River is well below the average 6 to 9 metre depth of the Menindee Lakes. 		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>RESOLUTION Minute No. 45387 Councillor T. Kennedy moved) Councillor B. Algate seconded)</p> <p style="text-align: right;">That the recommendation of item 20 be adopted.</p> <p style="text-align: right;">CARRIED</p> <p>22 Dec 2016 - 2:49 PM - Leisa Bartlett</p> <p>Correspondence sent. COMPLETE</p>		
Ordinary Meeting of the Council 30 November 2016	False	Confidential Matters
<p>ITEM 17 - BROKEN HILL CITY COUNCIL REPORT NO. 246/16 - DATED NOVEMBER 23, 2016 - SUBDIVISION AND SALE OF LAND LOT 1 DP 1140550 - CONFIDENTIAL 11/338 (General Manager's Note: This report considers Subdivision and Sale of Land 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).</p> <p><u>Recommendation</u></p> <ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 246/16 dated November 23, 2016, be received. 2. That Broken Hill City Council subdivide the land at 173 Murton Street (Lot 1 DP 1140550) and prepare sale of land contracts to the affected parties. 3. That the Mayor and General Manager be authorised to sign the sale of land contracts and transfers under the Common Seal of Council. <p>17 Mar 2017 - 3:48 PM - Leisa Bartlett</p> <p>solicitors are finalising contracts.</p> <p>06 Dec 2016 - 4:59 PM - Jay Nankivell</p> <p>Solicitor and surveyor engaged to prepare subdivision and contracts for sale of land.</p>		
Ordinary Meeting of the Council 30 November 2016	False	Confidential Matters
<p>ITEM 18 - BROKEN HILL CITY COUNCIL REPORT NO. 244/16 - DATED NOVEMBER 23, 2016 - TENDER T16/9 RFT SUPPLY OF 2 X 8 WHEEL PNEUMATIC ROLLERS - CONFIDENTIAL T16/9 (General Manager's Note: This report considers a tender 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).</p> <p><u>Recommendation</u></p>		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>1. That Broken Hill City Council Report No. 244/16 dated November 23, 2016, be received.</p> <p>2. That Council accept the offer from CAVPOWER and purchase 2 x CAT CW34 Pneumatic Rollers for a total price of \$296,151 ex.GST.</p> <p><u>Minute No. 45389</u> Councillor D. Gallagher moved) Councillor C. Adams seconded)</p> <p>17 Mar 2017 - 2:50 PM - Andrew Bruggy Complete</p> <p>13 Feb 2017 - 10:36 AM - Andrew Bruggy Orders placed</p>		<p>That confidential items 17 and 18 be considered in open session and the recommendations be adopted.</p> <p style="text-align: right;">CARRIED</p>
<p>Ordinary Meeting of the Council 30 November 2016</p>	<p>False</p> <p>Confidential Matters</p>	<p>ITEM 18 - BROKEN HILL CITY COUNCIL REPORT NO. 247/16 - DATED NOVEMBER 23, 2016 - CODE OF CONDUCT NO. BHC160201 - CONFIDENTIAL 16/19 (General Manager's Note: This report considers a Code of Conduct matter and is deemed confidential under Section 10A(2) (h) of the Local Government Act, 1993 which contains information regarding alleged contraventions of any Code of Conduct requirements applicable under section 440).</p> <p>RESOLUTION <u>Minute No. 45393</u> Councillor B. Licul moved) Councillor D. Gallagher seconded)</p> <p>1. That Broken Hill City Council Report No. 247/16 dated November 23, 2016, be received.</p> <p>2. That as a matter of urgency, but no later than 3 weeks after this report is tabled at Council, the General Manager arranges for a suitably qualified person to counsel the Subject Person generally as to her obligations as a holder of civic office and specifically:</p> <p>Her obligations under the Council's Code of Conduct, Code of Meeting Practice, Media Relations Policy and the LGA 1993 and Regulations 2005</p> <p>Her obligations under the Work Health and Safety Act 2011 and associated regulations and definitions as provided by SafeWork Australia.</p> <p>Maintaining effective relationships with Councillors, Council employees,</p>

MEETING	FURTHER REPORT REQUIRED	SUBJECT
		<p>administrators and members of Council Advisory and other Committees.</p> <p>The type and nature of comments that a Councillor is permitted to make about Council, its policies and employees.</p> <p>Clarifying what 'acting in the public interest' entails and specifically in relation to any activities or comments that she might make regarding specific interest groups. (this satisfies recommendation 1 of the Final Investigation Report dated 31 August 2016; page 70)</p> <ol style="list-style-type: none"> 3. That the Subject Person write to the Council employee and apologise for any harm she might have caused by her comments in the Barrier Daily Truth of 6 January 2016 concerning her experience, and for her conduct at the BHRAG Advisory Committee of 8 December 2015. 4. That Council note that the recommendations as listed at two (2) and three (3) as above have been undertaken between the Subject Person and the General Manager. 5. That Council notes the matters arising and subsequent recommendations as detailed in the Final Investigation Report. <p style="text-align: right;">CARRIED</p>
<p>16 Mar 2017 - 2:08 PM - Razija Nu'man</p>	<p>COMPLETE</p>	
<p>13 Feb 2017 - 9:38 AM - Razija Nu'man</p>	<p>Workshop with Norm Turkington and Assoc (LGNSW) held Thursday 9 February 2017, Staff and Councillor Relationships.</p>	
<p>10 Feb 2017 - 4:45 PM - Leisa Bartlett</p>	<p>RESOLUTION Minute No. 45393 Councillor B. Licul moved) Councillor D. Gallagher seconded)</p>	
<p>1. That Broken Hill City Council Report No. 247/16 dated November 23, 2016, be received.</p>	<p>2. That as a matter of urgency, but no later than 3 weeks after this report is tabled at Council, the General Manager arranges for a suitably qualified person to counsel the Subject Person generally as to her obligations as a holder of civic office and specifically:</p>	
<p>Her obligations under the Council's Code of Conduct, Code of Meeting Practice, Media Relations Policy and the LGA 1993 and Regulations 2005</p>		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>Her obligations under the Work Health and Safety Act 2011 and associated regulations and definitions as provided by SafeWork Australia.</p> <p>Maintaining effective relationships with Councillors, Council employees, administrators and members of Council Advisory and other Committees.</p> <p>The type and nature of comments that a Councillor is permitted to make about Council, its policies and employees.</p> <p>Clarifying what 'acting in the public interest' entails and specifically in relation to any activities or comments that she might make regarding specific interest groups. (this satisfies recommendation 1 of the Final Investigation Report dated 31 August 2016; page 70)</p> <p>3. That the Subject Person write to the Council employee and apologise for any harm she might have caused by her comments in the Barrier Daily Truth of 6 January 2016 concerning her experience, and for her conduct at the BHRAG Advisory Committee of 8 December 2015.</p> <p>4. That Council note that the recommendations as listed at two (2) and three (3) as above have been undertaken between the Subject Person and the General Manager.</p> <p>5. That Council notes the matters arising and subsequent recommendations as detailed in the Final Investigation Report.</p> <p>CARRIED</p>		
Ordinary Meeting of the Council 30 November 2016	False	General Business
<p>ITEM 1 - MATTER OF URGENCY – MODEL CODE OF CONDUCT 11/60</p> <p>RESOLUTION Minute No. 45395 Councillor M. Clark moved) Councillor J. Nolan seconded)</p> <p>That Council requests the Government review the Model Code of Conduct for Councils, with regards to Councillors right to freedom of speech.</p> <p>CARRIED</p>		
Ordinary Meeting of the Council 30 November 2016	False	Reports
<p>ITEM 3 - BROKEN HILL CITY COUNCIL REPORT NO. 230/16 - DATED JULY 01, 2016 - CODE OF CONDUCT REVIEW - 2015/2016 13/100</p> <p>RESOLUTION Minute No. 45373 Councillor T. Kennedy moved) Councillor B. Algate seconded)</p> <p>1. That Broken Hill City Council Report No. 230/16 dated July 1, 2016, be received.</p>		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>16 Mar 2017 - 12:14 PM - Leisa Bartlett</p> <p>2. - Code of Conduct Statistics Annual Report emailed to OLG 6/12/16. 3. - The General Manager consulted with OLG and the General Manager may consider complaints to be dealt with locally depending on the subject matter. COMPLETE</p>		<p>2. That the Code of Conduct Statistics Annual Report for the Broken Hill City Council of the period of 1 September 2015 – 31 August 2016 be forwarded to the Office of Local Government.</p> <p>3. That the General Manager investigates a way for Code of Conducts complaints to be dealt with locally rather than sending them to an external assessor.</p> <p style="text-align: right;">CARRIED</p>
<p>Ordinary Meeting of the Council 30 November 2016</p> <p>ITEM 18 - BROKEN HILL CITY COUNCIL REPORT NO. 247/16 - DATED NOVEMBER 23, 2016 - CODE OF CONDUCT NO. BHC160201 - CONFIDENTIAL 16/19 (General Manager's Note: This report considers a Code of Conduct matter and is deemed confidential under Section 10A(2) (h) of the Local Government Act, 1993 which contains information regarding alleged contraventions of any Code of Conduct requirements applicable under section 440).</p> <p>RESOLUTION Minute No. 45393 Councillor B. Licul moved) Councillor D. Gallagher seconded)</p>	<p>False</p> <p>Confidential Matters</p>	<p>1. That Broken Hill City Council Report No. 247/16 dated November 23, 2016, be received.</p> <p>2. That as a matter of urgency, but no later than 3 weeks after this report is tabled at Council, the General Manager arranges for a suitably qualified person to counsel the Subject Person generally as to her obligations as a holder of civic office and specifically:</p> <p>Her obligations under the Council's Code of Conduct, Code of Meeting Practice, Media Relations Policy and the LGA 1993 and Regulations 2005</p> <p>Her obligations under the Work Health and Safety Act 2011 and associated regulations and definitions as provided by SafeWork Australia.</p> <p>Maintaining effective relationships with Councillors, Council employees, administrators and members of Council Advisory and other Committees.</p>

MEETING	FURTHER REPORT REQUIRED	SUBJECT
		<p>The type and nature of comments that a Councillor is permitted to make about Council, its policies and employees.</p> <p>Clarifying what 'acting in the public interest' entails and specifically in relation to any activities or comments that she might make regarding specific interest groups. (this satisfies recommendation 1 of the Final Investigation Report dated 31 August 2016; page 70)</p> <ol style="list-style-type: none"> 3. That the Subject Person write to the Council employee and apologise for any harm she might have caused by her comments in the Barrier Daily Truth of 6 January 2016 concerning her experience, and for her conduct at the BHRAG Advisory Committee of 8 December 2015. 4. That Council note that the recommendations as listed at two (2) and three (3) as above have been undertaken between the Subject Person and the General Manager. 5. That Council notes the matters arising and subsequent recommendations as detailed in the Final Investigation Report. <p style="text-align: right;">CARRIED</p> <p>16 Mar 2017 - 12:16 PM - Leisa Bartlett</p> <p>All matters complete. COMPLETE</p>
<p>Ordinary Meeting of the Council 14 December 2016</p>	<p>False</p>	<p>Reports</p> <p><u>ITEM 3 - BROKEN HILL CITY COUNCIL REPORT NO. 250/16 - DATED DECEMBER 05, 2016 - CORRESPONDENCE REPORT - 2017 LOCAL GOVERNMENT REMUNERATION TRIBUNAL REVIEW</u> 11/171</p> <p><u>Recommendation</u></p> <ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 250/16 dated December 5, 2016, be received. 2. That Council make a submission to the Local Government Remuneration Tribunal regarding Mayor and Councillors remuneration. 3. That councillor input be submitted to the General Manager by close of business 15 January 2016 to allow for an informed submission to be made on behalf of Councillors.

MEETING	FURTHER REPORT REQUIRED	SUBJECT
RESOLUTION		
<u>Minute No. 45402</u>		
Councillor B. Algate moved)	That the recommendation of item 3 be adopted.
Councillor C. Adams seconded)	
CARRIED		
<i>08 Mar 2017 - 5:01 PM - Leisa Bartlett</i>		
No feedback provided by Councillors, no submission sent. COMPLETE		
<i>22 Dec 2016 - 11:59 AM - Leisa Bartlett</i>		
Reminder advice provided to councillors.		
Ordinary Meeting of the Council 14 December 2016	False	Reports
<u>ITEM 6- BROKEN HILL CITY COUNCIL REPORT NO. 253/16 - DATED DECEMBER 02, 2016 - RECOMMENDATIONS OF THE COMMUNITY ASSISTANCE GRANTS PANEL FOR ROUND 2 OF 2016/2017</u>		
		16/44
RESOLUTION		
<u>Minute No. 45405</u>		
Councillor M. Browne moved)	1. That Broken Hill City Council Report No. 253/16 dated December 2, 2016, be received.
Councillor J. Nolan seconded)	
2. That Council adopts the recommendations of the Community Assistance Grants Panel for applications received for Round 2 of 2016/2017, being:		
<u>General Community Assistance:</u>		
a) Grant of \$5,000.00 to North Broken Hill Football Club towards the cost to replace ceilings at their Clubrooms; and that information regarding NSW Department of Sport and Recreation grants be forwarded to the North Broken Hill Football Club in order for them to apply for a more substantial grant from the State Government		
b) Grant of \$2,147.00 to Sufi Books of Broken Hill towards the cost to paint an historical themed mural on the wall of their building at the corner of Argent and Bromide Streets (paint and materials; wall preparation; scissor lift hire and DA fees).		
c) Grant of \$1,000.00 to Playtime Preschool for the installation of a water tank at the Preschool to teach children water-wise practices.		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
		<ul style="list-style-type: none"> d) Grant of \$15,000.00 to the Broken Hill Art Exchange towards the conduct of two Desert Equinox Preludes; and the Broken Hill Art Exchange be requested to provide a comprehensive report on the outcome of the two Preludes in addition to the usual grant acquittal process. e) Grant of \$2,800.00 to the Broken Hill Civic Orchestra for the cost to hold an orchestral music workshop in Broken Hill on June 30 to July 2, 2017. f) Grant of \$6,000.00 to Silver City Quilters towards the total cost to hold the International Quilters Day Annual Event at the Civic Centre (\$6,000.00 includes waiver of the Civic Centre fees of \$2,020.00 with the remainder of \$3,980.00 towards other costs associated with the event). g) Grant of \$4,000.00 to Landcare Broken Hill towards the cost to upgrade their nursery at Robinson College. <p><u>Painting and Minor Restoration Works:</u></p> <ul style="list-style-type: none"> a) Grant of \$500.00 to Mr Dean Cooper towards the external painting of his residential property at 476 Crystal Street, Broken Hill. b) Grant of \$500.00 to Ms Barbara Webster towards the external painting of her residential property at 218 Wilson Street, Broken Hill. c) Grant of \$400.00 to Ms Bonnie May Thomas towards the external painting of her residential property at 388 Oxide Street, Broken Hill plus a loan of \$1,000.00 towards the costs to replace guttering. <ul style="list-style-type: none"> 5. That all conditions of the grants be as per the Community Assistance Grants Policy and the Mayor be authorised to sign the Grant Agreements associated with Round Two of 2016/2017, on behalf of Council. 6. That the remainder of the budget for General Community Assistance Grants (\$33,053.00) be used to purchase new Christmas Decorations for the Central Business District area and the South Business District (Patton Street Village).

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>16 Mar 2017 - 1:49 PM - Leisa Bartlett</p> <p>Civic Orchestra have cancelled their grant as the music instructor can no longer conduct the workshop on the original dates (within this financial year) - they will apply again in the next financial year. All other grants paid. COMPLETE</p> <p>09 Feb 2017 - 11:47 AM - Leisa Bartlett</p> <p>Some organisations have returned grant paperwork, and these grants have been paid. Still waiting on some organisations to return paperwork.</p> <p>22 Dec 2016 - 2:52 PM - Leisa Bartlett</p> <p>Correspondence and information packages sent to Grant recipients. Awaiting signed agreements to be returned to activate grants.</p>		<p>CARRIED</p>
<p>Ordinary Meeting of the Council 14 December 2016</p> <p>ITEM 7 - BROKEN HILL CITY COUNCIL REPORT NO. 254/16 - DATED NOVEMBER 18, 2016 - DEVELOPMENT APPLICATION 107/2016 - PROPOSED DEMOLITION OF WINDER HOUSE (FORMER CARPENTERS SHOP) AT RASP MINE, CML 7, BROKEN HILL 11/467</p> <p>RESOLUTION Minute No. 45406 Councillor T. Kennedy moved) Councillor B. Algate seconded)</p> <p>17 Mar 2017 - 3:55 PM - Leisa Bartlett</p> <p>COMPLETE</p> <p>13 Feb 2017 - 10:36 AM - Andrew Bruggy</p> <p>Council did not approve</p>	<p>False</p> <p>Reports</p>	<p>That Development Application 107/2016 –Proposed Demolition of Winder House (Former Carpenters Shop) at Rasp Mine, CML 7, Broken Hill be refused, due to this building being the first Winder House in Broken Hill and an irreplaceable part of Broken Hill’s industrial history; and that the Winder House is essential to Broken Hill’s National Heritage Listing and its significance to the visible history of the Line of Lode.</p> <p>That Council investigates grant funding options in order for CBH to restore the Winder House.</p> <p>That Council writes to the National Heritage Trust informing them of the significance of the Winder House to heritage of Broken Hill.</p> <p style="text-align: right;">CARRIED</p>

MEETING	FURTHER REPORT REQUIRED	SUBJECT
Ordinary Meeting of the Council 14 December 2016	False	Confidential Matters
<p>ITEM 20 - BROKEN HILL CITY COUNCIL REPORT NO. 260/16 - DATED DECEMBER 02, 2016 - TENDER FOR APPROVAL - T16/11 DESIGN AND CONSTRUCTION WASTE TRANSFER STATION AT THE BROKEN HILL WASTE MANAGEMENT FACILITY - CONFIDENTIAL 11/200</p> <p>(General Manager's Note: This report considers a tender and is deemed confidential under Section 10A(2) (d) of the Local Government Act, 1993 which provides for commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).</p> <p><u>Recommendation</u></p> <ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 260/16 dated December 2, 2016, be received. 2. That Council award the tender to CBC Project Management Group for the tendered amount of \$512 000 exc GST for the installation of a 6 bay transfer Station at the Broken Hill Waste Management Facility 3. That Council approve budget increase of \$126 000 for T16/11 funded from the waste reserve to allow for the construction of a 6 bay transfer station as preference to accommodate a maximum of 12 vehicles at one time 4. That Council approve additional budget of \$470 000 for the purchase of a Hook Lift Truck and industrial bins for the transfer station and loop road area funded from the waste reserve <p>RESOLUTION <u>Minute No. 45418</u> Councillor C. Adams moved) Councillor B. Licul seconded)</p> <p style="text-align: right;">That the resolution of item 20 be adopted.</p> <p style="text-align: right;">CARRIED</p> <p><i>17 Mar 2017 - 2:50 PM - Andrew Bruggy</i> Order written, Works scheduled to commence by early April</p>		
Ordinary Meeting of the Council 14 December 2016	False	Confidential Matters
<p>ITEM 21 - MAYORAL MINUTE NO. 7/16 - DATED DECEMBER 02, 2016 - GENERAL MANAGER'S INTERIM PERFORMANCE REVIEW - CONFIDENTIAL 16/156</p> <p>(General Manager's Note: This report considers a staff matter 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).</p> <p><u>Recommendation</u></p> <ol style="list-style-type: none"> 1. That Mayoral Minute No. 7/16 dated December 2, 2016, be received. 		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>2. That Council note that the General Manager's Performance Appraisal Committee met on Wednesday 2 November 2016 to review the performance of the General Manager.</p> <p>3. That Council note that the results of the mid-term performance review found that Council's General Manager, Mr. James Roncon, meets or exceeds the expectations of Council.</p> <p>4. That General Manager Mr. James Roncon be formally advised of the outcome of his annual review.</p> <p>RESOLUTION Minute No. 45419 Councillor M. Browne moved) Councillor B. Algate seconded)</p> <p>16 Mar 2017 - 12:21 PM - Leisa Bartlett</p> <p>All processes carried out. COMPLETE</p>		<p>That the resolution of item 21 be adopted.</p> <p style="text-align: right;">CARRIED</p>
<p>Ordinary Meeting of the Council 14 December 2016</p>	<p>False</p> <p>Confidential Matters</p>	<p>ITEM 22 - BROKEN HILL CITY COUNCIL REPORT NO. 261/16 - DATED DECEMBER 06, 2016 - CODE OF CONDUCT NO. BHC160201 - CONFIDENTIAL 16/14 (General Manager's Note: This report considers a Code of Conduct matter and is deemed confidential under Section 10A(2) (h) of the Local Government Act, 1993 which contains information regarding alleged contraventions of any Code of Conduct requirements applicable under section 440).</p> <p>RESOLUTION Minute No. 45420 Councillor B. Licul moved) Councillor M. Clark seconded)</p> <p>1. That the recommendation contained in the report be rejected on the grounds that the Final Investigation Report containing the recommendations is severely flawed and evidences multiple breaches of the Rules of Procedural Fairness, as detailed in correspondence from legal counsel of the subject person.</p> <p>2. That Council note the following facts relating to this report and the original complaint which preceded it:</p> <p>a) That the Broken Hill Regional Art Gallery Advisory Committee directed the Councillors on that committee to formally make representation to the Acting General Manager regarding changes in structure which had left the Art Gallery without a dedicated full-time Manager. This approach was made prior to recruitment of a Cultural Facilities Manager. There is</p>

MEETING	FURTHER REPORT REQUIRED	SUBJECT
		<p>concern that the fact that this meeting had been held was not disclosed in the initial report.</p> <p>b) That in the report there is insufficient recognition that the subject person was Acting Chair of the Broken Hill Regional Art Gallery Advisory Committee when interviewed by the journalist from the Barrier Daily Truth.</p> <p>c) That the Broken Hill City Council's media policy for Broken Hill Regional Art Gallery Advisory Committee calls for the Chair to be spokesperson for the Committee.</p> <p>d) That the subject person in the article dated 6 January 2016 was responding to questions relating to the Art Gallery and the restructure which left the Art Gallery without a dedicated Manager, not the Cultural Facilities Manager which is a different role. The connection with the Manager Cultural Facilities position was made by the journalist and not by the subject person.</p> <p>3. That the Council note that the subject person had undertaken to meet with the Council employee named in the report to express her regret that the comments made by the subject person have caused the employee unintentional distress.</p> <p>4. That Council review its Media Relations Policy so that the Policy more closely aligns with current practice. Current practice gives tacit encouragement to all councillors to speak to the media which is contrary to the terms of the Policy</p> <p style="text-align: right;">CARRIED</p> <p>13 Feb 2017 - 9:41 AM - Razija Nu'man Workshop with Norm Turkington and Assoc (LGNSW) held Thursday 9 February 2017, Staff and Councillor Relationships.</p> <p>10 Feb 2017 - 11:25 AM - Leisa Bartlett Recommendations of Council have been forwarded to Office of Local Government.</p>
<p>Ordinary Meeting of the Council 14 December 2016</p>	<p>False</p>	<p>Confidential Matters</p> <p>ITEM 23 - BROKEN HILL CITY COUNCIL REPORT NO. 262/16 - DATED DECEMBER 06, 2016 - CODE OF CONDUCT NO. BHC160401 - CONFIDENTIAL 16/42 <u>(General Manager's Note:</u> This report considers a Code of Conduct matter and is deemed confidential under Section 10A(2) (h) of the Local Government Act, 1993 which contains information regarding alleged contraventions of any Code of Conduct requirements applicable under section 440).</p>

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>RESOLUTION <u>Minute No. 45421</u> Councillor B. Licul moved) Councillor M. Clark seconded)</p>		<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 262/16 dated December 6, 2016, be received. 2. That in accordance with clause 8.43 of the Procedures, the Complaints Coordinator arranges this report to be tabled at the next ordinary Council meeting following the receipt of this report. 3. That as a matter of urgency the General Manager, or a suitably qualified person of the General Managers choosing counsels the Subject Person regarding: <ol style="list-style-type: none"> a) His obligations under the confidentiality provisions of the Code and Council's Media Relations Policy b) His obligations under the provisions of the Local Government Act 1993, including but not limited to the following provisions of the Local Government Act 1993: Section 10(A)(2) (c), Section Section 232 (Role of a Councillor) Section 335 (Functions of the General Manager) Section 352 (Independence of staff for certain purposes) Section 439 (Conduct Councillors and others) Section 440F (Misconduct Provisions) c) The implications of the release of confidential information on, but not limited to, the programs of Council, Council's legal obligations, and the communities trust in Council and its administration. c) His obligations in relation to matters conducted in the Committee of the Whole. d) The impacts and possible consequences of making adverse comments about the programs of the Council. e) The impacts and possible consequences of adversely commenting on the skills, abilities and work of Council employees (including WHS

MEETING	FURTHER REPORT REQUIRED	SUBJECT
		<p>Obligations)</p> <ul style="list-style-type: none"> f) The concept of 'acting in the Public Interest' and what obligation a Councillor has in that regard. This counseling should focus on the Councillors obligation to act in the broader public interest or in the interests of the 'whole community'. g) The concept of 'leadership' and the obligations of Councillors as outlined in the Office of Local Government's Councillor Handbook. h) This counseling should occur not later than one month from the time in which this report is tabled at Council. <ol style="list-style-type: none"> 4. That Council resolves to formerly censure the Subject Person for his conduct under the provisions of section 440(G) of the Local Government Act 1993. This censure is to occur at the meeting, or the meeting immediately following Council's consideration of this report. 5. That Council resolves to report the conduct of the Subject Person to the Office of Local Government for consideration under the misconduct provisions, of the <i>Local Government Act 1993</i>, and include the subject person's response statement. 6. That the Subject Person issues a public apology for making comments in the media, which brought the Council, Council employees and Council's programs, as it related to the Library and Community lounge project into disrepute. This apology is to be made at the meeting immediately following the tabling of this report. 7. That the Subject Person issues a specific public apology, to Council employees involved in the production of a report to Council concerning the relocation of the Council's library facilities and for any harm or embarrassment the comments caused them. This apology is to be made at the meeting immediately following the tabling of this report. The Council officers involved in the production of the report, still in the employ of Council are: Mr Harry Stamboulidis – Chief Finance Officer Mr Shane Nankivel – Finance Manager Mr Shane Stenhouse – Asset Planner Mr Garry Schindler – Asset Inspector Mr David Zhao – Infrastructure Engineer.

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>13 Feb 2017 - 9:41 AM - Razija Nu'man Workshop with Norm Turkington and Assoc (LGNSW) held Thursday 9 February 2017, Staff and Councillor Relationships. 10 Feb 2017 - 11:26 AM - Leisa Bartlett Recommendations of Council have been forwarded to Office of Local Government.</p>		<p>8. Having consideration to the broader public interest and the serious nature of the breaches, the subject of this investigation, it is recommended that the finding of inappropriate conduct is made public.</p> <p style="text-align: right;">CARRIED</p>
<p>Ordinary Meeting of the Council 14 December 2016</p> <p>ITEM 24 - BROKEN HILL CITY COUNCIL REPORT NO. 266/16 - DATED DECEMBER 13, 2016 - EO16/5 - LEASING OPPORTUNITIES AT THE TOURIST AND TRAVELLERS CENTRE - CONFIDENTIAL EO16/5 (General Manager's Note: This report considers a lease 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). Recommendation</p> <ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 266/16 dated December 13, 2016, be received. 2. That Council enters into a lease arrangement with JA & JM Gordon Investments Pty Ltd for occupation of Shop 3 at the Tourist and Travellers Centre plus exclusive use of two designated parking spaces located between the trade waste receptacle and the bus wash bay at the Centre. 3. That the initial term of the lease be three years with three options to renew the lease each of three years duration. 4. That the initial base rental be \$2,937.00 to be increased by a percentage of outgoings of the Tourist and Travellers Centre, to be negotiated by the General Manager. 5. That the total rental amount be reviewed for CPI increases on July 1 each year with the first CPI review to be July 1, 2017. 6. That all other standard lease terms as per the <i>Conveyancing Act 1919</i> be included. 7. That the General Manager and Mayor be authorised to sign the lease contract under the Common Seal of Council. <p>RESOLUTION <u>Minute No. 45422</u> Councillor T. Kennedy moved)</p>	<p>False</p> <p>Confidential Matters</p>	<p>That the recommendation of item 24 be adopted.</p>

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>Councillor M. Browne seconded)</p> <p>16 Mar 2017 - 1:52 PM - Leisa Bartlett</p> <p>Council's solicitor has forwarded through a draft lease for checking.</p> <p>09 Feb 2017 - 11:50 AM - Leisa Bartlett</p> <p>Negotiations are occurring with applicant regarding final rental amount.</p>		CARRIED
<p>Ordinary Meeting of the Council 14 December 2016</p> <p>ITEM 25 - URGENT MOTION</p> <p>RESOLUTION Minute No. 45423 Councillor T. Kennedy moved) Councillor R. Page seconded)</p> <p>16 Mar 2017 - 12:22 PM - Leisa Bartlett</p> <p>Matter sent to OLG to review, no reply received to date.</p> <p>13 Feb 2017 - 10:08 AM - Leisa Bartlett</p> <p>RESOLUTION Minute No. 45423 Councillor T. Kennedy moved) Councillor R. Page seconded)</p> <p>That, subject to advice from the Office of Local Government, the subject person's legal costs be reimbursed by Council with regards to Code of Conduct complaint BHC160201.</p> <p>CARRIED</p>	False	General Business 16/14
<p>Ordinary Meeting of the Council 22 February 2017</p> <p>ITEM 3 - BROKEN HILL CITY COUNCIL REPORT NO. 3/17 - DATED FEBRUARY 08, 2017 - CORRESPONDENCE REPORT - WATER RELEASES FROM THE MENINDEE LAKES SYSTEM</p> <p>RESOLUTION Minute No. 45457</p>	False	Reports 11/426

MEETING	FURTHER REPORT REQUIRED	SUBJECT
Councillor T. Kennedy moved Councillor M. Browne seconded))	<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 3/17 dated February 8, 2017, be received. 2. That correspondence dated January 31, 2017 from the Hon. Barnaby Joyce, M.P. , Deputy Prime Minister and Minister for Agriculture and Water Resources in reply to Council's correspondence regarding the release of water from the Menindee Lakes System, be received. 3. That Council sends correspondence to the Hon. Barnaby Joyce, M.P., Deputy Prime Minister and Minister for Agriculture and Water Resources advising of: <ol style="list-style-type: none"> a) the substantial draw down of water from the Menindee Lakes since September 2016; b) the document titled "Achieving sustainability of the Darling River downriver of Bourke" written by Geoff Wise, for information.
<p>08 Mar 2017 - 5:09 PM - Leisa Bartlett</p> <p>Correspondence sent 9/3/17 COMPLETE</p>		CARRIED
Ordinary Meeting of the Council 22 February 2017	False	Reports
<p><u>ITEM 4 - BROKEN HILL CITY COUNCIL REPORT NO. 4/17 - DATED DECEMBER 23, 2016 - DRAFT COMMUNITY STRATEGIC PLAN - 2017 REVISION</u></p> <p><u>Recommendation</u></p> <ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 4/17 dated December 23, 2016, be received. 2. That Council endorse the Draft Community Strategic Plan 2033 for public exhibition. 3. That the Draft Community Strategic Plan 2033 be placed on public display for 28 days in accordance with legislation. <p>RESOLUTION</p> <p><u>Minute No. 45458</u></p> <p>Councillor D. Gallagher moved) Councillor J. Nolan seconded)</p>		11/89
		That the recommendation of item 4 be adopted.

MEETING	FURTHER REPORT REQUIRED	SUBJECT
CARRIED		
<p>16 Mar 2017 - 1:54 PM - Leisa Bartlett</p> <p>The draft Community Strategic Plan has been placed on public exhibition closing 28/3/17. COMPLETE</p>		
Ordinary Meeting of the Council 22 February 2017	False	Reports
<p>ITEM 5 - BROKEN HILL CITY COUNCIL REPORT NO. 5/17 - DATED FEBRUARY 10, 2017 - QUARTERLY BUDGET REVIEW STATEMENT FOR PERIOD ENDING DECEMBER 2016 12/160</p> <p><u>Recommendation</u></p> <ol style="list-style-type: none"> That Broken Hill City Council Report No. 5/17 dated February 10, 2017, be received. That the 2nd Quarterly Budget Review Statement and recommendations contained within, be adopted. <p>RESOLUTION Minute No. 45459</p> <p>Councillor B. Algate moved) Councillor D. Gallagher seconded)</p> <p style="text-align: center;">That the recommendation of item 5 be adopted.</p> <p style="text-align: right;">CARRIED</p>		
<p>17 Mar 2017 - 3:48 PM - Leisa Bartlett</p> <p>Budget adopted and processed in the system COMPLETE</p>		
Ordinary Meeting of the Council 22 February 2017	False	Reports
<p>ITEM 6 - BROKEN HILL CITY COUNCIL REPORT NO. 6/17 - DATED DECEMBER 06, 2016 - ADOPTION OF FINANCIAL MANAGEMENT POLICIES 12/144</p> <p>RESOLUTION Minute No. 45460</p> <p>Councillor T. Kennedy moved) Councillor M. Browne seconded)</p> <ol style="list-style-type: none"> That Broken Hill City Council Report No. 6/17 dated December 6, 2016, be received. That Council adopts the Draft Investment Policy as a policy of Council. That Council adopts the Draft Debt Recovery Policy as a policy of Council. That Council adopts the Draft Hardship Policy as a policy of Council. 		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>08 Mar 2017 - 5:10 PM - Leisa Bartlett Processes complete to adopt Policies COMPLETE</p>		<p>5. That Council prepare a media release regarding Council's Hardship Policy.</p> <p style="text-align: right;">CARRIED</p>
<p>Ordinary Meeting of the Council 22 February 2017</p> <p>ITEM 7 - BROKEN HILL CITY COUNCIL REPORT NO. 7/17 - DATED FEBRUARY 08, 2017 - PROPOSED AMENDMENTS TO COMMUNITY ASSISTANCE GRANTS POLICY</p> <p><u>Recommendation</u></p> <ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 7/17 dated February 8, 2017, be received. 2. That the Community Assistance Grants Policy be amended by removing "Stream 2 – Verandah Restoration" and "Stream 3 – Painting and minor restoration for residential and commercial buildings" from the Policy. 3. That a draft Heritage Assistance Grants Policy be developed to deal with heritage assistance grants and loans specifically. 4. That the draft Community Assistance Grants Policy and draft Heritage Assistance Grants Policy be exhibited for public comment for a 28 day period. 5. That Council receives a further report at the conclusion of this exhibition, detailing submissions and any recommended changes arising, with a view to adopting the draft Community Assistance Grants Policy and the draft Heritage Assistance Grants Policy. <p>RESOLUTION <u>Minute No. 45461</u> Councillor M. Browne moved) Councillor J. Nolan seconded)</p>	<p>False Reports</p> <p style="text-align: right;">12/114</p>	<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 7/17 dated February 8, 2017, be received. 2. That the Community Assistance Grants Policy be amended by removing "Stream 2 – Verandah Restoration" and "Stream 3 – Painting and minor restoration for residential and commercial buildings" from the Policy. 3. That a draft Heritage Assistance Grants Policy be developed to deal with heritage assistance grants and loans specifically.

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>08 Mar 2017 - 5:10 PM - Leisa Bartlett Draft Policies on public display until 31/03/17 COMPLETE</p>		<p>4. That prior to the draft policies being placed on public display, the paint grant eligibility criteria of the draft Heritage Assistance Grants Policy be amended to include all properties in Broken Hill.</p> <p>5. That the draft Community Assistance Grants Policy and draft Heritage Assistance Grants Policy be exhibited for public comment for a 28 day period.</p> <p>6. That Council receives a further report at the conclusion of this exhibition, detailing submissions and any recommended changes arising, with a view to adopting the draft Community Assistance Grants Policy and the draft Heritage Assistance Grants Policy.</p> <p>7. That, whilst the draft policies are on public display, the General Manager investigates whether it is a requirement for this type of grant funding to be approved by Council; and if so that the draft policy be amended prior to it being re-presented to Council for adoption.</p> <p style="text-align: right;">CARRIED</p>
<p>Ordinary Meeting of the Council 22 February 2017</p>	<p>False Reports</p>	<p>ITEM 8 - BROKEN HILL CITY COUNCIL REPORT NO. 8/17 - DATED FEBRUARY 14, 2017 - REVIEW OF MANAGEMENT OF THE BROKEN HILL AIRPORT 11/214</p> <p>RESOLUTION Minute No. 45462 Councillor T. Kennedy moved) Councillor B. Algate seconded)</p> <p>1. That Broken Hill City Council Report No. 8/17 dated February 14, 2017, be received.</p> <p>2. That calling for expressions of interest be deferred pending a report to the May Council Meeting that investigates the following factors which may increase the current amount of revenue being generated from activities at the Airport (leases/licences) by:</p>

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>17 Mar 2017 - 2:51 PM - Andrew Bruggy</p> <p>information being gathered for presentation to May Council as per Council resolution</p>		<p>g) Charging for parking for hire cars h) Charging lessees for water and electricity charges i) Reducing the landing charges to encourage more aircraft to land at the Broken Hill Airport as aircraft are boycotting Broken Hill and landing elsewhere due to our landing charges increasing from \$8.00 to \$20.00. j) cost of maintenance at the Airport k) employment numbers at the Airport l) Council investigates other options and activities to increase revenue e.g. conducting flight training schools, etc.</p> <p style="text-align: right;">CARRIED</p>
<p>Ordinary Meeting of the Council 22 February 2017</p>	<p>False</p> <p>Reports</p>	<p>ITEM 9 - BROKEN HILL CITY COUNCIL REPORT NO. 9/17 - DATED FEBRUARY 08, 2017 - SMART COMMUNITIES FRAMEWORK 11/73</p> <p><u>Recommendation</u></p> <ol style="list-style-type: none"> That Broken Hill City Council Report No. 9/17 dated February 8, 2017, be received. That Council adopt the Smart Communities Framework as presented. That Council note the pilot projects currently underway with the main focus being on free public Wi-Fi in Argent Street (Oxide Street to Bromide Street), Patton Street (Comstock Street to South Street) and at the Broken Hill Airport and smart security options on Council assets. That Council note the Federal Governments Digital Transformation \$50m Grant and staff pursuit of this funding. <p>RESOLUTION Minute No. 45463 Councillor D. Gallagher moved) Councillor M. Browne seconded)</p> <p style="text-align: center;">That the recommendation of item 9 be adopted.</p> <p style="text-align: right;">CARRIED</p> <p>16 Mar 2017 - 3:35 PM - Andrea Roberts</p> <p>The Smart Communities Framework is now in place as a critical document informing future projects and grant opportunities. These will be pursued as they arise, including the Federal Government Digital Transformation Grant. COMPLETE</p>

MEETING	FURTHER REPORT REQUIRED	SUBJECT						
<p>08 Mar 2017 - 5:12 PM - Leisa Bartlett</p> <p>Action reassigned to Andrea Roberts by: Leisa Bartlett</p>								
<p>Ordinary Meeting of the Council 22 February 2017</p>	<p>False</p>	<p>Reports</p>						
<p><u>ITEM 12 - BROKEN HILL CITY COUNCIL REPORT NO. 12/17 - DATED FEBRUARY 06, 2017 - DEVELOPMENT APPLICATION 124/2016 - KEEPING OF HORSES AT 112 MURTON STREET, BROKEN HILL</u></p> <p style="text-align: right;">11/467</p> <p><u>Recommendation</u></p> <ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 12/17 dated February 6, 2017, be received. 2. That Development Application 124/2016 be refused due to the following reasons: <ol style="list-style-type: none"> a) The proposal being inconsistent with Section 79 C (1)(c) matter for consideration as the location is considered not suitable because of its close proximity to other surrounding residential property. b) The proposal being inconsistent with Section 79 C (1)(b) matter for consideration as the proposal has the potential to create an adverse impact on the surrounding residential neighbourhood by way of potential dust generation, odour and vermin. c) The proposal being inconsistent with Section 79 C (1)(e) matter for consideration in that it is not in the public interest to construct horse stables and keep horses in a predominately residential neighbourhood. <p><u>RESOLUTION</u></p> <p><u>Minute No. 45465</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Councillor M. Clark moved</td> <td style="width: 10%; text-align: center;">)</td> <td style="width: 60%;">That the recommendation of item 12 be adopted.</td> </tr> <tr> <td>Councillor D. Gallagher seconded</td> <td style="text-align: center;">)</td> <td></td> </tr> </table> <p style="text-align: right;">CARRIED</p>			Councillor M. Clark moved)	That the recommendation of item 12 be adopted.	Councillor D. Gallagher seconded)	
Councillor M. Clark moved)	That the recommendation of item 12 be adopted.						
Councillor D. Gallagher seconded)							
<p>17 Mar 2017 - 3:55 PM - Leisa Bartlett</p> <p>DA refused. COMPLETE</p>								
<p>Ordinary Meeting of the Council 22 February 2017</p>	<p>False</p>	<p>Reports</p>						
<p><u>ITEM 13 - BROKEN HILL CITY COUNCIL REPORT NO. 13/17 - DATED FEBRUARY 07, 2017 - DEVELOPMENT APPLICATION 448/2004 MODIFICATION TO CONSENT TO ALLOW FOR MODIFIED TRANSPORTATION ROUTE AND USE OF A-DOUBLE ROAD TRAINS - ORE TRANSPORTATION FROM POTOSI TO SOUTHERN OPERATIONS</u></p> <p style="text-align: right;">11/467</p>								

MEETING	FURTHER REPORT REQUIRED	SUBJECT
RESOLUTION		
Minute No. 45466		
Councillor J. Nolan moved)	
Councillor M. Browne seconded)	
		<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 13/17 dated February 7, 2017, be received. 2. That the Development Application 448/2004 modification be approved to allow for the use of A-double road trains for the transportation of ore from Potosi mine site to Southern mine operations following existing approved routes. 3. That the original Development Consent No. 448/2004 be modified as follows: <ol style="list-style-type: none"> a) Delete conditions 11 (d) (ii) and condition 11 (m) and insert instead. <ul style="list-style-type: none"> • ii. Sealed roadway construction over the total area traversed by A Double road trains turning into and from the access road, extending between the northern edge of Kanandah Rd to the Southern Operations property boundary. • The maximum size vehicle permitted to transport ore material from Potosi Mine to Southern operations is an A-Double road train of standard configuration. b) Insert new condition - In accordance with clause 16(1) of State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007, prior to the commencement of haulage operations, a driver code of conduct for the task of transporting materials on public roads is to be prepared and implemented. c) Insert new condition - That rigid framed covers shall be placed and used on all vehicles transporting ore from the Potosi Mine. This shall be in effect by 31 March 2017. 4. That Perilya investigates a more effective truck wash to include washing of the sides and tops of mudguards as well as the wheels. 5. That Council hold discussions with Perilya regarding the possibility of an alternate truck route through the City from the Potosi Mine to their southern

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>17 Mar 2017 - 3:56 PM - Leisa Bartlett</p> <p>Preliminary discussions with RMS on 15 March 2017 to investigate possibility of re-routing Melbourne Highway via Menindee Rd and Crystal St. Further meetings are planned for 24 May 2017 in Broken Hill. DA approval issued. Council will request Perilya to investigate better wheel washing facilities.</p>		<p>operations.</p> <p>CARRIED</p>
<p>Ordinary Meeting of the Council 22 February 2017</p>	False	<p>Reports</p> <p>ITEM 14 - BROKEN HILL CITY COUNCIL REPORT NO. 14/17 - DATED JANUARY 30, 2017 - WESTERN DIVISION COUNCILS OF NSW ANNUAL CONFERENCE, 26-28 FEBRUARY 2017, DARETON 11/173</p> <p><u>Recommendation</u></p> <ol style="list-style-type: none"> That Broken Hill City Council Report No. 14/17 dated January 30, 2017, be received. That Council endorses that its two (2) Western Division Councillor Delegates (Mayor Turley and Deputy Mayor Gallagher) and Councillor Browne be Council's representatives to attend the 2017 Western Division Councils of NSW Annual Conference sponsored by Wentworth Shire Council and held in Dareton, 26-28 February 2017. <p>RESOLUTION <u>Minute No. 45467</u></p> <p>Councillor D. Gallagher moved) Councillor M. Clark seconded)</p> <p>That the recommendation of item 14 be adopted.</p> <p>CARRIED</p> <p>08 Mar 2017 - 5:12 PM - Leisa Bartlett</p> <p>Conference attended by the Mayor, Deputy Mayor, Councillor Browne and General Manager. COMPLETE</p>
<p>Ordinary Meeting of the Council 22 February 2017</p>	False	<p>Reports</p> <p>ITEM 15 - BROKEN HILL CITY COUNCIL REPORT NO. 15/17 - DATED FEBRUARY 01, 2017 - LOCAL GOVERNMENT NSW TOURISM CONFERENCE 11/304</p> <p>RESOLUTION <u>Minute No. 45468</u></p> <p>Councillor M. Clark moved) Councillor D. Gallagher seconded)</p> <ol style="list-style-type: none"> That Broken Hill City Council Report No. 15/17 dated February 1, 2017, be received.

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>08 Mar 2017 - 5:14 PM - Leisa Bartlett</p> <p>Conference not attended by Councillors. COMPLETE</p>		<p>2. That Councillors advise the General Manager's Office of their interest in attending the LGNSW Tourism Conference to be held 12-14 March 2017 in Taree and Manning Valley.</p> <p style="text-align: right;">CARRIED</p>
<p>Ordinary Meeting of the Council 22 February 2017</p> <p>ITEM 16 - BROKEN HILL CITY COUNCIL REPORT NO. 16/17 - DATED FEBRUARY 13, 2017 - BROKEN HILL SOCCER ASSOCIATION - GRANT PROPOSAL 12/48</p> <p><u>Recommendation</u></p> <p>1. That Broken Hill City Council Report No. 16/17 dated February 13, 2017, be received.</p> <p>2. That as landowner, Council supports the Broken Hill Soccer Association's (BHSA) grant application which will allow them to submit their proposal for NSW Sport & Recreation funding.</p> <p>3. That it be clearly noted that Council provides its in-principle support only to this project, with no commitment to a financial contribution at this time.</p> <p>4. That a further report be considered by Council to review the Association's Business Plan.</p> <p>RESOLUTION <u>Minute No. 45469</u> Councillor B. Licul moved) Councillor B. Algate seconded)</p> <p>17 Mar 2017 - 2:51 PM - Andrew Bruggy</p> <p>Complete</p>	<p>False</p> <p>Reports</p>	<p>That the recommendation of item 16 be adopted.</p> <p style="text-align: right;">CARRIED</p>
<p>Ordinary Meeting of the Council 22 February 2017</p> <p>ITEM 17 - BROKEN HILL CITY COUNCIL REPORT NO. 17/17 - DATED FEBRUARY 06, 2017 - MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING NO 366 HELD TUESDAY DECEMBER 6, 2016</p> <p><u>Recommendation</u></p>	<p>False</p> <p>Reports</p>	<p>11/397</p>

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>1. That Broken Hill City Council Report No. 17/17 dated February 6, 2017, be received.</p> <p>2. That the minutes for the Local Traffic Committee Meeting No. 366, held December 6, 2016, be received and recommendations within minutes be adopted.</p> <p>RESOLUTION <u>Minute No. 45470</u> Councillor D. Gallagher moved) Councillor M. Browne seconded)</p> <p>17 Mar 2017 - 2:52 PM - Andrew Bruggy Complete</p>		<p>That the recommendation of item 17 be adopted.</p> <p style="text-align: right;">CARRIED</p>
<p>Ordinary Meeting of the Council 22 February 2017</p>	<p>False</p> <p>Committee Reports</p>	<p>ITEM 20 - BROKEN HILL CITY COUNCIL REPORT NO. 20/17 - DATED FEBRUARY 02, 2017 - NOMINATIONS FOR COMMUNITY MEMBERSHIP OF COUNCIL S355 COMMITTEES 11/9</p> <p>RESOLUTION <u>Minute No. 45473</u> Councillor B. Algate moved) Councillor B. Licul seconded)</p> <ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 20/17 dated February 2, 2017, be received. 2. That the Constitution of the Broken Hill Regional Art Gallery Advisory Committee be amended to include three additional community representatives. 3. That Susanne Olsen, John Sloane and Rick Ball be appointed as community representatives on the Broken Hill Regional Art Gallery Advisory Committee. 4. That Ann Evers, Kellie Scott and Jamie Scott be appointed as community representatives on the Friends of the Flora and Fauna of the Barrier Ranges Community Committee. 5. That Alison Sutton and Wayne Lovis be appointed as community representatives on the Riddiford Arboretum Community Committee.

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<p>08 Mar 2017 - 5:14 PM - Leisa Bartlett</p> <p>All processes complete to appoint new members to committees. COMPLETE</p>		<p>6. That John O'Neill, Paul Adams, Neil Davey and Trevor Rynne be appointed as community representatives on the Picton Oval Sportsground Community Committee.</p> <p>7. That information be placed on Council's website to encourage further nominations; and that media articles explaining the purpose and activities of each Committee also be distributed to encourage further nominations.</p> <p style="text-align: right;">CARRIED</p>
<p>Ordinary Meeting of the Council 22 February 2017</p> <p>ITEM 23 - BROKEN HILL CITY COUNCIL REPORT NO. 27/17 - DATED FEBRUARY 22, 2017 - CORRESPONDENCE REPORT - AUSTRALIAN SENATE INQUIRY INTO THE RELOCATION OF GOVERNMENT BODIES TO REGIONAL AREAS</p> <p><u>Recommendation</u></p> <ol style="list-style-type: none"> That Broken Hill City Council Report No. 27/17 dated February 22, 2017, be received. That joint correspondence received February 20, 2017 from the Deputy Prime Minister, the Hon. Barnaby Joyce MP and the Minister for Regional Development Senator the Hon Fiona Nash seeking Council's input into an Australian Senate Inquiry into the Relocation of Government Bodies to Regional Areas be received. That Council provides a submissions to this Inquiry and Councillors provide input to the General Manager by close of business March 3, 2017. <p>RESOLUTION <u>Minute No. 45467</u> Councillor M. Browne moved) Councillor M. Clark seconded)</p> <p>08 Mar 2017 - 5:15 PM - Leisa Bartlett</p> <p>Submission sent 10/3/17. COMPLETE</p>	<p>False Reports</p> <p style="text-align: right;">17/30</p> <p style="text-align: right;">That the recommendation of item 23 be adopted.</p> <p style="text-align: right;">CARRIED</p>	

MEETING	FURTHER REPORT REQUIRED	SUBJECT
Ordinary Meeting of the Council 22 February 2017	False	Reports
<p><u>ITEM 24 - BROKEN HILL CITY COUNCIL REPORT NO. 28/17 - DATED FEBRUARY 22, 2017 - COUNCIL SUBMISSION INTO MURRAY DARLING BASIN AUTHORITY - INQUIRY INTO NORTHERN BASIN PLAN</u> 11/426</p> <p>RESOLUTION <u>Minute No. 45477</u> Councillor M. Browne moved) Councillor T. Kennedy seconded)</p> <p>1. That Broken Hill City Council Report No. 28/17 dated February 22, 2017, be received.</p> <p>2. That Council endorse the Broken Hill City Council submission into the Murray Darling Basin Review of the Northern Basin Plan and submit by the due date of Friday 24 February 2017; with the addition of matters raised in the Murray Darling Basin Authority's newly released business plan "Achieving Sustainability of the Darling River downriver of Bourke".</p> <p style="text-align: right;">CARRIED</p> <p>24 Feb 2017 - 3:52 PM - Leisa Bartlett Submission sent 24/02/2017. COMPLETE</p>		
Ordinary Meeting of the Council 22 February 2017	False	Confidential Matters
<p><u>ITEM 26 - BROKEN HILL CITY COUNCIL REPORT NO. 23/17 - DATED FEBRUARY 09, 2017 - PROPOSED RELOCATION OF LIBRARY - CONFIDENTIAL</u> 14/181</p> <p>(General Manager's Note: This report considers a proposed lease 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).</p> <p>RESOLUTION <u>Minute No. 45480</u> Councillor J. Nolan moved) Councillor D. Gallagher seconded)</p> <p>1. That Broken Hill City Council Report No. 23/17 dated February 9, 2017, be received.</p> <p>2. That Council place the Charles Rasp Library relocation to Argent Street, on hold, pending further analysis of the original business case that supported the April 2016 resolution of Council.</p>		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
		<p>3. That Council note the significant increase in costs from those originally resolved and budgeted, as the catalyst for the decision.</p> <p>4. That following further analysis, the General Manager present a report to the November 2017 Council meeting with a suggested pathway on which to move forward to establish the most practical and cost effective option to improving the library services.</p> <p style="text-align: right;">CARRIED</p> <p><i>08 Mar 2017 - 5:17 PM - Leisa Bartlett</i></p> <p>Further analysis being conducted. The General Manager will provide a report to the November Council Meeting.</p>
<p>Ordinary Meeting of the Council 22 February 2017</p>	<p>False Confidential Matters</p>	<p>ITEM 27 - BROKEN HILL CITY COUNCIL REPORT NO. 24/17 - DATED JANUARY 20, 2017 - T16/12 - BROKEN HILL CITY COUNCIL BUILDINGS PAINTING AND MAINTENANCE - TENDER SUBMISSIONS - CONFIDENTIAL T16/12</p> <p>(General Manager's Note: This report considers a tender and is deemed confidential under Section 10A(2) (d) of the Local Government Act, 1993 which provides for commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).</p> <p><u>Recommendation</u></p> <ol style="list-style-type: none"> That Broken Hill City Council Report No. 24/17 dated January 20, 2017, be received. That Vincent & Pritchard be awarded the Contract for the painting of Broken Hill Regional Aquatic Centre, Council Administration Building, Council Chamber, and Albert Kersten Mining & Minerals Museum for Lump Sum of \$174,898 ex. GST That the Mayor and General Manager be authorised to execute any contract documents, if required, and affix Council's Common Seal. <p>RESOLUTION Minute No. 45481 Councillor B. Algate moved) Councillor M. Browne seconded)</p> <p style="text-align: right;">That the recommendation of item 27 be adopted.</p> <p style="text-align: right;">CARRIED</p> <p><i>17 Mar 2017 - 2:51 PM - Andrew Bruggy</i></p> <p>Complete</p>

MEETING	FURTHER REPORT REQUIRED	SUBJECT
Ordinary Meeting of the Council 22 February 2017	False	Confidential Matters
<p>ITEM 28 - BROKEN HILL CITY COUNCIL REPORT NO. 25/17 - DATED FEBRUARY 09, 2017 - TENDER - INSURANCE BROKERAGE SERVICE AND INSURANCE COVERAGE - CONFIDENTIAL 16/35</p> <p>(General Manager's Note: This report considers a tender and is deemed confidential under Section 10A(2) (d) of the Local Government Act, 1993 which provides for commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).</p> <p><u>Recommendation</u></p> <ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 25/17 dated February 9, 2017, be received. 2. That Council accept the offer from JLT to provide insurance brokerage services & insurance coverage to Council through the Statewide Mutual Scheme for the next three years, with an option to extend for a further two years. 3. That Council note the 2017/18 premium of \$325,216, a saving of \$456,713 pa or 58% on the 2016/17 financial year. 4. That Council note the intention to utilise the annual savings by investing \$200,000 in an insurance reserve, \$200,000 into operational areas of council businesses that represent the greatest risk and contribute to insurance claims against the council, and \$56,713 into staff training around risk prevention and identification. 5. That the Mayor and General Manager be authorised to execute any contract documents, if required, and affix Council's Common Seal. <p>RESOLUTION Minute No. 45482</p> <p>Councillor D. Gallagher moved) Councillor B. Licul seconded)</p> <p style="text-align: right;">That the recommendation of item 28 be adopted.</p> <p style="text-align: right;">CARRIED</p> <p><i>17 Mar 2017 - 3:49 PM - Leisa Bartlett</i></p> <p>Agreement signed and sent to insurance provider. COMPLETE</p>		
Ordinary Meeting of the Council 22 February 2017	False	Confidential Matters
<p>ITEM 29 - BROKEN HILL CITY COUNCIL REPORT NO. 26/17 - DATED FEBRUARY 14, 2017 - LICENCE TO ROTARY CLUB OF SOUTH BROKEN HILL FOR USE OF LAND AT AIRPORT FOR STORAGE PURPOSES - CONFIDENTIAL 11/197</p> <p>(General Manager's Note: This report considers a 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).</p> <p><u>Recommendation</u></p>		

MEETING	FURTHER REPORT REQUIRED	SUBJECT
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 26/17 dated February 14, 2017, be received. 2. That Council enter a licence agreement with Rotary Club of South Broken Hill for use of a small compound on Lot 1, DP1162606 at the Airport for storage purposes. 3. That the licence agreement be for a period of 10 years. 4. That due to the Rotary Club of South Broken Hill being a non-profit community organisation, the licence fee for the site be set at a peppercorn rental of \$1.00 per year (no CPI increase to apply) with the total fee for the 10 year licence to be paid in advance. 5. That Council be responsible for all legal costs in the set-up of the licence up to the value of \$500.00 and Rotary Club of South Broken Hill be responsible for any additional costs over this amount. 6. That all other standard licence agreement terms apply. 7. That the Mayor and General Manger be authorised to execute the licence documents under the Common Seal of Council. 		
<p>RESOLUTION <u>Minute No. 45483</u> Councillor J. Nolan moved) Councillor T. Kennedy seconded)</p>		<p>That the recommendation of item 29 be adopted.</p> <p style="text-align: right;">CARRIED</p>
<p><i>17 Mar 2017 - 11:51 AM - Leisa Bartlett</i> Instructions sent to Council's Solicitor to draw up licence agreement.</p>		

COMMITTEE REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 57/17 - DATED DECEMBER 05, 2016 - SECTION 355 ADVISORY AND ASSET COMMITTEE FRAMEWORKS AND CONSTITUTIONS (16/94)..... 260

2. BROKEN HILL CITY COUNCIL REPORT NO. 58/17 - DATED MARCH 15, 2017 - NOMINATIONS FOR COMMUNITY MEMBERSHIP OF COUNCIL S355 COMMITTEES (11/9)..... 430

3. BROKEN HILL CITY COUNCIL REPORT NO. 59/17 - DATED MARCH 10, 2017 - MINUTES OF THE FLORA AND FAUNA OF THE BARRIER RANGES COMMUNITY COMMITTEE MEETING HELD 21 FEBRUARY 2017 (12/51)..... 435

4. BROKEN HILL CITY COUNCIL REPORT NO. 60/17 - DATED MARCH 15, 2017 - MINUTES OF THE PICTON OVAL COMMUNITY COMMITTEE MEETING HELD MARCH 13, 2017 (12/54)..... 440

representatives (if any), Councillor Representatives and Council staff representatives required for each Committee to function effectively.

Following the Local Government Election in September 2016 and in accordance with both Asset and Advisory Frameworks, all positions on all committees were declared vacant and Council advertised for interested community members to nominate for positions on all committees.

Report:

Council advertised twice for nominations to be received for committee membership, with the majority of positions being filled by Council resolution over recent months. It is now time to ensure that the committee members are able to begin to fulfil their obligations to Council and so Council must provide committees with a structure and current framework and constitutions in order to fulfil those obligations.

The most recent Asset and Advisory Frameworks and Constitutions have undergone a detailed review to ensure that information contained within and provided to new Committee members is relevant, current and easily understandable. Where possible, language has been changed to plain English to allow the document to be more easily read.

The Frameworks have been renamed as Manuals and provide clear guidelines for committees and their representatives and consistent operations across all Committees.

The Framework details information on governance structures, committee establishment, membership, how the committees are to operate, meeting procedures, reporting requirements, finance and insurance information where relevant, and information relevant to Council's requirements for the management, maintenance and hiring of Asset / Facility where relevant. Templates have been removed from the existing Frameworks and a Template Guide has been developed as a stand-alone document. This document has not been included in this report as the templates are based on corporate branding and style previously adopted by Council and will be provided to committee members at a later date during their induction.

All Constitutions have been reviewed and updated to provide consistency across all Section 355 Committees, but to also allow individual committee delegations to be clearly identified. Constitutions provide the committees with a compulsory set of rules in undertaking their functions on behalf of Council, details surrounding their membership including the role of the executive, standard administrative processes and procedures and their accountability to Council.

One notable change to the Norm Fox Sporting Complex Community Committee is the membership being reduced from 22 members to 10 members. This committee has only recently received seven nominations and has appointed all who nominated. It is unrealistic for the membership number to remain at 22 members.

It is recommended that Council adopt the attached Section 355 Asset Committee Manual, the Section 355 Advisory Committee Manual and the Constitutions for each of the 11 committees. This will also make any previous Committee Frameworks and Constitutions obsolete and they will be removed from Council's website.

Once the documents have been adopted, they will be provided to all Committees at Induction Training expected to be held in April so that all Committees can commence fulfilling their obligations.

Strategic Direction:

Key Direction: 4. Our Leadership
Objective: 4.3 We Unite to Succeed
Function: Leadership & Governance
DP Action: 4.3.1.2 Support Council's section 355 Committees in undertaking their duties with Council

Relevant Legislation:

Section 355 *Local Government Act (Committees) 1993*
Section 377 *Local Government Act (Delegations) 1993*
Section 441-443 *Local Government Act (Pecuniary Interest) 1993*

Financial Implications:

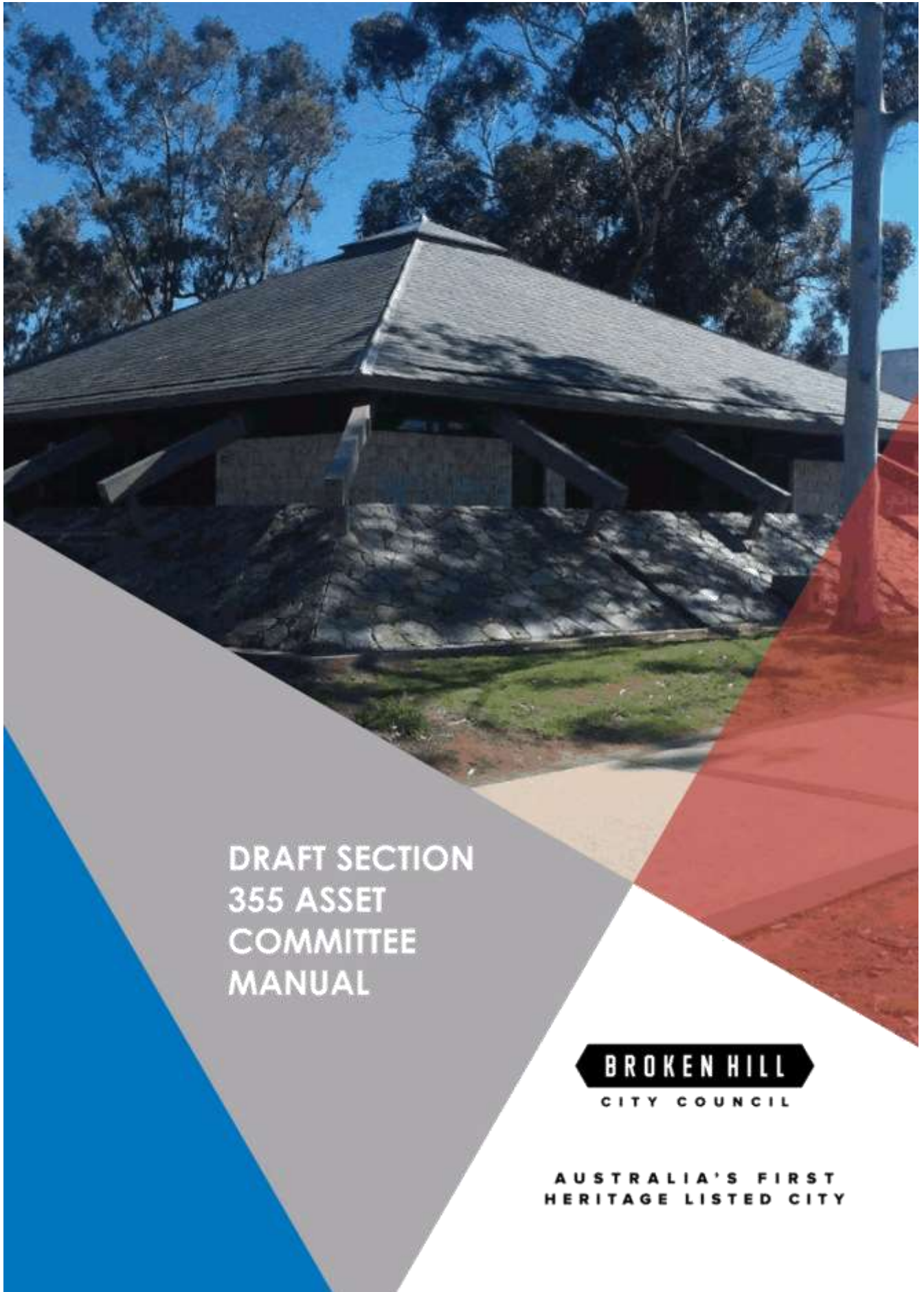
The financial implications of not adopting updated manuals and constitutions is that Committees are unable to fulfil their obligations to Council which may result in Council having to allocate extra resources and funding to specific assets for maintenance while Committees are not undertaking these functions.

Attachments

1. [↓](#) Draft Section 355 Asset Committee Manual
2. [↓](#) Draft Section 355 Advisory Committee Manual
3. [↓](#) Draft Constitution of the Alma Oval Community Committee
4. [↓](#) Draft Constitution of the BIU Band Hall Community Committee
5. [↓](#) Draft Constitution of the Broken Hill Heritage Committee
6. [↓](#) Draft Constitution of the Broken Hill Regional Art Gallery Advisory Committee
7. [↓](#) Draft Constitution of the Community Strategic Plan Round Table
8. [↓](#) Draft Constitution of the ET Lamb Memorial Oval Community Committee
9. [↓](#) Draft Constitution of the Friends of the Flora and Fauna of the Barrier Ranges
10. [↓](#) Draft Constitution of the Memorial Oval Community Committee
11. [↓](#) Draft Constitution of the Norm Fox Sporting Complex Community Committee
12. [↓](#) Draft Constitution of the Picton Sportsground Community Committee
13. [↓](#) Draft Constitution of the Riddiford Arboretum Community Committee

RAZIJA NU'MAN
DIVISION MANAGER CORPORATE AND HUMAN SERVICES

JAMES RONCON
GENERAL MANAGER



**DRAFT SECTION
355 ASSET
COMMITTEE
MANUAL**



**AUSTRALIA'S FIRST
HERITAGE LISTED CITY**

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QUALITY CONTROL		
KEY DIRECTION	4 Our Leadership	
OBJECTIVE	4.3 We Unite to Succeed	
FUNCTION	Leadership & Governance	
STRATEGY	4.3.1.2 Support Council's section 355 Committees in undertaking their duties with Council	
FILE REFERENCE No	16/94	TRIM No D12/8812
RESPONSIBLE OFFICER	Corporate Responsibility Officer	
REVIEW DATE	June 2018	
DATE	ACTION	MINUTE No
October 2012	Document Developed	N/A
23 January 2013	Adopted	44210
8 July 2013	Amended Section 6.5	N/A
March 2017	Document Revised	N/A
29 March 2017	Adopted	
NOTES	Copies of the all plans and policies mentioned in this document are available by visiting Council's website www.brokenhill.nsw.gov.au	
ASSOCIATED LEGISLATION	Section 355 Local Government Act 1993 (Committees) Section 377 Local Government Act 1993 (Delegations) Section 441-443 Local Government Act 1993 (Pecuniary Interest) Disability Inclusion Act 2014 Legislation can be found www.legislation.nsw.gov.au	
ASSOCIATED COUNCIL POLICIES	Asset Management Compliance & Enforcement Code of Conduct Drug & Alcohol Free Workplace Equal Employment Opportunity Purchasing Smoke Free Playgrounds and Sporting Reserves Working in Hot Conditions, Skin Cancer and Employee Clothing Workplace Smoking	
ASSOCIATED DOCUMENTS	Community Strategic Plan 2033 Long Term Financial Plan 2017-2026 Delivery program 2014-2017 Schedule of Fees and Charges 2016-2018 Committee Constitutions Section 355 Asset Committee Template Guide	



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INTRODUCTION

1. INTRODUCTION

1.1 What is the Section 355 Asset Committee Framework?

The Section 355 Asset Committee Framework is a comprehensive suite of documents that together provides the rules and guidelines a committee must abide by.

The Section 355 Asset Committee Framework includes:

- Section 355 Asset Committee Manual
- Committee Constitution
- Section 355 Asset Committee Template Guide

1.2 The Section 355 Asset Committee Manual

The Section 355 Asset Committee Manual outlines:

- Management and maintenance responsibilities;
- Clear and concise guidelines to assist committees to adequately carry out their duties on behalf of Council;
- Functions and operations of community facilities and programs; and
- Clarifies Council's and Committee Member's roles in this partnership.

Upon Council's formal approval of a Section 355 Committee and approval of committee memberships, all committee members are required to adopt and adhere to the conditions set out in the Framework.

The provisions of the Framework after its initial adoption by Council may only be varied or amended by written order of the General Manager.

1.3 The Committee Constitutions

Council sets out its delegation of the Committee in a Constitution formally adopted/amended at a formal meeting of Council.

Constitutions will be reviewed by Council following each Local Government General Election (4 yearly), by Council resolution, at the request of the Committee or at the discretion of the General Manager.

1.4 The Section 355 Asset Committee Template Guide

The Section 355 Committee Template Guide provides an overview of templates to use for:

- Nomination Form
- Ordinary and Extraordinary Meeting Agenda
- Annual General Meeting Agenda
- Ordinary and Extraordinary Meeting Minutes
- Annual General Meeting Minutes
- Annual Report
- Finance Report
- Term Report
- Works Request
- Asset Inspections Checklist

The Section 355 Advisory Committee Template Guide applies to both Advisory Committees and Asset Committees.

1.5 Scope

This Framework applies to all Section 355 Asset Committees.

1.6 Legislative Requirements

There are a number of legislative requirements that s355 Committees of Council must adhere to.

Section 355 Local Government Act (Committees)
Section 377 Local Government Act (Delegations)
Section 441-443 Local Government Act (Pecuniary Interest)

Related Legislation can be viewed by visiting www.legislation.nsw.gov.au

1.7 Council Policies

All committee members must adhere to Council adopted policies including:

- Asset Management
- Compliance & Enforcement
- Code of Conduct
- Community Assistance Grant Policy
- Drug & Alcohol Free Workplace
- Equal Employment Opportunity
- Procurement Policy
- Records Management Policy
- Risk Management Policy
- Smoke Free Playgrounds and Sporting Reserves
- Tree Management Policy
- Volunteers
- Working in Hot Conditions, Skin Cancer and Employee Clothing
- Workplace Smoking
- Workplace Health and Safety Policy

Council policies are available on Council's website www.brokenhill.nsw.gov.au

1.8 Code of Conduct

All committee members must abide by Council's Code of Conduct.

A copy of Council's Code of Conduct will be provided to all committee members at the commencement of their term of office. On the occasion that Council reviews and amends this document, revised copies will be provided to all committee members.

1.9 Community Strategic Plan

This Framework has been developed to support the achievement of:

Key Direction 1: Our Community
Key Direction 4: Our Leadership

The Community Strategic Plan is available on Council's website www.brokenhill.nsw.gov.au

WHAT IS A COMMITTEE?

2. WHAT IS A COMMITTEE?

2.1 What is a Section 335 Committee?

A Section 355 Committee is a committee established under Section 355 of the *Local Government Act 1993*, to assist Council with the operation and maintenance of various Council facilities and services.

Under the *Local Government Act 1993* Council is able to delegate some of its functions to a Committee of Council. Council uses this delegation and appoints community members to manage its facilities or functions through a Section 355 Asset Committee.

Section 355 allows Council to exercise a function of Council and Section 377 allows Council to delegate functions of Council.

2.2 Why Does Council Have Section 355 Asset Committees?

Committees provide a mechanism by which interested persons can have an active role in the provision / management of Council facilities or services. This provides a two-fold benefit by giving protection to the Committee operating under the banner of Council, and by providing Council with assistance in the carrying out of its functions.

As the Committee are acting on behalf of Council, it is important to uphold the principles of equity, accessibility and inclusivity, providing for the whole community.

Hiring a facility is central to the purpose of the Committee. Making the facility readily accessible to the community, whilst at the same time, raising funds for its maintenance and future improvements are some of the main objectives of the Committee.

2.3 How are Section 355 Asset Committees Established?

Committees are established under Section 355 of the Act, with delegations from Council under the provision of Section 377 of the Act.

Requests for new committees must be presented to Council with a Business Plan for consideration.

Committees are established by resolution of Council. The formation of Committees is entirely at the discretion of the Council.

All Councillor Representatives must be formally appointed by Council.

All Community Representatives must be formally appointed by Council

2.4 What happens once a Committee is established?

Council will write to the Councillor Representatives appointed to each Committee advising them of the new members and their contact details.

Councillors will be encouraged to call the initial meeting of the Committee, at which the Executive will be appointed. Following initial appointment, Council will arrange induction training.

2.5 Committee Review

Review of all Section 355 Committees and their structures will be conducted annually in September following presentation of the Committees Annual Reports and Financial Statements.

Failure to adhere to and comply with the Section 355 Asset Committee Framework will result in an internal investigation into the operations and conduct of the committee with a full report and recommendation presented to Council.

Committees must be mindful that Council have the authority to disband any non-functioning Committee.

2.6 Committee Disbanding

The Council, by resolution, can disband a Committee at any time for any reason, including:

- To carry out the control of the facility itself;
- If the Committee is not complying with the roles and responsibilities of the Committee;
or
- That it no longer requires a Committee for the purpose for which it was established.

In the event membership reduces to fewer than four (4) persons or quorum, Council has established the following guidelines to address this issue:

- if a Committee chooses to remain active, it is given six (6) months to re-establish a viable membership (i.e. minimum of 4 members); or
- if a Committee or facility becomes inactive or inoperable, the Committee will be dissolved and all responsibilities will be taken over by the designated Council department (in this instance, consideration will need to be given to the long term viability of the facility or function).

The committee can also recommend to Council that the Committee be disbanded. Upon the Committee being disbanded, assets and funds of the Committee shall, after payment of expenses and liability, be handed over to Council.

Committee members are eligible for re-appointment to committees. Council will advertise for and receive nominations and present nominations to Council per standard practice.

COMMITTEE MEMBERSHIP

3. COMMITTEE MEMBERSHIP

Council aims to appoint Committees which are representative of the local community or interest group of the particular service/facility.

3.1 When are committees appointed?

Committees are appointed every 4 years, within 6 months of a Local Government General Election.

3.2 Term of Membership

The term of a committee is the same term as the elected Council.

Members must nominate for re-election following each Local Government General Election if they wish to remain on the committee.

A calendar of events is shown below:

ACTION	TIMEFRAME
Letter to committee secretaries advising of: <ul style="list-style-type: none"> • upcoming elections • upcoming declaration of vacant positions • provision of nomination form for interested existing members to renominate for a position 	August
Local Government Election	September
Advertise for community representation on the Committee 6 weeks after the Local Government Election	October
Positions are declared vacant 6 weeks after the Local Government Elections	October
All councillor representatives must be formally appointed by Council	October
Letter to committee secretaries advising of: <ul style="list-style-type: none"> • Councillor representatives 	October
All community representatives must be formally appointed by Council	October – March*
Letter to committee secretaries advising of: <ul style="list-style-type: none"> • New committee members and their contact details 	October – March*
Letter to committee secretaries advising of: <ul style="list-style-type: none"> • Induction training 	March – April*
Induction training for all committee members	March – April*

* If insufficient nominations are received, Council will advertise again for nominations. If sufficient nominations are received, actions may be completed earlier.

3.3 Membership

The Committee membership should generally reflect the community organisations which utilise the function/facility, and must be open to representatives of user groups and interested community members. Equal representation of each user group is recommended.

The Committee shall generally consist of:

- One (1) member of each organisation which is granted use of any portion of the facilities on a license, annual, seasonal or longer term basis.
- A number of community representatives as detailed in the committee constitution.
- Councillor representatives appointed by Council annually in September

3.4 Membership Criteria

To hold office, be responsible for the management of a Council facility, and be entitled to vote and take part in meetings, all applicants will be assessed against a set of criteria and appointed by Council.

The criteria is:

- Be aged 18 years or over; and
- Have established ties to the Broken Hill community, and
- Be a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council; and
- Experience (professional, amateur, volunteer) working in either: venue management, event management, conference organising, music promotion, theatre production, design, marketing, or related technical areas such as accounting, managing people or business, community services or groups or fundraising, horticulture, sports; and
- A commitment to the activities of the Committee and a willingness to be actively involved in Committee issues is essential.

Council must also appoint new members before they are able to vote and take part in meetings of the Committee.

3.5 Membership Fees

Members of Committees are volunteers and therefore do not receive payment for services.

Fees are not to be charged for Membership of the Committee.

Payment to a Committee Member is not permitted except for out of pocket expenses. This will only occur for the Booking Officer relating to telephone and postage reimbursement. Any other requests for payment to Committee members must be referred to Council for approval.

3.6 Member Vacation of Office

A person shall cease to be a member of a Committee if the:

- member becomes bankrupt;
- member resigns from office by notification in writing to the Committee and Council;
- member is absent for three (3) consecutive meetings without leave from meetings of the Committee;
- Council passes a resolution to remove the member from the Committee;
- if the member fails to comply with Council's Code of Conduct;
- member holds any office of profit under the Committee;
- member fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter and for the purposes of this provision "pecuniary interest" has the same meaning given to that term in Section 442 of the Act;
- member while holding that office is convicted of an offence referred to part 4 of the Crimes Act 1900 (offences relating to property);

- while serving a sentence (whether or not by way of periodic detention) for a felony or other offence, except a sentence imposed for a failure to pay a fine;
- member is prohibited by Order under Section 230 of the Corporations Law from managing a corporation within the meaning of that Section;
- member becomes a mentally incapacitated person; or
- upon the death of a member.

Resignations, or a Committee member ceasing to hold office because of any one of the above circumstances, will be reported to Council for information and any action if required.

3.7 Procedure for Resigning from the Committee

Where a member of a Committee resigns a written resignation will be presented to the Committee and forwarded to the General Manager.

Upon receipt of a resignation from a committee member, Council will call for nominations for the committee vacancy in the community and any nominations received will be presented at the next available Council meeting for appointment.

3.8 Committee Member Rights

All committee members have the right:

- To work in a healthy and safe environment;
- To be adequately covered by insurance.
- To be provided with sufficient training to undertake their role.

COMMITTEE STRUCTURE

4. COMMITTEE STRUCTURE

4.1 How is a committee structured?

Committees consist of office bearers (also known as the Executive) and other Committee members. The Committee elects their own office bearers at its first meeting of the committee term and thereafter at each Annual General Meeting.

Office bearers are elected for a 12 month period. Particulars of all appointments must be notified in writing to Council as soon as possible after appointment is made, including committee position, name, address, contact details and the user group represented (if any).

The Committee Executive will consist of:

- Chairperson
- Deputy Chairperson
- Secretary
- Treasurer

The Committee may, from its own members, elect a Grounds/Building Committee, groundsman or caretaker to handle the allocation and/or maintenance of grounds or other sub-committees necessary to handle a specific function or report on a specific issue.

A maximum of two relatives of any one family can be office bearers on the same Committee at the same time.

Each member of the Executive shall hold the position on the Executive for a period of twelve (12) months from the date of the appointment at the Annual General Meeting or on the expiration of the Constitution, whichever occurs first.

4.2 Committee roles and responsibilities

The Executive do not have greater decision making powers than other Committee members, other than the Chairperson who has a casting vote in the event of a tied vote.

Whilst the Executive usually have defined roles, each Committee member plays an important part in the functioning of the Committee. Office bearers must have access to a computer, have basic computer skills and be able to use email as a major form of communication.

Where a Councillor is a member of the Committee and that Councillor indicates that he or she wishes to be Chair of the Committee, that Councillor shall be the Chair of the Committee. Where no Councillor expresses a desire to be Chair of the Committee any other member of the Committee willing to accept appointment as Chair of the Committee, any such person may, by a vote of the majority of the members of the Committee, be appointed Chair of the Committee.

4.2.1 Chairperson

The Chairperson (or Deputy Chairperson) is responsible for:

- Chairing meetings of the Committee;
- Acting as the official representative of the Committee;
- Acting on behalf of the Committee in an emergency or urgent situation;
- Assisting in direction, forward planning and vision for the committee; and

TIPS FOR A WELL FUNCTIONING COMMITTEE

- Schedule meetings to suit all
- Share a big picture/ vision for the venue
- Develop the venue and extend its use
- Share the load - don't let one or two people burn out
- Seek out new activities, new ways to engage with the community
- Brand and visibility are important – get out there
- Common goals, structured meetings, good minutes, regular meeting attendance
- Keep on top of reports

- Further specific meeting related tasks as outlined in Section 15.14.1 "Roles of the Executive - Chairperson".

4.2.2 Deputy Chairperson

The Deputy Chairperson is to undertake the role of the Chairperson if the Chairperson is not available and those responsibilities outlined in 4.2.1 Chairperson.

4.2.3 Secretary

The Secretary is responsible for:

- Correspondence to and from the Committee;
- Notifying all members of meetings;
- Issuing the Agenda with any instructions from the Chairperson;
- Taking and distributing meeting minutes;
- Forwarding minutes and reports to Council;
- Ensuring there is a flow of information to and from the Committee;
- Ensuring that official files and records are kept and maintained;
- Assisting the Chairperson with finalisation of Annual and Term Reports;
- Further specific meeting related tasks as outlined in Section 15.14.2 "Roles of the Executive - Secretary";
- Liaise with all booking applicants;
- Arrange all booking forms and ensure they are completed as required; and
- Arrange payment of all bookings, including any refunds of booking bonds;

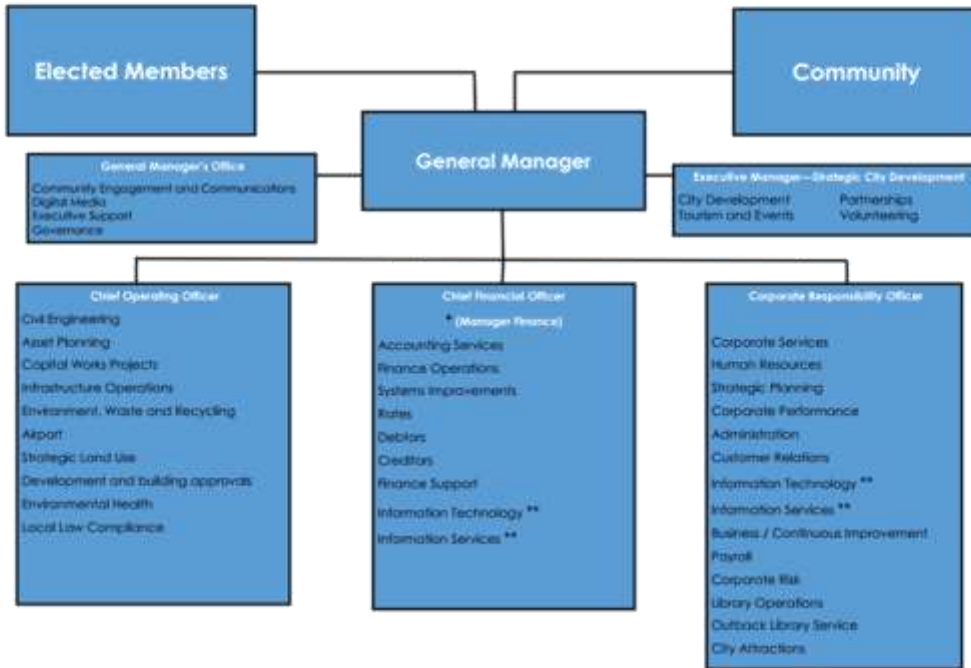
4.2.4 Treasurer

The Treasurer is responsible for:

- Handling the movement of money within the Committee;
- Recording income and expenditure; and
- Assisting with preparation and finalisation of financial reports when required.

COUNCIL STRUCTURE

5. COUNCIL STRUCTURE



5.1 Council Staff Roles and Responsibilities

5.1.1 General Manager

The General Manager is responsible for:

- The efficient and effective operation of the Council's organisation;
- The oversight of all functions and Committees of Council;
- Ensuring the implementation, without undue delay, of decisions of the Council;
- To manage the Council on a day-to-day basis and to direct staff; and
- To exercise such of the functions of the Council as are delegated by the Council to the General Manager

5.1.2 Ex-officio Members

The General Manager may appoint at least one Council Officer (Committee specific Council Officer) to serve as ex-officio (non-voting) members of each committee to provide advice to the Executive, where requested by the Committee or at the discretion of the General Manager. The ex-officio member may change at any time.

5.1.3 Council Public Officer

The Public Officer:

- may deal with requests from the public concerning Council's affairs;
- has the responsibility of assisting people to gain access to public documents of Council;
- may receive submissions made to Council;
- may accept service of documents on behalf of Council;
- may represent Council in any legal or other proceedings;

- has such other functions as may be conferred or imposed on the Public Officer by the General Manager or by or under the Act; and
- is subject to the direction of the General Manager.

5.1.4 Council Contact Officer

Council will assign all Committees a Council Officer to act as a Contact Officer, who will be responsible for:

- Developing, implementing and maintaining the Committee Framework;
- Advertising for nominations to the Committees;
- Providing overall direction and advice to the management of Committees;
- Organising and providing induction to Committees;
- Organising ongoing training and development to Committees;
- Developing tools and templates to assist the operations of Committees; and
- Act as a single point of contact at Council to liaise internally with other relevant staff regarding:
 - Technical advice to the Committees
 - Maintenance for Assets in conjunction with Committee
 - Purchasing supplies for Committees

COUNCIL AND COMMITTEE RESPONSIBILITIES

6. COUNCIL AND COMMITTEE RESPONSIBILITIES

6.1 Council Responsibilities

- Funding Major Improvement
 - Funding and erection of all major improvement works in accordance with Council's adopted Plan of Management for Open Space, Asset Management Plans and availability of funds.
- Insurance:
 - The Council shall fully insure all buildings and all fixtures, fittings, and contents (other than those of hirers).
- Insurance of Committee Members:
 - The Council shall insure the Committee.
- Fees and Charges:
 - The Council shall consult with the Committee regarding any proposed variation of hire, membership fees or other charges proposed for the ensuing year (commencing 1 July) by 31 January in each year. Fees and charges will be endorsed by Council as part of the Operational Plan and take effect 1 July each year.
- Improvement Recommendations:
 - The Council shall consider with its annual budget process all improvements suggested by the Committee. These improvement recommendations must be submitted to the General Manager no later than 31 January each year.
- Training of Committees:
 - Initial training outlining committee structure and requirements, member roles, member and Council responsibilities, and Code of Conduct will be arranged and conducted by Council, at the commencement of the four year term of office
 - Other relevant training will be offered where appropriate.

Management of the facility is delegated to the Committee by Council as specified in the Committee Constitution. Whilst the Committee has control over the facility, Council may exercise overriding authority and may revoke the powers of the Committee.

6.1.1 Induction Training

Council will provide all Committee members, as volunteers, an induction program, provided locally at no cost to the member).

Induction training will provide an overview of committees, member requirements and responsibilities, Council responsibilities, Code of Conduct, Risk and Insurance, Workplace Health and Safety, and any other information or topics Council deems relevant.

6.1.2 Ongoing Training

Ongoing training will be provided to all committee members as it is made available, whether provided by Council or a third party.

6.2 Asset Committee Responsibilities

Committees are responsible for the tasks delegated by Council which may include letting, cleaning, maintenance, minor repairs and operations.

- Care includes:
 - Duty of care to ensure the health, safety and welfare of persons using the facility or participating in a function of the Committee.
 - Maintaining the facility and protecting the physical assets from damage, misuse and deterioration.

- The Committee will ensure that the facility is kept secure at all times.
- Advising Council of any potential insurance risk that may arise in regard to buildings and users.
- Ensuring sufficient and equitable access of the facility by the community.
- Ensure that all users of the facility execute the hirer agreement and indemnity prior to any use of the facility.
- Control includes:
 - Holding regular meetings with a copy of recorded minutes submitted to Council within 14 days of each meeting, for endorsement.
 - Submitting an annual report of activities to Council by the third (3rd) week in August each year.
 - Recommending hire fee structures and charges for determination by Council.
 - Administering and overseeing the use of the facility by other groups.
 - Clearly defining the role of officer bearers and committee members.
 - Submitting an estimate of income and expenditure for the period, that is, estimated revenue from fees and charges and suggested program of works or events for each financial year.
 - Submitting a current list of all contents of Council buildings/facilities directly in the control of the Committee (not user groups) for inclusion in Council's Insurance Policy, by 31 January each year.
 - Maintaining a Post Office Box and email account to which all correspondence will be forwarded; or advising Council of a street address for the forwarding of all correspondence.
 - Submitting a current list of all Committee members including the address and phone number to Council immediately following any change to Committee membership details.
 - Submitting the names of office bearers to Council following the first meeting for the term and after the Annual General Meeting.
- Operation includes:
 - Ensuring that all written material provided to potential hirers or used to promote the facility or program acknowledges the Council, including display of the Council's logo.
 - Ensuring that the standard hire forms including Terms and Conditions are used.
 - Being aware of, and involved in, appropriate community activities, which are compatible with the goals of the facility.
 - Developing and updating long term plans.
 - Recommending policies and procedures, which contribute, to the effective management of the facility.
 - Being accountable to the community and the Council for the Committees actions and initiatives in respect of the facility.

The Committee may not make decisions concerning the following:

- The employment of staff. Committees may not have paid employees as this authority cannot be delegated under Section 355 of the Act. Volunteers will be covered by Council Insurance where they are registered with the committee and where they have acted in good faith and lawfully within this instrument of delegation and schedules.
- Fixing of charges or fees (the Committee may submit recommendations for approval to Council in relation to the fixing of charges and fees for the use of the facility under its control);
- Borrowing any monies;
- The sale, lease or surrender of any land or other property vested in its care under the provision of the Act (as amended);
- The acceptance of tenders which are required to be called by Council, i.e. in excess of Council's discretionary tender threshold (currently \$100,000 GST inclusive);
- Formation of submissions to government policies or implementation of policies without the prior written consent of Council;

- The payment or making of any profit, gain or gift, to or by its members as well as allowance or travelling expenses incurred whilst attending committee meeting;
- The carrying out of any works on or to the facility including alterations, reconstruction or construction without the prior written consent of Council (this does not include minor maintenance work);
- As a voluntary Committee, members do not receive payment for their services. The Committee may by resolution reimburse the Secretary for phone calls made in relation to the hire of the facility. No other payment is to be made to Committee members without the prior written approval of Council;
- Unreasonably withholding consent for the letting of the facility to any organisations which agreed to comply with and adhere to the rules adopted for the use of the facility, providing an acceptable letting period is available; and
- Vote on monies for expenditure on the works, services or operations of Council.

The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any rules and regulations made by Council, in relation to the facility/ function under its management and control.

If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

MANAGEMENT OF THE ASSET

7. MANAGEMENT OF THE ASSET

7.1 Development Plan for Facility

The Committee will prepare a Development Plan for the facility that covers future improvements for the facility.

The Development Plan proposals will be prioritised by the Committee and referred to Council for endorsement.

Upon gaining endorsement from Council, the prioritised list will be considered in conjunction with Council's Annual Budgets.

7.2 Variation of Development Plans

Committees must not vary the overall development plan for the facility without Council's prior written approval.

7.3 Plans of Management

Council are currently developing Asset Management Plans for both Buildings and Open Spaces. The Asset Management Plans are expected to be presented to Council for adoption in 2017 and once adopted will be provided to all committees.

All activities conducted within the facility must conform to these plans adopted by Council.

7.4 Allocation of Playing Fields

The following procedure will be followed for the allocation of playing fields:

- For regular hirers/users application must be submitted each year at least two months prior to the commencement of the season nominating the dates and times of use of the playing fields.
- Where playing fields are not being fully utilised, an advertisement will be placed in the local press three months in advance calling for applications for the use of the playing fields for the coming season.
- The closing date for all applications is one month prior to commencement of the season.
- Applications will be received by the Committee.
- Allocations of the playing fields will be made according to the applications received with regular seasonal hirers given priority. No allocations will be made to clubs who fail to submit an application form. All applicants will be advised of allocations and payment of the appropriate charges notified by the Committee to Council will be invoiced by Council within 30 days.
- Hire rights may be suspended if payment is not received and a penalty prescribed in Council's adopted fees and charges applied for the period of payment unless prior arrangements for payment are made with the Committee.
- Priority will be given to local sporting clubs who have the majority of its members residing in Broken Hill LGA.
- New clubs applying for fields must provide details of membership, club history, financial status and proposed use of the fields. Any special requirements must be requested on the application form and paid for in full prior to the use of allocated sporting field.
- Where electricity is used the hirer is required to pay its proportion of the usage.

- The Committee must be notified of any changes to the club's application within twenty one (21) days from the date of notification of field allocations. Clubs will be liable for payment for all fields allocated to them until the Committee is notified of the changes.
- Use of the grounds is prohibited outside the times and days nominated by the club and approved by the Committee. The Committee retains the rights to hire fields outside times and days nominated by the clubs. The Committee must be notified as soon as possible of any special events including registrations, presentations, knockouts, State Competitions and Gala days etc.
- Where an application is rejected by the Committee, the hirer shall be notified in writing with an explanation for the rejection.
- Wherever possible only one (1) club will be allocated to each field on a seasonal basis. Where usage patterns on a particular field are low, the Committee may allocate two (2) or more clubs to that field with each club being considered as a hirer under the terms of these Conditions of Hire. Where regular hiring of a field exists, additional hire will follow only after consultation with preferred hirer. Sub-rental by sporting bodies which have been allocated the use of a particular sporting field is prohibited.

7.5 Contribution / Ownership

Sporting or Community groups contributing items for the permanent embellishment of the facility will be informed by the Committee that such a contribution will become the property of Council and will not be for that group's exclusive use.

Any items provided and funds raised by Committees are the property of Council, however, Council will ensure where possible these items and funds will be put into the development of the relevant facility.

MAINTENANCE OF THE ASSET

8. MAINTENANCE OF THE ASSET

8.1 General

The Committee has responsibility for the overall cleanliness and maintenance of the facilities under their control.

The Committee is to provide Council with details of maintenance work completed in each financial year, including the information in their Annual Reports.

If Committees have improvement works conducted by contractors, a report on the nature of work, and outcome of the works are to be included in the next available meeting minutes.

Every contract must have the prior approval of Council prior to any commitment being made by the Committee and the appropriate funds voted by Council.

8.2 Annual Maintenance Advice

The Council is required to ensure effective use of funds available for all its service and works throughout the community.

In setting priorities, Council identifies needs, which are then funded in an annual budget developed in February each year, adopted in June and implemented in the ensuing financial year (i.e. July 1 – June 30).

Council provides funds for:

- Urgent repairs due to damage, excessive wear, safety or security;
- Needs to carry out licensing or statutory requirements; and
- Periodic maintenance.

The Committee can make a written request to Council to undertake upgrades or improvements. Such requests are to be forwarded to Council in January each year for consideration in the budget process. Approved projects may commence in July of that year.

8.3 Repairs and Minor Maintenance

Each Committee has the responsibility for ensuring that the facility under its control is maintained in a state of reasonable repair and does not present hazards to its users. This may entail regular maintenance (e.g. cleaning, replacement of consumables (e.g. paper towelling) mowing and watering) and periodic maintenance (e.g. repairing/ replacement of worn or broken items).

The NSW Department of Fair Trading defines the class of minor maintenance/cleaning refers to the non-structural maintenance (including minor repairs) or cleaning of existing works/structures/buildings.

Council staff will inspect the facilities from time to time but the Committee is expected to keep Council informed on any substantial repair or upgrading work required on the facility under their control.

Repair work not able to be repaired by the Committee's own finances (or under the Committee's delegation of \$1,000) must be referred to Council and will only be delivered depending on the availability of funds and the urgency of the works. Works considered necessary or desirable but beyond the means or over the delegation of the Committee should be referred to Council in writing so that early consideration might be given to their inclusion in a Works Program or the Annual Budget.

An annual Facility Hazard Inspection Checklist and Management Report is requested by Council from the Committee by the end of December each year.

The Committee must ensure that suppliers of goods and services, including cleaning and minor maintenance works, are carried out by professional contractors who, as a minimum, must:

- Provide a copy of the public liability insurance and workers compensation Policy (if not a sole trader) (\$20 million cover) to the Committee;
- Show compliance with WH&S standards and regulations.
- Comply with the Building Code of Australia and relevant Australian Standards.
- Have an ABN - if a contractor does not hold an ABN, for example a Sole Trader, an Australian Taxation Office form "Statement by a Supplier" is to be completed and held with Council.

Note that different maintenance tasks may require professional licences/ accreditation such as working at heights, operating machinery (including chainsaw), working in confined spaces, etc. If you are unsure, please check with Council with regards to Work, Health and Safety requirements.

Tasks which possibly do not require professional licensing or accreditation include:

- cleaning
- mowing
- gardening

WORKS	EXAMPLE	RESPONSIBILITY
Minor Repairs/Improvements	May include: <ul style="list-style-type: none"> • weeding • painting • maintenance to minor fittings such as lights, handles • cleaning • carpet cleaning • window cleaning • graffiti removal • air conditioning/heating maintenance/services • Internal painting (under 2.4m high) • Plumbing maintenance (only by licensed plumbers) • Electrical maintenance (only by licensed electricians) • Telephone charges • Hygiene Services • Electricity charges • Gas charges • Installation of new internal fittings, such as cupboards • Excess water charges • Provision and maintenance of furniture and equipment • Insurance premiums adjusted per facility • Music copyright licences (APRA and PPCA) • Testing and tagging electrical equipment 	Asset Committee

<p>Major Repairs/Improvements</p>	<p>May include:</p> <ul style="list-style-type: none"> • major repairs to roof, walls and floor including any structural repairs • building extensions and major alterations • pest control • Health and Safety Requirements; • Accessibility and Inclusion; • Compliance matters; • Asset Protection (Asset management plan e.g. re-roofing, external painting, structural inspections etc.); • Regular fire equipment inspection 	<p>Council</p>
<p>Cleaning</p>	<p>Committees are to seek quotations every two (2) years for services. This process needs to be undertaken in an open and transparent manner. Three (3) quotations must be sought. The Committee then assesses the quotations and by resolution agree to recommend a contractor to Council.</p>	<p>Asset Committee – source quotations Council – approve contractor</p>
<p>Security</p>	<p>Committees are to seek quotations every two (2) years for security services. This process needs to be undertaken in an open and transparent manner. Three (3) quotations must be sought. The Committee then assesses the quotations and by resolution agree to recommend a contractor to Council.</p>	<p>Asset Committee – source quotations Council – approve contractor</p>

HIRING OF THE ASSET

9. HIRING OF THE ASSET

9.1 General

Some of the main objectives of the Committee are to ensure the facility is readily accessible to the community whilst at the same time raising funds for its maintenance and future improvements.

9.2 Inclusion

Asset Committees are acting on behalf of Council, and it is important to uphold the principles of equity, accessibility and inclusivity, providing for the whole community.

Consideration of disability and inclusion is now managed by new legislation, the Disability Inclusion Act 2014. The Act requires all government departments and certain public authorities, including councils in NSW, to have a Disability Inclusion Action Plan.

The Plan will focus on four key areas:

- Attitudes and behaviours
- Liveable communities
- Employment, and
- Systems and processes

There is a greater emphasis on consultation at all stages of planning, implementation, monitoring and direction on how to conduct inclusive consultation. There is new public monitoring and reporting requirements through Local Government Annual Reports. Council are currently developing a Disability Inclusion Action Plan which will be adopted and implemented by 1 July 2017.

For Section 355 Management Committees, this means that inclusion needs to be considered in all areas of planning and operation of the hall or facility. Critical areas that this needs to be considered include access to the hall and facilities (including toilets and kitchen), making written and web materials available to sight and hearing impaired people and supporting access to sporting and recreation opportunities.

9.3 Conditions of Hire

It is essential that hirers sign a Hire Agreement which shows that they abide by the Terms and Conditions of Hire set out by the Committee, and in accordance with Council policies.

9.4 Bookings

The Committee will be responsible for all bookings and hiring of the facility. This ensures that the facility is accessible to the community and citizens do not need to travel distances to a central authority to gain access to the facility.

Each Committee will have a designated Secretary who is responsible for the bookings of the facility. It is anticipated that the person's name and telephone number is well publicised for the benefit of the community.

To make a booking, a person or group contacts the Secretary and books the facility for a particular day and time.

The Secretary will advise the hirer of the fees, bonds and deposits required, provide the applicant with the Council Facility Booking Form including Terms and Conditions and enter the relevant information into the Booking Diary.

The Secretary is to advise potential hirers that fees and charges are subject to change each financial year. Fees charged are to be those applicable for the time the function actually takes place and not when the venue is booked (e.g. If a booking is made in March for an event in August – if the fees increase in July the new increased fee is to be charged.) To secure the booking, a deposit will be paid to Council. The balance of the hire cost is to be paid 14 days prior to the Function.

Formal advice of the booking is to be provided to Council in the next applicable meeting minutes.

For each booking the following information must be recorded:

- Date when preliminary booking was taken.
- Name, address and telephone number of the hirer.
- Type of function.
- Times of hire.
- Hire charge and damage deposit (if any).
- Insurance policy details (Copy of certificate of Currency should also be provided).
- Date advice of the booking given to Council to invoice bond fees and charges, etc.
- Caretaker's comments on the condition of the facility and equipment after the function.

Funds raised from hiring the facilities assist in the provision of maintenance and meet operating costs as well as provide for improvements to the facility.

In hiring out these facilities, compliance is required with all applicable legislation including the following:

- Environmental Planning and Assessment Act 1979;
- Local Government Act 1993;
- Liquor Act and Regulations 2007 and Regulations;
- Protection of Environment Act 1997;
- Work Health and safety Act 2011 and Regulations;
- Workplace Health and Safety Act 2011;
- Insurance Act 1984; duty of disclosure
- Anti-Discrimination Act 1977
- Disabilities Discrimination Act 1992;
- Privacy and Personal Information Protection Act 1998; and
- Any other laws and regulations governing the conduct of the Committee are also to be complied with.

9.5 Fees and Charges

The schedule of fees and charges is set by Council, taking into consideration the recommendations of the Committee and the operating requirements of the facility.

Only Council has the power under the Act to set fees and charges. Committees are to review their fees annually and make recommendations to the Contact Officer by 31 January for assessment and inclusion in Council's annual review of fees and charges.

Figures submitted should show the GST (Goods and Services Tax) inclusive amount. Once Council has adopted the fees and charges, a list will be supplied to each Committee. Adopted fees and charges are effective from 1 July each financial year.

The Committee is not able to provide subsidies or waive hire fees. All requests concerning fee reduction must be referred to Council.

FEES AND CHARGES MAY NOT BE VARIED WITHOUT THE PRIOR WRITTEN APPROVAL OF COUNCIL

9.6 Bond / Damage Deposit

As a safeguard against possible damage, the Committee can hold a bond for the facility or equipment, or to cover the need for additional cleaning, where appropriate.

Hirers should be advised that this will be refunded if conditions of hire are adhered to.

Abnormal costs associated with the hire of the facility will be deducted from the bond including GST. This may include extra removal of garbage, extra cleaning etc.

9.7 First Aid Kit

Council is a Person Conducting a Business or Undertaking (PCBU) and as such has a duty to provide First Aid equipment, facilities and trained personnel. The level of provision should be determined after considering relevant matters listed below:

- The nature of the work being carried out at the workplace (e.g. committee meetings, any committee functions)
- The nature of the hazards at the workplace (e.g. are these kitchen related, heavy lifting related or trip hazards)
- The size and location of the workplace (e.g. you might include sun screen in your first aid kit)
- The number and composition of the workers and other persons at the workplace (e.g. older people, young children)
- Committees will be responsible for keeping the First Aid Kit stocked and doing regular checks on the Kit.

9.8 Use of Liquor

Committees are responsible for advising hirers of conditions relating to the use of alcohol.

These prohibit:

- the consumption of intoxicating liquor by persons under the age of 18;
- bringing bulk alcohol or kegs into a community facility; or
- selling alcohol on the premises without a Functions Licence.

Persons serving alcohol must have Responsible Service of Alcohol Certificate.

Hirers wishing to sell alcohol can find further information on the Liquor and Gaming NSW website <https://www.liquorandgaming.justice.nsw.gov.au>

Council requires copies of all licences to be provided to Council prior to any event taking place.

Note: Council does not allow exemptions for any organisation to take alcohol into Council's facility.

9.9 Wet Weather

If sports grounds or their preparation have been adversely affected by the weather to the extent that use would be detrimental, the Council shall have the power to suspend occupation of the ground by notifying the user and if possible, the Secretary or Booking Officer of the Committee, prior to 10.00am of the day scheduled for use.

A decision concerning the use of the playing fields for the first day of weekend competition will be made prior to 4pm on the day prior to the weekend, notifying the user and, if possible, the Secretary or Booking Officer of the Committee. For other days on the weekend, the Committee will have the power to determine if the fields are playable.

The Committee has the authority to close a ground due to wet weather but does not have the authority to reopen the grounds that have been closed by the Council except in accordance with the above paragraph.

Any club using a closed field may be liable for the full cost of repairs to the field surface.

9.10 Hire by Schools

Schools are generally not charged a hire fee for the usage of a playing field.

Schools must apply to the Committee for permission to use the field.

Teachers are to ensure that the grounds are left clean and tidy after use. Schools may incur a charge to clean up a sporting field and surrounds if left in an untidy state.

Schools are to ensure that they provide a copy of their Public Liability Insurance Cover of \$20 million noting Broken Hill City Council for their respective rights and interest (FRR&I) prior to using the sporting facilities. This can be provided annually for ongoing bookings. Council requires a copy to be provided by the Committee.

Individual clubs cannot accept bookings from schools

Any misuse of sporting fields by schools is to be reported to Council and appropriate action will be taken by Council.

FINANCE INFORMATION

10. FINANCE INFORMATION

10.1 Financial Arrangements

Committees appointed under Section 355 of the Act are subject to the same standards of accountability as Council, and it is therefore important that Committees manage their operations and the community facilities and assets they care for well. All assets held by the Committee belong to Council. The Committee is responsible for the care, control maintenance, repair, beautification, improvement and management in accordance with the delegations received from Council.

Council has determined that the financial operations in respect of all of its Committees will be managed consistently and all Committees are responsible for substantiating where its money has been spent or sourced. This must be done through tabling of minutes at meetings and reporting to Council via minutes and in Annual Financial Statements.

Council provides the following Committees with an annual financial operating subsidy:

- Alma Oval
- BIU Band Hall
- ET Lamb Memorial Oval
- Memorial Oval
- Norm Fox Sporting Complex
- Picton Sportsground

In addition the following applies to all Committees:

- Committees will operate their own bank accounts.
- Bank Accounts will be operative by cheques, signed by at least two members of the committee.
- As the Committee will operate within Section 355 of the Act, not only is Council required to provide for the audit function, but should also include the income and expenditure of the centre within the framework of Council's annual estimates, quarterly financial statements and annual Statements of Account which are required by the Department of Local Government. That is, in addition to the end of year statements, the Committee must provide Council with estimates of income and expenditure for the forthcoming year.
- The requirements of the Act, make it necessary that committees appointed by Council comply with certain accounting standards. Accounts are to be kept by each Committee in the form prescribed by Council and according to certain legal requirements.
- Council must approve the purchase of any assets and this would normally be done by including the proposed asset purchase in the Committee's annual budget to be presented to Council for consideration or written request to the Contact Officer.
- Committees may arrange approved asset purchases through Council's Infrastructure Department.
- Committees are not required to submit audited financial statements to Council.
- Committees do not prepare GST compliance statements
- Section 377 of the Act, precludes any committee delegated powers by Council from being able to make a charge, fix a fee, vote money for expenditure on works, services or operations, accept tenders, adopt a financial statement or grant financial assistance.

10.2 Purchasing

The Committee is able to take advantage of Council's purchasing power. Committees must adhere to Council's Procurement Policy.

It is essential that any purchase of items is related to the use of Council's facility or function.

10.3 Contracting

Prior approval should be obtained from Council for contracts in excess of \$2,000. Should Committees need to engage the services of a contractor (e.g. a plumber or cleaner) at standard commercial rates, the Purchasing Policy should be followed (i.e. between \$201 and \$2,000 two documented telephone quotes) and authorisation may be obtained by applying the following steps:

- Check documentation to ensure registered and licensed (Gold Licence, expiry date, name on licence);
- View the contractor's Workers Compensation and Public Liability Insurance (\$20 million cover). Council's insurance does not cover the contractor; and
- Obtain two (2) work related referee reports on the contractor's past performance.
- No work to commence without Council approval by way of official Council order.

10.4 Petty Cash

For minor work/repairs/materials costing less than \$100; a member of the Executive may obtain petty cash from the Customer Relations Desk at Council's Administrative Centre and produce the official purchase receipt immediately after purchase.

10.5 Fees and Charges

The Schedule of Fees and Charges is set by Council, taking into consideration the recommendations of the Committee and the operating requirements of the facility.

Only Council has the power under the Act to set fees and charges. Committees are to review their fees annually and make recommendations to the Contact Officer by 31 January for assessment and inclusion in Council's annual review of fees and charges.

Committee will be contacted by Council each year prior to the adoption of the Budget with regard to the fees applicable for the coming financial year. The time line for reviewing Fees and Charges and notifying Council is generally as follows:

ACTION	TIMEFRAME
Committee is contacted to review fees and charges for the coming financial year	November
Committee recommendations are due to Council	January
Fees and Charges are considered by Council's Finance Team	February
Recommended Fees and Charges are considered by Council at a Council meeting	April
Fees and Charges are publicly exhibited for 28 days	May
Final Fees and Charges are adopted by Council, ready for start of the new financial year	June

Figures submitted should show the GST (Goods and Services Tax) inclusive amount. Once Council has adopted the fees and charges, a list will be supplied to each Committee. Adopted fees and charges are effective from 1 July each financial year.

The Committee is not able to provide subsidies or waive hire fees. All requests concerning fee reduction must be referred to Council.

FEES AND CHARGES MAY NOT BE VARIED WITHOUT THE PRIOR WRITTEN APPROVAL OF COUNCIL

10.6 Donations

Committees are not permitted to make donations.

Committees can accept donations, which are to go to the care, maintenance and improvements of the facility.

10.7 Income and Expenditure recording

Income and expenditure needs to be recorded in an excel spreadsheet or suitable accounting software. This record is sometimes called the Journal or Ledger. The Income and Expenditure Record is the organisation's record of what money is received and spent, the transactions (both incoming and outgoing) that have occurred, and how much cash is on hand at any one time.

Update the records on a regular basis so it does not become a big job. Bank fees, interest, etc. should be recorded in the month they appear on the bank statement. This will ensure the reconciling of the records to the bank statement at the end of each month.

10.8 Expenditure/ Payments documentation

A Tax Invoice is required to make a payment to a supplier for goods or services. A Tax Invoice shows the supplier's ABN and whether GST is charged or not. These should be kept in payment order and noted with the internet banking receipt number (or cheque number) and date of payment for easy reference and to prevent double payment.

Where a Tax Invoice is not supplied a "Statement by a supplier" (on an approved ATO Form) must be supplied with the account for payment. Note the 'Statement by supplier' will only be required once per year for each supplier that does not have an ABN.

Payments to suppliers should be made by electronic funds transfer where possible (internet banking).

10.9 Income/ Receipts documentation

Hirers and users of the facility should be encouraged to pay by direct deposit into the Committee's bank account.

A receipt must be issued for every payment received and monies should be banked regularly. Internet receipts are acceptable, or if you receive a cheque as payment, a manual receipt will be needed. The receipt of cash is an area where strict control is required. The safest method is to have only a limited number of approved people who have the responsibility for receiving funds, issuing receipts and banking monies.

10.10 Monthly bank account reconciliations

The Treasurer should reconcile the committee's bank account at the end of every month and submit to Council:

- A copy of income/receipts taken for the month
- A Request for Reimbursement of expenses for the month

To reconcile, check off the amounts received and payments made in the income and expenditure record against the bank statement figures. From this, you can compile a list of outstanding income/ payments. If the bank statement and records don't agree, find the discrepancy.

It is a good idea to provide an up-to-date financial report to each Committee meeting held.

10.11 Quarterly GST Reporting to Council and providing Council with Annual Financial Statements

The treasurer will need to undertake a quarterly reconciliation and submit to Council:

- A profit and loss statement
- A balance sheet
- Completed Business Activity Statement (BAS)
- At the end of the financial year, a profit and loss and balance sheet for the entire financial year will need to be submitted

10.12 Keeping records

Committees are required to keep complete and accurate records. The following guidelines and procedures have been prepared to give members of Committees a greater understanding of the tasks they have undertaken.

Steps required to keep complete and accurate records

- Open and maintain a bank account in the Committee's name.
- Make as many payments as you can electronically (internet banking). Avoid paying cash.
- Bank receipts promptly into the bank account.
- Record details in the electronic income and expenditure record. Keep the record updated regularly - at least monthly.
- Reconcile the bank account regularly - monthly or each time a bank statement is received and at the end of the financial year.
- Keep a record of wages (Council approved payments to members, if applicable).
- Retain supporting documentation or evidence of payments.

The Income Tax Assessment Act requires records to be retained for seven years. It is important to retain invoices and other supporting documentation.

10.13 Manual account records

All of the section above (section 10) applies, and below is information about how to keep accounts manually. Please note that manual records, books and forms in hard copy, are being phased out.

To keep accurate accounts records, Committees need to maintain the following books and forms:

- Cheque Book
- Expenditure documentation
- Receipt Books
- Cash Book
- Bank Deposit Book
- Reporting of financials to each meeting
- Monthly bank account reconciliations and providing necessary paperwork to Council for reimbursements
- Quarterly GST Reporting and Annual Reporting to Council

10.13.1 Cheque Book

The cheque book should normally be held by the treasurer and must only be drawn upon with the joint signatures of two of the executive. Payments on behalf of the Committee made by cheque will be crossed and marked "Not Negotiable".

Payments will have some form of supporting documentation.

Payments will be authorised by the Committee.

Payments must be entered in the Cash Book under the appropriate cost heading.

10.13.2 Expenditure/ Payments Documentation

A Tax Invoice is required to make a payment to a supplier for goods or services. These should be kept in payment order and noted with the cheque number and date of payment for easy reference and to prevent double payment.

Where a Tax Invoice is not supplied a "Statement by a supplier" (on an approved ATO Form) must be supplied with the account for payment. Note the 'Statement by supplier' will only be required once per year for each supplier that does not have an ABN.

10.13.3 Receipts/ Income Documentation

Receipt books must bear the Committee's name (a stamp will do), have a fixed duplicate copy and be numbered. A receipt book can be supplied by Council. A receipt must be issued for every payment received and monies should be banked regularly. The receipt of cash is an area where strict control is required. The safest method is to have only a limited number of approved people who have the responsibility for receiving funds, issuing receipts and banking monies.

Keep a record of receipt books detailing the number and location (i.e. in use or not). Record receipt number in the Committee's Cash Book under the appropriate income heading and on the Deposit form retained by you. Never give change for a cheque payment.

Avoid altering amounts on receipts. If it is necessary to alter a receipt, cross through the incorrect entry and insert the correct amount. Always initial alterations. It is more acceptable to cancel a receipt and retain both the original and duplicate in the book than to alter a receipt.

Amounts must show whether it is "GST inclusive" or not.

10.13.4 Cash Book

This book is sometimes called the Journal or Ledger. The Cash Book is the organisation's record of what money is received and spent, the transactions (both incoming and outgoing) that have occurred, and how much cash is on hand at any one time.

A twelve (12) or eighteen (18) column cash book gives most Committees enough room for details or an electronic accounting may be used. It is essential to have receipts and payment on separate pages or in some cases, separate section of the cash book. Across the page the columns are headed to allow the date, receipt or cheque number, cost or income allocation and totals. Have appropriate and sufficient cost or income headings for frequent transactions, try not to have too many items under sundries or miscellaneous - it makes things difficult when preparing end of year figures.

Update the Cash Book on a regular basis so it does not become a big job. The totals down the page should always equal the totals across the page - do this each time you rule off a page. Check that the totals carried forward onto the next page are correct.

Bank fees, interest, etc. wherever possible should be written in the Cash Book in the month they were raised or when bank statements are received. This assists with reconciling the cash book to the Bank statements.

Show payments made either by cheque or direct credit, during the month in the cash book whether they have been presented or not. Show income received during the month whether banked or not.

For Committees banking through Council a monthly report will be provided to the Committee that is required to be reconciled in accordance with Section 5.3.

10.13.5 Bank Deposit Book

If not banking through Council, the bank you have nominated supplies this book and it is where the income is recorded for deposit into the Committee's account.

10.13.6 Monthly Bank Account Reconciliations

Check off the amounts received and cheques written out in the cash book against the bank statement figures. From this, you can compile a list of outstanding deposits or unrepresented cheques and it also verifies that an incorrect figure does not appear in either records. Tick or cross entries only once - there is no need for multiple marks against each entry. Simply compare the cash book entry against the bank statement and if they agree, mark each once only. If the bank reconciliation does not agree, find the discrepancy. It will be either a mistake in the Cash Book or on the statement.

The Treasurer should submit to Council at the end of every month:

- A copy of income/receipts taken for the month
- A Request for Reimbursement of expenses for the month

10.13.7 Keeping the books

Committees are required to keep complete and accurate records.

The following guidelines and procedures have been prepared to give members of Committees a greater understanding of the tasks that need to be undertaken.

Steps required to keep complete and accurate records

- Open and maintain a bank account in the Committee's name.
- Make as many payments as you can electronically (internet banking), or pay by cheque. Avoid paying cash.
- Bank receipts promptly into the bank account.
- Write up the cash book regularly - at least monthly.
- Reconcile the bank account regularly - monthly or each time a bank statement is received and at the end of the financial year.
- Keep a record of wages (Council approved payments to members, if applicable).
- Retain supporting documentation or evidence of payments.

10.13.8 Writing up the Cash Book

Cash books are available in various sizes from stationers and office supplies such as Newsagents.

Cash Payments

- Enter appropriate headings in the book, ensuring the first column is "Bank" and the last one "Sundries".
- Enter cheques in cheque number order.
- Ensure every cheque is recorded in the book.
- Record cancelled cheques, but at no value.

10.13.9 Cash Receipts

- The same procedures as for cash payments.
- Amounts received must be receipted.

10.13.10 Reconciliation

Bank reconciliations need to be performed regularly because:

- they keep track of cheques that are outstanding and possibly lost
- they ensure that a complete record is kept of transactions
- they enable your accountant to prepare a balance sheet and accounts for your Committee, and can therefore save you considerable money in professional fees.
- Take the monthly bank statement and write items such as bank fees, direct debits, etc. into the cash book.
- Total up the columns; ensure they add the same across as well as down.
- Tick off items appearing in the cash book against the bank statements, noting those that are outstanding.

Finally, to complete reconciliation:

- Take - total Cash Book balance (brought forward from previous financial year)
- Plus - Income received to date in current financial year,

- Less - payments to date in the current financial year,
- This should equal - the balance on the bank statement; - (less unpresented cheques) - (plus unbanked deposits).

10.13.11 **Retention of Records**

The Income Tax Assessment Act requires records to be retained for seven years. It is important to retain invoices and other supporting documentation.

The financial reporting may be done electronically. A copy of the accounting must be backed up and available to the Committee upon request.

LEGAL INFORMATION

11. LEGAL INFORMATION

11.1 Legal Issues

It is important for Committees to be aware that they are in fact acting on Council's behalf. Legally, the Committee is "Council" and any action which the Committee undertakes is Council's responsibility.

Committees sometimes believe they are responsible in their own right and that their actions are independent of Council. This is not the situation. Council delegates its authority to the committee to act on Council's behalf and Council can withdraw this delegation if deemed to be necessary.

11.2 Legal Action

The Committee is unable to enter into legal action.

11.3 Committee Record Keeping

The Australian Standard on Records Management (AS 4390-1996, Part 1. Clause 4.2.1) defines a record as Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

- No incoming or outgoing correspondence may be destroyed, with the exception of advertising material, newsletters, and magazines.
- Records should be stored in an area away from potential hazards, e.g. fuel, water, fire, vermin.
- Records should be stored in a secure location, e.g. locked cupboard or room.
- Release of original or photocopied records to any person, other than a current Committee member or an authorised officer of the Council, is prohibited.
- Access to records by persons other than current Committee members or an authorised officer of the Council is prohibited.
- Request for access to records, for persons other than those stated above, must be made through Council's Public Officer.
- The Committee acknowledges it has a responsibility under the Privacy and Personal Information Protection Act 1998 to protect the personal information and privacy of individuals in general. The Committee will not provide to any person other than a committee member any personal information unless it has been specifically collected for the purposes for which it is being requested. This includes contact details for a member of the Committee unless that member has agreed those details can be provided to members of the public.

Records of Committees, e.g. minutes of meeting, reports, invoices, receipts etc. should be provided to Council as soon as possible.

Committees may keep electronic and paper copies of records for the duration of their term, but these should be secondary copies as the originals must be provided to Council.

The Committees need to be aware of the importance of minutes, because of their legal status and their liability for subpoena in court cases.

The Chairperson is required to sign the minutes of a meeting as the true record of proceedings of the meeting. The minutes must record all motions and amendments put to the meeting, and the results. There is no need to record what members have said at the meeting, but there may be occasions when it is appropriate to record the thrust of the debate.

The Chairperson and the Secretary are responsible for the form of the minutes for proper confirmation, and must check that there have been no unauthorised alterations to those minutes. The Chairperson signs the minutes after they have been confirmed by the appropriate meeting (usually the next committee meeting). The signing must not take place until the motion for confirmation has been completed. The motion to confirm the minutes can only be moved and seconded by a person in attendance at that meeting to which the minutes relate.

At the end of the term of the Committee, all records must be provided to Council.

11.4 Intellectual Property

The Committee acknowledges and agrees:

- It is important for Council to develop, maintain, protect and manage the organisation's intellectual property including copyrights, trademarks, registered designs, patents and databases.
- The Committee, as a delegate of Council, has a duty to observe and help protect Council's intellectual property by not copying or supplying such property without the express permission of Council.
- Council retains ownership of all intellectual property created by Committee members in the course of their Committee work.
- The Committee refer to the Responsible Officer any questions relating to intellectual property rights or the use of another organisation's document.

11.5 Pecuniary Interest

Chapter 14 of the Act includes a new and separate framework for the handling of alleged breaches of the pecuniary interest provision of the Act.

The Act is about openness, accountability and transparency in decision making by Councils.

A Pecuniary Interest is one of financial benefit.

It is the responsibility of members of committees (who are not Councillors or designated persons):

- To disclose to the meeting any pecuniary interest in a matter before the meeting;
- Not to participate in the discussion of the matter before the committee in which the member has a pecuniary interest;
- Not to vote on the matter before the Committee meeting in which the member has a pecuniary interest.

A pecuniary interest does not exist where the interest is so remote or insignificant that it could reasonably be regarded as likely to influence any decision. The obligation to disclose is a strict duty, and the person's motives for participation are irrelevant if an interest is said to exist.

11.6 Declaration of Interests

To protect individual members as well as the whole organisation, all committee members should declare their interests in advance. If a potential conflict arises, it should be declared as soon as possible. Where some financial, political or personal benefit is potentially involved, committee members should do one of the following:

- State their involvement in another organisation or business etc. and the committee should be aware of this;
- State their involvement and ask that they not take part in discussion or decisions about the issues where there could be conflict; and leave the meeting room while such issues are being considered;
- State their other involvements and ask that the group determine whether they stay involved, or how they can participate without compromise; and
- State their involvement and that they believe they should resign from the committee because of this conflict.

11.7 Conflict of Interest

A conflict of interest can arise when a member of the Committee has other involvements or interests which make it difficult for them to always remain impartial when involved in discussions and decision makings. These can include:

- Business or professional activities;
- Employment or accountability to other people or organisations;
- Membership of other community organisations or service providers; or
- Ownership of property or other assets.

The conflict may lead to:

- Financial benefit e.g. Sale of goods or privileged knowledge;
- Political benefit e.g. Gaining or losing electoral support; or
- Personal benefit e.g. Career advancement or increased standing in the community.
- Committee Members are required to adhere to Council's Code of Conduct.

11.8 Disputes

a) External

Where individual citizens or groups of citizens of the LGA disagree with a resolution of the Committee or actions of the Committee, these bodies have the right to refer their grievances in writing to the Committee for reconsideration.

Where the Committee refuses to alter its decision or actions, the individual resident or group of citizens from within the LGA may present their grievance to Council in writing, for reconsideration.

Where such notice in writing is referred to Council, Council will request a report on the issue from the Committee. Upon receipt of the report the matter will be referred to Council for resolution.

Upon Council adopting a resolution, the details of Council's deliberations will be advised to the Committee and the resident or group of citizens who referred the matter to Council.

b) Internal

All disputes between members of the Committee are to be resolved within the Committee where possible.

Where a dispute occurs within a Committee the resolution of the majority of the Committee as a whole will determine the outcome, where this is not possible the Chairperson will have the casting vote.

There will be no right of appeal when the Committee has determined its resolution of a dispute; but where disputes are considered irreconcilable by the Committee they will be referred to Council for resolution. Council's decision is final.

CORPORATE INFORMATION AND SOCIAL MEDIA

12. CORPORATE INFORMATION AND SOCIAL MEDIA

12.1 Correspondence

Correspondence from the Committee is effectively correspondence from the Council, as the Committee acts on Council's behalf. Hence stringent conditions are required to ensure appropriate use of Council's name and logo.

12.2 Letterhead

Committees are to design and implement their own letterhead and logo for all correspondence.

The letterhead design must be approved by Council and indicate that the function is a Committee of Broken Hill City Council. The Council logo must be included in the design.

The Council logo and rules around logo use will be provided to all committees.

12.3 Purpose of Correspondence

Usage of correspondence using Council logo and name, is limited to the activities of each specific authorised functional area of the committee and specifically limited to:

- provision and seeking of information
- extension of invitation
- expressions of thank you
- seeking of sponsorship (after approval of General Manager)
- general correspondence not committing the Council or making public comment.

12.4 Filing

Copies of correspondence from the Committee under Council's letterhead must be placed in Council's filing system within 1 day of the letter being sent.

12.5 Signatures

The signing of correspondence being limited to the Mayor, General Manager, a member of staff duly authorised by the General Manager, or a Chairperson of the Committee duly authorised by Council.

12.6 Clerical Support

It is not the normal practice of Council to provide clerical support to Committees. A Committee may however apply for support and the General Manager will make a determination on whether assistance will be forthcoming.

In general terms, clerical support will only be offered if a Council employee is a member of the Committee and the assistance is an extension of the employee's duties.

If support is offered, the level of assistance will be subject to negotiation between the Committee and Council and strict duties established. Council supports the principle that a Committee should be self-reliant and provide its own office bearers.

12.7 Sub Committees

The Committee may appoint working groups to report back to the Committee. These "Sub Committees" can be made up of non-committee members, have no legal standing and must recommend back to the Committee for ratification.

Members of Sub Committees must be registered as volunteers and duly noted in Committee meeting minutes and will be covered in accordance with this policy.

12.8 Use of Council logo

Committees are encouraged to use Council logo (subject to conditions).

- Use of Council logo MUST be approved prior to use.
- Council's Contact Officer will provide all Committees with the appropriate file format, size and colour of the logo suitable for use.
- Use of the logo will be outlined in Council's proposed Corporate Style Guide, which is currently being developed to ensure that Council's corporate identity is used correctly. The logo is Council's signature.

Council's logo was refreshed in 2016 and the Kangaroo Logo and Council Crest should no longer be used.

12.9 Marketing and Promotion

Marketing and promotion of the facility is necessary to maintain a level of awareness amongst the community for many reasons:

- To keep the facility top of mind for residents. This reminds people of its availability as a venue and will assist in encouraging locals to get involved in some way towards using the facility or volunteering in some capacity.
- Helps engender a sense of community ownership and pride in the venue.
- To encourage the facility's use with the aim of increasing revenue to maintain and improve the hall's features.
- To promote the hall facility as a Council asset delivering benefits to the local community as a critical focal point.

12.10 Social Media

Council's Social Media Policy and Social Media Guidelines apply to Section 355 Asset Committee members.

MARKETING AND PROMOTION IDEAS

Some ideas for marketing and promotion from existing committee members are provided to stimulate discussion for your hall or venue:

- Develop a vision for the hall / venue - where would you like to be in five years time?
- How would you like to engage with your local community?
- What are the target groups for your venue to increase revenue to pay for hall upkeep?
- Have an easy to use website with online bookings and calendar.
- Advertise in local newsletters.
- Develop flyers for local noticeboards / to place in local businesses.
- Have community open days and allow hall users to showcase their activity.
- Provide a community function or event, such as a bush dance.
- Have regular themed social functions.
- Consider Facebook and other social media avenues.

Council would like to work with committees further on marketing and promoting venues, so please contact Council with your ideas, or for assistance.

RISK MANAGEMENT

13. RISK MANAGEMENT

13.1 General

Risk management is a method of taking preventative and precautionary measures to avoid injury, loss and damage, to either persons or property. As a Committee of Council, the Committee has a duty of care to ensure the health, safety and welfare of persons using the facility. This involves regular maintenance, to keep the facility and grounds safe, clean and tidy, as well as a system of inspection to detect faults and hazards at an early stage. Council and Committees, have a wide range of potential liability.

Liabilities can be based on statute and common law duties of care. To ensure compliance there must be appropriate policies, procedures and practices in place.

A Risk Management Framework has been developed to ensure the appropriate documentation is kept to evidence the due diligence process and ensure all responsible steps are being taken to identify the risk to the committee and users of the facility.

Copies of the Risk Management Framework can be made available by contacting Council.

13.2 Hazards

A hazard is a situation which could potentially cause injury to a person or damage to property. If a hazard requires urgent attention a warning should be placed near the hazard to alert users of the facility to the danger. The Committee must contact Council to advise.

Committees are urged to apply some common sense rules for hirers of facilities such as restacking of tables and chairs, cleaning spills from floors, rubbish removal e.g. "chairs must be stacked in sets of no higher than (specify number) and placed against the wall".

13.3 Fire Protection

All Council facilities should be supplied with fire and safety equipment and information on how to use it. If this is not available Council must be notified immediately. Equipment will be inspected twice (2) annually by a professional qualified contractor. This is organised by Council's Infrastructure Department. If the equipment is used irresponsibly by a hirer this should be deducted from the hirer's bond.

13.4 Emergency Exits (Buildings)

All exits must be identified by an illuminated exit sign and inspected by a qualified contractor. Emergency exit routes must be kept clear at all times. Exit doors should not be barred or locked at any time while the facilities are in use.

13.5 Inspections

Regular inspections are essential to identify potential risks, and to assist in the defence of claims brought against Council. Inspections must be thoroughly documented.

The Committee will be responsible for inspection of the facilities under their control. Inspections may be either formal or informal.

13.5.1 Formal Inspections

Inspection of the facilities under the Committee's control must occur and be documented using checklists at least once every 6 months using the Facility Hazard Inspection Checklist. A copy can be forwarded to Council for action if required.

13.5.2 Informal Inspections

Informal inspections are incidental in the course of Committee business. Any defect or problem discovered must be dealt with according to the Request for Work to be Scheduled form.

13.5.3 Safety Inspections by Hirers

It is the responsibility of the user groups/hirers to ensure that any field or facility is safe for the use immediately before and during its use. This will include ensuring there are no holes likely to cause injury and any broken glass and other hazardous matter is removed.

INSURANCE

14. INSURANCE

14.1 General

Council is required to take out insurance policies to cover Council's liability as a consequence of Council's business activities. These policies include:

- Public Liability;
- Workers Compensation;
- Property;
- Professional Indemnity;
- Casual Hirers; and
- Personal Accident

14.2 Notification

Committees and hirer/user groups are instructed that any matter or incident which may give rise to a claim against Council must be reported to Council as soon as practicable. This will ensure that investigations and remedial actions can be undertaken to protect Council's interests.

Council has a responsibility to notify its insurer as soon as a potential claim is known. Committees may receive advice regarding claims via writing, telephone call or by observation. Once the Committee becomes aware of potential claim they are to notify the Contact Officer. If Council is not notified of claims which they could reasonably have known about indemnity may be denied by the insurer.

14.3 Volunteer Labour

For projects involving volunteer labour, an estimate of numbers and details of the project must be forwarded to the Contact Officer as soon as possible to ensure the project is covered by and noted on the appropriate policy.

Voluntary labour can be utilised to assist/or complete the project; but volunteers must be approved and inducted by Council.

To ensure that projects are not unnecessarily jeopardised, the following procedure will apply:

- At commencement of the improvement project all works and materials to be defined along with the sources of financial, material and labour inputs.
- Council's financial involvement is to be clearly defined as well as all items to be paid for by Council. Any items to be paid for will be ordered by Council.
- The project is to be discussed at a joint meeting between Council officers and responsible members of the particular Committee.
- The discussions, source of funds and responsibilities for various parts of the project are to be confirmed by letter.
- The names of any volunteers must be forwarded to Council prior to any work being carried out.
- The Committee is required to maintain a register of volunteers detailing the names and addresses of volunteers, duties performed, the date and time particular work was commenced and completed and details of any incident involving injury to a volunteer.
- All volunteers carrying out any work on, or associated activities in relation to, the Committee are required to give due regard to the safety of themselves and others, with respect to all activities/work being carried out and equipment being used, and shall receive cover in accordance with Council's Public Liability and Personal Accident insurance.

14.4 Public Liability Insurance

Public liability insurance provides cover for its legal liability to the public for Council's business activities.

If a third party suffers property damage or personal injury as a result of Council or Committee negligence they are covered under the public liability policy.

The Committee should note that the policy does not cover participants of events/and or groups/associations or incorporated bodies. By law, all incorporated bodies, sporting clubs must have their own public liability insurance as they are excluded from Council's policy.

14.5 Workers Compensation Insurance

Council's Workers Compensation Policy only covers Council employees including volunteers of Council. If contractors are engaged they must provide a copy of a current workers compensation policy.

14.6 Property Insurance

Council maintains property insurance on all its facilities. This includes contents insurance on equipment owned by Council or the Committee such as furniture.

Any new equipment purchased by the committee must be notified to Council for inclusion in Councils asset register.

Other equipment belonging to sports clubs, playgroups etc. is not covered by Council's policy and such groups must be advised to affect their own cover for such items if stored at the facility.

14.7 Professional Indemnity Insurance

Professional indemnity insurance usually refers to claims where it is alleged that incorrect advice, certificates or incorrect practice has occurred. The Council may be liable for its conduct arising out of its representations or the conduct of its employees, consultants and committee members.

As discussed previously it is essential that all potential claims are reported as soon as practicable and all documentation is collected and investigations conducted as soon as possible.

14.8 Casual Hirer Insurance

Council has coverage for casual hirers of its facilities. A casual hirer is a user that hires the facility for a one off activity and excludes incorporated bodies, sporting clubs or associations of any kind. Such excluded groups must by law have their own insurance and the Committee as discussed previously, must sight and keep a copy with the booking documentation.

14.9 Personal Accident Insurance

Personal accident insurance covers bodily injury for committee members whilst engaged in an activity directly or indirectly connected with or on behalf of the Council, including whilst travelling directly to and from such activity.

Compensation will not be payable for those under the minimum age of 10 years and over the maximum age of 90 years.

MEETING PROCEDURES

15. MEETING PROCEDURES

15.1 Code of Meeting Practice

Meetings are to be conducted to a standard based on Council's adopted Code of Meeting Practice Policy. Specific standard requirements are detailed in this section and include:

- that a quorum be present;
- that appropriate notice is given;
- that business on the agenda is properly conducted; and
- that correspondence and minutes are recorded.

Committee members should work together to schedule meetings at a mutually convenient time for all. Ideally, meetings are held at the asset or facility, however if scheduling suitable meeting times becomes difficult due to bookings, they may be held in another public space, such as a cafe, park, etc. Meetings should not be held on private property.

15.2 Types of Meetings

Typically there are three types of meetings that a Committee may hold.

15.2.1 Ordinary Meetings

Ordinary Meetings of the Committee are required to address correspondence, hiring of the facilities, finance matters, risk management matters and maintenance of the facility.

15.2.2 Annual General Meeting

The Annual General Meeting of the Committee is required to report on the activities of the Committee for the previous 12 month period and to develop proposals for development and maintenance of the facility for the coming 12 month period.

Appointment of all office bearers for the coming 12 month period will also take place at this meeting.

15.2.3 Extraordinary Meeting

An Extraordinary Meeting of the Committee may be called to discuss urgent business and matters outside the scope of an ordinary meeting, requested by two members of the Committee.

An agenda will be prepared and circulated to all members of the Committee with at least 2 days' notice.

15.3 Frequency of Meetings

15.3.1 Ordinary Meetings

There should be minimum of four meetings held each year, however it is recommended that Ordinary Meetings of the Committees occur on a monthly basis to ensure that any outstanding matters are dealt with expeditiously.

15.3.2 Annual General Meeting

This meeting should be held once per year.

15.3.3 Extraordinary Meeting

This meeting should be held as required.

15.4 Agenda

The agenda is an organised list of headings of the major items, in order, that will be discussed at the meeting. A copy of the agenda is distributed to the Committee members at the commencement of the meeting, or before if it is possible. Late matters can be added to the agenda at the opening of the meeting as the Chairperson calls for discussion on the agenda.

Each item of business to be discussed at the meeting needs to be included on the agenda.

Unfinished business and reports on actions taken since previous meetings are included in the agenda under 'Business arising from previous minutes'.

If items on the agenda are not discussed due to limitations of time, they are carried over to the next meeting agenda.

The agenda is required to be sent out to all Committee members and Councillor Representatives at least one (1) week prior to the meeting.

15.5 Correspondence

15.5.1 Inwards Correspondence

A list of significant correspondence received (Inwards) is presented at the Committee meeting by the Secretary. This action is to inform members of new issues that may have arisen and to report on letters received in response to matters raised at previous meetings.

15.5.2 Outwards Correspondence

A list of significant correspondence sent out (Outwards) is provided to inform the members of the action taken on their behalf.

Correspondence is to be suitably filed together for future reference.

15.6 A Quorum

A quorum is the minimum number of members who must be in attendance to hold a meeting.

A quorum is reached when more than one half of the members are present.

If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned to a time fixed by the Chairperson; or those present can hold an informal meeting to discuss matters, however no decisions can be made where a quorum is not present. Any decisions/motions are to be taken to a subsequent meeting where a quorum is present for recommendations and/or clarification.

15.7 Conduct of Business

Each item of business is discussed in the order in which it appears on the agenda. It is best to allow adequate time for discussion on important issues and to ensure relevant information on the matter under discussion is available at the meeting.

15.8 Voting

Voting allows members to express their agreement or disagreement. Voting can be conducted in one of three ways:

- a) Vote verbally
 - o The chairperson asks people to say 'for' or 'against' and then decides which group is the largest.
- b) Vote by show of hands
 - o The chairperson asks people in favour of a decision to raise their hands, counts hands and announces the total, and repeats the same process for those against.

For motions/recommendations, the Committee needs to have an agreement concerning the way a vote will be conducted (either a) or b) above), e.g. for the vote to be carried, you will need a simple majority (more than half). If it is a tied vote the Chairperson has the casting vote and where this happens, this should be recorded in the Minutes.

15.9 Minutes

Minutes of the meeting must be recorded and a motion/recommendation put forward by the Committee members. The motion/recommendation after being voted on by the Committee should be recorded as "carried" or "lost" (see part 15.8 Voting).

This document is to be an accurate recording on what happened at the meeting.

The Minutes of each meeting must be sent to Council within 14 days after the meeting and confirmed at the Committee's next meeting.

On receipt of the Minutes by Council they will be reviewed and the Committee may be contacted if required. Council will not act on Minutes recommendation/motions alone, a request for information/action etc. by Council must also be put in writing from the Committee via a Works Request Form.

The Committee is required to be aware of the importance of minutes due to their legal status and their liabilities to subpoena in court cases and be used for Access to Government Information release. Minutes of each meeting will be provided to the general public via Council's website in the interests of transparency and accountability.

The Chairperson is required to sign the minutes of a meeting as the true record of proceedings of the meeting. The minutes must record all motions and amendments put to the meeting, and the results. There is no need to record what members have said at the meeting, but there may be occasions when it is appropriate to record the thrust of the debate.

The Chairperson and the Secretary are responsible for the form of the minutes for proper confirmation, and must check that there have been no unauthorised alterations to those minutes. The Chairperson signs the minutes after they have been confirmed by the appropriate meeting (usually the next committee meeting). The signing must not take place until the motion for confirmation has been completed. The motion to confirm the minutes can only be moved and seconded by a person in attendance at that meeting to which the minutes relate.

15.10 Committee Records

Records of Committees, e.g. minutes of meeting, reports, invoices, receipts etc. should be provided to Council as soon as possible.

See further information regarding records in section 11.4

15.11 Roles of the Executive with Meetings

15.11.1 Chairperson

Before a meeting:

- Prepare the agenda (in consultation with the Secretary) setting out the items of business to be considered.
- Ensure the meeting is properly convened in accordance with these guidelines e.g. A quorum is present.

During a meeting:

- Chair the meeting, open the meeting, welcome and introduce members and guests.
- Keep members at the meeting focused on the topics being discussed and encourage all members to participate. Give all members an opportunity to speak on each topic.

- Ensure correct meeting procedures are followed and that control of the meeting is maintained, keeping track of time.
- Make sure that recommendations are relevant and understood by members. Ensure that the minute taker has recorded all recommendations that the Committee wishes to forward on to Council.
- Close the meeting.

15.11.2 Secretary

Before a meeting:

- Prepare the agenda (in consultation with the Chairperson).
- Make copies of the agenda if required and distribute to all members.

During the meeting:

- Take the minutes.
- Record all recommendations that are to be forwarded to Council.

After the meeting:

- Type minutes and distribute to all members.
- Ensure that accurate minutes are kept.
- Complete any actions as decided at the meeting.
- Provide a copy of the minutes and all inwards and outwards correspondence to Council.

15.11.3 Treasurer

Before / During the meeting:

- Provide a financial situation update

DOCUMENT	SENT TO COMMITTEE MEMBERS / COUNCILLOR REPRESENTATIVES	SENT TO COUNCIL
Agenda – Ordinary Meeting	At least one (1) week prior to the meeting	No
Agenda – Annual General Meeting	At least one (1) week prior to the meeting	No
Agenda – Extraordinary Meeting	At least two (2) days' notice	No
Correspondence List	To be sent with Agenda	No
Minutes		Yes - within 14 days after the meeting date
Records	Keep for term of Committee	Immediately

REPORT REQUIREMENTS

16. REPORT REQUIREMENTS

16.1 Annual Report

Committees are to provide Council with an annual report with inclusive financial statements by third (3rd) week in August each year.

Annual Reports are to detail the following information:

- Number of meetings conducted and dates of meetings
- A breakdown of attendance at meeting by each member
- Activities/Projects/Achievements
- Ongoing Issues
- Completed Maintenance
- Financial Report (bank balance etc.)

16.2 Finance Reports

Committees are to provide Council with financial statements by third (3rd) week in August each year.

Financial Statements are to include the following information:

- Profit & Loss Statement
- Balance Sheet
- Supporting documentation as per clause 10.13

16.3 Quarterly GST Reporting

Quarterly GST Reporting is to include the following information:

- A profit and loss statement
- A balance sheet
- Completed Business Activity Statement (BAS)

16.4 Term Report

A Term Report will be prepared by the outgoing Committee in a Local Government Election year, on the achievements of the Committee over its four year term and forwarded to Council by the third (3rd) week in August.

Term Reports are to detail the following information:

- Overview of the responsibilities of the Committee
- Activities/Projects/Achievements/Highlights
- Ongoing Issues

REPORT	WHEN TO SEND TO COUNCIL
Annual Report	By the 3 rd week in August - annually
Finance Report	By the 3 rd week in August - annually
Quarterly GST Report	By the end of the 1 st week following the end of the quarter
Term Report	By the 3 rd week in August – quadrennial

DEFINITIONS

17. DEFINITIONS

In this Manual the following definitions will apply:

The **"Act"** shall mean the Local Government Act 1993.

"Advisory Committee" shall mean Committees that report through to the General Manager and are established to provide advice on the implementation of Strategy. These Committees are not responsible for the care, control or management of Council Assets.

"Asset Committee" shall mean Committees that report directly through to Council and are responsible for the management responsibilities, functions and operations of community facilities, such as buildings and ovals.

"Chairperson" shall mean:

- for a meeting of the Council – the Mayor;
- for a meeting of a Committee of the Council – a member of the committee whose appointment has been approved by Council

"Committee" shall mean the body of persons appointed by Council to the Section 355 Committee in accordance with this framework.

"Constitution" shall mean and includes this document along with all schedules and attachments referred to in this document, including but not limited to any policy adopted by Council and set out in Item 5 of the Schedule.

"Contact Officer" shall mean Committee specific Council Contact Officer.

"Council" shall mean Broken Hill City Council.

"Councillor" shall mean a Councillor of the Broken Hill City Council.

"Executive" shall mean the Chairperson, Deputy Chairperson, Secretary and Treasurer of the Committee.

"Facility" shall mean a Council owned building, oval or park.

"Financial Year" shall mean the period from 1 July year X to 30 June Year X + 1

"Framework" shall mean the Section 355 Committee Framework that incorporates three components.

"General Manager" shall mean the person appointed or acting in the position of General Manager of Broken Hill City Council

"Intellectual Property" means and includes the copyrights, trademarks, registered designs, patents and databases. In particular it refers to a range of Council resources including written material, design drawings, maps and plans, computer programs and databases.

"LGA" shall mean Local Government Area.

"Manual" shall mean this document, being the Section 355 Asset Committee Manual.

"Personal Information" shall mean "information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion" as per the definition included in Section 4 of the *Privacy and Personal Information Act (PIPPA) 1998*

"Record" means recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity

"User group" shall mean organisations which are granted use of any portion of the facilities on a license, annual, seasonal or longer term basis.

"Volunteer" means a person who assists the committee (either on a regular or casual basis) in a voluntary capacity but is not a member of the committee.

"WHS Policy" means any Work Health and Safety Policy or Procedure/s adopted by Council and includes any Manual or other document forming part of, or associated with any such Policy.

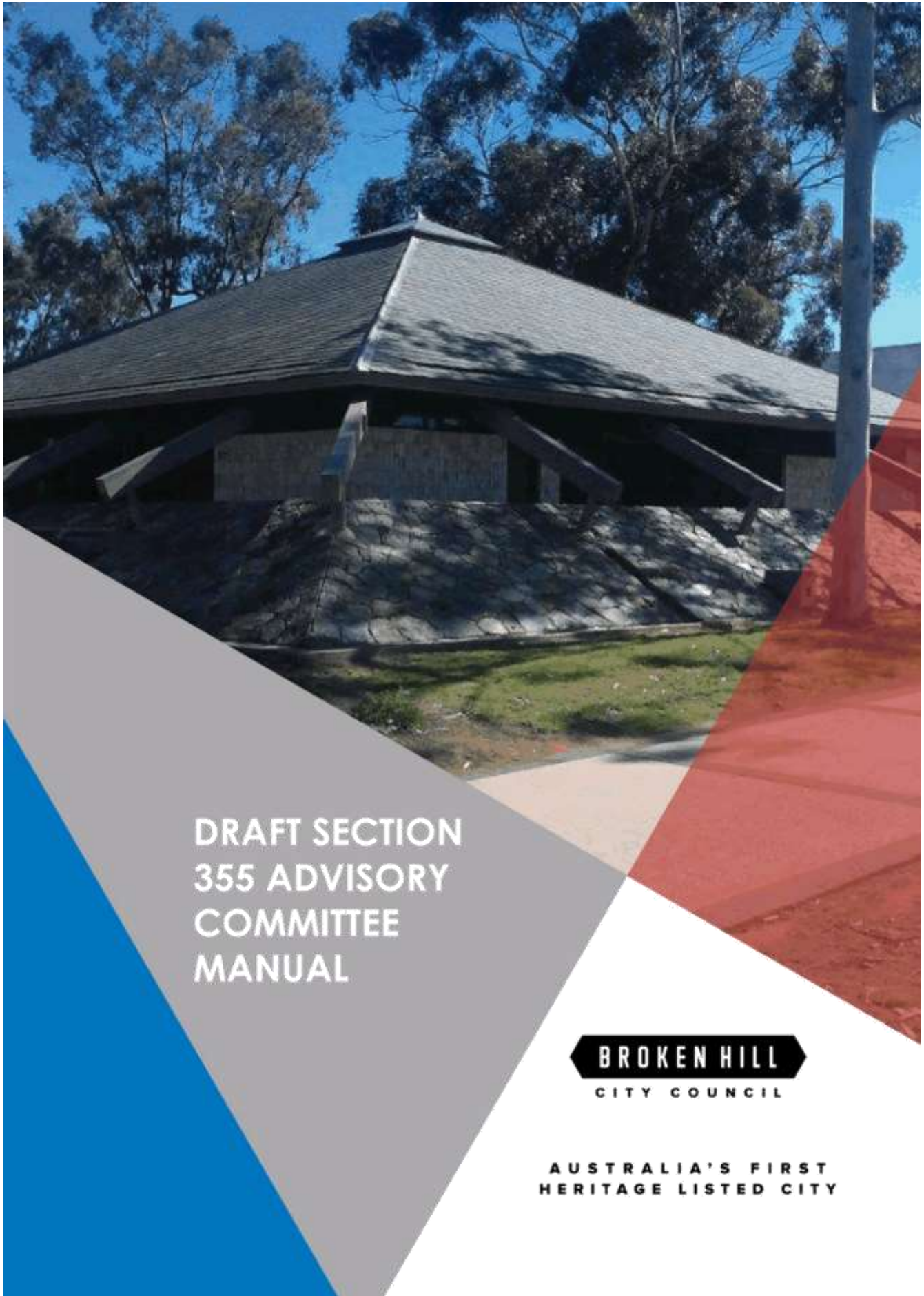
HOW DO I CONTACT COUNCIL?

18.HOW DO I CONTACT COUNCIL

HOW?	CONTACT DETAILS
In Person	Council Administration Centre 240 Blende Street Broken Hill NSW 2880
Post	Broken Hill City Council PO Box 240 Broken Hill NSW 2880
Phone	(08) 8080 3300
Fax	(08) 8088 3424
Email	council@brokenhill.nsw.gov.au
Emergency Contact (out of hours only)	0408 858 368
Opening Hours	8:30am to 5:00pm – Monday to Friday Cashier closes at 4pm



www.brokenhill.nsw.gov.au



**DRAFT SECTION
355 ADVISORY
COMMITTEE
MANUAL**



**AUSTRALIA'S FIRST
HERITAGE LISTED CITY**

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QUALITY CONTROL		
KEY DIRECTION	4 Our Leadership	
OBJECTIVE	4.3 We Unite to Succeed	
FUNCTION	Leadership & Governance	
STRATEGY	4.3.1.2 Support Council's section 355 Committees in undertaking their duties with Council	
FILE REFERENCE No	16/94	TRIM No D13/14050
RESPONSIBLE OFFICER	Corporate Responsibility Officer	
REVIEW DATE	June 2018	
DATE	ACTION	MINUTE No
D13/14050 Section 355 Advisory Committee Framework		
October 2012	Document Developed	N/A
23 January 2013	Adopted	44210
8 July 2013	Amended Section 6.5	N/A
D13/23463 Section 355 Advisory Committee Standard Constitution		
December 2013	Document Developed	N/A
18 December 2013	Adopted	44529
26 February 2014	Amendment to Schedule 1	44599
7 May 2014	Document Re-formatted	N/A
28 May 2015	Document Re-formatted and amended	
7 September 2015	Broken Hill Sister City Committee disbanded and removed from constitution	45089
22 February 2017	Broken Hill Regional Art Gallery constitution amended to include 3 additional community members	45473
D13/14050 and D13/23463 combined to D13/14050		
March	Documents combined and revised	N/A
29 March 2017	Adopted	
NOTES	Copies of the all plans and policies mentioned in this document are available by visiting Council's website www.brokenhill.nsw.gov.au	



<p>ASSOCIATED LEGISLATION</p>	<p>Section 355 Local Government Act 1993 (Committees) Section 377 Local Government Act 1993 (Delegations) Section 441-443 Local Government Act 1993 (Pecuniary Interest) Disability Inclusion Act 2014 Legislation can be found www.legislation.nsw.gov.au</p>
<p>ASSOCIATED COUNCIL POLICIES</p>	<p>Acquisition and Loan of Objects Relating to Cultural Heritage Asset Management Broken Hill Regional Art Gallery – Acquisitions Broken Hill Regional Art Gallery - Appraisals Broken Hill Regional Art Gallery - Donations and Gifts Broken Hill Regional Art Gallery - Loan of Art Works to Council Broken Hill Regional Art Gallery - Loans of Works to External Locations Broken Hill Regional Art Gallery Reporting Procedures Code of Conduct Code of Meeting Practice Community Assistance Grant Policy Disposal of Assets Policy Drug & Alcohol Free Workplace Equal Employment Opportunity Procurement Policy Public Art Policy Records Management Policy Risk Management Policy Volunteers Working in Hot Conditions, Skin Cancer and Employee Clothing Workplace Smoking Workplace Health and Safety Policy</p>
<p>ASSOCIATED DOCUMENTS</p>	<p>Community Strategic Plan 2033 Long Term Financial Plan 2017-2026 Delivery Program 2014-2017 Schedule of Fees and Charges 2016-2017 Council Committee Charter Committee Constitution Section 355 Asset Committee Template Guide</p>



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INTRODUCTION

1. INTRODUCTION

1.1 What is the Section 355 Advisory Committee Framework?

The Section 355 Advisory Committee Framework is a comprehensive suite of documents that together provides the rules and guidelines a committee must abide by.

The Section 355 Advisory Committee Framework includes:

- Section 355 Advisory Committee Manual
- Committee Constitution
- Section 355 Committee Template Guide

1.2 The Section 355 Advisory Committee Manual

The Section 355 Advisory Committee Manual outlines:

- Clear and concise guidelines to assist committees to adequately carry out their duties on behalf of Council;
- Functions and operations of community facilities and programs; and
- Clarifies Council's and committee member's roles in this partnership.

Upon Council's formal approval of a Section 355 Committee and approval of committee memberships, all committee members are required to adopt and adhere to the conditions set out in the Framework.

The provisions of the Framework after its initial adoption by Council may only be varied or amended by written order of the General Manager.

1.3 The Committee Constitutions

Council sets out its delegation of the Committee in a Constitution formally adopted/amended at a formal meeting of Council.

Constitutions will be reviewed by Council following each Local Government General Election (4 yearly), by Council resolution, at the request of the Committee or at the discretion of the General Manager.

1.4 The Section 355 Advisory Committee Template Guide

The Section 355 Committee Template Guide provides an overview of templates to use for:

- Nomination Form
- Ordinary and Extraordinary Meeting Agenda
- Annual General Meeting Agenda
- Ordinary and Extraordinary Meeting Minutes
- Annual General Meeting Minutes
- Annual Report
- Finance Report
- Term Report
- Works Request
- Asset Inspections Checklist

The Section 355 Advisory Committee Template Guide applies to both Advisory Committees and Asset Committees.

1.5 Scope

This manual applies to all Section 355 Advisory Committees. Council's Section 355 Asset Committees are not covered by this manual.

1.6 Legislative Requirements

There are a number of legislative requirements that s355 Committees of Council must adhere to.

- Section 355 Local Government Act (Committees)
- Section 377 Local Government Act (Delegations)
- Section 441-443 Local Government Act (Pecuniary Interest)

Related Legislation can be viewed by visiting www.legislation.nsw.gov.au

1.7 Council Policies

All committee members must adhere to Council adopted policies including:

- Acquisition and Loan of Objects Relating to Cultural Heritage
- Asset Management
- Broken Hill Regional Art Gallery – Acquisitions
- Broken Hill Regional Art Gallery - Appraisals
- Broken Hill Regional Art Gallery - Donations and Gifts
- Broken Hill Regional Art Gallery - Loan of Art Works to Council
- Broken Hill Regional Art Gallery - Loans of Works to External Locations
- Broken Hill Regional Art Gallery Reporting Procedures
- Code of Conduct
- Code of Meeting Practice
- Community Assistance Grant Policy
- Disposal of Assets Policy
- Drug & Alcohol Free Workplace
- Equal Employment Opportunity
- Procurement Policy
- Public Art Policy
- Records Management Policy
- Risk Management Policy
- Volunteers
- Working in Hot Conditions, Skin Cancer and Employee Clothing
- Workplace Smoking
- Workplace Health and Safety Policy

Council policies are available on Council's website www.brokenhill.nsw.gov.au

1.8 Code of Conduct

All committee members must abide by Council's Code of Conduct.

A copy of Council's Code of Conduct will be provided to all committee members at the commencement of their term of office. On the occasion that Council reviews and amends this document, revised copies will be provided to all committee members.

1.9 Community Strategic Plan

This Framework has been developed to support the achievement of:

- Key Direction 1: Our Community
- Key Direction 2: Our Economy
- Key Direction 3: Our Environment
- Key Direction 4: Our Leadership

The Community Strategic Plan is available on Council's website www.brokenhill.nsw.gov.au

WHAT IS A COMMITTEE?

2. WHAT IS A COMMITTEE?

2.1 What is a Section 335 Committee?

A Section 355 Committee is a committee established under Section 355 of the *Local Government Act 1993*, to assist Council with the operation and maintenance of various Council facilities and services.

Under the *Local Government Act 1993* Council is able to delegate some of its functions to a Committee of Council. Council uses this delegation and appoints community members to manage its facilities or functions through a Section 355 Advisory Committee.

Section 355 allows Council to exercise a function of Council and Section 377 allows Council to delegate functions of Council.

2.2 Why Does Council Have Section 355 Advisory Committees?

Committees provide a mechanism by which interested persons can have an active role in the provision / management of Council facilities or services. This provides a two-fold benefit by giving protection to the Committee operating under the banner of Council, and by providing Council with assistance in the carrying out of its functions.

As the Committees are acting on behalf of Council, it is important to uphold the principles of equity, accessibility and inclusivity, providing for the whole community.

The purpose of each Advisory Committee is to advise Council on the views, needs and interests of particular communities in the Broken Hill Local Government Area (LGA). Committee Members drawn from the community have experience or expertise in the areas defined by their Committee of interest and commit themselves to Advisory Committee responsibilities.

2.3 How are Section 355 Advisory Committees Established?

Committees are established under Section 355 of the Act, with delegations from Council under the provision of Section 377 of the Act.

Requests for new committees must be presented to Council with a Business Plan for consideration.

Committees are established by resolution of Council. The formation of Committees is entirely at the discretion of the Council.

All Councillor Representatives must be formally appointed by Council.

All Community Representatives must be formally appointed by Council

2.4 What happens once a Committee is established?

Council will write to the Councillor Representatives appointed to each Committee advising them of the new members and their contact details.

Councillors will be encouraged to call the initial meeting of the Committee, at which the Executive will be appointed. Following initial appointment, Council will arrange induction training.

2.5 Committee Review

Review of all Section 355 Committees and their structures will be conducted annually in September following presentation of the Committees Annual Reports and Financial Statements.

Failure to adhere to and comply with the Section 355 Advisory Committee Framework will result in an internal investigation into the operations and conduct of the committee with a full report and recommendation presented to Council.

Committees must be mindful that Council have the authority to disband any non-functioning Committee.

2.6 Committee Disbanding

The Council, by resolution, can disband a Committee at any time for any reason, including:

- To carry out the control of the facility itself;
- If the Committee is not complying with the roles and responsibilities of the Committee;
or
- That it no longer requires a Committee for the purpose for which it was established.

In the event of membership reducing to fewer than four (4) persons or quorum, Council has established the following guidelines to address this issue:

- if a Committee chooses to remain active, it is given six (6) months to re-establish a viable membership (i.e. minimum of 4 members); or
- if a Committee or facility becomes inactive or inoperable, the Committee will be dissolved and all responsibilities will be taken over by the designated Council department (in this instance, consideration will need to be given to the long term viability of the facility or function).

The Committee can also recommend to Council that the Committee be disbanded. Upon the Committee being disbanded, assets and funds of the Committee shall, after payment of expenses and liability, be handed over to Council.

Committee members are eligible for re-appointment to committees. Council will advertise for and receive nominations and present nominations to Council per standard practice.

COMMITTEE MEMBERSHIP

3. COMMITTEE MEMBERSHIP

Council aims to appoint Committees which are representative of the local community or interest group of the particular service/facility.

3.1 When are committees appointed?

Committees are appointed every 4 years, within 6 months of a Local Government General Election.

3.2 Term of Membership

The term of a Committee is the same term as the elected Council.

Members must nominate for re-election following each Local Government General Election if they wish to remain on the committee.

A calendar of events is shown below:

ACTION	TIMEFRAME
Letter to committee secretaries advising of: <ul style="list-style-type: none"> • upcoming elections • upcoming declaration of vacant positions • provision of nomination form for interested existing members to renominate for a position 	August
Local Government Election	September
Advertise for community representation on the Committee 6 weeks after the Local Government Election	October
Positions are declared vacant 6 weeks after the Local Government Elections	October
All councillor representatives must be formally appointed by Council	October
Letter to committee secretaries advising of: <ul style="list-style-type: none"> • Councillor representatives 	October
All community representatives must be formally appointed by Council	October – March*
Letter to committee secretaries advising of: <ul style="list-style-type: none"> • New committee members and their contact details 	October – March*
Letter to committee secretaries advising of: <ul style="list-style-type: none"> • Induction training 	March – April*
Induction training for all committee members	March – April*

* If insufficient nominations are received, Council will advertise again for nominations. If sufficient nominations are received, actions may be completed earlier.

3.3 Membership

The Committee membership should generally reflect community members with an interest in the committee area, demonstrated experience and expertise in the specific tasks assigned to each committee.

The Committee shall generally consist of:

- A number of community representatives as detailed in the committee constitution.
- Councillor representatives appointed by Council annually in September

The Community Strategic Plan Round Table Committee has its own membership criteria and nominations will be sought from specific community groups to ensure a mix of appropriate subject matter experts who can provide adequate reporting and representation of the community. These groups include:

- The Mayor, Broken Hill City Council (Chair)
- The General Manager, Broken Hill City Council
- Key Direction Portfolio Councillors
- A representative of the Local Area Command
- A representative of the Far West Regional Health Service
- A representative of the Department of Education
- A representative of the Department of Family and Community Services
- A representative of the Local Aboriginal Community Working Party
- A representative of the Regional Development Australia – Far West
- A representative of the Chamber of Commerce
- A representative of the Foundation Broken Hill
- Four (4) Community Representatives, with previous governance experience and a demonstrated interest in issues associated with the implementation of the Community Strategic Plan.

3.4 Membership Criteria

To hold office, be responsible for the advisory service management of a Council facility or service, and be entitled to vote and take part in meetings, all applicants will be assessed against a set of criteria and appointed by Council.

The criteria is:

- Be aged 18 years or over; and
- Have established ties to the Broken Hill community, and
- Be a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council; and
- Experience (professional, amateur, volunteer) working in either: venue management, event management, conference organising, music promotion, theatre production, design, marketing, or related technical areas such as accounting, managing people or business, community services or groups or fundraising;
- Demonstrated expertise in heritage, arts, event planning, and/or governance experience; and
- A commitment to the activities of the Committee and a willingness to be actively involved in Committee issues is essential.

Council must also appoint new members before they are able to vote and take part in meetings of the Committee.

3.5 Membership Fees

Members of Committees are volunteers and therefore do not receive payment for services.

Fees are not to be charged for Membership of the Committee.

3.6 Member Vacation of Office

A person shall cease to be a member of a Committee if the:

- member becomes bankrupt;
- member resigns from office by notification in writing to the Committee and Council;
- member is absent for three (3) consecutive meetings without leave from meetings of the Committee;
- Council passes a resolution to remove the member from the Committee;
- if the member fails to comply with Council's Code of Conduct;
- member holds any office of profit under the Committee;
- member fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter and for the purposes of this provision "pecuniary interest" has the same meaning given to that term in Section 442 of the Act;
- member while holding that office is convicted of an offence referred to part 4 of the Crimes Act 1900 (offences relating to property);
- while serving a sentence (whether or not by way of periodic detention) for a felony or other offence, except a sentence imposed for a failure to pay a fine;
- member is prohibited by Order under Section 230 of the Corporations Law from managing a corporation within the meaning of that Section;
- member becomes a mentally incapacitated person; or
- upon the death of a member.

Resignations, or a Committee member ceasing to hold office because of any one of the above circumstances, will be reported to Council for information and any action if required.

3.7 Procedure for Resigning from the Committee

Where a member of a Committee resigns a written resignation will be presented to the Committee and forwarded to the General Manager.

Upon receipt of a resignation from a committee member, Council will call for nominations for the committee vacancy in the community and any nominations received will be presented at the next available Council meeting for appointment.

3.8 Committee Member Rights

All committee members have the right:

- To work in a healthy and safe environment;
- To be adequately covered by insurance.
- To be provided with sufficient training to undertake their role.

COMMITTEE STRUCTURE

4. COMMITTEE STRUCTURE

4.1 How is a committee structured?

Committees consist of office bearers (also known as the Executive) and other Committee members. The Committee elects their own office bearers at its first meeting of the committee term and thereafter at each Annual General Meeting.

Office bearers are elected for a 12 month period. Particulars of all appointments must be notified in writing to Council as soon as possible after appointment is made, including committee position, name, address, contact details and the user group represented (if any).

The Committee Executive will consist of:

- Chairperson
- Deputy Chairperson
- Secretary
- Treasurer

A maximum of two relatives of any one family can be office bearers on the same Committee at the same time.

Each member of the Executive shall hold the position on the Executive for a period of twelve (12) months from the date of the appointment at the Annual General Meeting or on the expiration of the Constitution, whichever occurs first.

4.2 Committee roles and responsibilities

The Executive do not have greater decision making powers than other Committee members, other than the Chairperson who has a casting vote in the event of a tied vote.

Whilst the Executive usually have defined roles, each Committee member plays an important part in the functioning of the Committee. Office bearers must have access to a computer, have basic computer skills and be able to use email as a major form of communication.

Where a Councillor is a member of the Committee and that Councillor indicates that he or she wishes to be Chair of the Committee, that Councillor shall be the Chair of the Committee. Where no Councillor expresses a desire to be Chair of the Committee any other member of the Committee willing to accept appointment as Chair of the Committee, any such person may, by a vote of the majority of the members of the Committee, be appointed Chair of the Committee.

The Community Strategic Plan Round Table Committee will always appoint the Broken Hill City Council Mayor as the Chairperson as per its Constitution.

4.2.1 Chairperson

The Chairperson (or Deputy Chairperson) is responsible for:

- Chairing meetings of the Committee;
- Acting as the official representative of the Committee;
- Acting on behalf of the Committee in an emergency or urgent situation;
- Assisting in direction, forward planning and vision for the committee; and
- Further specific meeting related tasks as outlined in Section 15.14.1 "Roles of the Executive - Chairperson".

4.2.2 Deputy Chairperson

The Deputy Chairperson is to undertake the role of the Chairperson if the Chairperson is not available and those responsibilities outlined in 4.2.1 Chairperson.

4.2.3 Secretary

The Secretary is responsible for:

- Correspondence to and from the Committee;
- Notifying all members of meetings;
- Issuing the Agenda with any instructions from the Chairperson;
- Taking and distributing meeting minutes;
- Forwarding minutes and reports to Council;
- Ensuring there is a flow of information to and from the Committee;
- Ensuring that official files and records are kept and maintained;
- Assisting the Chairperson with finalisation of Annual and Term Reports;
- Further specific meeting related tasks as outlined in Section 15.14.2 "Roles of the Executive - Secretary";
- Liaise with all booking applicants;
- Arrange all booking forms and ensure they are completed as required; and
- Arrange payment of all bookings, including any refunds of booking bonds;

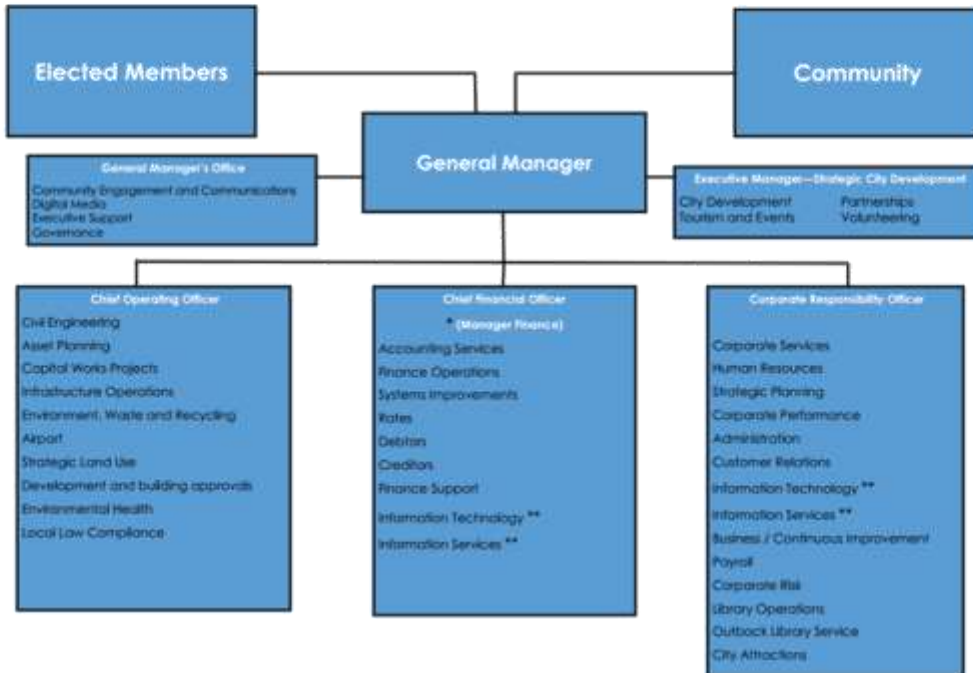
4.2.4 Treasurer

The Treasurer is responsible for:

- Handling the movement of money within the Committee;
- Recording income and expenditure; and
- Assisting with preparation and finalisation of financial reports when required.

COUNCIL STRUCTURE

5. COUNCIL STRUCTURE



5.1 Council Staff Roles and Responsibilities

5.1.1 General Manager

The General Manager is responsible for:

- The efficient and effective operation of the Council's organisation;
- The oversight of all functions and Committees of Council;
- Ensuring the implementation, without undue delay, of decisions of the Council;
- To manage the Council on a day-to-day basis and to direct staff; and
- To exercise such of the functions of the Council as are delegated by the Council to the General Manager

5.1.2 Ex-officio Members

The General Manager may appoint at least one Council Officer (Committee specific Council Officer) to serve as ex-officio (non-voting) members of each committee to provide advice to the Executive, where requested by the Committee or at the discretion of the General Manager. The ex-officio member may change at any time.

5.1.3 Council Public Officer

The Public Officer:

- may deal with requests from the public concerning Council's affairs;
- has the responsibility of assisting people to gain access to public documents of Council;
- may receive submissions made to Council;
- may accept service of documents on behalf of Council;
- may represent Council in any legal or other proceedings;
- has such other functions as may be conferred or imposed on the Public Officer by the General Manager or by or under the Act; and

- is subject to the direction of the General Manager.

5.1.4 Council Contact Officer

Council will assign all Committees a Council Officer to act as a Contact Officer, who will be responsible for:

- Developing, implementing and maintaining the Committee Framework;
- Advertising for nominations to the Committees;
- Providing overall direction and advice to the management of Committees;
- Organising and providing induction to Committees;
- Organising ongoing training and development to Committees;
- Developing tools and templates to assist the operations of Committees; and
- Act as a single point of contact at Council to liaise internally with other relevant staff regarding:
 - Technical advice to the Committees
 - Maintenance for Assets in conjunction with Committee
 - Purchasing supplies for Committees

COUNCIL AND COMMITTEE RESPONSIBILITIES

6. COUNCIL AND COMMITTEE RESPONSIBILITIES

6.1 Council Responsibilities

6.1.1 Induction Training

Council will provide all Committee members, as volunteers, an induction program, provided locally at no cost to the member.

Induction training will provide an overview of committees, member requirements and responsibilities, Council responsibilities, Code of Conduct, Risk and Insurance, Workplace Health and Safety, and any other information or topics Council deems relevant.

6.1.2 Ongoing Training

Ongoing training will be provided to all committee members as it is made available, whether provided by Council or a third party.

6.2 Advisory Committee Responsibilities

Committees are responsible for the advising Council on the strategic direction and objectives related to the committee they are responsible for.

FINANCE INFORMATION

7. FINANCE INFORMATION

7.1 Financial Arrangements

Council has determined that the financial operations in respect of all of its Committees will be managed consistently and all Committees are responsible for substantiating where its money is spent or sourced. This must be done through tabling of minutes at meetings and reporting to Council via minutes and in Annual Financial Statements.

Council does not provide an annual financial operating subsidy to any Advisory Committee.

Committees are encouraged to recommend to Council events celebrating the heritage, arts and community sectors, subject to Council's approval.

LEGAL INFORMATION

8. LEGAL INFORMATION

8.1 Legal Issues

It is important for Committees to be aware that they are acting on Council's behalf. Legally, the Committee is "Council" and any action which the Committee undertakes is Council's responsibility.

Committees sometimes believe they are responsible in their own right and that their actions are independent of Council. This is not the situation. Council delegates its authority to the Committee to act on Council's behalf and Council can withdraw this delegation if deemed to be necessary.

8.2 Legal Action

The Committee is unable to enter into legal action.

8.3 Committee Record Keeping

The Australian Standard on Records Management (AS 4390-1996, Part 1. Clause 4.2.1) defines a record as Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

- No incoming or outgoing correspondence may be destroyed, with the exception of advertising material, newsletters, and magazines.
- Records should be stored in an area away from potential hazards, e.g. fuel, water, fire, vermin.
- Records should be stored in a secure location, e.g. locked cupboard or room.
- Release of original or photocopied records to any person, other than a current Committee member or an authorised officer of the Council, is prohibited.
- Access to records by persons other than current Committee members or an authorised officer of the Council is prohibited.
- Request for access to records, for persons other than those stated above, must be made through Council's Public Officer.
- The Committee acknowledges it has a responsibility under the Privacy and Personal Information Protection Act 1998 to protect the personal information and privacy of individuals in general. The Committee will not provide to any person other than a committee member any personal information unless it has been specifically collected for the purposes for which it is being requested. This includes contact details for a member of the Committee unless that member has agreed those details can be provided to members of the public.

Records of Committees, e.g. minutes of meeting, reports, invoices, receipts etc. should be provided to Council as soon as possible.

Committees may keep electronic and paper copies of records for the duration of their term, but these should be secondary copies as the originals must be provided to Council.

The Committees need to be aware of the importance of minutes, because of their legal status and their liability for subpoena in court cases.

The Chairperson is required to sign the minutes of a meeting as the true record of proceedings of the meeting. The minutes must record all motions and amendments put to the meeting, and the results. There is no need to record what members have said at the

meeting, but there may be occasions when it is appropriate to record the thrust of the debate.

The Chairperson and the Secretary are responsible for the form of the minutes for proper confirmation, and must check that there have been no unauthorised alterations to those minutes. The Chairperson signs the minutes after they have been confirmed by the appropriate meeting (usually the next committee meeting). The signing must not take place until the motion for confirmation has been completed. The motion to confirm the minutes can only be moved and seconded by a person in attendance at that meeting to which the minutes relate.

At the end of the term of the Committee, all records must be provided to Council.

8.4 Intellectual Property

The Committee acknowledges and agrees:

- It is important for Council to develop, maintain, protect and manage the organisation's intellectual property including copyrights, trademarks, registered designs, patents and databases.
- The Committee, as a delegate of Council, has a duty to observe and help protect Council's intellectual property by not copying or supplying such property without the express permission of Council.
- Council retains ownership of all intellectual property created by Committee members in the course of their Committee work.
- The Committee refer to the Responsible Officer any questions relating to intellectual property rights or the use of another organisation's document.

8.5 Pecuniary Interest

Chapter 14 of the Act includes a new and separate framework for the handling of alleged breaches of the pecuniary interest provision of the Act.

The Act is about openness, accountability and transparency in decision making by Councils.

A Pecuniary Interest is one of financial benefit.

It is the responsibility of members of Committees:

- To disclose to the meeting any pecuniary interest in a matter before the meeting;
- Not to participate in the discussion of the matter before the committee in which the member has a pecuniary interest;
- Not to vote on the matter before the Committee meeting in which the member has a pecuniary interest.

A pecuniary interest does not exist where the interest is so remote or insignificant that it could reasonably be regarded as likely to influence any decision. The obligation to disclose is a strict duty, and the person's motives for participation are irrelevant if an interest is said to exist.

8.6 Declaration of Interests

To protect individual members as well as the whole organisation, all committee members should declare their interests in advance. If a potential conflict arises, it should be declared as soon as possible. Where some financial, political or personal benefit is potentially involved, committee members should do one of the following:

- State their involvement in another organisation or business etc. and the committee should be aware of this;
- State their involvement and ask that they not take part in discussion or decisions about the issues where there could be conflict; and leave the meeting room while such issues are being considered;
- State their other involvements and ask that the group determine whether they stay involved, or how they can participate without compromise; and

- State their involvement and that they believe they should resign from the committee because of this conflict.

8.7 Conflict of Interest

A conflict of interest can arise when a member of the Committee has other involvements or interests which make it difficult for them to always remain impartial when involved in discussions and decision makings. These can include:

- Business or professional activities;
- Employment or accountability to other people or organisations;
- Membership of other community organisations or service providers; or
- Ownership of property or other assets.

The conflict may lead to:

- Financial benefit e.g. Sale of goods or privileged knowledge;
- Political benefit e.g. Gaining or losing electoral support; or
- Personal benefit e.g. Career advancement or increased standing in the community.
- Committee Members are required to adhere to Councils Code of Conduct.

8.8 Disputes

a) External

Where individual citizens or groups of citizens of the LGA disagree with a resolution of the Committee or actions of the Committee, these bodies have the right to refer their grievances in writing to the Committee for reconsideration.

Where the Committee refuses to alter its decision or actions, the individual resident or group of citizens from within the LGA may present their grievance to Council in writing, for reconsideration.

Where such notice in writing is referred to Council, Council will request a report on the issue from the Committee. Upon receipt of the report the matter will be referred to Council for resolution.

Upon Council adopting a resolution, the details of Council's deliberations will be advised to the Committee and the resident or group of citizens who referred the matter to Council.

b) Internal

All disputes between members of the Committee are to be resolved within the Committee where possible.

Where a dispute occurs within a Committee the resolution of the majority of the Committee as a whole will determine the outcome, where this is not possible the Chairperson will have the casting vote.

There will be no right of appeal when the Committee has determined its resolution of a dispute; but where disputes are considered irreconcilable by the Committee they will be referred to Council for resolution. Council's decision is final.

CORPORATE INFORMATION AND SOCIAL MEDIA

9. CORPORATE INFORMATION AND SOCIAL MEDIA

9.1 Correspondence

Correspondence from the Committee is effectively correspondence from the Council, as the Committee acts on Council's behalf. Hence stringent conditions are required to ensure appropriate use of Council's name and logo.

9.2 Letterhead

Committees are to design and implement their own letterhead and logo for all correspondence.

The letterhead design must be approved by Council and indicate that the function is a Committee of Broken Hill City Council. The Council logo must be included in the design.

The Council logo and rules around logo use will be provided to all committees.

9.3 Purpose of Correspondence

Usage of correspondence using Council logo and name, is limited to the activities of each specific authorised functional area of the committee and specifically limited to:

- provision and seeking of information
- extension of invitation
- expressions of thank you
- seeking of sponsorship (after approval of General Manager)
- general correspondence not committing the Council or making public comment.

9.4 Filing

Copies of correspondence from the Committee under Council's letterhead must be placed in Council's filing system within 1 day of the letter being sent.

9.5 Signatures

The signing of correspondence being limited to the Mayor, General Manager, a member of staff duly authorised by the General Manager, or a chairperson of the Committee duly authorised by Council.

9.6 Clerical Support

It is not the normal practice of Council to provide clerical support to Committees. A Committee may however apply for support and the General Manager will make a determination on whether assistance will be forthcoming.

9.7 Sub Committees

The Committee may appoint working groups to report back to the Committee. These "Sub Committees" can be made up of non-committee members, have no legal standing and must recommend back to the Committee for ratification.

Members of Sub Committees must be registered as volunteers and duly noted in Committee meeting minutes and will be covered in accordance with this policy.

9.8 Use of Council logo

Committees may use Council logo (subject to conditions).

- Use of Council logo MUST be approved prior to use.
- Council's Contact Officer will provide all Committees with the appropriate file format, size and colour of the logo suitable for use.

- Use of the logo will be outlined in Council's proposed Corporate Style Guide, which is currently being developed to ensure that Council's corporate identity is used correctly. The logo is Council's signature.

Council's logo was refreshed in 2016 and the Kangaroo Logo and Council Crest should no longer be used.

9.9 Events

Council encourage Advisory Committees to hold events showcasing the heritage, arts and community sectors their Committee represents.

All events must be submitted to Council for review and approval prior to any event planning being finalised, advertising and community notification.

9.10 Marketing and Promotion

Marketing and promotion of the facility is necessary to maintain a level of awareness amongst the community for many reasons:

- To keep the facility top of mind for residents. This reminds people of its availability as a venue and will assist in encouraging locals to get involved in some way towards using the facility or volunteering in some capacity.
- Helps engender a sense of community ownership and pride in the venue.
- To encourage the facility's use with the aim of increasing revenue to maintain and improve the hall's features.
- To promote the hall facility as a Council asset delivering benefits to the local community as a critical focal point.

9.11 Social Media

Council's Social Media Policy and Social Media Guidelines apply to Section 355 Asset Committee members.

RISK MANAGEMENT

10. RISK MANAGEMENT

10.1 General

Risk management is a method of taking preventative and precautionary measures to avoid injury, loss and damage, to either persons or property. As a Committee of Council, the Committee has a duty of care to ensure the health, safety and welfare of persons using the facility. This involves regular maintenance, to keep the facility and grounds safe, clean and tidy, as well as a system of inspection to detect faults and hazards at an early stage. Council and Committees, have a wide range of potential liability.

Liabilities can be based on statute and common law duties of care. To ensure compliance there must be appropriate policies, procedures and practices in place.

A Risk Management Framework has been developed to ensure the appropriate documentation is kept to evidence the due diligence process and ensure all responsible steps are being taken to identify the risk to the committee and users of the facility.

Copies of the Risk Management Framework can be made available by contacting Council.

10.2 Hazards

A hazard is a situation which could potentially cause injury to a person or damage to property. If a hazard requires urgent attention a warning should be placed near the hazard to alert users of the facility to the danger. The Committee must contact Council to advise.

Committees are urged to apply some common sense rules for hirers of facilities such as restacking of tables and chairs, cleaning spills from floors, rubbish removal e.g. "chairs must be stacked in sets of no higher than (specify number) and placed against the wall".

10.3 Fire Protection

All Council facilities should be supplied with fire and safety equipment and information on how to use it. If this is not available Council must be notified immediately. Equipment will be inspected twice (2) annually by a professional qualified contractor. This is organised by Council's Infrastructure Department. If the equipment is used irresponsibly by a hirer this should be deducted from the hirer's bond.

10.4 Emergency Exits (Buildings)

All exits must be identified by an illuminated exit sign and inspected by a qualified contractor. Emergency exit routes must be kept clear at all times. Exit doors should not be barred or locked at any time while the facilities are in use.

10.5 Inspections

Regular inspections are essential to identify potential risks, and to assist in the defence of claims brought against Council. Inspections must be thoroughly documented.

The Committee will be responsible for inspection of the facilities under their control. Inspections may be either formal or informal.

10.5.1 Formal Inspections

Inspection of the facilities under the Committee's control must occur and be documented using checklists at least once every 6 months using the Facility Hazard Inspection Checklist. A copy can be forwarded to Council for action if required.

10.5.2 Informal Inspections

Informal inspections are incidental in the course of Committee business. Any defect or problem discovered must be dealt with according to the Request for Work to be Scheduled form.

10.5.3 Safety Inspections by Hirers

It is the responsibility of the user groups/hirers to ensure that any field or facility is safe for the use immediately before and during its use. This will include ensuring there are no holes likely to cause injury and any broken glass and other hazardous matter is removed.

INSURANCE

11. INSURANCE

11.1 General

Council is required to take out insurance policies to cover Council's liability as a consequence of Council's business activities. These policies include:

- Public Liability;
- Workers Compensation;
- Property;
- Professional Indemnity;
- Casual Hirers; and
- Personal Accident

11.2 Notification

Committees and hirer/user groups are instructed that any matter or incident which may give rise to a claim against Council must be reported to Council as soon as practicable. This will ensure that investigations and remedial actions can be undertaken to protect Council's interests.

Council has a responsibility to notify its insurer as soon as a potential claim is known. Committees may receive advice regarding claims via writing, telephone call or by observation. Once the Committee becomes aware of potential claim they are to notify the Contact Officer. If Council is not notified of claims which they could reasonably have known about indemnity may be denied by the insurer.

11.3 Volunteer Labour

For projects involving volunteer labour, an estimate of numbers and details of the project must be forwarded to the Contact Officer as soon as possible to ensure the project is covered by and noted on the appropriate policy.

Voluntary labour can be utilised to assist/or complete the project; but volunteers must be approved and inducted by Service Operator.

To ensure that projects are not unnecessarily jeopardised, the following procedure will apply:

- At commencement of the improvement project all works and materials to be defined along with the sources of financial, material and labour inputs.
- Council's financial involvement is to be clearly defined as well as all items to be paid for by Council. Any items to be paid for will be ordered by Council.
- The project is to be discussed at a joint meeting between Council officers and responsible members of the particular Committee.
- The discussions, source of funds and responsibilities for various parts of the project are to be confirmed by letter.
- The names of any volunteers must be forwarded to Council prior to any work being carried out.
- The Committee is required to maintain a register of volunteers detailing the names and addresses of volunteers, duties performed, the date and time particular work was commenced and completed and details of any incident involving injury to a volunteer.
- All volunteers carrying out any work on, or associated activities in relation to, the Committee are required to give due regard to the safety of themselves and others, with respect to all activities/work being carried out and equipment being used, and shall receive cover in accordance with Council's Public Liability and Personal Accident insurance.

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11.4 Public Liability Insurance

Public liability insurance provides cover for its legal liability to the public for Council's business activities.

If a third party suffers property damage or personal injury as a result of Council or Committee negligence they are covered under the public liability policy.

The Committee should note that the policy does not cover participants of events/and or groups/associations or incorporated bodies. By law, all incorporated bodies, sporting clubs must have their own public liability insurance as they are excluded from Council's policy.

11.5 Workers Compensation Insurance

Council's Workers Compensation Policy only covers Council employees including volunteers of Council. If contractors are engaged they must provide a copy of a current workers compensation policy.

11.6 Property Insurance

Council maintains property insurance on all its facilities. This includes contents insurance on equipment owned by Council or the Committee such as furniture.

Any new equipment purchased by the committee must be notified to Council for inclusion in Councils asset register.

Other equipment belonging to sports clubs, playgroups etc. is not covered by Council's policy and such groups must be advised to affect their own cover for such items if stored at the facility.

11.7 Professional Indemnity Insurance

Professional indemnity insurance usually refers to claims where it is alleged that incorrect advice, certificates or incorrect practice has occurred. The Council may be liable for its conduct arising out of its representations or the conduct of its employees, consultants and committee members.

As discussed previously it is essential that all potential claims are reported as soon as practicable and all documentation is collected and investigations conducted as soon as possible.

11.8 Casual Hirer Insurance

Council has coverage for casual hirers of its facilities. A casual hirer is a user that hires the facility for a one off activity and excludes incorporated bodies, sporting clubs or associations of any kind. Such excluded groups must by law have their own insurance and the Committee as discussed previously, must sight and keep a copy with the booking documentation.

11.9 Personal Accident Insurance

Personal accident insurance covers bodily injury for committee members whilst engaged in an activity directly or indirectly connected with or on behalf of the Council.

Compensation will not be payable for those under the minimum age of 10 years and over the maximum age of 90 years.

MEETING PROCEDURES

12. MEETING PROCEDURES

12.1 Code of Meeting Practice

Meetings are to be conducted to a standard based on Council's adopted Code of Meeting Practice Policy. Specific standard requirements are detailed in this section and include:

- that a quorum be present;
- that appropriate notice is given;
- that business on the agenda is properly conducted; and
- that correspondence and minutes are recorded.

Committee members should work together to schedule meetings at a mutually convenient time for all. Ideally, meetings are held at the asset or facility, however if scheduling suitable meeting times becomes difficult due to bookings, they may be held in another public space, such as a cafe, park, etc. Meetings should not be held on private property.

12.2 Types of Meetings

Typically there are three types of meetings that a Committee may hold.

12.2.1 Ordinary Meetings

Ordinary Meetings of the Committee are required to address correspondence, current issues, community needs, awards, events and ceremonies.

12.2.2 Annual General Meeting

The Annual General Meeting of the Committee is required to report on the activities of the Committee for the previous 12 month period and to develop proposals for development and maintenance of the facility for the coming 12 month period.

Appointment of all office bearers for the coming 12 month period will also take place at this meeting.

12.2.3 Extraordinary Meeting

An Extraordinary Meeting of the Committee may be called to discuss urgent business and matters outside the scope of an ordinary meeting, requested by two members of the Committee.

An agenda will be prepared and circulated to all members of the Committee with at least 2 days' notice.

12.3 Frequency of Meetings

12.3.1 Ordinary Meetings

There should be minimum of four meetings held each year, however it is recommended that Ordinary Meetings of the Committees occur on a monthly basis to ensure that any outstanding matters are dealt with expeditiously.

12.3.2 Annual General Meeting

This meeting should be held once per year.

12.3.3 Extraordinary Meeting

This meeting should be held as required.

12.4 Agenda

The agenda is an organised list of headings of the major items, in order, that will be discussed at the meeting. A copy of the agenda is distributed to the Committee members at the commencement of the meeting, or before if it is possible. Late matters can be added to the agenda at the opening of the meeting as the Chairperson calls for discussion on the agenda.

Each item of business to be discussed at the meeting needs to be included on the agenda.

Unfinished business and reports on actions taken since previous meetings are included in the agenda under "Business arising from previous minutes".

If items on the agenda are not discussed due to limitations of time, they are carried over to the next meeting agenda.

The agenda is required to be sent out to all Committee members and Councillor Representatives at least one (1) week prior to the meeting.

12.5 Correspondence

12.5.1 Inwards Correspondence

A list of significant correspondence received (Inwards) is presented at the Committee meeting by the Secretary. This action is to inform members of new issues that may have arisen and to report on letters received in response to matters raised at previous meetings.

12.5.2 Outwards Correspondence

A list of significant correspondence sent out (Outwards) is provided to inform the members of the action taken on their behalf.

Correspondence is to be suitably filed together for future reference.

12.6 A Quorum

A quorum is the minimum number of members who must be in attendance to hold a meeting.

A quorum is reached when more than one half of the members are present.

If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned to a time fixed by the Chairperson; or those present can hold an informal meeting to discuss matters, however no decisions can be made where a quorum is not present. Any decisions/motions are to be taken to a subsequent meeting where a quorum is present for recommendations and/or clarification.

12.7 Conduct of Business

Each item of business is discussed in the order in which it appears on the agenda. It is best to allow adequate time for discussion on important issues and to ensure relevant information on the matter under discussion is available at the meeting.

12.8 Voting

Voting allows members to express their agreement or disagreement. Voting can be conducted in one of three ways:

- Vote verbally
 - The chairperson asks people to say 'for' or 'against' and then decides which group is the largest.
- Vote by show of hands

- The chairperson asks people in favour of a decision to raise their hands, counts hands and announces the total, and repeats the same process for those against.

For motions/recommendations, the Committee needs to have an agreement concerning the way a vote will be conducted (either a) or b)above), e.g. for the vote to be carried, you will need a simple majority (more than half). If it is a tied vote the Chairperson has the casting vote and where this happens, this should be recorded in the Minutes.

12.9 Pecuniary Interest

Chapter 14 of the Act includes a new and separate framework for the handling of alleged breaches of the pecuniary interest provision of the Act.

The Act is about openness, accountability and transparency in decision making by Councils. A Pecuniary Interest is one of financial benefit.

It is the responsibility of members of committees:

- To disclose to the meeting any pecuniary interest in a matter before the meeting;
- Not to participate in the discussion of the matter before the committee in which the member has a pecuniary interest;
- Not to vote on the matter before the Committee meeting in which the member has a pecuniary interest.

A pecuniary interest does not exist where the interest is so remote or insignificant that it could reasonably be regarded as likely to influence any decision. The obligation to disclose is a strict duty, and the person's motives for participation are irrelevant if an interest is said to exist.

12.10 Declaration of Interests

To protect individual members as well as the whole organisation, all committee members should declare their interests in advance. If a potential conflict arises, it should be declared as soon as possible. Where some financial, political or personal benefit is potentially involved, committee members should do one of the following:

- State their involvement in another organisation or business etc. and the committee should be aware of this;
- State their involvement and ask that they not take part in discussion or decisions about the issues where there could be conflict; and leave the meeting room while such issues are being considered;
- State their other involvements and ask that the group determine whether they stay involved, or how they can participate without compromise; and
- State their involvement and that they believe they should resign from the committee because of this conflict.

12.11 Conflict of Interest

A conflict of interest can arise when a member of the Committee has other involvements or interests which make it difficult for them to always remain impartial when involved in discussions and decision makings. These can include:

- Business or professional activities;
- Employment or accountability to other people or organisations;
- Membership of other community organisations or service providers; or
- Ownership of property or other assets.

The conflict may lead to:

- Financial benefit e.g. Sale of goods or privileged knowledge;
- Political benefit e.g. Gaining or losing electoral support; or
- Personal benefit e.g. Career advancement or increased standing in the community.

Committee Members are required to adhere to Councils Code of Conduct.

12.12 Minutes

Minutes of the meeting must be recorded and a motion/recommendation put forward by the Committee members. The motion/recommendation after being voted on by the Committee should be recorded as "carried" or "lost" (see part 15.8 Voting).

This document is to be an accurate recording on what happened at the meeting.

The Minutes of each meeting must be sent to Council within 14 days after the meeting and confirmed at the Committee's next meeting.

On receipt of the Minutes by Council they will be reviewed and the Committee may be contacted if required. Council will not act on Minutes recommendation/motions alone, a request for information/action etc. by Council must also be put in writing from the Committee via a Works Request Form.

The Committee is required to be aware of the importance of minutes due to their legal status and their liabilities to subpoena in court cases and be used for Access to Government Information release. Minutes of each meeting will be provided to the general public via Council's website in the interests of transparency and accountability.

The Chairperson is required to sign the minutes of a meeting as the true record of proceedings of the meeting. The minutes must record all motions and amendments put to the meeting, and the results. There is no need to record what members have said at the meeting, but there may be occasions when it is appropriate to record the thrust of the debate.

The Chairperson and the Secretary are responsible for the form of the minutes for proper confirmation, and must check that there have been no unauthorised alterations to those minutes. The Chairperson signs the minutes after they have been confirmed by the appropriate meeting (usually the next committee meeting). The signing must not take place until the motion for confirmation has been completed. The motion to confirm the minutes can only be moved and seconded by a person in attendance at that meeting to which the minutes relate.

12.13 Committee Records

Records of Committees, e.g. minutes of meeting, reports, invoices, receipts etc. should be provided to Council as soon as possible.

See further information regarding records in section 8.4

12.14 Roles of the Executive with Meetings

12.14.1 Chairperson

Before a meeting:

- Prepare the agenda (in consultation with the Secretary) setting out the items of business to be considered.
- Ensure the meeting is properly convened in accordance with these guidelines e.g. A quorum is present.

During a meeting:

- Chair the meeting, open the meeting, welcome and introduce members and guests.
- Keep members at the meeting focused on the topics being discussed and encourage all members to participate. Give all members an opportunity to speak on each topic.
- Ensure correct meeting procedures are followed and that control of the meeting is maintained, keeping track of time.

- Make sure that recommendations are relevant and understood by members. Ensure that the minute taker has recorded all recommendations that the Committee wishes to forward on to Council.
- Close the meeting.

12.14.2 Secretary

Before a meeting:

- Prepare the agenda (in consultation with the Chairperson).
- Make copies of the agenda if required and distribute to all members.

During the meeting:

- Take the minutes.
- Record all recommendations that are to be forwarded to Council.

After the meeting:

- Type minutes and distribute to all members.
- Ensure that accurate minutes are kept.
- Complete any actions as decided at the meeting.
- Provide a copy of the minutes and all inwards and outwards correspondence to Council.

12.14.3 Treasurer

Before / During the meeting:

- Provide a financial situation update

DOCUMENT	SENT TO COMMITTEE MEMBERS / COUNCILLOR REPRESENTATIVES	SENT TO COUNCIL
Agenda – Ordinary Meeting	At least one (1) week prior to the meeting	No
Agenda – Annual General Meeting	At least one (1) week prior to the meeting	No
Agenda – Extraordinary Meeting	At least two (2) days' notice	No
Correspondence List	To be sent with Agenda	No
Minutes		Yes - within 14 days after the meeting date
Records	Keep for term of Committee	Immediately

REPORT REQUIREMENTS

13. REPORT REQUIREMENTS

13.1 Annual Report

Committees are to provide Council with an annual report with inclusive financial statements by third (3rd) week in August each year.

Annual Reports are to detail the following information:

- Number of meetings conducted and dates of meetings
- A breakdown of attendance at meeting by each member
- Activities/Projects/Achievements
- Ongoing Issues
- Completed Maintenance

13.2 Term Report

A Term Report will be prepared by the outgoing Committee in a Local Government Election year, on the achievements of the Committee over its four year term and forwarded to Council by the third (3rd) week in August.

Term Reports are to detail the following information:

- Overview of the responsibilities of the Committee
- Activities/Projects/Achievements/Highlights
- Ongoing Issues

REPORT	WHEN TO SEND TO COUNCIL
Annual Report	By the 3 rd week in August - annually
Term Report	By the 3 rd week in August – quadrennial

DEFINITIONS

14. DEFINITIONS

In this Manual the following definitions will apply:

The **"Act"** shall mean the Local Government Act 1993.

"Advisory Committee" shall mean Committees that report through to the General Manager and are established to provide advice on the implementation of Strategy. These Committees are not responsible for the care, control or management of Council Assets.

"Asset Committee" shall mean Committees that report directly to Council and are responsible for the management responsibilities, functions and operations of community facilities, such as buildings and ovals.

"Chairperson" shall mean:

- for a meeting of the Council – the Mayor;
- for a meeting of a Committee of the Council – a member of the committee whose appointment has been approved by Council

"Committee" shall mean the body of persons appointed by Council to the Section 355 Committee in accordance with this framework.

"Constitution" shall mean and includes this document along with all schedules and attachments referred to in this document, including but not limited to any policy adopted by Council and set out in Item 5 of the Schedule.

"Contact Officer" shall mean Committee specific Council Contact Officer.

"Council" shall mean Broken Hill City Council.

"Councillor" shall mean a Councillor of the Broken Hill City Council.

"Executive" shall mean the Chairperson, Deputy Chairperson, Secretary and Treasurer of the Committee.

"Facility" shall mean a Council owned building, oval or park.

"Financial Year" shall mean the period from 1 July year X to 30 June Year X + 1

"Framework" shall mean the Section 355 Committee Framework that incorporates three components.

"General Manager" shall mean the person appointed or acting in the position of General Manager of Broken Hill City Council

"Intellectual Property" means and includes the copyrights, trademarks, registered designs, patents and databases. In particular it refers to a range of Council resources including written material, design drawings, maps and plans, computer programs and databases.

"LGA" shall mean Local Government Area.

"Manual" shall mean this document, being the Section 355 Advisory Committee Manual.

"Personal Information" shall mean "information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion" as per the definition included in Section 4 of the *Privacy and Personal Information Act (PIPPA) 1998*

"Record" means recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity

"User group" shall mean organisations which are granted use of any portion of the facilities on a license, annual, seasonal or longer term basis.

"Volunteer" means a person who assists the committee (either on a regular or casual basis) in a voluntary capacity but is not a member of the committee.

"WHS Policy" means any Work Health and Safety Policy or Procedure/s adopted by Council and includes any Manual or other document forming part of, or associated with any such Policy.

HOW DO I CONTACT COUNCIL?

15.HOW DO I CONTACT COUNCIL

HOW?	CONTACT DETAILS
In Person	Council Administration Centre 240 Blende Street Broken Hill NSW 2880
Post	Broken Hill City Council PO Box 240 Broken Hill NSW 2880
Phone	(08) 8080 3300
Fax	(08) 8088 3424
Email	council@brokenhill.nsw.gov.au
Emergency Contact (out of hours only)	0408 858 368
Opening Hours	8:30am to 5:00pm – Monday to Friday Cashier closes at 4pm



CITY COUNCIL

www.brokenhill.nsw.gov.au



DRAFT CONSTITUTION OF THE ALMA OVAL COMMUNITY COMMITTEE

QUALITY CONTROL		
TRIM REFERENCES	D12/14773 – 12/45	
RESPONSIBLE POSITION	Corporate Responsibility Officer	
APPROVED BY	Council	
REVIEW DATE	July 2020	REVISION NUMBER 5
EFFECTIVE DATE	ACTION	MINUTE NUMBER
29 November 2006	Adopted	42070
31 January 2007	Amended	42126
31 July 2013	Amended	44407
14 December 2016	Membership number amended	45410
29 March	Amended	

1. INTRODUCTION

- 1.1. The Alma Oval Community Committee is a Section 355 Asset Committee established by Council under Section 355 of the Local Government Act.

2. COMMITTEE OBJECTIVE

- 2.1. To undertake an advisory role in respect of the care, maintenance, repair, beautification, improvement and management of the Oval; the Committee shall liaise with Council through a Contact Officer or current Councillor Representative/s on the Committee, in respect of proposed projects.
- 2.2. To carry out works as approved by Council.
- 2.3. To maintain a record of bookings of the Oval and its facilities in diary form and produce such a book for the inspection of Council upon request.
- 2.4. To provide access to the Oval and its facilities for use by citizens of and visitors to Broken Hill without distinction.
- 2.5. To allow any regular user of the Oval to erect structures under such conditions as the Committee shall see fit, provided that no such agreement shall be concluded without the approval in writing of the Council; so that Council's insurers are aware of the event activity.

- 2.6. To ensure a copy of current rules of use of the Oval and its facilities and the current schedule of fees and charges are exhibited in an appropriate public place at the sportsground.
- 2.7. To recommend to Council the making of rules or setting of any fees and charges, none of which to be implemented without formal approval by Council.

3. COMMITTEE NAME

- 3.1. The Committee shall be called the Alma Oval Community Committee.

4. COMMITTEE ASSET LOCATON AND ADDRESS

- 4.1. The Committee shall manage and maintain the Alma Oval, situated at 105 Wilson Street.
- 4.2. The postal address of the Committee will be "to be advised" and alternatively c/- PO Box 448, Broken Hill NSW 2880.



5. COMMITTEE DELEGATION

Committees are responsible for the tasks delegated by Council which may include letting, cleaning, maintenance, minor repairs and operations.

- 5.1. To oversee and conduct the necessary duties of watering, weeding and lawn edging, sundry repairs and maintenance to watering systems and fixtures.
- 5.2. To present the Oval at a standard of appearance that is satisfactory to the community.

- 5.3. To provide a satisfactory service to users of the Oval and to advise Council promptly of safety and maintenance concerns.
- 5.4. To request Council assistance in removal of dead trees and any other task that requires the use of high risk power tools such as chainsaws.
- 5.5. To recommend to Council an annual works maintenance program and any special projects proposed by the Committee.
- 5.6. To co-opt additional members from time to time, at its discretion, to provide specialist advice or assistance at nil cost and without voting rights.
- 5.7. To recommend to Council any fees and charges for use of the Oval, each financial year for Council's consideration.
- 5.8. To accept all bookings for use of the Oval and keep all necessary records in respect of same.
- 5.9. To ensure that all Committee members abide by all of Council's Work, Health and Safety requirements, that all designated personal protective equipment (e.g. gloves, safety glasses) required by Council are used; and to ensure that safety procedures for use of the Sportsground are monitored.
- 5.10. To bring to Council's attention by way of recommendation through the Council or his/her delegate any item requiring a policy decision outside the authorised delegation of the Committee.

6. RESTRICTION OF DELEGATION

The Committee may not make decisions concerning the following:

- 6.1. The employment of staff. Committees may not have paid employees as this authority cannot be delegated under Section 355 of the Act. Volunteers will be covered by Council Insurance where they are registered with the committee and where they have acted in good faith and lawfully within this instrument of delegation and schedules.
- 6.2. Fixing of charges or fees (the Committee may submit recommendations for approval to Council in relation to the fixing of charges and fees for the use of the facility under its control).
- 6.3. Borrowing any monies.
- 6.4. The sale, lease or surrender of any land or other property vested in its care under the provision of the Act (as amended).
- 6.5. The acceptance of tenders which are required to be called by Council, i.e. in excess of Council's discretionary tender threshold (currently \$100,000 GST inclusive).
- 6.6. Formation of submissions to government policies or implementation of policies without the prior written consent of Council.
- 6.7. The payment or making of any profit, gain or gift, to or by its members as well as allowance or travelling expenses incurred whilst attending committee meeting.
- 6.8. The carrying out of any works on or to the facility including alterations, reconstruction or construction without the prior written consent of Council (this does not include minor maintenance work).

- 6.9. As a voluntary Committee, members do not receive payment for their services. The Committee may by resolution reimburse the Secretary for phone calls and postage made in relation to the hire of the facility. No other payment is to be made to Committee members without the prior written approval of Council.
- 6.10. Unreasonably withholding consent for the letting of the facility to any organisations which agreed to comply with and adhere to the rules adopted for the use of the facility, providing an acceptable letting period is available.
- 6.11. Vote on monies for expenditure on the works, services or operations of Council.
- 6.12. The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any rules and regulations made by Council, in relation to the facility/ function under its management and control.
- 6.13. If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

7. COMMITTEE VS COUNCIL RESPONSIBILITY

ITEM	COMMITTEE	COUNCIL
	EXTERNAL	
Walls – structure and cladding	Inspection and reporting of defects	Repair and replacement
Walls – finishing	Cleaning, removal of graffiti	Painting and resurfacing
Water supply and fittings – taps and valves	Maintenance and lubrication Inspection and reporting of defects Replacement of washers	Repair and replacement
Water supply and fittings – pipe works	Inspection and reporting of defects Securing off in emergency	Repair and replacement
Plumbing – sewerage lines and septic	Inspection and reporting of defects Emergency unblocking or make safe repairs	Repair and replacement
Guttering, down pipes, waste pipes and drains	Inspection and reporting of defects Clear foreign objects, blockages, mud etc.	Repair and replacement
External roofs, guttering and flashing	No responsibility	Repair and replacement
skylights	No responsibility	All maintenance and repair as required
Light globes and fittings	Replacements of globes no higher than two meters above head height	Replacement of any street lighting or light fittings Replacement of globes two meters above head height
Doors, including door hardware	Immediate securing where damaged	Repair and replacement
Windows – flywire screening	All regular cleaning and maintenance	Repair and replacement
Windows – frames and locks	Inspection and reporting of	Repair and replacement

	defects Lubrication of hardware	
Windows – glazing	All regular cleaning and maintenance Immediate securing if broken	Repair and replacement
Locks and security systems	Maintain key register Replace keys and locks not on Council Key Register Immediate securing of building if damaged Minor lubrication of locks Engage security service if required	Purchase, installation, service and maintenance where compatible with Council's Key Register
INTERNAL		
Internal walls and ceilings – fabric	Inspection and reporting of defects	Repair and replacement
Internal walls – painting	Cleaning	Painting and resurfacing
Ceilings – structure	Inspection and reporting of defects	Repair and replacement
Ceilings – surfacing	Inspection and reporting of defects	Repair and replacement
Floor structure	Inspection and reporting of defects	Repair and replacement
Floor surfaces and coverings	All regular cleaning and maintenance	Repair and replacement
Doors (including cupboards, doors and door fittings)	Regular cleaning Lubrication of hardware	Repair and replacement
Windows – curtains and blinds	Regular cleaning and minor repair	Replacement
Internal electrical wiring and fittings	Make safe immediately	Repair and replacement
Light globes	Replacement of globes	Replacement of globes where Committee risk assessment unable to manage risk
Light fittings	Inspection and reporting of defects	Repair and replacement
Water supply and fittings	Maintenance and lubrication Inspection and reporting of defects Replacement of washers	Repair and replacement
Internal plumbing – pipes, cisterns, toilet bowls, Hand basins, sinks	Minimise any leakage and further damage	Repair and replacement
Heating, air-conditioning fixtures, hot water systems, appliance	Payment of all gas, water and electricity bills, and inspection and reporting of defects and services	Repair and replacement
Consumables to kitchens, toilets and bathrooms	Supply and replenish	No responsibility
Sanitary disposal	Supply and maintain	No responsibility
Telephone services (where provided)	Payment of all connection, service and use accounts, ensure lines remain operational	No responsibility

ESSENTIAL SERVICES		
Testings and tagging of electrical cords	Regular visual inspections. Remove damaged items from service. Arrange testing and tagging of electrical cords by an Licensed Electrician (or competent person) every two years or at Council's direction	Pay for all testing and tagging. Audit of currency of tags as part of regular inspections
Emergency lighting / exit signs	Inspection and reporting of defects	Six monthly testing Repair and replacement
Evacuation plan	Display prominently	Prepare in consultation with Committee
Paths of travel	Inspect and maintain clear paths of travel at all times Check all door handles on paths of travel	Audit according to regulations
All other Essential Safety Measures	No responsibility	All responsibility
SURROUNDS		
Paths and paved areas	Inspection and reporting of defects	Repair and replacement
Fencing and gates	Inspection and reporting of defects Lubrication of hardware Maintain key register	Repair and replacement
Nature strips and grassed areas	Mowing and regular re-seeding	Returfing
Sport fields and playing surfaces – watering	Water to maintain playable standard	Provide advice
Sports fields and playing surfaces	Minor maintenance, inspection and reporting of defects	Major repairs
Sports fields and playing surfaces – other	Inspection and reporting of defects	Construction, repair and replacement, annual seasonal renovation
Irrigation systems	Maintenance and minor repairs	Major repairs and replacement
Garden beds and shrubs	Watering, fertilising, maintenance, replanting and keeping tidy	Construction and refurbishment
Trees	Inspection and reporting of defects Minor pruning, feeding and watering	Planting and major pruning Tree removal
outdoor furniture	Inspection and reporting of defects Cleaning	Repair and replacement
Internal roadways and car parks	Inspection and reporting of defects Maintain free of obstructions	Construction, repair and resurfacing, signage
facility perimeter signage	Inspection and reporting of defects	Installation, repair and replacement
Light towers	No responsibility	Total responsibility for purchase, installation, utility costs, repairs and maintenance

Australian rules football goal posts and nets	Inspection and reporting of defects	Repair and replacement
All other goals and nets	Total responsibility	No responsibility
Nets and goal posts	Total responsibility	No responsibility
Sports surface line marking	Complete as required	No responsibility
Fire prevention works	Remove all flammable materials from around buildings	Audit according to regulations
Hazardous substances and dangerous goods storage	Responsible for storing to relevant Work Health and Safety Standards	Audit according to regulations

8. STRUCTURE AND MEMBERSHIP

- 8.1. The Committee shall consist of eleven (11) members to be appointed by resolution of the Council, such members to be nominated in the following manner:
- At least one (1) Councillor representative
 - Allowance for one (1) representative per user group
 - Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by executive).
- 8.2. Relevant Council staff can be invited by the Committee to provide information and technical advice on any upcoming Agenda items.
- 8.3. Council reserves the right to amend the number of Committee members and category of representation.

9. TERM OF APPOINTMENT

- 9.1. The term of a committee is the same term as the elected Council.

10. PRINCIPAL SPOKESPERSON

- 10.1. The principal spokesperson for the committee shall be the Chairperson.
- 10.2. The Chair may authorise other members to speak on behalf of the Committee, where deemed necessary and/or appropriate.

11. MEETINGS

- 11.1. There should be minimum of four meetings held each year, however it is recommended that Ordinary Meetings of the Committees occur on a monthly basis to ensure that any outstanding matters are dealt with expeditiously.
- 11.2. There should be one Annual General Meeting held per year, at which the Committee will appoint its executive.

12. REPORTING REQUIREMENTS

- 12.1. Annual Report - Committees are to provide Council with an Annual Report inclusive of financial statements by the third (3rd) week in August each year.
- 12.2. Finance Reports - Committees are to provide Council with financial statements by third (3rd) week in August each year.

Financial Statements are to include the following information:

- Profit & Loss Statement
- Balance Sheet
- Supporting documentation as per clause 10.13 of the Section 355 Asset Committee Manual

12.3. Quarterly GST Reporting - Quarterly GST Reporting is to include the following information:

- A profit and loss statement
- A balance sheet
- Completed Business Activity Statement (BAS)

12.4. Term Report - A Term Report will be prepared by the outgoing Committee in a Local Government Election year, on the achievements of the Committee over its four year term and forwarded to Council by the third (3rd) week in August.

13. RECORDS

13.1. The Committee is required to keep all proper records.

13.2. Minutes of each meeting shall be submitted to Council within fourteen (14) days of the meeting.

14. FRAMEWORK

14.1. The Committee will comply with all provisions of Section 355 *Local Government Act 1993* (Committees), Section 377 *Local Government Act 1993* (Delegations), and Section 441-443 *Local Government Act 1993* (Pecuniary Interest).

14.2. The Committee will comply with all provisions of Council's Section 355 Asset Committee Framework.

15. REVIEW

15.1. Review of all Section 355 Committees, their structures, Framework and Constitutions will be conducted annually in September following presentation of the Committees Annual Reports and Financial Statements

15.2. Constitutions will be reviewed by Council following each Local Government General Election (4 yearly), by Council resolution, at the request of the Committee or at the discretion of the General Manager.

16. DEFINITIONS

"**Council**" shall mean Broken Hill City Council.

"**Committee**" shall mean the Alma Oval Community Committee.

"**Executive**" shall mean the Chairperson, Deputy Chairperson, Secretary and Treasurer of the Committee.

"**User Group**" shall mean organisations which are granted use of any portion of the facility on a license, annual, seasonal or longer term basis.

"**Oval**" shall mean the Alma Oval.



DRAFT CONSTITUTION OF THE B.I.U. BAND HALL COMMUNITY COMMITTEE

QUALITY CONTROL		
TRIM REFERENCES	D16/11064 – 16/8	
RESPONSIBLE POSITION	Corporate Responsibility Officer	
APPROVED BY	Council	
REVIEW DATE	July 2020	REVISION NUMBER 7
EFFECTIVE DATE	ACTION	MINUTE NUMBER
27 June 1984	Adopted	29794
31 January 2007	Amended	42126
28 April 2010	Amended	42326
25 January 2012	Amended	43138
14 March 2016	Amended	N/A
30 March 2016	Adopted	45225
29 March	Amended	

1. INTRODUCTION

- 1.1. The B.I.U. band Hall Community Committee is a Section 355 Asset Committee established by Council under Section 355 of the Local Government Act.

2. COMMITTEE OBJECTIVE

- 2.1. To undertake an advisory role in respect of the care, maintenance, repair, beautification, improvement and management of the Hall; the Committee shall liaise with Council through a Contact Officer or current Councillor Representative/s on the Committee, in respect of proposed projects.
- 2.2. To carry out works as approved by Council.
- 2.3. To maintain a record of bookings of the Hall and its facilities in diary form and produce such a book for the inspection of Council upon request.
- 2.4. To provide access to the Hall and its facilities for use by citizens of and visitors to Broken Hill without distinction.

- 2.5. To allow any regular user of the Hall to erect structures under such conditions as the Committee shall see fit, provided that no such agreement shall be concluded without the approval in writing of the Council; so that Council's insurers are aware of the event activity.
- 2.6. To ensure a copy of current rules of use of the Hall and its facilities and the current schedule of fees and charges are exhibited in an appropriate public place at the sportsground.
- 2.7. To recommend to Council the making of rules or setting of any fees and charges, none of which to be implemented without formal approval by Council

3. COMMITTEE NAME

- 3.1. The Committee shall be called the B.I.U. Band Hall Community Committee.

4. COMMITTEE ASSET LOCATON AND ADDRESS

- 4.1. The Committee shall manage and maintain the B.I.U Band Hall, situated at 480 Wolfram Street.
- 4.2. The address of the Committee will be "to be advised", and alternatively c/- PO Box 448, Broken Hill NSW 2880.



5. COMMITTEE DELEGATION

Committees are responsible for the tasks delegated by Council which may include letting, cleaning, maintenance, minor repairs and operations.

- 5.1. To oversee and conduct the necessary duties of watering, weeding and lawn edging, sundry repairs and maintenance to watering systems and fixtures.
- 5.2. To present the Hall at a standard of appearance that is satisfactory to the community.

- 5.3. To provide a satisfactory service to users of the Hall and to advise Council promptly of safety and maintenance concerns.
- 5.4. To request Council assistance in removal of dead trees and any other task that requires the use of high risk power tools such as chainsaws.
- 5.5. To recommend to Council an annual works maintenance program and any special projects proposed by the Committee.
- 5.6. To co-opt additional members from time to time, at its discretion, to provide specialist advice or assistance at nil cost and without voting rights.
- 5.7. To recommend to Council any fees and charges for use of the Hall, each financial year for Council's consideration.
- 5.8. To accept all bookings for use of the Hall and keep all necessary records in respect of same.
- 5.9. To ensure that all Committee members abide by all of Council's Work, Health and Safety requirements, that all designated personal protective equipment (e.g. gloves, safety glasses) required by Council are used; and to ensure that safety procedures for use of the Sportsground are monitored.
- 5.10. To bring to Council's attention by way of recommendation through the Council or his/her delegate any item requiring a policy decision outside the authorised delegation of the Committee.

6. RESTRICTION OF DELEGATION

The Committee may not make decisions concerning the following:

- 6.1. The employment of staff. Committees may not have paid employees as this authority cannot be delegated under Section 355 of the Act. Volunteers will be covered by Council Insurance where they are registered with the committee and where they have acted in good faith and lawfully within this instrument of delegation and schedules.
- 6.2. Fixing of charges or fees (the Committee may submit recommendations for approval to Council in relation to the fixing of charges and fees for the use of the facility under its control).
- 6.3. Borrowing any monies.
- 6.4. The sale, lease or surrender of any land or other property vested in its care under the provision of the Act (as amended).
- 6.5. The acceptance of tenders which are required to be called by Council, i.e. in excess of Council's discretionary tender threshold (currently \$100,000 GST inclusive).
- 6.6. Formation of submissions to government policies or implementation of policies without the prior written consent of Council.
- 6.7. The payment or making of any profit, gain or gift, to or by its members as well as allowance or travelling expenses incurred whilst attending committee meeting.
- 6.8. The carrying out of any works on or to the facility including alterations, reconstruction or construction without the prior written consent of Council (this does not include minor maintenance work).

- 6.9. As a voluntary Committee, members do not receive payment for their services. The Committee may by resolution reimburse the Secretary for phone calls and postage made in relation to the hire of the facility. No other payment is to be made to Committee members without the prior written approval of Council.
- 6.10. Unreasonably withholding consent for the letting of the facility to any organisations which agreed to comply with and adhere to the rules adopted for the use of the facility, providing an acceptable letting period is available.
- 6.11. Vote on monies for expenditure on the works, services or operations of Council.
- 6.12. The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any rules and regulations made by Council, in relation to the facility/ function under its management and control.
- 6.13. If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

7. COMMITTEE VS COUNCIL RESPONSIBILITY

ITEM	COMMITTEE	COUNCIL
EXTERNAL		
Walls – structure and cladding	Inspection and reporting of defects	Repair and replacement
Walls – finishing	Cleaning, removal of graffiti	Painting and resurfacing
Water supply and fittings – taps and valves	Maintenance and lubrication Inspection and reporting of defects Replacement of washers	Repair and replacement
Water supply and fittings – pipe works	Inspection and reporting of defects Securing off in emergency	Repair and replacement
Plumbing – sewerage lines and septic	Inspection and reporting of defects Emergency unblocking or make safe repairs	Repair and replacement
Guttering, down pipes, waste pipes and drains	Inspection and reporting of defects Clear foreign objects, blockages, mud etc.	Repair and replacement
External roofs, guttering and flashing	No responsibility	Repair and replacement
Skylights	No responsibility	All maintenance and repair as required
Light globes and fittings	Replacements of globes no higher than two meters above head height	Replacement of any street lighting or light fittings Replacement of globes two meters above head height
Doors, including door hardware	Immediate securing where damaged	Repair and replacement
Windows – flywire screening	All regular cleaning and maintenance	Repair and replacement
Windows – frames and locks	Inspection and reporting of defects	Repair and replacement

	Lubrication of hardware	
Windows – glazing	All regular cleaning and maintenance Immediate securing if broken	Repair and replacement
Locks and security systems	Maintain key register Replace keys and locks not on Council Key Register Immediate securing of building if damaged Minor lubrication of locks Engage security service if required	Purchase, installation, service and maintenance where compatible with Council's Key Register
INTERNAL		
Internal walls and ceilings – fabric	Inspection and reporting of defects	Repair and replacement
Internal walls – painting	Cleaning	Painting and resurfacing
Ceilings – structure	Inspection and reporting of defects	Repair and replacement
Ceilings – surfacing	Inspection and reporting of defects	Repair and replacement
Floor structure	Inspection and reporting of defects	Repair and replacement
Floor surfaces and coverings	All regular cleaning and maintenance	Repair and replacement
Doors (including cupboards, doors and door fittings)	Regular cleaning Lubrication of hardware	Repair and replacement
Windows – curtains and blinds	Regular cleaning and minor repair	Replacement
Internal electrical wiring and fittings	Make safe immediately	Repair and replacement
Light globes	Replacement of globes	Replacement of globes where Committee risk assessment unable to manage risk
Light fittings	Inspection and reporting of defects	Repair and replacement
Water supply and fittings	Maintenance and lubrication Inspection and reporting of defects Replacement of washers	Repair and replacement
Internal plumbing – pipes, cisterns, toilet bowls, Hand basins, sinks	Minimise any leakage and further damage	Repair and replacement
Heating, air-conditioning fixtures, hot water systems, appliance	Payment of all gas, water and electricity bills, and inspection and reporting of defects and services	Repair and replacement
Consumables to kitchens, toilets and bathrooms	Supply and replenish	No responsibility
Sanitary disposal	Supply and maintain	No responsibility
Telephone services (where provided)	Payment of all connection, service and use accounts, ensure lines remain operational	No responsibility

ESSENTIAL SERVICES		
Testings and tagging of electrical cords	Regular visual inspections. Remove damaged items from service. Arrange testing and tagging of electrical cords by an Licensed Electrician (or competent person) every two years or at Council's direction	Pay for all testing and tagging. Audit of currency of tags as part of regular inspections
Emergency lighting / exit signs	Inspection and reporting of defects	Six monthly testing Repair and replacement
Evacuation plan	Display prominently	Prepare in consultation with Committee
Paths of travel	Inspect and maintain clear paths of travel at all times Check all door handles on paths of travel	Audit according to regulations
All other Essential Safety Measures	No responsibility	All responsibility
SURROUNDS		
Paths and paved areas	Inspection and reporting of defects	Repair and replacement
Fencing and gates	Inspection and reporting of defects Lubrication of hardware Maintain key register	Repair and replacement
Nature strips and grassed areas	Mowing and regular re-seeding	Returfing
Sport fields and playing surfaces – watering	Water to maintain playable standard	Provide advice
Sports fields and playing surfaces	Minor maintenance, inspection and reporting of defects	Major repairs
Sports fields and playing surfaces – other	Inspection and reporting of defects	Construction, repair and replacement, annual seasonal renovation
Irrigation systems	Maintenance and minor repairs	Major repairs and replacement
Garden beds and shrubs	Watering, fertilising, maintenance, replanting and keeping tidy	Construction and refurbishment
Trees	Inspection and reporting of defects Minor pruning, feeding and watering	Planting and major pruning Tree removal
Outdoor furniture	Inspection and reporting of defects Cleaning	Repair and replacement
Internal roadways and car parks	Inspection and reporting of defects Maintain free of obstructions	Construction, repair and resurfacing, signage
Facility perimeter signage	Inspection and reporting of defects	Installation, repair and replacement
Light towers	No responsibility	Total responsibility for purchase, installation, utility costs, repairs and

		maintenance
Australian rules football goal posts and nets	Inspection and reporting of defects	Repair and replacement
All other goals and nets	Total responsibility	No responsibility
Nets and goal posts	Total responsibility	No responsibility
Sports surface line marking	Complete as required	No responsibility
Fire prevention works	Remove all flammable materials from around buildings	Audit according to regulations
Hazardous substances and dangerous goods storage	Responsible for storing to relevant Work Health and Safety Standards	Audit according to regulations

8. STRUCTURE AND MEMBERSHIP

8.1. The Committee shall consist of nine (9) members to be appointed by resolution of the Council, such members to be nominated in the following manner:

- At least one (1) Councillor representative
- Allowance for one (1) representative per user group
- Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by executive).

8.2. Relevant Council staff can be invited by the Committee to provide information and technical advice on any upcoming Agenda items.

8.3. Council reserves the right to amend the number of Committee members and category of representation.

9. TERM OF APPOINTMENT

9.1. The term of a committee is the same term as the elected Council.

10. PRINCIPAL SPOKESPERSON

10.1. The principal spokesperson for the committee shall be the Chairperson.

10.2. The Chair may authorise other members to speak on behalf of the Committee, where deemed necessary and/or appropriate.

11. MEETINGS

11.1. There should be minimum of four meetings held each year, however it is recommended that Ordinary Meetings of the Committees occur on a monthly basis to ensure that any outstanding matters are dealt with expeditiously.

11.2. There should be one Annual General Meeting held per year, at which the Committee will appoint its executive.

12. REPORTING REQUIREMENTS

12.1. Annual Report - Committees are to provide Council with an Annual Report inclusive of financial statements by the third (3rd) week in August each year.

12.2. Finance Reports - Committees are to provide Council with financial statements by third (3rd) week in August each year.

Financial Statements are to include the following information:

- Profit & Loss Statement
- Balance Sheet
- Supporting documentation as per clause 10.13 of the Section 355 Asset Committee Manual

12.3. Quarterly GST Reporting - Quarterly GST Reporting is to include the following information:

- A profit and loss statement
- A balance sheet
- Completed Business Activity Statement (BAS)

12.4. Term Report - A Term Report will be prepared by the outgoing Committee in a Local Government Election year, on the achievements of the Committee over its four year term and forwarded to Council by the third (3rd) week in August.

13. RECORDS

- 13.1. The Committee is required to keep all proper records.
- 13.2. Minutes of each meeting shall be submitted to Council within fourteen (14) days of the meeting.

14. FRAMEWORK

- 14.1. The Committee will comply with all provisions of Section 355 *Local Government Act 1993* (Committees), Section 377 *Local Government Act 1993* (Delegations), and Section 441-443 *Local Government Act 1993* (Pecuniary Interest).
- 14.2. The Committee will comply with all provisions of Council's Section 355 Asset Committee Framework.

15. REVIEW

- 15.1. Review of all Section 355 Committees, their structures, Framework and Constitutions will be conducted annually in September following presentation of the Committees Annual Reports and Financial Statements
- 15.2. Constitutions will be reviewed by Council following each Local Government General Election (4 yearly), by Council resolution, at the request of the Committee or at the discretion of the General Manager.

16. DEFINITIONS

"Council" shall mean Broken Hill City Council.

"Committee" shall mean the B.I.U. Band Hall Community Committee.

"Executive" shall mean the Chairperson, Deputy Chairperson, Secretary and Treasurer of the Committee.

"Hall" shall mean the B.I.U. Band Hall.

"User Group" shall mean organisations which are granted use of any portion of the facility on a license, annual, seasonal or longer term basis.

DRAFT CONSTITUTION OF THE BROKEN HILL HERITAGE COMMITTEE

QUALITY CONTROL		
TRIM REFERENCES	D12/11038 – 15/87	
RESPONSIBLE POSITION	Corporate Responsibility Officer	
APPROVED BY	Council	
REVIEW DATE	July 2020	REVISION NUMBER 6
EFFECTIVE DATE	ACTION	MINUTE NUMBER
December 2013	Document Developed	N/A
18 December 2013	Adopted	44529
26 February 2014	Amendment to Schedule 1	44599
7 May 2014	Document Re-formatted	N/A
28 May 2015	Document Re-formatted and amended	N/A
29 March	Amended	

1. INTRODUCTION

- 1.1 The Broken Hill Heritage Committee is a Section 355 Advisory Committee established by Council under Section 355 of the Local Government Act.

2. COMMITTEE NAME

- 2.1 The Committee shall be called the Broken Hill Heritage Committee.

3. COMMITTEE ASSET LOCATON AND ADDRESS

- 3.1 The Committee will not manage an asset but will assist Council to identify and promote Australia's First Heritage City through community engagement, identification and promotion of heritage activities.
- 3.2 The postal address of the Committee will be "to be advised" and alternatively c/- PO Box 448, Broken Hill NSW 2880

4. COMMITTEE OBJECTIVE

- 4.1 The Committee is responsible for identifying opportunities and recommending to Council community activities that will grow the City's brand as Australia's First Heritage City and to encourage community participation in heritage activities.

5. COMMITTEE DELEGATION

- 5.1 Initiating and assisting programs and events which have the aim of promoting and celebrating Broken Hill as Australia's First Heritage Listed City.

6. RESTRICTION OF DELEGATION

- 6.1 Any works undertaken will be with the knowledge and approval of Councils Asset/Risk Management Officer.
- 6.2 The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any rules and regulations made by Council, in relation to the facility/ function under its management and control.
- 6.3 If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

7. STRUCTURE AND MEMBERSHIP

- 7.1 The Committee shall consist of eleven (11) members to be appointed by resolution of the Council, such members to be nominated in the following manner:
- At least three (3) Councillor Representative.
 - Six (6) community members with demonstrated expertise in heritage, arts, culture and/or event planning.
 - One (1) Council staff member, being the Tourism and Events Coordinator as an ex-officio (non-voting) member of the Committee to provide technical support and advice.
 - One (1) Broken Hill Heritage Advisor is a member of the committee to resource our community based Heritage Committee to drive recognition of Broken Hill as Australia's First Heritage City
- 7.2 Council reserves the right to amend the number of Committee members and category of representation.

8. TERM OF APPOINTMENT

- 8.1 The term of a committee is the same term as the elected Council.

9. PRINCIPAL SPOKESPERSON

- 9.1 The principal spokesperson for the committee shall be the Chairperson.
- 9.2 The Chair may authorise other members to speak on behalf of the Committee, where deemed necessary and/or appropriate.

10. MEETINGS

- 10.1 There should be minimum of four meetings held each year, or more frequently if so determined by the Committee.
- 10.2 There should be one Annual General Meeting held per year, at which the Committee will appoint its executive.

11. REPORTING REQUIREMENTS

- 11.1 Committees are to provide Council with an Annual Report inclusive of financial statements if applicable, by the third (3rd) week in August each year.
- 11.2 A Term Report will be prepared by the outgoing Committee in a Local government Election year, on the achievements of the Committee over its four year term and forwarded to Council by the third (3rd) week in August.

12. RECORDS

- 12.1 The Committee is required to keep all proper records.
- 12.2 Minutes of each meeting shall be submitted to Council within fourteen (14) days of the meeting.

13. FRAMEWORK

- 13.1 The Committee will comply with all provisions of Section 355 *Local Government Act 1993* (Committees), Section 377 *Local Government Act 1993* (Delegations), and Section 441-443 *Local Government Act 1993* (Pecuniary Interest).
- 13.2 The Committee will comply with all provisions of Council's Section 355 Advisory Committee Framework.

14. REVIEW

- 14.1 Review of all Section 355 Committees, their structures, and Framework including Constitutions will be conducted annually in September following presentation of the Committees Annual Reports and Financial Statements.
- 14.2 Constitutions will be reviewed by Council following each Local Government General Election (4 yearly), by Council resolution, at the request of the Committee or at the discretion of the General Manager.

15. DEFINITIONS

"**Council**" shall mean Broken Hill City Council.

"**Committee**" shall mean the Broken Hill Heritage Committee.

"**Executive**" shall mean the Chairperson, Deputy Chairperson, Secretary and Treasurer of the Committee.

"**User Group**" shall mean organisations which are granted use of any portion of the facility on a license, annual, seasonal or longer term basis.

DRAFT CONSTITUTION OF THE BROKEN HILL REGIONAL ART GALLERY ADVISORY COMMITTEE

QUALITY CONTROL		
TRIM REFERENCES	D12/11039 – 11/9	
RESPONSIBLE POSITION	Corporate Responsibility Officer	
APPROVED BY	Council	
REVIEW DATE	July 2020	REVISION NUMBER 7
EFFECTIVE DATE	ACTION	MINUTE NUMBER
December 2013	Document Developed	N/A
18 December 2013	Adopted	44529
26 February 2014	Amendment to Schedule 1	44599
7 May 2014	Document Re-formatted	N/A
28 May 2015	Document Re-formatted and amended	N/A
22 February 2017	Broken Hill Regional Art Gallery constitution amended to include 3 additional community members	45473
29 March	Amended	

1. INTRODUCTION

- 1.1 The Broken Hill Regional Art Gallery Advisory Committee is a Section 355 Advisory Committee established by Council under Section 355 of the Local Government Act.

2. COMMITTEE NAME

- 2.1 The Committee shall be called the Broken Hill Regional Art Gallery Advisory Committee.

3. COMMITTEE ASSET LOCATON AND ADDRESS

- 3.1 The Committee will not manage an asset, but in close consultation with Gallery Management, will advise Council in guiding programs and events for Broken Hill Regional Art Gallery.
- 3.2 The postal address of the Committee will be "to be advised" and alternatively c/- PO Box 448, Broken Hill NSW 288

4. COMMITTEE OBJECTIVE

- 4.1 To undertake an advisory role and in consultation with Gallery Management:
- provide a forum to enable Council and community projects and initiatives to be discussed
 - provide an opportunity for community representatives to provide advice for Council's consideration in relation to matters relevant to the artistic community.

5. COMMITTEE DELEGATION

- 5.1 To undertake an advisory role and in consultation with Gallery Management:
- 5.2 To make suggestions to Council for the improvement, presentation and general development of the Broken Hill Regional Art Gallery.
- 5.3 To recommend to the Council annual maintenance of conservation works and any special projects proposed by the Committee.
- 5.4 Undertake the role of the selection panel for the Pro Hart Outback Art Prize.
- 5.5 To make recommendations to Council as outlined in the Public Art Policy.
- 5.6 To make recommendations to Council regarding acquisitions as outlined in the Acquisitions Policy and the Broken Hill Regional Art Gallery – Donations and Gifts Policy.

6. RESTRICTION OF DELEGATION

- 6.1 Any works undertaken will be with the knowledge and approval of Councils Asset/Risk Management Officer.
- 6.2 The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any rules and regulations made by Council, in relation to the facility/ function under its management and control.
- 6.3 If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

7. STRUCTURE AND MEMBERSHIP

- 7.1 The Committee shall consist of thirteen (13) members to be appointed by resolution of the Council, such members to be nominated in the following manner:
- At least three (3) Councillor Representative.
 - Nine (9) community members with demonstrated expertise in heritage, arts, culture and/or event planning.
- 7.2 Relevant Council staff can be invited by the Committee to provide information and technical advice on any upcoming Agenda items.
- 7.3 Council reserves the right to amend the number of Committee members and category of representation.

8. TERM OF APPOINTMENT

- 8.1 The term of a committee is the same term as the elected Council.

9. PRINCIPAL SPOKESPERSON

- 9.1 The principal spokesperson for the committee shall be the Chairperson.
- 9.2 The Chair may authorise other members to speak on behalf of the Committee, where deemed necessary and/or appropriate.

10. MEETINGS

- 10.1 There should be minimum of four meetings held each year, or more frequently if so determined by the Committee.
- 10.2 There should be one Annual General Meeting held per year, at which the Committee will appoint its executive.

11. REPORTING REQUIREMENTS

- 11.1 Committees are to provide Council with an Annual Report inclusive of financial statements if applicable, by the third (3rd) week in August each year.
- 11.2 A Term Report will be prepared by the outgoing Committee in a Local government Election year, on the achievements of the Committee over its four year term and forwarded to Council by the third (3rd) week in August.

12. RECORDS

- 12.1 The Committee is required to keep all proper records.
- 12.2 Minutes of each meeting shall be submitted to Council within fourteen (14) days of the meeting.

13. FRAMEWORK

- 13.1 The Committee will comply with all provisions of Section 355 *Local Government Act 1993* (Committees), Section 377 *Local Government Act 1993* (Delegations), and Section 441-443 *Local Government Act 1993* (Pecuniary Interest).
- 13.2 The Committee will comply with all provisions of Council's Section 355 Advisory Committee Framework.

14. REVIEW

- 14.1 Review of all Section 355 Committees, their structures, and Framework including Constitutions will be conducted annually in September following presentation of the Committees Annual Reports and Financial Statements.
- 14.2 Constitutions will be reviewed by Council following each Local Government General Election (4 yearly), by Council resolution, at the request of the Committee or at the discretion of the General Manager.

15. DEFINITIONS

"Council" shall mean Broken Hill City Council.

"Committee" shall mean the Broken Hill Heritage Advisory Committee.

"Executive" shall mean the Chairperson, Deputy Chairperson, Secretary and Treasurer of the Committee.

"User Group" shall mean organisations which are granted use of any portion of the facility on a license, annual, seasonal or longer term basis.

DRAFT CONSTITUTION OF THE COMMUNITY STRATEGIC PLAN ROUND TABLE COMMITTEE

QUALITY CONTROL		
TRIM REFERENCES	D13/14451 – 13/145	
RESPONSIBLE POSITION	Corporate Responsibility Officer	
APPROVED BY	Council	
REVIEW DATE	July 2020	REVISION NUMBER 9
EFFECTIVE DATE	ACTION	MINUTE NUMBER
30 October 2013	Committee established as Section 355 Committee	44474
December 2013	Document Developed	N/A
18 December 2013	Adopted	44529
26 February 2014	Amendment to Schedule 1	44599
7 May 2014	Document Re-formatted	N/A
28 May 2015	Document Re-formatted and amended	N/A
30 September 2015	Council's delegates	45071
16 December 2015	Adopted	45150
29 March	Amended	

1. INTRODUCTION

1.1 The Community Strategic Plan Round Table Committee is a Section 355 Advisory Committee established by Council under Section 355 of the Local Government Act.

2. COMMITTEE NAME

2.1 The Committee shall be called the Community Strategic Plan Round Table Committee.

3. COMMITTEE ASSET LOCATON AND ADDRESS

- 3.1 The Committee will not manage an asset, but will advise Council on strategic direction and objectives as detailed in the Community Strategic Plan.
- 3.2 The postal address of the Committee will be c/- 240 Blende Street, Broken Hill NSW 2880 or c/- PO Box 448, Broken Hill NSW 2880

4. COMMITTEE OBJECTIVE

- 4.1 The Community Strategic Plan Round Table Committee ("Round Table") is an advisory Committee of Council responsible for ensuring a collaborative approach to monitoring and reviewing the implementation of the Broken Hill Community Strategic Plan.

5. COMMITTEE DELEGATION

- 5.1 Provide community leadership in the implementation of the Community Strategic Plan.
- 5.2 Engage with relevant organisations in the implementation of Objectives and Strategies contained within the Community Strategic Plan.
- 5.3 Provide six monthly progress reports on the Objectives and Strategies contained within the Community Strategic Plan to Council.
- 5.4 Celebrate community achievements as various strategies within the Community Strategic Plan are implemented.
- 5.5 Report on the achievements in implementing the Community Strategic Plan for Council's End of Term Report due to Council in the 3rd week of August.
- 5.6 Report on environmental issues relevant to the objectives of Key Direction Our Environment in the State of the Environment Report due to Council in the 3rd week of August.
- 5.7 Make recommendations on Council's Community Engagement Strategy for the Community Strategic Plan and review process for the Community Strategic Plan.

6. RESTRICTION OF DELEGATION

- 6.1 Any projects/programs will be undertaken with the prior knowledge and approval by the General Manager and Council.
- 6.2 The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any rules and regulations made by Council, in relation to the facility/ function under its management and control.
- 6.3 If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

7. STRUCTURE AND MEMBERSHIP

- 7.1 The Committee shall consist of seventeen (17) members to be appointed by resolution of the Council, such members to be nominated in the following manner:
 - The Mayor, Broken Hill City Council (Chairperson)
 - The General Manager, Broken Hill City Council
 - Key Direction Portfolio Councillors
 - A representative of the Local Area Command
 - A representative of the Far West Regional Health Service
 - A representative of the Department of Education
 - A representative of the Department of Family and Community Services
 - A representative of the Local Aboriginal Community Working Party
 - A representative of the Regional Development Australia – Far West
 - A representative of the Chamber of Commerce
 - A representative of the Foundation Broken Hill

- Four (4) Community Representatives, with previous governance experience and a demonstrated interest in issues associated with the implementation of the Community Strategic Plan.

- 7.2 Council reserves the right to amend the number of members and category of representation at any time via a resolution of Council.
- 7.3 Councillors, Senior Management and other organisations identified in the Community Strategic Plan, shall be invited to attend meetings of the Round Table but cannot participate by way of voting on matters before the Round Table.

8. TERM OF APPOINTMENT

- 8.1 The term of a committee is the same term as the elected Council.

9. PRINCIPAL SPOKESPERSON

- 9.1 The principal spokesperson for the Committee shall be the Chairperson.
- 9.2 The Chair may authorise other members to speak on behalf of the Committee, where deemed necessary and/or appropriate.

10. MEETINGS

- 10.1 There should be minimum of four meetings held each year, however it is recommended that Ordinary Meetings of the Committees occur on a monthly basis to ensure that any outstanding matters are dealt with expeditiously.
- 10.2 There should be one Annual General Meeting held per year, at which the Committee will appoint its executive.

11. REPORTING REQUIREMENTS

- 11.1 Six monthly progress reports will be provided by the Round Table to Council on progress against the Objectives and Strategies of the Community Strategic Plan. Report periods will cover 1 January – 30 June and 1 July – 31 December. Reports will be provided to Council within one (1) month of the end date of the report period.
- 11.2 Committees are to provide Council with an Annual Report inclusive of financial statements if applicable, by the third (3rd) week in August each year.
- 11.3 A Term Report will be prepared by the outgoing Committee in a Local government Election year, on the achievements of the Committee over its four year term and forwarded to Council by the third (3rd) week in August. This will include:
- 11.3.1 Achievements in implementing the Community Strategic Plan will be reported in Council's End of Term Report.
 - 11.3.2 Environmental issues relevant to the objectives for the environment established in the Community Strategic Plan will be reported in Council's State of the Environment Report.

12. RECORDS

- 12.1 The Committee is required to keep all proper records.
- 12.2 Minutes of each meeting shall be submitted to Council within fourteen (14) days of the meeting.

13. FRAMEWORK

- 13.1 The Committee will comply with all provisions of Section 355 *Local Government Act 1993* (Committees), Section 377 *Local Government Act 1993* (Delegations), and Section 441-443 *Local Government Act 1993* (Pecuniary Interest).
- 13.2 The Committee will comply with all provisions of Council's Section 355 Advisory Committee Framework.

14. REVIEW

- 14.1 Review of all Section 355 Committees, their structures, and Framework including Constitutions will be conducted annually in September following presentation of the Committee Annual Reports and Financial Statements.
- 14.2 Constitutions will be reviewed by Council following each Local Government General Election (4 yearly), by Council resolution, at the request of the Committee or at the discretion of the General Manager.

15. DEFINITIONS

"Council" shall mean Broken Hill City Council.

"Committee" shall mean the Community Strategic Plan Round Table Committee.

"Executive" shall mean the Chairperson, Deputy Chairperson, Secretary and Treasurer of the Committee.

"Round Table" shall mean the Community Strategic Plan Round Table Committee

"User Group" shall mean organisations which are granted use of any portion of the facility on a license, annual, seasonal or longer term basis.

DRAFT CONSTITUTION OF THE E.T. LAMB MEMORIAL OVAL COMMUNITY COMMITTEE

QUALITY CONTROL		
TRIM REFERENCES	D12/14774 – 12/50	
RESPONSIBLE POSITION	Corporate Responsibility Officer	
APPROVED BY	Council	
REVIEW DATE	July 2020	REVISION NUMBER 8
EFFECTIVE DATE	ACTION	MINUTE NUMBER
6 October 2004	Adopted	40741
29 March 2006	Amended	41709
29 November 2006	Amended	42070
31 January 2007	Amended	42126
28 March 2007	Amended	42190
25 February 2009	Amended	42918
31 July 2013	Amended	44407
29 March	Amended	

1. INTRODUCTION

- 1.1 The E.T. Lamb Memorial Oval Community Committee is a Section 355 Asset Committee established by Council under Section 355 of the Local Government Act.

2. COMMITTEE OBJECTIVE

- 2.1 To undertake an advisory role in respect of the care, maintenance, repair, beautification, improvement and management of the Oval; the Committee shall liaise with Council through a Contact Officer or current Councillor Representative/s on the Committee, in respect of proposed projects.
- 2.2 To carry out works as approved by Council.
- 2.3 To maintain a record of bookings of the Oval and its facilities in diary form and produce such a book for the inspection of Council upon request.

- 2.4 To provide access to the Oval and its facilities for use by citizens of and visitors to Broken Hill without distinction.
- 2.5 To allow any regular user of the Oval to erect structures under such conditions as the Committee shall see fit, provided that no such agreement shall be concluded without the approval in writing of the Council; so that Council's insurers are aware of the event activity.
- 2.6 To ensure a copy of current rules of use of the Oval and its facilities and the current schedule of fees and charges are exhibited in an appropriate public place at the sportsground.
- 2.7 To recommend to Council the making of rules or setting of any fees and charges, none of which to be implemented without formal approval by Council.

3. COMMITTEE NAME

- 3.1 The Committee shall be called the E.T. Lamb Memorial Oval Community Committee.

4. COMMITTEE ASSET LOCATON AND ADDRESS

- 4.1 The Committee shall manage and maintain the E.T. Lamb Memorial Oval, situated at 125 Boughtman Street.
- 4.2 The postal address of the Committee will be "to be advised" and alternatively c/- PO Box 448, Broken Hill NSW 2880.



5. COMMITTEE DELEGATION

Committees are responsible for the tasks delegated by Council which may include letting, cleaning, maintenance, minor repairs and operations.

- 5.1 To oversee and conduct the necessary duties of watering, weeding and lawn edging, sundry repairs and maintenance to watering systems and fixtures.
- 5.2 To present the Oval at a standard of appearance that is satisfactory to the community.
- 5.3 To provide a satisfactory service to users of the Oval and to advise Council promptly of safety and maintenance concerns.
- 5.4 To request Council assistance in removal of dead trees and any other task that requires the use of high risk power tools such as chainsaws.
- 5.5 To recommend to Council an annual works maintenance program and any special projects proposed by the Committee.
- 5.6 To co-opt additional members from time to time, at its discretion, to provide specialist advice or assistance at nil cost and without voting rights.
- 5.7 To recommend to Council any fees and charges for use of the Oval, each financial year for Council's consideration.
- 5.8 To accept all bookings for use of the Oval and keep all necessary records in respect of same.
- 5.9 To ensure that all Committee members abide by all of Council's Work, Health and Safety requirements, that all designated personal protective equipment (e.g. gloves, safety glasses) required by Council are used; and to ensure that safety procedures for use of the Sportsground are monitored.
- 5.10 To bring to Council's attention by way of recommendation through the Council or his/her delegate any item requiring a policy decision outside the authorised delegation of the Committee.

6. RESTRICTION OF DELEGATION

The Committee may not make decisions concerning the following:

- 6.1 The employment of staff. Committees may not have paid employees as this authority cannot be delegated under Section 355 of the Act. Volunteers will be covered by Council Insurance where they are registered with the committee and where they have acted in good faith and lawfully within this instrument of delegation and schedules.
- 6.2 Fixing of charges or fees (the Committee may submit recommendations for approval to Council in relation to the fixing of charges and fees for the use of the facility under its control).
- 6.3 Borrowing any monies.
- 6.4 The sale, lease or surrender of any land or other property vested in its care under the provision of the Act (as amended).
- 6.5 The acceptance of tenders which are required to be called by Council, i.e. in excess of Council's discretionary tender threshold (currently \$100,000 GST inclusive).

- 6.6 Formation of submissions to government policies or implementation of policies without the prior written consent of Council.
- 6.7 The payment or making of any profit, gain or gift, to or by its members as well as allowance or travelling expenses incurred whilst attending committee meeting.
- 6.8 The carrying out of any works on or to the facility including alterations, reconstruction or construction without the prior written consent of Council (this does not include minor maintenance work).
- 6.9 As a voluntary Committee, members do not receive payment for their services. The Committee may by resolution reimburse the Secretary for phone calls and postage made in relation to the hire of the facility. No other payment is to be made to Committee members without the prior written approval of Council.
- 6.10 Unreasonably withholding consent for the letting of the facility to any organisations which agreed to comply with and adhere to the rules adopted for the use of the facility, providing an acceptable letting period is available.
- 6.11 Vote on monies for expenditure on the works, services or operations of Council.
- 6.12 The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any rules and regulations made by Council, in relation to the facility/ function under its management and control.
- 6.13 If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

7. COMMITTEE VS COUNCIL RESPONSIBILITY

ITEM	COMMITTEE	COUNCIL
EXTERNAL		
Walls – structure and cladding	Inspection and reporting of defects	Repair and replacement
Walls – finishing	Cleaning, removal of graffiti	Painting and resurfacing
Water supply and fittings – taps and valves	Maintenance and lubrication Inspection and reporting of defects Replacement of washers	Repair and replacement
Water supply and fittings – pipe works	Inspection and reporting of defects Securing off in emergency	Repair and replacement
Plumbing – sewerage lines and septic	Inspection and reporting of defects Emergency unblocking or make safe repairs	Repair and replacement
Guttering, down pipes, waste pipes and drains	Inspection and reporting of defects Clear foreign objects, blockages, mud etc.	Repair and replacement
External roofs, guttering and flashing	No responsibility	Repair and replacement
Skylights	No responsibility	All maintenance and repair as required

Light globes and fittings	Replacements of globes no higher than two meters above head height	Replacement of any street lighting or light fittings Replacement of globes two meters above head height
Doors, including door hardware	Immediate securing where damaged	Repair and replacement
Windows – flywire screening	All regular cleaning and maintenance	Repair and replacement
Windows – frames and locks	Inspection and reporting of defects Lubrication of hardware	Repair and replacement
Windows – glazing	All regular cleaning and maintenance Immediate securing if broken	Repair and replacement
Locks and security systems	Maintain key register Replace keys and locks not on Council Key Register Immediate securing of building if damaged Minor lubrication of locks Engage security service if required	Purchase, installation, service and maintenance where compatible with Council's Key Register
INTERNAL		
Internal walls and ceilings – fabric	Inspection and reporting of defects	Repair and replacement
Internal walls – painting	Cleaning	Painting and resurfacing
Ceilings – structure	Inspection and reporting of defects	Repair and replacement
Ceilings – surfacing	Inspection and reporting of defects	Repair and replacement
Floor structure	Inspection and reporting of defects	Repair and replacement
Floor surfaces and coverings	All regular cleaning and maintenance	Repair and replacement
Doors (including cupboards, doors and door fittings)	Regular cleaning Lubrication of hardware	Repair and replacement
Windows – curtains and blinds	Regular cleaning and minor repair	Replacement
Internal electrical wiring and fittings	Make safe immediately	Repair and replacement
Light globes	Replacement of globes	Replacement of globes where Committee risk assessment unable to manage risk
Light fittings	Inspection and reporting of defects	Repair and replacement
Water supply and fittings	Maintenance and lubrication Inspection and reporting of defects Replacement of washers	Repair and replacement
Internal plumbing – pipes, cisterns, toilet bowls, Hand basins, sinks	Minimise any leakage and further damage	Repair and replacement
Heating, air-conditioning fixtures, hot water systems,	Payment of all gas, water and electricity bills, and	Repair and replacement

appliance	inspection and reporting of defects and services	
Consumables to kitchens, toilets and bathrooms	Supply and replenish	No responsibility
Sanitary disposal	Supply and maintain	No responsibility
Telephone services (where provided)	Payment of all connection, service and use accounts, ensure lines remain operational	No responsibility
ESSENTIAL SERVICES		
Testings and tagging of electrical cords	Regular visual inspections. Remove damaged items from service. Arrange testing and tagging of electrical cords by an Licensed Electrician (or competent person) every two years or at Council's direction	Pay for all testing and tagging. Audit of currency of tags as part of regular inspections
Emergency lighting / exit signs	Inspection and reporting of defects	Six monthly testing Repair and replacement
Evacuation plan	Display prominently	Prepare in consultation with Committee
Paths of travel	Inspect and maintain clear paths of travel at all times Check all door handles on paths of travel	Audit according to regulations
All other Essential Safety Measures	No responsibility	All responsibility
SURROUNDS		
Paths and paved areas	Inspection and reporting of defects	Repair and replacement
Fencing and gates	Inspection and reporting of defects Lubrication of hardware Maintain key register	Repair and replacement
Nature strips and grassed areas	Mowing and regular re-seeding	Returfing
Sport fields and playing surfaces – watering	Water to maintain playable standard	Provide advice
Sports fields and playing surfaces	Minor maintenance, inspection and reporting of defects	Major repairs
Sports fields and playing surfaces – other	Inspection and reporting of defects	Construction, repair and replacement, annual seasonal renovation
Irrigation systems	Maintenance and minor repairs	Major repairs and replacement
Garden beds and shrubs	Watering, fertilising, maintenance, replanting and keeping tidy	Construction and refurbishment
Trees	Inspection and reporting of defects Minor pruning, feeding and watering	Planting and major pruning Tree removal
Outdoor furniture	Inspection and reporting of defects	Repair and replacement

	Cleaning	
Internal roadways and car parks	Inspection and reporting of defects Maintain free of obstructions	Construction, repair and resurfacing, signage
Facility perimeter signage	Inspection and reporting of defects	Installation, repair and replacement
Light towers	No responsibility	Total responsibility for purchase, installation, utility costs, repairs and maintenance
Australian rules football goal posts and nets	Inspection and reporting of defects	Repair and replacement
All other goals and nets	Total responsibility	No responsibility
Nets and goal posts	Total responsibility	No responsibility
Sports surface line marking	Complete as required	No responsibility
Fire prevention works	Remove all flammable materials from around buildings	Audit according to regulations
Hazardous substances and dangerous goods storage	Responsible for storing to relevant Work Health and Safety Standards	Audit according to regulations

8. STRUCTURE AND MEMBERSHIP

8.1 The Committee shall consist of thirteen (13) members to be appointed by resolution of the Council, such members to be nominated in the following manner:

- At least one (1) Councillor representative
- Allowance for one (1) representative per user group
- Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by executive).

8.2 Relevant Council staff can be invited by the Committee to provide information and technical advice on any upcoming Agenda items.

8.3 Council reserves the right to amend the number of Committee members and category of representation.

9. TERM OF APPOINTMENT

9.1 The term of a committee is the same term as the elected Council.

10. PRINCIPAL SPOKESPERSON

10.1 The principal spokesperson for the Committee shall be the Chairperson.

10.2 The Chair may authorise other members to speak on behalf of the Committee, where deemed necessary and / or appropriate

11. MEETINGS

11.1 There should be minimum of four meetings held each year, however it is recommended that Ordinary Meetings of the Committees occur on a monthly basis to ensure that any outstanding matters are dealt with expeditiously.

- 11.2 There should be one Annual General Meeting held per year, at which the Committee will appoint its executive.

12. REPORTING REQUIREMENTS

- 12.1 Annual Report - Committees are to provide Council with an Annual Report inclusive of financial statements by the third (3rd) week in August each year.

- 12.2 Finance Reports - Committees are to provide Council with financial statements by third (3rd) week in August each year.

Financial Statements are to include the following information:

- Profit & Loss Statement
- Balance Sheet
- Supporting documentation as per clause 10.13 of the Section 355 Asset Committee Manual

- 12.3 Quarterly GST Reporting - Quarterly GST Reporting is to include the following information:
- A profit and loss statement
 - A balance sheet
 - Completed Business Activity Statement (BAS)

- 12.4 Term Report - A Term Report will be prepared by the outgoing Committee in a Local Government Election year, on the achievements of the Committee over its four year term and forwarded to Council by the third (3rd) week in August.

13. RECORDS

- 13.1 The Committee is required to keep all proper records.
- 13.2 Minutes of each meeting shall be submitted to Council within fourteen (14) days of the meeting.

14. FRAMEWORK

- 14.1 The Committee will comply with all provisions of Section 355 *Local Government Act 1993 (Committees)*, Section 377 *Local Government Act 1993 (Delegations)*, and Section 441-443 *Local Government Act 1993 (Pecuniary Interest)*.
- 14.2 The Committee will comply with all provisions of Council's Section 355 Asset Committee Framework.

15. REVIEW

- 15.1 Review of all Section 355 Committees, their structures, Framework and including Constitutions will be conducted annually in September following presentation of the Committees Annual Reports and Financial Statements.
- 15.2 Constitutions will be reviewed by Council following each Local Government General Election (4 yearly), by General Manager.

16. DEFINITIONS

"**Council**" shall mean Broken Hill City Council.

"**Committee**" shall mean the E.T. Lamb Memorial Oval Community Committee.

"Executive" shall mean the Chairperson, Deputy Chairperson, Secretary and Treasurer of the Committee.

"User Group" shall mean organisations which are granted use of any portion of the facility on a license, annual, seasonal or longer term basis.

"Oval" shall mean the E.T. Lamb Memorial Oval.



DRAFT CONSTITUTION OF THE FRIENDS OF THE FLORA AND FAUNA OF THE BARRIER RANGES COMMUNITY COMMITTEE

QUALITY CONTROL		
TRIM REFERENCES	D12/14954 – 12/51	
RESPONSIBLE POSITION	Corporate Responsibility Officer	
APPROVED BY	Council	
REVIEW DATE	July 2020	REVISION NUMBER 12
EFFECTIVE DATE	ACTION	MINUTE NUMBER
1 November 2001	Adopted	39244
19 December 2001	Amended	39320
26 June 2002	Amended	29522
25 June 2003	Amended	39986
24 September 2003	Amended	40138
25 October 2006	Amended	42035
298 November 2006	Amended	42070
31 January 2007	Amended	42126
25 August 2010	Amended	42460
25 January 2012	Amended	43138
31 July 2013	Amended	44407
29 March	Amended	

1. INTRODUCTION

- 1.1 The Friends of the Flora and Fauna of the Barrier Ranges Community Committee is a Section 355 Asset Committee established by Council under Section 355 of the Local Government Act.

2. COMMITTEE OBJECTIVE

- 2.1 To undertake an advisory role in respect of the care, maintenance, repair, beautification, improvement and management of the Sanctuary; the Committee shall liaise with Council through a Contact Officer or current Councillor representative/s on the Committee, in respect of proposed projects.
- 2.2 To carry out works as approved by Council.

3. COMMITTEE NAME

- 3.1 The Committee shall be called the Friends of the Flora and Fauna of the Barrier Ranges Community Committee.

4. COMMITTEE ASSET LOCATON AND ADDRESS

- 4.1 The Committee shall manage and maintain the John Simons Flora and Fauna Sanctuary at the Living Desert, situated off Nine Mile Road.
- 4.2 The postal address of the Committee will be "to be advised" and alternatively c/- PO Box 448, Broken Hill NSW 2880.





5. COMMITTEE DELEGATION

Committees are responsible for the tasks delegated by Council which may include letting, cleaning, maintenance, minor repairs and operations.

- 5.1 To assist in the maintenance and future development of native flora and fauna within the Sanctuary.
- 5.2 To present the Sanctuary at a standard of appearance that is satisfactory to the community.
- 5.3 To undertake roles as Volunteer Tour Advisors on a rostered basis.
- 5.4 To assist Council with the opening and closing functions of The Living Desert on a rostered basis.
- 5.5 To recommend to Council an annual works maintenance program and any special projects proposed by the Committee.
- 5.6 To co-opt additional members from time to time, at its discretion, to provide specialist advice or assistance at nil cost and without voting rights.
- 5.7 To ensure that all Committee members abide by all of Council's Work, Health and Safety requirements, that all designated personal protective equipment (e.g. gloves, safety glasses) required by Council are used; and to ensure that safety procedures for use of the Sportsground are monitored.
- 5.8 To bring to Council's attention by way of recommendation through the Council Standing Committee or his/her delegate any item requiring a policy decision outside the authorised delegation of the Committee.

6. RESTRICTION OF DELEGATION

The Committee may not make decisions concerning the following:

- 6.1 The employment of staff. Committees may not have paid employees as this authority cannot be delegated under Section 355 of the Act. Volunteers will be covered by

Council Insurance where they are registered with the committee and where they have acted in good faith and lawfully within this instrument of delegation and schedules.

- 6.2 Fixing of charges or fees (the Committee may submit recommendations for approval to Council in relation to the fixing of charges and fees for the use of the facility under its control).
- 6.3 Borrowing any monies.
- 6.4 The sale, lease or surrender of any land or other property vested in its care under the provision of the Act (as amended).
- 6.5 The acceptance of tenders which are required to be called by Council, i.e. in excess of Council's discretionary tender threshold (currently \$100,000 GST inclusive).
- 6.6 Formation of submissions to government policies or implementation of policies without the prior written consent of Council.
- 6.7 The payment or making of any profit, gain or gift, to or by its members as well as allowance or travelling expenses incurred whilst attending committee meeting.
- 6.8 The carrying out of any works on or to the facility including alterations, reconstruction or construction without the prior written consent of Council (this does not include minor maintenance work).
- 6.9 As a voluntary Committee, members do not receive payment for their services.
- 6.10 Vote on monies for expenditure on the works, services or operations of Council.
- 6.11 The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any rules and regulations made by Council, in relation to the facility/ function under its management and control.
- 6.12 If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

7. COMMITTEE VS COUNCIL RESPONSIBILITY

ITEM	COMMITTEE	COUNCIL
	EXTERNAL	
Walls – structure and cladding	Inspection and reporting of defects	Repair and replacement
Walls – finishing	Cleaning, removal of graffiti	Painting and resurfacing
Water supply and fittings – taps and valves	Maintenance and lubrication Inspection and reporting of defects Replacement of washers	Repair and replacement
Water supply and fittings – pipe works	Inspection and reporting of defects Securing off in emergency	Repair and replacement
Plumbing – sewerage lines and septic	Inspection and reporting of defects Emergency unblocking or make safe repairs	Repair and replacement
Guttering, down pipes,	Inspection and reporting of	Repair and replacement

waste pipes and drains	defects Clear foreign objects, blockages, mud etc.	
External roofs, guttering and flashing	No responsibility	Repair and replacement
Skylights	No responsibility	All maintenance and repair as required
Light globes and fittings	Replacements of globes no higher than two meters above head height	Replacement of any street lighting or light fittings Replacement of globes two meters above head height
Doors, including door hardware	Immediate securing where damaged	Repair and replacement
Windows – flywire screening	All regular cleaning and maintenance	Repair and replacement
Windows – frames and locks	Inspection and reporting of defects Lubrication of hardware	Repair and replacement
Windows – glazing	All regular cleaning and maintenance Immediate securing if broken	Repair and replacement
Locks and security systems	Maintain key register Replace keys and locks not on Council Key Register Immediate securing of building if damaged Minor lubrication of locks Engage security service if required	Purchase, installation, service and maintenance where compatible with Council's Key Register
INTERNAL		
Internal walls and ceilings – fabric	Inspection and reporting of defects	Repair and replacement
Internal walls – painting	Cleaning	Painting and resurfacing
Ceilings – structure	Inspection and reporting of defects	Repair and replacement
Ceilings – surfacing	Inspection and reporting of defects	Repair and replacement
Floor structure	Inspection and reporting of defects	Repair and replacement
Floor surfaces and coverings	All regular cleaning and maintenance	Repair and replacement
Doors (including cupboards, doors and door fittings)	Regular cleaning Lubrication of hardware	Repair and replacement
Windows – curtains and blinds	Regular cleaning and minor repair	Replacement
Internal electrical wiring and fittings	Make safe immediately	Repair and replacement
Light globes	Replacement of globes	Replacement of globes where Committee risk assessment unable to manage risk
Light fittings	Inspection and reporting of defects	Repair and replacement
Water supply and fittings	Maintenance and lubrication Inspection and reporting of	Repair and replacement

	defects Replacement of washers	
Internal plumbing – pipes, cisterns, toilet bowls, Hand basins, sinks	Minimise any leakage and further damage	Repair and replacement
Heating, air-conditioning fixtures, hot water systems, appliance	Payment of all gas, water and electricity bills, and inspection and reporting of defects and services	Repair and replacement
Consumables to kitchens, toilets and bathrooms	Supply and replenish	No responsibility
Sanitary disposal	Supply and maintain	No responsibility
Telephone services (where provided)	Payment of all connection, service and use accounts, ensure lines remain operational	No responsibility
ESSENTIAL SERVICES		
Testings and tagging of electrical cords	Regular visual inspections. Remove damaged items from service. Arrange testing and tagging of electrical cords by an Licensed Electrician (or competent person) every two years or at Council's direction	Pay for all testing and tagging. Audit of currency of tags as part of regular inspections
Emergency lighting / exit signs	Inspection and reporting of defects	Six monthly testing Repair and replacement
Evacuation plan	Display prominently	Prepare in consultation with Committee
Paths of travel	Inspect and maintain clear paths of travel at all times Check all door handles on paths of travel	Audit according to regulations
All other Essential Safety Measures	No responsibility	All responsibility
SURROUNDS		
Paths and paved areas	Inspection and reporting of defects	Repair and replacement
Fencing and gates	Inspection and reporting of defects Lubrication of hardware Maintain key register	Repair and replacement
Nature strips and grassed areas	Mowing and regular re-seeding	Returfing
Sport fields and playing surfaces – watering	Water to maintain playable standard	Provide advice
Sports fields and playing surfaces	Minor maintenance, inspection and reporting of defects	Major repairs
Sports fields and playing surfaces – other	Inspection and reporting of defects	Construction, repair and replacement, annual seasonal renovation
Irrigation systems	Maintenance and minor repairs	Major repairs and replacement
Garden beds and shrubs	Watering, fertilising, maintenance, replanting	Construction and refurbishment

	and keeping tidy	
Trees	Inspection and reporting of defects Minor pruning, feeding and watering	Planting and major pruning Tree removal
Outdoor furniture	Inspection and reporting of defects Cleaning	Repair and replacement
Internal roadways and car parks	Inspection and reporting of defects Maintain free of obstructions	Construction, repair and resurfacing, signage
Facility perimeter signage	Inspection and reporting of defects	Installation, repair and replacement
Light towers	No responsibility	Total responsibility for purchase, installation, utility costs, repairs and maintenance
Australian rules football goal posts and nets	Inspection and reporting of defects	Repair and replacement
All other goals and nets	Total responsibility	No responsibility
Nets and goal posts	Total responsibility	No responsibility
Sports surface line marking	Complete as required	No responsibility
Fire prevention works	Remove all flammable materials from around buildings	Audit according to regulations
Hazardous substances and dangerous goods storage	Responsible for storing to relevant Work Health and Safety Standards	Audit according to regulations

8. STRUCTURE AND MEMBERSHIP

- 8.1 The Committee shall consist of twenty three (23) members to be appointed by resolution of the Council, such members to be nominated in the following manner:
- At least one (1) Councillor representative
 - Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by executive).
- 8.2 Relevant Council staff can be invited by the Committee to provide information and technical advice on any upcoming Agenda items.
- 8.3 Council reserves the right to amend the number of Committee members and category of representation.

9. TERM OF APPOINTMENT

- 9.1 The term of a committee is the same term as the elected Council.

10. PRINCIPAL SPOKESPERSON

- 10.1 The principal spokesperson for the Committee shall be the Chairperson.
- 10.2 The Chair may authorise other members to speak on behalf of the Committee, where deemed necessary and / or appropriate.

11. MEETINGS

- 11.1 There should be minimum of four meetings held each year, however it is recommended that Ordinary Meetings of the Committees occur on a monthly basis to ensure that any outstanding matters are dealt with expeditiously.
- 11.2 There should be one Annual General Meeting held per year, at which the Committee will appoint its executive.

12. REPORTING REQUIREMENTS

- 12.1 Annual Report - Committees are to provide Council with an Annual Report inclusive of financial statements by the third (3rd) week in August each year.
- 12.2 Finance Reports - Committees are to provide Council with financial statements by third (3rd) week in August each year.

Financial Statements are to include the following information:

- Profit & Loss Statement
- Balance Sheet
- Supporting documentation as per clause 10.13 of the Section 355 Asset Committee Manual

- 12.3 Quarterly GST Reporting - Quarterly GST Reporting is to include the following information:
- A profit and loss statement
 - A balance sheet
 - Completed Business Activity Statement (BAS)
- 12.4 Term Report - A Term Report will be prepared by the outgoing Committee in a Local Government Election year, on the achievements of the Committee over its four year term and forwarded to Council by the third (3rd) week in August.

13. RECORDS

- 13.1 The Committee is required to keep all proper records.
- 13.2 Minutes of each meeting shall be submitted to Council within fourteen (14) days of the meeting.

14. FRAMEWORK

- 14.1 The Committee will comply with all provisions of Section 355 *Local Government Act 1993* (Committees), Section 377 *Local Government Act 1993* (Delegations), and Section 441-443 *Local Government Act 1993* (Pecuniary Interest).
- 14.2 The Committee will comply with all provisions of Council's Section 355 Asset Committee Framework.

15. REVIEW

- 15.1 Review of all Section 355 Committees, their structures, and Framework including Constitutions will be conducted annually in September following presentation of the Committees Annual Reports and Financial Statements.
- 15.2 Constitutions will be reviewed by Council following each Local Government General Election (4 yearly), by Council resolution, at the request of the Committee or at the discretion of the General Manager.

16. DEFINITIONS

"Council" shall mean Broken Hill City Council.

"Committee" shall mean The Friends of the Flora and Fauna of the Barrier Ranges Community Committee.

"Executive" shall mean the Chairperson, Deputy Chairperson, Secretary and Treasurer of the Committee.

"Sanctuary" shall mean the Living Desert and the John Simons Flora and Fauna Sanctuary.

"User Group" shall mean organisations which are granted use of any portion of the facility on a license, annual, seasonal or longer term basis.



DRAFT CONSTITUTION OF THE MEMORIAL OVAL COMMUNITY COMMITTEE

QUALITY CONTROL		
TRIM REFERENCES	D12/14766 – 12/52	
RESPONSIBLE POSITION	Corporate Responsibility Officer	
APPROVED BY	Council	
REVIEW DATE	July 2020	REVISION NUMBER 14
EFFECTIVE DATE	ACTION	MINUTE NUMBER
30 June 1976	Adopted	21323
21 October 1976	Amended	21715
25 February 1981	Amended	26554
15 December 1981	Amended	27437
5 November 1986	Amended	31887
3 October 1990	Amended	34351
25 September 1991	Amended	34985
30 September 1992	Amended	35731
2 November 1994	Amended	36759
29 November 1995	Amended	37136
26 November 1997	Amended	42070
31 January 2007	Amended	42126
31 July 2013	Amended	44407
29 March	Amended	

1. INTRODUCTION

- 1.1. The Memorial Oval Community Committee is a Section 355 Asset Committee established by Council under Section 355 of the Local Government Act.

2. COMMITTEE OBJECTIVE

- 2.1. To undertake an advisory role in respect of the care, maintenance, repair, beautification, improvement and management of the Oval; the Committee shall liaise with Council through a Contact Officer or current Councillor representative/s on the Committee, in respect of proposed projects.
- 2.2. To carry out works as approved by Council.
- 2.3. To maintain a record of bookings of the Oval and its facilities in diary form and produce such a book for the inspection of Council on demand.
- 2.4. To provide access to the Oval and its facilities for use by citizens of and visitors to Broken Hill without distinction.
- 2.5. To allow any regular user of the Oval to erect structures under such conditions as the Committee shall see fit, provided that no such agreement shall be concluded without the approval in writing of the Council; so that Council's insurers are aware of the event activity.
- 2.6. To ensure a copy of current rules of use of the Oval and its facilities and the current schedule of fees and charges are exhibited in an appropriate public place at the sportsground.
- 2.7. To recommend to Council the making of rules or setting of any fees and charges, none of which to be implemented without formal approval by Council.

3. COMMITTEE NAME

- 3.1. The Committee shall be called the Memorial Oval Community Committee.

4. COMMITTEE ASSET LOCATON AND ADDRESS

- 4.1. The Committee shall manage and maintain the Memorial Oval, situated at 87 Williams Street.
- 4.2. The postal address of the Committee will be "to be advised" and alternatively c/- PO Box 448, Broken Hill NSW 2880



5. COMMITTEE DELEGATION

Committees are responsible for the tasks delegated by Council which may include letting, cleaning, maintenance, minor repairs and operations.

- 5.1. To oversee and conduct the necessary duties of watering, weeding and lawn edging, sundry repairs and maintenance to watering systems and fixtures.
- 5.2. To present the Oval at a standard of appearance that is satisfactory to the community.
- 5.3. To provide a satisfactory service to users of the Oval and to advise Council promptly of safety and maintenance concerns.
- 5.4. To request Council assistance in removal of dead trees and any other task that requires the use of high risk power tools such as chainsaws.
- 5.5. To recommend to Council an annual works maintenance program and any special projects proposed by the Committee.
- 5.6. To co-opt additional members from time to time, at its discretion, to provide specialist advice or assistance at nil cost and without voting rights.
- 5.7. To recommend to Council any fees and charges for use of the Oval, each financial year for Council's consideration.
- 5.8. To accept all bookings for use of the Oval and keep all necessary records in respect of same.
- 5.9. To ensure that all Committee members abide by all of Council's Work, Health and Safety requirements, that all designated personal protective equipment (e.g. gloves, safety glasses) required by Council are used; and to ensure that safety procedures for use of the Sportsground are monitored.

- 5.10. To bring to Council's attention by way of recommendation through the Council or his/her delegate any item requiring a policy decision outside the authorised delegation of the Committee.

6. RESTRICTION OF DELEGATION

The Committee may not make decisions concerning the following:

- 6.1. The employment of staff. Committees may not have paid employees as this authority cannot be delegated under Section 355 of the Act. Volunteers will be covered by Council Insurance where they are registered with the committee and where they have acted in good faith and lawfully within this instrument of delegation and schedules.
- 6.2. Fixing of charges or fees (the Committee may submit recommendations for approval to Council in relation to the fixing of charges and fees for the use of the facility under its control).
- 6.3. Borrowing any monies.
- 6.4. The sale, lease or surrender of any land or other property vested in its care under the provision of the Act (as amended).
- 6.5. The acceptance of tenders which are required to be called by Council, i.e. in excess of Council's discretionary tender threshold (currently \$100,000 GST inclusive).
- 6.6. Formation of submissions to government policies or implementation of policies without the prior written consent of Council.
- 6.7. The payment or making of any profit, gain or gift, to or by its members as well as allowance or travelling expenses incurred whilst attending committee meeting.
- 6.8. The carrying out of any works on or to the facility including alterations, reconstruction or construction without the prior written consent of Council (this does not include minor maintenance work).
- 6.9. As a voluntary Committee, members do not receive payment for their services. The Committee may by resolution reimburse the Secretary for phone calls and postage made in relation to the hire of the facility. No other payment is to be made to Committee members without the prior written approval of Council.
- 6.10. Unreasonably withholding consent for the letting of the facility to any organisations which agreed to comply with and adhere to the rules adopted for the use of the facility, providing an acceptable letting period is available.
- 6.11. Vote on monies for expenditure on the works, services or operations of Council.
- 6.12. The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any rules and regulations made by Council, in relation to the facility/ function under its management and control.
- 6.13. If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

7. COMMITTEE VS COUNCIL RESPONSIBILITY

ITEM	COMMITTEE	COUNCIL
EXTERNAL		
Walls – structure and cladding	Inspection and reporting of defects	Repair and replacement
Walls – finishing	Cleaning, removal of graffiti	Painting and resurfacing
Water supply and fittings – taps and valves	Maintenance and lubrication Inspection and reporting of defects Replacement of washers	Repair and replacement
Water supply and fittings – pipe works	Inspection and reporting of defects Securing off in emergency	Repair and replacement
Plumbing – sewerage lines and septic	Inspection and reporting of defects Emergency unblocking or make safe repairs	Repair and replacement
Guttering, down pipes, waste pipes and drains	Inspection and reporting of defects Clear foreign objects, blockages, mud etc.	Repair and replacement
External roofs, guttering and flashing	No responsibility	Repair and replacement
Skylights	No responsibility	All maintenance and repair as required
Light globes and fittings	Replacements of globes no higher than two meters above head height	Replacement of any street lighting or light fittings Replacement of globes two meters above head height
Doors, including door hardware	Immediate securing where damaged	Repair and replacement
Windows – flywire screening	All regular cleaning and maintenance	Repair and replacement
Windows – frames and locks	Inspection and reporting of defects Lubrication of hardware	Repair and replacement
Windows – glazing	All regular cleaning and maintenance Immediate securing if broken	Repair and replacement
Locks and security systems	Maintain key register Replace keys and locks not on Council Key Register Immediate securing of building if damaged Minor lubrication of locks Engage security service if required	Purchase, installation, service and maintenance where compatible with Council's Key Register
INTERNAL		
Internal walls and ceilings – fabric	Inspection and reporting of defects	Repair and replacement
Internal walls – painting	Cleaning	Painting and resurfacing
Ceilings – structure	Inspection and reporting of defects	Repair and replacement
Ceilings – surfacing	Inspection and reporting of	Repair and replacement

	defects	
Floor structure	Inspection and reporting of defects	Repair and replacement
Floor surfaces and coverings	All regular cleaning and maintenance	Repair and replacement
Doors (including cupboards, doors and door fittings)	Regular cleaning Lubrication of hardware	Repair and replacement
Windows – curtains and blinds	Regular cleaning and minor repair	Replacement
Internal electrical wiring and fittings	Make safe immediately	Repair and replacement
Light globes	Replacement of globes	Replacement of globes where Committee risk assessment unable to manage risk
Light fittings	Inspection and reporting of defects	Repair and replacement
Water supply and fittings	Maintenance and lubrication Inspection and reporting of defects Replacement of washers	Repair and replacement
Internal plumbing – pipes, cisterns, toilet bowls, Hand basins, sinks	Minimise any leakage and further damage	Repair and replacement
Heating, air-conditioning fixtures, hot water systems, appliance	Payment of all gas, water and electricity bills, and inspection and reporting of defects and services	Repair and replacement
Consumables to kitchens, toilets and bathrooms	Supply and replenish	No responsibility
Sanitary disposal	Supply and maintain	No responsibility
Telephone services (where provided)	Payment of all connection, service and use accounts, ensure lines remain operational	No responsibility
ESSENTIAL SERVICES		
Testings and tagging of electrical cords	Regular visual inspections. Remove damaged items from service. Arrange testing and tagging of electrical cords by an Licensed Electrician (or competent person) every two years or at Council's direction	Pay for all testing and tagging. Audit of currency of tags as part of regular inspections
Emergency lighting / exit signs	Inspection and reporting of defects	Six monthly testing Repair and replacement
Evacuation plan	Display prominently	Prepare in consultation with Committee
Paths of travel	Inspect and maintain clear paths of travel at all times Check all door handles on paths of travel	Audit according to regulations
All other Essential Safety Measures	No responsibility	All responsibility

SURROUNDS		
Paths and paved areas	Inspection and reporting of defects	Repair and replacement
Fencing and gates	Inspection and reporting of defects Lubrication of hardware Maintain key register	Repair and replacement
Nature strips and grassed areas	Mowing and regular re-seeding	Returfing
Sport fields and playing surfaces – watering	Water to maintain playable standard	Provide advice
Sports fields and playing surfaces	Minor maintenance, inspection and reporting of defects	Major repairs
Sports fields and playing surfaces – other	Inspection and reporting of defects	Construction, repair and replacement, annual seasonal renovation
Irrigation systems	Maintenance and minor repairs	Major repairs and replacement
Garden beds and shrubs	Watering, fertilising, maintenance, replanting and keeping tidy	Construction and refurbishment
Trees	Inspection and reporting of defects Minor pruning, feeding and watering	Planting and major pruning Tree removal
outdoor furniture	Inspection and reporting of defects Cleaning	Repair and replacement
Internal roadways and car parks	Inspection and reporting of defects Maintain free of obstructions	Construction, repair and resurfacing, signage
facility perimeter signage	Inspection and reporting of defects	Installation, repair and replacement
Light towers	No responsibility	Total responsibility for purchase, installation, utility costs, repairs and maintenance
Australian rules football goal posts and nets	Inspection and reporting of defects	Repair and replacement
All other goals and nets	Total responsibility	No responsibility
Nets and goal posts	Total responsibility	No responsibility
Sports surface line marking	Complete as required	No responsibility
Fire prevention works	Remove all flammable materials from around buildings	Audit according to regulations
Hazardous substances and dangerous goods storage	Responsible for storing to relevant Work Health and Safety Standards	Audit according to regulations

8. STRUCTURE AND MEMBERSHIP

- 8.1. The Committee shall consist of twelve (12) members to be appointed by resolution of the Council, such members to be nominated in the following manner:
- At least one (1) Councillor representative
 - Allowance for one (1) representative per user group
 - Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by executive).
- 8.2. Relevant Council staff can be invited by the Committee to provide information and technical advice on any upcoming Agenda items.
- 8.3. Council reserves the right to amend the number of Committee members and category of representation.

9. TERM OF APPOINTMENT

- 9.1. The term of a committee is the same term as the elected Council.

10. PRINCIPAL SPOKESPERSON

- 10.1. The principal spokesperson for the Committee shall be the Chairperson.
- 10.2. The Chair may authorise other members to speak on behalf of the Committee, where deemed necessary and / or appropriate.

11. MEETINGS

- 11.1. There should be minimum of four meetings held each year, however it is recommended that Ordinary Meetings of the Committees occur on a monthly basis to ensure that any outstanding matters are dealt with expeditiously.
- 11.2. There should be one Annual General Meeting held per year, at which the Committee will appoint its executive.

12. REPORTING REQUIREMENTS

- 12.1. Annual Report - Committees are to provide Council with an Annual Report inclusive of financial statements by the third (3rd) week in August each year.
- 12.2. Finance Reports - Committees are to provide Council with financial statements by third (3rd) week in August each year.
- Financial Statements are to include the following information:
- Profit & Loss Statement
 - Balance Sheet
 - Supporting documentation as per clause 10.13 of the Section 355 Asset Committee Manual
- 12.3. Quarterly GST Reporting - Quarterly GST Reporting is to include the following information:
- A profit and loss statement
 - A balance sheet
 - Completed Business Activity Statement (BAS)

- 12.4. Term Report - A Term Report will be prepared by the outgoing Committee in a Local Government Election year, on the achievements of the Committee over its four year term and forwarded to Council by the third (3rd) week in August.

13. RECORDS

- 13.1. The Committee is required to keep all proper records.
- 13.2. Minutes of each meeting shall be submitted to Council within fourteen (14) days of the meeting.

14. FRAMEWORK

- 14.1. The Committee will comply with all provisions of Section 355 *Local Government Act 1993* 1 (Committees), Section 377 *Local Government Act 1993* (Delegations), and Section 441-443 *Local Government Act 1993* (Pecuniary Interest).
- 14.2. The Committee will comply with all provisions of Council's Section 355 Asset Committee Framework.

15. REVIEW

- 15.1. Review of all Section 355 Committees, their structures, Framework and Constitutions will be conducted annually in September following presentation of the Committees Annual Reports and Financial Statements.
- 15.2. Constitutions will be reviewed by Council following each Local Government General Election (4 yearly), by Council resolution, at the request of the Committee or at the discretion of the General Manager.

16. DEFINITIONS

"**Council**" shall mean Broken Hill City Council.

"**Committee**" shall mean the Memorial Oval Community Committee.

"**Executive**" shall mean the Chairperson, Deputy Chairperson, Secretary and Treasurer of the Committee.

"**Oval**" shall mean the Memorial Oval.

"**User Group**" shall mean organisations which are granted use of any portion of the facility on a license, annual, seasonal or longer term basis.



DRAFT CONSTITUTION OF THE NORM FOX SPORTING COMPLEX COMMUNITY COMMITTEE

QUALITY CONTROL		
TRIM REFERENCES	D12/14742 – 12/53	
RESPONSIBLE POSITION	Corporate Responsibility Officer	
APPROVED BY	Council	
REVIEW DATE	July 2020	REVISION NUMBER 7
EFFECTIVE DATE	ACTION	MINUTE NUMBER
27 June 1984	Adopted	29794
29 November 2006	Amended	42070
31 January 2007	Amended	42126
28 April 2010	Amended	42326
25 January 2012	Amended	43138
31 July 2013	Amended	44407
29 March	Amended	

1. INTRODUCTION

- 1.1. The Norm Fox Sporting Complex Community Committee is a Section 355 Asset Committee established by Council under Section 355 of the Local Government Act.

2. COMMITTEE OBJECTIVE

- 2.1. To undertake an advisory role in respect of the care, maintenance, repair, beautification, improvement and management of the Complex; the Committee shall liaise with Council through a Contact Officer or current Councillor representative/s on the Committee, in respect of proposed projects.
- 2.2. To carry out works as approved by Council.
- 2.3. To maintain a record of bookings of the Complex and its facilities in diary form and produce such a book for the inspection of Council on demand.

- 2.4. To provide access to the Complex and its facilities for use by citizens of and visitors to Broken Hill without distinction.
- 2.5. To allow any regular user of the Complex to erect structures under such conditions as the Committee shall see fit, provided that no such agreement shall be concluded without the approval in writing of the Council; so that Council's insurers are aware of the event activity.
- 2.6. To ensure a copy of current rules of use of the Complex and its facilities and the current schedule of fees and charges are exhibited in an appropriate public place at the sportsground.
- 2.7. To recommend to Council the making of rules or setting of any fees and charges, none of which to be implemented without formal approval by Council.

3. COMMITTEE NAME

- 3.1. The Committee shall be called the Norm Fox Sporting Complex Community Committee.

4. COMMITTEE ASSET LOCATON AND ADDRESS

- 4.1. The Committee shall manage and maintain the Norm Fox Oval, situated at 457 Wolfram Street.
- 4.2. The postal address of the Committee will be "to be advised" and alternatively c/- PO Box 448, Broken Hill NSW 2880.



5. COMMITTEE DELEGATION

Committees are responsible for the tasks delegated by Council which may include letting, cleaning, maintenance, minor repairs and operations.

- 5.1. To oversee and conduct the necessary duties of watering, weeding and lawn edging, sundry repairs and maintenance to watering systems and fixtures.
- 5.2. To present the Complex at a standard of appearance that is satisfactory to the community.
- 5.3. To provide a satisfactory service to users of the Complex and to advise Council promptly of safety and maintenance concerns.
- 5.4. To request Council assistance in removal of dead trees and any other task that requires the use of high risk power tools such as chainsaws.
- 5.5. To recommend to Council an annual works maintenance program and any special projects proposed by the Committee.
- 5.6. To co-opt additional members from time to time, at its discretion, to provide specialist advice or assistance at nil cost and without voting rights.
- 5.7. To recommend to Council any fees and charges for use of the Complex, each financial year for Council's consideration.
- 5.8. To accept all bookings for use of the Complex and keep all necessary records in respect of same.
- 5.9. To ensure that all Committee members abide by all of Council's Work, Health and Safety requirements, that all designated personal protective equipment (e.g. gloves, safety glasses) required by Council are used; and to ensure that safety procedures for use of the Sportsground are monitored.
- 5.10. To bring to Council's attention by way of recommendation through the Council or his/her delegate any item requiring a policy decision outside the authorised delegation of the Committee.

6. RESTRICTION OF DELEGATION

The Committee may not make decisions concerning the following:

- 6.1. The employment of staff. Committees may not have paid employees as this authority cannot be delegated under Section 355 of the Act. Volunteers will be covered by Council Insurance where they are registered with the committee and where they have acted in good faith and lawfully within this instrument of delegation and schedules.
- 6.2. Fixing of charges or fees (the Committee may submit recommendations for approval to Council in relation to the fixing of charges and fees for the use of the facility under its control).
- 6.3. Borrowing any monies.
- 6.4. The sale, lease or surrender of any land or other property vested in its care under the provision of the Act (as amended).
- 6.5. The acceptance of tenders which are required to be called by Council, i.e. in excess of Council's discretionary tender threshold (currently \$100,000 GST inclusive).
- 6.6. Formation of submissions to government policies or implementation of policies without the prior written consent of Council.

- 6.7. The payment or making of any profit, gain or gift, to or by its members as well as allowance or travelling expenses incurred whilst attending committee meeting.
- 6.8. The carrying out of any works on or to the facility including alterations, reconstruction or construction without the prior written consent of Council (this does not include minor maintenance work).
- 6.9. As a voluntary Committee, members do not receive payment for their services. The Committee may by resolution reimburse the Secretary for phone calls and postage made in relation to the hire of the facility. No other payment is to be made to Committee members without the prior written approval of Council.
- 6.10. Unreasonably withholding consent for the letting of the facility to any organisations which agreed to comply with and adhere to the rules adopted for the use of the facility, providing an acceptable letting period is available.
- 6.11. Vote on monies for expenditure on the works, services or operations of Council.
- 6.12. The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any rules and regulations made by Council, in relation to the facility/ function under its management and control.
- 6.13. If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

7. COMMITTEE VS COUNCIL RESPONSIBILITY

ITEM	COMMITTEE	COUNCIL
EXTERNAL		
Walls – structure and cladding	Inspection and reporting of defects	Repair and replacement
Walls – finishing	Cleaning, removal of graffiti	Painting and resurfacing
Water supply and fittings – taps and valves	Maintenance and lubrication Inspection and reporting of defects Replacement of washers	Repair and replacement
Water supply and fittings – pipe works	Inspection and reporting of defects Securing off in emergency	Repair and replacement
Plumbing – sewerage lines and septic	Inspection and reporting of defects Emergency unblocking or make safe repairs	Repair and replacement
Guttering, down pipes, waste pipes and drains	Inspection and reporting of defects Clear foreign objects, blockages, mud etc.	Repair and replacement
External roofs, guttering and flashing	No responsibility	Repair and replacement
Skylights	No responsibility	All maintenance and repair as required
Light globes and fittings	Replacements of globes no higher than two meters above head height	Replacement of any street lighting or light fittings Replacement of globes two

		meters above head height
Doors, including door hardware	Immediate securing where damaged	Repair and replacement
Windows – flywire screening	All regular cleaning and maintenance	Repair and replacement
Windows – frames and locks	Inspection and reporting of defects Lubrication of hardware	Repair and replacement
Windows – glazing	All regular cleaning and maintenance Immediate securing if broken	Repair and replacement
Locks and security systems	Maintain key register Replace keys and locks not on Council Key Register Immediate securing of building if damaged Minor lubrication of locks Engage security service if required	Purchase, installation, service and maintenance where compatible with Council's Key Register
INTERNAL		
Internal walls and ceilings – fabric	Inspection and reporting of defects	Repair and replacement
Internal walls – painting	Cleaning	Painting and resurfacing
Ceilings – structure	Inspection and reporting of defects	Repair and replacement
Ceilings – surfacing	Inspection and reporting of defects	Repair and replacement
Floor structure	Inspection and reporting of defects	Repair and replacement
Floor surfaces and coverings	All regular cleaning and maintenance	Repair and replacement
Doors (including cupboards, doors and door fittings)	Regular cleaning Lubrication of hardware	Repair and replacement
Windows – curtains and blinds	Regular cleaning and minor repair	Replacement
Internal electrical wiring and fittings	Make safe immediately	Repair and replacement
Light globes	Replacement of globes	Replacement of globes where Committee risk assessment unable to manage risk
Light fittings	Inspection and reporting of defects	Repair and replacement
Water supply and fittings	Maintenance and lubrication Inspection and reporting of defects Replacement of washers	Repair and replacement
Internal plumbing – pipes, cisterns, toilet bowls, Hand basins, sinks	Minimise any leakage and further damage	Repair and replacement
Heating, air-conditioning fixtures, hot water systems, appliance	Payment of all gas, water and electricity bills, and inspection and reporting of defects and services	Repair and replacement
Consumables to kitchens,	Supply and replenish	No responsibility

toilets and bathrooms		
Sanitary disposal	Supply and maintain	No responsibility
Telephone services (where provided)	Payment of all connection, service and use accounts, ensure lines remain operational	No responsibility
ESSENTIAL SERVICES		
Testings and tagging of electrical cords	Regular visual inspections. Remove damaged items from service. Arrange testing and tagging of electrical cords by an Licensed Electrician (or competent person) every two years or at Council's direction	Pay for all testing and tagging. Audit of currency of tags as part of regular inspections
Emergency lighting / exit signs	Inspection and reporting of defects	Six monthly testing Repair and replacement
Evacuation plan	Display prominently	Prepare in consultation with Committee
Paths of travel	Inspect and maintain clear paths of travel at all times Check all door handles on paths of travel	Audit according to regulations
All other Essential Safety Measures	No responsibility	All responsibility
SURROUNDS		
Paths and paved areas	Inspection and reporting of defects	Repair and replacement
Fencing and gates	Inspection and reporting of defects Lubrication of hardware Maintain key register	Repair and replacement
Nature strips and grassed areas	Mowing and regular re-seeding	Returfing
Sport fields and playing surfaces – watering	Water to maintain playable standard	Provide advice
Sports fields and playing surfaces	Minor maintenance, inspection and reporting of defects	Major repairs
Sports fields and playing surfaces – other	Inspection and reporting of defects	Construction, repair and replacement, annual seasonal renovation
Irrigation systems	Maintenance and minor repairs	Major repairs and replacement
Garden beds and shrubs	Watering, fertilising, maintenance, replanting and keeping tidy	Construction and refurbishment
Trees	Inspection and reporting of defects Minor pruning, feeding and watering	Planting and major pruning Tree removal
Outdoor furniture	Inspection and reporting of defects Cleaning	Repair and replacement
Internal roadways and car parks	Inspection and reporting of defects	Construction, repair and resurfacing, signage

	Maintain free of obstructions	
facility perimeter signage	Inspection and reporting of defects	Installation, repair and replacement
Light towers	No responsibility	Total responsibility for purchase, installation, utility costs, repairs and maintenance
Australian rules football goal posts and nets	Inspection and reporting of defects	Repair and replacement
All other goals and nets	Total responsibility	No responsibility
Nets and goal posts	Total responsibility	No responsibility
Sports surface line marking	Complete as required	No responsibility
Fire prevention works	Remove all flammable materials from around buildings	Audit according to regulations
Hazardous substances and dangerous goods storage	Responsible for storing to relevant Work Health and Safety Standards	Audit according to regulations

8. STRUCTURE AND MEMBERSHIP

8.1. The Committee shall consist of ten (10) members to be appointed by resolution of the Council, such members to be nominated in the following manner:

- At least one (1) Councillor Representative
- Allowance for one (1) representative per user group
- Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by executive).

8.2. Relevant Council staff can be invited by the Committee to provide information and technical advice on any upcoming Agenda items.

8.3. Council reserves the right to amend the number of Committee members and category of representation.

9. TERM OF APPOINTMENT

9.1. The term of a committee is the same term as the elected Council.

10. PRINCIPAL SPOKESPERSON

10.1. The principal spokesperson for the Committee shall be the Chairperson.

10.2. The Chair may authorise other members to speak on behalf of the Committee, where deemed necessary and / or appropriate.

11. MEETINGS

11.1. There should be minimum of four meetings held each year, however it is recommended that Ordinary Meetings of the Committee occur on a monthly basis to ensure that any outstanding matters are dealt with expeditiously.

11.2. There should be one Annual General Meeting held per year, at which the Committee will appoint its executive.

12. REPORTING REQUIREMENTS

12.1. Annual Report - Committees are to provide Council with an Annual Report inclusive of financial statements by the third (3rd) week in August each year.

12.2. Finance Reports - Committees are to provide Council with financial statements by third (3rd) week in August each year.

Financial Statements are to include the following information:

- Profit & Loss Statement
- Balance Sheet
- Supporting documentation as per clause 10.13 of the Section 355 Asset Committee Manual

12.3. Quarterly GST Reporting - Quarterly GST Reporting is to include the following information:

- A profit and loss statement
- A balance sheet
- Completed Business Activity Statement (BAS)

12.4. Term Report - A Term Report will be prepared by the outgoing Committee in a Local Government Election year, on the achievements of the Committee over its four year term and forwarded to Council by the third (3rd) week in August.

13. RECORDS

13.1. The Committee is required to keep all proper records.

13.2. Minutes of each meeting shall be submitted to the Council within fourteen (14) days of the meeting.

14. FRAMEWORK

14.1. The Committee will comply with all provisions of Section 355 *Local Government Act 1993* (Committees), Section 377 *Local Government Act 1993* (Delegations), and Section 441-443 *Local Government Act 1993* (Pecuniary Interest).

14.2. The Committee will comply with all provisions of Council's Section 355 Asset Committee Framework.

15. REVIEW

15.1. Review of all Section 355 Committees, their structures, Framework and Constitutions will be conducted annually in September following presentation of the Committees Annual Reports and Financial Statements.

15.2. Constitutions will be reviewed by Council following each Local Government General Election (4 yearly), by Council resolution, at the request of the Committee or at the discretion of the General Manager.

16. DEFINITIONS

"Council" shall mean Broken Hill City Council.

"Committee" shall mean the Norm Fox Sporting Complex Community Committee.

"Complex" shall mean the Norm Fox Sporting Complex.

"Executive" shall mean the Chairperson, Deputy Chairperson, Secretary and Treasurer of the Committee.

"User Group" shall mean organisations which are granted use of any portion of the facility on a license, annual, seasonal or longer term basis.

"Oval" shall mean the Norm Fox Oval.

DRAFT CONSTITUTION OF THE PICTON SPORTSGROUND COMMUNITY COMMITTEE

QUALITY CONTROL		
TRIM REFERENCES	D12/14873 – 12/54	
RESPONSIBLE POSITION	Corporate Responsibility Officer	
APPROVED BY	Council	
REVIEW DATE	July 2020	REVISION NUMBER 4
EFFECTIVE DATE	ACTION	MINUTE NUMBER
29 November 2006	Adopted	42070
31 January 2007	Amended	42126
31 July 2013	Amended	44407
29 March	Amended	

1. INTRODUCTION

- 1.1 The Picton Sportsground Community Committee is a Section 355 Asset Committee established by Council under Section 355 of the Local Government Act.

2. COMMITTEE OBJECTIVE

- 2.1 To undertake an advisory role in respect of the care, maintenance, repair, beautification, improvement and management of the Sportsground; the Committee shall liaise with Council through a Contact Officer or current Councillor Representative/s on the Committee, in respect of proposed projects.
- 2.2 To carry out works as approved by Council.
- 2.3 To maintain a record of bookings of the Sportsground and its facilities in diary form and produce such a book for the inspection of Council upon request.
- 2.4 To provide access to the Sportsground and its facilities for use by citizens of and visitors to Broken Hill without distinction.
- 2.5 To allow any regular user of the Sportsground to erect structures under such conditions as the Committee shall see fit, provided that no such agreement shall be concluded without the approval in writing of the Council; so that Council's insurers are aware of the event activity.

- 2.6 To ensure a copy of current rules of use of the Sportsground and its facilities and the current schedule of fees and charges are exhibited in an appropriate public place at the sportsground.
- 2.7 To recommend to Council the making of rules or setting of any fees and charges, none of which to be implemented without formal approval by Council.

3. COMMITTEE NAME

- 3.1 The Committee shall be called the Picton Sportsground Community Committee.

4. COMMITTEE ASSET LOCATON AND ADDRESS

- 4.1 The Committee shall manage and maintain the Picton Oval, situated at 347 Kaolin Street.
- 4.2 The postal address of the Committee will be "to be advised" and alternatively c/- PO Box 448, Broken Hill NSW 2880



5. COMMITTEE DELEGATION

Committees are responsible for the tasks delegated by Council which may include letting, cleaning, maintenance, minor repairs and operations.

- 5.1 To oversee and conduct the necessary duties of watering, weeding and lawn edging, sundry repairs and maintenance to watering systems and fixtures.
- 5.2 To present the Sportsground at a standard of appearance that is satisfactory to the community.

- 5.3 To provide a satisfactory service to users of the Sportsground and to advise Council promptly of safety and maintenance concerns.
- 5.4 To request Council assistance in removal of dead trees and any other task that requires the use of high risk power tools such as chainsaws.
- 5.5 To recommend to Council an annual works maintenance program and any special projects proposed by the Committee.
- 5.6 To co-opt additional members from time to time, at its discretion, to provide specialist advice or assistance at nil cost and without voting rights.
- 5.7 To recommend to Council any fees and charges for use of the Sportsground, each financial year for Council's consideration.
- 5.8 To accept all bookings for use of the Sportsground and keep all necessary records in respect of same.
- 5.9 To ensure that all Committee members abide by all of Council's Work, Health and Safety requirements, that all designated personal protective equipment (e.g. gloves, safety glasses) required by Council are used; and to ensure that safety procedures for use of the Sportsground are monitored.
- 5.10 To bring to Council's attention by way of recommendation through the Council or his/her delegate any item requiring a policy decision outside the authorised delegation of the Committee.

6. RESTRICTION OF DELEGATION

The Committee may not make decisions concerning the following:

- 6.1 The employment of staff. Committees may not have paid employees as this authority cannot be delegated under Section 355 of the Act. Volunteers will be covered by Council Insurance where they are registered with the committee and where they have acted in good faith and lawfully within this instrument of delegation and schedules.
- 6.2 Fixing of charges or fees (the Committee may submit recommendations for approval to Council in relation to the fixing of charges and fees for the use of the facility under its control).
- 6.3 Borrowing any monies.
- 6.4 The sale, lease or surrender of any land or other property vested in its care under the provision of the Act (as amended).
- 6.5 The acceptance of tenders which are required to be called by Council, i.e. in excess of Council's discretionary tender threshold (currently \$100,000 GST inclusive).
- 6.6 Formation of submissions to government policies or implementation of policies without the prior written consent of Council.
- 6.7 The payment or making of any profit, gain or gift, to or by its members as well as allowance or travelling expenses incurred whilst attending committee meeting.
- 6.8 The carrying out of any works on or to the facility including alterations, reconstruction or construction without the prior written consent of Council (this does not include minor maintenance work).

- 6.9 As a voluntary Committee, members do not receive payment for their services. The Committee may by resolution reimburse the Secretary for phone calls and postage made in relation to the hire of the facility. No other payment is to be made to Committee members without the prior written approval of Council.
- 6.10 Unreasonably withholding consent for the letting of the facility to any organisations which agreed to comply with and adhere to the rules adopted for the use of the facility, providing an acceptable letting period is available.
- 6.11 Vote on monies for expenditure on the works, services or operations of Council.
- 6.12 The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any rules and regulations made by Council, in relation to the facility/ function under its management and control.
- 6.13 If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

7. COMMITTEE VS COUNCIL RESPONSIBILITY

ITEM	COMMITTEE	COUNCIL
EXTERNAL		
Walls – structure and cladding	Inspection and reporting of defects	Repair and replacement
Walls – finishing	Cleaning, removal of graffiti	Painting and resurfacing
Water supply and fittings – taps and valves	Maintenance and lubrication Inspection and reporting of defects Replacement of washers	Repair and replacement
Water supply and fittings – pipe works	Inspection and reporting of defects Securing off in emergency	Repair and replacement
Plumbing – sewerage lines and septic	Inspection and reporting of defects Emergency unblocking or make safe repairs	Repair and replacement
Guttering, down pipes, waste pipes and drains	Inspection and reporting of defects Clear foreign objects, blockages, mud etc.	Repair and replacement
External roofs, guttering and flashing	No responsibility	Repair and replacement
Skylights	No responsibility	All maintenance and repair as required
Light globes and fittings	Replacements of globes no higher than two meters above head height	Replacement of any street lighting or light fittings Replacement of globes two meters above head height
Doors, including door hardware	Immediate securing where damaged	Repair and replacement
Windows – flywire screening	All regular cleaning and maintenance	Repair and replacement
Windows – frames and locks	Inspection and reporting of defects	Repair and replacement

	Lubrication of hardware	
Windows – glazing	All regular cleaning and maintenance Immediate securing if broken	Repair and replacement
Locks and security systems	Maintain key register Replace keys and locks not on Council Key Register Immediate securing of building if damaged Minor lubrication of locks Engage security service if required	Purchase, installation, service and maintenance where compatible with Council's Key Register
INTERNAL		
Internal walls and ceilings – fabric	Inspection and reporting of defects	Repair and replacement
Internal walls – painting	Cleaning	Painting and resurfacing
Ceilings – structure	Inspection and reporting of defects	Repair and replacement
Ceilings – surfacing	Inspection and reporting of defects	Repair and replacement
Floor structure	Inspection and reporting of defects	Repair and replacement
Floor surfaces and coverings	All regular cleaning and maintenance	Repair and replacement
Doors (including cupboards, doors and door fittings)	Regular cleaning Lubrication of hardware	Repair and replacement
Windows – curtains and blinds	Regular cleaning and minor repair	Replacement
Internal electrical wiring and fittings	Make safe immediately	Repair and replacement
Light globes	Replacement of globes	Replacement of globes where Committee risk assessment unable to manage risk
Light fittings	Inspection and reporting of defects	Repair and replacement
Water supply and fittings	Maintenance and lubrication Inspection and reporting of defects Replacement of washers	Repair and replacement
Internal plumbing – pipes, cisterns, toilet bowls, Hand basins, sinks	Minimise any leakage and further damage	Repair and replacement
Heating, air-conditioning fixtures, hot water systems, appliance	Payment of all gas, water and electricity bills, and inspection and reporting of defects and services	Repair and replacement
Consumables to kitchens, toilets and bathrooms	Supply and replenish	No responsibility
Sanitary disposal	Supply and maintain	No responsibility
Telephone services (where provided)	Payment of all connection, service and use accounts, ensure lines remain operational	No responsibility

ESSENTIAL SERVICES		
Testings and tagging of electrical cords	Regular visual inspections. Remove damaged items from service. Arrange testing and tagging of electrical cords by an Licensed Electrician (or competent person) every two years or at Council's direction	Pay for all testing and tagging. Audit of currency of tags as part of regular inspections
Emergency lighting / exit signs	Inspection and reporting of defects	Six monthly testing Repair and replacement
Evacuation plan	Display prominently	Prepare in consultation with Committee
Paths of travel	Inspect and maintain clear paths of travel at all times Check all door handles on paths of travel	Audit according to regulations
All other Essential Safety Measures	No responsibility	All responsibility
SURROUNDS		
Paths and paved areas	Inspection and reporting of defects	Repair and replacement
Fencing and gates	Inspection and reporting of defects Lubrication of hardware Maintain key register	Repair and replacement
Nature strips and grassed areas	Mowing and regular re-seeding	Returfing
Sport fields and playing surfaces – watering	Water to maintain playable standard	Provide advice
Sports fields and playing surfaces	Minor maintenance, inspection and reporting of defects	Major repairs
Sports fields and playing surfaces – other	Inspection and reporting of defects	Construction, repair and replacement, annual seasonal renovation
Irrigation systems	Maintenance and minor repairs	Major repairs and replacement
Garden beds and shrubs	Watering, fertilising, maintenance, replanting and keeping tidy	Construction and refurbishment
Trees	Inspection and reporting of defects Minor pruning, feeding and watering	Planting and major pruning Tree removal
Outdoor furniture	Inspection and reporting of defects Cleaning	Repair and replacement
Internal roadways and car parks	Inspection and reporting of defects Maintain free of obstructions	Construction, repair and resurfacing, signage
Facility perimeter signage	Inspection and reporting of defects	Installation, repair and replacement
Light towers	No responsibility	Total responsibility for purchase, installation, utility costs, repairs and

		maintenance
Australian rules football goal posts and nets	Inspection and reporting of defects	Repair and replacement
All other goals and nets	Total responsibility	No responsibility
Nets and goal posts	Total responsibility	No responsibility
Sports surface line marking	Complete as required	No responsibility
Fire prevention works	Remove all flammable materials from around buildings	Audit according to regulations
Hazardous substances and dangerous goods storage	Responsible for storing to relevant Work Health and Safety Standards	Audit according to regulations

8. STRUCTURE AND MEMBERSHIP

8.1 The Committee shall consist of eleven (11) members to be appointed by resolution of the Council, such members to be nominated in the following manner:

- At least one (1) Councillor representative
- Allowance for one (1) representative per user group
- Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by executive).

8.2 Relevant Council staff can be invited by the Committee to provide information and technical advice on any upcoming Agenda items.

8.3 Council reserves the right to amend the number of Committee members and category of representation.

9. TERM OF APPOINTMENT

9.1 The term of a committee is the same term as the elected Council.

10. PRINCIPAL SPOKESPERSON

10.1 The principal spokesperson for the Committee shall be the Chairperson.

10.2 The Chair may authorise other members to speak on behalf of the Committee, where deemed necessary and/or appropriate.

11. MEETINGS

11.1 There should be minimum of four meetings held each year, however it is recommended that Ordinary Meetings of the Committees occur on a monthly basis to ensure that any outstanding matters are dealt with expeditiously.

11.2 There should be one Annual General Meeting held per year, at which the Committee will appoint its executive.

12. REPORTING REQUIREMENTS

12.1 Annual Report - Committees are to provide Council with an Annual Report inclusive of financial statements by the third (3rd) week in August each year.

12.2 Finance Reports - Committees are to provide Council with financial statements by third (3rd) week in August each year.

Financial Statements are to include the following information:

- Profit & Loss Statement
- Balance Sheet
- Supporting documentation as per clause 10.13 of the Section 355 Asset Committee Manual

12.3 Quarterly GST Reporting - Quarterly GST Reporting is to include the following information:

- A profit and loss statement
- A balance sheet
- Completed Business Activity Statement (BAS)

12.4 Term Report - A Term Report will be prepared by the outgoing Committee in a Local Government Election year, on the achievements of the Committee over its four year term and forwarded to Council by the third (3rd) week in August.

13. RECORDS

13.1 The Committee is required to keep all proper records.

13.2 Minutes of each meeting shall be submitted to Council within fourteen (14) days of the meeting.

14. FRAMEWORK

14.1 The Committee will comply with all provisions of Section 355 *Local Government Act 1993* (Committees), Section 377 *Local Government Act 1993* (Delegations), and Section 441-443 *Local Government Act 1993* (Pecuniary Interest).

14.2 The Committee will comply with all provisions of Council's Section 355 Asset Committee Framework.

15. REVIEW

15.1 Review of all Section 355 Committees, their structures, Framework and Constitutions will be conducted annually in September following presentation of the Committees Annual Reports and Financial Statements.

15.2 Constitutions will be reviewed by Council following each Local Government General Election (4 yearly), by Council resolution, at the request of the Committee or at the discretion of the General Manager.

16. DEFINITIONS

"**Council**" shall mean Broken Hill City Council.

"**Committee**" shall mean the Picton Sportsground Community Committee.

"**Executive**" shall mean the Chairperson, Deputy Chairperson, Secretary and Treasurer of the Committee.

"**User Group**" shall mean organisations which are granted use of any portion of the facility on a license, annual, seasonal or longer term basis.

"**Oval**" shall mean the Picton Oval.

"**Sportsground**" shall mean the Picton Oval complex.



DRAFT CONSTITUTION OF THE RIDDIFORD ARBORETUM COMMUNITY COMMITTEE

QUALITY CONTROL		
TRIM REFERENCES	D12/14940 – 12/47	
RESPONSIBLE POSITION	Corporate Responsibility Officer	
APPROVED BY	Council	
REVIEW DATE	July 2020	REVISION NUMBER 5
EFFECTIVE DATE	ACTION	MINUTE NUMBER
6 October 2004	Adopted	40740
29 November 2006	Amended	42070
31 January 2007	Amended	42126
21 August 2013	Amended	OEN31
29 March	Amended	

1. INTRODUCTION

- 1.1 The Riddiford Arboretum Community Committee is a Section 355 Asset Committee established by Council under Section 355 of the Local Government Act.

2. COMMITTEE OBJECTIVE

- 2.1 To undertake an advisory role in respect of the care, maintenance, repair, beautification, improvement and management of the Arboretum; the Committee shall liaise with Council through a Contact Officer or current Councillor Representative/s on the Committee, in respect of proposed projects.
- 2.2 To carry out works as approved by Council.
- 2.3 To provide access to the Arboretum and its facilities for use by citizens of and visitors to Broken Hill without distinction.
- 2.4 To ensure a copy of current rules of use of the Arboretum and its facilities are exhibited in an appropriate public place at the Arboretum.
- 2.5 To recommend to Council the making of rules, none of which are to be implemented without formal approval by Council.

3. COMMITTEE NAME

3.1 The Committee shall be called the Riddiford Arboretum Community Committee.

4. COMMITTEE ASSET LOCATON AND ADDRESS

4.1 The Committee shall manage and maintain the Riddiford Arboretum, situated at 111 Galena Street.

4.2 The postal address of the Committee will be "to be advised" and alternatively c/- PO Box 448, Broken Hill NSW 2880.



5. COMMITTEE DELEGATION

Committees are responsible for the tasks delegated by Council which may include letting, cleaning, maintenance, minor repairs and operations.

- 5.1 To oversee and conduct the necessary duties of watering, weeding and lawn edging, sundry repairs and maintenance to watering systems and fixtures.
- 5.2 To present the Arboretum at a standard of appearance that is satisfactory to the community.
- 5.3 To provide a satisfactory service to users of the Arboretum and to advise Council promptly of safety and maintenance concerns.
- 5.4 To request Council assistance in removal of dead trees and any other task that requires the use of high risk power tools such as chainsaws.
- 5.5 To recommend to Council an annual works maintenance program and any special projects proposed by the Committee.

- 5.6 To co-opt additional members from time to time, at its discretion, to provide specialist advice or assistance at nil cost and without voting rights.
- 5.7 To ensure that all Committee members abide by all of Council's Work, Health and Safety requirements, that all designated personal protective equipment (e.g. gloves, safety glasses) required by Council are used; and to ensure that safety procedures for use of the Sportsground are monitored.
- 5.8 To bring to Council's attention by way of recommendation through the Council or his/her delegate any item requiring a policy decision outside the authorised delegation of the Committee.

6. RESTRICTION OF DELEGATION

The Committee may not make decisions concerning the following:

- 6.1 The employment of staff. Committees may not have paid employees as this authority cannot be delegated under Section 355 of the Act. Volunteers will be covered by Council Insurance where they are registered with the committee and where they have acted in good faith and lawfully within this instrument of delegation and schedules.
- 6.2 Borrowing any monies.
- 6.3 The sale, lease or surrender of any land or other property vested in its care under the provision of the Act (as amended).
- 6.4 The acceptance of tenders which are required to be called by Council, i.e. in excess of Council's discretionary tender threshold (currently \$100,000 GST inclusive).
- 6.5 Formation of submissions to government policies or implementation of policies without the prior written consent of Council.
- 6.6 The payment or making of any profit, gain or gift, to or by its members as well as allowance or travelling expenses incurred whilst attending committee meeting.
- 6.7 The carrying out of any works on or to the facility including alterations, reconstruction or construction without the prior written consent of Council (this does not include minor maintenance work);
- 6.8 As a voluntary Committee, members do not receive payment for their services. The Committee may by resolution reimburse the Secretary for phone calls and postage made in relation to the hire of the facility. No other payment is to be made to Committee members without the prior written approval of Council.
- 6.9 Unreasonably withholding consent for the letting of the facility to any organisations which agreed to comply with and adhere to the rules adopted for the use of the facility, providing an acceptable letting period is available.
- 6.10 Vote on monies for expenditure on the works, services or operations of Council.
- 6.11 The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any rules and regulations made by Council, in relation to the facility/ function under its management and control.

6.12 If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

7. COMMITTEE VS COUNCIL RESPONSIBILITY

ITEM	COMMITTEE	COUNCIL
EXTERNAL		
Walls – structure and cladding	Inspection and reporting of defects	Repair and replacement
Walls – finishing	Cleaning, removal of graffiti	Painting and resurfacing
Water supply and fittings – taps and valves	Maintenance and lubrication Inspection and reporting of defects Replacement of washers	Repair and replacement
Water supply and fittings – pipe works	Inspection and reporting of defects Securing off in emergency	Repair and replacement
Plumbing – sewerage lines and septic	Inspection and reporting of defects Emergency unblocking or make safe repairs	Repair and replacement
Guttering, down pipes, waste pipes and drains	Inspection and reporting of defects Clear foreign objects, blockages, mud etc.	Repair and replacement
External roofs, guttering and flashing	No responsibility	Repair and replacement
Skylights	No responsibility	All maintenance and repair as required
Light globes and fittings	Replacements of globes no higher than two meters above head height	Replacement of any street lighting or light fittings Replacement of globes two meters above head height
Doors, including door hardware	Immediate securing where damaged	Repair and replacement
Windows – flywire screening	All regular cleaning and maintenance	Repair and replacement
Windows – frames and locks	Inspection and reporting of defects Lubrication of hardware	Repair and replacement
Windows – glazing	All regular cleaning and maintenance Immediate securing if broken	Repair and replacement
Locks and security systems	Maintain key register Replace keys and locks not on Council Key Register Immediate securing of building if damaged Minor lubrication of locks Engage security service if required	Purchase, installation, service and maintenance where compatible with Council's Key Register
INTERNAL		
Internal walls and ceilings – fabric	Inspection and reporting of defects	Repair and replacement

Internal walls – painting	Cleaning	Painting and resurfacing
Ceilings – structure	Inspection and reporting of defects	Repair and replacement
Ceilings – surfacing	Inspection and reporting of defects	Repair and replacement
Floor structure	Inspection and reporting of defects	Repair and replacement
Floor surfaces and coverings	All regular cleaning and maintenance	Repair and replacement
Doors (including cupboards, doors and door fittings)	Regular cleaning Lubrication of hardware	Repair and replacement
Windows – curtains and blinds	Regular cleaning and minor repair	Replacement
Internal electrical wiring and fittings	Make safe immediately	Repair and replacement
Light globes	Replacement of globes	Replacement of globes where Committee risk assessment unable to manage risk
Light fittings	Inspection and reporting of defects	Repair and replacement
Water supply and fittings	Maintenance and lubrication Inspection and reporting of defects Replacement of washers	Repair and replacement
Internal plumbing – pipes, cisterns, toilet bowls, Hand basins, sinks	Minimise any leakage and further damage	Repair and replacement
Heating, air-conditioning fixtures, hot water systems, appliance	Payment of all gas, water and electricity bills, and inspection and reporting of defects and services	Repair and replacement
Consumables to kitchens, toilets and bathrooms	Supply and replenish	No responsibility
Sanitary disposal	Supply and maintain	No responsibility
Telephone services (where provided)	Payment of all connection, service and use accounts, ensure lines remain operational	No responsibility
ESSENTIAL SERVICES		
Testings and tagging of electrical cords	Regular visual inspections. Remove damaged items from service. Arrange testing and tagging of electrical cords by an Licensed Electrician (or competent person) every two years or at Council's direction	Pay for all testing and tagging. Audit of currency of tags as part of regular inspections
Emergency lighting / exit signs	Inspection and reporting of defects	Six monthly testing Repair and replacement
Evacuation plan	Display prominently	Prepare in consultation with Committee
Paths of travel	Inspect and maintain clear paths of travel at all times Check all door handles on paths of travel	Audit according to regulations

All other Essential Safety Measures	No responsibility	All responsibility
SURROUNDS		
Paths and paved areas	Inspection and reporting of defects	Repair and replacement
Fencing and gates	Inspection and reporting of defects Lubrication of hardware Maintain key register	Repair and replacement
Nature strips and grassed areas	Mowing and regular re-seeding	Returfing
Sport fields and playing surfaces – watering	Water to maintain playable standard	Provide advice
Sports fields and playing surfaces	Minor maintenance, inspection and reporting of defects	Major repairs
Sports fields and playing surfaces – other	Inspection and reporting of defects	Construction, repair and replacement, annual seasonal renovation
Irrigation systems	Maintenance and minor repairs	Major repairs and replacement
Garden beds and shrubs	Watering, fertilising, maintenance, replanting and keeping tidy	Construction and refurbishment
Trees	Inspection and reporting of defects Minor pruning, feeding and watering	Planting and major pruning Tree removal
outdoor furniture	Inspection and reporting of defects Cleaning	Repair and replacement
Internal roadways and car parks	Inspection and reporting of defects Maintain free of obstructions	Construction, repair and resurfacing, signage
Facility perimeter signage	Inspection and reporting of defects	Installation, repair and replacement
Light towers	No responsibility	Total responsibility for purchase, installation, utility costs, repairs and maintenance
Australian rules football goal posts and nets	Inspection and reporting of defects	Repair and replacement
All other goals and nets	Total responsibility	No responsibility
Nets and goal posts	Total responsibility	No responsibility
Sports surface line marking	Complete as required	No responsibility
Fire prevention works	Remove all flammable materials from around buildings	Audit according to regulations
Hazardous substances and dangerous goods storage	Responsible for storing to relevant Work Health and Safety Standards	Audit according to regulations

8. COMMITTEE STRUCTURE AND MEMBERSHIP

- 8.1 The Committee shall consist of thirteen (13) members to be appointed by resolution of the Council, such members to be nominated in the following manner:
- At least one (1) Councillor Representative
 - Allowance for one (1) representative per user group
 - Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by executive).
- 8.2 Relevant Council staff can be invited by the Committee to provide information and technical advice on any upcoming Agenda items.
- 8.3 Council reserves the right to amend the number of Committee members and category of representation.

9. TERM OF APPOINTMENT

- 9.1 The term of a committee is the same term as the elected Council.

10. PRINCIPAL SPOKESPERSON

- 10.1 The principal spokesperson for the committee shall be the Chairperson.
- 10.2 The Chair may authorise other members to speak on behalf of the Committee, where deemed necessary and/or appropriate.

11. MEETINGS

- 11.1 There should be minimum of four meetings held each year, however it is recommended that Ordinary Meetings of the Committees occur on a monthly basis to ensure that any outstanding matters are dealt with expeditiously.
- 11.2 There should be one Annual General Meeting held per year, at which the Committee will appoint its executive.

12. REPORTING REQUIREMENTS

- 12.1 Annual Report - Committees are to provide Council with an Annual Report inclusive of financial statements by the third (3rd) week in August each year.
- 12.2 Finance Reports - Committees are to provide Council with financial statements by third (3rd) week in August each year.
- Financial Statements are to include the following information:
- Profit & Loss Statement
 - Balance Sheet
 - Supporting documentation as per clause 10.13 of the Section 355 Asset Committee Manual
- 12.3 Quarterly GST Reporting - Quarterly GST Reporting is to include the following information:
- A profit and loss statement
 - A balance sheet
 - Completed Business Activity Statement (BAS)

- 12.4 Term Report - A Term Report will be prepared by the outgoing Committee in a Local Government Election year, on the achievements of the Committee over its four year term and forwarded to Council by the third (3rd) week in August.

13. RECORDS

- 13.1 The Committee is required to keep all proper records.
- 13.2 Minutes of each meeting shall be submitted to Council within fourteen (14) days of the meeting.

14. FRAMEWORK

- 14.1 The Committee will comply with all provisions of Section 355 *Local Government Act 1993* (Committees), Section 377 *Local Government Act 1993* (Delegations), and Section 441-443 *Local Government Act 1993* (Pecuniary Interest).
- 14.2 The Committee will comply with all provisions of Council's Section 355 Asset Committee Framework.
- 14.3 Council sets out its delegation of the Committee in a Constitution formally adopted/amended at a formal meeting of Council.
- 14.4 Constitutions will be reviewed by Council following each Local Government General Election (4 yearly), by Council resolution, at the request of the Committee or at the discretion of the General Manager.

15. REVIEW

- 15.1 Review of all Section 355 Committees, their structures, Framework and Constitutions will be conducted annually in September following presentation of the Committees Annual Reports and Financial Statements.

16. DEFINITIONS

"**Arboretum**" shall mean the Riddiford Arboretum.

"**Council**" shall mean Broken Hill City Council.

"**Committee**" shall mean the Riddiford Arboretum Community Committee.

"**Executive**" shall mean the Chairperson, Deputy Chairperson, Secretary and Treasurer of the Committee.

"**User Group**" shall mean organisations which are granted use of any portion of the facility on a license, annual, seasonal or longer term basis.

ORDINARY MEETING OF THE COUNCIL

March 15, 2017

ITEM 2BROKEN HILL CITY COUNCIL REPORT NO. 58/17

SUBJECT: NOMINATIONS FOR COMMUNITY MEMBERSHIP OF COUNCIL
S355 COMMITTEES 11/9

Recommendation

1. That Broken Hill City Council Report No. 58/17 dated March 15, 2017, be received.
2. That the Constitution of the Broken Hill Regional Art Gallery Advisory Committee be amended to include an additional community representative.
3. That Clark Barrett be appointed as a community representative on the Broken Hill Regional Art Gallery Advisory Committee.
4. That Ann Evers be appointed as a community representative on the Riddiford Arboretum Community Committee.

Executive Summary:

Section 355 of the *Local Government Act 1993* provides that a function of the Council may be exercised:

- (a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or
- (b) by a committee of the council, or
- (c) partly or jointly by the council and another person or persons, or
- (d) jointly by the council and another council or councils, or
- (e) by a delegate of the council.

In accordance with Section 355 of the *Local Government Act 1993* Council previously established Committees to assist Council with the operation and management of its parks, ovals and reserves, these are called Section 355 Asset Committees. Council has also previously established Section 355 Advisory Committees to provide advice to the General Manager on specific operations of Council.

Council adopted Asset and Advisory Committee Frameworks and Constitutions as the governance structure by which a Committee operates. Membership on each committee forms part of the constitution and includes the number of community representatives, stakeholder representatives (if any) and Councillor representatives required for each Committee to function effectively.

Report:

As per Council’s adopted Asset and Advisory Committee Framework which states that:

- Committees are to be appointed every four (4) years, three (3) months after the Local Government General Election. The term of office for all Committees will be aligned to the term of office of the current Council (four years).
- All positions will be declared to be vacant two (2) months after the Local Government Election.

Council advertised for nominations for community representatives on its Section 355 Committees for the current term of Council (September 2016 to September 2020), during November 2016 and then again during January 2017. All applications received during these period have previously been presented to Council with all nominations supported.

Council has now received further nominations from the following members of the public to join a Section 355 Committee:

Name of Committee	Number of current community members	Number of vacancies in community member positions	Number of further nominations received	Name of Nominee
Broken Hill Regional Art Gallery Advisory Committee	12	NIL	1	Clark Barrett
Riddiford Arboretum Community Committee	6	6	1	Ann Evers

Council has received a nomination for the Broken Hill Regional Art Gallery Advisory Committee which currently has full membership; Council may wish to amend the Constitution of the Committee to increase the number of community representative positions to accommodate Mr. Barrett’s nomination.

The report is presented to Council to consider the nominations received and to appoint community representatives to the Section 355 Committees.

Strategic Direction:

Key Direction: Our Leadership
 Objective: Openness and Transparency in Decision Making
 Function: Leadership and Governance
 DP Action: Maintain good governance and best practice methods and ensure compliance with various guidelines and legislation

Key Direction: Our Leadership
 Objective: We Unite to Succeed
 Function: Leadership and Governance
 DP Action: Support Council’s section 355 Committees in undertaking their duties with Council

Relevant Legislation:

Section 355 of the *Local Government Act 1993*

Council's adopted S355 Asset and Advisory Committee Framework and Constitutions.

Financial Implications:

There are no financial implications.

Attachments

1. [↓](#) Nominations for community representation on S355 Committees

JAMES RONCON
GENERAL MANAGER



S355 COMMITTEE NOMINATION FORM

Please complete this form as a condition of possible appointment.

SECTION 355 COMMITTEE

Name of Committee: BH Regional Gallery Advisory Committee

PERSONAL DETAILS

Name: Clark Barrett

Address: Broken Hill NSW 2880

Contact Number: Home: Mobile:

COMMITTEE DETAILS

Please outline why you would like to be a member of this committee.

Please outline details of any relevant experience.

What is your previous experience in terms of name/s of committee/s and period/s of service?

Please detail any other relevant experience.

- I understand and would like to promote the role our gallery plays in the culture of Broken Hill and in promoting tourism.
- Familiar with the gallery's collection and the artists in it due to teaching HSC Visual Arts for 15 years.
- I am a practicing professional art who has exhibited in and worked with the gallery and its directors since 1980.
- I have taught and supported many of BH's professional and amateur artists.
- As a Head Teacher and professional teacher I have experience in leadership & team work.
- I have not previously served on any BHCC committees.

PRIVACY STATEMENT

Information collected from you is used for the purposes of the Council's business and for the purposes of the Council's business. For example, for staff working on a general information to be able to contact you and to ensure you are able to be appointed to a S355 Committee.

The intended recipients of the personal information collected includes Council officers, S355 Committee members and staff.

Information collected from you is used for the purposes of the Council's business and for the purposes of the Council's business. The supply of the information is voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application.

Information collected from you is used for the purposes of the Council's business and for the purposes of the Council's business. If you do not wish to provide the information sought, Council may not be able to process your application.

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Signature: Date: 3/2/2017

Printed Name: Clark Barrett

BROKEN HILL

355 COMMITTEE NOMINATION FORM

Please complete this form as accurately as possible and return to council@brokenhill.nsw.gov.au

SECTION 355 COMMITTEE

Name of Committee:

Riddiford Arboretum Community Committee

PERSONAL DETAILS

Name:

Ann Evers

Address:

Broken Hill

Contact Number:

Home: _____ Mobile: _____

Email:

COMMITTEE DETAILS

Please outline why you would like to be a member of this committee:

Please outline details of any relevant experience to this committee:

What is your previous experience with any committee? Please list name/s of committee/s and period/s of service:

Please detail any other relevant information:

- I would like the Arboretum to be maintained to a high standard for the benefit of locals and tourists
 - I regularly (every 2nd day at present) water the recent plantings in the Arboretum
 - I have no previous committee experience.
- I have a detailed knowledge of local native flora which I propagate myself.

PRIVACY STATEMENT

Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998. The purpose for collecting your personal information is to obtain and record contact details and to assess your suitability for appointment to a S355 Committee. The intended recipients of the personal information collected includes Council officers, S355 Committee members and contractors or other agents contracted by Council. If appointed to a committee, your name and contact details may be included on Council's website and in Council's Business Papers. The supply of the information is voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application. You may make application for access or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer council@brokenhill.nsw.gov.au or addressed to Broken Hill City 240 Blende Street. Broken Hill is the agency that holds the information collected.

Signature

Ann Evers

Date: 21.2.17

Printed Name

Ann Evers

ORDINARY MEETING OF THE COUNCIL

October 3, 2017

ITEM 3**BROKEN HILL CITY COUNCIL REPORT NO. 59/17**

SUBJECT: **MINUTES OF THE FLORA AND FAUNA OF THE BARRIER RANGES COMMUNITY COMMITTEE MEETING HELD 21 FEBRUARY 2017** **12/51**

Recommendation

1. That Broken Hill City Council Report No. 59/17 dated October 3, 2017, be received.
2. That the minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting held February 21, 2017 be received.

Executive Summary:

Council has received minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting held February 21, 2017 for endorsement by Council.

Report:

Council, at its meeting held April 28, 2010 considered Group Manager Governance & Community Report No. 19/10 and as part of that report's motion; resolved:

"That Council's Section 355 Committee's be instructed to submit to Council a copy of the relevant Section 355 Committee's meeting minutes within five working days of each meeting, for endorsement." (Minute no. 42328).

Accordingly, the Friends of the Flora and Fauna of the Barrier Ranges Community Committee has submitted minutes from its meeting held February 21, 2017 for Council's endorsement.

Strategic Direction:

Key Direction:	1.	Our Community
Objective:	1.4	Our built environment supports our quality of life
Function:		Open Spaces
DP Action:	1.4.1.7	Provide parks and open spaces for passive recreational activity

Relevant Legislation:

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

Attachments

1. Minutes - Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting - 21 February 2017

ANDREW BRUGGY
MANAGER INFRASTRUCTURE STRATEGY

JAMES RONCON
GENERAL MANAGER

**MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF THE
BARRIER RANGES S355 COMMITTEE MEETING HELD
21 FEBRUARY 2017 AT 4PM – COUNCIL CHAMBER,
248 BLENDE STREET, BROKEN HILL**

12/51

1. **Present:** John Rogers (Chairperson), Kellie Scott (Vice Chairperson), Darrell Ford (BHCC),
Councillor Marion Browne, Ronald Turnes, Jeff Crase, Sue Spangler, Geoffrey Hoare,
Nevada Ford, Sandra Havran, Paul Reed, Rosalin Molesworth, Eve-lyn Kennedy

2. **Apologies:** Nil

3. **Confirmation of Minutes of Previous Meeting:**

Previous minutes: 15 November 2016

Moved: Jeff Crase

Seconded: Sue Spangler

4. **Business arising from Previous Minutes:**

4.1 Nominations for Committee Positions

Chairperson: John Rogers (Renominated) – Nominated by Ray Allen
Jeff Crase – Nominated by Sue Spangler

Vice Chairperson: Kellie Scott (Renominated) – Nominated by John Rogers

The above nomination for Chairperson was voted on and accepted.

John Rogers is returning Chairperson for the 2016/2020 Council Term.

Voting for Kellie Scott as returning Vice Chairperson was delayed until next meeting.

5. **Correspondence:**

5.1 Received: L16/3273 – 12/51 – Leisa Bartlett (see attached)

- Membership of the Friends of the Flora and Fauna of the Barrier Ranges S355
Committee.

- It was noted that membership was not received by Council for Kellie and Jamie
Scott.

Action: Darrell to investigate this.

6. **Update on Action List Items:**

6.1 Ongoing Working Bee – Ongoing

6.2 Identification Cards – When required

6.3 Paving Walk Way – Concrete Flora Site path entrance – Pending

6.4 Cold Set – Bitumen pouring over crushed paths - Pending

6.5 Paths at Veranda - Pending

Minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting
held Tuesday 21 February 2016 Page 2 of 3

7. Reports:

7.1 Tourist Numbers

Tourist numbers have been steady considering the heat.

7.2 Campsite

Woodchips have been delivered and require spreading.

7.3 Electric Front Gate

Installation of electric front gate is progressing on target.

8. Roster:

February 2017

25 – 26 February 2017 BHCC Darrell Ford

March 2017

4 – 5 March 2017	Sue Spangler and Jeffrey Hoare	
11 – 12 March 2017	Nevada and Michael Ford	(Volunteer)
18 – 19 March 2017	BHCC	
25 - 26 March 2017	Jeff Crase	(Volunteer)

April 2017

1 – 2 April 2017	David and Jill Spielvogel	(Volunteer)
8 – 9 April 2017	BHCC Darrell Ford	
15 – 16 April 2017	Eve-Lyn Kennedy	(Volunteer)
22 - 23 April 2017	John Rogers and Kellie Scott	(Volunteer)
29 – 30 April 2017	BHCC Darrell Ford	

May 2017

6 – 7 May 2017	Marion Browne	(Volunteer)
13 – 14 May 2017	Rosalind Molesworth	(Volunteer)
20 – 21 May 2017	BHCC Darrell Ford	
27 – 28 May 2017	Jeff Crase	(Volunteer)

9. General Business:

9.1 Thank You

Returning Chairperson John Rogers thanked the previous Committee and welcomed everyone back to 2017.

9.2 Time Change from 1 March 2017

Opening Time: 8.30am
Closing Time: ½ hour after sunset

9.3 Volunteers

- All members to complete induction at 8.30am on day of Working Bee. Keys will be issued at the completion of the induction.
- All Volunteers must sign-in and sign-out. Sign-in/out Book held in Pay-Bay Office.

9.4 Working Bee

Date: Saturday, 11 March 2017
Time: 9am - Campsite (meet up top)

Minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting
held Tuesday 21 February 2016 Page 3 of 3

10. **Next Meeting:** Tuesday, 21 March 2017 – Council Chamber – 4pm

11. **Meeting Closed:** 4.30pm

Action List:

5.1 Investigate missing membership paperwork – DONE	D Ford - Ranger
6.1 Working Bee - <i>progressive and ongoing</i>	D Ford - Ranger
6.2 Identification Cards - <i>when required</i>	Corp Administration
6.3 Concrete Flora Path and Entrance - <i>pending</i>	D Ford - Ranger
6.4 Cold Set – bitumen pouring over crushed paths - <i>pending</i>	D Ford - Ranger
6.5 Paths at Veranda - <i>pending</i>	D Ford - Ranger

ORDINARY MEETING OF THE COUNCIL

March 15, 2017

ITEM 4

BROKEN HILL CITY COUNCIL REPORT NO. 60/17

SUBJECT: MINUTES OF THE PICTON OVAL COMMUNITY COMMITTEE
MEETING HELD MARCH 13, 2017 12/54

Recommendation

1. That Broken Hill City Council Report No. 60/17 dated March 15, 2017, be received.
2. That minutes of the Picton Oval Community Committee Meeting held March 13, 2017 be received.

Executive Summary:

Council has received minutes from the Picton Oval Community Committee Meeting held March 13, 2017 for endorsement by Council.

Report:

As per the adopted Constitution of the Picton Oval Community Committee, a Section 355 Committee of Council (adopted July 2013), the Committee is required to provide Council with a copy of their meeting minutes following each Committee meeting.

Accordingly, the Picton Oval Community Committee has submitted minutes from its meeting held March 13, 2016 for Council's endorsement.

Strategic Direction:

- | | | |
|----------------|---------|---|
| Key Direction: | 1. | Our Community |
| Objective: | 1.4 | Our built environment supports our quality of life |
| Function: | | Open Spaces |
| DP Action: | 1.4.1.7 | Provide parks and open spaces for passive recreational activity |

Relevant Legislation:

The Picton Oval Community Committee operates under Council's S355 Asset Committee Standard Constitution and the *Local Government Act, 1993* (Section 355).

Financial Implications:

Nil.

Attachments

1. [↓](#) Minutes of the Picton Oval Community Committee Meeting held March 13, 2017

ANDREW BRUGGY
MANAGER INFRASTRUCTURE STRATEGY

JAMES RONCON
GENERAL MANAGER

Picton Oval Management Committee
Monthly Meeting- Monday 13 March 2017

Minutes.

Present: Noel Hannigan (Chairperson), Christine Adams (Council Rep), John O'Neill, Neil Davey, Paul Adams.

Apology: Trevor Rynne (Secretary)

Minutes of Previous meeting: u/a

Treasurer's Report: Cheque paid to Paul Adams. Reimbursement for petrol and lights \$60.

Further Business.

- Committee members concerned re condition of oval. Possible need to reseed and fertilize. Chair requested Councillor Adams to arrange meeting with Andrew Bruggy.
- Committee concerned re delay of new seating. The Chair to retrieve materials from Graham Hogan and arrange seats to be made by another.
- Committee directed Chairperson to arrange new signatory/ies for bank account as the current 3rd signatory, Graham Hogan is no longer a committee member.
- Chair to follow up re new committee member application.
- Oval Roster to be attached to meeting minutes for council.
- Committee thanked Council for media release on Dog Control for Picton Oval.

Next meeting will be Monday 3rd April. Changed because normal date for meeting would be in school holidays. NB: Meetings are normally 2nd Monday of Month commencing 7.30pm.

Meeting closed at 8pm.

QUESTIONS TAKEN ON NOTICE FROM PREVIOUS COUNCIL MEETINGS

1. QUESTIONS ON NOTICE NO. 3/17 - DATED FEBRUARY 24, 2017 - COUNCILLORS QUESTIONS TAKEN ON NOTICE AT THE FEBRUARY 2017 COUNCIL MEETING (12/48, BHC160401, 11/89)..... 444

ORDINARY MEETING OF THE COUNCIL

February 24, 2017

ITEM 1QUESTIONS ON NOTICE NO. 3/17

SUBJECT: COUNCILLORS QUESTIONS TAKEN ON NOTICE AT THE
FEBRUARY 2017 COUNCIL MEETING 12/48, BHC160401, 11/89

Summary

The following report provides responses to questions from Councillors that were taken on notice at the Council Meeting held February 22, 2017.

Recommendation

1. That Questions On Notice No. 3/17 dated February 24, 2017, be received.

Background

Below are the responses to questions from Councillors which were taken on notice at the Council Meeting held February 22, 2017.

Question:

Code of Conduct – Public Apologies

BHC160401

The General Manager took a question on notice from Councillor Kennedy as to whether Councillors can make comment at the Council Meeting if future matters of this nature arise.

Response:

The matter coming before Council is the apology already discussed and resolved upon by Council. On advice from OLG, in the circumstances, it is not appropriate for other Councillors to be involved in that process and to comment on the matter.

Question:

Draft Community Strategic Plan – Rail Services to Broken Hill

11/89

Councillor Browne requested a report on the progress of a second rail service to Broken Hill.

The Mayor advised that herself and staff have held meetings with a rail transport provider regarding a second rail service to the City; and that a report will be presented to Council.

Response:

Representatives of NSW Trains Visited Broken Hill in February and March to meet with a number of key stakeholders and gather information to that will inform a marketing plan to boost passenger numbers on NSW Trains. Discussions included how Council might assist

NSW Trains with links from Council's website to timetables and the potential to sponsor trains for specific event or conference related travel. An increase in passenger numbers has the potential to support the request for a second train service. Council is continuing to consult with NSW Trains on services and marketing opportunities.

Question:

Formation of a S355 Soccer Committee

11/89

That further information regarding the reason for the hold-up in the formation of a S355 Soccer Committee be provided to Councillors.

Response:

Council has sent a number of letters requesting the Soccer Association's Business Plan be forwarded to Council to progress with the above. Recently staff have met with members of all four clubs, and Mr David Deacon has provided a draft Strategic Plan within days of this meeting. They are reviewing this draft and it is expected that a formal copy will be sent to Council in the near future.

Further it has been suggested that Section 355 Committees may be run under and MOU or similar, negating the need for these additional committee meetings. The MOU may incorporate simple terms such as contact details, funding arrangements and financial reporting requirements. Staff are currently investigating this option.

Attachments

There are no attachments for this report.

JAMES RONCON
GENERAL MANAGER

CLOSED**Council Meeting to be held**
Wednesday, March 29, 2017

1. **BROKEN HILL CITY COUNCIL REPORT NO. 61/17 - DATED MARCH 09, 2017 - REGIONAL EXPRESS AIRLINES - PROPOSED AMENDMENT TO PARTNERSHIP AGREEMENT - CONFIDENTIAL**

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

2. **BROKEN HILL CITY COUNCIL REPORT NO. 62/17 - DATED MARCH 15, 2017 - T17/1 DESIGN AND RECONSTRUCTION OF FAILED SEALED PAVEMENT SECTIONS OF BLENDE STREET AND KANANDAH ROAD - TENDER SUBMISSIONS - CONFIDENTIAL**

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