



BUSINESS PAPER

Policy and General
Committee Meeting

Council Chambers
24 July 2024

5.30pm

BROKEN HILL
CITY COUNCIL

AUSTRALIA'S FIRST

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, 24 July 2024** 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 Committee Meeting is being livestreamed via YouTube and recorded and published online via Council's website. To those present in the meeting today, by attending in this public meeting you are consenting to your image, voice and comments being recorded and published.

The Chairperson and/or General Manager have the authority to pause the livestream if comments or debate are considered defamatory or otherwise inappropriate for publishing. Participants 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, June 19, 2024.

**MINUTES OF THE POLICY AND GENERAL COMMITTEE MEETING HELD
WEDNESDAY, JUNE 19, 2024 (5:30 PM)**

PRESENT:

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

General Manager, Director Corporate and Community, Director Finance and
Commercial, Manager Communications and Marketing, Executive Officer
and Executive Assistant.

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

APOLOGIES:

Deputy Mayor J. Hickey, Councillor H. Jewitt

Motion

Moved Mayor Tom Kennedy, Seconded Councillor Marion Browne

That the apologies submitted on behalf of Deputy Mayor Hickey and Councillor Jewitt be accepted.

CARRIED UNANIMOUSLY

**LEAVE OF ABSENCE
APPLICATIONS:**

Nil.

PRAYER

Mayor Kennedy delivered the Prayer.

ACKNOWLEDGEMENT OF COUNTRY

Councillor Browne delivered the Acknowledgement of Country.

ACKNOWLEDGEMENT OF BROKEN HILL'S MINING HISTORY

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

MINUTES FOR CONFIRMATION

Recommendation

Moved Councillor Michael Boland, Seconded Mayor Tom Kennedy

That the Minutes of the Policy And General Committee meeting held Wednesday May 22,
2024 be confirmed.

CARRIED UNANIMOUSLY

DISCLOSURE OF INTEREST

Nil

REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 87/24 - DATED JUNE 07, 2024 - SEPTEMBER AND OCTOBER 2024 ORDINARY COUNCIL MEETINGS D24/28189

Recommendation

Moved Mayor Tom Kennedy, Seconded Councillor Michael Boland

1. That Broken Hill City Council Report No. 87/24 dated June 7, 2024, be received.
2. That due to the NSW Electoral Commission advising that the declaration of the NSW Local Government Elections 2024 is not likely to happen before 30 September 2024, the scheduled Standing Committee Meetings and Ordinary Council Meeting for September 2024 be cancelled.
3. That the Standing Committee Meetings for October 2024 also be cancelled in order that the Councillor Induction Program can be delivered to the newly elected Councillors; and that all reports be presented to the scheduled Ordinary Council Meeting to be held 30 October 2024.

CARRIED UNANIMOUSLY

2. BROKEN HILL CITY COUNCIL REPORT NO. 88/24 - DATED MAY 28, 2024 - MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 16 MAY 2024 D24/25908

Recommendation

Moved Mayor Tom Kennedy, Seconded Councillor Michael Boland

1. That Broken Hill City Council Report No. 88/24 dated May 28, 2024, be received.
2. That minutes of the Audit, Risk and Improvement Committee meeting held 16 May 2024 be endorsed.

CARRIED UNANIMOUSLY

3. BROKEN HILL CITY COUNCIL REPORT NO. 89/24 - DATED MAY 06, 2024 -
DRAFT CUSTOMER SERVICE FRAMEWORK D24/22331

Recommendation

Moved Councillor Michael Boland, Seconded Councillor Marion Browne

1. That Broken Hill City Council Report No. 89/24 dated May 6, 2024, be received.
2. That Council endorse the public exhibition of the draft Customer Experience Charter for a period of 28 days inviting public comment.
3. That a report be presented to Council at the conclusion of the public exhibition period, detailing submissions received and any recommended amendments arising, with a view to adopting the Charter for implementation.
4. That Council endorse the public exhibition of the draft revised Complaints Management Policy for a period of 28 days inviting public comment.
5. That a report be presented to Council at the conclusion of the public exhibition period, detailing submissions received and any recommended amendments arising, with a view to adopting the draft Complaints Management Policy.
6. That Council endorse the draft Customer Experience Framework for approval and implementation by the General Manager.
7. That the Complaints Handling Procedure be endorsed for approval and implementation by the General Manager.

CARRIED UNANIMOUSLY

4. BROKEN HILL CITY COUNCIL REPORT NO. 90/24 - DATED JUNE 07, 2024 -
INVESTMENT REPORT FOR MAY 2024 D24/28152

Recommendation

Moved Councillor Michael Boland, Seconded Councillor Marion Browne

1. That Broken Hill City Council Report No. 90/24 dated June 7, 2024, be received.

CARRIED UNANIMOUSLY

5. BROKEN HILL CITY COUNCIL REPORT NO. 91/24 - DATED JUNE 11, 2024 -
REQUEST FOR FUNDING TOWARDS THE CONSTRUCTION OF THE DR.
JULIE ZRNA ACCOMMODATION CENTRE FOR PATIENTS OF THE MILDURA
HEALTH ICON CANCER CENTRE D24/28450

Recommendation

Moved Mayor Tom Kennedy, Seconded Councillor Michael Boland

1. That Broken Hill City Council Report No. 91/24 dated June 11, 2024, be received.

2. That Council donates \$10,000.00 towards the Dr. Julie Zrna Accommodation Centre in Mildura for patients requiring accommodation in Mildura while undertaking cancer treatment at the Mildura Health Icon Cancer Centre; and Council acknowledges that the Accommodation Centre will benefit Broken Hill cancer patients and their families if undertaking treatment in Mildura.
3. That Council notes that the correspondence from the Mildura Health Foundation has been forwarded to Regional Development Australia Far West NSW, Foundation Broken Hill and the Broken Hill ClubGrants Committee for their consideration for the provision of financial support also.

CARRIED UNANIMOUSLY

CONFIDENTIAL MATTERS

Nil

There being no further business to consider, the meeting was declared closed at 5:44pm.

The foregoing minutes were read and confirmed at the Policy and General Committee meeting held on 24 July 2024.

Chairperson

REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 105/24 - DATED JUNE 07, 2024 - LOCAL GOVERNMENT ELECTIONS 2024 - CARETAKER PERIOD (D24/28116) 9
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POLICY AND GENERAL COMMITTEE

June 7, 2024

ITEM 1BROKEN HILL CITY COUNCIL REPORT NO. 105/24SUBJECT: LOCAL GOVERNMENT ELECTIONS 2024 - CARETAKER PERIOD
D24/28116**Recommendation**

1. That Broken Hill City Council Report No. 105/24 dated June 7, 2024, be received.
2. That Council notes the requirements regarding Council's decision-making during the Local Government Elections - caretaker period from 16 August 2024 to 14 September 2024 pursuant to *Section 393B of the Local Government (General) Regulation 2021*.

Executive Summary:

The report is presented to Council for Council to note the requirements under the Local Government (General) Regulation 2021 which limits Council's ability to exercise some of their functions during the four weeks preceding the date of the Ordinary Local Government Election (the caretaker period). The caretaker period for the 2024 Ordinary Local Government Election commences 16 August 2024 and concludes on 14 September 2024 (election day).

Report:

Clause 393B of the *Local Government (General) Regulation 2021* limits a councils' ability to exercise some of their functions in the four weeks preceding the date of an Ordinary Local Government Election (the caretaker period).

The Regulations require that Councils, the General Managers or any other delegate of Councils (other than a Joint Regional Planning Panel, a Local Planning Panel or the Central Sydney Planning Committee) must not exercise the following functions during the caretaker period:

- Entering into any contract or undertaking involving the expenditure or receipt by the council of an amount equal to or greater than \$150,000.00 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger);
- Determining a "controversial development application", except where:
 - a failure to make such a determination would give rise to a deemed refusal under the *Environmental Planning and Assessment Act 1979*, section 8.11(1), or
 - such a deemed refusal arose before the commencement of the caretaker period;
- The appointment or reappointment of a person as the council's general manager (or the removal of a person from that position), other than:
 - an appointment of a person to act as general manager under section 336(1) of the Act, or
 - a temporary appointment of a person as general manager under section 351(1) of the Act.

- In certain circumstances, the abovementioned functions may be exercised with the approval of the Minister.

Caretaker Period

The caretaker period for the September 2024 Ordinary Local Government Elections commences on Friday 16 August 2024 and ends on Saturday 14 September 2024.

The relevant section of the *Local Government (General) Regulations 2021* has been provided as an attachment to this report (Attachment 2).

Community Engagement:

Nil.

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993

Local Government (General) Regulation 2021

Financial Implications:

Nil.

Attachments

1. [↓](#) Section 393B of the Local Government (General) Regulation 2021

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER



NSW legislation

Local Government (General) Regulation 2021

Current version for 1 March 2024 to date (accessed 20 June 2024 at 10:45)

[Part 11](#) > [Division 11](#) > Section 393B

393B Exercise of council functions during caretaker period

- (1) The following functions of a council must not be exercised by the council, or the general manager or any other delegate of the council (other than a Joint Regional Planning Panel, the Central Sydney Planning Committee or a local planning panel), during a caretaker period—
 - (a) entering a contract or undertaking involving the expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger),
 - (b) determining a controversial development application, except where—
 - (i) a failure to make such a determination would give rise to a deemed refusal under the [Environmental Planning and Assessment Act 1979](#), section 8.11(1), or
 - (ii) such a deemed refusal arose before the commencement of the caretaker period,
 - (c) the appointment or reappointment of a person as the council's general manager (or the removal of a person from that position), other than—
 - (i) an appointment of a person to act as general manager under section 336(1) of the Act, or
 - (ii) a temporary appointment of a person as general manager under section 351(1) of the Act.
- (2) Despite subsection (1), such a function may be exercised in a particular case with the consent of the Minister.
- (3) In this section—

caretaker period means the period of 4 weeks preceding the date of an ordinary election.

controversial development application means a development application for designated development for which at least 25 persons have made a submission during community consultation.

designated development means designated development within the meaning of the [Environmental Planning and Assessment Act 1979](#), section 4.10.

local planning panel has the same meaning as in the [Environmental Planning and Assessment Act 1979](#).

Note—

See also Division 9A (Provisions relating to activities during regulated periods) of this Part for controls on certain activities during the regulated period before elections.

POLICY AND GENERAL COMMITTEE

July 4, 2024

ITEM 2BROKEN HILL CITY COUNCIL REPORT NO. 106/24

SUBJECT: COUNCIL MEETING ARRANGEMENTS AND CHRISTMAS SHUT
DOWN PERIOD D24/33021

Recommendation

1. That Broken Hill City Council Report No. 106/24 dated July 4, 2024, be received.
2. That Council's Ordinary Monthly Meeting for December be held 18 December 2024.
3. That the December Standing Committee Meetings be held as follows
 - a. Works Committee Meeting to be held Monday December 9, 2024, at 5:30pm
 - b. Health and Building Committee Meeting to be held Tuesday December 10, 2024, at 5:30pm
 - c. Policy and General Committee Meeting to be held Wednesday December 11, 2024, at 5:30pm
4. That Standing Committee Meetings not be held in January 2025.
5. That the Council shutdown period for the Administrative Centre and the Warnock Street Works Depot be from 5pm Friday December 20, 2024, and reopening Monday, January 6, 2025.
6. That Council advertise the shutdown period for the Administrative Centre and the Warnock Street Works Depot and that this advertisement also includes the operating hours for all other Council facilities during this period.

Executive Summary:

Council's Ordinary Monthly Meeting for December 2024 is scheduled to fall on Christmas Day 25 December 2024 which is during Council's proposed Christmas Shutdown period (commencing 5:00pm Friday December 20, 2024, to Friday January 3, 2025, with Council reopening on Monday, January 6, 2025).

This report is presented to Council to determine a suitable alternative dates for the and the December Standing Committee Meetings and the December Ordinary Council Meeting to ensure there is enough time for actions to be undertaken prior to Council's Christmas Shutdown period; and for Council to endorse the Christmas shutdown period for Council's Administrative Centre and the Warnock Street Works Depot.

Report:

It is proposed that the Ordinary Council Meeting for December 2024 be held one week earlier on Wednesday December 18, 2024 to allow for the Council Meeting to be held prior to the proposed Christmas shutdown period.

Council's adopted Code of Meeting Practice, Clause 3.1 states:

"Ordinary meetings of the Council will be held on the following occasions:

Ordinary Council Meetings will be held on the last Wednesday of every month of the year with the exception of the December Council Meeting which will be set by Council Resolution each year. The meeting will commence at 6:30p.m. and be held in the Council Chambers."

Clause 3.1 reflects the *Local Government Act 1993, Section 365*.

If the Council meeting is rescheduled to Wednesday December 18, 2024, Committee meetings will also be required to be moved forward one week to be held on the below dates:

Works Committee – Monday December 9, 2024
 Health and Building Committee – Tuesday December 10, 2024
 Policy and General Committee - Wednesday December 11, 2024

It is also being recommended that Standing Committee Meetings not be held in January due to Council reopening after the Christmas Shutdown on Monday January 6, 2025, and that traditionally staff take annual leave during the Christmas period, there is inadequate time to allow for reports and agendas to be prepared.

It is therefore proposed that Council's Ordinary Monthly Meeting for December 2024 be held on Wednesday December 18, 2024 with Standing Committees held on 9-11 December 2024; and that no Standing Committee Meetings held in January 2025.

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993 (Section 365)
 Council's adopted Code of Meeting Practice Policy

Financial Implications:

Management have implemented strategies for staff with high leave balances to begin taking leave to reduce the liability to Council. Council's total leave liability would become a cash flow issue for Council if it had to pay these liabilities all out at once due to terminations or redundancy but the likelihood of this is very unlikely and subsequently the risk is low.

Bulk leave taken during the year always poses a problem with the low resources Council has available and the expected service delivery. A two-week shutdown period over the Christmas and New Year holiday period is an effective way of reducing Council's leave liability due to the natural reduction in service requirements, alongside other strategies such

as smaller leave blocks more often during the year, and leave payout provisions within the award.

Attachments

There are no attachments for this report

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

POLICY AND GENERAL COMMITTEE

July 17, 2024

ITEM 3**BROKEN HILL CITY COUNCIL REPORT NO. 107/24**

SUBJECT: **COUNCILLOR ATTENDANCE AT THE LOCAL GOVERNMENT
NSW ANNUAL CONFERENCE TO BE HELD IN TAMWORTH 17-19
NOVEMBER 2024** **D24/34847**

Recommendation

1. That Broken Hill City Council Report No. 107/24 dated July 17, 2024, be received.
2. That Council determines that the Mayor, Deputy Mayor and three (3) Councillor Delegates attend the Local Government NSW Annual Conference to be held in Tamworth 17-19 November 2024.
3. That Council determines its two voting delegates and advise Local Government NSW prior to 6 November 2024.
4. That Council at its Ordinary Meeting to be held on 30 October 2024 (being the first meeting following the Local Government Elections), determines which three (3) Councillor delegates will attend the Local Government NSW Conference.

Executive Summary:

Attendance of Council's delegates at the LGNSW Annual Conference is by Council resolution.

The Conference is to be held in Tamworth at the Tamworth Regional Entertainment and Conference Centre from 17-19 November 2024. This report is presented to Council to determine its Councillor Delegates and its two Voting Delegates in order that accommodation can be secured and registrations can be submitted. Early bird registrations close on 25 September 2024.

Although Council's delegates to this conference cannot be determined until after the September Local Government Elections, registration and travel arrangements need to be pre-booked (with names to be provided prior to travel).

Motions to the Conference are requested to be submitted by 16 August 2024. Motions must comply with the eligibility criteria as detailed in the report and must be accompanied by a Council resolution. A separate report is presented to Council to determine motions.

Report:

The LGNSW Annual Conference is the annual policy-making event for councils of NSW. The Conference is the pre-eminent event of the local government year where local Councillors come together to share ideas and debate issues that shape the way we are governed.

The theme for the Annual Conference has not yet been released and the program has only been released as a draft. Based on the format of previous years the Conference will include

addresses by keynote speakers, presentations, panel addresses, workshops and trade exhibitions all tailored to the various aspects and current issues facing Local Government.

Attendance at the Conference will ensure that remote areas such as the Far West are not placed at a disadvantage by decisions made.

Registration for voting and non-voting delegates are now open with discounted early bird rates available until **25 September 2024**. Standard registrations open on **26 September 2024** and close on **26 October 2024**.

Voting

Voting delegates must be registered to attend the Conference and be registered as a nominated voting delegate.

To vote on motions, delegates must be an elected member of a council, county council, the Lord Howe Island Board (LHIB), Norfolk Island Regional Council (NIRC) or Related Local Government Body (RLGB) or an Administrator appointed in accordance with the *Local Government Act 1993*.

As per the Rules of the Local Government NSW (Rule 23) the formula to determine the number of voting delegates for a Council with the population between 10,001 to 20,000 is 2, therefore **Broken Hill City Council is entitled to 2 voting delegates**.

Ordinary members need to advise LGNSW of the name(s) of their nominated voting delegate(s) for voting on motions by 5pm on Wednesday **6 November 2024**.

Community Engagement:

Nil

Strategic Direction:

| | | |
|----------------|-------|--|
| Key Direction: | 4 | Our Leadership |
| Objective: | 4.2 | Our leaders make smart decisions |
| Strategy: | 4.2.2 | Provide learning and networking opportunities for elected members |
| Key Direction: | 4 | Our Leadership |
| Objective: | 4.3 | We unite to succeed in Australia's first City on the National Heritage List |
| Strategy: | 4.3.4 | Maintain a strong relationship and regularly engage with the Minister for Local Government and other Ministers |

Relevant Legislation:

Local Government Act 1993

Local Government (General) Regulation 2005

Financial Implications:

| | |
|--|-----------------------|
| Early Bird Registration Fee 2024 (dinner not included) | \$1,115.00 per person |
| Optional Conference Dinner Ticket | \$230.00 per person |
| Return flights to Tamworth | \$994.00 per person |
| Accommodation –Regional City rate (within Council's policy limits) | \$250.00/person/night |

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

Attachments

1. [↓](#) Local Government NSW Conference 2024 Program

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

**Local Government NSW Annual Conference | 17-19 Nov 2024
Tamworth Regional Entertainment and Conference Centre (TRECC)**

| Sunday 17 November 2024 - TRECC | |
|--|--|
| 12.30pm – 5.30pm | <p>12.30pm Registration - TRECC foyer</p> <p>1.00pm Trade Exhibition open</p> <p>1.00pm – 2.30pm Breakout session - Professional Development Session for Mayors and Councillors - STAR Room off TRECC foyer</p> <p>Plenary session – Main Plenary Area</p> <p>2.30pm to 3.00pm Afternoon Refreshments in Exhibition area</p> <p>3.00pm to 5.00pm Plenary sessions AR Bluett Memorial Awards President’s Welcome Reception address</p> <p>Bus transfers to Tamworth Town Hall (CBD – Tamworth)</p> |
| 5.30pm-7.30pm | President’s Welcome Reception – Tamworth Town Hall. Bus transfers to selected hotels. |
| Monday 18 November 2024– Business Session Day 1 – TRECC | |
| 7.30am-8.40am | ALGWA NSW Breakfast – (TRECC) |
| 7.30am | Registration opens. Light refreshments in exhibition area. Registration desk open from 7.30am to 6pm. |
| 9.00am | Conference introduction, Conference Welcome Opening address |
| 9.25am–5.00pm | <p>Opening of the Federal & State Conferences adoption of standing orders, business sessions and consideration of motions and conference business.</p> <p>Presentation of financial reports</p> <p>Commencement of consideration of motions and conference business</p> <p>Morning Refreshments</p> <p>Consideration of Conference Business continued</p> <p>Delegate lunch in Exhibition area</p> <p>Consideration of Conference Business continued</p> <p>Afternoon Refreshments in trade exhibition</p> <p>Consideration of Conference Business</p> <p>Networking in trade exhibition</p> |
| 6.30pm – 10.30pm | LGNSW Conference Dinner & entertainment. Presentation LG Service Awards. |
| Tuesday 19 November 2024 – Business Session Day 2 – TRECC | |
| 7.30am | LGNSW Information Desk and Exhibition and light refreshments – operational |
| 9.00am–1.15pm | <p>Plenary and panel sessions</p> <p>Morning Refreshments</p> <p>Announcement of location for Annual Conference 2025</p> |

**Local Government NSW Annual Conference | 17-19 Nov 2024
Tamworth Regional Entertainment and Conference Centre (TRECC)**

| | |
|--------|---|
| 1.15pm | Grab and Go Lunch in trade exhibition Conference concludes at 2.00pm |
|--------|---|

POLICY AND GENERAL COMMITTEE

July 17, 2024

ITEM 4**BROKEN HILL CITY COUNCIL REPORT NO. 108/24**

SUBJECT: **MOTIONS TO THE LOCAL GOVERNMENT NSW ANNUAL CONFERENCE TO BE HELD IN TAMWORTH 17-19 NOVEMBER 2024** **D24/34883**

Recommendation

1. That Broken Hill City Council Report No. 108/24 dated July 17, 2024, be received.
2. That Council determines motions to be submitted to Local Government NSW (along with the accompanying Council resolution) at the Ordinary Council Meeting to be held on Wednesday 31 July 2024.
3. That the motions be presented to the Ordinary Council Meeting on Wednesday 31 July 2024 for consideration to ensure compliance with the motion submission criteria guidelines.

Executive Summary:

The LGNSW Annual Conference is to be held in Tamworth 17-19 November 2024.

This report is presented to Council for Council to adopt motions to the Local Government NSW Conference prior to the closing date of **16 August 2024, which must be resolved at the 31 July 2024 Council Meeting**. Motions must comply with the eligibility criteria as detailed in the report and must be accompanied by a Council resolution.

Report:

The LGNSW Annual Conference is the annual policy-making event for councils of NSW. The Conference is the pre-eminent event of the local government year where local Councillors come together to share ideas and debate issues that shape the way we are governed.

Voting

As per the Rules of the Local Government NSW (Rule 23) the formula to determine the number of voting delegates for a Council with the population between 10,001 to 20,000 is 2, therefore Broken Hill City Council is entitled to two (2) voting delegates.

Motions

The Board encourages submission of motions along with the accompanying Council Resolution by **Friday 16 August 2024** to allow printing and distribution of the Business Paper before the Conference.

The Board has resolved that motions will be included in the Business Paper for the conference only where they:

1. Are consistent with the objectives of the Association (as per Rule 4 of the Association's Rules)
2. Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW
3. Seek to establish or change a policy position of LGNSW and/or improve governance of the association (noting that the LGNSW Board is responsible for any decisions around resourcing and campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process)
4. Be Strategic
5. Be concise, clearly worded and unambiguous
6. Not be focused on just a small specific part of NSW
7. Not encourage violation of prevailing laws
8. Not seek to advantage one or several members at the expense of other members

Motions of a similar objective:

9. May be considered by LGNSW as a single item

Motions reflecting existing LGNSW policy:

10. Remain part of LGNSW's Policy Platform but will not be included for debate as they have already been considered by Conference

As a Council Resolution must accompany Council's motions, Council must resolve motions to be submitted to the Conference at the July 2024 Ordinary Council Meeting in order to meet the submission deadline of 16 August 2024.

Community Engagement:

Nil

Strategic Direction:

| | | |
|----------------|-------|--|
| Key Direction: | 4 | Our Leadership |
| Objective: | 4.2 | Our leaders make smart decisions |
| Strategy: | 4.2.2 | Provide learning and networking opportunities for elected members |
| Key Direction: | 4 | Our Leadership |
| Objective: | 4.3 | We unite to succeed in Australia's first City on the National Heritage List |
| Strategy: | 4.3.4 | Maintain a strong relationship and regularly engage with the Minister for Local Government and other Ministers |

Relevant Legislation:

Local Government Act 1993

Local Government (General) Regulation 2005

Financial Implications:

Nil for the submission of motions.

Attachments

1. [↓](#) LGNSW 2024 Submission Guide

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER



LGNSW 2024 Annual Conference Motion Submission Guide

**ONE VOICE
FOR COUNCILS**

LGNSW.ORG.AU

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MOTION SUBMISSION GUIDE

1. Introduction

Each year, LGNSW members submit a range of motions to the Annual Conference conducted by Local Government NSW (LGNSW). These motions relate to strategic local government issues which affect members state-wide and introduce new or emerging policy issues. They are debated and resolved by Conference delegates, with successful resolutions guiding LGNSW's advocacy priorities for the year ahead.

All LGNSW member councils are invited to submit motions to the Annual Conference, with the following guide outlining the motion development and submission process.

2. Deadlines

- Motion submission will open on **Wednesday 17 July 2024**
- Members are encouraged to submit motions [online](#) as early as possible before **Friday 16 August 2024**, to allow assessment of the motions and distribution of the Business Paper before the Conference.
- Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 20 October 2024** (28 days prior to Conference).

3. Criteria for motion submission 2024

Members are encouraged to be mindful that each Annual Conference can only reasonably consider and debate around 100 motions in the available time. With 128 member councils in NSW, and more than a dozen associate members, LGNSW requests that members only submit motions that relate to their highest priorities.

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they fit in with the following criteria.

Criteria for motions

To be included in the Business Paper, motions must:

1. **Be consistent with the objects of the LGNSW Rules (Rule 4)**
2. **Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW**
3. **Seek to establish or change a policy position of LGNSW and/or improve governance of the association** (noting that the LGNSW Board is responsible for any decisions around resourcing and campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process)
4. **Be strategic**
5. **Be concise, clearly worded and unambiguous**
6. **Not be focussed on just a small specific part of NSW**
7. **Not encourage violation of prevailing laws**
8. **Not seek to advantage one or several members at the expense of other members.**

Motions of a similar objective:

9. May be consolidated by LGNSW as a single item.

Motions reflecting existing LGNSW policy:

10. Remain part of LGNSW's Policy Platform but will not be included for debate as they have already been considered by Conference.

Before submitting motions for this year's Annual Conference, members are encouraged to review [Action Reports](#) (on the member only pages of the LGNSW website) from previous Conferences and the [LGNSW Policy Platform](#) to ensure the proposed motion wording reflects any recent developments and does not duplicate existing policy positions.

4. How to write a motion

Motions adopted at Conferences inform LGNSW's advocacy actions on behalf of the local government sector. LGNSW includes the exact wording of motions when writing to ministers, departments and agencies post-conference, so it is important that the wording of motions clearly outlines your council's policy intent or objective.

The format of motions, as much as possible, should call on a specific body (e.g. LGNSW, state government, federal government, a specific department or minister) and have a specific outcome that the motion is aiming to achieve. The wording should be unambiguous.

Examples of clearly-worded Annual Conference motions:

Local government representation on National Cabinet

That Local Government NSW lobbies the Australian Government for permanent local government representation on the National Cabinet.

Natural Disaster Funding, Day Labour

That LGNSW requests the Australian and NSW governments reinstate the claimable expense for the use of council staff during their normal working hours to attend to natural disaster relief and recovery funded works and reverse the present policy that effectively requires the mandatory use of contractors for recovery works.

Risks and costs of local government FOGO mandate

That Local Government NSW calls on the NSW Government to ensure the food organics garden organics (FOGO) mandate is achievable, and doesn't expose local councils to unnecessary risk and cost by:

1. Extending the roll-out of mandated FOGO services to multi-unit households until 2035
2. Ensuring minimum and maximum collection frequencies are not mandated for domestic waste collection
3. Ceasing to promote that current FOGO services are achieving a 2.6% contamination rate

4. Offsetting the full costs of implementation of the mandated FOGO services using additional funds from the section 88 Waste Levy revenue.

For more examples see Business Papers from past Conferences on the [LGNSW website](#).

5. Demonstrating evidence of council support for motion

The member submitting the motion must provide accompanying evidence of support for the motion. Such evidence takes the form of an attachment note or extract from the minutes of the council meeting, at which the member council resolved to submit the motion for consideration by the Conference. In the absence of a council meeting, the evidence should be a letter signed by both the Mayor and General Manager.

6. How to submit a motion

LGNSW members are invited to submit motions through an [online portal](#) from Wednesday 17 July 2024.

Attachment A provides detailed instructions on how to submit motions via the online portal.

7. How LGNSW manages incoming motions

The LGNSW Board typically delegates the function of managing incoming motions for the Conference to a motions committee. The Chief Executive will refer motions to the committee and the committee will assess whether each motion meets or does not meet the Board-endorsed criteria. This assessment forms the final decision on which motions are included in the Conference Business Paper.

Prior to the committee making a final decision, LGNSW may contact the council that submitted the motion to seek clarity on its intent or wording.

Incoming motions which seek to change any long-held [Fundamental Principles](#) (Part A of the Policy Platform), will be highlighted in the Business Paper for members' information at time of voting.

Motions which are consistent with existing LGNSW positions or current LGNSW actions, or that are operational and can be actioned without a Conference resolution, may still be printed in the Business Paper but will not be debated at the Conference.

8. Late motions

Late items are only to be included in the Business paper addendum if, in addition to the above criteria, the late items relate to highly urgent matters that have arisen after the deadline for the motion submission has passed.

In considering whether a late item relates to a highly urgent matter, the Board Motions Committee is to have regard to:

- (a) whether the late item has arisen after the deadline for motions has passed, and
- (b) whether the urgency of the matter justifies it being presented to voting delegates with short notice and limited opportunity to review and consider before they are required to vote on the motion.

9. What happens to motions at the LGNSW Annual Conference

Standing orders are outlined at the front of the Business Paper and adopted at the commencement of each Conference. They outline the manner in which the Conference deals with motions. The standing orders adopted at past conferences can be found on the LGNSW [website](#).

During debate on motions at Conference, the standing orders generally permit voting delegates to speak in support of or against each motion. Following a vote on a motion, the motion is either carried and becomes a resolution of the Conference, or it is defeated.

10. Post-conference: Updates to the LGNSW Policy Platform

LGNSW's [Policy Platform](#) consolidates the voices of councils across NSW, reflecting the collective positions of local government on issues of importance to the sector. Importantly, the Policy Platform guides LGNSW in its advocacy on behalf of the local government sector.

The Policy Platform consists of two parts: LGNSW's Fundamental Principles, and the more targeted Position Statements.

- **Fundamental Principles** are the enduring and overarching principles that direct LGNSW's response to broad matters of importance to the local government sector. These Fundamental Principles are endorsed (or amended) by LGNSW members at Annual Conferences.
- **Position Statements** contain LGNSW's more detailed positions on specific issues and guide LGNSW's work on, and response to, policy issues of the day. Position Statements are subordinate to LGNSW's Fundamental Principles but are more agile and are targeted at specific policy issues as they arise.

Changing Fundamental Principles

Where a motion conflicts or may conflict with a Fundamental Principle, this will be clearly highlighted for delegates in the Conference Business Paper. If the motion is adopted as a resolution at Conference, then the relevant Fundamental Principle will be changed.

It is expected that changes to the Fundamental Principles will be uncommon, given their broad focus and general acceptance among the local government sector.

Changing Position Statements

Following each Conference, LGNSW will review resolutions of that Conference to determine whether the intent of each resolution is adequately covered by existing Position Statements. Where the Position Statements do not adequately include the intent of a resolution, LGNSW will update an existing Position Statement or draft a new Position Statement for inclusion in the LGNSW Policy Platform.

LGNSW members will be informed of updates to the LGNSW Policy Platform.

11. Post-conference: Determining LGNSW Advocacy Priorities

Following the LGNSW Annual Conference, LGNSW will review the resolutions and identify key areas of focus to guide LGNSW's advocacy. These areas of focus are also informed by member feedback, the LGNSW strategic plan, position statements, emerging issues, and Board input.

LGNSW's Advocacy Priorities for the following year are then submitted for endorsement by the LGNSW Board.

As LGNSW undertakes advocacy actions on each of the Conference resolutions throughout the year, these actions and their outcomes will be published in LGNSW's Action Report. ([Past Action reports](#) are available on the member only pages of the LGNSW website).

12. Further information

For further information on the motion submission process, please contact LGNSW at policy@lgnsw.org.au.

13. Frequently Asked Questions

How do I know if my proposed motion is consistent with existing LGNSW policy positions?

The subject matter expert within your council may be best placed to identify this (for example, if the motion relates to a planning matter, this question should be answered by the Planning Manager). Subject matter experts are encouraged to review LGNSW's [Policy Platform](#) to gain an understanding of LGNSW's position on a particular matter to help identify whether your proposed motion is consistent.

What is the deadline for submitting motions?

Members are encouraged to submit motions [online](#) as soon as possible to allow assessment of the motions and distribution of the Business Paper before the Conference. However, in line with the LGNSW Rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is **12 midnight AEST on Sunday 20 October 2024** (28 days prior to Conference).

LGNSW can receive more than 300 motions for an Annual Conference. Submitting motions as early as possible helps LGNSW to manage the large volume of motions

received within a short period of time and allows LGNSW to seek clarification on any motions if required.

However, the LGNSW Rules allow councils to submit motions with less than 28 days' notice and the LGNSW Board may, in some circumstances, allow these to be considered at Conference as a **late item** (but not included in the Business Paper).

I'm unsure which motion category or sub-category I should select in the online portal

If you are unsure, just select the category you think best fits. LGNSW can re-categorise the motion if necessary.

Who should be the council contact for motions?

We recommend the council contact is someone who is available during the months that motions are open, and able to respond promptly to communications between your council and LGNSW. Some councils have identified the General Manager and others have identified a Governance Manager – it is a decision for each council.

How can I amend my council's motion that I've already submitted?

Once a motion has been submitted it cannot be edited without contacting LGNSW so please review the content carefully before submission. If you need to edit a submitted motion, please contact LGNSW at policy@lgnsw.org.au . You may need to provide evidence of support for the change (see section 5).

ATTACHMENT A - STEP BY STEP GUIDE TO LOGGING MOTIONS IN THE ONLINE PORTAL

This section provides step-by-step instructions to assist council staff in lodging a motion via our online portal Survey Monkey Apply.

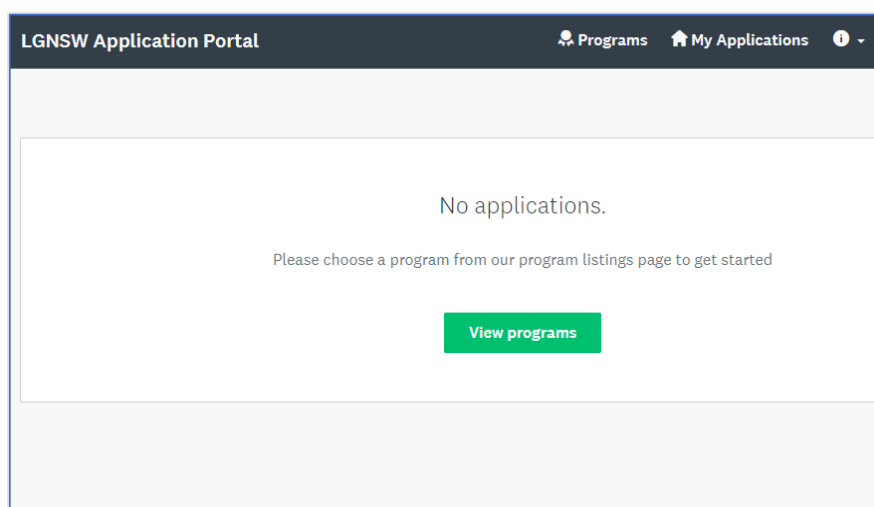
- Member councils are invited to submit motions for the LGNSW Annual Conference via [Survey Monkey Apply](#) from 17 July 2024.
- Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 20 October 2024** (28 days prior to Conference).
- Once a motion has been submitted it cannot be edited without contacting LGNSW, so please review the content carefully before submission.

For further assistance contact LGNSW at policy@lgnsw.org.au

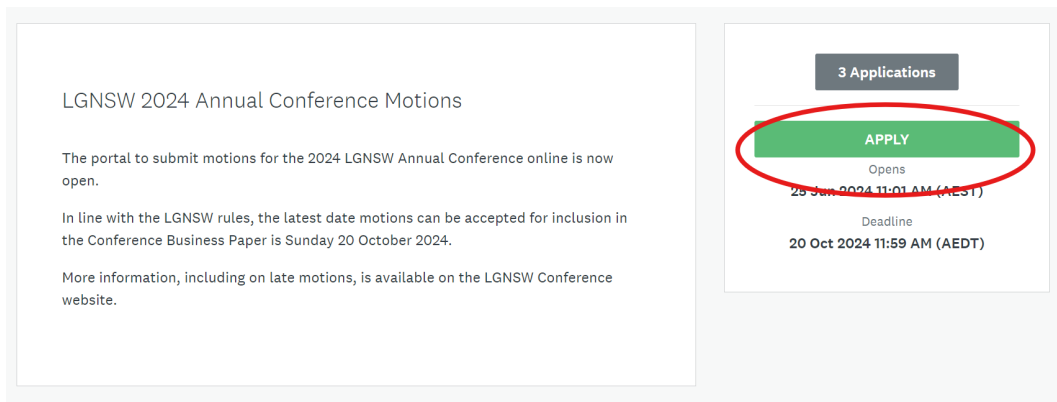
Step 1: Log into [LGNSW's online portal](#) using the same password you use to access the LGNSW member website. If you don't know your password, click "forgot password" to reset your password.

Note: you will need to register if you are logging in for the first time.

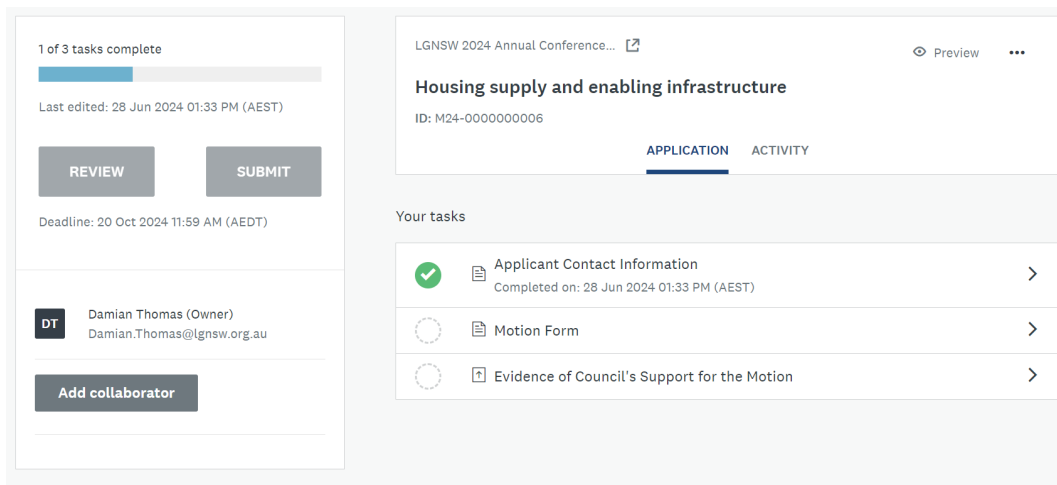
Step 2: Click *View Programs* and then select *LGNSW 2024 Annual Conference Motions*.



Step 3: Click **APPLY**.



Step 4: Add your motion title (a few words). You will then be taken to the landing page which will show three tasks to complete:



Step 5: Click on 'Applicant Contact Information' to add the contact information. This should be the relevant officer within your council who can respond to any questions from LGNSW about the motion promptly. Click **MARK AS COMPLETE** once finished.

The screenshot displays a web interface for submitting a motion. On the left, a sidebar lists three tasks: 'Applicant Contact Information' (highlighted with a green bar and a right-pointing arrow), 'Motion Form', and 'Evidence of Council's Support for the Motion'. Below the tasks is a progress indicator showing '0 of 3 tasks complete' and a 'Last edited' timestamp of '26 Jun 2024 03:30 PM (AEST)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons, along with a 'Deadline: 23 Oct 2024 12:00 AM (AEDT)'. The main content area is titled 'Applicant Contact Information' and contains a 'Contact details' form with four input fields: 'Contact Name', 'Contact Job Title', 'Contact Email', and 'Contact Phone'. At the bottom of the form are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE', which is circled in red.

Step 6: Click 'Motion Form' to add the motion details.

Motion category and sub-category assists with categorising motions and grouping related motions in the Conference Business Paper.

Motion wording should include a sentence or two which includes the call to action.

Background note should provide a paragraph or two to explain the context and importance of the issue to the local government sector.

Click **MARK AS COMPLETE** once finished.

The screenshot displays a web application interface for submitting a motion. On the left, a sidebar shows a progress bar with three steps: 'Applicant Contact Information', 'Motion Form', and 'Evidence of Council's Support for the Motion'. The 'Motion Form' step is currently active and highlighted in green. Below the progress bar, there are buttons for 'REVIEW' and 'SUBMIT', and a deadline of '20 Oct 2024 11:59 AM (AEDT)'. The main content area is titled 'Motion Form' and contains several input fields: 'Council/member name' (a dropdown menu), 'Motion Category' (a dropdown menu), 'Motion Title' (a text input field containing 'Housing supply and en'), 'Motion Wording' (a large text area), and 'Motion Background' (a text area with a note 'Maximum 1 or 2 paragraphs'). At the bottom of the form, there are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE'. The 'MARK AS COMPLETE' button is highlighted with a red circle.

Step 7: Click 'Evidence of Council's Support for the Motion' and attach the relevant file. This could be an extract of council meeting minutes. Click **MARK AS COMPLETE** once finished.

Back to application

LGNSW 2024 Annual Conference Moti...
Closing the Gap
ID: M24-000000005

Applicant Contact Information

Motion Form

Evidence of Council's Support for the Motion

2 of 3 tasks complete

Last edited: 26 Jun 2024 03:42 PM (AEST)

REVIEW SUBMIT

Deadline: 23 Oct 2024 12:00 AM (AEDT)

Evidence of Council's Support for the Motion

Task instructions [Hide](#)

Attach evidence of council support for the motion (i.e. extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference, or in the absence of a council meeting, a letter signed by the Mayor and General Manager)

ATTACH FILE

[Show accepted formats](#)

MARK AS COMPLETE

Step 8: Once you have completed all tasks (a green tick is displayed next to each task), click **SUBMIT**.

Back to application

LGNSW 2024 Annual Conference Moti...
Closing the Gap
ID: M24-000000005

Applicant Contact Information

Motion Form

Evidence of Council's Support for the Motion

3 of 3 tasks complete

Last edited: 26 Jun 2024 03:47 PM (AEST)

REVIEW SUBMIT

Deadline: 23 Oct 2024 12:00 AM (AEDT)

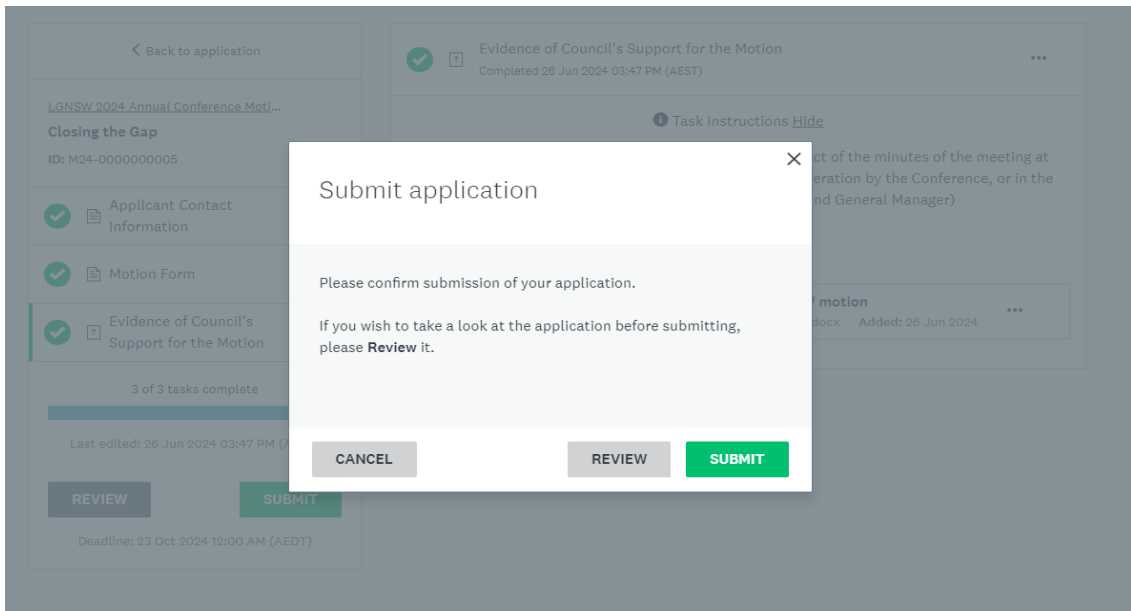
Evidence of Council's Support for the Motion
Completed 26 Jun 2024 03:47 PM (AEST)

Task instructions [Hide](#)

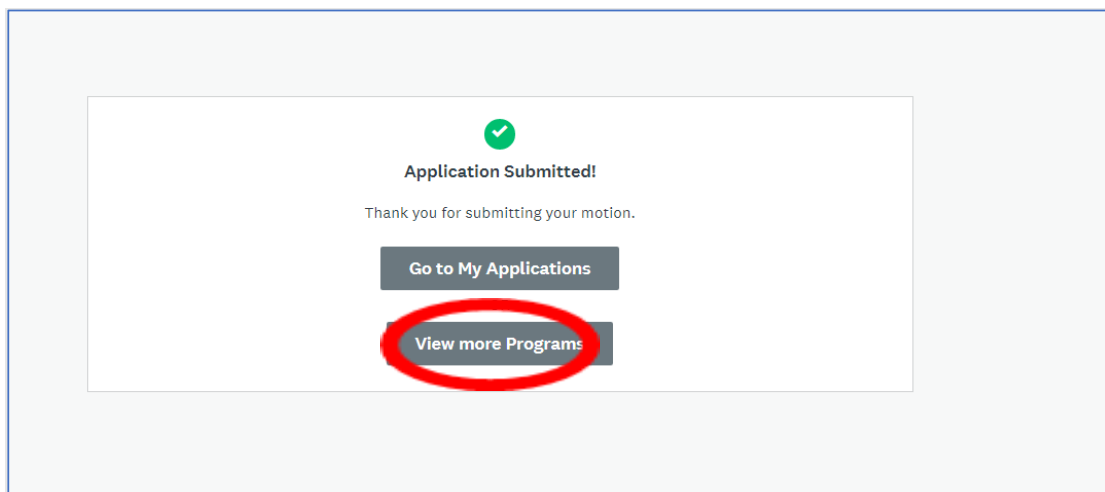
Attach evidence of council support for the motion (i.e. extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference, or in the absence of a council meeting, a letter signed by the Mayor and General Manager)

Council minutes- Evidence of support for LGNSW motion
Filename: Council_minutes-Evidence_of_supp_PFnoZGb.docx Added: 26 Jun 2024

Step 9: You will be asked to confirm submission of the motion. There is an option to review the motion before submitting. When you are ready, click **SUBMIT**.










Step 10: If you are submitting multiple motions, click 'View more Programs'. This will take you back to the landing page to submit more motions.




Step 11: An automated confirmation email will be sent to the email address listed in the 'Applicant Contact Information' section.

LGNSW Annual Conference: Motion has been submitted

 noreply@mail.smapply.net
To  Damian Thomas

11:23 AM

 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside of LGNSW. Do not click links or open attachments unless you recognise the sender and know the content is safe.

LGNSW Application Portal

Your motion to the LGNSW Annual Conference has been submitted.


To submit another motion, visit: <https://lgnsw-grants-portal.smapply.io/saml2/login/>

Once you have logged in, click on 'programs' to submit a motion.

You are receiving this email from [LGNSW Application Portal](#) - Local Government NSW.

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POLICY AND GENERAL COMMITTEE

July 12, 2024

ITEM 5BROKEN HILL CITY COUNCIL REPORT NO. 109/24SUBJECT: VOLUNTEER MANAGEMENT POLICY D24/34247**Recommendation**

1. That Broken Hill City Council Report No. 109/24 dated July 12, 2024, be received.
2. That Council endorses the revised and updated Draft Volunteer Management Policy for the purpose of public exhibition.
3. That the Draft Volunteer Management Policy be placed on public exhibition for submissions to be received for a period of 28 days; and that Council receives a further report at the conclusion of the exhibition period, detailing submissions and any recommended changes arising, with a view to adopting the revised Draft Volunteer Management Policy.
4. That Council notes that the adoption of the Draft Volunteer Management Policy will render the Volunteers Policy obsolete.

Executive Summary:

Council recognises the benefits and contributions volunteers make to the community in the Broken Hill Local Government Area (LGA). The contribution made by volunteers is highly valued by Council.

Council is committed to creating opportunities for volunteers that are productive, meaningful and of benefit to the community and the volunteer. Council will ensure that all volunteers are treated as equals, receive training where necessary, given appropriate recognition, workplace support and protected through the provision of a safe and healthy workplace.

Council's current Volunteers Policy was last adopted on July 27, 1994, and amended on May 3, 2000, and requires review and updating to bring it into alignment with the current regulations and obligations under the NSW WHS Act 2011 and NSW Local Government Act 1993.

Council currently engages volunteers extensively throughout its organisation and operations to assist in delivering various programs and services: including customer-facing services, as well as via an extensive suite of committees established by Council under section 355 of the Local Government Act 1993.

The number of volunteers engaged by Council is sizeable, with just over 140 volunteers engaged as of June 2023, and the majority of these being Section 355 Committee members.

Council has been on a significant journey over recent years to strengthen its risk culture and effectively identify, mitigate, and treat risks. Recognising the significant risk presented by engaging such a significant number of volunteers to assist in service and program delivery; in 2023, Council commissioned both an internal audit of its Volunteer Management processes and a service review of Section 355 Assets Committees.

Both the final internal audit and service review reports, undertaken by Council's internal audit and service review services providers (OCM and Morrison Low Consultants), identified various risks and highlighted the need for Council to prioritise a comprehensive body of work to improve how it recruits, trains, supervises, supports and retains volunteers.

The updated Volunteers Management Policy has been designed to balance the needs of both Council and its volunteers and seeks to better utilise the current resources Council's applies to volunteer management to ensure that Council adequately support its volunteers, discharges its duty of care and helps to mitigate against the substantial consequences for financial, legal and reputational risks attached to engaging volunteers.

The adoption of the Draft Volunteers Management Policy will render the current Volunteers Policy obsolete.

Report:

Organisations across Australia often engage and deploy volunteers in customer-facing roles, under limited supervision. While the social and economic benefits of volunteering have long been recognised; the risks and costs of engaging volunteers have received increasing recognition in recent years.

Council currently engages volunteers extensively throughout its organisation and operations to assist in delivering various programs and services: including customer-facing services at the Broken Hill City Art Gallery, Broken Hill City Library and Broken Hill Visitor Information Centre, as well as via an extensive suite of committees established by Council under section 355 of the Local Government Act 1993.

The number of volunteers engaged by Council is sizeable, with just over 140 volunteers engaged as of June 2023, and the majority of these being Section 355 Committee members.

Council has been on a significant journey over recent years to strengthen its risk culture and effectively identify, mitigate, and treat risks. Recognising the significant risk presented by engaging such a significant number of volunteers to assist in service and program delivery; in early 2023, Council commissioned an internal audit of its Volunteer Management framework and process. This internal audit, undertaken by Council's internal audit services provider, identified various risks and highlighted the need for Council to prioritise a comprehensive body of work to improve how it recruits, trains, supervises, supports and retains volunteers.

Following completion of the Volunteer Management internal audit, Morrison Low Consultants were engaged by Council to undertake a service review of those committees constituted under section 355 of the Local Government Act, with formal delegations under section 377 of the Local Government Act to manage community facilities on Council's behalf ("Section 355 Asset Committees"). Recognising the various risks presented by Council's Section 355 Asset Committees; the objective of the service review was to explore the issues, challenges and risks associated with the model and recommend how best to manage those risks and improve effectiveness and efficiency in service delivery.

As illustrated by a recent incident involving Camden Council (death of an untrained volunteer which led to a SafeWork NSW prosecution and a \$750,000 enforceable undertaking order), the NSW local government sector has learned that the financial, legal and reputational risks attached to engaging volunteers are significant, and the costs – when poorly managed – can be devastating.

Council's Risk team supported by the People & Culture and Corporate Services Teams have undertaken a full review of Council's current policy, framework and procedures in relation to volunteer management over the past 18 months.

The proposed updated policy and its new supporting operational framework have been consulted extensively with key Council staff and is based on both Local Government best practice and its supporting framework comprises operational procedures which respond to each of the eight standards in Volunteering Australia's *National Standards for Volunteer Involvement* (April 2015) listed below:

- Leadership and management
- Commitment to volunteer involvement
- Volunteer roles
- Recruitment and selection
- Support and development
- Workplace safety and wellbeing
- Volunteer recognition
- Quality management and continuous improvement

The updated policy and its supporting new operational Volunteer Management Framework (attached for information) directly respond to a range of findings and recommendation of both the 2023 internal audit and service review and will place Council in a strong position to move forward in a structured way to improve its management and support of 140 plus volunteers who currently operate under Council's authority and thus who Council owes a duty of care too.

Both the policy and framework have been designed to balance the needs of both Council and its volunteers and seeks to better utilise the current resources Council's applies to volunteer management to ensure that Council adequately supports its volunteers, discharges its duty of care and helps to mitigate against the substantial consequences for financial, legal and reputational risks attached to engaging volunteers.

Community Engagement:

The draft amended policy will be placed on public exhibition for submissions to be received 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:

Work Health and Safety Act 2011 (NSW)
 Local Government Act 1993,
 Local Government (General) Regulations 2021
 Section 355 of the *Local Government Act 1993*
 Council's adopted S355 Asset and Advisory Committee Framework and Constitutions.
 AS/NZS ISO 31000:2018 - Risk Management Principles and guidelines.

Financial Implications:

Within operational budget.

Attachments

1. [↓](#) Draft Volunteer Management Policy
2. [↓](#) Draft Volunteer Management Framework

RAZIJA NU'MAN
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL
GENERAL MANAGER

DRAFT VOLUNTEER MANAGEMENT POLICY

| QUALITY CONTROL | | | |
|----------------------|----------------------------------|-----------------|---|
| EDRMS REFERENCES | D24/ | | |
| RESPONSIBLE POSITION | Director Corporate and Community | | |
| APPROVED BY | General Manager | | |
| REVIEW DATE | 30/09/2026 | REVISION NUMBER | 1 |
| EFFECTIVE DATE | ACTION | MINUTE NUMBER | |
| 31 July 2024 | Public Exhibition | | |

1. INTRODUCTION

- 1.1 Council recognises the benefits and contributions volunteers make to the community in the Broken Hill Local Government Area (LGA). The contribution made by volunteers is highly valued by Council.
- 1.2 The activities undertaken by volunteers are of benefit to Council and the local community and complement, but do not replace, the services and programs facilitated by Council employees.
- 1.3 Council is equally committed to maintaining the highest possible employment levels in the community. Volunteers are, therefore, not substitutes for paid employees but an acknowledged and valued addition to Council's community infrastructure.

2. POLICY OBJECTIVE

The purpose of this policy is to:

- a) provide an over-arching structure for consistent volunteer management across all Council business units.
- b) establish a high quality and consistent standard approach to recruiting, training, and managing volunteers across all areas and activities of Council.
- c) provide the opportunity for community members to participate in Council programs or services as volunteers.
- d) ensure that volunteers are treated with professionalism, fairness and respect and used ethically.
- e) ensure the health, safety and wellbeing of volunteers is protected in the workplace.

3. POLICY SCOPE

This policy applies to all volunteers, committees and sub-committees involved in Council organised activities or programs, including Council staff that volunteer to be involved in such activities or programs which is external to their normal workplace duties. To avoid doubt, this policy applies to volunteer committees established for the purposes of section 355 and 377 of the *Local Government Act 1993* (NSW).

4. POLICY STATEMENT

Council is committed to creating opportunities for volunteers that are productive, meaningful and of benefit to the community and the volunteer. Council will ensure that all volunteers are treated as equals, receive training where necessary, given appropriate recognition, workplace support and protected through the provision of a safe and healthy workplace. Council is committed to increasing volunteering opportunities that will lead to skills development and learning opportunities.

4.1 Selection, Engagement and Management of Volunteers

- 4.1.1 Volunteering is open to any person who has been assessed as capable of carrying out the volunteer activities.
- 4.1.2 Whilst no minimum or maximum age limits for volunteering is applied by Council. Volunteers under the age of 18 years must have parental/carer approval for duties to be undertaken and be supervised at all times.
- 4.1.3 Volunteers must be approved by Council before undertaking any volunteering duties. Council may prescribe specific prerequisites for a volunteer performing certain activities (eg Specific qualifications and/or medical clearance) to ensure the safety of the volunteer and/or others involved in the activity.
- 4.1.4 All required prerequisites will be included in the Volunteer Application Form that must be completed by all volunteers and reviewed by Council before the volunteer is approved.
- 4.1.5 Volunteers will be appropriately managed, supervised and supported by Council in a way that is consistent with the duties the volunteers perform. Council reserves the right to suspend or terminate the services of a volunteer or discontinue the running of an activity without notice as outlined in Council's Volunteer Management Framework.

4.2 Identifying Activities Involving Volunteers

- 4.2.1 Council will identify activities within Council that involve, or are likely to involve, volunteers, including:
 - Community events
 - Non-event activities (such as park and bush maintenance)
 - Community services and fundraising
 - Council committees and sub-committees (eg Section 355 Committees)
- 4.2.2 Council approval must be obtained prior to the commencement of any task to be undertaken by a volunteer who has been deemed competent to carry out the task. Approval for certain tasks contained within the Volunteer's Position Description can be provided by Council on an ongoing basis. For any work or activity relating to a program of works or relating to an unplanned event, the relevant Council Officer must be contacted for approval prior to that work or activity being commenced.

5. IMPLEMENTATION

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

5.1 Roles and Responsibilities

Volunteers are expected to maintain the same standards of confidentiality, professionalism, organisational discipline and compliance with Council's Code of Conduct, Work Health and Safety and other relevant policies and procedures.

5.2 Work Health and Safety

Under the *Work Health and Safety Act 2011* (NSW), Volunteers are deemed to be a worker of Council and as such are owed a statutory duty of care while undertaking activities on behalf of Council.

Council will provide guidance to volunteers in relation to the process of identifying risks and hazards. Council will also provide guidance on the implementation of appropriate controls to eliminate or if not possible, reduce the level of risk to an acceptable level to create a safer, healthier workplace for volunteers.

Volunteers have a responsibility not to place themselves or other persons at risk while undertaking Council related activities or carrying out work on Council owned facilities.

5.3 Reimbursement of Expenses

Volunteers make significant contributions in terms of time, expertise, general personal expenses and endeavour. Council does not offer compensation or remuneration to volunteers for these contributions.

5.4 Insurance

Insurance coverage will be provided to volunteers within the written limitations and exclusions detailed in Council's current insurance policy wording and as set by Council's insurers/underwriters.

5.5 Media

Volunteers are not permitted to make any comments to the media on behalf of Council. Any queries for a statement to the media must be referred to Council's Communications Manager.

5.6 Training

Volunteers must attend all training required by Council.

5.7 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.

- *Broken Hill City Council Volunteer Framework*
- *Enterprise Risk Policy including Work Health and Safety Policy*
- *Alcohol and Other Drugs Policy Model Code of Conduct*
- *Contractor Management Framework*
- *Media Policy*
- *Procurement Procedures and Guidelines*

7. REVIEW

This policy will be reviewed biennially. More frequent reviews may be required if there are changes to legislative requirements, organisational change or amendments to Council's Safety Management System.

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

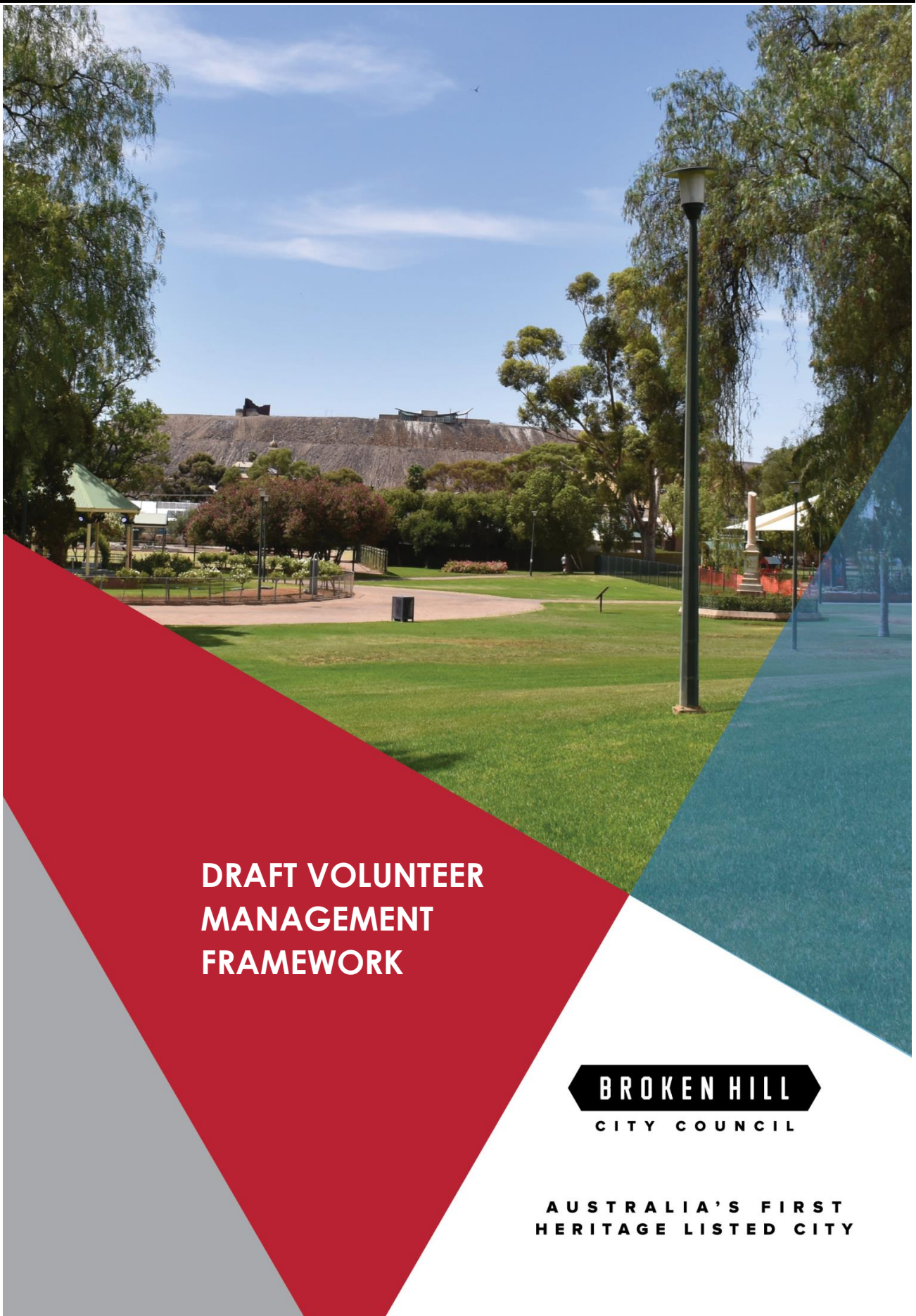
8. LEGISLATIVE AND LEGAL FRAMEWORK

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

- *Work Health and Safety Act 2011 (NSW)*
- *Work Health and Safety Regulations 2017*
- *Local Government Act 1993*
- *Anti-Discrimination Act 1977*
- *Child Protection (Working with Children) Act 2012*
- *Privacy and Personal Information Protection Act 1998*

9. DEFINITIONS

| | |
|------------------|--|
| Council | Means Broken Hill City Council. |
| Volunteer | Means any person from the community who offers to do work for Council without monetary compensation. |



**DRAFT VOLUNTEER
MANAGEMENT
FRAMEWORK**



**AUSTRALIA'S FIRST
HERITAGE LISTED CITY**

| QUALITY CONTROL | | |
|----------------------------------|--|---------------------|
| EDRMS REFERENCES | 20/74 – D24/3739 | |
| KEY DIRECTION | 4. Our Leadership | |
| OBJECTIVE | 4.1 Openness and transparency in decision making | |
| STRATEGY | 4.1.1 Support the organisation to operate its legal framework | |
| RESPONSIBLE OFFICER | Director Infrastructure and Environment | |
| REVIEW DATE | September 2026 | |
| COMPANY | Broken Hill City Council | |
| PHONE NUMBER | 08 8080 3300 | |
| EMAIL ADDRESS FOR ENQUIRIES ONLY | council@brokenhill.nsw.gov.au | |
| DATE | ACTION | Responsible Officer |
| 25 June 2024 | Endorsed by ELT | General Manager |
| NOTES | | |
| ASSOCIATED DOCUMENTS | Volunteer Management Policy WHS Policy Systems and Document Management Policy Code of Conduct | |

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1. INTRODUCTION

This Volunteer Management Framework has been developed to support Council employees in the management of volunteers. If you are a volunteer's supervisor or involved with recruiting or supporting volunteers, you are responsible for managing the very valuable resource of a community volunteer.

The more important policies have been provided in full while other sections of the Framework will refer you to the Council documents for more detail on this aspect of managing a volunteer.

Volunteers at Broken Hill City Council are classified as workers and as such all policies and procedures applying to employees apply to your volunteer.

1.1. Background

Council engages volunteers in the delivery of some of its services and programs. To compliment the high-level Volunteer Management Policy, it was recommended that a more comprehensive approach was required across the organisation to engage and manage volunteers effectively and to a high level.

The Volunteer Management Framework has been developed in consultation with key internal stakeholders. The framework demonstrates a clear commitment to support volunteers and is an important reference and resource for volunteer supervisors and Council employees working with volunteers.

1.2. Implementation

Supervisors of volunteers lead and promote a positive culture towards volunteering by undertaking the requirements of this Volunteer Management framework at corporate and program levels.

Volunteer responsibilities are documented in role descriptions, delegation authorities and policies and/or procedures.

Council employees and other approved persons who supervise volunteers ("volunteer supervisors") are provided with training, supervision and resources to effectively undertake their role. Volunteer management responsibilities are incorporated in the Council employee's role description and annual feedback to ensure responsibilities for leading and managing volunteer involvement are defined, supported and reviewed.

1.3. Volunteer Management Framework

To ensure effective and a high-level management of volunteers, the Volunteer Management Framework comprises procedures for each of the eight standards in Volunteering Australia's *National Standards for Volunteer Involvement* (April 2015) listed below:

- Leadership and management
- Commitment to volunteer involvement
- Volunteer roles
- Recruitment and selection
- Support and development
- Workplace safety and wellbeing
- Volunteer recognition
- Quality management and continuous improvement

2. LEADERSHIP AND MANAGEMENT

2.1. Volunteer Management Policy

The Volunteer Management Policy provides you with the detail to support you in leading and managing your volunteers. ([Volunteer Management Policy](#))

2.2. Types of Volunteers

Volunteers are engaged in Council's services and programs and who undertake such activities of their own free will and without monetary reward. The activities undertaken are of benefit to Council and the local community and compliment, but do not replace, the services and programs provided by paid Council employees.

As a general guide Volunteers will work no more than 18 - 20 hours in any one week at a maximum, except for one-off event-based activities.

Although volunteer opportunities are open to people of all ages, there are different insurance provisions based on age (detailed in section 6.3), as well as additional checks that may be required for a volunteer.

All children under 18 years of age must have parental/carer permission to participate in the activity. All activities must be low risk and included in the volunteer management system or be insured through their participating organisation.

Council has categorised their volunteers into four groups:

1. Group 1 - Regular Volunteers
2. Group 2 - Casual Volunteers
3. Group 3 – Section 355 Asset Committee Volunteer Members
4. Group 4 – Section 355 Advisory Committee Volunteer Members

2.2.1. Group 1: Regular Volunteers

These volunteers usually would work in areas such as, Art Gallery, Visitors Centre, Library Services, Living Desert, Section 355 Committees and other similar functions. These volunteers work on a roster basis or volunteer on a regular basis. People considering volunteering on a regular basis but wish to just experience the activity initially, need to complete the requirement of a casual volunteer during the trial period, of no more than one month, at which time they will apply to be a regular volunteer.

2.2.2. Group 2: Casual Volunteers

Casual volunteers participate in a one-off event managed by Council, for example a tree planting day, or are social volunteers who do not undertake in formal activities but attend for the social component of volunteering. Children may be permitted to undertake volunteer programs providing they are in the care/supervision of an adult. Typical events are community Tree Planting Day or Clean Up Australia Day.

2.2.3. Group 3: Section 355 Asset Committee or Community Management Committee Members

Council delegates authority to committees to manage some of Council's facilities or functions. Council has resolved to delegate responsibility currently to seven Community Management Committees.

These Committees are:

- BIU Band Hall Community Committee
- ET Lamb Memorial Oval Community Committee

- Friends of the Flora and Fauna of the Barrier Ranges Community Committee
- Memorial Oval Community Committee
- Norm Fox Sporting Complex Community Committee
- Picton Sportsground Community Committee
- Riddiford Arboretum Community Committee

Volunteer members of these committees are appointed by Council for a period of approximately four (4) years or equal to the term of Council.

2.2.4. Group 4: Section 355 Advisory Committee members

Council's Advisory Committees (CACs) have been established for a range of purposes, with the intent of providing Council with advice and recommendations, to inform the decisions made by Council.

These Committees are:

- Ageing Well Advisory Committee
- Broken Hill City Art Gallery Advisory Group
- Broken Hill Heritage Committee
- Youth Advisory Committee

Volunteer members of these committees are appointed by Council for a period of four (4) years or equal to the term of Council.

2.3. Communication and Consultation

Council is committed to a work environment where volunteers are included, informed, consulted and encouraged to provide feedback.

Volunteer supervisors will ensure a communicative and collaborative environment that provides for regular, clear and open communication, which is professional, respectful and mutually beneficial in line with Council's values and Code of Conduct.

Where issues arise, volunteers should be informed and consulted as appropriate. In some instances, involving volunteers in a more collaborative approach may be taken to identify possible solutions.

Volunteers may be given opportunities to participate in and provide input into all relevant review processes and amendments to the Volunteer Management Framework, where changes identified may impact on their role.

The volunteer supervisors are responsible for ensuring volunteer understanding and clarification on any matter relating to communication.

Communication and consultation will occur via informal and/or formal methods, but is not limited to:

- induction, orientation and training
- direct supervision and observations
- toolbox talks
- conversations during volunteering
- feedback on the job
- site meetings
- newsletters
- feedback from customers and fellow volunteers

The volunteer supervisors will communicate with each other as required to share information, provide peer support, identify issues and develop collaborative responses and deliver cross-program promotional initiatives where possible.

To raise the profile of volunteer involvement, Council employees will communicate within Council to reaffirm the work performed by volunteers and their invaluable contributions. This will be also achieved by reporting to the Executive Leadership Team regularly on these activities and contributions.

2.4. Risk Management

Council is committed to providing a safe and healthy working environment for volunteers where risks are identified, assessed and eliminated or controlled. This will be achieved through identifying workplace hazards and implementing appropriate controls to reduce the level of risk to an acceptable level creating a safer, healthier workplace for volunteers.

Council's risk management processes will be applied to ensure the safety and wellbeing of volunteers. (Refer to ERM Framework and Volunteers Induction Handbook)

Volunteer Supervisors will ensure that safe systems of work are developed and volunteers are provided with training prior to work being undertaken by the volunteer.

Volunteers may be given the opportunity to provide input into the development of standard operating procedures (SOP). A SOP is a written procedure detailing the instructions for performing a task and are available on Council's intranet located in the Risk portal.

2.5. Volunteer Attendance Records

Volunteers are required to complete an attendance record each day they are in attendance undertaking volunteer activities.

These attendance records record the volunteer activity for insurance purposes, their time provided to the community, the volunteer hours being contributed and for reporting to the ELT on a regular basis.

2.6. Volunteer Documentation and Records

It is the responsibility of all volunteer supervisors to ensure all documentation relating to individual volunteers or the volunteer program is completed and filed in both Content Manger and provided in full to Risk Team to be uploaded into Vault Safety Management System.

As part of the induction process volunteers will be adequately briefed in how their records will be recorded and stored, in accordance with Council's record management system. At any time, volunteers may seek clarification or advice regarding documentation and recording processes.

2.6.1. Volunteer Personal Records

Council, through the volunteer supervisor, will establish and maintain information personal files electronically for each individual volunteer, upon commencement of volunteering with Council.

Documentation relating to volunteers will include:

- An application form (including contact details, emergency contact number/s and next of kin).
- National Police check and referee reports and Working with Children Check where required.
- Induction and site orientation checklists.
- Compulsory training – eg Code of Conduct.
- Medical information - including fitness for work assessment if required.

- Attendance records.

Other documentation may include:

- statement of attendance.
- supervision and annual feedback documentation.
- optional training.
- volunteer recognition and feedback.
- Grievances.
- counselling or disciplinary issues and actions.

Volunteers may request access to their own personal record from their volunteer supervisor or Council employee, who is responsible for updating and storing personal files.

All information is to be kept confidential according to Council's Privacy Policy.

Information should only be provided to relevant Council employees for the purpose for which it is intended.

3. COMMITMENT TO VOLUNTEER INVOLVEMENT

3.1. Allocation of Resources

The General Manager will approve appropriate levels of resourcing for the effective implementation of Council Volunteer Management, in consultation with the Senior Management Team and relevant managers of volunteers.

Volunteer resources may include, but are not limited to, designated Volunteer supervisors, resources to implement and review the Volunteer Management Framework procedures, resourcing of volunteer roles, professional development and training, volunteer recognition and administrative requirements.

3.2. Volunteer Reimbursement

Volunteers make significant contributions in terms of time, expertise, general personal expenses, and endeavour. Council does not offer compensation or remuneration to volunteers for these contributions.

3.3. Approval and Administration

Where possible, volunteers must seek approval from the supervisor before incurring any costs in relation to the activity or site they volunteer at. The volunteer supervisor will advise the volunteer as to the method of purchase.

Any claims for reimbursement of cost for an approved purchase, must be accompanied by receipts within one month of the expense being incurred and is required to be authorised by the volunteer supervisor.

3.4. Use of Vehicle

It is the volunteer supervisor's responsibility to ensure any volunteer who is required to operate a vehicle as part of their volunteering duties (whether Council owned or not), must provide Council with copy of their driver's licence. If using a private vehicle as part of their volunteer role, the volunteer must provide evidence of their motor vehicle third party and comprehensive insurance details.

Volunteers must be inducted in to and follow the requirements of Council's Motor Vehicle Use Policy (internal).

3.5. Documentation and Storage

All records obtained will be kept confidential and stored in accordance with Council's Records Management System and Vault Safety Management System.

4. VOLUNTEER ROLES

4.1. Volunteer Role Description

A volunteer role description will be developed from all current activities and when a new activity, task or project has been identified as suitable and appropriate to be undertaken by a volunteer.

Volunteer tasks complement existing Council work and do not replace the services provided by paid Council employees. Mutual respect and confidence is encouraged between Council employees and volunteers, with each understanding and appreciating the role and responsibilities of the other.

Volunteer roles will be analysed for risk in accordance with Council's current risk assessment procedures.

All volunteer roles will have an associated role description (Appendix 9.1) detailing all aspects of the role, including, but not limited to the following:

- key areas of responsibility including expectations.
- supervisory and support arrangements.
- lines of accountability and communication.
- hours of volunteering.

The volunteer supervisor is responsible for ensuring role descriptions are developed and current for each volunteer role.

4.2. Role Description Review

Volunteer role descriptions will be defined, documented and communicated and regularly reviewed; this may be as part of the volunteer feedback process and/or upon feedback at the program policy and procedure review.

Where proposed amendments to the role description may change, with input from volunteers and employees, the essential nature of the role including any necessary skills or knowledge, the volunteer supervisor has responsibility to advise whether the role may need to be amended.

The volunteer and supervising Council employees may be consulted in the review process and provided with a copy of the new role description. Concerns or issues are to be raised with the volunteer supervisor and will be addressed in line with Council's Code of Conduct.

If, during a feedback meeting, a need to review the role description is identified, the volunteer supervisor will inform the People and Culture department of the changes.

All volunteer role descriptions and amendments will be stored in Council's Records Management System and Vault Safety Management System.

4.3. Creating a Volunteer Role

In considering the need for a new or additional volunteer role, a role description must first be developed, and a risk assessment completed.

It is important to consider if the duties are those that would be performed by an employee, or if the risk of the role to be performed, is such that an employee needs to complete the duties.

Final approval of a new volunteer role will be by the responsible ELT Manager/Director.

5. RECRUITMENT AND SELECTION

5.1. Volunteer Recruitment

Volunteer applications will be processed in line with recruitment procedures and managed by the People and Culture department.

5.2. Recruitment Strategies

There are several ways Council can actively recruit volunteers, including:

- Volunteers with specific interest, knowledge and skills or attributes relevant to the role and consistent with anti-discrimination legislation, may be approached by the volunteer supervisor or designated Council employees.
- A volunteer role may be advertised with approval of Council and/or from the volunteer supervisor's manager, which may include Council's website, print media and social media.
- People wishing to volunteer may also 'walk in' to volunteer at Council's Customer Service locations.

5.3. Contact Person

The supervisor will be the contact person and has responsibility to advise potential applicants about the role.

5.4. Application Process

- General enquiries will be auto acknowledged by Council's Records Team and then forwarded to the People and Culture department, who is to contact the individual within 10 working days.
- Applications for advertised roles will be forwarded to the relevant volunteer supervisor.
- Where Council has no volunteer roles, general enquiries will be referred to the People and Culture department for a response.

5.5. Volunteer Screening

Screening processes are applied to volunteer applicants to help maintain the safety and security of service users, employees, volunteers and the organisation.

5.6. Volunteer Application

Evidence of capability to undertake the role will be considered in screening volunteer suitability. All applicants must be able to meet the requirements detailed in the volunteer role description. In addition to a completed application form, screening maybe undertaken through one or more of the following based on the role being considered:

- an interview/discussion by phone or face to face
- referees report
- medical assessment and/or approve depending on the role to be performed
- checking identification document for screening, which may include a National Police Check.

If relevant to the specific programs, the following must be carried out:

- working with Children Check for any volunteer working in child related work. (Working with Children Check Policy 5.31)
- a medical check

5.7. Medicals and Fitness to Work

In some circumstances, for specific volunteer roles, volunteers may be required to undergo a medical check with their own General Practitioner (GP) to ensure they have the capability to perform the volunteer role and associated tasks outlined in the Volunteer Role Description. A Safe Work Method Statement (SWMS), Safe Working Procedure (SWP), Safe Operating Procedure (SOP) and a Take 5 daily risk assessment is available to assist the volunteer's General Practitioner to determine the volunteer's suitability for the role.

If a volunteer's health condition has significantly changed since commencement, or if a volunteer has undergone surgery, the volunteer supervisor may ask the volunteer to defer volunteering and request a medical check by their doctor or Council's doctor.

In either case, the volunteer supervisor will provide the volunteer with a Volunteer Role Description and SWMS/SWP/SOP to present to the doctor, to ensure the volunteer can perform all tasks.

The volunteer will be notified within 7 days of the assessment. If the medical report received is satisfactory, a commencement or re-commencement date will be agreed upon. If the report is unsatisfactory, the volunteer supervisor will provide possible alternative volunteer opportunities, depending on the volunteer's willingness and capability to undertake a different volunteering role.

Completed medical reports will be stored on the volunteer's file in Council's Record Management System and Vault Safety Management System.

5.8. Volunteer Selection

Broken Hill City Council will select volunteers who are suitably qualified and experienced, and who have competence and appropriate qualities to undertake the role within Council, based on information collected throughout the registration, recruitment and screening.

5.9. Appointment

The volunteer supervisor will determine the successful applicant for the role based on the application and screening processes.

Newly appointed volunteers will be contacted by the volunteer supervisor or designated Council employee's member, regarding a mutually convenient time for the volunteer to commence work and undergo induction. The terms and conditions of the appointment will be set out in the Volunteer Engagement Agreement (Appendix 9.5).

6. SUPPORT AND DEVELOPMENT

6.1. Volunteer Induction and Orientation

All new volunteers with Council will be provided with an induction and site orientation upon commencement at the work location.

The volunteer supervisor will ensure the induction and site orientation process is implemented in line with the Induction Checklist. (Appendix 9.6)

Volunteer inductions will be conducted by the volunteer supervisor or supervising Council employees, who will introduce volunteers to the work environment and the necessary resources to perform their role.

Volunteers currently in volunteering roles within Council may participate in an adapted induction and orientation process, at the discretion of the volunteer supervisor, if a need is identified.

The volunteer supervisor or supervising Council employees will be responsible for the implementation of volunteer inductions and orientations.

The Corporate induction will be managed by Corporate Services department and completed within the time frame in the Volunteer Training Matrix process (Appendix A).

6.2. Induction and Orientation

Induction and orientation sessions are to be scheduled upon commencement. Should an induction and orientation session not be conducted on commencement, a volunteer registration form and signed volunteer agreement must be completed, before or on commencement in the volunteer role.

It is the volunteer supervisor's responsibility to ensure that the volunteer undertakes induction and orientation within one month of commencement with Council.

An Information Package for volunteers will be provided to all volunteers as part of their Volunteer Engagement Agreement.

The processes for each type of volunteer is outlined in (Appendix A) with the documentation required for each volunteer group.

All documentation will be stored in Council's EDMS and Vault Safety Management System. A six-monthly audit of the register will be undertaken by the Risk Team to ensure all data is current and to remove any ceased volunteers.

6.3. Volunteer Supervision and Feedback

Council will ensure that volunteers are provided with supervision, feedback and support, that enables them to safely and effectively carry out their duties, as detailed in their role description.

Volunteer supervisors are expected to communicate regularly with volunteers with respect to their performance and progress to ensure that:

- volunteers are recognised positively for good performance as it happens or shortly after
- volunteers are made aware of instances of unacceptable performance as it happens or as soon as practicable
- training requirements are proactively managed
- feedback from volunteers is used to inform improvements to volunteer involvement
- changes to the involvement of a volunteer are undertaken fairly and consistently.

Responsibility for supervision is included in the volunteer role description.

The supervisor will ensure they are available for consultation and support. Supervisors need to be aware of all activities undertaken by their volunteer and that only authorised activities that relate to their work at Council are undertaken.

Discussions will be held with individuals and/or teams of volunteers, on achievements and areas for development and satisfaction with their role, the work environment and operations, to inform all aspects of continuous improvement.

Volunteer supervisors will decide whether informal or formal feedback is the most appropriate, relevant to the volunteer role and program. Informal feedback may be the most suitable way to manage many volunteers, or if volunteer participation is short term.

The volunteer supervisor will decide on the most appropriate way to supervise and support each volunteer, taking into consideration the skills required for the task; health and safety and the volunteer activities.

6.4. Informal Feedback

Informal types of feedback may include:

- direct supervision and observations.
- conversations during volunteering.
- feedback on the job, perhaps through mentoring or buddy system.
- meeting collectively with small group of volunteers.
- feedback from customers and fellow volunteers.

Some volunteers may approach their supervisor and seek feedback on their performance through a more formal approach.

6.5. Allocating Work

Duties to be performed by volunteers will be contained in their role description, or for construction and maintenance activities, by the issuing of a Works Order. Any other duties not covered by a Council document cannot be performed by the volunteer.

6.6. Formal Feedback

Formal supervision / feedback provides the volunteer and supervising Council employees with an opportunity to discuss the following in a more formal setting:

- update personal record eg medical update, contact details and emergency contacts.
- Working with Children Check.
- progress against agreed outcomes.
- volunteer satisfaction with the role, service delivery and workplace.
- positive and constructive feedback including customer and Council employee's satisfaction.
- review the volunteer role description for currency and relevance.
- identify performance strengths and areas for development.
- address issues or raise concerns and actions taken.
- identify professional development goals and achievements.
- suggest improvements or new initiatives.

The feedback session should follow an open-ended discussion format whilst using pre-determined questions to guide discussion regarding volunteer performance.

6.7. Documentation

Volunteer supervisors are expected to ensure that:

- information on the volunteer register and role description is reviewed and updated if necessary.
- during the term of any volunteer's engagement with Council any feedback meetings should record each party's responses on the feedback form, ready for documentation and review.
- both the volunteer and supervising Council employees will review the final feedback form to ensure agreement.
- the feedback form may be consulted as necessary during the year and at the next feedback, to evaluate progress in meeting any plans or goals set.
- A Volunteer Register will be maintained that details the engagement history of the volunteer. The Volunteer Register will be the responsibility of the Risk Team and store in

Vault Volunteer Management register. The Register will be reviewed six monthly to maintain its currency.

6.8. Volunteers as Supervisor

In some areas it may be appropriate for volunteers to act as leaders to supervise another volunteer/s. This will be reflected in their role description, as they hold additional responsibilities to most other volunteers. The supervisor will ensure the volunteer supervisor is adequately briefed, trained and supported to undertake supervision responsibilities.

6.9. Working Alone

Volunteers should rarely work alone for long periods. If this situation arises it is important that the volunteer is provided with clear direction, and regular contact is provided by the volunteer supervisor. This arrangement should only be short periods of time. For safety reasons volunteers should be encouraged to work with at least one other person where possible.

Refer to the Working Alone Procedure (SOP 1-0).

6.10. Absence of a Direct Supervisor

Where the volunteer's supervisor is absent, the next supervisor or their delegate becomes directly responsible for volunteer supervision, and they may appoint another Council employees as the supervisor. Depending on the specific volunteer program, if the new supervision and management arrangements mean the supervising Council employees and the volunteer are not working from the same office or site, the volunteer's supervisor will decide the appropriateness of the volunteer role continuing and for how long.

If appropriate supervision and management is not available, the volunteer will be informed and asked to suspend work until the situation has been resolved.

6.11. Absence of a Volunteer Supervisor

Everyday supervision and management of volunteers is the responsibility of designated supervising Council employees. A short absence of the volunteer supervisor from the work location requires the volunteers to have a means of direct contact with their supervisor. In the case of an extended absence, the volunteer supervisor will be replaced by other Council employees to ensure the continuing effective management of volunteers.

Where an extended absence of the volunteer supervisor is not planned, the relieving volunteer supervisor will review volunteer tasks and inquiries at the earliest opportunity, to identify those requiring urgent attention. Responsibility for the performance of these tasks will then be allocated as deemed appropriate.

6.12. Exit Process

Where volunteers cease volunteering with Council and notice is given, the supervisor will ensure ongoing activities continue, and if necessary, new volunteers trained in the role activities are delegated and supervised where possible.

Supervising Council employees may undertake an exit meeting with volunteers, to gain feedback regarding their experiences and satisfaction, in volunteering with Council.

The Exit Interview Form (Appendix 9.11) will assist with the discussion.

6.13. Volunteer Training

Council will ensure a work environment for all volunteers that supports a learning and development culture, as part of its commitment to continuous improvement. The volunteer supervisor is responsible for promoting the skills and knowledge development of volunteers and may designate responsibilities to other Council employees.

The Volunteer Training Matrix (Appendix 9.12) outlines the compulsory and optional training of volunteers. If volunteers fail to complete their compulsory training, their volunteer activities will be withdrawn, until the compulsory training is completed.

Volunteers will be appropriately trained to perform their roles as specified in their role description. Additional to general training provided for all volunteers, the volunteer's supervisor may provide opportunities for training, to develop individual and team strengths, to address performance gaps or weaknesses, and to ensure safe working practices and volunteer satisfaction.

6.14. Role Assessment

Every role description with Council will be examined by the volunteer's supervisor or designated Council employees, as part of the regular review process, to determine specific skills and training required for a volunteer to adequately perform the role.

6.15. Training Needs Assessment

If a volunteer does not have all the necessary skills to undertake the role, the volunteer supervisor or designated Council employees may at Council's discretion conduct a training needs analysis with the volunteer and provide the training required as soon as reasonably practical.

However, if it is deemed by Council that the volunteer may not be in a position to acquire the necessary skills required for a role for any reason or it is not reasonably practical to provide the training necessary, then their application may be refused.

Where appropriate, formal feedback of volunteer performance will include a discussion about what training, if any, could assist the volunteer in effective service delivery, as well as the volunteer's skills and knowledge of development goals and achievements.

Supervisors / managers should discuss their volunteer's training needs with People and Culture and the Risk Team.

6.16. Training Information and Requests

Information on upcoming training and development opportunities will be communicated to volunteers by the volunteer supervisor.

Volunteers will need to participate in identified compulsory training as required by Council. It is the volunteer supervisor's responsibility to ensure volunteers undertake any identified compulsory training.

7. WORKPLACE SAFETY AND WELLBEING

7.1. Work Health and Safety Policy

All Work Health and Safety policies apply to volunteers as workers of Council.

The WHS Policy is located at [Council's Intranet](#)

7.2. Volunteer and the Code of Conduct

Council's Code of Conduct applies equally to the volunteers of Council. All volunteers will be required to complete Code of Conduct training as part of their induction into Council. The Code of Conduct Policy details the general conduct expected of volunteers, including pecuniary interest and personal benefit.

The performance and conduct of volunteers are expected to be the same as that of an employee. If a volunteer fails to meet these expectations, then counselling and model code of conduct procedures should be implemented. The support of the supervisor should be sought when planning this process.

7.3. Volunteer Insurance

Council is committed to providing a fulfilling and beneficial volunteering experience for all volunteers. In meeting this commitment Council considers it is important to ensure that should volunteers injure themselves or cause a loss or damage to a third party, that they are provided with the protection of insurance to minimise any personal financial impact.

Council has the following **insurances** to cover volunteers while working:

- Personal Accident Insurance provides specified benefits for registered volunteers following accidental injury, disability or death, while carrying out their duties on behalf of Council, including the direct travel to and from voluntary work. The personal accident insurance does not cover any medical entitlement claimable under Medicare. In addition to this it does not respond to any Medicare "gap", being the difference between the payment made by Medicare and the Medicare Benefits Scheduled fee for the expense.
- Public Liability Insurance to cover Council for its legal liability to third parties, for personal injury or property damage caused by a Council registered volunteer.
- Motor Vehicle Comprehensive Insurance to cover Council vehicles driven by volunteers, for damage to the vehicle or to third party property. Volunteers using their own vehicle for volunteering activities, are required to maintain their own insurances.

Council does not provide the following insurances for volunteers:

- Workers Compensation Insurance
- Personal Effects Insurance for loss or damage to a volunteer's personal effects
- Travel Insurance for local or overseas travel.

It should be noted that all policies are subject to several conditions, imitations and exclusions contained within those policies, which are subject to change. For details of the current insurance provisions, please discuss with the Manager Corporate Risk or Risk Team.

Volunteers are not covered by the *Workers Compensation Act 1987* and are therefore not entitled to Workers Compensation in respect of any injury suffered whilst working as a volunteer.

7.4. Volunteer Incident Reporting

Council is committed to providing a safe and healthy working environment for volunteers. This will be achieved by management and volunteers working together, following a program of health and safety activities and procedures, which are monitored, reviewed and audited to achieve best practice.

7.5. Reporting Incidents / Investigation

All incidents, including an event that causes harm to people, property or the environment, or a near miss, must be reported and investigated.

It is the responsibility of the volunteer and volunteer's supervisor to ensure an incident report is completed within 24 hours of the incident. Reporting can be completed by the and Council's electronic WHS incident reporting system - Vault.

In addition to ensuring the incident report has been completed, volunteer supervisors are responsible for ensuring an investigation, if required is completed, and corrective action taken.

The level of investigation must match the level of the incident and this will be determined by Council's Risk Team once the incident is reported to Council. It is important to remember that health and safety investigations are not to be conducted, to apportion blame or liability for what occurred, but rather to identify corrective actions that need to be taken to improve the health and safety of people.

The volunteer supervisor will ensure that any recommended corrective actions identified from the analysis of the facts obtained from the incident investigation, are implemented in consultation with the volunteer/s.

7.6. Equipment, Hazardous Materials and PPE

Council will provide guidance on the appropriate use of tools and equipment, hazardous substances and Personal Protective Equipment (PPE), to minimise risks associated with hazards that cannot be effectively controlled by other methods.

Programs involving volunteers will have different requirements regarding tools, equipment and PPE, and specific requirements for each role will be developed by volunteer supervisors.

The volunteer supervisor or designated Council employees will ensure that volunteers are provided with appropriate information, instruction, training and supervision, to ensure their health and safety while participating in volunteer activities, and volunteers will be provided with appropriate equipment to undertake their role safely.

The volunteer supervisor should refer to the Risk Portal for a range of detailed information and procedures.

7.7. Volunteer Grievance and Dispute Resolution

Council is committed to providing a productive work environment in which volunteers feel safe to raise workplace problems and concerns, so these workplace problems can be managed fairly, sensitively and as quickly as possible, and at a local level where practicable.

7.7.1. Grievance

A grievance is a concern or complaint about a matter related to work, including volunteer work that is covered under the definition of discrimination, harassment or workplace bullying. An issue can be about any act, behaviour, omission, situation or decision which someone thinks is unfair or unjustified.

- Council is committed to protecting Council employees and volunteers from any victimisation or repercussions for reporting issues in good faith.
- Concerns should be raised as early as possible or practicable.
- Issues should be treated seriously, expeditiously, sensitively and as close as possible to their source, having due regard to procedural fairness, confidentiality and potential for victimisation.
- All parties are required to participate in the grievance and resolution process in good faith.

7.7.2. Procedure

Any issue, problem or concern should, in the first instance, be raised as soon as reasonably practicable with the volunteer supervisor or supervising Council employees. If there is a valid reason why that would not be appropriate (for example, if the matter concerns the volunteer's supervisor), the matter should be raised with the volunteer supervisor's manager.

If the matter cannot be resolved at the level at which it is raised, then it will be progressively referred to the next higher level of management, until a satisfactory resolution is achieved.

7.8. Emergency Management

Often the volunteers will be changing workplaces and so it is important that they all understand the emergency procedures for that work site, including who is the warden and first aid provider, and their role in responding to a site emergency. Emergency management plans for permanent sites are available on Council's intranet.

7.9. Recording Plant and Equipment

Plant or equipment purchase needs to be recorded in Council's asset register and disposed of, in accordance with Council's Plant Management procedure for removal of obsolete plant and disposal. Donated goods will not be accepted.

8. VOLUNTEER RECOGNITION

8.1. Recognition

All people need to be recognised in a meaningful way for their efforts. This helps to build self-esteem and confidence. Recognition is an important component of volunteer retention. When volunteers feel appreciated and important, they are more likely to feel connected to the program and continue their involvement.

One useful way of encouraging the volunteers to remain with the organisation, is to give them adequate recognition. For recognition to be effective, it should be consistent and ongoing. Volunteers can quickly lose motivation if they feel that their work is not being valued.

It is important that volunteer supervisors are aware of the different ways in which volunteer efforts can be recognised. This is because one volunteer may regard one type of recognition as valuable, while another may feel it has little worth. If a Volunteer supervisor is aware of the volunteer's motivation in working for the organisation, then this will provide a good indication for the type of recognition that the volunteer is seeking. For example, if a volunteer is hoping to obtain paid employment, he/she will value opportunities to receive training, obtain a certificate of training recognition and/or a referee for their resume.

Some ways that volunteer can be recognised include:

- Adequately orientate volunteers.
- Have volunteer supervisors readily accessible to volunteers.
- Encourage volunteer participation in team planning.
- Encourage volunteer participation in planning that affects their work.
- Provide training.
- Enable volunteers to 'grow' on the job.
- Include volunteers in special events and coffee breaks
- Recommend volunteers to prospective employers if appropriate.
- Maintain Workplace Health and Safety standards.
- Take the time to explain and listen to the volunteer's ideas and concerns.
- Recognise and accommodate personal needs and problems.
- Celebrate achievements and efforts.
- Keep volunteers informed
- Allocate noticeboard space to applaud volunteer achievement.
- Organise an awards ceremony with certificates, plaques or medals.

9. MONITOR AND REVIEW

Effective volunteer involvement results from a system of good practice, review and continuous improvement

9.1. Volunteer Policies and documents

All Volunteer Management policies, procedures and management systems will be reviewed in line with Council's Systems and Document Management Policy.

9.2. Compliance

Council currently has in place several methods to ensure compliance of the Volunteer Management System including regular review of systems, the risk and volunteer registers and policies, internal audits and strategic planning at the various levels of Council.

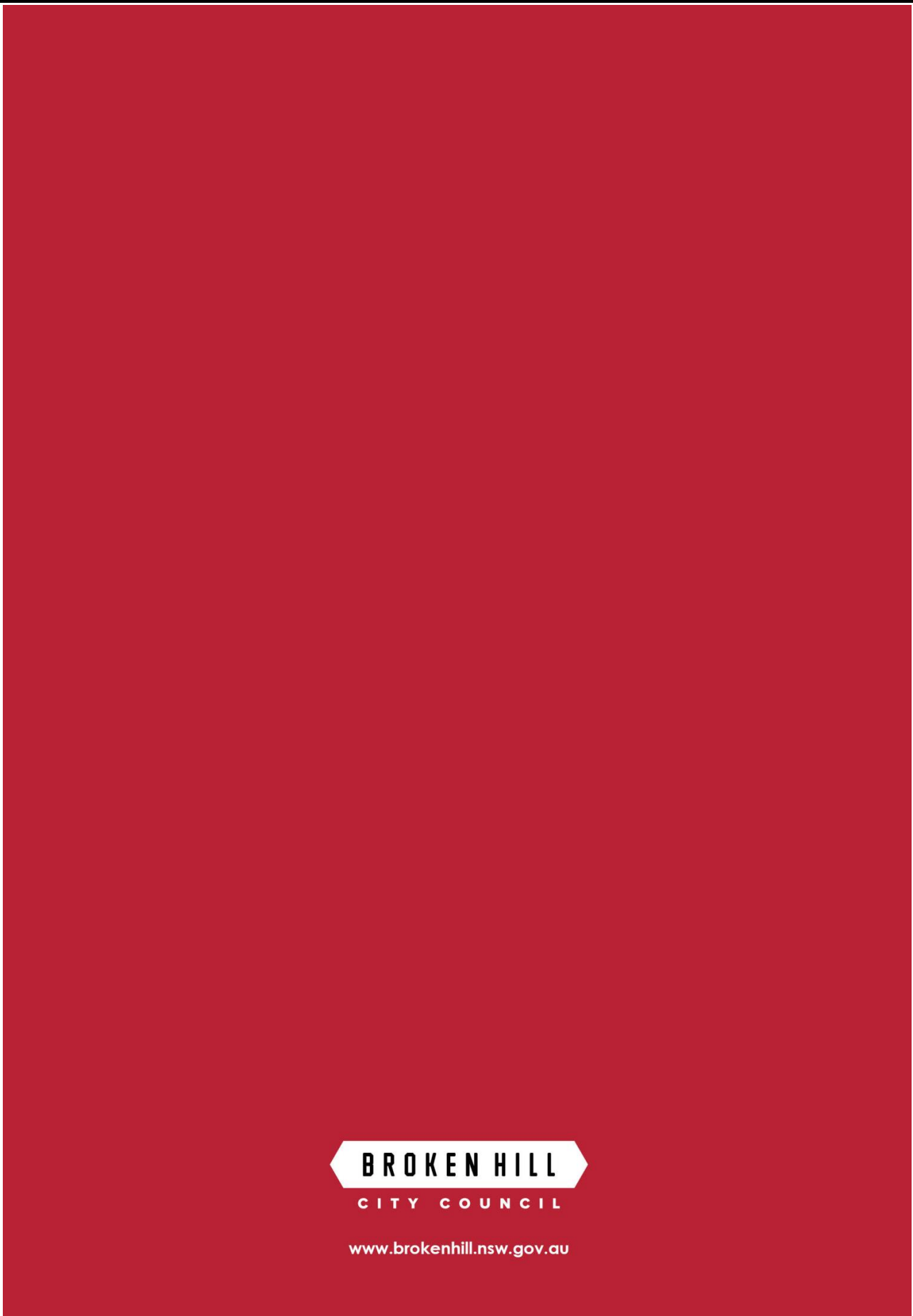
APPENDIX A - Volunteer Groups Training Matrix

(Documented inductions are required to be completed within 6 weeks of commencement).

| GROUP 1 | | | GROUP 2 | | GROUP 3 | | GROUP 4 | |
|--------------------|---|--------------------------|---------------------------|--------------------------|---|--------------------------|---|--------------------------|
| Regular Volunteers | | | Casual Volunteers | | 355 Asset Committee Members | | Advisory Committee Members | |
| 1. | Volunteer Application Form | <input type="checkbox"/> | Sign-in register at event | <input type="checkbox"/> | Volunteer Application Form | <input type="checkbox"/> | Volunteer Application Form | <input type="checkbox"/> |
| 2. | Pre-existing medical condition | <input type="checkbox"/> | Site Induction | <input type="checkbox"/> | Pre-existing medical condition | <input type="checkbox"/> | Pre-existing medical condition | <input type="checkbox"/> |
| 3. | Working with Children or Police Check (if applicable) | <input type="checkbox"/> | Toolbox Talk | <input type="checkbox"/> | Working with Children or Police Check (if applicable) | <input type="checkbox"/> | Working with Children or Police Check (if applicable) | <input type="checkbox"/> |
| 4. | Appointment letter and attachments | <input type="checkbox"/> | | <input type="checkbox"/> | Appointment letter and attachments | <input type="checkbox"/> | Appointment letter and attachments | <input type="checkbox"/> |
| 5. | Induction Records (Corporate, WHS and Site) | <input type="checkbox"/> | | <input type="checkbox"/> | Induction Records (Corporate, WHS and Site) | <input type="checkbox"/> | Induction Records (Corporate, WHS and Site) | <input type="checkbox"/> |
| 6. | Toolbox meeting | <input type="checkbox"/> | | <input type="checkbox"/> | Toolbox meeting | <input type="checkbox"/> | Site Induction | <input type="checkbox"/> |
| 7. | Site sign-in sheet | <input type="checkbox"/> | | <input type="checkbox"/> | Site sign-in sheet | <input type="checkbox"/> | Site sign-in sheet | <input type="checkbox"/> |
| 8. | Compulsory Training including 355 Committee Training (WHS, Corporate and Finance) | <input type="checkbox"/> | | <input type="checkbox"/> | Compulsory Training including 355 Committee Training (WHS, Corporate and Finance) | <input type="checkbox"/> | | <input type="checkbox"/> |

APPENDIX B - FORMS

- Volunteer Role Description Template
- Request to Recruit
- Record of Interview
- Referee Check Form
- Volunteer Engagement Agreement
- Volunteer Induction and Orientation Guideline and Checklist for Supervisors
- Daily Sign-in Sheet
- Volunteer Pre-start and Works Order
- Counselling and Discipline Interview Guide
- Annual Feedback
- Exit Interview Form
- Volunteer Training Matrix
- Media Release Agreement



www.brokenhill.nsw.gov.au

POLICY AND GENERAL COMMITTEE

July 12, 2024

ITEM 6BROKEN HILL CITY COUNCIL REPORT NO. 110/24SUBJECT: INVESTMENT REPORT FOR JUNE 2024D24/34270**Recommendation**

1. That Broken Hill City Council Report No. 110/24 dated July 12, 2024, 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 30 June 2024, Council's Investment Portfolio had a current market valuation of \$33,262,797 or principal value (face value) of \$33,060,153 and was compliant with policy and legislative requirements as per the below table.

Report:

Council's investments as at 30 June 2024 are detailed in Attachment 1.

| Portfolio Summary | | |
|---|---|-----------------------|
| Portfolio Performance vs. RBA Cash Rate | ✓ | Compliant with policy |
| 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:**

- While overall progress in lowering inflation has slowed, some central banks have seen enough to start cutting rates. The European Central Bank and Bank of Canada cut rates in June, the first of the major advanced economy central banks to do so. The US Fed and Bank of England are expected to cut rates later this year and into 2025. Meanwhile, Japan is moving to gradually increase rates.

- In Europe, the European Union parliamentary election saw a rise in support for far-right parties that support less immigration tend to be more nationalistic. The rise in support for populist parties points to a bias towards more protectionist economic policies.
- Following the result of the EU elections, French President Macron unexpectedly called for parliamentary elections at a time that nationalist parties are again gaining ground in France.
- Global share markets had mixed results in June, with Australia (+0.7%), the US (+3.6%) and Japan (+1.4%) all recording gains. The call for an early election in France rattled European markets resulting in European shares off by 1% and the French market down nearly 7%. For the 2023/24 Financial Year, the Australian All Ords recorded a gain of 12.5% with the biggest increases in the Financial, IT and Consumer Discretionary sectors (all up over 22%). Consumer Staples (-3.7%), Materials/Mining (-2.9%), and Energy (-1%) recorded negative results for the FY.

Domestic issues

- Latest monthly inflation data has gone up for three months in a row driven by an upswing in services inflation while goods inflation has levelled off. Headline inflation is in line with the RBA's forecast for 3.8%yoy in the June quarter, but trimmed mean inflation, the RBA's preferred measure, risks being materially above its forecast.
- The unexpectedly high monthly inflation release has some economists predicting that the RBA will increase its inflation forecasts through 2025 and may even pull the trigger on another interest rate hike at its next Monetary Policy meeting in August.
- Countering the rate hike concerns, the current level of interest rates is still considered restrictive by the RBA. The lagged effect of past hikes has yet to fully flow through and economic growth has slowed to a crawl with household budgets still under pressure which will only be partly relieved by the tax cuts from 1 July.
- The monthly Westpac-Melbourne Institute Consumer Sentiment Index edged higher in June but remains deep in negative territory, as does the Weekly ANZ-Roy Morgan Consumer Confidence Index. Meanwhile, ABS data on job vacancies reported an eighth consecutive quarterly fall in vacancy numbers in May this year. Vacancies are now down 26 per cent from their peak, albeit still well above their pre-pandemic levels.

Interest rates

- The RBA kept the official cash rate unchanged at 4.35% following its meeting in June with the next meeting in early-August.
- The higher than expected monthly inflation release combined with comments from the RBA that "it will be some time yet before inflation is sustainably in the target range" and that "it will do what is necessary to achieve that outcome" effectively eliminated the market's expectation of a rate cut any time soon.
- Though some economists are predicting a rate hike as early as the August meeting, the market is not pricing in any change through 2025 :
- The higher than expected monthly inflation data boosted market interest rates at the end of the June resulting in term deposit rates across the 1 month to 5 year range increasing by an average of 15 basis points with the biggest increase at the 12 month term.

Investment Portfolio Commentary

Council's investment portfolio returned 3.81%pa (0.31% actual) for the month on a marked-to-market basis versus the bank bill index benchmark's 4.34%pa (0.35% actual) return. Over the past 12 months, the investment portfolio has returned 4.72% versus the bank bill index benchmark's 4.37%.

Although detracting a small amount from Council's overall monthly performance, the NSW TCorpIM Medium Term Fund (+0.33% actual in June) managed to end on a positive note for the 2023/24 FY, despite headwinds from higher than expected inflation data coming out at the end of June. The rising concerns that the RBA could hike rates again as soon as August gave the domestic markets a fright, but the All Ords eked out a gain of 0.7% for the month. Bond valuations, particularly fixed rate bonds, didn't fare as well as market rates increased at the end of the month in reaction to the inflation data, erasing their previously held rate cut predictions.

During June, Council had maturities of \$2m among four deposits with terms of 6 and 9 months paying an average of 5.18%pa. Council invested \$500k in a 7 month Suncorp Bank deposit paying 5.33% during the month.

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 – June 2024

As at 30 June 2024, Council's Investment Portfolio had a current market valuation of \$33,262,797 or principal value (face value) of \$33,060,153 and was compliant with policy and legislative requirements as per the table above.

| | Source of Funds | Principal Amount |
|-------------------------|---|---------------------|
| GENERAL Fund | Operating Capital & Internal Restrictions | \$17,443,137 |
| | Royalties Reserve | \$598,662 |
| | Domestic Waste Management Reserve | \$5,241,891 |
| | Grants | \$9,776,463 |
| | TOTAL PORTFOLIO | \$33,060,153 |

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 4.1.5 Support the organisation to operate within its legal framework

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 2021*.

Financial Implications:

The recommendation has no financial impact.

Attachments

1. [↓](#) Investment Report For June 2024

SIMON BROWN
DIRECTOR FINANCE AND COMMERCIAL

JAY NANKIVELL
GENERAL MANAGER



Investment Summary Report
June 2024



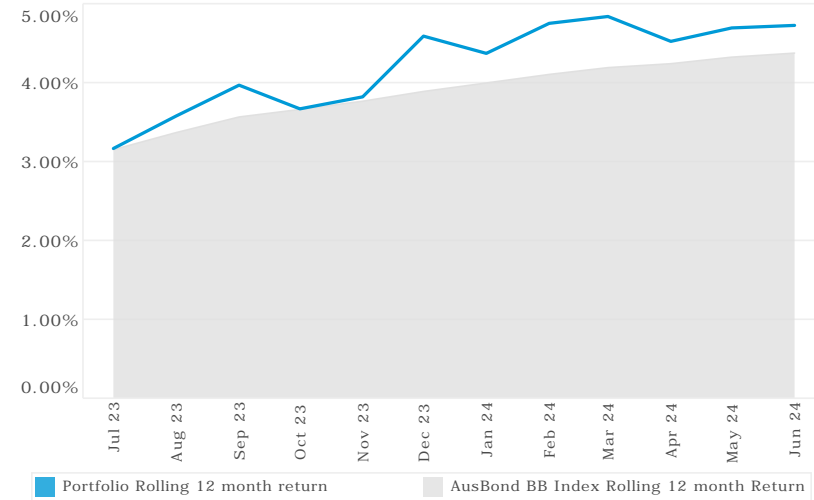
BROKEN HILL CITY COUNCIL
Executive Summary - June 2024



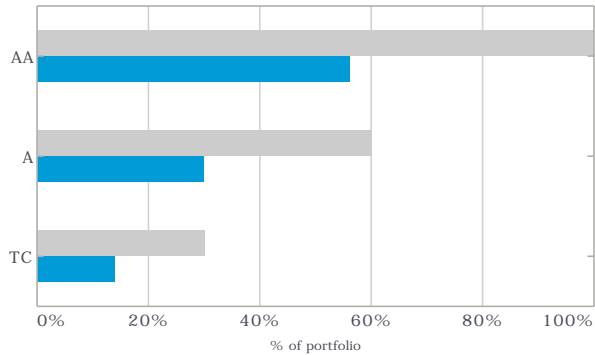
Investment Holdings

| | Face Value (\$) | Current Value (\$) |
|---------------|-----------------|--------------------|
| Cash | 16,967,358 | 16,967,358 |
| Managed Funds | 4,592,795 | 4,592,795 |
| Term Deposit | 11,500,000 | 11,702,644 |
| | 33,060,153 | 33,262,797 |

Investment Performance

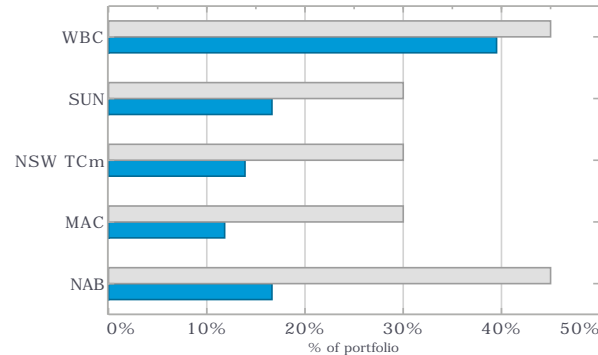


Total Credit Exposure



Investment Policy Compliance

Individual Institutional Exposures



Term to Maturities

| | Face Value (\$) | Policy Max | |
|----------------------------|-----------------|------------|-------|
| Between 0 and 1 years | 33,060,153 | 100% | a |
| | 33,060,153 | | |
| Specific Sub Limits | | | |
| Between 5 and 10 year: | 0 | 0% | 30% a |

Portfolio Exposure Investment Policy Limit



BROKEN HILL CITY COUNCIL
Investment Holdings Report - June 2024



Cash Accounts

| Face Value (\$) | Current Rate (%) | Institution | Credit Rating | Current Value (\$) | Deal No. | Reference |
|-----------------|------------------|----------------|---------------|--------------------|----------|-------------|
| 3,908,014.35 | 4.1018% | Macquarie Bank | A+ | 3,908,014.35 | 540354 | Accelerator |
| 5,976,912.81 | 5.3000% | Westpac Group | AA- | 5,976,912.81 | 535442 | 90d Notice |
| 7,082,430.59 | 0.0000% | Westpac Group | AA- | 7,082,430.59 | 473409 | Cheque |
| 16,967,357.75 | 2.8117% | | | 16,967,357.75 | | |

Managed Funds

| Face Value (\$) | Monthly Return (%) | Institution | Credit Rating | Funds Name | Current Value (\$) | Deal No. | Reference |
|-----------------|--------------------|-----------------|---------------|-------------------------|--------------------|----------|-----------|
| 4,592,794.85 | 0.3262% | NSW T-Corp (MT) | TCm | Medium Term Growth Fund | 4,592,794.85 | 536441 | |
| 4,592,794.85 | 0.3262% | | | | 4,592,794.85 | | |

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 |
|---------------|-----------------|------------------|-------------------------|---------------|---------------------|---------------|--------------------|----------|-----------------------|--------------------|-----------|
| 9-Jul-24 | 500,000.00 | 5.2800% | Suncorp Bank | A+ | 500,000.00 | 5-Dec-23 | 515,116.71 | 544699 | 15,116.71 | At Maturity | |
| 28-Aug-24 | 2,000,000.00 | 5.0700% | Suncorp Bank | A+ | 2,000,000.00 | 23-Feb-24 | 2,035,837.26 | 544860 | 35,837.26 | At Maturity | |
| 24-Sep-24 | 1,000,000.00 | 5.3500% | National Australia Bank | AA- | 1,000,000.00 | 25-Sep-23 | 1,041,041.10 | 544523 | 41,041.10 | At Maturity | |
| 8-Oct-24 | 500,000.00 | 5.1000% | Bank of Queensland | A- | 500,000.00 | 9-Apr-24 | 505,798.63 | 544996 | 5,798.63 | At Maturity | |
| 8-Oct-24 | 500,000.00 | 5.3000% | National Australia Bank | AA- | 500,000.00 | 4-Oct-23 | 519,675.34 | 544558 | 19,675.34 | At Maturity | |
| 6-Nov-24 | 1,500,000.00 | 5.2000% | Suncorp Bank | A+ | 1,500,000.00 | 6-Mar-24 | 1,525,002.74 | 544909 | 25,002.74 | At Maturity | |
| 18-Dec-24 | 1,000,000.00 | 5.0800% | National Australia Bank | AA- | 1,000,000.00 | 16-Apr-24 | 1,010,577.53 | 545013 | 10,577.53 | At Maturity | |
| 14-Jan-25 | 1,500,000.00 | 5.0500% | National Australia Bank | AA- | 1,500,000.00 | 9-Apr-24 | 1,517,225.34 | 544998 | 17,225.34 | At Maturity | |
| 4-Feb-25 | 500,000.00 | 5.3300% | Suncorp Bank | A+ | 500,000.00 | 25-Jun-24 | 500,438.08 | 545205 | 438.08 | At Maturity | |
| 25-Feb-25 | 500,000.00 | 5.1000% | National Australia Bank | AA- | 500,000.00 | 23-Apr-24 | 504,820.55 | 545034 | 4,820.55 | At Maturity | |
| 5-Mar-25 | 1,000,000.00 | 5.1600% | Suncorp Bank | A+ | 1,000,000.00 | 6-Mar-24 | 1,016,540.27 | 544918 | 16,540.27 | At Maturity | |
| 18-Mar-25 | 500,000.00 | 5.0500% | National Australia Bank | AA- | 500,000.00 | 20-Mar-24 | 507,125.34 | 544952 | 7,125.34 | At Maturity | |
| 8-Apr-25 | 500,000.00 | 5.2400% | National Australia Bank | AA- | 500,000.00 | 14-May-24 | 503,445.48 | 545086 | 3,445.48 | At Maturity | |
| | 11,500,000.00 | 5.1570% | | | 11,500,000.00 | | 11,702,644.37 | | 202,644.37 | | |

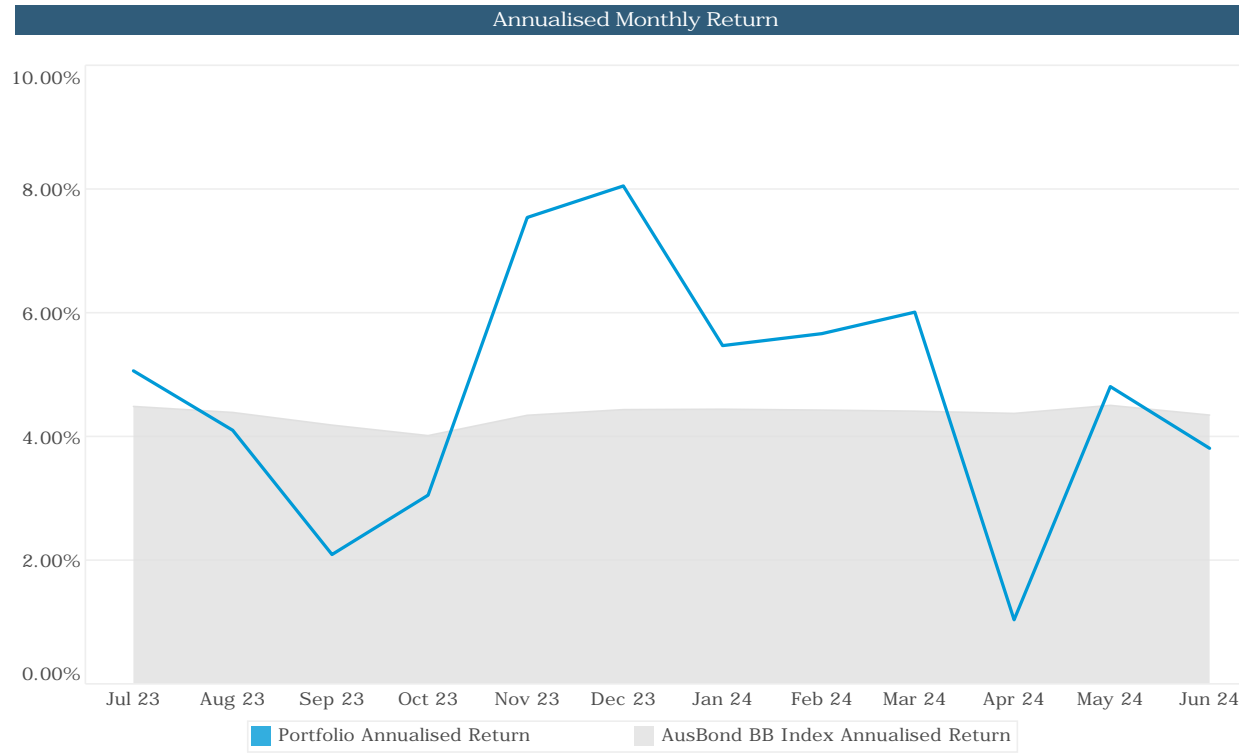


BROKEN HILL CITY COUNCIL
Accrued Interest Report - June 2024



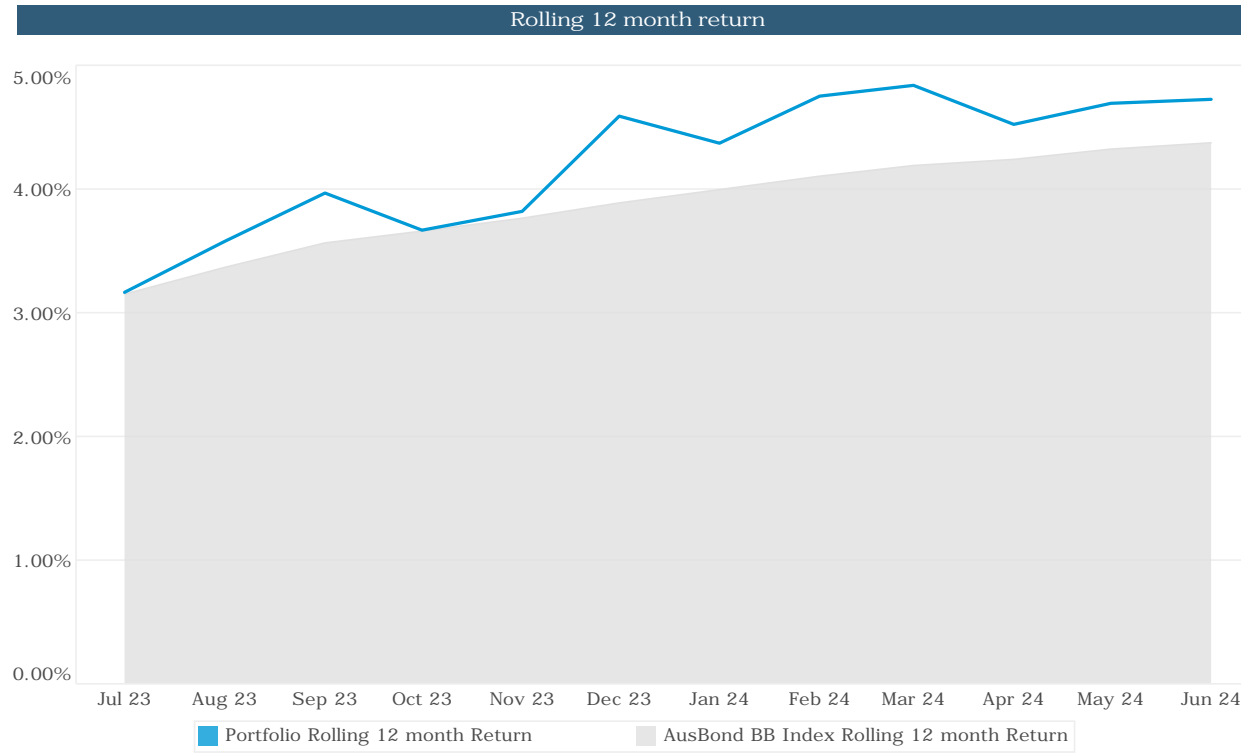
| Investment | Deal No. | Comments | Face Value (\$) | Settlement Date | Maturity Date | Interest Received (\$) | Days | Interest Accrued (\$) | Yield (% pa) |
|------------------------------------|----------|----------|-----------------|-----------------|---------------|------------------------|------|-----------------------|--------------|
| Cash | | | | | | | | | |
| Macquarie Bank | 540354 | | | | | 13,130.88 | 0 | 13,130.88 | 4.10% |
| Westpac Group | 473409 | | | | | 0.00 | 0 | 0.00 | 0.00% |
| Westpac Group | 535442 | | | | | 24,202.25 | 0 | 24,202.25 | 5.30% |
| | | | | | | 37,333.13 | | 37,333.13 | 2.75% |
| Managed Funds | | | | | | | | | |
| NSW T-Corp Medium Term Growth Fund | 536441 | | | | 2-Jun-25 | 0.00 | 0 | 14,933.66 | 4.04% |
| | | | | | | 0.00 | | 14,933.66 | 4.04% |
| Term Deposits | | | | | | | | | |
| National Australia Bank | 544714 | | 500,000.00 | 12-Dec-23 | 12-Jun-24 | 12,960.41 | 11 | 779.04 | 5.17% |
| National Australia Bank | 544752 | | 500,000.00 | 19-Dec-23 | 17-Jun-24 | 12,818.77 | 16 | 1,133.15 | 5.17% |
| Suncorp Bank | 544723 | | 500,000.00 | 14-Dec-23 | 18-Jun-24 | 13,141.23 | 17 | 1,194.65 | 5.13% |
| Bank of Queensland | 544543 | | 500,000.00 | 28-Sep-23 | 25-Jun-24 | 19,489.73 | 24 | 1,726.03 | 5.25% |
| Suncorp Bank | 544699 | | 500,000.00 | 5-Dec-23 | 9-Jul-24 | 0.00 | 30 | 2,169.86 | 5.28% |
| Suncorp Bank | 544860 | | 2,000,000.00 | 23-Feb-24 | 28-Aug-24 | 0.00 | 30 | 8,334.25 | 5.07% |
| National Australia Bank | 544523 | | 1,000,000.00 | 25-Sep-23 | 24-Sep-24 | 0.00 | 30 | 4,397.26 | 5.35% |
| Bank of Queensland | 544996 | | 500,000.00 | 9-Apr-24 | 8-Oct-24 | 0.00 | 30 | 2,095.89 | 5.10% |
| National Australia Bank | 544558 | | 500,000.00 | 4-Oct-23 | 8-Oct-24 | 0.00 | 30 | 2,178.08 | 5.30% |
| Suncorp Bank | 544909 | | 1,500,000.00 | 6-Mar-24 | 6-Nov-24 | 0.00 | 30 | 6,410.96 | 5.20% |
| National Australia Bank | 545013 | | 1,000,000.00 | 16-Apr-24 | 18-Dec-24 | 0.00 | 30 | 4,175.34 | 5.08% |
| National Australia Bank | 544998 | | 1,500,000.00 | 9-Apr-24 | 14-Jan-25 | 0.00 | 30 | 6,226.02 | 5.05% |
| Suncorp Bank | 545205 | | 500,000.00 | 25-Jun-24 | 4-Feb-25 | 0.00 | 6 | 438.08 | 5.33% |
| National Australia Bank | 545034 | | 500,000.00 | 23-Apr-24 | 25-Feb-25 | 0.00 | 30 | 2,095.89 | 5.10% |
| Suncorp Bank | 544918 | | 1,000,000.00 | 6-Mar-24 | 5-Mar-25 | 0.00 | 30 | 4,241.09 | 5.16% |
| National Australia Bank | 544952 | | 500,000.00 | 20-Mar-24 | 18-Mar-25 | 0.00 | 30 | 2,075.34 | 5.05% |
| National Australia Bank | 545086 | | 500,000.00 | 14-May-24 | 8-Apr-25 | 0.00 | 30 | 2,153.43 | 5.24% |
| | | | | | | 58,410.14 | | 51,824.36 | 5.15% |
| Grand Totals | | | | | | 95,743.27 | | 104,091.15 | 3.81% |





| Historical Performance Summary (% pa) | | | |
|---------------------------------------|-----------|---------------------|----------------|
| | Portfolio | Annualised BB Index | Outperformance |
| Jun 2024 | 3.81% | 4.34% | -0.53% |
| Last 3 months | 3.22% | 4.41% | -1.19% |
| Last 6 months | 4.46% | 4.42% | 0.04% |
| Financial Year to Date | 4.72% | 4.37% | 0.35% |
| Last 12 months | 4.72% | 4.37% | 0.35% |

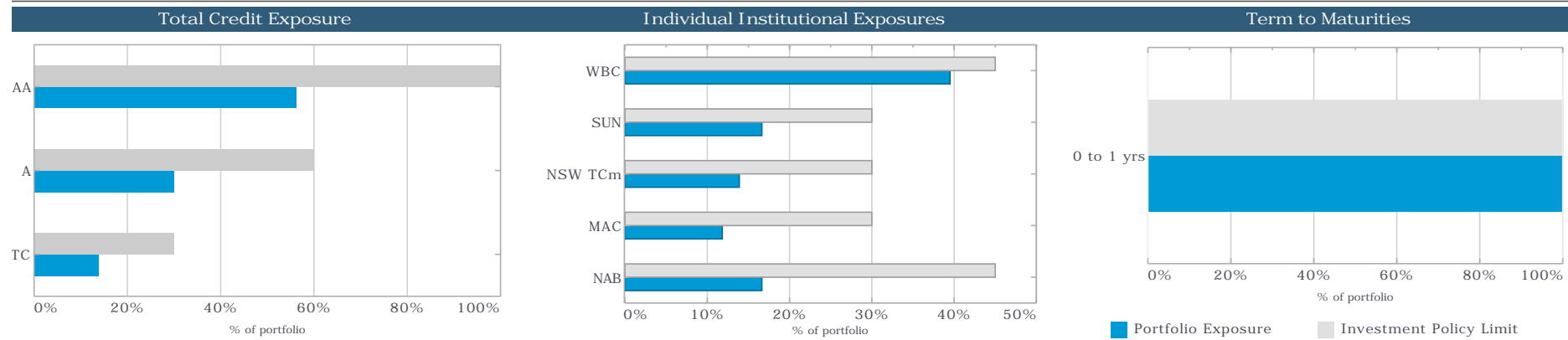
BROKEN HILL CITY COUNCIL
Investment Performance Report - June 2024



| Historical Performance Summary (% actual) | | | |
|---|-----------|---------------------|----------------|
| | Portfolio | Annualised BB Index | Outperformance |
| Jun 2024 | 0.31% | 0.35% | -0.04% |
| Last 3 months | 0.79% | 1.08% | -0.29% |
| Last 6 months | 2.20% | 2.18% | 0.02% |
| Financial Year to Date | 4.72% | 4.37% | 0.35% |
| Last 12 months | 4.72% | 4.37% | 0.35% |



BROKEN HILL CITY COUNCIL
Investment Policy Compliance Report - June 2024



| Credit Rating Group | Face Value (\$) | Policy Max |
|---------------------|-----------------|------------|
| AA | 18,559,343 | 100% a |
| A | 9,908,014 | 60% a |
| TC | 4,592,795 | 30% a |
| | 33,060,153 | |

| Institution | % of portfolio | Investment Policy Limit |
|-------------------------------|----------------|-------------------------|
| Westpac Group (AA-) | 40% | 45% a |
| Suncorp Bank (A+) | 17% | 30% a |
| NSW T-Corp (TCm) | 14% | 30% a |
| Macquarie Bank (A+) | 12% | 30% a |
| National Australia Bank (AA-) | 17% | 45% a |
| Bank of Queensland (A-) | 2% | 20% a |

| Term | Face Value (\$) | Policy Max |
|-----------------------|-----------------|------------|
| Between 0 and 1 years | 33,060,153 | 100% a |

| Specific Sub Limits | Face Value (\$) | Policy Max |
|---------------------|-----------------|------------|
| A- | 500,000 | 2% 40% a |

| Specific Sub Limits | Face Value (\$) | Policy Max |
|------------------------|-----------------|------------|
| Between 5 and 10 years | 0 | 0% 30% a |

| Credit Rating | Current Longest Maturity (years) | Policy Max |
|---------------|----------------------------------|------------|
| AA+, AA, AA- | 0.77 | 5.00 a |
| A+, A, A- | 0.68 | 3.00 a |

a = compliant
r = non-compliant



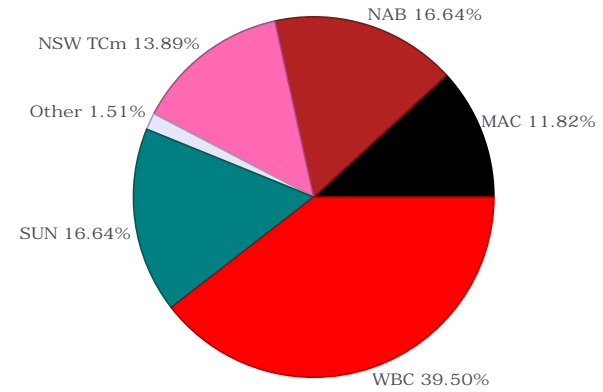
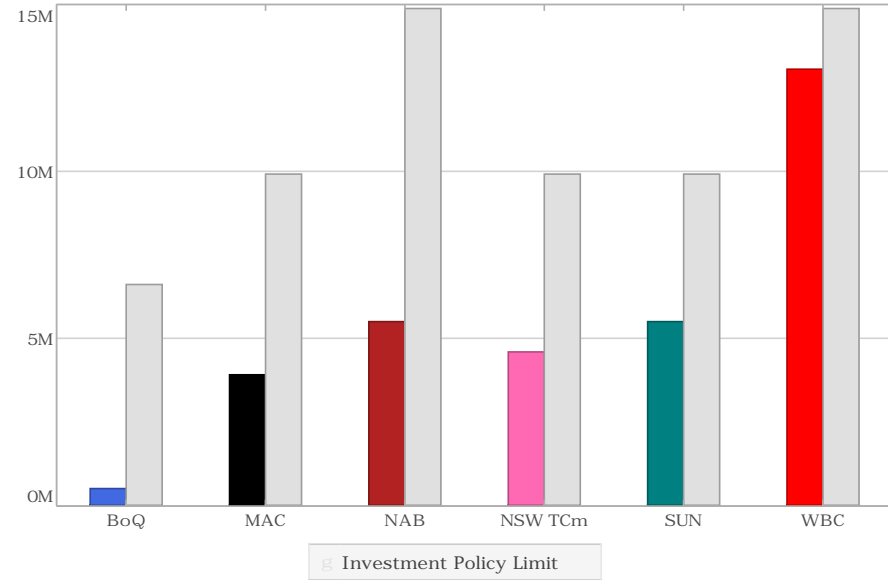
BROKEN HILL CITY COUNCIL
Individual Institutional Exposures Report - June 2024



Individual Institutional Exposures

Individual Institutional Exposure Charts

| | Current Exposures | | Policy Limit | | Capacity |
|-------------------------------|-------------------|-----|--------------|-----|-----------|
| Bank of Queensland (A-) | 500,000 | 2% | 6,612,031 | 20% | 6,112,031 |
| Macquarie Bank (A+) | 3,908,014 | 12% | 9,918,046 | 30% | 6,010,032 |
| National Australia Bank (AA-) | 5,500,000 | 17% | 14,877,069 | 45% | 9,377,069 |
| NSW T-Corp (TCm) | 4,592,795 | 14% | 9,918,046 | 30% | 5,325,251 |
| Suncorp Bank (A+) | 5,500,000 | 17% | 9,918,046 | 30% | 4,418,046 |
| Westpac Group (AA-) | 13,059,343 | 40% | 14,877,069 | 45% | 1,817,726 |
| | 33,060,153 | | | | |



BROKEN HILL CITY COUNCIL
Cashflows Report - June 2024



| Actual Cashflows for June 2024 | | | | | |
|--------------------------------|----------|-------------------------|--------------|----------------------------------|---------------------|
| Date | Deal No. | Cashflow Counterparty | Asset Type | Cashflow Description | Amount |
| 12-Jun-24 | 544714 | National Australia Bank | Term Deposit | Maturity: Face Value | 500,000.00 |
| | | National Australia Bank | Term Deposit | Maturity: Interest Received/Paid | 12,960.41 |
| <u>Deal Total</u> | | | | | <u>512,960.41</u> |
| Day Total | | | | | 512,960.41 |
| 17-Jun-24 | 544752 | National Australia Bank | Term Deposit | Maturity: Face Value | 500,000.00 |
| | | National Australia Bank | Term Deposit | Maturity: Interest Received/Paid | 12,818.77 |
| <u>Deal Total</u> | | | | | <u>512,818.77</u> |
| Day Total | | | | | 512,818.77 |
| 18-Jun-24 | 544723 | Suncorp Bank | Term Deposit | Maturity: Face Value | 500,000.00 |
| | | Suncorp Bank | Term Deposit | Maturity: Interest Received/Paid | 13,141.23 |
| <u>Deal Total</u> | | | | | <u>513,141.23</u> |
| Day Total | | | | | 513,141.23 |
| 25-Jun-24 | 544543 | Bank of Queensland | Term Deposit | Maturity: Face Value | 500,000.00 |
| | | Bank of Queensland | Term Deposit | Maturity: Interest Received/Paid | 19,489.73 |
| <u>Deal Total</u> | | | | | <u>519,489.73</u> |
| 25-Jun-24 | 545205 | Suncorp Bank | Term Deposit | Settlement: Face Value | -500,000.00 |
| <u>Deal Total</u> | | | | | <u>-500,000.00</u> |
| Day Total | | | | | 19,489.73 |
| <u>Total for Month</u> | | | | | <u>1,558,410.14</u> |

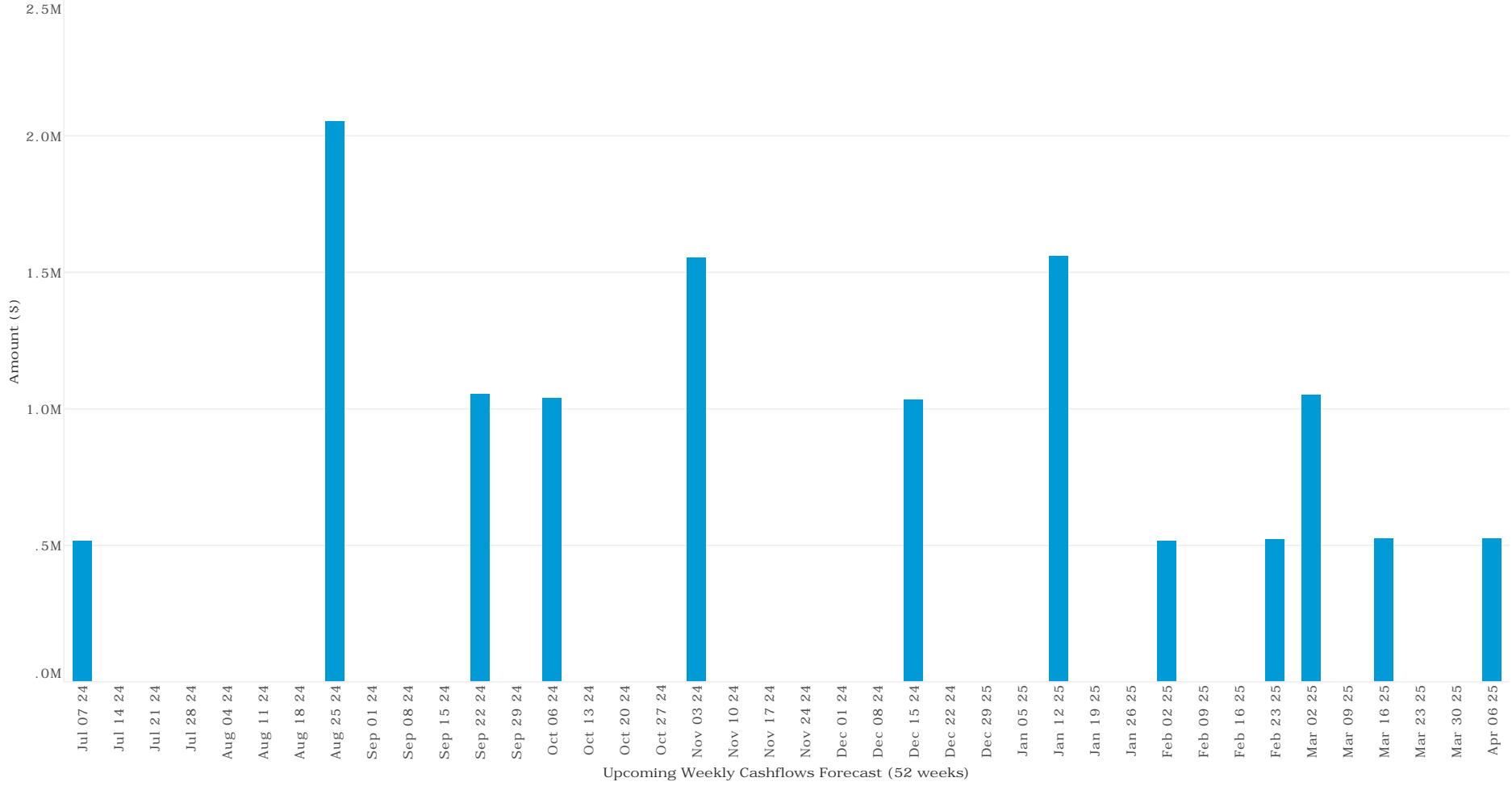
| Forecast Cashflows for July 2024 | | | | | |
|----------------------------------|----------|-----------------------|--------------|----------------------------------|-------------------|
| Date | Deal No. | Cashflow Counterparty | Asset Type | Cashflow Description | Amount |
| 9-Jul-24 | 544699 | Suncorp Bank | Term Deposit | Maturity: Face Value | 500,000.00 |
| | | Suncorp Bank | Term Deposit | Maturity: Interest Received/Paid | 15,695.34 |
| <u>Deal Total</u> | | | | | <u>515,695.34</u> |
| Day Total | | | | | 515,695.34 |



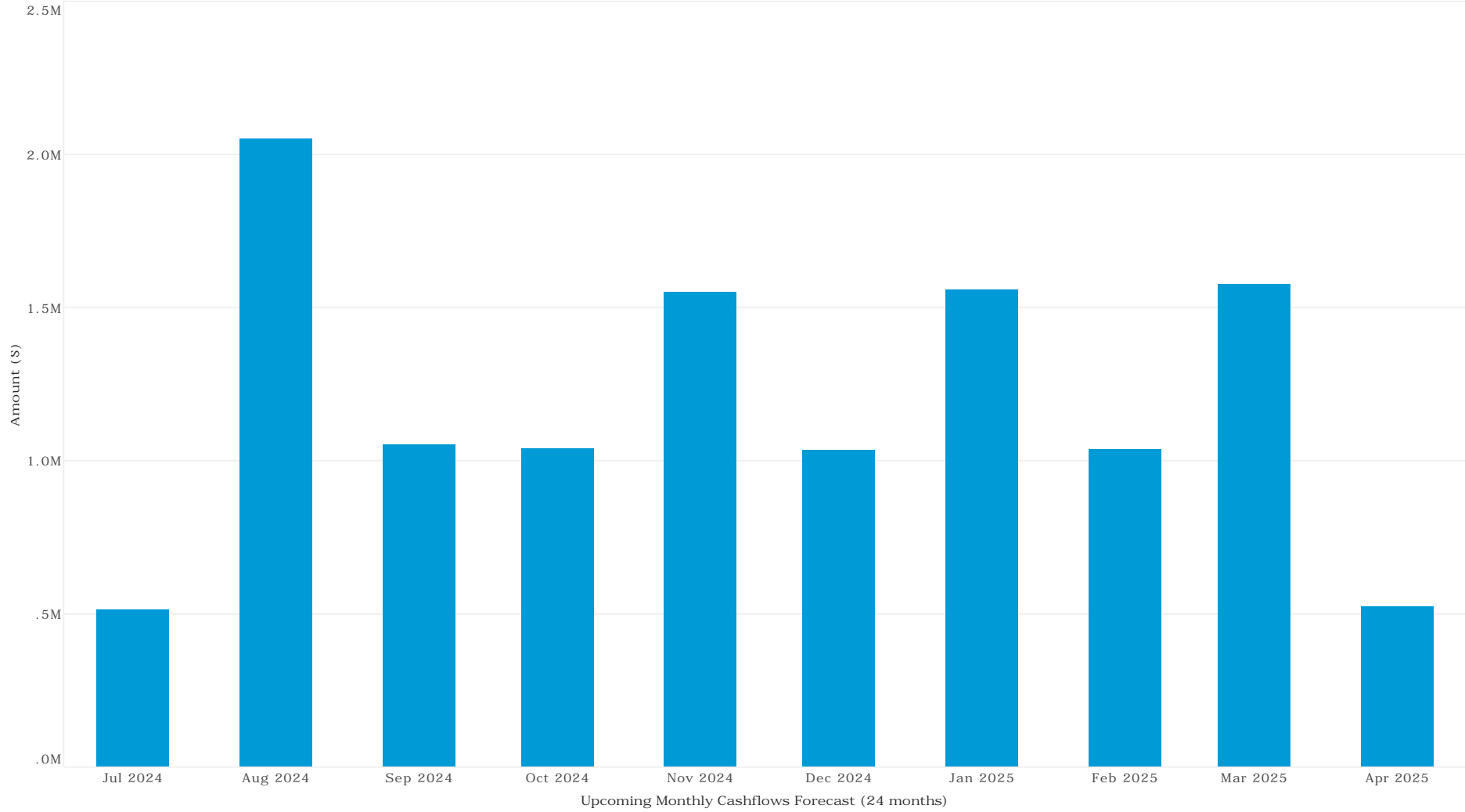
BROKEN HILL CITY COUNCIL
Cashflows Report - June 2024



| Date | Deal No. | Cashflow Counterparty | Asset Type | Cashflow Description | Amount |
|------------------------|----------|-----------------------|------------|----------------------|-------------------|
| <u>Total for Month</u> | | | | | <u>515,695.34</u> |



BROKEN HILL CITY COUNCIL
Cashflows Report - June 2024



POLICY AND GENERAL COMMITTEE

July 5, 2024

ITEM 7**BROKEN HILL CITY COUNCIL REPORT NO. 111/24**

SUBJECT: **TEMPORARY SUSPENSION OF A PORTION OF THE CENTRAL BUSINESS DISTRICT (CBD) ALCOHOL-FREE ZONE FOR THE 2024 BROKEN HEEL FESTIVAL** **D24/33311**

Recommendation

1. That Broken Hill City Council Report No. 111/24 dated July 5, 2024, be received.
2. That Council provide in-principle support for the temporary suspension of a portion of the CBD Alcohol-Free Zone for a section of Sulphide Street indicated by a fenced area adjacent to The Palace Hotel, bounded by Crystal Street and Argent Street (see map).
3. That Council note the specific details of the suspension are Argent Street from 207 Argent Street to 227 Argent Street; Crystal Lane from behind 207 Argent Street to 227 Argent Street; and Sulphide Street from Crystal Street to Argent Street. This area will include all footpaths and car parks in the sections of Argent and Sulphide Streets.
4. That the temporary suspension be in place from 10am on Thursday, 5 September to 10am on Monday, 9 September 2024, subject to the conditions contained in the liquor licence.
5. That the temporary suspension be advised to the public by way of Public Notice on Council's website. That the Public Notice also confirms that all other existing alcohol-free zones in Broken Hill remain in force.
6. That the General Manager be authorised to implement the temporary suspension and Public Notice processes on final advice of the Barrier Police District.
7. That Barrier Police District be advised of Council's decision.

Executive Summary:

The Palace Hotel located at 227 Argent Street has submitted an application to Council to temporarily suspend a portion of the established Alcohol-Free Zone in the CBD area for the duration of the Broken Heel Festival, from 10am Thursday, 5 September 2024 to 10am Monday, 9 September 2024.

Report:

The Broken Heel Festival celebrates Broken Hill's link to the movie '*The Adventures of Priscilla, Queen of the Desert*', filmed in and around the City. Following the success of the inaugural festival held in 2015, The Palace Hotel has secured the *Broken Heel Festival* as an annual signature regional event for the City and region.

To obtain maximum benefit from the event, event organisers from the Palace Hotel requested a temporary suspension of a portion of the CBD Alcohol-Free Zone indicated by a fenced area and subsequent road closure of a section of Sulphide Street adjacent to The Palace Hotel, bounded by Crystal Street and Argent Street (see map below). Specific details of the suspension are Argent Street from 207 Argent Street to 227 Argent Street; Crystal Lane from behind 207 Argent Street to 227 Argent Street; and Sulphide Street from Crystal Street to Argent Street. This area will include all footpaths and car parks in the sections of Argent and Sulphide Streets.



The final decision on suspension of the Alcohol-Free Zone involves coordinated efforts among Barrier Police District and Council regarding the requirements of the application.

In accordance with Ministerial Guidelines on Alcohol-Free Zones;

- specifically, that Council must pass a valid resolution to suspend a particular alcohol-free zone;
- that liaison with the local police, before and after council resolution is essential to ensure that both groups are informed, and action is coordinated; and
- that Council may undertake any other consultation that it considers necessary.

Barrier Police District have been advised of the approach by the organisers of the festival for temporary suspension of a portion of the Alcohol-Free Zone.

Past history indicates that Barrier Police District will place all their conditions on the liquor licence. From the Police point of view, it is these conditions under the *Liquor Act 2007* which will be effectively policed.

Correspondence will also be provided by Council to immediate business neighbours who might be impacted by temporary suspension of a portion of the Alcohol-Free Zone for the term of the Festival. All responses will be considered as part of the consultation process and for final decision.

Given that the event is to be held in early September 2024, requiring a tight decision schedule involving a number of parties, it is recommended that Council give agreement to the temporary suspension of a portion of the CBD Alcohol-Free Zone, subject to the final advice of Barrier Police District; with the General Manager authorised to implement the temporary suspension and public notice processes when so advised.

With regards to road closures for this event, Council staff will liaise with the applicant regarding traffic management planning. The traffic management aspects will be considered by the Local Traffic Committee upon receipt of relevant applications, with recommendations to be brought to the Council Committee Meeting following review.

Community Engagement:

Business notification seeking feedback for temporary suspension of a portion of the CBD Alcohol-Free zone and Public Notice of suspension details on Council website.

Strategic Direction:

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

Relevant Legislation:

Suspension of Alcohol-Free Zones must be in accordance with the *Local Government Act 1993* and Ministerial Guidelines 2009 on Alcohol-Free Zones.

Financial Implications:

There are no financial implications to Council associated with the temporary suspension of a portion of the established CBD Alcohol-Free Zone, as Public Notice will be placed on Council's website and there are no signs located in the immediate area that require removal and/or cover up for the duration of the temporary suspension.

Attachments

There are no attachments for this report

RAZIJA NU'MAN
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL
GENERAL MANAGER

POLICY AND GENERAL COMMITTEE

July 4, 2024

ITEM 8BROKEN HILL CITY COUNCIL REPORT NO. 112/24

SUBJECT: MINUTES OF THE BROKEN HILL HERITAGE COMMITTEE
MEETING HELD 30 MAY 2024 D24/33171

Recommendation

1. That Broken Hill City Council Report No. 112/24 dated July 4, 2024, be received.
2. That the minutes of the Broken Hill Heritage Committee Meeting held 30 May 2024 be received.

Executive Summary:

Council has received minutes of the Broken Hill Heritage Committee Meeting held 30 May 2024 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 30 May 2024, 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 within 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 Advisory Committee Meeting held
[↓](#) 30 May 2024

JAY NANKIVELL
GENERAL MANAGER

BROKEN HILL HERITAGE COMMITTEE MINUTES

| Date | DD/MM/YY | Time Meeting opened: xxxx | Time Meeting closed: xxxx |
|--------------|--|---------------------------|---------------------------|
| Location | Ground Floor meeting Room Council Admin Building 30 May 2024 4-4.45pm | | |
| Present | Councillor Darriea Turley, Councillor Marion Browne, Christine Adams, Gigi Barbe, Rachel Merton (part) | | |
| Apologies | Liz Vines, Simon Molesworth, Tracey Stevens | | |
| Observer | Georgia Manuel | | |
| Next Meeting | Tuesday 3- July 2024 | | |

| AGENDA | MOVED BY | SECONDED |
|--|-----------------|-----------------|
| Welcome and Apologies | Christine Adams | Marion Browne |
| Confirmation of Minutes from previous meeting held | Marion Browne | Gigi Barbe |
| Correspondence: Committee notes recommendations of BHCC Report 72/24 15/5/2024: 1. That the minutes of the Broken Hill Heritage Committee Meetings held 28 May 2024 and 23 April 2024 be received. 2. That the Broken Hill Heritage Committee March and April meetings recommend: a. that Council notes the updates from the General Manager on specific matters raised by the committee as an Action Item. b. That Council sends correspondence to the Committee members of the Broken Hill Heritage Committee to remind them of their attendance responsibilities should they wish to remain on the committee, or alternatively, that said members resign from the Committee as their absence contributes to a lack of quorum. c. That Council sends correspondence to the Broken Hill Heritage Committee to advise that the Museum Advisor is on a set contract with Council and that this contract does not include attendance at Broken Hill Heritage Committee meetings; nor does Council's budget allow for an increase to the Museum Advisor's contract; and that the correspondence also advises that any additional requests of Council/Staff resourcing be raised as a request to the Elected Body not as an instruction to staff. d. That Council invites the General manager to contact Directors of the Barrier Truth to ascertain what their intentions are for the future of the Barrier Truth's Archives and if there is any assistance required from Council, given its historical value to the City. | Gigi Barbe | Christine Adams |

| AGENDA | MOVED BY | SECONDED |
|--|-----------------|---------------|
| That the Broken Hill Heritage Committee be advise their minutes in the current format are not acceptable in that the Committee is a S355 Advisory Committee of Council that advises and makes recommendations to Council. The Advisory Committee cannot direct staff to undertake tasks. | | |
| <p>Reports:</p> <ul style="list-style-type: none"> <u>Heritage Advisor's Report</u> Key work being undertaken is the heritage conservation management plan/strategy for both CBH and Perilya. Working groups have been established and the advisor will keep committee informed. Old Police Station has been transferred from NSW Crown Lands to BHCC. Council approval for Broken Hill Military Museum subject to community consultation. | Gigi Barbe | Marion Browne |
| <p>Events / Bookings</p> <p>2024 Miners' Memorial Day will be held on Line of Lode 5pm Tuesday 8 October. Rachel has plans well in hand. Will look into streaming or recording ceremony. Guest speaker ,ministers' fraternal scouts (flags), and Steve Radford (siren) to be approached. Contact school re involvement.</p> | Christine Adams | Marion Browne |
| <p>General business</p> <ul style="list-style-type: none"> Committee noted Committee would like to thank all staff involved in the Wayfinder project. Great to see signage in place. Will there be an official launch for this successful project to ensure all citizens are aware of this city promotion? Christine Adams advised representatives from Broken Hill museums were very pleased with workshop prepared by the museum advisor Kate Gahan. Communication between the advisor and the museum groups is now on track. | Marion Browne | Gigi Barbe |
| Work, Health and Safety | n/a | n/a |
| Future Agenda Items | | |
| <p>Next Meeting</p> <p>Tuesday 23/7/2024</p> | Marion Browne | Gigi Barbe. |
| <p>Meeting Closed</p> <p>There being no further business the Chairperson declared the meeting closed at 4.50 pm.</p> | | |

POLICY AND GENERAL COMMITTEE

June 14, 2024

ITEM 9BROKEN HILL CITY COUNCIL REPORT NO. 113/24

SUBJECT: MINUTES OF THE S355 YOUTH ADVISORY COMMITTEE
MEETING HELD 14 MAY 2024 D24/29418

Recommendation

1. That Broken Hill City Council Report No. 113/24 dated June 14, 2024, be received.
2. That the minutes of the S355 Youth Advisory Committee meeting held on 14 May 2024 be received.

Executive Summary:

Minutes of the S355 Youth Advisory Committee meeting held on 14 May 2024 and are presented to Council for endorsement.

Report:

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

Community Engagement:

Minutes provided to the S355 Youth Advisory Committee members.

Strategic Direction:

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

Relevant Legislation:

The S355 Youth Advisory Committee operates under Council's Advisory Committee constitution and the *Local Government Act 1993*.

Financial Implications:

Nil

Attachments

1. [↓](#) S355 Youth Advisory Committee - Meeting Minutes - 14 May 2024

RAZIJA NU'MAN
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL
GENERAL MANAGER

MINUTES OF THE SECTION 355 YOUTH ADVISORY COMMITTEE MEETING HELD TUESDAY, 14 MAY 2024 AT 3PM – GROUND FLOOR MEETING ROOM, COUNCIL ADMINISTRATIVE BUILDING

22/148

1. Present

Alison Howse
Angie Krause

Community Development Officer (BHCC)
YMCA Representative

Present via Teams

Councillor Darriea Turley AM
Carlee Heise
Larni Brymer

Council Delegate
YMCA Representative
Flourish Representative

2. Apologies

Razija Nu'man
Rachel Merton
Sophie Doust
Kylie Horner

Director Corporate and Community (BHCC)
Community Development Coordinator (BHCC)
Headspace Representative
Broken Hill Police Representative

3. Acknowledgement of Country

Acknowledgement of Country – Cllr Darriea Turley

4. Confirmation of Minutes of Previous Meeting

Previous Meeting:

Minutes from meeting held 5 March 2024 were accepted and confirmed by Cllr Darriea Turley.

5. Business arising from Previous Minutes

Nil

6. Action List

6.1 Circulate the survey report to the Committee

Update: Angie Krause advised this was a survey undertaken by the YMCA, targeting youth who had participated in a YMCA program. This survey was not a community wide survey.

Outcome: Action Complete. To be removed from the action list.

6.2 Enhancing the Voice of Youth

Update: Council's Community Development Team called for Expressions of Interest for young people to join the Youth Leadership Group.

Council received four Expressions of Interest, ages ranging from 12 years to 16 years.

Two group meetings have been held so far, and the group has also been involved in some school holiday and Youth Week events alongside Council.

The next meeting is scheduled to be held the week of 28 May 2024. There are no set meeting dates, due to the participants having other after school commitments.

Discussion: Discussions were held around the Committee struggling to get youth participation and engagement due to the time and day of the meeting.

Alison advised there has been one young person express interest in joining the Committee, however, the young person's parents will not allow attendance during school hours.

The Committee also discussed the lack of service representation attendance, possibly, due to the time of the meeting.

Discussions were held around the possibility of changing the meeting time and day to try and get youth representation and more service representation attendance.

Clr Turley asked if Carlee had any ideas or experience in attracting Youth representation. Carlee advised the YMCA run a state wide youth reference group who meet online in the evening from 6.30pm to 7.30pm.

Clr Turley suggested the Terms of Reference be circulated to the Committee. Feedback to be sought from the Committee members on how best to improve engagement and attendance to the meetings.

Larni advised Headspace run a Youth Reference Group with ages ranging from 19 years to 24 years. This group meets in the evenings from 5.30pm to 7.30pm and Headspace provide dinner.

Action: Terms of Reference to be circulated to the Committee. Feedback to be sought from members of the Committee.

6.3 Rolling Issues List

Action: Rolling issues list to be created.

Update: Not discussed

6.4 Terms of Reference – Youth Representatives

Recommendation: Council staff seek approval and budget allocation for the purchase of \$50 Far West Proud gift cards to compensate youth representatives for their attendance and participation in the S355 Youth Advisory Committee.

Update: Not discussed

7. General Business

7.1 YMCA Update

Carlee provided the Committee with an update on programs currently being run by the YMCA.

The YMCA run a program called Youth Parliament in Sydney. Young people attend from all over the state, to attend Parliament and discuss the issues that are important to them. This program has been running for over 20 years.

Carlee advised the YMCA is currently working on programs that will allow the YMCA to capture the voices of Youth who don't participate in Youth Parliament.

The YMCA has met with young people in Broken Hill recently to discuss their education experience, specifically, inclusiveness, support and engagement.

The YMCA is speaking to young people across multiple YMCA facilities in NSW. The results of these discussions will determine the recommendations put forward to the NSW Government.

The YMCA's General Manager of Advocacy and Government Relations is currently writing a Policy Position Statement on the YMCA's recommendations on Education in NSW.

Larni queried if the schools complete exit surveys with Students who are leaving school early, to capture the reason's students are leaving.

Angie advised once student's have obtained their Record of School Achievement (RoSA) students can be signed out of school.

Action: Council's Community Development Officer to contact the High Schools to enquire if exit surveys are completed with students who leave school before completing their Higher School Certificate.

- 8. Next Meeting** Tuesday, 13 August 2024
- 9. Meeting Closed** 4.03pm

DRAFT

| ITEM NUMBER | ACTION | RESPONSIBLE | DUE |
|---|--|--|----------------|
| Meeting Held 21 March 2023 | | | |
| <p>Item 7 Enhancing the Voice of Youth</p> <p>Update – Meeting held 14 May 2024.</p> | <p>Action</p> <p>That Council support the Community Development Officer in investigating the opportunity for a youth coordination day enhancing the voice of youth in 2024.</p> <p>Update: Council's Community Development Team called for Expressions of Interest for young people to join the Youth Leadership Group.</p> <p>Council received four Expressions of Interest, ages ranging from 12 years to 16 years.</p> <p>Two group meetings have been held so far, and the group has also been involved in some school holiday and Youth Week events alongside Council.</p> <p>The next meeting is scheduled to be held the week of 28 May 2024. There are no set meeting dates, due to the participants having other after school commitments</p> | Council's Community Development Officer | Ongoing |
| Meeting Held 5 March 2024 | | | |
| <p>Item 7.2 Rolling Issues List</p> | <p>Action</p> <p>Rolling issues list to be created.</p> | Council's Administration Officer | |
| <p>Item 7.4 Terms of Reference - Representatives</p> | <p>Recommendation for Council Resolution</p> <p>Council staff seek approval and budget allocation for the purchase of \$50 Far West Proud gift cards to compensate youth representatives for their attendance and participation in the S355 Youth Advisory Committee.</p> | Council's Community Development Team | |

| Meeting Held 14 May 2024 | | | |
|--|---|---|--|
| <p>Item 6.2 Enhancing the voice of Youth</p> | <p>Action Terms of Reference to be circulated to the Committee. Feedback to be sought from members of the Committee.</p> | <p>Council's Community Development Officer</p> | |
| <p>Item 7.1 School Exit Survey</p> | <p>Action Council's Community Development Officer to contact the High Schools to enquire if exit surveys are completed with students who leave school before completing their Higher School Certificate.</p> | <p>Council's Community Development Officer</p> | |

DRAFT



CITY COUNCIL

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