



BUSINESS PAPER

Policy and General
Committee Meeting

Council Chambers
21 June 2023

5.30pm

BROKEN HILL
CITY COUNCIL

**AUSTRALIA'S FIRST
HERITAGE LISTED CITY**

MEMBERS OF THE POLICY & GENERAL COMMITTEE:

Mayor Kennedy, Deputy Mayor Hickey, Councillor Algate (Chairperson), Councillor Boland, Councillor Browne and Councillor Jewitt

Notice is hereby given, in accordance with the provisions of the *Local Government Act 1993*, that the Policy and General Standing Committee of the Broken Hill City Council will be held in the Council Chambers on **Wednesday, 21 June 2023** commencing at **5:30pm** to consider the following business:

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

STATEMENT OF ETHICAL OBLIGATIONS

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

LIVE STREAMING OF COUNCIL MEETINGS

This 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 Policy And General Committee of the City of Broken Hill held Wednesday, May 24, 2023.

**MINUTES OF THE POLICY AND GENERAL COMMITTEE MEETING HELD
WEDNESDAY, MAY 24, 2023 (5.30PM)**

PRESENT:

Councillor T. Kennedy (Mayor) ,Councillor B. Algate (Chairperson),
Councillors M. Boland, M. Browne and H. Jewitt.

Councillors A. Chandler, D. Gallagher R. Page and D. Turley

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

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

APOLOGIES:

Nil.

LEAVE OF ABSENCE**APPLICATIONS:**

Councillor J. Hickey (Deputy Mayor) submitted a Leave of Absence
application with the reason "*recreational leave and Council duties Friday
26 May in Sydney*".

Procedural Motion

Moved Councillor Michael Boland, Seconded Councillor Marion Browne

That the application from Councillor Hickey be received and a Leave of Absence granted for this
meeting.

CARRIED UNANIMOUSLY

PRAYER

Councillor Boland delivered the Prayer.

ACKNOWLEDGEMENT OF COUNTRY

Councillor Page delivered the Acknowledgement of Country.

ACKNOWLEDGEMENT OF BROKEN HILL'S MINING HISTORY

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

MINUTES FOR CONFIRMATION

Recommendation

Moved Councillor Hayley Jewitt, Seconded Councillor Marion Browne

That the Minutes of the Policy And General Committee meeting held Wednesday April 19, 2023 be confirmed.

CARRIED UNANIMOUSLY

DISCLOSURE OF INTEREST

Nil

REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 85/23 - DATED MAY 08, 2023 - CORRESPONDENCE REPORT - NEW REQUIREMENTS FOR AGED CARE FACILITIES D23/23283

Recommendation

Moved Mayor Tom Kennedy, Seconded Councillor Marion Browne

1. That Broken Hill City Council Report No. 85/23 dated May 8, 2023, be received.
2. That reply correspondence dated 1 May 2023, from the Hon Mark Coulton MP regarding staffing issues at Broken Hill Aged Care Facilities, be received and noted.
3. That further correspondence be sent to the Federal Minister for Aged Care along with the Local Members requesting consideration of Broken Hill being reclassified to Category 6 (to correctly reflect Broken Hill's population and remoteness) under the Modified Monash Model, which governs the level of health support an area receives from the Government based on its remoteness and population size. Broken Hill is currently in the same category as Goulburn, Nowra and Bathurst which all boast a significantly larger population than Broken Hill and all are within two hours of capital cities (Sydney and Canberra). Reclassification of Broken Hill to the correct category will allow the local aged care facilities to be eligible for the government's one-off 12 month exemption from the new aged care facility staffing requirements for facilities in Categories 5-7 under the Modified Monash Model.

CARRIED UNANIMOUSLY

2. BROKEN HILL CITY COUNCIL REPORT NO. 86/23 - DATED MAY 17, 2023 - CORRESPONDENCE REPORT - FUNDING FOR A BARIATRIC AMBULANCE FOR BROKEN HILL D23/24857

Recommendation

Moved Mayor Tom Kennedy, Seconded Councillor Michael Boland

1. That Broken Hill City Council Report No. 86/23 dated May 17, 2023, be received.
2. That reply correspondence dated 17 May 2023, from NSW Ambulance regarding funding for a Bariatric Ambulance be received and noted.

CARRIED UNANIMOUSLY

3. BROKEN HILL CITY COUNCIL REPORT NO. 87/23 - DATED MAY 11, 2023 - ANNUAL FEES - MAYOR AND COUNCILLORS D23/23916

Recommendation

Moved Councillor Michael Boland, Seconded Councillor Hayley Jewitt

1. That Broken Hill City Council Report No. 87/23 dated May 11, 2023, be received.
2. That Council notes that the Local Government Remuneration Tribunal determined that there be a three percent increase to the minimum and maximum fees applicable to Councillors and Mayors in each existing category for the financial year commencing 1 July 2023.
3. That Council also notes that the current annual fees paid to Broken Hill City Council's Mayor and Councillors is below the maximum fees determined for the category of "Regional Rural".
5. That allocation of a fee for the Deputy Mayor when acting in the role as Mayor, being the daily fee based on the annual additional Mayoral fee; with the fee so payable deducted from the Mayor's fee, be reaffirmed.
6. That a community poll be conducted and advertised in the next community newsletter for the community to vote on the performance of Councillors as to whether the Mayor and Councillors should receive the 3% increase in fees (as determined by the Local Government Remuneration Tribunal); and that a further report be presented to Council on the outcome of the poll for Council to determine whether an increase be applied to the current fees for the Mayor and Councillors for the 2023/2024 financial year.

CARRIED

For: Mayor Kennedy, Councillors Boland, Jewitt and Algate
Against: Councillor Browne

4. BROKEN HILL CITY COUNCIL REPORT NO. 88/23 - DATED MAY 09, 2023 - RE-ESTABLISHMENT OF CENTRAL BUSINESS DISTRICT ALCOHOL-FREE ZONE D23/20859

Recommendation

Moved Mayor Tom Kennedy, Seconded Councillor Hayley Jewitt

1. That Broken Hill City Council Report No. 88/23 dated May 9, 2023, be received.
2. That Council re-establish the Central Business District Alcohol-Free Zone as described in the final Proposal attached to this report, for a period of four years from 25 June 2023 to 25 June 2027, that is:
Council re-establish the Alcohol-Free Zone in the area generally bounded as follows:
A zone comprising the Central Business District in an area generally bounded by Crystal, Iodide (Wolfram), Mica, Gossan, Talc (Mercury), Graphite, Wills, Gypsum and Gaffney Streets and South Road, with the exception of businesses within the Alcohol-Free Zone, with approved liquor licence and approved outdoor dining.
3. That the necessary signage be installed showing operation of the zone from 25 June 2023 to 25 June 2027.
4. That re-establishment of the Central Business District Alcohol-Free Zone be advised to the public by way of media release and 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 Council thank the Barrier Police District for its ongoing support of alcohol-free zones in Broken Hill.

CARRIED UNANIMOUSLY

5. BROKEN HILL CITY COUNCIL REPORT NO. 89/23 - DATED MAY 10, 2023 - PROPOSAL TO RENAME SOUTH COMMUNITY CENTRE TO 'FRED JOBSON SOUTH COMMUNITY CENTRE' D23/23765

Recommendation

Moved Mayor Tom Kennedy, Seconded Councillor Michael Boland

1. That Broken Hill City Council Report No. 89/23 dated May 10, 2023, be received.
2. That the Broken Hill City Council Asset Naming Committee Meeting Minutes dated 28 April 2023, be received.
3. That the proposal to rename the South Community Centre to the 'Fred Jobson Community Centre' be revised to the 'Fred Jobson South Community Centre' to align with Council's Renaming of Parks and Community Facilities Policy (General Principles item 3).

4. That the proposal to rename the South Community Centre to the 'Fred Jobson South Community Centre' be advertised with signage, at or on the property or facility and in the local newspaper for public comment for 21 days prior to the presentation of a final report to Council for its consideration (Naming after an Individual or Family item 4).
5. That the Patton Village Broken Hill Association Inc. be advised by correspondence of any ongoing processes and expected timelines.

CARRIED UNANIMOUSLY

6. BROKEN HILL CITY COUNCIL REPORT NO. 90/23 - DATED MAY 10, 2023 - QUARTERLY BUDGET REVIEW STATEMENT FOR PERIOD ENDED 31 MARCH 2023 D23/23665

Recommendation

Moved Councillor Michael Boland, Seconded Mayor Tom Kennedy

1. That Broken Hill City Council Report No. 90/23 dated May 10, 2023, be received.
2. That the 3rd Quarterly Budget Review Statement and recommendations be adopted.
3. That Council note the projected 2022/23 operating deficit (before capital) of \$2,061,000.
4. That Council note the 2021/22 projected net capital budget expenditure of \$22,968,000.

CARRIED UNANIMOUSLY

7. BROKEN HILL CITY COUNCIL REPORT NO. 91/23 - DATED MAY 15, 2023 - INVESTMENT REPORT FOR APRIL 2023 D23/24456

Recommendation

Moved Councillor Michael Boland, Seconded Councillor Hayley Jewitt

1. That Broken Hill City Council Report No. 91/23 dated May 15, 2023, be received.

CARRIED UNANIMOUSLY

CONFIDENTIAL MATTERS

Nil

CONCLUSION OF THE MEETING

There being no further business to consider, the meeting was declared closed at 5:50pm.

The foregoing minutes were read and confirmed at the Policy and General Committee meeting held on 21 June 2023.

Chairperson

REPORTS

1.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 105/23 - DATED MAY 09, 2023 - ADOPTION OF DRAFT REVISED SPONSORSHIP POLICY (D23/23436)</u>	11
2.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 106/23 - DATED JUNE 08, 2023 - ADOPTION OF THE DRAFT REVISED COMMUNITY ASSISTANCE GRANTS POLICY (D23/29693)</u>	22
3.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 107/23 - DATED JUNE 08, 2023 - DRAFT ASSET NAMING POLICY FOR PUBLIC EXHIBITION (D22/64021)</u>	30
4.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 108/23 - DATED JUNE 08, 2023 - INVESTMENT REPORT FOR MAY 2023 (D23/29922)</u>	51
5.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 109/23 - DATED JUNE 07, 2023 - COMMUNITY ASSISTANCE GRANTS AWARDED FOR ROUND 1 OF 2023/2024 (D23/29555)</u>	68
6.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 110/23 - DATED MAY 25, 2023 - MINUTES OF THE BROKEN HILL HERITAGE COMMITTEE MEETING HELD 4 MAY 2023 (D23/26652)</u>	74

POLICY AND GENERAL COMMITTEE

May 9, 2023

ITEM 1BROKEN HILL CITY COUNCIL REPORT NO. 105/23SUBJECT: ADOPTION OF DRAFT REVISED SPONSORSHIP POLICY
D23/23436**Recommendation**

1. That Broken Hill City Council Report No. 105/23 dated May 9, 2023, be received.
2. That Council notes that the draft revised Sponsorship Policy was placed on public exhibition, concluding 28 May 2023, during which time Council received nil submissions from the public.
3. That Council adopts the draft revised Sponsorship Policy as a Policy of Council, and notes that adoption of the draft revised Policy will render the 2018 Sponsorship Policy obsolete.

Executive Summary:

Council considered the draft revised Sponsorship Policy at its Ordinary Meeting held 26 April 2023 and resolved (Minute Number 47181) to place the Draft Policy on public exhibition for a 28 day period.

The draft revised Policy was placed on public exhibition, concluding 28 May 2023, during which time Council received nil submissions from members of the public.

During the public exhibition period, a minor amendment was made to the draft revised Policy to update the title of the responsible Council Officer.

Report:

Council welcomes sponsorship of its activities and occasionally seeks sponsorship for community projects or events. Council may also enter sponsorship arrangements with organisations to support events which contribute to the economic growth of the city.

The policy is designed to provide an equitable and transparent means for organisations to sponsor Council activities and for events to access Council funds for the purpose of growing visitor numbers to the City.

This policy ensures that there is less risk of corruption, conflict of interest or damage to the reputation and standing of Council. It provides guidelines for the management of sponsorship and ensures that probity and integrity will be a part of the decision-making process.

This policy does not include donations granted under Council's Financial Assistance Policy or Community Assistance Grant Policy.

The Sponsorship Policy is a foundational policy that underpins Council's support for events and activities that provide social and economic benefit to the community of Broken Hill.

By providing financial assistance to events that align with the Broken Hill Community Strategic Plan, Council supports the city's capacity to attract and encourage new events to the city such as the Broken Hill Mundi Mundi Bash and the Perfect Light Film Festival.

Sponsorship support also ensures repeat events such as the St Patrick's Races and the Broken Heel Festival are able to grow and expand.

In addition the Policy provides clear guidelines to ensure that any sponsorship Council attracts for its own events is transparent will not impact on Council's ability to function, does not imply endorsement of sponsor's produce/service and is does not provide opportunity for personal gain or benefit.

The main amendments to the draft revised Sponsorship Policy include:

- Page 3 - Section 4.3.1: That the call for Expressions of Interest be changed from April to October each year to better align with budget planning.
- Page 4 - Section 5.2.3: That a change be made to the members of the panel. The current policy includes an independent person – the change has been made to invite the Broken Hill Australia Day Citizen of the Year, aligning the process with the Community Assistance Grants Panel.
- Page 5 - Section 5.2.6: This is a new section in the policy to include Memorandums of Understanding (MOUs). Council has on occasions entered into MOUs with specific event coordinators who conduct annual events that can demonstrate an economic and/or social return on investment, such as the St Pat's Race Club. The addition in the policy formalises this process.
- Page 7 - Section 7.3: Changes to the risk management assessment for events and the requirements Council now places on the risk assessment processes for events sponsored by Council to ensure that Council reduces overall liability as well as ensuring community safety, has resulted in a change of policy wording.

Community Engagement:

Council considered the draft revised Sponsorship Policy at its Ordinary Meeting held 26 April 2023 and resolved (Minute Number 47181) to place the Draft Policy on public exhibition for a 28 day period.

The Draft Policy was placed on public exhibition, concluding 28 May 2023, during which time Council received nil submissions from members of the public.

The Draft Policy is now presented to Council to consider adoption as a Policy of Council.

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

Key Direction:	1	Our Economy
Objective:	2.4	We are a destination of choice and provide a unique experience that encourages increased visitation
Strategy:	2.4.4	Ensure a strategic and proactive approach to the development, management and marketing of business and destination events, tourism, and filming activities

Relevant Legislation:

Local Government Act 1993 Section 335(d) and Section 356 of the Local Government Act.

Section 356 describes how a Council should administer funds. The Act states that a council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions. Pursuant to Section 356, any financial assistance outside the policy must be advertised unless exempted under the Local Government Act.

Financial Implications:

The sponsorship budget is reviewed annually.

Attachments

1. [↓](#) draft revised Sponsorship Policy

RAZIJA NU'MAN
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL
GENERAL MANAGER

SPONSORSHIP POLICY

QUALITY CONTROL

COUNCIL POLICY			
TRIM REFERENCES	12/-14 - D14/1533623/18413		
RESPONSIBLE POSITION	Executive Manager – Strategic City Development Executive Manager – Growth and Investment Director Corporate and Community		
APPROVED BY	Council		
REVIEW DATE	May 2018	REVISION NO.	3
EFFECTIVE DATE	ACTION	MINUTE	
30 March 2016	Public Exhibition	45222	
25 May 2016	Adopted	45270	
13 December 2017	Public Exhibition	45720	
28 February 2018	Adopted	45744	
26 April 2023	Public Exhibition	47181	

1. INTRODUCTION

Council welcomes sponsorship of its activities and occasionally seeks sponsorship for particular community projects or events. Council may also enter into sponsorship arrangements with organisations or individuals to support events which contribute to the economic growth of the City.

The policy is designed to provide an equitable and transparent means for organisations to sponsor Council activities and for events to access Council funds for the purpose of growing visitor numbers to the City.

This policy ensures that there is less risk of corruption, conflict of interest or damage to the reputation and standing of Council. It provides guidelines for the management of sponsorship and ensures that at all times probity and integrity will be a part of the decision-making process.

This policy does not include donations granted under Council's Financial Assistance Policy or [Community Assistance Grant Policy](#).

2. Background

Sponsorship is a cash and/or in-kind fee paid to an organising, business or individual (typically in sports, arts, events, entertainment or causes), which can benefit the recipient activity and, in return, provide visibility and awareness for the sponsor.

Sponsorship is a commercial arrangement in which a sponsor provides a contribution in money or in kind to support an activity in return for certain specified benefits.

Sponsorship does not include:

- The selling of advertising space
- Joint ventures

- Consultancies
- Grants (in regard to received sponsorship)
- Unconditional gifts, donations, bequests or endowments

Sponsorship is not philanthropic. A sponsor expects to receive a reciprocal benefit beyond a modest acknowledgement.

Sponsorship will be sought and granted by using an open processes.

A large number of events and programs use sponsorship to defray rising costs, reach higher goals and target markets as an addition to other marketing programs. Sponsorship can enhance the image of sponsors and create positive publicity with heightened visibility, while assisting the sponsored organisation, business, or individual in reaching its goals.

This Policy deals with sponsorship procurement and grants in terms of:

- Council attracting sponsorship to support the development of programs, projects, services, activities, facilities and events that provide benefit to the community of Broken Hill.
- Council providing sponsoring to locally held events that benefit the community through increasing visitor numbers to the City, with Council recognition being applicable to all sponsorship provided.

There are other requests made to Council that would be considered as donations and therefore dealt with in accordance with Councils Community Assistance Policy. Council may also receive donations, and these would facilitate a direct contribution to the community for a program, project, service, activity, facility or event and these donations are not subject to the criteria as outlined for sponsorship but are assessed against the recommendations of the ICAC Sponsorship in the Public Sector Guidelines, 2006.

3. POLICY OBJECTIVE

The policy is designed to maximise opportunities for collaboration between Council, business and community with an aim to increasing economic vibrancy through delivery of new and existing programs, services, facilities and events.

4. POLICY STATEMENT

4.1. General Principles

Council commits itself to the following principles:

4.1.1. Accountability, transparency and equity – The policy provides a framework for the transparent and merit-based provision of support and a system of accountability for the recipient.

4.1.2. Alignment with Council strategies – The policy aligns with Council priorities outlined in the Broken Hill Community Strategic Plan and Council's Delivery Program.

4.1.3. Value for money – The policy ensures Council considers the value for money received in return for Councils investment.

4.2 SCOPE OF PROGRAM

4.2.1 The total amount available under the Sponsorship Program will be determined annually by the elected Council in connection with the Operational Plan and Delivery Program.

4.2.2. Sponsorship may comprise cash/and or value in kind.

4.2.3. Council may decide to offer to an applicant a Sponsorship in an amount less, or in a combination different to, what is applied for.

4.2.4 A monetary figure will be allocated to all value in kind awarded under the Sponsorship Program, in accordance with its true cost to Council. This amount will be included in the total amount of Sponsorship allocated to any successful applicant.

4.3 Program Structure

4.3.1. Council will advertise for Expressions of Interest for Sponsorship in April-October each year on Council's website and in the local media for events to be conducted in the subsequent financial year.

4.4.3. Council may decide to host a public information session in connection with a competitive round to provide information to prospective applicants about the program.

4.4 Application Form

Sponsorship must meet application guidelines which will be available on Council's website. All details as required by that process must be provided in order to progress the sponsorship request to Council for consideration.

5 Suitable activities for granting sponsorship

5.1 Event Sponsorship

Council sponsorship under this Policy is for events that are able to demonstrate a measurable contribution to the economic outcomes for Broken Hill through growth in the Visitor Economy. Event sponsorship must:

- Demonstrate at least matching dollar for dollar funding
- Attract measurable visitation from outside of Broken Hill to assist Council in achieving the objectives set out in *Broken Hill Community Strategic Plan 2033 - Your Hill. Your Home. Your Vision.* (Copies of this document are available on Council's website)
- Raise the profile of Council through prominent acknowledgement of their support and assistance as outlined in the sponsorship agreement for Council funds
- Be managed by a registered organisation that is not a part of Council.

5.2.2 Sponsorship will not be considered for:

- Applications that do not provide the appropriate documentation to support the request
- Events that have not acquitted the requirements of previous sponsorship arrangements with Council
- Projects that duplicate existing Council services or programs
- Individuals
- Organisations or groups that are not incorporated
- Private functions
- Debutante Balls
- Political parties, lobby groups or religious groups
- Recipients of any other financial or other type of assistance from Council in that financial year
- Organisations raising funds on behalf of another group, which is itself a recipient of financial assistance from Council
- Organisations based outside the City boundaries of Broken Hill (unless the demonstrated benefits are primarily to the Broken Hill community)

Criteria will determine each sponsorship arrangement and proposals will be assessed against the criteria which includes:

- A statement of the objectives and detail of the sponsorship activity

- Capacity to deliver immediately measurable economic benefits through the visitor economy to the City of Broken Hill
- The organisation's capacity for administering the project including timeframes, budgets and other partnerships
- A targeted marketing and communications program
- Documentation that Council's support will be appropriately acknowledged and publicised
- The names of other sponsors, proposed or confirmed, involved with the event or activity

5.2.3 Recommendations and approvals

The Relevant Council Officer will receive applications and undertake a preliminary assessment against the Eligibility and Assessment Criteria and prepare a report for the Sponsorship Panel. The assessment will include an impact assessment to demonstrate the benefits, including the economic benefits to Broken Hill which will form the basis to calculate the percentage of event funding recommended for each event.

The preliminary assessment will include:

1. The total estimated visitor spend attributed to staging the event
2. The estimated impact on Gross Regional Product

The assessment will be provided to applicants on request.

Following the preliminary assessment, the Relevant Council Officer will present all applications to the Sponsorship Grant Panel with a recommendation on eligibility and the estimated economic benefit to the community.

The Panel will consist of:

- The Mayor (or nominee)
- The ~~Our Economic Policy and General Portfolio Committee~~ Chair (or alternate)
- The General Manager (or nominee)
- ~~One independent person~~ The Broken Hill Australia Day Citizen of the Year

~~Advertising for the independent panel member will take place in April each year. An independent panel member will be invited to sit on the panel.~~

The Panel's assessment must be recorded on an evaluation form and retained in Council's records management system. The evaluation form will be signed by all members of the Panel.

Each member of the Panel must comply with Council's Code of Conduct, in particular, the provisions covering Conflict of Interest.

The Panel will make recommendation to the General Manager for approval or grants based upon its evaluation of the application against the criteria.

The event/project/service/activity must be suitable for Council's involvement and consistent with Council's community values defined in the Community Strategic Plan.

Once approved, recipients of sponsorship will be required to:

- Submit a tax invoice to Council and enter a formal agreement that details the commitment of both parties
- Submit a completed sponsorship acquittal which includes a project report and a financial acquittal within three months of the project's completion.

Council will complete an evaluation of all sponsorships funded against performance measures as described in the written agreement.

Sponsorship funding must only be used for the purpose stated in the letter of approval. The purpose, amount or time for expenditure of a sponsorship may not be changed without prior written approval of Council.

5.2.4 Acknowledgement

All sponsorship recipients must agree to acknowledge Council's contribution in all publicity relating to the events or activity. This includes logos and statements in all advertising and promotional material, media releases and in other promotional contexts. Full details of this condition, including appropriate logos are to be provided with each sponsorship.

5.2.5 Timing

Council will sponsor an event for a maximum of three years. Consideration can be given after three years if the applicant can demonstrate significant ongoing benefit to the community. Sponsorship is not recurrent and requests for sponsorship need to be made each year. All requests for assistance under this policy will be considered by Council. From time of approval, all projects must be completed within 12 months.

5.2.6 Memorandum of Understanding

Council may enter into a Memorandum of Understanding (MOU) for individual events that make a significant economic contribution to Broken Hill. The MOU will be entered into for a maximum of three years with funds being used for the purpose set out in the MOU.

Commented [AA1]: New

6. POLICY STATEMENT – PART B - Sponsorship of Council activities, services, events, projects and facilities

Sponsorship of Council activities, services, events, projects and facilities will be sought by calling for expressions of interest and/or targeting a range potential sponsors. A contract may include exclusive and/or shared rights to sponsorship.

6.1 Sponsorship conditions

- A sponsorship arrangement shall not impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions fully and impartially. The sponsorship agreement will state that the Council's functions will continue to be carried out fully and impartially, notwithstanding the existence of a sponsorship arrangement. The agreement will include a statement to the effect that any attempted influence of Council's regulatory functions will result in an automatic review and/or termination of the sponsorship arrangement.
- There is to be no real or apparent conflict between the objectives and mission of Council and those of the sponsor.
- Sponsorship will not involve explicit endorsement of the sponsor's products and care will be taken to avoid strong implicit endorsement of a sponsor's products. Sponsorship agreements should set out the range of uses to which the sponsor can put the relationship (for example, in advertising copy) and may require that Council be given an opportunity to review specific uses prior to release.
- Where sponsorship takes the form of a provision of a sponsor's product, the product will be evaluated for its fitness and purpose against objective operational criteria which are relevant to needs.
- It is inappropriate for any Councillor or employee of Council to receive a personal benefit from a sponsorship. Depending on conditions of engagement, contractors and consultants could be regarded as employees of Council and will be considered when assessing the status of personal benefits in a sponsorship.

- All cash sponsorships shall be subject to the provisions for security for contributions as provided for under the Local Government Act 1993 and other similar legislative provisions.

- If equipment is donated, the costs associated with maintenance, running and insurance must form part of the consideration of Council in accepting the sponsorship arrangement. Any donations of equipment, materials and labour will be treated in accordance with Council's asset management policies.

The Sponsor will enter into a written sponsorship contract with Council. The contract will clearly set out:

- The benefits, including the economic benefits to Broken Hill
- The form or forms of sponsorship acknowledgement which will be available
- The scope of uses which the sponsor can make of the sponsorship arrangement
- The term of the sponsorship and any conditions regarding renewal
- Consequences of changes which may occur over time (e.g., a shift in the relationship, new policies, new corporate missions or objectives)
- Financial accountability requirements
- Provisions for termination or suspension of the agreement
- Any special conditions which apply

Council will ensure that sufficient resources are available to enable the promised sponsor benefits to be delivered. Council will provide sufficient information for the sponsor to evaluate the outcomes of their sponsorship and provide a report to the sponsor within three months of the project's completion.

All sponsorships will be described in Council's Annual Report.

6.2 Acknowledgement

Council will recognise sponsors in a number of ways. The extent of such recognition will be determined in relation to the level and nature of the sponsorship and subject to a written agreement specifying benefits and costs. Such forms of recognition may include, but not be limited to:

- Appropriate signage
- Inclusion of sponsor's name and logo in Council's Reports to the Community and other external publications
- Opportunity for sponsor's name and/or logo to be promoted through appropriate general advertising and communications by Council

7. IMPLEMENTATION

7.1 Roles and Responsibilities

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

- General Manager
- Executive Manager - Strategic City Development, Growth and Investment Director
Corporate and Community

7.2 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.

7.3 Risk Management

Council will conduct a risk assessment on all sponsorship activities to determine the risks posed and assess whether these risks are acceptable and can be managed. Council will review relevant risk assessments for sponsored events to ensure identified risks are managed to an acceptable level and to ensure that all events are in alignment with Council's values.

7.4 Associated Documents

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

- ICAC - Sponsorship in the public sector – May 2006
- Broken Hill Community Strategic Plan 2033 - Your Hill. Your Home. Your Vision.
- Broken Hill Strategic Tourism Plan 2010-2020
- NSW Department Premier and Cabinet - Good Practice Guide to Grants Administration
 - Statement of Ethical Principles
 - Code of Conduct
 - Gifts, Benefits and Bribes Policy
 - Conflict of Interest Policy
 - Corruption Risk Management Plan
 - Community Assistance Policy
 - Sponsorship Application Form and Conditions

8 REVIEW

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

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

The ~~Executive Manager - Strategic City Development~~, ~~Director Corporate and Community~~ is responsible for the review of this policy.

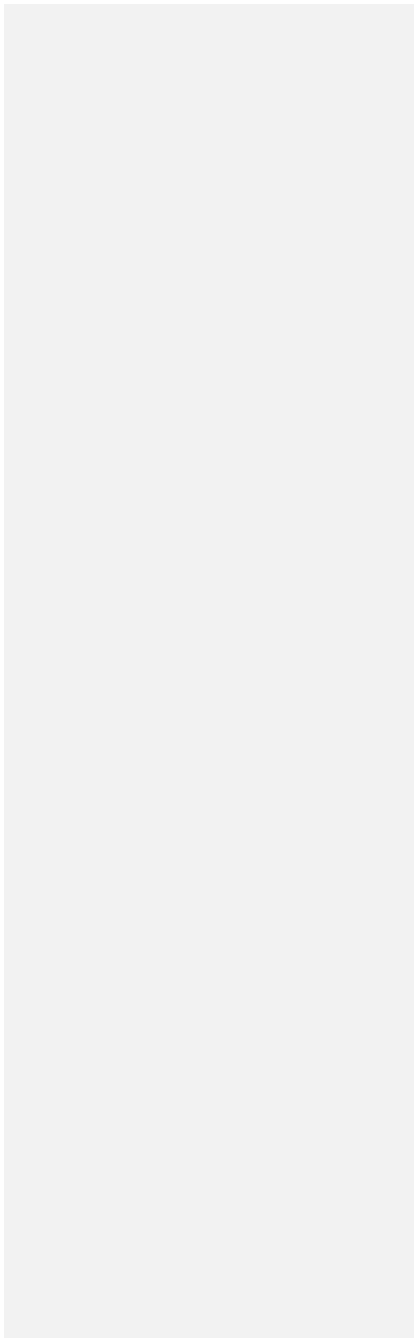
9 LEGISLATIVE AND LEGAL FRAMEWORK

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

Section 356 of the Local Government Act describes how a Council should administer funds. The Act states that a council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions. Pursuant to Section 356 any financial assistance outside the policy must be advertised unless

exempted under the Local Government Act.

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



POLICY AND GENERAL COMMITTEE

June 8, 2023

ITEM 2BROKEN HILL CITY COUNCIL REPORT NO. 106/23

SUBJECT: ADOPTION OF THE DRAFT REVISED COMMUNITY ASSISTANCE GRANTS POLICY D23/29693

Recommendation

1. That Broken Hill City Council Report No. 106/23 dated June 8, 2023, be received.
2. That Council adopts the draft revised Community Assistance Grants Policy as a Policy of Council.
3. That Council notes that the adoption of the draft revised Community Assistance Grants Policy will supersede the 2022 Community Assistance Grants Policy.

Executive Summary:

Council's Community Assistance Grants Policy was last adopted by Council in 2022 and has been reviewed as part of an organisation wide review of Council's Policy Register, currently underway to ensure that all Council strategic policies are updated to comply with current legislation and industry model codes, guidelines and best practice and also reflect any changes in technology or service delivery.

This report outlines two minor amendments made and presents the draft revised Policy for Council's consideration of adoption.

Report:

Council's Executive Leadership Team has commenced a review of Council's Policy Register to ensure strategic policies comply with current legislation and align with the Office of Local Government's (OLG) model codes, guidelines and best practice for Local Government and reflect any changes in technology or service delivery.

Council's Community Assistance Grants Policy was originally developed in 2016 to comply with the *Local Government Act 1993 Section 356(3)* whereby Council provides a financial assistance program to the community. The Policy (last adopted in 2022) outlines the terms and conditions, eligibility criteria, assessment criteria and acquittal requirements of Council's Community Assistance Grants Program which is offered to registered not-for-profit organisations in two (2) rounds of funding per year. The program aims to provide one-off grants for these organisations to provide activities/events/programs that benefit the community of Broken Hill and ensures that Council's grant funds are distributed in a fair and transparent manner.

The following amendments have been made to the Policy:

- An amendment to reflect that it is only necessary that the Chairperson signs the minutes of the Community Assistance Grants Panel Meetings.

- An amendment to provide clarity that a grant must be expended in the six (6) month period for which it is granted.

The draft revised Community Assistance Grants Policy is now presented to Council for consideration of adoption, which if adopted will supersede the 2022 Community Assistance Grants Policy.

Community Engagement:

Due to the amendments being of a minor nature, it is recommended that the Policy be adopted as per Section 335(d) of the *Local Government Act 1993*.

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 Sections 356 and 335(d)

Financial Implications:

Nil.

Attachments

1. [↓](#) draft revised Community Assistance Grants Policy

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER



DRAFT COMMUNITY ASSISTANCE GRANTS POLICY

QUALITY CONTROL		
TRIM REFERENCES	12/114 – D17/3599	
RESPONSIBLE POSITION	General Manager	
APPROVED BY	Council	
REVIEW DATE	April 2026	REVISION NUMBER 76
EFFECTIVE DATE	ACTION	MINUTE NUMBER
24/02/2016	Adoption	45180
22/02/2017	Public Exhibition	45461
26/04/2017	Adoption	45524
28/11/2018	Adoption	45959
24/06/2020	Adoption	46284
30/03/2022	Adoption	46802
27/04/2022	Adoption	46825

1. INTRODUCTION

Council acknowledges the contribution made by our community towards the betterment of Broken Hill and the contribution of volunteers towards the objectives of Council.

This policy aims to provide support to individuals and groups through a program of Community Assistance Grants.

This policy allows for considered and transparent decisions to be made regarding the distribution of community resources.

2. POLICY OBJECTIVE

The purpose of this policy is to provide a framework for Council to provide grants for community events, projects, services or activities, known as Community Assistance Grants that align with the objectives of Broken Hill's Community Strategic Plan.

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The framework aims to ensure that the allocation of council's limited resources is undertaken in a fair, transparent, accountable and ethical manner. Council recognises that there can be difficulties in meeting community expectations with the increasingly limited financial resources available. Council also recognises that it is accountable to the community for the management and disbursement of its funds and that it must be done in a manner that maximises the benefits to the community and is seen as fair and equitable.

3. POLICY SCOPE

The policy applies to all applications for Community Assistance Grants.

4. POLICY STATEMENT

4.1. General Principles

Council commits itself to the following principles:

- 4.1.1. Accountability, transparency and equity – The policy provides a framework for the transparent and merit-based provision of support and a system of accountability for the recipient.
- 4.1.2. Alignment with Council strategies – The policy aligns with Council priorities outlined in the Broken Hill Community Strategic Plan and Councils Delivery Program.
- 4.1.3. Value for money – The policy ensures Council considers the value for money received in return for Councils investment.

4.2. Scope of Program

- 4.2.1. The total amount available under the Community Assistance Grant Program will be determined annually by the elected Council in connection with the Operational Plan and Delivery Program.
- 4.2.2. Community Assistance Grants may comprise cash/and or value in kind.
- 4.2.3. Council may decide to offer to an applicant a Community Assistance Grant in an amount less, or in a combination different to, what is applied for.
- 4.2.4. A monetary figure will be allocated to all value in kind awarded under the Community Assistance Grant Program, in accordance with its true cost to Council. This amount will be included in the total amount of Community Assistance Grant allocated to any successful applicant.
- 4.2.5. Any amendments to the total budget allocated to the Community Assistance Grant program must be approved by the elected Council.
- 4.2.6. Only single year commitments may be approved under this policy.

4.3. Existing Commitments

- 4.3.1. The following existing committed donations do not meet the requirements for inclusion in a competitive process because they are initiatives instigated by Council and also they are not auspiced by a community organisation, therefore the following annual committed donations will be made:

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Name of Organisation	2015/2016 Commitment	Purpose
Local Schools	\$100 per school (\$1,000.00 total)	Donation towards presentation night
David Bowler Memorial Award	\$2,500.00	Co-contribution towards award

4.3.2. All other previously committed annual donations will not be made and these organisations must apply to one of the competitive rounds of Community Assistance funding due to their organisation meeting the eligibility criteria to apply.¹

4.4. Program Structure

- 4.4.1. Council will hold up to two competitive rounds for Community Assistance Program each financial year.
- 4.4.2. Council will advertise the details of each round of the Community Assistance Program on Councils website and in the local media.
- 4.4.3. Council may decide to host a public information session in connection with a competitive round to provide information to prospective applicants about the program.

4.5. Eligibility and Assessment

4.5.1. Eligibility Criteria

Council will not support applications that do not meet all of the following Eligibility Criteria:

- a. Applicant must be an incorporated community association/organisation, or a registered not-for-profit association/charitable organisation with an ABN or ACN. Applications will not be accepted from individuals, businesses, government agencies, political parties or lobby groups.
- b. Applicants must lodge a completed application using Council's standard Community Assistance Grant Program Application Form in accordance with any published Guidelines.
- c. Applications must be received on or before the advertised due date.
- d. Applicants must provide evidence that they have appropriate insurances in place.
- e. The event/project/service/activity must be scheduled to occur within the same-six (6) month period of the financial year the application is made and support is received.
- f. The funds received through Community Assistance Grants must not be used to raise funds on behalf of another group.
- g. Applicants may not have received any other sponsorship support from Council within the same financial year, regardless of whether it was for a different event/project/service/activity.

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- h. Applicants must have complied with, to Council's satisfaction, the conditions of any previous grant, support or Community Assistance Grant received from Council.
- i. The event/project/service/activity must be consistent with the community values defined in the Community Strategic Plan.
- j. The event/project/service/activity must apply uniformly to all persons in the Broken Hill Local Government Area or to a significant group of persons within the area.
- k. The Applicant must be capable of obtaining all regulatory approvals for the event/project/service/activity.
- l. If a public information session is scheduled in connection with a round of Community Assistance Grant funding, a representative of the Applicant must attend, or otherwise meet with the relevant Council Officer in advance of the application deadline.

4.5.2. Assessment Criteria

Applications that satisfy the Eligibility Criteria set out in clause 4.5.1 will then be assessed against the following Assessment Criteria, which will be weighted according to Council's strategies:

- a. Social benefit to the community. Considerations include: number and age of participants; skills and knowledge developed by applicants.
- b. How the project will support an identified need within or develop community strengths. Considerations include: alignment to community strategic plan and delivery program outcomes; the relevant impact on the Broken Hill community through the implementation of the initiative.

4.5.3. Assessment of Applications

The Relevant Council Officer will receive applications and undertake a preliminary assessment against the Eligibility and Assessment Criteria set out in sections 4.5.1 and 4.5.2.

It is open to the Council Officer to amend estimates and projections included in the application prior to assessment based on information available to Council or Council's past experience. Any changes should be notified to the applicant with the reasoning documented.

If the applicant does not agree with amendments suggested by the Relevant Council Officer, the application will still be presented to the Community Assistance Grant Panel for assessment with information from the Relevant Council Officer as to why amendments are recommended.

The weighting allocated to each assessment criterion will be determined and approved by the Community Assistance Grant Panel prior to applications being called. These weightings must be made available to applicants upon request.

Following a preliminary assessment, the Relevant Council Officer will present all applications to the Community Assistance Grant Panel with a recommendation on eligibility.

The Community Assistance Grant Panel will be convened to assess applications. The Community Assistance Grant Panel's assessment must be recorded on an evaluation form and retained in Council's records management system. The evaluation form will be signed by ~~all members~~the Chairperson of the Community Assistance Grant Panel.

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Each member of the Community Assistance Grant Panel must comply with Council's Code of Conduct, in particular, the provisions covering Conflicts of Interest.

The Community Assistance Grant Panel will make recommendation to the General Manager.

The General Manager approves and provides Council with a report for information subsequent to the awarding of grants.

The event/project/service/activity must be suitable for Council's involvement and consistent with Council's community values defined in the Community Strategic Plan.

4.5.4. Agreements, Payments and Acquittals

Successful applicants and Council must sign an Agreement, containing Council's terms and conditions for the Community Assistance Grant prior to any monies being released.

Payments will be made in accordance with the agreement following receipt of invoice.

All invoices must be received ~~before the end of~~ within the six (6) month period the financial year in which Community Assistance Grant was awarded and the event/project/service/activity implemented.

Council will not be liable for any amounts over and above the Community Assistance Grant amount as set out in the Agreement.

Successful applicants must provide acquittal information to Council in accordance with the terms of the Agreement.

5. IMPLEMENTATION

5.2. Roles and Responsibilities

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

- General Manager
- Executive Officer

5.3. 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.

5.4. Associated Documents

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

- Code of Conduct
- Statement of Business Ethics

6. REVIEW

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

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The standard review period will be within each term of Council following the Local Government Elections, or as required to ensure that it meets legislation requirements and the needs of the community and Council. The responsible Council officer will be notified of the review requirements three (3) months prior to the expiry of this policy.

The General 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:

Local Government Act 1993 – Sections 377 and 356

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

8. DEFINITIONS

Agreement means the agreement entered into by Council and applicant whose application for Community Assistance Grant has been successful.

Council means Broken Hill City Council.

Community Assistance Grant means Financial Assistance provided by Council as a financial contribution or Value in Kind, to support an event, project, service or activity.

Community Assistance Grant Panel means the panel comprising:

- The Mayor (or nominee)
- Two Councillors
- The Broken Hill Australia Day Citizen of the Year
- A minimum of three independent persons

Financial Assistance means payments given to individuals or organisations that are not commensurate with a reciprocal benefit received by Council.

Guidelines means any guidelines published in connection with Council's Community Assistance Grant program in any year.

Relevant Council Officer means the Council employee responsible for administering the Community Assistance Grant program.

Value in Kind means goods or services supplied by Council in connection with a Community Assistance Grant, including the waiver or discounting of fees and charges for Council facilities.

¹ Minute No. 46356 of 30/09/2020 records Council's resolution to increase the Community Assistance Grants budget annually by \$6,000.00 to be quarantined for Golf Broken Hill Inc should they apply and meet all eligibility and assessment criteria, otherwise the funds will be included in the available budget for all applications for Round 2 each year.

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POLICY AND GENERAL COMMITTEE

June 8, 2023

ITEM 3BROKEN HILL CITY COUNCIL REPORT NO. 107/23SUBJECT: DRAFT ASSET NAMING POLICY FOR PUBLIC EXHIBITION
D22/64021**Recommendation**

1. That Broken Hill City Council Report No. 107/23 dated June 8, 2023, be received.
2. That Council endorse the Draft Asset Naming Policy for the purpose of public exhibition.
3. That the Draft Asset Naming Policy be exhibited for public comment for a period of 28 days.
4. That a report be presented to Council at the conclusion of the public exhibition period, detailing submissions and any recommended amendments arising, with a view to adopting the Draft Asset Naming Policy. If adopted the 'Naming of Parks and Community Facilities Policy' will be rendered obsolete.
5. That Council adopt the Draft Asset Naming Committee Terms of Reference.

Executive Summary:

The Asset Naming Policy has been developed to ensure Council Assets within the Broken Hill City Council Local Government Area (LGA) are named in a fair and consistent manner whilst meeting legislative requirements.

The Draft Asset Naming Committee Terms of Reference has been developed to guide and support the Asset Naming Committee in exercising their delegated function of assessing Asset Naming proposals received by Broken Hill City Council and/or the community.

The attached Asset Naming framework and supporting documentation assist with the implementation of Council directives and policy decisions whilst defining the conditions and process for the naming of Council assets including Roads, Reserves, Building, Places, Geographical Features and other Non-Physical Assets.

Report:

The Geographical Names Board is the authority for geographical names in NSW and operates under the *Geographical Names Act 1966*. Section 5 of the Act defines the following:

5 Powers and functions of board

- (1) Subject to this Act, the powers and functions of the board shall be:
 - (a) to assign names to places,
 - (b) to approve that a recorded name of a place shall be its geographical name,
 - (c) to alter a recorded name or a geographical name,
 - (d) to determine whether the use of a recorded name or a geographical name shall be discontinued,

- (e) to adopt rules of orthography, nomenclature and pronunciation with respect to geographical names,
 - (f) to investigate and determine:
 - (i) the form, spelling, meaning, pronunciation, origin and history of any geographical name, and
 - (ii) the application of any geographical name with regard to position, extent or otherwise,
 - (g) to compile and maintain a vocabulary of Aboriginal words used or suitable for use in geographical names and to record their meaning and origin,
 - (h) to compile and maintain a register of geographical names with a record of their form, spelling, meaning, pronunciation, origin and history,
 - (i) to publish a gazetteer of geographical names, and
 - (j) to inquire into and make recommendations on any matters relating to the names of places referred to it by the Minister.
- (2) The board may compile, maintain and publish a list of road names.

The Geographical Names Board provide no recommendation or guidelines for the naming of buildings or other objects/spaces not defined as a road, park or place however the 'Draft Asset Naming Policy' provides for alignment with the Geographical Names Board for consistency and transparency.

The adoption of the Draft Asset Naming Policy would render the 'Naming of Parks and Community Facilities Policy' obsolete.

The Asset Naming Procedure is attached for information.

Community Engagement:

The Draft Asset Naming 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:

Roads Act 1993

Geographical Names Act 1966

Local Government Act 1993

NSW Road Regulation 2018

Geographical Names Board of NSW Policy – Place Naming 2019

NSW Address Policy and User Manual 2021

Financial Implications:

There are no financial implications for Council to implement this Policy

Attachments

1. [↓](#) Draft Asset Naming Policy
2. [↓](#) Asset Naming Committee - Draft Terms of Reference
3. [↓](#) Asset Naming Procedure

RAZIJA NU'MAN

DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL

GENERAL MANAGER



DRAFT ASSET NAMING POLICY

QUALITY CONTROL			
EDRMS REFERENCES	12/7		
RESPONSIBLE POSITION	Director Corporate and Community		
APPROVED BY			
REVIEW DATE	30 June 2025	REVISION NUMBER	1
EFFECTIVE DATE	ACTION	MINUTE NUMBER	

1. INTRODUCTION

The Asset Naming Policy has been developed to ensure Council assets within the Broken Hill City Council Local Government Area (LGA) are named in a fair and consistent manner whilst meeting legislative requirements.

2. POLICY OBJECTIVE

The objective of this policy is to define the conditions and process for the naming of Council assets including roads, reserves, buildings, places, geographical features and other non-physical assets, within the Broken Hill LGA.

3. POLICY SCOPE

This policy applies to applications for naming, renaming and commemorative/recognition installations of Council owned and or controlled assets.

4. POLICY STATEMENT

Whilst reflecting legislative and regulatory guidelines, this policy ensures that Council assets are named or re-named consistently in a transparent manner. Names will only be selected if deemed suitable to the physical, historical or cultural character of the Broken Hill area.

4.1 General Principles

Providing a consistent naming convention for all Council assets will establish the following benefits:

- a. Assistance in efficient emergency response situations by emergency services and other public services;
- b. Ensuring public ease of wayfinding when moving around the Broken Hill LGA;
- c. Assistance in the efficient delivery of goods and services, which will promote improved commercial activities; and
- d. Recognition of the historical and cultural significance within the Broken Hill LGA.

4.2 General Priorities

As Australia's First National Heritage Listed City, names representing the unique heritage of Broken Hill are encouraged, including themes such as:

- a. Aboriginal History, Heritage and Culture
- b. Geological and mineralogical history
- c. Mining/mining innovation
- d. Flora and fauna
- e. Pastoral
- f. Historically significant people, activities, and industries
- g. War veterans
- h. Early explorers/settlers

4.3 Naming Conventions

4.3.1 Regulatory Requirements

The Geographical Names Board of NSW (GNB) is the official body for naming and recording details of places and geographical features within NSW. The GNB policies regulate the creation, maintenance and distribution of place names and address data through rules intended to meet the needs of community, government, business and emergency services. Depending on the asset, applications for naming/re-naming may be subject to the approval of the GNB.

4.3.2 Determining Names

When assessing applications to name/rename roads, reserves, places and geographical features within the Broken Hill LGA, Council consideration will be made in accordance with the principles of the Geographical Names Board of NSW Policy, Place Naming and the NSW Address Policy and User Manual.

4.3.3 Road Names

Council will apply the procedural framework provided by The NSW Road Regulation and the NSW Address Policy and User Manual, for all road naming conventions.

4.4 Naming Requests

4.4.1 Naming Assessment Criteria

4.4.1.1 Council will consider applications which are suitable to Broken Hill LGA, in accordance with the Geographical Names Board of NSW Policy, Place Naming and the NSW Address Policy and User Manual. Suitable names may include:

- a. Commemorative names, in recognition of a person, event or place, typically comprised from acts of bravery, community service and exceptional accomplishments.
- b. Indigenous names that represent a historical and cultural connection to the Broken Hill LGA or a particular site.

- c. Significant events and their anniversaries which contribute to the unique history and culture of the Broken Hill LGA or a particular site.
 - d. Naming after a community organisation or service club is not a favourable option unless the organisation/service club has made or is committed to making a significant contribution to the development/improvement of the asset. A favourable alternative to the asset naming would be to install suitable inscriptions/plaques in acknowledgment of the organisation's/service club's contribution.
- 4.4.1.2 Naming requests based solely on land ownership are insufficient and will not be adopted.
- 4.4.1.3 Council will not consider names that are:
- a. Discriminatory or derogatory in nature, that being names which are perceived at a given point in time to be offensive, demeaning or harmful.
 - b. Commercial in nature, whereby a name is constructed to promote a business, however business names no longer in use which represent historical heritage may be considered.
 - c. Already in use or have a similar spelling/sound to names already in use in the Broken Hill LGA.
 - d. Deemed to pose a risk to public safety and service delivery by emergency, postal and other governmental service providers.
- 4.4.1.4 For the naming of newly acquired, installed, or refurbished assets, Council may provide a naming proposal. Alternatively, Council may also decide to advertise, requesting community proposals of name considerations.

4.5 Re-naming Requests

- 4.5.1 General preference for existing names
- 4.5.1.1 Requests for asset re-naming are not generally accepted unless the current name:
- a. Does not meet the Australian/New Zealand Rural and Urban Addressing Standards (AS/NZS 4819:2011);
 - b. Has the potential to cause a safety issue;
 - c. Creates confusion due to duplicate names;
 - d. Has a spelling error; or
 - e. Is deemed to be offensive.
- 4.5.1.2 Re-naming applications must demonstrate that:
- a. The current name is inappropriate in accordance with section 4.5.1.1 of this policy; and
 - b. The proposed new name has significant community support.

4.5.2 Dual Names

- 4.5.2.1 Council acknowledges the significance of Aboriginal culture and supports a meaningful contribution to the process of reconciliation in NSW by encouraging and promoting recognition of Aboriginal asset names. Where an asset is already identified by a well-established, non-aboriginal name, an Aboriginal name put forward for the asset can be assigned as a dual name and sit alongside the existing name.
- 4.5.2.2 A dual name must be indigenous to the LGA and can only be assigned where there is definite evidence (preferably historic), in the form of written or oral tradition that the feature has two names.
- 4.5.2.3 All dual names require the support of the local Aboriginal Land Council and where relevant, tribal elders of the area. Some rare circumstances may also require approval from a Regional or State Aboriginal Land Council.

4.6 Plaques and Memorials

- 4.6.1 Applications for the insertion of memorial and plaques of recognition may be considered at Council discretion, in accordance with section 4.4 of this policy.
- 4.6.2 All expenses incurred by a memorial/plaque in relation to design, fabrication, installation and maintenance, including those incurred by loss, damage and or replacement will be the responsibility of the applicant/donor unless otherwise discerned by Council.
- 4.6.3 The design of plaques including size, material, text and or graphics as well as the location suitability must be approved by Council Officers in accordance with Council Management Plans and other planning documentation.
- 4.6.4 At the end of a plaque/memorials useful life Council may choose to remove the item. Reasonable attempts will be made to return the item to the donor/applicant.
- 4.6.5 Council reserves the right to remove/and or relocate a plaque or memorial under any of the following circumstances:
 - a. The area is to be developed; or
 - b. The item is no longer deemed suitable to the area; or
 - c. The structure/support of the memorial/plaque is to be removed, relocated or altered.

4.7 Naming of Buildings, Facilities and other Non-Physical Assets

- 4.7.1 The naming of buildings, facilities and other non-physical assets such as awards etc are not covered by legislation and therefore Council are able to determine asset names as they see fit.
- 4.7.2 The Geographical Names Board provide no recommendation or guidelines for the naming of buildings or other objects/spaces not defined as a road, park or place, however for consistency and transparency, Council will apply the same principles for all asset naming.

- 4.7.3 The following principles shall also apply when naming Council-owned buildings, facilities and other non-physical assets
- 4.7.3.1 The following naming themes may be applied to buildings, facilities and other non-physical assets:
- a. Functional names;
 - b. Non-functional names, i.e. naming after a person, group or event;
 - c. Local names;
 - d. Commemorative names; or
 - e. A combination of any two of the above.
- 4.7.3.2 The name of buildings, facilities and other non-physical assets shall not change during the assets life, unless the current name is deemed inappropriate in accordance with section 4.5.1.1 of this Policy.
- 4.7.3.3 Once an asset has reached the end of its useful life, Council reserve the right to permanently remove the name and are neither required to replace the asset or continue the use of the name.
- 4.7.3.4 At Council's discretion, community feedback may be sought in relation to naming of buildings, facilities and other non-physical assets, through community consultation processes.

4.8 Application, Assessment and Consultation Process



5. IMPLEMENTATION**5.1 Roles and Responsibilities**

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

Position	Responsibility
Councillors	<ul style="list-style-type: none"> Approve or decline Asset Naming Applications by way of a formal Council Resolution.
Asset Naming Committee	<ul style="list-style-type: none"> Review and assess Asset Naming Applications against relevant policy and/or legislation and in the best interest of the community. Refer Applications to Council along with the Committee's Recommendation.
General Manager	<ul style="list-style-type: none"> Principal delegation of management systems, policies and procedures including reports to Council.
Director Corporate and Community	<ul style="list-style-type: none"> Review Applications to ensure they comply with minimum requirements. Provide additional background research to verify historical accuracy and recommend alternative naming options. Review and verify Asset Naming Applications, including applications relating to Aboriginal Cultural Heritage.
Executive Leadership/Senior Leadership Teams	<ul style="list-style-type: none"> Notifying all staff of asset naming approvals.
Council Officers	<ul style="list-style-type: none"> Adhere to the Asset Naming Policy and Asset Naming Procedure. File related documentation into Council's Electronic Document and Records Management System. Council Officers shall refrain from personal activities that would conflict with proper execution and management of Council's Asset Naming Policy and Asset Naming Procedure. Council's Code of Conduct provides guidance for recognising and disclosing any conflicts of interest.

5.2 The Role of the Asset Naming Committee

The Asset Naming Committee consists of a minimum of three Councillors appointed as delegates, the General Manager (optional), Director Corporate and Community, Director Infrastructure and Environment, Director Finance and Commercial and the Strategic Asset Management Coordinator. Other Council Officers may be invited to committee meetings as subject matter expertise.

The Asset Naming Committee is responsible for reviewing and assessing Asset Naming Applications, proposed by Broken Hill City Council and/ or the community against Council policy, in the best interest of the whole of community.

The Asset Naming Committee provide recommendation to Council either in support to adopt or refusal of a received Asset Naming Application.

5.3 The Role of the Elected Council

Council will consider and resolve Asset Naming Applications and subsequent recommendations provided by the Asset Naming Committee.

- 5.3.1 Where Council approves the recommendation of the Asset Naming Committee, the naming proposal will be placed on public display for a period of 28 days for community consultation. Any comments received by the public will be submitted at the next scheduled Council meeting for Council consideration prior to approval of the asset naming.
- 5.3.2 Where more than one choice of name is submitted to Council as part of an application, or proposed during community consultation, Council will assess each name in accordance with policy and process and make a determination in the best interest of the whole of community.

5.4 Communication

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

6. ASSOCIATED DOCUMENTS

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

- Asset Naming Procedure
- Asset Naming Application Form
- Asset Naming Committee – Terms of Reference

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 and Community is responsible for the review of this policy.

8. LEGISLATIVE AND LEGAL FRAMEWORK

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

- *Roads Act 1993*
- *Geographical Names Act 1966*
- *Local Government Act 1993*
- NSW Road Regulation 2018
- Geographical Names Board of NSW Policy – Place Naming 2019
- NSW Address Policy and User Manual 2021

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

9. DEFINITIONS

"Building/Facility"	A man made structure.
"Place/Town"	An area with defined borders, including suburbs.
"Geographical Feature"	A permanent physical part of the environment for example hills, cliffs, lakes, rivers.
"Locality"	A bounded area within the landscape that has not been defined as a suburb.
"Non-Physical Asset"	including but not limited to: awards, prizes and plaques.
"NSW Geographical Names Board"	(GNB) comprises representatives from government agencies and persons with subject matter expertise. Together they form an authoritative body under the <i>Geographical Names Act 1966</i> .
"Road"	An open way, usually surfaced with tarmac or concrete, providing passage from one place to another. Includes terms such as street, avenue, lane and crescent.
"Reserve"	An area proclaimed to be a public reserve by government legislation. Includes parks, playgrounds and sports fields.
"Road Reserve"	Land that is set aside for the purpose of a public road. Applications to name or re-name road reserves will not be accepted. A road reserve will take its name from the road it is adjacent to. A road reserve at the point of an intersection will take its name from both roads or the name of the intersection.
"Memorial"	An object or feature intended to preserve the memory of a person, group, event or place.
"Plaque"	A plate, tablet or slab made of metal, stone or any other appropriate material with text and/or graphics displayed on it and fixed on, applied to, or inserted in/on a surface.

ASSET NAMING COMMITTEE – DRAFT TERMS OF REFERENCE

QUALITY CONTROL		
EDRMS REFERENCES	12/7	
RESPONSIBLE OFFICER	Director Corporate and Community	
APPROVED BY		
REVIEW DATE	30 June 2025	
DATE	ACTION	MINUTE NUMBER

1. INTRODUCTION

The Asset Naming Committee is a committee established by Council, to assess Asset Naming Applications proposed by Broken Hill City Council and/or the community.

2. COMMITTEE NAME

The committee shall be called the Asset Naming Committee.

3. COMMITTEE OBJECTIVE

- a. To assess Asset Naming Applications along with the supporting research/evidence.
- b. To provide recommendation to Council for naming of Council assets, including roads, reserves, buildings, places, other geographical features and other non-physical assets.

4. COMMITTEE DELEGATION

To make recommendations to Council, either in support to adopt, or refusal of a received Asset Naming Application.

5. RESTRICTION OF DELEGATION

The Committee itself has no decision-making powers and can only make recommendations to Council.

6. STRUCTURE AND MEMBERSHIP

- a. The Committee shall consist of the following members:
- A minimum of three Councillors are to be appointed as delegates, to the Asset Naming Committee at the Council meeting held in September each year;
 - Director Corporate and Community;
 - Director Infrastructure and Environment;
 - Director Finance and Commercial and
 - Strategic Asset Management Coordinator.

Council Officers serve as ex-officio (non-voting) members of the Committee, to provide advice to the Executive, where requested by the Committee or at the discretion of the General Manager.

- b. The General Manager is to be invited to all meetings as an optional attendee.
- c. Relevant Council staff can be invited by the Committee to provide information and technical advice on any upcoming agenda items as required.
- d. Administration support will be provided to the committee by Council's Corporate Services Department.

7. CHAIRPERSON

A Councillor delegate will be appointed as Chairperson at the first committee meeting, held post September Council meeting, following Councillor delegation confirmation.

8. TERM OF APPOINTMENT

The term of Councillor delegation to the Committee is a 12-month period, commencing from the confirmation of Councillor delegates at the September Council meeting.

9. PRINCIPAL OFFICER

The Principal Officer for the Committee shall be the Director Corporate and Community who will be responsible for:

- Developing, implementing and maintaining the Committee Framework.
- Receiving Asset Naming Applications.
- Background research and collection of supporting evidence for Asset Naming Applications.
- Calling the initial Asset Naming Committee Meetings to assess new Asset Naming Applications.
- Prepare a report to Council asking for the Asset Naming Committee meeting minutes be received and for Council to consider the committee's recommendation on the Asset Naming proposal.

10. MEETINGS

- a. There is no formal meeting schedule for the Asset Naming Committee.
- b. Meetings are to be held as Asset Naming Applications are received.

11. REPORTING REQUIREMENTS

- a. The Committee is to report to Council following a Committee meeting, for the endorsement of the meeting minutes.
- b. The Committee is to report to Council any recommendations of Asset Naming Applications received for consideration of adoption.

12. RECORDS

All records are to be saved in Council's Electronic Document and Record Management system.

13. DEFINITIONS

"Council" shall mean Broken Hill City Council, or the Elected Body.

"Committee" shall mean the Asset Naming Committee.



ASSET NAMING PROCEDURE

QUALITY CONTROL			
EDRMS REFERENCES	D23/29830 - 12/7		
RESPONSIBLE POSITION	Director Corporate and Community		
SUPPORT POSITION/S	Manager Corporate & Customer Experience		
APPROVED BY	Executive Leadership Team		
REVIEW DATE	28/04/2025	REVISION NUMBER	1
EFFECTIVE DATE	ACTION	ENDORSED BY	
28/04/2023	Approved	General Manager	

1. INTRODUCTION

This document outlines the procedure to be used for the naming of Council assets.

2. PROCEDURE OBJECTIVE

The objective of this procedure is to ensure Asset Naming is applied in a consistent, fair and transparent manner with full consideration of applications being assessed for the benefit of the community as a whole.

3. PROCEDURE SCOPE

This procedure outlines the roles and responsibilities of all parties involved in the process of naming, renaming and commemorative/recognition installations of Council owned and or controlled assets.

This document is not exhaustive and does not identify every possible scenario that may arise.

4. PROCEDURE STATEMENT

The following are the guiding principles and standards that Council must adhere to for the implementation of this procedure.



4.1 ASSET NAMING

Guiding principles on Asset Naming Applications are as follows:

- a. An Asset Naming application is submitted to Council.
- b. Application Form is checked to confirm all required information has been provided.
- c. All applications must be supported by a minimum of three parties:
 - i. One of whom must be a representative of the family of the proposed commemorated person or family; and
 - ii. One of whom must be a community group; and
 - iii. A third party of the applicant's choice.
- d. All applications must be accompanied with a map or diagram clearly defining the physical asset proposed to be named (not applicable if it is a non-physical asset).
- e. Once all required information has been obtained, the application content is reviewed and researched then reported to the Asset Naming Committee.

- f. The Asset Naming Committee Meeting is held to assess the Asset Naming Application against the Policy and Procedural Framework and relevant legislation. The Committee will make a recommendation to Council based on their assessment.
- g. At the next Council Meeting, Council will review the Asset Naming Committee Meeting minutes and recommendation then will resolve to:
 - i. Request further information.
 - ii. Take no further action in an Asset Naming Application.
 - iii. Endorse the Asset Naming Application and refer for community consultation.
- h. Endorsed applications are placed on public display for 28 days and invite feedback from the community.
- i. At the conclusion of the community consultation period, feedback is compiled, analysed and reported to the Asset Naming Committee.
- j. The Asset Naming Committee will consider the community feedback and report to Council with their final recommendation.
- k. Council will make a final determination on the Asset Naming Proposal from consideration of the community consultation and Asset Naming Committee recommendation.
- l. Council's resolution will be documented in the Council Business Papers and placed on Council's website.
- m. Relevant Council staff will be advised of the Asset Naming Proposal's final outcome and will be responsible for managing the implementation of the name change to all aspects of Council, including website reference, signage, activities and functions.
- n. Correspondence is sent to the applicant advising the outcome of the Asset Naming Application.

4.2 ROAD NAMING

Guiding principles on Asset Naming Applications in relation to roads are as follows:

4.2.1 Community Initiated Proposal

Community initiated proposals will follow the guiding principles outlined in section 4.1 Asset Naming, part a. to e. If the community-initiated proposal is endorsed by Council, the proposal will then follow the procedure for all initiated road proposals as per section 4.2.4.

4.2.2 Development Application Initiated Proposal

4.2.3 Council Initiated Proposal

4.2.4 Council will follow the below procedure for all initiated proposals.

- a. Council will:
 - i. forward letters to abutting neighbours seeking their submissions for new name(s); and
 - ii. concurrently advertise in the local newspaper for naming submissions from members of the public.
- b. Community submissions, referred to in 4.2.4 a. will be received by Council within 21 days of the date of the letter and advertisement.
- c. Asset Naming Committee will receive community submissions and make recommendations to Council.
- d. After Council determines the Road Naming Proposal they will forward a letter to the Geographical Names Board (GNB) indicating that Council is proposing to either name an un-named road, or to re-name an existing named road. The letter should indicate the name(s) proposed, the views of any local residents and whether there are any other names that might be considered. Council will give the GNB at least 30 days to respond.
- e. Following the response from the GNB, if there is an objection, a review of the name proposed must be conducted.
- f. If the GNB approves the proposed name, a report will be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name, or names proposed and confirmation that the GNB has no objection to the name or names proposed. A brief overview of the process involved in naming or re-naming roads will also be included. Any decision by the Council at this stage can only be that it is proposing a road name from the choices submitted.
- g. Following a decision by Council to the proposed naming or re-naming of a road, Council will:
 - i. Write to the party who lodged the request and any local residents who had responded and inform them of the Council's decision and what will happen next;
 - ii. Publish a notice of the proposed name in a local newspaper inviting submissions, in writing to the Council, within 21 days; and
 - iii. Notify Land & Property Information (LPI) of the proposed name. LPI will serve a notice of the proposal, inviting submissions, in writing to the Council, within 21 days to the following:
 - Australia Post
 - the Registrar General
 - the Surveyor General
 - the Chief Executive of the Ambulance Service of NSW
 - Fire and Rescue NSW
 - the NSW Rural Fire Service
 - the NSW Police Force
 - the State Emergency Service
 - the New South Wales Volunteer Rescue Association Inc
 - In the case of a classified road – the Transport for NSW

- h. At the expiration of time for the lodgement of submissions, the Asset Naming Committee will prepare a further report to Council addressing submissions received and recommending formal adoption of the proposed road name and Gazettal of the new name.
- i. If the Council resolves to adopt the proposed name, Council will:
 - i. Publish a notice in the Government Gazette and in a local newspaper giving (in the case of a road that is being named for the first time) a brief description of the location of the road.
 - ii. Notify LPI of the new name. LPI will inform the following, giving sufficient particulars to enable the road to be identified:
 - Australia Post
 - the Registrar General
 - the Surveyor General
 - the Chief Executive of the Ambulance Service of NSW
 - Fire and Rescue NSW
 - the NSW Rural Fire Service
 - the NSW Police Force
 - the State Emergency Service
 - the New South Wales Volunteer Rescue Association Inc
 - in the case of a classified road – the Transport for NSW
 - iii. Inform everyone who has made a request or submission and neighbours of Council's decision.
- j. Council staff that the naming relates to, will be advised of the Council meeting outcome and will be responsible for managing the implementation of the name change to all aspects of Council, including website reference, signage, activities and functions.
- k. Council's Executive Leadership and Senior Leadership teams will be responsible for notifying all Council staff of asset naming approvals.
- l. Costs associated with the naming of roads including but not limited to, the production and installation of signage and costs relating to the hosting of a road naming ceremony (if applicable), are to be incorporated into Council's budget processes.

4.3 NON-PHYSICAL ASSET NAMING

The naming of non-physical assets such as awards, prizes, memorials and plaques are not covered by legislation and therefore determined at Council discretion. However, for the purpose of consistency, transparency and fairness, non-physical Asset Naming Applications will follow the same Policy and Procedural Framework as Asset Naming Applications.

4.3.1 Non-Physical Asset Naming Costs

All expenses incurred by a memorial/plaque in relation to design, fabrication, installation and maintenance, including those incurred by loss, damage and or replacement will be the responsibility of the applicant/donor unless otherwise discerned by Council.

4.3.2 Non-Physical Asset Naming Plaque Design

The design of plaques including size, material, text and or graphics, as well as the location suitability, must be approved by Council Officers in accordance with Council Management Plans and other planning documentation.

Standard Wording for commemorative plaques



4.3.3 Non-Physical Asset Removal

Council reserves the right to remove and or relocate non-physical assets such as a plaque or memorial.

In the event of removal, reasonable attempts will be made to return the item to the donor/applicant.

5. IMPLEMENTATION

The following Council Officers are responsible for the implementation of and the adherence to this procedure.

5.1 Roles and Responsibilities

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

Position	Responsibility
Councillors	<ul style="list-style-type: none"> Approve or decline Asset Naming Applications by way of a formal Council Resolution.
Asset Naming Committee	<ul style="list-style-type: none"> Review and assess Asset Naming Applications against relevant policy and/or legislation and in the best interest of the community. Refer applications to Council along with the Committee's recommendation.
General Manager	<ul style="list-style-type: none"> Principal delegation of management systems, policies and procedures including reports to Council.
Director Corporate and Community	<ul style="list-style-type: none"> Review applications to ensure they comply with minimum requirements. Provide additional background research to verify historical accuracy and recommend alternative naming options. Review and verify Place Naming Applications, including applications relating to Aboriginal Cultural Heritage.
Executive Leadership/Senior Leadership Teams	<ul style="list-style-type: none"> Notifying all staff of asset naming approvals.
Council Officers	<ul style="list-style-type: none"> Adhere to this Procedure. File related documentation into Council's Electronic Document and Records Management System. Council Officers shall refrain from personal activities that would conflict with proper execution and management of Council's Asset Naming Procedure. Council's Code of Conduct provides guidance for recognising and disclosing any conflicts of interest.

5.2 Support and Advice

The following Council Officers can provide support and advice on this Procedure.

- Director Corporate and Community
- Manager Corporate & Customer Experience
- Corporate Support Officer

5.3 Communication

This Procedure will be communicated to employees in accordance with Council's Policy, Procedure and Process Framework.

The Procedure will be available via Council's Electronic Document and Records Management System and Council's Intranet.

6. ASSOCIATED DOCUMENTS

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

- DRAFT Asset Naming Policy
- DRAFT Asset Naming Committee Terms of Reference
- Asset Naming Application Form

7. REVIEW

Review of this Procedure 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. The responsible Council Officer will be notified of the review requirements three months prior to the expiry of this procedure.

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

8. LEGISLATIVE AND LEGAL FRAMEWORK

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

- *Roads Act 1993*
- *Geographical Names Act 1966*
- *Local Government Act 1993*
- NSW Road Regulation 2018
- Geographical Names Board of NSW Policy – Place Naming 2019
- NSW Address Policy and User Manual 2021

POLICY AND GENERAL COMMITTEE

June 8, 2023

ITEM 4BROKEN HILL CITY COUNCIL REPORT NO. 108/23SUBJECT: INVESTMENT REPORT FOR MAY 2023D23/29922**Recommendation**

1. That Broken Hill City Council Report No. 108/23 dated June 8, 2023, 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 May 2023, Council's Investment Portfolio had a current market valuation of \$31,128,291 or principal value (face value) of \$30,958,821 and was compliant with policy and legislative requirements as per the below table.

Report:

Council's investments as at 31 May 2023 are detailed in Attachment 1.

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

Market Review**Global issues:**

- In the US, concern steadily grew during the month that the fractious US Congress will not be able to reach an agreement on raising the debt ceiling before the Treasury runs out of funds to pay all of its bills.
- June 5th was predicted to be the deadline before the US Treasury need to be selective on which payments to make unless an agreement is reached. During this time, the markets largely reacted as though an agreement will be reached at the last minute.

- There are indications that global central banks are at or near the top on rates. South Korea, Indonesia, Canada and New Zealand all appear to be at their peaks while England, the US and Australia may have one more rate hike in store, either before or after a pause.
- World food prices are negative versus a year ago which should lead food inflation down, oil has fallen compared to 2022 levels and is trading below \$80/barrel, European natural gas prices are down by 90% compared to a year ago, metals prices have fallen, shipping and air cargo rates are close to or below pre-Covid levels and airfare prices are now declining.
- Global share markets were mixed over the month with growing concerns about the US Congressional stalemate over the debt ceiling and indications that China's economic recovery is sputtering. US shares ended flat while European and Chinese markets retreated, -2.2% and -5.2% respectively. Japanese shares continue to perform well off the back of an overhaul in corporate governance rules, helping the country's main indices reach levels not seen since the 1990s. Domestically, the ASX All Ords fell by 2.6%, largely due to global factors and falling metal prices.

Domestic issues:

- The latest jobs data revealed a fall in employment and a rise in the unemployment rate, from 3.4% to 3.7%, which taken together suggest that the recent period of extreme labour market tightness may now be starting to unwind.
- Wages growth rose a slightly weaker than expected 0.8% quarter-on-quarter taking annual growth to a slightly stronger than expected 3.7% year-on-year. This was the fastest annual increase since 2012 but is still not regarded by economists as a wages breakout worthy of another rate hike on its own.
- Consumer confidence surveys are near their three-year lows reflecting the sharp increase in interest rates over the year and not helped by the absence of handouts for most Australians in the federal budget. It continues to remain well below business confidence and warns of softer conditions ahead as the post-Covid reopening boost and pent up demand wears off.
- Consumers are curtailing their spending on discretionary goods due to the RBA's rate hikes and cost of living pressures. This is a key indicator that the RBA looks at leading some economists to predict the RBA will leave rates on hold in June.

Interest rates

- At its May meeting the RBA rose the cash target to 3.85%, noting that further tightening of monetary policy may be required to ensure that inflation returns to target in a reasonable timeframe, currently expected to be mid-2025, but that will depend upon how the economy and inflation evolve.
- At the end of May, the market was pricing in another rate hike over the coming three months to take the cash rate to 4.00%. Rate cuts are being priced in as early as 2024, implying the markets doubt the RBA's expectation that inflation will not be tamed until mid-2025:
- In May, term deposit rates across the 1 to 60 month range increased by an average of 25 basis points, mirroring the RBA's rate hike at the start of the month, with the biggest jump across the 3 to 12 month area:

Investment Portfolio Commentary

Council's investment portfolio returned 2.82%pa (0.24% actual) for the month on a marked-to-market basis versus the bank bill index benchmark's 3.53%pa return. For the past 12 months, the investment portfolio has returned 2.69%pa versus the bank bill index benchmark's 2.64%pa.

During May, Council had a \$500k 2-month term deposit mature that had been paying 3.90%pa. Council reinvested the \$500k proceeds into 7 month deposit with NAB at a rate of 4.78%pa.

The rise in interest rates during the month caused valuations of long dated fixed rate bonds to retreat slightly. Meanwhile shares had mixed results both home and abroad. While the All Ords retreated overall, the IT sector surged by over 10% aided by AI enthusiasm. The fall in metal prices and drop in consumer confidence led to losses in the Materials/mining, Consumer Discretionary and Consumer Staples sectors.

The NSW TCorpIM Medium Term Growth Fund, returning -0.27% (actual), fared well considering the headwinds in the market.

Council has a well-diversified portfolio invested predominantly among a range of term deposits from highly rated Australian banks. Council also has exposure to a wide range of asset classes, including senior ranked fixed and floating rate notes, listed property and international and domestic shares via the NSW TCorp Medium Term Growth Fund. It is expected that Council's portfolio will achieve above benchmark returns over the medium/long term with prudent investment selection.

Council's Portfolio by Source of Funds – May 2023

As at 31 May 2023, Council's Investment Portfolio had a current market valuation of \$31,128,291 or principal value (face value) of \$30,958,821 and was compliant with policy and legislative requirements as per the table above.

	Source of Funds	Principal Amount
GENERAL Fund	Operating Capital & Internal Restrictions	\$15,235,012
	Royalties Reserve	\$602,255
	Domestic Waste Management Reserve	\$3,136,814
	Grants	\$11,984,740
	TOTAL PORTFOLIO	\$30,958,821

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. [↓](#) May 2023 Investment Report

SIMON BROWN
DIRECTOR FINANCE AND COMMERCIAL

JAY NANKIVELL
GENERAL MANAGER



Investment Summary Report
May 2023



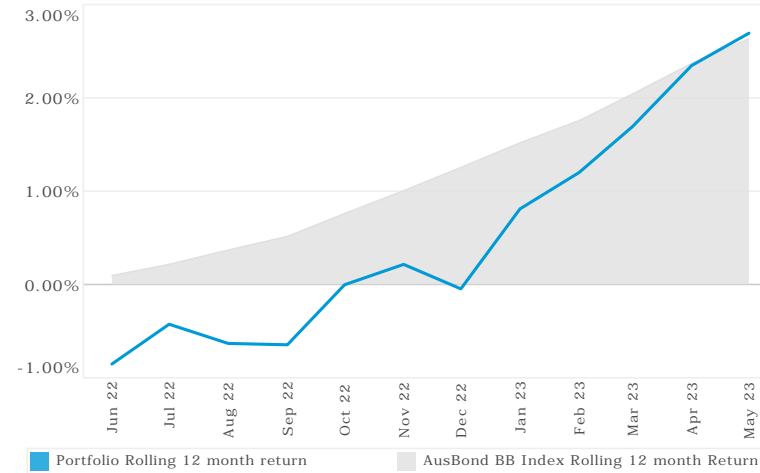
Broken Hill City Council
Executive Summary - May 2023



Investment Holdings

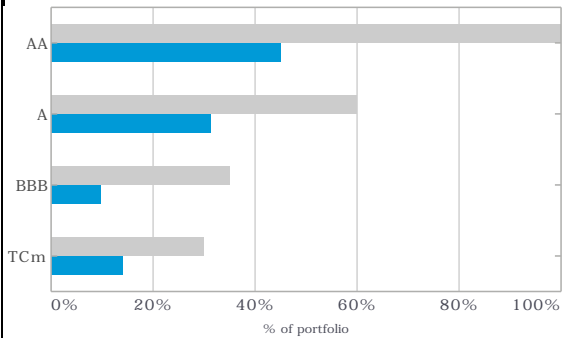
	Face Value (\$)	Current Value (\$)
Cash	13,637,578	13,637,578
Managed Funds	4,311,134	4,311,134
Term Deposit	13,010,110	13,179,579
	30,958,821	31,128,291

Investment Performance

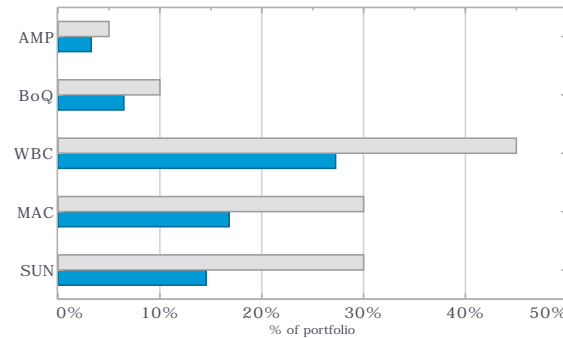


Investment Policy Compliance

Total Credit Exposure



Individual Institutional Exposures



Term to Maturities

	Face Value (\$)	Policy Max
Between 0 and 1 years	30,958,821	100% 100% a
	30,958,821	

Specific Sub Limits

Between 5 and 10 year.	0	0%	30%	a
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g Portfolio Exposure g Investment Policy Limit



Broken Hill City Council Investment Holdings Report - May 2023



Cash Accounts

Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference
2,784,817.67	0.0000%	Westpac Group	AA-	2,784,817.67	473409	Cheque
5,200,164.19	3.8733%	Macquarie Bank	A+	5,200,164.19	540354	Accelerator
5,652,595.95	4.8000%	Westpac Group	AA-	5,652,595.95	535442	90d Notice
13,637,577.81	3.4665%			13,637,577.81		

Managed Funds

Face Value (\$)	Monthly Return (%)	Institution	Credit Rating	Funds Name	Current Value (\$)	Deal No.	Reference
4,311,133.88	-0.2738%	NSW T-Corp (MT)	TCm	Medium Term Growth Fund	4,311,133.88	536441	
4,311,133.88	-0.2738%				4,311,133.88		

Term Deposits

Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
6-Jun-23	500,000.00	4.1500%	Bank of Queensland	BBB+	500,000.00	6-Dec-22	510,062.33	543625	10,062.33	At Maturity	
15-Jun-23	500,000.00	4.2500%	National Australia Bank	AA-	500,000.00	15-Feb-23	506,171.23	543829	6,171.23	At Maturity	
21-Jun-23	500,000.00	4.3100%	National Australia Bank	AA-	500,000.00	22-Dec-22	509,505.62	543674	9,505.62	At Maturity	
4-Jul-23	1,000,000.00	3.9000%	ME Bank	BBB+	1,000,000.00	30-Jun-22	1,035,901.37	542914	35,901.37	At Maturity	
18-Jul-23	1,000,000.00	4.4700%	Suncorp Bank	A+	1,000,000.00	11-Jan-23	1,017,267.67	543695	17,267.67	At Maturity	
19-Jul-23	500,000.00	4.3200%	Suncorp Bank	A+	500,000.00	20-Jan-23	507,811.51	543714	7,811.51	At Maturity	
26-Jul-23	500,000.00	4.2600%	Suncorp Bank	A+	500,000.00	27-Jan-23	507,294.52	543724	7,294.52	At Maturity	
8-Aug-23	500,000.00	4.4600%	Suncorp Bank	A+	500,000.00	6-Apr-23	503,421.37	543997	3,421.37	At Maturity	
16-Aug-23	500,000.00	0.6200%	National Australia Bank	AA-	500,000.00	18-Aug-21	502,437.53	541757	2,437.53	Annually	
5-Sep-23	500,000.00	4.4800%	Suncorp Bank	A+	500,000.00	6-Apr-23	503,436.71	543998	3,436.71	At Maturity	
19-Sep-23	500,000.00	4.4000%	Bank of Queensland	BBB+	500,000.00	16-Nov-22	511,873.97	543561	11,873.97	At Maturity	
22-Sep-23	510,109.59	4.6500%	AMP Bank	BBB	510,109.59	22-Mar-23	514,723.64	543948	4,614.05	At Maturity	
25-Sep-23	500,000.00	4.5000%	AMP Bank	BBB	500,000.00	23-Sep-22	515,472.60	543323	15,472.60	At Maturity	
27-Sep-23	500,000.00	0.6300%	National Australia Bank	AA-	500,000.00	29-Sep-21	502,114.38	541935	2,114.38	Annually	



Broken Hill City Council
Investment Holdings Report - May 2023



Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
3-Oct-23	500,000.00	4.5000%	Suncorp Bank	A+	500,000.00	6-Apr-23	503,452.05	543999	3,452.05	At Maturity	
10-Oct-23	500,000.00	4.6600%	National Australia Bank	AA-	500,000.00	8-Mar-23	505,426.03	543912	5,426.03	At Maturity	
23-Oct-23	500,000.00	4.5200%	National Australia Bank	AA-	500,000.00	26-Apr-23	502,229.04	544036	2,229.04	At Maturity	
7-Nov-23	500,000.00	4.5000%	Suncorp Bank	A+	500,000.00	6-Apr-23	503,452.05	544000	3,452.05	At Maturity	
28-Nov-23	500,000.00	4.5100%	National Australia Bank	AA-	500,000.00	27-Apr-23	502,162.33	544038	2,162.33	At Maturity	
5-Dec-23	500,000.00	4.5000%	Suncorp Bank	A+	500,000.00	6-Apr-23	503,452.05	544001	3,452.05	At Maturity	
12-Dec-23	500,000.00	4.7800%	National Australia Bank	AA-	500,000.00	10-May-23	501,440.55	544090	1,440.55	At Maturity	
5-Mar-24	500,000.00	4.4700%	National Australia Bank	AA-	500,000.00	5-Apr-23	503,490.27	543995	3,490.27	At Maturity	
9-Apr-24	1,000,000.00	4.4700%	National Australia Bank	AA-	1,000,000.00	5-Apr-23	1,006,980.55	543996	6,980.55	At Maturity	
	13,010,109.59	4.1216%			13,010,109.59		13,179,579.37		169,469.78		

Broken Hill City Council

Accrued Interest Report - May 2023



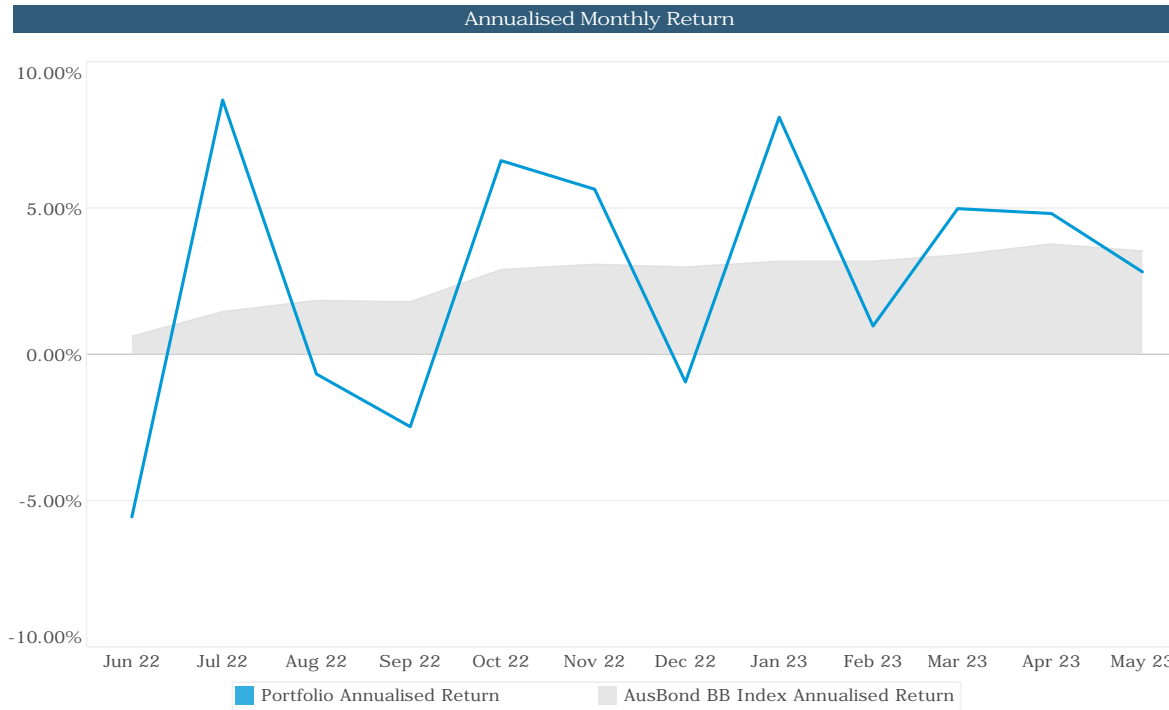
Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Yield Accrued (\$)	Interest Yield (% pa)
Cash									
Macquarie Bank	540354					16,756.90	0	16,756.90	3.87%
Westpac Group	473409					0.00	0	0.00	0.00%
Westpac Group	535442					24,424.72	0	24,424.72	4.80%
						41,181.62		41,181.62	3.50%
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-Aug-23	0.00	0	-11,838.53	-3.18%
						0.00		-11,838.53	-3.18%
Term Deposits									
National Australia Bank	543911		500,000.00	8-Mar-23	10-May-23	3,365.75	9	480.82	3.90%
Bank of Queensland	543625		500,000.00	6-Dec-22	6-Jun-23	0.00	31	1,762.33	4.15%
National Australia Bank	543674		500,000.00	22-Dec-22	21-Jun-23	0.00	31	1,830.28	4.31%
National Australia Bank	543829		500,000.00	15-Feb-23	15-Jun-23	0.00	31	1,804.79	4.25%
ME Bank	542914		1,000,000.00	30-Jun-22	4-Jul-23	0.00	31	3,312.33	3.90%
Suncorp Bank	543695		1,000,000.00	11-Jan-23	18-Jul-23	0.00	31	3,796.44	4.47%
Suncorp Bank	543714		500,000.00	20-Jan-23	19-Jul-23	0.00	31	1,834.52	4.32%
Suncorp Bank	543724		500,000.00	27-Jan-23	26-Jul-23	0.00	31	1,809.04	4.26%
National Australia Bank	541757		500,000.00	18-Aug-21	16-Aug-23	0.00	31	263.28	0.62%
Suncorp Bank	543997		500,000.00	6-Apr-23	8-Aug-23	0.00	31	1,893.97	4.46%
AMP Bank	543323		500,000.00	23-Sep-22	25-Sep-23	0.00	31	1,910.96	4.50%
AMP Bank	543948		510,109.59	22-Mar-23	22-Sep-23	0.00	31	2,014.59	4.65%
Bank of Queensland	543561		500,000.00	16-Nov-22	19-Sep-23	0.00	31	1,868.49	4.40%
National Australia Bank	541935		500,000.00	29-Sep-21	27-Sep-23	0.00	31	267.53	0.63%
Suncorp Bank	543998		500,000.00	6-Apr-23	5-Sep-23	0.00	31	1,902.46	4.48%
National Australia Bank	543912		500,000.00	8-Mar-23	10-Oct-23	0.00	31	1,978.91	4.66%
National Australia Bank	544036		500,000.00	26-Apr-23	23-Oct-23	0.00	31	1,919.45	4.52%

Broken Hill City Council
Accrued Interest Report - May 2023



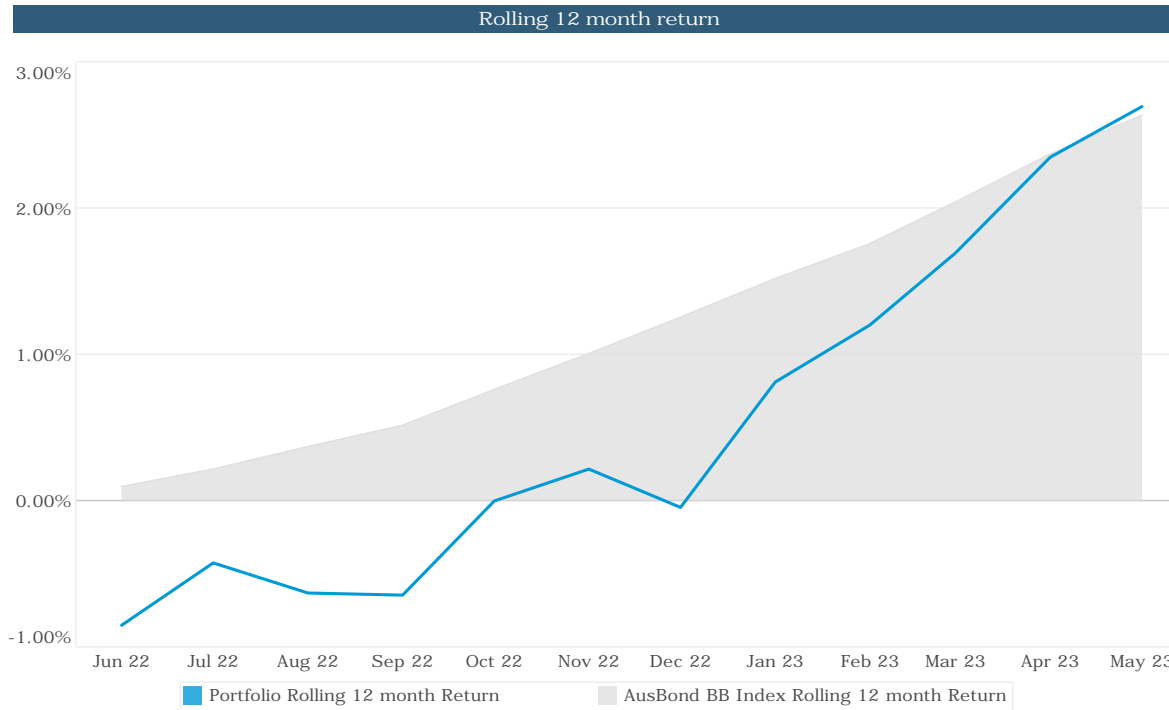
Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Yield Accrued (\$)	Interest Yield (% pa)
Suncorp Bank	543999		500,000.00	6-Apr-23	3-Oct-23	0.00	31	1,910.95	4.50%
National Australia Bank	544038		500,000.00	27-Apr-23	28-Nov-23	0.00	31	1,915.21	4.51%
Suncorp Bank	544000		500,000.00	6-Apr-23	7-Nov-23	0.00	31	1,910.95	4.50%
National Australia Bank	544090		500,000.00	10-May-23	12-Dec-23	0.00	22	1,440.55	4.78%
Suncorp Bank	544001		500,000.00	6-Apr-23	5-Dec-23	0.00	31	1,910.95	4.50%
National Australia Bank	543995		500,000.00	5-Apr-23	5-Mar-24	0.00	31	1,898.22	4.47%
National Australia Bank	543996		1,000,000.00	5-Apr-23	9-Apr-24	0.00	31	3,796.44	4.47%
						3,365.75		45,433.46	4.11%
Grand Totals						44,547.37		74,776.55	2.82%

Broken Hill City Council
Investment Performance Report - May 2023



Historical Performance Summary (% pa)			
	Portfolio	Annualised BB Index	Outperformance
May 2023	2.82%	3.53%	-0.71%
Last 3 months	4.19%	3.56%	0.63%
Last 6 months	3.44%	3.34%	0.10%
Financial Year to Date	3.47%	2.82%	0.65%
Last 12 months	2.69%	2.64%	0.05%

Broken Hill City Council
Investment Performance Report - May 2023

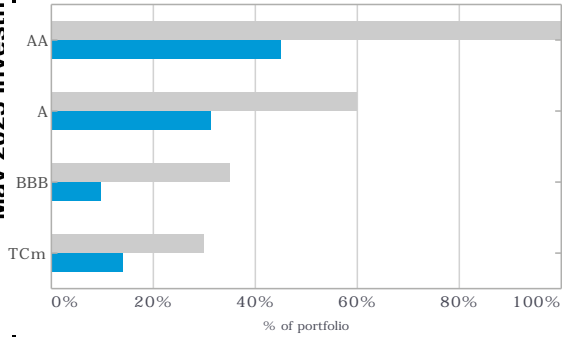


Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
May 2023	0.24%	0.29%	-0.05%
Last 3 months	1.04%	0.89%	0.15%
Last 6 months	1.70%	1.65%	0.05%
Financial Year to Date	3.18%	2.58%	0.60%
Last 12 months	2.69%	2.64%	0.05%

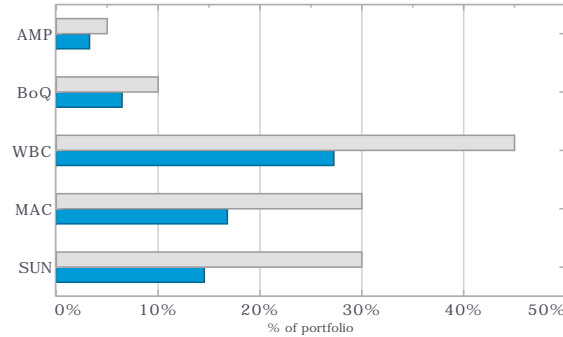
Broken Hill City Council Investment Policy Compliance Report - May 2023



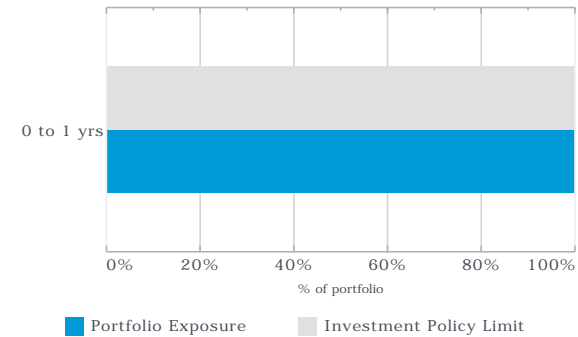
Total Credit Exposure



Individual Institutional Exposures



Term to Maturities



Credit Rating Group	Face Value (\$)	Policy Max
AA	13,937,414	45% 100% a
A	9,700,164	31% 60% a
BBB	3,010,110	10% 35% a
TCm	4,311,134	14% 30% a
	30,958,821	

Institution	% of portfolio	Investment Policy Limit
AMP Bank (BBB)	3%	5% a
Bank of Queensland (BBB+)	6%	10% a
Westpac Group (AA-)	27%	45% a
Macquarie Bank (A+)	17%	30% a
Suncorp Bank (A+)	15%	30% a
NSW T-Corp (TCm)	14%	30% a
National Australia Bank (AA-)	18%	45% a

	Face Value (\$)	Policy Max
Between 0 and 1 years	30,958,821	100% 100% a
	30,958,821	

Specific Sub Limits				
BBB+	2,000,000	9%	35%	a
BBB	1,010,110	4%	10%	a

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

Credit Rating	Current Longest Maturity (years)	Policy Max
AA+, AA, AA-	0.86	5.00 a
A+, A, A-	0.51	3.00 a
BBB+	0.30	3.00 a
BBB	0.32	1.00 a

a = compliant
r = non-compliant

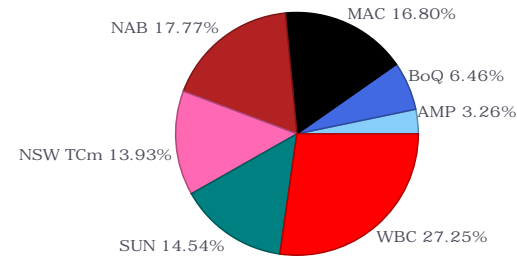
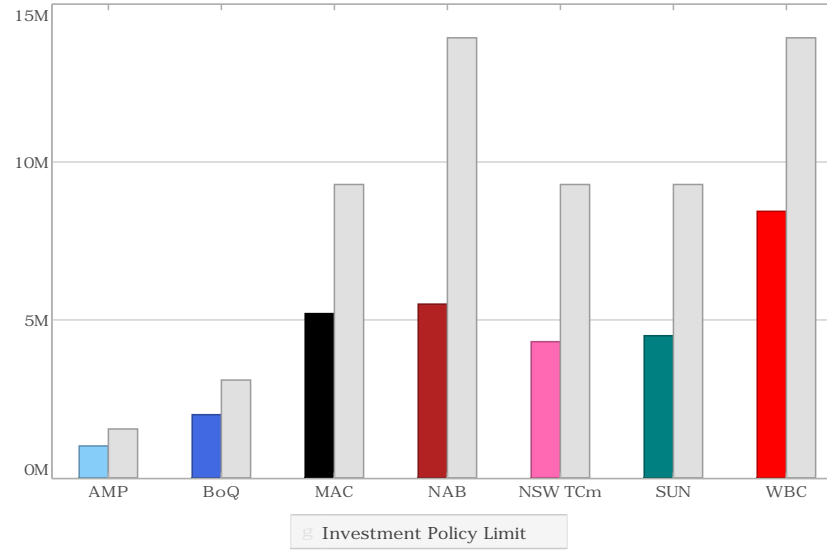
Broken Hill City Council
Individual Institutional Exposures Report - May 2023



Individual Institutional Exposures

Individual Institutional Exposure Charts

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB)	1,010,110	3%	1,547,941	5%	537,831
Bank of Queensland (BBB+)	2,000,000	6%	3,095,882	10%	1,095,882
Macquarie Bank (A+)	5,200,164	17%	9,287,646	30%	4,087,482
National Australia Bank (AA-)	5,500,000	18%	13,931,470	45%	8,431,470
NSW T-Corp (TCm)	4,311,134	14%	9,287,646	30%	4,976,512
Suncorp Bank (A+)	4,500,000	15%	9,287,646	30%	4,787,646
Westpac Group (AA-)	8,437,414	27%	13,931,470	45%	5,494,056
	30,958,821				



Broken Hill City Council

Cashflows Report - May 2023



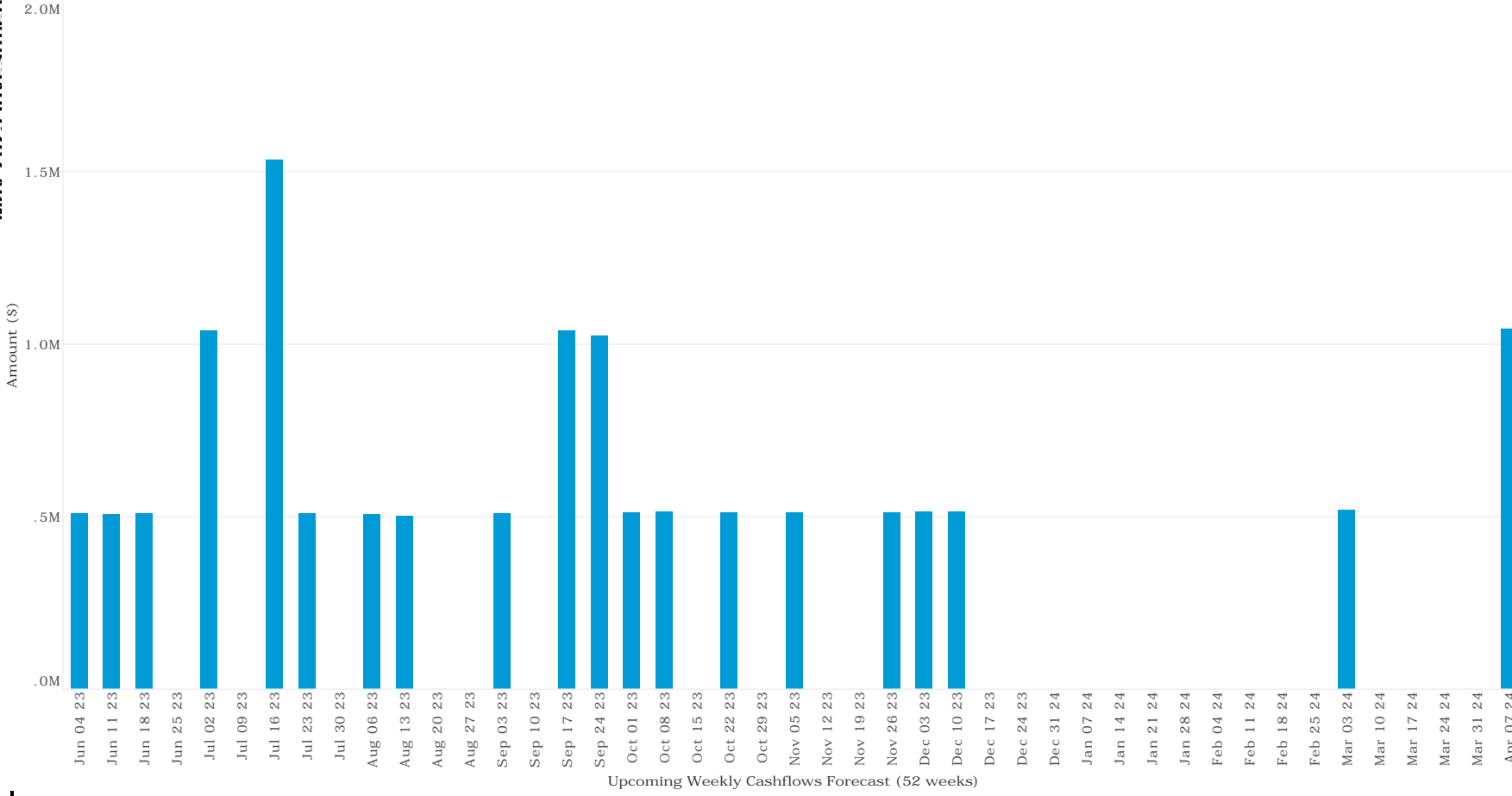
Actual Cashflows for May 2023

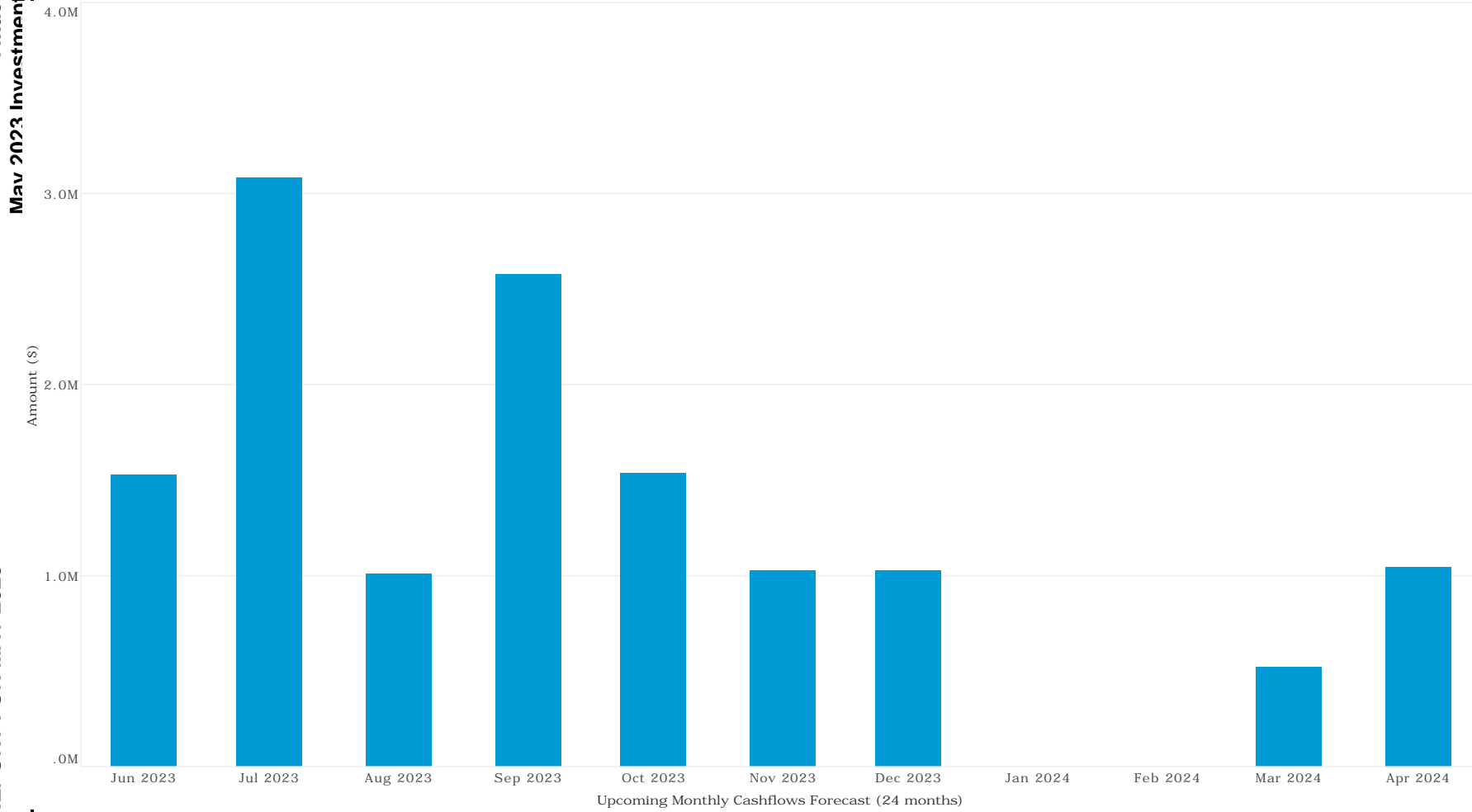
Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
10-May-23	543911	National Australia Bank	Term Deposit	Maturity: Face Value	500,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	3,365.75
				<u>Deal Total</u>	<u>503,365.75</u>
10-May-23	544090	National Australia Bank	Term Deposit	Settlement: Face Value	-500,000.00
				<u>Deal Total</u>	<u>-500,000.00</u>
				Day Total	3,365.75
				<u>Total for Month</u>	<u>3,365.75</u>

Forecast Cashflows for June 2023

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
6-Jun-23	543625	Bank of Queensland	Term Deposit	Maturity: Face Value	500,000.00
		Bank of Queensland	Term Deposit	Maturity: Interest Received/Paid	10,346.58
				<u>Deal Total</u>	<u>510,346.58</u>
				Day Total	510,346.58
15-Jun-23	543829	National Australia Bank	Term Deposit	Maturity: Face Value	500,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	6,986.30
				<u>Deal Total</u>	<u>506,986.30</u>
				Day Total	506,986.30
21-Jun-23	543674	National Australia Bank	Term Deposit	Maturity: Face Value	500,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	10,686.44
				<u>Deal Total</u>	<u>510,686.44</u>
				Day Total	510,686.44
				<u>Total for Month</u>	<u>1,528,019.31</u>

Broken Hill City Council Cashflows Report - May 2023





POLICY AND GENERAL COMMITTEE

June 7, 2023

ITEM 5BROKEN HILL CITY COUNCIL REPORT NO. 109/23

SUBJECT: COMMUNITY ASSISTANCE GRANTS AWARDED FOR ROUND 1
OF 2023/2024 D23/29555

Recommendation

1. That Broken Hill City Council Report No. 109/23 dated June 7, 2023, be received.
2. That Council notes the Community Assistance Grants awarded for Round One of 2023/2024 which were recommended by the Panel on 30 May 2023 and approved by the General Manager under delegation.
3. That as per the recommendation of the Community Assistance Grants Panel, a confidential report be presented to the July Policy and General Committee for Council to review the financial statements of Golf Broken Hill Inc (included in their application to Round One), to ascertain if there is still an ongoing need for Community Assistance Grants funds of \$6,000.00 to be quarantined each year as a rates subsidy for Golf Broken Hill Inc, as per Minute No. 46356 of 30 September 2020.

Executive Summary:

Council is committed to assisting local community not-for-profit organisations in the delivery of services/activities/programs that align with the objectives of Broken Hill's Community Strategic Plan. To facilitate this Council holds two rounds of Community Assistance Grant (CAG) funding each year to provide "one-off" financial grants. The grants program complies with Section 356 of the *Local Government Act 1993*.

Applications for Community Assistance Grants for Round One of 2023/2024 closed on 30 April 2023 at which time Council received ten (10) applications.

From the ten (10) applications the CAG Panel recommended full support of seven (7) applications, part support of two (2) applications and one (1) application was declined.

The Panel's recommendations gained approval from the General Manager on 30 May 2023. (see minutes attached)

Report:

Council's Community Assistance Grants Policy provides a framework for Council to provide grants for community events, projects, services or activities know as Community Assistance Grants that align with the objectives of Broken Hill's Community Strategic Plan.

The framework aims to ensure that the allocation of Council's limited resources is undertaken in a fair, transparent, accountable and ethical manner. Council recognises that there can be difficulties in meeting community expectations with the increasingly limited

financial resources available. Council also recognises that it is accountable to the community for the management and disbursement of its funds and that it must be done in a manner that maximises the benefits to the community and is seen as fair and equitable.

The Community Assistance Grants Panel met on 30 May 2023 and conducted a robust evaluation of the applications received for Round One of 2023/2034 and presented its recommendations to the General Manager for the awarding of grants.

The General Manager approved the Panel's recommendations on 30 May 2023 to provide grants to the following nine (9) organisations:

Budget available for Round One Plus funds quarantined for Golf Broken Hill Inc (Minute No. 46365) Total			\$47,250.00 \$6,000.00 \$53,250.00
Applicant	Project/Activity	Amount Requested	Amount Granted
Landcare Broken Hill	Raw water service and meter at the Imperial Lakes Nature Park	\$6,000.00	\$6,000.00
Golf Broken Hill Inc	COUNCIL RESOLUTION – Rates Subsidy	\$6,000.00	\$6,000.00
Broken Hill Repertory Society	Rates and insurances for 2023/24	\$8,000.00	\$8,000.00
In One Accord	Hire of 2 large digital LED screens for Carols by Candlelight	\$7,500.00	\$7,500.00
Headspace Broken Hill	Upgrade courtyard	\$4,500.00	\$4,500.00
Broken Hill Eisteddfod Society	Adjudicator expenses, insurance fees, sound system hire & operator	\$7,194.00	\$7,194.00
Silver City Swim Club	2023 Summer Sizzler Swim Meet	\$7,500.00	\$5,500.00
Broken Hill Regional Events Centre Reserve	Waste services for campgrounds for 2023 Mundi Mundi Bash	\$3,000.00	\$3,000.00
Saltbush Evangelical Church	Facility and equipment upgrades	\$19,359.63	\$5,500.00
Reknighted	Workshop at Broken Hill High School for male students	\$6,590	\$0.00
Total of grants awarded			\$53,194.00
Balance Remaining from Round One			\$56.00

The balance remaining from Round One of \$56.00 will be rolled-over to Round Two.

All recipients of Grants must enter into an agreement with Council and provide Council with full acquittal information following the conduct of their activity/program/event. If an organisation fails to adequately acquit their grant, they will be ineligible for grants in the future and may be required to repay the grant funds to Council (depending on the circumstances).

The Community Assistance Grants Panel's recommendations for the approval of grants were presented to the General Manager who approved the grants on 30 May 2023. All applicants have been advised of the outcome of their applications, and the grants are in the process of being awarded.

Panel Recommendation – Golf Broken Hill Inc

During assessment of applications, the Panel made a recommendation that Council reviews Golf Broken Hill's financial statements (included with their application to Round One) to

determine the ongoing requirement for \$6,000.00 to be quarantined each financial year as a rates subsidy (as per Minute No. 46356 of 30 September 2020). If Council resolves this way at the June Council Meeting, a confidential report containing Golf Broken Hill's financial statements will be presented to the July Policy and General Committee Meeting.

Community Engagement:

Each Round of Community Assistance Grants Funding is open two months prior to the closing date. Council advertises in the Barrier Truth, Council's website and facebook page during this period.

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 356

Council's adopted Community Assistance Grant Policy.

Financial Implications:

The surplus of \$56.00 from Round One will be rolled over to Round Two to give a total amount available for Round Two of \$47,306.00.

Attachments

1. [↓](#) Minutes of the Community Assistance Panel Meeting held 30 May 2023

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

**COMMUNITY ASSISTANCE GRANTS PANEL MEETING
FOR ROUND 1 OF 2023/2024
HELD TUESDAY 30 MAY 2023 AT 10:00AM**

1. ATTENDANCE

Present: Cr Dave Gallagher (Chair), Cr Michael Boland, Julia Hamel, Jodie Whitehair, Tracy Harman, Sandra Haring , Ken Martin, Margaret Pope and Leisa Bartlett.

Apologies: Mayor Tom Kennedy

moved Cr Gallagher seconded Tracey Harman

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

Acknowledgement of Country The Chairperson delivered the Acknowledgment of Country

2. DISCLOSURE OF INTEREST Nil

NAME	DISCLOSURE	ACTION

3. REPORTS

b) Update Report

moved Cr Gallagher, seconded Cr Boland

That the Panel notes the update provided regarding Round 2 of 2022/2023 Community Assistance Grants.

That the Community Assistance Grants Panel determines the Assessment Score needed to be reached , at this Panel meeting, for applicants to be recommended for approval taking into consideration the number of applications received; the total amount requested; and the budget available (this score will be different for each Panel Meeting).

That the Community Assistance Grants Panel assesses applications received and completes the Assessment Weighting Matrix for each application and the Meeting Evaluation Form recommending approval, or otherwise, of applications.

That the Panel's recommendations be presented to the General Manager for approval with a report to be prepared to the next available Council Meeting for information only.

CARRIED

b) Applications for Round 1 2023/2024

Available Budget for Round 1 2023/2024	\$ 53,250.00
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Organisation	Activity/Project	Meets Eligibility & Assessment Criteria	Assessment Score	Rank	Grant Amount Requested	Grant Amount Approved by Panel	Panel Comment/Notes
Landcare Broken Hill In	water service to Imperial Lakes Nature Park	yes	45		\$6,000.00	\$ 6,000.00	
Golf Broken Hill Inc	COUNCIL RESOLUTION - land rates subsidy	yes	41		\$6,000.00	\$ 6,000.00	recommendation to Council re review need for quarantined funds
Broken Hill Repertory Society	Rates and insurances for 2023/2024	yes	40		\$8,000.00	\$ 8,000.00	
In One Accord Inc	Hire of 2 LED screees for Carols by Candlelight	yes	40		\$7,500.00	\$ 7,500.00	
Headspace Broken Hill	Upgrade to courtyard	yes	40		\$4,500.00	\$ 4,500.00	
Broken Hill Eisteddfod Society	Adjudicator for Eisteddfod	yes	40		\$7,194.00	\$ 7,194.00	
Silver City Swim Club	2023 Silver City Summer Sizzler swim meet	yes	39		\$7,500.00	\$ 5,500.00	
Broken Hill Regional Events Centre	waste facilities for Mundi Mundi Bash overflow campgrounds	yes	34		\$3,000.00	\$ 3,000.00	
Saltbush Evangelical Church Inc	Facility and equipment upgrades	yes	32		\$19,359.63	\$ 5,500.00	
Reknighed	Male student workshop at Broken Hill High School	yes	15		\$6,590.00	\$ -	Excluded due to assessment score
Totals					\$ 75,643.63	\$ 53,194.00	
unspent grant money remaining:						\$ 56.00	

4. General Business

That Council reviews ongoing support (by quarantining Community Assistance Grants funds each year) for the Golf Club Broken Hill as per Council Meeting held 30 September 2020 (Minute No. 46356) to review their financial position as to whether there is still a need for the ongoing support. If support is withdrawn this would not prevent Golf Broken Hill from applying each year.

Meeting concluded:

11:03am

Chairperson:

[Redacted]

General Manager's Approval:

Approved.

[Redacted]

POLICY AND GENERAL COMMITTEE

May 25, 2023

ITEM 6BROKEN HILL CITY COUNCIL REPORT NO. 110/23

SUBJECT: MINUTES OF THE BROKEN HILL HERITAGE COMMITTEE
MEETING HELD 4 MAY 2023 D23/26652

Recommendation

1. That Broken Hill City Council Report No. 110/23 dated May 25, 2023, be received.
2. That the minutes of the Broken Hill Heritage Committee Meeting held 4 May 2023 be received.

Executive Summary:

Council has received minutes of the Broken Hill Heritage Committee Meeting held 4 May 2023 for endorsement by Council.

Report:

As per Council's Section 355 Advisory Committee Framework Manual and the Constitution of the Broken Hill Heritage Committee (both adopted March 2022), the Committee is required to provide Council with a copy of their meeting minutes following each Committee meeting.

Accordingly, the Broken Hill Heritage Committee has submitted minutes from its meeting held 4 May 2023, for Council's endorsement.

Community Engagement:

Community representatives participate in the Section 355 Broken Hill Heritage Committee.

Strategic Direction:

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

Relevant Legislation:

Section 355 of the *Local Government Act 1993*.

The Broken Hill Heritage Committee operates under Council's S355 Advisory Committee Framework which includes the Section 355 Advisory Committee Manual and the Broken Hill Heritage Committee Constitution (both adopted 30 March 2022).

Financial Implications:

Nil.

Attachments

1. [↓](#) Minutes of the Section 355 Broken Hill Heritage Committee held 4 May 2023

RAZIJA NU'MAN
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL
GENERAL MANAGER

Broken Hill Heritage Committee
Councillor Room
Council Administration
5PM 4 May 2023

AGENDA	
Present:	Darriea Turley, Marion Browne, Gary Cook, Gigi Barbe, Jeanette Thompson, Rachel Merton, Tracey Stephens
Zoom:	Elizabeth Vines, Simon Molesworth
Apologies:	Christine Adams. Note for future meetings – Gigi and Jen will be apologies until October.
Minutes from previous meeting	Moved...Councillor Marion Browne Seconded...Gary Cook
West Darling Arts	Update on Laneway festival provided by Cathy Farry
Heritage Advisor	Report presented by Liz Vines

West Darling Arts (WDA) GlamFest-

Update from WDA - Cathy Farry. Estimated 2000 people attended the Glam Fest laneway Festival. WDA were pushed to their limits with capacity. But very pleased overall. Very well received by the public.

If the event occurs again, WDA feel they could not host it again on their own. If there was a committee or partnership to assist, then they would be pleased to hold again. Cathy discussed how it would be great to skill up more locals to assist with putting on the Arts, including tech

specialists etc. There is a small amount of funding left to put towards local artists or museums to create a projection work, which could be used in future heritage festivals.

Councillor Browne noted that she would like to see a laneway festival as part of the Council Heritage Festival. Perhaps a Joint partnership, between Council and WDA with local artists. Easter weekend is a good time to hold the event, as deliveries to businesses in the Lane are less during that time.

- Motion - Committee to formulate an event for the laneway as part of the Heritage Festival.
Moved - Councillor Browne. Seconded – Gary Cook.
Declared and carried.

Rachel Merton noted that it needs to have a clear link between the laneway arts festival and heritage if it is to become a continued feature of the Heritage festival.

Liz Vines – asks Cathy Farry whether a summary of the event could be added to WDA facebook page. Prepare a document about the event and what was achieved. Congratulated WDA and all involved.

Jeanette Thompson – she felt the GlamFest had a nice feel to it due to connection between the people attending. Felt like a community event.

Liz Vines – presented Heritage Advisor report –

Trades Hall nomination is moving along well. See Liz’s report for detail. Director of Cultural Heritage coming to Bhill to visit (Dept of Climate Change and Environment (Fed)). Draft history and significance assessment in draft form done by Lovell Chen.

Liz’s next visit to Broken Hill for Council – 11-12 May.

The nomination is progressing quickly, which is a positive.

Simon Molesworth – with new NSW Govt, questioning whether there should be new letters of support from the new Ministers. Liz agreed the urgency for this to be done-this is an action for the Trades Hall committee.

Darria – Minister Penny Sharp is very familiar with Bhill, so should be a good support.

Still no answer from National heritage grants, still no announcement.

Liz continuing to work remotely on Council matters with staff.

Liz noted concern that Police have still not provided an update re CMP for Police Station in Argent Street.

Tracey – security fence in place at the 1919 Former railway Station. No further update re the station plan.

Geology Club visit - Jeanette suggested to Liz that Ross Clarke talk to Geology club during their visit.

Art Gallery – Simon noted that the Advisory committee hasn't met for 18 months. Discussions around interpretation for the Gallery should be included in discussions held by the Advisory committee. Darriea advised that with the New Art Gallery manager now on board, it would be likely that a meeting should be planned soon.

Events –

Rachel Merton –

No plan as yet for 140 year celebrations until Budget is decided. Once budget is decided then planning will be full steam ahead.

Overview of Heritage Festival –

Council hosted 2 events this year as part of heritage festival. TV and print marketing for month of march and up to 6 April.

Majority of those who attended events were locals.

National holden Car club display – over 90 cars on display. Big success. Sturt park and Patton Street both held car displays. The Holden club organisers were very happy with their visit to town.

Pop up stadium cinema at rear of Trades Hall – 26 people in attendance. Late advertising of event. Patron feedback was positive. Good support from Muso club and cinema. Well received. Projector supplied by BH Tourist park.

Gigi – film fantastic. Disappointing numbers attended film showing. May be necessary for council to have their own projector and screen.

JT – due to weather may have affected numbers attending, particularly those who may have been going to pay at the door.

Cemetery tours – again very popular. 2 tours. Morning - 29 people. Evening - 50 people.

Loader display – Kintore reserve. Wasn't able to be as prominently displayed as first hoped. A number of tourists viewed. Walking tours included it into their walk. CBH provided loader and CMC assisted with transport. Considering permanent static display. CBH keen to be involved in providing items.

Darriea – suggested that if a machinery item such as a loader is placed on display that old miners be invited to dress up and be positioned near the machinery.

Further business –

Liz to proceed with initial discussions and advice with mining companies. End of mine life plans.

Simon had been involved with past discussions back to 2011. He noted that Foundation BH have been having discussions with Perilya re heritage items. Staff to follow up with Foundation BH.

BUSINESS ARISING FROM MINUTES			
ITEMS	WHO	WHEN	STATUS
STRATEGIC BUSINESS			
1919 NSW Railway Station Restoration Proposal - Precinct	Heritage Advisor, Simon Molesworth, Council Staff	Early 2023	On going Security fence in place at 1919 Station. No further update re the station plan.
Repository for Demolition materials	Staff, Sustainability Manager, Heritage Advisor and Liz Vines	ongoing	Ongoing
Mining lease – end of mine life	Staff, Heritage Advisor, committee	ongoing	Consider past/recent studies or plans.
EVENTS BUSINESS			
Museum Advisor: Committee request update on Museum advisor role and availability to all museums	Councillor Turley or Browne to discuss with GM	Ongoing	Progress?
Miners' Memorial Day	Chris Adams/Council Staff	In hand	ongoing
140 Broken Hill birthday	Events/committee	ongoing	ongoing
Army Band possible for 140 birthday	Events team/committee	ASAP	Invite BIU Band, Cameron Pipe Band and Burke Ward Band to participate.

			Possibility of Children's Theatre.
Commence consideration of laneway festival as part of Heritage Festival / partnership with West Darling Arts	Events staff / Committee	Part of Festival arrangements for 2024	

Meeting closed 6:05pm.

Next meeting - Tuesday 6 June at 5pm.



CITY COUNCIL

www.brokenhill.nsw.gov.au