



# **BUSINESS PAPER**

## Works Committee Meeting

Council Chambers  
19 June 2023

5.30pm

**BROKEN HILL**  
CITY COUNCIL

**AUSTRALIA'S FIRST  
HERITAGE LISTED CITY**

## MEMBERS OF THE WORKS COMMITTEE

Mayor Kennedy, Councillor Boland (Chairperson) Councillor Algate,  
Councillor Chandler and Councillor Page

Notice is hereby given, in accordance with the provisions of the *Local Government Act 1993*, that the Works Committee of the Broken Hill City Council will be held in the Council Chambers on **Monday 19 June 2023** commencing at **5:30pm** to consider the following business:

<b>AGENDA</b>	
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 Works Committee of the City of Broken Hill held Monday, May 22, 2023.

**MINUTES OF THE WORKS COMMITTEE MEETING HELD MONDAY, MAY 22, 2023 (5.30PM)**

**PRESENT:**

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

Councillors D Gallagher.

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

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

**APOLOGIES:**

Nil

**LEAVE OF ABSENCE  
APPLICATIONS:**

Nil

**PRAYER**

Mayor Kennedy delivered the Prayer.

**ACKNOWLEDGEMENT OF COUNTRY**

Councillor Chandler delivered the Acknowledgement of Country.

**ACKNOWLEDGEMENT OF BROKEN HILL'S MINING HISTORY**

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

**MINUTES FOR CONFIRMATION**

Recommendation

Moved Mayor Tom Kennedy, Seconded Councillor Bob Algate

That the Minutes of the Works Committee meeting held Monday April 17, 2023 be confirmed.

CARRIED UNANIMOUSLY

**DISCLOSURE OF INTEREST**

Nil

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## REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 82/23 - DATED APRIL 20, 2023 -  
CORRESPONDENCE REPORT - MENINDEE FISH KILL EVENT D23/20675

**Recommendation**

Moved Councillor Ron Page, Seconded Councillor Alan Chandler

1. That Broken Hill City Council Report No. 82/23 dated April 20, 2023, be received.
2. That reply correspondence dated 20 April 2023, from Mr Roy Butler MP regarding the Menindee Fish Kill event, be received and noted.
3. That reply correspondence dated 13 April 2023 from The Hon Mark Coulton MP regarding the Menindee Fish Kill event, be received and noted.
4. That Council thanks the State Member, The Hon Mark Coulton MP, and the Local Member, Mr Roy Butler, for their prompt responses.

**CARRIED UNANIMOUSLY**

2. BROKEN HILL CITY COUNCIL REPORT NO. 83/23 - DATED MAY 12, 2023 -  
MINUTES OF THE PROJECT CONSULTATIVE GROUP PROJECT STEERING  
GROUP MEETING HELD 9 FEBRUARY 2023 AND 9 MAY 2023 D23/24214

**Recommendation**

Moved Councillor Bob Algate, Seconded Mayor Tom Kennedy

1. That Broken Hill City Council Report No. 83/23 dated May 12, 2023, be received.
2. That the minutes of the Project Consultative Group Project Steering Group from 9 February 2023 be noted.
3. That the PowerPoint Presentation of the Project Consultative Group Project Steering Group from 9 February 2023 be noted.
4. That the minutes of the Project Consultative Group Project Steering Group from 9 May 2023 be noted.
5. That the PowerPoint Presentation of the Project Consultative Group Project Steering Group from 9 May 2023 be noted.
6. That the minutes of the Project Consultative Group Project Steering Group meeting held 9 February 2023 be amended on page 6 to clarify which (if any) existing structures will be demolished at the Alma Oval and Norm Fox Oval due to the development of new changerooms at the ovals.

**CARRIED UNANIMOUSLY**

3. BROKEN HILL CITY COUNCIL REPORT NO. 84/23 - DATED MAY 16, 2023 -  
MINUTES OF THE PICTON OVAL SPORTSGROUND COMMUNITY  
COMMITTEE MEETING HELD 3 MARCH 2023 D23/24537

**Recommendation**

**Moved Mayor Tom Kennedy, Seconded Councillor Bob Algate**

- 1. That Broken Hill City Council Report No. 84/23 dated May 16, 2023, be received.**
- 2. That the minutes of the Picton Oval Sportsground Community Committee meeting held 3 March 2023 be received.**

**CARRIED UNANIMOUSLY**

**CONFIDENTIAL MATTERS**

Nil.

**CONCLUSION OF THE MEETING**

There being no further business to consider, the Work Committee meeting was declared closed at 5:40pm.

The foregoing minutes were read and confirmed at the Works Committee meeting held on 19 June 2023.

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Chairperson

# REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 102/23 - DATED MAY 08, 2023 - ADOPTION OF THE DRAFT CEMETERY MANAGEMENT POLICY (D23/23380) .. 8
  
2. BROKEN HILL CITY COUNCIL REPORT NO. 103/23 - DATED JUNE 08, 2023 - DRAFT TERMS OF REFERENCE - BROKEN HILL CEMETERY WORKING GROUP (D23/29890) ..... 23
  
3. BROKEN HILL CITY COUNCIL REPORT NO. 104/23 - DATED JUNE 08, 2023 - MINUTES OF THE MEMORIAL OVAL COMMUNITY COMMITTEE MEETING HELD 2 MAY 2023 (D23/29891) ..... 30

## WORKS COMMITTEE

May 8, 2023

**ITEM 1**BROKEN HILL CITY COUNCIL REPORT NO. 102/23

SUBJECT:                    ADOPTION OF THE DRAFT CEMETERY MANAGEMENT POLICY  
D23/23380

**Recommendation**

1. That Broken Hill City Council Report No. 102/23 dated May 8, 2023, be received.
2. That Council notes that the draft revised Cemetery Management Policy was placed on public exhibition for 28 days, concluding 28 May 2023, during which time Council received nil submissions from the public.
3. That Council adopts the draft revised Cemetery Management Policy as a Policy of Council and notes that adoption of the draft revised Policy will render the 2020 Cemetery Management Policy obsolete.

**Executive Summary:**

Council considered the draft revised Cemetery Management Policy at its Ordinary Meeting held 26 April 2023 and resolved (Minute Number 47177) 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.

The draft revised Cemetery Management Policy is now presented to Council for the consideration of adoption.

**Report:**

The purpose of the Cemetery Management Policy is to provide a simple yet effective management approach for the short and long-term of the cemetery within Broken Hill. The policy provides a guide reference for understanding how Council manages the Cemetery and the framework as the how staff administer cemetery management.

The policy is reviewed within each term of Council following the Local Government Elections, or as required to ensure that it meet legislation requirements and the needs of the community and Council.

Council's Cemetery Management Policy has been reviewed following an Audit of Rakow Cemetery's Compliance with Regulatory and Legislative Requirements of the *Cemeteries and Crematoria Act 2013* in March 2022.

The gaps identified have been added to the policy and the relevant regulatory, legislative and some minor changes were made to the policy as recommended by the audit and per the *Cemeteries and Crematoria Act 2013*.

Where it outlined the details recorded by Council in its burial register following each interment that was legislated in Part 8 – Disposal of Bodies, Division 3 – Handling of bodies, Section 68 – Register of Burials of the Public Health Regulations 2012.



- This section had been repealed and no longer regulated in the *Public Health Regulations 2012*.
- The addition to the burial register information to include the need for council to record the cultural and religious practices for all interments.

Further investigation found that a section has been added to the *Cemeteries and Crematoria Act 2013* to include the requirements for recording interment information for a cemetery authority.

Other areas of the policy amended included the following:

The recent review of the Cemetery Management Policy identified the following amendments and considerations under the below listed sub-headings:

### Section 4.2 - Cemetery Records

<b>Current</b>	<p>The Public Health Regulation 2012, Part 8 - Disposal of Bodies, Division 3 - Handling of bodies, Section 68 - Register of Burials, states:</p> <p>1.1.1. A cemetery authority must maintain a register of all burials carried out at the cemetery.</p> <p>1.1.2. The cemetery authority must make in the register an entry relating to each burial immediately after the burial has been carried out.</p> <p>1.1.3. Each entry must include the following:</p> <ol style="list-style-type: none"> <li>a) the name, age and last address of the person whose body or remains have been buried;</li> <li>b) the date of the person's death;</li> <li>c) the date of the burial;</li> <li>d) the section and allotment where the burial has been made;</li> <li>e) the name of the person (if any) who continues to hold any right of burial in that allotment;</li> <li>f) the name of the funeral director who transported the body to the cemetery;</li> <li>g) the fees paid to the cemetery authority for the burial.</li> </ol> <p>1.1.4. The cemetery authority must keep a copy of the register at the cemetery and make it available for inspection on request by an authorised officer.</p> <p>1.1.5. If a cemetery authority ceases to direct the operations of a cemetery, the chief executive officer of the authority must ensure that the register of burials for the cemetery is sent to the Director-General or otherwise disposed of as the Director-General may direct.</p>
<b>Amended</b>	<p>Prior to Council taking on the management of the Cemetery in the 1970's, the cemetery management and records were administered by various church and community trustees, and consequently some records are incomplete, missing, or incorrect.</p> <p>A register of interments is kept by a cemetery authority in relation to interments conducted at a cemetery under Clause 63 of the <i>Cemeteries and Crematoria Act 2013</i>.</p> <p>A cemetery operator must cause a register to be kept of the following events:</p> <ul style="list-style-type: none"> <li>• Interment rights granted by the cemetery operator in respect of interment sites into the cemetery.</li> </ul>

	<ul style="list-style-type: none"> <li>• Memorials erected in respect of interment rights in the cemetery.</li> <li>• Each interment conducted in the cemetery.</li> </ul>
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### Section 4.3 - Details Relevant to interments rights and burials

<p><b>Amended to include additional information at outlined in the <i>Cemeteries and Crematoria Act 2013</i></b></p>	<p>When the cemetery operator grants an interment right, conducts an interment and/or establishes a memorial for an interment right, the register must include:</p> <ul style="list-style-type: none"> <li>• The identity of each interment right holder</li> <li>• Contact details for the holder of the interment right</li> <li>• Contact details for any next-of-kin or nominated secondary contact of the right holder. Where an interment has occurred the operator must, immediately after the interment, also include on the register: <ul style="list-style-type: none"> <li>○ Details of the deceased, including name, age and last known address before death;</li> <li>○ Date of the person's death;</li> <li>○ Date of the interment;</li> <li>○ Cultural or religious practices, if any, that apply to the deceased person;</li> <li>○ Section and allotment where the interment occurred;</li> <li>○ If the relevant section or allotment of the cemetery is consecrated for use by a culture or religious group;</li> <li>○ Name of the funeral director, if relevant; and</li> <li>○ Fees paid to the cemetery authority for the interment.</li> </ul> </li> </ul>
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### Section 4.4 – Details Relevant to Disturbances and/or Removal of Remains

<p><b>Additional Information</b></p>	<p>In accordance with Section 46(3) of the <i>Cemeteries and Crematoria Act 2013</i> and related regulations a cemetery operator must ensure that any remains of a person that have been disturbed or removed are dealt with in accordance with any cultural or religious practices applicable to the remains.</p>
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### Section 4.7 – Interment Rights for Spare Plot/Niches and Pre-Selection of Spare Plots/Niches

The following amendment to the Cemetery Management Policy are in accordance with the *Cemeteries and Crematoria Act 2013*:

<p><b>Current – 4.5</b></p>	<p>Council will permit a maximum of six (6) spare plots/niches to be purchased by any one family at any one time.</p>
<p><b>Amended – 4.7</b></p>	<p>Council will permit a maximum of two (2) spare plots/niches to be purchased by any one family at any one time.</p>

### Section 4.8 – Interment Rights and Work Permits for Old Graves dated prior to 1971

<p><b>Current – 4.6 amended to</b></p>	<p>Council introduced a reduced fee for the Interment Rights of a grave, for the purpose of erecting a monument and/or border</p>
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<b>include additional information</b>	<p>on an unmarked grave, where no records can be located to verify the interment rights holder.</p> <p>Should any further application be made for an interment subsequent to the issue of the reduced Interment Rights, then the difference between the fee paid and the current fee for interment rights will be levied.</p>
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#### Section 4.10 – Monuments

<b>Current – 4.8 Additional requirement for graves included</b>	Monuments must not exceed the grave allocation size of 2750mm x 1375mm.
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#### Section 4.12 – Contractor Requirements for Work Undertaken within the Cemetery

<b>Current – 4.10 Additional requirement for graves included</b>	<p>Council reserves the right:</p> <ul style="list-style-type: none"> <li>• To decline an application for interment request</li> <li>• Cancel or revoke a permit for proposed work</li> <li>• Stop work in progress for failure to comply with Council Contractor requirements.</li> </ul>
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#### Section 4.15 – Garden of Remembrance

<b>Current 4.14 Updated section title</b>	War Cemetery title changed to reflect purpose for RSL – Garden of Remembrance
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#### Section 4.20 – Prohibited Activities within the Cemetery

<b>Additional Information included</b>	Scatter of ashes anywhere in the cemetery without prior approval.
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#### Community Engagement:

The draft revised Cemetery Management Policy be placed on public exhibition as per Section 335(d) of the Local Government Act 1993.

Council considered the draft revised Cemetery Management Policy at its Ordinary Meeting held 26 April 2023 and resolved (Minute Number 47177) 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.

The draft revised Policy is now presented to Council for the consideration of adoption, and if adopted by Council will render the 2020 Cemetery Management Policy obsolete.

**Strategic Direction:**

Key Direction:	1.	Our Community
Objective:	1.1	People in our Community are in safe hands.
Strategy:	1.1.3	Provide suitable land within the Cemetery reserve and develop for future expansion.

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:**

- *Cemeteries and Crematoria Act 2013*
- *Local Government Act 1993 Section 335(d)*
- *Births, Deaths and Marriages Registration Act 1995*
- *Coroners Act 2009*
- *Crown Lands Act 1989*
- *Crown Land Management Act 2016*
- *Heritage Act 1977*
- *Human Tissue Act 1983*
- *Privacy and Personal Information Protection Act 1998*
- *Public Health (Disposal of Bodies) Regulation 2012*
- *State Records Act 1998*
- *Work Health and Safety Act 2011*

**Financial Implications:**

There are no financial implications to review the Policy.

**Attachments**

1. [↓](#) draft revised Cemetery Management Policy

CODIE HOWARD  
DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

JAY NANKIVELL  
GENERAL MANAGER

## CEMETERY MANAGEMENT POLICY

QUALITY CONTROL			
TRIM REFERENCES	D14/28765 – 12/14		
RESPONSIBLE POSITION	Chief Assets and Projects Officer		
APPROVED BY	Council		
REVIEW DATE	March 2023	REVISION NUMBER	5
EFFECTIVE DATE	ACTION	MINUTE NUMBER	
25 March 2015	Public Exhibition	44900	
29 July 2015	Adoption	45007	
29 March 2017	Public Exhibition	45502	
31 May 2017	Adoption	45545	
25 November 2020	Adoption	46393	
26 April 2023	Public Exhibition	47177	

### 1. INTRODUCTION

This policy has been developed to assist in the management of the Broken Hill Cemetery.

### 2. POLICY OBJECTIVE

The Broken Hill City Council Cemetery Management Policy outlines the overall principles that underpin how Council manages its cemetery in order to comply with legislative requirements and to provide a dignified and responsive cemetery and memorial service to the community.

### 3. POLICY SCOPE

This policy applies to the Broken Hill Cemetery, which is under the care, control and management of the Broken Hill City Council, since the introduction of the *Local Government (Control of Cemeteries) Amendment Act 1966*, in the early 1970's.

This policy is aimed at all members of the public; including Council employees, residents, visitors and contractors, who have an interest in or are undertaking work within the Broken Hill Cemetery.

### 4. POLICY STATEMENT

#### 4.1. Cemetery Maintenance

Council shall maintain lawn areas, trees and vegetation, roadways and paths adjacent to and within the monumental sections. All shrubs, plants in the cemetery and gardens are planted and cared for by Council. Council may remove any trees, shrubs or other vegetation from the cemetery.

The public are not permitted to plant flowers, shrubs or trees in any area within the cemetery boundary without Council's written consent. Council may remove any shrubs, trees or other vegetation that have been planted on a burial site or within the Cemetery without Council's written consent.

Council is not responsible for the upkeep, maintenance, repair, restoration, or cleaning of any monument or structure at a burial site. Council will endeavor to contact the Interment Rights holder if damage is caused to a grave or monument. It is important that all Interment Rights holders provide up to date contact details to Council.

Council may act to remove any structure in a cemetery that has become dilapidated, unsightly, is crumbling, or deemed to be unsafe in a risk assessment conducted by Council. Council's actions will be limited to making unsafe structures safe to ensure public and employee safety.

Where subsidence is evident, Council may fill and compact the ground after discussing the proposed works with the Interment Rights holder, or after making reasonable attempts to contact the Interment Rights holder to discuss the proposed works.

#### **4.2. Cemetery Records**

Prior to Council taking on the management of the Cemetery in the 1970's, the cemetery management and records were administered by various church and community trustees, and consequently some records are incomplete, missing or incorrect.

A register of interments is kept by a cemetery authority in relation to interments conducted at a cemetery under Clause 63 of the *Cemeteries and Crematoria Act 2013*.

A cemetery operator must cause a register to be kept of the following events:

- *Interment rights granted by the cemetery operator in respect of interment sites into the cemetery.*
- *Memorials erected in respect of interment rights in the cemetery.*
- Each interment conducted in the cemetery.

#### **4.3. Details relevant to interment rights and burials**

Where the cemetery operator grants an interment right, conducts an interment and/or establishes a memorial for a interment right, the register must include:

- *The identity of each interment right holder;*
- *Contact details for the holder of the interment right;*
- *Contact details for any next-of-kin or nominated secondary contact of the right holder. Where an interment has occurred the operator must, immediately after the interment, also include on the register;*
- *Details of the deceased, including name, age and last address before death;*
- *Date of the person's death;*
- *Date of the interment;*
- *Cultural or religious practices, if any, that apply to the deceased person;*
- *Section and allotment where the interment occurred;*
- *If the relevant section or allotment of the cemetery is consecrated for use by a cultural or religious group;*
- *Name of the funeral director, if relevant; and*
- *Fees paid to the cemetery authority for the interment.*

The Cemetery authority amend the cemetery operators register from time to time for any of the following purposes:

- a) Amend to correct inaccuracies;
- b) Record any changes to interment rights as a result of a transfer, revocation, or death of the holder of an interment right.

#### **4.4. Details Relevant to Disturbances and/or Removal of Remains**

In accordance with section 46(3) of the *Cemeteries and Crematoria Act 2013* and related regulations a cemetery operator must ensure that any remains of a person that have been disturbed or removed are dealt with in accordance with any cultural or religious practices applicable to the remains.

#### **4.5. Fees and Charges**

Cemetery fees are detailed in Council's Schedule of Fees and Charges. The Schedule is reviewed annually and implemented on 1 July each year.

#### **4.6. Rights of Interment and Work Permits**

Interment Rights grant the holder the authority to make decisions about the Initial and subsequent interments, exhumations and relocations for a grave/plot/niche and/or the monument.

The Interment Rights are perpetual.

A maximum of two people may own an Interment Right.

Work Permits grant the holder the authority to make decisions about the monument, which may include:

- a) Erection or alteration of a monument;
- b) Maintenance of the grave or monument.

*Work Permits are perpetual.*

As of 1 January 2004, the purchase of an Interment Right includes both the Interment Rights and Work Permit. Any Interment Rights that were purchased prior to this date will require a Work Permit to be purchased separately prior to any monumental works being undertaken.

The Interment Rights do not give the holder any equity or property holding in the cemetery. There is no ownership of 'the plot' or cemetery land. It is a permit that provides conditional access and right to the specified interment site.

Interment Rights do not need to be produced when the owner is the deceased and will be interred in the plot/grave indicated on the Interment Rights as it is assumed that the person purchased the Interment Rights with the intention of their own interment.

- *Transfer of Interment Rights to another person*

Upon application Council will transfer the ownership of Interment Rights from the existing holder to a person or persons. The original Certificate must be presented to Council with the transfer section completed and signed by the Interment Right holder.

- *Surrender of the Interment Rights and/or Work Permit to Council*

The holder or joint holders of the Interment Rights and Work Permit granted by the Council may surrender the Interment Rights and/or Work Permit to Council.

Council will only accept surrender of the Interment Rights and/or Work Permit if:

- o Evidence of ownership of the Interment Rights and/or Work Permit is supplied to Council.
- o The plot described in the Interment Rights and/or Work Permit to be surrendered has not been used for the interment of human remains including the remains from a cremation.
- o If the plot has been previously occupied and an exhumation has occurred.
- o The plot is free of structural improvements, such as headstone, marker and plantings. If a monument has been placed on a spare plot, the Interment Rights and Work Permit holder will be responsible, at their own cost, for the removal of the monument prior to the surrender of the Interment Rights and/or Work Permit to Council.
- o Council will reimburse the applicant for the amount paid for the Interment Rights and/or Work Permit at the time of the original purchase, or if paid prior to the introduction of decimal currency an amount determined by Council.

- *Interment Rights and/or Work Permit to pass to surviving holder.*

If jointly owned, upon the death of one of the joint holders of the Interment Rights and/or Work Permit, the remaining joint holder is entitled to the full ownership of the Interment Rights and Work Permit.

If all original holders of the Interment Rights are deceased, the right of ownership will pass to the beneficiaries of the estate of the most recently deceased holder or to the person(s) nominated in the estate. If a further interment or further monumental work is requested, all persons with an interest must agree to the interment or works by completing a Statutory Declaration.

Upon interment application made by a person to whom an Interment Rights has devolved as a result of a bequest, Council will amend the interments register to indicate that the person has become the holder of the Interment Rights and/or Work Permit. A new certificate will be issued, and the original certificate will no longer be valid.

#### **4.7. Interment Rights for Spare Plots/Niches and Pre-Selection of Spare Plots/Niches**

All spare plots/niches purchased incur a fee as per Council's Schedule of Fees and Charges. If a specific plot is requested by the applicant an additional fee will apply. Only upon payment shall an Interment Rights and Work Permit be issued.

- *Available Locations for Spare Plots/Niches:*
- *General Sections*
- *Denomination Sections*
- *Cremation Wall*

All spare plots/niches will be marked with a reservation marker (peg) by Cemetery Staff to identify this as a spare plot.

Council will permit a maximum of two (2) spare plots/niches to be purchased by any one individual at any one time.

- *Spare plots are not available for pre-purchase in the Rose Garden or Native Garden; however, the following exemption applies:*
  - *At the time of an interment one adjacent plot may be pre-purchased for a future interment, subject to a sloper being placed at the site of the spare plot within three months of the plot purchase.*

#### **4.8. Interment Rights and Work Permits for Old Graves dated prior to 1970**

Council introduced a reduced fee for the Interment Rights of a grave, for the purpose of erecting a monument and/or border on an unmarked grave, where no records can be located to verify the interment rights holder.

Should any further application be made for an interment subsequent to the issue of the reduced Interment Rights, then the difference between the fee paid and the current fee for interment rights will be levied.

An application for the purchase of an Interment Rights for Old Grave must be submitted to Council on the cemetery operations application form.

#### **4.9. Grave and Plot Allocation Sizing**

- *In Ground Plots:*
  - *2100mm length;*
  - *700mm width;*
  - *First Interment is dug at 1800mm in ground depth;*
  - *Reopen interments are dug at 1200mm in ground depth.*
  - *Interment of ashes at the head end or foot end of a grave is determined on a merit-by-merit basis, at the time of application. Fees apply.*



- *Rose Garden:*
  - *Plot Allocation Size - 450mm x 400mm.*

#### **4.10. Monuments**

For the purpose of this policy, the definition of a permanent and a temporary monument is considered as the following:

- *Permanent - A monument that is not easily removable. Any concrete or granite grave, headstone, slab or sloper, a sloper with a plaque or masonry structures and sculptures;*
- *Temporary - A monument that is easily removable. A brick (without mortar), wire, metal or wooden fence, a wooden cross, pebbles or stones or a wire cage cover (without a slab).*

The holder of the Interment Rights and Work Permit is responsible for all costs relating to a monument, including maintenance and repair.

A grave can be marked with a wooden cross without the requirement to purchase a Work Permit.

Name plates on crosses must be engraved to survive weather and age deterioration.

Monument sizing is as follows:

- *Grave*

Monuments erected on a grave shall adhere to Australian Standards AS 4204-1994 *Headstones and Cemetery Monuments* and AS 4425-1996 *Above-Ground Burial Structures*. Council appreciates the personalisation of graves and requests that any memorials and monuments are of a tasteful manner which cannot be deemed as offensive.

Monuments must not exceed the grave allocation size of 2750mm x 1375mm.

- *Rose Garden*

All plots must be marked with a Sloper and a Plaque.

Monument sizing in the Rose Garden is:

- *Large Base - 450mm x 400mm;*
- *Standard Base - 300mm x 300mm;*
- *Standard Sloper - 250mm x 200mm;*
- *Plaque - standard 152mm x 152mm.*

Monuments and plaques must not exceed the plot allocation size of 450mm x 400mm.

If Council is required to undertake any work relating to a monument to ensure public or employee safety, any costs associated may be at the expense of the interment rights holder.

#### **4.11. Tributes - Ornaments, Floral and Other**

Council's first priority remains public safety and must ensure that respect is shown at all times to mourners and visitors. Therefore, Council request that items placed at gravesites are limited to floral arrangements and a limited number of ornaments.

- *Rose Garden*

Tributes must not exceed the plot allocation size of 450mm x 400mm. Any items exceeding this plot allocation may be removed.

- *Cremation Wall*

The Cremation Wall is designed to reflect a plaque and a single flower holder only. Any other ornaments and tributes that obstruct any niches are not permitted and may be removed. Council will send notification to the Interment Rights holder to advise that ornaments and tributes will be removed.

- *All Areas*

Council reserves the right to remove any tributes on a gravesite, niche or plot that cause safety concerns to visitors, Council staff and Council equipment, or interferes with any maintenance

work or burials, or encroaches upon other graves and plots. This includes food and drink products, including alcohol.

#### **4.12. Contractor Requirements for Work Undertaken within the Cemetery**

Any person or business providing or conducting monumental masonry services in the Cemetery, including the construction, erection, repair, cleaning and restoration of structures over burial sites and spare plots, must comply with Council's requirements, policies and procedures.

Council requires specific valid insurance documents to be retained on file at Council prior to any works being undertaken. The required information will be noted on the Application for Permit to undertake works in the Broken Hill Cemetery. Council will require the signed application form to be submitted prior to a permit being approved before commencement of any works being undertaken on Council property.

Council reserves the right:

- To decline an application for interment request
- Cancel or revoke a permit for proposed work
- Stop work in progress for failure to comply with Council Contractor requirements.

The above-mentioned information is applicable to all Funeral Directors, Monumental Masons and Contractors that conduct funeral services, interments, or any type of work in the Cemetery.

In the Cemetery a person shall not:

- Construct, install, alter, restore, renovate or improve any monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, railing or other structure, unless it is of:
  - a material and design approved in writing by Council;
  - conducted to the standard of workmanship required by Council; and
  - *constructed or maintained in accordance with AS 4204-1994 Headstones and Cemetery Monuments and AS 4425-1996 Above-Ground Burial Structures;*
  - Make any inscription or conduct any adornment, unless approved by Council and made or carried out to the standard required by Council.
  - Erase, correct, or require the erasure or correction of, wording of any inscription that has been constructed, installed, made or carried out without Council's written consent;
- Remove a monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, rail or other structure from the Cemetery without Council's written permission;
- Do any of the above without first having a permit to work in the Broken Hill Cemetery.

#### **4.13. Interments**

All requests for interments must be made to Council, with the provision of 48 hours notification. Late notification will incur a fee.

#### **4.14. Children's Section of the Cemetery**

Council considers a child to be aged between 0 and 13 years.

Council's Schedule of Fees and Charges will apply in relation to all interments in the Children's Section of the Cemetery, also known as and marked on the Cemetery Map as General 1.

No fee is applicable when placing a memorial plaque on the garden wall or in the garden bed border of General 1, where no remains are being interred. Council request that the details of the memorialised child and the person placing the memorial plaque submit their contact details to Council so that Council can record appropriate details.

#### **4.15. Garden of Remembrance**

The Returned Services League, Garden of Remembrance is situated within the Cemetery. The walls within the garden contain plaques of service men and women who were either killed in battle or who have since passed on. Any enquiries are to be directed to the Broken Hill Returned Services League Subbranch.

#### **4.16. War Graves**

The NSW Government Department of War Graves and Returned Services League (RSL) are exempt from the payment of the Interment Rights in relation to a grave purchased for eligible ex-service men and women. Council's fee for a Work Permit will apply for any monumental work to be undertaken. Once a monument has been erected, the headstone or plaque is not to be altered in any manner.

The NSW Government Department of War Graves and Returned Services League (RSL) will order a brass plaque for the Rose Garden or the Garden of Remembrance Memorial Wall.

If a subsequent interment is requested, consent must be obtained from the NSW Government Department of War Graves before an application is accepted by Council. Council will apply a fee for the Interment Rights in accordance with Council's Schedule of Fees and Charges. A plaque for the subsequent interment can be placed on the grave attached in the centre of the slab, not on an existing or new headstone.

If the grave is damaged during the reopen process for a subsequent interment, the NSW Government Department of War Graves will be advised and will be required to arrange for the grave to be repaired.

#### **4.17. Shared Grave**

Historically, shared graves were used for the interment of persons without means, babies born without life and infants.

Often the deceased were interred in a grave site designed specifically for the purpose of a shared grave, or interred with the next available burial, such as being placed in the grave with an unrelated adult who was being interred.

While Council has some records of the interred in shared graves, there are many interments that were not registered or recorded and as such records were not maintained at the time and are not available at Council. Many records Council obtained from community and religious trustees were incomplete and while sometimes, details such as the name and date were recorded, the location was not.

Council is empathetic towards relatives and understand that this is a sensitive topic. Council respects the rights of relatives who do wish to acknowledge or do not wish to acknowledge an interred person at the Cemetery and as such the following applies:

- a) Due to multiple relatives potentially having an interest in purchasing the Interment Rights and Work Permit for a shared grave, Council is unable to determine an appropriate person to grant these permits.
- b) Due to the sensitive nature of a shared grave and the fact that some deaths of infants were not discussed within the family, it is impossible for Council to locate and contact each interred persons relative to confirm if they object to a sale of any permits.
- c) Council respects the rights of families mentioned in point b) and will not allow for one relative to name any interred person in the shared grave on any monument, plaque or cross who is not related to that person.
- d) Due to points a), b) and c), Council is unable to permit the purchase of an Interment Rights and Work Permit for a grave that was used as a shared grave. As such, Council will not grant or apply fees for the Interment Rights or Work Permit for a shared grave site.
- e) Council will allow for a relative to purchase and to place a Plaque or a non-permanent fixture on the grave site with the details of their interred relative only.

- f) Council advise that the plaque must reflect that the grave is a shared grave through the mandatory wording 'Resting with Others in this Shared Grave'. While this will recognise it is a shared grave with other people interred, it will not reveal any personal information of others interred.

#### **4.18. Exhumation**

An exhumation may only take place when an Order by a Coroner or a Court is issued, or an applicant has obtained; prior to commencing the exhumation both:

- Approval for exhumation by NSW Department of Health in accordance with the provision of Public Health (Disposal of Bodies) Regulation, 2012; and
- Approval from Council as per the *Cemeteries and Crematoria Act 2013*, Section 66

An exhumation of cremated remains does not require NSW Health approval and can be conducted with Council approval only.

#### **4.19. Mohammedan Section of the Cemetery**

Interment Rights in the Mohammedan Section of the Cemetery are treated differently to other sections of the Cemetery due to historical reasons.

Several members of the Mohammedan community have been provided with the Interment Rights at no charge, resolved at the Council's Ordinary Meeting held 30 April 2014.

All further interments in this section for those not specified in Council's resolution, will have the Interment Rights fee applied at the time of burial.

#### **4.20. Prohibited Activities within the Cemetery**

A person must not engage in any of the following activities within the Cemetery:

- Damage, deface, interfere with or alter grave sites;
- Damage, deface, interfere with or alter monuments;
- Bury, inter or exhume any human remains, cremated or not;
- Scatter of ashes anywhere in the cemetery without prior approval;
- No animals are permitted in the Cemetery unless riding a horse or leading a dog on a leash;
- Take part in any gathering, meeting or assembly without Council knowledge or that could be deemed disrespectful;
- Engage in trade or commerce without Council's written consent;
- Distribute any notices, advertisements, paper drawn or photographic material without prior Council consent;
- Drive a vehicle at a speed of more than twenty (20) kilometres per hour;
- Drive a vehicle or a vehicle and trailer having an unladen weight of more than three (3) tonnes;
- Drive a vehicle through the Cemetery for the purpose of travelling between places outside of the Cemetery;
- Park a vehicle on any known grave site, verge or plantation, or in a manner that is likely to impede traffic;
- Teach, learn or practice driving a vehicle;
- Camp or reside on any Cemetery land;
- Possess or consume an alcoholic or intoxicating beverage or substance;
- Urinate or defecate;
- Bring or leave any rubbish, refuse, scrap metal (including remains of vehicles), rock, soil, sand or any other such substances;

- Remove any dead timber, logs, trees, flora, whether standing or fallen;
- Kill, capture or in any way interfere with any animal, bird, or other fauna, whether native or introduced;
- Plant any tree, shrub, herbage, or other flora without prior Council consent.

## **5. IMPLEMENTATION**

### **5.1. Roles and Responsibilities**

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

- General Manager
- Chief Assets and Projects Officer
- Strategic Asset Management Coordinator
- Council staff

### **5.2. Communication**

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

### **5.3. Associated Documents**

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

- Cemetery Operations Application Form
- Construction of Private Works on Council Reserve
- Broken Hill City Council Website – Cemetery Operations

## **6. REVIEW**

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

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

The Chief Assets and Projects Officer is responsible for the review of this policy.

## **7. LEGISLATIVE AND LEGAL FRAMEWORK**

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

- Australian Standard AS 4204-1994 Headstones and Cemetery Monuments;
- Australian Standard AS 4425-1996 Above-Ground Burial Structures.
- *Anti-Discrimination Act 1977*;
- *Births, Deaths and Marriages Registration Act 1995*;
- *Cemeteries and Crematoria Act 2013*;
- *Coroners Act 2009*;
- *Crown Lands Act 1989*;
- *Crown Land Management Act 2016*;
- *Heritage Act 1977*;
- *Human Tissue Act 1983*;

- *Local Government Act 1993;*
- *Privacy and Personal Information Protection Act 1998;*
- *Public Health Act 2010;*
- *Public Health Regulation 2012;*
- *State Records Act 1998;*
- *Work Health and Safety Act 2011.*

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

## 8. DEFINITIONS

**'Adult'** shall mean a person aged 13 years and 1 day and over.

**'Applicant'** shall mean the person making an application for an Interment Rights, Work Permit, enquiry, burial, relocation or exhumation. This could be a Funeral Director, Monumental Mason or a family member or friend.

**'Interment'** shall mean the placement of the remains of a deceased person in a grave, plot, or niche.

**'Grave Site'** shall mean a grave site, vault site, memorial site or other place for the commemoration of the remains of the dead.

**'Child'** shall mean a person aged 0 up to 13 years of age.

**'Council'** shall mean the Broken Hill City Council.

**'Interment Rights'** shall mean a certificate that provides a person with the authorisation of who can be interred or exhumed from a grave. The Interment Rights do not give the holder any equity or property holding in the Cemetery.

**'Exhumation'** shall mean the removal of the remains of a deceased person from a grave.

**'Fee'** shall mean a fee fixed by Council in its annual Schedule of Fees and Charges.

**'Funeral Director'** shall mean person(s) whose business is the management of funerals and conducts a funeral and/or interment.

**'Grave'** shall mean an occupied burial site.

**'Monument'** shall mean any structure, plaque, headstone, masonry, metal work, casting or item placed over, in or around a grave or plot.

**'Monumental Mason'** shall mean a tradesman mason or person possessing the skills to carry out monumental masonry work.

**'Plot'** shall mean:

- An unoccupied burial site;
- A burial site within the Rose Garden.

**'Pre-Selection'** shall mean the selection of a spare plot at a specific location.

**'Register'** shall mean the Council's formal repository of data containing all the required details of burial, cremation, memorial site or right of burial. (Note: limited records are available prior to 1973).

**'Slab'** shall mean the slab of concrete or other stone covering the grave site.

**'Spare Plot'** shall mean an unoccupied grave site that has been selected, purchased and marked as a spare plot for a future interment.

**'Old Grave'** – shall mean an unmarked grave with no headstone or monument present.

**'Sloper'** shall mean a concrete or granite block with a sloping face, where the inscription on a bronze plaque is placed. These are commonly used in the Rose Garden and Native Garden at the Broken Hill Cemetery.

## WORKS COMMITTEE

June 8, 2023

**ITEM 2**BROKEN HILL CITY COUNCIL REPORT NO. 103/23

SUBJECT: DRAFT TERMS OF REFERENCE - BROKEN HILL CEMETERY  
WORKING GROUP D23/29890

**Recommendation**

1. That Broken Hill City Council Report No. 103/23 dated June 8, 2023, be received.
2. That Council adopts the draft Broken Hill Cemetery Working Group Terms of Reference to enable the establishment of the Working Group.
3. That Council appoints three (3) Councillors to fill the Councillor representative positions on the Working Group.
4. That Council appoints one of the Councillors to Chair the Working Group
5. That advertising commences to seek nominations for community representative positions.

**Executive Summary:**

At the May 2023 Council Meeting, Council resolved to establish a Working Group to assist Council staff with the maintenance and beautification of the Broken Hill Cemetery grounds and that a draft Terms of Reference for the Working Group be presented to Council for consideration and recommendation to Council.

A draft Terms of Reference for the Broken Hill Cemetery Working Group is attached to this report for the Committee's consideration of the establishment of a Working Group.

**Report:**

At the 31 May 2023 Council Meeting, Council considered a Correspondence Report regarding funding to maintain and upgrade historical graves at local cemeteries. The report contained reply correspondence dated 27 April 2023 from The Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government regarding funding to maintain and upgrade historical graves at local cemeteries.

During discussion of this matter, Deputy Mayor Hickey proposed an addendum to the motion to form a Cemetery Working Party. Council resolved:

**RESOLUTION**Minute No. 1

Councillor D Gallagher moved )  
 Councillor M Browne seconded )

**Resolved**

1. That Broken Hill City Council Report No. 80/23 dated May 8, 2023, be received.
2. That reply correspondence dated 27 April 2023 from The Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local

Government regarding funding to maintain and upgrade historical graves at local cemeteries, be received and noted.

3. That Council thanks the Minister for Infrastructure, Transport, Regional Development and Local Government, The Hon Catherine King MP, for her reply correspondence.
4. That Council considers the establishment of a Cemetery Working Party and that the General Manager be invited to present a report and draft Cemetery Working Party Terms of Reference to the Health and Building Committee.

CARRIED UNANIMOUSLY

In response to Council's resolution, this report presents a draft Terms of Reference for the establishment of a Broken Hill Cemetery Working Group consisting of three (3) Councillors one of whom will be Chairperson; four (4) staff ex-officio positions and a minimum of six (6) community representatives.

The aim of the Working Group will be to coordinate and undertake working-bees and community clean-up days as well as contributing to the maintenance and beautification of the Cemetery; and recommending to the General Manager, the implementation of small projects within the Cemetery budget allocation.

The draft Terms of Reference for the establishment of the Broken Hill Cemetery Working Group is presented to Council for consideration of adoption.

#### **Community Engagement:**

If the Terms of Reference for the establishment of a Broken Hill Cemetery Working Group is adopted by Council, Council will commence advertising to seek nominations from members of the community to join the Working Group.

#### **Strategic Direction:**

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

#### **Relevant Legislation:**

*Local Government Act 1993*  
*Cemeteries and Crematoria Act 2013*  
*Model Code of Conduct Policy*

#### **Financial Implications:**

If a Broken Hill Cemetery Working Group is established, expenditure associated with the Working Group's operations will be funded by the proposed Cemetery budget for 2023/2024.

#### **Attachments**

1. [↓](#) Draft Terms of Reference - Broken Hill Cemetery Working Group



CODIE HOWARD  
DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

JAY NANKIVELL  
GENERAL MANAGER

## DRAFT BROKEN HILL CEMETERY WORKING GROUP – TERMS OF REFERENCE

QUALITY CONTROL			
TRIM REFERENCES	20/445		
RESPONSIBLE POSITION	Director Infrastructure and Environment		
SUPPORT POSITION/S	Manager Infrastructure Operations Cemetery Services Coordinator Administration Officer		
APPROVED BY	Council		
REVIEW DATE	October 2024	REVISION NUMBER	1
EFFECTIVE DATE	ACTION	ENDORSED BY	
31/05/2023	Resolution for establishment of Working Group	Minute No. 47212	

### 1. INTRODUCTION

The Committee will be known as the Broken Hill Cemetery Working Group.

### 2. PURPOSE

The Working Group will undertake various activities to improve the grounds of the Broken Hill Cemetery.

The role of the Working Group will be achieved through:

- Under the guidance of Council staff, coordinating and participating in regular working bees to assist with the upkeep and beautification of the Cemetery grounds.
- Under the guidance of Council staff, assisting with the coordination of community “clean-up days” at the Cemetery.
- Undertaking all activities in a manner consistent with Council’s Workplace Health and Safety requirements.
- Providing recommendations to the Director Infrastructure and Environment on the implementation of initiatives or small projects to assist with the beautification and maintenance of the Broken Hill Cemetery.

### **3. WORKING GROUP DELEGATION**

The Working Group has no delegated authority. It can only refer or recommend matters to the General Manager for consideration.

The Working Group cannot approve the expenditure of money, employ staff, speak on behalf of Council or make a policy on behalf of Council.

### **4. MEMBERSHIP**

Members will be appointed for a period of up to four (4) years. The term of membership shall align with the current term of the elected Council.

The Working Group shall consist of at least thirteen (13) members with the Councillor representatives appointed by Council and the community representatives appointed by the General Manager, such members to be nominated as follows:

- Three (3) Councillors (one of whom will be Chair).
- A minimum of six (6) Community representatives with a willingness to assist in the beautification of the Cemetery.
- Four (4) Council staff ex-officio members being the Director Infrastructure and Environment (or their representative), Manager Infrastructure Operations, Cemetery Services Coordinator and Administration Officer.

In terms of appointing the community representatives, the Council will call for nominations. The appropriate form must be completed, signed by the nominee, and received by the General Manager before the closing date. The General Manager shall appoint the community representatives to the Working Group.

Membership may be terminated if a member fails to attend three meetings in a row (except where the member has sent their apologies in advance and these are accepted).

Council reserves the right to amend the number of members and category of representation.

The term of appointment of the Working Group shall align with the current term of the elected Council.

### **5. CHAIRPERSON**

The Chairperson will be appointed by Council resolution and shall be one of the Councillor representatives appointed to the Committee.

If the Chair is not appointed by Council resolution the Chairperson will be voted for by and from all elected representatives at the first meeting of the Working Group for a new term of Council. There should be a Deputy Chairperson appointed to fill the position in the absence of the Chairperson.

### **6. SECRETARIAT SERVICES**

The Administration Officer of the Corporate Services department (who is assigned to assist the Infrastructure and Environment department with Cemetery matters) will undertake the secretariate role of the Working Group.

## **7. OPERATION OF THE WORKING GROUP**

There should be a maximum of six (6) meetings held each year.

At the beginning of each year, the Working Group will set the times and dates for its meetings and set a draft schedule for working-bee activities and community clean-up days.

Each Working Group meeting will have an agenda, that is provided seven (7) days prior and is to include:

- Acknowledgement of Country
- Declaration of conflict of interest
- Adoption of minutes
- Matters arising from previous minutes
- General Business

A quorum will be reached if 50% of the Working Group members are in attendance.

The Secretary will minute all Working Group meetings. Minutes of the meetings will be sent to all members within 10 business days after the meeting.

The operational costs of convening the Cemetery Working Group meetings will be met by Council's budget. No sitting fee or out of pocket expenses will be paid to members.

Recommendations from the Working Group will be presented by the Director Infrastructure and Environment to the General Manager within 10 business days after the meeting.

## **8. RESPONSIBILITIES OF MEMBERS**

Members of the Working Group are bound by the Broken Hill City Council Code of Conduct and shall undertake activities in accordance Workplace Health and Safety Policy and Procedures and with guidance by Council staff.

Members will be provided with a copy of the Broken Hill City Council Code of Conduct and required to sign an acknowledgement form indicating their acceptance of such, before attending their first meeting.

## **9. RECORDS**

The Working Group is required to keep all proper records. These records are to be saved into Council's Electronic Records Management System.

Minutes of each meeting shall be submitted to the Director Infrastructure and Environment within 10 business days after the meeting.

## **10. DEFINITIONS**

"Council" shall mean the Broken Hill City Council.

"Working Group" shall mean the Cemetery Working Group.

"Cemetery" shall mean the Broken Hill Cemetery, Rakow Street, Broken Hill.

### **11. SUPPORT SERVICES**

A suitable meeting place and facilities will be made available for the purposes of holding Working Group meetings. Stationery and other materials will be provided by Council as needed.

### **12. AGENDA**

All agenda items are to be submitted to the Secretary 14 days prior to the meeting. Members submitting items must ensure the content is such to allow all members to understand the matters raised and may require additional supportive information.

The Secretary will distribute the Agenda and Minutes of the last meeting at least seven (7) days prior to the meeting date.

If a member wishes to raise an "urgent" matter that is not on the agenda it is at the Chairperson's discretion to determine an appropriate course of action.

### **13. MINUTES**

Minute of the Working Group meetings will be kept.

The Secretary will record the minutes. Minutes will contain the following information:

- Date time and place of the meeting;
- Present;
- Apologies;
- Confirmation of minutes of previous meeting;
- Disclosures of Interest;
- Matters arising from previous minutes;
- General Business;
- Time meeting closed and date of next meeting.

## WORKS COMMITTEE

June 8, 2023

**ITEM 3****BROKEN HILL CITY COUNCIL REPORT NO. 104/23**

**SUBJECT:** MINUTES OF THE MEMORIAL OVAL COMMUNITY COMMITTEE MEETING HELD 2 MAY 2023 D23/29891

**Recommendation**

1. That Broken Hill City Council Report No. 104/23 dated June 8, 2023, be received.
2. That minutes of the Memorial Oval Community Committee Meetings held 2 May 2023 be received.

**Executive Summary:**

Council has received minutes of the Memorial Oval Community Committee Meetings held 2 May 2023 for endorsement by Council.

**Report:**

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

Accordingly, the Memorial Oval Community Committee has submitted minutes from its Committee Meeting held 2 May 2023

**Community Engagement:**

Community representatives' participation on the Section 355 Memorial Oval Community Committee.

**Strategic Direction:**

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

**Relevant Legislation:**

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

**Financial Implications:**

Nil

**Attachments**

1. MINUTES OF THE MEMORIAL OVAL COMMUNITY COMMITTEE MEETING  
[↓](#) HELD 2 MAY 2023

SIMON BROWN  
DIRECTOR FINANCE AND COMMERCIAL

JAY NANKIVELL  
GENERAL MANAGER

**BROKEN HILL**  
CITY COUNCIL

**MEMORIAL OVAL COMMUNITY COMMITTEE.**

**GENERAL MEETING: 2 May 2023 @ 6pm**

**Memorial Oval Office**

**AGENDA**

**Silver City Show Office**

AGENDA	MOVED BY	SECONDED
<b><u>Welcome:</u></b> Chris May, Dave Gallagher, Donna Papas, Bruce McIntosh Tanya Martyn, Jody Whitehair		
<b><u>Apologies:</u></b> Tracey Robinson Layne Ralph Darren Larkin	<b>Tanya Martyn</b>	<b>B McIntosh Carried</b>
<b><u>Confirmation of previous Minutes:</u></b> Previous minutes as read be accepted	<b>J Whitehair</b>	<b>T Martyn</b>
<b><u>Business Arising from previous minutes:</u></b> Barry Fowler – RV Club, not possible due to multi use oval Works Orders for sink hole, tree removed at rear of skating ring not completed. No invoice received to date for ride on mower	All	<b>Carried</b>
<b><u>Correspondence incoming:</u></b> Email from Colin Casey AFLBH 27 April re dates for Auskick.	T Martyn	D Papas
<b><u>Correspondence outgoing:</u></b> Email to BHHRC re marking pegs removed from the oval Email to BHHRC re having the canteen cleaned out.	<b>T Martyn</b>	<b>C May</b>
<b><u>Financial Report:</u></b> Finance has tonight been given to new treasurer. Elgas - \$354.37 Electricity Bill - \$6853.55 Globe Timber and Hardware \$4.49 Harvey Norman – Laptop \$1445.00	<b>J Whitehair</b>	<b>T Martyn</b>
<b><u>Works Order:</u></b> Sink hole Judges Box Trees Visitors change room toilet needs a new rubber at back. Buildings be sprayed for spiders including toilets, grandstands. Letter from MOCC to AFL rep to attend monthly meetings.		
<b><u>General Business:</u></b> Speed limit to be made aware to oval users Oval has been marked up by Bruce and his nephew and interchange box's have been place on track. Letter be sent to Commonwealth bank to have treasurer Donna Papas included as signatory. Laptop and software has been purchased for Treasurer.		





AGENDA	MOVED BY	SECONDED
<p>Afl booked the oval for 3, 10, 17 for Greg Wellington to conduct coaching.                      AFL have submitted their football dates including Auskick every Friday for 4 til 6 until August.                      Also request that trotting track gate be kept locked to prevent cars from using the track due to safety reasons.                      Track not available from 25 til 29 inclusive due to Dog Club prebooking and 13 August due to Car Club booking.</p>		
<p><b><u>Silver City Show:</u></b>                      Nil  <b><u>Dog Club:</u></b>                      Lawns mowed, more bins, sprinklers, camping area mowed                      Enquired if markings could be made for dog show  <b><u>Harness Racing:</u></b>                      Nil representative  <b><u>Central Football Club:</u></b>                      Nil Representative  <b><u>AFL:</u></b>                      Nil Representative</p>		
<p><b><u>Next Meeting:</u></b>                      First Tuesday of the following month at 6pm</p>		
<p><b><u>Meeting Closed:</u></b>                      06:26</p>		



CITY COUNCIL

[www.brokenhill.nsw.gov.au](http://www.brokenhill.nsw.gov.au)