

DRAFT BROKEN HILL EDUCATION WORKING GROUP – TERMS OF REFERENCE

QUALITY CONTROL			
TRIM REFERENCES	24/18 – D24/13860		
RESPONSIBLE POSITION	General Manager		
SUPPORT POSITION/S	Manager Communications and Marketing Executive Officer		
APPROVED BY	Council Resolution		
REVIEW DATE	March 2026	REVISION NUMBER	1
EFFECTIVE DATE	ACTION	ENDORSED BY	
27/03/2024	Adoption of Terms of Reference	Minute No. 47483	
30/04/2025	Adoption of amendment	Minute No. 47836	

1. INTRODUCTION

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

2. PURPOSE

The Working Group will discuss matters pertaining to the Willyama High School's temporary closure due to the school being re-built as a consequence of a severe mould outbreak; the interim temporary school arrangements for Willyama students; and the impact on the well-being and education of High School students as well as the well-being and employment of Teachers in Broken Hill.

The role of the Working Group will be achieved through:

- Providing a forum where issues pertaining to the purpose of the Working Group can be raised and discussed.
- Encouraging contact between the NSW Minister for Education, the NSW Department of Education, local High Schools representatives, teachers, students and the local community.
- Providing recommendations to the Chairperson on advocacy measures to ensure that the well-being and education of affected students in Broken Hill is not impacted, nor is the well-being or employment of affected Teachers during the period to demolish and re-build Willyama High School.

- To discuss incentive models to attract and retain Teachers during the temporary closure period of Willyama High School and ongoing for both High Schools.
- To discuss the community expectations for the temporary operations of Willyama High School and whether there is a more suitable alternate interim site during rectification and a rebuild.
- To conduct a Broken Hill community survey on the wants and needs of the community with regards to secondary education in the City and for the survey results to be presented to the NSW Minister for Education and NSW Shadow Minister for Education.
- To advocate as needed on matters pertaining to education and training within the City.

3. WORKING GROUP DELEGATION

The Working Group has no delegated authority. It can only refer or recommend matters to the Chairperson 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 up to 28 members with the Councillor representatives appointed by Council and the community representatives appointed by the General Manager, such members to be nominated as follows:

- The Mayor (Chairperson)
- Deputy Mayor (Deputy Chairperson)
- One (1) Councillor
- Council's General Manager
- NSW Minister for Education
- NSW Shadow Minister for Education
- NSW Education Department's Far West Director of Educational Leadership
- Member for Barwon or representative
- Principal of Broken Hill High School
- Principal of Willyama High School
- Teachers' Association Representative of Broken Hill High School
- Teachers' Association Representative of Willyama High School
- Teachers' Association Representative of each local Primary Schools (8)

- A maximum of eight (8) Community Representatives (Broken Hill residents representing the school community)
- Two (2) Council staff ex-officio members (Manager Communications and Marketing and Executive Officer/Executive Assistant)

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 (3) consecutive meetings in a row (except where the member has sent their apologies in advance and these apologies 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.

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 to fill the position in the absence of the Chairperson.

6. SECRETARIAT SERVICES

The ex-officio staff member/s of the Working Group 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.

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

- Welcome and apologies
- 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 Broken Hill Education 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 Manager Communications and Marketing 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. In this regard, each member will be provided with a copy of the document 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 General Manager for reporting to the following Council Meeting for information.

10. DEFINITIONS

"Council" shall mean the Broken Hill City Council

"Working Group" shall mean the Broken Hill Education Working Group

11. SUPPORT SERVICES

Council will provide a suitable meeting place and facilities for the purposes of holding Working Group meetings. Stationery and other materials will be provided 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.