



BUSINESS PAPER

Ordinary Meeting of Council

Council Chambers
31 August 2022

6.30pm

BROKEN HILL

CITY COUNCIL

**AUSTRALIA'S FIRST
HERITAGE LISTED CITY**

Notice is hereby given, in accordance with the provisions of the *Local Government Act 1993*, that an Ordinary Meeting of the Broken Hill City Council will be held in the Council Chambers on **Wednesday, 31 August 2022** commencing at **6:30pm** to consider the following business:

AGENDA

1	Opening the Meeting
2	Apologies
3	Leave of Absence Applications
4	Prayer
5	Acknowledgement of Country
6	Acknowledgement of Broken Hill's Mining History
7	Public Forum Session
8	Minutes for Confirmation
9	Disclosure of Interest
10	Mayoral Minute(s)
11	Notice of Motion
12	Notices of Rescission
13	Reports from Delegates
14	Committee Reports a) Recommendations of Works Committee meeting held Monday, August 22, 2022 b) Recommendations of Health and Building Committee meeting held Tuesday, August 23, 2022 c) Recommendations of Policy And General Committee meeting held Wednesday, August 24, 2022
15	Further Reports
16	Questions Taken on Notice from Previous Council Meeting
17	Questions for Next Meeting Arising from Items on this
18	Public Forum Session
19	Confidential Matters
20	Conclusion of the Meeting

STATEMENT OF ETHICAL OBLIGATIONS

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

LIVE STREAMING OF COUNCIL MEETINGS

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

JAY NANKIVELL
GENERAL MANAGER

MINUTES FOR CONFIRMATION

Minutes of the Ordinary Meeting of the Council meeting held Wednesday, July 27, 2022.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
JULY 27, 2022

Meeting commenced at 6:30pm.

PRESENT:

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

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

Media (4), Members of the Public (7)

APOLOGIES:

Nil.

LEAVE OF ABSENCE

APPLICATIONS:

1. Councillor Algate submitted a Leave of Absence Application and provided the reason "*Pre-arranged holiday July 13 – August 12, 2022*".
2. Councillor Gallagher submitted a Leave of Absence Application and provided the reason "*Mother's funeral*".

RESOLUTION

Minute No. 46896

Councillor D Turley moved)
Councillor A Chandler seconded)

Resolved

That the Leave of Absence Applications be accepted and Councillors Algate and Gallagher be granted a leave of absence for this Council Meeting.

CARRIED UNANIMOUSLY

PRAYER

Councillor Boland delivered the prayer.

ACKNOWLEDGEMENT OF COUNTRY

Councillor Jewitt delivered the Acknowledgment of Country.

ACKNOWLEDGEMENT OF BROKEN HILL'S MINING HISTORY

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

PUBLIC FORUM

Notice of Motion – Council's withdrawal from Local Government NSW

Councillor Turley declared a conflict of interest in the Public Forum matter as she is President of Local Government NSW and left the Council Chambers at 6:35pm.

Ms Ghislaine Barbe spoke against Councillor Chandler's Notice of Motion for Council to withdraw its membership of Local Government NSW and provided the following two reasons:

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- *At the February 2022 Council Meeting a report was presented to consider Councillor attendance at the National General Assembly with the report stating that: "Attendance at the Assembly is an opportunity for our elected members to meet Federal Government Ministers and Shadow Ministers to discuss various matters of concern to the City. This face to face interaction is invaluable as a follow up to Council's letters/submissions to Ministers regarding current matters of high importance to the City and advocating Council's position on these matters." the report also resolved Councillor attendance at the Assembly.*
- *That Councillor Chandler's Notice of Motion contains incorrect calculations in stating that the return airfares to Canberra were \$8,000.00 and attendance at the Conference can amount to \$45,000.00. According to the financial implications listed in the report to the February 2022 Council Meeting, the total cost of attending the Conference including flights and accommodation is quoted as \$3,169.00.*

Ms Barbe stated that even with an error margin of \$1,000.00, this figure doesn't go anywhere near the figures quoted in the Notice of Motion; and it is hard to fathom how Council's withdrawal from Local Government NSW will prevent 10 families from leaving town. Ms Barbe commented that she hopes the Notice of Motion will not gain a seconder, so as not to use precious meeting time debating it.

The Mayor responded stating that the amount of \$45,000.00 stated in Councillor Chandler's Notice of Motion is Council's annual membership fee to Local Government NSW. The amount of \$8,000.00 is the savings made this year in the cost of return flights (being \$2,000.00 per person for the General Manager and three Councillors) who travelled by car to attend the Local Government NSW Conference this year rather than travelling by air. Council has a very good relationship with both Labor and Coalition Ministers and advised that Council would be welcomed in Canberra or anywhere else and that Council doesn't need to be a member of any association to be able to speak to elected representatives. Broken Hill's Local and Federal Members ensure that Council has appointments with relevant Federal and State Ministers when visiting Canberra and Sydney.

Notice of Motion – Council's withdrawal from Local Government NSW

Mr Branko Licul referred to Councillor Chandler's Notice of Motion stating that there is no information included in the Business Paper regarding the benefits of Council being a member of Local Government NSW, and stated that for Council to make an informed decision, the membership benefits need to be explained and presented to Council before Council makes a decision on this matter.

Mr Licul suggested that the Notice of Motion be deferred until Council receives a comprehensive report regarding membership of Local Government NSW for Council and the community to know the full benefits and advantages Council receives for being a member of the Association.

Councillor Turley returned to the Council Chambers at 6:40pm.

Assistance to Lee's International Taekwondo Australia Inc

Mr Lee Hermansson advised Council that he was conducting Taekwondo classes at the Scouts Hall and asked if Council can follow up to make sure that Taekwondo classes can continue at the Scouts Hall or at another venue in Broken Hill.

The Mayor advised that the General Manager would look into the matter.

MINUTES FOR CONFIRMATION

RESOLUTION

Minute No. 46897

Councillor R Page moved)

Deputy Mayor J Hickey seconded)

Resolved

That the Minutes of the Ordinary Meeting of the Council of the City of Broken Hill held June 29, 2022 be confirmed.

CARRIED UNANIMOUSLY

DISCLOSURE OF INTEREST

Councillor Turley declared:

- A non-pecuniary interest in Report 2/22 as she is President of Local Government NSW and advised that she will leave the Council Chambers whilst the item is considered.
- A non-pecuniary interest in Report 169/22 as she is President of Local Government NSW and advised that she will leave the Council Chambers whilst the item is considered.
- A non-pecuniary interest in Report 163/22 as he is Chair of the Barrier Liquor Accord and advised that he will leave the Council Chambers whilst the item is considered.

MAYORAL MINUTES

The Mayor tabled the following verbal Mayoral Minute:

ITEM 1 - MURRAY DARLING BASIN AUTHORITY MEETING IN MENINDEE 26 JULY 2022

(MM8/22)

11/426

RESOLUTION

Minute No. 46898

Mayor T Kennedy moved)

Councillor D Turley seconded)

Resolved

That Council sends correspondence to the Murray Darling Basin Authority explaining our disappointment and displeasure about the very late invitation (the same day as the event) to an event held in Menindee yesterday to discuss the Basin Plan.

That it be explained that the Menindee Lakes System is an integral part of the fabric of Broken Hill society. The Lakes when full have a positive effect on tourism, mental health, the economy, recreation etc. When empty or mismanaged by water authorities it has an equally negative effect. We ask that in future Broken Hill City Council is invited in a timely manner to all events organised by the MDBA that discuss the Darling River or Menindee Lakes.

That correspondence highlighting our concerns is also to be sent to our Local Federal and State Members and to the Federal and State Water Ministers and Environment Minister.

That correspondence sent to the Federal Environment and Water Minister also includes an invitation to visit Broken Hill and the Menindee Lakes.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

**ITEM 2 - MOTIONS OF WHICH NOTICE HAS BEEN GIVEN NO. 2/22 - DATED JULY 08, 2022 -
BROKEN HILL CITY COUNCIL'S WITHDRAWAL FROM THE NSW LOCAL GOVERNMENT
ASSOCIATION**

D22/35718

Councillor Turley declared an interest in item 2 and left the Council Chambers at 6:52pm.

Motion

- Councillor A Chandler moved)
Deputy Mayor J Hickey seconded)
1. That Motions of Which Notice has been Given No. 2/22 dated July 8, 2022, be received.
 2. That Broken Hill City Council withdraws from the NSW Local Government Association.

Amendment

- Councillor M Browne moved)
- That any discussion be deferred pending a report from the GM on the cost benefit analysis of current membership of LGNSW and the implications for Council if our membership is withdrawn.

LAPSED
For want of a Seconder

The Mayor foreshadowed a motion if the motion before Council is lost.

Motion

- Councillor A Chandler moved)
Deputy Mayor J Hickey seconded)
1. That Motions of Which Notice has been Given No. 2/22 dated July 8, 2022, be received.
 2. That Broken Hill City Council withdraws from the NSW Local Government Association.

LOST

FOR: Deputy Mayor Jim Hickey, Councillors Alan Chandler and Ron Page
AGAINST: Mayor Tom Kennedy, Councillors Michael Boland, Marion Browne and Hayley Jewitt
ABSENT: Councillor Darriea Turley (conflict of interest), Councillors Bob Algate and David Gallagher (leave of absence)

RESOLUTION

Minute No. 46899

Mayor T Kennedy moved)
Councillor M Boland seconded)

Resolved

1. That Motions of Which Notice has been Given No. 2/22 dated July 8, 2022, be received.

2. That correspondence be sent to LGNSW and all member Councils highlighting the discussions and vote to withdraw our membership from the LGNSW.
3. That the correspondence includes a request that the LGNSW acknowledge and pledge to address the current voting system that leans towards inner city councils having all say over the policy direction that in many cases has a severe negative impact on regional and remote councils.
4. That Broken Hill City Council readdress and vote on the continued membership of LGNSW at the November meeting of Council.

CARRIED

FOR: Mayor Tom Kennedy, Deputy Mayor Jim Hickey, Councillors Michael Boland, Alan Chandler, Hayley Jewitt and Ron Page

AGAINST: , Marion Browne

ABSENT: Councillor Darriea Turley (conflict of interest), Councillors Bob Algate and David Gallagher (leave of absence)

Councillor Turley returned to the Council Chambers at 7:21pm. Mayor Kennedy advised Councillor Turley of Council's resolution in respect to Item 2.

REPORTS FROM DELEGATES

Councillor Jewitt gave a verbal statement regarding her attendance at the Local Government Women's Conference.

COMMITTEE REPORTS A) HEALTH AND BUILDING COMMITTEE

ITEM 3 - BROKEN HILL CITY COUNCIL REPORT NO. 165/22 - DATED JULY 07, 2022 - DEVELOPMENT APPLICATION 132/2021 - PROPOSED DEMOLITION OF EXISTING STRUCTURES ONSITE AND CONSTRUCTION OF NEW SERVICE STATION D22/35531

RESOLUTION

Minute No. 46900

Councillor M Boland moved)
Councillor D Turley seconded)

Resolved

1. That Broken Hill City Council Report No. 165/22 dated July 7, 2022, be received.
2. That Development Application 132/2021 being the demolition of existing structures and construction of service station including service station sales building, canopy, vehicle auto wash, carparking and signage be approved, subject to conditions as contained in Attachment 1.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
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CARRIED UNANIMOUSLY

FOR: Mayor Tom Kennedy, Deputy Mayor Jim Hickey, Councillors Michael Boland, Marion Browne, Alan Chandler, Hayley Jewitt, Ron Page and Darriea Turley

AGAINST: Nil.

ABSENT: Councillors Bob Algate and David Gallagher (leave of absence).

**ITEM 4 - BROKEN HILL CITY COUNCIL REPORT NO. 166/22 - DATED JUNE 28, 2022 -
MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF THE BARRIER RANGES
COMMUNITY COMMITTEE MEETING HELD 21 JUNE 2022** D22/33452

RESOLUTION

Resolved

Minute No. 46901

Councillor M Browne moved)
Councillor D Turley seconded)

1. That Broken Hill City Council Report No. 166/22 dated June 28, 2022, be received.
2. That the minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting held 21 June 2022 be received.
3. That Council's Living Desert Ranger, Mr Darrell Ford, be thanked for his tireless dedication and work at the Living Desert Flora and Fauna Sanctuary in maintaining and improving the Sanctuary to a high standard ensuring that it remains one of Broken Hill's major tourist attractions; and for the coordination of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meetings and associated working bees.
4. That the Friends of the Flora and Fauna of the Barrier Ranges Community Committee also be thanked for the many hours of volunteer work that Committee members undertake at various working bees to maintain and improve the Sanctuary for the benefit of tourists and locals alike, and for their attendance at Committee Meetings to provide recommendations to Council's management regarding the operations of the Sanctuary.

CARRIED UNANIMOUSLY

RESCISSION MOTIONS

Nil.

FURTHER REPORTS

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
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**ITEM 5 – BROKEN HILL CITY COUNCIL REPORT NO. 168/22 – DATED JULY 12, 2022 –
CORRESPONDENCE REPORT – PROGRESS OF COUNCIL’S MOTION SUBMITTED TO 2022
NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT** D22/36165

At this point in the meeting, Councillor Turley declared a non-pecuniary interest in Item 5 as she is President of Local Government NSW and left the Council Chambers at 7:28pm.

RESOLUTION

Minute No. 46902

Deputy Mayor J Hickey moved)
Councillor M Boland seconded)

Resolved

1. That Broken Hill City Council Report No. 168/22 dated July 12, 2022, be received.
2. That reply correspondence from Mr Matt Pinnegar, Australian Local Government Association (ALGA) CEO dated 11 July 2022, advising that Council’s motion submitted to the 2022 National General Assembly of Local Government will now be considered by the ALGA Board at their next meeting on 28 July 2022, be received.
3. That Council sends correspondence to ALGA on 28 July 2022 to request that the ALGA Board considers Council’s motion as submitted to the National General Assembly (and not the motion that appeared to have been amended when presented to the Assembly where the reference to “mining regions” had been replaced with the word “regional”).

CARRIED UNANIMOUSLY

Councillor Turley returned to the Council Chambers at 7:32pm. The Mayor advised Councillor Turley of Council’s resolution regarding Item 5.

**ITEM 6 - BROKEN HILL CITY COUNCIL REPORT NO. 155/22 - DATED JULY 05, 2022 -
CORRESPONDENCE REPORT - CHILD CARE AVAILABILITY IN BROKEN HILL** D22/34897

RESOLUTION

Minute No. 46903

Deputy Mayor J Hickey moved)
Councillor D Turley seconded)

Resolved

1. That Broken Hill City Council Report No. 155/22 dated July 5, 2022, be received.
2. That reply correspondence from The Hon Dr Anne Aly MP, Minister for Early Childhood Education dated 29 June 2022 advising of various Government strategies to support accessible childcare for families in Australia, be received and noted.
3. That the matter be referred to the Policy and General Standing Committee for further discussion regarding future correspondence to Ministers.

CARRIED UNANIMOUSLY

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
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**ITEM 7 - BROKEN HILL CITY COUNCIL REPORT NO. 169/22 - DATED JULY 19, 2022 - FURTHER
MOTIONS TO THE LOCAL GOVERNMENT NSW ANNUAL CONFERENCE TO BE HELD IN THE
HUNTER VALLEY 23 -25 OCTOBER 2022** D22/37678

Councillor Turley declared an interest in Item 7 and left the Council Chambers at 7:36pm.

RESOLUTION

Minute No. 46904

Deputy Mayor J Hickey moved)
Councillor M Boland seconded)

Resolved

1. That Broken Hill City Council Report No. 169/22 dated July 19, 2022, be received.
2. That Council notes that the following motions from the 30 March 2022 Council Meeting (Minute No. 46797) and the 29 June 2022 Council Meeting (Minute No. 46872) will be submitted prior to the closing date of 29 August 2022:

Minute No. 46797: "...That Conference calls on the Premier of NSW and the Minister for Local Government to ban Developers only from serving as Councillors.

That it is noted that BHCC supports the rights of all to represent Local Government if they meet the current Legislative requirements..."

Minute No. 46872: "...That Conference calls on the Australia Government to legislate that at least 50% of renewable energy is generated in the capital cities of Australia and at least 75% of that is produced in Sydney and Melbourne."

3. That the above motion regarding renewable energy (Minute No. 46872) be amended to read:

That Conference calls on the Australia Government to legislate that at least 50% of renewable energy is generated in the capital cities of Australia and at least 75% of that is produced in Sydney and Melbourne.

That Conference calls on Local Government NSW to advocate for a change to the Environmental Planning and Assessment Act 1979 and the Environmental Planning and Assessment Regulation 2000 with regards to Voluntary Planning Agreements to include:

a) that regional Council's whose natural landscape will be affected by renewable energy installations, be entitled to enter

into a Voluntary Planning Agreement with the relevant energy provider (similar to Local and State Voluntary Planning Agreements), but rather than a contribution to a Local Government's community infrastructure, an adequate energy bill subsidy be provided to all energy consumers within the Local Government Area).

b) that for major cities/coastal areas that do not generate at least 75% of their consumed energy through locally installed renewable infrastructure, that a subsidy be provided to regional areas who contribute additional energy through locally installed renewable infrastructure than their required need for consumption.

4. That Council forwards the following additional motion to the Local Government NSW Conference regarding Telecommunications:

That Conference calls on Local Government NSW to request that the State and Federal Governments implement policies to ensure that telecommunications infrastructure allows for use by multiple service providers and users to improve competition and service levels.

That Conference calls on Local Government NSW to advocate that councils should not be expected or required to fund telecommunications infrastructure.

5. That Council forwards the following additional motion to the Local Government NSW Conference regarding Rating Reform:

That Conference calls on Local Government NSW to lobby the NSW Government to change the current legislated base rate maximum contribution amount of each individual rating category from 50% to 70%, to allow for a fairer balance between the "benefit principle" and the "ability to pay principle".

6. That motions along with the accompanying Council resolution be submitted to Local Government NSW prior to the closing date of 29 August 2022.

CARRIED UNANIMOUSLY

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
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Councillor Turley returned to the Council Chambers at 7:44pm. The Mayor advised Councillor Turley of Council's resolution regarding Item 7.

**ITEM 8 - BROKEN HILL CITY COUNCIL REPORT NO. 156/22 - DATED JULY 06, 2022 -
COUNCIL'S DELEGATES ON REGIONAL CAPITALS AUSTRALIA AND REGIONAL CITIES NSW**
D22/35320

RESOLUTION

Minute No. 46905

Deputy Mayor J Hickey moved)
Councillor D Turley seconded)

Resolved

1. That Broken Hill City Council Report No. 156/22 dated July 6, 2022, be received.
2. That the Mayor and Deputy Mayor be appointed as Council's delegates on Regional Capitals Australia and Regional Cities NSW.
3. That Council's Schedule of Delegates on S355 Committees and Other Committees and Working Groups be updated to include Council's Delegates on Regional Capitals Australia and Regional Cities NSW to allow attendance by Council's Delegates at alliance meetings as per clause 4.8 of the Councillor Support Policy.

CARRIED UNANIMOUSLY

**ITEM 9 - BROKEN HILL CITY COUNCIL REPORT NO. 157/22 - DATED JULY 11, 2022 - DRAFT
REVIEWED LOCAL ORDERS POLICY FOR PUBLIC EXHIBITION**
D22/36055

RESOLUTION

Minute No. 46906

Councillor M Boland moved)
Councillor H Jewitt seconded)

Resolved

1. That Broken Hill City Council Report No. 157/22 dated July 11, 2022, be received.
2. That Council endorse the Draft Local Orders Policy for the purposes of public consultation.
3. That the draft Local Orders Policy be exhibited for public comment for a 28-day period.
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 Local Orders Policy.

CARRIED UNANIMOUSLY

**ITEM 10 - BROKEN HILL CITY COUNCIL REPORT NO. 158/22 - DATED JULY 11, 2022 - DRAFT
REVIEWED LOCAL APPROVALS POLICY FOR PUBLIC EXHIBITION**
D22/36070

RESOLUTION

Minute No. 46907

Councillor M Boland moved)

Resolved

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
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Councillor M Browne seconded)

1. That Broken Hill City Council Report No. 158/22 dated July 11, 2022, be received.
2. That Council endorse the Draft Local Approvals Policy for the purposes of public consultation.
3. That the Draft Local Approvals 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 Local Approvals Policy.

CARRIED UNANIMOUSLY

ITEM 11 - BROKEN HILL CITY COUNCIL REPORT NO. 159/22 - DATED JULY 11, 2022 - DRAFT REVIEWED COMPLIANCE AND ENFORCEMENT POLICY FOR PUBLIC EXHIBITION D22/36078

RESOLUTION

Minute No. 46908

Councillor M Boland moved)
Councillor R Page seconded)

Resolved

1. That Broken Hill City Council Report No. 159/22 dated July 11, 2022, be received.
2. That Council endorse the Draft Compliance and Enforcement Policy for the purposes of public consultation.
3. That the Draft Compliance and Enforcement 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 Compliance and Enforcement Policy.

CARRIED UNANIMOUSLY

ITEM 12 - BROKEN HILL CITY COUNCIL REPORT NO. 162/22 - DATED JULY 13, 2022 - MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 16 JUNE 2022

D22/36674

RESOLUTION

Minute No. 46909

Councillor M Boland moved)
Councillor A Chandler seconded)

Resolved

1. That Broken Hill City Council Report No. 162/22 dated July 13, 2022, be received.
2. That minutes of the Audit, Risk and Improvement Committee meeting held 16 June 2022 be received and noted.

CARRIED UNANIMOUSLY

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**ITEM 13 - BROKEN HILL CITY COUNCIL REPORT NO. 170/22 - DATED JUNE 28, 2022 -
NOMINATIONS FOR THE APPOINTMENT OF COMMUNITY REPRESENTATIVES TO SECTION
355 COMMUNITY COMMITTEES** D22/33365

RESOLUTION

Minute No. 46910

Councillor A Chandler moved)
Councillor H Jewitt seconded)

Resolved

1. That Broken Hill City Council Report No. 170/22 dated June 28, 2022, be received.
2. That Council appoints Mr Owen Whyman, Mr JR Mitchell and Ms Jodie McInnes as community representatives on the Ageing Well Advisory Committee.
3. That Council appoints Mr JR Mitchell as a community representative on the Broken Hill Community Strategic Plan Round Table Committee.
4. That Council appoints Mr Bruce McIntosh and Ms Tracey Robinson as community representatives on the Memorial Oval Community Committee.
5. That Council appoints Mr Ian Sanderson as a community representative on the Norm Fox Sporting Complex Community Committee.
6. That Council appoints Sharryn Rouse as a community representative on the Youth Advisory Committee.
7. That the community representatives be advised of their appointment and advice also be sent to the Councillor Delegates/Chairpersons of Committees.
8. That Council notes that the current round of advertising closed on 20 July 2022 and Council will continue to advertise on social media and in the Barrier Truth for nominations for specific committees that have not yet achieved an adequate number of community representatives.
9. That the Constitution of the Broken Hill City Art Gallery Advisory Committee be amended at clause 6.1 to add the words "A minimum of" before the words "seven (7) community members..." to clarify the practice of appointing additional community representatives on Committees if there is an increased interest in membership; and the Chairperson of the Committee be advised accordingly.
10. That the Constitution of the Broken Hill Heritage Advisory Committee be amended at clause 7.3 to add the words "A minimum

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of” before the words “six (6) community members...” to clarify the practice of appointing additional community representatives on Committees if there is an increased interest in membership; and the Chairperson of the Committee be advised accordingly.

11. That a Councillor Workshop be held to discuss the process for the commencement of various Council Working Groups.

CARRIED UNANIMOUSLY

ITEM 14 - BROKEN HILL CITY COUNCIL REPORT NO. 160/22 - DATED JULY 07, 2022 - COMMUNITY ASSISTANCE GRANTS PROGRAM D22/35559

RESOLUTION

Minute No. 46911

Councillor M Boland moved)
Councillor H Jewitt seconded)

Resolved

1. That Broken Hill City Council Report No. 160/22 dated July 7, 2022, be received.
2. That Council notes the Community Assistance Grants processes as per Council’s adopted Community Assistance Grants Policy.

CARRIED UNANIMOUSLY

ITEM 15 - BROKEN HILL CITY COUNCIL REPORT NO. 161/22 - DATED JULY 11, 2022 - MEMORANDUM OF UNDERSTANDING - SILVER CITY PASTORAL AND AGRICULTURAL ASSOCIATION INC.(SILVER CITY SHOW COMMITTEE) AND BROKEN HILL CITY COUNCIL D22/36010

RESOLUTION

Minute No. 46912

Councillor R Page moved)
Councillor D Turley seconded)

Resolved

1. That Broken Hill City Council Report No. 161/22 dated July 11, 2022, be received.
2. That the General Manager be authorised to negotiate and execute a Memorandum of Understanding for a period of two (2) years with the Silver City Pastoral and Agricultural Association Inc.
3. That Council authorise the General Manager to include in the Memorandum of Understanding financial assistance grants of \$15,000 per annum in a combination of cash (of approx. \$8,000.00) towards utility costs, insurance, prize ribbons and certificates, stationery and office requirements; and in-kind (of approx. \$7,000.00) towards Memorial Oval hire fees and waste services fees for the annual Silver City Show.
4. That the Memorandum of Understanding include KPI’s on the financial reporting of the Silver City Show (income and expenditure

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financial statements) and the reporting of
acquittal of grant funds each year.

CARRIED UNANIMOUSLY

**ITEM 16 - BROKEN HILL CITY COUNCIL REPORT NO. 171/22 - DATED JULY 15, 2022 -
INVESTMENT REPORT FOR JUNE 2022** D22/37089

RESOLUTION

Minute No. 46913

Councillor M Boland moved)
Councillor D Turley seconded)

Resolved

1. That Broken Hill City Council Report No. 171/22 dated July 15, 2022, be received.

CARRIED UNANIMOUSLY

**ITEM 17 - BROKEN HILL CITY COUNCIL REPORT NO. 163/22 - DATED JUNE 29, 2022 -
TEMPORARY SUSPENSION OF A PORTION OF THE CENTRAL BUSINESS DISTRICT (CBD)
ALCOHOL-FREE ZONE FOR THE 2022 BROKEN HILL FESTIVAL** D22/30908

Councillor Boland declared an interest in Item 17 and left the Council Chambers at 7:58pm.

RESOLUTION

Minute No. 46914

Councillor D Turley moved)
Councillor R Page seconded)

Resolved

1. That Broken Hill City Council Report No. 163/22 dated June 29, 2022, be received.
2. That Council provide in principle support to beginning the planning process for the temporary suspension of a portion of the CBD Alcohol-Free Zone for a section of Sulphide Street adjacent to The Palace Hotel, bounded by Crystal Street and Argent Street (see map). Specific details of the suspension are Argent Street from 207 Argent Street to 227 Argent Street; Crystal Lane from behind 207 Argent Street to 227 Argent Street; and Sulphide Street from Crystal Street to Argent Street. This area will include all footpaths and car parks in the sections of Argent and Sulphide Streets.
3. That the temporary suspension be in place from 10am on Thursday, 8 September to 10am on Monday, 12 September 2022, subject to the conditions contained in the liquor licence.
4. That the temporary suspension of a portion of the CBD Alcohol-Free Zone for a section of Sulphide Street adjacent to The Palace Hotel, bounded by Crystal Street and Argent Street, be advised to the public by way of advertisement in the Barrier Truth. That the advertisement also confirms that all other existing alcohol-free zones in Broken Hill remain in force.
5. That the General Manager be authorised to implement the suspension and advertising

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processes on final advice of Barrier Police District.

6. That Barrier Police District be advised of Council's decision.

CARRIED UNANIMOUSLY

Councillor Boland returned to the Council Chambers at 8:01pm. The Mayor advised Councillor Boland of Council's resolution regarding Item 17.

ITEM 18 - BROKEN HILL CITY COUNCIL REPORT NO. 172/22 - DATED JULY 14, 2022 - MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 426, HELD ON TUESDAY, 5 JULY 2022

D22/36991

RESOLUTION

Minute No. 46915

Councillor M Browne moved)
Councillor D Turley seconded)

Resolved

1. That Broken Hill City Council Report No. 172/22 dated July 14, 2022, be received.
2. Item No. 425.6.2 - That the parking bays adjacent to Busy Kids Child Care in Bagot Street be changed to 15-minute timed parking and signs be installed by Council.
3. Item No. 426.6.1 - That the temporary road closure of Argent Street for the Broken Heel Festival's Main Street Parade on Saturday, 10 September 2022, be approved in principle, on the condition that an updated Traffic Control Plan is received by Council prior to the event.
4. Item No. 426.6.2 - That the temporary road closure of Sulphide Street, between Argent and Crystal Lane and sections of Argent Street and Crystal Lane for the Broken Heel Festival's Event at the Palace Hotel from Wednesday, 7 September to Tuesday, 13 September 2022 be approved in principle, on the condition that the fencing adjacent to Far West Auto does not encroach onto the nature strip, so that customers can view new cars at the dealership and that an updated Traffic Control Plan is received by Council in accordance with Transport for NSW's signage requirements prior to the event.

CARRIED UNANIMOUSLY

ITEM 19 - BROKEN HILL CITY COUNCIL REPORT NO. 173/22 - DATED JULY 21, 2022 - MINUTES OF THE BROKEN HILL CITY ART GALLERY ADVISORY COMMITTEE'S ANNUAL GENERAL MEETING HELD 14 JULY 2022

D22/38025

RESOLUTION

Minute No. 46916

Councillor D Turley moved)
Councillor M Boland seconded)

Resolved

1. That Broken Hill City Council Report No. 173/22 dated July 21, 2022, be received.

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JULY 27, 2022

2. That minutes of the Broken Hill City Art Gallery Advisory Committee's Annual General Meeting held 14 July 2022 be received.

CARRIED UNANIMOUSLY

ITEM 20 - BROKEN HILL CITY COUNCIL REPORT NO. 174/22 - DATED JULY 19, 2022 - ACTION LIST REPORT D22/37484

RESOLUTION

Minute No. 46917

Councillor D Turley moved)

Councillor M Boland seconded)

Resolved

1. That Broken Hill City Council Report No. 174/22 dated July 19, 2022, be received.
2. That an update report be presented to the Works Standing Committee regarding the Action List Item (Notice of Motion - 31 March 2021 Council Meeting) regarding the costings and progress for the establishment of a community garden at the former Alma Pool Site.

CARRIED UNANIMOUSLY

QUESTIONS TAKEN ON NOTICE FROM PREVIOUS COUNCIL MEETING

ITEM 21 - QUESTIONS ON NOTICE NO. 6/22 - DATED JULY 06, 2022 - PUBLIC FORUM QUESTIONS TAKEN ON NOTICE AT THE JUNE 2022 ORDINARY COUNCIL MEETING D22/35301

Recommendation

1. That Questions On Notice No. 6/22 dated July 6, 2022, be received.

ITEM 22 - QUESTIONS ON NOTICE NO. 7/22 - DATED JULY 06, 2022 - COUNCILLOR QUESTIONS TAKEN ON NOTICE AT THE JUNE 2022 ORDINARY COUNCIL MEETING D22/35313

Recommendation

1. That Questions On Notice No. 7/22 dated July 6, 2022, be received.

Minute No. 46918

Councillor J Hickey moved)

Councillor D Turley seconded)

That the recommendations of items 21 and 22 be adopted.

CARRIED UNANIMOUSLY

QUESTIONS FOR NEXT MEETING ARISING FROM ITEMS ON THIS AGENDA

Councillor attendance via audio-visual link at Standing Committee Meetings and Council Meetings

Councillor Turley asked for Council to review the option for Councillors to be able to attend Committee and Council Meetings via audio-visual link given that a Standing Committee was not held this month due to the number of Councillors who could not attend due to personal reasons or unforeseen

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circumstances, but that these Councillors may have attended if the option of attendance via audio-visual link was available under the Code of Meeting Practice.

The Mayor advised that this matter would be presented to the Policy and General Committee for discussion and recommendation to Council.

PUBLIC FORUM SESSION

Nil.

CONFIDENTIAL MATTERS

ITEM 23 - BROKEN HILL CITY COUNCIL REPORT NO. 167/22 - DATED JUNE 22, 2022 - WILLYAMA COMMON TRUST LEASE TO SILVER CITY ARCHERS - CONFIDENTIAL D22/32488

(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).

RESOLUTION

Minute No. 46919

Councillor A Chandler moved)
Councillor M Browne seconded)

Resolved

1. That Broken Hill City Council Report No. 167/22 dated June 22, 2022, be received.
2. That Council (as the Willyama Common Trust) enter into a new 20 year lease agreement with Silver City Archers, for lease of their existing site on the Willyama Common (Part Lot 7388 Deposited Plan 1200953).
3. That the rent remain \$250 per annum.
4. That in the absence of a Trust Seal, the lease documents be executed by the Mayor and General Manager under the Common Seal of Council.

CARRIED UNANIMOUSLY

ITEM 24 - BROKEN HILL CITY COUNCIL REPORT NO. 175/22 - DATED JULY 14, 2022 - T22/3 REQUEST FOR TENDER - PROJECT MANAGEMENT SERVICES FOR THE BROKEN HILL LIBRARY AND ARCHIVES - CONFIDENTIAL D22/36883

(General Manager's Note: This report considers T22/3 - Request for Tender - Project Management Services for the Broken Hill Library and Archives and is deemed confidential under Section 10A(2) (c) (d) of the Local Government Act, 1993 which provides for information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND which provides for commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).

RESOLUTION

Minute No. 46920

Deputy Mayor J Hickey moved)
Councillor M Boland seconded)

Resolved

1. That Broken Hill City Council Report No. 175/22 dated July 14, 2022, be received.

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2. That Council approves the tender from Tonkin Consulting Pty Ltd for contract project management services on the Broken Hill CBD Revitalisation Project focusing on the Library & Archives during the construction stage for \$216,480.00 (ex GST).
3. That Council approves a further \$108,240 (ex GST) as an anticipated contingency should the construction timeline extend by 6 months from 12 months to 18 months total construction time.
4. That this amount will be a maximum value negotiable by the General Manager dependent on the project timeline that is determined after selection of a main construction contractor and reasonableness of projected timelines.

CARRIED UNANIMOUSLY

ITEM 25 - BROKEN HILL CITY COUNCIL REPORT NO. 164/22 - DATED APRIL 28, 2022 - SALE OF LAND FOR UNPAID RATES - CONFIDENTIAL D22/20439

(General Manager's Note: This report considers Sale of Land for Unpaid Rates and is deemed confidential under Section 10A(2) (b) of the Local Government Act, 1993 which contains matters that will involve the discussion of the personal hardship of any resident or rate payer).

RESOLUTION

Minute No. 46921

Councillor A Chandler moved)
Councillor R Page seconded)

Resolved

1. That Broken Hill City Council Report No. 164/22 dated April 28, 2022, be received.
2. That Council proceed with the sale of land for unpaid rates for eligible properties as attached to this report.
3. That Council call for expressions of interest for services to undertake the process for sale of the listed properties.
4. That Council delegate authority to the General Manager to take the following actions pertaining to the properties specified in the report:
 - a) To withdraw from sale of any property that, prior to commencement of the auction, has had all rates and charges payable (including overdue rates and charges) paid in full; or a suitable payment arrange has been agreed to and entered into including a suitable upfront payment being made.
 - b) To withdraw any property from sale for technical or legal reasons;

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- c) To set reserve prices for sale of the properties at auction;
- d) To negotiate by private treaty and accept offers for sale of any property that fails to sell at auction
- e) To execute sale and purchase contracts, and property transfer documents, under Council's Common Seal
- f) To write off residual rates outstanding due to shortfall in sale for individual properties

That a report be prepared to the Policy and General Committee regarding the process for any blocks of land on the Sale of Land for Unpaid Rates register which may require lead remediation works prior to being available for sale.

CARRIED UNANIMOUSLY

At the Mayor's invitation, the General Manager reported on Council's resolutions regarding the confidential matters.

There being no further business the Mayor closed the meeting at 8:21p.m.

THE FOREGOING MINUTES WERE READ)
AND CONFIRMED AT THE ORDINARY)
MEETING OF THE BROKEN HILL CITY)
COUNCIL HELD ON 31 AUGUST 2022.)

CHAIRPERSON

MAYORAL MINUTES

1. MAYORAL MINUTE NO. 9/22 - DATED AUGUST 25, 2022 - ACTING
GENERAL MANAGER (D22/44675)24

2. MAYORAL MINUTE NO. 10/22 - DATED AUGUST 23, 2022 -
CHILDREN'S MEMORIAL GARDEN SCULPTURE - BROKEN HILL
CEMETERY (D22/44269).....27

ORDINARY MEETING OF THE COUNCIL

August 25, 2022

ITEM 1MAYORAL MINUTE NO. 9/22SUBJECT: ACTING GENERAL MANAGER D22/44675**Summary**

Delegations and Authorisations to the General Manager to carry out the operational functions of Council are made under Part 3 Delegation of Function of the *Local Government Act 1993*.

Section 377 of the Act (General power of the Council to delegate) states that:

- (1) *A Council may, by resolution, delegate to the General Manager or any other person or body (not including another employee of the Council) any of the functions of the Council, other than the following:*
- (a) the appointment of a General Manager,*
 - (b) the making of a rate,*
 - (c) a determination under section 549 as to the levying of a rate,*
 - (d) the making of a charge,*
 - (e) the fixing of a fee,*
 - (f) the borrowing of money,*
 - (g) the voting of money for expenditure on its works, services or operations,*
 - (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
 - (i) the acceptance of tenders to provide services currently provided by members of staff of the Council,*
 - (j) the adoption of an operational plan under section 405,*
 - (k) the adoption of a financial statement included in an annual financial report,*
 - (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*
 - (m) the fixing of an amount or rate for the carrying out by the Council of work on private land,*
 - (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the Council for the carrying out of any such work,*
 - (o) the review of a determination made by the Council, and not by a delegate of the Council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979 ,*
 - (p) the power of the Council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,*
 - (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,*
 - (r) a decision under section 234 to grant leave of absence to the holder of a civic office,*
 - (s) the making of an application, or the giving of a notice, to the Governor or Minister,*
 - (t) this power of delegation,*

(u) *any function under this or any other Act that is expressly required to be exercised by resolution of the Council.*

(1A) *Despite subsection (1), a Council may delegate its functions relating to the granting of financial assistance if –*

- (a) *the financial assistance is part of a specified program, and*
- (b) *the program is included in the Council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
- (c) *the program's proposed budget for that year does not exceed 5 per cent of the Council's proposed income from the ordinary rates levied for that year, and*
- (d) *the program applied uniformly to all persons within the Council's area or to a significant proportion of all the persons within the Council's area.*

(2) *A Council may, by resolution, sub-delegate to the General Manager or any other person or body (not including another employee of the Council) any function delegated to the Council by the Departmental Chief Executive except as provided by the instrument of delegation to the Council.*

(3) *A Council may delegate functions to a joint organisation only with the approval, by resolution, of the board of the joint organisation.*

In addition, Section 378 of the Act (Delegations by the General Manager) also provides that:

- (1) *The General Manager may delegate any of the functions of the General Manager, other than this power of delegation.*
- (2) *The General Manager may sub-delegate a function delegated to the General Manager by the Council to any person or body (including another employee of the Council).*
- (3) *Subsection (2) extends to a function sub-delegated to the General Manager by the Council under section 377 (2).*

Delegations and authorisations were issued to Council's General Manager, Mr Jay Nankivell, when he was appointed to the role of General Manager on 1 April 2021.

Section 377(1)(a) of the *Local Government Act 1993* also requires that, for a Council Officer to be appointed to act in the position of General Manager whilst the General Manager is absent due to illness or planned annual leave, this appointment must be by resolution of Council; and subsequently the issuing of the General Manger's delegations and authorisations to the Acting General Manager must also be by resolution of Council.

Therefore, I recommend to Council that Council's Chief Assets and Projects Officer, Mr Codie Howard be appointed to the role of Acting General Manager, which includes being issued with the General Manager's delegations and authorisations, whilst Council's General Manager, Mr Jay Nankivell, is on a period of annual leave from 7 November 2022 to 15 November 2022.

The appointment of an Acting General Manager will facilitate the full efficient and effective management and administration of Council's day-to-day operations during this period.

Recommendation

1. That Mayoral Minute No. 9/22 dated August 25, 2022, be received.
2. That Council's Chief Assets and Projects Officer, Mr Codie Howard, be appointed to the role of Acting General Manager from Monday, 7 November 2022 to Tuesday, 15 November 2022 whilst Council's General Manager, Mr Jay Nankivell, is on a period of annual leave.
3. That Council approves that the General Manager's Delegations of Authority and Authorisations pursuant to *Part 3 of the Local Government Act 1993 Sections 377 and 381* be issued to Council's Chief Assets and Projects Officer, Mr Codie Howard, to be able to carry out all functions of the General Manager whilst in the role of Acting General Manager from Monday, 7 November 2022 to Tuesday, 15 November 2022.

Attachments

There are no attachments for this report.

T. KENNEDY
MAYOR

ORDINARY MEETING OF THE COUNCIL

August 23, 2022

ITEM 2MAYORAL MINUTE NO. 10/22

SUBJECT: CHILDREN'S MEMORIAL GARDEN SCULPTURE - BROKEN HILL CEMETERY D22/44269

Summary

In 1996 a Trust was formed with the purpose of establishing a Children's Memorial Garden at the Broken Hill Cemetery to provide an environment of tranquility and to soften the aesthetics of this section of the Cemetery.

On 17 June 1997, Council issued building approval to Kenx Design Associates Pty Ltd (Consent Application No. 97/205) for consent to the 'erecting of a Children's Memorial Garden at the Broken Hill Cemetery'.

The approval consisting of:

- The Memorial Garden itself is screened by a masonry wall containing various religious and architectural shapes and elements. The inner wall face only is to be decorated with inscribed brass plaques strategically placed over purpose made brick voids intended to house burial ashes.
- Installation of new turf and garden plantings in low-maintenance native shrubs to the inside perimeter of the garden wall.
- A circular feature brickwork shadow box located in the western corner of the garden proposed to contain a theme mural cast by one of Broken Hill's distinguished artists.
- A self-supporting shade canopy built overhead the mural to provide shade in summer and bench seating provided at two locations within the garden.
- The entrance arch through to the garden is to be fitted with full height lockable gates.

The late Mr Karl Fritsch of Kenx Design Associates Pty Ltd submitted the building application and designed the construction plans approved in Consent Application No. 97/205 with the theme mural, being a sculpture, designed by Ms Marie Hart.

In 1997 work commenced on building the Children's Memorial Garden near the southern junction of the two creeks that run through the Cemetery grounds. In 1998 the Memorial Garden was dedicated by the citizens of Broken Hill, the garden was built by numerous volunteers and various local organisations and is the only section in the Cemetery established just for children. At that stage the sculpture had not been commissioned.

Over many years, work was carried out on the sculpture to integrate with the Children's Memorial Garden Project and was mainly constructed by the former Head Teacher of TAFE Metal Fabrication Mr Ray Johnston. The sculpture is made from copper, stainless steel and marble and is an abstract representation of a woman (in copper and stainless steel) with coloured marble pieces representing children (see attached photo). Many local tradespeople and businesses donated materials and labour to create the sculpture to depict Ms Hart's design.

Council was approached recently by Trust member, Mr Richard McLean, to discuss the installation of the sculpture in the circular brickwork shadow box within the Children's Memorial Garden. Mr McLean will be assisted by local businesses and tradespeople who have pledged to volunteer their time to install the sculpture.

It is pleasing to see that the Memorial Garden will soon be completed with the final piece being the sculpture, and I thank the Trust members and local businesses who have volunteered many hours to complete the Memorial Gardens to be a tranquil and serene place for local families.

Recommendation

1. That Mayoral Minute No. 10/22 dated August 23, 2022, be received.
2. That Council accepts the donation of the Children's Memorial sculpture on behalf of the community of Broken Hill and notes that the sculpture will be installed in the circular brickwork shadow box within the Children's Memorial Garden at the Broken Hill Cemetery as per building consent approval 97/205.
3. That Council waive the fee for a works permit for the installation of the sculpture (\$202.00 inc GST).

Attachments

1. [↓](#) Photo of circular brickwork shadow box located in the Children's Memorial Garden
2. [↓](#) Photo of sculpture for Children's Memorial Garden

T. KENNEDY
MAYOR





RECOMMENDATIONS OF THE WORKS COMMITTEE MEETING HELD MONDAY, 22 AUGUST 2022

1. BROKEN HILL CITY COUNCIL REPORT NO. 184/22 - DATED AUGUST 12, 2022 - DRAFT ASBESTOS POLICY FOR PUBLIC EXHIBITION (D22/42373)35

Recommendation

1. That Broken Hill City Council Report No. 184/22 dated August 12, 2022, be received.
2. That Council endorses the Draft Asbestos Policy for the purpose of public exhibition.
3. That the Draft Asbestos Policy be placed on public exhibition period of 28 days for public comment
4. That a report be presented to Council at the conclusion of the public exhibition period outlining submissions received and any further amendments made as a consequence of the submissions received, with a view to adoption of the Draft Asbestos Policy

2. BROKEN HILL CITY COUNCIL REPORT NO. 185/22 - DATED AUGUST 11, 2022 - BROKEN HILL CBD REVITALISATION AND ACTIVATION PROJECT - PROJECT UPDATE (D22/42160)43

Recommendation

1. That Broken Hill City Council Report No. 185/22 dated August 11, 2022, be received.
2. That Council note the current status of the Library/Archive, CBD Revitalisation and Activation Project.
3. That Council note the temporary arrangements in place for the operation of the Library and Archives during project construction.

3. BROKEN HILL CITY COUNCIL REPORT NO. /22 - DATED AUGUST 05, 2022 - BROKEN HILL WAYFINDING PROJECT (D22/41423).....54

Recommendation

- 1. That Broken Hill City Council Report No. 186/22 dated August 5, 2022, be received.
- 2. That Council endorse Stage One of the Broken Hill Concept Design.
- 3. That Council approves the manufacturing and installation of the CBD directional signage, Patton Park, Sturt and Queen Elizabeth Park information sculptural signage and development of the digital visitor application as recommended in the attached design package.

4. BROKEN HILL CITY COUNCIL REPORT NO. 187/22 - DATED AUGUST 12, 2022 - PURCHASE OF TRAFFIC CONTROL AND TRAFFIC COUNTER EQUIPMENT (D22/42402).....98

Recommendation

- 1. That Broken Hill City Council Report No. 187/22 dated August 12, 2022, be received.
- 2. That Council approves an increase to the 2022/2023 Capital Budget to the total cost of \$28,703.20 (exc GST) for the purchase of Traffic Control Equipment and Traffic Monitoring Equipment.

5. BROKEN HILL CITY COUNCIL REPORT NO. 188/22 - DATED AUGUST 10, 2022 - MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 427, HELD ON TUESDAY, 2 AUGUST 2022 (D22/42110)101

Recommendation

- 1. That Broken Hill City Council Report No. 188/22 dated August 10, 2022, be received.
- 2. Item No.427.8.2 – That Council arranges for the Bus Stop adjacent to the Palace Hotel in Argent Street be relocated further down the road to allow continued bus services, not obstructing the ‘Loading Zone’ area for the duration of the Broken Heel Festival.

6. BROKEN HILL CITY COUNCIL REPORT NO. 189/22 - DATED AUGUST 12, 2022 - MINUTES OF THE E.P. O'NEILL MEMORIAL PARK REDEVELOPMENT PROJECT STEERING GROUP MEETING HELD 16 JUNE 2022 AND SITE VISIT HELD 17 JUNE 2022 (D22/42401).....128

Recommendation

1. That Broken Hill City Council Report No. 189/22 dated August 12, 2022, be received.
2. That the minutes of the E.P. O'Neill Memorial Park Project Steering Group meeting held on 16 June 2022 be noted
3. That the minutes of the E.P. O'Neill Memorial Park Site Visit held on 17 June 2022 be noted

7. BROKEN HILL CITY COUNCIL REPORT NO. 190/22 - DATED AUGUST 11, 2022 - MINUTES OF THE PICTON OVAL SPORTSGROUND COMMUNITY COMMITTEE ANNUAL GENERAL MEETING HELD 25 JULY 2022 (D22/42154).....137

Recommendation

1. That Broken Hill City Council Report No. 190/22 dated August 11, 2022, be received.
2. That minutes of the Picton Oval Sportsground Community Committee Annual General Meeting held 25 July 2022 be received.

8. BROKEN HILL CITY COUNCIL REPORT NO. 191/22 - DATED JULY 07, 2022 - MINUTES OF THE MEMORIAL OVAL COMMUNITY COMMITTEE MEETING HELD 24 MAY 2022, 7 JUNE 2022 AND 5 JULY 2022 (D22/35507)141

Recommendation

1. That Broken Hill City Council Report No. 191/22 dated July 7, 2022, be received.
2. That minutes of the Memorial Oval Community Committee Annual General Meeting held 24 May 2022 be noted.
3. That minutes of the Memorial Oval Community Committee Meeting held 7 June 2022 be received.
4. That the minutes of the Memorial Oval Community Committee Annual General Meeting held 5 July 2022 be received.

9. BROKEN HILL CITY COUNCIL REPORT NO. 192/22 - DATED JULY 27, 2022 - MINUTES OF THE RIDDIFORD ARBORETUM COMMUNITY COMMITTEE ANNUAL GENERAL MEETING HELD 2 JULY 2022 (D22/39170)149

Recommendation

- 1. That Broken Hill City Council Report No. 192/22 dated July 27, 2022, be received.
- 2. That minutes of the Riddiford_ Arboretum Community Committee Annual General Meeting held 2 July 2022 be received.

WORKS COMMITTEE

August 12, 2022

ITEM 1**BROKEN HILL CITY COUNCIL REPORT NO. 184/22****SUBJECT:** **DRAFT ASBESTOS POLICY FOR PUBLIC EXHIBITION D22/42373****Recommendation**

1. That Broken Hill City Council Report No. 184/22 dated August 12, 2022, be received.
2. That Council endorses the Draft Asbestos Policy for the purpose of public exhibition.
3. That the Draft Asbestos Policy be placed on public exhibition period of 28 days for public comment
4. That a report be presented to Council at the conclusion of the public exhibition period outlining submissions received and any further amendments made as a consequence of the submissions received, with a view to adoption of the Draft Asbestos Policy

Executive Summary:

The purpose of this policy is to outline the roles and responsibilities of Council and other organisations in managing Asbestos within the Local Government Area (LGA) of Broken Hill.

Asbestos is a known carcinogen and inhalation of fibres is known to cause lung cancer, mesothelioma and asbestosis. Asbestos was widely used in the construction industry prior to the mid-1980s and many buildings in the Broken Hill Local Government Area built prior to 1990 are likely to contain asbestos.

Council has an important dual role in minimising exposure to asbestos, as far as is reasonably practicable, for its residents, the general public within the LGA and for employees of Council.

This report seeks the approval of Council to place the Draft Asbestos Policy on public exhibition for a period of 28 days.

Report:

Local Government plays a critical role in reducing the risks posed by asbestos. Councils work together with the State Government and wider public to address the unfortunate legacy of asbestos in building materials and land contaminated with asbestos, as well as addressing naturally occurring asbestos.

The policy was formulated to be consistent with council's legislative obligations and within the scope of council's powers. This policy should be read in conjunction with relevant legislation, guidelines and codes of practice. In the case of any discrepancies, the most recent legislation should prevail.

This policy is based upon the Model Asbestos Policy for NSW Councils developed by the Heads of Asbestos Coordination Authorities to promote a consistent Local Government approach to asbestos management across NSW.

The purpose of the policy is to outline:

- the role of council and other organisations in managing asbestos
- Council's relevant regulatory powers
- Council's approach to dealing with naturally occurring asbestos, sites contaminated by asbestos and emergencies or incidents
- general advice for residents on renovating homes that may contain asbestos
- Council's development approval process for developments that may involve asbestos and conditions of consent
- waste management and regulation procedures for asbestos waste in the LGA
- Council's approach to managing asbestos containing materials in council workplaces
- sources of further information.

Following consideration of this draft policy, it is recommended for 28 days public exhibition which further feedback from the community can be gathered and considered.

Community Engagement:

The Draft Asbestos Policy will be placed on public exhibition for a period of 28 days.

Strategic Direction:

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

Relevant Legislation:

AS 2601-2001: the demolition of structures

Contaminated Land Management Act 1997

Environmental Planning and Assessment Act 1979

Environmental Planning and Assessment Regulation 2000

Local Government Act 1993

Protection of the Environment Operations Act 1997

Protection of the Environment Operations (General) Regulation 2009

Protection of the Environment Operations (Waste) Regulation 2014

State Environmental Planning Policy (exempt and complying development codes) 2008)

State Environmental Planning Policy - No55 Remediation of Land.

Financial Implications:

All expenses detailed within the Draft Asbestos Policy are provided for within the adopted 2022/2023 Operational Plan.

Attachments

1. [↓](#) Draft Asbestos Policy

CODIE HOWARD
CHIEF ASSETS AND PROJECTS OFFICER

JAY NANKIVELL
GENERAL MANAGER

ASBESTOS POLICY

QUALITY CONTROL			
EDRMS REFERENCES	12/14 – D22/42303		
RESPONSIBLE POSITION	Chief Assets and Projects Officer		
APPROVED BY	Council		
REVIEW DATE	September 2024	REVISION NUMBER	2
EFFECTIVE DATE	ACTION	MINUTE NUMBER	
xx/xx/2022	Public Exhibition		
xx/xx/2022	Adopted		

1. INTRODUCTION

Asbestos is a known carcinogen and inhalation of fibres is known to cause lung cancer, mesothelioma and asbestosis. Asbestos was widely used in the construction industry prior to the mid-1980s and many buildings in the Broken Hill Local Government Area built prior to 1990 are likely to contain asbestos. The supply and installation of asbestos containing materials has been prohibited since December 2003. Asbestos, when disturbed, is hazardous. Disturbance is generally caused by building works such as demolition or alterations.

It is often difficult to identify the presence of asbestos by sight. Where a material cannot be identified or is suspected to be asbestos, it is best to assume that the material is asbestos and take appropriate precautions

Council has an important dual role in minimising exposure to asbestos, as far as is reasonably practicable, for both:

- residents and the public within the Local Government Area (LGA)
- workers (employees and other persons) in council workplaces.

Council's legislative functions for minimising the risks from asbestos apply in various scenarios including:

- as a responsible employer
- contaminated land management

- council land, building and asset management
- emergency response
- land use planning (including development approvals and demolition)
- management of naturally occurring asbestos
- regulation of activities (non-work sites)
- waste management and regulation.

2. POLICY OBJECTIVE

This policy aims to outline:

- the role of council and other organisations in managing asbestos
- council's relevant regulatory powers
- council's approach to dealing with naturally occurring asbestos, sites contaminated by asbestos and emergencies or incidents
- general advice for residents on renovating homes that may contain asbestos
- council's development approval process for developments that may involve asbestos and conditions of consent
- waste management and regulation procedures for asbestos waste in the LGA
- council's approach to managing asbestos containing materials in council workplaces
- sources of further information.

3. POLICY SCOPE

- a) This policy applies to all of the Broken Hill City Council LGA within Council's jurisdiction
- b) This policy provides information for council workers, the local community contractors, and wider public
- c) The policy applies to friable and non-friable (bonded) and naturally occurring asbestos.

4. POLICY STATEMENT

This policy aims to outline the roles and responsibilities of Broken Hill City Council in relation to asbestos management which will include:

- a) Where Council is the appropriate authority manage complaints and inspect illegal dumping or storage of asbestos on private and/or public land (This responsibility is shared with NSW EPA or SafeWork NSW or a combination of the three)
- b) Where Council is the appropriate authority control and regulate safe asbestos removal and disposal

- c) Provide accurate information to the local community, especially in relation to demolition and building, removal and transporting of asbestos waste
- d) Council's approach to dealing with sites that contain asbestos containing materials in an emergency
- e) Council's approach to managing asbestos containing materials in Council's workplaces.

4.1. Regulatory Responsibilities

Council has regulatory responsibilities under the following legislation, policies and standards in situations where council is the appropriate regulatory authority or planning authority:

- AS 2601-2001: the demolition of structures;
- Contaminated Land Management Act 1997;
- Environmental Planning and Assessment Act 1979;
- Environmental Planning and Assessment Regulation 2000;
- Local Government Act 1993;
- Protection of the Environment Operations Act 1997;
- Protection of the Environment Operations (General) Regulation 2009;
- Protection of the Environment Operations (Waste) Regulation 2014;
- State Environmental Planning Policy (exempt and complying development codes) 2008);
- State Environmental Planning Policy - No55 Remediation of Land.

4.2. Council Asset Management and Staff

Council is committed to fulfilling its responsibilities to workers under the *NSW Work Health and Safety Act 2011* and *NSW Work Health and Safety Regulation 2017* and maintaining a safe work environment through council's:

- general responsibilities
- education, training and information for workers
- health monitoring for workers
- procedures for identifying and managing asbestos containing materials in council premises.

These responsibilities are outlined in part 2.

4.3. Development Controls

Council has specific conditions for inclusion in approvals or consents for developments, where it is likely or reasonably suspected to contain asbestos. The aim of these conditions of consent is to minimise asbestos exposure in the environment by requiring asbestos safe work practices and controls and disposal procedures during development activities, including demolitions.

4.4. Managing Waste

Where Council is the appropriate regulatory authority, Council is responsible for:

- Issuing clean up notices to address illegal storage or disposal of asbestos waste or after an accident or emergency (under the *Protection of the Environment Operations Act 1997*);;
- Issuing clean up notices where asbestos has been handled (under the *Protection of the Environment Operations Act 1997*);;
- Issuing penalty infringement notices for improper transport of asbestos (under the *Protection of the Environment Operations Act 1997*);;
- Applying planning controls to proposals to dispose of asbestos waste on-site, seeking advice from the Environment Protection Authority (EPA) on this matter and making notation on planning certificates (section 10.7 certificates) where on-site disposal is permitted;
- Managing the Broken Hill Waste Management Facility in accordance with environmental legislation and licence conditions.

4.5. Educating Residents

Council shall assist residents to access appropriate information and advice on the:

- Prohibition of the use and reuse of asbestos containing materials;
- requirements in relation to development, land management and waste management
- Risks of exposure to asbestos;
- Safe management of asbestos containing materials;
- Safe removal and disposal of small quantities (under 10m²) of asbestos containing materials.

Educational information and website links for educational materials can be found at www.asbestos.nsw.gov.au

4.6. Complaints and Investigations

Council investigates complaints related to asbestos dumps on private land and public land. Complaints should be reported to Council's Customer Service Centre by phone on 8080 3300 from 9am to 5pm five days a week or by email council@brokenhill.nsw.gov.au, in writing or in person (during business hours).

4.7. Further information

Council provides accurate and up to date information on safe asbestos practices on its website at www.brokenhill.nsw.gov.au.

5. IMPLEMENTATION

5.1. Roles and Responsibilities

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

- **Planning, Development and Compliance Unit** – Inspections of illegal dumping and/or storage of asbestos, issuing clean up notices, penalty infringement notices, planning controls, education
- **Waste Coordinator** – managing Broken Hill Waste Management Facility
- **Waste and Sustainability Manager** - managing Broken Hill Waste Management Facility, education, reporting and policy implementation
- **Trades Coordinator** – managing asbestos containing materials in Council's workplaces and infrastructure
- **Strategic Asset Management Coordinator** – managing asbestos containing materials in Council's workplaces and infrastructure
- **Work Health and Safety Advisor** – ensuring any asbestos in Council's facilities is managed in a way that does not compromise the safety of workers

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.

- [Code of Practice: How to Manage and Control Asbestos in the Workplace.](#)
- Code of Practice: How to Safely Remove Asbestos. ;
- Broken Hill City Council Asbestos Management Procedures.
- Broken Hill City Council Asbestos Register(s).
- Broken Hill City Council Asbestos Management Plan(s).

6. REVIEW

The [Model Asbestos Policy](#) for NSW councils 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 Chief Assets and Projects Officer is responsible for the review of this policy.

7. LEGISLATIVE AND LEGAL FRAMEWORK

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

- Work Health and Safety Act 2011;
- Work Health and Safety Regulation 2017;
- Protection of the Environment Operations Act (POEO) 1997;
- Protection of the Environment Operations (Waste) Regulation 2014 (NSW);
- Environmental Protection & Assessment Act (EP&A) 1979;
- Environment Protection & Planning Assessment Regulation 2000;
- State Environmental Planning Policy (Exempt & Complying Development Codes) 2008;
- Local Government Act 1993.

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

8. DEFINITIONS

"Council" shall mean Broken Hill City Council.

"Demolition" shall mean the complete or partial dismantling of a structure.

"Development" shall mean the meaning and term in the Environmental Planning and Assessment Act 1979.

"PPE" shall mean Personal Protective Equipment and includes all items of protective clothing or other protective equipment that comply with all laws and requirements relating to the safe handling of asbestos.

WORKS COMMITTEE

August 11, 2022

ITEM 2

BROKEN HILL CITY COUNCIL REPORT NO. 185/22

SUBJECT: BROKEN HILL CBD REVITALISATION AND ACTIVATION PROJECT - PROJECT UPDATE D22/42160

Recommendation

1. That Broken Hill City Council Report No. 185/22 dated August 11, 2022, be received.
2. That Council note the current status of the Library/Archive, CBD Revitalisation and Activation Project.
3. That Council note the temporary arrangements in place for the operation of the Library and Archives during project construction.

Executive Summary:

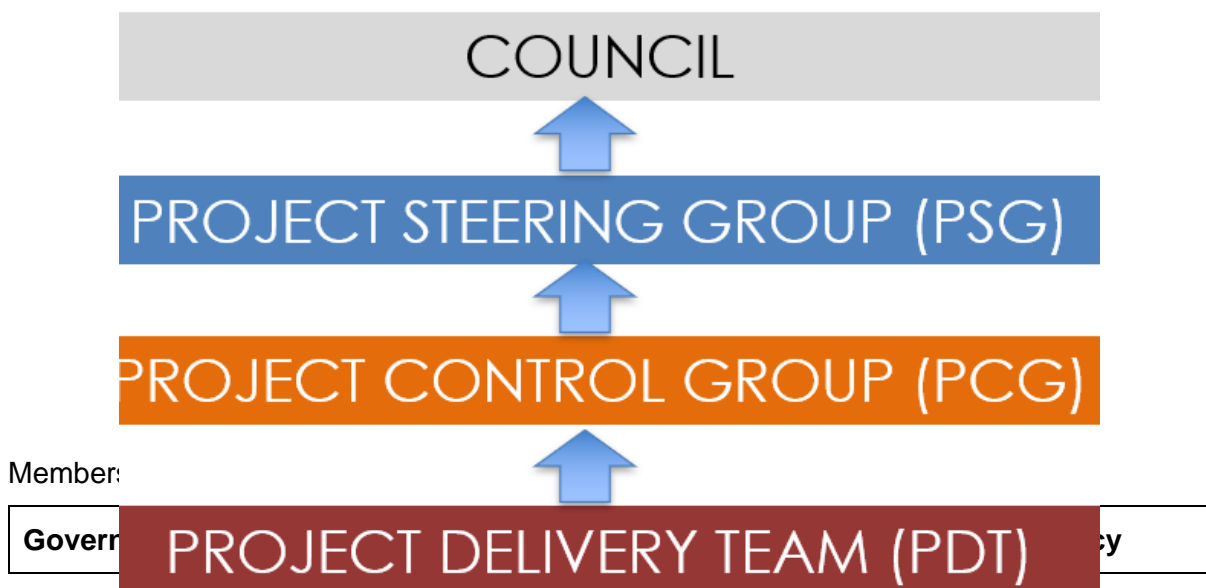
The Broken Hill CBD Revitalisation and Activation Project continues to progress well with the tender for construction of the Library and Archive scheduled to be advertised in late August and presented to Council for consideration in November.

This report provides an update on the project including the Governance Structure, anticipated timeframes for the start of construction and how Library and Archive services will be delivered during the construction period.

Report:

Project Governance Structure

A Governance Structure has been setup to manage the Broken Hill CBD Revitalisation and Activation Project as shown in the diagram below:



Council	Elected Council	Updates provided as required.
Project Steering Group (PSG)	Newly established Project Consultative Working Group.	Minimum of four (4) meetings each year.
Project Control Group (PCG)	Includes Executive Leadership Team (ELT) and Councils Officers representing a number of departments.	Initially Monthly and increased to at least fortnightly during construction.
Project Delivery Team (PDT)	General Manager, Chief Assets & Projects Officer and Project Management Team.	At least weekly.

The first meeting of the PCG was held on Wednesday, 10 August 2022 and future meetings will be held on the first Thursday of each month and the first meeting of the PSG will be held in September 2022.

Project Update

Council officers have continued to work the project architects to amend the design to align with the available funding and finalise the tender documentation and amended Development Application. The current immediate timeline is:

Item	Description	Start	Finish
1	Preparation of Construction Tender	July 2022	Aug 2022
2	Procurement - Construction Tender	Aug 2022	Nov 2022
3	Council Meeting - November 2022	Nov 2022	Nov 2022
4	Construction Commencement	Jan 2023	TBC

The tender that will be presented to Council in November includes both the works required to prepare the temporary library and the construction of the new Library and Archive.

It is also expected that the amended Development Application will be lodged with the Joint Regional Planning Panel in September.

Provided at *attachment 1* for information are a series of Architects Illustrations of the new facility provided by Neeson Murcutt + Neille Architects.

Police Site

The new Police station is expected to be completed quarter four of this calendar year and the agenda for this month's Health and Building Committee includes a report and recommendations to request that Council is appointed as Crown Land Manager of the site (Reserve 39037). This will formalise the process to allow Council to develop the current Police Site for the new Library/Archive car park as well as further activation of the soon to be vacant site for future community use.

Temporary Library

A number of options were considered when determining a suitable location for the temporary library including commercial rental options and other Council owned facilities. Ultimately it

was decided that any option chosen would require expenditure from Council to meet the required minimum standards for a library service including accessibility, system network access, staff office space, storage and car parking. For that reason, it was decided to utilise a Council owned facility that would benefit from the works after the Library moves to its new facility.

The Ground Floor of Council's Administration Building was chosen based on:

- The space is currently under utilised.
- The majority of spaces are made up by flexible wall panels that can be easily removed and returned when the library moves out (if required).
- Existing technology and network capability.
- Additional secure storage available in the basement for Library and Archive Collections.
- Additional available office space for Library Team on first and second floors
- Allow the Customer Service Team and Library Team to begin working in integration in preparation for the new site.
- and that some current deficiencies can also be addressed as part of the works:
 - A large proportion of the carpet requires replacement.
 - There is currently no accessible toilet and therefore is non-compliant with Council's Disability Inclusion Policy and will become non-compliant if any renovations occurs, which will trigger a change in the building standards.
 - The Carpark does not meet current accessibility standards and does not include a loading zone.

The works to be undertaken for the temporary Library include:

- Removal of the majority of wall panels and customer service counter on the ground floor. *See demolition plan at attachment 2.*
- Relocation of People & Culture Team (Human Resources) to the Bromide St end of the building including improved private meeting spaces.
- New accessible toilet.
- Replacement of carpet.
- Improved security.

The new plan for the ground floor can be seen at attachment 3.

The scope of works for the car park modifications includes (see diagram below):

- The car park will be modified, but there will be no change in the number of car parks available.
- Tree bays will be removed in locations 2 and 3.
- Location 3 will be changed to 45° angle parking.
- New compliant accessible car parks will be installed at point 5. This will include line marking and the installation of a kerb ramp and new pathway to existing paving.
- A loading zone will replace the existing accessible car parks – at location 6.
- E1 will be the only entry point.
- E2 and E3 will be the only exit points.
- A recommendation will be submitted to the Local Traffic Committee to change the parking to timed parking as indicated at points 7 and 8. This will also include a

recommendation for timed parking at the Railway Museum to ensure long term parking does not impact or prevent visitation to the museum.



In addition to the programs the Library Team will also look for opportunities to deliver programs at various locations throughout the community, such as Sturt and Patton Park.

It is anticipated the library opening hours will remain the same as the current opening hours for the library during the relocation period.



Archives Service Provision During Construction

In 2021 Council engaged an Archives Collection Project Manager and committed to undertaking an audit of the collection and upgrading the Archive Catalogue from excel spreadsheets to a secure systems based database. During this period digitising the Archives Collection will continue and be a priority to secure the long term future of the City's archives.

The Archives Collections Project Manager commenced in November 2021 for a contract period of 2 years. While the new Library and Archive are under construction the Collections Auditing project will continue at an alternate/temporary site however there will be no public service offered during this period. Officers will use the opportunity to focus on the digitisation, coding, sorting, and filing to ensure that when the new facility is completed the archives are ready to be relocated and available to the public. This will also ensure that the archives are protected and preserved for future generations.

The current preferred location to undertake these activities is still under investigation, however staff are currently completing a final assessment of the Town Hall Façade and Police Cottage for suitability, this should be finalised by the end of August.

Tentative schedule to move Library & Archives temporary spaces

Service	August	September	October	November	December	January	February	March
Library	Planning	Planning	Collection Reduction and Packing for storage at Alma Institute	Collection Reduction and Packing for storage in basement		Close Library, prepare remainder of collection for move to temporary Library	Move into Temporary Library and open service	
Archives	Planning	Packing and relocation of Archive that have been digitised to basement	Packing and relocation of Archives to Town Hall Façade	Packing and relocation of Archives to basement/ other storage	Relocate Digitisation Operations	Operate from Town Hall Façade	Operate from Town Hall Façade	

Community Engagement:

A communications plan will be developed to keep the community informed about the transition to temporary service delivery arrangements while the new library and archive are under construction.

Strategic Direction:

Key Direction:	1	Our Community
Objective:	1.3	Our history, culture and diversity is embraced and celebrated
Strategy:	1.3.2	Develop the Broken Hill Cultural Precinct, Library and Archive




Relevant Legislation:

Local Government Act 1993

Financial Implications:

Project is included in the 2022/2023 Operational Plan.

Attachments

1.  Architects Illustrations - New Library
2.  Temporary Library - Demolition Plan
3.  Temporary Library - Refurbishment Plan

CODIE HOWARD
CHIEF ASSETS AND PROJECTS OFFICER

JAY NANKIVELL
GENERAL MANAGER

ARCHITECT'S ILLUSTRATIONS

Blende Street View



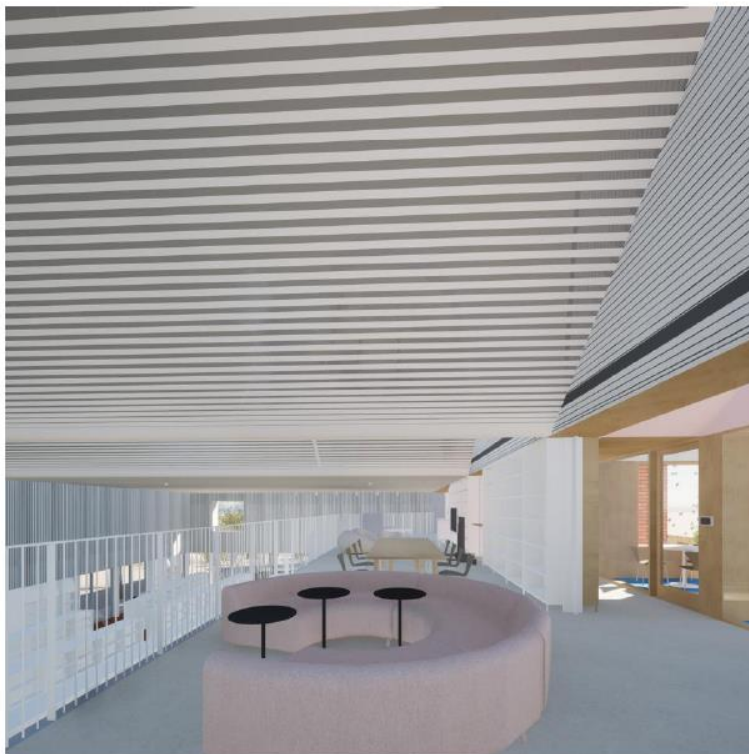
Main Courtyard



Ground Floor



Mezzanine/ Youth Area



Customer Service



Ground Floor View

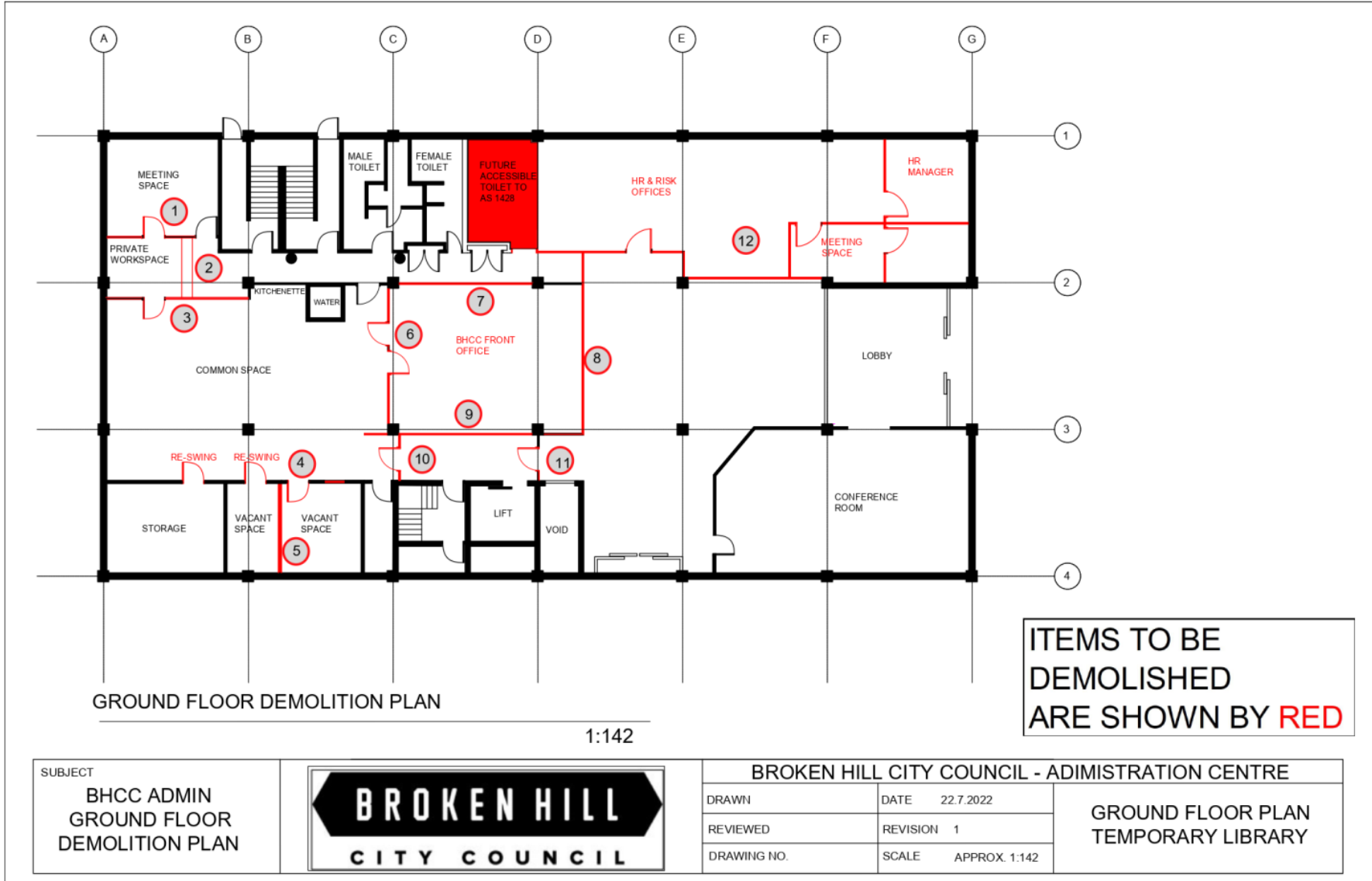


Middle Garden Area



Children's Library





SUBJECT
BHCC ADMIN GROUND FLOOR DEMOLITION PLAN



BROKEN HILL CITY COUNCIL - ADMINISTRATION CENTRE		
DRAWN	DATE	22.7.2022
REVIEWED	REVISION	1
DRAWING NO.	SCALE	APPROX. 1:142
GROUND FLOOR PLAN TEMPORARY LIBRARY		



SUBJECT
BHCC ADMIN
TEMPORARY LIBRARY



BROKEN HILL CITY COUNCIL - ADMINISTRATION CENTRE		
DRAWN	DATE	22.7.2022
REVIEWED	REVISION	DRAFT REV 4
DRAWING NO.	SCALE	APPROX. 1:142
GROUND FLOOR PLAN TEMPORARY LIBRARY		

WORKS COMMITTEE

August 5, 2022

ITEM 3**BROKEN HILL CITY COUNCIL REPORT NO. /22****SUBJECT:** **BROKEN HILL WAYFINDING PROJECT** **D22/41423****Recommendation**

1. That Broken Hill City Council Report No. /22 dated August 5, 2022, be received.
2. That Council endorse Stage One of the Broken Hill Concept Design.
3. That Council approves the manufacturing and installation of the CBD directional signage, Patton Park, Sturt and Queen Elizabeth Park information sculptural signage and development of the digital visitor application as recommended in the attached design package.

Executive Summary:

In 2020, Council was awarded a \$1m grant by the NSW Government through the Far South West Joint Organisation to deliver the Broken Hill CBD Masterplan, Cultural Plan and deliver a project to improve the directional and wayfinding signage throughout the CBD.

The Wayfinding project was identified as a significant project in the 2018 Cultural Framework and Synopsis report that identified that strong wayfinding is of significant importance to reinvigorating the City Centre. It also forms a part of the CBD Revitalisation Project which includes the library and archives redevelopment, installation of banner poles, replacement of CBD pavement and upgrade to the Town Square.

The CBD Masterplan was adopted by Council in June 2021 and the Broken Hill Cultural Plan was adopted by Council in September 2021.

In 2021, following a tender process, Council awarded the wayfinding and signage project to The Buchan Group to research, design and deliver the project. The scope of work included:

- Consultation with Council and key stakeholders
- An innovative assessment of and replacement of the Heroes, Larrikins and Visionaries Heritage Walk Tour Signage and the Silver Trail Self-Drive signage (signage should include, where possible, story-telling, and dual language)
- Assessment of, and replacement of, other signage as identified between the successful tenderer and Council
- Directional signage linking facilities in the CBD precinct
- Story-telling signage for Queen Elizabeth Park

- Story-telling signage for the Patton Park Precinct in two stages.

The signage proposal was also required to reflect that Broken Hill is Australia's First Heritage City and reflect the heritage aspect of the precinct and include options for digital wayfinding.

This report seeks endorsement to commence the manufacturing and installation of the CBD signage, park interpretive signage and visitor digital application based on the attached documentation.

Report:

In October 2021, Buchan representatives completed a wide-reaching consultation through individual phone and virtual interviews (due to COVID) with a range of representatives including those representing First Nations, local business, the arts, environment and heritage, events and tourism and Council. The consultation was designed to understand the brand experience and identify key themes to underpin storytelling and analyse opportunities and gaps in Broken Hill’s current wayfinding story telling experience.

The team’s research and discovery also included and analysis of:

- Broken Hill Cultural Plan 2021-2040
- Broken Hill CBD Masterplan Report
- Broken Hill and Central Darling Brand Guidelines 2021
- Broken Hill Cultural Framework and Synopsis Report
- Broken Hill Community Strategic Plan 2033
- Broken Hill Living Museum and Perfect Light Plan
- 2015 Tourist Signage Audit

The Buchan Team completed sites visits in March 2022 to conduct physical assessment of sites and meet with key stakeholders.

A Councillor workshop was held on March 1, 2022, and Buchan representatives presented the outcomes of the community consultation and the draft signage package in the CBD.

The concept package was presented at a second Councillor workshop on July 27, 2022, which resulted in further refinement of the draft plan to deliver the directional signage and associated visitor application linked to signage as the first stage of installation. The major sculptural pieces in the initial package have been moved to a second stage subject to further consultation with the community and associated funding.

However, the major signage and informational pieces in Patton Park and Sturt Park have been amended to replicate the sculptural piece in Queen Elizabeth Park and will be delivered in the first stage.

Community Engagement:

As noted in the report community and stakeholder engagement took place in October 2021 and 2022 and there has been two Councillor workshops in 2022.

Strategic Direction:

Key Direction:		Our Economy
Objective:	2.4	We are a destination of choice and provide a unique experience that encourages increased visitation
Strategy:	2.4.1	Engage government, business, and community stakeholders in supporting the management of tourism
	2.4.3	Deliver authentic visitor products and experiences

Relevant Legislation:

NIL

Financial Implications:

The \$1m project is funded by the NSW Government through the Far South-West Joint Organisation. This project has included the delivery of the CBD Masterplan and Cultural Strategy and design package. The manufacture and installation of this package has a remaining budget of \$651,000.

Attachments

1. [↓](#) Wayfinding Stage One Concept Design

ANNE ANDREWS
EXECUTIVE MANAGER GROWTH AND INVESTMENT

JAY NANKIVELL
GENERAL MANAGER



Broken Hill / Stage 1 Concept Design

Bx-003

BUCHAN

Brand Experience
Research & Discovery

Broken Hill
721087 / 2 Aug 2022

issue_A
buchangroup.com.au

Brand Experience/

Wayfinding

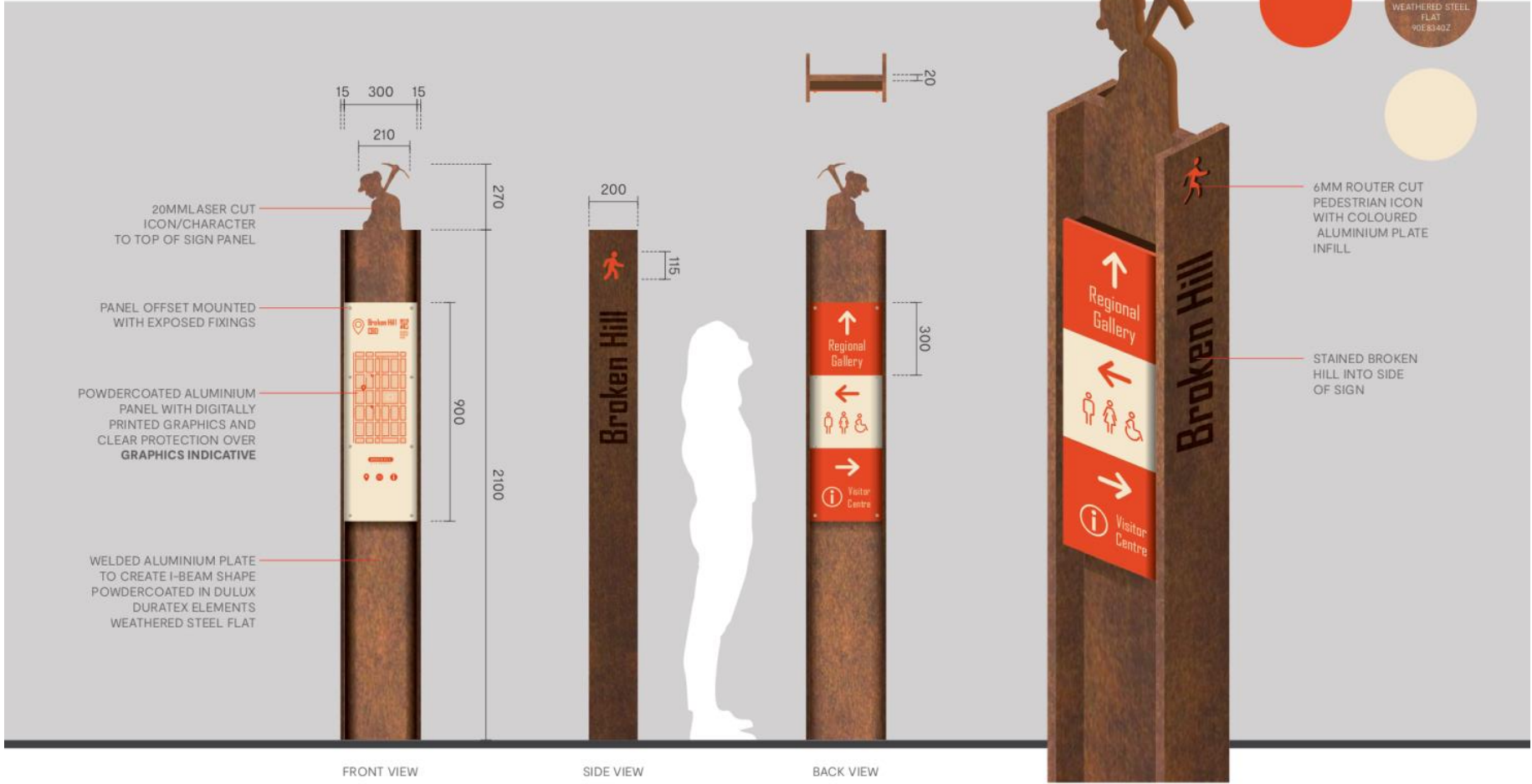
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Brand Experience/

Wayfinding - Directory

DIRECTORY

Issue	Date	Description	Into	Auth
1	25.03.22	First Issue		rd



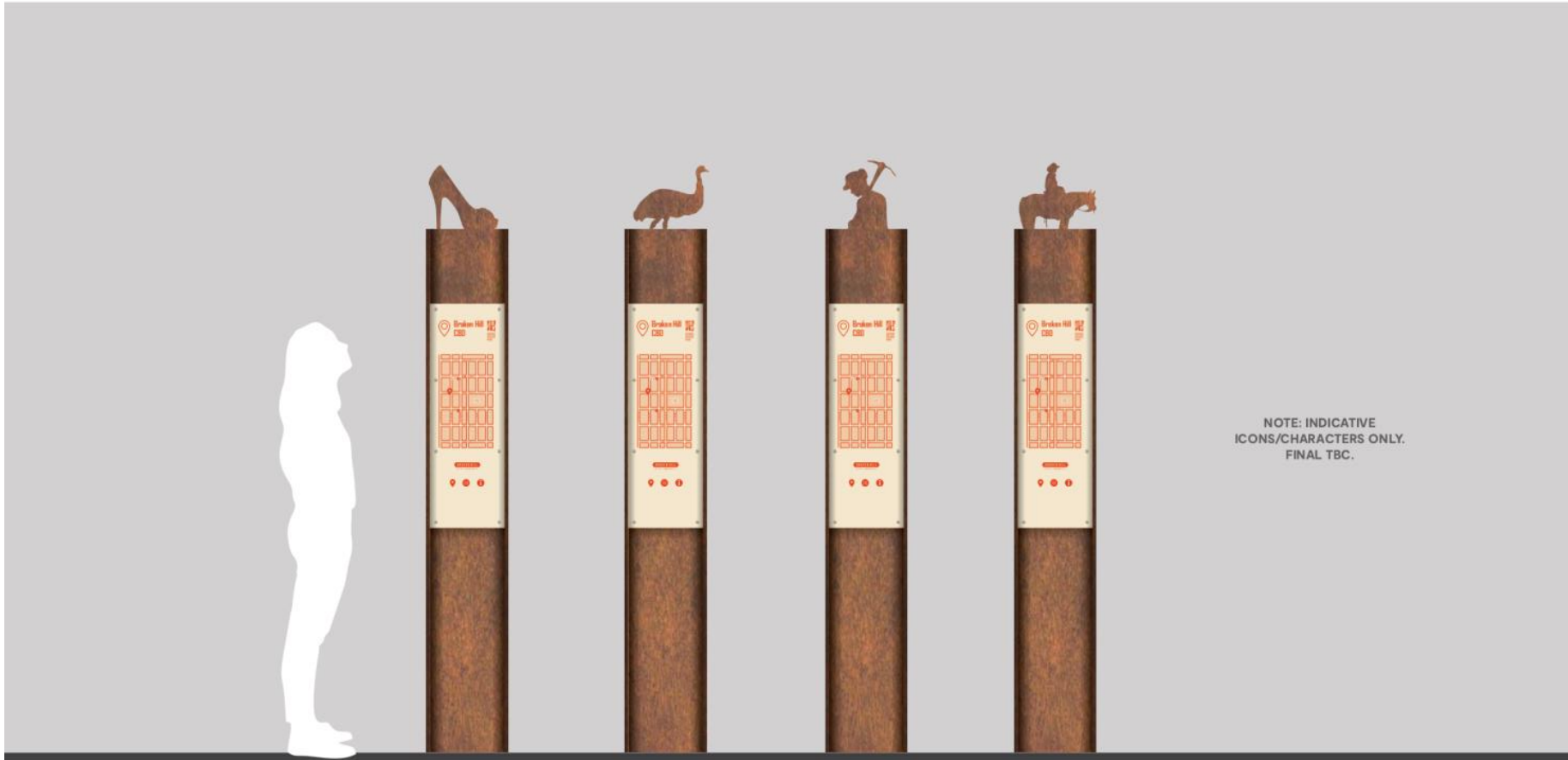
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Wayfinding - Directory



issue	date	description	into	auth
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NOTE: INDICATIVE
ICONS/CHARACTERS ONLY.
FINAL TBC.

CHARACTER / ICON VARIATIONS

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Project
Broken Hill - Brand Experience
 Concept Design

Bx-B1100[a] Wayfinding - Directory



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MAR 2022

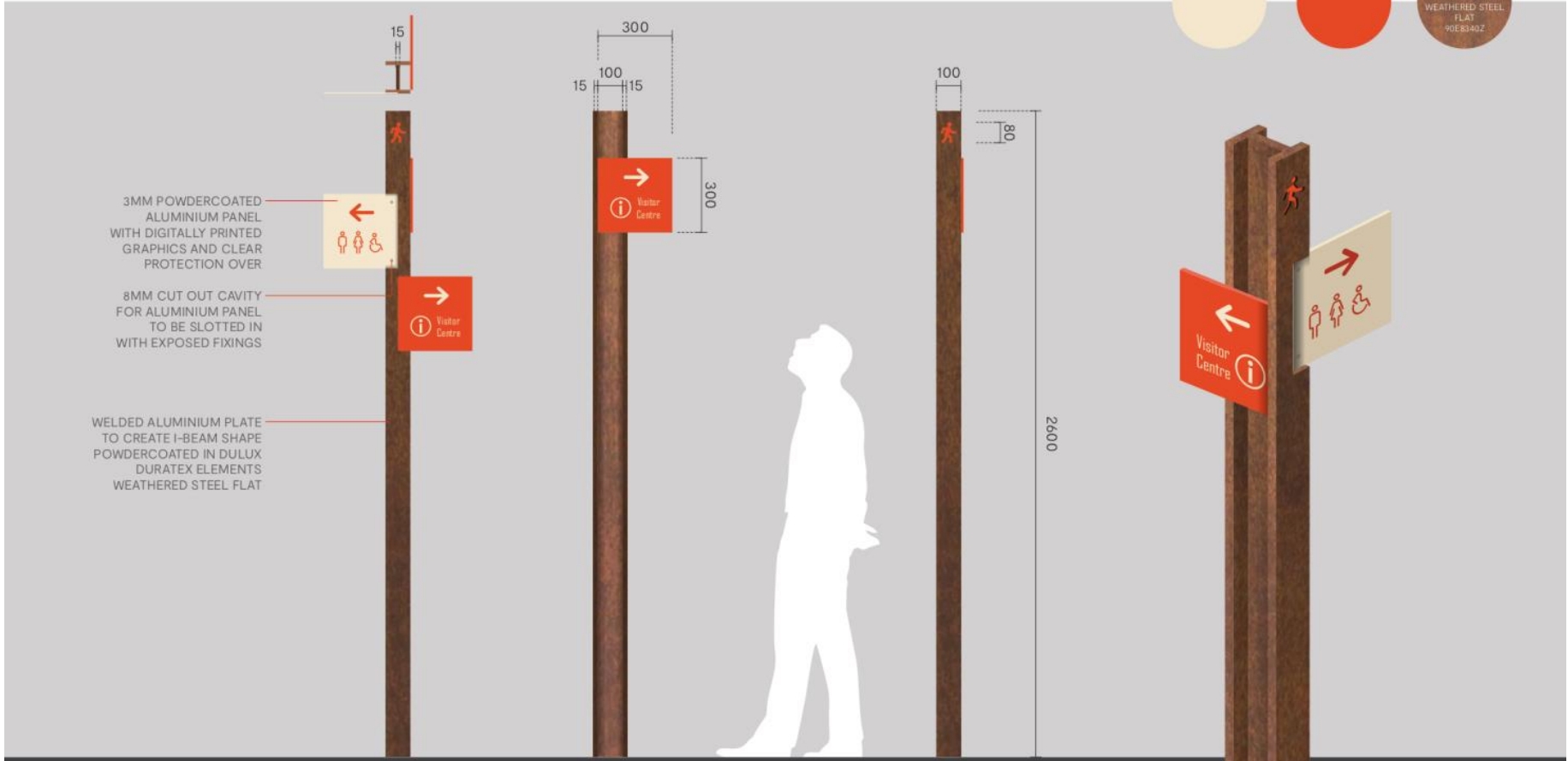
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Brand Experience/

Wayfinding - Directory

Bx-1 POST/TOTEM

issue	date	description	into	auth
1	25.03.22	First Issue		rd



3MM POWDERCOATED ALUMINIUM PANEL WITH DIGITALLY PRINTED GRAPHICS AND CLEAR PROTECTION OVER

8MM CUT OUT CAVITY FOR ALUMINIUM PANEL TO BE SLOTTED IN WITH EXPOSED FIXINGS

WELDED ALUMINIUM PLATE TO CREATE I-BEAM SHAPE POWDERCOATED IN DULUX DURATEC ELEMENTS WEATHERED STEEL FLAT

FRONT VIEW

SIDE VIEW

BACK VIEW

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Brand Experience/

Wayfinding - Directory

Bx-2 SMALL DIRECTIONAL

issue	date	description	into	auth
1	25.03.22	First Issue	rd	



- 3MM ROUTER CUT NAME & PEDESTRIAN ICON WITH COLOURED ALUMINIUM PLATE INFILL
- POWDERCOATED ALUMINIUM PANEL WITH DIGITALLY PRINTED GRAPHICS AND CLEAR PROTECTION OVER GRAPHICS INDICATIVE
- STANDARD SIZE UNIVERSAL BEAM POWDERCOATED IN DULUX DURATEX ELEMENTS WEATHERED STEEL FLAT

FRONT VIEW SIDE VIEW BACK VIEW

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Brand Experience/

Location Plan / Wayfinding - Broken Hill CBD

issue	date	description	into	auth
0	0.03.22	First Issue		rd

- WAYFINDING**
- B1 Directory x5
 - B2.1 Directional / Post x8
 - B2.2 Directional / Small x2

- Qualifiers**
- Freestanding
 - Wall-mounted
 - Suspended
 - Existing power/data
 - Requires Data
 - Requires Power
 - By Others
 - By tenant
 - Quantity (if > 1)
 - Single Sided
 - Double Sided



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Brand Experience/

People / Parks

Broken Hill / Brand Experience

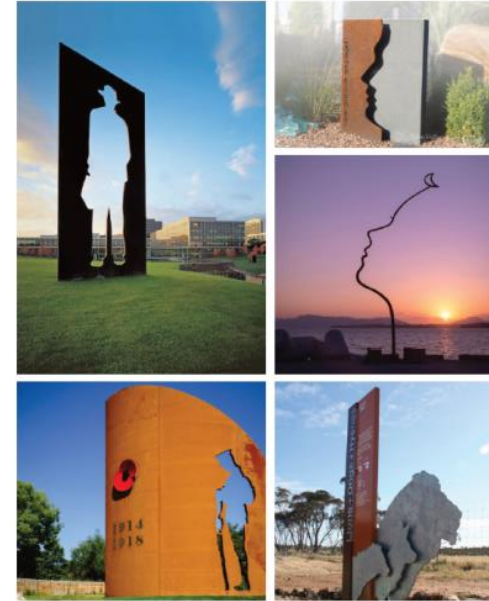
**People Trail/
Concept Refinement**



Diverse & Eclectic
Community
'Out Here'
Queen Elizabeth Park



Reference



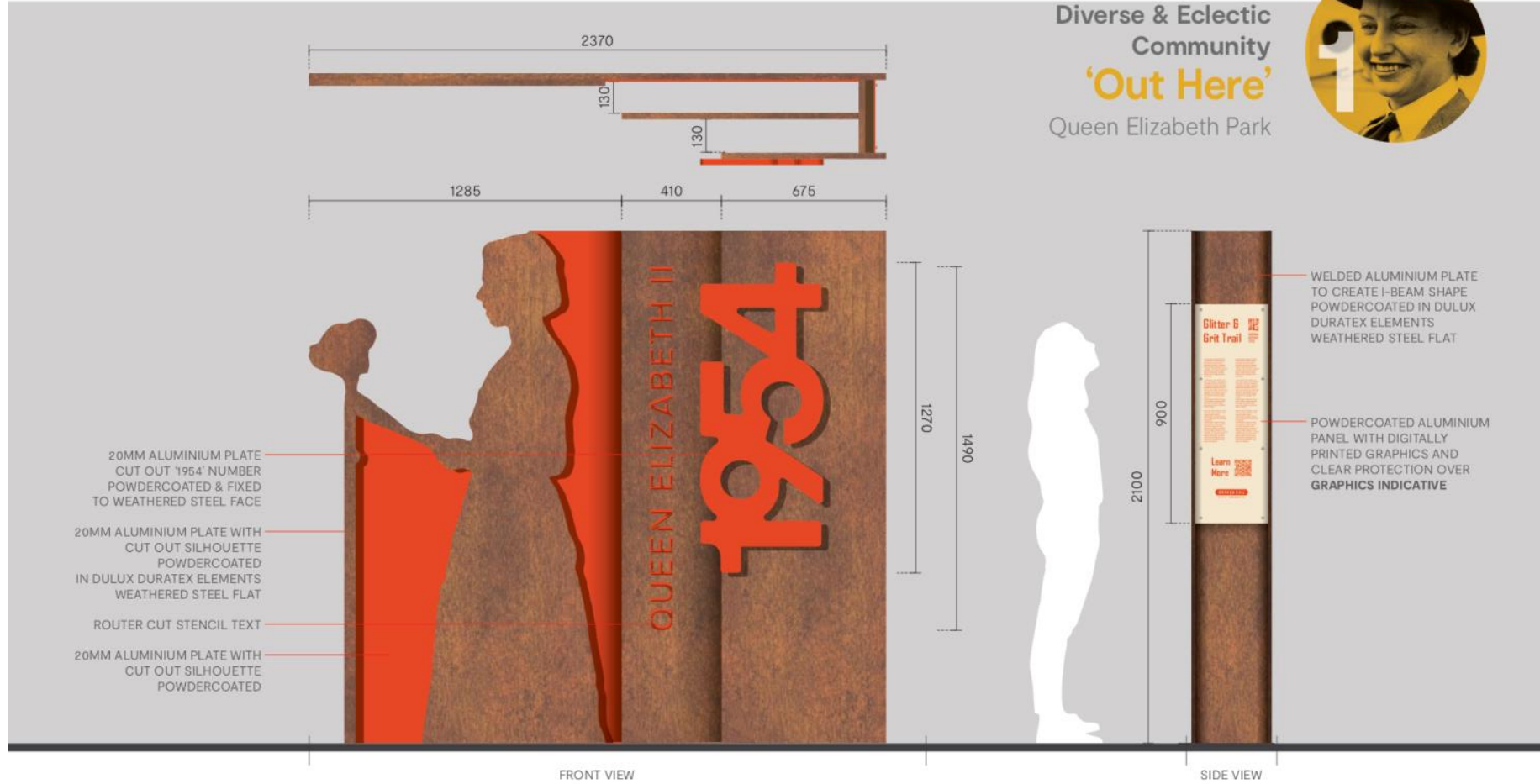
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Broken Hill - Brand Experience
Concept Design

Draw
MAR 2022

BUCHAN

People Trail/
Concept Refinement



Broken Hill - Brand Experience
Concept Design

Broken Hill - Brand Experience
Concept Design

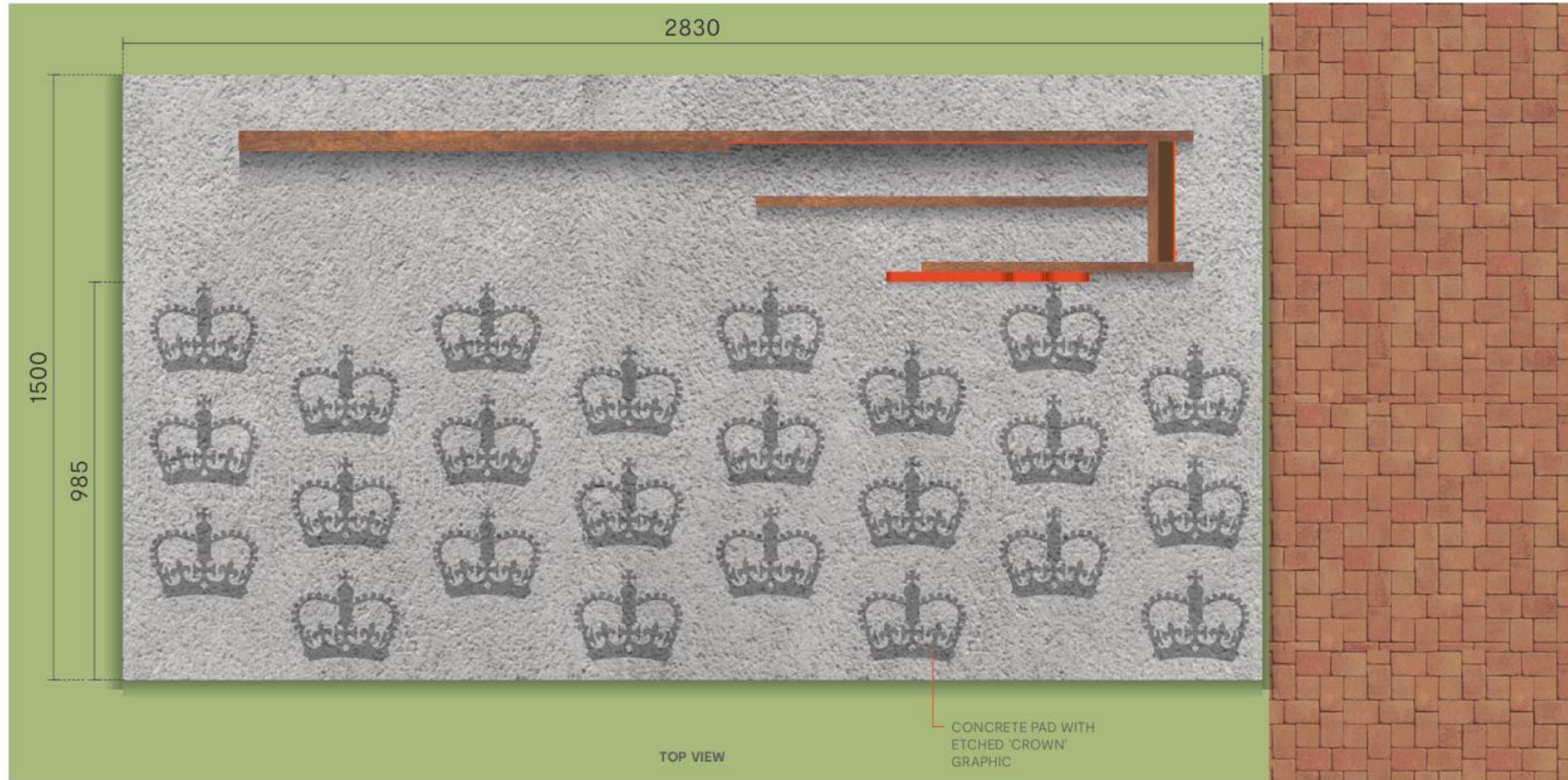


Date: MAR 2022

BUCHAN

People Trail/
Concept Refinement

Diverse & Eclectic
Community
'Out Here'
Queen Elizabeth Park

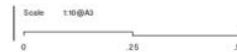


CONCRETE PAD WITH
ETCHED 'CROWN'
GRAPHIC

TOP VIEW

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Project
Broken Hill - Brand Experience
Concept Design



Date
AUG 2022

BUCHAN

**People Trail/
Concept Refinement**

Diverse & Eclectic
Community
'Out Here'



Queen Elizabeth Park

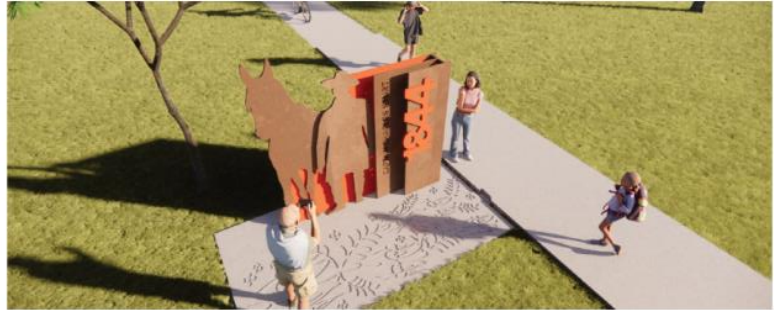
Broken Hill - Brand Experience
Concept Design

Broken Hill - Brand Experience
Concept Design

Date
MAR 2022

BUCHAN

People Trail/
Concept Refinement



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Project
Broken Hill - Brand Experience
Concept Design

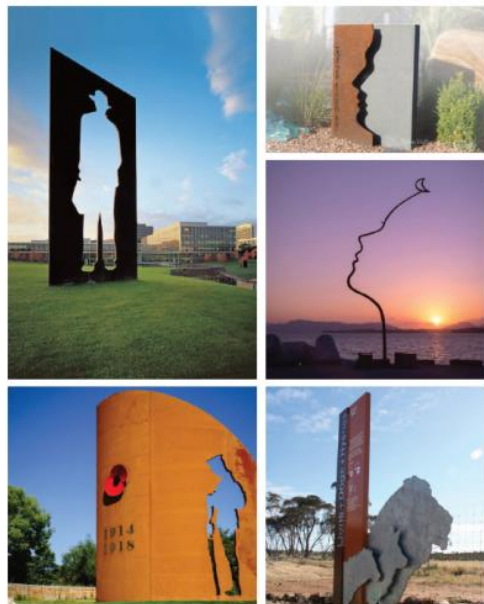
Date
MAR 2022

BUCHAN

Diverse & Eclectic
Community
'Out Here'
Sturt Park



Reference



People Trail/
Concept Refinement



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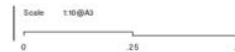
Diverse & Eclectic
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Patton Park
 South Broken Hill
 & Patton St



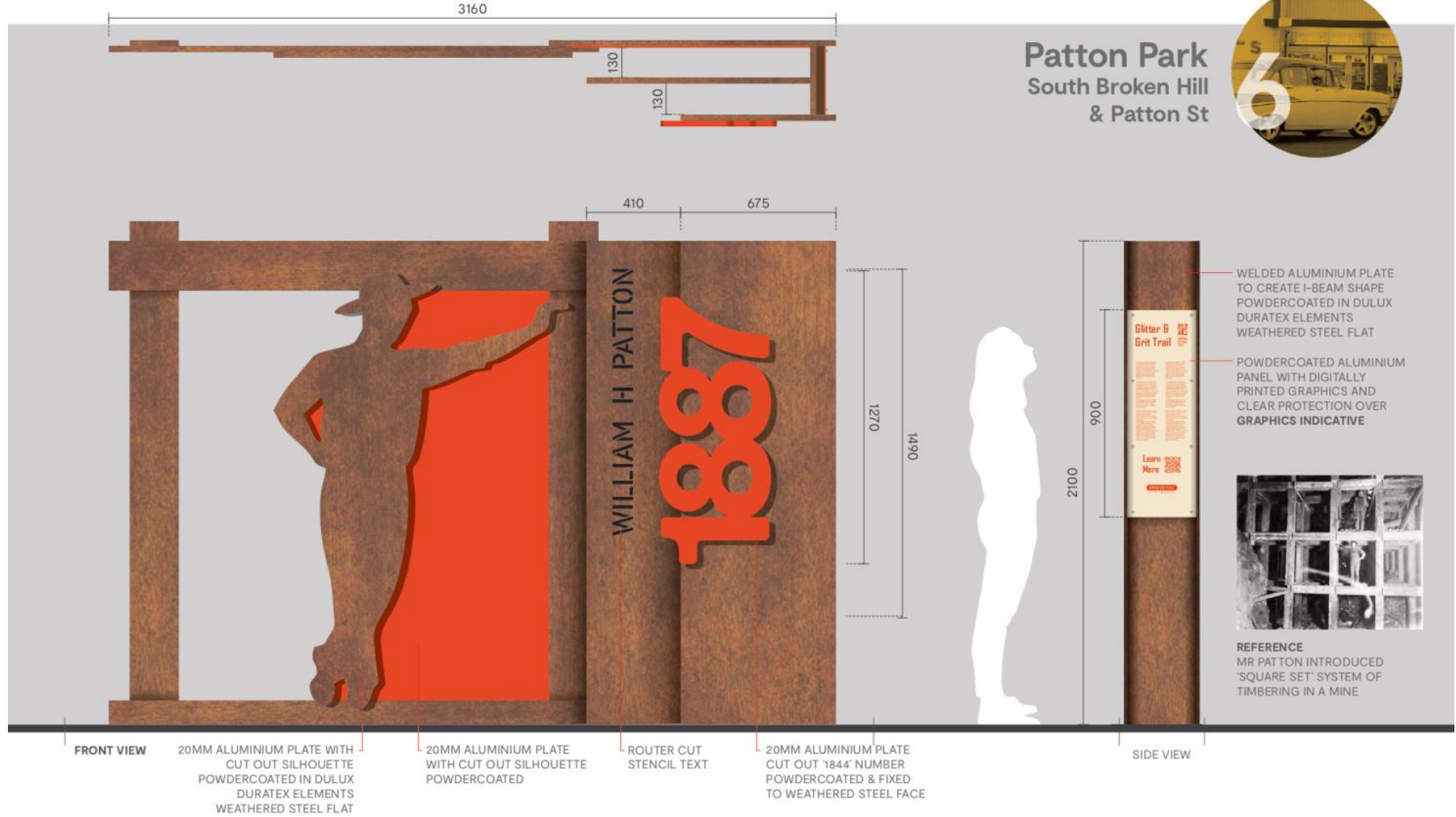
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Patton Park
South Broken Hill
& Patton St



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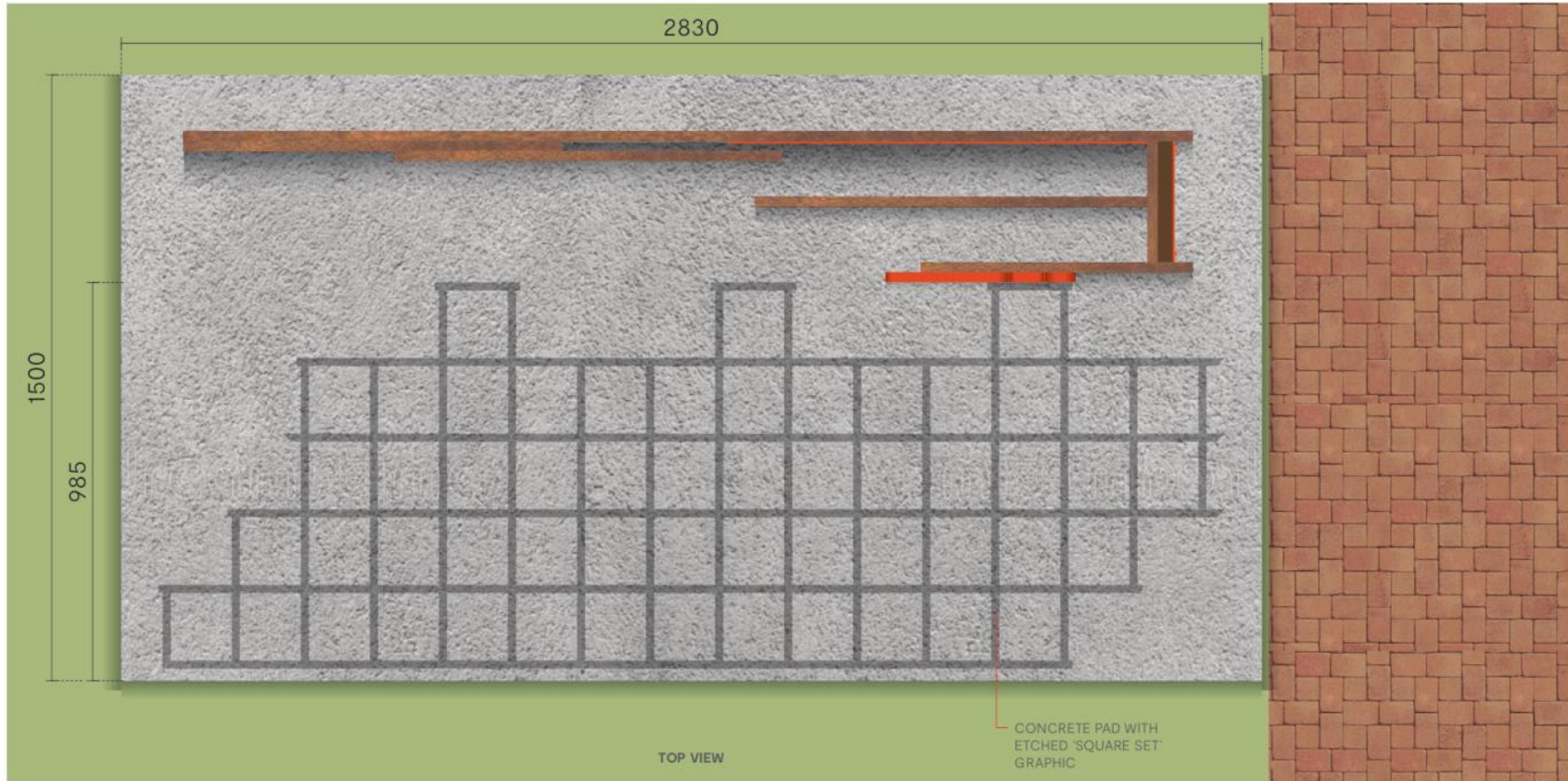


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Patton Park
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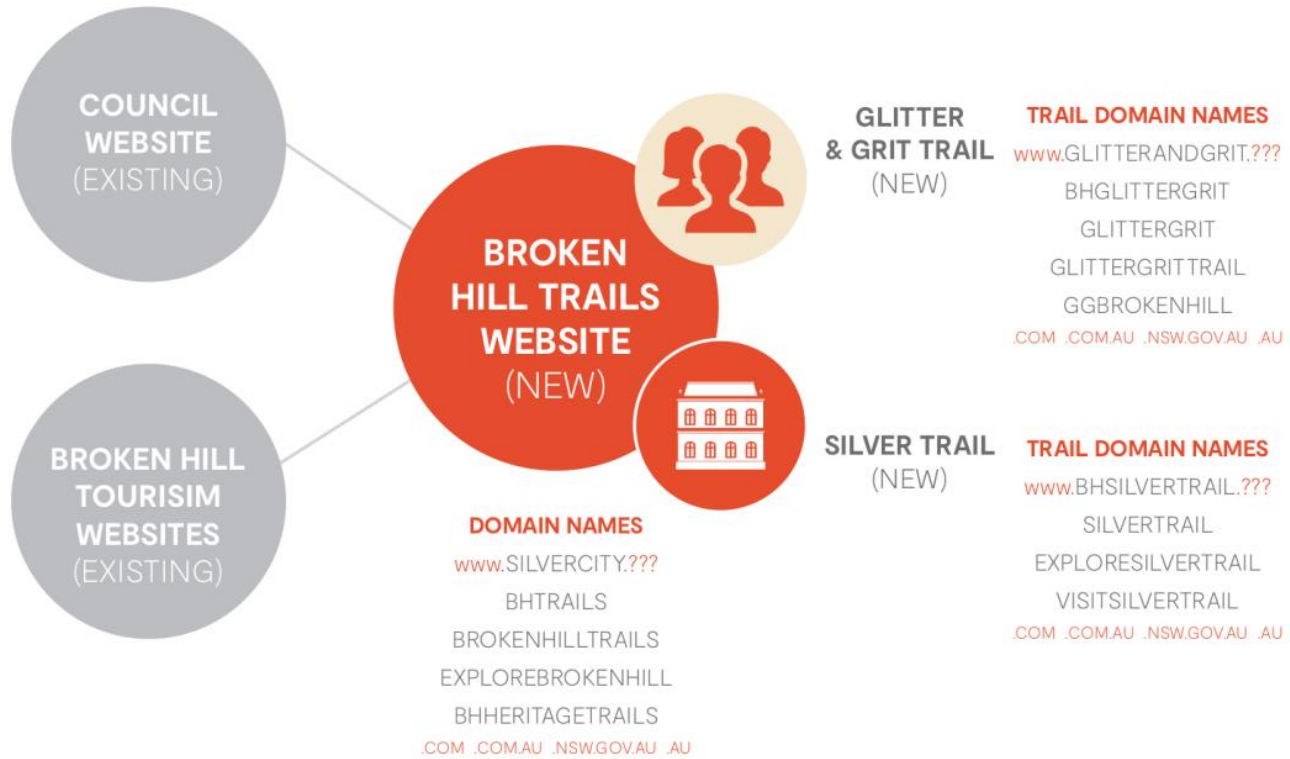
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Brand Experience/

Digital

Broken Hill / Brand Experience

Digital Component/ User Experience



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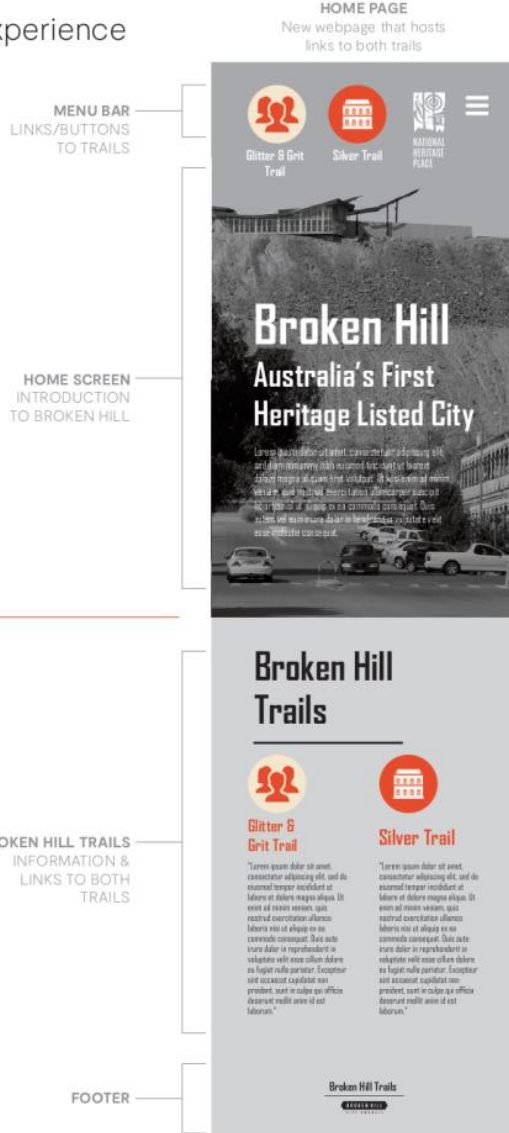
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QR CODE SCAN
(GLITTER & GRIT TRAIL INSTALLATIONS ONLY)



LINKED TO WEBSITES
(EXISTING & NEW WEBSITES)



MENU BAR
LINKS/BUTTONS
TO TRAILS

HOME SCREEN
INTRODUCTION
TO BROKEN HILL

BROKEN HILL TRAILS
INFORMATION &
LINKS TO BOTH
TRAILS

FOOTER



GLITTER & GRIT TRAIL
(HOME PAGE)



SELECTED CATEGORY



SELECTED PERSON



SILVER TRAIL
(HOME PAGE)



SELECTED CATEGORY



SELECTED ITEM

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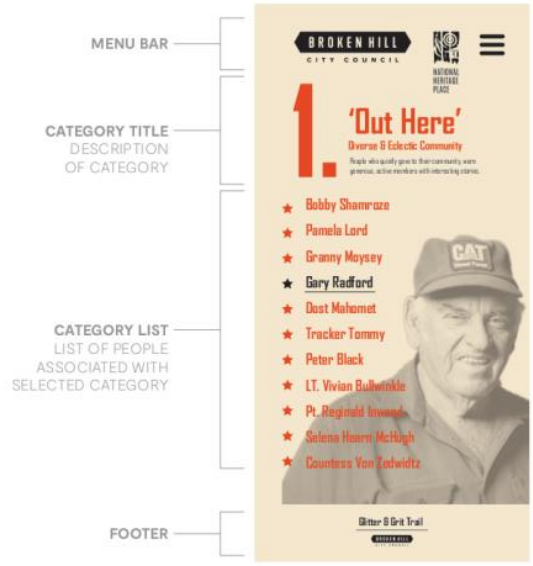
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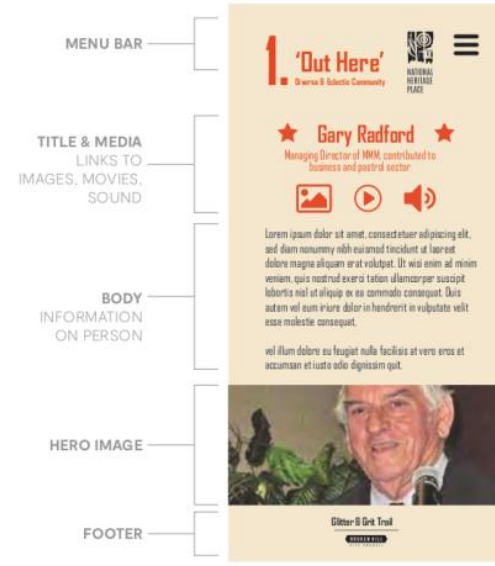
GLITTER & GRIT TRAIL
(HOME PAGE)

Broken Hill
Broken Hill
Broken Hill

Broken Hill - Brand Experience
Digital Component



SELECTED CATEGORY



SELECTED PERSON

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June
JUN 2022

BUCHAN

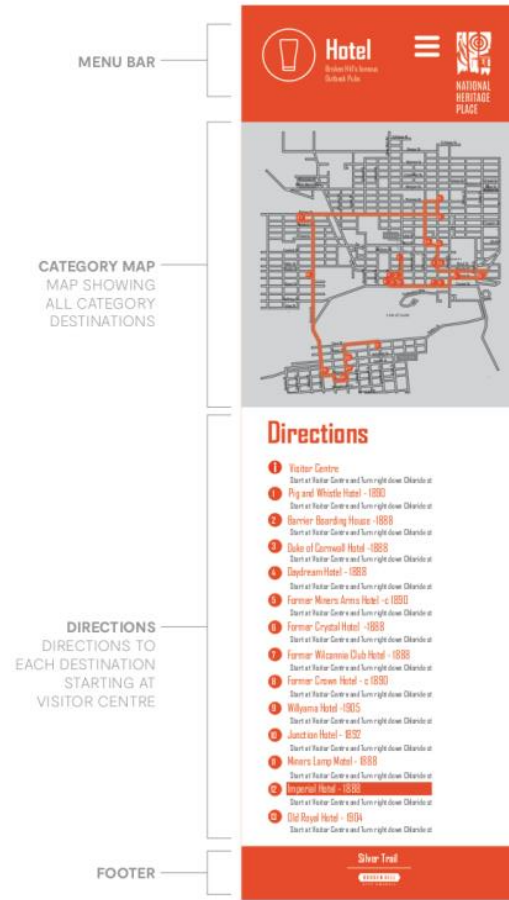
Digital Component/ Silver Trail



SILVER TRAIL
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SELECTED ITEM

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Date
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People Trail/
JOURNEY EXPLORATION



Issue	date	description	ints	auth
A	10.03.22	First Issue	rd	
A	7.7.22	Navigation removed	jmc	

Vehicular Trail/
JOURNEY EXPLORATION



Brand Experience/

Places / Silver Trail

Broken Hill / Brand Experience

Vehicular Trail/ JOURNEY EXPLORATION



- 1** **Web Home Page**
- Connect to Silver Trail webpage
 - Simplistic buttons to navigate



- 2** **Categories**
- Select from list of Categories
 - Option to choose all



- 3** **Start Trail**
- Each category has route map as PDF
 - All trails start from Visitors centre.

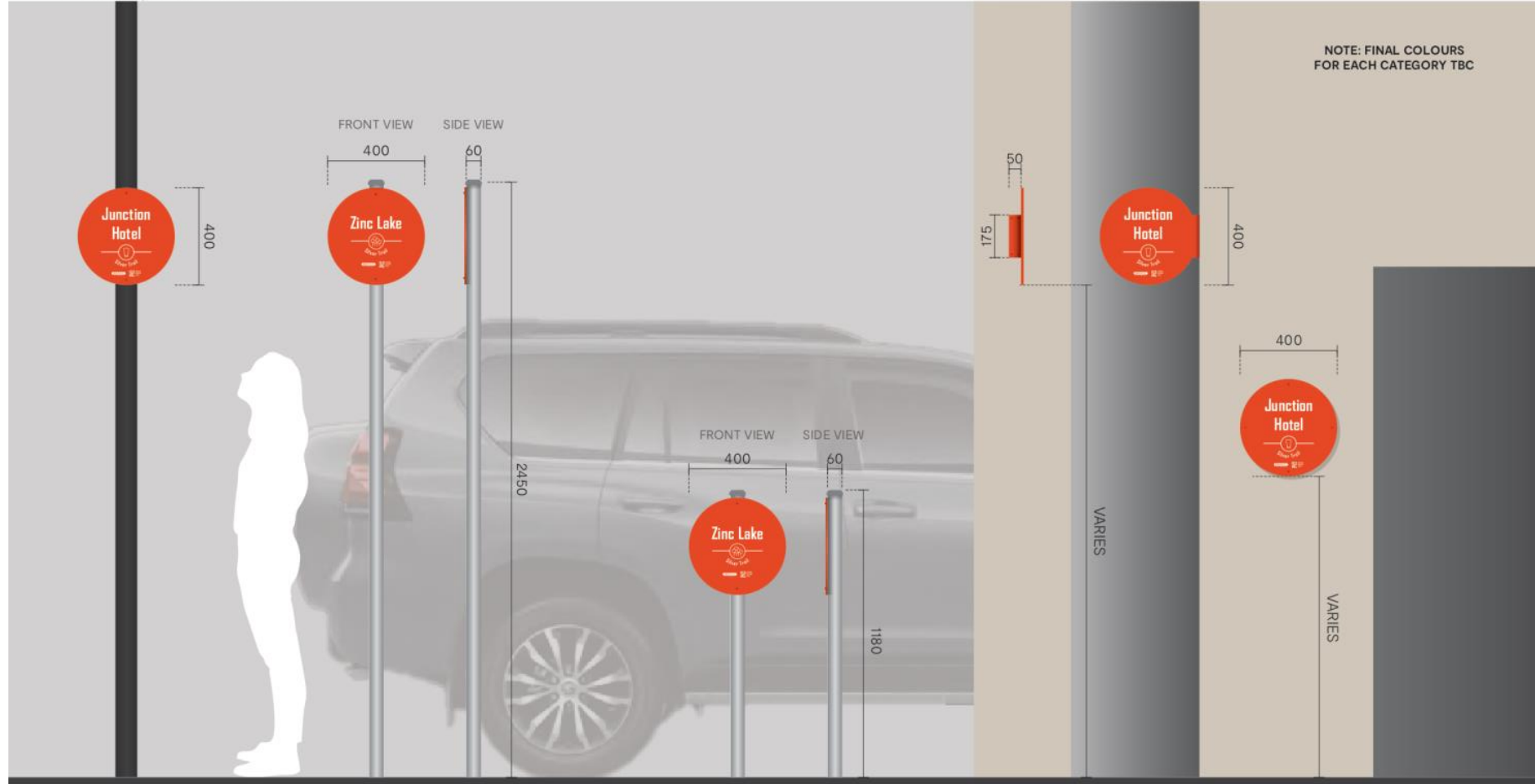


- 4** **Destination Information**
- Information on arrival
 - Images, video or sounds associated

**Vehicular Trail/
Concept Refinement**

issue	date	description	into	auth
a	05.04.22	First Issue		rd

NOTE: FINAL COLOURS FOR EACH CATEGORY TBC



EXISTING POST S1.D2.1 x31
POWDERCOATED ALUMINIUM PANEL WITH DIGITALLY PRINTED GRAPHICS AND CLEAR PROTECTION OVER GRAPHICS INDICATIVE FIXED TO EXISTING STREET POSTS

LARGE FREESTANDING S1.D2.2 x35
POWDERCOATED CIRCULAR ALUMINIUM PANEL WITH DIGITALLY PRINTED GRAPHICS AND CLEAR PROTECTION OVER GRAPHICS INDICATIVE FIXED TO CHS POST

SMALL FREESTANDING S1.D2.3 x6
POWDERCOATED CIRCULAR ALUMINIUM PANEL WITH DIGITALLY PRINTED GRAPHICS AND CLEAR PROTECTION OVER GRAPHICS INDICATIVE FIXED TO POWDERCOATED CHS POST

BLADE SIGN S1.D2.4 x4
POWDERCOATED CIRCULAR ALUMINIUM PANEL WITH DIGITALLY PRINTED GRAPHICS AND CLEAR PROTECTION OVER GRAPHICS INDICATIVE CURVED TAB END WITH FIXINGS TO WALL (DOUBLE SIDED GRAPHICS)

WALL MOUNTED S1.D2.1 x12
POWDERCOATED CIRCULAR ALUMINIUM PANEL WITH DIGITALLY PRINTED GRAPHICS AND CLEAR PROTECTION OVER GRAPHICS INDICATIVE ATTACHED TO WALL WITH EXPOSED FIXINGS

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0 25 50mm

Date
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1 Kintore Reserve (1)

S.T. D2.2

LARGE FREESTANDING



3 Barrier Boarding House - 1888 (4)

WALL MOUNTED S.T. D2.1



7 Old Railway Station - 1919 (7)

S.T. D2.2

LARGE FREESTANDING



2 Duke of Cornwall Hotel - 1888 (2)

EXISTING POST S.T. D2.1



4 Shops - c1890 (5)

BLADE SIGN S.T. D2.4



6 BHP Chimney - 1885 (8)

BLADE SIGN S.T. D2.4



5 Daydream Hotel - 1888 (3)

BLADE SIGN S.T. D2.4



8 Willyama Hotel - 1905 (6)

S.T. D2.2

LARGE FREESTANDING



9 BHP Slag Heap - 1886 (9)

SMALL FREESTANDING S.T. D2.3

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10 ● BHP Mill Foundations - 1897 (10) SMALL FREESTANDING S1 D2.3



11 ● Delprat Shaft - 1900 (11) SMALL FREESTANDING S1 D2.3



12 ● Mullockers Memory (12) SMALL FREESTANDING S1 D2.3



13 ● Line of Lode Miners' Memorial and Visitors Centre (13) SMALL FREESTANDING S1 D2.3



14 ● Former Crown Hotel - c 1890 (14) EXISTING POST S1 D2.1



15 ● Former Wilcannia Club Hotel - 1888 (15) EXISTING POST S1 D2.1



16 ● Railway Station - 1957 (16) WALL MOUNTED S1 D2.1



17 ● Bond Store - 1890 (17) EXISTING POST S1 D2.1



18 ● Former Crystal Hotel (No. 90-92 Crystal Street) -1888 (18) LARGE FREESTANDING S1 D2.2

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19 Former Miners Arms Hotel - c 1890 (19) EXISTING POST S1 D2.1



20 Duke of Cornwall Park (20) LARGE FREESTANDING S1 D2.2



21 Central School - 1907 (21) LARGE FREESTANDING S1 D2.2



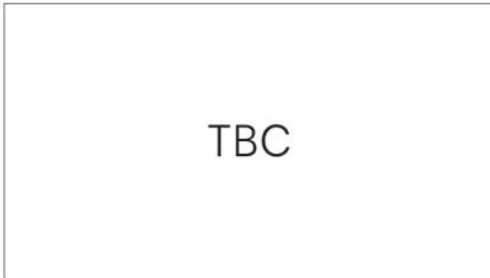
22 Gaol - 1891 (22) LARGE FREESTANDING S1 D2.2



23 High School - 1919 (23) LARGE FREESTANDING S1 D2.2



24 Former Police Barracks - 1900 (24) EXISTING POST S1 D2.1



25 Central School Building - 1900 (25)



26 Pig and Whistle Hotel - 1890 (26) EXISTING POST S1 D2.1



27 Synagogue - 1910 (27) LARGE FREESTANDING S1 D2.2

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28 ● Joe Keenan Lookout (28) EXISTING POST S.T. D2.1



29 ● Sulphide Street Cottages - c1900 (29) EXISTING POST S.T. D2.1



30 ● Hospital - 1941 (30) S.T. D2.2
LARGE FREESTANDING



31 ● Thomas Street Uniting Church - 1911 (31) S.T. D2.2
LARGE FREESTANDING



32 ● Regeneration Reserve (32) S.T. D2.2
LARGE FREESTANDING



33 ● White Rocks Reserve (33) S.T. D2.2
LARGE FREESTANDING



34 ● Cummins Street Residences - c1890 (34) EXISTING POST S.T. D2.1 x2



35 ● Thomas Street Residences - c1890 (35) EXISTING POST S.T. D2.1 x2



36 ● Tydvil Hotel - 1891 (36) EXISTING POST S.T. D2.1

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APR 2022

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37 ● Mulga Hill Hotel - 1890 (37) WALL MOUNTED S1 D2.1



38 ● Oxide Street Row Cottages - c1890 (38) S1 D2.2
LARGE FREESTANDING



39 ● St Andrews Uniting Church - 1905 (39) EXISTING POST S1 D2.1



40 ● St Peter's Anglican Church - 1928 (40) S1 D2.2
LARGE FREESTANDING



41 ● Former Caledonian Hotel - 1898 (41) WALL MOUNTED S1 D2.1



42 ● Catholic Bishop's Residence - 1887 (42) S1 D2.2
LARGE FREESTANDING



43 ● Sacred Heart Cathedral and adjacent Convent - 1905 and 1900 (43) S1 D2.2
LARGE FREESTANDING



44 ● Sacred Heart College - 1927 (44) S1 D2.2
LARGE FREESTANDING



45 ● The Towers - c1890 (45) EXISTING POST S1 D2.1

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46 ● Wesley Church - 1888 (46)

EXISTING POST **S.T. D2.1**



47 ● Sturt Park (47)

EXISTING POST **S.T. D2.1**



48 ● Trades Hall - 1898/1904 (48)

S.T. D2.2
LARGE FREESTANDING



49 ● YMCA - c1890 (49)

S.T. D2.2
LARGE FREESTANDING



50 ● Miners Lamp Motel - 1888 (50)

S.T. D2.2
LARGE FREESTANDING



51 ● Imperial Hotel - 1888 (51)

EXISTING POST **S.T. D2.1**



52 ● Scout Hall - 1900 (52)

S.T. D2.2
LARGE FREESTANDING



53 ● Old Royal Hotel - 1904 (53)

BLADE SIGN **S.T. D2.4**



54 ● Iodide Street Row Cottages - c1890 (54)

EXISTING POST **S.T. D2.1**

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55 ● Wades Shop - c1890 (55) EXISTING POST S1 D2.1



56 ● Baptist Church - 1917 (56) S1 D2.2
LARGE FREESTANDING



57 ● Shop and Residence - c1890 (57) S1 D2.2
LARGE FREESTANDING



58 ● Williams Street Residences - c1890 (58) EXISTING POST S1 D2.1x2



59 ● Mosque - 1891 (59) WALL MOUNTED S1 D2.1



60 ● North Primary School - 1902 (60) S1 D2.2
LARGE FREESTANDING



61 ● School of the Air (61) S1 D2.2
LARGE FREESTANDING



62 ● Former North Police Station - c1890 (62) S1 D2.2
LARGE FREESTANDING



63 ● South Australian Brewery - 1893 (63) WALL MOUNTED S1 D2.1

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64 ● North Mine (64)

LARGE FREESTANDING **S1.D2.2**



65 ● Thompson Shaft - 1910 (67)

SMALL FREESTANDING **S1.D2.3**



70 ● MMM Dumps (70)

LARGE FREESTANDING **S1.D2.2**

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66 ● Junction Hotel - 1892 (65)

LARGE FREESTANDING **S1.D2.2**



68 ● Junction Mine and Lookout (68)

LARGE FREESTANDING **S1.D2.2**



71 ● All Nations Hotel - 1891 (71)

EXISTING POST **S1.D2.1**



69 ● Junction Circle - 1950 (66)

LARGE FREESTANDING **S1.D2.2**



67 ● British Mine Housing - c1910 (69)

LARGE FREESTANDING **S1.D2.2**



72 ● Assay Office - c1890 (72)

LARGE FREESTANDING **S1.D2.2**

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73 ● Central Power Station - 1930 (73) WALL MOUNTED **ST D2.1**



74 ● Former Central Mine Manager's Residence (now St Ann's Nursing Home) (74) LARGE FREESTANDING **ST D2.2**



75 ● Alma Hotel -1891 (75) EXISTING POST **ST D2.1**



76 ● Former Baylin Hotel - 1895 (76) EXISTING POST **ST D2.1**



77 ● Former South Police Station - 1889 (77) LARGE FREESTANDING **ST D2.2**



78 ● South Post Office -1898 (78) LARGE FREESTANDING **ST D2.2**



79 ● South Fire Station - c1900 (79) WALL MOUNTED **ST D2.1**



80 ● Patton Park (80) LARGE FREESTANDING **ST D2.2**



81 ● Bells Milk Bar - 1956 (81) LARGE FREESTANDING **ST D2.2**

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**Vehicular Trail/
Concept Refinement**



02 Alma Institute - 1898 (82)



03 South Primary School - 1910 (85)

LARGE FREESTANDING

S1 D2.2



04 South Mine Offices - c1910 (88)

LARGE FREESTANDING

S1 D2.2

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05 Former Salvation Army Hall - 1900 (83)

WALL MOUNTED

S1 D2.1



06 St James Anglican Church - 1903 (86)

LARGE FREESTANDING

S1 D2.2



07 Zinc Oval and Zinc Mine (89)

WALL MOUNTED

S1 D2.1



08 Gladstone Hotel - 1888 (84)

LARGE FREESTANDING

S1 D2.2



09 South Baptist Church - 1911 (87)

LARGE FREESTANDING

S1 D2.2



10 Former All Saints Catholic Church - 1890 (90)

EXISTING POST

S1 D2.1

Date
APR 2022

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01 Union Club Hotel - c1890 (91) EXISTING POST S1 D2.1



02 Zinc Lakes - 1948 (92) WALL MOUNTED S1 D2.1



03 NBHC Mine Housing - c1950 (93) LARGE FREESTANDING S1 D2.2



04 NBHC Mine Haulage and Service Shafts - 1946 - Not open to the public (94) LARGE FREESTANDING S1 D2.2



05 Southern Cross Shaft - 1966 (95) LARGE FREESTANDING S1 D2.2



06 South Mine Headframes - 1919/1932 (96) LARGE FREESTANDING S1 D2.2



07 Ryan Street Cottages - 1890 (97) EXISTING POST S1 D2.1



08 A.J. Keast Park (98) WALL MOUNTED S1 D2.1



09 Hillside Hotel - 1891 (99) EXISTING POST S1 D2.1

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10 ● Burke Ward Hall - 1905 (100)

S1 D2.2

LARGE FREESTANDING



10 ● Railwaytown Post Office - 1925 (101)

S1 D2.2

LARGE FREESTANDING



10 ● Nicholls Street Methodist Church - c1890 (102)

S1 D2.2

LARGE FREESTANDING



10 ● Cornish Street Lookout (103)

S1 D2.2

LARGE FREESTANDING



10 ● Broken Hill Cemetery - 1889 (104)

WALL MOUNTED S1 D2.1



10 ● Former Freiberg Hotel - 1899 (105)

EXISTING POST S1 D2.1



10 ● Burke Ward School - 1897 (106)

S1 D2.2

LARGE FREESTANDING



10 ● Ambush Site (107)

S1 D2.2

LARGE FREESTANDING



10 ● St Marys Catholic Church - 1922 (108)

S1 D2.2

LARGE FREESTANDING

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 Railwaytown Baptist Church - 1913 (109) EXISTING POST  3.1 D2.1



WORKS COMMITTEE

August 12, 2022

ITEM 4

BROKEN HILL CITY COUNCIL REPORT NO. 187/22

SUBJECT: PURCHASE OF TRAFFIC CONTROL AND TRAFFIC COUNTER EQUIPMENT D22/42402

Recommendation

1. That Broken Hill City Council Report No. 187/22 dated August 12, 2022, be received.
2. That Council approves an increase to the 2022/2023 Capital Budget to the total cost of \$28,703.20 (exc GST) for the purchase of Traffic Control Equipment and Traffic Monitoring Equipment.

Executive Summary:

Council have recently identified the need to purchase additional traffic control and traffic monitoring equipment to meet the daily operational and safety requirements of our works team.

A stock take was recently completed of Council’s traffic control equipment highlighting that there is a need to purchase new stock to meet Council’s base equipment needs. The traffic control devices are used to warn, inform and as a barrier during road and footpath construction works, being planned, reactive or emergency works.

Recently the battery components of Council’s traffic monitoring equipment failed as they were past their useful life and are now in need of being replaced. Traffic Monitoring equipment is used to capture data in relation to traffic volumes of roadways, showing vehicle types, length, weight, and speeds. This data is used in the creation of technical designs for road construction and by the Local Traffic Committee to assist with decision making around traffic control matters.

This report seeks the approval to increase the 2022/2023 capital budget by \$28,703.20 (exc GST) to purchase this equipment. The total cost is made up of \$16,600.00 (exc GST) for traffic monitoring equipment and \$12,103.20 (exc GST) for the traffic control devices.

Report:

Council has recently identified the need to purchase additional traffic control and traffic monitoring equipment to meet the daily operational and safety requirements of the works team.

Traffic Control Equipment:

A stock take was recently completed of Council’s traffic control equipment highlighting that there is a need to purchase new stock to meet Council’s base equipment needs. The traffic control devices are used to warn, inform and as a barrier during road and footpath construction works, being planned, reactive or emergency works. The equipment highlighted as needing to be purchased is the following.

SIGN TYPE	QUANTITY
No Left Turn	12
No Right Turn	12
Local Traffic Only	6
Traffic Cone Reflective (450mm)	250
Traffic Cone Reflective (700mm)	60
Plastic Barrier Board	50
Barrier Board Stands	100
Worker Ahead	30
Road Works on Side Road	8
Extender Barrier Poles	26
Right Chevron	12
Left Chevron	12
Road Closed	10
Water Over Road	20
Prepare to Stop	6

Traffic control equipment is essential to Council to meet both operational and safety needs and are used in everyday work or in emergency call out situations. The devices are used additionally by our Events team and loaned to community groups to assist in events such as St Patrick's Day race meeting, Ronald McDonald House Colour Run Day and various fun run/ riding charity events.

Traffic Monitoring Equipment:

Recently the battery components of our traffic monitoring equipment failed as they were past their useful life and are now in need of being replaced. Traffic Monitoring equipment is used to capture data in relation to traffic volumes of roadways, showing vehicle types, length, weight, and speeds.

This data is used in the creation of technical designs for road construction and by the Local Traffic Committee to assist with decision making around traffic control matters. The below locations are current projects or requests that we are waiting to complete traffic counter data collection to provide an informed decision.

Location	Reason
Blende Street, Wills Street and Galena Street Roundabout	Data needed for the technical design preparation for road construction
Blende Street from Galena Street and Gossan Street	Requested from Traffic Committee to analyse safety concerns in area
Rakow Street (in front of Burke Ward Public School)	Requested from Traffic Committee to analyse safety concerns in area
BH Regional Aquatic Centre	Requested from Traffic Committee to analyse safety concerns in area
Oxide Street from Lane Street to Chapple Street	Data needed for the technical design preparation for road construction
Harris Street from Wills Street to Burke Street	Data needed for the technical design preparation for road construction
Duff Lane from Rockwell Street to South Street	Data needed for the technical design preparation for road construction

Council sought to purchase battery only replacements for the equipment but was informed the type of battery and counters that are currently used have been discontinued. Due to this, the request is for the purchase of three (3) new data collection counters, batteries and associated accessories.

Community Engagement:

N/A

Strategic Direction:

Key Direction:	1	Our Community
Objective:	1.5	Our built environment supports our quality of life
Strategy:	1.5.3	Ensure service levels and asset conditions are commensurate with community expectations

Relevant Legislation:

Local Government Act 1993

Traffic Control at Worksites (TCAWS) manual version 6

NSW Work Health and Safety Act 2011

NSW Work Health and Safety Regulation 2017

AS 1742.1, Manual of uniform traffic control devices, Part 1: General Introduction and Index of signs

AS 1742.2, Manual of uniform traffic control devices, Part 2: Traffic Control Devices for General Use

AS 1742.3, Manual of uniform traffic control devices, Part 3: Traffic Control for Works on Roads

AS 1743, Road signs – Specifications

Financial Implications:

This report seeks the approval to increase the 2022/2023 capital budget by \$28,703.20 (exc GST) to purchase this equipment. The total cost is made up of \$16,600.00 (exc GST) for traffic monitoring equipment and \$12,103.20 (exc GST) for the traffic control devices.

Attachments

There are no attachments for this report.

CODIE HOWARDCHIEF ASSETS AND PROJECTS OFFICERJAY NANKIVELLGENERAL MANAGER

WORKS COMMITTEE

August 10, 2022

ITEM 5

BROKEN HILL CITY COUNCIL REPORT NO. 188/22

SUBJECT: MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 427, HELD ON TUESDAY, 2 AUGUST 2022 D22/42110

Recommendation

1. That Broken Hill City Council Report No. 188/22 dated August 10, 2022, be received.
2. Item No.427.8.2 – That Council arranges for the Bus Stop adjacent to the Palace Hotel in Argent Street be relocated further down the road to allow continued bus services, not obstructing the ‘Loading Zone’ area for the duration of the Broken Heel Festival.

Executive Summary:

Under Guidelines published in March 2009 by the Roads and Traffic Authority (now known as Transport for NSW), entitled ‘A guide to the delegation to councils for the regulation of traffic states’:

“The Local Traffic Committee (LTC) has no decision-making powers and is primarily a technical review committee. It only advises the Council on matters for which the Council has delegated authority, being certain prescribed traffic control devices and traffic control facilities.

The Council must refer all traffic related matters to the LTC prior to exercising its delegated functions. Matters related to State Roads or functions that have not been delegated to the elected Council must be referred directly to Transport for NSW or relevant organisation. Such matters must not be referred to the LTC.

Council is not bound by the advice given by its LTC. However, if Council does wish to act contrary to the unanimous advice of the LTC or when the advice is not unanimous, it must notify Roads and Maritime Services and the NSW Police and wait 14 days before proceeding.”

Report:

This report is to provide Council with the minutes and action list of the Local Traffic Committee meeting, held on Tuesday, 2 August 2022 which details recommendations to Council for consideration and adoption.

Strategic Direction:

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

Relevant Legislation:

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

Financial Implications:

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

Attachments

1. MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 427, HELD
[↓](#) ON TUESDAY, 2 AUGUST 2022

CODIE HOWARD
CHIEF ASSETS AND PROJECTS OFFICER

LOCAL TRAFFIC COMMITTEE MINUTES OF MEETING NO. 427

Meeting held on Tuesday, 2 August 2022 at 2pm

Location: First Floor Meeting Room, Council Administrative Centre or via Teams

Minutes taken by: Council's Administration Officer, Tanya Ralph

Relief Chairperson, Kathy Graham, Council's Waste and Sustainability Manager commenced the meeting at 2.05pm and welcomed all representatives present and performed 'Welcome to Country'.

427.1 Present

Kathy Graham	Acting Chairperson
Paul Bezzina	Asset Officer
David Vant	Transport for NSW Representative
Peter Beven	Local Member's Representative
Marion Brown	Councillor Observer
Barry Walker	Councillor Observer – Compliance Officer

427.2 Apologies

Codie Howard	Chief Assets and Projects Officer
Jeanne House	Transport for NSW Representative/Associate, Community and Place Partner – Far West Precinct
Chris Wallace	NSW Police Representative/Acting Inspector (Police)

427.3 Disclosure of interest - NIL

427.4 Adoption of previous minutes

The following Committee Recommendations over the page were adopted by Council at its meeting held on **Wednesday, 27 July 2022**.

The minutes from this meeting will be confirmed and approved by the Local Traffic Committee at their scheduled meeting on **Tuesday, 2 August 2022**.

All in favour: Moved: Peter Beven Seconded: David Vant

427.5 Council Resolutions

The following Committee Recommendations over the page were adopted by Council at its meeting held on **Wednesday, 27 July 2022**.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
JULY 27, 2022

**ITEM 18 - BROKEN HILL CITY COUNCIL REPORT NO. 172/22 - DATED JULY 14, 2022 - MINUTES
OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 426, HELD ON TUESDAY, 5 JULY 2022**
D22/36991

RESOLUTION	Resolved
Minute No. 46915	
Councillor M Browne moved)	1. That Broken Hill City Council Report No.
Councillor D Turley seconded)	172/22 dated July 14, 2022, be received.
	2. Item No. 425.6.2 - That the parking bays adjacent to Busy Kids Child Care in Bagot Street be changed to 15-minute timed parking and signs be installed by Council.
	3. Item No. 426.6.1 - That the temporary road closure of Argent Street for the Broken Hill Festival's Main Street Parade on Saturday, 10 September 2022, be approved in principle, on the condition that an updated Traffic Control Plan is received by Council prior to the event.
	4. Item No. 426.6.2 - That the temporary road closure of Sulphide Street, between Argent and Crystal Lane and sections of Argent Street and Crystal Lane for the Broken Hill Festival's Event at the Palace Hotel from Wednesday, 7 September to Tuesday, 13 September 2022 be approved in principle, on the condition that the fencing adjacent to Far West Auto does not encroach onto the nature strip, so that customers can view new cars at the dealership and that an updated Traffic Control Plan is received by Council in accordance with Transport for NSW's signage requirements prior to the event.
	CARRIED UNANIMOUSLY

427.6 Correspondence In

Item No.	EDRMS No.	Details
427.6.1	D22/34844	Traffic and Pedestrian Safety Concerns, Blende Street for residents of Con Crowley Village – Ron Jeffrey
427.6.2	D22/39545	LTC Feedback – Item No. 416.6.1 – Request to remove school zone signage on the resident's side of Union Street following Council trial – Jane Weekes
427.6.3	D22/39546	LTC Feedback – Item No. 416.6.1 – Request to remove school zone signage on the resident's side of Union Street following Council trial – Greg Gaiter

427.7 Correspondence Out

Item No.	EDRMS No.	Details
427.6.1	D22/37672	LTC Response – Acknowledgement Letter – Traffic and Pedestrian Safety Concern, Blende Street - Con Crowley Village – Ron Jeffrey
427.6.1	D22/37815	LTC Response – Email Acknowledgement regarding Traffic and Pedestrian Safety Concerns – Con Crowley Village – Roy Butler MP
416.6.1	D22/35257	LTC Letter Box Drop – Item No. 416.6.1 – Request for removal of the school zone signage on the resident's side of Union Street – Request for Feedback from trial period.
426.6.1 and 426.6.2	D22/36993	LTC Response – Item no. 426.6.1 and Item No. 426.6.2 – Proposed Road Closures for the Broken Heel Festival and Annual Parade in September 2022 – The Palace Hotel
426.8.3	D22/35235	LTC Response – Acceptance Letter for Barry Walker to join the Local Traffic Committee as a Council observer
421.6.1	D22/39663	LTC Response – Item No. 421.6.1 – Request to change parallel parking adjacent Sufi Bakery to 45-degree angle parking in Bromide Street – Rabie Reid
426.6.3	D22/39665	LTC Response – Item No. 426.6.3 – Broken Heel Festival Road Closure Feedback – Far West Auto – Mark Grundy
426.6.4	D22/39676	LTC Response – Item No. 426.6.4 – Broken Heel Festival Road Closure Feedback – Community Health Centre – Far West Local Health District – Aneta Turley
245.6.2	D22/27340	LTC Response – Item No. 425.6.2 – Request to reallocate time-parking adjacent Busy Kids Child Care – Kristy Hurley

427.8 General Business

Item No.	EDRMS No.	Details
427.8.1		Request from a member of the public to review the traffic management of the KFC drive through.
		<p>Daily cars are backing up in the drive through of KFC out into Lane Street blocking the Oxide Street roundabout and the southern lane of Lane Street.</p> <p>Suggestions raised by the committee to alleviate this issue were as following:</p> <ul style="list-style-type: none"> • Install 'Do Not Queue Across Intersection' signage. • Update the line marking on Lane Street adjacent to KFC, to include a turning lane to allow traffic to turn into the KFC driveway that are approaching from Iodide Street direction. • That the Police be advised to action issue.

		<ul style="list-style-type: none"> • That a 'No Left Turn' sign be installed to stop motorist exiting the roundabout entering the KFC driveway, which is blocking traffic flow. • That they consider a dual entry to the premises. <p>It was suggested to check that there is there were any conditions when the Development Application was lodged with Council.</p> <p>Management at KFC will have to look at way of fixing the problem to maybe get more staff to work on the drive-through or to notify that orders can also be taken from inside KFC.</p> <p>The committee agreed that a decision cannot be made, being that further investigation is required, including consultation with management at KFC. – a dual entry to the location.</p>
Item No.	EDRMS No.	Details
427.8.2	D22/40350	Broken Hill Bus Services during Broken Heel Festival – CDC Broken Hill Pty Ltd
		<p>Council's Asset Officer, Paul Bezzina advised the committee that he met Aaron Rouse from the bus company to discuss arrangements for continued bus services during the time of the Broken Heel Festival.</p> <p>The CDC Broken Hill Bus Company have requested that Council relocate the bus stop signage to further up the road in Argent Street so that the town bus service can continue. This would require the use of five to six parking spaces for the length of the bus.</p> <p>It was identified that there is also a 'Loading Zone' that cannot be blocked, so the alternative bus stop will be placed after this area.</p> <p>Recommendation:</p> <p><i>That Council arranges for the Bus Stop adjacent to the Palace Hotel in Argent Street be relocated further down the road to allow continued bus services, not obstructing the 'Loading Zone' area for the duration of the Broken Heel Festival.</i></p>

427.9 Action Item List

Date	Item Details
August 2021	Union Street parking on resident side of Union Street
Item No.	416.6.1
EDRMS No.	General Business
CRM No.	N/A
Responsible Officer	Council's Chief Assets & Projects Officer, Codie Howard
Current Status	Pending

Date	Committee Recommendation/s
July 2022	<ul style="list-style-type: none"> • That the matter be address at the next scheduled committee meeting so it will allow time for the Principal of the Morgan Street Public School can be consulted to see if they have identified any issues with the trail period and where they request for the timed parking arrangements to be reinstated. • That a letter box drop be distributed to the residents of Union Street to determine if they want the timed parking to be reinstated along the resident's side of Union Street or that the timed parking be permanently removed.
August 2022	<ul style="list-style-type: none"> • That the committee have a site meeting in Union Street during the either the drop off and pick up times to determine the effects of the signs being removed.
Action Date	Running Actions
August 2021	<p>This issue has been reviewed by the Local Traffic Committee several years ago when the 'Timed Parking' zone was first introduced, along with restricted parking Union Street behind the Morgan Street Public School.</p> <p>Council's Asset Officer, Paul Bezzina will conduct further investigation of the current signs in Union Street at the rear of the Morgan Street Public School and will report back to the committee at the next scheduled committee meeting in September 2021.</p>
September 2021	<p>Council's Asset Officer, Paul Bezzina inspected the area and advised the committee that the parking in the street is generally timed parking 8- 4 parking for school drop off on both sides of Union Street. 'No stopping' on the school from 8.30 to 9pm – 2.30-3.15 school days and opposite side of school there is 830pm to 9.15, 2.30 3.15pm</p> <p>Quarter hour parks on the school 8am to 4pm school holidays and public holidays.</p> <p>The request is for the resident side to be lifted.</p> <p>Recommendation</p> <p>That Principal of the school is to be contacted to see if the school still requires the timed parking in Union Street before a decision can be made by the committee at the October meeting.</p> <p>The parking signs in Union Street were inspected by Council's Asset Officer, Paul Bezzina and he has advised the committee that the signed parking on the resident side of Union Street is marked as a school zone 'No Parking' from 8am to 4pm. On the school side of Union Street is marked as school zone between the times of 8.30am to 9.15am then from 2.30pm to 3.15pm.</p> <p>The committee have requested that the Principal from the Morgan Street school be contacted to see if the parking arrangements are still needed by the school, and this will determine the decision of the committee at the next committee meeting.</p> <p>Paul Bezzina will liaise with the principal of the school as has been suggested by the committee and will provide an update at the next committee meeting.</p>


October 2021	<p>The committee were advised that an update was not available at this time, being that Paul Bezzina is not present at this meeting.</p> <p>An update will be made available at the next committee meeting.</p>
October 28, 2021	<p>The committee had planned to conduct a site inspection of the area today, but due to weather conditions were able to meet at the site.</p> <p>Paul Bezzina advised the committee that he had meet the Principal of the Morgan Street Primary School and they have expressed that they will be happy for the signs to be covered for a trail period of three months to see what impact is caused.</p> <p>Committee to review a gain at the end of term in 2022.</p> <p>Residents in Union Street will be advised of the trail period and informed that the parking signs in this street adjacent the school will be covered for short period of time. This will intern allow them to park in this area. Further consultation will be arranged after the trial period with both the principal and residents before a permanent decision is made.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • <i>That the parking signs in Union Street be covered for a trial period of three months to identify what impacts are caused without the timed parking spaced adjacent the Morgan Street Primary School in Union Street.</i> • <i>That the trial period be for three months, and the covers removed after this time at the end of the first school term.</i> • <i>Further consultation will be arranged with the Principal of the Morgan Street Primary School and the residents in the area before a determination can be decided.</i> • <i>Based on satisfaction results from the trial period the zone will be reinstated permanently – streamline from trial to permit.</i> <p>Moved: Dave Vant Second: Peter Bevan</p>
December 2021	<p>Geoff Harris informed the committee that no work has been completed to date and that he will follow up and provide the committee an update at the next scheduled committee meeting.</p> <p>As was recommended and adopted by Council at the November 2021 Council Meeting, Geoff will ensure that the signs along the resident’s side of Union Street will be covered.</p> <p>Geoff will consult with Codie for the agreed period of the trial.</p> <p>The committee will revisit this matter following the trial period of the signs being covered and will then determine a recommendation.</p>
February 2022	<p>Council resources during the January period were fairly limited with a significant portion of the workforce taking leave. Now most of the workforce are back, works will commence in the next week and an update will be provided to the committee at the March committee meeting.</p> <p>Geoff informed the committee that consultation for the trial period will happen within the next few days.</p>

<p>April 2022</p>	<p>Council's Chief Assets and Projects Officer, Codie Howard informed the committee that the timed parking signs along Union Street were removed during Term 1 as recommended by the committee at a previously meeting.</p> <p>Now that the trial has been completed for Term 1, Council's Assets Inspector, Paul Bezzina will now liaise with the Morgan Street Primary School Principal and the residents in the area to see how the trial was perceived and to seek feedback that will then be provided to the committee for determination at the next committee meeting.</p>
<p>May 2022</p>	<p>Council's Chief Assets and Project Officer, Codie Howard has informed the committee that the trial period for removal of the timed parking concluded at the end of Term 1.</p> <p>Council's inspector, Paul Bezzina will speak with the Principal of the Morgan Street Public School and the residents to seek feedback from the trial period.</p> <p>Council will determine an action following this review.</p>
<p>June 2022</p>	<p>No decisions were made at the June meeting. This matter will be discussed at the July meeting.</p>
<p>July 2022</p>	<p>Council's Asset Officer, Paul Bezzina informed the committee that he has spoken with some of the resident of Union Street and was not able to get in touch with the Principal of the Morgan Street Public School as the school holidays had commenced. Paul expressed that 50% of the residents he had liaised with want the signs to be permanently removed and the other 50% wanted to the timed parking signs to be reinstated.</p> <p>Council's Chief and Asset Officer, Codie Howard informed the committee that Council's Compliance Officer had address that some of the residents have concerns with the current parking, as that motorist are parking when and where they like as no fines can be issued whilst there are no parking signs.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • <i>That the matter be address at the next scheduled committee meeting so it will allow time for the Principal of the Morgan Street Public School can be consulted to see if they have identified any issues with the trail period and where they request for the timed parking arrangements to be reinstated.</i> • <i>That a letter box drop be distributed to the residents of Union Street to determine if they want the timed parking to be reinstated along the resident's side of Union Street or that the timed parking be permanently removed.</i>
<p>August 2022</p>	<p>Council's Chief Assets and Projects Officer, Codie Howard advised Kathy that more comments would need to be provided to Council to help with a decision as there were only two responses received by Council prior to this meeting.</p> <p>Council's Assets Officer, Paul Bezzina mentioned that he had spoken with the Morgan Street Public School's Deputy Principal, that had requested for the school zone signs to be reinstated on the resident's side of the Union Street.</p> <p>Council's Compliance Officer, Barry Walker informed the committee that if the school zone signs are removed from the resident's side of Union Street, then the school side will need to be changed to 'No Parking' that will still allow for parents to drop off and pick their children.</p>

	<p>It was pointed out that if the school zone signs are reinstated then parents will be forced to drop off and pickup their children on the opposite side of the school, with children having to cross the road.</p> <p>Recommendation</p> <ul style="list-style-type: none"> • That the committee have a site meeting in Union Street during the either the drop off and pick up times to determine the effects of the signs being removed. <p>Further discussion the school. Barry will take some photos and present to the committee at the September meeting.</p>
Date	Item Details
August 2021	Request for parking signage at LiveBetter's Community Transport Office adjacent 475 Argent Street – Julie Paull, LiveBetter
Item No.	417.6.1
EDRMS No.	D21/39063
CRM No.	N/A
Responsible Officer	Council's Chief Assets & Projects Officer, Codie Howard
Current Status	Pending
Date	Committee Recommendation/s
July 2022	<i>Council's Chief and Asset Officer, Codie Howard will liaise with Judy Paul from LiveBetter to seek clarification of their needs and provide an update on what the committee have suggested.</i>
Action Date	Running Actions
September 2021	<p>Transport for NSW, David Vant informed the committee that he could have been the RMS representative that has been referenced in the request. David advised that he has been dealing with an Amanda from LiveBetter regarding their concerns.</p> <p>Councillor, Marion Brown commented that this matter had been addressed by the Local Traffic Committee approximately three to four years ago when the facility was the HACC Centre. This matter has been an issue for a while. Marion went on to say that she was involved with the Local Traffic Committee when the committee at that time recommended for the signage for the buses was to be updated.</p> <p>Codie advised that a search of Local Traffic Committee minutes will be conducted to find the original recommendations passed by the committee in relation the bus signs, followed by the signs being updated in line with the</p>

	<p>decision. The signs have never been put up.</p> <p>Disability parking signs were suggested, but these would not work, being that their clients that visit the facility to make a payment would be able to park as they do not necessarily have a disability parking permit. The new signs could be a bus zone from 9am to 3pm for parking – 'Community Transport Vehicles Excepted' sign (bus zone).</p> <p>Install signs for designated for the business and make that only their vehicles can park in the spot. David stated that the vehicle utilizing the space would have to be determine a bus under the road rules. If the bus is not classified as a bus, then they will not be able to park there.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • A search to be conducted to find the original request relating to the bus zone signs adjacent the facility at 475 Argent Street and the recommendation passed by the Local Traffic Committee at that time. • Council to inspect and take some photos of the area. For this matter to be discussed at the October 2021 committee meeting. • Correspondence sent to the LiveBetter to advise of the committee decision. <p>Moved by the committee.</p>
October 2021	<p>The committee were advised that an update was not available at this time, being that Paul Bezzina is not present at this meeting.</p> <p>The committee decided to inspect this site at the planned site inspection that will be scheduled prior to the amended meeting date on Thursday, 28 October 2021.</p> <p>Council's Chief Assets & Projects Officer, Codie Howard informed the committee that a search will be undertaken to find the previous recommendation that were approved by the committee at the time the matter was first raised.</p>
October 28, 2021	<p>The committee had planned to conduct a site inspection of the area today, but due to weather conditions were able to meet at the site.</p> <p>There is line marking already in plan and the concern was around the what the sign could say as they are getting a lot of caravanners parking in their space.</p> <p>Previous corresponded in April 2020 meeting. The recommendation at this time was to change the parking signs for bus only and they matter was then withdrawn by Julie Paull as they wanted to allow their customers to park in the area.</p> <p>TfNSW, David Vant will liaise with TfNSW sign designer, to provide some examples of the required signs. If the sign states permitted parking for a bus, then they are limited for buses to park in this space only and if the word transport was included then this leaves it open for all vehicle types. There is no limited time for parking.</p> <p>Another option would be for the Rangers to be able to identify the vehicles that permitted to park in the space. The issue with this is that not all customers have a disability parking permit.</p> <p>Recommendations:</p> <p><i>That a 5-minute timed parking space be installed at the front of LiveBetter, located at 475 Argent Street to allow for the parking of the transport bus.</i></p>


	<p><i>Council to arrange further consultation with LiveBetter and arrange for the placement of the parking sign.</i></p> <p>Agreed by all committee members present.</p>
December 2021	<p>Being that the recommendation has been endorsed by Council, Geoff will follow up the work to be completed.</p> <p>Codie liaised with David Vant to arrange a sign design that will be provided by the TfNSW early next year that will then be provided to Council to order the sign.</p>
February 2022	<p>Council resources during the January period were fairly limited with a significant portion of the workforce taking leave. Now most of the workforce are back, works will commence in the near future and an update will be provided to the committee at the March committee meeting.</p>
March 2022	<p>Council's Infrastructure Works Manger, Geoff Harris informed the committee that he will follow up the request and provide the committee an update the next committee meeting.</p>
April 2022	<p>Transport for NSW, David Vant informed the committee that he has found some funding that can be used to design the signs.</p> <p>David informed the committee that this matter has been held up due to the Sign Designer has retired from Transport for NSW. David will follow this matter up and provide an update to the committee at the next scheduled committee meeting in May 2022.</p>
May 2022	<p>Transport for NSW, David Vant informed the committee that he has not yet acquire a sign design for Council.</p> <p>David will provide the committee an update at the next meeting.</p>
June 2022	<p>No decisions were made at the June meeting. This matter will be discussed at the July meeting.</p>
July 2022	<p>Transport for NSW, Jenene House informed the committee that the parking sing for the LiveBetter bus is currently with the Signage and Guidance Team with Transport for NSW. Two designs for the signs have been presented to the committee and further investigation will need to do to determine, which of the two signs will be most appropriate.</p> <p>One of the signs presented was a 'No Stopping – Authorised Vehicles Accepted' sign that can be for a set period. The intention is for the sign to be installed at the front of the LiveBetter office in Argent Street. Jenene informed the committee that she will undertake further investigation.</p> <p>Jenene advised that the MPS permit holders would be allowed to park for 30 minutes under NSW Road Rule 207.</p> <p>This sign would also mean that vehicles other than the two mentioned can park for an unlimited time. Therefore, you would also need a 'No Parking OTHER VEHICLES' sign immediately below it.</p>

	<p>The words on the signage can be other, e.g., you could just have permit holders and/or just Community Service Vehicles. Council could issue a set number of permits to LiveBetter to hand out.</p> <p>That way LiveBetter manage the parking situation by only giving out permits to those they deem require issue. If it's just for LiveBetter vehicles the signage could simply state that.</p> <p>Council's Chief and Asset Officer, Codie Howard advised that he had previously met with Judy Paull from LiveBetter when this matter was first presented to the committee and want to clarify that want to be able to park their bus out the front of the office rather than parking further down the street.</p> <p>The questions were raised that once the sign design has been approved by Transport for NSW, how long will it be before the sign will be provide to Council for the installation? Jenene responded that she would follow this up and will then provide an outcome to Codie by the end of the coming week, to then be passed onto the committee members.</p> <p>Transport for NSW will also need to look at the allowance for clients to be able to park out the front of the office. It was suggested that a '15-Minute' parking area be considered to allow client parking.</p> <p>Recommendation:</p> <p><i>Council's Chief and Asset Officer, Codie Howard will liaise with Julie Paul from LiveBetter to seek clarification of their needs and provide an update on what the committee have suggested.</i></p> <p>Codie will liaise with Jenene to decide.</p> <p>The committee will be provided an update at the next committee meeting.</p>	
August 2022	<p>The committee were advised that Transport for NSW, Jenene House is currently working in conjunction with Council's Chief Assets and Projects Officer, Codie Howard for the requirement for the design of the type of sign required at the front of LiveBetter.</p> <p>The committee will be provided an update at the next scheduled committee meeting in September 2022.</p>	
Date	Item Details	
March 2022	Request for review of traffic lights and signage in Rakow Street adjacent the Burke Ward Primary School – Carly Sewell	
Item No.	422.6.3	

EDRMS No.	D22/9512
CRM No.	N/A
Responsible Officer	Council's Infrastructure Works Manager, Geoff Harris
Current Status	Pending
Date	Committee Recommendation/s
	•
Action Date	Running Actions
March 2022	<p>This matter will be deferred to the next meeting to allow more time for council to conduct an investigation.</p> <p>Further clarification is required from the Burke Ward School regarding the issue and then for the matter to be passed onto Transport for the NSW's Road Safety Officer who looks after school signage.</p> <p>Chris Wallace mentioned that he will arrange extra patrols from the Police in the area.</p>
April 2022	<p>Councils Asset Inspector, Paul Bezzina investigated the area along Rakow Street, adjacent the Burke Ward Primary School.</p> <p>A map of the area identifying the existing signage in the vicinity was provided to the committee. This inspection identified that the signage in the area in good condition and are adequate for the area. The committee were advised that the signs are high visibility, Class 1 and the signs near the pedestrian crossing were only replaced recently in line with Council's School Safety program at the end of March.</p> <p>The committee were not quite sure what the request was for as the respondent outlined the letter that they are concerned with the number and speed of trucks along Rakow Street during school times.</p> <p>Transport for NSW, David Vant has expressed that the Burke Ward Primary School has the best grade of separation along Rakow Street and has suggested that traffic counters could be placed in the area to collect data, such as, the times and the speed of vehicles that travel along Rakow Street adjacent to the school and for this data to be passed onto the Police for some enforcement if needed.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • <i>That traffic counters be installed on Rakow Street adjacent to the Burke Ward Public school to identify the times and speed of vehicles travelling along Rakow Street and for the data collected to be presented to the Police for compliance.</i> • <i>That correspondence be forwarded to the respondent informing that the school zone adjacent the Burke Ward Public School is adequate for the area and advise that traffic counter will be placed to collect data on speed of traffic for further investigate with the Police.</i>

<p>May 2022</p>	<p>Council's Chief Assets and Project Officer, Codie Howard contacted the Burke Ward Public School and respondent to seek further clarification regarding the issue being raised, as the correspondence received from the Department of Education's Road and Safety Education Officer, Carly Sewell was too vague and did not go into detail.</p> <p>Council's Inspector, Paul Bezzina is planning to meet with the school before the next meeting to get further details around the issues they are having. The school has been requested to provide more information relating to the matter.</p> <p>Codie mentioned that a support teacher from the Burke Ward Public School addressed Council at the April meeting to discuss the matter but didn't request any action from Council.</p> <p>Transport for NSW, Jenene House advised that Carly has been in contact with her regarding the same issue.</p> <p>Councillor, Marion Browne expressed that the problem with the matter is that it has been raised by parents.</p> <p>It was mentioned at the last meeting that the signage in this section of Rakow Street is adequate as that they were updated in accordance with Council School Safety Program.</p> <p>The matter is that a pedestrian crossing being installed in Rakow Street adjacent the school will not solve the problem. This will not enhance the road as this can also make the situation worse. A pedestrian crossing will reduce the parking in the area by about 50 meters and will overall impact other areas.</p> <p>Transport for NSW, Jenene House advised the committee that School Zone Safety Zones are her responsibility, and she will follow up the matter outside of the Local Traffic Committee and report back the committee at the next meeting.</p>
<p>June 2022</p>	<p>Council's Waste and Sustainability Manager, Interim Works Manager Kathy Graham advised that the traffic counters were not installed prior to the meeting.</p> <p>The traffic counters will be placed, and the data will be presented to the committee at the July meeting.</p> <p>Transport for NSW, Jenene Pout and NSW Police Representative, Chris Wallace have met with the Burke Ward Primary Schools Principal to identify and clarify the issues raised at the May meeting.</p>
<p>July 2022</p>	<p>Transport for NSW Jenene informed the committee that she and NSW Police representative, Chris Wallace had met with the Burke Ward School on the 21 May 2022 to discuss their concerns. Jenene mentioned that there were several issues raised by the school. These were as following:</p> <p><u>RAKOW STREET</u></p> <p>Traffic Lights – the signal phasing is reportedly too short during the day</p> <ul style="list-style-type: none"> • currently the school is unable to get a full class across • concerns with rear end potential • vehicles are proceeding through the red light • school staff perceive some vehicles to be driving too fast through the 40km school zone • faded pedestrian crossing line marking • Pram ramps do not align central to the crossing • Tree on the school side obscures visibility

	<ul style="list-style-type: none">• Teacher on duty is separated by the tree from the students when operating the signals <p>The school is requesting an extension of phaser timing and Council or the Police to monitor vehicle speed in the area.</p> <p>Note: Inspector Wallace tasked a patrol car to the school immediately on the afternoon of 24 May 2022.</p> <p>Action: Follow up by School Road Safety Educations Consultant (RSEC), TfNSW and council.</p> <p>TfNSW to follow up on Mobile Speed Vehicle and Speed Watch Trailer at the request of Inspector Wallace.</p> <p><u>Crossing at Roundabout</u></p> <p>The school reports that students choose to cross at the roundabout to the northeast with Galena Street rather than using the pedestrian signals.</p> <ul style="list-style-type: none">• Students are crossing diagonally over the road <p>Action: follow up by RSEC, Council, and TfNSW.</p> <p><u>Emergency Evacuation</u></p> <p>The school oval is on northwest of the school and separated from the school with access via the pedestrian signals on Rakow Street.</p> <p>The oval is the emergency evacuation site for the whole school.</p> <p>There are concerns from the school include having to wait at the pedestrian signals to cross during an emergency and have expressed they would be unable to get the students across safely.</p> <p>Action: School to seek written advice form the Education department. School WHS advisor to liaise with all stakeholders. Council consultation and TfNSW school zone road safety internal follow up.</p> <p><u>Parking is an issue with motorists parking poorly outside the school</u></p> <p>It has been noted that discussions have been held previously between the school and council for line marking to be installed.</p> <p>Action: Council comment. RSEC/TfNSW/Council/Police for follow up concerns raised with school parking issues.</p> <p><u>Vehicle's parking in no stopping area – school has requested assistance to stop this behaviour</u></p> <p>Action: to be forwarded to council/Road Safety Education Consultant for consultation.</p> <p><u>GYPSUM STREET</u></p> <p><u>Line marking and Parking is an issue with motorists parking poorly outside the school</u></p> <p>It has been noted that discussions have been held previously between the school and council for line marking to be installed.</p> <p>Action: for council comment online marking. RSEC/TfNSW/Council/Police for follow up concerns raised with school parking issues.</p>
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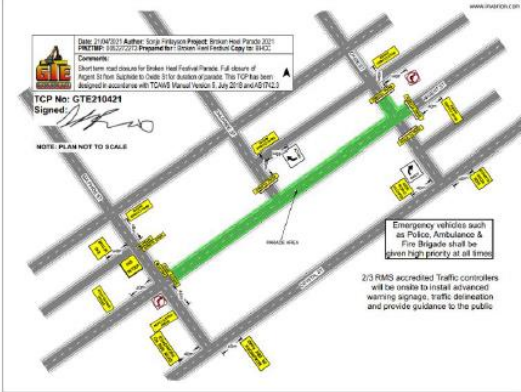
	<p><u>Pedestrian facility</u></p>  <ul style="list-style-type: none">• Ongoing concerns regarding confusion with motorists and pedestrians with right of way <p><u>School request for a Children's Crossing facility</u></p> <p>Action: RSEC/TfNSW/Council follow up and collaboration</p> <p><u>NEWTON LANE</u></p> <p><u>School reports the 'one way only' sign at the Harvy Street end isn't visible until drivers have turned into the street (the wrong way).</u></p> <p>School request for this signage to be made visible from the main road and signage placed opposite school gates in Newton Lane.</p> <p>Action: signage request to be followed up by council.</p> <p><u>Other</u></p> <ul style="list-style-type: none">- Faded traffic signage (incl. No Stopping signs).- Tree trimming in both directions is requested on Rakow Street on the approach to school zone signage and pedestrian signals. <p>Action: for council follow up</p> <ul style="list-style-type: none">- Burke Ward School has three special education classes and have advised they do have students absconding.- There are 7 access gates at the school all are open of an afternoon and are supervised by a member of staff. There is no supervision of a morning. <p>TfNSW additional actions:</p> <ul style="list-style-type: none">o I will lead the school zone road safety items and will work in collaboration to improve school zone road safetyo I will bring these items to a meeting of the Broken Hill Local Traffic Committee. <p>It was proposed that Council would place traffic counter to collect data on the speed and number of vehicles.</p> <p>The committees' comments to the issued raised by the school is as follows:</p> <ul style="list-style-type: none">• There is a large tree in the middle of the nature strip that obstruct the line of sight for the students crossing the road that pedestrian crossing.• The emergency evacuation muster point for the school is across the road at the oval. There is concern that if there was to be emergency, then this would cause a concern for the safety of students needed to cross the road to the muster point.
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	<p>Jenene informed the committee that matter will be investigated with the Department of Education to see if there is another evacuation muster point that can be identified at the school.</p> <ul style="list-style-type: none"> • There are several faded and/or damaged signs around the school. • There are three special education classes and there are seven access gates to the school. <p>The number of access gates will need to be discussed with the school as there is no supervision of all these gates that lead onto main roads.</p> <p>As was mentioned at a previous meeting, NSW Police Representative, Chris Wallace dispatched a police car to patrol the area. During the patrols the Policy had enforced fines. Since that meeting additional inspection have been scheduled.</p> <p>It has been suggested that the Road Safety Consultant educate the students on road rules.</p> <p>Jenene informed the committee that while she was in Broken Hill on her last visits, she had meet with the both the Alma Public School and the Willyama High School as they have also addressed several traffic issues that need investigating by Transport for NSW.</p> <p>Jenene will be visiting Broken Hill in September and would like to conduct site inspections of these schools with the committee.</p>
August 2022	<p>The committee were advised that this matter is ongoing. Transport for NSW, Jenene House will provide an update at the next meeting.</p> <p>Council is investigating and inspecting the matters that were reported during Jenene's consultation with the school.</p> <ul style="list-style-type: none"> • Council has investigated the report regarding the 'One Way' sign at the Harvy Street end of Newton Street. Council has determined that the sign is clearly visible on the school side. • Further investigation is required regarding options for the large gum tree that is located near the lights that is obstructing the line of sight for children crossing the road at the lights. • The evacuation points on the oval adjacent to the school is to be reviewed by the school. • Council had arranged for the line marking to be installed adjacent to the school on the Gypsum and Rakow Street sides that was at full cost to the school. • Traffic Counters are yet to be installed along Rakow Street as requested as that the new traffic counters that have been ordered by Council have not arrived.
Date	Item Details
April 2022	Request for Additional Disability Parking adjacent the Aquatic Centre – June Page – Aquatic Centre
Item No.	423.8.3

EDRMS No.	D22/7513
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Completed
Date	Committee Recommendation/s
April 2022	<ul style="list-style-type: none"> That traffic counters be placed in the Aquatic Centre carpark to identify the speed of vehicles. That correspondence be forwarded to the respondent advising of the committee decisions and inform that the area does not warrant the installation of a pedestrian crossing and that none of the area will qualify for a speed zone reduction.
Action Date	Running Actions
April 2022	<p>Correspondence has been received from June Page expressing her concerns in relation to matter relating to the Aquatic Centre.</p> <p>The Local Traffic Committee have been asked to review the number of disability parking spaces available at the Aquatic Centre for people with a disability. There are currently two disability parking bays near the front doors of the Aquatic Centre, but the rest are located near the public toilets. The volunteer at the Aquatic Centre advised that two additional disability parking bays need to be installed across from the existing two near the entrance to the Aquatic Centre.</p> <p>Other area of concern is with the speed of motorist in the car park area and June has suggested that a speed hump be installed to stop people driving too fast. A sign to be installed indicating the speed limit in the carpark areas and the consideration for the inclusion of a pedestrian crossing.</p> <p>Council's Assets Officer, Paul Bezzina had inspected the carpark area and advised the committee that there are currently six disability parking spaces in the carpark area with a disability access ramp near the entrance to the Aquatic Centre. Australian Standards states that there to be two disability parking spaces to every four standard parking spaces. The committee agreed that there are sufficient disability parking spaces available in accordance with the Australian Standards requirements.</p> <p>Transport for NSW, David Vant mentioned that regarding speeding of motorist in the carpark area, Council could place traffic counters to collect the data around the number of speeding vehicles and to record the speed they are travelling.</p> <p>Requirement for a pedestrian crossing will also come down to the data collected from the traffic counters. David Vant informed the committee for the volume of traffic in the area would not warrant a pedestrian crossing, the suggestion for speed humps would be up to Council to decide.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> That traffic counters be placed in the Aquatic Centre carpark to identify the speed of vehicles.

	<ul style="list-style-type: none"> That correspondence be forwarded to the respondent advising of the committee decisions and inform that the area does not warrant the installation of a pedestrian crossing and that none of the area will qualify for a speed zone reduction. <p>Moved by: Codie Howard Second by: Paul Bezzina</p>
July 2022	The Disabled Parking has been installed in the Aquatic Centre Car Park. The line marking of the parking bays will be completed in August 2022 when the line markers are in town. The committee were informed that the traffic counters have not yet been installed as the counter need new batteries and when the batteries have been received by Council, the traffic counter will be placed to collect the required data for the committee.
August 2022	The committee were advised that disability stencils for line marking and hatching in the carpark adjacent to the Aquatic Centre will be completed from the 8-10 September 2022.
Date	Item Details
June 2022	Traffic concerns at Rainbow Preschool and Patton Lane – Nicole Delbridge (Director)
Item No.	425.6.1
EDRMS No.	D22/27012
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Completed
Date	Committee Recommendation/s
July 2022	<ul style="list-style-type: none"> Speak with director of Rainbow about parking arrangement, specifically about the angle parking to see if they have any issues if the lane way was to be changed to one way traffic. The residents in the area to be spoken with to seek clarification and determine what they want in the lane way.
August 2022	<ul style="list-style-type: none"> That the Director of the Preschool be approached to seek clarification of the issue that she has raised followed by a letter box drop being delivered to the residents in the area for feedback.
Action Date	Running Actions
June 2022	That that line marking be installed by Council and a possible option would be for the to be changed to one-way to slow traffic. Codie will follow up and provide the committee an update at the next committee meeting.

	That the lane be inspected by Council's Asset Officer.
July 2022	<p>An inspection of the area has identified that there is currently 45-degree angle parking for patrons and parents of students attending the Rainbow Preschool.</p> <p>It has been raised those residents that live in the area are having issues with space in Patton Lane with the number of cars parking in this section of the lane.</p> <p>It was suggested to change the lane way to one-way. There is currently line marking but no parking signage. For this reason, motorist is parking where they want. Make the lane one way traffic from a dedicated entry point in Victoria Street from Patron Street through to Rainbow Preschool.</p> <p>Another option would be installing 'No Parking' signs in the problem areas in Patton Lane, where the vehicles park. Historically the 45-degree angle parking was installed to allow for more parking for patrons of the preschool. It has been identified that the angle parking does not allow enough space for the lane way to be two-way traffic.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Speak with director of Rainbow about parking arrangement, specifically about the angle parking to see if they have any issues if the lane way was to be changed to one way traffic. • The residents in the area to be spoken with to seek clarification and determine what they want in the lane way. <p>Moved: Peter Beven Second: Jenene House</p> <p>Suggestion raised to block or discourage use of the vacant block as an entry point to the laneway. Council will check the details around the vacant block.</p> <p>Suggestion for a site inspection of the area if the matter warrants.</p>
August 2022	<p>It was determined by the committee that further action is required before a decision can be made by the committee.</p> <p>Recommendations:</p> <p><i>That the Director of the Preschool be approached to seek clarification of the issue that she has raised followed by a letter box drop being delivered to the residents in the area for feedback.</i></p>
Date	Item Details
July 2022	Road Closure Application – Broken Heel Festival Main Street (Argent Street) Parade Event – Esther La Rovere
Item No.	426.6.1
EDRMS No.	D22/31329
CRM No.	N/A

Responsible Officer	Codie Howard
Current Status	Completed
Date	Committee Recommendation/s
July 2022	<i>That the temporary road closure of Argent Street for the Broken Heel Festival's Main Street Parade on Saturday, 10 September 2022, be approved in principle, on the condition that an updated Traffic Control Plan is received by Council prior to the event.</i>
Action Date	Running Actions
July 2022	<p>The Local Traffic Committee has received an application and traffic control plan with a proposal to close Argent Street, between Sulphide and Oxide Street for the Broken Heel Festival Main Street Parade on Saturday, 10 September 2022.</p>  <p>The following matters were identified by Transport for the NSW, Jenene House following the meeting:</p> <ul style="list-style-type: none"> • Outdated TCAWS Manual Version 5, July 2018 is used – please update TGS to reflect latest manual. • Please ensure current Public Liability Insurance document for > \$20,000,000.00 is received (I am unable to access through the Agenda). • Please ensure copy of notification letter and advertisement is received. <p>The committee have reviewed the traffic control plan for the closure of Argent Street and have agreed with the arrangements advised.</p> <p>Recommendation:</p> <p><i>That the temporary road closure of Argent Street for the Broken Heel Festival's Main Street Parade on Saturday, 10 September 2022, be approved in principle, on the condition that an updated Traffic Control Plan is received by Council prior to the event.</i></p> <p>Moved: Codie Howard Second: Paul Bezzina All in favor</p>

August 2022	<p>The committee were advised that Council had adopted the committee's recommendation for the Traffic Control Plans be approved in principle for the Road Closure applications for the Broken Heel Festival at the Council meeting held on Wednesday, 27 July 2022.</p> <p>Council's Chief Assets and Project Officer, Codie Howard will upgrade and provide Esther from the Palace Hotel the relevant Traffic Control Plans.</p> <p>No further action required by the Local Traffic Committee in relation to this matter.</p>
Date	Item Details
July 2022	Road Closure Application – Broken Heel Festival Event at the Palace Hotel – Esther La Rovere
Item No.	426.6.2
EDRMS No.	D22/31331
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Pending
Date	Committee Recommendation/s
July 2022	<i>That the temporary road closure of Sulphide Street, between Argent and Crystal Lane and sections of Argent Street and Crystal Lane for the Broken Heel Festival's Event at the Palace Hotel from Wednesday, 7 September to Tuesday, 13 September 2022 be approved in principle, on the condition that the fencing adjacent to Far West Auto does not encroach onto the nature strip, so that customers can view new cars at the dealership and that an updated Traffic Control Plan is received by Council in accordance with Transport for NSW's signage requirements prior to the event.</i>
Action Date	Running Actions
July 2022	The Local Traffic Committee has received an application and traffic control plan with a proposal to close section of Sulphide Street, Argent Street and Crystal Lane for the Broken Heel Festival Event from Thursday, 8 September to Sunday, 11 September 2022.

Traffic Area
Broken Heel Festival 2022
Palace Hotel

Area A & B & D From Wed 7/9/22 - 7am until 10am Tues 13/9
Area C from 10am Fri 9/9/22 thru 10am Mon 12/9/22
Area A = Pedestrian Walkway - 1 side (south) bounded by Festival Fence
Area A/B (Blue) N/S: Included parking spaces & BUs Stop
Area D - allows for 1 way access to turn right into Crystal Lane & access to Barrier Crash Repairs
Access pathway (not marked) to Elders Insurance mon-Fri 8am - 5pm

The following matters were identified by Transport for the NSW, Jenene House following the meeting:

- Outdated TCAWS Manual Version 5, July 2018 is used – please update TCP to reflect latest manual.
- Under TCAWS Transport for NSW does not accept the Australian Standard 'NO LEFT TURN / NO RIGHT TURN'. TfNSW use the TfNSW design R2-6N shown below.
- 'ROAD CLOSED AHEAD' should be used at Crystal Lane instead of 'ROAD CLOSED'.

Recommendations:

That the temporary road closure of Sulphide Street, between Argent and Crystal Lane and sections of Argent Street and Crystal Lane for the Broken Heel Festival's Event at the Palace Hotel from Wednesday, 7 September to Tuesday, 13 September 2022 be approved in principle, on the condition that the fencing adjacent to Far West Auto does not encroach onto the nature strip, so that customers can view new cars at the dealership and that an updated Traffic Control Plan is received by Council in accordance with Transport for NSW's signage requirements prior to the event.

Moved: Codie Howard

	<p><i>Second: Paul Bezzina</i></p> <p><i>All in favor</i></p>
August 2022	<p>The committee were advised that Council had adopted the committee's recommendation for the Traffic Control Plans be approved in principle for the Road Closure applications for the Broken Heel Festival at the Council meeting held on Wednesday, 27 July 2022.</p> <p>Council's Chief Assets and Project Officer, Codie Howard will upgrade and provide Esther from the Palace Hotel the relevant Traffic Control Plans.</p> <p>No further action required by the Local Traffic Committee in relation to this matter.</p>
Date	Item Details
August 2022	Traffic and Pedestrian Safety Concerns, Blende Street for residents of Con Crowley Village – Ron Jeffrey
Item No.	427.6.1
EDRMS No.	D22/34844 and D22/345053
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Pending
Date	Committee Recommendation/s
August 2022	<ul style="list-style-type: none"> • <i>That traffic counter/classifiers data be collected to determine the speed of vehicle travelling along Blende Street between the two roundabouts.</i> • <i>That the bus company be consulted to see if they have issues with the Bus Stop being relocated to an area outside of the Con Crowley Village gates further along Blende Street.</i>
Action Date	Running Actions
August 2022	<p>Council's Chief Assets and Projects Officer, Codie Howard met with Ron Jeffery from Con Crowley Village on Thursday, 28 July 2022 to discuss his complaint.</p> <p>Mr Jeffery expressed his concerns with the elderly residents not being able to cross Blende Street safely from their residence to the Coles Shopping Complex.</p> <p>Jeffery would like a traffic light crossing or something similar implemented in the middle of Blende Street to allow safe passage across the street.</p> <p>Codie explained that there are traffic blisters near the roundabout at Gossan Street in place for this reason. Ron mentioned that cars approaching the roundabout are turning left out of Gossan Street are taking the corner very quickly. During this time Codie witnessed this complaint when a car had turned the corner too fast.</p>

	<p>There are currently traffic counters in this area, that have been placed for a separate reason. Council can use the data collected to help with further investigation.</p> <p>Transport for NSW, David Vant explained that there would be certain standard that would be required to warrant a crossing.</p> <p>The gate at the Con Crowley Village is located near the main hall and residents are crossing the road at this point and not crossing at the blister near the roundabout</p> <p>Jeffery has also requested that the bus shelter on the corner of Galena and Blende Streets be relocated.</p> <p>– these issues can be reviewed and considered by the committee. If the bus stop can be moved could be moved near the hall for village.</p> <p>This 'Bus Stop' was in place before the perimeter fencing was installed at Con Crowley Village. Consultation will be required with the bus company before any decisions are made by the committee.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • That traffic counter/classifiers data be collected to determine the speed of vehicles travelling along Blende Street between the two roundabouts. • That the bus company be consulted to see if they have issues with the Bus Stop being relocated to an area outside of the Con Crowley Village gates further along Blende Street.
Date	Item Details
August 2022	LTC Feedback – Item No. 416.6.1 – Request to remove school zone signage on the resident's side of Union Street following Council trial – Jane Weekes
Item No.	427.6.2
EDRMS No.	D22/39545
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Completed
Date	Committee Recommendation/s
Action Date	Running Actions
August 2022	Jane Weekes resident from Union Street has provided a response to the committee letter box drop. They request that the signage be permanently removed, as they have had no trouble with people parking in front of their house at drop off and pickup times in school hours.

	<p>Being a house with no front yard access to parking and being shift workers who come and go at various hours and 4 cars on the property with only parking space for two in the shed, we find it as rate payers we should have the right to park out the front of our property without fear of getting fined, I'm sure if you came home from work with several heavy bags at 3am you wouldn't want to have to walk from lodide street to home and in this day and age of so many cars and houses being broken into its also a security issue.</p> <p>Therefore, we vote for the permanent removal of these signs and poles.</p>
Date	Item Details
August 2022	LTC Feedback – Item No. 416.6.1 – Request to remove school zone signage on the resident's side of Union Street following Council trial – Greg Gaiter
Item No.	427.6.3
EDRMS No.	D22/39546
CRM No.	N/A
Responsible Officer	Codie Howard
Current Status	Completed
Date	Committee Recommendation/s
Action Date	Running Actions
August 2022	<p>Mr Greg Gaiter the resident at 466 Union has provided a response to the committee advising that he would like the school zone signs to permanently be removed, being that Greg had received three parking fines for parking outside of his own house when the signs were up.</p> <p>Greg explained that it's a great idea to leave the signs down as there has been very little traffic when school drop off and pickups have occurred.</p> <p>Parents picking up their children from the Morgan Street Public School are parking mainly in Morgan Street and are walking to the gates to meet their children.</p>

427.10 Next Meeting Date – Tuesday, 6 September 2022

427.11 Meeting Closed – 3.15pm

Next meeting to be held in the Ground Floor Meeting Room.

WORKS COMMITTEE

August 12, 2022

ITEM 6BROKEN HILL CITY COUNCIL REPORT NO. 189/22

SUBJECT: MINUTES OF THE E.P. O'NEILL MEMORIAL PARK
REDEVELOPMENT PROJECT STEERING GROUP MEETING
HELD 16 JUNE 2022 AND SITE VISIT HELD 17 JUNE 2022
D22/42401

Recommendation

1. That Broken Hill City Council Report No. 189/22 dated August 12, 2022, be received.
2. That the minutes of the E.P. O'Neill Memorial Park Project Steering Group meeting held on 16 June 2022 be noted
3. That the minutes of the E.P. O'Neill Memorial Park Site Visit held on 17 June 2022 be noted

Executive Summary:

The Broken Hill E.P. O'Neill Memorial Oval is situated in the center of Broken Hill and is the City's multi-purpose outdoor sporting venue, catering for soccer, netball, tennis, and cricket. Historically, it has also catered for softball and junior hockey.

For many years, the community has called on Council to upgrade the facilities. In June 2020, following Council's budgetary commitment supported through a low cost interest loan from NSW T-Corp; Council engaged Environmental Partnership (NSW) Pty Ltd to undertake consultation and assessment of the current site and provide a concept design and preliminary costings to achieve Council's overall vision for this site.

The concept design and preliminary costings were supported by a grant funding application, of which Council successfully obtained funding through the Resources for Regions Program to a total value of \$1,993,583.00 to contribute to the completion of Stage One of the project.

In May 2021, to further progress the project, Council engaged Public Works Advisory to Project Manage both the Design and Construction Tenders, and in November 2021 Council Awarded the Tender for Design of E.P. O'Neill Memorial Park Redevelopment Project to Barnson Pty Ltd.

The redevelopment project will be completed in stages and each stage will be dependent upon successful grant funding.

Report:

To ensure strong project governance throughout the duration of the project, at the Ordinary Council meeting held on 26 May 2022, Council endorsed a Governance Framework for the project through the creation of and appointment of members to a Project Steering Group (PSG), complete with a Terms of Reference for the PSG.

The inaugural meeting of the PSG was held on Thursday 16 June 2022, at which Barnson Pty Ltd presented the PSG with a brief of preliminary site works and draft designs completed to date. On Friday 17 June 2022, the PSG members were invited to attend a site visit to E.P.

O'Neill Memorial Park with representatives from Council, Public Works Advisory and Barnson Pty Ltd.

This report is to provide the Works Committee with a copy of the minutes from both the PSG meeting and site visit.

Community Engagement:

The PSG has been created to provide the appropriate community engagement and governance throughout the project. The adopted Terms of Reference detail the membership requirements for the PSG.

Membership is to consist of the following:

- Minimum of three (3) Councillor Representatives – Mayor and Deputy Mayor and one Councillor (with proposed alternates).
- One (1) Project Director – General Manager (BHCC).
- One (1) representative from the Disability Inclusion Action Plan Monitoring Group.
- One (1) representative from the Broken Hill Soccer Association.
- One (1) representative from the Broken Hill Tennis Association Inc.
- One (1) representative from the Broken Hill Netball Association.
- One (1) representative from the Barrier District Cricket League.
- One (1) Community Engagement representative – Manager Communications (BHCC).
- One (1) Project Management – Group Manager Infrastructure and Projects (BHCC).
- One (1) Council Contact Officer – Project Officer (BHCC).

There were no previous nominations received for one (1) representative each from the Broken Hill Aboriginal Community Working Party or youth representative. The PSG will continue to seek appropriate membership.

Strategic Direction:

Key Direction:	1	Our Community
Objective:	1.6	Our health and wellbeing ensure that we live life to the full
Strategy:	1.6.2	Develop Council assets to promote outdoor recreation, exercise, and mobility for families

Relevant Legislation:

Local Government Act 1993

Financial Implications:

Nil financial implications of the administration of the PSG.

Stage One of the project has a total cost of \$6,837,408.80 and is funded via Council Contribution of \$4,843,825.80 and NSW Government funding through the Resources for Regions Program to a total value of \$1,993,583.00.

Attachments

1. [↓](#) E.P. O'Neill Memorial Park Redevelopment PSG - Minutes - 16.06.2022
2. [↓](#) E.P. O'Neill Memorial Park Redevelopment Site Visit Notes - 17.06.2022

CODIE HOWARD
CHIEF ASSETS AND PROJECTS OFFICER

JAY NANKIVELL
GENERAL MANAGER

**MINIUTES OF THE E.P. O'NEILL MEMORIAL PARK REDEVELOPMENT
PROJECT STEERING GROUP MEETING – 16.06.2022**

MEETING DETAILS

Facilitator	Mayor Tom Kennedy – Mayor
Minutes	Rebecca McLaughlin – Projects Officer
Meeting Venue	Broken Hill Civic Centre – First Floor Conference Room
Meeting Date	Thursday, 16 June 2022
Meeting Start Time	4:00pm
Meeting End Time	5:30pm

ATTENDANCE REGISTER

Role	Section	Name
Chair	Mayor	Mayor Tom Kennedy
Council	Councillor	Deputy Mayor Jim Hickey
Project Sponsor	BHCC General Manager	Jay Nankivell
Council Contact Officer	BHCC Projects Officer	Rebecca McLaughlin
Communications	BHCC Manager Communications	Darrin Manuel
Special Invite	BHCC Asset Planner Parks & Open Spaces	Jarred Paull
Project Manager – External	NSW Public Works	<ul style="list-style-type: none"> Paul Theoharidis Zade Thompson
Design Consultants	Barnson Pty Ltd	<ul style="list-style-type: none"> Ben Pilon (Project Manager) Diarmuid O'Shea (Architect) Kirk Gleeson (Traffic Engineer – attended via MS Teams)
Project Steering Group	Disability Inclusion Action Plan Monitoring Group	Michael McKee
Project Steering Group	Broken Hill Soccer Association	Anita Hoysted
Project Steering Group	Broken Hill Tennis Association Inc.	Jack Woods
Project Steering Group	Broken Hill Netball Association	Leah Carr
Project Steering Group	Barrier District Cricket League	Peter Johnston

AGENDA

Item	Objective	Discussion Led By
1	Welcome	Chair
2	Apologies	Chair
3	Project Steering Group overview – establishment & vacant positions	Chair
4	Project Update & Presentation from Design Consultant	Ben Pilon
5	General Discussion & Questions	All members
6	Next Steps	Paul Theoharidis & Rebecca McLaughlin
7	Meeting Close	Mayor Kennedy

1. **Welcome**

2. **Apologies**

- Councillor Jewitt
- Project Manager BHCC - Chief Assets & Projects Officer, Codie Howard

3. **Project Steering Group overview - establishment & vacant positions**

*Please note this was noted on the agenda distributed, but not discussed at the meeting.
Retained in minutes for PSG background information.*

- The Project Steering Group (PSG) has been established to provide guidance to the E.P. O'Neill Memorial Park Redevelopment Project
- Group members were appointed to the PSG at the Council Meeting held on 25 May 2022.
- There are two positions noted in the Terms of Reference that remain vacant:
 - Broken Hill Aboriginal Community Working Party – no nomination received
 - Youth Representative – PSG to discuss appropriate appointment. E.g.:
 - A sporting member from one of the PSG related clubs
 - NSW Government "Youth" definition is a person between the ages of 12-24
 - A Youth Council is being established in Broken Hill, though only in the research phase at this stage.
 - Nominations have been called for a 355 Youth Committee, facilitated by Council, all members aged 18 years plus.

4. **Project Update & Presentation from Design Consultant**

Key Points from presentation:

Introduction – Ben Pilon, Barnson:

- Primary purpose today is to introduce Barnson to PSG
- Barnson currently working towards 50% design package
- Hoping to have 50% design package available for distribution to PSG within next fortnight
- This is a crucial time for feedback prior to proceeding to 75% design package (importance reiterated by Mayor Kennedy)
- Will proceed to 75% design package following the initial feedback and will return to present package in person to PSG
- Concept Design – Overall precinct:
 - 3D imagery presented to reflect entry points
 - Showed overall plan for site – netball, cricket, soccer, and tennis
 - Grand entrance for precinct – landscape, avenue of trees, palms trees to frame entry
- Concept Design presentation include overview of changes included: landscaping, additional turning spaces for peak traffic periods, direct connection between netball and cricket, additional entry/exit point for netball carpark, painted roundabout (not a full roundabout, painted on ground only to assist with traffic flow), Linemarking, signage, connections between all buildings, defined car parks, netball court increase from 10 to 12, playground / recreational area moved

to a central hub, retaining existing buildings, realigned existing soccer bridge crossing for pedestrians and emergency vehicle access.

- Planting palette presented. Aiming to include warm autumn colour palette, as well as including Council approved species.
- Landscape palette presented – examples of colour pallets and style shown - signage, Corten steel look, wayfinding signs, Exeloo public amenities, fencing styles, pathways, pedestrian double accessible path system.
- Furniture & Fixtures pallet presented. Colours and designs to compliment the signage presented. Tiered seating on Don Campbell Hill (Norm Fox), trees, bins, benches, shelters, BBQ (accessible), drinking fountains (accessible). Timber or timber look material.
- Recreational / Play space presented. Relocated this to a centralised area. Fitness nodes are scattered around the whole site also. Natural look style play equipment.

Civil / Stormwater Approach – Diarmaid O’Shea, Barnson:

- Discussed existing site drainage.
- Changes made include realigning the existing channel next to Netball for the reconfiguration of the courts.
- Drainage to Norm Fox discussed - improvements include paving of Norm Fox carpark.
- Netball car park upgrades.
- V drain to be installed in Netball carparks to redirect to a pit and then to the main draining.
- Tennis and Soccer site levels and drainage areas are least changed. Maintaining existing flow levels and flow paths at soccer.
- Potential cost savings could be to retain soccer and tennis carparks as in good condition, and possibly only line mark and landscape for definition. (Mayor Kennedy and Jack Woods confirmed carpark condition as good).

Sport Eng – Sport Specific Information – Ben Pilon, Barnson:

- Netball:
 - Increasing netball courts from 10 to 12.
 - Biggest feedback requested from Netball Association will be the court coverage. Association confirmed “rebound” is preferred, same as Netball SA Stadium.
 - Surface will be a cost decision for Council. Cost options for both asphalt and concrete bases will be provided in design.
 - Mayor Kennedy and Leah Carr discussed Netball Association long term goal of enclosing two courts for indoor play – Barnson will incorporate long term planning as best as possible in design. Preference of Association would be centre courts adjacent to Club Rooms.
 - A grated drain will run through centre of courts for drainage.
 - Lighting design will be provided.
- Norm Fox Oval:
 - Discussed irrigation and turf surface upgrades.
 - Peter Johnstone mentioned that Norm Fox does not generate revenue and consideration for AFL to be included at this site (goal posts) would be good to assist with generating revenue. Mayor Kennedy discussed that if AFL is going to be considered this needs to be revisited in strategic planning for site. Barnson will try to incorporate AFL as best as they can.

- o Practice wickets discussed.
- o Synthetic pitch included.
- o Better draining included.
- o Feedback on turf species to be provided by Council Parks & Open Spaces Team.

5. General Discussion / Questions

- 5.1. Is there ability to include at least two indoor netball courts, to enable play during dust, lightning, rain, heat, and to include representative games? Will accommodate future planning in design.
- 5.2. Is fencing included? Yes.
- 5.3. Is carparking accessing? Yes.
- 5.4. Is there ambulance access to entire site? Yes. Gates for all fenced court areas can be included.
- 5.5. Are there cricket nets on practice wickets? Yes.
- 5.6. Are there pedestrian linkages / pathways around Norm Fox? Yes.
- 5.7. Is there signage to direction people into the facility? Yes, within the precinct. Additional signage in Wolfram Street and Iodide Street discussed prior and will be incorporated in separate Council traffic planning.
- 5.8. AFL inclusion at Norm Fox, AFL are prepared to pay for supply and install of goal posts. May be unable to include AFL goal posts and ability due to synthetic wicket and play requirements. Mayor Kennedy noted that Rugby and Soccer will be utilising the oval during winter months, so may not be opportunity for AFL also. Barnson will investigate design options.
- 5.9. Security of site questioned for Norm Fox. Lighting will be included in design, along with sports lighting, CCTV as main entry points and car parks, car park lighting etc.
- 5.10. Timeframe of project discussed – Following design finalisation, Development Application required Tender for Construction to be advertised (work will be staged and dependent on funding), impacts on each area discussed. Confirmation provided to Netball Association to continue planning for second season for 2022. Work will not commence until 2023 onwards.
- 5.11. Covering of culverts and importance of discussed. Long standing issue in Broken Hill.
- 5.12. Mayor Kennedy noted that Council is working with NSW Disability Sports Australia to include accessible sport play options for people with disability, not just site access. Mike also discussed various options being investigated, such as blind cricket.
- 5.13. Northern side of tennis courts discussed, currently a draining channel. This is out of scope. Jack asked further about tennis car park draining, and Barnson spoke of design.
- 5.14. Question if storm water can be retained for watering. This has been discussed prior. This would be quite costly due to civil works required and no suitable / available location to store water.
- 5.15. CCTV for Netball courts and clubrooms questioned – Sub consultant electrical engineer engaged to incorporate hot spots in design.
- 5.16. Can cabling for a PA system be included for Netball. Yes.
- 5.17. Can shade sails be included in front of shed at netball for social area / BBQ? Yes.
- 5.18. Is the BBQ area included for community use? Yes, if Clubs would like own BBQ areas, please include this in feedback.
- 5.19. Are solar panels included at netball? No. Mayor Kennedy spoke of future project where Council will provide all Council owned buildings with solar panels.
- 5.20. Turf surface options for Norm Fox to be discussed internally at Council.
- 5.21. Can cricket practice wickets be increased to include 4 wickets? No. Sporteng found it difficult to include space for 2 nets, so this will not be possible to increase.
- 5.22. Will cricket practice wickets be locked at all times? No, they will be always accessible to all. Mayor Kennedy noted enclosed nets to avoid balls being hit out.

- 5.23. Soccer female change facilities discussed. Junior soccer area is not to be retained long term as this is where the change facilities have been discussed. This is outside of project scope and will be investigated under a separate Council project. Barnson have noted that junior area is not to be retained and will design around this.

6. Next Steps

- PSG members to provide feedback from this meeting to Council's Contact Officer, Rebecca McLaughlin, by COB Friday 24 June 2022.
- Following submission of 50% design to Council, this will be distributed to the PSG for feedback.

7. Meeting Close

- There being no further business the Chair closed the meeting at 5.30pm.

Please note this was noted on the agenda distributed, but not discussed during the meeting. Mayor Kennedy, Council's General Manager and Council's Contact Officer briefly discussed and confirmed the following action. Documented in minutes for PSG information.

- There are two positions noted in the Terms of Reference that remain vacant:
 - Broken Hill Aboriginal Community Working Party – no nomination received. Mayor Kennedy will speak with his contacts and invite a suitable member.
 - Youth Representative – Council's Contact Officer will contact each club and invite a youth representative, aged between 12-24, to nominate to the PSG – Tennis, Netball, Cricket and Soccer.

NEXT MEETING – TBC

E.P. O'Neill Memorial Park Redevelopment Site Visit Notes - 17.06.2022

Meeting Details	
Date & Time	10am on Friday, 17.06.2022
Location	E.P. O'Neill Memorial Park
Attendees	<ul style="list-style-type: none"> • Rebecca McLaughlin - BHCC • Jarred Paull - BHCC • Paul Theoharidis - PWA • Zade Thompson - PWA • Ben Pilon - Barnson • Diarmaid O'Shea - Barnson • Michael McKee – PSG (Disability Inclusion Action Plan Monitoring Group) • Jack Woods – PSG (Broken Hill Tennis Association Inc.) • Leah Carr - PSG (Broken Hill Netball Association)

Meeting Notes
<ul style="list-style-type: none"> • Everyone met at the Netball Club Rooms, and later walked to Norm Fox and Soccer Complex. • A general discussion was held about the site. • Barnson representatives took notes, photos, and measurements. • Jack asked if tennis lights could be replaced with LED lights. Jarred confirmed there is a separate project for lighting upgrades and a design has been submitted recently. • Jack asked if access will be retained for Tennis Association to access lights via a bucket truck – yes, no change included in this project. • Michael asked about accessible toilets at Norm Fox and noted that consideration for inclusion of amenities at playground area would be needed. Possibility to include a 1 cubicle accessible amenity at playground. • Netball toilets were inspected are non-compliant with accessibility requirements. These will need to be upgraded when upgrading the facility. Rebecca to confirm with Chief Assets & Projects Officer re separate changeroom upgrade funding. • Discussed existing netball facilities in Broken Hill, possibility for Netball Association to relocate temporarily to school-based facilities while upgrades are in progress. • Court marking and goal rings discussed – request to include Fast Five Linemarking. • Drainage discussed due to slope of ground in netball area. Barnson to investigate. • Discussion about including basketball markings, or a multi-use court. Would this be public access or locked, managed by Netball Association, etc. Discussed including 11 netball courts and 1 multi use court. Ended with including the multi-use in the playground space as per original plan. • Discussion around why 12 courts are required, if this is based on representative game requirements etc. number of courts, lighting etc. No reasons for 12 courts being chosen, although Leah will confirm netball requirements. • Norm Fox turf options, including proposed couch, discussed. Jarred confirmed this would be good but would bring greater maintenance and costs with season changes. Kikuyu is preferred. • Discussed tiered seating on Don Campbell Hill at Norm Fox – this is ideal as Parks & Open Spaces are having difficulty in mowing this hill and purchasing equipment that is safe and suitable. Tiered seating with turf between hill and pathway preferred. • Is baseball net to be retained or repaired?

- How will Norm Fox lights impact the houses in Iodide Lane?
- The proposed bridge connecting Netball to Norm Fox will need to be relocated slightly to allow access to clean the pits.
- If including a fence around Norm Fox, a white powder coated aluminium fence (same as Jubilee Oval) would be preferred over a recycled plastic fence.
- Can seating around Norm Fox be moved inwards, closer to the fields, as too far for spectating. Pathway might need to be behind seating to accommodate.
- Soccer car park confirmed on site to be in good condition.
- Soccer shed will need to be relocated to accommodate the new emergency vehicle access bridge. Soccer grounds person onsite confirmed ok with this but would like the shed to have power if relocated to the lower field.

WORKS COMMITTEE

August 11, 2022

ITEM 7

BROKEN HILL CITY COUNCIL REPORT NO. 190/22

SUBJECT: MINUTES OF THE PICTON OVAL SPORTSGROUND
COMMUNITY COMMITTEE ANNUAL GENERAL MEETING HELD
25 JULY 2022 D22/42154

Recommendation

1. That Broken Hill City Council Report No. 190/22 dated August 11, 2022, be received.
2. That minutes of the Picton Oval Sportsground Community Committee Annual General Meeting held 25 July 2022 be received.

Executive Summary:

Council has received minutes of the Picton Oval Sportsground Community Committee Meeting held 25 July 2022 for endorsement by Council.

Report:

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

Accordingly, the Picton Oval Sportsground Community Committee has submitted minutes from its Annual General Meeting held 25 July 2022 for Council’s endorsement.

Community Engagement:

Community representatives’ participation on the Section 355 Picton Oval Sportsground Community Committee.

Strategic Direction:

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

Relevant Legislation:

Section 355 of the *Local Government Act 1993*.
 Picton Oval Sportsground Community Committee operates under Council’s S355 Asset Committee Framework which includes the Section 355 Asset Committee Manual and the Picton Oval Sportsground Community Committee Constitution (both adopted 30 March 2022).

Financial Implications:

Nil

Attachments

1. Minutes of the Picton Oval Sportsground Community Committee Annual General Meeting held 25 July 2022
[↓](#)

CODIE HOWARD
CHIEF ASSETS AND PROJECTS OFFICER

JAY NANKIVELL
GENERAL MANAGER

PICTON OVAL MANAGEMENT COMMITTEE
ANNUAL GENERAL MEETING
MINUTES

MONDAY, 25TH JULY 2022

1. Welcome
2. Present: Noel Hannigan, Paul Adams, Trevor Rynne
3. Apologies: Christine Adams, Dave Gallagher (Councillor)
4. Minutes of last Annual General Meeting: Nil
5. Matters Arising: Nil
6. Chairperson's Report: Presented by Noel Hannigan
Noel acknowledged Paul Adam's work as caretaker over the past few years. He thanked Trevor Rynne for his work as Secretary. Noel also acknowledged the work of all committee members who had served on the committee over the past few years.

COVID-19 has been the biggest issue over the past few years which has impacted the use of the oval as well as developing protocols for cleaning of toilets, bins and the erection of signage.

Mowing and the support of other Council services has kept the oval in good condition. Drainage along Morgan Street has been completed. Installation of new tanks has almost been completed. Still an issue that it's not pumping water for spraying and leaks.

Long Jump will need to be repaired and addressed by Council due to contractors installing the tanks drove over the pit.

Hand dryers were installed in both toilets.

Work still outstanding includes the removal and replacement of the hot water system, leak in the ladies' toilet and painting of the grandstand
7. Financial Report:
Cheque Account (11/7/2022): \$20 870.89
Term Deposit: \$26 168.41

Outstanding Accounts:
Origin Electricity - \$222.17
8. Election of Office Bearers:
Chairperson:
Nominated: Noel Hannigan Moved: Paul Adamms Seconded: Trevor Rynne

Secretary:

Nominated: Trevor Rynne Moved: Noel Hannigan Seconded: Paul Adams

Treasurer:

Nominated: Noel Hannigan Moved: Paul Adams Seconded: Trevor Rynne

Caretaker:

Nominated: Paul Adams Moved: Noel Hannigan Seconded: Trevor Rynne

9. General Business:

9.1 Long Jump Pit – Noel to meet with Council regarding repairs. Trevor to contact PSSA to inform them that it is still not usable.

9.2 S355 Asset Manual – Copy to be sent to all Committee members by email.

9.3 S355 Advisory Manual - Copy to be sent to all Committee members by email.

9.4 Picton Oval Committee's Constitution adopted 30th March 2022 - Copy to be sent to all Committee members by email.

9.5 Meetings to be scheduled and held every second Monday of the month unless advised.

10. Any other General Business

10.1 Loaned old ride on mower to Memorial Oval as a purchase to buy. Payment of \$500.00 has not been received at this stage.

10.2 Chris, Paul and Noel attended BHCC S355 Committee training session.

10.3 Wooden signage on Kaolin Street has been broken and will require repairs or replacement.

10.4 Oval has not been watered since tanks have been replaced due to pumping/electrical issues.

Next Meeting: Monday, 12th September 2022.

WORKS COMMITTEE

July 7, 2022

ITEM 8**BROKEN HILL CITY COUNCIL REPORT NO. 191/22**

SUBJECT: **MINUTES OF THE MEMORIAL OVAL COMMUNITY COMMITTEE MEETING HELD 24 MAY 2022, 7 JUNE 2022 AND 5 JULY 2022**
D22/35507

Recommendation

1. That Broken Hill City Council Report No. 191/22 dated July 7, 2022, be received.
2. That minutes of the Memorial Oval Community Committee Annual General Meeting held 24 May 2022 be noted.
3. That minutes of the Memorial Oval Community Committee Meeting held 7 June 2022 be received.
4. That the minutes of the Memorial Oval Community Committee Annual General Meeting held 5 July 2022 be received.

Executive Summary:

Council has received three sets of minutes from the Memorial Oval Community Committee for meetings held 24 May 2022, 7 June 2022 and 5 July 2022.

The Memorial Oval Committee Meeting held their Annual General Meeting on 24 May 2022 to elect their executive positions. Due to this meeting being held during the caretaker period, the Committee Executive positions are not valid and the Committee was requested to hold another election of their Executive positions once additional community representatives had been appointed to the Committee by Council resolution.

A General Meeting of the Memorial Oval Community Committee was held 7 June 2022 and the minutes are now presented to Council for endorsement.

A follow-up Annual General Meeting was held 5 July 2022 to elect the Committee Executive Positions and the minutes are now presented to Council for endorsement.

Report:

As per Council's Section 355 Asset Committee Framework Manual and the Constitution of the Memorial Oval Community Committee (both adopted March 30, 2022 Minute Number 46795), the Committee is required to provide Council with a copy of their meeting minutes following each Committee meeting.

Accordingly, the Memorial Oval Community Committee has submitted minutes from its Committee Meetings held 24 May 2022, 7 June 2022 and 5 July 2022 for Council's endorsement.

Community Engagement:

Nil.

Strategic Direction:

Key Direction:	1	Our Community
Objective:	1.5	Our built environment supports our quality of life
Strategy:	1.5.3	Ensure service levels and asset conditions are commensurate with community expectations

Relevant Legislation:

The Memorial Oval Community Committee operates under Council's S355 Asset Committee Framework Manual and Standard Constitution and the *Local Government Act, 1993* (Section 355).

Financial Implications:

Nil.

Attachments

1. Minutes of the Memorial Oval Committee Annual General Meeting held 24 May 2022
[↓](#)
2. Minutes of the Memorial Oval Committee Meeting held 7 June 2022
[↓](#)
3. Minutes of the Memorial Oval Committee Meeting held 5 July 2022
[↓](#)

CODIE HOWARD
CHIEF ASSETS AND PROJECTS OFFICER

JAY NANKIVELL
GENERAL MANAGER

MEMORIAL OVAL COMMUNITY COMMITTEE.

**Annual General Meeting:
24 May 2022**

Date	24/05/2022	Time Meeting opened: 6.30	Time Meeting closed: 7.21
Location	Silver City Show Office – Memorial Oval.		
	Bruce McIntosh, Alan Titcombe, David Gallagher, Jarred Paull, Jody Whitehair, Jane Hulbert, Tanya Martin, Chris May		
Absent	Central Football Club		
Apologies			

AGENDA	MOVED BY	SECONDED
Welcome: Dave Gallagher welcomed everyone and opened the meeting at 6:30.		
Dave Gallagher advised that there was a resolution passed by Council that Councillors be chair of 355 committees		
<u>Business Arising from previous minutes</u> No previous minutes available		
<u>Correspondence:</u> Be presented as read		
Appointment of Executive positions President: Dave Gallagher Vice President: unfilled Treasurer: Jody Whitehair acting until filled Secretary: Jody Whitehair Caretaker: Bruce McIntosh and Silver City Show representative Committee: Broken Hill City Council – Jarrod Paull BH Harness Racing Club – Jane Hulbert/Tracey Robinson Dog Club – Tania Martyn/Chris May Central Football Club – Layne Ralph Silver City Show – Bruce McIntosh Community Representative – Alan Titcombe All voted in unopposed. Meeting closed 6:40		

AGENDA	MOVED BY	SECONDED
<p><u>MOCC General Meeting</u> <u>General Business:</u></p> <ul style="list-style-type: none"> Resolution moved that Ray Steer and Dennis Cetinich be removed as signatories and Jody Whitehair, Bruce McIntosh and Dave Gallagher be added. Bruce spoke about paying for fuel for caretakers' vehicle, oils and lawnmowers etc at his expense. Bruce to be reimbursed for costs once cheque book has new signatures. Send letter to Council to request that caretaker's vehicle be added to fleet for registration and expenses purposes. Jarrod advised of Ben Fraser GHD visit to oval on 6 June and asked that one person from oval users committee to attend to discuss assets etc. Jarrod advised his contact with Nathan Jones from Army visiting and using the MO facilities. Letter tabled. Dog show – Tania Martyn - President Positive feedback was received from the exhibitors, saying that the Council should be commended as the lawn was the best that they have had a show on. Request was made that the possibility of more taps be made available. BHHRC – Jane Hulbert – secretary Parade ring lights still to be updated, pointing out that it's a WHS issue due to the lack of visibility and job number #2242 Swab room door yet to be widened due to WHS as per previous agreement in minutes. Light audit be requested as a standard requirement before next season, this being an ongoing matter over a lengthy period time. 	<p>Chris May</p> <p>Jody Whitehair</p>	<p>Tanya Martyn Carried</p> <p>Alan Titcombe Carried</p>
<p><u>Next Meeting:</u> Tuesday 7 June 2022 at Silver City Show office</p>		
<p><u>Meeting Closed;</u> 7:21pm</p>		

MEMORIAL OVAL COMMUNITY COMMITTEE.

GENERAL MEETING:

7 June 2020

Date	07/06/2020	Time Meeting opened: 6.30PM	Time Meeting closed: 7.00PM
Location	Silver City Show Office – Memorial Oval.		
	Dave Gallagher (President), Tracey Robinson, Alan Titcombe, Bruce McIntosh, Chris May, Jody Whitehair, Tanya Martyn.		
Absent	CFC representative		
Apologies	Jarred Paul, Layne Ralph		

AGENDA	MOVED BY	SECONDED
Welcome: The Chairman David Gallagher thanked the members for attending and opened the Meeting at 6.30.		
Confirmation of previous Minutes: Minutes be adopted as per previous meeting	David Gallagher.	Tanya Martyn. Carried
Business Arising from previous minutes Email from Grant Adams of Harness Racing dated 3/12/2019 regarding the entry door of swab stable needing to be widened to meet standards and comply with WHS		
Correspondence tabled: Silver City Kennel Club dates for next year being from 25 May til 10 am 29 May 2023 and request to allow access from 24 May 2022; Works order presented to Dave Gallagher for repair of lights in the parade ring. Email from Jarred Paul regarding	Jody Whitehair	Tanya Martyn Carried
Annual Financial Report; Bank Balance January 2020: Nil available at this stage. Debtors: Accounts paid via cheque Origin Energy: \$3853.49 (power supply) paid 19 May 2022 #437259 GTE: \$2051.50 paid 19 May 2022 #437260 for clearing of water damage to entry etc Elgas: \$437261 (gas supply) paid 19 May 2022 # 437261 for Broken Hill Supplies: \$679.80 (for toilet paper) #437262		



AGENDA	MOVED BY	SECONDED
<p>General Business:</p> <ul style="list-style-type: none"> Broken Hill Harness Racing Club Considering giving up the bar during the off season due to the fridges breaking down and expensive to replace. Tracey will advise at the next meeting. A discussion was had regarding MOCC pricing new fridges for the bar and the feasibility of that. Silver City Kennel Club Tanya provided a 'wish list' and spoke about the benefit to the kennel club if there was power available on the oval the allow judges etc to use their equipment during the show. <ul style="list-style-type: none"> It was agreed that moving forward, meetings to start at 6pm instead of 6:30 during winter. 	T Martyn	D Gallagher Carried
<p>Next Meeting: 6 pm Tuesday 5 July 2022 at Silver City Show office</p>		
<p>Meeting Closed; 7:00pm</p>		

MEMORIAL OVAL COMMUNITY COMMITTEE.

GENERAL MEETING:

5 July 2022

Date	05/07/2020	Time Meeting opened: 6.00PM	Time Meeting closed: 6.50 PM
Location	Silver City Show Office – Memorial Oval.		
	Dave Gallagher (President), Alan Titcombe via phone, Bruce McIntosh, Chris May, Jody Whitehair, Tanya Martyn.		
Absent	CFC representative		
Apologies	Jarred Paul		

AGENDA	MOVED BY	SECONDED
Welcome: The Chairman David Gallagher thanked the members for attending and opened the Meeting at 6.00		
Confirmation of previous Minutes: Minutes be adopted as per previous meeting	David Gallagher.	Tanya Martyn. Carried
Business Arising from previous minutes Minutes from 24 May be adopted as 7 June.	Chris	Alan Carried
Correspondence tabled: <ul style="list-style-type: none"> Email from Tracey Robinson regarding fridge quotes. Local Land Services Benjamin Star re consider placing an aerial at MO for broadcasting in return for \$10,000 promotional airtime. 	Tanya Martyn	Chris May Carried
Finances: Accounts paid: Caretaker reimbursement for running costs from November 2021 @ \$1,800 QBE Green slip for caretaker's vehicle, \$383.08 RMS registration for caretaker's vehicle \$826.00 Far West Rural Supplies \$325.00 Home Timber Hardware \$196.29 Blackwood's \$184.01 Cheque signatures have been changed to reflect Caretaker, President and Secretary, no bank statement available.	Jody Whitehair	David Gallagher Carried



AGENDA	MOVED BY	SECONDED
<p>General Business:</p> <ul style="list-style-type: none"> • Jarred suggested a letter to Council for clarification regarding the caretaker's vehicle. • GHD queried the limo's using the pavilion and if Council is aware of it. • Bruce as Silver City Show representative and President to raise issues regarding the Show. • Work Order and Silver City Show be placed on the MOCC agenda as a standing item. • Power cables can not be put under the oval to facilitate outlets due to watering. • Suggestions that Tanya approach RDA for in kind donation for extra wheelie bins etc during their next dog show • Alan Titcombe requested a parking for disabled be allocated for duration of Silver City Show. Jarred to supply Caretaker McIntosh with the template. • BHHRC to submit two quotes for fridges for consideration, to go in the bar as they have been supplying and repairing their own • Photos to be taken of work needed to be done in bar for a work order to be submitted and given to Jarred. 	T Martyn	D Gallagher Carried
<p>Next Meeting. 6 pm Tuesday 2 August 2022 at Memorial Oval office.</p>		
<p>Meeting Closed. 6:50pm</p>		

WORKS COMMITTEE

July 27, 2022

ITEM 9

BROKEN HILL CITY COUNCIL REPORT NO. 192/22

SUBJECT: MINUTES OF THE RIDDIFORD ARBORETUM COMMUNITY COMMITTEE ANNUAL GENERAL MEETING HELD 2 JULY 2022
D22/39170

Recommendation

1. That Broken Hill City Council Report No. 192/22 dated July 27, 2022, be received.
2. That minutes of the Riddiford Arboretum Community Committee Annual General Meeting held 2 July 2022 be received.

Executive Summary:

Council has received minutes of the Riddiford Arboretum Community Committee Meeting held 2 July 2022 for endorsement by Council.

Report:

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

Accordingly, the Riddiford Arboretum Community Committee has submitted minutes from its Annual General Meeting held 2 July 2022 for Council’s endorsement.

Community Engagement:

Community representatives’ participation on the Section 355 Riddiford Arboretum Community Committee.

Strategic Direction:

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

Relevant Legislation:

Section 355 of the *Local Government Act 1993*.
 Riddiford Arboretum Community Committee operates under Council’s S355 Asset Committee Framework which includes the Section 355 Asset Committee Manual and the Riddiford Arboretum Community Committee Constitution (both adopted 30 March 2022).

Financial Implications:

Nil

Attachments

1. Minutes of the Riddiford Arboretum Community Committee Annual General Meeting
[↓](#) Held 2 July 2022

CODIE HOWARD
CHIEF ASSETS AND PROJECTS OFFICER

JAY NANKIVELL
GENERAL MANAGER



MINUTES OF ANNUAL GENERAL MEETING OF
RIDDIFORD ARBORETUM MANAGEMENT COMMITTEE
HELD JULY 2, 2022

Date	02/07/2022	Time Meeting opened: 9.10am	Time Meeting closed: 10.15am
Location	Riddiford Arboretum		
Present	Wayne Lovis (by phone), Marion Browne, Greg Curran, Alison Sutton, Paul Riccard, Jarred Paull (BHCC)		
Apologies	None		
Next Meeting	August 6, 2022		

AGENDA	MOVED BY	SECONDED
<ul style="list-style-type: none"> • Welcome and Apologies. <p><i>Jarred Paull was welcomed by members and thanked for making time to come to the meeting on a Saturday. He explained the new Council process for notifying, prioritising and completing jobs at council assets.</i></p>		
<ul style="list-style-type: none"> • Confirmation of Minutes 		
<ul style="list-style-type: none"> • Matters Arising from the Minutes 		

AGENDA	MOVED BY	SECONDED
<ul style="list-style-type: none"> • Correspondence: <i>List of members of the newly re-formed Riddiford arboretum Committee and notification of information sessions for asset and advisory committees and the procedures in place to re-start committee meetings.</i> 		
<ul style="list-style-type: none"> • Election of officers: <i>As there were no written nominations received, nominations were received from those present. As a result, the following were elected: Wayne Lovis- Chair; Marion Browne -Secretary.</i> 		
<ul style="list-style-type: none"> • Events / Bookings-None 		
<ul style="list-style-type: none"> • General business <ul style="list-style-type: none"> ○ <i>Irrigation hose still leaking on Galena/Pell St corner. This needs a thorough inspection following the change in the fence line made necessary by the new roundabout construction.</i> ○ <i>Discussion about possible fence replacement. Jarred will give committee details of suppliers of appropriate fencing materials.</i> ○ <i>Discussion about how Arboretum can best be promoted and who our target market should be. The decision was made that teachers should be approached with a view to encouraging more visits by school groups and other young people.</i> 		
<ul style="list-style-type: none"> • Work, Health and Safety 		
<ul style="list-style-type: none"> • Future Agenda Items <ul style="list-style-type: none"> ○ Review of management Plan 		
<ul style="list-style-type: none"> • Next Meeting August 6, 2022 Working bee: next month? 		
<ul style="list-style-type: none"> • 9. Meeting Closed 10.15 am 		

ACTION LIST 02/07/2022		
ITEM	RESPONSIBILITY	PROGRESS
<ul style="list-style-type: none"> Plant plaque stands 	Committee	Awaiting decision
<ul style="list-style-type: none"> Budget 	Committee	Wish list to be compiled <ul style="list-style-type: none"> o Fence o signage
<ul style="list-style-type: none"> Collect seeds as they become available 	Committee	Ongoing as appropriate.
<ul style="list-style-type: none"> Committee to discuss Bradley method 	Committee	Ongoing
<ul style="list-style-type: none"> Replacement of plants lost during roundabout construction and other plants to be purchased 	Committee	To be discussed

RECOMMENDATIONS OF THE HEALTH AND BUILDING COMMITTEE MEETING HELD TUESDAY, 23 AUGUST 2022

1. BROKEN HILL CITY COUNCIL REPORT NO. 177/22 - DATED AUGUST 15, 2022 - ARRANGEMENTS FOR LOCAL ART SOCIETY EXHIBITIONS AT THE BROKEN HILL CITY ART GALLERY (D22/42513).....156

Recommendation

1. That Broken Hill City Council Report No. 177/22 dated August 15, 2022, be received.
2. That Council note the report.
3. That Council invite the Willyama Arts Society to submit a draft Memorandum of Understanding for Council consideration.

2. BROKEN HILL CITY COUNCIL REPORT NO. 178/22 - DATED AUGUST 05, 2022 - REQUEST FOR COUNCIL TO BE APPOINTED CROWN LAND MANAGER OF RESERVE 39037 (D22/41221).....169

Recommendation

1. That Broken Hill City Council Report No. 178/22 dated August 5, 2022, be received.
2. That Council make a request to the Minister to be appointed Crown Land Manager of Reserve 39037 (Lot 3 & Lot 7 in Section 35 in Deposited Plan 759092).
3. That Council make a request to the Minister that the additional purpose of 'community purposes' be added to Reserve 39037 to facilitate ongoing management as part of the proposed library and archives facility.

3. BROKEN HILL CITY COUNCIL REPORT NO. 179/22 - DATED AUGUST 05, 2022 - SALE OF COUNCIL OWNED LAND AT 245-247 IODIDE STREET (D22/41319)171

Recommendation

- 1. That Broken Hill City Council Report No. 179/22 dated August 5, 2022, be received.
- 2. That That Council engage a real estate agent through a competitive quotation process to sell the Council owned land at 245-247 Iodide Street (Lot 2 in Deposited Plan 181218 and Lot 3 in Deposited Plan 1181476)
- 3. That General Manager be authorised to negotiate and finalise the sale of land at 245-247 Iodide Street.
- 4. That the Mayor and General Manager be authorised to sign and execute any documents related to the sale under the Common Seal of Council.

4. BROKEN HILL CITY COUNCIL REPORT NO. 180/22 - DATED JUNE 23, 2022 - DEVELOPMENT APPLICATION 17/2022 - 323 JONES STREET - CHANGE OF USE TO HOME BUSINESS (CAT RESCUE) (D22/32806) 174

Recommendation

- 1. That Broken Hill City Council Report No. 180/22 dated June 23, 2022, be received.
- 2. That Development Application 17/2022 being a new home business (cat rescue) be approved, subject to conditions as contained in Attachment 1.

5. BROKEN HILL CITY COUNCIL REPORT NO. 181/22 - DATED AUGUST 03, 2022 - MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF THE BARRIER RANGES COMMUNITY COMMITTEE MEETING HELD 12 JULY 2022 (D22/40693).....190

Recommendation

- 1. That Broken Hill City Council Report No. 181/22 dated August 3, 2022, be received.
- 2. That the minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting held 12 July 2022 be received.

HEALTH AND BUILDING COMMITTEE

August 15, 2022

ITEM 1**BROKEN HILL CITY COUNCIL REPORT NO. 177/22**

SUBJECT: **ARRANGEMENTS FOR LOCAL ART SOCIETY EXHIBITIONS AT**
THE BROKEN HILL CITY ART GALLERY **D22/42513**

Recommendation

1. That Broken Hill City Council Report No. 177/22 dated August 15, 2022, be received.
2. That Council note the report.
3. That Council invite the Willyama Arts Society to submit a draft Memorandum of Understanding for Council consideration.

OR:

4. That Council thank the Willyama Arts Society for their contribution and invite the Society to apply for an exhibition in 2024, with applications opening November 2022.

Executive Summary:

In minute 46846 Council resolved:

'That the General Manager be invited to provide a report regarding the establishment of a Memorandum of Understanding with the Willyama Art Society with a view to granting the Society the ability to conduct a biennial art exhibition at the Broken Hill City Art Gallery (or at another Council facility) as they have for the past 60 years.'

While Memorandum of Understandings (MOU's) are usually developed through a proposal presented to the Council from interested parties, this report outlines possibilities for the creation of such a partnership, the precedents it may create and an overview of Council's historical relationship with the Willyama Arts Society as taken from Council records.

Report:**Background**

The Willyama Art Society (WAS) have a long-standing history of exhibition within Broken Hill City Council Facilities including the Broken Hill City Art Gallery, the Broken Hill Visitor Information Centre, and the Broken Hill City Library.

With the ongoing development of updated exhibitions policies and a changing arts funding landscape, Broken Hill City Council's arrangement with WAS has organically changed since their first exhibition with the City Art Gallery in 1971 where they held twice yearly exhibitions between 1971 – 1974 and again between 1977 – 1993.

In the year 2000, Willyama Arts Society were charged full commercial hire of the City Gallery's exhibition space, paying \$720 for a three-week exhibition (confirmed in a letter to Mr. Bob Groves from then Manager Penny Metham, 2nd December 1999). The Gallery forewent the regular commission of sales under this agreement.

In the year 2000, Willyama Arts Society subsequently requested a rental subsidy noting their status as a not-for-profit organization that was, at that time, active in the community by contributing their profits to:

- " - Silver City Art Show art prize for the best overall painting.*
 - Garden Club for a selected Section.*
 - Willyama High School Art Awards.*
 - Broken Hill Picnic – donation of 12 litres of paint, a ream of paper and brushes for the children's poster painting competition, also volunteers to man the event"*
- (letter from Bob Groves to City Council, 26th October, 2000)

Rental for exhibitions was subsequently relaxed and by 2005 the Willyama Arts Society were charged \$330 for their 4-week exhibition in the then Frank McLean Gallery in the Sully's Emporium building.

Opening of the Sully's Emporium

With the 2004 opening of the Sully's Emporium's after major renovation to house the Broken Hill City Art Gallery Collection, the annual program became in high demand, and the rise of the regional arts sector changed the approach to artistic programming and touring exhibitions.

As part of the inaugural program at Sully's, a Willyama Arts member sustained a major injury while installing their artwork, followed by a lengthy court case. While the Council was ultimately found not liable, the precedent altered BHCAG exhibitions procedures to ensure Art Gallery staff and/or professionally contracted art handlers install all artwork, ensuring Council's insurance covers all workers.

In 2008, then Director Bruce Tindale, having sat through the court case altered the arrangement by hosting **"a smaller exhibition with one or two works for each member"** under three conditions:

- 1 That the exhibition would come under the Council OH&S with the Gallery staff undertaking the hanging of the works.*
- 2 that the Council's commission of 33% would apply to all sales from the exhibition.*
- 3 That the exhibition would be promoted by the Gallery along with [their] usual program.*

A letter and submission to the Broken Hill City Council Operational Plan was received from the Willyama Arts Society on the 15/05/2012 where:

- "the WAS would like to apply for the provision of exhibition space for the WAS on a permanent annual basis (minimum two weeks every year)"* (page 15 Business Paper, 14th June 2014).

In the operational plan for that year Council adopted the comment that the Willyama Art Society should follow the expression of interest process along (noted below) with all other community groups and consistently applies to all interested exhibitors.

Broken Hill City Art Gallery Exhibitions Policy

This policy was most recently updated and **adopted by Council in 2020**, and outlines the overarching statement, principles, and rationale for the annual program.

In Policy point 4.1 and 4.2 it outlines the process for community groups to apply for an exhibition, and the selection criteria it is assessed against.

It also outlines the Ethical Considerations, in point 4.3 that:

“acknowledges that [the Gallery] is unable to address all audiences at all times. However, it will attempt to present a balanced exhibition program which, over the life of the BHRAG Strategic Business Plan, will address a wide range of audiences”
(page 4).

Equitable Approach

While the prospect of an MOU is certainly well intentioned by all parties, entering an MOU with a single community group could be considered a departure from the processes and principles of equity embedded within the Exhibitions Policy.

The creation of an MOU would also have the potential to set a precedent for existing and future groups to seek to establish similar MOU's with Council guaranteeing them exhibition space within the annual program.

To illustrate – Council has now received a request for an MOU from the Gaara Arts Inc. requesting the formalisation of their guaranteed bi-annual exhibition at the City Gallery.

The granting of guaranteed exhibition space to existing and future groups via MOUs would limit the opportunities available to those artists and groups who apply via the regular application process.

The MOU would also have impacts regarding the *Broken Hill City Art Gallery Strategic Plan* that sets the Community Access Exhibitions within the annual program at 1-3 per annum. It also outlines:

“The Gallery’s Community Access Exhibition Program is a proposal-based opportunity for local regional artists to participate in the Gallery’s annual program. Successful applicants work in close liaison with the staff of the Gallery to establish and learn methods in presenting a professional exhibition”

The Exhibitions Policy mitigates this by setting out basic selection criteria for the exhibitions that include:

“artistic integrity, quality and clarity, Source and cultural sensitivity, Cost to the venue and resources, Practicalities and environment, Program, relevance, appeal and links & partnerships”.

The Exhibitions Policy point 4.2 outlines that these:

“form the basic criteria for decision-making in relation to exhibitions managed by BHRAG, however the final discretion for exhibition selection will be with the Gallery and Museum Manager”.

Volume of Annual Exhibition Applications

The Gallery receives a large volume of exhibition applications annually and accommodates between 12 – 16 exhibitions each year. On Average the gallery receives approximately 40-50 exhibition proposals annually (40 in 2022). The average success rate of exhibition applications is between 10-30% (12.5% in 2022). The average success rate for an application under the Community Access Exhibition Program was 5% in 2022.

Council is encouraged to consider all the information listed above when considering the prospect of an MOU with the Willyama Arts Society.

Community Engagement:

This matter has been discussed by the newly appointed Broken Hill City Art Gallery Advisory Committee. The committee noted two concerns and questions for further investigation including: *“Where does this leave other local groups/artists?”* & *“Will the current exhibition policy still apply or have to be rewritten?”*

The committee moved for the Art Gallery Manager to meet with the Society to fully understand the Resolved Minute 46846.

The Gallery Manager met with Dennis Hebbard, President of the Willyama Arts Society on Tuesday 19th July. Mr Hebbard expressed that some members of the society were privy to the Council Minute 46846 however had not been raised at a whole of society meeting. The society subsequently raised the matter at their regular meeting and moved to request the MOU, that was received by the General Manager in letter dated 28 July 2022.

Strategic Direction:

Key Direction:	1	Our Community
Objective:	1.3	Our Community Works Together
Strategy:	1.3.1	Provide Programmes at Cultural Facilities

Relevant Legislation:

Nil.

Financial Implications:

The Gallery provides in-kind costs toward all exhibitions within the annual cycle that include:

- Printed exhibition invites and postage **\$250**
- Vinyl title and exhibition synopsis **\$150**
- Printed labels **\$60**
- Curatorial wages (30 hours - including hero image photography, liaising with artists, writing labels, content for online, sector listings) **\$1300**
- Professional photographs of installation **\$120**
- Installation wages (2 x casual staff x 2.5 days) **\$1400**
- De-installation, packing and freighting (1x casual staff x 1 day + packing material) **\$350**
- Opening night costs (evenly divided between all exhibition openings) **\$700**

TOTAL: \$4270

Affiliated programs, educational resources and external advertising are additional costs incurred by each exhibition, but dependent on content, size and relevance of the exhibition.

The Gallery endeavors, where possible, to follow the schedule of fees as outlined by the National Association for the Visual Arts 7.3.1 – 7.3.4 and any artists fees relevant to the exhibition are additional costs to the financial commitments listed above.

Attachments

1. [↓](#) MOU request - Willyama Art Society

2. [↓](#) Broken Hill City Art Gallery Exhibitions Policy

RAZIJA NU'MAN
CHIEF CORPORATE AND COMMUNITY OFFICER

JAY NANKIVELL
GENERAL MANAGER

28 JUL 2022

Mr Jay Nankivell
General Manager
Broken Hill City Council

[REDACTED]
Broken Hill,
2880
25/7/22

Dear Sir,

As an acknowledgement of the significant contributions made by The Willyama Art Society to the artistic and cultural fabric of Broken Hill over the last 61 years, the society has enjoyed a long standing agreement with the Broken Hill City Gallery to hold an exhibition of artworks every 2 years. We would normally expect our next exhibition to be held in March 2023. We appreciate that due to Covid, and other factors, this scheduling may have to be changed.

After much discussion at our meeting on Sunday 24/7/22 our members agreed that they would like to see the existing agreement formalised. An MOU ensuring that an exhibition by the Willyama Art Society would be held every 2 years at the Gallery, would be welcomed by our members, and we look forward to your favourable response.

Yours Sincerely,

[REDACTED]
Dennis Hebbard
President
Willyama Arts Society
[REDACTED]



The Willyama Art Society was founded in 1961 by John Lindsay Gregory and has featured many artists including the Brushmen of the Bush (Pro Hart, Eric M nchin, John Pickup, Jack Absalom, Hugh Schulz), Sam Byrne, May Harding, "Hoppy" Hopgood and many others.

Bringing together the shared passions of hobby artists and professionals who draw their inspiration from their daily lives, the sunny environment of outback NSW and their own inner creativity , the society enables it's members to show their work at regular exhibitions throughout the year.

Meetings are held at 2:00pm on the third Sunday of every month at the Sturt Club in Beryl St. Everyone is welcome to attend.

For further information please contact:

Secretary: Michele Stephens [REDACTED]

President: Dennis Hebbard [REDACTED]

Willyama Art Society on Facebook

BROKEN HILL REGIONAL ART GALLERY EXHIBITIONS POLICY

QUALITY CONTROL		
TRIM REFERENCES	12/114 – D20/17609	
RESPONSIBLE POSITION	Gallery and Museum Manager	
APPROVED BY	Council	
REVIEW DATE	July 2024	REVISION NUMBER 1
EFFECTIVE DATE	ACTION	MINUTE NUMBER
27/05/2020	Public Exhibition	46260
29/07/2020	Adoption	46308

1. INTRODUCTION

The fundamental role of the Broken Hill Regional Art Gallery (BHRAG) is to provide access to quality exhibition and cultural material. This policy sets out the principles the BHRAG will adopt and factors it will consider when developing and approving temporary, collection and touring exhibitions and the overall exhibition program.

2. POLICY OBJECTIVE

This Policy supports the Broken Hill City Council Community Strategic Plan. This Policy also supports BHRAG's purpose:

- **Mission:** To provide a dynamic cultural hub for Broken Hill and region through supporting arts practice and engagement with the arts and by inspiring, stimulating ideas and encouraging conversations.
- **Vision:** Being an influential contributor to the cultural life of Broken Hill and NSW through our collaboration with our partners and our communities to offer experiences that engage, challenge and inspire.

Exhibitions are developed to offer innovative, varied and engaging interpretations of a broad variety of visual art across a range of media and periods. Exhibitions are focused on fostering and encouraging access and engagement for diverse audiences. Throughout the development process, the integration of relevant, engaging and innovative display techniques, online content, exhibition collateral and materials, public engagement and education programming and touring opportunities will be considered.

BHRAG is committed to ensuring that all aspects of the development, planning, approval and management of exhibitions and the exhibition program are undertaken on terms that are ethical, accountable and sustainable. It is through the exhibition program that works of art will be experienced not only as discrete objects, but also as vehicles of more comprehensive and

complex meanings within the context of the production, interpretation and experience of culture within the community.

BHRAG will develop a diverse range of activities so that the interaction between art, ideas, criticism and the production of new creative work becomes part of its institutional momentum.

3. POLICY SCOPE

Gallery exhibitions will vary in terms of focus, size, scope and audience. Exhibitions may comprise works in any medium in use as a means of artistic expression in the visual arts, including film, video, performance, light and sound, laser and neon, computer and/or electronically based works. They may also encompass exhibitions comprising of other creative fields such as design, craft, fashion and architecture.

Exhibitions may be curated in-house, guest-curated or received from appropriate outside professionally curated sources. All exhibitions by local/regional artists will be selected, curated by Gallery staff. An exhibition may not only consist of works of art and/or craft but may include:

- Objects of material culture which may be relevant in providing a context for the exhibition;
- Support material including catalogues, information sheets, didactic panels and education kits;
- Public programs.

4. POLICY STATEMENT

The BHRAG artistic program is developed and implemented to allow access to visual and cultural material that exposes the methods and meaning of artistic practice and the issues of cultural identity and/or place. Usually, an emphasis will be given to exhibitions that relate to themes of community interest, the local environment, feature artistic excellence, developing local art practice; expand audience's engagement to contemporary art and celebrate cultural diversity and understanding. Primarily, the Art Gallery has a responsibility to its local and regional audiences, and this is considered to be the primary target of the BHRAG exhibition program.

Selected BHRAG gallery spaces will also be used for exhibition/display artworks drawn from the BHRAG Collection. The rationale for displaying works from the collection will be based on:

- The condition of the work for display;
- Featuring the depth and diversity of objects of the BHRAG collection;
- Improving the public's access to and understanding of the BHRAG Collection.

Overall, the following principles will guide BHRAG's exhibition approach and content. Exhibitions under the management of BHRAG will be selected in consideration of the following aims to:

- provide a cultural, educational and recreational resource for local residents and visitors;
- promote the City and region as a place of creativity with a diverse culture and heritage; to draw reference to and involve the people, place and history of Broken Hill and region; and the significance of the Gallery's history, collection and historic building. This includes providing access to the City art collection in unique and engaging ways.
- present contemporary visual arts and crafts practice relevant to the Art Gallery and its community through the creation and dissemination of new ideas and collaborating with living artists.
- embrace the philosophy of access for all and provide engaging, diverse and inspirational learning and recreational opportunities;
- recognise the diversity of opinion and beliefs within the community;
- encourage participation, enquiry and aspiration regarding the arts;

- seek to challenge, query and explore human activity, values, customs and systems within a non-judgemental context, while recognising public standards and expectations;
- bring new opportunities to the region from national and international sources;
- support professional artists in their pursuit to become recognised in their field both at a local, national and international level;
- foster the professional development of local artists through engagement with exhibition and public program opportunities and the development and presentation of their art
- promote the region as a place of creative endeavour and inspiration with a diverse culture and heritage;
- remain agile and responsive by creating opportunities/exhibitions that develop community connected and community created content around topical issues.

4.1 Exhibition Proposals

Overall, The BHRAG artistic program is planned through an invited, application and curated process by the Gallery and Museum Manager and staff.

BHRAG will also consider exhibition proposals submitted by staff, artists, external curators, other galleries and other interested groups or individuals. Recognising that the Art Gallery advisory committee is constituted by members who have relevant expertise and relevant networks, the advisory committee can be a source of recommendations for exhibition proposals.

Exhibition proposals are reviewed and assessed by the Gallery and Museum Manager and staff in accordance with the Gallery's internal procedures and processes and approved by the Manager for inclusion in the exhibition program. Solo and group exhibitions are selected through an application process open to artists, arts collectives, and community groups of the Broken Hill LGA/Region. This application process is governed by the Broken Hill Regional Art Gallery Exhibition Proposal Guidelines. Applications will be advertised yearly by the Art Gallery.

Successful applicants will enter into a final agreement developed in partnership with the Art Gallery subject to possible modifications of dates, budget and public program or other details. In respect to all applications made through an Exhibition Proposal Application that the decision of Gallery staff is final.

4.2 Selection Criteria

The following forms the basic criteria for decision-making in relation to exhibitions managed by BHRAG, however the final discretion for exhibition selection will be with the Gallery and Museum Manager.

- **Artistic integrity, quality and clarity:** The potential to uphold elements of artistic expression, for example, innovation, uniqueness, creativity, skill, value. Whether the standard of work and concept is appropriate to the nature of the proposed exhibition and whether they meet the standards of a professional public exhibition space. Ability to interpret the exhibition proposal and ascertain the feasibility of the proposal with an emphasis on articulation and legibility.
- **Source and cultural sensitivity:** Proven ability of the artist, curator or Touring Agent to develop and deliver exhibitions of a high standard. Whether the exhibition content and concepts fall within accepted industry guidelines relating to social and cultural interpretation.
- **Cost to the venue and resources:** Potential cost implications to the venue: e.g. additional insurance, hire fees, transport costs. Provision of additional resources, such as education kits, catalogues and interpretive information that would enable audiences to better understand and appreciate artworks on display.
- **Practicalities and environment:** Consideration of any practical difficulties in hosting exhibitions: access and installation, public safety, size and weight of work. Consideration

of the proposal in relation to the exhibition environment including security, climate control, sound and lighting.

- **Program, relevance, appeal and links:** The relationship of exhibition content and concept to the overall program schedule. Relevance to the BHRAG Business Plan i.e. the exhibition program is informed by the vision, mission, goals and priorities set out in the current Strategic Plan. Applicability and interest to a stated audience. Our venue is utilised by a varied demographic and must therefore be accessible and relevant to the general public. Whether there are any City or regional links to the proposal and consideration of educational potential associated with workshops, seminars and artist talks.
- **Partnerships:** The exhibition program supports the development, expansion and strengthening of important partnerships and alliances with key regional/national/international galleries and touring organisations.

4.3 Ethical Considerations

The principle of best practice applies to all aspects of the Art Gallery's planning, programs and management including the adoption of industry codes of practice.

The Art Gallery acknowledges that it is unable to address all audiences at all times. However, it will attempt to present a balanced exhibition program which, over the life of the BHRAG Strategic Business Plan, will address a wide range of audiences.

Art Gallery staff will keep well-informed of prevailing community standards when selecting exhibitions and content.

The Art Gallery will enter into appropriate contracts with artists, agents, writers or lenders when seeking works for exhibition or publications.

Sponsorship, donations and other patronage will be actively sought and appreciated, but will not solely determine, compromise or hinder the professional commitments or public obligations of BHRAG.

BHRAG will maintain a consistent high standard of display in the presentation and interpretation of exhibitions, including display and directional signage, in accordance with current gallery standards and practices. Appropriate consideration will be given to visitor requirements in the placement, size and clarity of all signage and supporting material.

Where appropriate and feasible BHRAG will respect the installation and display requirements of artists, but in the case of disputes concerning installation and/or display the decision of the Gallery and Museum Manager shall be final.

5. IMPLEMENTATION

5.1 Roles and Responsibilities

The following Council Officer is responsible for the implementation and the adherence to this policy:

- Gallery and Museum Manager

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:

- Broken Hill Regional Art Gallery Collection Policy

- Broken Hill Regional Art Gallery Exhibition Proposal Guidelines
- Broken Hill Public Art Policy
- International Council of Museums, Code of Professional Ethics – www.icom.museum

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, in consultation with the Art Gallery Advisory committee.

The responsible Council officer will be notified of the review requirements three months prior to the expiry of this policy. The Gallery and Museum Manager is responsible for the review of this policy.

7. LEGISLATIVE AND LEGAL FRAMEWORK

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

- All relevant legislation, including but not limited to the *Local Government Act 1993*;
- The National Standards for Australian Museums and Galleries (2016);
- Council's code of conduct;
- Council employees shall refrain from personal activities that would conflict with proper execution and management of Council's Broken Hill Regional Art Gallery Exhibitions Policy. However, Gallery or Council staff will be permitted to participate, exhibit and enter prizes at the Gallery provided they follow the exhibition proposal guidelines and make an application. Council's Code of Conduct provides guidance for recognising and disclosing any conflicts of interest.

8. DEFINITIONS

- **Art Gallery or The Gallery:** means Broken Hill Regional Art Gallery (BHRAG).
- **Exhibition program:** means the forward program and schedule of temporary, collection and touring exhibitions.
- **Collection exhibition:** means an exhibition of works of art that is largely drawn from the collection and may include incoming loans and/or commissions. A collection exhibition has a stated curatorial rationale and location and may or may not have a finite display period. Collection exhibitions are managed within established exhibition management frameworks and a specific project budget. Collection exhibitions may be accompanied by a publication, online content, performance elements and associated public engagement and education programs and other exhibition collateral.
- **Temporary exhibition:** means an exhibition of works of art that may include works drawn from the collection, incoming loans and/or commissions. A temporary exhibition has a defined curatorial rationale and a finite display period, title and location, and is managed within an established exhibition management framework and a specific project budget. Temporary exhibitions may also be accompanied by a publication, online content, performance elements and associated public engagement and education programs and other exhibition collateral.
- **Touring exhibition:** means an exhibition of work(s) of art that may include works drawn from the collection, incoming loans and/or commissions that the Gallery tours to other venues. A touring exhibition may originate as a temporary exhibition displayed in-house or may be developed from inception for the purpose of display at other venues. A touring exhibition has a defined curatorial rationale and title and is managed within an established exhibition management framework within a specific project budget and under contractual arrangements with the borrowing venue(s). Touring exhibitions comprising a single work are distinct from outgoing loans in that they have a distinct

curatorial rationale, title and exhibition management framework and are displayed at multiple venues as part of a coordinated tour program rather than based upon isolated loan requests. Touring exhibitions may be accompanied by a publication, online content, performance elements and associated public engagement and education programs and other exhibition collateral.

Council as Crown Land Manager will allow Council to utilise the site for the library and archives community facility.

To facilitate the transfer in management of the site, a Council resolution is required. As the reserve purpose is currently 'police purposes', Crown Lands have recommended that Council seek to have 'community purposes' added as a reserve purpose. Crown Lands will then attend to the gazettal process to formalise Council's appointment as Crown Land Manager.

Community Engagement:

N/A

Strategic Direction:

Key Direction:	1	Our Community
Objective:	1.5	Our built environment supports our quality of life
Strategy:	1.5.2	Manage ongoing delivery of the Central Business District (CBD) Masterplan

Relevant Legislation:

Crown Land Management Act 2016

Financial Implications:

No costs associated with the process of Council appointment as Crown Land Manager.

Once appointed, Council will be responsible for the maintenance and upkeep of the reserve (inclusive of existing heritage buildings), which has been factored into the ongoing operational costs of the new Library/Archive precinct.

Attachments

There are no attachments for this report.

JAY NANKIVELL
GENERAL MANAGER

HEALTH AND BUILDING COMMITTEE

August 5, 2022

ITEM 3BROKEN HILL CITY COUNCIL REPORT NO. 179/22SUBJECT: SALE OF COUNCIL OWNED LAND AT 245-247 IODIDE STREET
D22/41319**Recommendation**

1. That Broken Hill City Council Report No. 179/22 dated August 5, 2022, be received.
2. That That Council engage a real estate agent through a competitive quotation process to sell the Council owned land at 245-247 Iodide Street (Lot 2 in Deposited Plan 181218 and Lot 3 in Deposited Plan 1181476)
3. That General Manager be authorised to negotiate and finalise the sale of land at 245-247 Iodide Street.
4. That the Mayor and General Manager be authorised to sign and execute any documents related to the sale under the Common Seal of Council.

Executive Summary:

It is proposed to sell Council owned vacant land at 245-247 Iodide Street (Lot 2 in Deposited Plan 181218 and Lot 3 in Deposited Plan 1181476). The land is classified as operational land under the *Local Government Act 1993*. The land is currently vacant and zoned R1 General Residential, and there are no current plans for development of the site by Council.

Given the current demand for residential land in Broken Hill, it is recommended that Council engage a real estate agent to sell the land at 245-247 Iodide Street. It is recommended that a real estate agent be engaged through Council's procurement process, with the real estate agent to determine the best method of sale based on the current real estate market. It is recommended that the General Manager be authorised to negotiate and finalise the sale.

Report:

Council currently own vacant land at 245-247 Iodide Street. The land is across two separate lots (2/181218 and 3/1181476) and is located on the corner of Iodide Street and Chapple Lane. The land is currently vacant and is classified as operational land under the *Local Government Act 1993*, meaning Council is able to sell the land. The site is zoned R1 General Residential in the Broken Hill Local Environmental Plan 2013. Each lot is approximately 300 sqm in area with a combined area of approximately 600sqm.

The lot known as 247 Iodide Street was purchased by Council in 2010 and 245 Iodide Street was a formerly part of the road reserve but converted to freehold land in 2013.



Image 1. Aerial of the property from NSW Six Maps. Lots 2/181218 and 3/1181476 are proposed to be sold. Please note that boundaries shown may not be exact.

There is currently significant demand for residential housing in Broken Hill, and upcoming major projects in the Broken Hill region will only increase demand. Council staff have been reviewing Council owned land and property to find opportunities to ‘free up’ land for residential development. Although many parcels of land under Council management have Crown Land and community land restrictions, the land at 245-247 Iodide Street is freehold operational land, meaning that Council is able to sell the land subject to a Council resolution. The R1 General Residential zoning means that the land is suitable for residential development, subject to development approval.

It is noted that although the site is across two separate lots, it is recommended that they be offered together with the purchaser having the discretion to consolidate or undertake any boundary adjustments. There is a right of way to the rear of the property that is owned by Council, and it is recommended that this not be included in the sale as it provides legal access to an adjoining property.

It is recommended that a real estate be engaged through Council’s procurement processes, and that the real estate agent recommended a method of open sale based on current market conditions i.e., auction or expression of interest. It is also recommended that the General Manager be authorised to negotiate and finalise the sale of land, with the Mayor and General Manager to execute any related documents under the Common Seal of Council.

Community Engagement:

N/A

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993

Financial Implications:

Income from sale of land.

Attachments

There are no attachments for this report.

JAY NANKIVELL
GENERAL MANAGER

HEALTH AND BUILDING COMMITTEE

June 23, 2022

ITEM 4BROKEN HILL CITY COUNCIL REPORT NO. 180/22

SUBJECT: DEVELOPMENT APPLICATION 17/2022 - 323 JONES STREET -
CHANGE OF USE TO HOME BUSINESS (CAT RESCUE)
D22/32806

Recommendation

1. That Broken Hill City Council Report No. 180/22 dated June 23, 2022, be received.
2. That Development Application 17/2022 being a new home business (cat rescue) be approved, subject to conditions as contained in Attachment 1.

Executive Summary:

A Development Application (DA) has been received for a new home business (cat rescue) at 323 Jones Street Broken Hill.

Council is to determine the Development Application, by either resolving to approve the Application or refuse the Application. It is recommended that Council approve the Development Application, under the provisions of *Environmental Planning and Assessment Act 1979*.

Report:

A Development Application was lodged in February 2022 for a new home business (cat rescue) at 323 Jones Street, Broken Hill. The Development Application was lodged on behalf of 4 Paws Kitty Galore, a local cat rescue operation seeking to formalise the use of the premises.

Site:

323 Jones Street is currently a residential dwelling, located in an area zoned R1 General Residential. The adjacent properties are residential dwellings. The site is not heritage listed and is not within a heritage conservation area. The applicants reside at the dwelling at 323 Jones Street, and are seeking to use enclosed areas of the property (totalling 97 square metres) to operate a cat rescue and adoption home business.

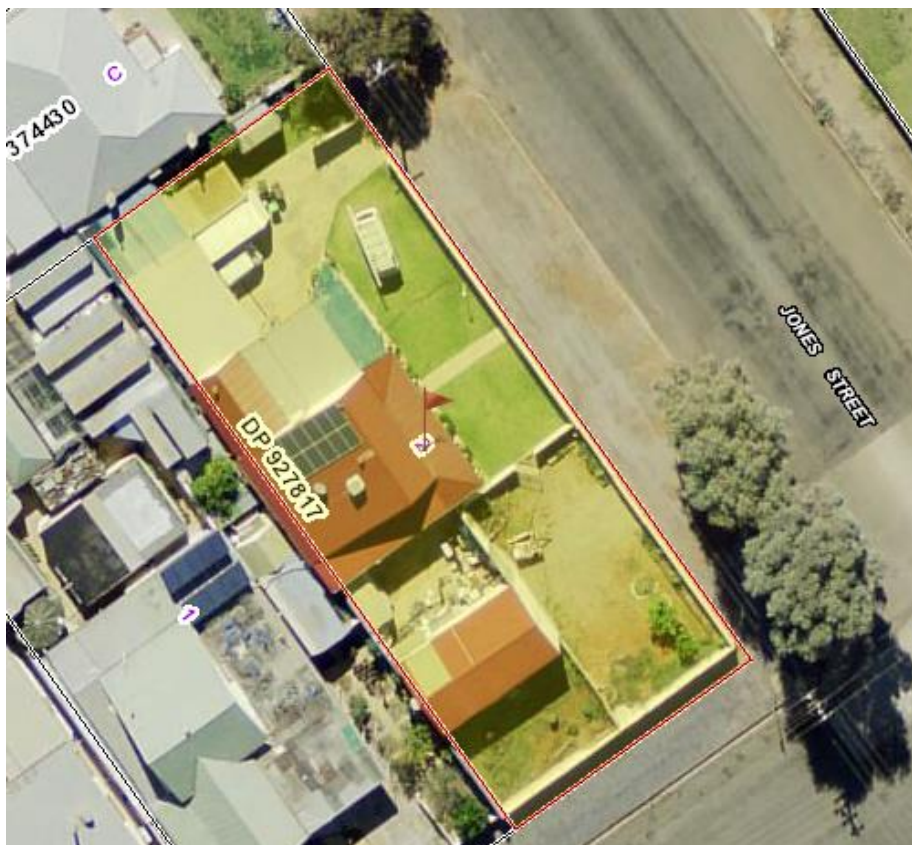


Image 1. Aerial image of 323 Jones Street



Image 2. Street view of 323 Jones Street

Proposed operations:

The applicant has provided a Statement of Environmental Effects (SEE) with the DA, outlining the proposed operations of the home business. The applicants are seeking to formalise the existing use as a cat rescue, to be able to continue to rescue and rehome cats.

The operation of the home business is by appointment, with the following operating hours:

- 11am to 6pm on weekdays
- 1pm to 4pm on Saturdays
- Closed on Sundays

The applicant has advised that there will be two primary areas for housing of cats in addition to a 'cat run roofed area'.

- Area 1 (49sqm) adjoins the existing house and will be used for housing cats and kittens that have just entered the rescue.
- Area 2 (28sqm) is a former enclosed carport where cats ready for rehoming will be housed, and the public will be able to enter this area and view cats available for adoption.
- The cat run roofed area adjoins Area 2 and will be used for exercise and access to grass and sunlight to provide sensory stimulation and fresh air for the cats.

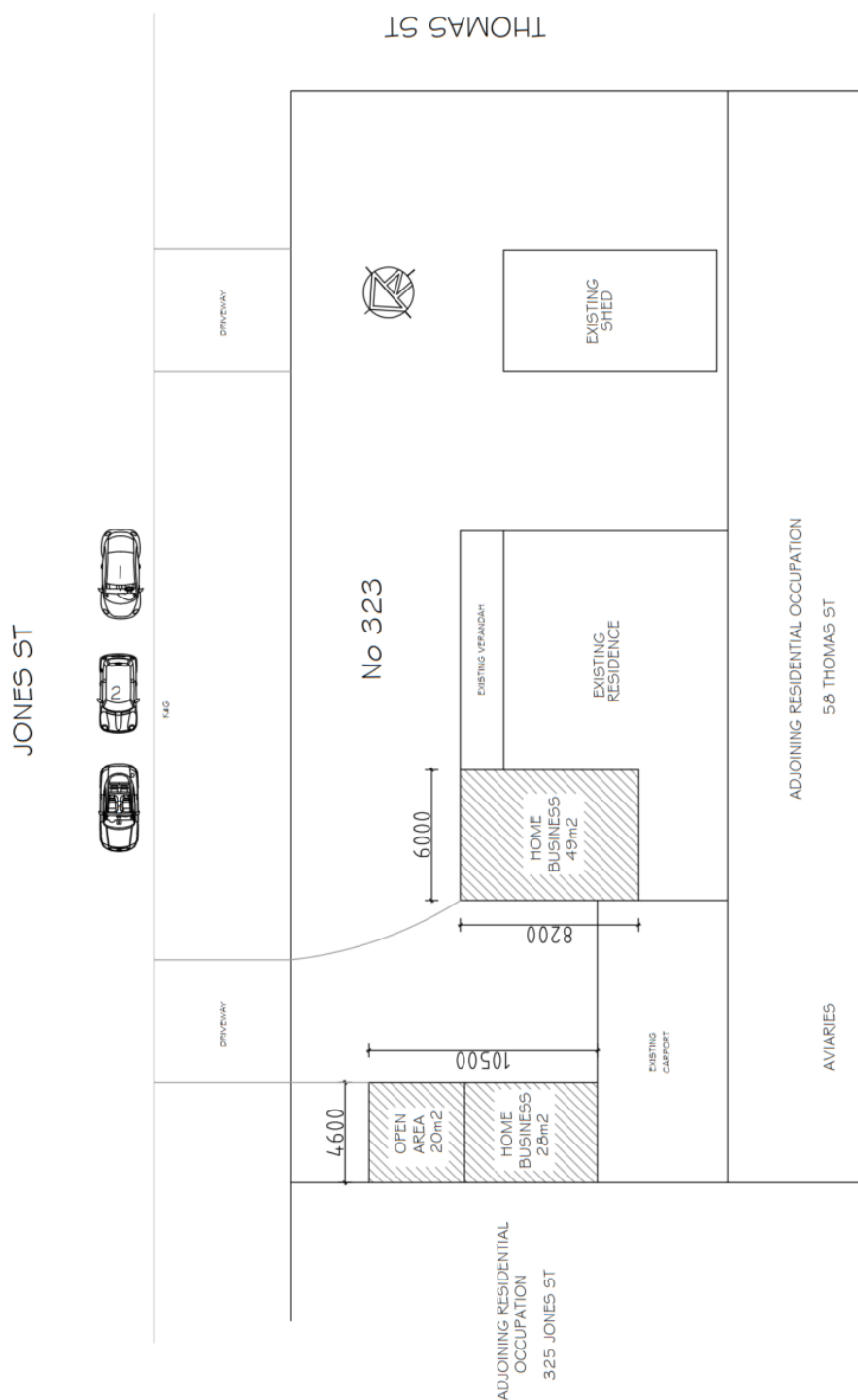


Image 3. Proposed site plan with the hatching indicating the proposed areas to be used for the home business. As outlined above, Area 1 is 49sqm and Area 2 is 28sqm.

The applicant expects approximately no more than 3-4 customers at a time, with families generally attending to choose a cat to adopt. It is expected that generally only one adoption will occur a time, with no more than 2-3 cars include customer and volunteer cars. Parking for customers and volunteers will be on the existing street parking in Jones Street, with the owners parking their personal vehicles on site.

The home business is operated by the two residents of the dwelling, with volunteers assisting. Currently 4 volunteers are engaged in total, with up to 2 volunteers on site at a time. The applicant has advised they have appropriate insurance in place for operation of the home business.

The applicant has advised that food for the cats is purchased online with deliveries 1-2 times a week, storing the food in Areas 1 & 2 (refrigeration for fresh food is available in Area 1). There is also a donation bin for food and litter onsite in the front yard at 323 Jones Street, and an additional donation bin at Coles Broken Hill.

Management of cats:

The applicant is proposing to limit the number of cats to 25, with potentially up to 30 when needed in the instance of if a cat is pregnant. It is noted that the applicant does not propose to breed cats, aiming to reduce the cat population rather than increase. The operators will advise the public via social media when the rescue is full and no further cats can be accepted. If approval is granted, Council will impose a condition restricting the number of cats.

It is proposed that new cats will be held in Area 1 for a 14-day quarantine period, before being moved to Area 2 where the public is able to view cats for adoption. Cat cages will be used for injured or sick cats.

Waste & Odour Management:

It is expected that the majority of the waste generated by the proposed use will be cat litter. The applicant has advised that biodegradable litter will be use, and litter will be sieved and cleaned three times a day. Litter trays will also be cleaned and sterilized every two days.

It is proposed that all waste will be contained in tied plastic bags and placed in the MGB, with litter not being stored for more than two days in the MGB as an odour control measure. The MGB is also sanitised once a week by a professional bin cleaner.

Other waste such as packaging is proposed to be recycled, and any additional waste will be disposed of accordingly at Broken Hill Waste Management Facility.

Additional odour control includes regular use of deodorizer and carpet freshener. The premises is cleaned twice daily by volunteers and the operators, and a specialized disinfectant for animal areas is used.

Assessment

The following provides an assessment of the material presented in the application against relevant State and local planning legislation and plans.

Section 4.15: Potential Matters for Consideration

S4.15(1)(a)(i) the provisions of any Environment Planning Instrument (EPI)

Broken Hill Local Environmental Plan 2013 (LEP):

The aims of the LEP are as follows:

- (a) to encourage sustainable economic growth and development in Broken Hill,
- (b) to encourage and provide opportunities for local employment growth, and the retention of the population, in Broken Hill,
- (c) to encourage the retention of mining and acknowledge that industry's heritage and regional significance,
- (d) to identify, protect, conserve and enhance Broken Hill's natural assets,
- (e) to identify and protect Broken Hill's built and nationally significant cultural heritage assets for future generations,
- (f) to provide for a range of housing types and living opportunities,
- (g) to allow for the equitable provision of services and facilities for the community,
- (h) to provide for future tourist and visitor accommodation in a sustainable manner that is compatible with, and will not compromise, the natural resource and heritage values of the surrounding area.

Comment: The proposal is consistent with the aims of the LEP.

The zoning of the land under the provisions of Broken Hill LEP is zone R1 (General Residential).

The objectives of this zone are:

- To provide for the housing needs of the community.
- To provide for a variety of housing types and densities.
- To enable other land uses that provide facilities or services to meet the day to day needs of residents.

Comment: The proposal is consistent with the objectives of the zone.

In the R1 zone, the use of a premises as a home business is permitted with consent. 'Home business' is defined in the Broken Hill LEP as:

home business means a business that is carried on in a dwelling, or in a building ancillary to a dwelling, by one or more permanent residents of the dwelling and that does not involve:

- (a) the employment of more than 2 persons other than those residents, or
- (b) interference with the amenity of the neighbourhood by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil, traffic generation or otherwise, or
- (c) the exposure to view, from any adjacent premises or from any public place, of any unsightly matter, or
- (d) the exhibition of any signage (other than a business identification sign), or
- (e) the sale of items (whether goods or materials), or the exposure or offer for sale of items, by retail, except for goods produced at the dwelling or building,

but does not include bed and breakfast accommodation, home occupation (sex services) or sex services premises.

The applicant has noted in the application that there are no formal employees, only volunteers assisting on occasion. It is noted in the SEE that no more than two volunteers will be working at any time, and the proposal complies with the home business definition.

The SEE submitted with the application has advised that there will be no additional signage, and no retail sales are to occur.

Should the application be approved, it is proposed that the use be conditioned to comply with the definition of home business. Commercial animal boarding is prohibited in the R1 General Residential zone, and the applicant has advised that no commercial boarding is proposed.

Clause 5.4 (2) of the Broken Hill LEP also states that if development for the purposes of a home business is permitted under this Plan, the carrying on of the business must not involve the use of more than 100 square metres of floor area. As the development proposes to use 97 square metres of floor area for the home business, the proposal complies with this Clause.

Comment: the proposal is consistent with the definition of 'home business' in Broken Hill Local Environmental Plan 2013.

S4.15(1)(a)(ii) the provisions of any draft EPI

Not applicable.

S4.15(1)(a)(iii) the provisions of any Development Control Plan (DCP)

Broken Hill Development Control Plan 2016:

1.4 Advertising and Notification

The DA was advertised in accordance with the DCP, with neighbours in a 25-50 metre radius notified of the proposal. This included a submission period of two weeks, and the submissions received will be outlined and addressed in the s4.15(1)(d) assessment in this report.

3.2.5 Non-residential development

Section 3.2.5 of the Broken Hill DCP states that non-residential development in residential area should not:

- *interfere with the amenity of the locality by reason of the hours of operation, emission of noise, vibration, smell, fumes, smoke, vapour, steam, ash, dust, waste products, oil or otherwise;*

Comment: It is not anticipated that the development will generate significant noise, vibration, fumes, smoke, vapour, steam, ash, dust, or oil.

Noise from the development is not expected to be significant, with the cats to be predominantly held in enclosed areas and only a few customers expected at any one time. The applicant has also provided a number of details on how odour and waste from the development will be managed. The 'home business' and 'injury to amenity' conditions are also proposed to prevent any negative impact on the amenity of the neighbourhood.

- *involve exposure to view from any public place of any unsightly matter;*

Comment: The applicant has provided details regarding management of waste from the development. It is proposed that the use be conditioned to comply with the home business definition, which includes a provision regarding the exposure to view of any unsightly manner.

- *give rise to traffic levels out of keeping with those of the surrounding area*

Comment: It is not anticipated that the proposal will generate significant traffic. The SEE submitted by the applicant notes that include volunteers and customers visiting to adopt, there should be no more than 2-3 additional cars at any one time. There is sufficient street parking to accommodate these vehicles.

4.1 Car parking

The Broken Hill DCP does not have a specific parking requirement for home businesses. In this instance, the application is assessed on its individual merits. As noted above, it is expected that no more than 2-3 additional vehicles will be visiting the home business at any time and there is sufficient space for onstreet parking.

8.1 Heritage

Not applicable as the site is not within a conservation area and is not a heritage item.

S4.15(1)(a)(iia) any planning agreement that has been entered into or any draft planning agreement that the developer has offered to enter into

Not applicable.

S4.15(1)(a)(iv) any matters prescribed by the regulations

The Development Application was referred to Council's Building Surveyor, as the applicant is proposing to bring the facility into conformity with the necessary requirements of the Building Code of Australia. Council's Building Surveyor has recommended conditions including the required upgrades to the building in accordance with the BCA and Section 64 of the *Environmental Planning and Assessment Regulation 2021*.

S4.15(1)(b) the likely impacts of the development

Context & Setting - What is the relationship to the regional and local context in terms of:

- The character and amenity of the locality and streetscape?
- The scale (bulk, height, mass) form, character, density and design of development in the locality?
- The previous and existing land uses and activity in the locality.

Comment: The proposal does not include any additional building work and is seeking to formalise the use of existing structures. The surrounding uses are residential dwellings. The proposed use is for a residential home business,

with the existing use to be scaled appropriately to meet the definition of a home business. The proposal will use 97sqm of the overall site, to meet the objectives of the Broken Hill Local Environmental Plan. The site will remain the primary residence of the operators of the home business.

Access, transport & traffic - Would development provide accessibility and transport management measures for vehicles, pedestrians, bicycles and the disabled within the development and locality, and what impacts would occur on:

- Public transport availability.
- Traffic management schemes?
- Vehicle parking spaces?

Comment: The proposal is not expected to generate significant traffic beyond cars belonging to volunteers or customers seeking to adopt a cat. The SEE submitted to Council notes that between customers and volunteers there should be no more than 2-3 additional cars. There is sufficient street parking on Jones Street for volunteers and customers, and the owner of the premises parks their personal vehicles on site.

Noise - Will development generate offensive noise pollution or vibration in terms of:

- Noise generated from the development?

Comment: It is not expected that the development will generate any significant noise. The cats are to be homed in predominantly enclosed areas and the number of cats will be limited to 25 total. Adoptions occur by appointment with generally only 2-4 customers at a time. No other activities proposed in the DA are expected to generate significant noise.

Heritage – How would the development affect the heritage significance of the property or adjacent properties, including:

- The heritage significance of items, landscapes, areas, places, relics and practices?

Comment: The property is not within a heritage listed area, and it is not listed as a heritage item. There are no heritage items adjacent to the property.

Social impact on the locality - What would be the social benefits and costs of the development in terms of:

- The health and safety of the community?
- Social cohesion?
- Community facilities and links?

Comment: There is significant community support for 4 Paws Kitty Galore. Examples of this support were submitted with the DA, including petitions, emails, and letters of support. Many of the letters of support note that there are no other organisations in Broken Hill offering the service of cat rescue or adoption, with many members of the community believing there is a demonstrated need for this home business. The home business also has the overall aim of reducing the cat population through de-sexing and rehoming, and encouraging responsible pet ownership.

It is noted that some of the neighbours have expressed concerns regarding the impact the home business may have on their personal health. These concerns are acknowledged, and Council staff contacted the applicant for further information on how these concerns will be addressed. The applicant

has outlined a number of proposed measures to mitigate these concerns, which are further outlined in the s4.15(1)(d) assessment. Proposed conditions of consent have also been included in the attachment to this report, with these conditions proposed to ensure the premises are kept clean and potential negative impacts to the amenity of the neighbourhood are mitigated.

Economic impact on the locality - What would be the economic benefits and costs of development in terms of:

- Employment generation?
- Existing and future businesses?

Comment: 4 Paws Kitty Galore operates as a registered charity, run by the owners of the premises with assistance from volunteers. As a home business, there are limits on employees other than those of residents, so the proposal is not expected to generate employment however provide volunteers with experience and skills. The proposal is likely to have an overall positive economic impact, due to facilitating cat rescue and adoption, which is otherwise of limited availability in Broken Hill.

Site design - Is the development design sensitive to environmental conditions and site attributes including:

- Size, shape and design of allotments, easements and roads?
- The proportion of site covered by buildings?
- The positioning of buildings?
- The size (bulk, height, mass), form, appearance and design of buildings?
- The amount, location, design, use and management of private and communal open space?
- Landscaping?

Comment: The site is an existing residence and associated residential outbuildings. As the DA is for the use as a home business, no additional development is proposed. The proposed use will utilise the existing structures which are in keeping with the residential character of the site.

S4.15(1)(c) the suitability of the site for the development

- Are utilities and services available to the site and adequate for the development?
- Is the site subject to natural hazards including flooding, tidal inundation, subsidence, slip, mass movement, and bushfires?
- Is the proposal compatible with conserving the heritage significance of the site?

Comment: Adequate services are available to the site. The site is not subject to any natural hazards. The development relates to the use of land, rather than new buildings or structures. The site is not heritage listed. The fact that the applicant/operator will be residing 'onsite' is likely to be an advantage in that it will be even further in their own interest to ensure that the site is kept neat and tidy in appearance, and that the neighbours are not negatively impacted by the operations of the home business.

S4.15(1)(d) any submissions made in accordance with this Act or the Regulations?

Council notified 12 surrounding property owners and occupiers of the proposal. As a result, 3 objections (from two properties) were received.

Overview of the main issues raised in submissions:

1. **Solid waste disposal.** Concerns were raised regarding the disposal of solid waste. Neighbours have raised concerns regarding disposal of waste in household bins as having the potential to be airborne and have a negative impact on health.

Assessment Comment:

Further information was requested from the applicant as to how they will manage solid waste disposal to alleviate neighbour concerns. The applicant has advised the waste will be placed in strong plastic garbage bags and tied up, and they will ensure that the bags are not overfilled. They have also advised the bins are professionally cleaned once a fortnight.

The proposed 'home business' condition includes a provision to ensure any waste product does not interfere with the amenity of the neighbourhood.

2. **Waste water.** Concerns were raised regarding potential generation of waste water. In particular, neighbours have cited concerns regarding the disposal of water used to disinfect and wash containment areas and potentially hazardous run-off.

Assessment Comment:

The proposed 'home business' condition includes a provision to ensure any wastewater product does not interfere with the amenity of the neighbourhood.

3. **Use attracting other cats.** Concerns were raised regarding the proposed use attracting other domestic and feral cats to the neighbourhood, in particular the potential for additional cats to carry disease or excrement.

Assessment comment:

The applicant noted that this has not occurred since they have been operating. The cats do not roam free within the yard but rather have dedicated cat cages and a cat run and enclosed grassed area to ensure that they are monitored for any health issues. The applicant has also noted that cats are desexed as soon as possible, with desexing preventing other cats being attracted to the property. It is also proposed it impose a condition limiting the number of cats to 25, to prevent the home business from having a significant impact on the amenity of the neighbourhood.

4. **Health impacts.** Concerns were raised regarding the proposed number of cats having a detrimental impact on neighbours with health issues.

Assessment comment:

The applicant is proposing to limit the number of cats to 25, and it is proposed that the DA approval include a condition regarding this. Given this is lower than the number of cats housed at the property in the past, the applicant limiting the number of cats at the property is likely to reduce any negative health impacts experienced by neighbours. The applicant has also detailed regular and robust cleaning procedures to ensure the premises is kept clean and hygienic. It is also proposed to condition regular cleaning and sanitation of the premises is carried out in accordance with the submitted SEE.

5. **Traffic.** Concerns were raised regarding a potential increase of traffic in a residential area.

Assessment comment:

The proposal is for a home business and is not expected to generate a significant amount of traffic. While it is noted that any customers or volunteers may park on the street, there is available street parking surrounding the premises. The applicant is also proposing that customers visit by appointment only, which will reduce any unexpected additional traffic. The proposed operating hours are regular business hours so it is not expected that the use will generate traffic early in the morning or late at night. It is proposed that the operating hours be conditioned.

6. **Location.** Comments were made that the use should not be located in a residential area and could set a precedent for further similar development in residential areas.

Assessment comment:

A home business is permissible in the R1 General Residential zone, subject to development consent, and the applicant is proposing to scale the use to comply with the home business definition. Animal training and boarding establishments are prohibited in the R1 zone, however the applicant has noted in the SEE that no breeding or boarding of animals will occur at the premises. The proposal complies with the objectives of the R1 General Residential zone. Any further applicant for a similar use in a residential area will be subject to development consent.

7. **Number of cats.** Concerns that a large number of cats were being housed at the premises. One objector also noted they believe the number of cats housed exceeds the legal limit.

Assessment comment:

Council currently has no policy restricting the number of cats allowed at a premises, nor has there been an order issued on this property limiting the number of cats. The applicant has also advised they are seeking consent for a maximum of 25 cats at any one time, which is half the number of cats they have had on previous occasions. It is proposed to condition that there be no more than 25 cats in the rescue at any given time.

8. **Qualifications.** Objectors questioned if the operators held any appropriate certificates or qualifications that may be required to operate a cattery.

Assessment comment:

It is beyond the scope of this assessment to comment on individual qualifications. However, it is proposed to condition that the rescue obtain a Rehoming Organisation Number from the Office of Local Government. It is also proposed to condition that the home business comply with the OLG *Guidelines for Designated Rehoming Organisations*. Although the home business does not include animal boarding, it is also proposed to condition that the rescue comply with the *NSW Animal Welfare Code of Practice No 5 – Dogs & Cats in Animal Boarding Establishments* to ensure appropriate animal welfare practices.

S4.15(1)(e) the public interest

When determining a Development Application, Council must “weigh up” all matters relating to the proposal.

The public interest is a broad consideration that can relate to many issues, and it is Council’s responsibility to consider which issues/matters should be given “more weight” than others.

Approval of the proposal, subject to conditions of consent is considered to be in the broader public interest.

In the public interest, the relevant environmental planning instruments and have been taken into consideration. The proposal is not considered to conflict with the Broken Hill Local Environmental Plan. There are no State or Federal legislation that prevents approval being granted.

Conclusion: A key point when determining any Development Application is that Council is considering a proposal within what is primarily a merits based assessment system. Benefits of a development must be weighed up against the negatives. Where there are negatives, consideration can be given to whether those negatives can be mitigated or managed through imposing conditions on a consent.

Any noncompliance with conditions of consent would be a breach of the *Environmental Planning and Assessment Act 1979*, which can then result in action being taken including issuing of Orders, and penalty notice fines etc.

Based on the above assessment it is concluded that the proposed use does not result in impacts which are so unacceptable that it warrants the application being refused.

Recommendation: Section 4.16 of the *Environmental Planning and Assessment Act 1979* sets out that Council is to determine a development application by:

- (a) granting consent to the application, either unconditionally or subject to conditions,
- or (b) refusing consent to the application.

Conditions of consent are able to be imposed under Section 4.17 of the *Environmental Planning and Assessment Act 1979*.

It is recommended that Development Application 17/2022 be approved, subject to conditions of consent as outlined in Attachment 1 to this report.

Under Section 88 of the *Environmental Planning and Assessment Regulation 2021* if the Application is refused, then Council must state its reasons for refusal.

Community Engagement:

Neighbour notification was conducted in accordance with Council’s Community Engagement Strategy, and the outcome of this notification has been addressed in this report.

Strategic Direction:

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

Relevant Legislation:

Environmental Planning & Assessment Act 1979
Broken Hill Local Environmental Plan 2013

Financial Implications:

Should the applicant be dissatisfied with the determination or conditions, they have the right to appeal the decision in the Land and Environment Court which would incur financial costs to Council in defense.

Attachments

1. [↓](#) Proposed conditions of consent

JAY NANKIVELL
GENERAL MANAGER

Attachment 1: Proposed Conditions of Consent

(1) Home Business

That the use of the premises comply with the definition of 'home business' as per Broken Hill Local Environmental Plan 2013:

home business means a business, whether or not involving the sale of items online, carried on in a dwelling, or in a building ancillary to a dwelling, by 1 or more permanent residents of the dwelling and not involving the following—

- (a) the employment of more than 2 persons other than the residents,
 - (b) interference with the amenity of the neighbourhood because of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil, traffic generation or otherwise,
 - (c) the exposure to view, from adjacent premises or from a public place, of unsightly matter,
 - (d) the exhibition of signage, other than a business identification sign,
 - (e) the retail sale of, or the exposure or offer for retail sale of, items, whether goods or materials, not produced at the dwelling or building, other than by online retailing,
- but does not include bed and breakfast accommodation, home occupation (sex services) or sex services premises

Reason for imposition of condition: To ensure compliance with the required legislation

(2) Injury to Amenity

That immediate remedial measures shall be taken if in the opinion of Council, injury is being caused to the amenity of the neighbourhood due to any nuisance, traffic hazard or otherwise and that the use shall cease if it is considered that the use can no longer be tolerated.

Reason for imposition of condition: The need to provide Council with the ability to mitigate injurious activities on the neighbourhood.

(3) Operation Hours

That the hours of operation for public/customers to attend, shall be restricted to 11am to 6pm, Monday to Friday and 1pm to 4pm on Saturday with no work on Sunday or Public Holidays.

Reason of imposition of condition: The need to limit the hours of operation of a business so that its affect on the surrounding properties is minimised.

(4) Number of Cats

That there must be no more than 25 cats at the premises at any one time.

Reasons for imposition of condition: to ensure compliance with the submitted Statement of Environmental Effects (SEE) and minimise the potential for impact on the amenity of the neighbourhood.

(5) Waste and cleaning

That cleaning and waste management be carried out as outlined in Section 3.8 and 3.9 of the submitted and approved Statement of Environmental Effects (SEE). All solid

waste matter is to be disposed of in a manner that does not adversely impact the surrounding properties and any liquid waste is to go to sewer.

Reasons for imposition of condition: *to ensure compliance with the submitted Statement of Environmental Effects (SEE) and minimise the impact on the amenity of the neighbourhood*

(6) Commercial Boarding Prohibited

That the premises is not to be used for commercial animal boarding.

Reasons for imposition of condition: *commercial boarding is prohibited in the R1 General Residential zone*

(7) Rehoming approvals

That the appropriate approvals (including a Rehoming Organisation Number) be obtained from the Office of Local Government NSW.

Reasons for imposition of condition: *To ensure the use has the required approvals from other government agencies*

(8) Rehoming guidelines

That the home business complies with the Office of Local Government *Guidelines for Rehoming Organisations* (<https://www.olg.nsw.gov.au/wp-content/uploads/2021/06/Guidelines-for-Designated-Rehoming-Organisations-.pdf>)

Reason for imposition of condition: *To ensure that the use complies with the relevant guidelines*

(9) Animal welfare

That the home business complies, at all times, with the *NSW Animal Welfare Code of Practice No 5- Dogs & Cats in Animal Boarding Establishments* (<https://www.dpi.nsw.gov.au/animals-and-livestock/animal-welfare/animal-care-and-welfare/other/companion-animal-files/nsw-animal-welfare-code-of-practice-no-5-dogs-and-cats-in-animal-boarding-establishments>).

Reasons for imposition of condition: *To ensure best practice animal welfare.*

(10) Upgrade of existing buildings

The parts of the buildings to be used as part of the home business are to be upgraded to comply with the following provisions of the Building Code of Australia, as in force at the time the application for the relevant Construction Certificate is lodged:

- a. P2.1.1 – Structural stability and resistance
- b. P2.3.1 – Spread of fire
- c. P2.4.2 – Room heights
- d. P2.4.4 – Lighting
- e. P2.4.5 – Ventilation

This applies to 'Area 1', 'Area 2' and the 'Open Area', as indicated on the approved plans.

Reason for imposition of condition: *This condition is imposed in accordance with section 64 of the Environmental Planning and Assessment Regulation 2021.*

The measures currently contained in the parts of the buildings indicated to be used as

the home business are inadequate to restrict the spread of fire from the building to other buildings nearby. The proposed development included works to make these areas compliant with some parts of the Building Code of Australia. This condition requires compliance with additional appropriate parts of the Building Code to ensure the safe use of the buildings.

(11) Construction Certificate Required

Prior to any physical works commencing in relation to the development, a Construction Certificate for those works is to be obtained from Council or a registered Accredited certifier.

Reason for imposition of condition: *requirement of section 6.7 of the Environmental Planning and Assessment Act 1979.*

(12) Occupation Certificate Required

Prior to the commencement of the use of the premises as an animal shelter (home business), the proposed /required works are to be completed and an Occupation Certificate issued for the affected parts of the premises (being 'Area 1', 'Area 2' and the 'Open Area', as indicated on the approved plans).

Reason for imposition of condition: *requirement of section 6.8 of the Environmental Planning and Assessment Act 1979.*

HEALTH AND BUILDING COMMITTEE

August 3, 2022

ITEM 5**BROKEN HILL CITY COUNCIL REPORT NO. 181/22**

SUBJECT: MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF THE BARRIER RANGES COMMUNITY COMMITTEE MEETING HELD 12 JULY 2022 D22/40693

Recommendation

1. That Broken Hill City Council Report No. 181/22 dated August 3, 2022, be received.
2. That the minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting held 12 July 2022 be received.

Executive Summary:

Council has received minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting held 12 July 2022 for endorsement by Council.

Report:

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

Community Engagement:

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

Strategic Direction:

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

Relevant Legislation:

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

Financial Implications:

Nil

Attachments

1. MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF THE
[↓](#) BARRIER RANGES COMMUNITY COMMITTEE - JULY 2022

RAZIJA NU'MAN
CHIEF CORPORATE AND COMMUNITY OFFICER

JAY NANKIVELL
GENERAL MANAGER

**MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF THE
BARRIER RANGES COMMUNITY COMMITTEE S355 MEETING
12 JULY 2022 AT 6PM – GROUND FLOOR MEETING ROOM,
COUNCIL ADMINISTRATIVE CENTRE, 248 BLENDE STREET** 12/51

1. Present: Councillor

Councillor Marion Brown, Geoffery Hoare, Sue Spangler, Gaylene Ford, Jeff Crase, Anne Evers, Merran Coombe, Micheal Ford, Karen Ford, Nick King (BHCC), Darrell Ford (BHCC)

2. Apologies:

Kellie Scott, Jamie Scott, David Spielvogel, Jill Spielvogal, Emily Scott, Evan Scott, Paul Reed, Dean Fletcher, John Rogers, Finbar Ryan (BHCC)

3. Confirmation of minutes of previous meeting: 21 June 2022

Passed By: Sue Spangler, Merran Coombe,

4. Business arising from Previous Minutes:

4.1 Chairperson and Vice Chairperson were elected, Jeff Crase as Chairperson and Sue Spangler as Vice Chairperson. Marion Brown is the Committee's appointed Councillor.

4.2 A working bee will be held on 6 August 2022, starting at 9am.

5. Correspondence:

Nil

6. Update on Action List Items:

6.1 [Identification Cards](#) – As required

6.2 [Police Checks](#)

6.3 [Cement Paths](#)

6.4 [Improve Roadworks](#)

7. General Business:

7.1 The Baiting program has finished, and all fox baits have now been removed.

7.2 Brett (weed spraying contractor) has begun work spraying on the outskirts of town, he's been notified of all the areas of concern. He will also be spraying the 'Foundation Grass' as he comes across it in the regeneration, Willyama Common and Living Desert areas.

7.3 The Myre Myres (Aboriginal Hut) have all been repaired and reinstated.

7.4 Four coach tours are scheduled for July.

7.5 Many the Sturt Desert Peas are currently in flower.

7.6 Current tourist numbers are high due to school holidays.

7.7 We are in the process of developing a walking path from Starview Campsite to the Sculpture Symposium.

- 7.8** An old water tank is being moved from Brown Street to the Flora Site to facilitate a small enclosure for Shingleback lizards, this will allow visitors to get a closer look at them.

Action List:

ACTION	WHO
1. Identification Cards – Continuing	Customer Relations
2. Police Checks	Darrell Ford
3. Cement paths	Darrell Ford
4. Improve Roadworks	Darrell Ford

- 8. Next Meeting:** 6pm Tuesday, 9 August 2022 at Ground Floor Meeting Room
- 9. Meeting Closed:** 6.25pm

RECOMMENDATIONS OF THE POLICY AND GENERAL COMMITTEE MEETING HELD WEDNESDAY, 24 AUGUST 2022

1. BROKEN HILL CITY COUNCIL REPORT NO. 176/22 - DATED JULY 28, 2022 - CHILD CARE AVAILABILITY IN BROKEN HILL (D22/39465).....198

Recommendation

1. That Broken Hill City Council Report No. 176/22 dated July 28, 2022, be received.
2. That Council continues its advocacy for increased Childcare availability in the City through the implementation of Council's Liveability and Housing Strategy; and to ensure that it aligns with the objectives of the State Government's Liveability Strategy for regional NSW.
3. That Council continues its advocacy for increased Childcare availability in the City with State and Federal Ministers.

2. BROKEN HILL CITY COUNCIL REPORT NO. 177/22 - DATED AUGUST 01, 2022 - REVIEW OF COUNCIL'S CODE OF MEETING PRACTICE TO PERMIT COUNCILLOR ATTENDANCE VIA AUDIO VISUAL LINK AT STANDING COMMITTEE MEEETINGS AND COUNCIL MEETINGS (D22/39896).....234

Recommendation

1. That Broken Hill City Council Report No. 177/22 dated August 1, 2022, be received.
2. That Council makes no amendment to the Code of Meeting Practice Policy to permit attendance by Councillors at Committee and Council Meetings via audio-visual link as per the optional clauses contained in the Office of Local Government's Model Code of Meeting Practice.

3. BROKEN HILL CITY COUNCIL REPORT NO. 178/22 - DATED AUGUST 18, 2022 - PUBLIC INTEREST DISCLOSURES ANNUAL REPORT - 2021/2022 (D22/43501)369

Recommendation

- 1. That Broken Hill City Council Report No. 178/22 dated August 18, 2022, be received.
- 2. That the Broken Hill City Council Public Interest Disclosures Annual Report 2021/2022 be forwarded to the Minister for Local Government and the NSW Ombudsman by 30 October 2022

4. BROKEN HILL CITY COUNCIL REPORT NO. 179/22 - DATED JULY 29, 2022 - DRAFT PUBLIC ART POLICY (D22/39643).....374

Recommendation

- 1. That Broken Hill City Council Report No. 179/22 dated July 29, 2022, be received.
- 2. That Council adopt the draft Public Art Policy to include minor amendments as outlined in this report.

5. BROKEN HILL CITY COUNCIL REPORT NO. 181/22 - DATED JULY 22, 2022 - 2017-2021 DISABILITY INCLUSION ACTION PLAN - FINAL KEY PERFORMANCE INDICATORS PROGRESS REPORT FOR PERIOD ENDING 30 JUNE 2022 (D22/38574)396

Recommendation

- 1. That Broken Hill City Council Report No. 181/22 dated July 22, 2022, be received.
- 2. That Council note the 2017-2021 Disability Inclusion Action Plan – Final Key Performance Indicators Progress Report for the reporting period ending 30 June 2022.
- 3. That the 2017-2021 Disability Inclusion Action Plan – Final Key Performance Indicators Progress Report for the reporting period ending 30 June 2022 be placed on Council’s website.

6. BROKEN HILL CITY COUNCIL REPORT NO. 182/22 - DATED AUGUST 03, 2022 - 2021-2022 DELIVERY PROGRAM INCLUSIVE OF OPERATIONAL PLAN 2021/2022 OUTCOMES - FINAL KEY PERFORMANCE INDICATORS PROGRESS REPORT FOR PERIOD ENDING 30 JUNE 2022 (D22/39115)428

Recommendation

1. That Broken Hill City Council Report No. 182/22 dated August 3, 2022, be received.
2. That Council receive the 2021-2022 Delivery Program inclusive of 2021/2022 Operational Plan outcomes - Final Key Performance Indicators Progress Report for period ending 30 June 2022.
3. That the 2021-2022 Delivery Program inclusive of 2021/2022 Operational Plan outcomes - Final Key Performance Indicators Progress Report for period ending 30 June 2022, be placed on Council's website.

7. BROKEN HILL CITY COUNCIL REPORT NO. 183/22 - DATED AUGUST 10, 2022 - BUDGET CARRYOVER'S 2021/22 (D22/41941).....467

Recommendation

1. That Broken Hill City Council Report No. 183/22 dated August 10, 2022, be received.
2. That Council revoke the budget items as listed below in *Table 1* for the amount of \$143,700.
3. That Council note the carryover budget items as listed below in *Table 2* for the amount of \$23,328,537.

8. BROKEN HILL CITY COUNCIL REPORT NO. 184/22 - DATED AUGUST 02, 2022 - INVESTMENT STRATEGY AND PORTFOLIO REVIEW FOR 2021/2022 (D22/40414)476

Recommendation

1. That Broken Hill City Council Report No. 184/22 dated August 2, 2022, be received.

9. BROKEN HILL CITY COUNCIL REPORT NO. 185/22 - DATED AUGUST 15, 2022 - INVESTMENT REPORT FOR JULY 2022 (D22/42670)508

Recommendation

1. That Broken Hill City Council Report No. 185/22 dated August 15, 2022, be received.

10. BROKEN HILL CITY COUNCIL REPORT NO. 186/22 - DATED AUGUST 15, 2022 - MEMORANDUM OF UNDERSTANDING - AFL BROKEN HILL AND BROKEN HILL CITY COUNCIL (D22/42487).....522

Recommendation

1. That Broken Hill City Council Report No. 186/22 dated August 15, 2022, be received.
2. That the General Manager be authorised to negotiate and execute a Memorandum of Understanding for a period of two (2) years with AFL Broken Hill.
3. That Council authorise the General Manager to include in the Memorandum of Understanding financial assistance grants of \$10,000 per annum.

11. BROKEN HILL CITY COUNCIL REPORT NO. 187/22 - DATED AUGUST 04, 2022 - RE-ESTABLISHMENT OF E.T. LAMB MEMORIAL OVAL COMMUNITY COMMITTEE AND COMMITTEE NOMINATIONS (D22/41183)526

Recommendation

1. That Broken Hill City Council Report No. 187/22 dated August 4, 2022, be received.
2. That Council re-establish the E.T. Lamb Memorial Oval Community Committee.
3. That Council appoints at least one Councillor Representative to the E.T. Lamb Memorial Oval Community Committee.
4. That user groups of the E.T. Lamb Memorial Oval and community representatives, continue to be encouraged to consider an interest in joining the community committee to achieve the required number of members stated in the constitution and for effective management of the asset.
5. That Council appoints Mr Dean Meadows, Mr Luke Driscoll, Mr Ross Morris, Mr Des Rumble and Mr Lyndon Pace as community representatives of the E.T. Lamb Memorial Oval Community Committee, subject to Council resolving to re-establish the committee.

12. BROKEN HILL CITY COUNCIL REPORT NO. 188/22 - DATED JULY 27, 2022 - MINUTES OF THE BROKEN HILL HERITAGE COMMITTEE ANNUAL GENERAL MEETING HELD 25 JULY 2022 (D22/39192)549

Recommendation

1. That Broken Hill City Council Report No. 188/22 dated July 27, 2022, be received.
2. That minutes of the Broken Hill Heritage Committee Annual General Meeting held 25 July 2022 be received.

POLICY AND GENERAL COMMITTEE

July 28, 2022

ITEM 1BROKEN HILL CITY COUNCIL REPORT NO. 176/22SUBJECT: CHILD CARE AVAILABILITY IN BROKEN HILL D22/39465**Recommendation**

1. That Broken Hill City Council Report No. 176/22 dated July 28, 2022, be received.
2. That the Policy and General Committee reviews correspondence, that was presented to the July Council Meeting from the Minister for Early Childhood Education, to determine the future direction of any advocacy and correspondence in relation to Childcare availability in the City.

Executive Summary:

Council sent correspondence to the Hon Dr Anne Aly MP, Minister for Early Childhood Education dated 10 June 2022, advising of Council's resolution at the March 30 2022, Council Meeting regarding the urgency of increasing child care availability within the City.

The Minister for Early Childhood Education, Hon Dr Anne Aly MP, replied to the Mayor's correspondence advising of the various Government strategies to support accessible childcare for families in Australia.

Council at its meeting held 27 July 2022, resolved that this correspondence be referred back to the Policy and General Committee to determine the future direction of any advocacy and correspondence in relation to Childcare availability.

Report:

Mayoral Minute 2/22 was presented to the Council meeting held January 12, 2022 and as part of the resolution, Council resolved (Minute No. 46690):

..." Item 21 - That options to increase childcare be referred to the Policy and General Committee."

Council considered Broken Hill City Council Report No 71/22 - Childcare Availability Broken Hill at the March 30, 2022 Council Meeting and resolved:

ITEM 6 - BROKEN HILL CITY COUNCIL REPORT NO. 71/22 - DATED MARCH 11, 2022 -
CHILDCARE AVAILABILITY BROKEN HILL D22/12769

RESOLUTIONMinute No. 46783

Councillor R Algate moved
Councillor D Turley seconded

Resolved

1. That Broken Hill City Council Report No. 71/22 dated March 11, 2022, be received.

2. That Council note the initiation of a Council developed Liveability & Housing Strategy to support advocacy and assist in the identification and resourcing to improve livability within the City.
3. That Council continues to support the work of the Foundation Broken Hill Project Officer to identify and research improved childcare.
4. That Council partners with Foundation Broken Hill to advocate for additional services for the expansion of services.
5. That Council writes to the appropriate Federal & State Ministers as well as Local Members, The Honorable Mark Coulton and Mr Roy Butler to reinforce the urgency of increasing childcare availability within the City.
6. That the Mayor and Councillors meet with the Federal Member when he is next in Broken Hill, to discuss the issue.

CARRIED UNANIMOUSLY

Following the Council Meeting, Council sent correspondence to the appropriate Federal and State Ministers as well as the Federal and Local Members, advising of Council's resolution.

The Minister for Early Childhood Education, Hon Dr Anne Aly MP, replied to the Mayor's correspondence advising of the various Government strategies to support accessible childcare for families in Australia and The Minister's correspondence dated June 29, 2022 was considered at the Council Meeting held 27 July 2022. Council resolved:

ITEM 6 - BROKEN HILL CITY COUNCIL REPORT NO. 155/22 - DATED JULY 05, 2022 - CORRESPONDENCE REPORT - CHILD CARE AVAILABILITY IN BROKEN HILL D22/34897

RESOLUTION

Minute No. 46903

Deputy Mayor J Hickey moved)
Councillor D Turley seconded)

Resolved

1. That Broken Hill City Council Report No. 155/22 dated July 5, 2022, be received.
2. That reply correspondence from The Hon Dr Anne Aly MP, Minister for Early Childhood Education dated 29 June 2022 advising of various Government strategies to support accessible childcare for families in Australia, be received and noted.
3. That the matter be referred to the Policy and General Standing Committee for further discussion regarding future correspondence to Ministers.

CARRIED UNANIMOUSLY

As per Council's resolution, this report is now being presented to the Policy and General Committee to make recommendation to Council regarding the future direction of any advocacy or correspondence to Ministers in relation to this issue.

Community Engagement:

Discussions have been held with Foundation Broken Hill's Project Officer on the findings from the latest research on childcare gaps in Broken Hill.

Strategic Direction:

Key Direction:	2	Our Economy
Objective:	2.1	Our businesses are well connected and thrive in an environment that supports innovation and economic growth
Strategy:	2.1.7	Advocate for incentives and initiatives that support business and industry to expand

Relevant Legislation:

Local Government Act 1993

Financial Implications:

Nil

Attachments

1. Copy of Report No 71-22 - Childcare Availability - presented to March 2022 Health and Building Committee
[↓](#)
2. Copy of reply correspondence received from the Hon Dr Anne Aly MP - presented to July 2022 Council Meeting
[↓](#)

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

Health and Building Committee

22 March 2022

HEALTH AND BUILDING COMMITTEE

March 11, 2022

ITEM 1BROKEN HILL CITY COUNCIL REPORT NO. 71/22SUBJECT: CHILDCARE AVAILABILITY BROKEN HILL D22/12769**Recommendation**

1. That Broken Hill City Council Report No. 71/22 dated March 11, 2022, be received.
2. That Council note the initiation of a Council developed Liveability & Housing Strategy to support advocacy and assist in the identification and resourcing to improve livability within the City.
3. That Council continues to support the work of the Foundation Broken Hill Project Officer to identify and research improved childcare.
4. That Council partners with Foundation Broken Hill to advocate for additional services for the expansion of services.
5. That Council writes to the appropriate Federal & State Ministers as well as Local Members, The Honorable Mark Coulton and Mr Roy Butler to reinforce the urgency of increasing childcare availability within the City.

Executive Summary:

In response to Mayoral Minute No. 2/22 (Council resolution No. 46690), Council officers have collated information to outline the next steps to progress Minute No. 21.

Liveability of a community is measured by identifying and measuring the factors that provide quality of life in a place.

Liveability factors include affordable decent housing, access to the natural environment, feeling safe, a strong sense of community, high quality health services, good job prospects, a prosperous economy, high quality educational opportunities (including access to quality, available and affordable childcare), access to sports and recreation, cultural facilities, social cohesion, access to fresh water and food, access to a diverse range of shopping, leisure and dining experiences and opportunity for all. (Australian Urban Observatory <https://auo.org.au/portal/metadata/urban-liveability-index/>).

The provision of quality, available and affordable childcare is a liveability factor which impacts on workforce participation in Broken Hill and the attractiveness of the city for potential new residents.

Foundation Broken Hill is facilitating a consortium of industry employers that have joined to create a short-term Project Officer position to research and explore solutions to the provision of liveability factors in the City. Primarily related to improved housing and childcare. The consortium membership includes mining companies with a footprint in the Far West of NSW. The Project Officer role provides information and research into the factors which may impact on the ability of industry to attract suitable staff to meet the expected demand of the mining sector in Broken Hill.

Health and Building Committee

22 March 2022

The Project Officer has produced a Child Care Snapshot Report to document the current demand and project the need for childcare over the short to medium term. However, the Report only documents childcare being undertaken within a facility. It does not document home based childcare, known as Family Day Care.

Report:

Council officers met with the Foundation Broken Hill Project Officer on 11th February 2022 to discuss the findings of the Childcare Services Snapshot/Status Report which was produced in September 2021.

The attached Report, identified a waiting list for facility based childcare, including long day care and preschool, of approximately 75 places. The two Outside School Hours Care (OSHC) services have limited vacancies.

Broken Hill currently has 10 childcare providers in the community:

- one for profit private provider of childcare services,
- one family day care service (Cobar Shire Council managed),
- five private non-profit community-controlled centres,
- two state government-controlled school centres,
- and one private non-profit- other organisation centre.

After engagement with the local childcare sector by the Project Officer, substantial growth of existing local operations is not expected.

Family Day Care Services

Family Day Care is childcare provided in private homes by 'registered educators' who work for a Provider Agency.

Family Day Care providers (in this case, Cobar Shire Council) must employ one coordinator for every 15 educators. Educators provide care for 4 children under 5 years of age and up to 7 children on school holidays. The ratio of children to educators is 4 children aged 0-5 years and 3 children of school age.

Cobar Shire Council provides Far West Family Day Care services in Broken Hill. This service has no vacancies for care in Broken Hill and maintains a waiting list which is over 18 months long. The service has 14 educators in the local community at present.

Far West Family Day Care has been granted permission to "over licence" and provide care for 5 children under 5 years of age for each educator as opposed 4 children for every educator.

Data

Census 2021 data is not yet available in the required detail to ascertain the number of children and babies in the community presently. Thus, using the latest available data (ABS 2016), Broken Hill had 974 babies, toddlers and pre-schoolers aged 0-4 years who are the primary age candidates for childcare, long day care and preschool.

Based on the data in the Child Care Snapshot Report, there are currently approximately 275 available places for this age group in the city. There are approximately 1373 children aged 5 to 11 years who could access the 120 available Outside School Hours Care places (ABS Quickstats, 2016) (profileID).

Health and Building Committee

22 March 2022

Australian Bureau of Statistics information for age groups will be updated with the release of census data collected in 2021. The information will be released during 2022.

The expected rise in employment and population due to growth in the mining sector is anticipated to place significant additional pressure on already burdened childcare sector and leave many families without adequate care.

Strong demand, future growth and existing waiting lists suggest that there is an opportunity for business and operational growth in the childcare sector in Broken Hill.

Childcare Developments Group are currently advertising a business opportunity for a childcare centre which is to be built at 276-278 Clarke Street, Broken Hill. The proposed centre will be licensed for 51 placements. A licensee is expected to be found prior to building commencement. The opportunity can be found at <https://childcaredevelopments.com.au/centres-for-sale/>

The focus for the Foundation Broken Hill's Project Officer is to engage with local and national operators in the for-profit and non-profit sectors to communicate the strong current and future business demand and the opportunity to lease a purpose-built development in Broken Hill.

It is recommended that Council support this approach and advocate for additional childcare places.

Community Engagement:

Discussion was held with the Foundation Broken Hill Project Officer on the findings from the latest research on childcare gaps in Broken Hill.

Strategic Direction:

Key Direction:	2	Our Economy
Objective:	2.1	Our economy is strong and diversified and attracts people to work, live and invest
Strategy:	2.1.2	Develop and implement strategies and partnerships to support established businesses and services, and encourage new investment opportunities within the region

Relevant Legislation:

Local Government Act 1993

Financial Implications:

NIL

Attachments

1. Childcare in Broken Hill Status Report

RAZIJA NU'MAN
CHIEF CORPORATE AND COMMUNITY OFFICER

Broken Hill City Council

Page 3

Health and Building Committee

22 March 2022

JAY NANKIVELL
GENERAL MANAGER

Preview



Childcare Services in Broken Hill
Snapshot/Status Report

1. Introduction

This status report provides a snapshot of childcare services in Broken Hill as at the date of this report.

The term childcare is used broadly to refer to long day care, preschool, outside school hours care and family day care. Each service provides different education and care for different age groups.

Childcare is regulated under a national set of laws in each state, with a National Quality Framework setting the standard for childcare across the sector.

The number of places in a childcare service is regulated and dependant on the type and physical characteristics of the childcare facility, such as the unencumbered space per child both indoors and outdoors. Childcare facilities have specific building and planning requirements to provide a safe environment for children.

The number of childcare educators in a service is also regulated and based on educator-to-child ratios across different age groups. Services must have suitably qualified educators at diploma, certificate III and early childhood teacher levels, depending on the type of service and the approved number of child places, amongst other things.

At present in Broken Hill there are 7 long day care and preschool services providing 91 long day care and 168 preschool places, 1 family day care service and 2 outside school hours services.

Based on either direct conversation with childcare services or information from childcare websites, all services have waiting lists for available places.

Revision 1.0	Date: 01/09/2021	Author: Travis Nadge
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CHILDCARE AVAILABILITY BROKEN HILL

Attachment 1
Childcare in Broken Hill Status
Report**2. Current Services - Overview**

Name	Type	Services	Places	Availability*
Busy Kids Childcare	Centre-Based Care	Long Day Care	38	Waitlist 6 months
Happy Day Preschool and Long Day Care	Centre-Based Care	Long Day Care Preschool/Kindergarten	71	Waitlist (~50 on waitlist)
Silverlea Early Childhood Services	Centre-Based Care	Long Day Care	22	Waitlist (73 on waitlist)
Rainbow Preschool	Centre-Based Care	Preschool/Kindergarten	59	Waitlist 1 month
Playtime Preschool	Centre-Based Care	Preschool/Kindergarten	29	Waitlist
Broken Hill Public School Preschool	Centre-Based Care	Preschool/Kindergarten	20	Waitlist
Alma Bugdlie Preschool	Centre-Based Care	Preschool/Kindergarten	20	Waitlist
YMCA Burke Ward	Centre-Based Care	OSHC (after school, vacation care)	75	Vacancies
PCYC OSHC	Centre-Based Care	OSHC (after school, vacation care)	45	Vacancies
Far West Family Day Care	Family Day Care	Family Day Care	1 Service	Unknown

* Based on conversations with services or online information as at date of report.

3. Types of Childcare Services

- 3.1. **Long Day Care** –Centre-based care with qualified educators for children usually from 6 weeks of age up until they are ready to start school, around 6 years. Care is offered in a space that is especially built or designed for childcare purposes, usually offering different rooms for the various age groups. Outdoor play areas can offer children access to equipment, toys and facilities such as arts and crafts. Long day care centres provide all-day or part-time care for working families and offer developmental programs within their care programs.
- 3.2. **Preschool** - A service that provides an early childhood education program with qualified educators. In the years before a child starts school, they take part in a tailored program that will help to prepare them for formal learning. Depending on the centre, children can be between 3 and 5 years old when they start preschool. The location can be within a long day care centre, in a separate purpose-built centre, or even within a primary school.
- 3.3. **Family Day Care** - Care for children from babies to school age in a small group at an educator's home or approved family day care venue. Educators need to register as a provider and are rated and assessed for quality. The small group of children tend to be across a wide range of ages. Up to seven children can be cared for by one educator, with a maximum of four if they are preschool aged or younger.
- 3.4. **Outside School Hours Care (OSHC)** - Service that provides care for primary school aged children (typically 5 to 12 years) before and after school and can also operate during school holidays (vacation care) and on pupil free days. Outside school hours care services are usually provided from primary school premises, community facilities or childcare centres.

4. Centre-Based Child Ratio Requirements (NSW)

Age of children	Educator to child ratio
Birth to 24 months	1:4
Over 24 months and less than 36 months	1:5
36 months up to and including preschool age	1:10
Over preschool age	1:15

5. National Quality Framework

The National Quality Framework (NQF) operates under an applied law system and is a set of national standards for children's education and care across Australia. In effect it means the same law is applied in each state and territory, but with some varied provisions as applicable to the needs of each state or territory.

The Australian Children's Education and Care Quality Authority (ACECQA www.acecqa.gov.au) is an independent national authority that assists governments in administering the National Quality Framework for children's education and care.

The National Quality Standard (NQS) sets a high national benchmark for early childhood education and care and outside school hours care services in Australia.

5.1. NQS Quality Areas

The NQS includes 7 quality areas that are important outcomes for children.

- 1 **Educational program and practice**
Your child is supported to participate in play and learning
- 2 **Children's health and safety**
Your child is protected from illness and hazards
- 3 **Physical environment**
Your child plays in a safe and well maintained environment
- 4 **Staffing arrangements**
There are enough qualified staff to give your child the attention they need
- 5 **Relationships with children**
Your child is made to feel supported and welcomed
- 6 **Collaborative partnerships with families and communities**
Local community involvement and respect for the beliefs and values of families
- 7 **Governance and leadership**
Your child is cared for in a positive and well managed environment

Detailed descriptions of each NQS quality area can be found in Appendix A.

5.2. NQS Ratings

Services are assessed and rated by their regulatory authority against the NQS, and given a rating for each of the 7 quality areas and an overall rating based on these results.

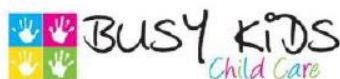


Snapshot of NQS at a national and state level can be found in Appendix B.

CHILDCARE AVAILABILITY BROKEN HILL

Attachment 1
 Childcare in Broken Hill Status
 Report

6. Current Services – In Detail



Name:	Busy Kids Childcare
Location:	121 Bagot Street, Broken Hill
Service Type:	Centre-Based Care Long Day Care
Approved Places:	38
Provider:	AR Business Management Pty Ltd
Management Type:	Private for profit
Service Approval Granted:	28 September 2008
NQF Rating/Status:	Working Towards NQS

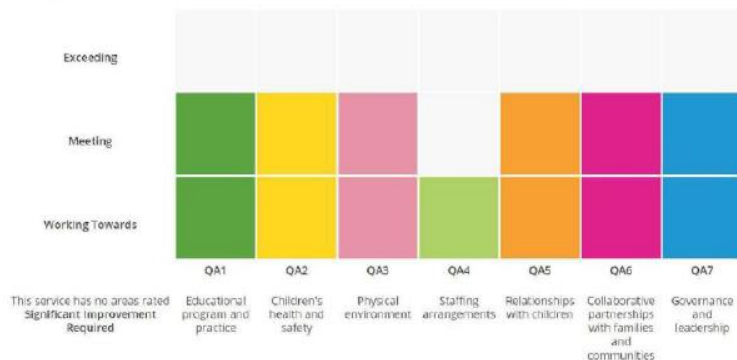
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Ratings chart



Busy Kids Child Care

Overall Rating: Working Towards NQS



Date: 01/09/2021

Childcare Services in Broken Hill

Page 6

CHILDCARE AVAILABILITY BROKEN HILL

Attachment 1
 Childcare in Broken Hill Status
 Report



Name:	Happy Day Preschool and Long Day Care
Location:	367 Kaolin, Broken Hill
Service Type:	Centre-Based Care Long Day Care Preschool/Kindergarten - Standalone
Approved Places:	71 (Long Day Care 31 / Preschool 40)
Provider:	Broken Hill Happy Day Preschool Kindergarten Inc
Management Type:	Private not for profit community managed
Service Approval Granted:	3 November 2008
NQF Rating/Status:	Meeting NQS

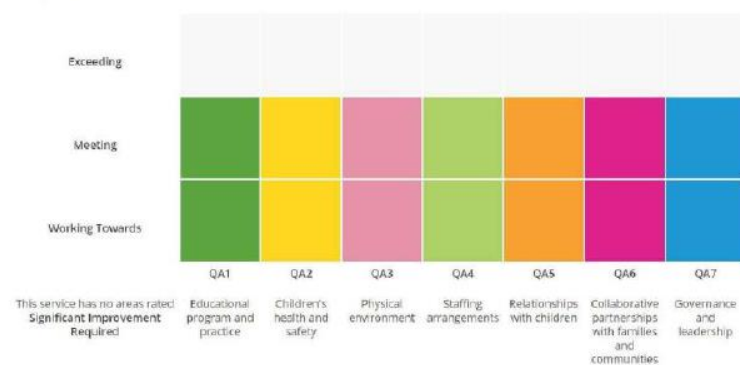
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Ratings chart



Happy Day Preschool and Long Day Care

Overall Rating: Meeting NQS



Date: 01/09/2021

Childcare Services in Broken Hill

Page 7

CHILDCARE AVAILABILITY BROKEN HILL

Attachment 1
 Childcare in Broken Hill Status
 Report



Name:	Silverlea Early Childhood Services
Location:	158 Rakow Street, Broken Hill
Service Type:	Centre-Based Care Long Day Care
Approved Places:	22
Provider:	Silverlea Early Childhood Service Inc
Management Type:	Private not for profit community managed
Service Approval Granted:	29 October 2019
NQF Rating/Status:	Working Towards NQ5

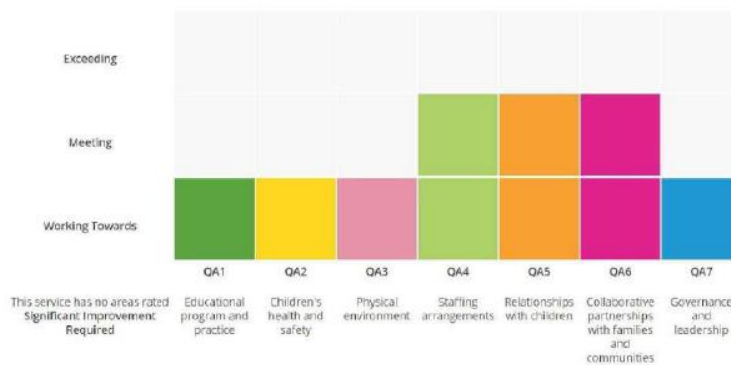
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Ratings chart



Silverlea Early Childhood Services

Overall Rating: Working Towards NQ5



Date: 01/09/2021

Childcare Services in Broken Hill

Page 8

CHILDCARE AVAILABILITY BROKEN HILL

Attachment 1
 Childcare in Broken Hill Status
 Report



Name:	Rainbow Preschool
Location:	2 Patton Lane, Broken Hill
Service Type:	Centre-Based Care Preschool/Kindergarten - Standalone
Approved Places:	59
Provider:	Rainbow Preschool Association Broken Hill Inc
Management Type:	Private not for profit community managed
Service Approval Granted:	7 November 2008
NQF Rating/Status:	Meeting NQS

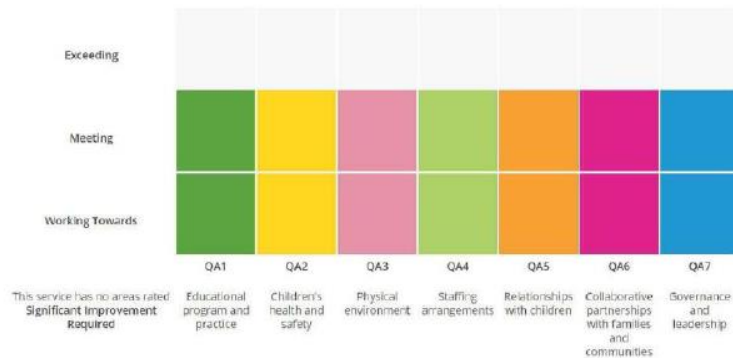
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Ratings chart



Rainbow Pre-School - Broken Hill

Overall Rating: Meeting NQS



CHILDCARE AVAILABILITY BROKEN HILL

Attachment 1
 Childcare in Broken Hill Status
 Report



Name:	Playtime Preschool
Location:	Cnr Patton & Comstock Streets, Broken Hill
Service Type:	Centre-Based Care Preschool/Kindergarten - Standalone
Approved Places:	29
Provider:	Playtime Pre-School Centre Association Incorporated
Management Type:	Private not for profit community managed
Service Approval Granted:	8 November 2007
NQF Rating/Status:	Working Towards NQS

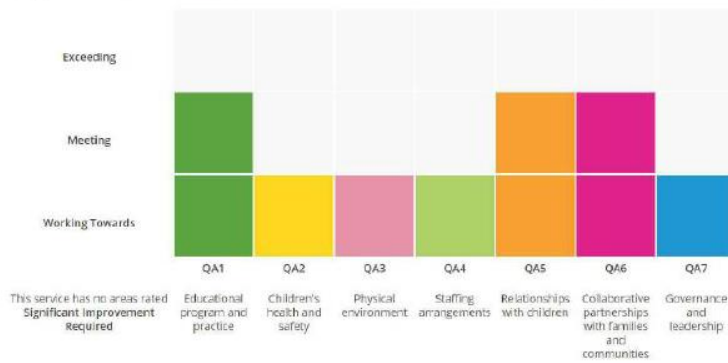
Brought to you by ACECQA.gov.au

Ratings chart



Playtime Pre-School

Overall Rating: Working Towards NQS



CHILDCARE AVAILABILITY BROKEN HILL

Attachment 1
 Childcare in Broken Hill Status
 Report



Name:	Broken Hill Public School Preschool
Location:	Bromide Street, Broken Hill
Service Type:	Centre-Based Care Preschool/Kindergarten – Part of a School
Approved Places:	20
Provider:	Department of Education (NSW)
Management Type:	State government school
Service Approval Granted:	18 May 2021
NQF Rating/Status:	Meeting NQS

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Ratings chart



Broken Hill Public School
 Preschool

Overall Rating: **Meeting NQS**



Date: 01/09/2021

Childcare Services in Broken Hill

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CHILDCARE AVAILABILITY BROKEN HILL

Attachment 1
 Childcare in Broken Hill Status
 Report



Name:	Alma Public School – Alma Bugdlie Preschool
Location:	29 Comstock Street, Broken Hill
Service Type:	Centre-Based Care Preschool/Kindergarten – Part of a School
Approved Places:	20
Provider:	Department of Education (NSW)
Management Type:	State government school
Service Approval Granted:	17 May 2010
NQF Rating/Status:	Meeting NQS

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Ratings chart



Alma Public School - Alma Bugdlie Preschool

Overall Rating: **Meeting NQS**



Date: 01/09/2021

Childcare Services in Broken Hill

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CHILDCARE AVAILABILITY BROKEN HILL

Attachment 1
 Childcare in Broken Hill Status
 Report



Name:	YMCA Bourke Ward OSHC
Location:	1 Rakow Street, Broken Hill
Service Type:	Centre-Based Care Outside School Hours Care – After School Outside School Hours Care – Before School Outside School Hours Care – Vacation Care
Approved Places:	75
Provider:	Young Men’s Christian Association of Sydney
Management Type:	Private not for profit community managed
Service Approval Granted:	15 November 2017
NQF Rating/Status:	Meeting NQS

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Ratings chart



YMCA Burke Ward OSHC

Overall Rating: Meeting NQS



CHILDCARE AVAILABILITY BROKEN HILL

Attachment 1
 Childcare in Broken Hill Status
 Report



Name:	PCYC- Out of School Hours Broken Hill
Location:	58 Gypsum Street, Broken Hill
Service Type:	Centre-Based Care Outside School Hours Care – After School Outside School Hours Care – Vacation Care
Approved Places:	45
Provider:	Police & Community Youth Clubs NSW Ltd
Management Type:	Private not for profit other organisation
Service Approval Granted:	13 September 2013
NQF Rating/Status:	Working Towards NQS

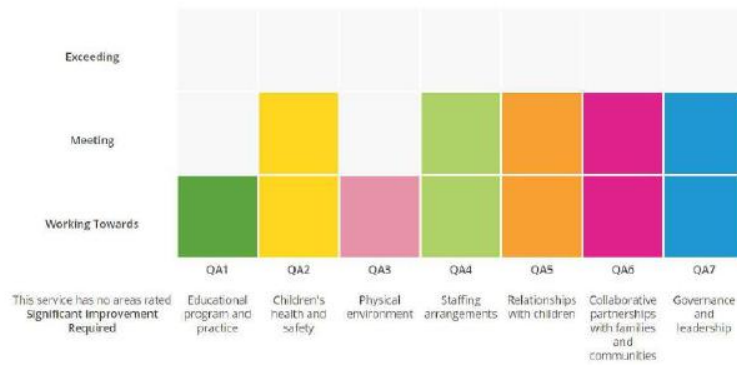
Brought to you by ACECQA.gov.au

Ratings chart



PCYC- Out Of School Hours Broken Hill

Overall Rating: Working Towards NQS



Date: 01/09/2021

Childcare Services in Broken Hill

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CHILDCARE AVAILABILITY BROKEN HILL

Attachment 1
 Childcare in Broken Hill Status
 Report



Name:	Far West Family Day Care Service Broken Hill
Location:	246 Oxide Street, Broken Hill
Service Type:	Family Day Care
Approved Places:	
Provider:	Cobar Shire Council
Management Type:	Local government managed
Service Approval Granted:	24 September 2006
NQF Rating/Status:	Working Towards NQS

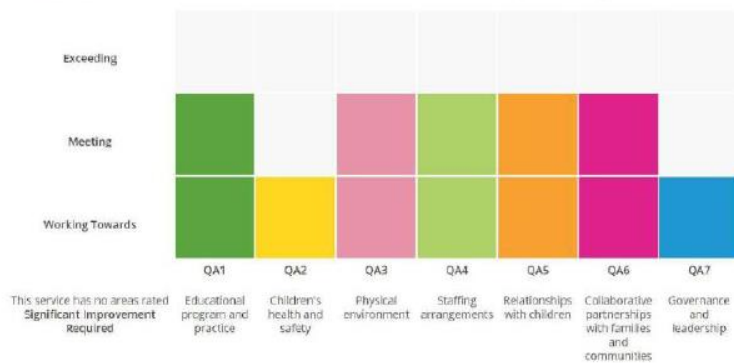
Brought to you by ACECQA.gov.au

Ratings chart



Far West Family Day Care Services

Overall Rating: Working Towards NQS

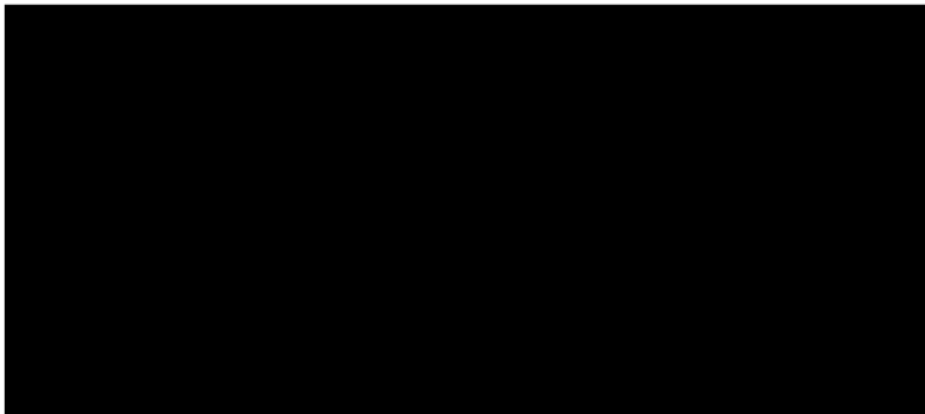
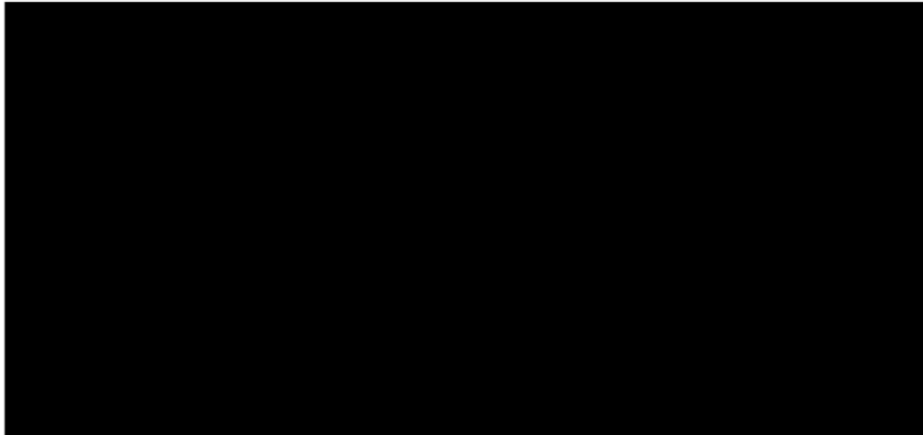


Date: 01/09/2021

Childcare Services in Broken Hill

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7. Feedback from Providers/Services



8. New Potential Services

Childcare Developments

Childcare Developments Group specialise in providing advice on developing a childcare centre. They do not operate the centre themselves. For example, if you wish to start a childcare centre, they could provide advice on location and other regulatory compliance issues with the location. They also design and construct childcare compliant buildings, including obtaining council development approval.

They have built numerous existing centres around NSW, mainly Sydney, and have multiple locations proposed. They either build and sell a location, or lease a centre to a provider, including possibly some up-front capital investment from the provider.

Childcare Developments did a Facebook posting in early August in Broken Hill. They were advertising for someone to lease their proposed (yet to be built) 71 place childcare centre in Broken Hill (it is noted as 51 places on their website).

The proposed location is on vacant land on the corner of Clarke and Rockwell Streets in south Broken Hill.

<https://childcaredevelopments.com.au/centres-for-lease/>



CHILDCARE AVAILABILITY BROKEN HILL

Attachment 1
Childcare in Broken Hill Status
Report

9. Comparison to Other Mining/Industrial Centres

Census 2016 data (by LGA)	Broken Hill	Mount Isa	Kalgoorlie	Port Pirie
Population	17,708	18,671	30,059	17,364
Population 0-4 years	974 (5.5%)	1,712 (9.2%)	2,566 (8.5%)	943 (5.4%)
Family with Children	2,543	2,788	4,601	2,532
In Preschool	308	269	420	202
Cared for Child/Children (Unpaid work)	3,595	4,295	6,922	3,612
Full/Part Time Employment	6,407	8,512	13,998	6,112
Work in Mining/Smelting	466	2,467	2,856	653
Childcare Places* (Current data)				
Long Day Care	91	256	296	129
Preschool	168	275	**	173
Total Places (LDC, Preschool)	259	531	296	302
OSHC	120	321	118	50
Family Day Care Services	1	1	1	1

* Some childcare centres are combined services, eg, Long day care and preschool. For the purposes of this comparison where a service is combined the places have been apportioned to the different categories, but the totals are correct.


** WA combines some years of preschool age into the regular school system. There are no defined preschool/kindergarten services in ACECQA.

APPENDIX A

NATIONAL QUALITY STANDARD

CHILDCARE AVAILABILITY BROKEN HILL

Attachment 1
Childcare in Broken Hill Status
Report

NATIONAL QUALITY STANDARD		
Concept	Descriptor	
QA1	Educational program and practice	
1.1	Program	The educational program enhances each child's learning and development.
1.1.1	Approved learning framework	Curriculum decision-making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
1.1.2	Child-centred	Each child's current knowledge, strengths, ideas, culture, abilities and interests are the foundation of the program.
1.1.3	Program learning opportunities	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
1.2	Practice	Educators facilitate and extend each child's learning and development.
1.2.1	Intentional teaching	Educators are deliberate, purposeful, and thoughtful in their decisions and actions.
1.2.2	Responsive teaching and scaffolding	Educators respond to children's ideas and play and extend children's learning through open-ended questions, interactions and feedback.
1.2.3	Child directed learning	Each child's agency is promoted, enabling them to make choices and decisions that influence events and their world.
1.3	Assessment and planning	Educators and co-ordinators take a planned and reflective approach to implementing the program for each child.
1.3.1	Assessment and planning cycle	Each child's learning and development is assessed or evaluated as part of an ongoing cycle of observation, analysing learning, documentation, planning, implementation and reflection.
1.3.2	Critical reflection	Critical reflection on children's learning and development, both as individuals and in groups, drives program planning and implementation.
1.3.3	Information for families	Families are informed about the program and their child's progress.
QA2	Children's health and safety	
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
QA3	Physical environment	
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.
3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
3.2.2	Resources support play-based learning	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
3.2.3	Environmentally responsible	The service cares for the environment and supports children to become environmentally responsible.

CHILDCARE AVAILABILITY BROKEN HILL

Attachment 1
Childcare in Broken Hill Status
Report

Concept	Descriptor
QA4	Staffing arrangements
4.1	Staffing arrangements enhance children's learning and development.
4.1.1	Organisation of educators The organisation of educators across the service supports children's learning and development.
4.1.2	Continuity of staff Every effort is made for children to experience continuity of educators at the service.
4.2	Professionalism Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional standards Professional standards guide practice, interactions and relationships.
QA5	Relationships with children
5.1	Relationships between educators and children Respectful and equitable relationships are maintained with each child.
5.1.1	Positive educator to child interactions Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child The dignity and rights of every child are maintained.
5.2	Relationships between children Each child is supported to build and maintain sensitive and responsive relationships.
5.2.1	Collaborative learning Children are supported to collaborate, learn from and help each other.
5.2.2	Self-regulation Each child is supported to regulate their own behaviour, respond appropriately to the behaviour of others and communicate effectively to resolve conflicts.
QA6	Collaborative partnerships with families and communities
6.1	Supportive relationships with families Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service Families are supported from enrolment to be involved in the service and contribute to service decisions.
6.1.2	Parent views are respected The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
6.1.3	Families are supported Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2	Collaborative partnerships Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.1	Transitions Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.
6.2.2	Access and participation Effective partnerships support children's access, inclusion and participation in the program.
6.2.3	Community engagement The service builds relationships and engages with its community.
QA7	Governance and Leadership
7.1	Governance Governance supports the operation of a quality service.
7.1.1	Service philosophy and purpose A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management systems Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
7.2	Leadership Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement There is an effective self-assessment and quality improvement process in place.
7.2.2	Educational leadership The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

APPENDIX B

NQF SNAPSHOT - Q2 2021



NQF Snapshot
Q2 2021

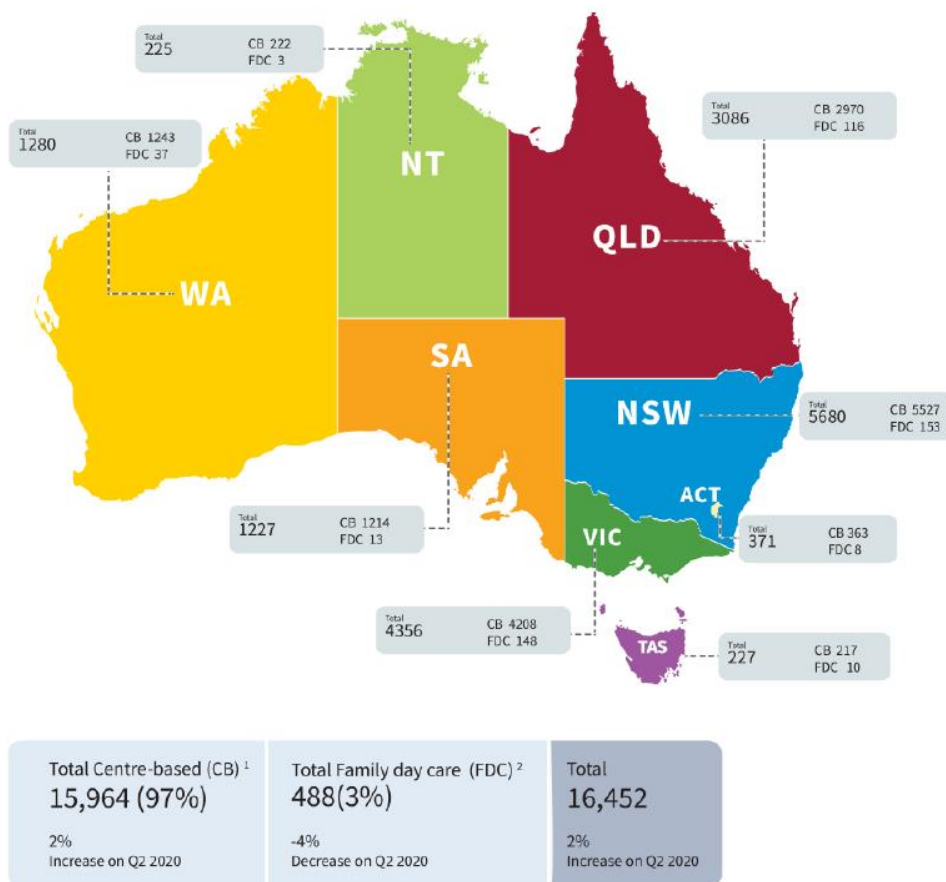


A quarterly report from
the Australian Children's Education and Care Quality Authority

August 2021

Profile of the sector

Figure 2: Number of approved services by jurisdiction and service type



¹ A centre-based service is an education and care service other than a family day care service. This includes most long day care, preschool and outside school hours care services that are delivered at a centre. It does not include Tasmanian preschools/kindergartens and most preschools/kindergartens in Western Australia that are outside the scope of the NQF, as well as other services that aren't regulated under the National Law.

² A family day care service is an education and care service delivered through a network of educators operating from residences and other approved venues. They are sometimes known as family day care schemes and they are administered and supported by central coordination units.

CHILDCARE AVAILABILITY BROKEN HILL

Attachment 1
 Childcare in Broken Hill Status
 Report

Figure 5: Proportion of services by service sub-type and jurisdiction ^{1,2,3,4,5}

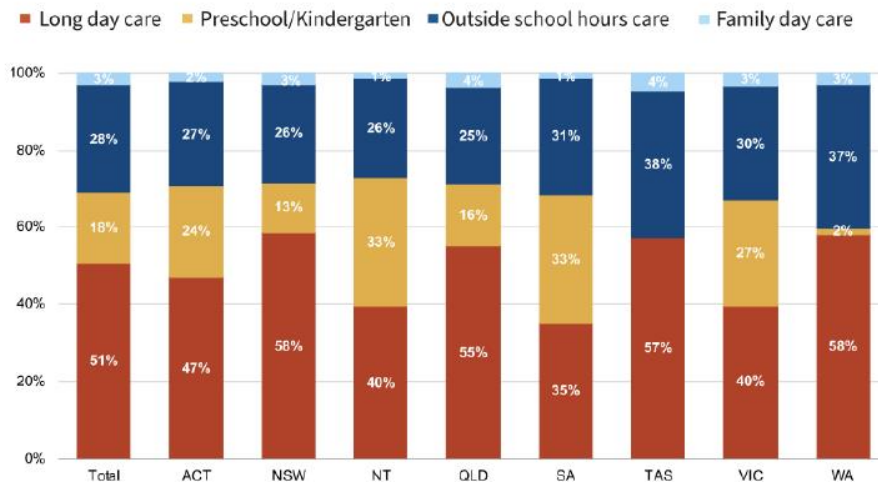


Table 1: Number of services by service sub-type and jurisdiction

	Family day care	Long day care	Preschool/Kindergarten	Outside school hours care	Other	Total
ACT	8	174	88	100	1	371
NSW	153	3320	757	1450	0	5680
NT	3	89	74	58	1	225
QLD	116	1708	495	766	1	3086
SA	13	430	407	377	0	1227
TAS	10	130	0	87	0	227
VIC	148	1735	1185	1288	0	4356
WA	37	746	21	475	1	1280
TOTAL	488	8332	3027	4601	4	16,452

1 NQAFS data collected on service sub-type is self-reported by providers when applying for service approval, and providers may choose multiple service sub-types. For example, a service providing both long day care and outside school hours care, or one providing both long day care and preschool/kindergarten.
 2 Providers are not required to notify changes to this information, and therefore this NQAFS information may not be current.
 3 Centre-based services offering more than one type of service are classified as follows: services which provide long day care in addition to any other service type are classified as long day care services; services which provide preschool/kindergarten as well as outside school hours care are classified as preschool/kindergarten services; services which provide outside school hours care only are classified as outside school hours care services.
 4 Excludes Tasmanian preschools/kindergartens and most preschools/kindergartens in Western Australia that are outside the scope of the NQAF, as well as other services that aren't regulated under the National Law.
 5 Four services categorised as 'Other' excluded for graphical purposes.

CHILDCARE AVAILABILITY BROKEN HILL

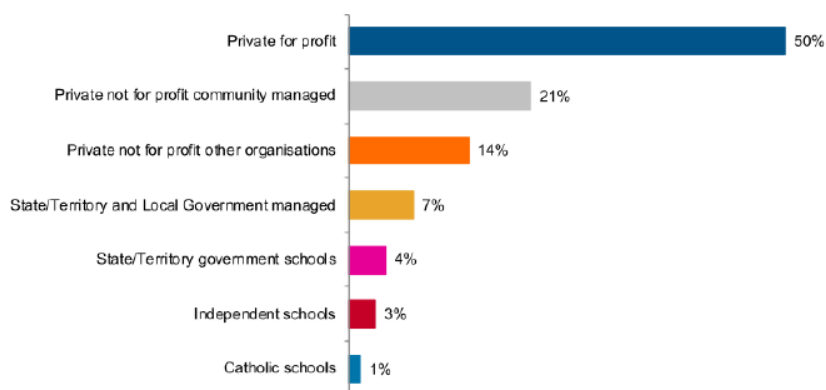
Attachment 1
Childcare in Broken Hill Status
ReportFigure 6: Proportion of services by provider management type ^{1,2,3}

Table 2: Number and proportion of services by provider management type

Provider management type	Number of services	Proportion of services
Private for profit	8190	50%
Private not for profit community managed	3411	21%
Private not for profit other organisations	2244	14%
State/Territory and Local Government managed	1204	7%
State/Territory government schools	684	4%
Independent schools	494	3%
Catholic schools	209	1%
Not stated/Other	16	0%
Total	16,452	100%

¹ NQA ITS data collected on provider management type is self-reported by providers when applying for provider approval. Providers are not required to notify changes to this information, and therefore this NQA ITS information may not be current.

² Provider management type classifications are available at Australian Bureau of Statistics (2013) [National Early Childhood Education and Care Collection Data Collection Guide 2013](#) (Cat. No. 4240.0.55.002).

³ 16 services categorised as 'Not stated/Other' excluded for graphical purposes.

New South Wales summary

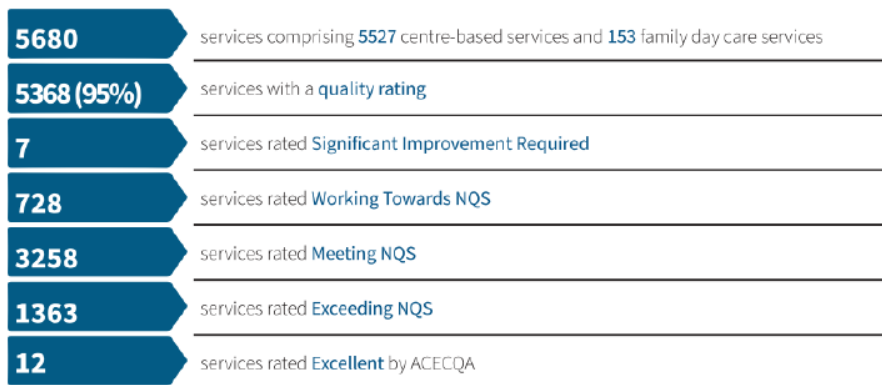
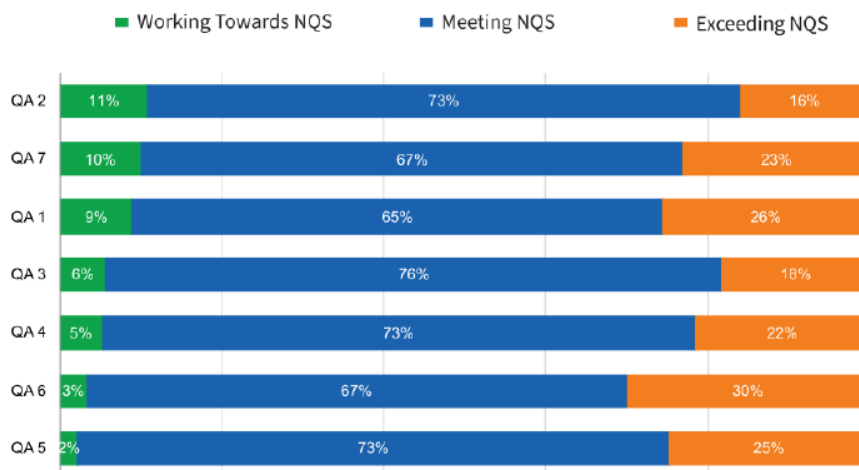


Figure 20 ranks the seven quality areas of the NQS in descending order based on the proportion of services rated Working Towards NQS in each quality area.

Figure 20: Quality area ratings



Contact details
 Department of Education
 Early Childhood Education Directorate
www.education.nsw.gov.au/early-childhood-education



The Hon Dr Anne Aly MP
Minister for Early Childhood Education
Minister for Youth

Reference: MC22-002176

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

By email: council@brokenhill.nsw.gov.au

Dear Mayor

Thank you for your correspondence of 10 June 2022 in relation to child care availability in Broken Hill.

The Australian Government is committed to improving our early childhood education and care system, including outcomes for families in regional areas, to ensure that all Australian children have the best possible start in life and that parents are supported to work, train or study. To that end, the Government will continue to deliver important child care measures and will also implement new measures designed to improve the child care system and make child care more accessible for Australian families.

The Government supports Australian families with the costs of child care through the Child Care Subsidy. Child care in Australia is delivered through a market approach—decisions in relation to the provision of child care services in certain areas remains a commercial decision for providers.

In addition, to further support Australian child care markets, the Government provides funding through the Community Child Care Fund (CCCF). CCCF Open Competitive grant helps eligible child care services address barriers to child care participation particularly in disadvantaged, regional and remote communities. Child care services in Broken Hill have previously been the recipient of a CCCF Open Grant. Broken Hill was identified as a priority area for Round 3 of the CCCF Open Grants.

The Government is currently considering options around future CCCF competitive grant rounds. In the 2021 funding round, more than \$100 million was offered to 385 child care providers from 716 applications. I encourage you to monitor the CCCF Open website for announcements and further information on upcoming rounds at www.dese.gov.au/child-care-package/community-child-care-fund/open-competitive-grant.

As you may also be aware, attracting, developing, and retaining staff is a significant challenge currently impacting the child care sector, with workforce issues often felt particularly in regional and remote areas, such as Broken Hill.

Parliament House, Canberra ACT 2600

The National Children's Education and Care Workforce Strategy, designed collaboratively by the Australian Government, state and territory governments, and the child care sector, is an important initiative designed to support the recruitment, retention, sustainability and quality of the early childhood education and care workforce, including in regional areas. Both myself and the Hon Jason Clare MP, Minister for Education, are looking forward to further engaging with our Workforce Strategy partners and progressing the Implementation and Evaluation Plan for this measure in the coming months.

Minister Clare and I are also looking forward to implementing our commitments for fee free TAFE, 20,000 additional university places over 2022 and 2023, the establishment of Jobs and Skills Australia to support workforce planning, and closing the gender pay gap, all of which will help to alleviate workforce pressures.

Lastly, the Government has committed to developing a whole-of-government Early Years Strategy in order to create a new, integrated approach to the early years and increase accountability for the wellbeing, education and development of Australia's children. This strategy will aim to better coordinate functions and activities across government in order to deliver better outcomes for children and their families across the country.

The New South Wales Government has announced a range of budget measures that touch upon the affordability and accessibility of child care in New South Wales. The New South Wales Government's Affordable and Accessible Childcare and Economic Participation Fund is an investment of up to \$5 billion over 10 years to boost access and affordability of child care. Child care providers will be able to bid for funding through a competitive process, commencing in financial year 2023-24, to help them deliver more accessible and affordable childcare. These measures will complement the Australian Government's child care policy framework.

Minister Clare and I are looking forward to implementing the Government's commitments to support children to receive quality early learning in regional Australia.

I have copied this letter to Minister Clare.

I trust this information is of assistance.

Yours sincerely



Dr Anne Aly

29 / 6 / 2022

POLICY AND GENERAL COMMITTEE

August 1, 2022

ITEM 2**BROKEN HILL CITY COUNCIL REPORT NO. 177/22**

SUBJECT: **REVIEW OF COUNCIL'S CODE OF MEETING PRACTICE TO PERMIT COUNCILLOR ATTENDANCE VIA AUDIO VISUAL LINK AT STANDING COMMITTEE MEETINGS AND COUNCIL MEETINGS** **D22/39896**

Recommendation

1. That Broken Hill City Council Report No. 177/22 dated August 1, 2022, be received.
2. That Council determines whether amendments be made to the Code of Meeting Practice Policy to permit attendance by Councillors at Committee and Council Meetings via audio-visual link.

Executive Summary:

At the Council Meeting held 27 July 2022, The Mayor took a question on notice from Councillor Turley as follows:

Councillor Turley asked for Council to review the option for Councillors to be able to attend Committee and Council Meetings via audio-visual link given that a Standing Committee was not held this month due to the number of Councillors who could not attend due to personal reasons or unforeseen circumstances, but that these Councillors may have attended if the option of attendance via audio-visual link was available under the Code of Meeting Practice.

The Mayor advised that this matter would be presented to the Policy and General Committee for discussion and recommendation to Council.

Report:

The Office of Local Government consulted with Councils in NSW during 2021 to gauge interest in the inclusion of new provisions that allow Councils to permit individual Councillors to attend meetings by audio-visual link and to hold meetings by audio-visual link in the event of natural disasters or public health emergencies. The provisions governing attendance at meetings by audio-visual link are non-mandatory. Councils can choose to adopt them or to adapt them to meet their own needs.

Just prior to the December 2021 NSW Local Government Elections, the Office of Local Government released its new 2021 Model Code of Meeting Practice for Local Councils in NSW which was published in the Government Gazette and prescribed under the *Local Government (General) Regulation 2021*.

The release of the 2021 Model Code of Meeting Practice coincided with the newly elected Council's requirement to review and adopt its Code of Meeting Practice Policy that incorporates the mandatory provisions of the Model Code of Meeting Practice within 12 months of the local government elections.

At the Ordinary Council Meeting held 12 January 2022, Council considered a Mayoral Minute No. 1/22 and as part of the resolution (Minute No. 46690) Council resolved:

“That a workshop be held on Wednesday 19 January 2022 at 5:30pm to organise amendments to Council’s Code of Meeting Practice, so that the public will be part of Council’s Ordinary and Extraordinary Meetings. Other amendments to the Code of Meeting Practice will also be made, that the amendments discussed will be put in a draft form for adoption at the January Council Meeting on Thursday 21 January 2022.”.

A Councillor Workshop of the Draft Code of Meeting Practice Policy Wednesday 19 January 2022 and from this review Councillors agreed that:

- all supplementary provisions contained in Council’s adopted Code of Meeting Practice Policy (additional to the mandatory and non-mandatory provisions of the 2021 Model Meeting Code) be removed.
- All mandatory provisions and the majority of the non-mandatory provisions of the 2021 Model Code of Meeting Practice, which were adopted by Council in the current iteration of Council’s Code of Meeting Practice Policy should remain.
- Two non-mandatory provisions of the Model Meeting Code be included in Council’s draft amended Code of Meeting Practice to be considered and debated at the Council Meeting as optional inclusions.

The two non-mandatory optional provisions that were included in Council’s draft amended Code of Meeting Practice for the purpose of consideration and debate were:

- Pre-Council Meeting Briefings (indicated in **green font**) on pages 9 and 10.
- Meetings held by Audio-visual link and Councillor attendance at meetings held by audio-visual link (indicated in **orange font**) throughout the draft Code on pages 14, 15, 16, 17, 19, 23, 35, 39, 41, 45, 49 and 52.

A report was presented to the Council Meeting held 27 January 2022 along with the Draft Code of Meeting Practice Policy showing mark-ups as detailed above for Council’s consideration of removal/inclusion prior to placing the Draft Code of Meeting Practice Policy on public exhibition.

Council at its meeting held 27 January 2022 resolved:

ITEM 2 - BROKEN HILL CITY COUNCIL REPORT NO. 16/22 - DATED JANUARY 20, 2022 - DRAFT AMENDED CODE OF MEETING PRACTICE POLICY FOR PUBLIC EXHIBITION D22/2463

RESOLUTION

Minute No. 46713

Councillor R Algate moved)

Councillor D Gallagher seconded)

Resolved

1. That Broken Hill City Council Report No. 16/22 dated January 20, 2022, be received.
2. That the following amendments be made to the Draft Code of Meeting Practice Policy prior to public exhibition:
 - a) Delete clauses 3.30-3.35 noted in green print that relate to pre-meeting briefing sessions (page 129)
 - b) Delete clause 5.2 part of clause shown in orange print that relates to attendance by audio-visual link (page 134).

- c) Delete clauses 5.15-5.29 shown in orange print that relates to the holding of audio-visual links and audio-visual meetings (pages 135, 136 and 137).
 - d) Delete clause 5.43 shown in orange print relating to attendance of General Manager and staff by audio-visual link (page 139).
 - e) Delete clause 8.1 (02) the reference to audio-visual link shown in orange print (page 143).
 - f) Delete clause 14.20 relating to Councillors attending by audio visual link shown in orange print (page 155)
 - g) Delegate clauses 15.21 and 15.22 relating to disorder by Councillors attending by audio-visual link shown in orange print (page 159).
 - h) Delete clause 16.2 relating to conflicts of interest in respect to Councillors attending via audio-visual link shown in orange print (page 161).
 - i) Delete clause 19.2 (a) shown in orange print (page 165).
 - j) Delete part of clause 20.22 (a) shown in orange print (page 169).
 - k) Remove from the Definitions Table, the definition for audio-visual link shown in orange print (page 172).
2. That Council publicly exhibits the draft amended Code of Meeting Practice Policy for a 28 day period and accepts submissions for members of the community for a period of at least 42 days.
3. That following the public exhibition and submission period of the draft amended Code of Meeting Practice Policy, a report be presented to Council outlining any public submissions received and whether the draft amended Code of Meeting Practice Policy has been further amended due to the submissions received.

CARRIED

As per the above Council resolution, all clauses relating to Councillor attendance at Committee and Council Meeting via audio-visual link were removed from the Draft Policy which was placed on public exhibition from 5 February 2022 to 18 March 2022.

Following the public exhibition period, the Draft Code of Meeting Practice was presented to the 30 March 2022 Council Meeting for adoption and Council resolved:

ITEM 22 - BROKEN HILL CITY COUNCIL REPORT NO. 75/22 - DATED MARCH 02, 2022 - ADOPTION OF DRAFT AMENDED CODE OF MEETING PRACTICE POLICY D22/10337

RESOLUTION

Minute No. 46799

Councillor D Gallagher moved)

Councillor R Algate seconded)

Resolved

1. That Broken Hill City Council Report No. 75/22 dated March 2, 2022, be received.
2. That Council notes that four (4) submissions were received from the public during the public exhibition and submissions period which closed on 18 March 2022.
3. That Council considers the submissions received and whether further amendments to the Code of Meeting Practice Policy are required.
4. That Council notes that further amendments have been made to clauses 8.1 - Order of Business and 20.5 – Functions of Committees to allow for the operation of three Standing Committees in the Council Meeting cycle as per Council’s resolution of Mayoral Minute No. 1/22 (Minute No. 46690).
5. That Council notes that further amendments have also been made to Section 3 to correct errors in the reference numbers, and to re-insert mandatory clause 5.28 (that allows the General Manager and other staff to attend meetings via audio-visual link) which was removed in error.
6. That Council adopts the draft Code of Meeting Practice Policy as a Policy of Council, which will supersede the 2020 Code of Meeting Practice Policy.

CARRIED UNANIMOUSLY

Attached to this report is the Office of Local Government’s Model Code of Meeting Practice for NSW Councils and Council’s current adopted Code of Meeting Practice Policy.

This report is presented to the August Policy and General Committee for discussion and recommendation to Council regarding Councillors being permitted to attend future Standing Committee Meetings and Council Meeting via audio-visual link.

Community Engagement:

Should Council resolve to make amendments to the Code of Meeting Practice Policy, the Policy will be placed on public exhibition for a period of 28 days for submissions from the public.

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993, Sections 360 and 361

Local Government (General) Regulation 2021

Office of Local Government 2021 Model Code of Meeting Practice for Local Councils in NSW

Financial Implications:

Nil.

Attachments

1. [↓](#) OLG Model Code of Conduct
2. [↓](#) Council's current Code of Meeting Practice

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

MODEL CODE OF MEETING PRACTICE

for Local Councils
in NSW

2021



MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW

2021

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Model Code of Meeting Practice for Local Councils in NSW

1 Introduction

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in **red font**.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in **blue font**.

In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

Model Code of Meeting Practice for Local Councils in NSW

2 Meeting Principles

2.1 Council and committee meetings should be:

Transparent:	Decisions are made in a way that is open and accountable.
Informed:	Decisions are made based on relevant, quality information.
Inclusive:	Decisions respect the diverse needs and interests of the local community.
Principled:	Decisions are informed by the principles prescribed under Chapter 3 of the Act.
Trusted:	The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
Respectful:	Councillors, staff and meeting attendees treat each other with respect.
Effective:	Meetings are well organised, effectively run and skilfully chaired.
Orderly:	Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

Model Code of Meeting Practice for Local Councils in NSW

3 Before the Meeting

Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions: **[council to specify the frequency, time, date and place of its ordinary meetings]**.

- 3.2 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Councils must use either clause 3.1 or 3.2.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.

Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each in a different quarter of the year.

Extraordinary meetings

- 3.3 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.3 reflects section 366 of the Act.

Notice to the public of council meetings

- 3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.4 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted **[council to specify notice period required]** business days before the meeting is to be held.
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.

- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
- (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

- 3.14 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.15 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.17 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.18 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.20 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when

the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:

- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.21 reflects section 9(2A) (a) of the Act.

- 3.22 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

- 3.23 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

3.24 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.24 reflects section 9(2) and (4) of the Act.

3.25 Clause 3.24 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.25 reflects section 9(2A) (b) of the Act.

3.26 For the purposes of clause 3.24, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.26 reflects section 9(3) of the Act.

3.27 A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form.

Note: Clause 3.27 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

3.28 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

3.29 Despite clause 3.28, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

(a) a motion is passed to have the business considered at the meeting, and

(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.

3.32 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.33 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.34 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.35 Pre-meeting briefing sessions may be held by audio-visual link.
- 3.36 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.37 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.38 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

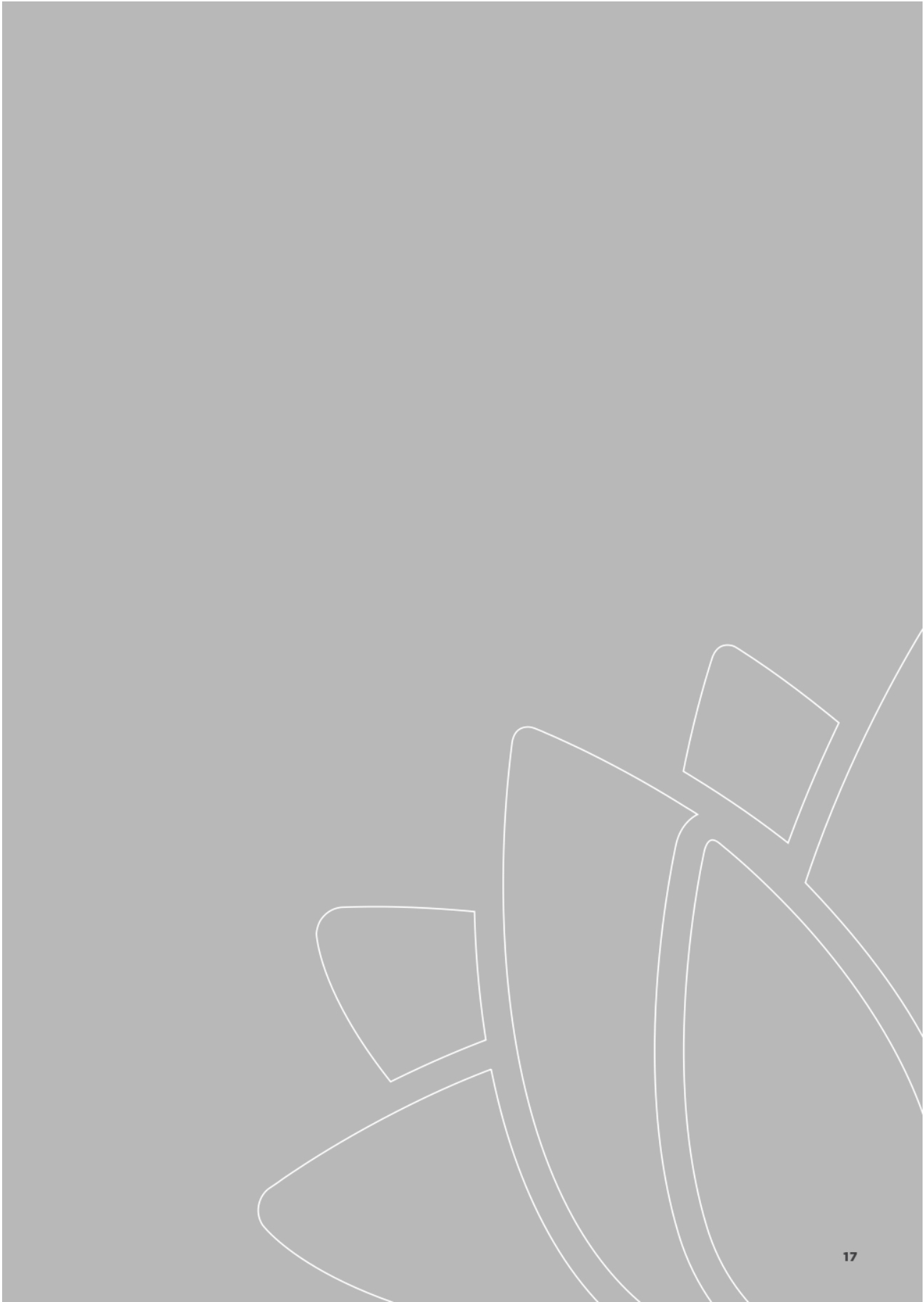
Model Code of Meeting Practice for Local Councils in NSW

4 Public Forums

- 4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums may be held by audio-visual link.
- 4.3 Public forums are to be chaired by the mayor or their nominee.
- 4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by **[date and time to be specified by the council]** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.5 A person may apply to speak on no more than **[number to be specified by the council]** items of business on the agenda of the council meeting.
- 4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.8 No more than **[number to be specified by the council]** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than **[number to be specified by the council]** days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.12 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.13 Each speaker will be allowed **[number to be specified by the council]** minutes to address the council. This time is to be strictly enforced by the chairperson.

Model Code of Meeting Practice for Local Councils in NSW

- 4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to **[number to be specified by the council]** minutes.
- 4.17 Speakers at public forums cannot ask questions of the council, councillors, or council staff.
- 4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **[number to be specified by the council]** minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.20 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.
- Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.**



Model Code of Meeting Practice for Local Councils in NSW

5 Coming Together

Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.
- 5.3 The board of the joint organisation may, if it thinks fit, transact any of its business at a meeting at which representatives (or some representatives) participate by telephone or other electronic means, but only if any representative who speaks on a matter before the meeting can be heard by the other representatives. For the purposes of a meeting held in accordance with this clause, the chairperson and each other voting representative on the board have the same voting rights as they have at an ordinary meeting of the board.

Note: Clause 5.3 reflects section 397G of the Regulation. Joint organisations may adopt clause 5.3 and omit clause 5.2. Councils must not adopt clause 5.3.

- 5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making

an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

- 5.5 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.6 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.7 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.
- Note: Clause 5.7 reflects section 234(1)(d) of the Act.**
- 5.8 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

- 5.9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.9 reflects section 368(1) of the Act.

5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.10 reflects section 368(2) of the Act.

5.11 A meeting of the council must be adjourned if a quorum is not present:

- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
- (b) within half an hour after the time designated for the holding of the meeting, or
- (c) at any time during the meeting.

5.12 In either case, the meeting must be adjourned to a time, date, and place fixed:

- (a) by the chairperson, or
- (b) in the chairperson's absence, by the majority of the councillors present, or
- (c) failing that, by the general manager.

5.13 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each

councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

Meetings held by audio-visual link

5.16 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.

5.17 Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the general manager must:

- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
- (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and

- (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.18 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.
- Note: Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.**
- 5.22 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.23 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.24 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
 - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.25 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.26 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-

Attendance by councillors at meetings by audio-visual link

- 5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.
- 5.20 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.21 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.

visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.

- 5.27 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality, or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.28 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.29 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.30 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

- 5.31 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.31 reflects section 10(1) of the Act.

- 5.32 Clause 5.31 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

- 5.33 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.33 reflects section 10(2) of the Act.

Note: If adopted, clauses 15.14 and 15.15 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Webcasting of meetings

- 5.34 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.
- 5.35 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the council's website, and
 - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.36 The recording of a meeting is to be made publicly available on the council's website:
- (a) at the same time as the meeting is taking place, or
 - (b) as soon as practicable after the meeting.
- 5.37 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.
- 5.38 Clauses 5.36 and 5.37 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.
- 5.39 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Note: Clauses 5.34 – 5.38 reflect section 236 of the Regulation.

Note: Joint organisations are not required to webcast meetings but may choose to do so by adopting clauses 5.34-5.39. Joint organisations that choose not to webcast meetings may omit clauses 5.34-5.39.

Attendance of the general manager and other staff at meetings

- 5.40 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.
- Note: Clause 5.40 reflects section 376(1) of the Act.**
- 5.41 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.
- Note: Clause 5.41 reflects section 376(2) of the Act.**
- 5.42 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.
- Note: Clause 5.42 reflects section 376(3) of the Act.**
- 5.43 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.
- 5.44 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

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6 The Chairperson

The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4 The election of a chairperson must be conducted:
- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
 - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

- 6.6 For the purposes of clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

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7 Modes of Address

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

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8 Order of Business for Ordinary Council Meetings

- 8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.
- 8.2 The general order of business for an ordinary meeting of the council shall be: **[councils may adapt the following order of business to meet their needs]**
- 01 Opening meeting
 - 02 Acknowledgement of country
 - 03 Apologies and applications for a leave of absence or attendance by audio-visual link by councillors
 - 04 Confirmation of minutes
 - 05 Disclosures of interests
 - 06 Mayoral minute(s)
 - 07 Reports of committees
 - 08 Reports to council
 - 09 Notices of motions/Questions with notice
 - 10 Confidential matters
 - 11 Conclusion of the meeting

Note: Councils must use either clause 8.1 or 8.2.

- 8.3 The order of business as fixed under [8.1/8.2] **[delete whichever is not applicable]** may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: If adopted, Part 13 allows council to deal with items of business by exception.

- 8.4 Despite clauses 10.20-10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

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9 Consideration of Business at Council Meetings

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that

it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.

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9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.

9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.

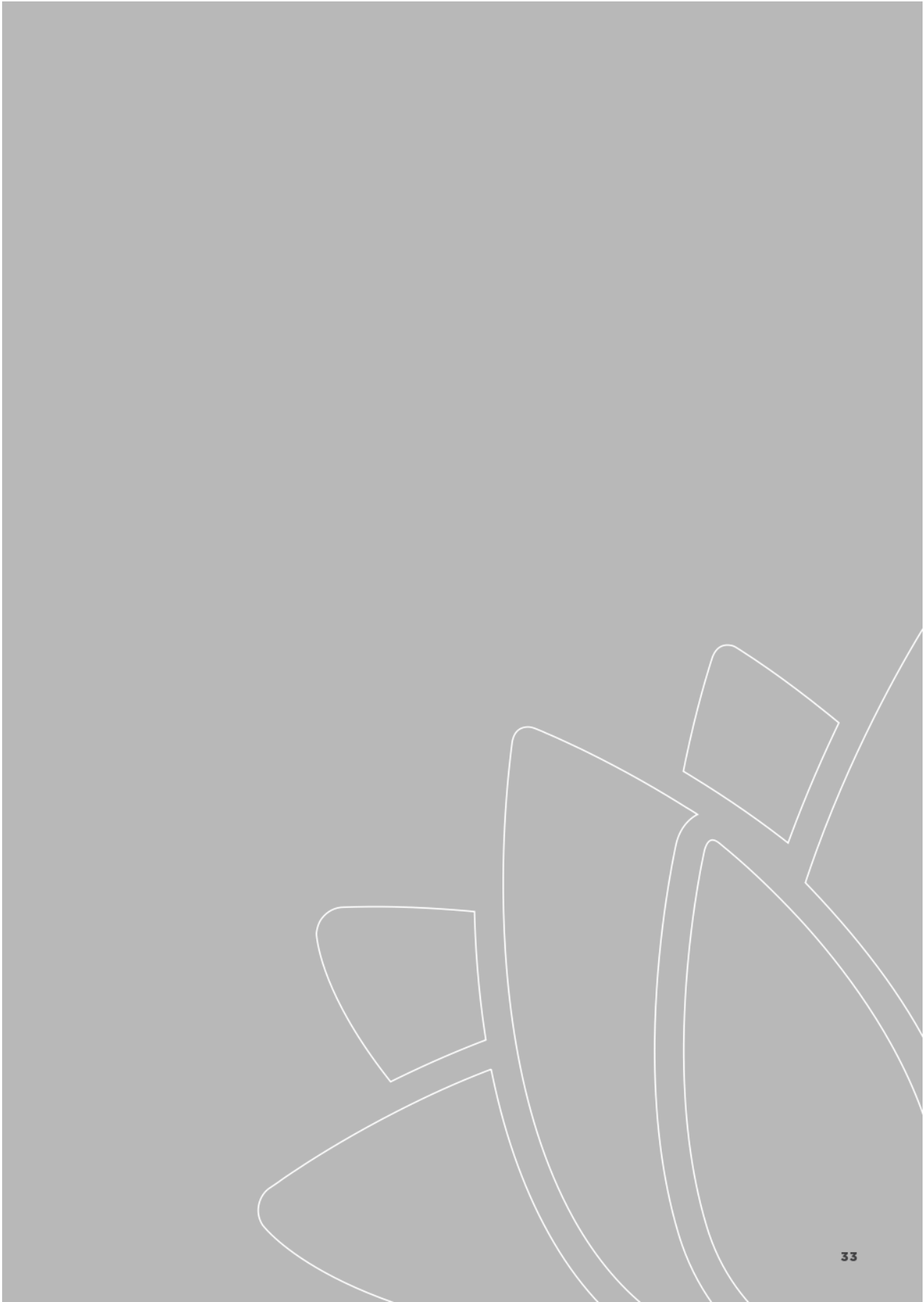
9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to

answer a question put to them through the general manager at the direction of the general manager.

9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

9.18 Councillors must put questions directly, succinctly, respectfully and without argument.

9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.



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10 Rules of Debate

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.

- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

Participation by non-voting representatives in joint organisation board meetings

- 10.31 Non-voting representatives of joint organisation boards may speak on but must not move, second or vote on any motion or an amendment to a motion.

Note: Under section 400T(1)(c) of the Act, non-voting representatives of joint organisation boards may attend but are not entitled to vote at a meeting of the board.

Note: Joint organisations must adopt clause 10.31. Councils must not adopt clause 10.31.

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11 Voting

Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

Note: Under section 400T(1) of the Act, voting representatives of joint organisation boards are entitled to one (1) vote each at meetings of the board.

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

- 11.4 A motion at a meeting of the board of a joint organisation is taken to be lost in the event of an equality of votes.

Note: Clause 11.4 reflects section 397E of the Regulation. Joint organisations must adopt clause 11.4 and omit clauses 11.2 and 11.3. Councils must not adopt clause 11.4.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 11.4 must be adapted to reflect those requirements.

Voting at council meetings

- 11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion

- 11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

- 11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

- 11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

- 11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.

- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

- 11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

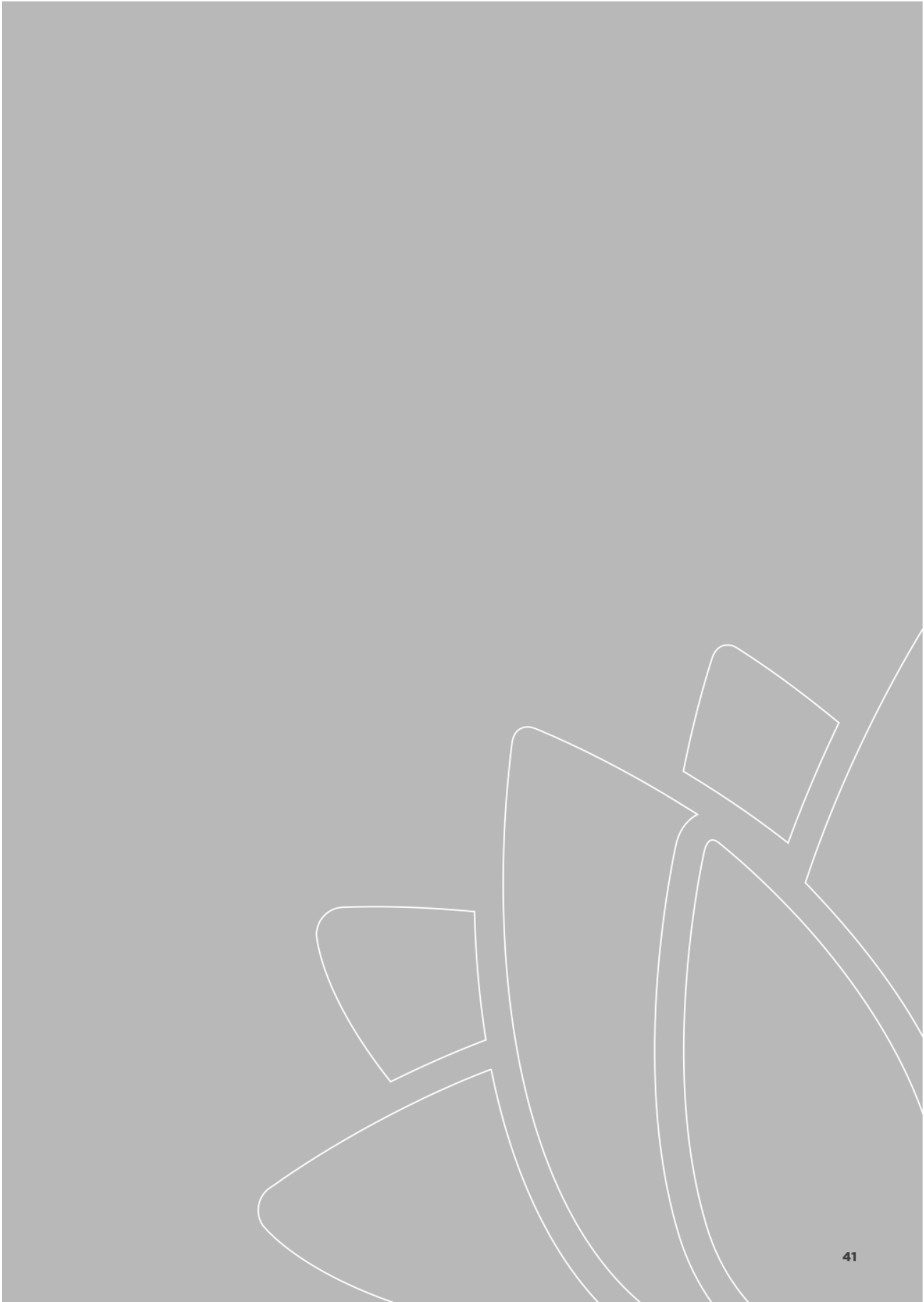
Note: If clause 11.11 is adopted, clauses 11.6 - 11.9 and clause 11.13 may be omitted.

Voting on planning decisions

- 11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.15 Clauses 11.12-11.14 apply also to meetings that are closed to the public.

Note: Clauses 11.12-11.15 reflect section 375A of the Act.

Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.



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12 Committee of the Whole

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

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13 Dealing with Items by Exception

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

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14 Closure of Council Meetings to the Public

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) 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,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,

- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret - unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

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14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.
- Note: Clause 14.9 reflects section 10A(4) of the Act.**
- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **[date and time to be specified by the council]** before the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than **[number to be specified by the council]** speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **[number to be specified by the council]** speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed **[number to be specified by the council]** minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

- 14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.21 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.
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15 Keeping Order at Meetings

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Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
 - (a) contravenes the Act, the Regulation or this code, or
 - (b) assaults or threatens to assault another councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or

- (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
- (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

Note: Clause 15.11 reflects section 182 of the Regulation.

- 15.12 The chairperson may require a councillor:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or
 - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
 - (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

Note: Clause 15.12 reflects section 233 of the Regulation.

How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

- 15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

- 15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

Note: Councils may use either clause 15.14 or clause 15.15.

- 15.16 Clause [15.14/15.15] **[delete whichever is not applicable]**, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

- 15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.17 reflects section 233(2) of the Regulation.

- 15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

- 15.19 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

- 15.21 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.22 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.23 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.24 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.25 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.26 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

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16 Conflicts of Interest

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- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

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17 Decisions of the Council

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Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 17.1 must be adapted to reflect those requirements.

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than [council to specify the period of time] after the meeting at which the resolution was adopted.

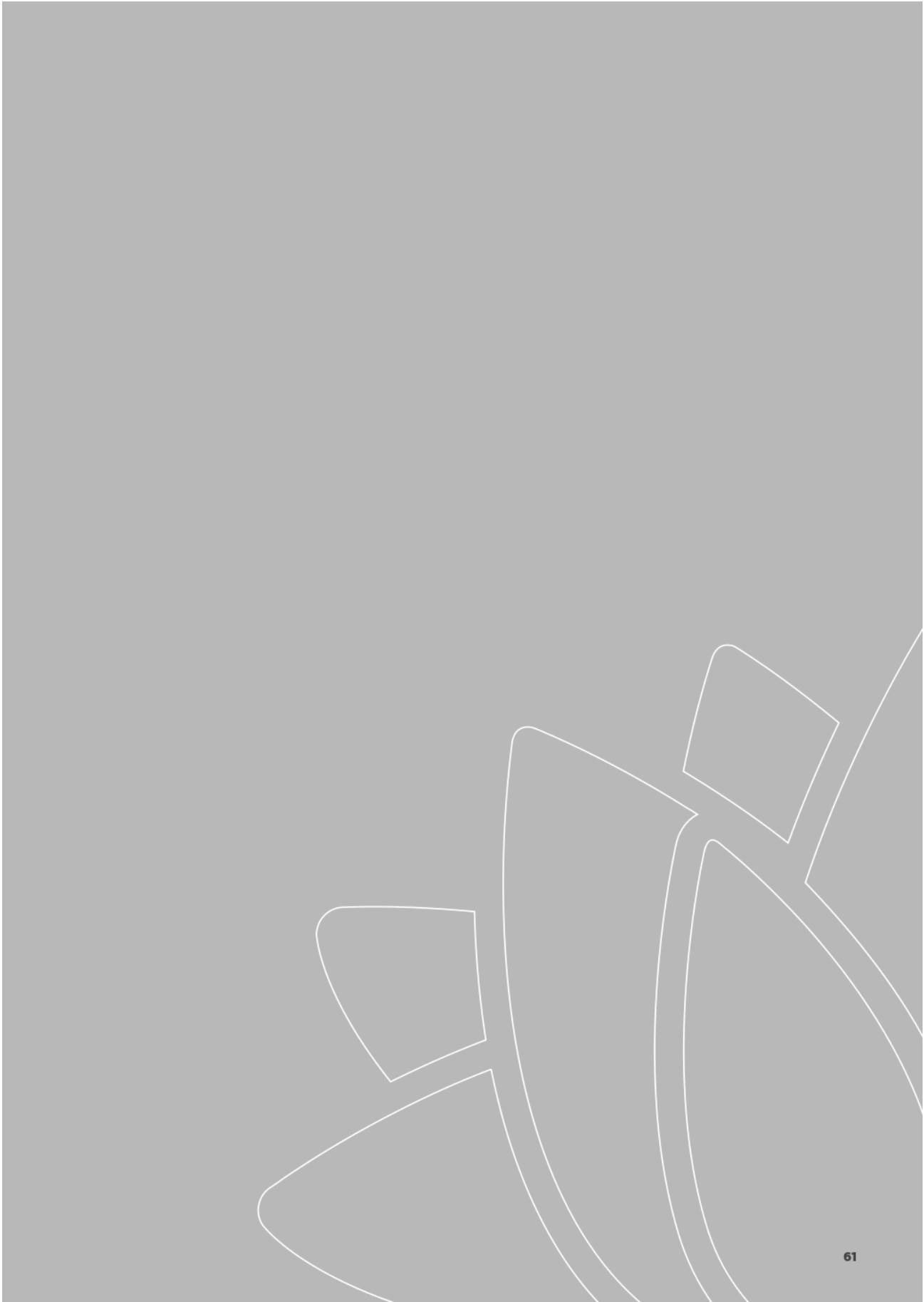
- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:
- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
 - (b) a motion to have the motion considered at the meeting is passed, and
 - (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.
- 17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
 - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.



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18 Time Limits on Council Meetings

- 18.1 Meetings of the council and committees of the council are to conclude no later than **[council to specify the time]**.
- 18.2 If the business of the meeting is unfinished at **[council to specify the time]**, the council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at **[council to specify the time]**, and the council does not resolve to extend the meeting, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
 - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

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19 After the Meeting

Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.
- Note: Clause 19.1 reflects section 375(1) of the Act.**
- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:
- (a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a council meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this code.
- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.
- Note: Clause 19.3 reflects section 375(2) of the Act.**
- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.
- Note: Clause 19.5 reflects section 375(2) of the Act.**
- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been

confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

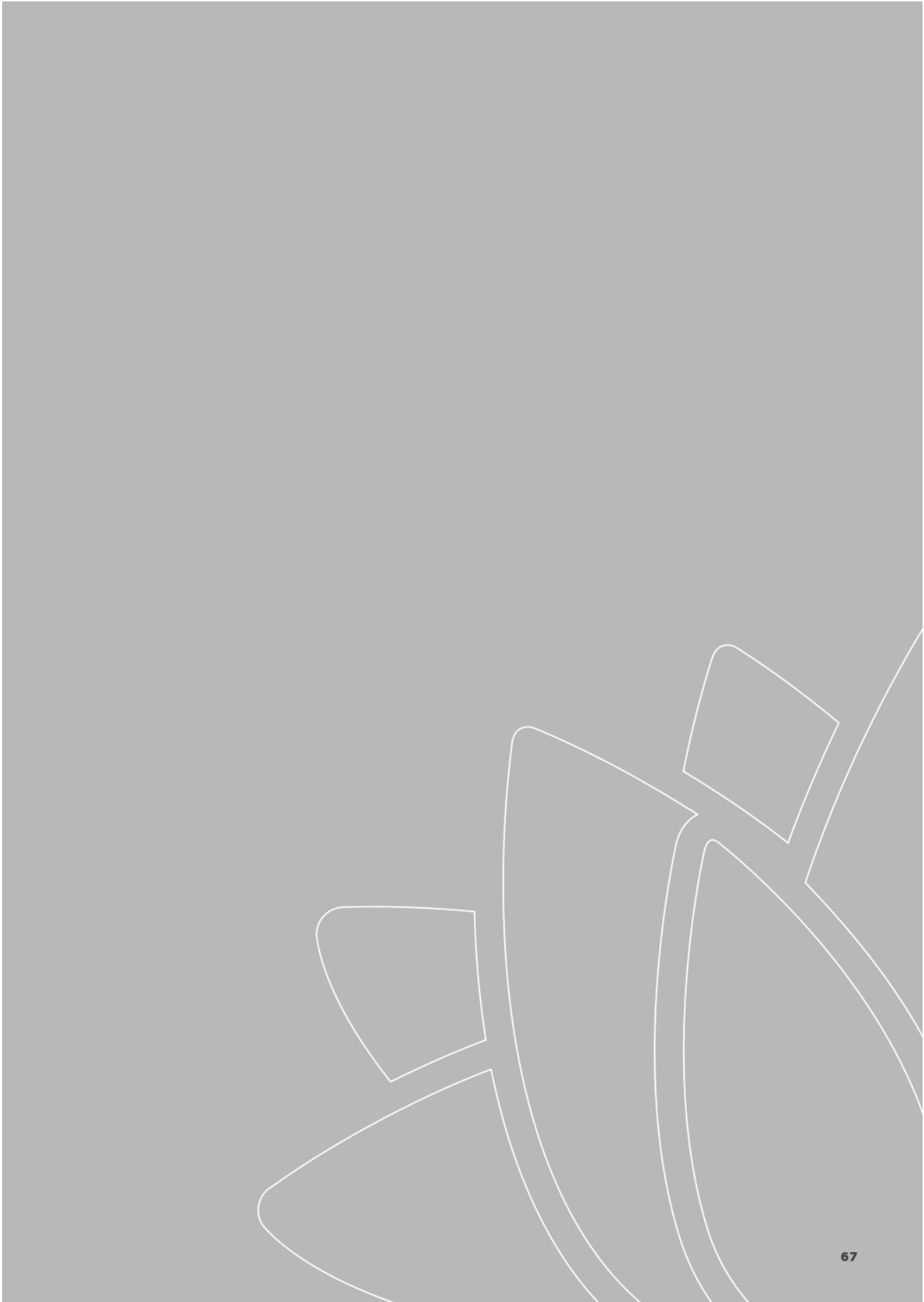
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- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.



Model Code of Meeting Practice for Local Councils in NSW

20 Council Committees

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
 - (b) if the council has not decided a number - a majority of the members of the committee.

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
 - (b) the business proposed to be considered at the meeting.

- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
 - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
- (a) the mayor, or
 - (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
 - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 A motion at a committee of a joint organisation is taken to be lost in the event of an equality of votes.
- Note: Clause 20.17 reflects section 397E of the Regulation. Joint organisations must adopt clause 20.17 and omit clause 20.16. Councils must not adopt clause 20.17.**
- 20.18 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

20.19 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.20 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.21 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 during a part of the meeting that is webcast.

Disorder in committee meetings

20.22 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

20.24 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

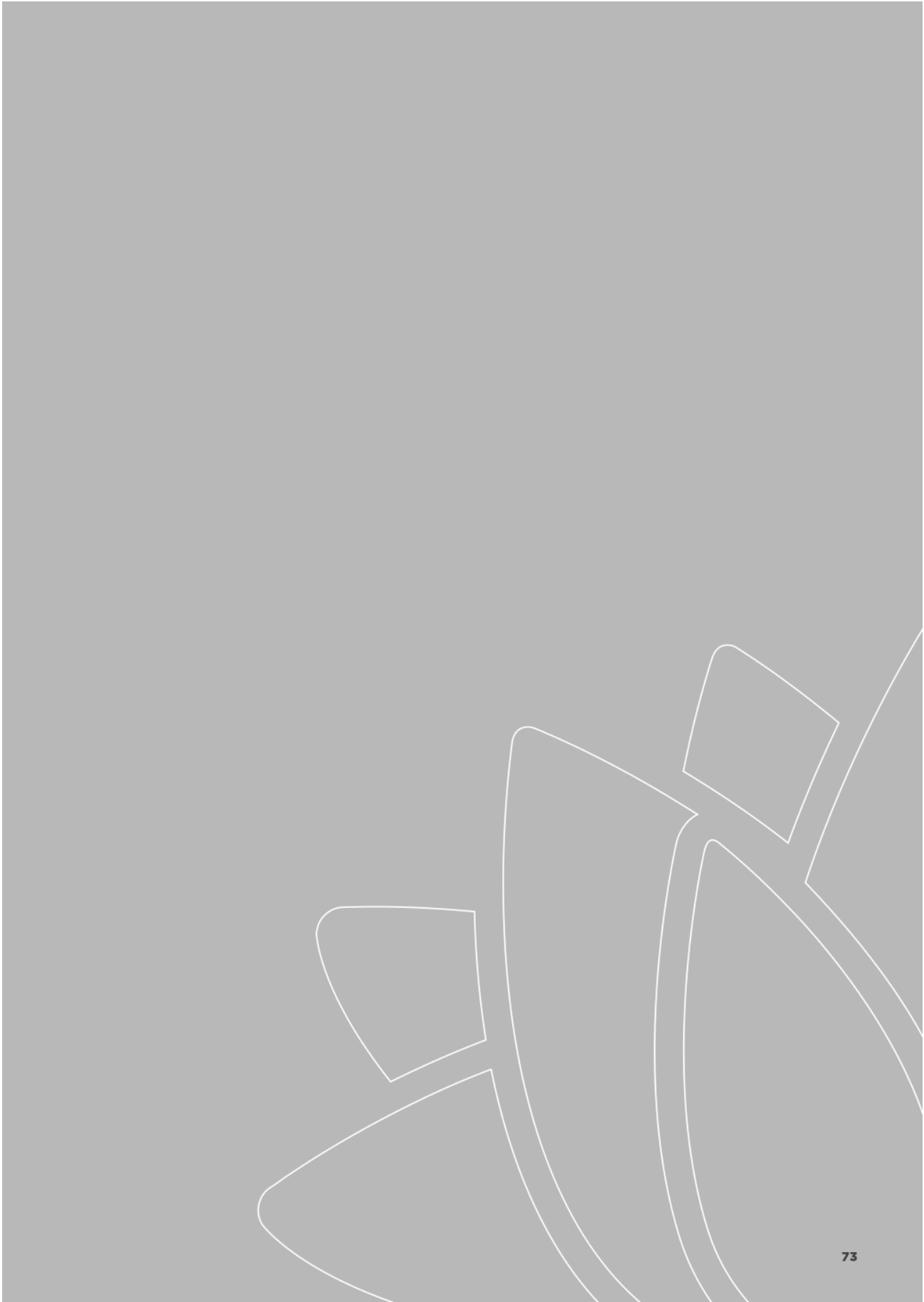
20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

Model Code of Meeting Practice for Local Councils in NSW

- 20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.29 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.



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21 Irregularities

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
 - (b) a failure to give notice of the meeting to any councillor or committee member, or
 - (c) any defect in the election or appointment of a councillor or committee member, or
 - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
 - (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

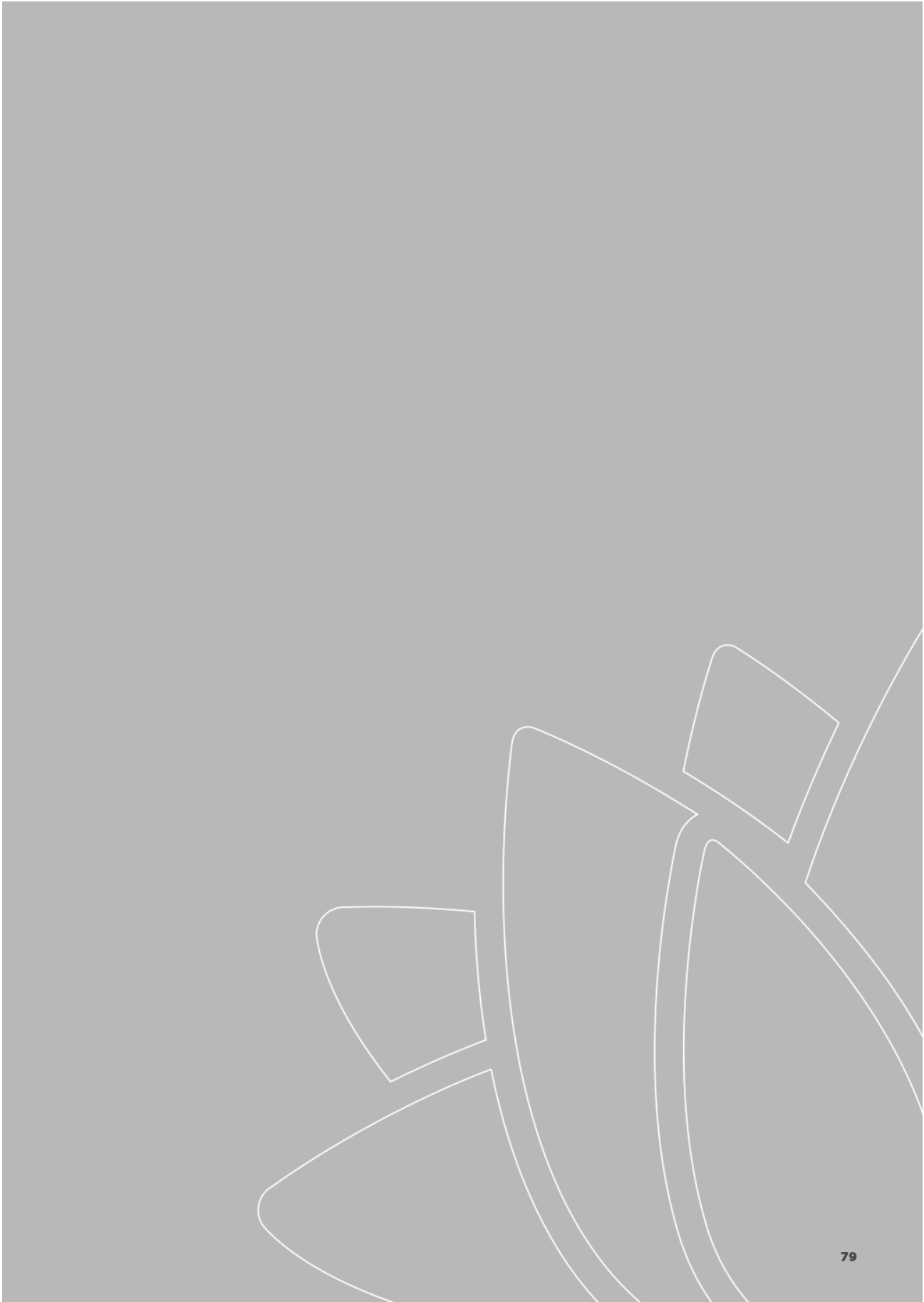
Model Code of Meeting Practice for Local Councils in NSW

22 Definitions

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council - means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee - means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the <i>Model Code of Conduct for Local Councils in NSW</i>
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act

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performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June





CODE OF MEETING PRACTICE POLICY

QUALITY CONTROL			
EDRMS REFERENCES	12/14 - D19/21935		
RESPONSIBLE POSITION	General Manager		
APPROVED BY	Council		
REVIEW DATE	Within 12 months after each ordinary election	REVISION NUMBER	7
EFFECTIVE DATE	ACTION	MINUTE NUMBER	
29 April 2020	Adoption of Amendment and Temporary Amendment	46238	
29 July 2020	Adoption	46307	
9 December 2020	Adoption of Temporary Amendment	46411	
26 March 2021	Temporary amendment to policy as per <i>Local Government (General) Regulation 2005 temporary amendment to allow Councillors to attend Council Meetings via audio-visual link under certain circumstances and as resolved by Council</i>	As per the temporary amendment to the <i>Local Government (General) Regulation 2005 (26 March 2021 to 31 December 2021)</i> .	
28 April 2021	Adoption of temporary addendum (extended to 30 June 2022) – Procedures for Councillor attendance via audio-visual link	46505	
27 January 2022	Public Exhibition	46713	
30 March 2022	Adoption	46799	
25 May 2022	Adoption of Amendment	46858	

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1. INTRODUCTION

The Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) first adopted by Broken Hill City Council on 29/05/2019 and with subsequent amendments and is known as Council's Code of Meeting Practice Policy is made under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

This code applies to all meetings of council and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

The code of meeting practice incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

2. MEETING PRINCIPLES

2.1 Council and committee meetings should be:

- Transparent:* Decisions are made in a way that is open and accountable.
- Informed:* Decisions are made based on relevant, quality information.
- Inclusive:* Decisions respect the diverse needs and interests of the local community.
- Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.
- Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
- Respectful:* Councillors, staff and meeting attendees treat each other with respect.
- Effective:* Meetings are well organised, effectively run and skilfully chaired.
- Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3. BEFORE THE MEETING

Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions:

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

Note: Clause 3.1 reflects section 365 of the Act.

Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) Councillors, the Mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

Notice to the public of council meetings

- 3.3 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.3 reflects section 9(1) of the Act.

- 3.4 For the purposes of clause 3.3, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.5 For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.6 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.6 reflects section 367(1) of the Act.

- 3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.7 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.8 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.8 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted to the General Manager's Office by 5:00pm two Friday's prior to the Council Meeting.
- 3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

Questions with notice

- 3.11 A councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the general manager about the performance or operations of the council.
- 3.12 A councillor is not permitted to ask a question with notice under clause 3.11 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.13 The general manager or their nominee may respond to a question with notice submitted under clause 3.11 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.14 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.15 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- a. all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - b. if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - c. all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - d. any business of which due notice has been given under clause 3.9.

- 3.16 Nothing in clause 3.15 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.17 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.18 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- a. identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - b. states the grounds under section 10A(2) of the Act relevant to the item of business.
- Note: Clause 3.18 reflects section 9(2A)(a) of the Act.**
- 3.19 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of Ethical Obligations

- 3.20 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

- 3.21 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.21 reflects section 9(2) and (4) of the Act.

- 3.22 Clause 3.21 does not apply to the business papers for items of business that the general manager has identified under clause 3.18 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.21 reflects section 9(2A)(b) of the Act.

- 3.23 For the purposes of clause 3.22, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.25 reflects section 9(3) of the Act.

- 3.24 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

Note: Clause 3.26 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.25 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.26 Despite clause 3.25, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- a. a motion is passed to have the business considered at the meeting, and
 - b. the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 3.27 A motion moved under clause 3.26(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.28 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.26(a) can speak to the motion before it is put.
- 3.29 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.26(b) on whether a matter is of great urgency.

4. PUBLIC FORUMS

4.1 That Council holds two public forum sessions of 15 minute duration, during ordinary and extraordinary meetings of the council for the purpose of hearing oral submissions from members of the public. The first public forum session held at the commencement of the meeting will be held for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting or on general matters. The second public forum session held prior to the consideration of confidential matters will be held for the purpose of hearing oral submissions from members of the public on items of business only. Public forums will also be held during extraordinary council meetings.

4.2 Public forums are to be chaired by the mayor or their nominee.

4.3 To speak at a public forum, a person is encouraged to make an application to the council in the approved form. Applications to speak at the public forum should be delivered to Council's Administrative Centre, Customer Relations Staff, up to 4:00pm on the day of the meeting or handed to a Council staff member 15 minutes prior to the commencement of the Public Forum Session, and must identify the item of business on the agenda of the council meeting the person wishes to speak upon.

The Chairperson will invite members of the public present at the Public Forum to speak. Members of the public will be asked to state their name and verbally identify the item of business on the agenda of the meeting in which they are speaking, and whether they wish to speak 'for' or 'against' the item.

Members of the public will be invited to speak in the following order:

1. Members of the public who have registered to speak either 'for' or 'against' items listed in the meeting agenda.
2. Members of the public who have registered to speak on general matters.
3. Then if time permits, members of the public who have not registered but wish to speak either 'for' or 'against' items listed in the meeting agenda; or who wish to speak on general matters.

4.4 A person may apply to speak on no more than 2 items of business on the agenda of the council meeting. A person may speak on more than 2 items if approved by the Chairperson.

4.5 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

4.6 The Chairperson may refuse an application to speak at a public forum. The Chairperson must state reasons for a decision to refuse an application.

4.7 No more than 2 speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.

4.8 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the Chairperson may request the speakers to nominate from among themselves the persons who are to address the council on the item of

business. If the speakers are not able to agree on whom to nominate to address the council, the Chairperson or their delegate is to determine who will address the council at the public forum.

- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the Chairperson may increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.10 Speakers at the public forum are to register with the council any written material to be presented in support of their address to the council at the public forum no less than one (1) day before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.11 The Chairperson is to determine the order of speakers at the public forum.
- 4.12 Each speaker will be allowed 2 minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.13 Speakers at public forums must not digress from the item on the agenda of the council meeting they have requested to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.14 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.15 Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker, to each question are to be limited to 1 minute.
- 4.16 Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.17 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to 2 minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.18 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.19 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.20 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

- 4.21 Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.22 Where a speaker engages in conduct of the type referred to in clause 4.19, the Chairperson may refuse further requests from that person to speak at public forums for such a period as the Chairperson considers appropriate.
- 4.23 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

5. COMING TOGETHER

Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.
- 5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.
- Note: Clause 5.6 reflects section 234(1)(d) of the Act.**
- 5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.8 reflects section 368(1) of the Act.

5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.9 reflects section 368(2) of the Act.

5.10 A meeting of the council must be adjourned if a quorum is not present:

- a. at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
- b. within half an hour after the time designated for the holding of the meeting, or
- c. at any time during the meeting.

5.11 In either case, the meeting must be adjourned to a time, date and place fixed:

- a. by the chairperson, or
- b. in the chairperson's absence, by the majority of the councillors present, or
- c. failing that, by the general manager.

5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

Entitlement of the public to attend council meetings

5.15 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.15 reflects section 10(1) of the Act.

- 5.16 Clause 5.15 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.17 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
- a. by a resolution of the meeting, or
 - b. by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.17 reflects section 10(2) of the Act.

Webcasting of meetings

- 5.18 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.
- 5.19 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- a. The meeting is being recorded and made publicly available on the council's website, and
 - b. Persons attending the meeting should refrain from making defamatory statements.
- 5.20 The recording of a meeting is to be made publicly available on the council's website and via YouTube and Facebook:
- a. at the same time as the meeting is taking place, or
 - b. as soon as practicable after the meeting.
- 5.21 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.
- 5.22 Clauses 5.20 and 5.21 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.18 – 5.22 reflect section 236 of the Regulation.

- 5.23 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

- 5.24 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.24 reflects section 376(1) of the Act.

- 5.25 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.25 reflects section 376(2) of the Act.

- 5.26 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.26 reflects section 376(3) of the Act.

- 5.27 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.
- 5.28 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

6. THE CHAIRPERSON

The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

6.4 The election of a chairperson must be conducted:

- a. by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- b. by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

6.6 For the purposes of clause 6.5, the person conducting the election must:

- a. arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- b. then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- a. any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - b. every councillor present must be silent to enable the chairperson to be heard without interruption.

7. **MODES OF ADDRESS**

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mayor [surname]'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

8. ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 The general order of business for an ordinary meeting of the council shall be:

- 01 Opening Meeting
- 02 Apologies
- 03 Leave of Absence Applications
- 04 Prayer
- 05 Acknowledgement of Country
- 06 Acknowledgement of Broken Hill's Mining History
- 07 Public Forum Session
- 08 Confirmation of Minutes
- 09 Disclosures of Interests
- 10 Mayoral Minute(s)
- 11 Notices of Motion
- 12 Notices of Rescission
- 13 Reports from Delegates
- 14 Committee Reports
 - a) Works Committee
 - b) Health and Building Committee
 - c) Policy and General Committee
- 15 Further Reports
- 16 Questions on Notice
- 17 Questions for Next Meeting
- 18 Public Forum Session
- 19 Confidential Matters
- 20 Conclusion of the meeting

Note: Wording of the Prayer shall be: *"Almighty God, we ask you to invoke your blessing upon this Council. Direct and prosper our deliberations to the advancement and true welfare of the people of the Council area, our State and Australia. AMEN"*

Note: Wording of the Acknowledgement of Country shall be: *"We acknowledge the traditional owners of the land upon which we meet today and pay our respects to their elders; past, present and emerging."*

Note: Wording of the Acknowledgement of Broken Hill's Mining History shall be: *"We take time to reflect, remember and honour the over 800 miners that lost their lives and those that were crippled or maimed on the Line of Lode. We thank the brave miners and their wives who were part of the 1919-1920 strike that lasted over 500 days and delivered a 35 hour working week. Mining is our past and future."*

- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
- 8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.1 may speak to the motion before it is put.

9. CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- a. unless a councillor has given notice of the business, as required by clause 3.9, and
 - b. unless notice of the business has been sent to the councillors in accordance with clause 3.6 in the case of an ordinary meeting or clause 3.8 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- a. is already before, or directly relates to, a matter that is already before the council, or
 - b. is the election of a chairperson to preside at the meeting, or
 - c. subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
 - d. is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- a. a motion is passed to have the business considered at the meeting, and
 - b. the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.

- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.

Staff Reports

- 9.10 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.11 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.12 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.13 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.13.
- 9.14 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.15 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.16 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.17 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.18 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10. RULES OF DEBATE

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.9 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.9 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- a. any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - b. the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- a. if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - b. if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11. VOTING

Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.5 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

11.6 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Voting on planning decisions

11.7 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

11.8 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

11.9 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.10 Clauses 11.7–11.9 apply also to meetings that are closed to the public.

Note: Clauses 11.7–11.10 reflect section 375A of the Act.

Note: The requirements of clause 11.7 may be satisfied by maintaining a register of the minutes of each planning decision.

12. COMMITTEE OF THE WHOLE

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13. DEALING WITH ITEMS BY EXCEPTION

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

14. CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- a. personnel matters concerning particular individuals (other than councillors),
 - b. the personal hardship of any resident or ratepayer,
 - c. information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - d. 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,
 - e. information that would, if disclosed, prejudice the maintenance of law,
 - f. matters affecting the security of the council, councillors, council staff or council property,
 - g. advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - h. information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - i. alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- a. except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and

- b. if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- a. are substantial issues relating to a matter in which the council or committee is involved, and
 - b. are clearly identified in the advice, and
 - c. are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- a. a person may misinterpret or misunderstand the discussion, or
 - b. the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- a. it becomes apparent during the discussion of a particular matter that the

matter is a matter referred to in clause 14.1, and

- b. the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by 5:00pm three days before the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than 2 speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than 2 speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed 2 minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their

representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Information to be disclosed in resolutions closing meetings to the public

- 14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- a. the relevant provision of section 10A(2) of the Act,
 - b. the matter that is to be discussed during the closed part of the meeting,
 - c. the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.20 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.

15. KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- a. contravenes the Act, the Regulation or this code, or
 - b. assaults or threatens to assault another councillor or person present at the meeting, or
 - c. moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
 - d. insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
 - e. says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

Note: Clause 15.11 reflects section 182 of the Regulation

- 15.12 The chairperson may require a councillor:
- a. to apologise without reservation for an act of disorder referred to in clauses 15.11(a) or (b), or (e), or
 - b. to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
 - c. to retract and apologise without reservation for an act of disorder referred to in clauses 15.11(d) and (e).

Note: Clause 15.12 reflects section 233 of the Regulation

How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

- 15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.
- 15.15 Clause 15.14 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

- 15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: 15.16 reflects section 233(2) of the Regulation

- 15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act or disorder concerned.

Note: Clause 15.17 reflects section 233(2) of the Regulation

- 15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.19 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.21 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.22 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.23 Without limiting clause 15.18, a contravention of clause 15.22 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.22, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.24 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16. CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

17. DECISIONS OF THE COUNCIL

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.9.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the General Manager's Office no later than 5:00pm 2 business days after the meeting at which the resolution was adopted.
- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.
- Note: Clause 17.11 reflects section 372(6) of the Act.**
- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:
- a. a notice of motion signed by three councillors is submitted to the chairperson, and
 - b. a motion to have the motion considered at the meeting is passed, and
 - c. the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.
- 17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- a. to correct any error, ambiguity or imprecision in the council's resolution, or
 - b. to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18. TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the council and committees of the council are to conclude no later than 10:00pm.
- 18.2 If the business of the meeting is unfinished at 10:00pm, the council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at 10:00pm, and the council does not resolve to extend the meeting, the chairperson must either:
- a. defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
 - b. adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
- a. individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - b. publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19. AFTER THE MEETING

Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- a. The names of councillors attending a council meeting,
- b. details of each motion moved at a council meeting and of any amendments moved to it,
- c. the names of the mover and seconder of the motion or amendment,
- d. whether the motion or amendment was passed or lost, and
- e. such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20. COUNCIL COMMITTEES

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- such number of members as the council decides, or
 - if the council has not decided a number – a majority of the members of the committee.

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.
- As per Minute No. 46689 of 12 January 2022 Council Meeting, Council will operate three Standing Committees, with meetings to be held at 5:30pm on the Monday, Tuesday and Wednesday of the week preceding the Monthly Ordinary Council Meeting. The Standing Committees will consider reports on the following matters:
 - **Works Committee** to consider all matters relating to garbage services, parks and gardens, animal control and any other function the council delegates.
 - **Health and Building Committee** to consider all matters relating to cultural activities, Library, Art Gallery, Geocentre and any other function the council delegates.
 - **Policy and General Committee** to consider all matters relating to corporate services, heritage, tourism and any other function the council delegates.
 - The order of business for the conduct of Standing Committees will consist of:
 - 01 Opening Meeting
 - 02 Apologies
 - 03 Leave of Absence Applications
 - 04 Prayer
 - 05 Acknowledgement of Country
 - 06 Acknowledgement of Broken Hill's Mining History

- 07 Confirmation of Minutes
- 08 Disclosure of Interest
- 09 Reports
- 10 Confidential Matters
- 11 Conclusion of the Meeting

Note: Wording of the Prayer shall be: *"Almighty God, we ask you to invoke your blessing upon this Council. Direct and prosper our deliberations to the advancement and true welfare of the people of the Council area, our State and Australia. AMEN"*

Note: Wording of the Acknowledgement of Country shall be: *"We acknowledge the traditional owners of the land upon which we meet today and pay our respects to their elders; past, present and emerging."*

Note: Wording of the Acknowledgement of Broken Hill's Mining History shall be: *"We take time to reflect, remember and honour the over 800 miners that lost their lives and those that were crippled or maimed on the Line of Lode. We thank the brave miners and their wives who were part of the 1919-1920 strike that lasted over 500 days and delivered a 35 hour working week. Mining is our past and future."*

Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- a. the time, date and place of the meeting, and
 - b. the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- a. has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
 - b. has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- a. to give notice of business for inclusion in the agenda for the meeting, or
 - b. to move or second a motion at the meeting, or
 - c. to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
- a. the mayor, or
 - b. if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
 - c. if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in committee meetings

- 20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

- 20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- a. The names of councillors attending a meeting,
 - b. details of each motion moved at a meeting and of any amendments moved to it,
 - c. the names of the mover and seconder of the motion or amendment,
 - d. whether the motion or amendment was passed or lost, and
 - e. such other matters specifically required under this code.
- 20.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

- 20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21. IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- a. a vacancy in a civic office, or
 - b. a failure to give notice of the meeting to any councillor or committee member, or
 - c. any defect in the election or appointment of a councillor or committee member, or
 - d. a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
 - e. a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22. DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the <i>Model Code of Conduct for Local Councils in NSW</i>
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment

foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later times
year	means the period beginning 1 July and ending the following 30 June

POLICY AND GENERAL COMMITTEE

August 18, 2022

ITEM 3**BROKEN HILL CITY COUNCIL REPORT NO. 178/22**

SUBJECT: **PUBLIC INTEREST DISCLOSURES ANNUAL REPORT - 2021/2022**
D22/43501

Recommendation

1. That Broken Hill City Council Report No. 178/22 dated August 18, 2022, be received.
2. That the Broken Hill City Council Public Interest Disclosures Annual Report 2021/2022 be forwarded to the Minister for Local Government and the NSW Ombudsman by 30 October 2022

Executive Summary:

In accordance with Section 31 of the *Public Interest Disclosures Act 1994 (the Act)* each public authority must, within four months after the end of each reporting year, prepare an annual report on the public authority's obligations under the Act for submission to the Minister responsible for the public authority. A copy of the report is also to be provided to the NSW Ombudsman.

Council adopted the reviewed Reporting of Public Interest Disclosures Policy on 25 September 2019. The objective of this policy is to establish an internal reporting system for staff and Councillors, volunteers, consultants and contractors to report wrongdoing without fear of reprisal. The policy sets out to whom wrongdoing can be reported at Broken Hill City Council, what can be reported and how reports of wrongdoing will be dealt with.

The Act focuses on corrupt conduct, maladministration, serious and substantial waste of public money or local government money (as appropriate), Government information contraventions and local government pecuniary interest contraventions.

Council's reporting year is aligned with financial year reporting. As such, this report is for 1 July 2021 through to 30 June 2022. A copy of the July to December 2021 and January to June 2022 Public Interest Disclosures reports submitted online to the NSW Ombudsman are attached for reference.

Report:

The *Public Interest Disclosures Regulation 2011* – Reg 4 requires the following information to be included in the Public Interest Disclosures Annual Report:

The Public Interest Disclosures Regulation 2011, requires the following information to be included in the Public Interest Disclosures Annual Report:		
	Requirement	Statistic
(a)	The number of public officials who have made a public interest disclosure to the public authority	Nil
(b)	The number of public interest disclosures received by the public authority in total and the number of public interest disclosures received by the public authority relating to each of the following:	Nil

	(i) corrupt conduct (ii) maladministration (iii) serious and substantial waste of public money or local government money (as appropriate) (iv) government information contraventions (v) local government pecuniary interest contraventions	Nil Nil Nil Nil Nil
(c)	The number of public interest disclosures finalised by the public authority	Nil
(d)	Whether the public authority has a public interest disclosure policy in place	A copy of Council's Reporting of Public Interest Disclosures Policy is available on Council's website www.brokenhill.nsw.gov.au
(e)	What actions the head of the public authority has taken to ensure that his or her staff awareness responsibilities under section 6E (1) (b) of the Act have been met.	<ul style="list-style-type: none"> • Council's reviewed Reporting of Public Interest Disclosures Policy was adopted by Council 25 September 2019 and is available on Council's website and intranet site. • PID Awareness and information on PID Policies and Procedures is included in Council's Corporate Induction Program.

Community Engagement:

Reporting of Public Interest Disclosures Policy was placed on 28-day public exhibition for comment in July 2019 and once adopted, the Policy was placed on Council's website.

Strategic Direction:

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

Relevant Legislation:

Public Disclosures Act 1994
Public Interest Disclosures Regulation 2011
Local Government Act 1993

Financial Implications:

Nil

Attachments

1. [↓](#) Public Interest Annual Disclosure Report July to December 2021
2. [↓](#) Public Interest Annual Disclosure Report - January to June 2022

RAZIJA NU'MAN
CHIEF CORPORATE AND COMMUNITY OFFICER

JAY NANKIVELL

GENERAL MANAGER

BROKEN HILL CITY COUNCIL

Report to the NSW Ombudsman

Submitted On: 27 Jan 2022

Reporting Period: July to December 2021

	Made by public officials performing their day to day functions	Under a statutory or other legal obligation	All other PIDs
No of public officials who made public interest disclosures to your public authority	0	0	0
No of public interest disclosure received by your public authority	0	0	0
Of public interest disclosures received, how many were primarily about:	0	0	0
Corrupt conduct	0	0	0
Maladministration	0	0	0
Serious and substantial waste	0	0	0
Government information contravention	0	0	0
Local government pecuniary interest contravention	0	0	0
No of public interest disclosures (received since 1 Jan 2012) that have been finalised in this reporting period		0	
Have you established an internal reporting policy?			Yes
Has the head of your public authority taken action to meet their staff awareness obligations?			Yes
If so, please select how staff have been made aware			
Staff undertaking that they have read and understood your organisation's internal reporting policy, Training provided to new staff during induction			

BROKEN HILL CITY COUNCIL

Report to the NSW Ombudsman

Submitted On: 27 Jul 2022

Reporting Period: January to June 2022

	Made by public officials performing their day to day functions	Under a statutory or other legal obligation	All other PIDs
No of public officials who made public interest disclosures to your public authority	0	0	0
No of public interest disclosure received by your public authority	0	0	0
Of public interest disclosures received, how many were primarily about:	0	0	0
Corrupt conduct	0	0	0
Maladministration	0	0	0
Serious and substantial waste	0	0	0
Government information contravention	0	0	0
Local government pecuniary interest contravention	0	0	0
No of public interest disclosures (received since 1 Jan 2012) that have been finalised in this reporting period		0	
Have you established an internal reporting policy?			Yes
Has the head of your public authority taken action to meet their staff awareness obligations?			Yes
If so, please select how staff have been made aware			
Policy briefing from senior managers, Staff undertaking that they have read and understood your organisation's internal reporting policy, Training provided by your organisation, Posters, Training provided to new staff during induction			

POLICY AND GENERAL COMMITTEE

July 29, 2022

ITEM 4BROKEN HILL CITY COUNCIL REPORT NO. 179/22SUBJECT: DRAFT PUBLIC ART POLICY D22/39643**Recommendation**

1. That Broken Hill City Council Report No. 179/22 dated July 29, 2022, be received.
2. That Council adopt the draft Public Art Policy to include minor amendments as outlined in this report.

Executive Summary:

Council expressed concern with current wording and approval process of the Broken Hill City Council Public Art Policy. A recent application for the installation of Public Art from the Country Women's Associated highlighted areas of the policy that could be strengthened and improved.

Council resolution Minute No. 46718 from its ordinary meeting held 27 January 2022 is below:

That the Public Art Policy be included in the Policy Workshop being arranged for Councillors; and that in readiness for the workshop, the Public Art Policy be amended to include that all recommendation of the Panel are presented to Council for final approval.

The policy has been reviewed and the recommended changes are detailed in the following report. In consultation with Council's Planning & Community Safety Team, changes have been recommended with the intent to clarify the process of making a Development Application when in relation to Public Art.

Recommendations have also been made to the online Public Art Application Form to inform these changes.

Report:

A briefing was held with Councillors on Thursday, 10 March 2022 where the current Public Art Policy was presented by its original author, Andrew Overton of Overton Creative Consulting. Council noted key changes in direction and subsequently the following changes have been recommended.

The approval process for Public Art submissions will be clearly separated from and precede, a Development Application (DA). The current policy requires simultaneous applications (with the DA cost incurred at a no guarantee to the applicant) but is recommended for the applicant to first apply and have approved their public art proposal (at no cost) before proceeding with their Development Application.

It is recommended that all public art applications flow to the appropriate Council Officer within the Corporate and Community team. A panel will then be convened to review the applications and be comprised of two Broken Hill City Council staff within the Corporate and

Community team and two members of the Broken Hill City Art Gallery Advisory Group, one of whom shall be the Chairperson of the Broken Hill City Art Gallery Advisory Group.

This panel will not approve or decline any application, however, will generate a report including key recommendations to Council through the appropriate Standing Committee of Council.

The panel may make key recommendations to Council for consideration. Council will either support or reject the application, and if it is supported, Council shall then notify the applicant to progress with their Development Application, if it is required.

All planning, technical, and development staff have been removed from the initial review and will subsequently play their regular role throughout the Development Application process.

To implement this approach the following policy points shall be amended.

Policy Point 6.1 Roles and Responsibilities

Current Policy paragraph

The implementation of this Policy requires a cross-Council approach. Strong internal working processes at Council are critical to the success of the Public Art Program. An interdepartmental group/panel comprised of key representatives from departments will be established under this Policy.

The panel will include the following skills and experience of a minimum of two Council staff from the Culture and Community Team (For example: Art Gallery & Museum Manager and Community Development Officer). The panel will be supported by two independent panel members co-opted from Broken Hill City Art Gallery Advisory Committee. One of these two members will be the Chairperson of the Broken Hill City Art Gallery Advisory Committee

Proposed Policy paragraph amendment

The implementation of this Policy requires a cross-Council approach. Strong internal working processes at Council are critical to the success of the Public Art Program. A group/panel comprised of key representatives from the Arts and Cultural Sector will be established under this Policy.

The panel will include the following skills and experience of a minimum of two Council staff from the Culture and Community Team (For example: Art Gallery & Museum Manager and Community Development Officer). The panel will be supported by two independent panel members co-opted from Broken Hill City Art Gallery Advisory Committee. One of these two members will be the Chairperson of the Broken Hill City Art Gallery Advisory Committee.

Policy Point 6.2 Project Application Approval Process shall read:

Current Policy paragraph

All public art projects to which this policy applies will require a written application to Council, describing the project and demonstrating how the project meets the policy (see attached guidelines).

All public art projects will be reviewed by the panel referred to in section 6.1 Roles and Responsibilities. The panel will review the application and a report will be prepared for submission to Council detailing the development of the public art proposal or project.

In the instance Council adopt and support the proposal, the applicant may be required to submit a Development Application under the provisions of the *Environmental Planning and*

Assessment Act 1979 and/or Broken Hill Local Environmental Plan 2013. A successful notification from Council will advise an applicant whether to proceed with a Development Application.

Proposed Policy paragraph amendment

All public art projects to which this policy applies require written application to Council, describing the project and demonstrating how the project meets the policy (see attached guidelines). All public art projects will be reviewed by the panel referred to in section 6.1 Roles and Responsibilities. The panel will review the application and a report will be prepared for submission to Council detailing the development of the public art proposal or project.

In the instance Council adopt and support the proposal, the applicant may be required to submit a Development Application under the provisions of the Environmental Planning and Assessment Act 1979 and/or Broken Hill Local Environmental Plan 2013. A successful notification from Council will advise an applicant whether to proceed with a Development Application.

The Online Application - Permanent Art (murals, art, memorials) will require updating to reflect the proposed changes to the Public Art Policy. Online form with suggested changes attached to this report.

Community Engagement:

Councillors participated in a policy workshop on Thursday, 10 March 2022. The current policy was reviewed in the presence of its original author, Andrew Overton. Councillors noted a change in strategic direction with a desire to provide clarity and resolution to the Public Art application process by having all public art applications provided to Council for final approval or rejection.

The amendments to the draft Public Arts Policy are not deemed substantial and therefore recommended that public exhibition of the policy not be required.

The original policy was placed on public exhibition for a 28-day period concluding 28 August 2020. Council adopted the policy on 30 September 2020.

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993

Environmental Planning and Assessment Act 1979

Graffiti Control Act 2008.

Environment Protection & Biodiversity Conservation Act 1999 (Commonwealth)

Regulations associated with above legislation.

Relevant State Environmental Planning Policies

Broken Hill Local Environmental Plan 2013

Broken Hill Development Control Plan 2016

Financial Implications:

Nil financial implications.

Attachments

1. [↓](#) Application-Permanent Art (murals, art, memorials)
2. [↓](#) Draft Public Art Policy

RAZIJA NU'MAN
CHIEF CORPORATE AND COMMUNITY OFFICER

JAY NANKIVELL
GENERAL MANAGER

Remove Permanent and replace with "Public"

Application-Permanent Art (murals, art, memorials)

BROKEN HILL
CITY COUNCIL

Please note: Development Application may be required

Remove this section

Permanent Art includes public artworks, murals and memorials.

A Development Application may be required for any permanent art proposed for Broken Hill.

Please contact a member of the City Development and Planning team on 088 08 03300 to discuss your project and establish if a Development Application is needed.

Identify the category of the project

This application is for a (Select 1 option) Required

Mural

Memorial

Permanent Public Artwork

Add: Temporary or Ephemeral Public Art

Applicant Details

Name of applicant Required

Telephone Required

Email Required

Website (if applicable)

Business name (if applicable)

Why do you want to create a public artwork? **What do you hope to achieve and why is it important?** Required

Change to: Outline how does your project address the Policy Principles: - Supporting Equity, Accessibility, Relevance and Engagement; - Connecting to place (people, land and environment); - Enhancing Broken Hill's cultural offer for residents and visitors; - Recognising the depth and breadth of contemporary public art practice.

Have you checked if you need a Development Application? (Select 1 option) Required

Yes

No

Remove this section

If you have applied for a Development Application, please provide the application number here

Site Details

Full address of proposed site Required

Name and contact details of site owner Required

Do you have formal permission to use this site? Formal permission is required (Select 1 option)

Yes

No

Upload evidence of formal permission, such as a letter containing the contact details of the owner

 Please attach all files to the end of this form before submitting it.

Provide details of the proposed date that the artwork will be installed Required

Please outline the maintenance planned for this work Required

Remove and replace with: If your project is on private property, please outline the proposed maintenance plan for the work. Note: Council owned artworks are the responsibility of Council.

Artistic Details

Provide the artist/s name and contact details Required

Provide a description of the artwork Required


Attach the artwork design

 Please attach all files to the end of this form before submitting it.

Project Management Details

Please describe how this project will be managed. Please include details about risk management and appropriate insurance Required

Attach the Risk Management Plan

 Please attach all files to the end of this form before submitting it.

Attach the Insurance Certificate

 Please attach all files to the end of this form before submitting it.

End of form

Don't forget to attach all files before submitting this form



PUBLIC ART POLICY

QUALITY CONTROL			
EDRMS REFERENCES	D20/27566 – 12/14		
RESPONSIBLE POSITION	Chief Corporate and Community Officer Director Corporate		
APPROVED BY	Council		
REVIEW DATE	09 July 2024	REVISION NUMBER	3 2
EFFECTIVE DATE	ACTION	MINUTE NUMBER	
03/11/2010	Adoption	42572	
29/07/2020	Public Exhibition	46311	
30/09/2020	Adoption	46352	

1. INTRODUCTION

This Public Art Policy supports Council’s broader strategic priorities of creating a vibrant community that expresses our distinctive character and identity. Whilst Broken Hill is a City that honours and is inspired by its history and uniqueness, at the same time, Council also encourages new creative interpretations of culture that reflect our current way of life.

Broken Hill aspires for public art to be an everyday experience that expresses the community’s unique attributes, culture, heritage and people. Public art contributes to the creation and vibrancy of the City’s public spaces and landscapes for the enjoyment of residents and visitors. It elevates the aesthetic profile of our places and provides insight into our cultural life and community values. It also assists in promoting social inclusion, diversity and artistic expression.

This policy reflects the key directions identified in Council’s vision, plans and strategic priorities. It also outlines a position and approach to public art that is flexible to ensure outcomes are responding appropriately to the changing social/economic/cultural environment of Broken Hill and the region.

Council plays a key role in the development of public spaces and as such hold the key to including public art in its many forms, whether through direct commissions or in partnership with other tiers of government and/or the private sector, or through supporting community driven initiatives. This Policy supports the Broken Hill City Council Community Strategic Plan.

2. POLICY OBJECTIVE

This Policy and associated Guidelines (attached) aims to provide a framework for the acquisition, assessment and development of public art in the Broken Hill Local Government Area (LGA) in accordance with community aspirations and industry best practice. It also establishes the key principles (Council and the community seeks to express through public art) and criteria for informed, transparent and high-quality decision-making when developing, approving or declining proposed public art projects.

3. POLICY SCOPE

This Policy applies to all and any public art projects located, or proposed, in the public domain; including private land that is publicly visible. It articulates the approach for works that are developed and managed by Council. It also defines Council and third-party roles in facilitating privately commissioned works. The policy applies to:

- Public art commissioned and developed by Council.
- Public art commissioned and developed by private enterprises, associations, individuals, property developers, community groups, businesses or other third parties.
- Public art commissioned by third parties (including other government bodies) and transferred or donated to Council.

This policy applies to public art within the Broken Hill City Council Local Government Area.

Signage including entry statements, interpretative panels are excluded from this policy.

This policy also recognises that contemporary public art practice includes a diverse range of styles and practices. These may be stand-alone projects or proposals from within Council or from the community; embellishments to capital works or other proposals arising from time to time. Council reserves the right to decline the offer of any artwork proposed for a public place which does not meet safety, aesthetic, structural, heritage, urban design or durability requirements.

The policy does not apply to public art that does not otherwise require Council involvement. This includes projects that are wholly exempt development, privately funded, privately owned, on private property and carried out without Council involvement.

Proponents of public art projects outside the scope of this policy are encouraged to engage Council for guidance and advice voluntarily. In such cases, this policy will form the basis of that guidance and advice as though the project were within the policy scope.

4. POLICY PRINCIPLES

Through public art, we imagine and experience our place in a new way. Broken Hill's unique status on the National Heritage List as the first heritage listed city reflects its deep natural and cultural values. It is therefore challenging to define a single cultural narrative for Broken Hill.

For that reason, these guiding principles help define the key messages to be conveyed, and help define the way in which the City will interpret or create meaning or spirit of the place through public art. These principles aim to encourage conversation, aid engagement with the social and cultural histories of Broken Hill and guide artists in the initiation and development of public art. These include:

- **Supporting Equity, Accessibility, Relevance and Engagement**

Council recognises the intrinsic value of public art. Artworks can be accessible to a diverse audience while maintaining rigor, relevance, and depth of meaning. Public art can provide a variety of experiences and opportunities for community engagement/ interaction and to encourage community reflection, inspiration, and well-being. Public art will also seek to provoke thought and challenge.

- **Connecting to place (people, land and environment)**

Public art can bring Broken Hill's fascinating history to life while also making the city socially viable and connected in the present day. Public artworks can provide a point of reference, a meeting place and an object for exploration. Key narratives that support this principle relate to Broken Hill's uniqueness through deep earth, desert, climate, heritage, Aboriginal art and culture, stories, the big sky and land art.

- **Enhancing Broken Hill's cultural offer for residents and visitors**

Public art can build a connected, creative and dynamic place to live and visit. Public art enlivens and animates public space and can be used as an active placemaking tool in regeneration. Public art can not only seek to enhance the aesthetic value of the built and natural environment but also encourage residents and visitors to Broken Hill to interact with public spaces and contribute to the vibrancy of the community and broader cultural tourism opportunities. Public art can offer Indigenous perspectives and strengthen our understanding of the rich First Nations Cultures in this area.

- **Recognising the depth and breadth of contemporary public art practice**

This policy recognises that contemporary public art practice includes a diverse range of styles and practices. Public art includes permanent and/or temporary and ephemeral art projects across a wide range of media including projects integrated with architecture and urban design (street lighting, wayfinding, landscape and furniture elements) to supporting and creating events and outcomes of artist residencies (film, digital, projection, performance and interactivity).

5. POLICY STATEMENT

This Policy will guide the development and implementation of public art projects to enhance the cultural vitality of the community.

The role of public art in urban design, placemaking and activation is widely recognised for its ability to enliven spaces, contribute to a positive sense of place and reinforces a range of social, cultural, economic, and environmental and heritage values particular to Broken Hill.

Culture and landscape are fundamental to shaping our local place, and are inherently linked with memory, meaning, and identity. Council is able to play a very active role in advocating for quality public art works to be created across the LGA. Council is in a position of primary influence, to shape public spaces and inspire art which is unique to Broken Hill and reflective of its community.

6. IMPLEMENTATION

Implementation of this Policy is outlined in greater detail below and in the attached guidelines.

6.1 Roles and Responsibilities

The implementation of this Policy requires a cross-Council approach. Strong internal working processes at Council are critical to the success of the Public Art Program. An interdepartmental group/panel comprised of key representatives from departments will be established under this Policy.

The panel will include the following skills and experience of a minimum of two Council staff from the Culture and Community Team (For example: Art Gallery & Museum Manager and Community Development Officer). The panel will be supported by two independent panel members co-opted from Broken Hill City Art Gallery Advisory Committee. One of these two members will be the Chairperson of the Broken Hill City Art Gallery Advisory Committee.
The panel will include the following skills and experience of Council staff; with the support of two independent panel members:

- Art/Culture — i.e. Art Gallery & Museum Manager
- Technical — i.e. Building inspector/civic works/landscape architect
- Planning — i.e. Development Assessment Planner

Two independent panel members will be co-opted from Council's Broken Hill Regional Art Gallery Advisory Committee. One of these two members will be the Chair of the Broken Hill Regional Art Gallery Advisory Committee.

6.2 Project Application Approval Process

All public art projects to which this policy applies will require a written application to Council, describing the project and demonstrating how the project meets the policy (see attached guidelines).

~~All public art projects will be reviewed by the panel referred to in section 6.1 Roles and Responsibilities. The panel will review the application and a report will be prepared for submission to Council detailing the development of the public art proposal or project.~~

~~In the instance Council adopt and support the proposal, the applicant may be required to submit a Development Application under the provisions of the *Environmental Planning and Assessment Act 1979* and/or Broken Hill Local Environmental Plan 2013. A successful notification from Council will advise an applicant whether to proceed with a Development Application.~~

~~If a development application (DA) is required, this should be submitted alongside the application. Both the application under this policy and the DA will be assessed concurrently.~~

~~All public art projects will be assessed by the panel referred to in section 6.1 Roles and Responsibilities. The panel will review the application and a report will be prepared on the development of public art proposals/projects. This report will be submitted to Council for final adoption.~~

6.3 Assessment Criteria

Each public art project will be assessed on its merit. Evaluation and approval of all public artworks proposed by Council, the private sector, other public authorities, individuals and other groups within the Broken Hill LGA is based on the following criteria:

1. Reflects excellence in contemporary art practice and standards of high quality.
2. Presents creative, original and innovative ideas.
3. Appropriateness to the context of the project brief, site and community (ability to reflect and engage with community aspirations, create discussion, interest and awareness, and foster relationships between people and place).
4. Consideration of the implications of the project in the context of the National Heritage values of the City.
5. Technical feasibility and ability to successfully realise the proposal/work.
6. Consideration of public safety and the public's access to and use of the public domain.
7. Relevance to the strategic objectives and actions of Council.
8. Consistency with current Council plans and procedures (heritage; environmental policies; and plans of management).
9. Maintenance and durability requirements.
10. Value for money.

6.4 Maintenance of Public Art Works

Council recognises the importance of adequate and appropriate maintenance of public artworks. As such, the life of the work should be considered in the commissioning phase and any ongoing maintenance requirements form a core part of the consideration for the work; an assessment of the work's ongoing durability, life of materials and the limitation of maintenance are criteria for Council's consideration.

Council is responsible for the maintenance and safe keeping of all Council commissioned or acquired public artwork. Excepting contractual exclusions, assets procured under this policy are to be managed under Council's Asset Management Policy and procedures, with specific regard to maintenance linked with Council's corporate and business plans (including the Long-Term Financial Plan), budgets and reporting processes.

Public artworks developed privately are the responsibility of the owner. If the artwork cannot be satisfactorily maintained/repaired or restored, Council may request the removal of the artwork at the owners expense or consider discretion for future public ownership.

6.5 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 will be further documented in any commission briefs

6.6 Associated Documents

This Public Art Policy integrates with Council's strategic directions, policies, planning controls, corporate documents. This holistic approach to local planning requires that the Public Art Policy reference those policies and equally that those policies are amended to reference it.

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

- The Public Art Guidelines (Appendices attached) – which outline the main elements that need to be considered in the implementation of Council's Public Art Policy. These Guidelines provide the rationale and outline the key processes for Council's commitment to planning, developing, and installing public art projects. It provides the key criteria for informed, transparent and high-quality decision-making when approving or declining proposed public art projects.
- Council's Procurement Policy.
- BHRAG Collection Management Policy.

7. 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 months prior to the expiry of this policy.

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

8. LEGISLATIVE AND LEGAL FRAMEWORK

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

- *Environmental Planning and Assessment Act 1979.*
- *Local Government Act 1993.*
- *Graffiti Control Act 2008.*
- *Environment Protection & Biodiversity Conservation Act 1999 (Commonwealth)*
- Regulations associated with above legislation.

- Relevant State Environmental Planning Policies.
- *Broken Hill Local Environmental Plan 2013*; and
- *Broken Hill Development Control Plan 2016*.

9. DEFINITIONS

Public Art - Art which is: located in the public domain; and/or accessible to members of the public; and/or created through a public event or activity.

This includes artwork installed, performed, created or otherwise presented on Council controlled premises, reserves under BHCC control, community land, or otherwise requires development consent.

This can consist of permanent, temporary and ephemeral works such as installations, sculptures, murals, mosaics, projection, lighting, soundscapes, multi-media and performance-based work. Public art also extends to unique street design and furniture elements created by an artist to add value to the creative outcome of public realm projects such as paving, ornamental wall inserts, windows, gates, grates, light fittings, bollards, water features and the like.

Temporary artworks - have a lifespan of under five years and include relocatable works. All public art, as encompassed by this guideline, is short-term, temporal or transient. It does not include works of public art which are intended to be "permanent". Works of temporary public art are intended to occupy a place and/or have a presence in the public realm for a finite period of time usually between one week and six months.

Ephemeral artworks - are distinctive because they may have a fleeting and immaterial presence on site, perhaps only for a single day or a matter of hours - for instance in the case of a light projection or a performance. Other works of ephemeral public art may have a more substantial material presence on site but may incorporate their own changing state and disappearance/dissipation as an integral part of the artwork (i.e. sand sculpture).

Permanent artworks - have an expected lifespan of five years or more. Enduring artworks are commissions with an expected lifespan of 15-20 years or more.

Site specific - specifically, for and responsive to a particular site, thematically or through use of scale or materials.

Mural - A mural is an artwork applied directly to a large surface in a public space. As a form of street art, murals can be distinguished from graffiti-vandalism, tagging or guerrilla advertising. Murals are typically temporary in nature and can be produced in a variety of ways - for example, painted, digital, ceramic, airbrush and aerosol can.

Memorial - Generally, a memorial can be described as an object established in memory of a person or an event. A memorial object may be a plaque, statue, sculptural work, fountain, seat or park bench, or horticultural features.

Graffiti - Unlike Street Art, graffiti and tagging are generally considered to be the illegal practice of marking another person's property without consent and usually involves the use of paint, spray paint or marker pens.

Plaque - A flat tile/tablet of metal, stone or other material which includes text and/or images to commemorate a person, place or an event and/or to provide interpretive text or information relevant to its location. Such a plaque is usually fixed to an object, furniture, building or pavement.

Interpretive Panels - A panel with information often found in parks, gardens and public open spaces. The panel will interpret and inform visitors about what is around them or what they are looking at. For example: a piece of permanent public art might have an interpretive panel that also acknowledges

the artist, or there might be a Heritage interpretive panel that will give you historical/cultural context to the site.

National Heritage values – Those values of the City of Broken Hill which were the basis of listing the City on the National Heritage List pursuant to the *Environment Protection & Biodiversity Conservation Act 1999 (Commonwealth)*, an explanation of which were set out in the gazettal notice published in the Commonwealth of Australia Gazette dated 22 December 2014.

Exempt Development – Low-impact projects that meet specific criteria and do not require any assessment or approval under the *Environmental Planning and Assessment Act 1979*, such as a Development Application or 'DA'. For more information on Exempt Development, visit <https://www.planningportal.nsw.gov.au/>

APPENDIX 1:**GUIDELINES FOR MURAL ARTWORK**

Council aims to support artists to create contemporary art that has community benefits including graffiti prevention, community building, placemaking and regeneration across the City of Broken Hill.

It is a requirement that before painting an artwork/mural on an external surface whether it is a wall, fence, laneway or façade it is essential to contact Council's planning section to enquire about approval. Council, at its discretion, may refuse to approve any Mural.

It should be noted that there are heritage listed items and heritage conservation areas in effect across the City. This includes Local, State and National Heritage Listed buildings/places. This ensures that controls are in place to protect the heritage, amenity and suburban character across the LGA.

There may be paint controls over individual properties and therefore, murals will not always be appropriate. In some cases, exposed brick walls are heritage controlled and cannot be painted over in any circumstance. Furthermore, artworks proposed adjacent to a state or federal road may also require NSW Roads and Maritime consent.

What is a Mural?

A mural is an artwork applied directly to a large surface in a public space. As a form of street art, murals can be distinguished from graffiti-vandalism, tagging or guerrilla advertising. Murals are typically temporary in nature and can be produced in a variety of ways - for example, painted, digital, ceramic, airbrush and aerosol can.

DEVELOPMENT APPROVAL

Development Approval may be required and will be subject to Council's assessment process before an artwork/mural can be painted or installed. Aerosol art murals are treated as works of art in the public domain and assessed in the same manner as any other proposal.

The criteria for public art (as described within this policy) are sufficiently broad to equitably accommodate different styles, aesthetics and art media.

The artwork will therefore be subject to consistency with this Policy by means of the relevance and appropriateness of the artwork:

- With Council's vision for Broken Hill and addressing an expression of identity and character.
- To the context of its site (artwork in keeping with the aesthetic and social context of the location).
- Artwork does not contain tags, offensive language/material or explicit images.
- Artwork does not contain commercial branding/imagery/logos (Any Mural which can be deemed advertising (by way of colour branding, business logos or imagery related to the main service of the business)).

Consideration will also be given to:

- Consistency with current planning, heritage and environmental plans/policies and plans of management (where applicable).
- Public safety and the public's access to and use of the public domain.
- Maintenance and durability requirements of the artwork.
- Feedback from any properties that will have your artwork in their direct line of sight or may be directly impacted by a change to the space.
- Evidence of community support being sought and considered.

Applicants must be prepared to enter an agreement with Council that guarantees completion of the work in the manner approved by Council. This is in addition to any documentation required for a development approval.

INFORMATION TO BE SUBMITTED

A Development Application may be required under the provisions of the *Environmental Planning and Assessment Act 1979* and/or *Broken Hill Local Environmental Plan 2013*.

Proposals must include sufficient information for the assessment to be undertaken. You will be requested to supply the following information in your Development application:

- Written permission from the property owner.
- A completed Development Application form. (Please note there may be sections in the application form that are not applicable to your project).
- Statement of Environmental Effects.
- A clear purpose: a description of why you want to create a mural, what you hope to achieve and why it is important.
- A timeline showing how long the artwork is to remain. (Murals typically last three to five years. After this time, the condition of the mural may decline, the topic or theme may become less relevant, or the owner may want to renovate the site. For these reasons, it is important to agree on the lifespan of your mural before submission).
- Photos of the building or location where the artwork will be located.
- A plan of the site which illustrates where the artwork will be located in relation to roads, buildings etc.
- Dimensions of the artwork should be provided.
- A colour design of the artwork (to scale) outlining what mediums will be used (e.g. aerosol, mosaic, acrylic paint).

ADDITIONAL LIABILITY AND SAFETY REQUIREMENTS

- If you plan to paint your artwork on boards and attach the boards to a wall, or install other objects onto a building, you must provide an explanation of how you will do this (an engineering report may be required)
- A copy of the certificate of currency for Public Liability Insurance - All artists working in the public realm are required to have public liability insurance of \$20,000,000. This is to protect you from anyone who might make a claim against you for bodily injury or property damage caused by negligent action on your part.
- There may also be a requirement to complete a Traffic Management Plan. This is to ensure that the artist/people painting the mural and passers-by/pedestrians/cyclists/motorists are safe. This may involve cordoning off a footpath or car park, or a road/lane closure, providing signage and public notices about the activity.
- If working above three metres a scaffolding system or a cherry picker/scissor lift is required.

MAINTENANCE OR DAMAGE

If the Mural cannot be satisfactorily repaired or restored, Council may request the removal of the artwork/mural at the Property Owner or lessee's expense.

APPENDIX 2:**GUIDELINES FOR TEMPORARY AND EPHEMERAL PUBLIC ART**

This Guideline has been created to manage artworks and art-based activity that can complement existing community, retail and commercial activities, and balance the needs of local residents and the public within the City. It also seeks to maintain and enhance the character, heritage, ambience and safety of the public domain, enriching both the community and visitor experience.

Temporary and ephemeral public art shares key characteristics with other works of public art, as defined by the Public Art Policy. Works of art in public spaces take many forms, including but not limited to paintings, prints, murals, photography, sculpture, and earthworks, details in streetscapes, performance art, installation, sound works, and text, audio and multimedia.

PRINCIPLES

Council's decision to approve a permit for this activity will be based on the following guiding principles. Council will refer to these principles in the decision-making process to ensure each application conforms to the Policy and is assessed fairly, consistently and appropriately. Council, at its discretion, may refuse to approve any temporary and ephemeral public artwork.

Appropriate location

- Council seeks temporary public art in an appropriate location in order to promote economic growth, cultural benefits and social integration while still appreciating the needs of local businesses, adjoining properties and other users of the public domain.
- The location should contribute positively to an area's sense of place and character.
- Temporary art can be an extension of the area's current activities and services or may align with community events, cultural and sporting celebrations, and forthcoming plans for the area.

Engaging and high quality

- Council supports original and creative temporary art that encourages community participation, is innovative or distinct, adds to the life of the place and offers a connection to our rich cultural surroundings.
- The activity should aim to engage with the surrounding public domain and people.

Safety and accessibility

- Temporary art should be delivered without compromising the safety of people or places.
- Temporary art should ensure that responsible and appropriate measures are in place to minimise risk and danger.
- Temporary art should be integrated into the public domain in a way that does not compromise existing uses, furniture, buildings, entrances, exits, disabled access and pedestrian safety.

Public amenity

- Temporary art should be designed to create a safe atmosphere for the community and never compromise public amenity.
- Temporary art should add to, rather than disrupt the community's engagement with the public domain.
- Temporary art should be integrated into the public domain in a way that does not compromise existing uses, furniture, buildings, entrances, exits, disabled access and pedestrian safety.

Management and operations

- Council will approve temporary art that demonstrates sound management practices such as timeliness, reliability and professionalism.

- Any proposed activity should consider operational matters such as but not limited to, safety, traffic, noise, waste and access before, during and after each activity.

Applicants must be prepared to enter an agreement with Council that guarantees completion of the work in the manner approved by Council. (This is in addition to any documentation required for development approval).

INFORMATION TO BE SUBMITTED

Initially, the process for external public art projects will require:

- Community groups/organisations/individuals/property owners contacting Council for approval to conduct a public art project on Council land.
- Council receiving a proposal (an outline of the project that should include artwork brief, proposed location and timing, project management details, nature of participants/artists and other support material including a risk management plan, and appropriate insurances etc.)

|

APPENDIX 3:**GUIDELINES FOR PERMANENT PUBLIC ART**

From time to time Council is approached by individuals and groups with proposals for permanent public art that sit outside Council's own program. Public art outside of Council initiated projects will need to comply with all requirements under this Public Art Policy. Council may accept proposals by artists, schools, public institutions, community organisations and private property owners for permanent Public Art projects with demonstrated community benefit.

PRINCIPLES

Council, at its discretion, may refuse to approve any permanent public artwork. Council's decision to approve a permanent public artwork will be based on the following guiding principles. Council will refer to these principles in the decision-making process to ensure each application conforms to the Policy and is assessed fairly, consistently and appropriately. Permanent public art projects will:

- Enhance the location in which the artwork is to be sited, adding interest and enriching context.
- Be specific to its site or context, drawing from and adding to the history, heritage and environment of its location; tells a local story.
- Be appropriate and suitable to its site, in scale and impact on amenity and other uses.
- Be high quality in design, materials and finishes.
- Present innovative, fresh, creative and original ideas.
- Engage and inform, be comprehensible and encourage engagement, provide interactivity; Inspire, provoke reflection, arouse curiosity; enrich and stimulate.

The assessment of permanent public art projects will also include the following technical considerations:

- Is the artwork safe, durable, practical, robust and vandal resistant?
- Is there a detailed plan for maintenance including annualised costs and responsibility?
- Is there agreement on terms and conditions for removal, re-location, de-accessioning and disposal?

Applicants must be prepared to enter an agreement with Council that guarantees completion of the work in the manner approved by Council. (This is in addition to any documentation required for a development approval).

INFORMATION TO BE SUBMITTED

Development Approval maybe required, and any permanent artwork proposal will be subject to Council's approval process. Submissions must be in writing to Council and include:

- A Statement of Environmental Effects, which is required for all Development Applications. Also, a Heritage Impact Statement is also required in certain cases.
- Project proposal, (description to include expected outcomes and how the work will positively benefit the community)
- Final Design (Scale, materials and proposed location). Applicants must provide a brief outline of the proposal including dimensions, theme, style, materials and the type of artwork. The applicant must also consider and provide notes on the proposed footings for the work, as some structural considerations may require engineering/ development approval.
- Applicants must provide specific details of the site including a simple plan and/or visual documentation showing the proposed location of the artwork and detailing whether the artwork is freestanding, on a wall, fence, etc.
- Confirmation of artists/project consultants and curriculum vitae/resume.
- Schedule for the project.
- Lifespan and Maintenance: what is the projected life of the artwork? Who will maintain the artwork in terms of public safety and aesthetics? What impact will the artwork have on the maintenance of the surrounding area? How will climatic conditions impact on the artwork?

APPENDIX 4:**GUIDELINES FOR MEMORIALS**

Council recognises that professionally designed and sited commemorative works provide an enduring reminder of events and people who have made a significant contribution to or impact on the history and evolution of the City of Broken Hill Local Government Area. The physical expression of commemorative works generally comprises plaques, memorials, gardens, trees, sculptures and statues.

Individuals and organisations periodically request that Council place monuments and memorials within buildings, parks and other public spaces owned or managed by Council. These memorial requests involve commemoration of individuals, organisations or events, and typically comprise plaques, gardens, trees, fountains, statues and/or sculptures.

Traditional memorials/monuments are not considered to be public art. However, projects that pay homage to a person, place or event must adhere to the goals of this policy and the criteria of this guideline. This guideline applies to all commemorative works and memorials within buildings, parks and other public domain under the ownership or management of Council. However, it does not apply to:

- naming of roads, buildings or parks.
- roadside memorials dedicated to victims of road fatality.
- commemorative objects in cemeteries, crematoria or burial grounds.
- signage, display boards, banners or public artworks.
- structures required primarily to provide directional or interpretive information

Design, construction or installation of any memorial on land or road owned or managed by Council may require council approval. Proposals that are consistent with the criteria and principles outlined in this guideline will proceed to Council for consideration.

Council does not guarantee the retention of any plaque or memorial in perpetuity and maintains the right to remove or relocate it should the site be redeveloped or significantly changed in character. Council also reserves the right to remove the memorial without compensation, should the memorial fall into disrepair, become vandalised or pose a risk to the public.

What is a Memorial?

Generally, a memorial can be described as an object established in memory of a person or an event. A memorial object may be a plaque, statue, sculptural work, fountain, seat or park bench, or horticultural features.

PROPOSING A NEW MEMORIAL

All formal requests are to be submitted in accordance with this guideline. New memorials may be created from time to time in recognition of people, organisations or events deemed to have made a lasting contribution which relates to the City of Broken Hill and is appropriate to be memorialised in this city. Proposals for memorials must therefore relate to a demonstrated, significant and acknowledged:

- civic-minded achievement or endeavour.
- outstanding community achievement and endeavour.
- educational or academic achievement or endeavour.
- achievement or endeavour in justice and law.
- service and sacrifice in war, or as a consequence of war, or the impact of war.
- achievement or endeavour in the visual arts or performing arts literature or literary achievement or endeavour.

- achievement or endeavour in relation to governance and community service; and
- achievement or endeavour in relation to sporting excellence.

Memorial subjects need to demonstrate the significant contribution by persons, groups, organisations or events to the Broken Hill community.

Memorials must convey the cultural and/or geographic significance to the Broken Hill community of the person, organisation or event being commemorated.

Memorials for individual/s will only be approved posthumously and a minimum of 12 months since the passing of the individual/s to be memorialised consistent with Geographical Names Board (GNB) Guidelines.

No new memorials will be considered to commemorate an individual, group, organisation or event already memorialised.

PRINCIPLES

Memorials will be assessed as to:

- The contribution that an individual, group or event proposed for commemoration has made to the development of Broken Hill. Where the contribution is more appropriately recognised at a State or National level, the individual or organisation proposing the memorial will be referred to the relevant body or authority.
- The connection or contribution of an individual, group or event has to the proposed site.
- Where the proposed site is to be located within a heritage conservation area or impacts a heritage item, such documents will inform the appropriateness of the memorial to a site.
- Whether the method of acknowledgement proposed is the most appropriate way to commemorate the person, group or event.
- The contribution the memorial will make to enhance a particular public space and use of that space.
- The appropriateness of the style, scale, materials and subject of the memorial for the place proposed.

Applicants must be prepared to enter an agreement with Council that guarantees completion of the work in the manner approved by Council. (This is in addition to any documentation required for a development approval).

INFORMATION TO BE SUBMITTED

Development Approval may be required, and any permanent artwork proposal will be subject to Council's approval process. Proposals for new memorials should address the following key points:

- The details of the proponents of the plaque, memorial or sign. If more than one group is involved, then include letters of support from these organisations.
- The type of memorial proposed, including materials and structural.
- The reason for the memorial and the connection with Broken Hill and the specific location proposed.
- The proposed siting of the memorial and the reason for choosing the site; and
- The approximate cost of the memorial if known and the funding arrangements.

Council receiving a proposal (an outline of the project that should include artwork brief, proposed location and timing, project management details, nature of participants/artists and other support material including a risk management plan, and appropriate insurances etc.)

POLICY AND GENERAL COMMITTEE

July 22, 2022

ITEM 5**BROKEN HILL CITY COUNCIL REPORT NO. 181/22**

SUBJECT: **2017-2021 DISABILITY INCLUSION ACTION PLAN - FINAL KEY PERFORMANCE INDICATORS PROGRESS REPORT FOR PERIOD ENDING 30 JUNE 2022** **D22/38574**

Recommendation

1. That Broken Hill City Council Report No. 181/22 dated July 22, 2022, be received.
2. That Council note the 2017-2021 Disability Inclusion Action Plan – Final Key Performance Indicators Progress Report for the reporting period ending 30 June 2022.
3. That the 2017-2021 Disability Inclusion Action Plan – Final Key Performance Indicators Progress Report for the reporting period ending 30 June 2022 be placed on Council’s website.

Executive Summary:

The NSW *Disability Inclusion Act 2014* aims to achieve the goal of ensuring people with disability achieve full inclusion in community life. Under the Act, the NSW Government required all councils to implement a Disability Inclusion Action Plan (DIAP) by July 2017. Council’s DIAP was developed according to the legislative requirements described in the Act and adopted on 28 June 2017.

The Disability Inclusion Action Plan Monitoring Group provides a forum for relevant stakeholders and representatives to monitor the progress of Council’s DIAP to achieve the requirements of the NSW *Disability Inclusion Act 2014*.

Report:

This report relates to progress of Actions within the plan, for the period ending 30 June 2022.

A total of 78 performance action targets were set within Council’s 2017-2021 DIAP. The final report provides an indication of performance against targets set for the previous 12 months and includes those actions already achieved in previous years.

A snapshot of the Action KPIs for the final report of the plan indicates 69 Actions (88%) have been “Completed”, 7 Actions (9%) show as “Monitor”, and 2 Actions (3%) are “Off Track” with less than 20% of the target achieved. The report therefore shows a total of 9 actions (11%) to be completed. These actions have been included in Council’s 2022-2026 Disability Inclusion Action Plan for completion.

A legend table to explain the performance descriptors can be found on the next page of this report.

DISABILITY INCLUSION ACTION PLAN SNAPSHOT – 1 JULY 2017 – 31 DECEMBER 2021

OVERVIEW

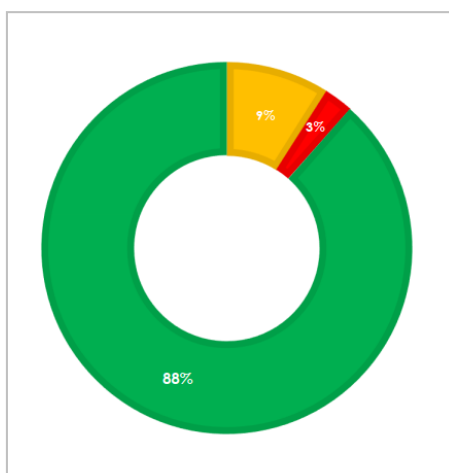
ACTION SUMMARY

By Performance

69 COMPLETED

7 Monitor

2 Off Track



Action Progress Against Targets

- 78** Actions reported on
- 69** 100% of action target achieved
- 01** At least 90% of action target achieved
- 05** At least 80% of action target achieved
- 01** At least 75% of action target achieved
- 02** At least 20% of action target achieved

Community Engagement:

The Disability Inclusion Action Plan progress report for the period ending 30 June 2022, will be placed on Council’s website.

Strategic Direction:

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

Relevant Legislation:

- Disability Inclusion Act (NSW) 2014*
- Disability Discrimination Act (Commonwealth) 1992*
- Local Government Act 1993*
- Integrated Planning and Reporting Framework

Financial Implications:

The DIAP is included in the Integrated Planning and Reporting Framework, with actions identified in the Delivery Program, in accordance with Council’s Long Term Financial Plan, annual Operational Plan and annual budget processes.

Attachments

1. 2017-2021 Disability Inclusion Action Plan - Final KPI Progress Report ending 30 June 2022

RAZIJA NU'MAN
CHIEF CORPORATE AND COMMUNITY OFFICER

JAY NANKIVELL
GENERAL MANAGER



2017-2021 DISABILITY INCLUSION ACTION PLAN - FINAL KPI PROGRESS REPORT ENDING 30 JUNE 2022

Broken Hill City Council

OVERVIEW

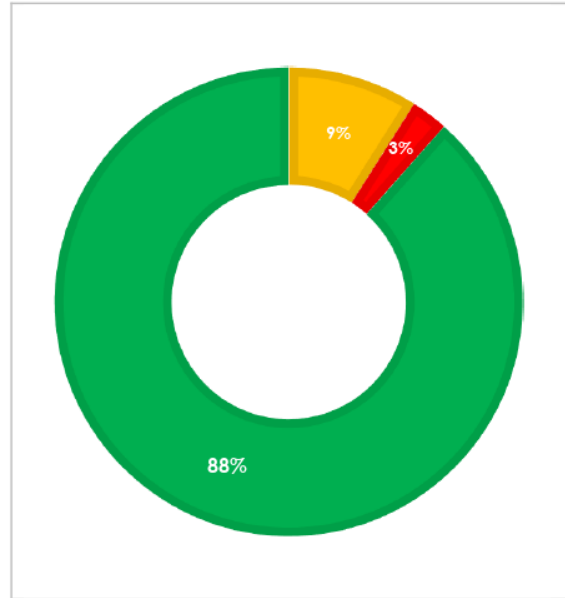
ACTION SUMMARY

By Performance

69 COMPLETED

7 Monitor

2 Off Track



Action Progress Against Targets

78 Actions reported on

69 100% of action target achieved

01 At least 90% of action target achieved

05 At least 80% of action target achieved

01 At least 75% of action target achieved

02 At least 20% of action target achieved

ACTION TARGET LEGEND



GREEN

At least 90% of action target achieved



AMBER

Between 70% and 90% of action target achieved



RED

Less than 70% of action target achieved

COMPLETED

No target set
COMPLETED between
2017-2021



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved




RED - Less than 70% of action target achieved


Business Plan – DIAP 2017-2021

1 Attitudes and Behaviours




1.1 Support positive attitudes towards inclusion amongst our Council staff

1.1.1 All Council staff have an awareness of what inclusion means

Action Title: 4.1.1.3 DIAP A1.1.01 - Develop in-house training materials on inclusion of people with disability						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
<p>Action Progress Comments: Awareness training materials for inclusion in induction and/or refresher courses under development. This will be included in Council's review of its Corporate Orientation and Onboarding induction process. New Corporate Induction is being trialled online for all council staff, with Corporate Orientation and Employee Onboarding processes being drafted to align with new online staff induction requirements.</p>						

Action Title: 4.1.1.4 DIAP A1.1.02 - Deliver induction sessions that encompass the topic of inclusion of people with disability						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	In Progress	01-Jul-2021	30-Jun-2022	75%	100.00%	 AMBER
<p>Action Progress Comments: Inclusion awareness training to be incorporated into review of induction processes. This will be included in Council's review of its Corporate Orientation and Onboarding induction process. New Corporate Induction is being trialled online for all council staff, with Corporate Orientation and Employee Onboarding processes being drafted to align with new online staff induction requirements. Council has requested specific module to be created for disability inclusivity within council's online training portal. This has not yet been finalised for implementation however, Council is actively participating in all relevant awareness sessions for staff to attend.</p>						

Action Title: 4.1.1.5 DIAP A1.1.03 - Develop and implement an annual training program that promotes inclusivity						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved

Action Progress Comments: Annual Training program development underway and will be included in Council's review of its Learning and Development Framework process. CAMMS Talent system audit review commenced in August 2020 for employee learning and development programs to be entered for Annual Performance reviews for 2020/21. CAMMS Talent audit was completed with annual reviews to be conducted through CAMMS Talent online for FY 2020/21. Employee training on CAMMS Talent commenced in May/June 2021 with all staff attending sessions. New Corporate Online Annual Compliance training is now incorporated into mandatory annual training requirements for all staff commencing FY 2020/21 for employee annual performance reviews.

Action Title: 4.1.1.6 DIAP A1.1.04 - Incorporate disability awareness and person-centred communication in the Customer Service Framework

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Documentation within the Customer Service Framework includes sections on Inclusion and Accessibility and incorporates awareness and effective communication with customers who may have disability.

1.2 Train Council staff to respectfully, confidently and effectively communicate with people with disability

1.2.1 Council staff are confident and skilled in communicating with people who have disability

Action Title: 4.1.1.7 DIAP A1.2.01 - Provide key Council staff in Corporate Services, Human Resources and Planning, Development & Compliance training in creating alternative document formats in Word, PDF, PowerPoint (as a minimum)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: All new and revised existing documentation is being reviewed by Corporate Services to ensure that compliance for alternative formats is made available under disability inclusion requirements. Training in creating alternative document formats to be further investigated. Staff individual development plans are currently being completed for 2021 and will be reviewed in staff annual performance reviews for FY 2020/21. Current accessible documents have been assessed through council's communications and digital marketing department to meet inclusivity standards.

Action Title: 4.1.1.8 DIAP A1.2.02 - Provide Information Services, Digital Officer and other staff who may be required to update web pages with training in web content and design compatible with Web Content Accessibility Guidelines (WCAG) 2.0



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Website Content Accessibility Guidelines awareness and compliance forms a standard part of Social Media, Open Forms, and Open Cities training provided to content creators. Open Forms training has been delivered to 22 staff over 8 sessions to 31 December 2018.

Action Title: 4.1.1.9 DIAP A1.2.03 - Support the Assets and Infrastructure team to enhance disability confidence and communication skills in order to effectively engage people with disability in the Pedestrian Access Mobility Plan (PAMP) and the Traffic Committee

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Support provided to Assets and Infrastructure team to enhance disability confidence and communication skills and liaising with community in responding to CRMs, is included in weekly team meetings. Process embedded into ongoing consultation and communication plans.

Action Title: 4.1.1.10 DIAP A1.2.04 - Provide Council staff from Library, Events, GeoCentre and Art Gallery with opportunities to gain awareness of the needs of children with autism (and the needs of their parents, caregivers and siblings)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Staff attended planned lecture from Professor Tony Attwood (Clinical Psychologist). Further autism awareness training activities will be scheduled as made available. Further online training and resources have been accessed by relevant staff within these areas as required.

Action Title: 4.1.1.11 DIAP A1.2.05 - Provide GeoCentre, Library, events and Art Gallery staff with skills (via training or partnership with parents and/or experienced professionals) to create Social Stories that will assist children with autism, or children who experience anxiety, to be involved in groups or formal program activities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
Action Progress Comments: Staff attended planned lecture from Professor Tony Attwood (Clinical Psychologist) on 22 February 2018. A social story using photos and simple text to show children what to expect and how to interact in unfamiliar social settings has been developed for the Library. Development skills for staff to create Social Stories relating to programs and events to be undertaken with invitations to be extended as opportunities identified.						


Action Title: 4.1.1.12 DIAP A1.2.06 - Expand awareness and/or training programs for Council staff across the organisation to ensure all services can be delivered in an inclusive manner						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
Action Progress Comments: All training programs are being assessed for inclusivity factors. Online learning training platform has commenced for all annual compliance staff training which meet this requirement.						


1.3 Contribute positive media stories about what Council is doing to build inclusion with people with disability

1.3.1 The community is aware of the activities Council is undertaking to progressively build greater inclusion of people with disability

Action Title: 4.1.1.13 DIAP A1.3.01 - Provide regular media stories (including on social media) on the progress of the implementation of the DIAP						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
Action Progress Comments: Disability Inclusion Action Plan has been referenced in all relevant releases and statements.						

Action Title: 4.1.1.14 DIAP A1.3.02 - Source and provide stories to media on the experiences and/or opinions of people with disability with regards to the effectiveness of Council's strategies to build inclusion						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %

 GREEN - At least 90% of action target achieved
  AMBER - Between 70% and 90% of action target achieved
  RED - Less than 70% of action target achieved

Manager Communications	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
Action Progress Comments: Disability Inclusion Action Plan referenced in relevant releases and statements.						

1.4 Contribute to creating positive attitudes towards inclusion in Broken Hill community

1.4.1 The community has a greater awareness of disability inclusion and the benefits of inclusion to the broader community

Action Title: 4.1.1.15 DIAP A1.4.01 - Support disability awareness campaigns by displaying promotional posters in Council buildings and facilities (e.g. Autism Awareness, Mental Health Month, International Day of People with Disability and National Relay Service)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Council has supported the NDIS information and preplanning hubs, National Reconciliation Week, Positive Partnerships Autism Awareness, Inclusive Tourism Online Learning (internal promotion), Stress Down Day and International Day of People with a Disability community event.

Action Title: 4.1.1.16 DIAP A1.4.02 - Extend an invitation to YMCA staff, to join the autism awareness session and/or training provided to Library, Events, GeoCentre and Art Gallery staff

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: 80% targeted attendance at education/training sessions by YMCA staff - Invitation sent to education/training sessions to YMCA. Evaluation by Council and YMCA staff attending autism awareness training indicates an increase in confidence in meeting the needs of children with autism and their families.

Action Title: 4.1.1.17 DIAP A1.4.03 - Extend an invitation to YMCA staff, to join the professional development opportunities relating to creating Social Stories for children with autism or who experience anxiety

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved



Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
Action Progress Comments: No training opportunities identified for creating Social Stories. Invitation to be extended as opportunities identified.						

Action Title: 4.1.1.18 DIAP - A1.4.04 - Library, GeoCentre and/or Art Gallery host programs and/or events that include disability as being part of the human experience and/or reflected in cultural artefacts						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
<p>Action Progress Comments: The Library, Gallery and Museum make regular adjustments to programs for people with disability to attend. The Gallery has resumed programming (February 2021) and is now running a regular after school art program (arts/COOL), along with school workshops and Tour groups. The Gallery remains accessible with participation open to everyone for these programs. . The Gallery has continued to offer and endorse an inclusive environment where participants feel comfortable to visit and attend. Adjustments are made for participants with a disability and these adjustments are successfully reflected in our current programs where children and adults with disability are currently enrolled. Enrich workshops have resumed (March 2021), where groups of medical students from the University of Sydney: School of Rural Health visit the Gallery. These workshops aim to broaden the understanding and use of visual arts and creative practices as an important and relevant communication tool to prepare and relate to a practitioner/client environment. The Geo Centre has continued to offer and endorse an inclusive environment where participants feel comfortable to visit and attend. Adjustments are made when and where required for people to attend who may have a disability. Library early literacy programming commenced in January 2021. Library programming remains accessible with participation open to everyone for these programs. The Library makes regular adjustments to programs to ensure inclusion and all program delivery, whether online or in house, have built in flexibility to adjust to differing abilities, ages and needs.</p>						

2 Liveable Communities

2.1 Progressively improve the accessibility of footpaths in Broken Hill LGA in consultation with people with mobility and vision related disabilities

2.1.1 People with disability are consulted about the priority maintenance and upgrade of footpaths, kerbs, crossings and ramps in Broken Hill

 GREEN - At least 90% of action target achieved
  AMBER - Between 70% and 90% of action target achieved
  RED - Less than 70% of action target achieved

Action Title: 4.1.1.19 DIAP A2.1.01 - Write Terms of Reference for a PAMP Reference Group that includes purpose, duration, frequency, representation across Broken Hill and representational of various mobility types and parents/guardians of school aged children

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: PAMP Reference Group Terms of Reference have been drafted however, due to the lack of response from the public to participate in the PAMP Reference Group, the group will not progress. The community was provided the opportunity to participate in the development of the PAMP through consultation sessions/workshops on the 5 December 2018 and further consultation on 15 August 2019 completed this process.

Action Title: 4.1.1.20 DIAP A2.1.02 - Advertise for PAMP Reference Group members, and use contacts from industry and Government services to assist to fill all required representation positions

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: The PAMP Reference Group will not proceed due to lack of response following advertising. All future PAMP development activity will be reported to Council.




Action Title: 4.1.1.21 DIAP A2.1.03 - Conduct meetings (using Accessible Meeting Guidelines) and report on PAMP progress and asking the PAMP Reference Group to provide feedback on the priorities listed in the PAMP

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: The PAMP has been incorporated into an Active Transport Plan as directed by the RMS. The Active Transport Plan will include a forward works program of footpath maintenance and upgrade works.

Action Title: 4.1.1.22 DIAP A2.1.04 - Review the PAMP priorities and assessments based on input from the PAMP Reference Group

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %

 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved

Chief Assets & Projects Officer	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
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Action Progress Comments: Council received funding from Roads and Maritime Services (RMS) to develop a city-wide Pedestrian Access and Mobility Plan (PAMP) commencing in 2018/2019. The PAMP has been upgraded to an Active Transport Plan (ATP) which also incorporates a bike plan. The project incorporates community consultation and development of a reference group however, advertising for participation for this group resulted in a lack of response. The reference group has been removed from the project and will now be communicated through Council. An invitation was extended to the community for public consultation sessions, with representation from disability organisations attending. - Grant funding of \$977,101 in Phase -1 and Phase -2 has been secured from Infrastructure, Transport, Regional Development and Communication under the Local Roads and Community Infrastructure Program, for footpath upgrades in accordance with Council's Active Transport Plan (ATP). Tender for the work was awarded to a panel of contractors in December 2020 and works commenced in March 2021. Shared footpath upgrades have been completed in the following footpath links: O'Farrell Street from Morgan Street to Williams Street, Patton Street from Bonanza Street to Queen Street, Galena Street from Williams Street to Talc Street, Blende Street from Sulphide Street to Chloride Street. - The first phase of work commenced in March 2021 and was completed by 30 June 2021. The second phase of work is to be completed by December 2021 in accordance with the grant funding agreement.

Action Title: 4.1.1.23 DIAP A2.1.05 - Inform the public of the consultation with the PAMP Reference Group and the priority list for maintenance or upgrade of PAMP related infrastructure						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: PAMP review as part of the Active Transport Plan completed. Council actively prepared media releases for key stages of the project where relevant. During the community consultation phase, Council promoted the completion of the community survey on social media. The General Manager undertook a radio interview explaining the project on the ABC Radio. Consultations completed.

2.2 Plan to progressively improve the accessibility of public toilets (including way finding)

2.2.1 People with disability are directly consulted about the priorities for enhancement of Council public toilets

Action Title: 4.1.1.24 DIAP A2.2.01 - Write a Consultation Plan for a community consultation on Council public toilet maintenance and upgrade, and way finding priorities including: purpose and aim of the consultation; promotional plan to engage a broad range of relevant stakeholders (particularly mobility and vision related disability); draft consultation questions						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %




GREEN - At least 90% of action target achieved




AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved


Chief Assets & Projects Officer	In Progress	01-Jul-2021	30-Jun-2022	80%	100.00%	 AMBER
Action Progress Comments: Scope of works are still being developed to determine plan requirements for community consultation. Consultation will take place in new operational year of 2022/2023.						

Action Title: 4.1.1.25 DIAP A2.2.02 - Advertise community consultation on accessible Council public toilets (maintenance and upgrade and way finding priorities), using industry and government contacts to assist to reach target audience

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	In Progress	01-Jul-2021	30-Jun-2022	80%	100.00%	 AMBER
Action Progress Comments: Scope of works are still being developed to determine plan requirements for community consultation. Consultation will take place in new operational year of 2022/2023. Advertisement to be carried out once communication plan has been completed. Stakeholders and community groups have been identified awaiting communication plan completion.						




2.2.3 Current and accurate information on the location of Council accessible toilets is available to residents and visitors

Action Title: 4.1.1.26 DIAP A2.2.03 - Conduct community consultation on accessible Council public toilets (maintenance and upgrade and way finding priorities) using Accessible Meetings Guidelines

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	In Progress	01-Jul-2021	30-Jun-2022	80%	100.00%	 AMBER
Action Progress Comments: Scope of works are still being developed to determine plan requirements for community consultation. Consultation will take place in new operational year of 2022/2023. Advertisement to be carried out once communication plan has been completed. Stakeholders and community groups have been identified awaiting communication plan completion.						


Action Title: 4.1.1.27 DIAP A2.2.04 - Review the PAMP priorities and assessments on accessible Council public toilet (including way finding) needs based on the community consultation results and other relevant data

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	In Progress	01-Jul-2021	30-Jun-2022	80%	100.00%	 AMBER

 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved

Action Progress Comments: 75% audit completed on public toilets. Upon 100% completion and review, the program will be used to inform future capital works.


Action Title: 4.1.1.28 DIAP A2.2.05 - Progressively maintain or upgrade accessible Council public toilets (including way finding) based on the priorities identified following community consultation and other data

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	In Progress	01-Jul-2021	30-Jun-2022	80%	100.00%	 AMBER

Action Progress Comments: 75% audit completed on public toilets. Upon 100% completion and review, the program will be used to inform future capital works.

2.2.4 Suitable sites for the potential installation of adult change tables identified in consultation with people with disability and included as an addendum to the PAMP


Action Title: 4.1.1.29 DIAP A2.2.06 - Compile a PDF for each accessible Council public toilet describing the access features (including availability of adult change tables), and providing a picture of each toilet (to enable families of people with profound disability to decide on suitability of access for their needs)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: The National Public Toilet Map www.toiletmap.gov.au assists people with disabilities to know what toilets are accessible and where they are located. The online database includes all features of the Public Toilet and has the ability to include information such as the size of the toilet room, photos and other vital information. Research undertaken by the Corporate Services team indicated that the National Public Toilet Map was the preferred database by councils and other businesses. A link to the National Public Toilet Register has been included on Council's website under 'Facilities'. The National Public Toilet Register is updated regularly.

Action Title: 4.1.1.30 DIAP A2.2.07 - Review map of accessible Council public toilets based on the information collected in A2.2.06

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Management Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved

Action Progress Comments: Public toilets are reviewed and linked to National Public Toilets Map Register.

Action Title: 4.1.1.31 DIAP - A2.2.08 - Review the National Public Toilet Map including descriptions of access features described as important by the community consultation results

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Management Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Public toilets are reviewed and linked to National Public Toilets Map Register.

Action Title: 4.1.1.32 DIAP A2.2.09 - Identify suitable sites for the potential installation of adult change tables identified in consultation with people with disability and included as an addendum to the PAMP

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Council has been proactive in the installation of adult change tables at key locations such as at the Broken Hill Regional Aquatic Centre and the Patton Park amenities block.

2.3 Increase accessibility and inclusion of events held in Broken Hill and of Council meetings




2.3.1 Council staff are supported to increase or promote access and inclusion of events and meetings

Action Title: 4.1.1.33 DIAP A2.3.01 - Council staff responsible for events are provided with professional development (and/or training) opportunities to enhance their knowledge and skills relating to organising accessible events

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Council departments share templates and resources internally on an ongoing basis.

Action Title: 4.1.1.34 DIAP A2.3.02 - Source existing Accessible and Inclusive Event Guidelines for use within Council

 GREEN - At least 90% of action target achieved
  AMBER - Between 70% and 90% of action target achieved
  RED - Less than 70% of action target achieved

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
Action Progress Comments: Accessible and Inclusive Guidelines are accessed as required from industry bodies and government agencies.						

2.3.2 People with disability have greater access to events hosted in Broken Hill LGA

Action Title: 4.1.1.35 DIAP A2.3.03 - Progressively incorporate Council's Access and Inclusion Plans into all civic events						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
Action Progress Comments: All Civic events include disability access in the planning template.						

Action Title: 4.1.1.36 DIAP A2.3.04 - Progressively develop Council's Accessible Event templates, guidelines, policies and/or procedures specific to the context of Broken Hill events						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
Action Progress Comments: Accessible event planning incorporated into Council's Event Guide.						

Action Title: 4.1.1.37 DIAP A2.3.05 - Make Council's Accessible Event Guidelines (including promotional information about drop off points and parking etc) available to event organisers booking Council owned sites						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
Action Progress Comments: Broken Hill Event Guide complete and available for event planners via Council's website.						

2.3.3 Access by people with disability attending meeting held at Council is specifically addressed and catered for

 GREEN - At least 90% of action target achieved
  AMBER - Between 70% and 90% of action target achieved
  RED - Less than 70% of action target achieved

Action Title: 4.1.1.38 DIAP A2.3.06 - Develop a Council Accessible Meetings checklist template to assist staff to cater for meeting participants who may have a disability

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: An Accessible Meeting Checklist has been researched and developed for communication and implementation in 2021.

Action Title: 4.1.1.39 DIAP A2.3.07 - Develop a process to ensure meeting requests or invitations consider the accessibility requirements of attendees


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: An Accessible Meeting Process has been researched and developed for communication and implementation in 2021 and includes the Accessible Meeting Checklist.

2.4 Progressively increase accessibility and inclusion of places of recreation, learning and leisure




2.4.1 People of all ages with disability have greater access to Library service, Art Gallery and GeoCentre

Action Title: 4.1.1.40 DIAP A2.4.01 - Compile a PDF for Council buildings describing the access features of the building and the activities hosted in them

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Management Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: All Council facilities have been inspected and recorded, the relevant site information has been converted to PDF format and is to be installed in a prominent area within all sites.

Action Title: 4.1.1.41 DIAP A2.4.02 - Document the accessibility features of the Library, Art Gallery, Tourist and Travellers Centre and GeoCentre buildings and publish these in relevant locations (website, social media, intranet, tourism collateral and onsite)

 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Corporate and Community Officer	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
<p>Action Progress Comments: The Art Gallery and GeoCentre introduced building access information in advertising and marketing information during July 2017 to June 2018.</p> <p>The Art Gallery has its own dedicated website with a page regarding access including building accessibility and all other appropriate information - https://www.bhartgallery.com.au/Visit/Access</p> <p>The GeoCentre continues to include accessibility information in marketing material and will work towards including this on the website as well. The Broken Hill City Library promotes sensory friendly afternoons for the community and has uploaded information regarding accessibility on the Library website - https://www.brokenhill.nsw.gov.au/Facilities/Library/Library-services/Library-accessibility.</p> <p>The Broken Hill Visitor Information Centre displays accessibility information for the Tourist and Travellers Centre via the Australian Tourism Data Warehouse and the Broken Hill City Council website. Signage for ramps and disability parking is displayed at the facility.</p>						

Action Title: 4.1.1.47 DIAP A2.4.08 - Art Gallery and/or GeoCentre workshops and/or activities provide adjustments enabling people with disability to attend

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
<p>Action Progress Comments: The Art Gallery hosted workshops for Maari Ma Health group clients. The Gallery and Museum make regular adjustments to programs for people with disability to attend. Workshops at the Gallery and Museum recommenced in February 2021 for the first time since COVID-19, with adjustments made to workshops for people with disability to attend.</p>						

2.4.2 Parents of children with disability access the Library

Action Title: 4.1.1.42 DIAP A2.4.03 - Design Library activities and/or events that provide adjustments enabling people with disability to attend

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
<p>Action Progress Comments: The Library is a space that is free, inclusive, diverse and available for all members of the community regardless of culture, religion, race, gender or socio-economic status. - Library early literacy programming commenced in January 2021. Library programming remains accessible with participation open to everyone for these programs. The Library makes regular adjustments to programs to ensure inclusion and all program delivery, whether online or in house, have built in flexibility to adjust to differing abilities, ages and needs.</p>						



GREEN - At least 90% of action target achieved




AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

Accessible public computers are available at the Library for use by the community. The Library website provides access to the Central West Zone online BorrowBox "Mindful and Well-being" collection which is supported by the Books on Prescription grant from the Library Council of NSW. - For those members unable to visit the Library offers two outreach programs: Home Library Service which delivers Library items directly to the door of members who are frail, ill, disabled or unable to visit the library due to medical reasons including carers. - Outback Letterbox Library Service which delivers Library items directly to the door of members who are isolated and residing in remote areas of the Far West of NSW, Unincorporated area and Central Darling Shire.

Action Title: 4.1.1.43 DIAP A2.4.04 - Work in partnership with families and/or service providers of children with autism to create suitable Library activities and/or events and programs (particularly in school holidays)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: The Library is a space that is free, inclusive, diverse and available for all members of the community regardless of culture, religion, race, gender, ability or socio-economic status. Library programming remains accessible with participation open to everyone for these programs. The Library makes regular adjustments to programs to ensure inclusion and all program delivery, whether online or in house, have built in flexibility to adjust to differing abilities, ages and needs. The Library has developed a Library Social Story which uses photos and simple text to show children on the autism spectrum what to expect and how to interact in unfamiliar social settings. The Social Story is available in hard copy. Passive support is provided via: Accessible public computers are available at the Library for use by the community. The Library website provides access to the Central West Zone online BorrowBox "Mindful and Well-being" collection which is supported by the Books on Prescription grant from the Library Council of NSW.

Action Title: 4.1.1.44 DIAP A2.4.05 - Develop a Social Story about going to the Library (or story time within the Library) to enable children with autism and children who experience anxiety to be more comfortable attending these places and events

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: A social story using photos and simple text to show children what to expect and how to interact in unfamiliar social settings has been developed for the Library. Caryn Ferguson Allied Health Assistant, Aspect Therapy has had input into the final publication. The Social Story will be available in hard copy and available on the Library Web page by the end of August 2021 due to staffing issues affecting completion as predicted in June 2021.



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

Action Title: 4.1.1.45 DIAP A2.4.06 - Support ATSI persons with disability to attend culturally safe and appropriate activities and/or events						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: The Library is a space that is free, inclusive, diverse and available for all members of the community regardless of culture, religion, race, gender or socio-economic status. Library staff have completed the Aboriginal and Torres Strait Islander Cultural Competence Course through the Centre for Cultural Competence Australia and funded by the State Library NSW, the majority of Library staff have completed this course. - Library early literacy programming commenced in January 2021. Library programming remains accessible with participation open to everyone for these programs. The Library makes regular adjustments to programs to ensure inclusion and all program delivery, whether online or in house, have built in flexibility to adjust to differing abilities, cultures, ages and needs. - Accessible public computers are available at the Library for use by the community. The Library website provides access to the Central West Zone online BorrowBox "Mindful and Well-being" collection which is supported by the Books on Prescription grant from the Library Council of NSW. - For those members unable to visit the Library offers two outreach programs: Home Library Service which delivers Library items directly to the door of members who are frail, ill, disabled or unable to visit the library due to medical reasons including carers. - Outback Letterbox Library Service which delivers Library items directly to the door of members who are isolated and residing in remote areas of the Far West of NSW, Unincorporated area and Central Darling Shire.

Action Title: 4.1.1.46 DIAP A2.4.07 - Host activities and/or events in the Library designed to support parents and care givers of children who have a disability						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: The Library is a space that is free, inclusive, diverse and available for all members of the community regardless of culture, religion, race, gender or socio-economic status. Library programming remains accessible with participation open to everyone for these programs. The Library makes regular adjustments to programs to ensure inclusion and all program delivery, whether online or in house, have built in flexibility to adjust to differing abilities, ages and needs. - Non-contact support is provided via: Accessible public computers - available at the Library for use by the community. The Library website provides access to the Central West Zone online BorrowBox "Mindful and Well-being" collection which is supported by the Books on Prescription grant from the Library Council of NSW.

2.4.3 Families have improved information about the access features of playgrounds (including fencing)



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved




RED - Less than 70% of action target achieved

Action Title: 4.1.1.48 DIAP A2.4.09 - Design a template to capture information about the accessibility features of Council parks, sporting and playgrounds (including fencing) in a standard format

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Council's Corporate Services staff collaborated with Council's Asset Planner Open Spaces to develop a template to capture the information about the accessibility features of Council's parks, sports fields and playgrounds. The template is now complete and has been provided to the Asset Planner Open Spaces for data input and upload to Council's website.

Action Title: 4.1.1.49 DIAP A2.4.10 - Document the accessibility features of Council parks, sporting and playgrounds (including fencing) and post these on all relevant websites

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Assets Planner-Parks & Open Spaces	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Broken Hill City Council has installed 6 x new picnic table settings within Sturt Park. New pathways will now be developed to connect the table to existing walkways. Planning and purchasing has been completed to install a fully accessible water bubbler and BBQ within Apex Park.

2.4.4 Tourists and visitors with disability have greater access to information on accessibility features of accommodation, and places and activities of interest in and around Broken Hill

Action Title: 4.1.1.50 DIAP A2.4.11 - Review the template for accessible accommodation and encourage the use of photos to show the accessible bathroom features and any other accessibility features

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: The current accommodation guide template produced by the Visitor Information Centre (VIC) was reviewed and highlights properties that are wheelchair accessible and have a wheelchair accessible bathroom. More detailed information on accessibility features including photos will require a larger accessibility audit of local tourism product.



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

Action Title: 4.1.1.51 DIAP A2.4.12 - Review the accessible accommodation guide annually, progressively incorporating enhanced information on accessible accommodation

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: The current accommodation guide that is produced by the Visitor Information Centre highlights properties that are wheelchair accessible and have a wheelchair accessible bathroom. This is reviewed annually at the beginning of the year. Visitor Information Centre staff also encourage the local tourism industry to keep their free listing on the Australian Tourism Data Warehouse up to date, which prompts operators to enter detailed information on their accessibility features. The information in this database can be accessed via all government tourism websites including visitnsw.com.au.

Action Title: 4.1.1.52 DIAP A2.4.13 - Create a dedicated section on the Tourism website, annually reviewed, that holds enhanced information about accessible accommodation and activities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	In Progress	01-Jul-2021	30-Jun-2022	20%	100.00%	 RED

Action Progress Comments: Council's internal tourism strategy team is working with the provider to scope a new version of the current tourism website, www.destinationbrokenhill.com.au. This will include a new navigation and new functionality as well as enhanced information about accessible attractions and accommodation providers.

2.5 Improve access to Council Administrative Centre and Civic Centre, and Visitor Information Centre, including better way finding

2.5.1 Council Administrative Centre, Civic Centre and Visitor Information Centre have improved access features

Action Title: 4.1.1.53 DIAP A2.5.01 - Ensure the Council Administrative Centre refurbishment considers provision for: a lift; a lower information desk for people using wheelchairs; availability of hearing loop; and a meeting room enabling sound privacy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Management Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

Action Progress Comments: Design has been completed as part of refurbishment associated with new library temporary relocation. Inclusion of the installation of a Hearing Loop, dedicated room enabling sound privacy and the redesign of the information desk for wheelchair access has been undertaken as part of the design for the Temporary Library to be located on the lower floor of the Admin Building. These inclusions will be in place for the life of the Temporary Library project. Installation of a permanent disability toilet on the lower floor has also been included as part of the redesign of the lower floor.

Action Title: 4.1.1.54 DIAP A2.5.02 - Ensure the Civic Centre refurbishment considers provision for: a lift; accessible toilet; hearing loop and theatre area suitable for people who use wheelchairs

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Civic Centre access features completed including a lift; accessible toilet; hearing loop and theatre area suitable for people who use wheelchairs.

Action Title: 4.1.1.55 DIAP A2.5.03 - Ensure the Visitor Information Centre is accessible to visitors who use wheelchairs

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Management Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: The Visitor Information Centre is accessible to visitors who use wheelchairs. Further investigations required for a wheelchair height counter and installation of directional signage to direct people in wheelchairs to the auto-doors.

2.5.2 Way finding in and around Council Administrative Centre, Civic Centre and Visitor Information Centre is inclusive of people with vision and/or hearing impairment, blindness and/or deafness

Action Title: 4.1.1.56 DIAP A2.5.04 - Install appropriate way finding, suitable for guests who may be vision or hearing impaired; blind and/or deaf, in Council Administrative Centre, Civic Centre and Visitor Information Centre

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	In Progress	01-Jul-2021	30-Jun-2022	90%	100.00%	 GREEN



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

Action Progress Comments: Council have engaged Buchan Group to develop concept plan for wayfinding infrastructure in the Central Business District (CBD), as part of the CBD Master Plan. Buchan Group currently developing concept plan for CBD Master Plan, to be implemented in the 2022/23 financial year.

2.6 Encourage, support and promote accessible businesses and tourism in Broken Hill

2.6.1 Businesses and tourist attractions in Broken Hill have greater awareness of the economic benefits of developing accessible and ageing friendly places and activities

Action Title: 4.1.1.57 DIAP A2.6.01 - Support the promotion of the economic benefits of accessible and ageing friendly businesses and activities via information updates to businesses

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED


Action Progress Comments: Business Forums successfully run for the Broken Hill Mundi Mundi Bash as a precursor for enabling further industry sessions to promote the benefits of ageing friendly businesses and accessibility in general. Council have also supported a number of activities promoting accessibility and is forefront in the newly developed Business Development Policy. Further consultation and promotion have been impacted by COVID-19. The Our Economy Key Direction Working Group have progressed this action by being a part of business breakfast presentations initiated by BEC Business Advice. Media releases have previously been made detailing the economic benefits local business could have by becoming disability and ageing friendly.

Action Title: 4.1.1.58 DIAP A2.6.02 - Promote the economic benefits of accessible and ageing friendly businesses and activities in a variety of media

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Specific media releases have referenced the financial benefits of operating disability friendly businesses.

Action Title: 4.1.1.59 DIAP A2.6.03 - Encourage and support the organisers of Business Awards to include an Accessible and Inclusive Business Award in their award categories

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
						

GREEN - At least 90% of action target achieved AMBER - Between 70% and 90% of action target achieved RED - Less than 70% of action target achieved

General Manager	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
Action Progress Comments: Due to COVID-19, the local business awards were deferred for 2021 however, Council was an active supporter and participant in the lead up.						

Action Title: 4.1.1.60 DIAP A2.6.04 - Promote the accessibility features of tourism properties						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
Action Progress Comments: The current accommodation guide that is produced by the Visitor Information Centre (VIC) highlights properties that are wheelchair accessible and have a wheelchair accessible bathroom. The guide is made available to visitors and also posted and emailed as part of VIC information packs. This guide is reviewed annually at the beginning of the year. VIC staff also encourage local tourism industry to keep their free listing on the Australian Tourism Data Warehouse up to date, which prompts operators to enter detailed information on their accessibility features. The information in this database can be accessed via all government tourism websites including visitnsw.com.au.						

3 Systems and Processes

3.1 Update the Customer Service Framework to provide guidance to staff on how to make information more accessible

3.1.1 Written information produced by Council is easier to read both in form and content

Action Title: 4.1.1.61 DIAP A3.1.01 - Develop guidelines and/or checklists for staff to author web accessible documents						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
Action Progress Comments: Guide developed and distributed to web content authors.						

3.1.2 People with disabilities can request information in alternative formats and are presented with options to better meet their communication needs

 GREEN - At least 90% of action target achieved
  AMBER - Between 70% and 90% of action target achieved
  RED - Less than 70% of action target achieved

Action Title: 4.1.1.62 DIAP A3.1.02 - Develop guidelines or procedure(s) to produce documentation in alternative formats including providing options that enable timely and cost-effective communication to occur

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: An Accessible Format Request Process has been developed. The purpose of this process is to ensure Council maintains and continues to improve document accessibility in line with the Disability Inclusion Action Plan. An OpenForm has been developed to allow requests for alternate formats of all available Council documents and where practicable, Council will endeavour to provide requested documentation formats.

3.2 Progressively improve accessibility of Council websites

3.2.1 People with disability have greater access to information via Council websites

Action Title: 4.1.1.63 DIAP A3.2.01 - Undertake an audit of Council's websites and intranet against WCAG2.0 standards

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Information & Communications Technology	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Website accessibility audit of brokenhill.nsw.gov.au complete.

Action Title: 4.1.1.64 DIAP A3.2.02 - Ensure contact details for the National Relay Service and how to access or request alternative format documents is provided on the contact and accessibility pages on Council's website

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Completed and available at <https://www.brokenhill.nsw.gov.au/Website-accessibility>

Action Title: 4.1.1.65 DIAP A3.2.03 - Develop a business case with estimates of costs for updating vs replacing the Council website to WCAG 2.0 AA standard



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED


Action Progress Comments: Business case complete and new website deployed. Website conforms to Web Content Accessibility Guidelines 2.1 "AA" standards.

Action Title: 4.1.1.66 DIAP A3.2.04 - Create an Accessibility page on Council's website describing the accessibility features of the site

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Completed and available at <https://www.brokenhill.nsw.gov.au/Website-accessibility>

Action Title: 4.1.1.67 DIAP A3.2.05 - Create an Accessibility page on the Tourism and Council's websites describing the accessibility features for getting around Broken Hill.

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Patrick Robert Kreitner - 1709.1 - 1709.1 - Visitor Services Coordinator	In Progress	01-Jul-2021	30-Jun-2022	20%	100.00%	 RED

Action Progress Comments: Council's internal tourism strategy team is working with the provider to scope a new version of the current tourism website, www.destinationbrokenhill.com.au. This will include a new navigation and new functionality as well as enhanced information about accessible attractions and accommodation providers.

3.3 Progressively incorporate accessibility and inclusion considerations in procurement decisions and contracts

3.3.1 Council contracts increasingly specify delivery of accessible and inclusive goods, programs and services by third parties or contractors

Action Title: 4.1.1.68 DIAP A3.3.01 - Source or develop guidelines for incorporating accessibility and inclusion considerations in procurement contracts

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved

Action Progress Comments: Procurement Framework and Policy implemented and currently in use since approval at August 2020 Council meeting.

3.4 Review the Community Engagement Strategy (Round Table or equivalent body) to improve representation of people with disability, their families and supporters


3.4.1 People with disabilities increasingly give feedback to Council and are able to give formal and informal input on the development and progress of Council plans

Action Title: 4.1.1.69 DIAP A3.4.01 - Develop surveys (including easy read surveys) to distribute at the International Day of People with Disabilities events, and provided to all National Disability Insurance Agency (NDIA) registered service providers operating in Broken Hill, asking key questions about the satisfaction with Community Strategic Plan (CSP) progress

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: The action was scheduled for 2019/2020 for commencement. However, with the presence of COVID-19 identified internationally in December 2019 and the Australian responses made between January 2020 and March 2020, the action has been significantly impacted and consequently delayed. International Day of People with Disabilities events were not conducted in the community in 2020. The easy read survey was completed and distributed in June 2021. The survey was offered as a hard copy and as an OpenForm and distributed to NDIS providers and sector partners and available to the wider community. Survey results have been collated for inclusion into the engagement material collected to inform the Your Broken Hill 2040 Community Strategic Plan.

Action Title: 4.1.1.70 DIAP A3.4.02 - Recruit and/or invite people with disabilities to the Round Table or equivalent body and enable their active participation by way of Accessible Meeting Guidelines

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Website has been updated to include easy access for people with a disability. All relevant documentation on the Community Round Table, including agendas and minutes, are uploaded to the website. Representation of people with disability on the Round


 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved

Table or equivalent body to be further investigated with the inclusion of a member from the Disability Inclusion Action Plan Monitoring Group as a member of the Community Round Table.

3.5 Review reference groups, or advisory bodies relating to PAMP; Traffic Safety; Flood Evacuation Plans and Council Building refurbishment plans, to ensure adequate representation of the issues of people

3.5.1 People with disability are represented on reference groups and/or advisory bodies relating to the PAMP; Traffic Safety; Flood/Emergency Evacuation Plans and Council Building refurbishment plans

Action Title: 4.1.1.71 DIAP A3.5.01 - Discuss with LEMC how the LEMP has accommodated for the needs of people with a disability for various emergency scenarios and advocate for consultation with people with disability

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Accommodating for the needs of people with disability for various emergency scenarios will be part of consequence management plan that will be developed specific to each emergency type and will be developed by lead agency nominated for that emergency. For example COVID-19 response during 2019/2020, NSW Health was the lead agency and it developed all necessary communication plans which included reaching out to people with disability.

Action Title: 4.1.1.72 DIAP A3.5.02 - Ensure consultation with people with disability to provide input on the suggested access features for the Council Administrative Centre and Civic Centre

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: The Civic Centre refurbishment was designed according to accessibility requirements and standards. Draft concept design plans for the Administrative Centre were drafted considering accessibility requirements and standards. Any future asset refits to be designed in accordance with accessibility requirements and standards, inclusive of community consultation.

3.6 Ensure Council's emergency evacuation procedures specifically consider the needs of people with disability

3.6.1 Council's emergency evacuation procedures address the specific needs of people with disability



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

Action Title: 4.1.1.73 DIAP A3.6.01 - Review emergency evacuation procedures for all Council buildings to address the needs of people with disability						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Risk Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
Action Progress Comments: Review of emergency evacuation procedures completed, fire warden training completed, independently reviewed evacuation drills completed for all Council sites and documentation updated accordingly.						

3.7 Progressively review the procedures supporting access to all Council services and processes (such as making a complaint etc) to ensure improved access

3.7.1 Council services can be accessed more independently by people with disability

Action Title: 4.1.1.74 DIAP A3.7.01 - Review the policy and procedures for handling complaints to ensure better access for people with disability						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
Action Progress Comments: Complaints Management Policy adopted 30 August 2017; minute number 45610. Complaints Management Procedure and Workflow developed with communication and implementation scheduled for 2021. Policy and procedure consider disability inclusion with plain English documentation and an accommodation of a variety of methods to register a complaint and easy to follow workflow chart.						

Action Title: 4.1.1.75 DIAP A3.7.02 - Review the procedures for handling customer service requests to ensure better access for people with disability						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED
Action Progress Comments: The review of procedures for handling customer requests is incorporated in Council's Customer Service Framework. The review of the Customer Service Framework was undertaken in 2019/2020 and is reviewed every two years. Better access for those with a disability is included and considered within the procedures in this Framework.						



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

4 Employment

4.1 Review Council recruitment and employment processes to ensure they provide fair and barrier free opportunity to candidates who have a disability

4.1.1 Council has access to resources supporting best practice with regards to recruiting people with disability

Action Title: 4.1.1.76 DIAP A4.1.01 - Join the Australian Network on Disability to access resources that will support Council to become a more inclusive employer

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Budget to purchase Membership of the Australian Network on Disability approved for 2017/2018 and ongoing.

Action Title: 4.1.1.77 DIAP A4.1.02 - Access and implement the free resources from the Australian Network on Disability, specifically:

- Sharing and monitoring disability information in the workplace; and
- Employers' Guide to Partnering with Disability Employment Services

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Sourced free resources from Australian Network on Disability and all current policies and procedures being reviewed for implementation of best practice amendments as required.

Action Title: 4.1.1.78 DIAP A4.1.03 - Purchase the Australian Network on Disability resource "Manager's Guide: Disability in the Workplace" and update Council's policies in line with best practice examples provided

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Council has purchased of "Manager's Guide: Disability in the Workplace" and all current policies and procedures being reviewed for implementation of best practice amendments as required.



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

4.1.2 Council has recruitment and employment policies that reflect best practice with regards to encouraging and supporting the employment of people with disability

Action Title: 4.1.1.79 DIAP A4.1.04 - Ensure employment processes and budget is developed to assess and/or implement appropriate and reasonable adjustment

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Recruitment Framework has been finalised and implemented operationally and addressed Council's ability to implement reasonable adjustment for all applicants during the employment process.

Action Title: 4.1.1.80 DIAP A4.1.05 - Review and update the Information Technology Strategy to ensure that Council's commitment to inclusion is considered including reasonable adjustment and use of assisted technology

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Information & Communications Technology	Completed	01-Jul-2021	30-Jun-2022	100%	-	COMPLETED

Action Progress Comments: Device Standard Development and Standardisation Plan has been reviewed to allow for a default mobile device (laptop or detachable tablet) and desk mounting options for monitors to support height and flexible placement. Modified audio equipment purchased to minimise impact of working in a noisy environment.



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

POLICY AND GENERAL COMMITTEE

August 3, 2022

ITEM 6BROKEN HILL CITY COUNCIL REPORT NO. 182/22

SUBJECT: 2021-2022 DELIVERY PROGRAM INCLUSIVE OF OPERATIONAL PLAN 2021/2022 OUTCOMES - FINAL KEY PERFORMANCE INDICATORS PROGRESS REPORT FOR PERIOD ENDING 30 JUNE 2022 D22/39115

Recommendation

1. That Broken Hill City Council Report No. 182/22 dated August 3, 2022, be received.
2. That Council receive the 2021-2022 Delivery Program inclusive of 2021/2022 Operational Plan outcomes - Final Key Performance Indicators Progress Report for period ending 30 June 2022.
3. That the 2021-2022 Delivery Program inclusive of 2021/2022 Operational Plan outcomes - Final Key Performance Indicators Progress Report for period ending 30 June 2022, be placed on Council's website.

Executive Summary:

The Office of Local Government, NSW Department of Premier and Cabinet established the Integrated Planning and Reporting Guidelines for all New South Wales Councils. One of the components within the framework is a four-year Delivery Program.

Section 404 of the *Local Government Act 1993* requires that *'The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months'*.

Report:

This report relates to the Council's progress on the Delivery Program 2021-2022 inclusive of Operational Plan 2021/2022 outcomes, for the reporting period ending 30 June 2022.

This reporting period provides an indication of progress against set targets, particularly those measures and tasks assigned to be achieved within the 2021/2022 financial year. The progress of a number of 2021/22 actions was significantly impacted by COVID-19 service interruptions, along with the delay in the NSW Local Government elections, which have affected the delivery of these items within the Operational Plan.

A total of 108 performance action targets were set in the 2021-2022 Delivery Program, inclusive of the 2021/2022 Operational Plan. A snapshot of Council's **Delivery Program 2021-2022** final progress report indicates 79 Actions (73%) have been "Completed", 11 Actions (10%) reported as "Monitor" with between 70-95% of the action target completed and 18 Actions (17%) reported as "Off Track" with between 5-60% of the action target completed.

Of the 29 Actions not completed, 17 actions have been included in Council's 2022/2023 Operational Plan for completion. The remaining 12 actions reported as "In Progress" in the KPI Progress Report, include progress comments with expected timeframe for completion.

A legend table (taken from the Progress Report) to explain the performance descriptors is shown below.

2021-2022 DELIVERY PROGRAM, INCLUSIVE OF 2021/2022 OPERATIONAL PLAN SNAPSHOT – 1 JULY 2021 to 30 JUNE 2022

OVERVIEW

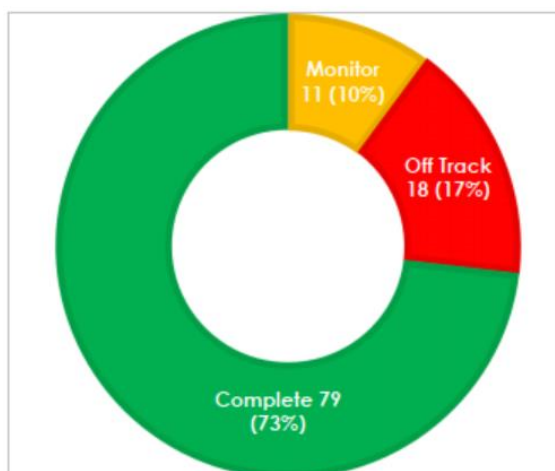
ACTION SUMMARY

By Performance

79 COMPLETED

11 Monitor

18 Off Track



Action Progress Against Targets

108 Actions reported on
79 100% of action target achieved
03 At least 90-95% of action target achieved
08 At least 70-80% of action target achieved
18 Between 5-60% of action target achieved

ACTION TARGET LEGEND



At least 90% of action target achieved



Between 70% and 90% of action target achieved



Less than 70% of action target achieved

Community Engagement:

The 2021-2022 Delivery Program progress report for the period ending 30 June 2022 is the subject of an open report in the August 2022 Ordinary Council meeting agenda and will also be placed on Council's website.

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993, Sect 404 - Delivery program
 404 Delivery program

(5) The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months.

Financial Implications:

Measures and actions identified in the Delivery Program are adopted in accordance with Council's Long Term Financial Plan and annual budgets.

Attachments

- 2021-2022 Delivery Program inclusive of 2021-2022 Operational Plan - Final Key Performance Indicator Progress Report ending 30 June 2022

RAZIJA NU'MAN
 CHIEF CORPORATE AND COMMUNITY OFFICER

JAY NANKIVELL
 GENERAL MANAGER



2021-2022 DELIVERY PROGRAM INCLUSIVE OF 2021/2022 OPERATIONAL PLAN - FINAL KPI PROGRESS REPORT ENDING 30 JUNE 2022

Broken Hill City Council

OVERVIEW

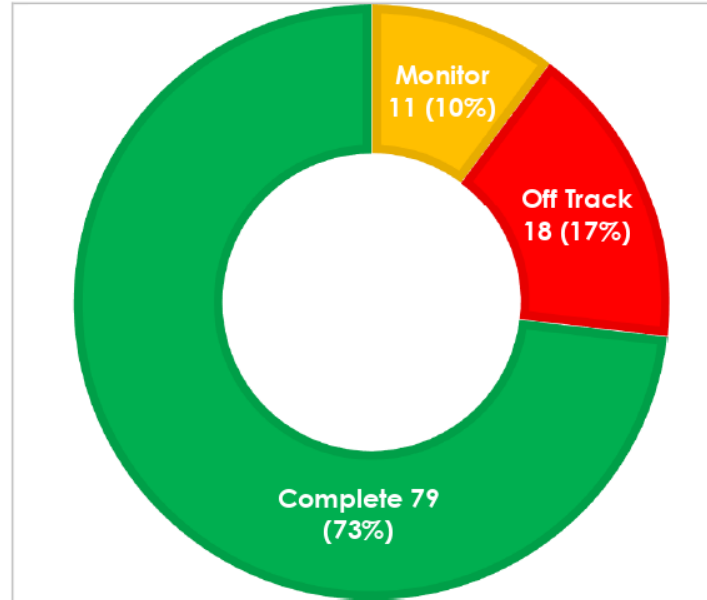
ACTION SUMMARY

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Action Progress Against Targets

108 Actions reported on

79 100% of action target achieved

03 At least 90-95% of action target achieved

08 At least 70-80% of action target achieved

18 Between 5-60% of action target achieved

ACTION TARGET LEGEND



At least 90% of action target achieved



Between 70% and 90% of action target achieved



Less than 70% of action target achieved



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved




RED - Less than 70% of action target achieved

1 Our Community

1.1 People in our Community are in safe hands

1.1.1 Implement infrastructure and services for the effective management and control of companion animals

Action Title: 1.1.1.1 Continue to provide a comprehensive companion animal management service in accordance with objectives in the Companion Animal Management Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Exec Manager Planning & Community Safety	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Council engaged a Contract Ranger to carry out animal control (and other relevant Ranger and compliance) duties. Two new Rangers commenced with Council in 2022 to provide companion animal management services to the community. These two new positions will continue to undertake training and learn on the job from the experienced Contract Ranger. A Companion Animals Management Working Group has been created, inclusive of Councillors, Industry stakeholders, Council Staff and Community Representation.

1.1.2 Prioritise actions within the Smart City Framework that support safer communities within our Parks and Open Spaces

Action Title: 1.1.2.1 Continue the implementation of Smart City Projects in accordance with the Smart City Framework

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Smart Banner and Street Lighting project commenced in Argent Street (COVID-19 delays), smart wind and solar lighting installed at Queen Elizabeth Park. All projects have been connected to Council's IOT platform. Irrigation continues to be renewed to include smart applications, across Council's Open Spaces.

1.1.3 Provide suitable land within the Cemetery reserve and develop for future expansion

Action Title: 1.1.3.1 Implement expansion of Cemetery Grounds

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved




RED - Less than 70% of action target achieved

Action Progress Comments: Available land was identified for expansion and geotechnical investigation was completed to determine validity of the land for use. Expansion outline will be identified within the Cemetery Plan of Management, which is under development and due for completion in June 2023.

1.2 Our Community works together

1.2.1 Advocate for and recognise volunteerism

Action Title: 1.2.1.1 Review Volunteer Strategy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: An initial review of the Volunteer Strategy was undertaken in 2021 and submitted to Chief Corporate and Community Officer for comment. A secondary review of the Volunteer Strategy was undertaken in 2022 in line with feedback, with results submitted to the Chief Corporate and Community Officer. An overarching Volunteer Policy Framework will be drafted in 2022/23 from the review findings.

Action Title: 1.2.1.2 Conduct a function recognising the contribution of volunteers

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	In Progress	01-Jul-2021	30-Jun-2022	50%	100.00%	 RED

Action Progress Comments: Volunteer function unable to be held in 2021 due to COVID-19 lockdown and restrictions. Planning for Volunteer awards and function for 2022 is underway. Awaiting meeting of Volunteer Working Group to consider Volunteer awards and function for 2022. Funding has been submitted to Reconnecting Regional NSW Community Events Program to assist with hosting this event.

1.2.2 Develop and implement a Customer Contact and Call Centre

Action Title: 1.2.2.1 Undertake Customer Relations Satisfaction Survey

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved


Action Progress Comments: The 2020/21 review of the Customer Service Framework included the addition of an online version of the Customer Feedback Form. The Feedback Form is available online and in hard copy. The online Community Portal provides another platform for the collection of satisfaction data. Programs and the collection of data to measure customer relations satisfaction will be ongoing and used for staff training and identify areas for improvement.

Action Title: 1.2.2.2 Undertake Customer Service Telephone Evaluations for business improvement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	In Progress	01-Jul-2021	30-Jun-2022	95%	100.00%	 GREEN

Action Progress Comments: A Customer Service Telephone Evaluation Template was developed in conjunction with the Customer Service Framework review undertaken during 2021. The template is a tool to assess call quality and ensure standard telephone protocols are followed. It can also be used to measure, evaluate and benchmark the quality of Council calls and help assess if Council's agents understand the customer concerns and offer the most appropriate solution. The Customer Service Telephone Evaluation Template will enable a system of continuous improvement in customer service and offers the ability to provide observations and feedback on how agents can improve the quality of calls. Evaluations are scheduled for the third quarter of 2022 and quarterly ongoing. This action has been included in Council's 2022/23 Operation Plan.

Action Title: 1.2.2.3 Investigate a customer centric online Community Portal for lodging of service requests/complains, rates, account enquiries and payments

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: An online Community Portal project team worked with system provider Civica to build an online Community Portal. The portal is scheduled to be launched to the community in August 2022. The online Community Portal will allow for online payments, lodging of customer services requests and quick links to areas of Council's website.

Action Title: 1.2.2.4 Undertake Community Satisfaction Survey

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Deferred	01-Jul-2021	30-Jun-2022	50%	100.00%	 RED



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

Action Progress Comments: Planning for Community Satisfaction Survey undertaken during 2021, with survey moved to 2022/23 budget operational year. Community Satisfaction Survey has been included in Council's 2022/23 Operational Plan.


1.2.3 Support the Reconciliation Movement

Action Title: 1.2.3.1 Conduct quarterly meetings of the Reconciliation Action Plan working group and ensure continued membership of the working group by First Nation's people

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN


Action Progress Comments: Meetings of the Reconciliation Action Plan (RAP) working group were undertaken in the first and second quarters of the 2021/22 financial year. The scheduled meeting of the RAP in March 2022 was postponed until April 2022, while Councillor nominations for positions on the working group were received. The final meeting for the 2021/22 period was held in June 2022.

Action Title: 1.2.3.2 Engage with local Indigenous Community as to seeking endorsement of Murkutu Cultural Engagement Database

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	In Progress	01-Jul-2021	30-Jun-2022	80%	100.00%	 AMBER

Action Progress Comments: Consulted with State Library NSW Indigenous Engagement Branch regarding Murkutu support and assistance in setting up the database once local community engages with project. A PowerPoint presentation of the Murkutu Database was presented to the Reconciliation Action Plan Committee in 2021. Contact was made with the Broken Hill Local Aboriginal Land Council and Aboriginal Working Group, to meet and discuss this project. The Library Coordinator will further follow-up to make a presentation regarding the project, with an outcome to be achieved by 30 June 2023.

Action Title: 1.2.3.3 Identify and promote Aboriginal and Torres Strait Islander content within the Broken Hill City Library Archive

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	In Progress	01-Jul-2021	30-Jun-2022	70%	100.00%	 AMBER

Action Progress Comments: Archive Collection Manager appointed mid November 2021. Archive Collection Manager is responsible for an audit of the Archive collection. This entails identifying, checking cultural protocol relating to items, with the result being community consultation once audit nears completion. Consultation with Australian Institute of Aboriginal and Torres Strait Islander Studies regarding



GREEN - At least 90% of action target achieved




AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved


adding Wilyakali material to our local collection has been investigated with community support. Contact made and referral to a Reconciliation Action Plan meeting to report on progression. This action will continue in 2022/23 with the project to be completed by 30 June 2023.

Action Title: 1.2.3.4 Identify archival programs and opportunities to record the vast history of Aboriginal people of the area

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Oral History Workshop held on the 22/06/2022 and 23/06/2022 with a grant from the Museums and Galleries New South Wales, with presenter Daniel Browning from ABC radio. This grant provided 2 days of training in interviewing and recording of Oral Histories. First day was training and skills development of people of the local aboriginal community. The second day was open to the whole Broken Hill community. A second grant provided the opportunity to purchase four Zoom recorders that are available for loan from the Library and to run an Oral History Alive workshop, with Jeanette Thompson leading this workshop.

Action Title: 1.2.3.5 Investigate the possibility of incorporating archival material from Australia Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) into Archive

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Australia Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) was contacted by email, to commence conversation regarding incorporating archival material into Archive. AIATSIS responded positively with email requesting a meeting with community to discuss. This information was discussed at the Reconciliation Action Plan (RAP) Committee and was received positively. COVID-19, as well as delay in RAP committee commencement in 2022 has delayed engagement with community regarding this project. Conversation will recommence with local community in 2022/23, following RAP committee meeting, to discuss further action to implement with an outcome to be achieved by 30 June 2023.

1.2.4 Engage with key community sectors via Community Round Table


Action Title: 1.2.4.1 Further implement methodologies to ensure community representatives understand the functions and reporting associated with S355 for the Community Strategic Plan Round Table Committee

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Officer	In Progress	01-Jul-2021	30-Jun-2022	50%	100.00%	 RED

 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved

Action Progress Comments: Methodologies reviewed and will be implemented when the new Community Strategic Plan Round Table Committee is formally appointed. Council is currently advertising for community representatives for this Committee.

Action Title: 1.2.4.2 Collaborate with community representatives within the Community Strategic Plan Round Table Committee to ensure active participation and communication

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Officer	In Progress	01-Jul-2021	30-Jun-2022	50%	100.00%	 RED

Action Progress Comments: A workshop will be held with members of the Community Strategic Plan Round Table Committee to ensure they have an understanding of their role. Council is currently advertising for community representative positions on the Community Strategic Plan Round Table Committee.

Action Title: 1.2.4.3 Undertake Community Strategic Plan Partners Orientation Program to engage stakeholders and promote active partnership and participation

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: With Council elections being postponed from September to December 2021, Council is still in the process of advertising for community representative positions on the Community Strategic Plan Round Table Committee. The delay in Council elections and impacts to engagement as a result of COVID-19, resulted in the draft Community Strategic Plan - Your Broken Hill 2040 being presented to Council in April 2022 and endorsed for 28-day public exhibition during May 2022. Feedback, gained from the community during public exhibition, was incorporated into the final draft prior to adoption. The Community Strategic Plan - Your Broken Hill 2040 was adopted by Council in June 2022. Stakeholder engagement was undertaken during the development of the new Community Strategic Plan, to foster active partnerships and discussion participation moving into 2022/23.

1.3 Our history, culture and diversity is embraced and celebrated

1.3.1 Advocate for funding and investment for Community Development Projects in City growth and development

Action Title: 1.3.1.1 Work with third parties to seek funding

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

Executive Manager Growth & Investment	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
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Action Progress Comments: The following was undertaken during 2021/22: - Support provided to community groups seeking Stronger Country Communities Funding. - Collaborated with local tourism business for Regional Tourism Funding. - Collaborated with Business Far West to secure funding for Small Business Month. Council and Business Far West were both successful in securing funding to host workshops and events in March 2022.

1.3.2 Develop the Broken Hill Cultural Precinct, Library and Archive

Action Title: 1.3.2.1 Continue to pursue funding sources and opportunities to construct the Cultural Precinct

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Both Federal and State Government funding achieved. Variations are currently underway to align with Council's change in project scope.


Action Title: 1.3.2.2 Begin construction of new Cultural Precinct, Library and Archive

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2021	30-Jun-2022	90%	100.00%	 GREEN




Action Progress Comments: Variations for funding have been submitted and approved. Redesign within new budget complete, project management firm awarded and tender is being finalised.

1.3.3 Promote City's listing as Australia's First Heritage City


Action Title: 1.3.3.1 Advocate for recognition and financial support for the continuity of Broken Hill Heritage and its importance to the nation

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager Growth & Investment	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Advocating for tri-partisan management of the national heritage listing is a key focus in the Advocacy Strategy, which is the document referred to by Governments when assessing applications for grant funding. Grant funding applications for infrastructure projects also refer to the National Heritage listing.


 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved

Action Title: 1.3.3.2 Raise awareness of heritage related issues and management

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Town Planner	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: This is an ongoing action by Council. As part of Council's Heritage Advisory Service, the Heritage Advisor undertakes media interviews, in particular local radio interviews during her visits to Broken Hill. The radio interviews highlight different heritage issues and also provides advice to the public on heritage management.


Action Title: 1.3.3.3 Develop a strategy to build Broken Hill Heritage Festival as a signature event

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	In Progress	01-Jul-2021	30-Jun-2022	50%	100.00%	 RED

Action Progress Comments: With Council elections being postponed from September to December 2021, Council is still in the process of advertising for community representative positions on the Heritage Advisory Committee. Awaiting first meeting of Heritage Advisory Committee with new representatives to ascertain long term direction of the Broken Hill Heritage Festival.

1.3.4 To facilitate lifelong learning via access to books, learning resources and other information


Action Title: 1.3.4.1 Update policies in relation to Library and Archive Services




Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	In Progress	01-Jul-2021	30-Jun-2022	25%	100.00%	 RED

Action Progress Comments: New Archive Collection Manager commenced in November 2021, with the review and update policies being rescheduled to 2023, following the Library relocation. Action to be completed by 30 June 2023.

1.3.5 To preserve and share the City's archive, art and mineral asset collections through digitisation

Action Title: 1.3.5.1 Seek funding for digitisation of City's archival assets

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved


Action Progress Comments: Opportunities were investigated as they arose, with no funding identified during 2021/22. This action has been included in Council's 2022/23 Operation Plan.

Action Title: 1.3.5.2 Digitisation of City's archival assets

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	In Progress	01-Jul-2021	30-Jun-2022	40%	100.00%	 RED

Action Progress Comments: The appointment of the Archive Collections Manager (who oversees the formal implementation of this project) was achieved in mid-November 2021. Digitisation recommenced in January 2022, with the Collections Project Manager and one volunteer in the Archive (one day per week). The Collections Project Manager has established protocols, procedures and data entry requirements and has provided training to volunteers to upload digitised images to EMU database. This is an ongoing project as there is over 100,000+ images in our collection and to date 2,215 items have been audited and 1,296 scanned images uploaded.

Action Title: 1.3.5.3 Finalise policies for the Museum

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN


Action Progress Comments: Gallery Policies finalised and Museum strategy noted. Funding for renewed Museum Master Plan and associated strategy successful for the 2022/23 financial year.

Action Title: 1.3.5.4 Finalise digitisation and archiving of mineral assets at the Museum

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: The digitisation project has been finalised and acquitted. The online catalogue search platform is now live and publicly accessible via this link <https://collection.brokenhill.nsw.gov.au/collection/>.

Action Title: 1.3.5.5 Seek funding for method for making art and mineral collections publicly accessible online


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved

Action Progress Comments: The digitisation project has been finalised and acquitted. The online catalogue search platform is now live and publicly accessible via this link <https://collection.brokenhill.nsw.gov.au/collection/>. The website coding and data migration was completed by The Interaction Consortium and staff completed training on the hosting platform to make updates regularly.


1.3.6 Develop interstate and regional partners to maximise tourism opportunities

Action Title: 1.3.6.1 Support the development of the Silver to Sea Trail project

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: The Silver to Sea Way project has its origins in 2015, when five local councils in the mid-north of South Australia and Broken Hill City Council banded together with 14 small communities along the route from Port Pirie to Broken Hill. Realising they were connected by one of Australia's greatest industrial heritage stories, they formed the Silver to Sea Way (S2SW). This project is now under the auspices of National Trust SA. The funding for Stage 1 of the project (Port Pirie to Peterborough) has been secured and a number of major conservation works on heritage buildings and a series of new compelling digital experiences are underway. - National Trust SA reached out to Broken Hill City Council to suggest and coordinate meetings with major regional stakeholders to discuss suitable projects and funding avenues for stage 2 of the development (Peterborough to Broken Hill and Silverton). A group of regional stakeholders has been assembled to discuss potential projects for the stage 2 development and possible funding options. The inaugural meeting was held on 27/09/2021 with follow-up meetings on 13/12/2021 and 01/02/2022. A number of National Trust members travelled out to Broken Hill on 28/04/2022 to meet with regional stakeholders, including Councilors and Council staff, to discuss the project. Broken Hill City Council is committed to continuing to support the development of this self-drive tourism trail. Support for this project has also been included as an outcome in the draft Broken Hill Economic Development Strategy 2022-2026.

Action Title: 1.3.6.2 Develop working tourism relationships with regional tourism associations and village committees

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: A number of key relationships have been developing over many years (Silverton Village Committee, Wilcannia Tourism), some have recently been re-engaged via the Corner Country familiarisation (Milparinka and Tibooburra Village Committee) and the Central Darling Shire familiarisation (White Cliffs and Menindee Tourism Associations). All of these organisations are now included in regular communications from the Visitor Information Centre, providing local and regional relevant information for the tourism industry. The next step is to establish regular meetings between these groups.



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved




1.3.7 Develop a City-wide Cultural Plan

Action Title: 1.3.7.1 Review, prioritise, seek funding or budget for action items within Culture Plan						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Corporate and Community Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
<p>Action Progress Comments: Culture Plan was accepted by Council on 21 September 2021. Staff now have an overarching strategy to guide culturally related actions.</p> <p>Action 1.7.2 - Council partnered with Museums and Galleries NSW to provide 'Let's Get Digital Oral History Workshops' to the community on 22/06 and 23/06. Daniel Browning, a Bundjalung and Kullilli man and host of Radio National Arts Show working with the local Traditional Owners from the First Nations community to provide culturally informed education to learn to take oral histories appropriately. The workshop on day two was for the whole community and attracted a diverse group of people who learned about interview, recording and editing oral histories for use in the city's archive collections.</p> <p>Council attracted funding \$2,806 from Australian Museums and Galleries to buy Zoom recorders and conduct an oral history workshop. This workshop took place on 30/06/2022. Twelve engaged participants learned from local historian Dr Jeanette Thompson.</p> <p>Action 1.8.3 - Council attracted \$27,000 funding for the NSW Office of Sport to conduct an 'Active Fest' event on 19/06/2022. The event was staged in Sturt Park and included local sports, local recreation providers, skateboarding workshops and games providers. Service NSW attended to provide information about the 'Active Kids' vouchers to local sports and parents. Local service clubs provided food and a band entertained the large crowd of 1600 people.</p> <p>Action 2.6.2 - \$ 71,860 received for the classification, digitisation of around 4,500 specimens currently unidentified and located in the GeoCentre basement. Therefore minerals have not been subject to the same standard of collection management as the 1,100 Centenary items on exhibition. The impact of this funding will permit the collection to be accessible for local cultural expressions, storytelling and celebration of shared cultural narratives and will pave a way for academic engagement with this unique collection.</p> <p>Action - 3.3.2 - In 2021/22 Council received funding from the Elsa Dixon Aboriginal Employment Grant to employ eight young people undertaking school-based apprenticeships and traineeships. Three young people were attracted into diverse roles at Council. The objective of the Elsa Dixon grant is to encourage permanent employment and promote innovation in achieving education, employment and training outcomes for Aboriginal people.</p>						

1.4 Our built environment supports our quality of life


1.4.1 Develop City Strategic Plan

Action Title: 1.4.1.1 Investigate option for a multi lot subdivision at the Broken Hill Airport to promote non aeronautical and aeronautical development						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

 GREEN - At least 90% of action target achieved
  AMBER - Between 70% and 90% of action target achieved
  RED - Less than 70% of action target achieved

Action Progress Comments: Airport Business Case developed and provided to the market for Expressions of Interest.


Action Title: 1.4.1.2 Advocate to secure funding for heavy vehicle bypass road

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager Growth & Investment	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Advocacy for heavy vehicle bypass road has been included in Council's Advocacy Strategy. Advocating for a heavy vehicle bypass road is a focus in the Advocacy Strategy, which is the document referred to by Governments when assessing applications for grant funding.


1.4.2 Maintain the serviceability of Council's assets at an appropriate condition level

Action Title: 1.4.2.1 Develop Asset Management Plan - Roads and Footpaths

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Management Coordinator	In Progress	01-Jul-2021	30-Jun-2022	20%	100.00%	 RED

Action Progress Comments: Work has commenced in the development of a Condition Assessment and Maintenance Manual. This document forms the foundation of the annual maintenance tasks to be undertaken on all road, footpath and appurtenance assets covered by the proposed asset management plan. Work on the development of the asset management plan is to continue in 2022/2023. This action has been included in Council's 2022/23 Operational Plan.

Action Title: 1.4.2.2 Develop Asset Management Plan - Parks and Open Spaces

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Management Coordinator	In Progress	01-Jul-2021	30-Jun-2022	75%	100.00%	 AMBER

Action Progress Comments: Annual ongoing maintenance tasks have been completed allowing the development of maintenance cost for inclusion in the Asset Management Plan (AMP). The majority of works in the development of the AMP have been completed, with the inclusion of financial data still to be finalised.. Work on the development of the Asset Management Plan is to continue in 2022/2023. This action has been included in Council's 2022/23 Operational Plan.







GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

Action Title: 1.4.2.3 Develop Asset Management Plan - Buildings						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Management Coordinator	In Progress	01-Jul-2021	30-Jun-2022	60%	100.00%	 RED
<p>Action Progress Comments: Condition assessment and maintenance manual has been completed, allowing scheduled maintenance plan to be developed. Development of the Council's Asset Management system will allow the capture and analysis of asset condition and proactive maintenance costs for inclusion in the proposed Asset Management Plan. Information is being collated for the Asset Management Plan. Work on the development of the Asset Management Plan is to continue in 2022/2023. This action has been included in Council's 2022/23 Operational Plan.</p>						
Action Title: 1.4.2.4 Develop Asset Management Plan - Fleet						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	In Progress	01-Jul-2021	30-Jun-2022	5%	100.00%	 RED
<p>Action Progress Comments: The development of the Asset Management Plan - Fleet is still in progress and has been included in Council's 2022/23 Operational Plan.</p>						
Action Title: 1.4.2.5 Continue implementation actions within Active Transport Plan (including Footpaths, Bicycle paths, Signage, Pedestrian Access etc)						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
<p>Action Progress Comments: Shared footpath construction works continued across the City, with works completed in Brooks Street from Willyama High School to O'Neill Street and in Blende Street from Kaolin Street to Bromide Street. Shared footpath was also completed from Willyama High School to Morgan St Primary School along Brooks Street, O'Neill Street, Rasp Street and Uranium Street.</p>						
Action Title: 1.4.2.6 Finalise 2021-2026 upgrade/replacement capital works plan for Active Transport Plan						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN



GREEN - At least 90% of action target achieved




AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

Action Progress Comments: Five-year capital works plan has been developed and approved for the Active Transport Plan , including costings and schedule maps.

Action Title: 1.4.2.7 Develop annual capital works plan for Active Transport Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: 2022/23 Annual capital works plan was completed and approved by Council as part of the 2022/23 Annual Budget. Work to be completed along Blende Street from Galena Street to Silver Street.


1.4.3 Develop Council assets to promote outdoor recreation, exercise and mobility for families

Action Title: 1.4.3.1 Refurbishing of the E.P. O'Neill Memorial Park Precinct

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Projects Officer	In Progress	01-Jul-2021	30-Jun-2022	25%	100.00%	 RED

Action Progress Comments: A Project Steering Group (PSG) for the refurbishment of the E.P. O'Neill Memorial Park has been established and the first meeting was held 16/06/2022, with a follow up site visit held on 17/06/2022. The design consultant, Barnson, attended both meetings. A 50% design package is expected to be submitted to Council in August 2022, for review and acceptance by Council and the PSG. Stage 1 includes not only the preliminary site investigations, the design and relevant approvals, it will also include part construction works with the focus on the refurbishment of the Netball Courts and works to Norm Fox Oval to create a multipurpose field. While budget has been included in Council's 2022/23 Operational Plan for further works to be completed as part of Stage 2 to compliment Stage 1, Council will also seek additional grant funding to increase the funds available in order to achieve these works. This action has been included in Council's 2022/23 Operational Plan.

Action Title: 1.4.3.2 Develop and reactivate Queen Elizabeth Park

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Projects Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: The refurbishment of Queen Elizabeth Park is complete. The site was handed back to Council on 21 December 2021. The Minister for Western NSW, Dugald Saunders MP, officially opened the park, alongside Mayor Tom Kennedy on 20 April 2022.



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved





RED - Less than 70% of action target achieved




Action Title: 1.4.3.3 Construct a new skate park in Sturt Park						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Projects Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
Action Progress Comments: Construction of the skate park in Sturt Park was completed in April 2022. Minister for Western NSW, Dugald Saunders MP, officially opened the park, alongside Mayor Tom Kennedy on 20 April 2022. A community event was held on 19 June 2022.						

1.5 Our health and wellbeing ensures that we live life to the full

1.5.1 Support our residents to lead healthy, active and independent lives

Action Title: 1.5.1.1 Secure grant funding opportunities and partner with local entities to increase activities that allow for better health and wellbeing						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
Action Progress Comments: The total grant funding attracted for community events and projects in 2021/22 totalled \$90,275. - The Heywire ABC Foundation for Rural Regional Renewal grant was secured in November 2021 for a youth program to be executed by the Cultural facilities staff based at the Art Gallery in consultation with Broken Hill's High Schools and young people. - Youth Week funding was used to support an all-services family day in Sturt Park in April 2022 in partnership with local services. - Autumn Break Holiday funding (April 2022) was utilised to increase arts and recreational activity in the City for 12-24 years, partnering with Broken Hill Art Gallery and YMCA (Wellness Centre and Regional Aquatic centre sites). - Regional Youth Radio program funding won to execute a podcast/radio program featuring the Betoota Advocate and partnering with 2DryFM and West Darling Arts.						

Action Title: 1.5.1.2 Review Council Welcome Kit for new residents						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Community Development Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
Action Progress Comments: Council's welcome kit was reviewed and initial recommendations were made for Council to upload the new Welcome Kit produced by Regional Development Australia-Far West to Council's website to reach new residents. The Regional Development Australia's updated Welcome Kit was added to Council's website in May 2022 for the use of residents, new residents and employers.						


 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved


2 Our Economy

2.1 Our economy is strong and diversified and attracts people to work, live and invest

2.1.1 Council's Workforce Management Plan reflects the needs of the organisation

Action Title: 2.1.1.1 Learning and Development plans are completed for all employees including succession and career options						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
Action Progress Comments: Annual Performance reviews were completed for 2020/21, with whole of organisation training and development requirements identified for 2021/22. Online platforms continued to maintain and record mandatory staff compliance training and to assist with future training needs analysis for workforce strategic plan development. All mandatory and compliance training was completed for staff in 2021/22.						

Action Title: 2.1.1.2 Review Workforce Management Plan 2020-2024 in line with Local Government election process						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
Action Progress Comments: The Workforce Management Plan review was completed, with analysis on industry trends, workplace demographics and succession planning data compiled. The Draft Workforce Management Strategy 2022-2026 was placed on 28 days Public Exhibition during May 2022 and adopted by Council on 29 June 2022.						

Action Title: 2.1.1.3 Continue to improve Recruitment Service Delivery and employee experiences						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
Action Progress Comments: Recruitment Service Delivery Service review model from 2020/21 was in operation during 2021/22, with internal stakeholder and employee consultation regarding best practice process continuing into the future.						


2.1.2 Develop the Airport as a commercial precinct

Action Title: 2.1.2.1 Advocate for Airport upgrades in line with Advocacy Strategy and Airport Business Case						
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 GREEN - At least 90% of action target achieved
  AMBER - Between 70% and 90% of action target achieved
  RED - Less than 70% of action target achieved

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager Growth & Investment	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
Action Progress Comments: Council negotiated with the NSW Government for funding to support the new business case to develop commercial and industrial precinct and improved infrastructure. Advocacy for Airport upgrades has been included in Council's 2022/23 Operational Plan.						


2.1.3 Advocate for affordable housing




Action Title: 2.1.3.1 Develop an Affordable Housing Strategy and identify available land						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	In Progress	01-Jul-2021	30-Jun-2022	90%	100.00%	 GREEN
Action Progress Comments: Housing Strategy under development, with expected completion October 2022. Housing audit completed and awaiting report to be finalised.						

2.1.4 Advocate Broken Hill and Far West as a centre for renewable energy

Action Title: 2.1.4.1 Implement Renewable Energy Action Plan						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Waste & Sustainability Manager	In Progress	01-Jul-2021	30-Jun-2022	75%	100.00%	 AMBER
Action Progress Comments: Stage 1 of the Renewable Energy Action Plan has been completed. The Broken Hill City Council Solar Powerplant Business Modelling was presented to Council for endorsement in March 2022. The Model has since been refined and is now awaiting confirmation of Capex and retail detail to complete the Model, which will then inform the Expression Of Interest to retailers. A total project budget is expected to be finalised in the first quarter of 2022/23, with the action being included in Council's 2022/23 Operational Plan.						


2.1.5 Increase digital communication network through projects outlined in Smart Communities Framework

Action Title: 2.1.5.1 Increase city coverage of City Smart Devices (smart bins, lighting, WIFI, irrigation systems and parking)						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Assets & Projects Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved

Action Progress Comments: Smart devices are being integrated into all capital project works, to ensure that Council continues to increase the City's coverage of these systems. Smart lighting and irrigation systems have been installed as part of the Queen Elizabeth Park Redevelopment. Upgrades of five parks and five sporting field sites within the City included installation of a Wi-Fi enabled irrigation system. The Wi-fi enabled irrigation systems are connected to a weather station that enables systems to remain off if rain has occurred to the level of irrigation needed.


Action Title: 2.1.5.2 Provide open data to community via IoT (Internet of Things) platform

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Information & Communications Technology	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Council's Internet of Things platform provided the community with data on topics of parking utilisation at the Airport and environmental sensing at Sturt Park and Patton Park. The Internet of Things dashboard is available on Council's website at <https://www.brokenhill.nsw.gov.au/Community/About-the-city/Smart-Broken-Hill/Dashboards>.


2.1.6 Expand available industrial land

Action Title: 2.1.6.1 Advocate for early determination for land that has a Local Aboriginal Claim which is zoned as industrial land

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Ongoing conversations with Federal and State Government.

Action Title: 2.1.6.2 Collaborate with State Government to expand the industrial area in accordance with objectives in the Local Strategic Planning Statement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Discussions and advocacy ongoing.

Action Title: 2.1.6.3 Investigate land for use to expand available industrial land options

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

General Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
Action Progress Comments: Discussions and advocacy ongoing.						


2.1.7 Advocate for incentives and initiatives that support business and industry to expand

Action Title: 2.1.7.1 Collaborate with business, industry and government to attract investment

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager Growth & Investment	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN


Action Progress Comments: Bi-monthly business meetings were held prior to establishment of Business Far West. Council provided seed funding for Business Far West and has an advisory role on the Board. Regular meetings were held with NSW Regional Development, the mining industry, Foundation Broken Hill and other stakeholders.

Action Title: 2.1.7.2 Review and implement Business and Industry Support Strategy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager Growth & Investment	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN


Action Progress Comments: The Business Industry Support Strategy was adopted by Council and implemented in November 2021.




Action Title: 2.1.7.3 Collaborate with film industry and government to ensure Broken Hill and region is a destination of choice for film makers

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager Growth & Investment	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Collaboration with film industry and government was undertaken during 2021/22, with Film Approvals being provided within KPI of five days. The following was undertaken in Broken Hill or the region during 2021/22: - Location and logistics support provided for Warner Brothers Mad Max Furiosa, - 3 x TV series filmed, - 1 x TV morning program filmed, - 2 x commercials filmed, - 1 x government video filmed, - Destination NSW video and photography shoot, - 1 x small film shoot. - Contacts on industry and government pages updated, along with Council film page updated.

Action Title: 2.1.7.4 Advocate for incentives and initiatives that support Broken Hill and region as a film location

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
						 GREEN


 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved

Executive Manager Growth & Investment	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
Action Progress Comments: Ongoing liaison with film industry and government undertaken during 2021/22, including support for major feature film.						

2.1.8 Work closely with the Far South West Joint Organisation for successful regional outcomes


Action Title: 2.1.8.1 Support the initiatives that are endorsed by the Far South West Joint Organisation						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
Action Progress Comments: Collaboratively working with the development of a Regional Destination Marketing Plan and Regional Transport Strategy. Council is also providing administrative and Executive Officer support to the Far South West Joint Organisation.						




2.1.9 Promote a strategic approach to improve transport services

Action Title: 2.1.9.1 Advocate for improved air and rail services through active lobbying and participation in government inquiries						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
General Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
Action Progress Comments: Ongoing advocacy for the upgrade to the airport, including securing Sydney services from Qantas and advocacy for an additional weekly rail service from Sydney.						

2.2 We are a destination of choice and provide a real experience that encourages increased visitation

2.2.1 Heritage Festival continues to grow and become nationally recognised

Action Title: 2.2.1.1 Facilitate an annual Heritage Festival						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved

Action Progress Comments: The 2022 Broken Hill Heritage Festival event was delivered 14 - 17 April 2022. The Heritage Festival incorporated Heritage Highlights image projections onto the Town Hall Façade, a Heritage Highlights Photographic Project involving a collection of "turn of the century" local shop images printed as window decals and placed in selected vacant shop front windows and a Heritage Highlights AR (Augmented Reality) code experience, providing participants a digital experience with 3 of the colourful, vibrant murals in Broken Hill.

2.2.2 Develop the Visitor Experience

Action Title: 2.2.2.1 Develop improved visitor experiences on Tourism website and app

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Visitor Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Council's internal tourism strategy team is working with the provider to scope a new version of the current tourism website, www.destinationbrokenhill.com.au. This will include a new navigation and new functionality including events calendar, tourism business listings sourced via the Australian Tourism Data Warehouse and much more. This Action has been included in Council's 2022/23 Operational Plan.

Action Title: 2.2.2.2 Collaborate with industry and government to expand destination marketing campaign

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager Growth & Investment	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: The main It's Out There campaign is complete with results reported to Council in 2021. New collaborative campaign with DNSW was launched in June 2022 (Feel New NSW). Ongoing communication occurred with industry at business meetings. Feature in Australian Traveller and 101 Unique stays (magazine and website) was undertaken during 2021/22. Collaboration with Broken Hill Mundi Mundi Bash on visitor information occurred during 2021/22.

2.2.3 Develop the Civic Centre Business to be a self-sufficient profit-making enterprise

Action Title: 2.2.3.1 Develop Marketing Plan for Civic Centre

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	In Progress	01-Jul-2021	30-Jun-2022	25%	100.00%	 RED

Action Progress Comments: Marketing plan being developed in conjunction with review of Civic Centre Business Plan. Draft due for Executive Leadership Team review by 31 August 2022.



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

Action Title: 2.2.3.2 Implement Business Plan for Civic Centre						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Events Coordinator	In Progress	01-Jul-2021	30-Jun-2022	70%	100.00%	 AMBER
Action Progress Comments: Civic Centre Business Plan developed and being reviewed due to creation of Growth and Investment unit. This action has been included in Council's 2022/23 Operational Plan						

2.3 A supported and skilled workforce provides strength and opportunity




2.3.1 Collaborate with education and training providers to deliver training and education locally

Action Title: 2.3.1.1 Continue funding for school-based apprenticeships and traineeships through government funding						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
Action Progress Comments: Council successfully secured eight school-based trainee grants, with recruitment occurring in December 2021. Council employed five trainees and one apprentice under the current government incentives.						

Action Title: 2.3.1.2 Continue to encourage a career path at Council and local employment for Aboriginal and Torres Strait Islander community members						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager People and Culture	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
Action Progress Comments: Council continued to build relationships with key community stakeholders to promote opportunities available and continued to provide work experience and work placements for those interested in working within Local Government.						


2.3.2 The Library supports formal and informal learning

Action Title: 2.3.2.1 Provision of technology and resources to support health and wellbeing						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved

Action Progress Comments: Resources are provided to the community through the Library service. These resources include physical books, digital resources such as eBooks, eMagazines as well as online databases. - The Library website provides access to the Central West Zone online BorrowBox "Mindful and Well-being" collection, which is supported by the Books on Prescription grant from the Library Council of NSW. - The Library is a member of the Central West Library Zone Consortia. This consortium provides access to a range of Health and Well-being resources in eResources through the 24/7 Digital Library collection. - The Library offers free public access computers to community members, providing access to online databases that include health and well-being sites. - Safe and accessible spaces are also offered to all members of the community supporting a safe place to visit, engage and interact with others. - Programs allow people to learn and engage, with programs such as Baby Bounce and Toddler time, allowing parents and caregivers to meet in a safe place and engage with likeminded people, providing positive mental engagement. - The iPad Loan scheme (grant funded by the State Library NSW) launched at Ag Fair 2022, is a new program where iPads are made available for loan to Home Library and Outback Letterbox Library members, to explore the digital 24/7 online library and other online resources.


Action Title: 2.3.2.2 Obtain certification/accreditation as an eSmart Library

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	In Progress	01-Jul-2021	30-Jun-2022	40%	100.00%	 RED

Action Progress Comments: Investigation of requirements for eSmart Library accreditation undertaken during 2021/22 including documentation research, compilation of draft survey and formation of committee to progress accreditation process. Survey distribution to be completed by June 2022 and process toward accreditation to continue, with completion by December 2023.

2.3.3 Foster partnerships with tertiary institutions to bring scarce skills to the City

Action Title: 2.3.3.1 Explore partnership opportunities for Library services

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN



GREEN - At least 90% of action target achieved




AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved


Action Progress Comments: The Library partnered with various organisations such as: - Australian Library and Information Association with their "Online Story-time project": This project has been funded for a second year providing support for offering story-time online to our members and assisting with areas in copyright, publisher permissions, technical assistance. - Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS): Discussion with AIATSIS regarding dialogue identified opportunity to access material for local community which is ongoing. - New South Wales Public Library Association "Author Reads": Participating in online author talks and sharing with members online with NSW public libraries. - Far West Legal Aid: Linking in with online talks presented by Far West Legal Service and providing link to members. - Service NSW: Partnered with the Library to provide programs that assist community members and linking with Service NSW services. - Sydney Opera House: Live streamed Sydney Writers festival at the Library in May 2022. - Far West Medical Centre: New Mothers group met a number of times using the Children's area of the library for their meeting and programs.

Action Title: 2.3.3.2 Explore grant and partnership opportunities for Archives


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Library Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Successful grant opportunities identified for in 2021/22 for Archives: - Go Digital Grant from the MGNSW successful utilised for Two workshops held in June with Daniel Browning from ABC Radio leading these sessions. - CHART grant for History Alive Oral History workshop held in June 2022. Four recorders were also purchased with this grant and will be made available for loan to the community to record Oral Histories. This action will continue in Council's 2022/23 Operational Plan.

Action Title: 2.3.3.3 Explore grant and partnership opportunities for Gallery and Museum

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Gallery and Museum Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN


Action Progress Comments: The Gallery applied to Australia Council for the Arts Funding, to boost funds in the exhibition program and top-up budget affected by COVID-19 - Awaiting the outcome of this application. The GeoCentre applied for Regional Arts Australia Funding to complete a mural project in the garden/cottage precinct - Awaiting the outcome of this project. Both the Gallery and Museum are in ideation phase to apply for CHART funding through Australian Museums and Galleries Association for minor projects. The Gallery applied to the Restart Investment to Sustain and Expand Fund with a major outdoor sculpture proposal in partnership with Urban Art Projects (Australia). The Gallery applied for minor exhibition fixings to be installed over heritage walls through the small - medium projects Creative Capital Fund - awaiting the outcome of this application.

 GREEN - At least 90% of action target achieved
  AMBER - Between 70% and 90% of action target achieved
  RED - Less than 70% of action target achieved

3 Our Environment

3.1 Our environmental footprint is minimised

3.1.1 Review Waste Management Strategy and implement actions to reduce environmental footprint

Action Title: 3.1.1.1 Investigate potential for increased recycling options at the Waste Management Facility						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Waste & Sustainability Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
<p>Action Progress Comments: Potential for increased recycling options at the Waste Management Facility was investigated during 2021/22. A Submission prepared for the Remanufacture NSW – Regional and Remote Recycling Modernisation Fund, for tyre recycling during the reporting period was unfortunately unsuccessful. A capital project submission was made for a Material Recovery Facility design to increase resource recovery capabilities at the Waste Management Facility, which was to include a plant layout design, mechanical design to achieve resource recovery outcomes, engineering design to suit space and power available, equipment specification and proposal. The submission was not approved. Additionally, a capital project submission was made for a recycling shed to be built to increase resource recovery capabilities at the Waste Management Facility. This submission was also not approved. Investigations for increased recycling capacity will be ongoing.</p>						

Action Title: 3.1.1.2 Develop guidelines and partnerships to encourage local businesses to implement waste reduction measures						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Waste & Sustainability Manager	In Progress	01-Jul-2021	30-Jun-2022	15%	100.00%	 RED
<p>Action Progress Comments: Broken Hill City Council is engaged in the process to produce a 3-year Waste Management Strategy, which will inform our long-term goals in alignment with the Community Strategic Plan objectives. This Strategy encompasses a few key areas, with a focus on developing a circular waste economy in the Broken Hill Region, starting with key producers and ending with final consumers, with the end goal of diverting as much waste as possible from the Waste Management Facility, by advocating for the usage of long-lifespan products, re-purposing of otherwise obsolete equipment and collaboration between industries to achieve optimal outcomes for all areas of the Broken Hill community. The Strategy will incorporate this action to encourage local businesses to implement waste reduction measures. This action has been included in Council's 2022/23 Operational Plan, through the development and promotion of the Waste Management Strategy.</p>						

Action Title: 3.1.1.3 Identify non-operational areas of the Waste Management Facility for rehabilitation activities						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %




GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved




RED - Less than 70% of action target achieved

Waste & Sustainability Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
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Action Progress Comments: Non-operational areas for rehabilitation activities were identified through site observations, with operational staff and review of annual Waste Management Facility surveys. The areas identified were subject to activities which included final shaping and covering.

Action Title: 3.1.1.4 Investigate potential for a major material recycling facility in Broken Hill

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Waste & Sustainability Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: A proposal for initial design engagement to undertake a detailed review of the waste stream inputs, required off take product mix and quality criteria, system layout and plant performance in view of proposing a detailed system was sought and received. This proposal was submitted for 2022/23 capital projects but was not approved. Investigations will continue with the development of the new Waste Management Strategy.


Action Title: 3.1.1.5 Implement Waste and Resource Recovery Strategy 2020-2023




Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Waste & Sustainability Manager	In Progress	01-Jul-2021	30-Jun-2022	25%	100.00%	 RED

Action Progress Comments: The Waste and Resource Recovery Strategy 2020-2023 was reviewed and the Waste and Resource Recovery Strategy 2022-2025 is being drafted in partnership with Sustainability Advantage. A draft Waste Action Plan was distributed and workshopped in 2022 to key stakeholders within Council. The Action Plan and the Waste and Resource Recovery Strategy has been included in Council's 2022/23 Operation Plan.


3.1.2 Implement outcomes outlined in Sustainability Strategy

Action Title: 3.1.2.1 Implement hybrid cars into Council light fleet as part of fleet replacement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Waste & Sustainability Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved


Action Progress Comments: The Council light fleet currently comprises of one hybrid car. As no light fleet was replaced during the reporting period, no further hybrid vehicles have been incorporated into the fleet. Discussions have commenced with Essential Energy regarding the installation of Electric Vehicle (EV) charging stations at the Council carpark and also Warnock Street Yard, to further support the conversion of the fleet to hybrid or electric vehicles. Hybrids or EVs will continue to be incorporated into the fleet as the fleet is replaced.

Action Title: 3.1.2.2 Investigate potential activities that may be supported through the Emissions Reduction Fund						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Waste & Sustainability Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: The Emissions Reduction Fund provides incentives to adopt new practices and technologies that will reduce emissions. The Renewable Energy Action Plan (REAP) provides a pathway for Council to achieve 100% renewable energy status to its facilities by 2023 and is therefore an eligible activity under the scheme. Potentially, one Australian carbon credit unit (ACCUs) is earned for each tonne of carbon dioxide equivalent (tCO₂-e) stored or avoided by the project. ACCUs can be sold to generate income, either to the government through a carbon abatement contract, or in the secondary market. However, it is a requirement of the EMF that projects do not receive funding, rebates or other financial incentives from other government programs, so eligibility will be determined once funding sources have been identified.

Action Title: 3.1.2.3 Investigate installation of electric car chargers in public places						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Waste & Sustainability Manager	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: The NRMA, in partnership with Transport NSW, have recently installed an Electric Vehicle (EV) charging station at the Kintore Headframe Recreation Vehicle Carpark, which was commissioned in February 2022. Potential funding has also been investigated through the Department of Planning, Industry and Environment for the government's EV fleet incentive round and with Essential Energy. The potential for additional EV charging infrastructure will continue to be investigated.

Action Title: 3.1.2.4 Develop guidelines for including energy efficiency in the planning for all new Council buildings or Council building upgrades						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Waste & Sustainability Manager	In Progress	01-Jul-2021	30-Jun-2022	10%	100.00%	 RED



GREEN - At least 90% of action target achieved




AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

Action Progress Comments: Consultation has commenced with the Council's Planning and Assets departments to ensure a holistic approach is adopted in the development of these guidelines. The guidelines will be developed to ensure objectives meet the NSW Energy Efficiency Action Plan. The adoption of the Renewable Energy Action Plan will support the efficiency of energy for all new Council buildings and Council building upgrades, by ensuring 100% renewable energy is used along with the installation of smart metering.

Action Title: 3.1.2.5 Review and implement maintenance program to ensure water infrastructure is maintained to optimum efficiency


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Management Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Maintenance programs have been reviewed and implemented for all irrigated grounds. Scheduled works based on the maintenance programs will continue to be implemented into and generated from Council's maintenance software "I am Omni".

3.2 Natural flora and fauna environments are enhanced and protected


3.2.1 Develop the Crown Land Management Plan and review the Living Desert Management Plan as required

Action Title: 3.2.1.1 Adopt Plans of Management for all Crown Reserves under Council Management

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Land Use Planner	In Progress	01-Jul-2021	30-Jun-2022	75%	100.00%	 AMBER

Action Progress Comments: Draft Plans of Management for Reserves categorised as Parks, Natural Areas, Sportsgrounds and General Community Use were presented to Council in 2021 and are with Crown Lands for approval. The final remaining Plans for Cemetery and Area of Cultural Significance are near final draft stage and the remaining site-specific Plans are with SLR Consulting for drafting. It is noted that in 2021, Crown Lands changed the legislation and there is now no legislated due date for adoption of Plans of Management. This action has been included in Council's 2022/23 Operation Plan.

Action Title: 3.2.1.2 Adopt updated Plan of Management for Living Desert Reserve

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Land Use Planner	In Progress	01-Jul-2021	30-Jun-2022	25%	100.00%	 RED



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved




RED - Less than 70% of action target achieved

Action Progress Comments: The existing Living Desert Plan of Management is with SLR Consulting to review and amend. It is noted that Crown Lands changed the legislation in 2021, removing any due date for adoption of Plans of Management. Resources provided by the Office of Local Government to develop Plans of Management, have been used to prioritise drafting of Plans for Reserves that do not have existing Plans of Management in place, with the amended Plan of Management for the Living Desert to be finalised following the drafting of the remaining Plans of Management.

3.2.2 Review and implement outcomes identified in the Noxious Weeds Program

Action Title: 3.2.2.1 Implement the Western Land Services Weeds Management program

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Asset Management Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Memorandum of Understanding between Council and Western Local Land Services (WLLS) is in place. WLLS inspects and reports noxious weed locations to Council to control and eradicate as part of its annual plan. Annual works programs were developed, with the engagement of contractors to undertake the works during 2021/22.

3.3 Proactive, innovative and responsible planning supports the community, the environment and beautification of the City


3.3.1 Investigate and cost spin-off strategies from the Cultural Framework for greening the City

Action Title: 3.3.1.1 Continue trial installation of mature trees in priority areas of the City

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Assets Planner-Parks & Open Spaces	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Council's Parks and Open Spaces team has trialled 100L tree species in various areas of the Central Business District (CBD). Council's Assets Team is looking to trial field grown tree species up to 500L within our Primary parklands including Sturt Park and Patton Park. Deciduous tree species have been trialled and Council's workforce is monitoring growth rate, pests and diseases, temperature and adapting to new soil.

Action Title: 3.3.1.2 Continue programming to replace dead trees within the City

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Assets Planner-Parks & Open Spaces	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved


Action Progress Comments: Council has planted between 120-150 trees throughout the City. New data collection software will allow a controlled approach to remove and replace dead trees.

4 Our Leadership

4.1 Openness and transparency in decision making


4.1.1 Support the organisation to operate within its legal framework

Action Title: 4.1.1.1 Implement Governance Framework, adopting best practice principles for governance arrangements and culture

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	In Progress	01-Jul-2021	30-Jun-2022	75%	100.00%	 AMBER


Action Progress Comments: The Governance Lighthouse Review has established a sound platform and a gap analysis tool to assist in the development of a Governance Framework. The content structure of the Framework has been developed, with the document content being collaborated with key stakeholders to progress finalisation for implementation.

Action Title: 4.1.1.2 Work with NSW Electoral Commission to carry out Local Government Election

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Corporate and Community Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: The Minister for Local Government postponed the Local Government elections from the second Saturday in September 2021, to Saturday, 4 December 2021. The NSW Electoral Commission held the local Council elections on Saturday, 4 December 2021.

Action Title: 4.1.1.81 Develop an election method and Election Plan Manual

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: An election method spreadsheet with corresponding timelines was developed to guide stakeholder meetings and actions. Real time actions of the recent election informed the structure for the Election Plan Manual. Council staff will use the manual to assist in planning for local government elections in each future term.



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved


Action Title: 4.1.1.82 Review Section 355 Community Committee manuals and constitutions in accordance with new term

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Regular internal stakeholder review meeting participation. Section 355 Community Committee manuals and constitutions adopted by Council 30 March 2022.


4.1.2 Develop, implement and embed a structured and holistic approach to the management of risk at all levels of the organisation and all business activities of Council

Action Title: 4.1.2.1 Initiate Stage 2 of the Enterprise Risk Management Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Risk Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Stage 2 of the Enterprise Risk Management Plan was completed with upskilling and training held for senior managers and Councillors in Enterprise Risk Management fundamentals and use of Council's Risk Management Framework.


Action Title: 4.1.2.2 Carry out full review and testing of Council's Business Continuity Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Risk Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Council's Business Continuity Plan was under continuous review and update during current COVID-19 pandemic, to ensure Council's operations were maintained. Full desktop simulated Business Continuity Plan and Cyber Security Framework test scenario was completed in May 2022, with independent observer outcomes report presented to senior management and Council's Audit Risk and Improvement Committee.

4.1.3 Ensure a robust Safety Management System (SMS) is in place which supports our workforce to operate in a safe and sustainable way

Action Title: 4.1.3.1 Control effectiveness is reported


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Risk Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved

Action Progress Comments: Regular testing and auditing of some high risk works control effectiveness was completed with findings reported to senior management, in conjunction with any incident investigations completed. Control effectiveness auditing and reporting to senior management will be further expanded to encompass all Council operations during 2022/23.

Action Title: 4.1.3.2 Annual review of Council's Injury Management Plan to support "recover at work" principles and manage high risk work						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Risk Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Council completed a preliminary self audit of its Safety Management Systems in conjunction with Council's workers compensation Insurer. Findings were reported to senior management.

Action Title: 4.1.3.3 Implement an accredited Chain of Responsibility Policy Framework and Procedure						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Risk Coordinator	In Progress	01-Jul-2021	30-Jun-2022	50%	100.00%	 RED

Action Progress Comments: Chain of Responsibility Policy and Procedure in place, development and implementation of fully accredited framework is currently in progress. Fully accredited framework to be completed by 30 June 2023.

4.2 Our leaders make smart decisions

4.2.1 Provide learning and networking opportunities for elected members

Action Title: 4.2.1.1 Develop and deliver a Councillor induction and training program						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: An induction and training program was developed and implemented following the formal appointment of the new Council in December 2021. The following Councillor Induction sessions were undertaken in 2022: - Councillor IT Induction Training was held 11 January 2022, - "Elected Life" Workshop for Councillors, facilitated by and industry trainer held 18/19 January 2022. - Various workshops and site visits of Council's facilities held in February, March and April 2022. - Further Councillor Induction Training held 6/7 June 2022 facilitated by industry trainer Centium, covering Code of Conduct, Code of Meeting Practice, Local Government Finance and Local Government Planning.



GREEN - At least 90% of action target achieved




AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved


Action Title: 4.2.1.2 Councillors have accessed and implemented individual learning plans

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Individual learning plans were developed and made available to Councillors in January 2022. Councillors have undertaken various formal Local Government training and attending site visits of Council facilities. At the conclusion of the Councillor induction training sessions in June 2022, Councillors were provided with links to the LGNSW Councillor online training portal, to undertake further supplementary/consolidatory training throughout their term on Council.


4.2.2 Continue to look for efficiencies in the organisation and ensure financial sustainability

Action Title: 4.2.2.1 Continue to implement service reviews as per the Service Review Framework

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Business Systems Analyst	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Event Management Service Review Commenced 09/11/2021 and ongoing. Community Development Service Review commenced 17/06/2022.

Action Title: 4.2.2.2 Reduce the annual operational deficit in line with the Long Term Financial Plan




Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Chief Financial Officer	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN


Action Progress Comments: 2022/23 Budget prepared in accordance with the Long Term Financial Plan and expectation to return to surplus in 2024. Business Improvement and efficiency are continually researched to ensure this target is achieved, as per the Quarterly Budget Review Statements.

4.2.3 Ensure Council has robust Information Communications Technology Platform

Action Title: 4.2.3.1 Continue to implement the agreed Information and Communication Technology Strategy/Roadmap

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved

Manager Information & Communications Technology	In Progress	01-Jul-2021	30-Jun-2022	75%	100.00%	 AMBER
Action Progress Comments: COVID-19 lock-down impacted the delivery of projects, with many projects deferred to prevent business interruption during the working from home period (August-September 2021). Project work has re-commenced, including mobile device management and organisation-wide security improvements. This action has been included in Council's 2022/23 Operational Plan Action.						

4.3 We unite to succeed in Australia's first heritage listed city

4.3.1 Develop a strategy to protect Broken Hill Heritage Assets

Action Title: 4.3.1.1 Implement the recommendations from the National Heritage Values Planning Framework and the Broken Hill Heritage Study




Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Town Planner	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: The Broken Hill National Heritage Values Study Report (endorsed by Council April 2021) was prepared for Broken Hill City Council and the Department of Environment by Paul Davies Architects and Heritage Consultant. The report explores Broken Hill's National Heritage values and produced information and protocols to assist government, Council and owners with how the National values apply. The Broken Hill Heritage Review Study was prepared for Broken Hill City Council by Paul Davies Architects and Heritage Consultant and was completed in November 2021. The Heritage Review Study was undertaken in conjunction with and arising from the outcomes of the Broken Hill National Heritage Values Study. The National Values Study was undertaken to explore the National heritage listing over Broken Hill and in particular, how National heritage values could be managed in the future. The intent of the two studies was that an exploration of the complex issues related to the national listing, would inform a review of the current heritage listings (heritage items and heritage conservation areas) using National heritage values as the basis for new assessments. The Broken Hill Heritage Review Study provides details and recommendations for consideration should Council amend the LEP in the future and will be referred to Council's Heritage Advisory Committee in 2022.

Action Title: 4.3.1.2 Advocate for tri-partisan government approach to management of the National Heritage assets

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Manager Growth & Investment	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN

Action Progress Comments: Advocacy for a tri-partisan government approach to management of the National Heritage assets has been included in Advocacy Strategy. Completion of National Heritage Values framework will inform strategic direction.

 GREEN - At least 90% of action target achieved  AMBER - Between 70% and 90% of action target achieved  RED - Less than 70% of action target achieved

4.4 Our community is engaged and informed

4.4.1 Facilitate engagement activities to determine the community's long term vision

Action Title: 4.4.1.1 Continue stakeholder and community engagement to review and update the Community Strategic Plan						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Communications	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
<p>Action Progress Comments: Stakeholder and community engagement to date have enabled the drafting of the Community Strategic Plan - Your Broken Hill 2040 (CSP) in preparation for presentation to Executive Leadership Team and Council in February 2022 for endorsement and placement on 28-day public exhibition. Further stakeholder and community engagement was undertaken by CSP project team and newly elected Council during public exhibition period in May 2022. The Community Strategic Plan - Your Broken Hill 2040 was adopted by Council on 29 June 2022</p>						
Action Title: 4.4.1.2 Continue development of Community Strategic Plan to ensure finalisation within 9 months of election to meet compliance requirements						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Corporate Services Coordinator	Completed	01-Jul-2021	30-Jun-2022	100%	100.00%	 GREEN
<p>Action Progress Comments: Blackadder Associates were engaged to deliver a high-level Assumptions Paper, conduct an Intensive Community Engagement programme and deliver a draft 'Community Strategic Plan - Your Broken Hill 2040'. Engagement workshop sessions held in March 2020 for stakeholders from Council staff and Councillors, Industry, Open Community, Volunteers, Arts and History, Social/Aged/Disability, First Responders, Health and Human Services, Economic Development, Justice, Aboriginal Community, Early Childhood, Environment - Built and Natural, Sporting Groups, Education, Health and Well-being, Leadership groups, provided an interim discussion/progress paper, developed from the Assumptions Paper and notes collected at the stakeholder engagement sessions. An online survey conducted for a 6-week period during August to September 2020, targeted those who attended the engagement sessions in March 2020. A series of questions were asked to extend the ideas gathered from the engagement sessions, to incorporate further inclusions or changes influenced by the COVID-19 pandemic. The online survey closed on 30 September 2020 and the results were relayed to Blackadder on 1 October 2020 for inclusion in the draft Plan. Community engagement pop up sessions were conducted on 27 and 28 October 2020 at the temporary Argent Street Arboretum, a further session was undertaken on 16 December 2021 at Westside Plaza, with an additional session held in January 2021. The information from these sessions was relayed to Blackadder in January 2021. A youth survey was distributed on 20 December 2020 and closed on 20 February 2021. Due to the COVID-19 pandemic, the Office of Local Government advised Council elections will be held in September 2021. Therefore, the following timeline was confirmed to ensure finalisation meets the organisations needs and compliance requirements: Online Survey August - September 2020, Community Engagement Activities September - November 2020 and February 2021, Engagement/survey information provided to Blackadder- December - January 2021, Comprehensive Draft Community Strategic Planning (CSP) document provided to Council by Blackadder February - March 2021. CSP Project Team Workshops finalised the strategies and published a draft Community Strategic Plan for further engagement with partners and the community and with the newly elected Council. The Community Strategic Plan - Your Broken Hill 2040 was adopted 29 June 2022.</p>						



GREEN - At least 90% of action target achieved



AMBER - Between 70% and 90% of action target achieved



RED - Less than 70% of action target achieved

POLICY AND GENERAL COMMITTEE

August 10, 2022

ITEM 7BROKEN HILL CITY COUNCIL REPORT NO. 183/22SUBJECT: BUDGET CARRYOVER'S 2021/22 D22/41941**Recommendation**

1. That Broken Hill City Council Report No. 183/22 dated August 10, 2022, be received.
2. That Council revoke the budget items as listed below in *Table 1* for the amount of \$143,700.
3. That Council note the carryover budget items as listed below in *Table 2* for the amount of \$23,328,537.

Executive Summary:

At the conclusion of each financial year some works remain either not commenced or not completed. Under *Local Government (General) Regulation (2005)* Division 5, Section 211 (Authorisation of Expenditure) it is necessary for Council each year to revoke funds for those works that are not commenced in order that the works can be carried out during the following financial year. It is not a requirement for Council to revoke funds for works that have commenced or are/have been contracted to be carried out.

The 2021-22 capital programme has been severely disrupted by Covid 19 restrictions on travel during the first half of the financial year and ongoing disruptions and delays to supply chains for equipment and materials. As a result, the number of projects that are not completed at the end of the financial year is higher than usual. In addition, some projects not completed are substantial projects inclusive of the Library/Archive & CBD Activation Projects, totalling \$ 16,760,642

As at 30 June 2022, four projects as listed below in *Table 1* for \$143,700 require Council's revoke and 36 projects as listed below in *Table 2* for \$23,328,537 have been included for Council's notation.

The total carryover expenditure budget for 2022/23 is \$23,472,237. Ten of the carryover projects are partly or fully grant funded and the total grant funding still to be received for these projects is \$14,233,051.

Report:

A reconciliation of all budgeted capital items for the 2021/22 financial year has been completed. As a result of this reconciliation, Four projects have been identified that have yet to be commenced. For these works to be carried out in the 2022/23 financial year Council are required to revoke these funds.

In addition, there are 37 projects that have been started in the 2021/22 financial year but are incomplete. These are included in this report for Council notation.

Below is a summary of the capital works that are required to be carried forward into the 2022/23 financial year.

For Council's re-vote:

The capital projects that have yet to be started with their matching unspent funds and Council contribution are listed below and require Council to formally re-vote them as part of the 2022/23 budget:

Table 1

No.	Project Name	Budgeted Expenditure
1	Civic Centre Air Conditioner - No1 chilled water pump replacement	10,400
2	Civic Centre Chiller No 1 replacement	37,900
4	Admin Building - Atmospheric Boiler Replacement	83,400
3	Replace UV Filtration Lamps	12,000
	Total required for re-vote:	\$143,700

1. Civic Centre Air Conditioner - No1 chilled water pump replacement

The project is part of the building renewal programme that has been delayed due to the Covid 19 restrictions on travel to Broken Hill during 2021.

2. Civic Centre Chiller No 1 replacement

The project is part of the building renewal programme that has been delayed due to the Covid 19 restrictions on travel to Broken Hill during 2021.

3. Admin Building - Atmospheric Boiler Replacement

The project is part of the building renewal programme. The project has been delayed because the existing equipment is no longer made and spare parts cannot be sourced. Staff are investigating options for compatible alternative equipment.

4. Aquatic Centre - Replace UV Filtration Lamps

The project is part of the building renewal programme. The project has been delayed because the existing equipment is no longer made and spare parts cannot be sourced. Staff are investigating options for compatible alternative equipment.

For Council's notation:

The following list is of commenced but incomplete projects for the 2021/22 financial year and is for Council's notation. All unspent funds on these projects were placed in reserves at the year end and will be brought forward to cover the cost of these projects. These works with their matching reserves and/or unspent grant funds will be added to this year's budget.

Table 2

No.	Project Name	Budgeted Expenditure
1	Library, Archive & Cultural Precinct - Construction	11,943,004
2	Library, Archive & Cultural Precinct - Temp Relocation	800,000
3	CBD Redevelopment	4,017,638
4	Civic Centre Office Construction	218,317
5	Civic Centre - Stage Lighting Bar Replacement	10,921
6	Civic Centre Fire System Upgrade	36,500
7	Art Gallery Exhibition Space Upgrades 2022	40,512
8	Geocentre Switchboard Upgrade	107,459
9	Admin Building Kitchen Renewal	570
10	Admin Building Repair & Replace Air Damper Components	11,438
11	Admin Building - Fire System Upgrade	79,500
12	Admin Building – Chilled Water Pump Replacement	10,400
13	HACC Building Evaporative AC Overhaul	7,500
14	Warnock St Works Depot Masterplan	22,224
15	Airport Terminal - Fire System Panel Upgrade	36,500
16	Replace Airport Lighting	297,377
17	Airport Fire Equipment Upgrade	49,866
18	Airport Terminal Welcome Information Board	11,608
19	Galena Mercury Talc St Intersection (Safer Rds 20/21)	963,600
20	Reseal Program 21-22	197,977
21	Blende-Wills-Galena Roundabout Recon-FLR Phase3	358,048

22	Thomas O`Farrell Intersection Upgrade- FLR Phase3	352,623
23	Chloride St - Williams to Chapple Chapple Street Upgrade - FLR Phase3	373,916
24	Gypsum St - Mercury to Pell St Reconstruction	134,867
25	Wyman Lane Stormwater Upgrade	95,463
26	Broken Hill Public School - Road Safety Program	16,212
27	Apex Park Playground Equipment Replacement	13,821
28	Duke of Cornwall Park BBQ Replacement	6,897
29	Multiple Parks - electrical cubicle lock upgrade	63,797
30	Living Desert Water Tanks 2022	6,500
31	Living Desert, Regen Area & Willyama Common Fence Replacement	159,698
32	WiFi Access Point Refresh	18,202
33	Plant and Equipment Replacement 20-21	386,629
34	Plant and Equipment Replacement 21-22	940,111
35	Outback Letterbox Library Van	124,000
36	Waste Collection Compactors	1,538,842
	Total carry forward that does not require a re-vote:	\$23,328,537

1. Library, Archive & Cultural Precinct - Construction

The budget and scope of this project was revised following a Council resolution in February 2022 (Minute No. 46735). It is planned that the tender will be advertised in September 2022 and finalised by November 2022.

2. Library, Archive & Cultural Precinct – Temporary Relocation

This project was deferred pending completion of the revised scope and timeline for construction of the new library noted above.

3. CBD Redevelopment

Two phases of this project commenced in the 2022 financial year being the design and installation of wayfinding signs and structures and erection of banner poles. Banner poles erection was due to be completed in September 2022, however rock has been detected in the end pole locations and this may cause a delay. Draft wayfinding concepts and designs are included in a separate report to the August Council meeting.

4. Civic Centre Office Construction

A project manager has been appointed and a Development Application lodged, however Council has not received any response to the Request for Quotation for this project that has been advertised twice. The project manager is now undertaking direct negotiations with several builders to carry out the project.

5. Civic Centre Stage Lighting Bar Replacement

The equipment is installed and operating. The Asset Management Department is awaiting the supply of "as installed" drawings before finalising expenditure on the project.

6. Civic Centre Fire System Upgrade

This project is part of building renewal programme that has been delayed due to the availability of the contractor. Work has been contracted to a local contractor who is due commence on 22 August 2022.

7. Art Gallery Exhibition Space Upgrades

This project is funded by a grant from Create NSW to install fixed and mobile partitions for art display in the Art Gallery. As at 30 June 2022 the fixed component of the works had been completed as part of the major renovations but the mobile partitions were awaiting delivery.

8. Geocentre Switchboard Upgrade

This project is part of the building renewal programme. The project is awaiting availability of the local contractor that has been contracted to carry out the works.

9. Admin Building Kitchen Renewal

Works were completed on 7 July 2022. The project budget is carried forward to allow the final payment to be made.

10. Admin Building Repair & Replace Air Damper Components

This project was delayed due to material supply delay and contractor availability. Site works were completed 10 August 2022.

11. Admin Building Fire System Upgrade

This project is part of building renewal programme that has been delayed due to the availability of the contractor. Work has been contracted to a local contractor, work is currently underway with completion expected in September 2022.

12. Admin Building Chilled Water Pump Replacement

This project was delayed due to material supply delay and contractor availability. Site works were completed 10 August 2022.

13. HACC Building Evaporative AC Overhaul

This project is part of building renewal programme that has been delayed due to the availability of the contractor. Work has been contracted to a local contractor with completion expected in September 2022.

14. Warnock St Works Depot Masterplan

The masterplan for the Warnock St Works Depot renewal has been completed. The scope of the project for 2021-22 was to develop a scope works, tender and project manage the technical design of the individual components of the masterplan. The request for tender for the technical design has been advertised and closes on 17 August 2022.

15. Airport Terminal - Fire System Panel Upgrade

This project was delayed due to material supply delay and contractor availability. Site works were completed 10 August 2022.

16. Replace Airport Lighting

Lighting equipment has been installed and is operating; however completion of the project has been delayed due difficulty in coordinating visits by CASA and Essential Energy to approve technical requirements in relation to replacement of the airport backup generator. Installation of the new generator is planned for 17-21 October 2022.

17. Airport Fire Equipment Upgrade

This project included repair and replacement of firefighting tanks and associated pumps. Completion has been delayed pending installation of the airport backup generator (noted above in item 17) which is required to run the pumps in the event of power failure.

18. Airport Terminal Welcome Information Board

Designs, engineering requirements and scope of works have been completed and request for quotations for manufacture and installation of signs are planned to be advertised during week ending 26 August 2022.

19. Galena Mercury Talc St Intersection (Safer Roads 20/21)

This project is funded through Transport for NSW Federal Stimulus Safer Roads Program Grant. The project has been varied from the original scope due to the need to relocate electrical infrastructure to make way for the roadworks. This variation along with Covid restrictions and weather have delayed completion of the project. It is expected that works will be completed on 26 August 2022.

20. Reseal Program 21-22

This project is mainly carried out by Council staff and all inhouse work was complete as of 30 June 2022. The remaining task is line marking which is completed by contractors. This work will be completed by September 2022.

21. Blende-Wills-Galena Roundabout Reconstruction-FLR Phase3

This project is funded by a Transport for NSW Fixing Local Roads Phase 3 Grant. Preliminary design and site establishment works have been completed and the final completion of the project is planned for 16 December 2022.

22. Thomas O'Farrell Intersection Upgrade- FLR Phase3

This project is funded by a Transport for NSW Fixing Local Roads Phase 3 Grant. Preliminary design and site establishment works have been completed and the final completion of the project is planned for 16 November 2022.

23. Chloride St - Williams to Chapple Street Upgrade- FLR Phase3

This project is funded by a Transport for NSW Fixing Local Roads Phase 3 Grant. Preliminary design and site establishment works have been completed and the final completion of the project is planned for 28 October 2022.

24. Gypsum St - Mercury to Pell St Reconstruction

This project is funded by Transport for NSW Regional Roads Repair Grant and Block Grant. Originally planned for the first half of 2021-22 the project was postponed due to Covid restrictions on interstate contractors and then the unseasonably heavy rainfall in the second half of the year. Works are now complete.

25. Wyman Lane Stormwater Upgrade

Construction drawings and scope of works documentation have been submitted by consultants and are awaiting review by Asset Management staff and finalisation of the request for quotation.

26. Broken Hill Public School – School Zone Road Safety Program

One of seven school zone safety upgrades. Works have been substantially completed on all upgrades, but carryover of budget required to finalise minor works around signage at Broken Hill Public School.

27. Apex Park Playground Equipment Replacement

Equipment was received in June and installation completed in July 2022.

28. Duke of Cornwall Park BBQ Replacement

The majority of equipment has been installed and operational with minor cosmetic works to be completed.

29. Multiple Parks - electrical cubicle lock upgrade

The project was delayed because Council received no response to the Request for Quotation. Council staff have subsequently received one quote that is being reviewed to ensure it complies with scope of works. Once a contractor is appointed the works will be progressively rolled out over the financial year.

30. Living Desert Water Tanks 2022

Tanks not delivered on site until after end of financial year. Tanks to be installed by Council staff in August.

31. Living Desert, Regen Area & Willyama Common Fence Replacement

The 2021-22 section of the works commenced 20 June 2022 and is due for completion in November 2022.

32. WiFi Access Point Refresh

This project was delayed by late delivery of equipment and was completed in August 2022. The carryover budget is to complete payment for the equipment.

33. Plant and Equipment Replacement 20-21

Part of the 2020-21 plant and equipment replacement program was carried over into 2022 however two Hino trucks from this budget have not been delivered and the supplier is currently unable to confirm a production date.

34. Plant and Equipment Replacement 21-22

The 2021-22 plant and equipment replacement program is experiencing similar supply chain delays to the 2020-21 program with only two of ten items delivered prior to year end.

35. Outback Letterbox Library Van

This project is funded from the Outback Letterbox Library Grant. Council received no response from the first Request for Tender. Staff are contacting suppliers direct to source an appropriate supplier.

36. Waste Collection Compactors

One vehicle was delivered on 31 May 2022 and the remaining three vehicles are due to be delivered by October 2022.

In summary, \$143,700 requires a Council re-vote and \$23,328,537 will be carried forward into the 2022/23 financial year which does not require a Council re-vote.

The total carryover expenditure budget for 2022/23 is \$23,472,237. Ten of the carryover projects are partly or fully grant funded and the total grant funding still to be received for these projects is \$14,233,051.

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993

Local Government (General) Regulation (2005) Division 5, Section 211

Financial Implications:

The recommendation will have an impact on the representation of the cash flow in the 2022/23 year as the carry forward expenditure of \$23,472,237 less related grant income of \$14,233,051 was not forecast to be expended in this year.

However, it will not influence Council's budgeted cash position or budgeted income statement as these were forecasted for 2022/23 based on these capital projects being completed in 2021/22 financial year.

An updated capital budget inclusive of the approved carryovers will form part of the September 2022 Budget Quarterly Review report.

Attachments

There are no attachments for this report

SIMON BROWN
CHIEF FINANCIAL OFFICER

JAY NANKIVELL
GENERAL MANAGER

POLICY AND GENERAL COMMITTEE

August 2, 2022

ITEM 8BROKEN HILL CITY COUNCIL REPORT NO. 184/22

SUBJECT: INVESTMENT STRATEGY AND PORTFOLIO REVIEW FOR
2021/2022 D22/40414

Recommendation

1. That Broken Hill City Council Report No. 184/22 dated August 2, 2022, be received.

Executive Summary:

This report is to satisfy the *Local Government (General) Regulation 2021* (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 past six months has been particularly challenging for investors. The continuing fallout from Covid related lockdowns, supply chain issues and Russia's invasion of Ukraine has sent inflation rates soaring around the world and central banks scrambling to raise key benchmark interest rates without sending their economies into recession.

While valuations of existing holdings in shares and market traded fixed interest securities have fared poorly in reaction to the sharp rise in interest rates, it has been good for new investments in term deposits and bonds as rates are at levels not seen in years.

Council's NSW TCorpIM Medium Term Growth Fund, with its exposures to growth assets such as shares, property and long dated fixed interest performed poorly in the recent environment dragging the Council's overall mark-to-market portfolio performance negative over the past two quarters and financial year. Growth assets have had the best average returns over the past 20+ years, but they also have had the highest annual highs and the lowest annual lows, therefore keeping a long term view on this Fund is recommended.

All of council's investment have been made within council policy and the *Local Government Act 1993*.

Report:**Investment Climate**

In the span of six months, inflation has grown to multi-decade highs in countries around the globe and the outlook for growth in a number of advanced economies has become more uncertain. The expectation that central banks will need to continue raising interest rates substantially over the second half of 2022 to bring inflation back to target is clouding the economic growth outlook and is prompting analysts to lower their growth forecasts substantially.

On the positive side, global shipping costs have levelled off and there are signs of improvement in global supply chain bottlenecks aided by increased production of consumer durables and electronics in east Asia. Domestically, the economy is showing signs of

strength. Economic growth, most recently +3.3%, is being supported by household and business balance sheets that are in overall good shape.

The challenge now for the RBA, like many central banks around the world, is to bring inflation back to its 2-3% target range with the right amount of interest rate hikes without sending the economy into a recession.

The past six months has been a particularly difficult period for investors in growth assets. Both fixed income and equity markets had negative returns over this period and the combination of the two within the NSW TCorpIM Medium Term Growth Fund resulted in Council's portfolio having a negative mark-to-market return over the past two quarters and financial year.

It is recommended to remain focused on the original long term strategy of using the NSW TCorpIM Medium Term Growth Fund for long term holdings with a 7+ year time horizon.

There is a reasonable gap between current 3, 6 and 12 month rates and those expected to be offered in the near future. For example, by the end of 2022, three month rates are expected to be above 3.50%pa. Therefore, it is recommended to target the shorter periods only for required cash expenditures. With market pricing indicating much of the expected interest rate increases has been priced into long dated rates already, there may be scope to consider >12mo deposits/securities with fixed rates on a case-by-case basis.

Australian Economic Conditions

Domestically, the economy is showing signs of strength. Economic growth, most recently +3.3%, is being supported by household and business balance sheets that are in overall good shape; an upswing in business investment; and a large pipeline of construction work to be completed. Macroeconomic policy settings are also supportive of growth and higher commodity prices have provided a boost to national income.

Like other advanced economies, inflationary pressures continue to build in Australia with input costs increasing across a range of industries. Adverse weather conditions have affected the prices of fresh produce; rents are expected to pick up in response to tightening rental market conditions across most of the country; and wholesale electricity and gas prices have increased sharply in recent months, reflecting domestic supply disruptions during a period of increased demand. As a result of these price pressures inflation, already over 6%, is expected to increase through the remainder of 2022.

Wage price inflation appears ready to increase as well, with the unemployment rate at its lowest level in nearly 50 years and measures of spare capacity at their lowest levels in many years. Job vacancy rates remain very high across most industries, pointing to continued strong near term employment growth.

The Fair Work Commission's recent announcement of a 5.2 per cent increase to the national minimum wage and an increase in modern award wages of between 4.6 per cent and 5.2 per cent were the largest increases since 2006, reflecting the Commission's aim to support real wages for low-paid workers during a period of high inflation.

Consumer spending data has been positive, although household budgets are under pressure from higher prices and higher interest rates. The household saving rate is still higher than it was before the pandemic. Many households have built up large financial buffers and are benefiting from stronger income growth. Housing prices have declined in some markets recently, but remain significantly higher than prior to the pandemic, thereby supporting household wealth and spending. The challenge now for the RBA, like many central banks around the world, is to bring inflation back to its 2-3% target range with the right amount of interest rate hikes without sending the economy into a recession.

Interest Rate Environment

Six months ago, despite the financial markets pricing in sharp interest rate increases, the RBA was still projecting the official cash rate to remain unchanged at its historic low of 0.10% until 2024. The financial markets proved better at predicting the central bank's actions than the bank itself.

In a span of three months, the RBA has hiked the official cash rate from 0.10%, where it sat for 18 months, to 1.35% with more increases expected over the coming months. The financial markets are now pricing in an official cash rate of 3.25% by the end of 2022 and a peak rate of 3.50%-3.75% by March 2023.

Over the 2021/22 Financial Year, the average term deposit rates on a selection of the largest Australian banks have mirrored the surge in market rates rising an average of 2.90% across 1mo to 5yr terms. The biggest increases were in the longer term rates and the majority of the rises have occurred since February. Much of the anticipated future interest rate hikes are seen as being priced into the current levels, making this a reasonable time to consider longer dated investments.

International & Australian Equities

Global share markets posted their worst first half of a calendar year in decades as equities have been hammered by recession worries.

The surge in energy and commodity prices, following Russia's invasion of Ukraine, has rocked markets. With inflation hitting the highest in decades, stocks have slumped as central bankers have tightened monetary policy and pledged to cool prices.

MSCI's All-Country World Index has tumbled by 20% since the start of 2022, its worst opening six months to a year since the index was created in 1990.

The pan-European Stoxx 600 index has shed 16% since the start of the year, Japan's TOPIX has lost 6%, and the US S&P 500 is down 20%. Britain's FTSE 100 index has fared better, down over 3% so far this year, with oil companies rallying.

Australia's share market did not escape the downturn as it recorded a financial year loss for only the third time in the last ten years with the interest rate sensitive IT sector leading the downturn, off nearly 40%.

On the positive side, some market analysts see the Australian equity market trading at a discount to global equities giving international investors incentive to find value in downtrodden Australian shares. Australian government bonds also look attractive relative to global peers on a valuation basis.

On a 6-12 month view, analysts are optimistic on equity markets, providing inflation recedes, central banks stop raising interest rates and a deep recession is avoided.

When investing in growth assets such as domestic and international shares and property, either directly or through a managed fund such as NSW TCorpIM's Medium Term Growth Fund, it is important to keep a long term view, particularly during times of short term volatility such as the past six months.

It is recommended to remain focused on the original long term strategy of using the NSW TCorpIM Medium Term Growth for long term holdings with a 7+ year time horizon.

Council's Portfolio Performance

The past six months has been a particularly difficult period for investors in growth assets. Both fixed income and equity markets had negative returns over this period and the combination of the two within the NSW TCorpIM Medium Term Growth Fund resulted in Council's portfolio having a negative mark-to-market return over the past two quarters and financial year. (*Mark-to-market returns include any changes on underlying security valuations based upon current market interest rates*).

Short term performance of the TCorp fund is subject to greater volatility than other assets in Council's portfolio and are recommended for holdings with time horizons of at least 7+ years.

All of council's investment have been made within council policy and the *Local Government Act 1993*.

Investment Strategy Recommendation

Council is taking advantage of the high yield cash accounts from Westpac and Macquarie Bank resulting in a modest term deposit portfolio.

With 17% of the portfolio in the NSW TCorpIM Medium Term Growth Fund, Council has a well-diversified long term exposures.

With banks again actively raising funds in the bond market, it is recommended Council consider appropriate long dated floating rate notes as opportunities arise, providing expenditure requirements allow.

For further and more in-depth information, please refer to the attached report.

Strategic Direction:

Key Direction: 4 Our Leadership
Objective: 4.1 Openness and Transparency in Decision Making
DP Action: Support the organisation to operate within its legal framework
4.1.1

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*.

Attachments

1. [Investment Strategy and Portfolio Review - 2021/22 Financial Year](#)

SIMON BROWN
CHIEF FINANCIAL OFFICER

JAY NANKIVELL
GENERAL MANAGER



28 July 2022

Mr Jay Nankivell
General Manager
Broken Hill City Council
240 Blende St
BROKEN HILL NSW 2880

Dear Jay,

Investment Strategy and Portfolio Review - 2021/22 Financial Year

Please find attached Council's Investment Strategy and Portfolio Review for the 2021/22 Financial Year ending June.

The past six months has been particularly challenging for investors. The continuing fallout from Covid related lockdowns, supply chain issues and Russia's invasion of Ukraine has sent inflation rates soaring around the world and central banks scrambling to raise key benchmark interest rates without sending their economies into recession.

While valuations of existing holdings in shares and market traded fixed interest securities have fared poorly in reaction to the sharp rise in interest rates, it has been good for new investments in term deposits and bonds as rates are at levels not seen in years.

Council's NSW TCorpIM Medium Term Growth Fund, with its exposures to growth assets such as shares, property and long dated fixed interest performed poorly in the recent environment dragging the Council's overall mark-to-market portfolio performance negative over the past two quarters and financial year. Growth assets have had the best average returns over the past 20+ years, but they also have had the highest annual highs and the lowest annual lows, therefore keeping a long term view on this Fund is recommended.

Please call with any questions or we can also arrange a video meeting at your convenience if you wish.

Yours sincerely,



Erik Gates
Director



**Investment Strategy
and
Portfolio Review
2021/22 Financial Year**



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Executive Summary

Investment Climate:

- In the span of six months, inflation has grown to multi-decade highs in countries around the globe and the outlook for growth in a number of advanced economies has become more uncertain.
- The expectation that central banks will need to continue raising interest rates substantially over the second half of 2022 to bring inflation back to target is clouding the economic growth outlook and is prompting analysts to lower their growth forecasts substantially.
- On the positive side, global shipping costs have levelled off and there are signs of improvement in global supply chain bottlenecks aided by increased production of consumer durables and electronics in east Asia.
- Domestically, the economy is showing signs of strength. Economic growth, most recently +3.3%, is being supported by household and business balance sheets that are in overall good shape.
- The challenge now for the RBA, like many central banks around the world, is to bring inflation back to its 2-3% target range with the right amount of interest rate hikes without sending the economy into a recession.

Investment Portfolio:

- The past six months has been a particularly difficult period for investors in growth assets. Both fixed income and equity markets had negative returns over this period and the combination of the two within the NSW TCorpIM Medium Term Growth Fund resulted in Council's portfolio having a negative mark-to-market return over the past two quarters and financial year.
- It is recommended to remain focused on the original long term strategy of using the NSW TCorpIM Medium Term Growth Fund for long term holdings with a 7+ year time horizon.
- There is a reasonable gap between current 3, 6 and 12 month rates and those expected to be offered in the near future. For example, by the end of 2022, three month rates are expected to be above 3.50%pa. Therefore, it is recommended to target the shorter periods only for required cash expenditures.
- With market pricing indicating much of the expected interest rate increases has been priced into long dated rates already, there may be scope to consider >12mo deposits/securities with fixed rates on a case-by-case basis.



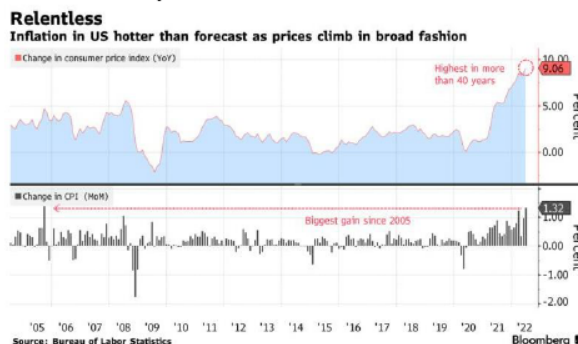
Investment Climate

International Economic Overview

The continuing fallout from Covid related lockdowns, supply chain issues and Russia's invasion of Ukraine is evident in increases in the prices of fuel, electricity and food in many economies, which has boosted headline inflation over the past several months. Crude oil prices are below their peaks earlier in the year but remain high, while gas prices in Europe and Asia have increased further.

Consequently, in the span of six months, inflation has grown to multi-decade highs in countries around the globe and the outlook for growth in a number of advanced economies has become more uncertain. Risks to global growth have become skewed to the downside as central banks are expected to lift key interest rates substantially in the period ahead to curb the surge of inflation.

With US inflation hitting a 40 year annual high and the highest monthly change in nearly 17 years in June, the US Federal Reserve has increased its policy target base rate from 0% to 1.50% in just over 3 months with more rate increases expected before the end of 2022. The European Central Bank raised its policy rate for the first time in 11 years at its July meeting to combat consumer price inflation that has spiked 8.6% in a year.



So far, consumer spending in advanced economies has generally been resilient to higher inflation and interest rates. Strong labour markets have supported household consumption and, outside of the US and UK, household saving rates in advanced economies remain high. However, the expectation that central banks will need to continue raising interest rates substantially over the second half of 2022 to bring inflation back to target is clouding the economic growth outlook and is prompting analysts to lower their growth forecasts substantially.

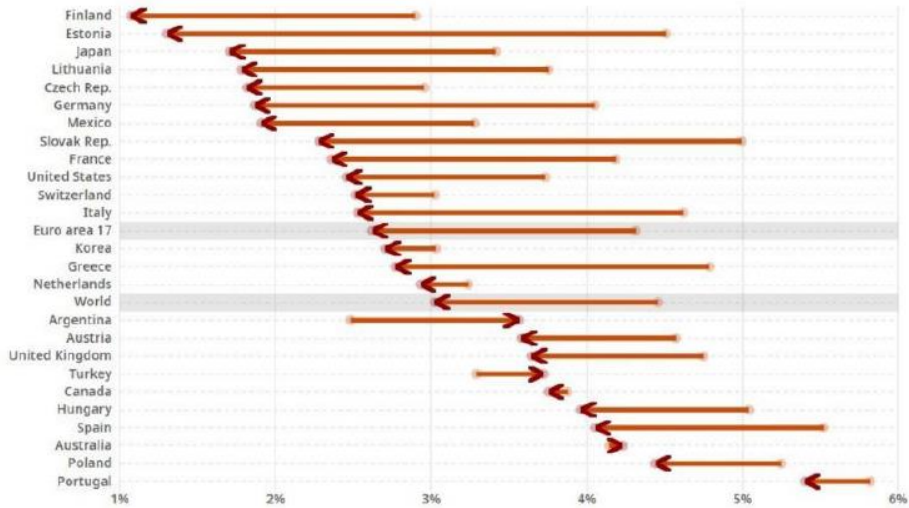
The World Bank's main indicator of a worldwide recession is multiple major countries' economies contracting at the same time, as well as other evidence of weak global economic growth. The chart below from the OECD shows the change in growth projections for several countries over just the past six months:



Annual GDP growth projections for 2022

Year on year, %

● December 2021 projection ● June 2022 projection



Global GDP has declined this year following the war in Ukraine. Image: OECD

The International Monetary Fund has expressed concern for the global economy downgrading its 2022 growth forecast for the third time this year, now at to 3.2%, and does not rule out a global recession.

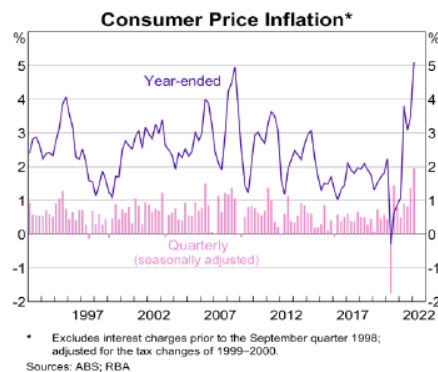
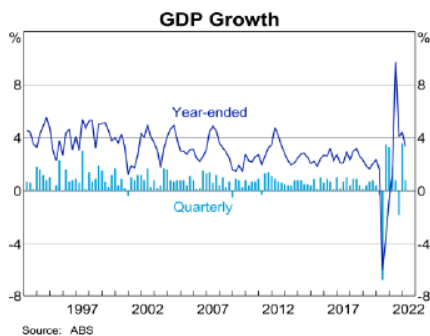
On the positive side, global shipping costs have levelled off and there are signs of improvement in global supply chain bottlenecks aided by increased production of consumer durables and electronics in east Asia.



Australian Economic Overview

Domestically, the economy is showing signs of strength. Economic growth, most recently +3.3%, is being supported by household and business balance sheets that are in overall good shape; an upswing in business investment; and a large pipeline of construction work to be completed. Macroeconomic policy settings are also supportive of growth and higher commodity prices have provided a boost to national income.

Like other advanced economies, inflationary pressures continue to build in Australia with input costs increasing across a range of industries. Adverse weather conditions have affected the prices of fresh produce; rents are expected to pick up in response to tightening rental market conditions across most of the country; and wholesale electricity and gas prices have increased sharply in recent months, reflecting domestic supply disruptions during a period of increased demand. As a result of these price pressures inflation, already over 6%, is expected to increase through the remainder of 2022.



Wage price inflation appears ready to increase as well, with the unemployment rate at its lowest level in nearly 50 years and measures of spare capacity at their lowest levels in many years. Job vacancy rates remain very high across most industries, pointing to continued strong near term employment growth. The Fair Work Commission’s recent announcement of a 5.2 per cent increase to the national minimum wage and an increase in modern award wages of between 4.6 per cent and 5.2 per cent were the largest increases since 2006, reflecting the Commission's aim to support real wages for low-paid workers during a period of high inflation.

Consumer spending data has been positive, although household budgets are under pressure from higher prices and higher interest rates. The household saving rate is still higher than it was before the pandemic. Many households have built up large financial buffers and are benefiting from stronger income growth. Housing prices have declined in some markets recently, but remain significantly higher than prior to the pandemic, thereby supporting household wealth and spending.

The challenge now for the RBA, like many central banks around the world, is to bring inflation back to its 2-3% target range with the right amount of interest rate hikes without sending the economy into a recession.



Interest Rate Environment

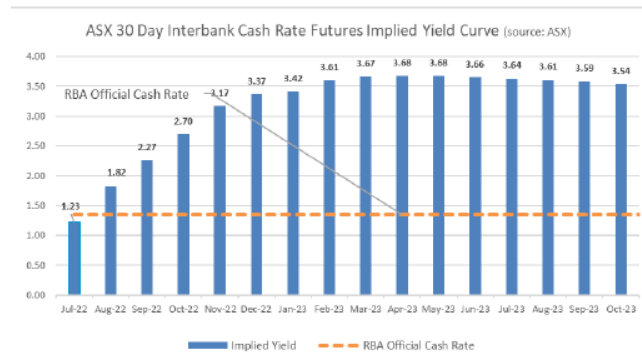
Six months ago, despite the financial markets pricing in sharp interest rate increases, the RBA was still projecting the official cash rate to remain unchanged at its historic low of 0.10% until 2024. The financial markets proved better at predicting the central bank’s actions than the bank itself.

In a span of three months, the RBA has hiked the official cash rate from 0.10%, where it sat for 18 months, to 1.35% with more increases expected over the coming months. The financial markets are now pricing in an official cash rate of 3.25% by the end of 2022 and a peak rate of 3.50%-3.75% by March 2023:

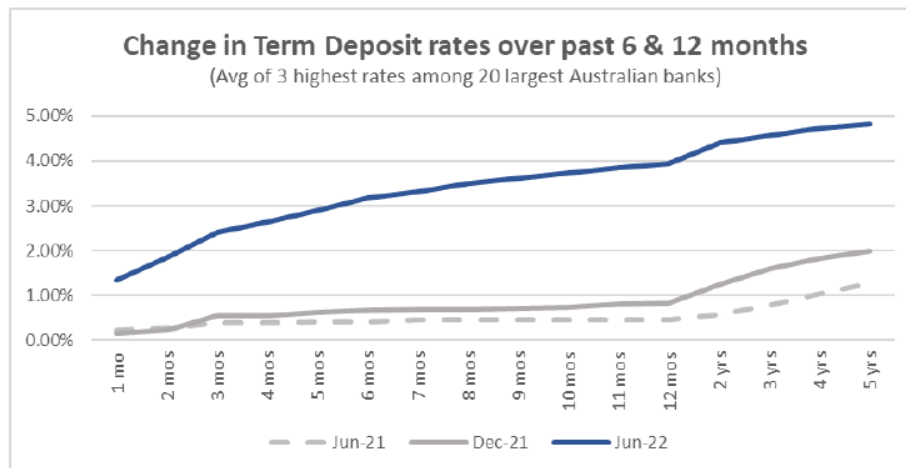
Australian Cash Rate and 90-day Bill Yield



* Calculated using average of year-ended weighted median inflation and year-ended trimmed mean inflation.
Sources: ABS; AFMA; ASX; RBA



Over the 2021/22 Financial Year, the average term deposit rates on a selection of the largest Australian banks have mirrored the surge in market rates rising an average of 2.90% across 1mo to 5yr terms. The biggest increases were in the longer term rates and the majority of the rises have occurred since February. Much of the anticipated future interest rate hikes are seen as being priced into the current levels, making this a reasonable time to consider longer dated investments.





International & Australian Equities

Global share markets posted their worst first half of a calendar year in decades as equities have been hammered by recession worries.

The surge in energy and commodity prices, following Russia’s invasion of Ukraine, has rocked markets. With inflation hitting the highest in decades, stocks have slumped as central bankers have tightened monetary policy and pledged to cool prices.

MSCI’s All-Country World Index has tumbled by 20% since the start of 2022, its worst opening six months to a year since the index was created in 1990.

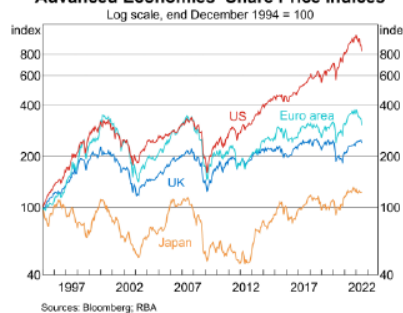
The pan-European Stoxx 600 index has shed 16% since the start of the year, Japan’s Topix has lost 6%, and the US S&P 500 is down 20%. Britain’s FTSE 100 index has fared better, down over 3% so far this year, with oil companies rallying.

S&P 500 posts worst first half since 1970



Source: Bloomberg, 30 June 2022.

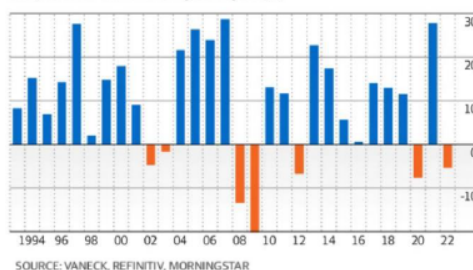
Advanced Economies' Share Price Indices



Sources: Bloomberg, RBA

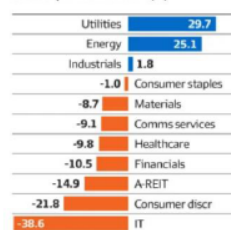
Australia’s share market did not escape the downturn as it recorded a financial year loss for only the third time in the last ten years with the interest rate sensitive IT sector leading the downturn, off nearly 40%.

S&P/ASX 200 total return by fiscal year (%)



SOURCE: VANECK, REFINITIV, MORNINGSTAR

Sector performance* (%)



* 12-month % change

On the positive side, some market analysts see the Australian equity market trading at a discount to global equities giving international investors incentive to find value in downtrodden Australian shares. Australian government bonds also look attractive relative to global peers on a valuation basis.

On a 6-12 month view, analysts are optimistic on equity markets, providing inflation recedes, central banks stop raising interest rates and a deep recession is avoided.



When investing in growth assets such as domestic and international shares and property, either directly or through a managed fund such as NSW TCorpIM’s Medium Term Growth Fund, it is important to keep a long term view, particularly during times of short term volatility such as the past six months.

The table below shows over two decades of annual returns of individual asset classes which are within the TCorp fund. As can be seen, in any given year a different asset class can be the top performer, however Cash has rarely been in the top half of performance. Shares and property have had the best average returns over the past 20+ years, but they also have had the highest annual highs and the lowest annual lows.

Annual returns for selected asset classes, ranked in order of performance in each year

	Avg			Rank	Year to 31 December																					
	Avg	Min	Max		2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Australian Shares	8.5	-40.4	39.6	1	44	15.4	12.2	15.9	32.2	21.1	34	18	14.9	39.6	8.6	11.4	33	53.6	32.1	14.3	13.2	13.4	6.2	31.7	7.9	37.2
International Shares	5.2	-27.4	48	2	18.1	14.9	11.2	9	32	17.7	31.4	7	13.4	7.9	8.3	16.8	21.2	48	27	14	12.5	12.8	4.9	28	5.7	36.8
US Shares (S&P500)	7	-29.2	53.6	3	12.1	10.1	8.8	8.8	27.6	16.8	25	6.7	7.6	4	6	5	18.8	19.9	24.3	13.6	11.6	12.5	4.5	24.1	5	28.8
Australian Property	8	-54	34	4	9.8	7.2	4.8	5.5	9.9	12.5	11.5	3.5	-20.7	3.5	4.7	2.1	14.6	19.7	15	11.8	7.8	5.7	2.9	23.6	4.5	26.1
International Property	9.6	-29.2	44	5	7	5.4	2.5	4.9	8.9	12.1	7.8	-2.6	-24.9	3.1	3.3	-0.7	14.1	7.1	11	3.8	5.2	3.7	2.7	19.4	3.6	17.7
Australian Bonds	5.6	-2.9	14.9	6	6.3	5.2	-8.1	3	7	7.3	6	-5.3	-29.2	1.7	1	-1.5	8.4	2.9	9.8	3.8	4.9	2.8	1.9	7.3	0.4	0
Intl. Bonds (A\$ hedged)	6.4	-2.3	13.4	7	5	-4.3	-27.4	-8.8	6.6	5.8	4.1	-8.4	-40.4	-0.3	-0.4	-5.3	7.7	2.5	5	2.6	2.9	1.7	1.5	6.2	-4.6	-2.3
Cash	3.9	0	7.6	8	2.2	-10	-29.2	-3.8	5.6	5.7	3.1	-25.3	-54	-2	-2	-11.4	4	2	2.7	2.3	2.1	0.2	-3.5	1.5	-16.9	2.9

It is recommended to remain focused on the original long term strategy of using the NSW TCorpIM Medium Term Growth for long term holdings with a 7+ year time horizon.



As for the upcoming year, views of leading economists include:

- Cash and bank deposit returns are expected to continue improving as RBA cash rate increases flow through to new deposits.
- Bond yields look like they may have peaked for now, which will help bond returns to start improving.
- Shares are likely to see continued short-term volatility as central banks continue to tighten rates to combat high inflation, the war in Ukraine continues and fears of recession remain high. However, shares are expected to provide reasonable returns on a 12 month horizon as valuations have improved, global growth ultimately picks up again and inflationary pressures ease through next year, allowing central banks to ease up on the monetary policy brakes.
- The strong labour market is one reason economists expect the share market will gain next year. According to the Commonwealth Bank, the jobless rate is expected to average around 3.8 per cent over the remainder of 2022 but lift to 4.2 per cent in September quarter 2023. The economy is expected to continue to operate at 'full-employment'. In response to the tight job market, wage growth will lift to around 3.25 per cent by March quarter 2023 from current annual growth near 2.4 per cent.
- Australian home prices are expected to fall further as poor affordability and rising mortgage rates impact. Economists expect a 15 to 20% top to bottom fall in prices stretching into second half next year, but with a large variation between regions. Sydney and Melbourne prices have already fallen aggressively, while most other cities and regions are seeing price gains slow ahead of likely falls.
- Unlisted commercial property may see some weakness in retail and office returns (as online retail activity remains well above pre-pandemic levels and office occupancy remains well below). Unlisted infrastructure is expected to see solid returns.
- The \$A is expected to remain volatile in the short term as global uncertainties persist. However, a rising trend in the \$A is likely over the next 12 months as commodity prices ultimately remain in a macro upward trend.

Commentary sources: AMP Capital Markets, Commonwealth Bank of Australia, International Monetary Fund, Reserve Bank of Australia, the Economist Group, Macquarie Bank, Dimensional



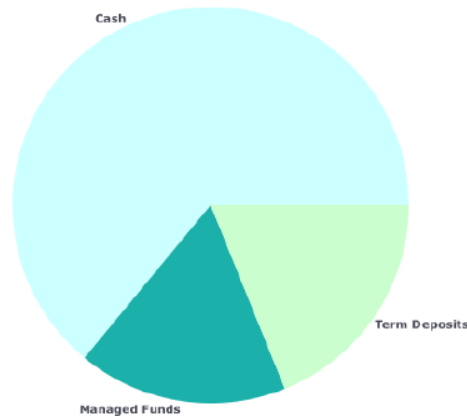
Investment Portfolio Structure and Exposures vs Policy Limits

Council has a well-diversified investment portfolio across a range of asset types including:

- **Cash:** including the high yielding Westpac 90 day Notice Account (paying 1.30%pa) and the Macquarie Bank Accelerator account (paying 1.35%pa).
- **Term Deposits** among a selection of Australian Authorised Deposit taking Institutions (ADIs)
- **Growth Assets** via the NSW TCorpIM Medium Term Growth Fund (further details in Appendix A)

Asset Allocation as of 30 June:

Portfolio Holding Breakdown	
Product Type	Face Value
Cash	15,247,590.22
Managed Funds	4,069,929.24
Term Deposits	4,500,000.00
	23,817,519.46

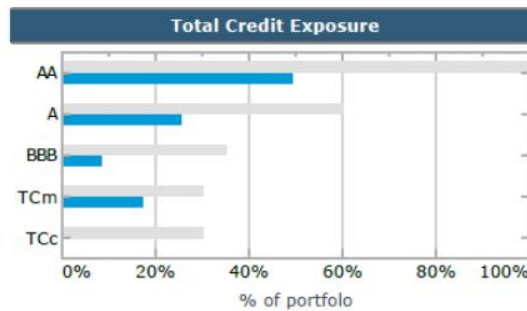




The following tables summarise Council’s Investment Portfolio, as of 30 June, in terms of its Investment Policy Framework:

- A. Overall Portfolio Credit Limits
- B. Individual Institution Limits, and
- C. Term to Maturity Limits

A. Overall Portfolio Credit Limits:



Credit Rating Group	Face Value (\$)		Policy Max	
AA	11,689,312	49%	100%	✓
A	6,058,278	25%	60%	✓
BBB	2,000,000	8%	35%	✓
TCm	4,069,929	17%	30%	✓
TCc	0	0%	30%	✓
23,817,519				
<i>Specific Sub Limits</i>				
BBB+	2,000,000	8%	35%	✓

✓ = compliant
X = non-compliant

Council’s portfolio is well diversified, and within policy limits, across investment grade rated banks and the NSW TCorp fund.

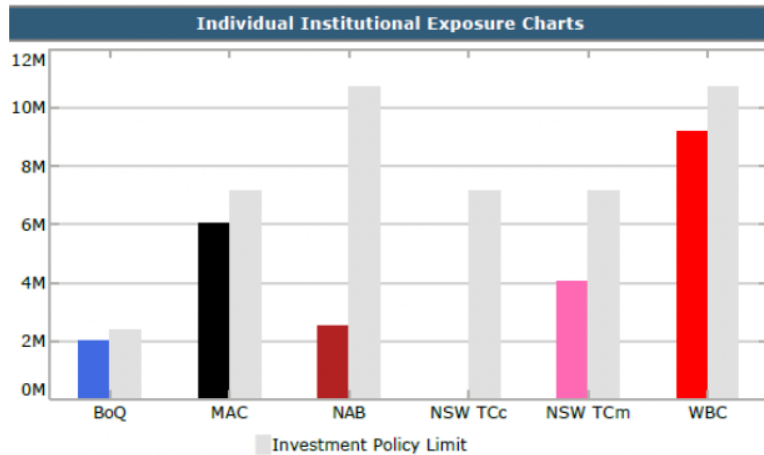
A list of Australian ADIs with their current credit ratings are included in Appendix C of this review.



B. Individual Institution Limits:

Council’s portfolio consists of a diversified selection of authorised investment options for NSW councils.

Council’s exposures versus policy limits as of 30 June:



	Current Exposures	Policy Limit	Capacity
Bank of Queensland (BBB+)	2,000,000 8%	2,381,752 10%	381,752
Macquarie Bank (A+)	6,058,278 25%	7,145,256 30%	1,086,978
National Australia Bank (AA-)	2,500,000 10%	10,717,884 45%	8,217,884
NSW T-Corp (TCc)	0 0%	7,145,256 30%	7,145,256
NSW T-Corp (TCm)	4,069,929 17%	7,145,256 30%	3,075,327
Westpac Group (AA-)	9,189,312 39%	10,717,884 45%	1,528,572
	23,817,519		

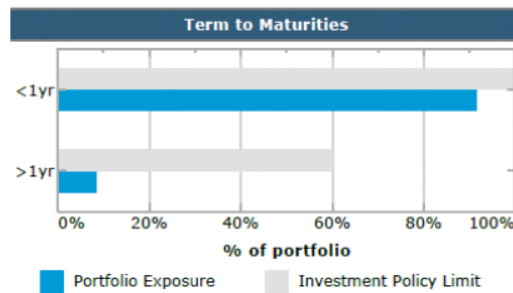
Council has done well sourcing good opportunities among the higher rated banks including using the Macquarie Bank at call account and the Westpac 90 day Notice Account to cater for short term cashflow requirements. Council redeemed its balance in the NSW TCorp Cash Fund before TCorp closes the fund in October.

Council’s portfolio exposures comply with legislation and are within Council’s investment policy guidelines.



C. Term to Maturity Limits:

Council’s investment portfolio has a combination of short dated cash accounts; managed cash fund; fixed interest securities (short and long dated term deposits) and long term growth asset exposure through the NSW TCorpIM Medium Term Growth Fund:



Detailed Maturity Profile	Face Value (\$)	
00. Cash + Managed Funds	19,317,519	81%
04. Between 90 Days and 180 Days	2,000,000	8%
05. Between 180 Days and 365 Days	500,000	2%
06. Between 365 Days and 3 Years	2,000,000	8%
	23,817,519	

Council is taking good advantage of high yield at call and short dated notice accounts.

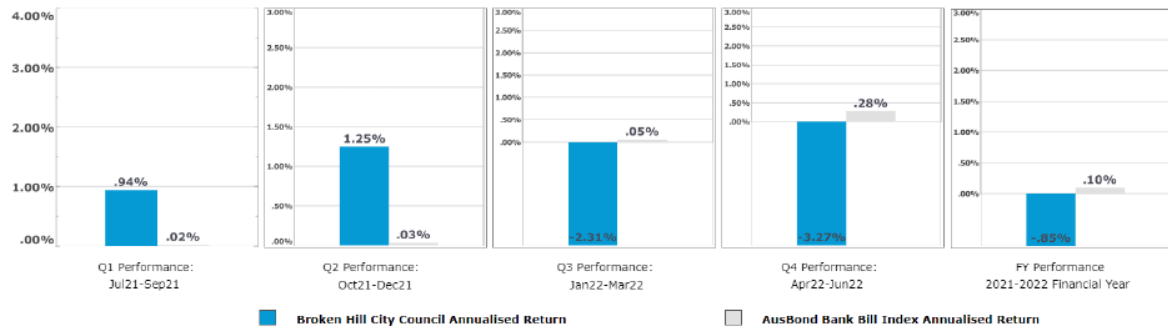
Council’s holdings in the NSW TCorpIM Medium Term Growth Fund, totalling approx. \$4m, are in the “Cash + Managed Funds” category above.

Council’s short/long term investment ratio is approximately 75%/25% when accounting for the NSW TCorpIM Medium Term Growth Fund as a long term holding. While these are held as long term investments, they are available to be liquidated within days.



Portfolio Performance, Interest Details & Capital Movements

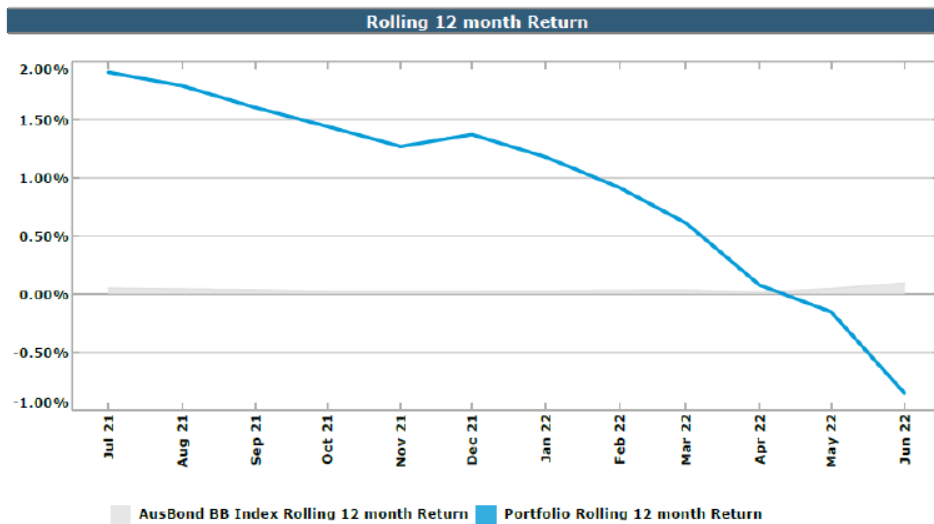
The charts below show Council's quarterly and 12 month investment portfolio returns against benchmark:



The past six months has been a particularly difficult period for investors in growth assets. Both fixed income and equity markets had negative returns over this period and the combination of the two within the NSW TCorpIM Medium Term Growth Fund resulted in Council's portfolio having a negative mark-to-market return over the past two quarters and financial year. (Mark-to-market returns include any changes on underlying security valuations based upon current market interest rates).

Short term performance of the TCorp fund is subject to greater volatility than other assets in Council's portfolio and are recommended for holdings with time horizons of at least 7+ years.

The chart below shows Council's total portfolio return on a rolling 12 month basis:





Interest Accrued

Summary Interest Accrued Calculations up to 30-Jun-22

Instrument	Jul-2021	Aug-2021	Sep-2021	Oct-2021	Nov-2021	Dec-2021	Jan-2022	Feb-2022	Mar-2022	Apr-2022	May-2022	Jun-2022	Grand Total
Cash	4,940.58	5,008.15	4,787.54	4,737.17	4,770.80	4,782.31	4,784.33	4,304.05	4,805.50	4,281.02	5,025.88	7,230.05	60,336.02
Managed Fund	227.35	-18.85	-83.17	-1,063.41	1,125.01	344.61	-4.81	371.84	-1,504.70	-310.95	227.29	180.89	-1,138.46
Term Deposit	1,010.13	1,078.71	1,118.00	1,126.18	1,120.55	1,214.52	1,214.52	1,098.07	1,214.53	1,372.61	2,743.23	3,498.3	17,803.43
Grand Total	6,987.09	6,083.81	5,792.48	4,173.92	7,016.88	6,321.44	5,974.94	5,773.73	4,805.38	5,342.68	8,886.23	10,347.24	77,000.99

Council has accrued \$77k in interest for the 2021/22 Financial Year.

Interest Received

Summary Interest Received Calculations up to 30-Jun-22

Instrument	Jul-2021	Aug-2021	Sep-2021	Oct-2021	Nov-2021	Dec-2021	Jan-2022	Feb-2022	Mar-2022	Apr-2022	May-2022	Jun-2022	Grand Total
Cash	4,843.56	5,005.15	4,767.54	4,737.17	4,770.89	4,762.31	4,764.33	4,304.95	4,825.59	4,281.02	5,025.95	7,280.05	60,336.02
Term Deposit		975.07	797.01	2,682.47	1,150.9							2,463.15	6,007.4
Grand Total	4,843.56	5,980.22	5,564.55	7,419.64	5,920.59	4,762.31	4,764.33	4,304.95	4,825.59	4,281.02	5,025.95	9,743.2	66,343.42

Council has received over \$68k in interest in the 2021/22 Financial Year.

Capital Movements

Summary Capital Movements Calculations up to 30-Jun-22

Instrument	Jul-2021	Aug-2021	Sep-2021	Oct-2021	Nov-2021	Dec-2021	Jan-2022	Feb-2022	Mar-2022	Apr-2022	May-2022	Jun-2022	Grand Total
Managed Fund	95,997.55	38,051.94	-54,757.29	-28,545.45	53,892.24	35,942.58	-80,345.55	-80,275.08	-80,769.35	-99,428.52	-35,553.31	-104,773.22	-279,666.36
Grand Total	88,997.88	38,051.94	-54,757.29	-28,545.45	53,892.24	35,942.58	-80,345.55	-80,275.08	-80,769.35	-99,428.52	-35,553.31	-104,773.22	-279,666.36

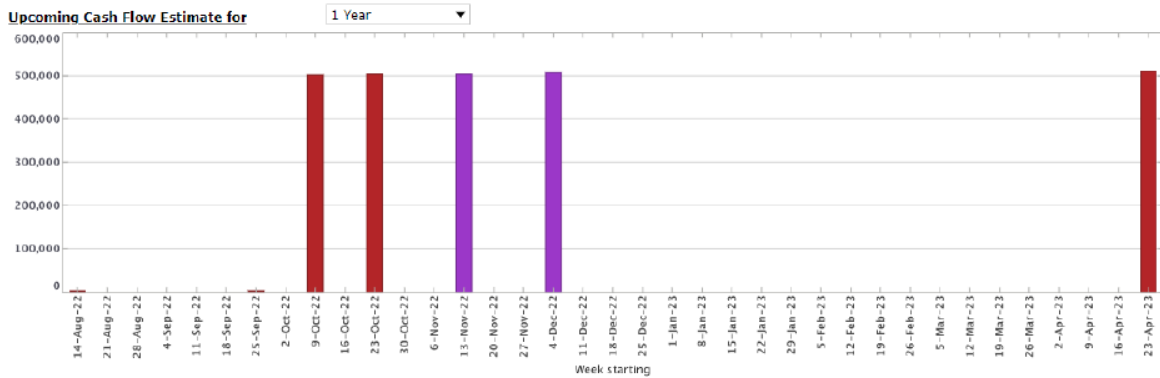
Council's investment portfolio had a mark-to-market decline of \$2.5m over the 2021/22 Financial Year, with the vast majority of the 'loss' coming from the NSW TCorpIM Medium Term Growth Fund. As noted on page 10, shares and property have had the best average returns over the past 20+ years, but they also have had the highest annual highs and the lowest annual lows. It is recommended to remain focused on the original long term strategy of using the NSW TCorpIM Medium Term Growth Fund for long term holdings with a 7+ year time horizon.



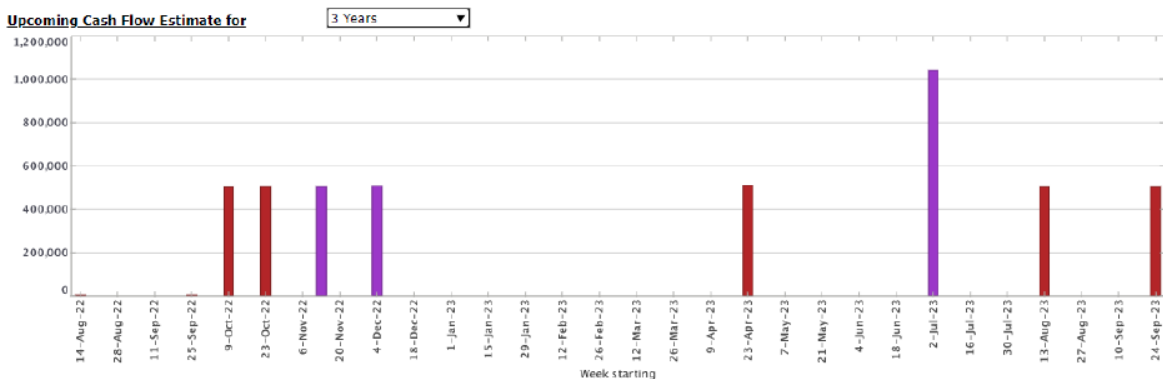
Investment Strategy Recommendations

Upcoming cash flow (existing investments):
Council is taking advantage of the high yield cash accounts from Westpac and Macquarie Bank resulting in a modest term deposit portfolio.

Short-term: weekly maturity schedule for 12 months:



Long-term: weekly maturity schedule through 2023:



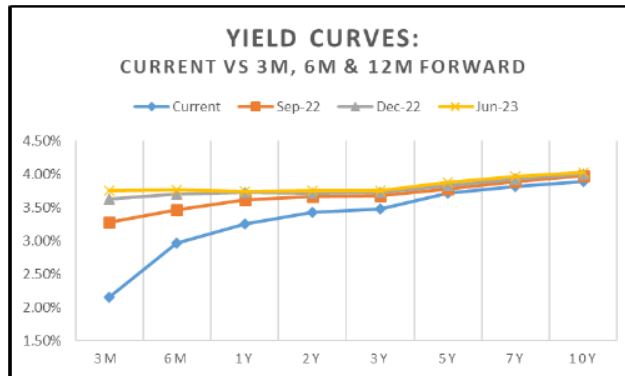
With 17% of the portfolio in the NSW TCorpIM Medium Term Growth Fund (not shown above), Council has a well-diversified long term exposures.

With banks again actively raising funds in the bond market, it is recommended Council consider appropriate long dated floating rate notes as opportunities arise, providing expenditure requirements allow.



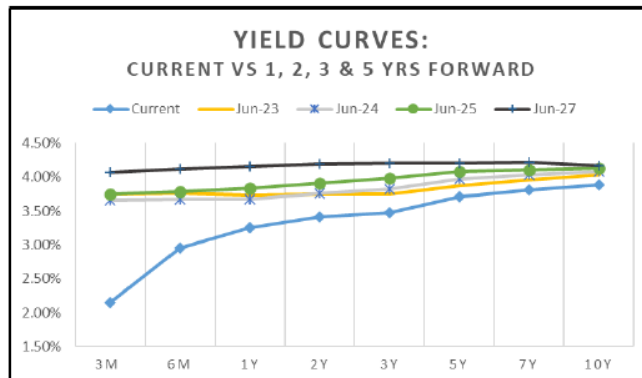
Looking Forward – Value in the Market

Short-term Outlook (up to 12 months): short term interest rates rose sharply over the past 6 months in anticipation of the RBA’s rate hikes to calm inflation pressures. There remains speculation that 1-12 month rates will continue to go higher over the next 3-6 months (blue vs orange and grey lines below) By the end of 2022, 3 month market rates are expected to be above 3.50%:



As the chart shows, there is a reasonable gap between today’s 3, 6 and 12 month rates and those expected to be offered in the near future. Therefore, it is recommended to target the shorter periods only for required cash expenditures, while funds that can be invested longer dated, look at the 12+ months range.

Long-term Outlook (12 months and greater): As shown in the short term graph above, the market is expecting interest rates to be sharply higher a year from now, particularly across the 1-12 month area. Much of the longer dated interest rate increases (>12 months) has already been priced into the market. Therefore, long dated options could be a good investment now as there isn’t expected to be much further upside from current levels. Fixed and floating rate options would be considered on a case-by-case basis, with fixed rate potentially providing good diversification.





With market pricing indicating much of the expected interest rate increases has been priced into long dated rates already, there may be scope to consider >12mo deposits/securities with fixed rates on a case-by-case basis. Short term rates are expected to continue their upward trajectory over the coming six months, so it is recommended to focus on short term deposits for known expenditure requirements.

Opportunities in the market include:

At Call	Macquarie Bank Accelerator paying 1.35%pa variable on balances up to \$10m (<i>Being used by Council</i>)
Notice Account	AMP Bank 31 day Notice Account paying 1.80%pa variable, plus commission rebate.
<12 month investments	With rates expected to be higher in 3-12 months, short dated fixed rate TDs entered into now need to be offering very attractive rates to help reduce interest rate risk. Focus on cashflow management for this time period.
>12 month investments	Current market rates indicate that much of the anticipated rate increases have been priced in already. This provides good opportunity for longer dated deposits and bonds. There is also scope for considering fixed rate bonds, on a case-by-case basis, for diversification of the portfolio. NSW TCorpIM Medium and Long Term Growth Funds for holdings available for 3-7+yrs. These funds provide a good option for very long term holdings, but Council must be comfortable with short term volatility which has been significant lately. (<i>Council is using the Medium Term Growth Fund</i>)

Note: prevailing interest rates, appropriateness for Council and compliance with policy limits are always reviewed at time of consideration.

Disclaimer: The statements and opinions contained in this report are based on currently prevailing conditions in financial markets and are so contained in good faith and in the belief that such statements and opinion are not false or misleading. In preparing this report, Prudential Investment Services Corp has relied upon information which it believes to be reliable and accurate. Prudential Investment Services Corp believes that this report and the opinions expressed in this report are accurate, but no warranty of accuracy or reliability is given. Prudential Investment Services Corp does not warrant that its investigation has revealed all of the matters which a more extensive examination might disclose. This report may not be reproduced, transmitted, or made available either in part or in whole to any third party without the prior written consent of Prudential Investment Services Corp. AFS Licence No. 468145.



Appendix A – Managed Funds

Managed Funds																																																																				
<p>NSW TCorp Medium Term Growth Fund</p> <ul style="list-style-type: none"> ▪ \$4,069,929 investment ▪ Unrated 	<p>The NSW TCorp Medium Term Growth Fund aims ‘to provide potential for capital growth, while maintaining a high exposure to defensive assets’. It is intended to be at least a 3 to 7 year investment, with occasion periods of negative monthly returns. The long run expectation of the fund is to provide a return of CPI plus 2%pa over a 7 year period with greater than 50% probability.</p> <p>The Fund’s strategic asset allocation as at 30 June:</p> <div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> </div> <div style="width: 45%;"> <table border="1"> <thead> <tr> <th>Asset class performance</th> <th>1 month %</th> <th>FYTD %</th> </tr> </thead> <tbody> <tr><td>Australian shares</td><td>(8.12)</td><td>(6.05)</td></tr> <tr><td>International shares</td><td>(8.02)</td><td>(8.85)</td></tr> <tr><td>Core alternatives</td><td>(2.18)</td><td>(2.64)</td></tr> <tr><td>Defensive alternatives</td><td>3.83</td><td></td></tr> <tr><td>Global credit</td><td>(3.52)</td><td>(12.70)</td></tr> <tr><td>Bank loans</td><td>(3.10)</td><td>(4.13)</td></tr> <tr><td>Emerging market debt</td><td>(6.07)</td><td>(17.62)</td></tr> <tr><td>Short term income</td><td>(0.11)</td><td></td></tr> <tr><td>High yield</td><td>(6.98)</td><td>(11.52)</td></tr> <tr><td>Australian bonds</td><td>(1.80)</td><td>(11.05)</td></tr> <tr><td>Australian inflation linked bonds</td><td>(2.32)</td><td>(10.75)</td></tr> <tr><td>Cash</td><td>0.04</td><td>(0.01)</td></tr> </tbody> </table> </div> </div> <p>The NSW TCorpIM Medium Term Growth Fund has returned -6.42% over the past 12 months and is currently lagging its long term objective of CPI+2% p.a. over 7 years.</p> <table border="1"> <thead> <tr> <th></th> <th>10 year (% p.a.)</th> <th>7 year (% p.a.)</th> <th>3 year (% p.a.)</th> <th>1 year %</th> <th>FYTD %</th> <th>1 month %</th> </tr> </thead> <tbody> <tr> <td>TCorpIM Medium Term Growth Fund</td> <td>4.69</td> <td>3.06</td> <td>0.70</td> <td>(6.42)</td> <td>(6.42)</td> <td>(2.51)</td> </tr> <tr> <td>CPI + 2.0% p.a. (over rolling 7 years)⁽¹⁾</td> <td>4.25</td> <td>4.15</td> <td>4.79</td> <td>6.77</td> <td>6.77</td> <td>0.64</td> </tr> <tr> <td>Excess return to CPI + 2.0% p.a.</td> <td>0.44</td> <td>(1.09)</td> <td>(4.09)</td> <td>(13.19)</td> <td>(13.19)</td> <td>(3.16)</td> </tr> </tbody> </table> <p>When investing in growth assets such as domestic and international shares and property, either directly or through a managed fund such as NSW TCorpIM’s Medium Term Growth Fund, it is important to keep a long term view, particularly during times of short term volatility such as the past six months.</p> <p>Over two decades of annual returns of individual asset classes within the NSW TCorpIM funds show that in any given year a different asset class can be the top performer, however Cash has rarely in the top half of performance. Shares and property have had the best average returns over the past 20+ years, but they also have had the highest annual highs and the lowest annual lows.</p>	Asset class performance	1 month %	FYTD %	Australian shares	(8.12)	(6.05)	International shares	(8.02)	(8.85)	Core alternatives	(2.18)	(2.64)	Defensive alternatives	3.83		Global credit	(3.52)	(12.70)	Bank loans	(3.10)	(4.13)	Emerging market debt	(6.07)	(17.62)	Short term income	(0.11)		High yield	(6.98)	(11.52)	Australian bonds	(1.80)	(11.05)	Australian inflation linked bonds	(2.32)	(10.75)	Cash	0.04	(0.01)		10 year (% p.a.)	7 year (% p.a.)	3 year (% p.a.)	1 year %	FYTD %	1 month %	TCorpIM Medium Term Growth Fund	4.69	3.06	0.70	(6.42)	(6.42)	(2.51)	CPI + 2.0% p.a. (over rolling 7 years) ⁽¹⁾	4.25	4.15	4.79	6.77	6.77	0.64	Excess return to CPI + 2.0% p.a.	0.44	(1.09)	(4.09)	(13.19)	(13.19)	(3.16)
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Holdings in the investment portfolio are considered to be sound with little risk of long term capital loss:

Other Key Risks: The following risks may also apply to Council's investments:

- **Liquidity risk:** The risk that Council may be unable to sell any or part of an investment on to the secondary market at a level suitable to them – or at all. Tradeable securities may be liquid in normal market conditions; however rates/margins may change substantially in periods of market stress.
- **Interest Rate Risk:** The risk to the value of an investment caused by changes in market interest rates. Floating Rate Securities have limited interest rate risk; Fixed Rate Securities are exposed to mark-to-market changes caused by movements in swap markets.
- **Market Risk:** The risk to the value of an investment caused by changes in related markets. Tradeable securities are exposed to market perceptions of issuer credit and credit markets generally.
- **Issuer/Credit risk:** The risk of default of the Issuer/Counterparty. Note that any issuer default may result in partial or total investor capital loss.



Appendix B – NSW Local Government Eligible Investments

Definitions of Eligible ADI Investments:

At call deposits: Cash invested on an overnight basis with an Australian Authorised Deposit-taking Institution (ADI). Funds can be recalled or re-invested prior to the bank's Real Time Gross Settlement cut-off each day.

Benefits

- At call accounts provides a quick and easy investment solution for current balances that are not being used otherwise.

Major Risks / Disadvantages

- Potentially a lower return investment product.
- Credit risk is a function of the creditworthiness of the issuer.

Covered Bonds: interest bearing senior ranking debt obligations of an Authorised Deposit-taking Institution (ADI) which have specific bank assets, ie loans, backing the bond. Covered bonds are market traded securities. They can be either fixed rate or floating rate interest bearing and typically are issued with 5+ year maturities. In the case of a bank failure, holders of covered bonds rank ahead of depositors and unsecured senior bond holders having first recourse to the underlying pool of assets backing the bond. If the pool's assets are not sufficient to meet the covered bond's obligations, holders then have recourse to the bank's total assets equal to other senior unsecured bondholders.

Benefits

- Highest ranking securities within a bank's capital structure.
- Securities are liquid allowing them to be sold on the secondary market.
- Fixed rate: Future coupons are known which helps with cash flow forecasting.
- Floating rate: Coupons move with the market, allowing for investor participation when interest rates increase.

Major Risks / Disadvantages

- Credit risk is a function of the creditworthiness of the issuer/ underlying assets.
- Fixed rate: interest rate risk applies in that a pre-determined coupon rate is locked in.
- Floating rate: coupons move with the market, allowing for reduced earning capacity when interest rates decrease.

Current Covered Bond offerings are not representing good value for Council's portfolio, however these are being reviewed on an ongoing basis and should any issuance present an attractive proposition for Council's portfolio Prudential shall bring it to Council's attention.



Term deposits: interest bearing deposit held at an ADI for a specific contracted period. Term deposits are not tradeable in the market. They typically have a fixed rate for their life, but floating rate term deposits are also available. Prior to the introduction of Covered Bonds into the Australian market, in early 2012, term deposits ranked at the top of an ADI's capital structure.

Benefits

- Term deposits are considered to be a relatively low-risk investment.
- As these funds are not callable prior to maturity, banks generally offer a return premium.
- This type of investment allows investors to match cash flow requirements.
- The return is known.

Major Risks/ Disadvantages

- Liquidity risk applies in that deposits are not redeemable before maturity. Deposits may not be breakable at all or may only be broken after a prohibitive break fee is paid.
- Interest Rate risk applies in that the rate of return is fixed.
- Credit risk is a function of the creditworthiness of the ADI.
- Counterparty/credit risk increases if invested with unrated/low rated financial institutions.

Term Deposits are providing good value and are being actively recommended to Council. As with all investments there is a risk/reward trade-off - even with term deposits from Australian ADI's - and these are being actively monitored.

Bank Bills and Negotiable Certificates of Deposits (NCDs): are similar types of interest bearing securities issued/accepted by ADIs, typically short dated. Unlike term deposits, these are tradeable in the market prior to maturity.

Benefits

- Counterparty party risk is partially mitigated by the accepting/issuing bank, which is typically a bank with very high credit rating.
- The return on the bank Bill and NCD is known if held until maturity.
- Bank bills and NCDs are liquid and can be traded on the secondary market.

Major Risks /Disadvantages

- Being a lower risk investment option, Bank Bills/NCDs provide a lower return.
- Interest Rate risk is present in that the rate is locked in for a fixed term.
- Credit risk is a function of the creditworthiness of the accepting/ issuing bank.



These securities provide exceptional liquidity and in the current climate are very useful where this is a key requirement for cash flow management. However, most current offerings are not providing as attractive a return as available from Term Deposits. As with other eligible investments, these are being regularly monitored, particularly as the margins on Term Deposits narrow.

Senior Debt Bonds: interest bearing securities which are senior debt obligations of the issuing ADI. Senior bonds are tradeable in the market. They can be either fixed rate or floating rate interest bearing and are typically issued with 3+ year maturities. Interest is paid at scheduled intervals based on the face value of the bond with repayment of capital paid upon maturity. In the case of a bank failure, senior bond holders rank above subordinated debt holders and shareholders but below covered bond holders and depositors.

Benefits

- High ranking securities within a bank's capital structure.
- Securities are liquid allowing them to be sold on the secondary market.
- Fixed rate: Future coupons are known which helps with cash flow forecasting.
- Floating rate: Coupons move with the market, allowing for investor participation when interest rates increase.

Major Risks / Disadvantages

- Credit risk is a function of the creditworthiness of the issuer/ underlying assets.
- Interest rate risk applies in that a pre-determined coupon rate is locked in.
- Fixed rate: interest rate risk applies in that a pre-determined coupon rate is locked in.
- Floating rate: coupons move with the market, allowing for reduced earning capacity when interest rates decrease.

Australian-owned ADIs regularly issue Senior Bank Bond issues and many NSW Councils include these in their portfolios. Council has historically not invested in these, but if it were to consider long dated income producing exposures these would be compared to long dated TDs.

Other NSW Local Government Eligible Investments (Non-ADI):

Commonwealth/State/Territory Government securities e.g. bonds:-

These are interest paying securities which are issued by one of the above Australian government bodies and are guaranteed by that issuer. As such, these securities carry the same credit rating as the issuing government body.

Benefits

- Among the most secure investments available to Australian investors.
- Future coupons are known which helps with cash flow forecasting.

Major Risks / Disadvantages

- Typically much lower yielding than other investment options due to low investment risk of issuer.
- Interest rate risk applies in that a pre-determined coupon rate is locked in.



Commonwealth and State and Territory Bond offerings are being reviewed by Prudential on an ongoing basis and those that represent good value to Council will be brought to Council's attention for consideration.

Deposits with NSW Treasury &/or Investments in NSW Treasury Corporation's Investment Management Funds:-

The NSW Treasury Corporation Investment Management Funds (TCorpIM Funds) comprises a number of pooled managed funds options each set up as a unit trust. The current cash and fixed income options available through TCorpIM are the Cash Fund and the Strategic Cash Fund. However, TCorp is closing the Cash Fund later this year.

The Strategic Cash Fund is designed for investments ranging from 1.5 years out to 3 years and pays back redemptions generally within 24 to 72 hours.

In addition, the NSW TCorpIM Medium Term Growth and Long Term Growth Funds provide access to growth assets which are not available via direct investment. Full details of the asset classes and their risks is available via the NSW TCorp website.

Benefits

- Investments are pooled and as such a much more diversified pool of underlying investment is possible over investing in securities directly – particularly for small investment amounts.
- A broader investment pool usually allows for a smoothing of any volatility in the underlying investments.

Major Risks/Disadvantages

- As a unit trust, investment in the TCorpIM Funds are not deposits or liabilities of NSW TCorp.
- The TCorp IM Funds are subject to market and liquidity risk associated with their underlying securities.
- Usually an additional layer of fees is incurred via a managed fund to pay for fund manager costs.

Council currently has holdings in the NSW TCorpIM Medium Term Growth Fund.



Appendix C – Australian ADI Credit Ratings

S&P Ratings (unless noted otherwise)	As at 30 June 2022 (Changes within past 12 months in yellow)				
Issuer Name	Rating Type	Long Term Ratings	Date	Short Term Ratings	Date
Long term 'AA' rating category					
ANZ Bank New Zealand Ltd	Issuer	AA-	01-Dec-2011	A-1+	11-Sep-1996
	Outlook	Stable	07-Jun-2021		
Commonwealth Bank of Australia	Issuer	AA-	01-Dec-2011	A-1+	14-Jun-1996
	Outlook	Stable	07-Jun-2021		
National Australia Bank Limited	Issuer	AA-	01-Dec-2011	A-1+	15-Nov-1994
	Outlook	Stable	07-Jun-2021		
Westpac Banking Corporation	Issuer	AA-	01-Dec-2011	A-1+	12-Sep-1996
	Outlook	Stable	07-Jun-2021		
Bank of Melbourne		Refer to Westpac Banking Corp		Refer to Westpac Banking Corp	
Bankwest		Refer to Commonwealth Bank of Aust		Refer to Commonwealth Bank of Aust	
St George Bank		Refer to Westpac Banking Corp		Refer to Westpac Banking Corp	
Long term 'A' rating category					
Cuscal Limited	Issuer	A+	22-Dec-2010	A-1	22-Dec-2010
	Outlook	Positive	27-Apr-2021		
HSBC Bank Australia Limited	Issuer	A+	30-Jul-2013	A-1	30-Jul-2013
	Outlook	Stable	30-Jul-2013		
Macquarie Bank Ltd	Issuer	A+	11-Dec-2019	A-1	17-Jan-1994
	Outlook	Stable	07-Jun-2021		
Rabobank Australia Ltd	Issuer	A+ (parent rating)	04-Nov-2014	A-1 (parent rating)	04-Nov-2014
	Outlook	Stable	24-Jun-2021		
Suncorp-Metway Limited	Issuer	A+	29-Jun-2022	A-1	29-Jun-2022
	Outlook	Negative	29-Jun-2022		
ABN AMRO Bank N.V.	Issuer	A	16-Nov-2012	A-1	05-Feb-2010
	Outlook	Stable	02-Feb-2021		
Bank of China Ltd	Issuer	A	30-Nov-2011	A-1	30-Nov-2011
	Outlook	Stable	30-Nov-2011		
ING Bank (Australia) Ltd	Issuer	A	27-Jul-2017	A-1	27-Jul-2017
	Outlook	Stable	27-Jul-2017		
Long term 'BBB' rating category					
AMP Bank Ltd	Issuer	BBB	07-Sep-2020	A-2	01-Mar-2019
	Outlook	Positive	30-Jun-2022		
Bank of Queensland Limited	Issuer	BBB+	22-May-2017	A-2	04-Sep-2013
	Outlook	Positive	27-Apr-2021		
Bendigo & Adelaide Bank Limited	Issuer	BBB+	22-May-2017	A-2	29-May-2002
	Outlook	Positive	27-Apr-2021		
Heritage Bank Ltd	Issuer	Baa1 (Moody's)	20-Jun-2017	P-2 (Moody's)	20-Jun-17
	Outlook	Stable	20-Jun-2017		
Mystate Financial Ltd	Issuer	Baa1 (Moody's)	17-Oct-2017	P-2 (Moody's)	17-Oct-17
	Outlook	Stable	17-Oct-2017		
RACQ Bank (ex-QT Mutual Bank)	Issuer	BBB+	16-Jul-2012	A-2	16-Jul-2012
	Outlook	Stable	24-Nov-2016		
Rural Bank Ltd		Refer to Bendigo & Adelaide Bank		Refer to Bendigo & Adelaide Bank	
Australian Central Credit Union Ltd (Peoples Choice Credit Union)	Issuer	BBB	22-May-2017	A-2	15-Jun-2012
	Outlook	Positive	27-Apr-2021		
Auswide Bank Ltd	Issuer	Baa2 (Moody's)	18-Sep-2017	P-2 (Moody's)	18-Sep-2017
	Outlook	Stable	18-Sep-2017		
Bank Australia	Issuer	BBB	22-May-2017	A-2	21-Jan-2008
	Outlook	Positive	27-Apr-2021		
Defence Bank Ltd	Issuer	BBB	22-May-2017	A-2	22-Apr-2013
	Outlook	Positive	27-Apr-2021		
Great Southern Bank (ex-CUA)	Issuer	BBB	22-May-2017	A-2	15-Oct-2010
	Outlook	Positive	27-Apr-2021		
Greater Bank Ltd	Issuer	BBB	22-May-2017	A-2	12-Oct-2008
	Outlook	Positive	27-Apr-2021		
IMB Ltd	Issuer	Baa1 (Moody's)	22-Dec-2017	P-2 (Moody's)	22-Dec-2017
	Outlook	Stable	22-Dec-2017		
Members Equity Bank Pty Ltd		Refer to Bank of Queensland		Refer to Bank of Queensland	
Newcastle Permanent Building Society Ltd	Issuer	BBB	22-May-2017	A-2	12-Oct-2004
	Outlook	Positive	27-Apr-2021		
Police & Nurses Ltd	Issuer	BBB	01-Sep-2014	A-2	02-Feb-2012
	Outlook	Positive	27-Apr-2021		
Police Bank Ltd	Issuer	BBB	22-May-2017	A-2	02-Feb-2012
	Outlook	Positive	27-Apr-2021		
Teachers Mutual Bank Ltd	Issuer	BBB	22-May-2017	A-2	04-Aug-2010
	Outlook	Positive	27-Apr-2021		
Qudos Bank (Qantas Staff Credit Union Ltd)	Issuer	Baa1 (Moody's)	29-Jul-2019	P-2 (Moody's)	29-Jul-2019
	Outlook	Stable	29-Jul-2019		
QBank (QPCU Ltd)	Issuer	BBB-	22-May-2017	A-3	22-May-2017
	Outlook	Positive	27-Apr-2021		



Appendix D – Standard & Poor’s Credit Ratings Definitions

Short-Term Issue Credit Ratings

Category	Definition
A-1	A short-term obligation rated 'A-1' is rated in the highest category by Standard & Poor's. The obligor's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.
A-2	A short-term obligation rated 'A-2' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.
A-3	A short-term obligation rated 'A-3' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.
B	A short-term obligation rated 'B' is regarded as vulnerable and has significant speculative characteristics. The obligor currently has the capacity to meet its financial commitments; however, it faces major ongoing uncertainties which could lead to the obligor's inadequate capacity to meet its financial commitments.
C	A short-term obligation rated 'C' is currently vulnerable to nonpayment and is dependent upon favorable business, financial, and economic conditions for the obligor to meet its financial commitment on the obligation.
D	A short-term obligation rated 'D' is in default or in breach of an imputed promise. For non-hybrid capital instruments, the 'D' rating category is used when payments on an obligation are not made on the date due, unless Standard & Poor's believes that such payments will be made within any stated grace period. However, any stated grace period longer than five business days will be treated as five business days. The 'D' rating also will be used upon the filing of a bankruptcy petition or the taking of a similar action and where default on an obligation is a virtual certainty, for example due to automatic stay provisions. An obligation's rating is lowered to 'D' if it is subject to a distressed exchange offer.

Long-Term Issue Credit Ratings*

Category	Definition
AAA	An obligation rated 'AAA' has the highest rating assigned by Standard & Poor's. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.
AA	An obligation rated 'AA' differs from the highest-rated obligations only to a small degree. The obligor's capacity to meet its financial commitment on the obligation is very strong.
A	An obligation rated 'A' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher-rated categories. However, the obligor's capacity to meet its financial commitment on the obligation is still strong.
BBB	An obligation rated 'BBB' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.
BB; B; CCC; CC; and C	Obligations rated 'BB', 'B', 'CCC', 'CC', and 'C' are regarded as having significant speculative characteristics. 'BB' indicates the least degree of speculation and 'C' the highest. While such obligations will likely have some quality and protective characteristics, these may be outweighed by large uncertainties or major exposures to adverse conditions.
BB	An obligation rated 'BB' is less vulnerable to nonpayment than other speculative issues. However, it faces major ongoing uncertainties or exposure to adverse business, financial, or economic conditions which could lead to the obligor's inadequate capacity to meet its financial commitment on the obligation.
B	An obligation rated 'B' is more vulnerable to nonpayment than obligations rated 'BB', but the obligor currently has the capacity to meet its financial commitment on the obligation. Adverse business, financial, or economic conditions will likely impair the obligor's capacity or willingness to meet its financial commitment on the obligation.
CCC	An obligation rated 'CCC' is currently vulnerable to nonpayment, and is dependent upon favorable business, financial, and economic conditions for the obligor to meet its financial commitment on the obligation. In the event of adverse business, financial, or economic conditions, the obligor is not likely to have the capacity to meet its financial commitment on the obligation.
CC	An obligation rated 'CC' is currently highly vulnerable to nonpayment. The 'CC' rating is used when a default has not yet occurred, but Standard & Poor's expects default to be a virtual certainty, regardless of the anticipated time to default.
C	An obligation rated 'C' is currently highly vulnerable to nonpayment, and the obligation is expected to have lower relative seniority or lower ultimate recovery compared to obligations that are rated higher.
D	An obligation rated 'D' is in default or in breach of an imputed promise. For non-hybrid capital instruments, the 'D' rating category is used when payments on an obligation are not made on the date due, unless Standard & Poor's believes that such payments will be made within five business days in the absence of a stated grace period or within the earlier of the stated grace period or 30 calendar days. The 'D' rating also will be used upon the filing of a bankruptcy petition or the taking of similar action and where default on an obligation is a virtual certainty, for example due to automatic stay provisions. An obligation's rating is lowered to 'D' if it is subject to a distressed exchange offer.
NR	This indicates that no rating has been requested, or that there is insufficient information on which to base a rating, or that Standard & Poor's does not rate a particular obligation as a matter of policy.

*The ratings from 'AA' to 'CCC' may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

POLICY AND GENERAL COMMITTEE

August 15, 2022

ITEM 9BROKEN HILL CITY COUNCIL REPORT NO. 185/22SUBJECT: INVESTMENT REPORT FOR JULY 2022 D22/42670**Recommendation**

1. That Broken Hill City Council Report No. 185/22 dated August 15, 2022, be received.

Executive Summary:

The *Local Government (General) Regulation 2021* (Part 9, Division 5, Clause 212), effective from 1 September 2021, requires the Responsible Accounting Officer of a Council to provide a written report setting out details of all monies that have been invested under Section 625 (2) of the *Local Government Act 1993*, as per the Minister's Amended Investment Order gazetted 11 March 2011. The Responsible Accounting Officer must also include in the report, a certificate as to whether the investment has been made in accordance with the Act, the Regulations and the Council's Investment Policy.

As at 31 July 2022, Council's Investment Portfolio had a current market valuation of \$22,444,066 or principal value (face value) of \$22,424,141 and was compliant with policy and legislative requirements as per the below table.

Report:

Council's investments as at 31 July 2022 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

The International Monetary Fund (IMF), citing monetary tightening, China lockdowns and ripple effects from the war in Ukraine, cut its global growth forecasts to 3.2% for 2022 and to 2.9% for 2023. While the IMF is not forecasting a global recession, it notes that the risks are tilted to the downside. US June quarter GDP contracted by -0.9%pa which, after the March quarter contraction, met the unofficial “two quarters in a row of GDP falls” concept of a recession but with the US labour market still strong it may not be formally classified as a recession. On the bright side, economists are cautiously optimistic that global inflation pressures appear to be at or close to peaking. A combination of a falling trend in work backlogs, freight rates, metal prices, grain prices and even oil prices is likely to flow through to lower monthly inflation readings over the next 6 months. Evidence of slowing demand should then start to take pressure off central banks and slow the pace of rate hikes in time to avoid a deep recession. Global share markets mostly recorded healthy rebounds in July following their poor June results. The markets pinned their hopes that slowing growth will see central banks ease up on the pace of monetary tightening helped along by mostly good earnings results. The US S&P 500 index gained over 9%, European shares were up 7.6%, and Japanese shares rose 3.17%. Australian shares recorded solid improvement as the ASX All Ords was up 6.3% led by the IT and Financials sectors.

Domestic issues

Inflation data came in slightly below market expectations, at +6.1% for the year ending June. Behind the headline figure, underlying price pressures among a wide breadth of sectors are still rising with the trimmed mean rate, which excludes extreme changes, rising to 4.9%, its highest since 1990. Australian economists expect inflation to remain manageable over the next 1-2 years with inflation expected to fall back to the mid-3% area in a year and mid-2% area in 2 years. Similarly, the Federal Treasurer’s statement on the economy forecasted inflation to fall inside the 2-3% target in 2024 after hitting a peak of 7.75% at the end of 2022. Other domestic economic releases were mixed:

- a strong jobs report showed employment up far more than expected with unemployment falling to 3.5% its lowest level since 1974;
- the June quarter NAB business survey showed a drop in confidence for the second quarter in a row;
- retail sales growth slowed to 0.2% likely reflecting the drag from cost of living pressures and rising mortgage rates.

Interest rates

The RBA hiked the official cash rate another 50 basis points, from 0.85% to 1.35% at its July meeting with the Board noting that the level of interest rates was still very low for an economy with a tight labour market and facing a period of higher inflation. The Board agreed that further rate hikes would be needed over the months ahead to normalise monetary conditions in Australia. The market lowered its cash rate expectations over the past month, pricing in a 3.25% cash rate by the end of the 2022/23 Financial Year, down from an expected 3.50% in June.

Investment Portfolio Commentary

Council’s investment portfolio returned 8.69%pa (0.71% actual) for the month versus the bank bill index benchmark return of 1.45%pa. For the past 12 months, the investment portfolio has returned -0.43% versus the bank bill index benchmark’s 0.22%pa. Council had no maturities or new investments in term deposits during the month. Share and bond markets became optimistic that slowing economic growth will see central banks ease up on monetary tightening. This helped the NSW TCorpIM Medium Term Growth Fund record a solid marked-to-market return of 3.02% (actual).

The Australian share market (All Ords) gained over 6% in July led higher by the Financials (over 9%) and IT (over 15%) sectors. All major sectors recorded gains with the exception of

Mining/Materials which slipped by 0.45%. Council has a well-diversified portfolio invested predominantly among a range of term deposits and senior ranked floating rate notes from highly rated government and Australian bank issuers. Council also has exposure to a wide range of asset classes, including international and domestic shares via the NSW TCorp Medium Term Growth Fund. It is expected that Council's portfolio will achieve above benchmark returns over the medium/long term with prudent investment selection.

Council's Portfolio by Source of Funds – July 2022

As at 31 July 2022, Council's Investment Portfolio had a current market valuation of \$22,444,066 or principal value (face value) of \$22,424,141 and was compliant with policy and legislative requirements as per the table above.

	Source of Funds	Principal Amount
GENERAL Fund	Operating Capital & Internal Restrictions	\$15,456,141
	Royalties Reserve	\$795,000
	Domestic Waste Management Reserve	\$2,167,000
	Grants	\$4,006,000
	TOTAL PORTFOLIO	\$22,424,141

Certificate by Responsible Accounting Officer

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

Community Engagement:

Nil

Strategic Direction:

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

Relevant Legislation:

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

Financial Implications:

The recommendation has no financial impact.

Attachments

1. [↓](#) July 2022 Investment Report

SIMON BROWN
CHIEF FINANCIAL OFFICER

JAY NANKIVELL
GENERAL MANAGER



**Investment Summary Report
July 2022**



Broken Hill City Council

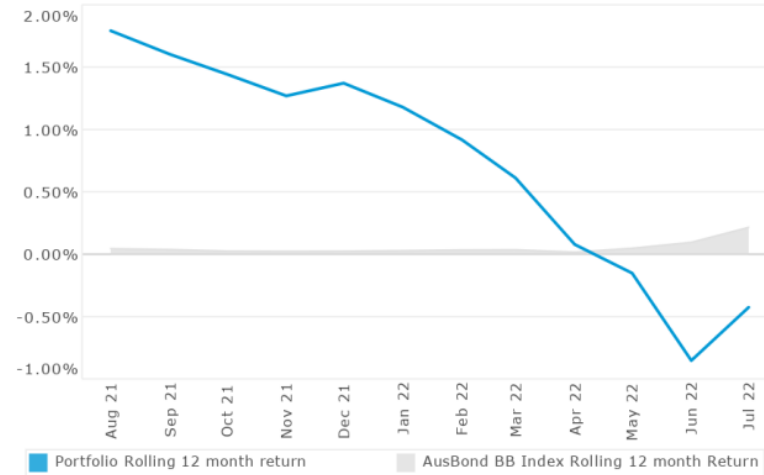
Executive Summary - July 2022



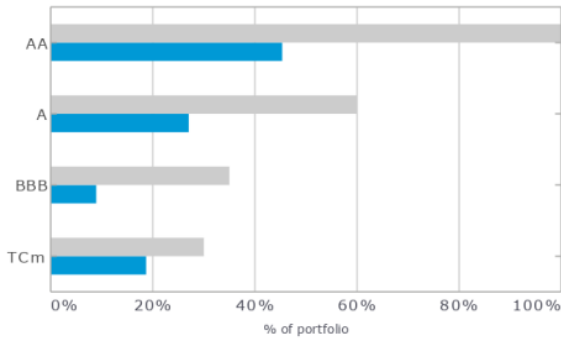
Investment Holdings

	Face Value (\$)	Current Value (\$)
Cash	13,731,481	13,731,481
Managed Funds	4,192,660	4,192,660
Term Deposit	4,500,000	4,519,925
	22,424,141	22,444,066

Investment Performance

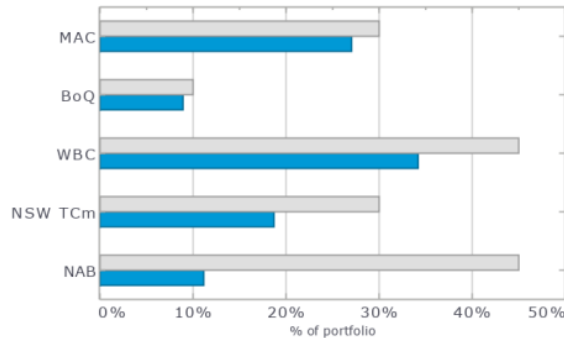


Total Credit Exposure



Investment Policy Compliance

Individual Institutional Exposures



Term to Maturities

	Face Value (\$)		Policy Max
0 to 1 yrs	21,424,141	96%	100%
1 to 10 yrs	1,000,000	4%	60%
	22,424,141		

Specific Sub Limits

5 to 10 yrs	0	0%	30%
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■ Portfolio Exposure
 ■ Investment Policy Limit

Broken Hill City Council

Investment Holdings Report - July 2022



Cash Accounts							
Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference	
2,204,549.23	0.0000%	Westpac Group	AA-	2,204,549.23	473409	Cheque	
5,462,910.78	1.8000%	Westpac Group	AA-	5,462,910.78	535442	90d Notice	
6,064,020.94	1.3500%	Macquarie Bank	A+	6,064,020.94	540354	Accelerator	
13,731,480.95	1.3123%			13,731,480.95			

Managed Funds							
Face Value (\$)	Monthly Return (%)	Institution	Credit Rating	Funds Name	Current Value (\$)	Deal No.	Reference
4,192,659.83	3.0155%	NSW T-Corp (MT)	TCm	Medium Term Growth Fund	4,192,659.83	536441	
4,192,659.83	3.0155%				4,192,659.83		

Term Deposits											
Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
12-Oct-22	500,000.00	0.4100%	National Australia Bank	AA-	500,000.00	13-Oct-21	501,640.00	541988	1,640.00	At Maturity	
24-Oct-22	500,000.00	1.4500%	National Australia Bank	AA-	500,000.00	27-Apr-22	501,906.85	542702	1,906.85	At Maturity	
16-Nov-22	500,000.00	0.7000%	ME Bank	BBB+	500,000.00	17-Nov-21	502,464.38	542099	2,464.38	At Maturity	
8-Dec-22	500,000.00	2.8000%	ME Bank	BBB+	500,000.00	8-Jun-22	502,071.23	542853	2,071.23	At Maturity	
27-Apr-23	500,000.00	2.1500%	National Australia Bank	AA-	500,000.00	27-Apr-22	502,827.40	542701	2,827.40	At Maturity	
4-Jul-23	1,000,000.00	3.9000%	ME Bank	BBB+	1,000,000.00	30-Jun-22	1,003,419.18	542914	3,419.18	At Maturity	
16-Aug-23	500,000.00	0.6200%	National Australia Bank	AA-	500,000.00	18-Aug-21	502,955.62	541757	2,955.62	Annually	
27-Sep-23	500,000.00	0.6300%	National Australia Bank	AA-	500,000.00	29-Sep-21	502,640.82	541935	2,640.82	Annually	
	4,500,000.00	1.8400%			4,500,000.00		4,519,925.48		19,925.48		

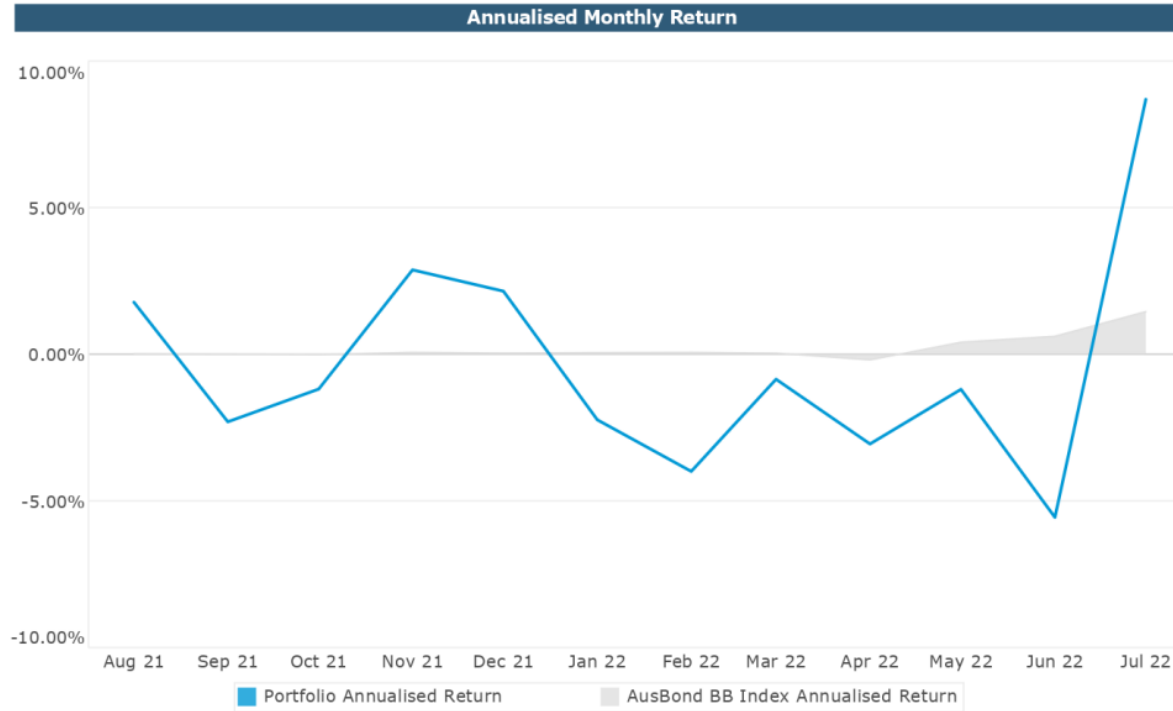
Broken Hill City Council

Accrued Interest Report - July 2022



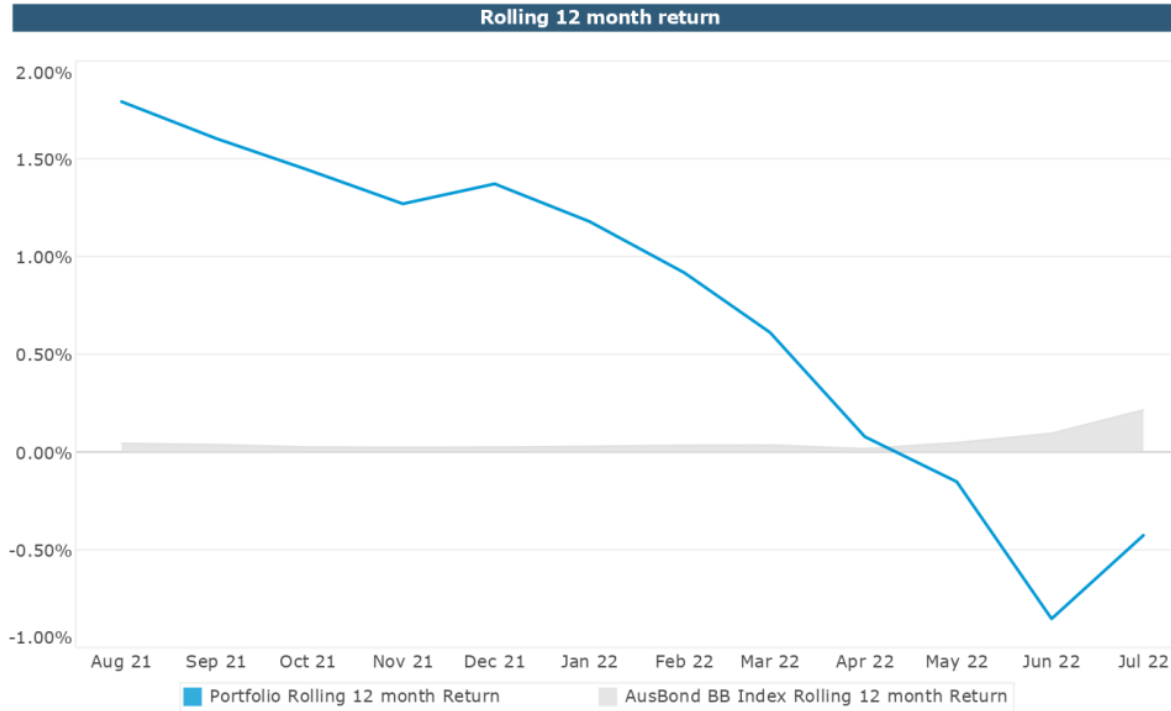
Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Yield Accrued (\$)	Interest Yield (% pa)
Cash									
Macquarie Bank	540354					5,742.86	0	5,742.86	1.35%
Westpac Group	473409					0.01	0	0.01	0.00%
Westpac Group	535442					6,159.40	0	6,159.40	1.80%
						11,902.27		11,902.27	1.25%
Managed Funds									
NSW T-Corp Defensive Cash Funds	535329				1-Jul-22	0.00	0	0.00	
NSW T-Corp Medium Term Growth Fund	536441				1-Sep-22	0.00	0	122,730.59	41.88%
						0.00		122,730.59	41.88%
Term Deposits									
National Australia Bank	541988		500,000.00	13-Oct-21	12-Oct-22	0.00	31	174.11	0.41%
National Australia Bank	542702		500,000.00	27-Apr-22	24-Oct-22	0.00	31	615.75	1.45%
ME Bank	542099		500,000.00	17-Nov-21	16-Nov-22	0.00	31	297.26	0.70%
ME Bank	542853		500,000.00	8-Jun-22	8-Dec-22	0.00	31	1,189.04	2.80%
National Australia Bank	542701		500,000.00	27-Apr-22	27-Apr-23	0.00	31	913.02	2.15%
ME Bank	542914		1,000,000.00	30-Jun-22	4-Jul-23	0.00	31	3,312.33	3.90%
National Australia Bank	541757		500,000.00	18-Aug-21	16-Aug-23	0.00	31	263.29	0.62%
National Australia Bank	541935		500,000.00	29-Sep-21	27-Sep-23	0.00	31	267.53	0.63%
						0.00		7,032.33	1.84%
Grand Totals						11,902.27		141,665.19	8.69%

Broken Hill City Council
Investment Performance Report - July 2022



Historical Performance Summary (%pa)			
	Portfolio	Annualised BB Index	Outperformance
Jul 2022	8.69%	1.45%	7.24%
Last 3 months	0.54%	0.83%	-0.29%
Last 6 months	-1.01%	0.40%	-1.41%
Financial Year to Date	8.69%	1.45%	7.24%
Last 12 months	-0.43%	0.22%	-0.65%

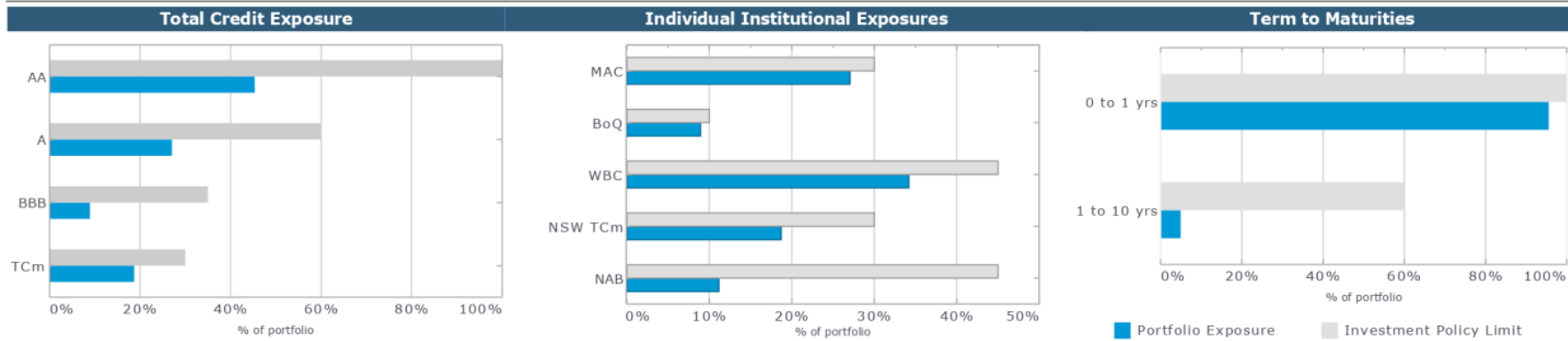
Broken Hill City Council
Investment Performance Report - July 2022



Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
Jul 2022	0.71%	0.12%	0.59%
Last 3 months	0.14%	0.21%	-0.07%
Last 6 months	-0.50%	0.20%	-0.70%
Financial Year to Date	0.71%	0.12%	0.59%
Last 12 months	-0.43%	0.22%	-0.65%

Broken Hill City Council

Investment Policy Compliance Report - July 2022



Credit Rating Group	Face Value (\$)	% of Portfolio	Policy Max	Compliance
AA	10,167,460	45%	100%	☐
A	6,064,021	27%	60%	☐
BBB	2,000,000	9%	35%	☐
TCm	4,192,660	19%	30%	☐
Total	22,424,141			

Institution	% of Portfolio	Investment Policy Limit	Compliance
Macquarie Bank (A+)	27%	30%	☐
Bank of Queensland (BBB+)	9%	10%	☐
Westpac Group (AA-)	34%	45%	☐
NSW T-Corp (TCm)	19%	30%	☐
National Australia Bank (AA-)	11%	45%	☐

Term	Face Value (\$)	% of Portfolio	Policy Max	Compliance
0 to 1 yrs	21,424,141	96%	100%	☐
1 to 10 yrs	1,000,000	4%	60%	☐
Total	22,424,141			

Specific Sub Limits	Face Value (\$)	% of Portfolio	Policy Max	Compliance
BBB+	2,000,000	9%	35%	☐

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

☐ = compliant
☐ = non-compliant

Broken Hill City Council

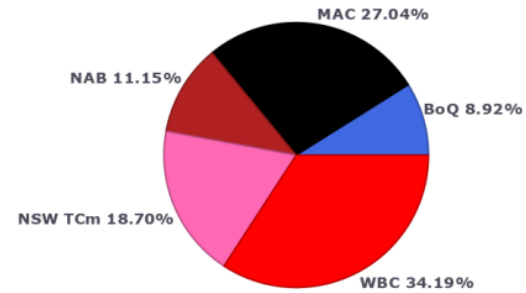
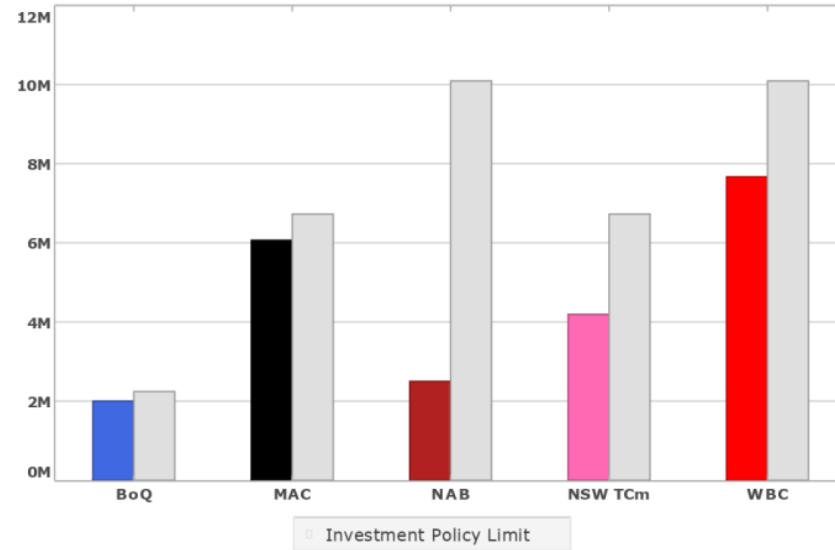
Individual Institutional Exposures Report - July 2022



Individual Institutional Exposures

	Current Exposures		Policy Limit		Capacity
Bank of Queensland (BBB+)	2,000,000	9%	2,242,414	10%	242,414
Macquarie Bank (A+)	6,064,021	27%	6,727,242	30%	663,221
National Australia Bank (AA-)	2,500,000	11%	10,090,863	45%	7,590,863
NSW T-Corp (TCm)	4,192,660	19%	6,727,242	30%	2,534,582
Westpac Group (AA-)	7,667,460	34%	10,090,863	45%	2,423,403
	22,424,141				

Individual Institutional Exposure Charts



Broken Hill City Council
Cashflows Report - July 2022



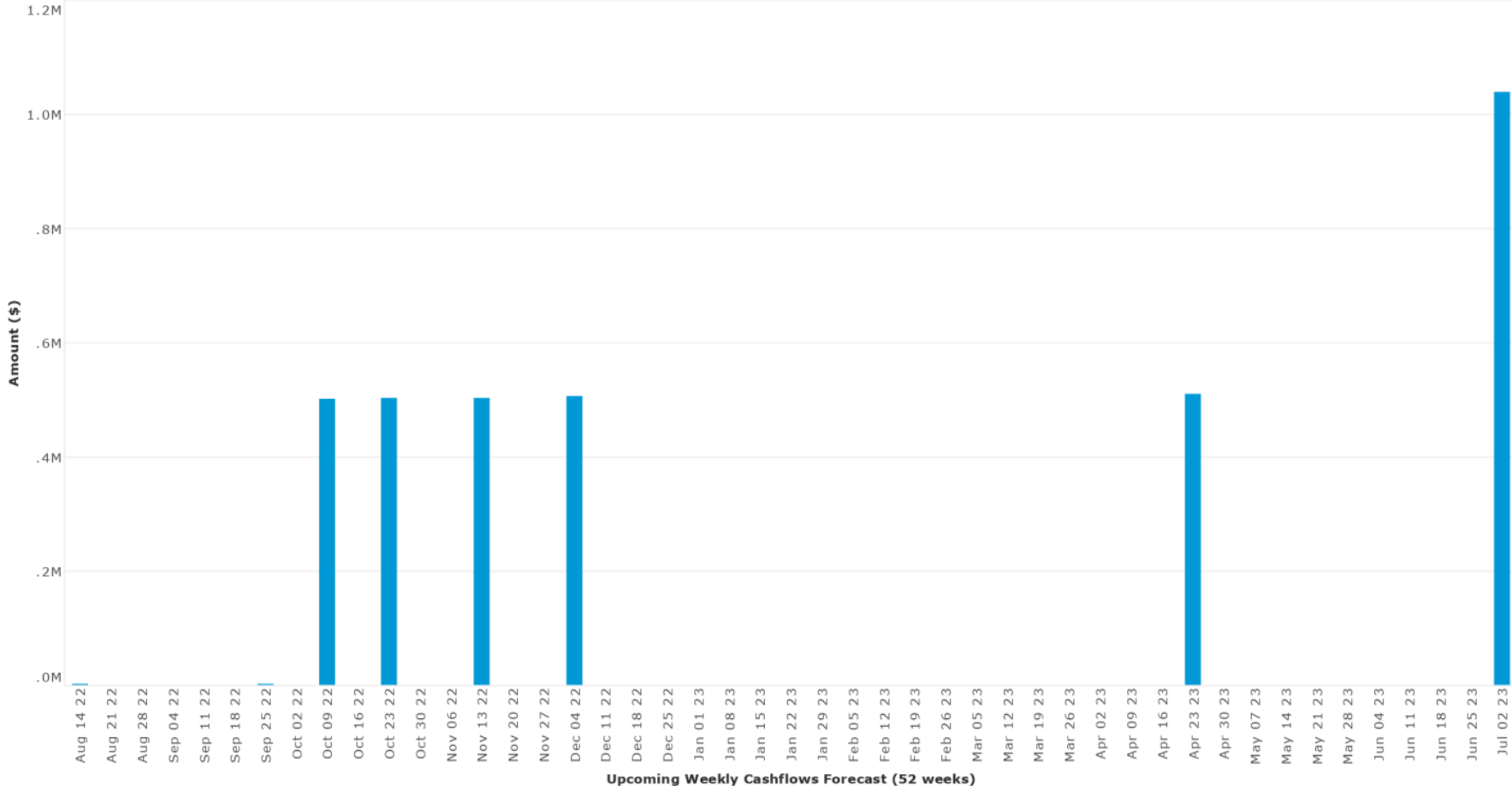
Actual Cashflows for July 2022

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
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Forecast Cashflows for August 2022

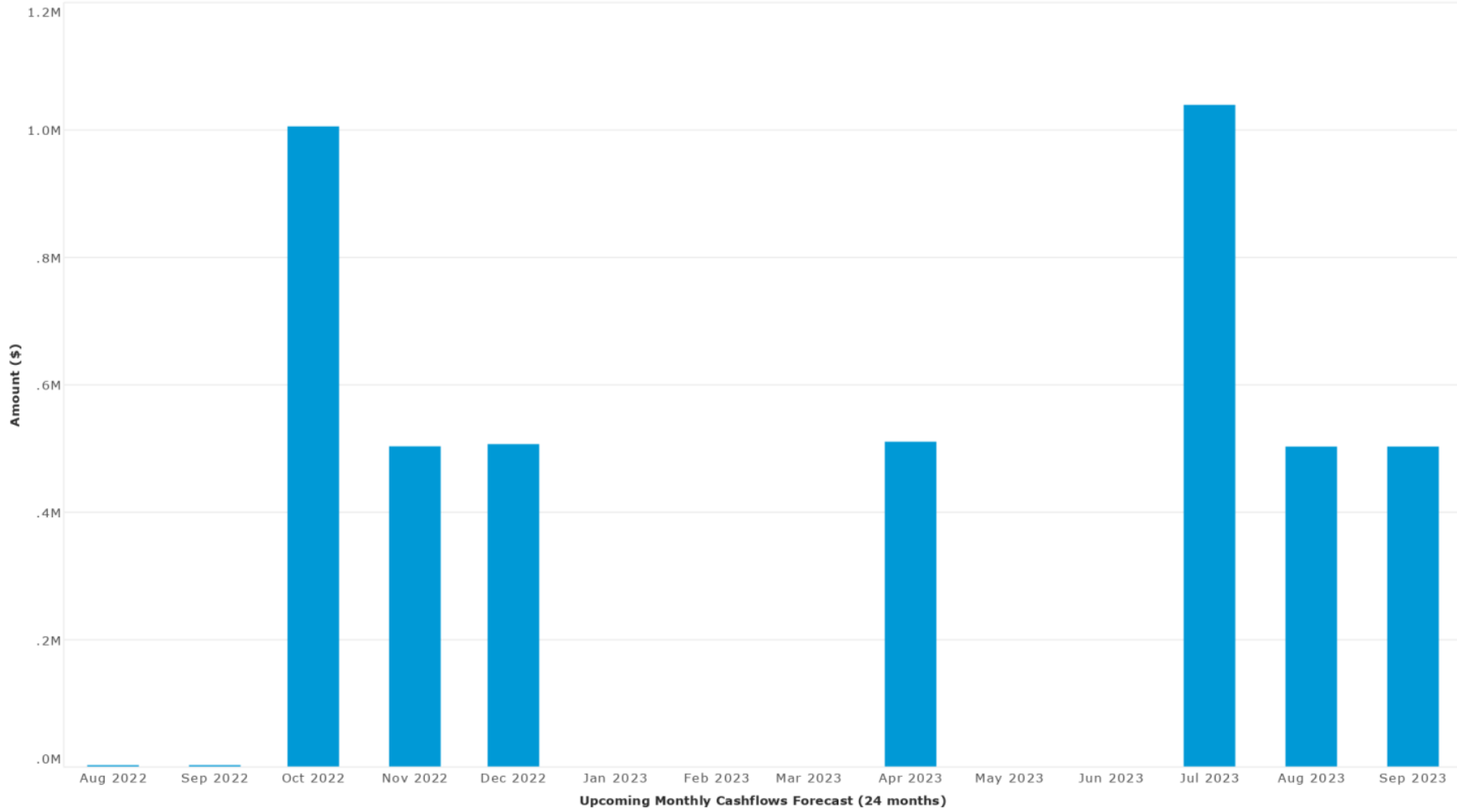
Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
18-Aug-22	541757	National Australia Bank	Term Deposit	During: Interest Received/Paid Dates	3,100.00
<u>Deal Total</u>					<u>3,100.00</u>
Day Total					3,100.00
Total for Month					3,100.00

Broken Hill City Council Cashflows Report - July 2022



Broken Hill City Council

Cashflows Report - July 2022



POLICY AND GENERAL COMMITTEE

August 15, 2022

ITEM 10BROKEN HILL CITY COUNCIL REPORT NO. 186/22

SUBJECT: MEMORANDUM OF UNDERSTANDING - AFL BROKEN HILL AND
BROKEN HILL CITY COUNCIL D22/42487

Recommendation

1. That Broken Hill City Council Report No. 186/22 dated August 15, 2022, be received.
2. That the General Manager be authorised to negotiate and execute a Memorandum of Understanding for a period of two (2) years with AFL Broken Hill.
3. That Council authorise the General Manager to include in the Memorandum of Understanding financial assistance grants of \$10,000 per annum.

Executive Summary:

AFL Broken Hill have written to Council as attached, requesting financial assistance of \$10,000 for 2022 and 2023.

AFL Broken Hill has been severely affected by the COVID-19 pandemic having been forced to cancel the 2020 season and cut short the 2021 season, just prior to finals taking place. Entry fees and food and beverage sales at games account for around 90% of AFL Broken Hill's revenue, this loss of revenue coupled with increasing costs of maintaining the Jubilee Oval has placed the board in an uncomfortable financial position and has led to the request to Council for financial support.

Report:

AFL Broken Hill are the league body for Australian Rules Football in Broken Hill. The league has large participation numbers with Auskick programs as well as Junior and senior competitions for men and women.

Local football competitions were cancelled in 2020 and cut short in 2021 due to restrictions in place due to the COVID-19 pandemic. These cancellations have placed AFL Broken Hill in a precarious financial position as the competitions account for more than 90% of the league's revenue. AFL Broken Hill are somewhat unique in that not only do they administer the sporting competition but are also trustees of the Jubilee oval which is a crown land reserve.

Rising costs associated with maintaining the oval coupled with the lack of football being played in 2020 and 2021 have placed the board in an uncomfortable financial position and is the reason for AFL Broken Hill contacting Council seeking a Covid-19 Recovery package.

AFL broken Hill have supplied their end of year financial report to verify their financial position.

Sport in Broken Hill plays a major role in the community and contributes significantly to the livability of the city, including attracting and retaining residents. AFL Broken Hill and its clubs

are a large part of this with high participation numbers and enables community and family interaction and integration amongst new residents. It is envisaged that a two year memorandum of understanding providing \$10,000 per year will enable AFL Broken Hill to rebuild to a sustainable financial position, without any further Council financial support.

In addition to financial assistance package, Council officers will work with Councils S355 committees to review the fee structure for oval hire at the Alma and Memorial Ovals for inclusion in the 2023/24 budget. Oval hire at these facilities is a significant cost to the league and a review of hire fees in line with current cost recovery may lead to a more sustainable future for the league.

Community Engagement:

Nil.

Strategic Direction:

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

Relevant Legislation:

Nil.

Financial Implications:

If adopted by Council, a financial assistance grant of \$10,000.00 for the current 2022/23 financial year will need to be included and voted at the first quarter budget review report and a financial assistance grant of \$10,000.00 will be included in budget for the 2023/24 financial year.

Attachments

1. [↓](#) Letter - AFL Broken Hill

SIMON BROWN
CHIEF FINANCIAL OFFICER

JAY NANKIVELL
GENERAL MANAGER



Friday 22 July 2022.

Mr J Nankivell
General Manager
Broken Hill City Council
240 Blende Street
Broken Hill NSW 2880.

Dear Jay,

I am writing to you on behalf of AFL Broken Hill.

The board of AFL Broken Hill is charged with administering the sport and serving as trustees of Jubilee Oval which is a crown land reserve.

The Oval is home to cricket and AFL and in recent years has received dual gazetting as recreational and now community.

The request to the Minister to add community was to allow us the opportunity to host events other than sport as we strive to boost our revenue stream.

This has proved successful with the Oval set to host the Glamping site for the HEEL festival in September which will enable us to charge a hire fee.

The threat to our tenure as trustees though has come from a combination of rising costs and Covid -19, the pandemic cruelled our AFL season in 2020 and cut short our 2021 season.

The local football season is the major source of our income and generates over 90% of our revenue.

The last 2 years with lack of football and ever-present costs of maintaining Jubilee Oval with water, power, mowing etc has placed our board in an uncomfortable financial position.

In this post Covid-19 lockdown era we are seeking support from Council to assist us to return to a sustainable financial footing.

We are requesting in simple terms a Covid-19 recovery package.

We believe with the modelling we have undertaken a return to a position of not requiring Council assistance can occur within a 2 year period providing we do not experience the draconian season ending measures we endured in 2020 and 2021.

I have attached the EOFY 2021 financial report to verify our position the 2020 figures display funding from the NSW Stronger Country Communities fund which was money we received for the Oval up-grade which has now mainly been acquitted.

If Council can support us to the amount of \$10,000 in 2022 and again in 2023 we would be most grateful.

As I have stated we are determined to continue in our roles however at this point of time we do require assistance for that position to proceed past 2022.

I am free to discuss at any time our proposal and thank you and the Councillors for considering our position.

Regards,



Andrew Schmidt
Chairman
AFL Broken Hill



POLICY AND GENERAL COMMITTEE

August 4, 2022

ITEM 11BROKEN HILL CITY COUNCIL REPORT NO. 187/22

SUBJECT: RE-ESTABLISHMENT OF E.T. LAMB MEMORIAL OVAL
COMMUNITY COMMITTEE AND COMMITTEE NOMINATIONS
D22/41183

Recommendation

1. That Broken Hill City Council Report No. 187/22 dated August 4, 2022, be received.
2. That Council re-establish the E.T. Lamb Memorial Oval Community Committee.
3. That Council appoints at least one Councillor Representative to the E.T. Lamb Memorial Oval Community Committee.
4. That user groups of the E.T. Lamb Memorial Oval and community representatives, continue to be encouraged to consider an interest in joining the community committee to achieve the required number of members stated in the constitution and for effective management of the asset.
5. That Council appoints Mr Dean Meadows, Mr Luke Driscoll, Mr Ross Morris, Mr Des Rumble and Mr Lyndon Pace as community representatives of the E.T. Lamb Memorial Oval Community Committee, subject to Council resolving to re-establish the 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 resolved to disband the E.T. Lamb Memorial Oval Community Committee at its Meeting held 25 March 2020 (Minute No 46219) due to a decline in membership and inactivity of the remaining Committee to effectively be able to manage the asset.

Council resolved at that meeting:

That major groups of the E.T. Lamb Memorial Oval be encouraged to consider an interest in joining the community committee to allow the s355 Community Committee to re-establish in accordance with s355 Asset Manual and s355 E.T. Lamb Memorial Oval Community Committee Constitution.

Council's future vision for the Committee as stated in the report was,

Given the background of the current situation, it is recommended that the E.T. Lamb Memorial Oval Community Committee be disbanded and formally brought back into Council's operational control for care and maintenance, until such time as full committee membership can be put in place in accordance with Council's adopted s355 Asset Committee Manual and Constitution of the E.T. Lamb Memorial Oval Community Committee.

In accordance with the resolution of the Council in March 2020, to seek potential community membership for management of the E.T. Lamb Memorial Oval Community Committee, Council resolved the following, at its Meeting held 30 March 2022 (Minute No 46795).

That Council invite applications for Committee membership of the inactive E.T. Lamb Memorial Oval Community Committee to consider reestablishment in accordance with the S355 Asset Manual and draft Constitution of the E.T. Lamb Memorial Oval Community Committee.

Report:

Advertising commenced in March 2022 and is ongoing, seeking nominations to fill vacant community representative positions on Section 355 Committees.

Letters of appreciation were sent to outgoing community representatives of all Section 355 Committees as per Council's resolution at the 30 March 2022 Meeting. These letters included encouraging past community members of the E.T. Lamb Memorial Oval Community to submit nominations, to enable consideration of the re-establishment of the Committee, subject to a sufficient number of nominations received.

The Constitution of the E.T. Lamb Memorial Oval Community Committee, Section 8: Structure and Membership states:

- 8.1. *The Committee shall consist of eight (8) 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.*

Council is in receipt of five community representative nominations for the Section 355 E.T. Lamb Memorial Oval Community Committee. These nominations are attached to this report for Council consideration.

It is recommended that five community representatives and one Councillor representative would be a sufficient number to consider re-establishment of the E.T. Lamb Memorial Oval Community Committee. Six representatives in total could be considered a reasonable number to establish an executive and effectively manage the asset, while continuing to seek further nominations for committee membership.

To ensure successful and long-term reinstatement, user groups of the E.T. Lamb Memorial Oval and community representatives, continue to be encouraged to consider an interest in

joining the community committee and achieve the required number of members stated in the constitution for effective management of the asset.

Nominations for membership of E.T. Lamb Memorial Oval Community Committee, received as of Wednesday, 10 August 2022.

- Mr Dean Meadows
- Mr Luke Driscoll
- Mr Ross Morris
- Mr Des Rumble
- Mr Lyndon Pace

In accordance with the Constitution of the E.T. Lamb Memorial Oval Community Committee, at least one Councillor Representative will be required to be appointed.

Community Engagement:

Section 355 Committee nomination invitations in the Barrier Truth is ongoing. Nomination invitations for Section 355 Community Committees have also been posted on Council’s Facebook page. Committee information and related manuals, constitution and the nomination form are available on Council’s Facebook Page.

Reports to Council 25 March 2020 and 30 March 2022.

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993

Financial Implications:

Volunteers perform a vital community service in assisting Council with the operation, management and maintenance of its parks, ovals and reserves and maximises community use of the facilities. Local volunteers have considerable extra knowledge through relationships built with users over time as well as an intimate knowledge of the site they manage. Without such care and attention and involvement by community groups in their local facilities, assets would need to return to direct oversight by Council.

Annual subsidies for E.T. Lamb Memorial Committee can be accommodated from within the current operational budget.

Attachments

1. S355 ET Lamb Memorial Oval Nominations
[↓](#)
2. Council Meeting 30 March 2022 - Minute 46795
[↓](#)
3. Constitution of the ET Lamb Memorial Oval Community Committee - adopted 30.03.2022
[↓](#)

RAZIJA NU'MAN
CHIEF CORPORATE AND COMMUNITY OFFICER

JAY NANKIVELL
GENERAL MANAGER

Section 355 Committee Nomination Form

BROKEN HILL
CITY COUNCIL

Submission date: 21 April 2022, 6:55PM
Receipt number: S355N-19
Related form version: 5

Contact Details

First Name	Dean
Last Name	Meadows
Contact Number	
Do you have an email address?	Yes
Email Address	
Applicant Street Number	
Applicant Street Name	
Applicant Suburb/City	Broken Hill
Applicant State	NSW
Applicant Postcode	2880

Committee Details

Which S355 Committee are you nominating for? ET Lamb Memorial Oval Community Committee

Privacy

- Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998.
- The purpose for collecting your personal information is to obtain and record details to assess your application.
- The supply of your personal information may be by law or voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application.
- Your information will be collected and stored, in accordance with the State Records Act 1998, by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

Declaration

I declare that I am over the age of 18

I declare that I have established ties to the Broken Hill community

I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council

I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee issues

I declare that all the information provided in this application is given by me being the person named as the applicant.

Section 355 Committee Nomination Form

BROKEN HILL
CITY COUNCIL

Submission date: 22 April 2022, 9:06AM
Receipt number: S355N-20
Related form version: 5

Contact Details

First Name Luke
Last Name Driscoll
Contact Number
Do you have an email address? Yes
Email Address
Applicant Street Number
Applicant Street Name
Applicant Suburb/City BROKEN HILL (NSW)
Applicant State NSW
Applicant Postcode 2880

Committee Details

Which S355 Committee are you nominating for? ET Lamb Memorial Oval Community Committee

Privacy

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Declaration

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I declare that I have established ties to the Broken Hill community

I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council

I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee issues

I declare that all the information provided in this application is given by me being the person named as the applicant.

Section 355 Committee Nomination Form



Submission date: 4 May 2022, 2:17PM
Receipt number: S355N-30
Related form version: 5

Contact Details

First Name Des
Last Name Rumble
Contact Number
Do you have an email address? Yes
Email Address
Applicant Street Number
Applicant Street Name
Applicant Suburb/City Broken Hill
Applicant State
Applicant Postcode 2880

Committee Details

Which S355 Committee are you nominating for? ET Lamb Memorial Oval Community Committee

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I declare that all the information provided in this application is given by me being the person named as the applicant.

Section 355 Committee Nomination Form

BROKEN HILL
CITY COUNCIL

Submission date: 22 April 2022, 2:47PM
Receipt number: S355N-21
Related form version: 5

Contact Details

First Name: Ross
Last Name: Morris
Contact Number:
Do you have an email address?: Yes
Email Address:
Applicant Street Number:
Applicant Street Name:
Applicant Suburb/City: Broken Hill
Applicant State: NSW
Applicant Postcode: 2880

Committee Details

Which S355 Committee are you nominating for? ET Lamb Memorial Oval Community Committee

Privacy

- Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998.
- The purpose for collecting your personal information is to obtain and record details to assess your application.
- The supply of your personal information may be by law or voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application.
- Your information will be collected and stored, in accordance with the State Records Act 1998, by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

Declaration

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I declare that I have established ties to the Broken Hill community

I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council

I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee issues

I declare that all the information provided in this application is given by me being the person named as the applicant.

Section 355 Committee Nomination Form



Submission date: 27 July 2022, 12:34PM
Receipt number: S355N-68
Related form version: 7

Contact Details

First Name Lyndon
Last Name Pace
Contact Number
Do you have an email address? Yes
Email Address
Applicant Street Number
Applicant Street Name Broken Hill
Applicant Suburb/City Broken Hill
Applicant State NSW
Applicant Postcode 2880

Committee Details

Which S355 Committee are you nominating for? ET Lamb Memorial Oval Community Committee

Privacy

- Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998.
- The purpose for collecting your personal information is to obtain and record details to assess your application.
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Declaration

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I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee issues

I declare that all the information provided in this application is given by me being the person named as the applicant.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
MARCH 30, 2022

CARRIED UNANIMOUSLY

**ITEM 18 - BROKEN HILL CITY COUNCIL REPORT NO. 67/22 - DATED MARCH 01, 2022 -
SECTION 355 ADVISORY AND ASSET COMMITTEE MANUALS AND CONSTITUTIONS**

D22/10225

RESOLUTION

Minute No. 46795

Councillor R Algate moved)
Councillor A Chandler seconded)

Resolved

1. That Broken Hill City Council Report No. 67/22 dated March 1, 2022, be received.
2. That Council adopt the Section 355 Asset Committee Manual
3. That Council adopt the Section 355 Advisory Committee Manual
4. That Council adopt the Section 355 Constitutions for all ten active Section 355 Committees
5. That Council invite applications for Committee membership of the inactive E.T. Lamb Memorial Oval Community Committee to consider reestablishment in accordance with the s355 Asset Manual and draft Constitution of the E.T. Lamb Memorial Oval Community Committee.
6. That the s355 E.T. Lamb Memorial Oval Community Committee be re-established subject to meeting committee management requirements as outlined in the Committee Constitution and a Councillor representative also nominated.
7. That should insufficient applications be received for committee management of the E.T. Lamb Memorial Oval Community Committee, then its care, maintenance and management remain under the control of Council operations.
8. That the draft Constitution of the E.T. Lamb Memorial Oval Community Committee be adopted for use, in the event that a management committee can be formed.
9. That all previous Frameworks and Constitutions become obsolete and removed from Council's website
10. That all adopted s355 Manuals and Constitutions be uploaded to Council's website.

This is page 13 of the Minutes of the Ordinary Meeting of the Broken Hill City Council held MARCH
30, 2022

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
MARCH 30, 2022

11. That Council invite applications for Committee membership in accordance with all adopted Constitutions.
12. That Council write and thank all existing Committee members for their care and oversight during a very disrupted period of tenure as a result of COVID and election delays.
13. That Council's appreciation be noted for the work undertaken to revise the Section 355 Committee Framework to provide more autonomy in the operation of Section 355 Committees; and for attendance of Council Officers at future Committee meetings to undertake the role of liaising with Committees to ensure that future maintenance work requests are actioned by Council in a timely manner.

CARRIED

CONSTITUTION OF THE E.T. LAMB MEMORIAL OVAL COMMUNITY COMMITTEE

QUALITY CONTROL		
TRIM REFERENCES	D12/14774 – 12/50	
RESPONSIBLE POSITION	Chief Corporate and Community Officer	
APPROVED BY	Council	
REVIEW DATE	March 2022	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 2017	Adopted	45508
30 March 2022	Adopted	46795

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 LOCATION 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 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
Light globes and fittings	Replacements of globes no	Replacement of any street

	higher than two metres above head height	lighting or light fittings Replacement of globes two metres above head height
Doors, including door hardware	Immediate securing where damaged	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	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
Internal electrical wiring and fittings	Make safe immediately	Repair and replacement
Light globes	Replacement of globes no higher than two metres above head height	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 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
ESSENTIAL SERVICES		
Testing 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
Trees	Inspection and reporting of defects Minor pruning, feeding and watering	Planting and major pruning Tree removal
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 eight (8) 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 and Loss Statement
- Balance Sheet
- Supporting documentation as per clause 10.12 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 the Model Code of Conduct for all Councils in NSW.

- 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 by Council following each Local Government General Election, or 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 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.

POLICY AND GENERAL COMMITTEE

July 27, 2022

ITEM 12

BROKEN HILL CITY COUNCIL REPORT NO. 188/22

SUBJECT: MINUTES OF THE BROKEN HILL HERITAGE COMMITTEE
ANNUAL GENERAL MEETING HELD 25 JULY 2022 D22/39192

Recommendation

1. That Broken Hill City Council Report No. 188/22 dated July 27, 2022, be received.
2. That minutes of the Broken Hill Heritage Committee Annual General Meeting held 25 July 2022 be received.

Executive Summary:

Council has received minutes of the Broken Hill Heritage Committee Annual General Meeting held 25 July 2022 for endorsement by Council.

Report:

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

Accordingly, the Broken Hill Heritage Committee has submitted minutes from its Annual General Meeting held 25 July 2022 for Council’s endorsement.

Community Engagement:

Community representatives participation on the Section 355 Broken Hill Heritage Committee.

Strategic Direction:

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


Relevant Legislation:

Section 355 of the *Local Government Act 1993*.
 the Broken Hill Heritage Committee operates under Council’s S355 Advisory Committee Framework which includes the Section 355 Advisory Committee Manual and the Broken Hill Heritage Committee Constitution (both adopted 30 March 2022).

Financial Implications:

Nil

Attachments

1. Minutes of the Broken Hill Heritage Advisory Committee Annual General Meeting
 Held 25 July 2022

JAY NANKIVELL
GENERAL MANAGER

ANNUAL GENERAL MEETING MINUTES

Broken Hill Heritage Advisory Committee Minutes:

Date	25/07/2022	Time Meeting opened: 5pm	Time Meeting closed: 5.40pm
Location	Councillor Ground Floor meeting Room 5pm-5.40pm		
Present	Councillors Darriea Turley, Marion Browne and Michael Boland, Anne Andrews (BHCC Executive Manager Growth & Investment Manager) Tracey Stephens (BHCC), Christine Adams, Gary Cook, Cliff Turley, Jeannette Thompson, Andrew Gosling		
Zoom	Gigi Barbe		
Apologies	Simon Molesworth		
Next Meeting	Tuesday 30 August 2022		
AGENDA		MOVED BY	SECONDED
1. Welcome and Apologies. Anne Andrews			
1.1. Apologies:	Anne Andrews	Councillor Darriea Turley	
2. Confirmation of Minutes from previous meeting held	n/a		
3. Appointment of Executive positions.			
3.1. Name of Chairperson: Councillor Darriea Turley	Councillor Marion Browne	Councillor Michael Boland	
3.2. Name of the Deputy Chairperson: Councillor Marion Browne	Councillor Michael Boland	Christine Adams	
3.3. Name of the Secretary: Christine Adams	Councillor Marion Browne	Councillor Michael Boland	
3.4. Name of the Treasurer:	n/a		
4. S355 Asset Manual/S355 Advisory Manual and the Committee's Constitution adopted 30 March 2022.	Accepted as read.		
5. Meeting dates to be set for remainder of the year.	Last Tuesday of each month.		
6. Adoption of the Annual Report	n/a		
7. Proposed Capital Works Requests:	n/a		
8. Adoption of the Annual Financial Report	n/a		

D17/49922



9. Review of Fees and charges (The committee is required to review and submit Fees and Charges for the next financial year to Council's Finance Team by 31 January each year)	n/a	
10. Next Meeting Date: Tuesday 30 August 2022 5pm		
11. Meeting Closed - There being no further business the Chairperson declared the meeting closed at 5.40 pm.		

FURTHER REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 189/22 - DATED AUGUST 10, 2022 - CORRESPONDENCE REPORT - WEATHER RADAR FOR FAR WEST NSW (D22/42076).....553
2. BROKEN HILL CITY COUNCIL REPORT NO. 190/22 - DATED JULY 29, 2022 - COUNCIL MEETING ARRANGEMENTS AND CHRISTMAS SHUT DOWN PERIOD (D22/39644)557
3. BROKEN HILL CITY COUNCIL REPORT NO. 191/22 - DATED AUGUST 23, 2022 - COUNCILLOR ATTENDANCE AT THE NSW MINING AND EXPLORATION CONFERENCE (D22/44146)560
4. BROKEN HILL CITY COUNCIL REPORT NO. 192/22 - DATED AUGUST 25, 2022 - COUNCILLOR ATTENDANCE AT THE MURRY DARLING ASSOCIATION NATIONAL CONFERENCE AND AGM 2022 HELD IN ALBURY, 19-21 SEPTEMBER 2022 (D22/44678).....566
5. BROKEN HILL CITY COUNCIL REPORT NO. 193/22 - DATED AUGUST 02, 2022 - NOMINATIONS FOR THE APPOINTMENT OF COMMUNITY REPRESENTATIVES TO SECTION 355 COMMUNITY COMMITTEES (D22/40318)576
6. BROKEN HILL CITY COUNCIL REPORT NO. 194/22 - DATED AUGUST 04, 2022 - ACTION LIST REPORT (D22/41143).....594

ORDINARY MEETING OF THE COUNCIL

August 10, 2022

ITEM 1

BROKEN HILL CITY COUNCIL REPORT NO. 189/22

SUBJECT: CORRESPONDENCE REPORT - WEATHER RADAR FOR FAR WEST NSW D22/42076

PREVIOUS ITEMS: MM5/22 - WEATHER RADAR FOR THE FAR WEST NSW REGION
 - Ordinary Council - 30 Mar 2022 6:30pm
 BHCC113/22 - CORRESPONDENCE REPORT - WEATHER RADAR FOR FAR WEST NSW - Policy And General Committee - 18 May 2022 5:30pm

Recommendation

1. That Broken Hill City Council Report No. 189/22 dated August 10, 2022, be received.
2. That correspondence dated 4 August 2022 from the Bureau of Meteorology in response to Council's correspondence regarding the construction of two doppler weather radars in Far West NSW, be received and noted.

Report:

Council considered a Mayoral Minute at its Ordinary Meeting held 30 March 2022 regarding the urgent need for two doppler weather radars for Far West NSW, one between Cobar and Bourke and one to the north of Broken Hill, to provide weather tracking and advance notice of storms for the region's communities thus allowing Councils and emergency service crews to make better preparation to handle significant weather events.

Council resolved:

ITEM 2 - MAYORAL MINUTE NO. 5/22 - DATED MARCH 22, 2022 - WEATHER RADAR FOR THE FAR WEST NSW REGION D22/14259

RESOLUTION

Minute No. 46799

Mayor T Kennedy moved)

Councillor R Algate seconded)

Resolved

1. That Mayoral Minute No. 5/22 dated March 22, 2022, be received.
2. That correspondence be sent to the Federal Member for Parkes requesting that urgent representations be made to the relevant Minister to consider the provision of doppler radars in two locations in the Far West; one to the north of Broken Hill, and another between Bourke and Cobar.

CARRIED UNANIMOUSLY

A per Council's resolution, correspondence was sent to The Hon Mark Coulton MP, Federal Member for Parkes requesting that representations be made to the relevant Minister on behalf of Council.

The Federal Member for Parkes made representations to The Hon Susan Ley MP, Minister for the Environment on behalf of the Pastoralists' Association of West Darling regarding the same matter, and the Federal Member has forwarded Council a copy of the Minister's reply. Council at its meeting held 25 May 2022 considered the reply correspondence and resolved:

**ITEM 7 – BROKEN HILL CITY COUNCIL REPORT NO. 113/22 – DATED MAY 05, 2022 –
CORRESPONDENCE REPORT – WEATHER RADAR FOR FAR WEST NSW** D22/22274

RESOLUTION

Minute No. 46850

Councillor M Boland moved)

Deputy Mayor J Hickey seconded)

Resolved

1. That Broken Hill City Council Report No. 113/22 dated May 5, 2022, be received.
2. That the copy of correspondence dated 28 March 2022 from the Hon Susan Ley, Minister for the Environment addressed to The Hon Mark Coulton MP, Federal Member for Parkes (forwarded to Council by the Federal Member for Parkes) in response to recent representations made on behalf of the Pastoralists' Association of West Darling seeking improvements to the weather radar coverage for the Far West NSW region, be received and noted.
3. That reply correspondence be sent to the newly appointed Minister for Environment explaining that poor mobile phone coverage in Broken Hill and the Far West NSW region would hamper the use of weather apps as suggested in correspondence from the Hon Susan Ley MP, and reiterating that the region requires doppler weather radars to provide adequate notice of impending severe weather events.

CARRIED UNANIMOUSLY

As per Council's resolution, correspondence was sent to the newly appointed Minister for the Environment.

A copy of The Bureau of Meteorology's response on behalf of the Minister is attached for Council's information.

Attachments

1. Inwards correspondence from the Bureau of Meteorology - Weather Radar for the [↓](#) Far West

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER



Australian Government
Bureau of Meteorology

Office of the CEO and Director of Meteorology
Bureau of Meteorology
GPO Box 413, Brisbane QLD 4001 Australia

In reply please quote

DIR 22 0112

4 August 2022

Mr Tom Kennedy
Mayor
Broken Hill City Council
PO Box 448
Broken Hill NSW 2880
Via email: Executive.Support@brokenhill.nsw.gov.au

Dear Mayor

Thank you for your correspondence to the Minister for the Environment and Water, the Hon Tanya Plibersek MP, concerning your request for the construction of doppler weather radars in two locations in far west New South Wales. Minister Plibersek has asked me to thank you for your correspondence and to reply on her behalf.

I acknowledge the importance of reliable and up-to-date weather information for communities across Australia, including in far west New South Wales, to support preparation and action during weather events. Our thoughts are with the communities of far west New South Wales including Broken Hill as they recover from severe weather and flooding impacts.

The Bureau of Meteorology (the Bureau) understands the importance of situational awareness provided to communities by weather radars. In 2018, the New South Wales Government funded the construction of three new doppler weather radars to cover the western New South Wales regions around Brewarrina, Hillston and Yeoval. Images from the radars, built and maintained by the Bureau, are now available to the community via the Bureau website and BOM Weather app. Additionally, a new radar at Mildura, commissioned and funded by the Australian Government in March 2021, provides improved coverage to the southern portion of far west New South Wales.

We acknowledge your request for two radars to be installed to the north of Broken Hill and between Bourke and Cobar, respectively. Unfortunately, as previously communicated to the Hon Mark Coulton MP, the Bureau does not have the resources to procure, install and operate new radars in the far west of New South Wales.

As you have noted, services available to the public through the Bureau website or BOM Weather app, including weather radar images, require an active internet connection. The Bureau also shares detail of its weather forecasts and warnings with state emergency services and to the community through media outlets.

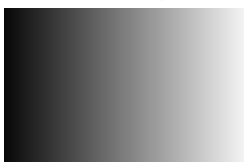
The Bureau's agriculture team is also available to provide advice on products and services that can improve situational awareness for farmers, graziers and the agricultural industry to support decision making. If you would like to discuss this further, please contact David McIver the Bureau's Agriculture Business Leader via email at David.McIver@bom.gov.au.

Australia's National Meteorological Service

Level 16, 32 Turbot Street, Brisbane QLD 4000 | T: +61 7 3239 8700 | www.bom.gov.au | ABN 92 637 533 532

Thank you again for bringing your concerns to the Government's attention. I trust this addresses your concerns.

Yours sincerely



Dr Andrew Johnson FTSE FAICD
CEO and Director of Meteorology

ORDINARY MEETING OF THE COUNCIL

July 29, 2022

ITEM 2**BROKEN HILL CITY COUNCIL REPORT NO. 190/22**

SUBJECT: **COUNCIL MEETING ARRANGEMENTS AND CHRISTMAS SHUT
DOWN PERIOD** **D22/39644**

Recommendation

1. That Broken Hill City Council Report No. 190/22 dated July 29, 2022, be received.
2. That Council's Ordinary Monthly Meeting for December 2022 be brought forward by one week to be held Wednesday, December 21, 2022.
3. That the December Standing Committee Meetings be brought forward by one week to be held as follows
 - a. Works Committee Meeting to be held Monday December 12, 2022 at 5:30pm
 - b. Health and Building Committee Meeting to be held Tuesday December 13, 2022 at 5:30pm
 - c. Policy and General Committee Meeting to be held Wednesday December 14, 2022 at 5:30pm
4. That Standing Committee Meetings not be held in January 2023.
5. That the Council shutdown period for the Administrative Centre and the Warnock Street Works Depot be from 1pm Friday December 23, 2022 and reopening Monday, January 9, 2023.
6. That Council advertise the shutdown period for the Administrative Centre and the Warnock Street Works Depot and that this advertisement also includes the operating hours for all other Council facilities during this period.

Executive Summary:

Council's Ordinary Monthly Meeting for December 2022 is scheduled to fall on 28 December 2022 which is during Council's proposed Christmas Shutdown period (1pm Friday December 23, 2022, to Friday January 6, 2022, with Council reopening on Monday, January 9, 2022).

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

Report:

It is proposed that the Ordinary Council Meeting for December 2022 be held one week earlier on Wednesday December 21, 2022 to allow for the Council Meeting to be held prior to the Christmas shutdown period.

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

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

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

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

If the Council meeting is rescheduled to Wednesday December 21, 2022, Committee meetings will also be moved forward one week to the below dates:

- Works Committee – Monday December 12, 2022
- Health and Building Committee – Tuesday December 13, 2022
- Policy and General Committee - Wednesday December 14, 2022

It is also being recommended that Standing Committee Meetings not be held in January due to Council reopening after the Christmas Shutdown on Monday January 9, 2022, and traditionally staff taking annual leave during the Christmas period, there is inadequate time to allow for reports and agendas to be prepared.

It is therefore proposed that Council’s Ordinary Monthly Meeting for December 2022 be held on Wednesday December 21, 2022 with Standing Committees held on 12-14 December 2022 and no Standing Committee Meetings held in January 2023.

Strategic Direction:

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

Relevant Legislation:

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

Financial Implications:

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

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

as smaller leave blocks more often during the year, and leave payout provisions within the award.

Attachments

There are no attachments for this report

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

- Forecasts for critical minerals

As per clauses 4.7 and 4.8 of Council’s adopted Councillor Support Policy, all Councillor travel must be approved by Council resolution. Therefore, this report is presented to Council to consider approval of Deputy Mayor Hickey’s attendance at the NSW Mining and Exploration Conference in Orange.

Community Engagement:

Nil

Strategic Direction:

Key Direction:	4.2	Our leaders make smart decisions
Objective:	4.2.	Provide learning and networking opportunities for elected members
Strategy:	4.2.2	Offer opportunities for Councillors to attend conference and seminars that provide information, ideas and solutions that add value to our community

Relevant Legislation:

Local Government Act 1993.
 Council’s adopted Advocacy Strategy.
 Council’s adopted Councillor Support Policy.

Financial Implications:

No Conference registration costs apply as the Deputy Mayor Hickey has been invited as a guest speaker.

Approximate accommodation costs of \$609.00 (being \$203.00/night for 3 nights)

Travel to the Conference will be via car and reimbursements of approved out-of-pocket expenses with be paid as per Council’s adopted Councillor Support Policy.

Attachments

1. [↓](#) Conference Agenda - NSW Mining and Exploration Conference

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER



09:00 OPENING | Opening remarks from the Chair

Stephen Duffield, *Principal Consultant & Owner, Drawpoint Consulting Pty Ltd*

09:10 OPENING KEYNOTE ADDRESS | Driving mining investment in NSW

- Trends in exploration and mining in NSW
- The NSW Government's plan to support the industry to thrive
- The critical minerals and high tech metals opportunity

Georgina Beattie, *Deputy Secretary, Mining, Exploration and Geoscience, Department of Regional NSW*

09:40 Outlook and update on the Northparkes Mine

Senior representative, CMOC-Northparkes Mines

10:05 Critical minerals in NSW

- The NSW government has released a Critical Mineral and High Tech Metals strategy
- A range of critical minerals have been identified as having exploration and discovery potential in NSW
- Known and potential distribution of critical minerals across the state will be discussed.

Dr Phillip Blevin, *Director – Acquisition & Synthesis, Geological Survey of NSW, Department of Regional NSW*

10:30 Networking and refreshment break

11:00 PANEL DISCUSSION | Local leaders

Jim Hickey, *Deputy Mayor, Broken Hill City Council*

More panellist to be advised

11:40 MinEx CRC National Drilling Initiative – precompetitive drilling unlocking frontier regions

- The National Drilling Initiative (NDI) is underway, with drilling programs completed in 2020, 2021 and early this year. The NDI is a world-first collaboration of Geological Surveys and researchers, to undertake drilling in under-explored areas of potential mineral wealth and provide a test-bed for new mineral exploration technologies developed in the MinEx CRC.
- This talk will provide information about MinEx CRC, our goal, sponsors and participants, work to date and future research and drilling.
- Drilling campaigns have been conducted to date in East Tennant and South Nicholson (both NT), and the Delamerian arc in South Australia. These campaigns provide new stratigraphic and geological framework data and interpretations, with evidence of mineral systems. Over the next five years, drilling is planned to be done in North and South Cobar, Dubbo, Forbes and Mundi (NSW), Far East Yilgarn (WA), and other locations yet to be confirmed.

Dr Anthony Budd, *MinEx CRC Program 3 Leader and National Drilling Initiative Leader, Geoscience Australia*

12:05 Aurelia Metals Limited

Todd McGilvray, *Group Exploration Manager, Aurelia Metals Limited*

12:30 Lunch and networking break

13:30 Silver production update following restart of Wonawinta Silver Project
Dennis Karp, *Executive Chairman, Manuka Resources Limited*

13:55 Getting it right from the beginning – land access for mineral exploration in NSW
You may have the next world class mine on your tenure, but unless you can secure land access, you may never be able to get on and find it. Lucy McClean has been working and advocating for land access for mineral exploration so long that SLTO is second nature. This session will cover the regulatory requirements for land access for mineral exploration in NSW, resources available to support land access as well as tips to help you get on (and stay on) the ground. There has never been a more important time for the minerals industry to get it right from the beginning.
Lucy McClean, *Director – New South Wales, Victoria & Tasmania, Association of Mining and Exploration Companies (AMEC)*

14:20 Sunrise Energy Metals – Update on Sunrise Battery Materials Complex

- Sunrise project – current status
- Exploration Update
- Project modification update
- Regional infrastructure investments
- Battery recycling

Mike Wood, *Sunrise Regional Manager, Sunrise Energy Metals*

14:45 The Central-West Orana Renewable Energy Zone (REZ) – an update on developments and how this will interplay with the region's mining industry
Amy Kean, *Director, Stride Renewables*
Rebecca Meek, *New Sites Team Manager, RES*

15:05 Networking and refreshment break

15:35 Outlook and update on the Kempfields Silver Mine
George Karageorge, *Managing Director & CEO, Argent Minerals Limited*

16:00 Accommodation centralisation program
Caddie Marshall, *General Manager, Orange360*

16:10 PANEL DISCUSSION | Accommodation shortage in regional NSW
Megan Dixon, *CEO/Director, Regional Development Australia - RDA Orana*
Laura Shooter, *Managing Director, SJ Shooter Real Estate*
Scott Munro, *CEO, LJ Hooker Orange*

16:45 Closing remarks from the Chair

17:00 CLOSING | End of Conference Day One and Networking Drinks

NSW MINING & EXPLORATION CONFERENCE

12-13 OCTOBER 2022 | ORANGE EX-SERVICES CLUB

Informa connect

CONFERENCE DAY TWO | Thursday 13th October 2022

09:00 **OPENING** | Opening remarks from the Chair

09:10 **KEYNOTE SPEAKER** | The NSW Mining Value Chain – where does value really start?

Dale Sims, *Director, Australian Institute of Geoscientists*

09:40 **The Broken Hill Cobalt Project (BHCP): Low cost, long-term supplier of ethically, battery grade cobalt**

Globally significant project

- Australia's largest cobalt sulphide deposit - top 10 global cobalt mine / top 5 ex-Africa
- 3.5kt (metal equiv) vs global market of ~150kt
- Direct to customer supply chain

Favorable project fundamentals

- Integrated mine/refinery – based on commercial processes
- Established infrastructure in stable mining district
- Lowest quartile costs with minimal environmental impact

Bruce Blunden, *Approvals Manager, Cobalt Blue Holdings Limited*

Heath Porteous, *Exploration Manager, Cobalt Blue Holdings Limited*

10:05 **Session to be advised**

10:30 **Networking and refreshment break**

11:00 **Hawsons Iron: Building a world-leading, sustainable iron project for 2024 and beyond**

- Located near Broken Hill, Hawsons Iron's flagship is a world-leading undeveloped project with a unique and significant asset base
- Hawsons is designing a future-proof operation from the ground up through its ESG focus on innovative mining, processing, and transport solutions
- A lengthening queue of blue-chip companies has lined up to secure the Hawsons Supergrade® product, which at nearly 70% Fe offers the highest iron content to be available on the seaborne market and will command a substantial premium over the 62% Fe fines benchmark price
- Ideally positioned to meet changing global market demands, Hawsons' premium product is an essential ingredient to decarbonising steelmaking.

Bryan Granzien, *Managing Director, Hawsons Iron*

11:20 **Dubbo Project update**

Rowena Smith, *Chief Executive Officer, Australian Strategic Materials*

11:40 **New porphyry targets emerge from cutting edge reprocessing of aeromagnetic data**

Dr Peter Crowhurst, *Exploration Manager, Rimfire Pacific Mining NL*

12:00 **Golden Cross Resources**

Jordan Li, *Executive Chairman, Golden Cross Resources*

12:20 **Lunch and networking break**



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#NSWMining&Exploration

13:20 *Session to be advised*

13:40 **Legacy Minerals**

Chris Byrne, *Managing Director, Legacy Minerals*

14:00 **Vertex Minerals**

Roger Jackson, *Chairman, Vertex Minerals*

14:20 **PANEL DISCUSSION | Major challenges currently affecting the sector**

- Skill shortage in the industry
- Delay and shortages for of drill rigs, and delays for laboratory assays
- How the current inflation is affecting the sector

Facilitator: Megan Dixon, CEO/Director, Regional Development Australia - RDA Orana

15:00 **Closing remarks from the Chair**

15:10 **Networking and refreshments & END OF CONFERENCE**

ORDINARY MEETING OF THE COUNCIL

August 25, 2022

ITEM 4BROKEN HILL CITY COUNCIL REPORT NO. 192/22

SUBJECT: COUNCILLOR ATTENDANCE AT THE MURRY DARLING ASSOCIATION NATIONAL CONFERENCE AND AGM 2022 HELD IN ALBURY, 19-21 SEPTEMBER 2022 D22/44678

Recommendation

1. That Broken Hill City Council Report No. 192/22 dated August 25, 2022, be received.
2. That Council notes that Councillor Browne will be attending the Murray Darling Association National Conference to be held in Albury NSW from 19-21 September 2022 as Council's Delegate on the Murray Darling Association.
3. That Council determines further Councillor representation at the Conference in order that registration and travel arrangements can be made as per Clauses 4.7 and 4.8 of the Councillor Support Policy.

Executive Summary:

Council has received an invitation for Council Delegates to attend the 78th National Conference and AGM of the Murray Darling Association to be held in Albury NSW.

Council's Delegates on the Murray Darling Association are Councillor Algate and Councillor Browne.

Councillor Browne has advised that she will be attending the Conference and Councillor Algate has advised that he is unable to attend on this occasion.

Due to the requirement under Clauses 4.7 and 4.8 of the Councillor Support Policy that all Councillor travel be by Council resolution, should another Councillor wish to attend the Conference (other than those Councillors who have been appointed by Council resolution as a Delegate Murray Darling Association) then Council must resolve that way at the August 2022 Council Meeting.

Report:

The 78th National Conference and AGM of the Murray Darling Association to be held in Albury NSW from 19-21 September 2022.

The Murray Darling Association's 78th National Conference is an annual event that is held in different locations of the Murray-Darling Basin each year, and facilitates extensive and in-depth networking between delegates, local government, and organisation representatives.

With an overarching theme of **Economics, Dams, and Infrastructure**, this year’s National Conference will explore many themes such as water uses, water security, tourism, circular economy, algae/bushfires, and climate change.

Part of the Conference Program includes a Civic Reception, Gala Dinner and a Study Tour of the Dartmouth Dam by Goulburn-Murray Water to explain the dam’s history, construction and its current operations, with also include a stopover at Hume Dam including other tourist locations and will take place on 19 September 2022 (see attached Conference Program and Registration Costs).

Guest Speakers at the National Conference include the Minister for the Environment and Water, The Hon Tanya Plibersek MP, and Shadow Water Minister Senator Perin Davey along with presenters from various industry organisations.

The Annual General Meeting will be held on Day Two of the Conference and will consider motions submitted by the Murray Darling Association Regional Meetings. Attendance at the AGM is an opportunity to inform future policy, and to engage with innovators, scientists, educators, and Ministers.

Council, along with Central Darling Shire Council and Wentworth Shire Council submitted a joint motion to the Region 4 Meeting held in Mildura on 10 August 2022, Council’s joint motion was approved by the Region 4 Meeting for submission to the Conference (see attached motion).

Attendance at the Conference by Council Delegates will be an opportunity to provide support to our joint motion with our neighbouring Councils.

Council’s Delegates on the Murray Darling Association are Councillor Algate and Councillor Browne. Councillor Browne has advised that she will be attending the Conference and Councillor Algate has advised that he is unable to attend on this occasion.

Due to the requirement under Clauses 4.7 and 4.8 of the Councillor Support Policy that all Councillor travel be by Council resolution, should another Councillor wish to attend the Conference (other than those Councillors who have been appointed by Council resolution as a Delegate Murray Darling Association) then approval must be by Council resolution at the August 2022 Council Meeting.

This report is presented to Council to consider additional Councillor representation at the Conference.

Community Engagement:

Not applicable.

Strategic Direction:

Key Direction:	3	Our Environment
Objective:	3.2	Natural environments and flora and fauna are enhanced and protected
Strategy:	3.2.4	Support the advocacy of key water stakeholders

Relevant Legislation:

Local Government Act 1993
Council’s adopted Councillor Support Policy

Financial Implications:

Costs are per person:

Full Conference Registration	\$999.00
Return flight to Albury - approx.	\$1,200.00
Accommodation (up to \$250/night) – approx.	\$1,000.00

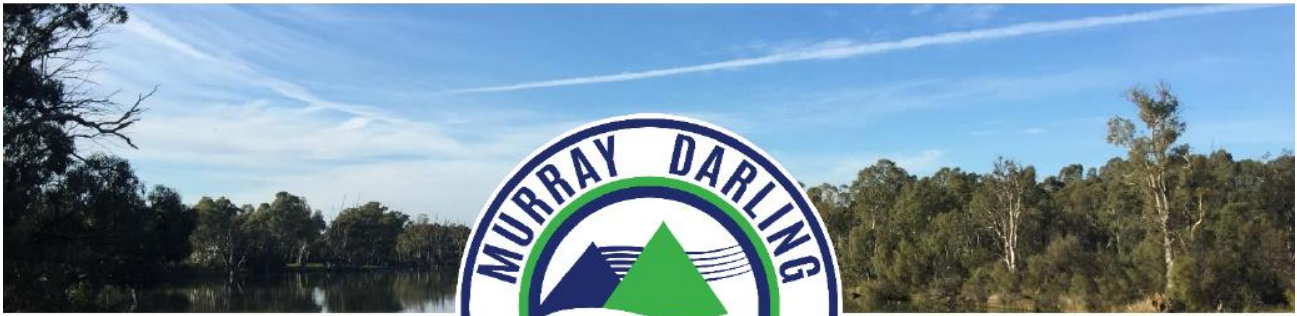
Reimbursements of approved out-of-pocket expenses will be paid as per Council's adopted Councillor Support Policy.

Attachments

1. [↓](#) Conference Program
2. [↓](#) Conference Registration Costs
3. [↓](#) BHCC-CDSC-WSC Joint Motion to MDA Conference

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER



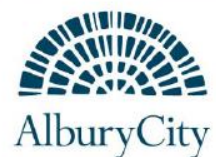
2022 National Conference and Annual General Meeting

19 – 21 September 2022, Albury NSW

Economics, Dams, and Infrastructure



Proudly hosted by



Join the conversation, to inform future policy, and to engage with the innovators,
scientists, educators, and leaders of our time.

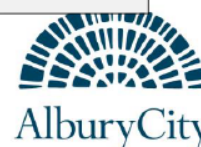


Welcome Day 18/9/22		
TIME	PERSPECTIVE	PRESENTER
	Welcome Day	<i>Arrive and feel welcome in Albury – settle in and enjoy a range of sites and informal events</i>
3:00pm – 5:00pm	Early Registration	
6:00pm – 7:00pm	CIVIC RECEPTION	Be welcomed and network at the Albury Club, step out of the hustle and bustle of the Albury CBD and enjoy the ambience that is steeped in over 140 years of history.

Study Tour 19/9/22		
TIME	PERSPECTIVE	PRESENTER
9:00am – 5:00pm	STUDY TOUR	Guided tour of the Dartmouth Dam by Goulburn-Murray Water, with stopovers at the Yindyamurra Sculpture Trail, Hume Dam, and Mitta Pub, sampling products from the Mitta Micro Brewery.
10:00am – 2:00pm	Registrations Open	

Day 1. 78 th National Conference 20/9/22		
TIME	PERSPECTIVE	PRESENTER
8:00am	Registrations Open	
9:00am	Event MC	CEO Mark Lamb <i>Murray Darling Association</i>
9:05am	Welcome to Country	
9:10am	Welcome to Albury	AlburyCity CEO Frank Zaknich
9:25am	Welcome to Conference	Cr David Thurley OAM <i>National President, Murray Darling Association</i>
9:35am	Presentation, Panel Discussion Topic: CSIRO Missions and the Circular Economy	Veronica Quinless, Executive Manager, Major Projects and Missions – CSIRO Alex Cooke, Mission Lead – CSIRO Dr Heinz Schandl, Waste Impact Management Mission Lead – CSIRO Cr Melissa Rebbek – Alexandrina Council
10:30am	MORNING TEA	
11:00am		IXOM, Platinum Sponsor <i>Murray Jones – GM Earth science Labs Global</i> <i>Dr David Hammond</i> <i>Dr Fred Singleton</i>
12:00pm	LUNCH	
1:00pm		Interim CEO Prof. Michael Stewardson – One Basin CRC <i>(TBC)</i>
1:30pm		Hilary Johnson – CEWO
2:00pm	Topic: Seasonal Conditions and System operations	Andrew Reynolds – MDBA
2:45pm	AFTERNOON TEA	
3:10pm	Panel Session, Q&A	Senator Perin Davey - Shadow Water Minister Sam Birrell MP - Member for Nicholls Hon Glenn Butcher MP – Minister for Regional Development and Manufacturing and Minister for Water Michael Pisasale – Murray Irrigation
4:00pm		Professor Jamie Pittock – ANU, Wentworth Group of Concerned Scientist
4:30pm	Topic: Future of the Basin and Environmental attributes	
5:00pm	Day 1 CLOSE	

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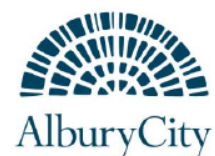
Join the conversation, to inform future policy, and to engage with the innovators,
scientists, educators, and leaders of our time.

Day 1. 78 th National Conference 20/9/22		
TIME	PERSPECTIVE	PRESENTER
6:30pm	GALA DINNER OPEN	Celebrate and socialise at the magnificent SS&A Club, the ultimate social and dining experience.
8:00pm		Mr Greg Ryan <i>Society President, Albury & District Historical Society</i> Topic: The Murray River and its impact on Albury history.
9:30pm	GALA DINNER CLOSE	

Day 2. 78 th National Conference 21/9/22		
TIME	PERSPECTIVE	PRESENTER
9:00am	Opening Address	CEO Mark Lamb <i>Murray Darling Association</i>
9:10am		CEO Andrew McConville – MDBA
9:35am		Hon Troy Grant – IGWC
10:00am	Panel Session: MDBA	CEO Andrew McConville – MDBA Hon Troy Grant – IGWC
10:30am	MORNING TEA	
11:00am		Hon Tanya Plibersek MP, Minister for Environment and Water
12:00pm	LUNCH	
1:00pm		Rod Knight – Water Stewardship Asia Pacific
1:30pm		Yvette Myhill – GM, Destination Riverina Murray Bobby Brooks – Sporties Barooga
2:00pm		Interim CEO Prof. Michael Stewardson – One Basin CRC <i>(TBC)</i>
2:20pm	Topic: External effects on water bodies and resources.	Max Finlayson – CSU
2:50pm	Conference 2023 Announcement and Host Presentation	Hosting Council
3:10pm	AFTERNOON TEA	CEO Mark Lamb <i>Murray Darling Association</i>

Day 2 – Murray Darling Association AGM 21/9/22		
TIME	PERSPECTIVE	PRESENTER
3:30pm	Opening Remarks	
3:50pm	78 th MDA Annual General Meeting	
5:00pm	AGM CLOSE	

Proudly hosted by



CONFERENCE REGISTRATION COSTS

Murray Darling Association 2022 National Conference & AGM

Mon, 19 Sep 2022 8:00 AM - Wed, 21 Sep 2022 5:00 PM AEST

Civic Reception
Free 0 ▾

Sales end on 18 Sep 2022
Attendance to the Civic Reception is free, but we ask that you register through this free ticket to attend.

(BCLP Participant) Single Day Ticket
Free 0 ▾

Sales end on 21 Sep 2022
Following the completion of the Basin Communities Leadership Program, Participants are offered a complimentary Single Day Ticket to attend the 78th National Conference!

(MDA Member) Full Conference Pack
A\$999.12 incl. A\$16.29 Fee / incl. A\$90.83 GST 1 ▾

Sales end on 19 Sep 2022
The Full Conference Pack includes attendance to the following:

- Conference
- Gala Dinner

[See more](#)

78th National Conference & AGM
19 - 21 September, 2022
[REGISTER NOW](#)

ALBURY, NSW | FOR MORE INFORMATION GO TO [MDA.ORG.AU](#) OR CONTACT US ON (03) 5488 3815

Order summary

1 x (MDA Member) Full Conference Pack	A\$890.00
<hr/>	
Subtotal	A\$890.00
Fees	A\$16.29
GST	A\$90.83
<hr/>	
Total	A\$999.12 <small>Price includes tax</small>

[Checkout](#)

Motion 5 Region 4 - Broken Hill City Council, Central Darling Shire Council, and Wentworth Shire Council.

Motion:

That the Murray Darling Association:

- a) *Express the disappointment and dismay of its Region 4 members that public consultation of the Draft Western Regional Water Strategy failed to adequately consult the river communities of the Lower Darling-Barka; and that it has just recently been purported in media that Ministerial approval of the Draft Strategy has been given whilst public consultation was still ongoing and before the department had reported its findings.*
- b) *Call for an amendment to the NSW Department of Planning, Industry & Environment's Western Regional Water Strategy to increase the critical dry conditions trigger for the Menindee Lakes System from 195GL of total storage across all Lakes - to 480GL of total storage in Lakes Wetherell and Pamamaroo only, which will guarantee an accessible 12 month quality water supply for critical environmental and human needs for river communities and First Nations lands of the Lower Darling-Barka.*

Objective:

This motion to amend the Western Regional Water Strategy is endeavouring to protect the environmental, ecological, social integrity of First Nations lands and communities of the Lower Darling-Barka and the Menindee Lakes System during periods of drought to ensure an accessible quality water supply for critical environmental and human needs for townships whose only permanent water supply is provided by the Lakes; and to prevent a recurrence of the previous devastation caused by unregulated floodplain harvesting in the Upper Darling-Barka and its tributaries which exacerbated unprecedented low rivers, drought and destruction of the river's ecosystems in the Lower Darling-Barka and Menindee Lakes System.

The objective of this motion is also to provide connectivity of the Darling-Barka and Murray Rivers to ensure a healthy river system for all.

Key Arguments:

A critical dry conditions trigger of 195 GL of total storage across all lakes at the Menindee Lakes System is inadequate and will not guarantee a 12 month water supply for the river communities of the Lower Darling-Barka or prevent a recurrence of the previous ecological disaster.

Continued...





What is the current context/issue?

- *Support for the 640GL/480GL rule of the Murray Darling Basin Plan for management of the Menindee Lakes System, on the basis, when management returns to NSW control, the 480GL is held in Lakes Pamamaroo and Wetherell and excludes any dead water component, with the primary goal to ensure the connectivity of the Darling and Murray Rivers and to meet critical environmental and human needs.*
- *Dead water and undeliverable water should not be accounted for in the equation, i.e. when storage recedes there remains approximately 30GL of dead storage in Lake Pamamaroo, and a lesser amount of dead storage in Lake Wetherell that cannot be accessed.*
- *During the peak of the drought in 2017/2018, 480GL of water was stored across all Lakes- being approximately 170GL of water stored in Lakes Cawndilla and Menindee (that became dead storage as it couldn't be accessed) and 310 in Lakes Pamamaroo and Wetherell (which also included a smaller amount of dead storage as mentioned above). This amount of water storage across all Lakes led to the destruction of the Lakes ecosystems .*

If 480GL spread across all Lakes in 2017/2018 wasn't enough to prevent an ecological disaster, then how can 195GL spread across all Lakes be enough to prevent the same disaster happening again?

- *The use of Lake Pamamaroo and Lake Wetherell for storage being the preferred option, as opposed to all the Lakes, is due to these two lakes being the deepest lakes in the Menindee Lakes System thus providing the best chance to sustain the water quality during the summer months and ensuring the least amount of evaporation. The proposal of 195GL supported by Water NSW was modelled on all water being held in Lake Wetherell.*
- *The critical environmental needs of the First Nations lands and the critical human needs of river communities whose only source of a permanent water supply comes from the Lower Darling-Barka and Menindee Lakes System, should be the principal consideration in all State Water Strategies and Water Sharing Plans in order that a quality water supply remains in the Menindee Lakes System during times of dry rivers and drought.*

What are the risks if this motion doesn't get up?

If the critical dry conditions trigger of 195GL of total storage across all lakes in the Menindee Lakes System is not amended in the newly approved Western Regional Water Strategy, the quality of the water will deteriorate at a faster rate due to a larger surface volume of shallow water susceptible to a higher rate of evaporation, higher resultant salinity levels and algal blooms due to increased water temperatures during summer months. Shallow water across all the Lakes will also result in an increased amount of "dead water" unable to be accessed.

As a result, the river communities will experience a recurrence of the ecological disaster of 2017/2018 when management of the Lakes returned to NSW control, namely:

- *Economic loss to the region due to a decrease in tourism to the Menindee Lakes System and townships (the area has received significant visitation since the refilling of the Lakes and this has provided a significant economic and social boost to the communities).*

Continued...

- *Indigenous communities were unable to continue cultural practices that have been a part of their lives for generations, due to a lack of cultural flows. This has severely impacted the mental health of many and not just our Aboriginal population in the community and has had dire consequences and anecdotally it is believed it has triggered suicide (water and the connection to it are an important part of Aboriginal cultural identity and quality of life).*
- *A return of health conditions associated with poor water quality which was the cause of skin disease in children of the Central Darling and Wentworth Shires. Poor water quality activated a huge humanitarian effort in the donation and freight of bottled water to residents of the townships of Menindee and Wilcannia. These donations came from Broken Hill and South Australia.*
- *Long-term changes to the Lakes natural ecology including erosion, changing water temperatures, removal of habitat for fish breeding, reduced supply of organic material and nutrients, a reduced water quality and a build-up of salt, has all contributed to outbreaks of blue-green algae and mass fish kills. The Barwon-Darling contains important environmental assets. For example, at least four resident fish species are listed under the NSW Fisheries Management Act 1994. The 'Lowland Darling River aquatic endangered ecological community' is also listed under the same NSW Act. Additionally, Murray cod and silver perch are listed on the International Union for the Conservation of Nature red list of threatened species, and also listed under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999.*
- *Changes to environmental processes of the Menindee Lakes System has ultimately restructured the food supply, therefore either resulting in the death or migration of water birds and native animals leading to further changes to the natural ecological systems. The Barwon-Darling River is a "dryland river", which means it is naturally prone to periods of extensive low flow punctuated by periods of flooding. The presence of Murray Cod who are the sentinels of permanent waterholes tells us that deliverable water must be maintained in the Lakes to ensure that this species and others can survive the dry non-flow periods.*
- **What is the broader benefit to Basin communities if this motion is successful?**

To provide connectivity of the Darling-Barka and Murray Rivers to ensure the health of the whole river system, its eco-systems, its First Nations lands and river communities.



ORDINARY MEETING OF THE COUNCIL

August 2, 2022

ITEM 5BROKEN HILL CITY COUNCIL REPORT NO. 193/22

SUBJECT: NOMINATIONS FOR THE APPOINTMENT OF COMMUNITY REPRESENTATIVES TO SECTION 355 COMMUNITY COMMITTEES D22/40318

Recommendation

1. That Broken Hill City Council Report No. 193/22 dated August 2, 2022, be received.
2. That Council appoints Ms Irene Davey as community representatives on the Ageing Well Advisory Committee.
3. That Council appoints Mr Jim Richards, Ms Tegan Gerard, Ms Susanne Jones and Ms Mel Chynoweth as community representatives on the Youth Advisory Committee.
4. That the community representatives be advised of their appointment and advice also be sent to the Councillor Delegates/Chairpersons of Committees.
5. That Council notes that the current round of advertising closed on 24 August 2022 and Council will continue to advertise on social media and in the Barrier Truth during September for nominations for specific committees that have not yet achieved an adequate number of community representatives.
6. That the Constitution of the Ageing Well Advisory Committee be amended at clause 4.2 to add the words "A minimum of" before the words "Three (3) community members who either are a person of senior years ..." and before the words "Two (2) community representative from the First Nations community ..." to clarify the practice of appointing additional community representatives on Committees if there is an increased interest in membership; and the Chairperson of the Committee be advised accordingly.

Executive Summary:

Section 355 of the *Local Government Act 1993* provides that a function of the Council may be exercised:

- (a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or
- (b) by a committee of the council, or
- (c) partly or jointly by the council and another person or persons, or
- (d) jointly by the council and another council or councils, or

(e) by a delegate of the council.

In accordance with Section 355 of the *Local Government Act 1993* Council previously established Committees to assist Council with the operation and management of its parks, ovals and reserves, these are called Section 355 Asset Committees. Council has also previously established Section 355 Advisory Committees to provide advice to the General Manager on specific operations of Council.

Council adopted Asset and Advisory Committee Frameworks and Constitutions at its Ordinary Meeting held 30 March 2022 as the governance structure by which a Committee operates. Membership on each committee forms part of the constitution and includes the number of community representatives, stakeholder representatives (if any) and Councillor representatives required for each Committee to function effectively.

Council also adopted Constitutions for two new S355 Advisory Committees (Ageing Well Advisory Committee and Youth Advisory Committee) at its Ordinary Meeting held 27 April 2022.

Advertising was conducted during March - July 2022 seeking nominations to fill the vacant community representative positions on the Section 355 Committees and Council appointed 73 community representatives to the various Committees at its Ordinary Meetings held 27 April 2022, 25 May 2022, 29 June 2022 and 27 July 2022.

Further advertising in the Barrier Truth and on social media was conducted during August 2022 to seek further nominations and at the time of finalising this report, Council has received a further five (5) nominations. This report is presented to Council to consider appointment of the further nominations.

Annual General Meetings of Section 355 Committees

Councillors have been notified of the community representatives of the Committee/s of which they are delegates. For Committees with three or more community representatives appointed, Councillors were requested to call their first meeting (Annual General Meeting) appoint their Executive Members and set the Committee's meeting dates for the remainder of the year. The majority of those Committees have now held their Annual General Meetings as per the below table:

Committee	AGM held/to be held:
Ageing Well Advisory Committee	To be scheduled once the required number of community representatives have been appointed
Alma Oval Community Committee	26 July 2022 at 2pm
BIU Band Community Committee	23 August 2022 at 6.30pm
Broken Hill City Art Gallery Advisory Committee	14 July 2022 at 5.15pm
Broken Hill Community Strategic Plan Round Table Committee	To be scheduled once the required number of community representatives have been appointed to the Committee
Broken Hill Heritage Advisory Committee	25 July 2022 at 5pm
Friends of the Flora and Fauna	21 June 2022

Memorial Oval Community Committee	5 July 2022
Norm Fox Community Committee	25 August 2022
Picton Oval Community Committee	25 July 2022 at 5.30pm
Riddiford Arboretum Community Committee	2 July 2022
Youth Advisory Committee	To be scheduled once the required number of community representatives have been appointed to the Committee

Committees have been reminded to forward minutes from their Annual General Meetings and all Committee Meetings to Council for Council’s endorsement.

Report:

As per Council’s adopted Asset and Advisory Committee Framework (adopted 30 March 2022) which states that:

- Committees are to be appointed every four (4) years, within six (6) 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).

Council conducted a fifth round of advertising for nominations for community representatives on its Section 355 Committees, with nominations closing Wednesday 20 July 2022.

A report will be presented to Council each month to progressively appoint representatives to the Section 355 Committees and further advertising will be undertaken if required to fill all vacancies.

Council appointed 73 community representatives at the April, May, June and July Council Meetings and as at the date of writing this report, Council has received a further five (5) nominations during August for consideration (see attached).

The following table summarises the number of community representatives required on each Committee; the number of community representatives already appointed and further nominations received. It also includes, for Councillors reference, the Council delegate/s on each Committee.

Name of Committee	Number of Community Representatives as per Constitution	Number of Community Representatives appointed by Council Resolution at previous Council Meetings	Further Nominations Received as at 24 August 2022	Council Delegate/s on Committees
Ageing Well Advisory Committee	5 Three community representatives of senior years or who care for a person in their senior years. Two community	6 Mr Neil Jeyasingam Ms Julua Hamel Ms Melanie Chynoweth Mr Owen Whyman Dr JR Mitchell Ms Jodie McInnes	1 Ms Irene Davey	Councillor Algate Councillor Gallagher Councillor Page

Name of Committee	Number of Community Representatives as per Constitution	Number of Community Representatives appointed by Council Resolution at previous Council Meetings	Further Nominations Received as at 24 August 2022	Council Delegate/s on Committees
	representatives from the First Nations community who are either of senior years or who care for a person in their senior years			
Alma Oval Community Committee	Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by the Executive)	4 Mr Ron Butcher Ms Katrina Webb Ms Pamela O'Dwyer Mr Peter O'Dwyer	0	Councillor Boland
BIU Band Hall Community Committee	Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by the Executive)	3 Mr Wayne Orr Mr Mark Curtis Ms Robynne Sanderson	0	Councillor Algate
Broken Hill City Art Gallery Advisory Committee	7 community representatives with demonstrated experience in heritage, arts, culture and/or event planning	11 Ms Jenny Cattonar Mr Rick Ball Mr Clark Barrett Mr John Hart Ms Maureen Clark Ms Krystle Evans Ms Julie Horsburgh Ms Catherine Farry Prof Simon Molesworth AO QC Ms Joanne Crase Mr Andrew Gosling	The Broken Hill City Art Gallery Advisory Committee has reached full membership	Councillor Boland Councillor Turley
Broken Hill Community Strategic Plan Round Table Committee	4 community representatives with governance experience and a demonstrated interest in issues associated with the implementation of the Community Strategic Plan	3 Ms Sharon Hocking Mr Peter Beven Dr JR Mitchell	0	Mayor Kennedy D/ Mayor Hickey Councillor Algate Councillor Boland
Broken Hill Heritage Advisory Committee	6 community representatives with demonstrated	7 Ms Ghislaine Barbe Ms Christine Adams Ms Jeanette		Councillor Boland Councillor Browne

Name of Committee	Number of Community Representatives as per Constitution	Number of Community Representatives appointed by Council Resolution at previous Council Meetings	Further Nominations Received as at 24 August 2022	Council Delegate/s on Committees
	experience in heritage, arts, culture and/or planning	Thompson Prof Simon Molesworth AO QC Mr Clifford Turley Mr Gary Cook Mr Andrew Gosling	The Broken Hill Heritage Advisory Committee has reached full membership	Councillor Turley 2 x vacant positions
Friends of the Flora and Fauna of the Barrier Ranges Community Committee	Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by the Executive)	17 Mr John Rogers Ms Merran Coombe Mr Jeffrey Crase Mr Geoffrey Hoare Ms Susan Spangler Mr David Spielvogel Ms Jill Spielvogel Mr Paul Reed Ms Gaylene Ford Mr Michael Ford Ms Karen Ford Mr Ronald Fletcher Ms Ann Evers Ms Kellie Scott Mr Jamie Scott Mr Evan Scott Miss Emily Scott	The Friends of the Flora and Fauna of the Barrier Ranges Community Committee has reached full membership	Councillor Browne
Memorial Oval Community Committee	Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by the Executive)	7 Ms Tanya Martyn Mr Chris May Mr Layne Ralph Ms Jody Whitehair Mr Alan Titcombe Mr Bruce McIntosh Ms Tracey Robinson	0	Councillor Gallagher Councillor Jewitt
Norm Fox Sporting Complex Community Committee	Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by the Executive)	3 Mr Peter Johnston Mr Colin Casey Mr Ian Sanderson	0	Councillor Algate Councillor Turley
Picton Oval Sportsground Community Committee	Reasonable number of community representatives reflecting the size and operations of the facility (to be	4 Ms Christine Adams Mr Paul Adams Mr Trevor Rynne Mr Noel Hannigan	0	Councillor Gallagher

Name of Committee	Number of Community Representatives as per Constitution	Number of Community Representatives appointed by Council Resolution at previous Council Meetings	Further Nominations Received as at 24 August 2022	Council Delegate/s on Committees
	agreed upon by the Executive)			
Riddiford Arboretum Community Committee	Reasonable number of community representatives reflecting the size and operations of the facility (to be agreed upon by the Executive)	7 Mr Wayne Lovis Ms Alison Sutton Ms Carey Guihot Ms Barbara Webster Mr Greg Curran Ms Julie Matthews Mr Paul Riccard	0	Councillor Browne
Youth Advisory Committee	5 Three community representatives aged between 18-26 years or a parent/carer of a person aged 12-18 years. Two community representatives from the First Nations community aged between 18-26 years or a parent/carer of a person aged 12-18 years.	1 Ms Sharryn Rouse	4 Mr Jim Richards Ms Tegan Gerard Ms Susanne Jones Ms Mel Chynoweth	Councillor Boland Councillor Jewitt Councillor Turley
Totals		73	5	

Ageing Well Advisory Committee

Council has received nominations above the total number of community representatives stated in the Constitutions for the Ageing Well Advisory Committee.

Past practice has noted that some Committees attract more interest than others. Council welcomes the increased interest in community involvement in its S355 Committees, and therefore does not reject the additional nominations received.

Although a Committee may have additional members above that stated in the Constitution early in the Term of Council, resignations often occur and the advantage of additional members now (who will have a full understanding of the operation of the Committee) allows for natural attrition to occur and the Committees to operate seamlessly throughout the current Term of Council, thus avoiding the need to call for nominations to fill vacancies.

As a way to formalise this past practise, it is suggested that the Membership clause of the Constitution of the Ageing Well Advisory Committee be amended to include the words "A minimum of" before the number of community representative positions stated in the Constitution. This will allow for additional community representatives to be appointed to the Committee, and to allow for Council to advertise for nominations for new community representatives once the membership falls below the minimum number due to natural attrition.

ET Lamb Memorial Oval Community Committee

As per Council’s resolution at the Council Meeting held 30 March 2022 to re-establish the ET Lamb Memorial Oval Community Committee if sufficient nominations for community representatives are received, Council advertised for nominations on the ET Lamb Memorial Oval Community Committee along with all other Section 355 Committees. Council has collected nominations over the duration of the advertising period and a separate report was presented to the August Policy and General Committee Meeting for recommendation to Council for consideration of the re-establishment of the Committee as a sufficient number of nominations have been received.

It should be noted that letters of appreciation have been sent to the outgoing community representatives on all Section 355 Committees as per Council’s resolution at the 30 March 2022 Council Meeting. These letters also encouraged past community representatives to renominate.

For Committees with three or more community representatives appointed, Councillors were requested to call their first meeting (Annual General Meeting) and to appoint their Executive Members and set the Committee’s meeting dates for the remainder of the year.

As mentioned in the Executive Summary, the majority of S355 Committees have held their Annual General Meetings.

This report is presented to Council to consider the nominations received during August and to appoint community representatives to the various Section 355 Committees.

The final round of advertising will occur in September which will conclude six months of advertising for nominations for membership on Council’s Section 355 Committees.

Community Engagement:

Council is currently advertising for nominations for community representatives on its Section 355 Committees, with nominations for this month closing 24 August 2022. Further advertising will be conducted in September and this will be the final month of advertising in an effort to achieve adequate membership on S355 Committees.

Strategic Direction:

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

Relevant Legislation:

Section 355 of the *Local Government Act 1993*
 Council’s adopted S355 Asset and Advisory Committee Framework and Constitutions.

Financial Implications:

There are no financial implications.

Attachments

1. [↓](#) Nomination - Ms Irene Davey
2. [↓](#) Nomination - Mr Jim Richards
3. [↓](#) Nomination - Ms Tegan Gerard
4. [↓](#) Nomination - Ms Susanne Jones
5. [↓](#) Nomination - Ms Mel Chynoweth

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

Section 355 Committee Nomination Form

BROKEN HILL
CITY COUNCIL

Submission date: 27 July 2022, 2:29PM
Receipt number: S355N-69
Related form version: 7

Contact Details

First Name	Irene
Last Name	Davey
Contact Number	[REDACTED]
Do you have an email address?	Yes
Email Address	[REDACTED]
Applicant Street Number	[REDACTED]
Applicant Street Name	[REDACTED]
Applicant Suburb/City	Broken Hill
Applicant State	NSW
Applicant Postcode	2880

Committee Details

Which S355 Committee are you nominating for?	Ageing Well Advisory Committee
--	--------------------------------

Ageing Well Advisory Committee

Please outline why you would like to be a member of this committee:	Beacue i am involved in teaching age care
Please confirm that you are a person of senior years or you care for a person in their senior years.	yes
What is your previous experience with any committee? Please list name/s of Committee/s and periods of service.	I have been in 5 committee's ect hospital, colleges but not Council

Please detail any other relevant information.

Privacy

- Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998.
- The purpose for collecting your personal information is to obtain and record details to assess your application.
- The supply of your personal information may be by law or voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application.
- Your information will be collected and stored, in accordance with the State Records Act 1998, by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

Declaration

I declare that all the information provided in this application is given by me being the person named as the applicant.

Section 355 Committee Nomination Form



Submission date: 29 July 2022, 11:25AM
Receipt number: S355N-70
Related form version: 7

Contact Details

First Name	Jim
Last Name	Richards
Contact Number	[REDACTED]
Do you have an email address?	Yes
Email Address	[REDACTED]
Applicant Street Number	[REDACTED]
Applicant Street Name	[REDACTED]
Applicant Suburb/City	Broken Hill
Applicant State	NSW
Applicant Postcode	2880

Committee Details

Which S355 Committee are you nominating for?	Youth Advisory Committee
--	--------------------------

Youth Advisory Committee

Please outline why you would like to be a member of this committee:	I would like to serve as the representative for the Far West Local Health District, as per the terms of reference Council are seeking stakeholder membership from NSW Health. I am the Senior CAMHS Clinician and acting Team Leader for the Child and Adolescent Mental Health Service. Mental health is a key issue facing the young people in our community.
---	---

Please confirm that you are a young person aged 18 to 24 years; or the parent/carer of a young person aged 12-24 years.

What is your previous experience with any committee? Please list name/s of Committee/s and periods of service.

**I currently serve on the Headspace Consortium Committee
I have previously served on the Broken Hill City Council Sister Cities 355 Committee, the Memorial Oval Management Committee, Clubgrants committee, and other Council committees.**

Please detail any other relevant information.

Privacy

- Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998.
- The purpose for collecting your personal information is to obtain and record details to assess your application.
- The supply of your personal information may be by law or voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application.
- Your information will be collected and stored, in accordance with the State Records Act 1998, by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

Declaration

I declare that I am over the age of 18

I declare that I have established ties to the Broken Hill community

I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council

I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee issues

I declare that all the information provided in this application is given by me being the person named as the applicant.

Section 355 Committee Nomination Form

BROKEN HILL
CITY COUNCIL

Submission date: 9 August 2022, 3:05PM
Receipt number: S355N-71
Related form version: 7

Contact Details

First Name	Tegan
Last Name	Gerard
Contact Number	[REDACTED]
Do you have an email address?	Yes
Email Address	[REDACTED]
Applicant Street Number	[REDACTED]
Applicant Street Name	[REDACTED]
Applicant Suburb/City	Broken Hill
Applicant State	NSW
Applicant Postcode	2880

Committee Details

Which S355 Committee are you nominating for?	Youth Advisory Committee
--	--------------------------

Youth Advisory Committee

Please outline why you would like to be a member of this committee:	To support Aboriginal Youth in Broken Hill to become involved and advocate on their behalf while bringing an Aboriginal lens and contribution to the Youth Advisory Committee.
---	--

Please confirm that you are a young person aged 18 to 24 years; or the parent/carer of a young person aged 12-24 years. **no**

What is your previous experience with any committee? Please list name/s of Committee/s and periods of service.

**Aboriginal Community Working Party Member 2008 - Current.
Murdi Paaki Aboriginal Young Leader - 2009 - 2012
Mutawintji Local Aboriginal Land Council Board Member - 2019 - Current**

Please detail any other relevant information.

I manage the Wilcannia Wings Youth Drop In Centre in Wilcannia and have recently assisted the Menindee community to coordinate a School Holiday Program which was incredibly successful. I would like to support Youth in Broken Hill and advocate and provide senior Aboriginal leadership on the Youth Committee to identify any service gaps around Youth in Broken Hill. I would also like to celebrate young people's success and contributions to the Broken Hill Community.

Privacy

- Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998.
- The purpose for collecting your personal information is to obtain and record details to assess your application.
- The supply of your personal information may be by law or voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application.
- Your information will be collected and stored, in accordance with the State Records Act 1998, by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

Declaration

**I declare that I am over the age of 18
I declare that I have established ties to the Broken Hill community
I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council
I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee issues
I declare that all the information provided in this application is given by me being the person named as the applicant.**

Section 355 Committee Nomination Form

BROKEN HILL
CITY COUNCIL

Submission date: 10 August 2022, 12:59PM
Receipt number: S355N-72
Related form version: 7

Contact Details

First Name	Susanne
Last Name	Jones
Contact Number	[REDACTED]
Do you have an email address?	Yes
Email Address	[REDACTED]
Applicant Street Number	[REDACTED]
Applicant Street Name	[REDACTED]
Applicant Suburb/City	Broekn Hill
Applicant State	NSW
Applicant Postcode	2880

Committee Details

Which S355 Committee are you nominating for?	Youth Advisory Committee
--	--------------------------

Youth Advisory Committee

Please outline why you would like to be a member of this committee:

I would like to apply for the YAC in my position as Community Awareness Officer for headspace Broken Hill. headspace is a youth focused service which addresses mental and physical health concerns of youth 12-25 as well as substance abuse and career options. By being on the committee I see myself being in a place that will be supportive of both young people in Broken Hill and work together with other organisations, taking w broader view.

Please confirm that you are a young person aged 18 to 24 years; or the parent/carer of a young person aged 12-24 years.

no

What is your previous experience with any committee? Please list name/s of Committee/s and periods of service.

WHSC _ Leumeah High School - 3 years
Critical friend _ Art Gallery NSW- 5yrs
Volunteers at Campbelltown Art Gallery -

Please detail any other relevant information.

I moved to BH 18 maths ago.
I have a long history of community engagement before I arrived here.
I am passionate about youth

Privacy

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Declaration

I declare that I am over the age of 18
I declare that I have established ties to the Broken Hill community
I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council
I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee issues
I declare that all the information provided in this application is given by me being the person named as the applicant.

Section 355 Committee Nomination Form

BROKEN HILL
CITY COUNCIL

Submission date: 15 August 2022, 2:07PM
Receipt number: S355N-73
Related form version: 7

Contact Details

First Name	Mel
Last Name	Chynoweth
Contact Number	[REDACTED]
Do you have an email address?	Yes
Email Address	[REDACTED]
Applicant Street Number	[REDACTED]
Applicant Street Name	[REDACTED]
Applicant Suburb/City	Broken Hill
Applicant State	NSW
Applicant Postcode	2880

Committee Details

Which S355 Committee are you nominating for?	Youth Advisory Committee
--	--------------------------

Youth Advisory Committee

Please outline why you would like to be a member of this committee:	I am currently developing a youth advisory group for Far West Local Health District and feel this will be beneficial to the youth group to participate in this working group
Please confirm that you are a young person aged 18 to 24 years; or the parent/carer of a young person aged 12-24 years.	yes

What is your previous experience with any committee? Please list name/s of Committee/s and periods of service. **I am on the Ageing well committee and also previous experience as a health counsellor**

Please detail any other relevant information.

Also a mother of 3 and step mother of 3

Privacy

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- Your information will be collected and stored, in accordance with the State Records Act 1998, by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

Declaration

I declare that I am over the age of 18

I declare that I have established ties to the Broken Hill community

I declare that I am a resident of the local government area (LGA); or if not a resident, be able to demonstrate an interest in the objectives of the committee and ability to attend committee meetings to the satisfaction of Council

I declare that I will commit to the activities of the Committee and a willingness to be actively involved in the Committee issues

I declare that all the information provided in this application is given by me being the person named as the applicant.

ORDINARY MEETING OF THE COUNCIL

August 4, 2022

ITEM 6BROKEN HILL CITY COUNCIL REPORT NO. 194/22SUBJECT: ACTION LIST REPORTD22/41143**Recommendation**

1. That Broken Hill City Council Report No. 194/22 dated August 4, 2022, be received.

Executive Summary:

The purpose of this report is to ensure that Council and the community are informed on the status of actions required by previous Council resolutions.

Report:

A new format Action List was presented to the June 2017 Council Meeting to provide Councillors with a clearer way of reporting on the progress of outstanding Council resolutions. As per Minute No. 45570, the Action List has been produced in the new colour coded format and shows the progress of Council' outstanding decisions (Green – completed, Yellow – in progress and Red – not yet commenced).

The Action List attached to this report covers decisions at Ordinary Council Meetings, is for information only and will be provided to Council on a monthly basis.

Discussions have been held with staff regarding the long outstanding items on the Action List, most of which are leasing/licencing matters. Staff will be working to finalise these items as a priority and/or request Council to rescind resolutions where circumstances have changed.

Community Engagement:

Nil.

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993

Financial Implications:

Nil

Attachments

1. [↓](#) Action List

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

For Action	Division: Ordinary Council	Date From: 26/04/2018
Action Sheets Report	Committee: Ordinary Council	Date To: 25/08/2022
	Officer: Including Further Reports	Printed: Thursday, 25 August 2022 11:05:59 AM
	Further Report Required: Including Further Reports	

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/04/2018	Nieuwoudt, Kobus Nankivell, Jay	Reports	COMPULSORY ACQUISITION OF WARNOCK GOSSAN STREET ROAD RESERVE
Resolved:			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 59/18 dated April 6, 2018, be received. That Council make an application to the Minister and Governor for approval to acquire the sections of Warnock and Gossan Street traversing Crown Land in Lot 7469 in Deposited Plan 1182254, under Section 177 of the <i>Roads Act 1993</i> and Section 186 of the <i>Local Government Act 1993</i>. That the acquisition be undertaken in accordance with the requirements of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i>. That upon acquisition, Council to undertake required actions to open the subject road by registration of a plan in accordance with Section 7 of the <i>Roads Act 1993</i>. 			
16 May 2018 9:45am Bartlett, Leisa In progress.			
15 Aug 2018 3:32pm Bartlett, Leisa MPDC advised - OLG advised that the land is subject to a Native Title Claim and that compulsory acquisition cannot go ahead at this stage. Council is waiting for further advice from OLG.			
11 Sep 2018 4:40pm Bartlett, Leisa No change, awaiting advice from OLG.			
09 Oct 2018 5:08pm Bartlett, Leisa Awaiting OLG advice			
13 Nov 2018 9:26am Bartlett, Leisa Awaiting OLG advice due to Native Title.			
06 Feb 2019 1:51pm Bartlett, Leisa In discussions with Crown Lands regarding Native Title.			
07 Mar 2019 1:55pm Bartlett, Leisa No change, awaiting response from Crown Lands.			
15 May 2019 10:41am Falkner, Georgina Crown Lands have advised they have no objection to receiving Proposed Acquisition Notices. Investigating budget and Native Title prior to making application to OLG.			
14 Jun 2019 3:27pm Bartlett, Leisa no change in status			
04 Jul 2019 1:51pm Bartlett, Leisa no change in status			
20 Aug 2019 3:39pm Misagh, Anthony Acquisition is on hold and most likely will not be going ahead at this point. It holds native title and it is getting somewhat expensive.			
17 Oct 2019 9:54am Bartlett, Leisa Discussions being held with month with the Department of Crown Lands.			
14 Nov 2019 4:35pm Bartlett, Leisa Seeking legal advice from Council's Solicitors			
12 Feb 2020 12:12pm Bartlett, Leisa Legal advice received. Matter in progress.			

For Action	Division: Ordinary Council	Date From: 26/04/2018
Action Sheets Report	Committee: Ordinary Council	Date To: 25/08/2022
	Officer: Including Further Reports	Printed: Thursday, 25 August 2022 11:05:59 AM
	Further Report Required: Including Further Reports	

<p>07 Apr 2020 10:14am Bartlett, Leisa 11/03/2020 - Matter in progress.</p> <p>08 Apr 2020 11:16am Bartlett, Leisa In progress.</p> <p>08 May 2020 11:58am Bartlett, Leisa Matter in progress.</p> <p>10 Jun 2020 2:35pm Bartlett, Leisa Matter in progress.</p> <p>15 Jul 2020 1:45pm Bartlett, Leisa Matter in progress.</p> <p>12 Aug 2020 9:41am Bartlett, Leisa Matter in progress.</p> <p>17 Sep 2020 3:05pm Bartlett, Leisa Matter on hold until the Federation Way Acquisition is complete.</p> <p>16 Oct 2020 8:42am Bartlett, Leisa Matter on hold.</p> <p>10 Nov 2020 4:11pm Bartlett, Leisa Matter on hold.</p> <p>30 Nov 2020 2:06pm Bartlett, Leisa Matter on hold.</p> <p>12 Feb 2021 10:00am Bartlett, Leisa Matter on hold until Federation Way Acquisition is complete</p> <p>18 Mar 2021 4:38pm Bartlett, Leisa In progress.</p> <p>16 Apr 2021 10:41am Bartlett, Leisa In progress.</p> <p>12 May 2021 12:10pm Bartlett, Leisa On hold until Federation Way acquisition is complete.</p> <p>15 Jul 2021 12:13pm Bartlett, Leisa On hold until Federation Way acquisition is complete.</p> <p>12 Aug 2021 3:03pm Bartlett, Leisa On hold.</p> <p>16 Dec 2021 11:49am Bartlett, Leisa On hold.</p> <p>18 Jan 2022 2:54pm Butcher, Lacey On hold</p> <p>21 Mar 2022 3:44pm Bartlett, Leisa no change in status.</p> <p>19 May 2022 11:21am Bartlett, Leisa no change in status.</p> <p>22 Jun 2022 11:03am Guerin, Emily No change in status</p> <p>18 Jul 2022 3:05pm Guerin, Emily No change in status</p>

For Action	Division: Ordinary Council	Date From: 26/04/2018
Action Sheets Report	Committee: Ordinary Council	Date To: 25/08/2022
	Officer: Including Further Reports	Printed: Thursday, 25 August 2022 11:05:59 AM
	Further Report Required: Including Further Reports	

24 Aug 2022 3:28pm Bartlett, Leisa
No change in status.

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/07/2020	Nieuwoudt, Kobus Nankivell, Jay	Confidential Matters	WILLYAMA COMMON TRUST LICENCE OF PART LOT 7315 DP 1183447 TO BROKEN HILL SPEEDWAY CLUB

Resolved

- That Broken Hill City Council Report No. 105/20 dated July 1, 2020, be received.
- That Council (as Trust Manager for the Willyama Common Trust) lease Part Lot 7315 in Deposited Plan 1183447 to the Broken Hill Speedway Club for the purpose of a motocross track extension and associated access.
- That the lease term be 25 years and the annual rental be the minimum Crown Lands rental.
- That the Mayor and General Manager be authorised to sign and execute any documents under the Common Seal of Council, the absence of a Trust Seal.

CARRIED UNANIMOUSLY

12 Aug 2020 10:00am Bartlett, Leisa
Solicitors are drawing up the licence agreement.

17 Sep 2020 3:09pm Bartlett, Leisa
Draft lease being finalised.

16 Oct 2020 9:20am Bartlett, Leisa
Draft lease with Solicitors.

10 Nov 2020 4:26pm Bartlett, Leisa
Licence is with the Broken Hill Speedway Club for signature.

30 Nov 2020 2:11pm Bartlett, Leisa
Licence with Speedway Club for signature.

12 Feb 2021 10:04am Bartlett, Leisa
Licence signed by all parties and is now with the Minister for approval.

18 Mar 2021 4:40pm Bartlett, Leisa
In progress.

16 Apr 2021 10:42am Bartlett, Leisa
In progress.

12 May 2021 12:14pm Bartlett, Leisa
In progress.

17 Jun 2021 4:55pm Bartlett, Leisa
Waiting on response from Local Aboriginal Land Council.

For Action	Division: Ordinary Council	Date From: 26/04/2018
	Committee:	Date To: 25/08/2022
Action Sheets Report	Officer:	
	Further Report Required: Including Further Reports	Printed: Thursday, 25 August 2022 11:05:59 AM

<p>15 Jul 2021 12:15pm Bartlett, Leisa Solicitor is awaiting a response from the Local Aboriginal Land Council.</p> <p>12 Aug 2021 3:04pm Bartlett, Leisa Council's Solicitor is awaiting a response from the Local Aboriginal Land Council.</p> <p>15 Sep 2021 9:06am Bartlett, Leisa Council staff following up with Local Aboriginal Land Council.</p> <p>14 Oct 2021 4:12pm Bartlett, Leisa Awaiting response from Local Aboriginal Land Council.</p> <p>11 Nov 2021 9:02am Bartlett, Leisa Awaiting response from the Local Aboriginal Land Council.</p> <p>16 Dec 2021 11:51am Bartlett, Leisa Awaiting response from Local Aboriginal Land Council.</p> <p>18 Jan 2022 2:55pm Butcher, Lacey Awaiting response from Aboriginal Land Council</p> <p>15 Feb 2022 10:58am Bartlett, Leisa Awaiting response from Aboriginal Land Council.</p> <p>23 Mar 2022 2:42pm Bartlett, Leisa No change in status.</p> <p>19 May 2022 11:23am Bartlett, Leisa No change in status.</p> <p>22 Jun 2022 11:04am Guerin, Emily No change in status</p> <p>18 Jul 2022 3:07pm Guerin, Emily No change in status</p> <p>24 Aug 2022 3:28pm Bartlett, Leisa No change in status.</p>

Meeting	Officer/Director	Section	Subject
Ordinary Council 9/12/2020	Nieuwoudt, Kobus Nankivell, Jay	Confidential Matters	WILLYAMA COMMON TRUST LICENCE TO NEXTGEN NETWORKS PTY LTD
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 175/20 dated November 24, 2020, be received. That the Willyama Common Trust amend the existing licence to Nextgen Networks Pty Ltd in accordance with the attached plan, being part Lot 7302 DP 1181129. That the Willyama Common Trust renew the amended licence for a further period of 10 years (in accordance with the existing renewal option) and rent be set at \$2500 per annum. That the Mayor and General Manager be authorised to sign and execute any relevant documents under the Common Seal of Council, in the absence of a Trust Seal. 			

For Action	Division: Ordinary Council	Date From: 26/04/2018
Action Sheets Report	Committee: Ordinary Council	Date To: 25/08/2022
	Officer: Including Further Reports	Printed: Thursday, 25 August 2022 11:05:59 AM

		CARRIED UNANIMOUSLY
<p>12 Feb 2021 10:12am Bartlett, Leisa Processes have commence to issue licence.</p> <p>18 Mar 2021 4:41pm Bartlett, Leisa Nextgen progressing draft licence.</p> <p>16 Apr 2021 10:47am Bartlett, Leisa Draft deed is with the Solicitor.</p> <p>12 May 2021 12:17pm Bartlett, Leisa Draft deed with Solicitors - in progress.</p> <p>17 Jun 2021 5:24pm Bartlett, Leisa Draft deed with the Solicitors.</p> <p>15 Jul 2021 12:19pm Bartlett, Leisa In progress.</p> <p>12 Aug 2021 3:06pm Bartlett, Leisa In progress.</p> <p>15 Sep 2021 9:09am Bartlett, Leisa In progress.</p> <p>14 Oct 2021 4:15pm Bartlett, Leisa Awaiting information from applicant to be able to progress further.</p> <p>11 Nov 2021 9:02am Bartlett, Leisa Potential amendments being discussed.</p> <p>16 Dec 2021 11:51am Bartlett, Leisa Amendments being discussed.</p> <p>18 Jan 2022 2:56pm Butcher, Lacey Amendments being discussed</p> <p>15 Feb 2022 10:59am Bartlett, Leisa Amendments in progress.</p> <p>23 Mar 2022 2:42pm Bartlett, Leisa No change in status</p> <p>19 Apr 2022 11:33am Bartlett, Leisa Licence with Solicitors for amendments.</p> <p>19 May 2022 11:24am Bartlett, Leisa Amendments in progress.</p> <p>18 Jul 2022 3:07pm Guerin, Emily No change in status</p>		

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/03/2021	Howard, Codie Nankivell, Jay	Notice of Motion	COMMUNITY GARDEN FOR FORMER ALMA POOL SITE
Resolved			

For Action	Division: Ordinary Council	Date From: 26/04/2018
Action Sheets Report	Committee: Ordinary Council	Date To: 25/08/2022
	Officer: Including Further Reports	Printed: Thursday, 25 August 2022 11:05:59 AM
	Further Report Required: Including Further Reports	

1. That Motions of Which Notice has been Given No. 7/21 dated March 19, 2021, be received.
 2. That Broken Hill City Council prepares a report about establishing a community operated gardens at the former Alma pool site.
- CARRIED UNANIMOUSLY
- 16 Apr 2021 10:52am Bartlett, Leisa**
Plan being developed.
- 18 Jun 2021 12:12pm Bartlett, Leisa**
Plan being developed.
- 15 Jul 2021 12:20pm Bartlett, Leisa**
Development of plan ongoing.
- 12 Aug 2021 3:07pm Bartlett, Leisa**
Development of plan ongoing.
- 08 Sep 2021 12:56pm Bartlett, Leisa**
Development of plan ongoing.
- 12 Oct 2021 11:08am Bartlett, Leisa**
Development of plan ongoing.
- 11 Nov 2021 9:03am Bartlett, Leisa**
Ongoing.
- 16 Dec 2021 11:52am Bartlett, Leisa**
Development of the plan is ongoing.
- 18 Jan 2022 2:57pm Butcher, Lacey**
Development of the plan is ongoing
- 15 Feb 2022 11:00am Bartlett, Leisa**
Development of the plan in ongoing.
- 21 Mar 2022 3:14pm Bartlett, Leisa**
Development of Plan is ongoing
- 19 Apr 2022 3:00pm Bartlett, Leisa**
Development of Plan is ongoing.
- 19 May 2022 11:24am Bartlett, Leisa**
No change in status.
- 22 Jun 2022 9:43am Guerin, Emily**
No change in status
- 18 Jul 2022 1:34pm Guerin, Emily**
No change in status
- 24 Aug 2022 2:33pm Bartlett, Leisa**
Progress Report to be presented to the September 2022 Work Committee.

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/03/2021	Howard, Codie Nankivell, Jay	Notice of Motion	STREET LIGHTING

<p>For Action</p> <p>Action Sheets Report</p>	<p>Division: Ordinary Council</p> <p>Committee: Ordinary Council</p> <p>Officer:</p> <p>Further Report Required: Including Further Reports</p>	<p>Date From: 26/04/2018</p> <p>Date To: 25/08/2022</p> <p>Printed: Thursday, 25 August 2022 11:05:59 AM</p>
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Resolved
<ol style="list-style-type: none"> 1. That Motions of Which Notice has been Given No. 8/21 dated March 19, 2021, be received. 2. That Broken Hill City Council prepares a report to be tabled at the May 2021 Council Meeting regarding the installation of street lighting on Holten Drive, McGillivray Drive and Federation Way. 3. That at the end of the roll-out of the Southern Lights project, an assessment be undertaken of any further need for street lighting including the lighting to the roads mentioned in part 2 (Holten Drive, McGillivray Drive and Federation Way). <p style="text-align: right;">CARRIED</p> <p>16 Apr 2021 10:53am Bartlett, Leisa Report being prepared for the May Council Meeting.</p> <p>12 May 2021 4:35pm Bartlett, Leisa Awaiting advice on public lighting code requirements, prior to report being finalised.</p> <p>20 Jul 2021 1:45pm Bartlett, Leisa Report still being completed. Meeting with Essential Energy delayed due to COVID-19.</p> <p>12 Aug 2021 3:07pm Bartlett, Leisa Meeting with Essential Energy delayed due to COVID-19.</p> <p>14 Sep 2021 4:36pm Bartlett, Leisa Meeting with Essential Energy delayed due to COVID-19.</p> <p>12 Oct 2021 11:09am Bartlett, Leisa Meeting with Essential Energy delayed due to COVID-19.</p> <p>11 Nov 2021 9:03am Bartlett, Leisa Discussions being held with Southern Lights Group around long term ownership of street lights and installation of new poles.</p> <p>16 Dec 2021 11:52am Bartlett, Leisa Discussions ongoing.</p> <p>18 Jan 2022 2:57pm Butcher, Lacey Discussions ongoing</p> <p>15 Feb 2022 11:00am Bartlett, Leisa Discussions ongoing</p> <p>21 Mar 2022 3:15pm Bartlett, Leisa Discussions ongoing.</p> <p>19 Apr 2022 3:01pm Bartlett, Leisa Southern Lights Project still being carried out by South West joint organisation, with discussions ongoing.</p> <p>19 May 2022 11:25am Bartlett, Leisa Engagement of lighting engineer commenced for assessment of current lighting and requirements to meeting the public lighting code.</p> <p>22 Jun 2022 9:43am Guerin, Emily No change in status</p> <p>18 Jul 2022 1:34pm Guerin, Emily Request for Quotation for street lighting assessment have been sent out and are awaiting response</p>

For Action	Division: Ordinary Council	Date From: 26/04/2018
Action Sheets Report	Committee: Ordinary Council	Date To: 25/08/2022
	Officer: Including Further Reports	Printed: Thursday, 25 August 2022 11:05:59 AM
	Further Report Required: Including Further Reports	

24 Aug 2022 3:25pm Bartlett, Leisa
Quotations have been received and are currently being evaluated.

Meeting	Officer/Director	Section	Subject
Ordinary Council 26/05/2021	Nieuwoudt, Kobus Nankivell, Jay	Reports	UPDATE ON PROPOSED ACQUISITION OF FEDERATION WAY
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 75/21 dated April 27, 2021, be received. That Council note the progress update on the proposed acquisition of Federation Way. That Council seek to negotiate an Indigenous Land Use Agreement (ILUA) with the Barkandji Corporation, to allow Council to acquire the Crown Land while preserving the Barkandji's Native Title rights and interests. That the Mayor and General Manager be authorised to negotiate the terms and conditions of the proposed Indigenous Land Use Agreement (ILUA) with the Barkandji Corporation; and that at the finalisation of negotiations, a report be provided to Council advising the outcome of the negotiations for Council's approval to enter an ILUA with the Barkandji Corporation. 			
CARRIED UNANIMOUSLY			
18 Jun 2021 3:31pm Bartlett, Leisa All parties agreed to extension of acquisition timeline. Native Title negotiations to commence in July.			
15 Jul 2021 12:23pm Bartlett, Leisa In progress - Solicitors working out date for negotiations.			
12 Aug 2021 3:09pm Bartlett, Leisa Meeting re negotiations delayed due to COVID-19.			
26 Aug 2021 3:27pm Falkner, Georgina - Completion Action completed by Bartlett, Leisa			
15 Sep 2021 9:10am Bartlett, Leisa Meeting likely to be organised remotely due to COVID-19. Solicitors are currently trying to organise potential dates.			
14 Oct 2021 4:16pm Bartlett, Leisa Meeting proposed for early November 2021.			
11 Nov 2021 9:05am Bartlett, Leisa Initial meeting held, further negotiations to continue.			
16 Dec 2021 11:57am Bartlett, Leisa Further negotiations continuing.			
18 Jan 2022 2:59pm Butcher, Lacey Further negotiations continuing			
15 Feb 2022 11:07am Bartlett, Leisa			

<p>For Action</p> <p>Action Sheets Report</p>	<p>Division: Ordinary Council</p> <p>Committee: Ordinary Council</p> <p>Officer:</p> <p>Further Report Required: Including Further Reports</p>	<p>Date From: 26/04/2018</p> <p>Date To: 25/08/2022</p> <p>Printed: Thursday, 25 August 2022 11:05:59 AM</p>
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Negotiations continuing.

23 Mar 2022 2:43pm Bartlett, Leisa
No change in status.

19 Apr 2022 10:14am Bartlett, Leisa
An update report regarding the progress of this matter is provided to the April 2022 Health & Building Committee Meeting.

19 May 2022 11:26am Bartlett, Leisa
On hold, pending further discussion with Crown Lands as per the April 2022 Council Meeting Resolution.

22 Jun 2022 11:28am Guerin, Emily
Correspondence sent to Crown Lands

18 Jul 2022 3:08pm Guerin, Emily
No change in status

24 Aug 2022 3:31pm Bartlett, Leisa
No change in status.

Meeting	Officer/Director	Section	Subject
Ordinary Council 25/08/2021	Howard, Codie Nankivell, Jay	Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 416 HELD TUESDAY, 3 AUGUST 2021
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 145/21 dated August 12, 2021, be received. That the minutes from the Local Traffic Committee - Meeting No. 416 held, Tuesday, 3 August 2021 be received. That Item No. 406.6.1 – That a 'Loading Zone' be installed in Crystal Lane on the Astra side of the lane. The loading zone will be 8 meters long and 2.4 meters wide and positioned 6.7 meters from 'Give Way' sign at the intersection of the lane and an offset of 2.5 meter from the gate way to the Astra carpark. That Item No. 414.8.6 – That three additional parking spaces to be line marked where the unused driveway is located adjacent to the Hearing Centre in Sulphide Street. <p style="text-align: right;">CARRIED UNANIMOUSLY</p>			
<p>08 Sep 2021 12:57pm Bartlett, Leisa Resolutions have been workflowed to operational team for completion.</p> <p>12 Oct 2021 11:14am Bartlett, Leisa Resolutions with operational team to complete.</p> <p>11 Nov 2021 3:27pm Bartlett, Leisa</p>			

For Action	Division: Ordinary Council	Date From: 26/04/2018
Action Sheets Report	Committee: Ordinary Council	Date To: 25/08/2022
	Officer: Including Further Reports	Printed: Thursday, 25 August 2022 11:05:59 AM
	Further Report Required: Including Further Reports	

With operational team for completion.
17 Dec 2021 11:02am Bartlett, Leisa
 Item 3 - Loading Zone in Crystal Lane - complete., Item 4 - Line-marking with operational team for completion.
18 Jan 2022 3:04pm Butcher, Lacey
 Item 4 Line-marking with the operational team for completion
19 Apr 2022 3:02pm Bartlett, Leisa
 Item 4 delayed due to storm clean up - with operational team for completion.
19 May 2022 11:26am Bartlett, Leisa
 Line markers engaged to complete works in June 2022.
22 Jun 2022 9:03am Guerin, Emily
 Line markers were delayed due to wet weather with July completion now scheduled
18 Jul 2022 1:36pm Guerin, Emily
 Line markers to complete works last week of July
24 Aug 2022 2:35pm Bartlett, Leisa
 Delays in line marking works due to weather and availability of contractors to attend site due to COVID. New date scheduled for September 2022.

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/09/2021	Howard, Codie Nankivell, Jay	Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 417 HELD TUESDAY, 7 SEPTEMBER 2021
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 163/21 dated September 17, 2021, be received. That the minutes from the Local Traffic Committee – Meeting No. 417 held, Tuesday, 7 September 2021 be received. That the bus zone sign in Garnet Street (front of Broken Hill High School) be moved in a southerly direction to allow for an extra two 5-minute timed parking spaces to be installed between the existing drop-off parking space and the bus zone to allow for children to be dropped off at the front of the Broken Hill High School. 			
CARRIED UNANIMOUSLY			
12 Oct 2021 11:18am Bartlett, Leisa Resolution has been workflowed to operational team for completion.			
11 Nov 2021 3:28pm Bartlett, Leisa With operational team for completion.			
18 Jan 2022 3:05pm Butcher, Lacey With operational team for completion			
19 Apr 2022 3:02pm Bartlett, Leisa Line marking delayed due to storm clean up - with operational team for completion.			
19 May 2022 11:27am Bartlett, Leisa Signs are on order and will be installed June 2022.			

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22 Jun 2022 9:05am Guerin, Emily
Signs have arrived and will be installed after line marking has been completed

18 Jul 2022 1:36pm Guerin, Emily
Line markers to complete works last week of July

24 Aug 2022 2:36pm Bartlett, Leisa
Delays in line marking works due to weather and availability of contractors to attend site due to COVID. New date scheduled for September 2022.

24 Aug 2022 2:51pm Bartlett, Leisa
Delays in line marking works due to weather and availability of contractors to attend site due to COVID. New date scheduled for September 2022.

Meeting	Officer/Director	Section	Subject
Ordinary Council 24/11/2021	Howard, Codie Nankivell, Jay	Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 419 HELD ON THURSDAY, 28 OCTOBER 2021
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 187/21 dated November 11, 2021, be received. That the minutes from the Local Traffic Committee – Meeting 419 held on Thursday, 28 October 2021 Item No. 416.6.1 - That the parking signs in Union Street be covered for a trial period of three months to identify what impacts are caused without the timed parking spaces adjacent the Morgan Street Primary School in Union Street. That the triad period be for three months and the covers removed after this time at the end of the first school term. Further consultation will be arranged with the Principal of the Morgan Street Primary School and the residents in the area before a determination can be decided. Based on satisfaction results from the trail period the zone will be reinstated permanently – streamline from trial to permit. Item No. 417.6.1 – That a 15-minute timed parking space be installed at the front of Live better, located at 475 Argent Street to allow for the parking of the transport bus. Council to arrange further consultation with Live Better and arrange for the placement of the parking sign. Item No. 419.6.1 - That the Local Traffic Committee have no objection for the proposed road closures for the Council Christmas Pageant. 			
CARRIED UNANIMOUSLY			
15 Dec 2021 4:57pm Bartlett, Leisa			

<p>For Action</p> <p>Action Sheets Report</p>	<p>Division: Ordinary Council</p> <p>Committee:</p> <p>Officer:</p> <p>Further Report Required: Including Further Reports</p>	<p>Date From: 26/04/2018</p> <p>Date To: 25/08/2022</p> <p>Printed: Thursday, 25 August 2022 11:05:59 AM</p>
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Resolution with operational team for completion.

18 Jan 2022 3:08pm Butcher, Lacey
Resolution with the operations team for completion

19 Apr 2022 3:03pm Bartlett, Leisa
Item No. 416.6.1 - Trial period has now been completed. BHCC to complete discussion with all stakeholders to be made at May Traffic Committee., Item No. 417.6.1 - Currently with TfNSW for sign design.

19 May 2022 11:27am Bartlett, Leisa
No change in status.

22 Jun 2022 9:42am Guerin, Emily
No change in status

18 Jul 2022 1:37pm Guerin, Emily
Item No. 416.6.1 – Correspondence letter has been sent to residents and Morgan Street School for feedback on trial., Item No. 417.6.1 – TfNSW have approved sign design, BHCC currently procuring sign.

24 Aug 2022 2:52pm Bartlett, Leisa
Item No. 416.6.1 Feedback received from school and residents. Decision to be made at September Traffic Committee Meeting. Item No. 417.6.1 sign being manufactured.

Meeting	Officer/Director	Section	Subject
Ordinary Council 12/01/2022	Howard, Codie Nankivell, Jay	Reports	MINTUES OF THE LOCAL TRAFFIC COMMITTEE MEETING NO. 420, HELD TUESDAY 7 DECEMBER 2021
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 13/22 dated December 22, 2021, be received. That the minutes of the Local Traffic Committee – Meeting No.420, held on Tuesday, 7 December 2021 be received. Item No. 415.6.1 - That Council installs signage and line marking for one (1) disability parking bay adjacent to the ramp on the north side of Crystal Street adjacent to the Country University Centre (CUC) and for three to four 4-hour parking spaces (pending measurement allowance) be installed on the south side of Crystal Street between the two driveways for use by the general community. 			
CARRIED UNANIMOUSLY			
<p>21 Jan 2022 6:33pm Bartlett, Leisa Added to Council's Works schedule.</p> <p>19 Apr 2022 3:04pm Bartlett, Leisa With operational team for completion.</p> <p>19 May 2022 11:28am Bartlett, Leisa Signs on order, installation to be completed June 2022</p> <p>22 Jun 2022 9:42am Guerin, Emily Signs have arrived and will be installed after line marking has been completed</p> <p>18 Jul 2022 1:38pm Guerin, Emily</p>			

<p>For Action</p> <p>Action Sheets Report</p>	<p>Division: Ordinary Council</p> <p>Committee: Ordinary Council</p> <p>Officer:</p> <p>Further Report Required: Including Further Reports</p>	<p>Date From: 26/04/2018</p> <p>Date To: 25/08/2022</p> <p>Printed: Thursday, 25 August 2022 11:05:59 AM</p>
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Line markers to complete works last week of July
24 Aug 2022 2:34pm Bartlett, Leisa
 Delays in line marking works due to weather and availability of contractors to attend site due to COVID. New date scheduled for September 2022.

Meeting	Officer/Director	Section	Subject
Ordinary Council 12/01/2022	Nankivell, Jay Nankivell, Jay	Council Resolution	Council Resolution
Resolved			
<ol style="list-style-type: none"> 1. That the Mayoral Minute 2/22 dated the 12/01/22 be received. 2. That an Ordinary Council Meeting be held on the 27/01/2022 at 6.30pm. 3. That a workshop be held on Wednesday 19/01/2022 at 5.30pm to organise amendments to Council's Code of Meeting Practice, so that the public forum will be part of Councils Ordinary and Extraordinary Meetings. Other amendments to the Code of Meeting Practice will also be made, that the amendments discussed will be put in a draft form for adoption at the January Council Meeting on Thursday 27/01/2022. 4. That Council immediately advertises for community groups interested in hosting public meetings to discuss Council matters. The public meetings will be held monthly and business forums bi-monthly; that a report will be presented to the February 2022 meeting of Council about potential arrangements for public meetings. 5. That at the February 2022 meeting of Council, Councillors are to be presented with the required policies, with amendments included, that will allow for cash payments to be accepted at all Council operated facilities. 6. That a workshop will be held to discuss amendments to the following policies, The Code of Conduct, Compliance and Enforcement Policy, Debt Recovery Policy, Local Orders Policy, Media Relations Policy, Social Media Policy and Tree Management Policy. 7. That all expenditure, plans and actions related to the development of the Council's Library hub be abandoned and that the General Manager be invited to present a report to the Council Meeting on 27/1/2022 outlining the use of federal grant money for a purpose built archive that is located in the proposed position of the Library hub. The report will include staffing requirements. 8. That the General Manager be invited to advertise for expressions of interest for a community group to facilitate the removal and replacement of the gateway signage, 			

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- that Councillors are presented with a report at the February 2022 Council Meeting detailing the cost of replacing one of the gateway signs with a sign chosen by Deanna Spicer from her designs.
9. That the General Manager be invited to provide a report to Council with options on how to manage a complaints committee that is operated locally, the committee will deal with disputed fines and disputed orders.
 10. That the General Manager be invited to provide a report to March 2022 Ordinary Council Meeting that details the structure and operations of the former 355 committee known as "The Regional Tourism Association" with a view to re-establish the committee. The goal of the committee will be to market tourism and encourage migration to the city.
 11. That the General Manager be invited to provide a report to Council detailing the requirements for dedicated full time Council employed staff to maintain footpaths and nature strips.
 12. That the over \$6M collected from waste disposal from the Wentworth to Broken Hill pipeline is removed from the Library hub project reserve and placed into a general projects reserve.
 13. That Council forms a 355 committee that deals with all matters that affect our senior citizens and that the formation of the committee is to be advertised to the community for membership and expressions of interest.
 14. That Council forms a 355 committee that has the role to bring projects and services to the city that benefit young children, teenage children and young adults and that the formation of the committee will be advertised and expressions sought.
 15. That the General Manager be invited to provide a report to Council detailing what amendments need to be made to the constitutions of all Council 355 committees as to provide more autonomy to the committees to operate and manage Council facilities.
 16. That the Mayor be invited to organise a meeting with the Local Member Roy Butler and Essential Water as early as possible to significantly accelerate the process to open the Imperial Lake. That a site visit is organised with Essential Energy for Councillors to view the Imperial Lake. That the General Manager be invited to obtain an independent engineers report into the safety of the dam wall. Expressions of interest are advertised immediately for community representation on a working group to facilitate volunteers and the opening of the Lake and that Landcare and RANA are contacted to gauge interest.

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17. That options to increase street lighting be referred to the Policy and General committee.
18. That the General Manager be invited to immediately advertise for expression of interest from the community to form a working party to provide Council with advice on projects that Council undertakes, with a view to reduce the Council's reliance on consultants.
19. That the General Manager be invited to hold a workshop to explain to Councillors how line budgets will be implemented for the 2022/23 budget.
20. That the Mayor be invited to host a meeting with the Local State Member Roy Butler and the Local Federal Member Mark Coulton and that John Lynch, and a representative from the RFDS are invited to discuss proposals and options for an airport upgrade and options.
21. That options to increase childcare be referred to the Policy and General committee.
22. That the Works committee discuss and provide options for the removal of residential waste gate charges, this will also apply to commercial businesses that are disposing of residential rubbish, the committee will also discuss greenwaste and other recycling options. Any findings will be discussed at a number of public meetings.
23. That the General Manager be invited to provide the Council with a report detailing the legal expenditure to defend against the Ombudsman's report into the Occupation Certificate and Civic Centre usage. The report will detail any decision to expend funds to mount such defence. This report will be provided to the February 2022 meeting.
24. That the General Manager be invited to hold a workshop on 24/01/2022 at 5.30 pm to provide Councillors with all reports and information pertaining to the Civic Centre litigation.
25. That the Policy and General committee consider proposals to reduce commercial and industrial rates and to make residential rates more equitable.
26. That the General Manager be invited to advertise for expressions of interest to paint murals and provide other street art and that a report be provided at the January 27th 2022 meeting explaining why the proposed mural in Argent Street from the Country Women's Association was rejected and options to invite them to resubmit their application.

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27. That the Policy and General committee investigate the cost for Council to provide more focus on applying for grant funding and the opportunity to apply for grants for local organisations as a fee for service.
28. That the Mayor be invited to send correspondence to the Local State Member Roy Butler asking that he make representations to the State Government on behalf of the Broken Hill community to have a permanent Wentworth pipeline subsidy implemented. That the State Member be asked to facilitate a meeting with the appropriate Minister to meet with himself and the Mayor to discuss the subsidy.
29. That the General Manager be invited to provide Council with a report at the on the progress of the Netball, Norm Fox redevelopment and a tour is organised for Councillors to see all Council parks, ovals and sporting facilities.
30. That the General Manager be invited to organise a meeting with IPART and Essential Energy to discuss options to increase water usage at a lower cost so that the city can be greened.
31. That the Mayor be invited to send correspondence to the Local Member Roy Butler to ask him to organise a meeting with the appropriate Ministers to discuss the management of the Menindee Lakes and the Darling River.
32. That General Manager be invited to immediately advertise for expressions of interest from the community to remove dead trees.
33. That the Works committee investigate options to plant different tree species that are asset friendly and fast growing.
34. That the General Manager be invited to provide Councillors with a report on options to address the issues of roaming dogs and cats. That a meeting be organised of the committee that was formed to address this issue and the findings referred to the Policy and General committee.
35. That the General Manager be invited to provide a report about the process to get funding for a mining, truck, car and motorbike museums. The report will include previous reports on the matters and the offer made by Perilya a number of years ago about mining assets.
36. That the General Manager advertise for expressions of interest to form a working group to address the homeless issue, drug and alcohol use and suicide prevention.

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- 37. That the General Manager be invited to provide a report to Council detailing options to facilitate a truck wash and truck stop.
- 38. That the General Manager be invited to provide a report to the January meeting about any positions in the employee structure that remain unfilled and the expense to date for wages compared to the budgeted amount. Also the expected wage amount to year end with only the current positions filled.
- 39. That the General Manager be invited to contact the appropriate Aboriginal organisations to facilitate communication for the purpose of establishing a green space at the rear of Creedon Street.
- 40. That the General Manager provides a report to the January 27 2022 Ordinary Council Meeting outlining timelines for the implementation of the resolutions of Mayoral Minute No. 2/22.

CARRIED

21 Jan 2022 5:25pm Bartlett, Leisa

2. - COMPLETE, 3. - COMPLETE. Draft for public exhibition presented to the January Council Meeting., 4. - Report to be presented to the February Council Meeting., 5. - Report to be presented to the February Ordinary Council Meeting, 6. - Workshops to be scheduled during February to enable consideration of amended policies at the March Committee meetings., 7. - Report presented to the January Council Meeting., 8. - Report to be presented to the February Council Meeting., 9. - Report to be presented to the March Policy & General Committee Meeting., 10. - Report to be presented to the March Ordinary Council Meeting, 11. - Workshops to be held with Council through the development of the 2022/23 Operational Plan and Resourcing Strategy, with a report provided to the April 2022 Policy & General Committee., 12. - Internal transfer of reserves has been completed. An updated internal reserve table will be presented as part of the December Quarterly Review Report., 13. - A workshop will be held with Councillors in March to formulate a TOR for presentation to the March Committee Meetings., 14. - A workshop will be held with Councillors in March to formulate a TOR for presentation to the March Committee Meetings., 15. - Report to be presented to the March Works Committee meeting., 16. - Site visit being arranged with Essential Water for the week commencing 31 January 2022., 17. - Options to be presented at the April Works Committee meeting., 18. - Projects Steering Group Terms of Reference to be formulated and presented to the February Ordinary Council Meeting., 19. - Workshops to be held during March 2022 as part of the 2022/23 budget process., 20. - Meeting to be scheduled for February 2022., 21. - Further consultation with Foundation Broken Hill is recommended during February 2022 with options for Council support to be presented to the March Health and Building Committee Meeting., 22. - to occur during March 2022 as part of the 2022/23 budget process., 23. - Report to be presented to the February Council Meeting., 24. - Workshop held on 24 January 2022., 25. - to occur during March 2022 as part of the 2022/23 budget process., 26. - Report presented at this Council Meeting. EOI for murals and street art in accordance with Council's Public Art Policy to be advertised in February 2022., 27. - This will be workshopped with Council through the development of the 2022/23 Operational Plan and Resourcing Strategy, with a report provided to the April Policy and General Committee meeting., 28. - Letter being drafted., 29. - Report presented to January Council Meeting with site visits and further workshops scheduled for February., 30. - Meeting to be organised for February 2022., 31. - Letter being drafted., 32. - EOI to be advertised during February 2022 following the results of the tree audit to identify high priority areas of removal in the first instance., 33. - Tree Management Policy and Tree Management Plan to be workshopped with Councillors during February 2022 for presentation to the March Works Committee Meeting., 34. - Report will be provided to Councillors in March 2022, following the commencement of Council's recently appointed Executive Manager Planning and Community Safety., 35. - Priority projects and funding to be discussed and workshopped as part of the development of the 2022/23 Operational Plan and Resourcing Strategy., 36. - Working Groups Terms of Reference to be developed in consultation with the appropriate stakeholders and presented to the April Health and Building Committee Meeting., 37. - Report to be presented to the February Council Meeting for further consideration to occur as part of the 2022/23 budget process., 38. - Report presented to the January Council Meeting - COMPLETE, 39. - Contact and further investigation to occur during February 2022 when appropriate Officers return from leave., 40. - Report presented to January Council Meeting - COMPLETE

11 Feb 2022 5:02pm Bartlett, Leisa

<p>For Action</p> <p>Action Sheets Report</p>	<p>Division: Ordinary Council</p> <p>Committee: Ordinary Council</p> <p>Officer:</p> <p>Further Report Required: Including Further Reports</p>	<p>Date From: 26/04/2018</p> <p>Date To: 25/08/2022</p> <p>Printed: Thursday, 25 August 2022 11:05:59 AM</p>
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2 - COMPLETE. 3 - Code of Meeting Practice Policy placed on public exhibition-COMLETE. 4 - Report prepared to February Council Meeting regarding Business Meetings. 5 - Report prepared to February Council Meeting - COMPLETE. 6 - Workshops scheduled for 7&9 March 2022. 7 - Report presented to 27/01/22 Council Meeting - COMPLETE. 8 - Report presented to February Council Meeting tracking of further action will continue with that report resolution - COMPLETE. 9 - Report to be presented to March Policy and General Committee Meeting. 10 - Report prepared for February Council Meeting and tracking of further action will continue with that report resolution - COMPLETE. 11 - to be included in Budget Workshops with a report to April Policy & General Committee. 12 - Funds moved, adjustments to be made in Quarter 3 budget review report. 13&14 Report to February Council Meeting and tracking of further action will continue with that report-COMLETE. 15 - Report to be presented to March Works Committee. 16 - Site visit has been held. 17 - Report to be presented to April Works Committee. 18 - Report to February Council Meeting and tracking of further action will continue with that report resolution - COMPLETE. 19 - Budget workshops to be held in March. 20 - Meeting scheduled for 21/02/22. 21. Meeting being scheduled with Foundation Broken Hill. 22 - To be discussed during Budget workshops in March. 23 - Report prepared for February Council Meeting - COMPLETE. 24 - Councillor Briefing has been held - COMPLETE. 25 - To be included in Budget workshops in March. 26 - Report presented to February Council Meeting and advertising to occur in February. 27 - To be workshopped with Operational Plan 2022/23 and a report to the April Policy & General Committee. 28 - Draft Letter with Mayor for signature. 29 - Report was presented to 27 January Council Meeting, site visit scheduled for 25/2/22. 30 - Meeting being scheduled. 31 - Draft Letter with Mayor for signature. 32 - EOI to be advertised following completion of the Tree Audit. 33 - Policy workshop being scheduled. 34 - Report to be presented to March Policy and General Committee. 35 - To be included in Operational Plan 2022/23 workshop. 36 - Report prepared to February Council Meeting. 37 - Report prepared to February Council Meeting and further tracking will be included with resolution of new report - COMPLETE. 38 - Report presented to 27 January Council Meeting - COMPLETE. 39 - Report prepared to February Council Meeting and further tracking will be included with the resolution of the new report - COMPLETE. 40 - Report presented to 27 January Council Meeting - COMPLETE.

23 Mar 2022 3:05pm Bartlett, Leisa
2-COMLETE, 3-COMLETE, 4-report regarding public meetings to be presented to Council, 5-COMLETE, 6- Code of Conduct, Media Realties Policy abnd Social Media Policy have been workshopped. Workshops to be arranged for the Compliance & Enforcement Policy, Debt Recovery Policy, Local Orders Policy and Tree Management Policy. 7-COMLETE, 8-COMLETE, 9-Report to be presented to Council following the Policy Workshop on the Local Orders Policy. 10-COMLETE, 11- report to be presented to the April Policy & General Committee following the budget workshop. 12-adjustments made in quarter 3 budget review report-COMLETE. 13&14-COMLETE, 15-report presented to March Policy and General Committee-COMLETE, 16-Site visit held and investigations ongoing, 17-report to be presented to April Works Committee, 18-COMLETE, 19-Budget workshops to be held in March, 20-Meeting held COMPLETE, 21-Report presented to March Health and Building Committee-COMLETE, 22-to be discussed at budget workshops in March, 23-COMLETE, 24- COMPLETE, 25-to be discussed at budget workshops in March, 26-Included in Public Art Policy Workshop held on 10 March and policy updated as per resolution-COMLETE, 27-to be workshopped with operational plan anda report to April Policy & General Committee, 28-letter sent-COMLETE, 29-Site visit scheduled-COMLETE, 30-meeting being scheduled. 31-letter sent-COMLETE, 32-EOI to be advertised following completion of the tree audit, 33-Policy workshop being scheduled, 34-report to be presented to Council. 35- to be included in operational plan workshop, 36-interagency group fomed-COMLETE, 37-COMLETE, 38-COMLETE, 39-COMLETE, 40-COMLETE

13 Apr 2022 2:40pm Bartlett, Leisa
2-COMLETE, 3-COMLETE, 4-Public Forums introduced to Council Meetings and Foundation Broken Hill to commence community meetings, Business Forums already being held-COMLETE, 5-COMLETE, 6- Councillor Workshop to consider the remaining policies scheduled for 10 May 2022-COMLETE, 7-COMLETE, 8-COMLETE, 9-To be considered at Councillor Workshop on 10 May 2022-COMLETE, 10-COMLETE, 11-Report to be provided following the Councillor Budget Workshop. 12-COMLETE, 13-COMLETE, 14-COMLETE, 15-COMLETE, 16-Councillor Briefing by Landcare scheduled for 28/4/22 regarding the Imperial Lakes Nature Park Project-COMLETE, 17-Report to be presented to Council following the Councillor Budget Workshop scheduled for 26/4/22, 18-COMLETE, 19-part of full-day Councillor Budget Workshop scheduled for 26/4/22-COMLETE, 20-COMLETE, 21-COMLETE, 22-to be considered at an Extraordinary Council Meeting along with the 2022/23 budget-COMLETE, 23-COMLETE, 24-COMLETE, 25-included in Councillor Budget Workshop and will be included in budget report to Extraordinary Council Meeting-COMLETE, 26-COMLETE, 27-To be considered at an Extraordinary Council Meeting along with the budget report-COMLETE, 28-COMPELTE, 29-COMLETE, 30-meeting to be scheduled, 31-COMLETE, 32-EOI to be advertised following completion of the Tree Audit, 33-Tree Management Policy currently being reviewed and provided to Council Meeting, 34 report to be presented to Council, 35-to be included in Councillor Budget Workshop scheduled for 26/4/22-COMLETE, 36-COMLETE, 37-COMLETE, 38-COMLETE, 39-COMLETE, 40-COMLETE

19 May 2022 11:38am Bartlett, Leisa
6-Councillor Workshop to consider the remaining policies re-scheduled for 15 June 2022-COMLETE, 9- Councillor Workshop scheduled for 15 June 2022-COMLETE, 17-Report to be presented to Council following the adoption of the Budget in May 2022, 1, 30-meeting to be scheduled, , 32-EOI to be advertised following completion of the Tree Audit, 33-Tree Management Policy currently being reviewed and provided to Council Meeting, 34 report to be presented to Council

15 Jun 2022 1:28pm Nankivell, Jay - Completion
Action completed by Bartlett, Leisa

22 Jun 2022 10:26am Guerin, Emily
17. No change in status. 30. Representatives of the Broken Hill City Council will attend a public hearing for the Essential Water and WaterNSW Pipeline reviews in September 2022 (date TBC). 32- EOI to be advertised following completion of the Tree Audit, 33 - No change in status 34. Nominations for Working Group closed 17/6/22. Community Members to be determined by General Manager. First meeting will be held in due course.

19 Jul 2022 9:48am Guerin, Emily

<p>For Action</p> <p>Action Sheets Report</p>	<p>Division: Ordinary Council</p> <p>Committee:</p> <p>Officer:</p> <p>Further Report Required: Including Further Reports</p>	<p>Date From: 26/04/2018</p> <p>Date To: 25/08/2022</p> <p>Printed: Thursday, 25 August 2022 11:05:59 AM</p>
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17. No change in status. 30. Council briefing has been organised for Councillors to review IPART draft report into the review of Water NSW prices for the Murray River to Broken Hill pipeline, being held Tuesday, 9 August 2022. 32. No change in status. 33. No change in status. 34. Community Representatives appointed by General Manager, welcome letters sent to Committee Members beginning of July. First meeting date TBC.

24 Aug 2022 3:34pm Bartlett, Leisa
17. Quotations for street lighting assessment have been received and are currently being evaluated. 30. - COMPLETE, 32. Advertising to occur in September, conversations with suppliers held in August. 33 - COMPLETE, 34 - First meeting of the Working Group to be arranged.

24 Aug 2022 3:56pm Butcher, Lacey
17. No change in status 30. Complete 32. Advertising to occur in September, Conversations held with suppliers in August. 33 Complete. 34 Complete.

Meeting	Officer/Director	Section	Subject
Ordinary Council 12/01/2022	Butcher, Lacey Nankivell, Jay	Council Resolution	Council Resolution
<p>Resolved</p> <p>That Council writes to the relevant State Agency regarding the urgent nature of fruit fly in Broken Hill and region and Council requests advice on what action is or can be taken to address the issue.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>21 Jan 2022 6:35pm Bartlett, Leisa Letter being drafted.</p> <p>15 Feb 2022 11:24am Bartlett, Leisa Information provided in Question on Notice Report to February Council Meeting. Meeting being arranged with Landcare Broken Hill to discuss a community approach to combating fruit fly in the City.</p> <p>24 Mar 2022 5:37pm Bartlett, Leisa Meeting held with Landcare Broken Hill and joint approach to increase community awareness will be undertaken prior to the next Fruit Fly season.</p> <p>19 May 2022 11:42am Bartlett, Leisa No change in status.</p> <p>24 Aug 2022 4:00pm Butcher, Lacey No change in status</p>			

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/01/2022	Nankivell, Jay Nankivell, Jay	Confidential Matters	PROPOSED TRANSPORT OPTIONS
<p>Resolved</p> <ol style="list-style-type: none"> That Broken Hill City Council Report No. 25/22 dated January 21, 2022, be received and noted. That Council negotiate the introduction of a new airline service as proposed by the 'Subject Airline' and as outlined in the report, in accordance with the proposed Air Services Agreement; and that Council receives an undertaking from the 'Subject Airline' that services are expanded should an opportunity present. 			

For Action	Division: Ordinary Council	Date From: 26/04/2018
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<p>3. That Council negotiate any commercial incentive provided to the "Subject Airline" with our current provider to ensure fairness and equity.</p>	CARRIED
<p>11 Feb 2022 3:22pm Bartlett, Leisa Negotiations have commenced as per the Council resolution.</p> <p>24 Mar 2022 5:38pm Bartlett, Leisa Continuing. Air Services Agreement to be finalised.</p> <p>19 May 2022 11:43am Bartlett, Leisa Air Services Agreement with Qantas for finalisation.</p> <p>20 Jul 2022 4:06pm Guerin, Emily Awaiting response from Qantas</p> <p>24 Aug 2022 4:02pm Butcher, Lacey Followed up with Qantas</p>	

Meeting	Officer/Director	Section	Subject
Ordinary Council 23/02/2022	Bartlett, Leisa Nankivell, Jay	Reports	DELEGATIONS OF FUNCTIONS
Resolved			
<p>1. That Broken Hill City Council Report No. 28/22 dated February 10, 2022, be received.</p> <p>2. That That Council notes the Schedule of Delegable Functions for the Broken Hill City Council attached to this report at Attachment 1.</p> <p>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.</p> <p>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.</p> <p>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.</p>			
			CARRIED UNANIMOUSLY
<p>21 Mar 2022 8:55am Bartlett, Leisa Delegations have been issued to the Mayor, Deputy Mayor and General Manager. Staff delegations to be issued.</p>			

<p>For Action</p> <p>Action Sheets Report</p>	<p>Division: Ordinary Council</p> <p>Committee: Ordinary Council</p> <p>Officer:</p> <p>Further Report Required: Including Further Reports</p>	<p>Date From: 26/04/2018</p> <p>Date To: 25/08/2022</p> <p>Printed: Thursday, 25 August 2022 11:05:59 AM</p>
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19 May 2022 11:44am Bartlett, Leisa
No change in status.

15 Jun 2022 2:04pm Bartlett, Leisa
Sub-delegations will be issued to relevant staff during August/September.

15 Jul 2022 5:24pm Bartlett, Leisa
ELT currently determining delegations to be issued to each department. Instruments of Delegation will be issued to staff in the coming months.

24 Aug 2022 1:57pm Bartlett, Leisa
Issuing of Sub-Delegations to staff has commenced.

Meeting	Officer/Director	Section	Subject
Ordinary Council 23/02/2022	Andrews, Anne Nankivell, Jay	Reports	TOURISM INDUSTRY AND VISITOR ECONOMY BODY
Resolved			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 56/22 dated January 28, 2022, be received. 2. That Council notes the Tourism Taskforce recommendations of 2014 that resulted in unanimous support from tourism operators for the development of an industry driven tourism organisation for the Far West NSW region which resulted in the formation of Destination Broken Hill. 3. That Council continues to collaborate with the tourism industry. 4. That Council notes the establishment of Business Far West and approves seed funding the extent of \$20,000 from the 2021/2022 Budget to be matched Dollar for Dollar by the Foundation Broken Hill to coordinate business industry advocacy training and development. 5. That Business Far West provides Council with a six-monthly financial and activity report. 6. That Council accepts an advisory position on Business Far West. 7. That Council receives a bi-monthly activity report. 8. That the tourism marketing budget be sent to the appropriate Standing Committee for determination. 9. That the appropriate Standing Committee investigate a tourism management structure and possibly set up an organisation based on the same principles as the former Broken Hill Regional Tourism Association Section 355 Committee. 			
CARRIED UNANIMOUSLY			
<p>23 Mar 2022 2:57pm Bartlett, Leisa Awaiting invoice from Business Far West to provide seed funding of \$20K. A bi-monthly economic development report to be presented to the April Policy and General Committee meeting.</p>			

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13 May 2022 4:23pm Bartlett, Leisa
This action will be included in the Draft Economic Development Strategy which will be presented to Councillors at a Councillor Briefing scheduled for 9 June 2022.

20 Jun 2022 12:36pm Guerin, Emily
Draft Economic Development Strategy Briefing has been moved to 20 July 2022

18 Jul 2022 2:00pm Guerin, Emily
Briefing being held on 20 July 2022 and Strategy report going to July Council Meeting

24 Aug 2022 4:27pm Butcher, Lacey
Development of a Tourism and Visitor Economy body is include in the Draft Economic Development Strategy to be discussed at the Councillor Briefing on 30 August, Initial discussions held with Destination Country and Outback on potential models.

Meeting	Officer/Director	Section	Subject
Ordinary Council 23/02/2022	Nu'man, Razija Nankivell, Jay	Reports	CONSULTATION - PROPOSED CREEDON STREET OPEN SPACE
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 45/22 dated February 11, 2022, be received. That identified Aboriginal organisations be invited to take part in consultation. That an engagement plan be written in consultation with Traditional Owners. That the engagement is conducted utilising the timing, facilities, activities and events identified by the community 			
CARRIED UNANIMOUSLY			
23 Mar 2022 3:17pm Bartlett, Leisa Letter drafted to Crown Lands to ascertain the permissible usage for land in the area identified in Creedon Street.			
18 May 2022 5:09pm Devlin, Dionne Letter to Crown Lands sent on 03/05/2022. No response received as yet.			
22 Jun 2022 2:08pm Guerin, Emily No change in status			
18 Jul 2022 2:56pm Guerin, Emily Council Officers have conducted a search of land in the vicinity of the social housing in Creedon Street that may be suitable for the purpose of an open, green space. Three possible parcels were identified, and Crown Lands advice sought on the suitability of the proposed sites. A meeting with the social housing provider in Creedon Street took place on 12/7/2022. This meeting was to further ascertain any opportunities for a green space. This meeting found that any land along the street without housing upon it was managed by NSW Land and Housing Corporation. Home In Place does not usually manage green spaces or parks within its social housing responsibilities. From February 2023 all Aboriginal Housing in the Creedon Street area will be managed by Murdi Paaki Housing. Social Housing, which is not Aboriginal Housing, remains with Home In Place. Home in Place staff are of the understanding that the green space required by the community and requested of Council would be a greened playground with possibly a rage cage for older children, BBQ, shade and seating. Next planned steps are: 1. To approach the Wilyakali Traditional Owners of the proposed project and invite them to inform the engagement plan. 2. Identify the Elders in the community living at Creedon Street and make initial contact. 3. Contact the First Nations Organisations on the Engagement Matrix and invite them to offer their input on the proposed green space. Include Home in Place and Murdi Paaki Housing.			
08 Aug 2022 12:06pm Guerin, Emily			

<p>For Action</p> <p>Action Sheets Report</p>	<p>Division: Ordinary Council</p> <p>Committee: Ordinary Council</p> <p>Officer:</p> <p>Further Report Required: Including Further Reports</p>	<p>Date From: 26/04/2018</p> <p>Date To: 25/08/2022</p> <p>Printed: Thursday, 25 August 2022 11:05:59 AM</p>
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Consultation has occurred with Wilyakali Traditional Owners who advised on how the future engagement with residents of Creedon Street should be undertaken. Also seeking to engage with department of NSW Land and Housing with regard to vacant land in Creedon Street.

Meeting	Officer/Director	Section	Subject
Ordinary Council 23/02/2022	Nu'man, Razija Nankivell, Jay	Committee Reports	MINUTES OF THE BROKEN HILL REGIONAL ART GALLERY ADVISORY COMMITTEE MEETING HELD 30 NOVEMBER 2021

Resolved

- That Broken Hill City Council Report No. 51/22 dated February 4, 2022, be received.
- That minutes of the Broken Hill Regional Art Gallery Advisory Committee Meeting held 30 November 2021 be received and noted.
- That Council re-name the 'Broken Hill Regional Art Gallery' to 'Broken Hill City Art Gallery.'

CARRIED

20 Apr 2022 10:54am Bartlett, Leisa
Updating of the Gallery's name on social media and physical signage will be completed by the reopening date of 27 May 2022.

19 May 2022 11:47am Bartlett, Leisa
No change in status - will be completed ready for the Art Gallery reopening.

22 Jun 2022 1:02pm Guerin, Emily
Online platforms have been updated.

18 Jul 2022 2:57pm Guerin, Emily
Physical signs are subject to further reporting on Council's branding.

24 Aug 2022 4:04pm Butcher, Lacey
Complete

Meeting	Officer/Director	Section	Subject
Ordinary Council 23/02/2022	Nankivell, Jay Nankivell, Jay	Confidential Matters	LEGAL EXPENDITURE - CIVIC CENTRE OMBUDSMAN'S REPORT

Resolved

- That Broken Hill City Council Report No. 54/22 dated February 15, 2022, be received.
- That the General Manager be invited to contact the Auditor General to investigate the legality of the expenditure to defend the Ombudsman's report in the absence of Council's approval to do so.

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CARRIED UNANIMOUSLY
<p>24 Mar 2022 5:35pm Bartlett, Leisa Communication initiated with the Audit Office to commence the investigation and the best course of action.</p> <p>19 May 2022 11:47am Bartlett, Leisa No change in status.</p> <p>20 Jul 2022 4:05pm Guerin, Emily No change in status</p> <p>24 Aug 2022 4:05pm Butcher, Lacey Awaiting advice from Audit Office</p>

Meeting	Officer/Director	Section	Subject
Ordinary Council 30/03/2022	Howard, Codie Nankivell, Jay	Works Committee Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.422, HELD ON TUESDAY, 8 MARCH 2022
<u>Resolved</u>			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 70/22 dated March 9, 2022, be received. That the minutes of the Local Traffic Committee – Meeting No.422, held on Tuesday, 8 March 2022 be received. That Council notes the advice provided by the General Manager regarding Council's success in gaining grant funding to upgrade safety around school zones with work already commenced to upgrade footpaths, line-marking and signage; and that Council can commence communications with Transport NSW (as Rakow Street is a State Highway) regarding the need for additional traffic safety at Burke Ward School and that the requirements for any upgrades would be presented to the Broken Hill Traffic Committee for recommendation to Council. 			
CARRIED UNANIMOUSLY			
<p>19 Apr 2022 3:06pm Bartlett, Leisa Concerns with traffic control at Burke Ward School have been discussed at April Traffic Committee meeting. Discussions on-going on specifics of requests with Burke Ward Public School.</p> <p>19 May 2022 11:49am Bartlett, Leisa Meeting has been organised between Council, NSW Police, Transport for NSW and the Burke Ward School on Tuesday 24 May to gather more details about the requests.</p> <p>22 Jun 2022 9:39am Guerin, Emily Still awaiting update from meeting from TfNSW</p> <p>18 Jul 2022 1:39pm Guerin, Emily Communication and planning are on-going with TfNSW, Police, Burke Ward Public School and Council around safety improvements.</p> <p>24 Aug 2022 2:56pm Bartlett, Leisa Transport for NSW, Council, NSW Police and Burke Ward School have identified areas for improvement and action in regard to traffic safety at Burke Ward School. This is currently being discussed at the Local Traffic Committee and new, specific action items will be presented to Council for approval.</p>			

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Meeting	Officer/Director	Section	Subject
Ordinary Council 30/03/2022	Butcher, Lacey Nankivell, Jay	Policy And General Reports	MATTER OF URGENCY RAISED AT POLICY AND GENERAL COMMITTEE MEETING - LGNSW CONFERENCE MOTION - BAN ON DEVELOPERS AND REAL ESTATE AGENTS SERVING AS COUNCILLORS
Resolved			
<ol style="list-style-type: none"> That Councillors Report No. /22 dated March 25, 2022, be received. Broken Hill City Council forward a motion for the next LGNSW to rescind the resolution, passed at the LGNSW conference to adopt a policy that wants to preclude real estate agents and their families and close contacts from serving as Councillors. That the motion be resubmitted as follows: That Local Government NSW calls on the Premier of NSW and the Minister for Local Government to ban Developers only from serving as Councillors. That it is noted that BHCC supports the rights of all to represent Local Government if they meet the current Legislative requirements. That Broken Hill City Council forward a copy of our proposed motion to ALL NSW Regional councils and Shires requesting that they write to LGNSW in support of our new motion due to the fact that Real Estate Agents are an integral part of all Regional/Country councils and shires and that our Councils would be dramatically affected if the current motion was passed to Legislation and that if passed then it highlights the huge divide between Regional and City members of the LGNSW and possibly Regional Councils and Shires should consider reverting back to a separate City Council and Shires Association. That Broken Hill City Council write to the Real Estate Institute of NSW and the Australian Property Institute NSW requesting their support in the form of representation to the Premier and Minister for Local Government to not allow the original motion to pass to Legislation. That the motion be referred also to the Western Division Councils mid-term meeting to be held in Cobar on 1-3 May 2022. 			
CARRIED UNANIMOUSLY			
<p>12 Apr 2022 4:42pm Bartlett, Leisa Letters being drafted.</p> <p>19 May 2022 11:53am Bartlett, Leisa All letters sent as per Council resolution. Motion submitted to the Western Division Councils Mid-Term Conference. Council's motion to the October 2022 LGNSW Conference will be submitted once motions open.</p> <p>22 Jun 2022 10:20am Guerin, Emily Submission of motions open in August 2022</p> <p>24 Aug 2022 2:03pm Bartlett, Leisa Motions submitted to LGNSW on 24/8/22 for the 2022 Conference in October., COMPLETE</p>			

For Action	Division: Ordinary Council	Date From: 26/04/2018
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Meeting	Officer/Director	Section	Subject
Ordinary Council 27/04/2022	Nieuwoudt, Kobus Nankivell, Jay	Health and Building Committee Reports	PROPOSED CWA MURAL AT 163 ARGENT STREET, BROKEN HILL
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 84/22 dated April 7, 2022, be received. That Council staff provide correspondence to the Broken Hill Branch of the CWA, inviting them to submit a Development Application, and outlining the required information and advice/guidance on how to lodge a Development Application. That following submission of the Development Application and an initial assessment by Council Officers, the Development Application is referred to the Health and Building Committee for recommendation to Council for final determination. 			
CARRIED UNANIMOUSLY			
19 May 2022 1:37pm Bartlett, Leisa			
An email was sent to the CWA providing information on the Development Application Process. A meeting was also held on 2 May 2022 with the artist and a CWA representative to go through the required information that needs to be submitted with a DA and also the DA process. The CWA were encouraged to Contact Council's Planning Team for any further assistance/guidance. Staff offered the CWA a pre-planning meeting once they have gathered the required information and are ready to submit a DA. At this stage a new DA has not been submitted.			
22 Jun 2022 11:07am Guerin, Emily			
No change in status			
18 Jul 2022 3:09pm Guerin, Emily			
No change in status			
24 Aug 2022 4:07pm Butcher, Lacey			
Complete			

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/04/2022	Nu'man, Razija Nankivell, Jay	Health and Building Committee Reports	YOUTH SECTION 355 COMMITTEE TERMS OF REFERENCE
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 86/22 dated April 8, 2022, be received. That Council adopts the Terms of Reference for the creation of a Youth Section 355 Committee. That Council appoints Councillors Boland, Turley and Jewitt as Council's Delegates on the Youth Section 355 Committee. That Council advertises for community representatives on the Youth Section 355 Committee, and for the nominations to be presented to a future Council Meeting for appointment. 			

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5. That Council investigate the opportunity to assist young people aged 12-24 years to create a Youth Council.

CARRIED UNANIMOUSLY

06 May 2022 5:35pm Bartlett, Leisa

2,3&4 - Constitution adopted and advertising commenced for community representatives - COMPLETE, 5. - Investigations have commenced.

22 Jun 2022 11:26am Guerin, Emily

5. Nominations open and advertising will continue for community representatives

22 Jun 2022 2:08pm Guerin, Emily

No change in status

18 Jul 2022 2:58pm Guerin, Emily

No change in status

08 Aug 2022 12:08pm Guerin, Emily

With regard to investigation of opportunity to develop a Youth Council, consultation has occurred with a number across Local Government Councils in NSW on models.

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/04/2022	Howard, Codie Nankivell, Jay	Further Reports	STORM EVENTS 28/2/2022 AND 15/3/2022 RESPONSE COSTING REPORT
Resolved			
<p>1. That Broken Hill City Council Report No. 103/22 dated April 20, 2022, be received.</p> <p>2. That Council note the estimated costs associated with Council's response to the February 28 and March 15 storm events.</p> <p>3. That Council approve a storm rectification works fund to the amount of \$150,000 and delegate to the General Manager authorisation to approve expenditure above the capital threshold for individual works being repaired directly affected by both storm events in accordance with Council's Procurement Policy.</p> <p>4. That the General Manager writes to the Federal and State Members seeking further disaster funding assistance for storm rectification works.</p>			
CARRIED UNANIMOUSLY			
19 May 2022 12:03pm Bartlett, Leisa			
Works are on-going.			
22 Jun 2022 9:45am Guerin, Emily			
No change in status			
18 Jul 2022 1:40pm Guerin, Emily			
No change in status			
24 Aug 2022 2:59pm Bartlett, Leisa			
Ongoing works are maintenance based and approved by General Manager under delegation., COMPLETE			

<p>For Action</p> <p>Action Sheets Report</p>	<p>Division: Ordinary Council</p> <p>Committee: Ordinary Council</p> <p>Officer:</p> <p>Further Report Required: Including Further Reports</p>	<p>Date From: 26/04/2018</p> <p>Date To: 25/08/2022</p> <p>Printed: Thursday, 25 August 2022 11:05:59 AM</p>
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Meeting	Officer/Director	Section	Subject
Ordinary Council 27/04/2022	Howard, Codie Nankivell, Jay	Further Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 423, HELD ON TUESDAY, 12 APRIL 2022
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 105/22 dated April 21, 2022, be received. That the minutes of the Local Traffic Committee – Meeting No. 423, held on Tuesday, 12 April 2022 be received. Item No. 423.8.3 - That traffic counters be installed in the Aquatic Centre carpark to identify the speed of vehicles. Item No. 422.6.3 – That traffic counters be installed on Rakow Street adjacent to the Burke Ward Public school to identify the times and speed of vehicles travelling along Rakow Street and for the data collected to be presented to the Police for compliance. 			
CARRIED UNANIMOUSLY			
<p>19 May 2022 12:04pm Bartlett, Leisa With operational team for completion</p> <p>22 Jun 2022 9:45am Guerin, Emily No change in status</p> <p>18 Jul 2022 1:40pm Guerin, Emily No change in status</p> <p>24 Aug 2022 2:54pm Bartlett, Leisa Council resolution pending (report to August 2022 Council Meeting) for purchase of replacement traffic counter equipment.</p>			

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/04/2022	Andrews, Anne Nankivell, Jay	Council Resolution	Council Resolution
Resolved			
<p>That Council thanks all event organisers and volunteers for assisting in the conduct of the 2022 Broken Hill Heritage Festival; and Council also thanks the community for their attendance at festival activities.</p> <p>That Council recognises the importance of the Broken Hill Heritage Festival and seeks government funding to support a Heritage Festival Curator to assist with the growth of the Festival to become a major event for the City celebrating Broken Hill's National Heritage Listing.</p>			

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<p>13 May 2022 4:19pm Bartlett, Leisa Letters of appreciation have been sent to event organisers and volunteers for their assistance with the conduct of the 2022 Broken Hill Heritage Festival. Funding for a Heritage Festival Curator being investigated with State Government.</p> <p>20 Jun 2022 12:40pm Guerin, Emily Monitoring for funding opportunities</p> <p>18 Jul 2022 2:00pm Guerin, Emily No change in status</p>		CARRIED UNANIMOUSLY
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Meeting	Officer/Director	Section	Subject
Ordinary Council 25/05/2022	Manuel, Darrin Nankivell, Jay	Policy And General Reports	COUNCIL NEWSLETTER - CONTENT AND FORMAT
Resolved			
<p>1. That Broken Hill City Council Report No. 127/22 dated May 6, 2022, be received.</p> <p>2. That Council proceed with the publication and delivery of a bi-monthly newsletter in accordance with parameters listed below, and include any other features requested by Councillors at the May 2022 Policy and General Committee meeting.</p>			
			CARRIED UNANIMOUSLY
<p>22 Jun 2022 10:13am Guerin, Emily Contact made with distributors. Template is being prepared. First addition to be distributed early July.</p> <p>19 Jul 2022 12:13pm Guerin, Emily Newsletter printed and awaiting distribution</p> <p>24 Aug 2022 2:12pm Bartlett, Leisa First Newsletter has been distributed., COMPLETE</p>			

Meeting	Officer/Director	Section	Subject
Ordinary Council 25/05/2022	Nu'man, Razija Nankivell, Jay	Council Resolution	Council Resolution
Resolved			
<p>That the General Manager be invited to provide a report regarding the establishment of a Memorandum of Understanding with the Willyama Art Society with a view to granting the Society the ability to conduct a biennial art exhibition at the Broken Hill City Art Gallery (or at another Council facility) as they have for the past 60 years.</p>			
			CARRIED UNANIMOUSLY

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22 Jun 2022 2:03pm Guerin, Emily
Drafting of report in progress

18 Jul 2022 2:59pm Guerin, Emily
Drafting of report is ongoing

08 Aug 2022 12:07pm Guerin, Emily
Formal letter received by Council from Wilyama Art Society President on behalf of the Committee.

24 Aug 2022 2:13pm Bartlett, Leisa
Report presented to August Health & Building Committee for recommendation to Council. All action will continue with the resolution from the new report., COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/06/2022	Bartlett, Leisa Nankivell, Jay	Mayoral Minute	MOTION TO THE 2023 NATIONAL GENERAL ASSEMBLY AND THE 2022 LOCAL GOVERNMENT NSW CONFERENCE REGARDING CLIMATE CHANGE

Resolved

1. That Mayoral Minute No. 7/22 dated June 27, 2022, be received.
2. That Broken Hill City Council sends the following motion to the Australian Local Government Association to be voted on at the 2023 National General Assembly and to Local Government NSW to be voted on at the LGNSW Annual Conference in October 2022.
3. That the motion be sent to our local Federal Member Mark Coulton and the Minister for Climate Change Chris Bowen.
4. That the motion is as follows: That this National General Assembly/Local Government NSW calls on the Australian Government to legislate that at least 50% of renewable energy is generated in the capital cities of Australia and at least 75% of that is produced in Sydney and Melbourne.

CARRIED

15 Jul 2022 5:23pm Bartlett, Leisa
Motion will be submitted to the LGNSW Conference along with other motions to be resolved by Council at the July Council Meeting.

24 Aug 2022 2:14pm Bartlett, Leisa
All motions to the LGNSW 2022 Conference have been submitted on 24/8/22., COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/06/2022	Bartlett, Leisa Nankivell, Jay	Health and Building Committee Reports	BROKEN HILL LEAD REFERENCE GROUP MINUTES OF MEETING 24 FEBRUARY 2022

Resolved

1. That Broken Hill City Council Report No. 134/22 dated May 19, 2022, be received.

For Action	Division: Ordinary Council	Date From: 26/04/2018
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2. That Council writes to the appropriate Federal and State Ministers and the State and Local Members regarding Council's concerns that IPART's determination of the allowable water price increase may impact on the Broken Hill community's blood lead levels; as the price increase will make it unviable for many residents to maintain lawns, gardens and appropriate dust mitigation measures and Council's concerns that NSW Health is not doing enough for the community to reduce blood lead levels in children, when compared to other cities in Australia, and the funding they receive; and that Council's correspondence requests ongoing permanent funding for lead prevention programs and blood lead level testing.

CARRIED UNANIMOUSLY

15 Jul 2022 5:22pm Bartlett, Leisa
Letters being drafted.

24 Aug 2022 4:15pm Butcher, Lacey
Complete

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Bartlett, Leisa Nankivell, Jay	Mayoral Minute	MURRAY DARLING BASIN AUTHORITY MEETING IN MENINDEE 26 JULY 2022
Resolved			
That Council sends correspondence to the Murray Darling Basin Authority explaining our disappointment and displeasure about the very late invitation (the same day as the event) to an event held in Menindee yesterday to discuss the Basin Plan.			
That it be explained that the Menindee Lakes System is an integral part of the fabric of Broken Hill society. The Lakes when full have a positive effect on tourism, mental health, the economy, recreation etc. When empty or mismanaged by water authorities it has an equally negative effect. We ask that in future Broken Hill City Council is invited in a timely manner to all events organised by the MDBA that discuss the Darling River or Menindee Lakes.			
That correspondence highlighting our concerns is also to be sent to our Local Federal and State Members and to the Federal and State Water Ministers and Environment Minister.			
That correspondence sent to the Federal Environment and Water Minister also includes an invitation to visit Broken Hill and the Menindee Lakes.			
CARRIED UNANIMOUSLY			
24 Aug 2022 11:50am Butcher, Lacey Correspondence sent, COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Bartlett, Leisa	Notice of Motion	BROKEN HILL CITY COUNCIL'S WITHDRAWAL FROM THE NSW LOCAL GOVERNMENT ASSOCIATION

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Nankivell, Jay
Resolved
<ol style="list-style-type: none"> 1. That Motions of Which Notice has been Given No. 2/22 dated July 8, 2022, be received. 2. That correspondence be sent to LGNSW and all member Councils highlighting the discussions and vote to withdraw our membership from the LGNSW. 3. That the correspondence includes a request that the LGNSW acknowledge and pledge to address the current voting system that leans towards inner city councils having all say over the policy direction that in many cases has a severe negative impact on regional and remote councils. 4. That Broken Hill City Council readdress and vote on the continued membership of LGNSW at the November meeting of Council.
CARRIED
24 Aug 2022 11:52am Butcher, Lacey Correspondence sent, COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Stephens, Tracy Nankivell, Jay	Health and Building Committee Reports	DEVELOPMENT APPLICATION 132/2021 - PROPOSED DEMOLITION OF EXISTING STRUCTURES ONSITE AND CONSTRUCTION OF NEW SERVICE STATION
Resolved			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 165/22 dated July 7, 2022, be received. 2. That Development Application 132/2021 being the demolition of existing structures and construction of service station including service station sales building, canopy, vehicle auto wash, carparking and signage be approved, subject to conditions as contained in Attachment 1. 			
CARRIED UNANIMOUSLY			
24 Aug 2022 11:52am Butcher, Lacey Correspondence sent, COMPLETE			

Meeting	Officer/Director	Section	Subject
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<p>For Action</p> <p>Action Sheets Report</p>	<p>Division: Ordinary Council</p> <p>Committee:</p> <p>Officer:</p> <p>Further Report Required: Including Further Reports</p>	<p>Date From: 26/04/2018</p> <p>Date To: 25/08/2022</p> <p>Printed: Thursday, 25 August 2022 11:05:59 AM</p>
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<p>Ordinary Council 27/07/2022</p>	<p>Bartlett, Leisa Nankivell, Jay</p>	<p>Health and Building Committee Reports</p>	<p>MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF THE BARRIER RANGES COMMUNITY COMMITTEE MEETING HELD 21 JUNE 2022</p>
<p>Resolved</p> <ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 166/22 dated June 28, 2022, be received. 2. That the minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting held 21 June 2022 be received. 3. That Council's Living Desert Ranger, Mr Darrell Ford, be thanked for his tireless dedication and work at the Living Desert Flora and Fauna Sanctuary in maintaining and improving the Sanctuary to a high standard ensuring that it remains one of Broken Hill's major tourist attractions; and for the coordination of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meetings and associated working bees. 4. That the Friends of the Flora and Fauna of the Barrier Ranges Community Committee also be thanked for the many hours of volunteer work that Committee members undertake at various working bees to maintain and improve the Sanctuary for the benefit of tourists and locals alike, and for their attendance at Committee Meetings to provide recommendations to Council's management regarding the operations of the Sanctuary. <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>24 Aug 2022 11:53am Butcher, Lacey Correspondence sent, COMPLETE</p>			

Meeting	Officer/Director	Section	Subject
<p>Ordinary Council 27/07/2022</p>	<p>Bartlett, Leisa Nankivell, Jay</p>	<p>Further Reports</p>	<p>CORRESPONDENCE REPORT - PROGRESS OF COUNCIL'S MOTION SUBMITTED TO 2022 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT</p>
<p>Resolved</p> <ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 168/22 dated July 12, 2022, be received. 2. That reply correspondence from Mr Matt Pinnegar, Australian Local Government Association (ALGA) CEO dated 11 July 2022, advising that Council's motion submitted to the 2022 National General Assembly of Local Government will now be considered by the ALGA Board at their next meeting on 28 July 2022, be received. 3. That Council sends correspondence to ALGA on 28 July 2022 to request that the ALGA Board considers Council's motion as submitted to the National General Assembly (and not the motion that appeared to have been amended when presented to the Assembly where the reference to "mining regions" had been replaced with the word "regional"). <p style="text-align: right;">CARRIED UNANIMOUSLY</p>			

<p>For Action</p> <p>Action Sheets Report</p>	<p>Division: Ordinary Council</p> <p>Committee: Ordinary Council</p> <p>Officer:</p> <p>Further Report Required: Including Further Reports</p>	<p>Date From: 26/04/2018</p> <p>Date To: 25/08/2022</p> <p>Printed: Thursday, 25 August 2022 11:05:59 AM</p>
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24 Aug 2022 11:54am Butcher, Lacey
Confirmation received that the correct motion was considered at the conference, COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Bartlett, Leisa Nankivell, Jay	Further Reports	CORRESPONDENCE REPORT - CHILD CARE AVAILABILITY IN BROKEN HILL

Resolved

- That Broken Hill City Council Report No. 155/22 dated July 5, 2022, be received.
- That reply correspondence from The Hon Dr Anne Aly MP, Minister for Early Childhood Education dated 29 June 2022 advising of various Government strategies to support accessible childcare for families in Australia, be received and noted.
- That the matter be referred to the Policy and General Standing Committee for further discussion regarding future correspondence to Ministers.

CARRIED UNANIMOUSLY

24 Aug 2022 11:59am Butcher, Lacey
Report prepared for the August Policy and General Standing Committee for further discussion., COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Bartlett, Leisa Nankivell, Jay	Further Reports	FURTHER MOTIONS TO THE LOCAL GOVERNMENT NSW ANNUAL CONFERENCE TO BE HELD IN THE HUNTER VALLEY 23 -25 OCTOBER 2022

Resolved

- That Broken Hill City Council Report No. 169/22 dated July 19, 2022, be received.
- That Council notes that the following motions from the 30 March 2022 Council Meeting (Minute No. 46797) and the 29 June 2022 Council Meeting (Minute No. 46872) will be submitted prior to the closing date of 29 August 2022:

Minute No. 46797: "...That Conference calls on the Premier of NSW and the Minister for Local Government to ban Developers only from serving as Councillors.

That it is noted that BHCC supports the rights of all to represent Local Government if they meet the current Legislative requirements..."

Minute No. 46872: "...That Conference calls on the Australia Government to legislate that at least 50% of renewable energy is generated in the capital cities of Australia and at least 75% of that is produced in Sydney and Melbourne."

For Action	Division: Ordinary Council	Date From: 26/04/2018
Action Sheets Report	Committee: Ordinary Council	Date To: 25/08/2022
	Officer: Including Further Reports	Printed: Thursday, 25 August 2022 11:05:59 AM
	Further Report Required: Including Further Reports	

3. That the above motion regarding renewable energy (Minute No. 46872) be amended to read:

That Conference calls on the Australia Government to legislate that at least 50% of renewable energy is generated in the capital cities of Australia and at least 75% of that is produced in Sydney and Melbourne.

That Conference calls on Local Government NSW to advocate for a change to the Environmental Planning and Assessment Act 1979 and the Environmental Planning and Assessment Regulation 2000 with regards to Voluntary Planning Agreements to include:

a) that regional Council's whose natural landscape will be affected by renewable energy installations, be entitled to enter into a Voluntary Planning Agreement with the relevant energy provider (similar to Local and State Voluntary Planning Agreements), but rather than a contribution to a Local Government's community infrastructure, an adequate energy bill subsidy be provided to all energy consumers within the Local Government Area).

b) that for major cities/coastal areas that do not generate at least 75% of their consumed energy through locally installed renewable infrastructure, that a subsidy be provided to regional areas who contribute additional energy through locally installed renewable infrastructure than their required need for consumption.

4. That Council forwards the following additional motion to the Local Government NSW Conference regarding Telecommunications:

That Conference calls on Local Government NSW to request that the State and Federal Governments implement policies to ensure that telecommunications infrastructure allows for use by multiple service providers and users to improve competition and service levels.

That Conference calls on Local Government NSW to advocate that councils should not be expected or required to fund telecommunications infrastructure.

5. That Council forwards the following additional motion to the Local Government NSW Conference regarding Rating Reform:

That Conference calls on Local Government NSW to lobby the NSW Government to change the current legislated base rate maximum contribution amount of each individual rating category from 50% to 70%, to allow for a fairer balance between the "benefit principle" and the "ability to pay principle".

6. That motions along with the accompanying Council resolution be submitted to Local Government NSW prior to the closing date of 29 August 2022.

CARRIED UNANIMOUSLY

24 Aug 2022 11:59am Butcher, Lacey
Motions have been submitted COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Bartlett, Leisa Nankivell, Jay	Further Reports	COUNCIL'S DELEGATES ON REGIONAL CAPITALS AUSTRALIA AND REGIONAL CITIES NSW

<p>For Action</p> <p>Action Sheets Report</p>	<p>Division: Ordinary Council</p> <p>Committee:</p> <p>Officer:</p> <p>Further Report Required: Including Further Reports</p>	<p>Date From: 26/04/2018</p> <p>Date To: 25/08/2022</p> <p>Printed: Thursday, 25 August 2022 11:05:59 AM</p>
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<p>Resolved</p> <ol style="list-style-type: none"> That Broken Hill City Council Report No. 156/22 dated July 6, 2022, be received. That the Mayor and Deputy Mayor be appointed as Council's delegates on Regional Capitals Australia and Regional Cities NSW. That Council's Schedule of Delegates on S355 Committees and Other Committees and Working Groups be updated to include Council's Delegates on Regional Capitals Australia and Regional Cities NSW to allow attendance by Council's Delegates at alliance meetings as per clause 4.8 of the Councillor Support Policy. <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>24 Aug 2022 12:00pm Butcher, Lacey Schedule of Delegates on S355 Committees and Other Committees and Working Groups updated to include the Mayor and Deputy Mayor as Council's delegates</p>

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Bartlett, Leisa Nankivell, Jay	Further Reports	DRAFT REVIEWED LOCAL ORDERS POLICY FOR PUBLIC EXHIBITION
<p>Resolved</p> <ol style="list-style-type: none"> That Broken Hill City Council Report No. 157/22 dated July 11, 2022, be received. That Council endorse the Draft Local Orders Policy for the purposes of public consultation. That the draft Local Orders Policy be exhibited for public comment for a 28-day period. 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 Local Orders Policy. <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>24 Aug 2022 12:03pm Butcher, Lacey Policy placed on public exhibition until 29 August 2022</p>			

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Bartlett, Leisa Nankivell, Jay	Further Reports	DRAFT REVIEWED LOCAL APPROVALS POLICY FOR PUBLIC EXHIBITION

For Action	Division: Ordinary Council	Date From: 26/04/2018
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	Officer: Including Further Reports	Printed: Thursday, 25 August 2022 11:05:59 AM
	Further Report Required: Including Further Reports	

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Bartlett, Leisa Nankivell, Jay	Further Reports	DRAFT REVIEWED COMPLIANCE AND ENFORCEMENT POLICY FOR PUBLIC EXHIBITION

Resolved

1. That Broken Hill City Council Report No. 158/22 dated July 11, 2022, be received.
2. That Council endorse the Draft Local Approvals Policy for the purposes of public consultation.
3. That the Draft Local Approvals 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 Local Approvals Policy.

CARRIED UNANIMOUSLY

24 Aug 2022 12:03pm Butcher, Lacey
Policy placed on public exhibition until 29 August 2022

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Bartlett, Leisa Nankivell, Jay	Further Reports	DRAFT REVIEWED COMPLIANCE AND ENFORCEMENT POLICY FOR PUBLIC EXHIBITION

Resolved

1. That Broken Hill City Council Report No. 159/22 dated July 11, 2022, be received.
2. That Council endorse the Draft Compliance and Enforcement Policy for the purposes of public consultation.
3. That the Draft Compliance and Enforcement 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 Compliance and Enforcement Policy.

CARRIED UNANIMOUSLY

24 Aug 2022 12:04pm Butcher, Lacey
Policy placed on public exhibition until 29 August 2022

Meeting	Officer/Director	Section	Subject

<p>For Action</p> <p>Action Sheets Report</p>	<p>Division: Ordinary Council</p> <p>Committee:</p> <p>Officer:</p> <p>Further Report Required: Including Further Reports</p>	<p>Date From: 26/04/2018</p> <p>Date To: 25/08/2022</p> <p>Printed: Thursday, 25 August 2022 11:05:59 AM</p>
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Ordinary Council 27/07/2022	Bartlett, Leisa Nankivell, Jay	Further Reports	NOMINATIONS FOR THE APPOINTMENT OF COMMUNITY REPRESENTATIVES TO SECTION 355 COMMUNITY COMMITTEES
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Resolved

1. That Broken Hill City Council Report No. 170/22 dated June 28, 2022, be received.
2. That Council appoints Mr Owen Whyman, Mr JR Mitchell and Ms Jodie McInnes as community representatives on the Ageing Well Advisory Committee.
3. That Council appoints Mr JR Mitchell as a community representative on the Broken Hill Community Strategic Plan Round Table Committee.
4. That Council appoints Mr Bruce McIntosh and Ms Tracey Robinson as community representatives on the Memorial Oval Community Committee.
5. That Council appoints Mr Ian Sanderson as a community representative on the Norm Fox Sporting Complex Community Committee.
6. That Council appoints Sharyn Rouse as a community representative on the Youth Advisory Committee.
7. That the community representatives be advised of their appointment and advice also be sent to the Councillor Delegates/Chairpersons of Committees.
8. That Council notes that the current round of advertising closed on 20 July 2022 and Council will continue to advertise on social media and in the Barrier Truth for nominations for specific committees that have not yet achieved an adequate number of community representatives.
9. That the Constitution of the Broken Hill City Art Gallery Advisory Committee be amended at clause 6.1 to add the words "A minimum of" before the words "seven (7) community members..." to clarify the practice of appointing additional community representatives on Committees if there is an increased interest in membership; and the Chairperson of the Committee be advised accordingly.
10. That the Constitution of the Broken Hill Heritage Advisory Committee be amended at clause 7.3 to add the words "A minimum of" before the words "six (6) community members..." to clarify the practice of appointing additional community representatives on Committees if there is an increased interest in membership; and the Chairperson of the Committee be advised accordingly.
11. That a Councillor Workshop be held to discuss the process for the commencement of various Council Working Groups.

CARRIED UNANIMOUSLY

24 Aug 2022 12:11pm Butcher, Lacey
all members appointed to the committees, information being gathered regarding Council's various working groups.

Meeting	Officer/Director	Section	Subject
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For Action	Division: Committee: Ordinary Council	Date From: 26/04/2018 Date To: 25/08/2022
Action Sheets Report	Officer: Further Report Required: Including Further Reports	Printed: Thursday, 25 August 2022 11:05:59 AM

Ordinary Council 27/07/2022	Bartlett, Leisa Nankivell, Jay	Further Reports	MEMORANDUM OF UNDERSTANDING - SILVER CITY PASTORAL AND AGRICULTURAL ASSOCIATION INC.(SILVER CITY SHOW COMMITTEE) AND BROKEN HILL CITY COUNCIL
Resolved			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 161/22 dated July 11, 2022, be received. 2. That the General Manager be authorised to negotiate and execute a Memorandum of Understanding for a period of two (2) years with the Silver City Pastoral and Agricultural Association Inc. 3. That Council authorise the General Manager to include in the Memorandum of Understanding financial assistance grants of \$15,000 per annum in a combination of cash (of approx. \$8,000.00) towards utility costs, insurance, prize ribbons and certificates, stationery and office requirements; and in-kind (of approx. \$7,000.00) towards Memorial Oval hire fees and waste services fees for the annual Silver City Show. 4. That the Memorandum of Understanding include KPI's on the financial reporting of the Silver City Show (income and expenditure financial statements) and the reporting of acquittal of grant funds each year. 			
CARRIED UNANIMOUSLY			
24 Aug 2022 12:13pm Butcher, Lacey MoU fully executed and payment of grant for the 2022 Silver City Show has been made, COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Nu'man, Razija Nankivell, Jay	Further Reports	TEMPORARY SUSPENSION OF A PORTION OF THE CENTRAL BUSINESS DISTRICT (CBD) ALCOHOL-FREE ZONE FOR THE 2022 BROKEN HEEL FESTIVAL
Resolved			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 163/22 dated June 29, 2022, be received. 2. That Council provide in principle support to beginning the planning process for the temporary suspension of a portion of the CBD Alcohol-Free Zone for a section of Sulphide Street adjacent to The Palace Hotel, bounded by Crystal Street and Argent Street (see map). Specific details of the suspension are Argent Street from 207 Argent Street to 227 Argent Street; Crystal Lane from behind 207 Argent Street to 227 Argent Street; and Sulphide Street from Crystal Street to Argent Street. This area will include all footpaths and car parks in the sections of Argent and Sulphide Streets. 3. That the temporary suspension be in place from 10am on Thursday, 8 September to 10am on Monday, 12 September 2022, subject to the conditions contained in the liquor licence. 			

For Action	Division: Committee: Ordinary Council Officer: Further Report Required: Including Further Reports	Date From: 26/04/2018 Date To: 25/08/2022
Action Sheets Report		Printed: Thursday, 25 August 2022 11:05:59 AM

4. That the temporary suspension of a portion of the CBD Alcohol-Free Zone for a section of Sulphide Street adjacent to The Palace Hotel, bounded by Crystal Street and Argent Street, be advised to the public by way of advertisement in the Barrier Truth. That the advertisement also confirms that all other existing alcohol-free zones in Broken Hill remain in force.
5. That the General Manager be authorised to implement the suspension and advertising processes on final advice of Barrier Police District.
6. That Barrier Police District be advised of Council's decision.

CARRIED UNANIMOUSLY

29 Jul 2022 5:00pm Brealey, Jodie

Applicant notified 29/07, Police notified 29/07, advertising booked to occur on 03/09/2022

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Howard, Codie Nankivell, Jay	Further Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO. 426, HELD ON TUESDAY, 5 JULY 2022

Resolved

1. That Broken Hill City Council Report No. 172/22 dated July 14, 2022, be received.
2. Item No. 425.6.2 - That the parking bays adjacent to Busy Kids Child Care in Bagot Street be changed to 15-minute timed parking and signs be installed by Council.
3. Item No. 426.6.1 - That the temporary road closure of Argent Street for the Broken Heel Festival's Main Street Parade on Saturday, 10 September 2022, be approved in principle, on the condition that an updated Traffic Control Plan is received by Council prior to the event.
4. Item No. 426.6.2 - That the temporary road closure of Sulphide Street, between Argent and Crystal Lane and sections of Argent Street and Crystal Lane for the Broken Heel Festival's Event at the Palace Hotel from Wednesday, 7 September to Tuesday, 13 September 2022 be approved in principle, on the condition that the fencing adjacent to Far West Auto does not encroach onto the nature strip, so that customers can view new cars at the dealership and that an updated Traffic Control Plan is received by Council in accordance with Transport for NSW's signage requirements prior to the event.

CARRIED UNANIMOUSLY

24 Aug 2022 2:55pm Bartlett, Leisa

Item No. 425.6.2 - signs current being procured., Item No. 426.6.1 and Item No. 426.6.2 - changes have been received and plans approved.

Meeting	Officer/Director	Section	Subject
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For Action	Division: Ordinary Council	Date From: 26/04/2018
Action Sheets Report	Committee: Ordinary Council	Date To: 25/08/2022
	Officer: Including Further Reports	Printed: Thursday, 25 August 2022 11:05:59 AM
	Further Report Required: Including Further Reports	

Ordinary Council 27/07/2022	Howard, Codie Nankivell, Jay	Further Reports	ACTION LIST REPORT
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 174/22 dated July 19, 2022, be received. That an update report be presented to the Works Standing Committee regarding the Action List Item (Notice of Motion - 31 March 2021 Council Meeting) regarding the costings and progress for the establishment of a community garden at the former Alma Pool Site. 			
CARRIED UNANIMOUSLY			
24 Aug 2022 2:32pm Bartlett, Leisa Progress Report to be presented to the September Works Committee.			

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Falkner, Georgina Nankivell, Jay	Confidential Matters	WILLYAMA COMMON TRUST LEASE TO SILVER CITY ARCHERS
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 167/22 dated June 22, 2022, be received. That Council (as the Willyama Common Trust) enter into a new 20 year lease agreement with Silver City Archers, for lease of their existing site on the Willyama Common (Part Lot 7388 Deposited Plan 1200953). That the rent remain \$250 per annum. That in the absence of a Trust Seal, the lease documents be executed by the Mayor and General Manager under the Common Seal of Council. 			
CARRIED UNANIMOUSLY			
25 Aug 2022 1:01pm Butcher, Lacey Council solicitors are preparing the draft lease.			

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Howard, Codie Nankivell, Jay	Confidential Matters	T22/3 REQUEST FOR TENDER - PROJECT MANAGEMENT SERVICES FOR THE BROKEN HILL LIBRARY AND ARCHIVES

For Action	Division: Ordinary Council	Date From: 26/04/2018
Action Sheets Report	Committee: Ordinary Council	Date To: 25/08/2022
	Officer: Including Further Reports	Printed: Thursday, 25 August 2022 11:05:59 AM
	Further Report Required: Including Further Reports	

Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 175/22 dated July 14, 2022, be received. That Council approves the tender from Tonkin Consulting Pty Ltd for contract project management services on the Broken Hill CBD Revitalisation Project focusing on the Library & Archives during the construction stage for \$216,480.00 (ex GST). That Council approves a further \$108,240 (ex GST) as an anticipated contingency should the construction timeline extend by 6 months from 12 months to 18 months total construction time. That this amount will be a maximum value negotiable by the General Manager dependent on the project timeline that is determined after selection of a main construction contractor and reasonableness of projected timelines. 			
			CARRIED UNANIMOUSLY
24 Aug 2022 3:26pm Bartlett, Leisa Successful letter has been sent to Tonkin and Purchase Order raised, COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Brown, Simon Nankivell, Jay	Confidential Matters	SALE OF LAND FOR UNPAID RATES
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 164/22 dated April 28, 2022, be received. That Council proceed with the sale of land for unpaid rates for eligible properties as attached to this report. That Council call for expressions of interest for services to undertake the process for sale of the listed properties. That Council delegate authority to the General Manager to take the following actions pertaining to the properties specified in the report: <ol style="list-style-type: none"> To withdraw from sale of any property that, prior to commencement of the auction, has had all rates and charges payable (including overdue rates and charges) paid in full; or a suitable payment arrange has been agreed to and entered into including a suitable upfront payment being made. To withdraw any property from sale for technical or legal reasons; 			

For Action	Division: Ordinary Council	Date From: 26/04/2018
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	Officer:	
Action Sheets Report	Further Report Required: Including Further Reports	Printed: Thursday, 25 August 2022 11:05:59 AM

- c) To set reserve prices for sale of the properties at auction;
- d) To negotiate by private treaty and accept offers for sale of any property that fails to sell at auction
- e) To execute sale and purchase contracts, and property transfer documents, under Council's Common Seal
- f) To write off residual rates outstanding due to shortfall in sale for individual properties

That a report be prepared to the Policy and General Committee regarding the process for any blocks of land on the Sale of Land for Unpaid Rates register which may require lead remediation works prior to being available for sale.

CARRIED UNANIMOUSLY

25 Aug 2022 11:48am Butcher, Lacey

RFQ for contractor for Sale of land for unpaid rates closing 25/08/2022. Report for blocks of land requiring lead remediation to be provided to policy and general meeting once Sale of land for unpaid rates list is finalised

QUESTIONS TAKEN ON NOTICE FROM PREVIOUS COUNCIL MEETINGS

1. QUESTIONS ON NOTICE NO. 8/22 - DATED JULY 29, 2022 -
COUNCILLOR QUESTIONS TAKEN ON NOTICE AT THE JULY 2022
ORDINARY COUNCIL MEETING AND AUGUST 2022 COMMITTEE
MEETINGS (D22/39641).....639
2. QUESTIONS ON NOTICE NO. 9/22 - DATED AUGUST 04, 2022 - PUBLIC
FORUM QUESTIONS TAKEN ON NOTICE AT THE JULY 2022
ORDINARY COUNCIL MEETING (D22/41134).....641

ORDINARY MEETING OF THE COUNCIL

July 29, 2022

ITEM 1

QUESTIONS ON NOTICE NO. 8/22

SUBJECT: COUNCILLOR QUESTIONS TAKEN ON NOTICE AT THE JULY 2022 ORDINARY COUNCIL MEETING AND AUGUST 2022 COMMITTEE MEETINGS D22/39641

Summary

The report provides responses to questions raised by Councillors during the July 2022 Council Meeting, which were taken on notice.

Recommendation

1. That Questions On Notice No. 8/22 dated July 29, 2022, be received.

Background

Following are the responses to questions raised by Councillors which the Mayor and/or General Manager took on notice at the July 2022 Council Meeting.

JULY 2022 COUNCIL MEETING

<p>Question:</p>	<p><u>Councillor attendance via audio-visual link at Standing Committee Meetings and Council Meetings</u> <i>Councillor Turley asked for Council to review the option for Councillors to be able to attend Committee and Council Meetings via audio-visual link given that a Standing Committee was not held this month due to the number of Councillors who could not attend due to personal reasons or unforeseen circumstances, but that these Councillors may have attended if the option of attendance via audio-visual link was available under the Code of Meeting Practice.</i> The Mayor advised that this matter would be presented to the Policy and General Committee for discussion and recommendation to Council.</p>
<p>Response:</p>	<p>A report was presented to the August Policy and General Committee Meeting held 31 August 2022 for recommendation to Council.</p>

AUGUST 2022 COMMITTEE MEETINGS

<p>Question:</p>	<p><u>Works Committee Meeting – Picton Oval Long-Jump Pit</u> <i>The General Manager took a question on notice from Mayor Kennedy regarding the condition of the long-jump pit at the Picton Oval, and when the repairs will be undertaken.</i></p>
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Response:	Council has confirmed with the designated contractor that they will be liaising directly with the Picton Oval Sportsground Community Committee (POSCC) for dates of works to be completed. Contact will be made with POSCC, week commencing 29 August 2022.
Question:	<p><u>Policy and General Committee Meeting – Volunteer Working Group</u> <i>The General Manager took a question on notice from Councillor Browne regarding when the Volunteer Working Group will meet and whether Council will be hosting the Volunteer Awards Dinner for 2022.</i></p>
Response:	<p>The former Working Group was planning to host a High Tea in October and this will be discussed with the new Working Group. The first meeting is being scheduled for 14 September, 2022.</p> <p>The former Working Group was planning to host the Awards in Volunteer Week in May 2022. Given the change in Working Groups post-election, there was limited time for Council to coordinate the awards process prior to May.</p> <p>It is suggested that the new Working Group discuss the opportunity to award volunteers that were nominated during 2021 at the High Tea if they choose to proceed with this event. The 2021 event was cancelled due to COVID restrictions.</p>

Attachments

There are no attachments for this report

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

ORDINARY MEETING OF THE COUNCIL

August 4, 2022

ITEM 2

QUESTIONS ON NOTICE NO. 9/22

SUBJECT: PUBLIC FORUM QUESTIONS TAKEN ON NOTICE AT THE JULY 2022 ORDINARY COUNCIL MEETING D22/41134

Summary

The report provides responses to questions raised by members of the public which the Mayor and/or General Manager took on notice during the Public Forum Sessions held as part of the July 2022 Council Meeting.

Recommendation

1. That Questions On Notice No. 9/22 dated August 4, 2022, be received.

Background

Following are the responses to questions raised by members of the public which the Mayor and/or General Manager took on notice at the July 2022 Council Meeting.

<p>Question:</p>	<p><u>Assistance to Lee’s International Taekwondo Australia Inc</u></p> <p><i>Mr Lee Hermansson advised Council that he was conducting Taekwondo classes at the Scouts Hall and asked if Council can follow up to make sure that Taekwondo classes can continue at the Scouts Hall or at another venue in Broken Hill.</i></p> <p>The Mayor advised that Council would look into the matter and provide an update at the next Council Meeting.</p>
<p>Response:</p>	<p>Contact has been made with Scouts NSW regarding the possibility of a lease of the Scouts Hall in Oxide Street for Lee’s International Taekwondo Australia Inc. Scouts NSW have advised that there is currently a long-term lease arrangement in place for the Oxide Street Scouts Hall and that any enquiries for lease or sub-lease should be directed in writing to:</p> <p>Mr David Scott Regional Commissioner Scouts NSW – Golden West Region PO Box 1193 ORANGE NSW 2800</p>

	<p>Council have also investigated whether any options exist for lease of a Council owned building and the Broken Hill Swimming Club building located within Sturt Park has been identified as a possible location.</p> <p>The above information was provided to Mr Hermansson via email on 26 August 2022.</p>
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Attachments

There are no attachments for this report

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

CONFIDENTIAL MATTERS

1. BROKEN HILL CITY COUNCIL REPORT NO. 182/22 - DATED AUGUST 15, 2022 - ACQUISITION OF LAND - ASSESSMENT 41400 - CONFIDENTIAL

(General Manager's Note: This report considers Sale of Land for Unpaid Rates and is deemed confidential under Section 10A(2) (b) of the Local Government Act, 1993 which contains matters that will involve the discussion of the personal hardship of any resident or rate payer).

1. BROKEN HILL CITY COUNCIL REPORT NO. 195/22 - DATED AUGUST 25, 2022 - BANKRUPTCY MATTER - CONFIDENTIAL

(General Manager's Note: This report considers Bankruptcy Matter and is deemed confidential under Section 10A(2) (a) (b) of the Local Government Act, 1993 which contains matters that will involve the discussion of personnel matters concerning a particular individual; AND which contains matters that will involve the discussion of the personal hardship of any resident or rate payer).



CITY COUNCIL

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