



# BUSINESS PAPER

Finance and Governance  
Committee Meeting

Council Chambers  
11 December 2024

5.30pm

**BROKEN HILL**

CITY COUNCIL

**AUSTRALIA'S FIRST  
HERITAGE LISTED CITY**

## MEMBERS OF THE FINANCE AND GOVERNANCE COMMITTEE:

Mayor Kennedy, Councillor Algate (Chairperson), Councillor Boland, Councillor Byrne, Councillor Chandler and Councillor Turley

Notice is hereby given, in accordance with the provisions of the *Local Government Act 1993*, that the Finance and Governance Standing Committee of the Broken Hill City Council will be held in the Council Chambers on **Wednesday, 11 December 2024** commencing at **5:30pm** to consider the following business:

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

### STATEMENT OF ETHICAL OBLIGATIONS

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

### LIVE STREAMING OF COUNCIL MEETINGS

This 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, August 21, 2024.

**MINUTES OF THE POLICY AND GENERAL COMMITTEE MEETING HELD  
WEDNESDAY, AUGUST 21, 2024 (5:30 PM)**

**PRESENT:**

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

Councillor A. Chandler.

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:**

Councillor H. Jewitt

**Procedural Motion**

**Moved Councillor Michael Boland, Seconded Mayor Tom Kennedy**

That the apology submitted on behalf of Councillor Jewitt be accepted.

**CARRIED UNANIMOUSLY**

**LEAVE OF ABSENCE**

**APPLICATIONS:**

Deputy Mayor Hickey submitted a Leave of Absence Application for this meeting and provided the reason "Recreational Leave".

**Procedural Motion**

**Moved Councillor Michael Boland, Seconded Councillor Marion Browne**

That the Leave of Absence Application submitted by Deputy Mayor Hickey be accepted and a Leave of Absence granted for this meeting.

**CARRIED UNANIMOUSLY**

**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 Councillor Marion Browne

That the Minutes of the Policy And General Committee meeting held Wednesday July 24, 2024 be confirmed.

**CARRIED UNANIMOUSLY**

## DISCLOSURE OF INTEREST

Nil

## REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 123/24 - DATED JULY 03, 2024 - ADOPTION OF THE DRAFT CUSTOMER EXPERIENCE FRAMEWORK D24/32815

### Recommendation

Moved Mayor Tom Kennedy, Seconded Councillor Michael Boland

1. That Broken Hill City Council Report No. 123/24 dated July 3, 2024, be received.
2. That Council notes that the draft Customer Experience Charter and the draft Complaints Management Policy were placed on public exhibition closing 2 August 2024 during which time Council received nil submissions from the public.
3. That Council adopts the draft Customer Experience Charter and the draft Complaints Management Policy to be implemented under policy governance and as per the Customer Experience Framework.

**CARRIED UNANIMOUSLY**

2. BROKEN HILL CITY COUNCIL REPORT NO. 124/24 - DATED JUNE 28, 2024 - BROKEN HILL POPULATION FORECAST AS PER MINUTE NUMBER FROM ORDINARY COUNCIL MEETING HELD 29/5/2024 D24/31584

### Recommendation

Moved Councillor Michael Boland, Seconded Mayor Tom Kennedy

1. That Broken Hill City Council Report No. 124/24 dated June 28, 2024, be received and noted.
2. That a report be provided to Council regarding occupancy rates at the Broken Hill Base Hospital over the past five (5) years and that these figures include influenza seasons; periods where the beds were

unavailable in various wards; and the number of beds occupied by patients waiting for aged care facility placement.

**CARRIED UNANIMOUSLY**

3. BROKEN HILL CITY COUNCIL REPORT NO. 125/24 - DATED AUGUST 09, 2024 - INVESTMENT REPORT FOR JULY 2024 D24/39117

**Recommendation**

**Moved Councillor Michael Boland, Seconded Councillor Marion Browne**

1. That Broken Hill City Council Report No. 125/24 dated August 9, 2024, be received.

**CARRIED UNANIMOUSLY**

4. BROKEN HILL CITY COUNCIL REPORT NO. 126/24 - DATED AUGUST 05, 2024 - MINUTES OF THE BROKEN HILL CITY ART GALLERY ADVISORY COMMITTEE MEETING HELD 19 JUNE 2024 D24/36168

**Recommendation**

**Moved Councillor Michael Boland, Seconded Councillor Marion Browne**

1. That Broken Hill City Council Report No. 126/24 dated August 5, 2024, be received.
2. That the minutes of the Broken Hill City Art Gallery Advisory Committee Meetings held 19 June 2024 be received.
3. That Council sends a letter of appreciation to retiring volunteer Ms Phyllis Files for her many years of service on the committee.
4. That Council forwards condolences to the family of the late committee member, Mr Rod Horsburgh who passed away recently.

**CARRIED UNANIMOUSLY**

**CONFIDENTIAL MATTERS**

Nil

**CONCLUSION OF THE MEETING**

There being no further business to consider, the meeting was declared closed at 5:49pm.

The foregoing minutes were read and confirmed at the Finance and Governance Committee meeting held on 11 December 2024

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Chairperson

# REPORTS

1.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 186/24 - DATED OCTOBER 18, 2024 - ADOPTION OF THE DRAFT CODE OF MEETING PRACTICE POLICY (D24/50645)</u> .....	8
2.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 187/24 - DATED OCTOBER 07, 2024 - BROKEN HILL ADVOCACY STRATEGY - REVISED DECEMBER 2024 (D24/32552)</u> .....	61
3.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 189/24 - DATED DECEMBER 02, 2024 - DRAFT COMMUNITY ENGAGEMENT STRATEGY 2025 FOR THE COMMUNITY STRATEGIC PLAN - YOUR BROKEN HILL 2040 REVIEW (D24/58399)</u> .....	93
4.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 188/24 - DATED NOVEMBER 22, 2024 - DRAFT AGENCY INFORMATION GUIDE (D24/56734)</u> .....	111
5.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 185/24 - DATED NOVEMBER 27, 2024 - SECTION 355 ANNUAL AND FINANCIAL REPORTS 2022/2023 (D23/58651)</u> .....	137





A Council must also review and adopt its Code of Meeting Practice Policy within the first 12 months after each Ordinary Election, (its Code of Meeting Practice Policy must be consistent with the mandatory provisions of the OLG Model Code of Meeting Practice and the *Local Government Act 1993*) and make adjustments as it considers appropriate and as are consistent with the *Local Government Act 1993* (the Act) *Chapter 12 Part 2 Division 1* and the *Local Government (General) Regulation 2021 Part 10*.

#### Office of Local Government's Review of the Model Code of Meeting Practice for Local Councils in NSW

On 5 September 2024 the NSW Office of Local Government (OLG) issued a Circular to Councils No. 24/17 – Councillor Conduct and Meeting Practices – A Discussion Paper and OLG is seeking feedback from the industry by 15 November 2024 to inform its review of the Model Code of Meeting Practice and the Model Code of Conduct.

A report is presented to Council, in this Business Paper, for Council to consider the OLG's review of the Councillor Conduct Framework and it is recommended that a Councillor Briefing be held for Councillors to discuss the OLG Councillor Conduct and Meeting Practices Discussion Paper and to formulate a submission (if required).

#### Renaming of Council's Standing Committees

At the Extraordinary Council Meeting held 8 October 2024 and which reports relating to machinery matters which could be presented, Council resolved that Code of Meeting Practice be amended to change the names of the three Standing Committees to reflect Council's current organisational structure, directorates and Strategic Plans in order to re-align reports to the responsible Council Director. Therefore, amendments were made to clauses 8.1 and 20.5 a) of the Policy to change the current Standing Committee names to:

- Infrastructure and Environment Committee (formerly named the Works Committee)
- Community Development Committee (formerly named the Health and Building Committee)
- Finance and Governance Committee (formerly named the Policy and General Committee)

As the process for OLG to undertake an industry review may take some months to complete; and as Council's current Code of Meeting Practice Policy is compliant with the mandatory provisions of the current OLG Model Code, it was recommended at the Extraordinary Council Meeting to place the draft reviewed Code of Meeting Practice Policy on public exhibition with a view to adopting the draft Policy for the interim period until OLG consults on amendments to the Model Code of Meeting Practice for Local Councils in NSW and issues a new Model Code.

Council resolved at its Extraordinary Meeting held 9 October 2024 to place the draft Code of Meeting Practice Policy on Public Exhibition until 16 November and accepts submissions for a period of 42 days from the 1<sup>st</sup> day of public exhibition closing 29 November 2024 (As per Section 360-363 of the *Local Government Act 1993*).

During the Public Exhibition and submission period, Council received nil submissions from the public.

This Policy is now presented to Council for adoption.

**Community Engagement:**

The draft reviewed Code of Meeting Practice Policy was publicly exhibited for a period of 28 days until 16 November 2024, with submissions accepted for 42 days from the first day of public exhibition closing 29 November 2024.

**Strategic Direction:**

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

**Relevant Legislation:**

*Local Government Act 1993, Chapter 12 Part 2*  
*Local Government (General) Regulation 2021 Part 10*

**Financial Implications:**

Nil

**Attachments**

1. [↓](#) Draft Code of Meeting Practice Policy

LEISA BARTLETT  
EXECUTIVE OFFICER

JAY NANKIVELL  
GENERAL MANAGER



## DRAFT CODE OF MEETING PRACTICE POLICY

QUALITY CONTROL			
<b>EDRMS REFERENCES</b>	12/14 - D19/21935		
<b>RESPONSIBLE POSITION</b>	General Manager		
<b>APPROVED BY</b>	Council		
<b>REVIEW DATE</b>	Within 12 months after each ordinary election	<b>REVISION NUMBER</b>	7
<b>EFFECTIVE DATE</b>	<b>ACTION</b>	<b>MINUTE NUMBER</b>	
29 April 2020	Adoption of Amendment and Temporary Amendment	46238	
29 July 2020	Adoption	46307	
9 December 2020	Adoption of Temporary Amendment	46411	
26 March 2021	Temporary amendment to policy as per <i>Local Government (General) Regulation 2005 temporary amendment to allow Councillors to attend Council Meetings via audio-visual link under certain circumstances and as resolved by Council</i>	As per the temporary amendment to the <i>Local Government (General) Regulation 2005 (26 March 2021 to 31 December 2021)</i> .	
28 April 2021	Adoption of temporary addendum (extended to 30 June 2022) – Procedures for Councillor attendance via audio-visual link	46505	
27 January 2022	Public Exhibition	46713	
30 March 2022	Adoption	46799	
25 May 2022	Adoption of Amendment	46858	
9 October 2024	Public Exhibition	47655	

## Table of Contents

1. INTRODUCTION.....	3
2. MEETING PRINCIPLES .....	4
3. BEFORE THE MEETING.....	5
4. PUBLIC FORUMS.....	9
5. COMING TOGETHER .....	12
6. THE CHAIRPERSON .....	16
7. MODES OF ADDRESS.....	18
8. ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS.....	19
9. CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS.....	21
10. RULES OF DEBATE.....	23
11. VOTING.....	26
12. COMMITTEE OF THE WHOLE.....	27
13. DEALING WITH ITEMS BY EXCEPTION .....	28
14. CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC .....	29
15. KEEPING ORDER AT MEETINGS.....	33
16. CONFLICTS OF INTEREST.....	36
17. DECISIONS OF THE COUNCIL .....	37
18. TIME LIMITS ON COUNCIL MEETINGS .....	40
19. AFTER THE MEETING.....	41
20. COUNCIL COMMITTEES .....	43
21. IRREGULARITIES.....	48
22. DEFINITIONS .....	49

## **1. INTRODUCTION**

The Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) first adopted by Broken Hill City Council on 29/05/2019 and with subsequent amendments and is known as Council's Code of Meeting Practice Policy is made under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

This code applies to all meetings of council and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

The code of meeting practice incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.



## 2. MEETING PRINCIPLES

2.1 Council and committee meetings should be:

*Transparent:* Decisions are made in a way that is open and accountable.

*Informed:* Decisions are made based on relevant, quality information.

*Inclusive:* Decisions respect the diverse needs and interests of the local community.

*Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.

*Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

*Respectful:* Councillors, staff and meeting attendees treat each other with respect.

*Effective:* Meetings are well organised, effectively run and skilfully chaired.

*Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

### 3. BEFORE THE MEETING

#### Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions:

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

**Note: Clause 3.1 reflects section 365 of the Act.**

#### Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) Councillors, the Mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

**Note: Clause 3.2 reflects section 366 of the Act.**

#### Notice to the public of council meetings

- 3.3 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

**Note: Clause 3.3 reflects section 9(1) of the Act.**

- 3.4 For the purposes of clause 3.3, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.5 For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

#### Notice to councillors of ordinary council meetings

- 3.6 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

**Note: Clause 3.6 reflects section 367(1) of the Act.**

- 3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

**Note: Clause 3.7 reflects section 367(3) of the Act.**

### **Notice to councillors of extraordinary meetings**

- 3.8 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

**Note: Clause 3.8 reflects section 367(2) of the Act.**

### **Giving notice of business to be considered at council meetings**

- 3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted to the General Manager's Office by 5:00pm two Friday's prior to the Council Meeting.
- 3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

### **Questions with notice**

- 3.11 A councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the general manager about the performance or operations of the council.
- 3.12 A councillor is not permitted to ask a question with notice under clause 3.11 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.13 The general manager or their nominee may respond to a question with notice submitted under clause 3.11 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

### **Agenda and business papers for ordinary meetings**

- 3.14 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.15 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- a. all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
  - b. if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - c. all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - d. any business of which due notice has been given under clause 3.9.

- 3.16 Nothing in clause 3.15 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.17 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.18 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- a. identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
  - b. states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.18 reflects section 9(2A)(a) of the Act.**

- 3.19 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

## Statement of Ethical Obligations

- 3.20 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

## Availability of the agenda and business papers to the public

- 3.21 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

**Note: Clause 3.21 reflects section 9(2) and (4) of the Act.**

- 3.22 Clause 3.21 does not apply to the business papers for items of business that the general manager has identified under clause 3.18 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.21 reflects section 9(2A)(b) of the Act.**

- 3.23 For the purposes of clause 3.22, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

**Note: Clause 3.25 reflects section 9(3) of the Act.**

- 3.24 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

**Note: Clause 3.26 reflects section 9(5) of the Act.**

### **Agenda and business papers for extraordinary meetings**

- 3.25 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.26 Despite clause 3.25, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- a. a motion is passed to have the business considered at the meeting, and
  - b. the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 3.27 A motion moved under clause 3.26(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.28 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.26(a) can speak to the motion before it is put.
- 3.29 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.26(b) on whether a matter is of great urgency.

## 4. PUBLIC FORUMS

4.1 That Council holds two public forum sessions of 15 minute duration, during ordinary and extraordinary meetings of the council for the purpose of hearing oral submissions from members of the public. The first public forum session held at the commencement of the meeting will be held for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting or on general matters. The second public forum session held prior to the consideration of confidential matters will be held for the purpose of hearing oral submissions from members of the public on items of business only. Public forums will also be held during extraordinary council meetings.

4.2 Public forums are to be chaired by the mayor or their nominee.

4.3 To speak at a public forum, a person is encouraged to make an application to the council in the approved form. Applications to speak at the public forum should be delivered to Council's Administrative Centre, Customer Relations Staff, up to 4:00pm on the day of the meeting or handed to a Council staff member 15 minutes prior to the commencement of the Public Forum Session, and must identify the item of business on the agenda of the council meeting the person wishes to speak upon.

The Chairperson will invite members of the public present at the Public Forum to speak. Members of the public will be asked to state their name and verbally identify the item of business on the agenda of the meeting in which they are speaking, and whether they wish to speak 'for' or 'against' the item.

Members of the public will be invited to speak in the following order:

1. Members of the public who have registered to speak either 'for' or 'against' items listed in the meeting agenda.
2. Members of the public who have registered to speak on general matters.
3. Then if time permits, members of the public who have not registered but wish to speak either 'for' or 'against' items listed in the meeting agenda; or who wish to speak on general matters.

4.4 A person may apply to speak on no more than 2 items of business on the agenda of the council meeting. A person may speak on more than 2 items if approved by the Chairperson.

4.5 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

4.6 The Chairperson may refuse an application to speak at a public forum. The Chairperson must state reasons for a decision to refuse an application.

4.7 No more than 2 speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.

4.8 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the Chairperson may request the speakers to nominate from among themselves the persons who are to address the council on the item of

business. If the speakers are not able to agree on whom to nominate to address the council, the Chairperson or their delegate is to determine who will address the council at the public forum.

- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the Chairperson may increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.10 Speakers at the public forum are to register with the council any written material to be presented in support of their address to the council at the public forum no less than one (1) day before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.11 The Chairperson is to determine the order of speakers at the public forum.
- 4.12 Each speaker will be allowed 2 minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.13 Speakers at public forums must not digress from the item on the agenda of the council meeting they have requested to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.14 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.15 Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker, to each question are to be limited to 1 minute.
- 4.16 Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.17 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to 2 minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.18 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.19 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.20 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

- 4.21 Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.22 Where a speaker engages in conduct of the type referred to in clause 4.19, the Chairperson may refuse further requests from that person to speak at public forums for such a period as the Chairperson considers appropriate.
- 4.23 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.



## 5. COMING TOGETHER

### Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.
- 5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.
- Note: Clause 5.6 reflects section 234(1)(d) of the Act.**
- 5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

## The quorum for a meeting

5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

**Note: Clause 5.8 reflects section 368(1) of the Act.**

5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

**Note: Clause 5.9 reflects section 368(2) of the Act.**

5.10 A meeting of the council must be adjourned if a quorum is not present:

- a. at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
- b. within half an hour after the time designated for the holding of the meeting, or
- c. at any time during the meeting.

5.11 In either case, the meeting must be adjourned to a time, date and place fixed:

- a. by the chairperson, or
- b. in the chairperson's absence, by the majority of the councillors present, or
- c. failing that, by the general manager.

5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

## Entitlement of the public to attend council meetings

5.15 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

**Note: Clause 5.15 reflects section 10(1) of the Act.**

- 5.16 Clause 5.15 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.17 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
- a. by a resolution of the meeting, or
  - b. by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.17 reflects section 10(2) of the Act.**

### Webcasting of meetings

- 5.18 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.
- 5.19 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- a. The meeting is being recorded and made publicly available on the council's website, and
  - b. Persons attending the meeting should refrain from making defamatory statements.
- 5.20 The recording of a meeting is to be made publicly available on the council's website and via YouTube and Facebook:
- a. at the same time as the meeting is taking place, or
  - b. as soon as practicable after the meeting.
- 5.21 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.
- 5.22 Clauses 5.20 and 5.21 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

**Note: Clauses 5.18 – 5.22 reflect section 236 of the Regulation.**

- 5.23 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

### Attendance of the general manager and other staff at meetings

- 5.24 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

**Note: Clause 5.24 reflects section 376(1) of the Act.**

- 5.25 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.25 reflects section 376(2) of the Act.**

- 5.26 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

**Note: Clause 5.26 reflects section 376(3) of the Act.**

- 5.27 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.
- 5.28 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

## 6. THE CHAIRPERSON

### The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

### Election of the chairperson in the absence of the mayor and deputy mayor

6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

6.4 The election of a chairperson must be conducted:

- a. by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- b. by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

6.6 For the purposes of clause 6.5, the person conducting the election must:

- a. arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- b. then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

### **Chairperson to have precedence**

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- a. any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
  - b. every councillor present must be silent to enable the chairperson to be heard without interruption.

## 7. **MODES OF ADDRESS**

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mayor [surname]'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

## 8. ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 The general order of business for an ordinary meeting of the council shall be:

- 01 Opening Meeting
- 02 Apologies
- 03 Leave of Absence Applications
- 04 Prayer
- 05 Acknowledgement of Country
- 06 Acknowledgement of Broken Hill's Mining History
- 07 Public Forum Session
- 08 Confirmation of Minutes
- 09 Disclosures of Interests
- 10 Mayoral Minute(s)
- 11 Notices of Motion
- 12 Notices of Rescission
- 13 Reports from Delegates
- 14 Committee Reports
  - a) Infrastructure and Environment Committee
  - b) Community Development Committee
  - c) Finance and Governance Committee
- 15 Further Reports
- 16 Questions on Notice
- 17 Questions for Next Meeting
- 18 Public Forum Session
- 19 Confidential Matters
- 20 Conclusion of the meeting

**Note:** Wording of the Prayer shall be: *"Almighty God, we ask you to invoke your blessing upon this Council. Direct and prosper our deliberations to the advancement and true welfare of the people of the Council area, our State and Australia. AMEN"*

**Note:** Wording of the Acknowledgement of Country shall be: *"We acknowledge the traditional owners of the land upon which we meet today and pay our respects to their elders; past, present and emerging."*

**Note:** Wording of the Acknowledgement of Broken Hill's Mining History shall be: *"We take time to reflect, remember and honour the over 800 miners that lost their lives and those that were crippled or maimed on the Line of Lode. We thank the brave miners and their wives who were part of the 1919-1920 strike that lasted over 500 days and delivered a 35 hour working week. Mining is our past and future."*



- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
  
- 8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.1 may speak to the motion before it is put.

## 9. CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

### Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- a. unless a councillor has given notice of the business, as required by clause 3.9, and
  - b. unless notice of the business has been sent to the councillors in accordance with clause 3.6 in the case of an ordinary meeting or clause 3.8 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- a. is already before, or directly relates to, a matter that is already before the council, or
  - b. is the election of a chairperson to preside at the meeting, or
  - c. subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
  - d. is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- a. a motion is passed to have the business considered at the meeting, and
  - b. the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

### Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.

- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.

### **Staff Reports**

- 9.10 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

### **Reports of committees of council**

- 9.11 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.12 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

### **Questions**

- 9.13 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.13.
- 9.14 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.15 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.16 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.17 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.18 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

## 10. RULES OF DEBATE

### Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

### Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.9 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.9 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- a. any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
  - b. the chairperson may defer consideration of the motion until the next meeting of the council.

### Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

### Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

### **Amendments to motions**

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

### **Foreshadowed motions**

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

### **Limitations on the number and duration of speeches**

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- a. if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
  - b. if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

## 11. VOTING

### Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

**Note: Clause 11.1 reflects section 370(1) of the Act.**

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

**Note: Clause 11.2 reflects section 370(2) of the Act.**

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

### Voting at council meetings

11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.5 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

11.6 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

### Voting on planning decisions

11.7 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

11.8 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

11.9 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.10 Clauses 11.7–11.9 apply also to meetings that are closed to the public.

**Note: Clauses 11.7–11.10 reflect section 375A of the Act.**

**Note: The requirements of clause 11.7 may be satisfied by maintaining a register of the minutes of each planning decision.**

## 12. COMMITTEE OF THE WHOLE

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

**Note: Clause 12.1 reflects section 373 of the Act.**

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

**Note: Clauses 10.20–10.30 limit the number and duration of speeches.**

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.



## 13. DEALING WITH ITEMS BY EXCEPTION

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

## 14. CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

### Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- a. personnel matters concerning particular individuals (other than councillors),
  - b. the personal hardship of any resident or ratepayer,
  - c. information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
  - d. commercial information of a confidential nature that would, if disclosed:
    - (i) prejudice the commercial position of the person who supplied it, or
    - (ii) confer a commercial advantage on a competitor of the council, or
    - (iii) reveal a trade secret,
  - e. information that would, if disclosed, prejudice the maintenance of law,
  - f. matters affecting the security of the council, councillors, council staff or council property,
  - g. advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
  - h. information concerning the nature and location of a place or an item of Aboriginal significance on community land,
  - i. alleged contraventions of the council's code of conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

### Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- a. except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and

- b. if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1 (g) unless the advice concerns legal matters that:
- a. are substantial issues relating to a matter in which the council or committee is involved, and
  - b. are clearly identified in the advice, and
  - c. are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- a. a person may misinterpret or misunderstand the discussion, or
  - b. the discussion of the matter may:
    - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
    - (ii) cause a loss of confidence in the council or committee.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

### **Notice of likelihood of closure not required in urgent cases**

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- a. it becomes apparent during the discussion of a particular matter that the

matter is a matter referred to in clause 14.1, and

- b. the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
  - (i) should not be deferred (because of the urgency of the matter), and
  - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

### **Representations by members of the public**

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by 5:00pm three days before the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than 2 speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than 2 speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed 2 minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their

representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

### **Expulsion of non-councillors from meetings closed to the public**

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

### **Information to be disclosed in resolutions closing meetings to the public**

- 14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- a. the relevant provision of section 10A(2) of the Act,
  - b. the matter that is to be discussed during the closed part of the meeting,
  - c. the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.20 reflects section 10D of the Act.**

### **Resolutions passed at closed meetings to be made public**

- 14.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.

## 15. KEEPING ORDER AT MEETINGS

### Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

### Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

### Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

## Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- a. contravenes the Act, the Regulation or this code, or
  - b. assaults or threatens to assault another councillor or person present at the meeting, or
  - c. moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
  - d. insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
  - e. says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

**Note: Clause 15.11 reflects section 182 of the Regulation**

- 15.12 The chairperson may require a councillor:
- a. to apologise without reservation for an act of disorder referred to in clauses 15.11 (a) or (b), or (e), or
  - b. to withdraw a motion or an amendment referred to in clause 15.11 (c) and, where appropriate, to apologise without reservation, or
  - c. to retract and apologise without reservation for an act of disorder referred to in clauses 15.11 (d) and (e).

**Note: Clause 15.12 reflects section 233 of the Regulation**

## How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

## Expulsion from meetings

- 15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.
- 15.15 Clause 15.14 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

- 15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

**Note: 15.16 reflects section 233(2) of the Regulation**

- 15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act or disorder concerned.

**Note: Clause 15.17 reflects section 233(2) of the Regulation**

- 15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.19 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

### **Use of mobile phones and the unauthorised recording of meetings**

- 15.21 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.22 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.23 Without limiting clause 15.18, a contravention of clause 15.22 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.22, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.24 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.



## 16. CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

## 17. DECISIONS OF THE COUNCIL

### Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

**Note: Clause 17.1 reflects section 371 of the Act**

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

### Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.9.

**Note: Clause 17.3 reflects section 372(1) of the Act.**

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

**Note: Clause 17.4 reflects section 372(2) of the Act.**

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

**Note: Clause 17.5 reflects section 372(3) of the Act.**

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.6 reflects section 372(4) of the Act.**

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.7 reflects section 372(5) of the Act.**

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.8 reflects section 372(7) of the Act.**

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the General Manager's Office no later than 5:00pm 2 business days after the meeting at which the resolution was adopted.
- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.
- Note: Clause 17.11 reflects section 372(6) of the Act.**
- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:
- a. a notice of motion signed by three councillors is submitted to the chairperson, and
  - b. a motion to have the motion considered at the meeting is passed, and
  - c. the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.
- 17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

### **Recommitting resolutions to correct an error**

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- a. to correct any error, ambiguity or imprecision in the council's resolution, or
  - b. to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

## 18. TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the council and committees of the council are to conclude no later than 10:00pm.
- 18.2 If the business of the meeting is unfinished at 10:00pm, the council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at 10:00pm, and the council does not resolve to extend the meeting, the chairperson must either:
- a. defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
  - b. adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
- a. individually notify each councillor of the time, date and place at which the meeting will reconvene, and
  - b. publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

## 19. AFTER THE MEETING

### Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

**Note: Clause 19.1 reflects section 375(1) of the Act.**

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- a. The names of councillors attending a council meeting,
- b. details of each motion moved at a council meeting and of any amendments moved to it,
- c. the names of the mover and seconder of the motion or amendment,
- d. whether the motion or amendment was passed or lost, and
- e. such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 19.5 reflects section 375(2) of the Act.**

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

### Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

### **Implementation of decisions of the council**

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

**Note: Clause 19.12 reflects section 335(b) of the Act.**

## 20. COUNCIL COMMITTEES

### Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

### Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- a. such number of members as the council decides, or
  - b. if the council has not decided a number – a majority of the members of the committee.

### Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.
- a. As per Minute No. 46689 of 12 January 2022 Council Meeting, Council will operate three Standing Committees, with meetings to be held at 5:30pm on the Monday, Tuesday and Wednesday of the week preceding the Monthly Ordinary Council Meeting. The Standing Committees will consider reports on the following matters:
    - **Infrastructure and Environment Committee** to consider all matters relating to that Directorate.
    - **Community Development Committee** to consider all matters relating to that Directorate.
    - **Finance and Governance Committee** to consider all matters relating to that Directorate.
  - b. The order of business for the conduct of Standing Committees will consist of:
    - 01 Opening Meeting
    - 02 Apologies
    - 03 Leave of Absence Applications
    - 04 Prayer
    - 05 Acknowledgement of Country
    - 06 Acknowledgement of Broken Hill's Mining History



- 07 Confirmation of Minutes
- 08 Disclosure of Interest
- 09 Reports
- 10 Confidential Matters
- 11 Conclusion of the Meeting

**Note:** Wording of the Prayer shall be: *"Almighty God, we ask you to invoke your blessing upon this Council. Direct and prosper our deliberations to the advancement and true welfare of the people of the Council area, our State and Australia. AMEN"*

**Note:** Wording of the Acknowledgement of Country shall be: *"We acknowledge the traditional owners of the land upon which we meet today and pay our respects to their elders; past, present and emerging."*

**Note:** Wording of the Acknowledgement of Broken Hill's Mining History shall be: *"We take time to reflect, remember and honour the over 800 miners that lost their lives and those that were crippled or maimed on the Line of Lode. We thank the brave miners and their wives who were part of the 1919-1920 strike that lasted over 500 days and delivered a 35 hour working week. Mining is our past and future."*

## Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- a. the time, date and place of the meeting, and
  - b. the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

## Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- a. has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
  - b. has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

### **Non-members entitled to attend committee meetings**

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- a. to give notice of business for inclusion in the agenda for the meeting, or
  - b. to move or second a motion at the meeting, or
  - c. to vote at the meeting.

### **Chairperson and deputy chairperson of council committees**

- 20.11 The chairperson of each committee of the council must be:
- a. the mayor, or
  - b. if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
  - c. if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

### **Procedure in committee meetings**

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

### **Closure of committee meetings to the public**

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

### **Disorder in committee meetings**

- 20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

### **Minutes of council committee meetings**

- 20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- a. The names of councillors attending a meeting,
  - b. details of each motion moved at a meeting and of any amendments moved to it,
  - c. the names of the mover and seconder of the motion or amendment,
  - d. whether the motion or amendment was passed or lost, and
  - e. such other matters specifically required under this code.
- 20.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

- 20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

## 21. IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- a. a vacancy in a civic office, or
  - b. a failure to give notice of the meeting to any councillor or committee member, or
  - c. any defect in the election or appointment of a councillor or committee member, or
  - d. a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
  - e. a failure to comply with this code.

**Note: Clause 21.1 reflects section 374 of the Act.**

## 22. DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and  in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment

foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later times
year	means the period beginning 1 July and ending the following 30 June

## FINANCE AND GOVERNANCE COMMITTEE

October 7, 2024

**ITEM 2****BROKEN HILL CITY COUNCIL REPORT NO. 187/24**

**SUBJECT:** **BROKEN HILL ADVOCACY STRATEGY - REVISED DECEMBER 2024** **D24/32552**

**Recommendation**

1. That Broken Hill City Council Report No. 187/24 dated October 7, 2024, be received.
2. That Council adopt the refreshed Advocacy Strategy which will become the centrepiece of Broken Hill City Council's advocacy initiatives for the 2025 Calendar Year and upcoming Federal Election.

**Executive Summary:**

Setting the strategic direction of Council and being able to clearly articulate the vision for the city to government, investors and other key stakeholders is a priority for Council and the Advocacy Strategy is designed to provide a succinct document to clearly define the city's strategic priorities to ministers, members of parliament and key decision-makers.

The Advocacy Strategy crystallises the 'big picture' initiatives that will future proof the city and enhance liveability. The underpinning focus is sustainable population growth.

This iteration reflects the progress of priorities of the previous elected Council from 2022 and those identified by the community in the development of the Community Strategic Plan 2040 and the Draft Economic Development Strategy 2022 -2027.

The Advocacy Strategy is designed to be a document that the Mayor, Councillors, staff and proactive community groups can use to 'talk up' the city and advocate for its success. Since 2018, it is a document that has been presented to visiting Government Ministers and members of Parliament at both the State of Federal level and equally to those in opposition.

Given the looming Federal election to occur early-mid 2025, the Advocacy Strategy has been revised and updated to ensure Council's priorities are known to both sides of Government prior to the election being held.

Achieving these initiatives will see a transformational change in Broken Hill that will secure its future, but it cannot be left to one group alone. Broken Hill is at a crossroads, and it is essential the vision and priorities are clearly articulated.

**Report:**

The Advocacy Strategy is a key priority document that embraces investment in capital infrastructure, innovation and entrepreneurialism to grow the economy of Australia's First Heritage Listed City - Broken Hill.

It is a blueprint designed to guide the advocacy activities of Council for the achievement of new urban designed spaces, technology, art, events and enterprises and identifies



interventions that will place the City in an optimal position to attract new visitors, residents, businesses and industries.

### **Advocacy for Broken Hill**

Broken Hill City Council regularly advocates to the NSW and Australian Governments for funding for important programs and projects that will benefit the Broken Hill community and residents of Far West NSW.

Our advocacy is ongoing with a particular emphasis placed on lobbying since 2018, when the first Advocacy Strategy was endorsed by Council.

### **What does advocacy involve?**

Our advocacy effort is focused on engaging with all tiers of government and key organisations in our community to gain support for Council and community priorities. It includes regular meetings and representations to ministers, members of parliament and key decision-makers as well as membership of advocacy agencies such as the Australian Mining Cities Alliance, the Regional Cities NSW, Regional Capitals Australia, and the Regional Australia Institute. Council takes an apolitical view to advocacy – it is important to speak to all side of politics to ensure our priorities are understood by current and potential decision makers.

### **Advocacy success for Broken Hill**

During the current election cycle - since the Federal election in 2022 and the State election in 2023 - Broken Hill City Council has been successful in advocating for more than \$25m from both the State and Federal Governments to support infrastructure and community development projects and events. Major projects funded projects include:

- Broken Hill CBD Revitalisation Project including Library and Archives Stage 1 \$11.7m
- Major Road repair and reconstruction \$2.54m
- CBD Masterplan, Cultural Strategy and Wayfinding Project \$1m
- Alma Oval and Norm Fox Oval Changeroom Construction \$904,333.00

Part Funded projects included in ongoing advocacy include:

- EP O'Neill Park Memorial Upgrade Stage One \$1.9m
- Upgrade Broken Hill Regional Airport – Aprons, Taxiways and Runways \$10m

### **Why is advocacy important?**

Council and other leading agencies in Broken Hill and Far West NSW work together to ensure greater impact to achieve maximum investment in the city and region. By working together, we can leverage the outcome and deliver priority projects, programs, and infrastructure Broken Hill.

### **Our priority projects**

The Broken Hill community has identified a range of priority projects which we are directly advocating for to the NSW and Australian Governments. Projects include:

- Broken Hill Regional Airport Redevelopment
- CBD Revitalisation – including new Library, Town Square and paving projects
- Stage Two E.P. O'Neill Memorial Park Upgrade
- Opening of Imperial Lake Sustainability and Nature Park
- Land availability for industrial and residential expansion
- Rail link form Broken Hill to Melbourne and second service from Broken Hill to Sydney
- Tourism transport road links

- Achieve 100% renewable status for the City of Broken Hill by 2030 while reducing the cost of electricity to our residents and increasing service delivery ability.
- Water Security and affordability
- Ongoing Broken Hill Lead Program funding
- Medium or high density housing for key workers in the health, education and emergency services

The Strategy strengthens Council's overall advocacy capability, beyond the projects and priorities identified to be actioned through our advocacy activities.

It is underpinned by a multi-million integrated infrastructure development focus that includes strategic transport and housing, connectivity, Heritage City promotion and a cultural precinct development program that connects various sites in the city and fosters creativity, inclusion and innovation.

The strategy moves Broken Hill's economic and psychological attachment to a resource-based economy and providing actionable projects and activities through capital investment in a staged intervention and laying the foundation for communication with government and investors.

To achieve the vision, Council will interact strongly with other spheres of government, business, industry and service providers to identify emerging opportunities and achieve practical support to achieve those opportunities.

### **Community Engagement:**

The Advocacy Strategy 2024–2025 has been informed through a series of public consultations and ongoing Councillor briefings during 2024, along with meetings to develop key community strategies to plan the approach to Broken Hill's future including the Broken Hill Community Strategic Plan 2020-2040 and Draft Broken Hill Economic Development Strategy 2022-2027.

### **Strategic Direction:**

Key Direction:	4	Our Leadership
Objective:	4.2 4.3	Our leaders make smart decisions We unite to succeed in Australia's First City Listed on the National Heritage List
Strategy:	4.2.5	Monitor potential changes to government policy and legislation and make submission where considered important for the local community
	4.3.3	Maintain a strong relationship and regularly engage with the local State and Federal Members

### **Relevant Legislation:**

Local Government Act 1993,  
Local Government (General) Regulations 2021

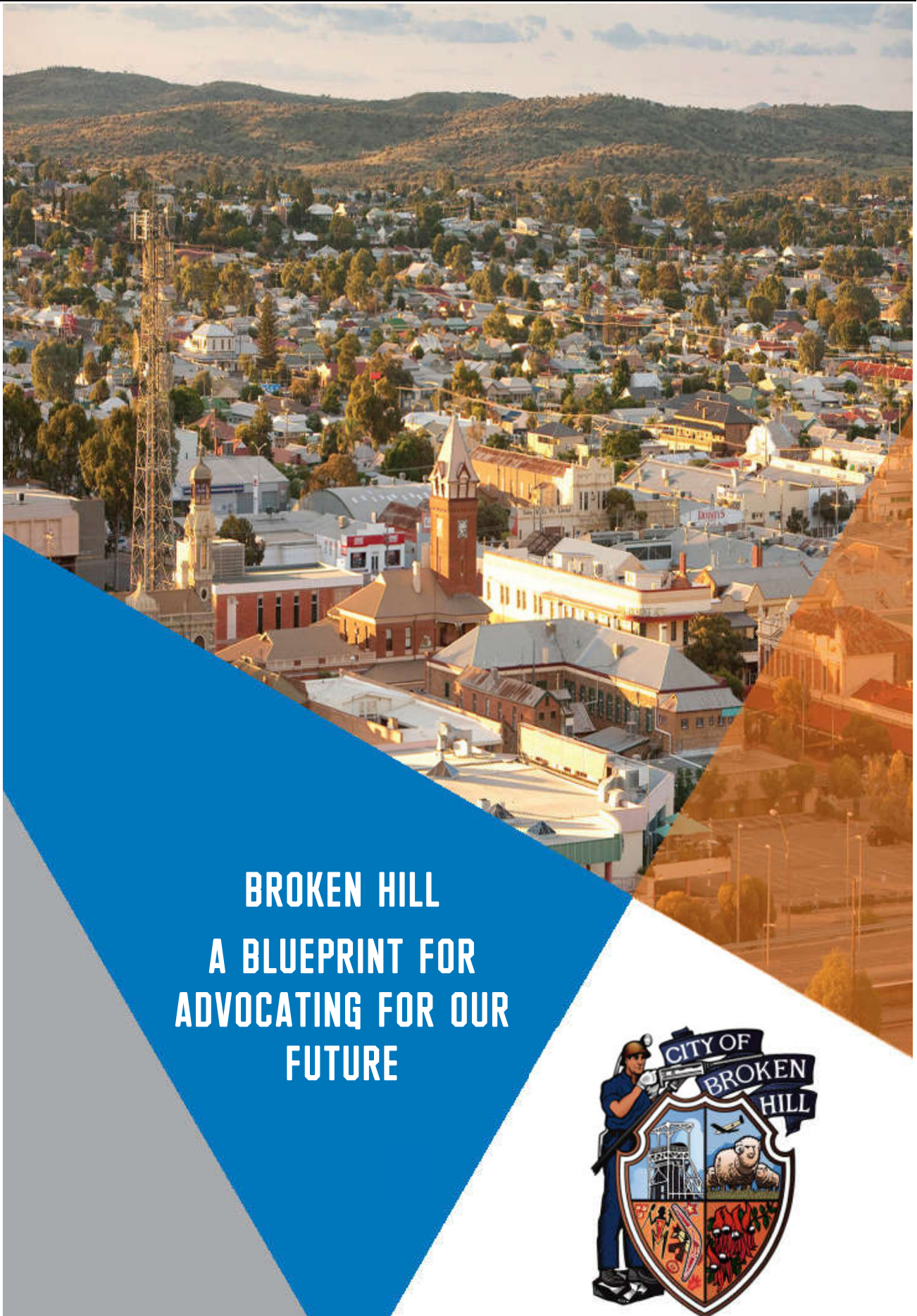
### **Financial Implications:**

The Advocacy Strategy provides a succinct document to advocate and lobby for funding and investment in Broken Hill. Activities will be budgeted in Council's annual budget as required.

### **Attachments**

1. [↓](#) Advocacy Strategy - Revised December 2024

JAY NANKIVELL  
GENERAL MANAGER



**BROKEN HILL  
A BLUEPRINT FOR  
ADVOCATING FOR OUR  
FUTURE**



**“Broken Hill will be a national powerhouse of sustainable and technological innovation that values and shares the region’s unique natural and built environment with regional, national, and international visitors and is home to an active, vibrant residential population with services and facilities to support long term population growth.**



For further information visit Broken Hill City Council website [www.brokenhill.nsw.gov.au](http://www.brokenhill.nsw.gov.au).  
To receive this document in an alternative format please contact Council  
(08) 8080 3300.

First Published September 2018

Revised May 2020

Revised October 2022

Adopted 21 December 2022 – Minute No. 47074



## **MAYOR'S FOREWORD**

Welcome to Broken Hill's Advocacy Strategy – a blueprint for advocating for our city's future. The strategy embraces investment in capital infrastructure, innovation, and entrepreneurship to transform the economy of Australia's First Heritage Listed City to an economy that creates a liveable city for future generations.

The refreshed strategy builds on the noticeable energy uplift in the city created by the planning and delivery of major construction projects, the expansion of the mining industry into the critical minerals sector, events that are attracting national and international visitors, the success of major visitor marketing campaigns, and the number of small businesses opening in the Central Business District.

Broken Hill is poised to undergo an impressive and explosive period of growth, one that we must be ready to receive. There are an anticipated 2,200 new jobs in mining being created by 2027, and we are working towards building our population to 25,000 by 2027.

This document guides the advocacy activities of Council for the achievement of new urban designed spaces, technology, art, events, and enterprises and identifies interventions that will place the city in an optimal position to attract new visitors, residents, businesses, and industries.

Advocacy for Broken Hill is about actively pursuing strategies that create an environment to give our community a voice to influence decisions at a State and Federal level to improve the liveability and economic sustainability of our city.

Council will use a variety of methods and techniques to pursue Broken Hill's advocacy priorities and influence the liveability and economic sustainability of the city. This includes opportunistic and programmed activities such as membership of key influencing organisations and agencies, making submissions on behalf of the community, direct lobbying, delegations, face to face meetings, correspondence, media activities, attendance at conferences and delivering public campaigns.

Council will also leverage the relationships it has with other councils in Far West NSW, Regional Development Australia, the business community, industry, and service providers to demonstrate the collaborative approach our community has adopted to achieve social, cultural, and economic prosperity.

This document outlines Broken Hill City Council's vision for the town, encompassing all aspects from industry and economy to healthcare, education, and housing. Recognising the sheer amount of growth expected to come, housing and liveability has become a key priority – ensuring that we are able to attract new citizens, while giving current residents a town and identity they can be proud of. The sense of growth and excitement permeates the entire town, leading to an increase in both external and internal investment, and a curiosity as to what the future may hold.



## **ADVOCACY FOR BROKEN HILL**

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#### **Funded**

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- Major Road repair and reconstruction \$2.5m
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- Alma Oval and Norm Fox Oval Changeroom Construction \$904,333.00

#### **Part Funded - Ongoing Advocacy**

- EP O'Neill Park Memorial Upgrade Stage One \$1.9m
- Upgrade Broken Hill Regional Airport - Aprons, Taxiways and Runways \$10m

### **Why is advocacy important?**

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- Land availability for industrial and residential expansion
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- Water security and affordability
- Ongoing Broken Hill Lead Program funding
- Medium or high density housing for key workers in the health, education, and emergency services sectors

## **BROKEN HILL**

The City of Broken Hill is the largest regional centre in the western half of New South Wales and the strategic centre of Far West NSW. It lies close to the South Australian border and midway between the Queensland and Victorian borders. The nearest population base is Mildura in Victoria, 300 kilometres to the south on the Murray River. The nearest capital city is Adelaide, approximately 500 kilometres to the southwest.

Connected by air, rail, and road and with all the facilities that one would expect of a regional city, the Far West NSW region relies heavily on Broken Hill for essential services and connectivity.

Although located within NSW, Broken Hill has strong cultural and historic connections with South Australia and operates on Central Australian Time, half an hour behind Eastern Standard Time.

Broken Hill is Australia's longest-lived mining city, where some of the world's major mining companies were founded on the richest mineral deposits and where safe working practices and workers legislation were first developed.

Each day lives are lived out in dwellings built atop a mineralogical rainforest containing 300 confirmed mineral species and representing 2,300 million years of geological history. Many of the City's streets take their names from the wealth of metals, minerals and compounds found in the City's Ore Deposit (its Line of Lode).

The total wealth extracted from these mines is worth over \$100 billion and continues to produce, allowing Australia to stand strong in the international community as a contributor of critical minerals. This identity continues to grow with the exploration of technological minerals such as cobalt, and industrial metals such as magnetite. These are critical to industries such as renewable energy and construction and allow Broken Hill to secure its future on the world stage.

Broken Hill is not known only for its mining history, but also its rich culture and diversity, unique among comparable cities. The city is renowned for its perfect light – by day the sun and by night the stars, the desert moon, and the city lights – which attracts artists, photographers, and filmmakers. The community also gathers for several annual events to celebrate this identity, drawing visitors from around the world.

The city sits beneath a vast sky (now being mined for renewable energy), atop a landscape famed for its natural, cultural, and industrial heritage. Receiving some of the largest quantities of solar radiation in the world, Broken Hill is uniquely positioned to achieve receiving 100% of its energy demand from renewable sources, and this opportunity is being taken advantage of with the exploration and installation of solar farms and energy storage facilities.

The impact of COVID-19 has demonstrated the feasibility of remote work and living outside of major cities, an effect Broken Hill can adopt and build upon.

In January 2015, Broken Hill was recognised as Australia's First National Heritage Listed City. International findings show that heritage listing 'sells' and can stimulate growth through the visitor economy and the attraction of investment and entrepreneurial opportunity. As part of a very elite club, there is potential to heighten the brand of Broken Hill to world status.

**FACT FILE**

POPULATION		INDUSTRY 2022/2023	OUTPUT \$M	JOBS (FTE)
2023	17,624	Mining, Construction, Manufacturing	1780.8	2,009
2021	17,661	Household Services*	401.9	3,134
2019	17,479	Tourism**	182.4	490
2014	18627	Public Administration and Safety	78.3	409
<b>TOTAL WORKFORCE</b>		Retail Trades	97.1	611
		As of December 2023, the unemployment rate was 3.1%.		
2023	7,331			
2021	7,575			
2019	7,852			
2014	7,315			

STRATEGIC PROJECTS
<ul style="list-style-type: none"> <li>o Broken Hill Regional Airport Redevelopment</li> <li>o CBD Revitalisation – including new Library and Archives</li> <li>o Stage Two E.P. O’Neill Memorial Park Upgrade</li> <li>o Opening of Imperial Lake Sustainability and Nature Park</li> <li>o Land availability for industrial and residential expansion</li> <li>o Rail link from Broken Hill to Melbourne and second service from Broken Hill to Sydney</li> <li>o Achieve 100% renewable status for the City of Broken Hill by 2030 while reducing the cost of electricity to our residents and increasing service delivery ability.</li> <li>o Tax reform for residents of mining communities</li> <li>o Heritage City Promotion</li> </ul>

LIVEABILITY STRENGTHS	CHALLENGES
<ul style="list-style-type: none"> <li>o Skilled labour force</li> <li>o Strong potential for drivers of economic growth</li> <li>o International attention, especially in the areas of mining, technological manufacturing, and renewable energy</li> <li>o Access via road, rail, and air</li> <li>o Numerous sport and recreational facilities</li> <li>o New investment in key industries</li> <li>o Highly skilled workforce</li> <li>o Strong tourism, film arts and events sectors</li> <li>o Affordable housing – median house price - at July 2024, \$190,000*</li> <li>o Abundant natural resources</li> <li>o History of technological innovation</li> <li>o Australia's First Heritage-listed city and heritage architecture</li> </ul>	<ul style="list-style-type: none"> <li>o Insufficient quality housing stock</li> <li>o Land locked - limited by the Native Title, Unincorporated Area, Western Land and mining and exploration leases impacting on industrial and residential development</li> <li>o Skill mismatch for key industries</li> <li>o Reliance on external expertise for major projects</li> <li>o Fluctuating commodity prices</li> <li>o Loss of young adults to employment and education opportunities elsewhere</li> <li>o Speed of connectivity</li> <li>o Ageing infrastructure</li> <li>o Risk of increasing FIFO workforce</li> <li>o Material costs for industry due to global uncertainty and transport costs</li> <li>o Increased pressure on future services including Local Government facilities, medical, education and childcare with population growth</li> </ul>

\*realestate.com.au

\*Household Services refers to Accommodation and Food Services, Education and Training, Health Care and Social Assistance, Arts and Recreation Services and Other Services.

\*\*In 2022/23, the total tourism and hospitality sales in Broken Hill City was \$182.4m, the total value added was \$85.5 million. Employment breakdown is 165 full time, 281 part-time.



<b>OPPORTUNITIES</b>	
Tourism	Australia's First Heritage Listed city branding Tourism governing body is established with representation from all stakeholders and a sustainable funding model Nature-based, eco and adventure tourism Silver to Sea Way Stage 2 Opening of Imperial Lake Sustainability and Nature Park World Heritage Listing Broken Hill Trades Hall Events and conferences – we are viewed as a “bucket list” destination Cultural and Indigenous tourism
Road	Advocate for regular maintenance and sealing of popular regional tourist routes and roads
Rail	Increasing number of services from Sydney to Broken Hill and interstate services to South Australia for both passenger and freight Connection of line from Broken Hill to Melbourne
Connectivity	Improve telecommunications and access speed, opportunity for expansion of NBN to include fibre to the premises (FTTP) connection
Industry	Renewable energy Hawson's Iron Ore Project Cobalt Blue Thackaringa Cobalt Project Lodestone Mines magnetite project Aerospace opportunities Hydrostor compressed gas energy storage facility
Land Development	Crown land available to be unlocked for industrial and residential development
CBD Activation	CBD revitalisation incorporating new library and archives centre Smart City technology – free Wi-Fi, CCTV, and lighting Line of Lode redevelopment E.P O'Neill Memorial Park sporting precinct development
Airport Redevelopment	Strengthen runway to future-proof opportunities for larger aircraft to land Improvements to taxiways and aprons Expand terminal to include improved security Sub-division to increase city's industrial land Grow commercial opportunities and capacity to attract carriers and aerospace industry Expand hangar access

## KEY PRIORITY AREAS

During the development of our Community Strategic Plan 2040 our community told us how they see themselves and importantly how they would like Council to respond to their concerns. These directions set the foundation for change and influence our advocacy strategy for economic development and social change. The key priority areas are:





***We are a connected and unique community and enjoy our safety and wellbeing. We aspire to create welcoming, accessible, and safe private and public places that foster good health and social interaction. We maintain an inclusive lifestyle as we come together to get things done.***

#### **ADVOCACY FOCUS**

- Promote the benefits of the Broken Hill lifestyle
- Promote Broken Hill as the centre of social, community and cultural services and facilities in Far West NSW including regional arts, libraries, and tertiary education facilities
- Access to facilities, services and information based on community needs including housing availability and service growth (education, health, childcare)
- Grow arts and culture and preserve the importance of our social capital, built heritage and history.

#### **PROJECT FOCUS**

- Residential land and housing and services to support growing population
- Upgrade to E.P O'Neill Memorial Park Sporting Complex
- Delivery of the Broken Hill Active Transport Plan

## **OUR COMMUNITY PRIORITY - RESIDENTIAL LAND AND HOUSING**

### **PROJECT FOCUS**

One of the pillars of sustainable development is access to adequate housing and land. While Broken Hill has a long history of, and continues to offer affordable housing, the future success of industry growth requires the availability of quality residential housing stock to attract families to move to the city.

Of note, are the mining investments in cobalt and iron ore which will create its own challenges in the housing and accommodation market and transport space. It is anticipated that 2,200 new workers will be required for the two major mining projects by 2027 and there will be a requirement for 700 new dwellings.

### **BENEFITS**

- Increase in availability of attractive housing stock will attract families to live in the city
- Opportunity to attract investment in residential housing market
- Housing available for new workers and their families attracted to new ventures such as mining
- Increased economic activity with new building projects
- Increased employment and training opportunities in construction industry.

### **ADVOCACY FOCUS**

- Collaborate with State Government to release land, including Crown land if required for housing development
- Collaborate with local commercial housing industry representatives to identify current available housing and land stock
- Liaise with industry and research the future need for housing and type of housing required
- Ensure that appropriate community facilities are available to meet future growth needs.

## **OUR COMMUNITY PRIORITY – UPGRADE TO E.P O’NEILL MEMORIAL PARK SPORTING COMPLEX**

### **PROJECT FOCUS**

Council will continue to advocate for the funding for Stage Two of the E.P. O’Neill Memorial Park Sporting Complex upgrade with the vision to provide the residents and visitors to Broken Hill as state-of-the-art multi-use sporting precinct.

Starting in 2023, the \$3.2 million first stage of the redevelopment of the O’Neill Sporting Complex will involve the resurfacing of netball courts, installation of lighting at the netball courts.

The project will be completed in multiple stages, with the first stage targeting playing surfaces, lighting, and walkways at the Netball Courts. Further stages to include further upgrades to the Norm Fox Oval and soccer fields and facilities.

### **BENEFITS**

- Uplift of community spirit with users enjoying similar facilities to those provided in urban and city areas
- Complex can attract State and National competition
- Support and encouragement for an active community
- The precinct will be a multi-functional hub providing for a diversity of uses
- across the week and through the seasons
- The project provides Council with an understanding of how facilities and uses can interact optimising efficiency through shared use facilities.
- Lighting upgrades support the survival of summer sport and community events in an extremely hot and arid environment

### **ADVOCACY FOCUS**

- Continue to work with the State and Federal Government to secure the funding for Stage Two – estimated \$10m - \$15m.

## **OUR COMMUNITY PRIORITY – DELIVERY OF THE BROKEN HILL ACTIVE TRANSPORT PLAN**

### **PROJECT FOCUS**

Improve the level and priority of pedestrian access and cycle networks, particularly in areas where the community congregates such as the Central Business District, shopping centres, schools, and health care facilities.

### **BENEFIT**

- Reduce pedestrian access and enhance safe and convenient crossing opportunities on major roads
- Improved opportunities on level of movement and safety with a focus on mobility impairments and the elderly
- Pedestrian facilities that are consistent and appropriate in New South Wales that ensure cycling facilities comply with relevant technical standards,
- Development and provision of safe and accessible amenities for the community via pedestrian and cycling network
- Fulfil Council's obligations under the Disability Inclusion Act 2014 in providing Disability Discrimination Act (DDA) compliant infrastructure
- Facilitate improvement in cycling safety, particularly in cycling to work and school
- Delivery of a 'bicycle network' as opposed to 'bicycle routes'
- Provision of a safe, coherent, and connected cycling network for use by all members of the community.

### **ADVOCACY FOCUS**

- Collaborate with State and Federal Government and key stakeholders to deliver appropriate infrastructure to promote a safe and active lifestyle and reduce the percentage of Broken Hill residents living a sedentary lifestyle
- Collaborate with State and Federal Government and business and industry to deliver the infrastructure to meet the vision of the Active Transport Plan – estimated cost \$45m.



***We focus on our population as a key element in preserving and growing our economy and our future. By diversifying our economic interests, we will be resilient, agile and ensure our economic prosperity.***

#### **ADVOCACY FOCUS**

- Investment in public infrastructure, creative industries, tourism marketing, renewable energy, and technology related projects to enhance economic opportunity
- Improved accessible transport including air and rail services
- Improved regional road infrastructure
- Improved access to education and training services for human resource growth and improved workforce skills.

#### **PROJECT FOCUS**

- Broken Hill Regional Airport Upgrade
- Central Business District Activation
- Industrial land development
- Encourage the expansion of or attraction of new childcare centres
- Promotion of Australia's First Heritage City and listing of the Broken Hill Trades Hall on the World Heritage List
- Connectivity.



## **OUR ECONOMY PRIORITY - BROKEN HILL REGIONAL AIRPORT UPGRADE**

### **PROJECT FOCUS**

Broken Hill Regional Airport is the gateway for the provision of most of the Local, State and Federal Government services provided to the Far West community.

It provides important air transport links to South Australia, New South Wales and Victoria and is the strategic entry point for a number of Far West NSW communities.

It supports Regular Public Transport (RPT) services, Royal Flying Doctor Service (RFDS), air charter operations and General Aviation (GA).

Council also receives regular requests for access to terminal space at the airport from the space industry.

Council is seeking to upgrade current airport infrastructure to grow regional flight capacity and overcome constraints presently preventing use of the airport by larger budget carriers and private charters, particularly related to the mining, space, and event industries. With an expected increase in demand for passenger services with the growth in the mining industry, the airport also requires capacity to link with major gateway airports.

Council was successful in attracting \$2.4m from the NSW Government to secure the safety of the airport with fencing and lighting improvements and \$10m from the State and Federal Government to complete the first stage of upgrades to the aprons and taxiways. Council continues to seek support for infrastructure upgrades to the remaining aprons, taxiways, runways, and potentially, security and terminal upgrades. With the requirement for more industrial land, Council has also renewed its masterplan for development to include the potential for increased airside and landside commercial and industrial developments.

### **BENEFITS**

- Long-term sustainability of the Airport secured to meet the needs of existing users and future demand
- Cater for and service of larger jet aircraft typically used by major budget carriers
- Drive tourism because of affordable and competitive transport and increase tourist passenger traffic at the airport
- Facilitate the continued presence of a Royal Flying Doctor Service Base
- Facilitate additional business and commercial (including non-aviation) development
- Potential for sub-division to expand the city's industrial footprint.

### **ADVOCACY FOCUS**

- Broken Hill Airport is a regional airport servicing Broken Hill, Central Darling Shire, and Unincorporated NSW
- Air transport underpins the growth of industry and development in Far West NSW
- Remove barriers that prevent larger carriers from Broken Hill
- Provide infrastructure for emerging industries such as aerospace to locate in Far West NSW
- Support growth in agriculture, mining, space, and tourism by developing regional connectivity and transport logistics to better access markets.



## **OUR ECONOMY PRIORITY - INDUSTRIAL LAND DEVELOPMENT PROJECT FOCUS**

### **PROJECT FOCUS**

Broken Hill is surrounded entirely by Unincorporated New South Wales which means expansion beyond the city boundaries is limited without intervention by State Government to free up Crown land.

It is landlocked and to capture the potential economic benefits from the growth in mining, manufacturing, agriculture and renewable energy industries, suitable industrial land needs to be unlocked.

The expansion of available industrial land will provide increased opportunities for industry to grow and investors to consider Broken Hill as a viable location for establishment. It sets the foundation for the city being able to embrace the advantages of new technology, production methods, new lifestyle preferences, and business and investor location decisions.

### **BENEFITS**

- Ensure an adequate supply of industrial land with the capacity to enable development of specialised industry clusters and encourage co-location of related industries to decrease supply chain costs.
- Increased capacity to promote Broken Hill to industry and investment as a location for establishing new business

### **ADVOCACY FOCUS**

- Advocate for the State Government to identify suitable Crown Land for industrial development
- Advocate for a collaborative approach to work with traditional owners to identify potential parcels of land for industrial development
- Facilitate industry growth through development of industrial land to grow economies of scale and sustainable energy generation and storage
- Monitor requests for industrial land to inform planning for water, wastewater, electricity, gas, and telecommunications infrastructure to inform decisions about the requirements of industry.

## **OUR ECONOMY PRIORITY - CENTRAL BUSINESS DISTRICT ACTIVATION**

### **PROJECT FOCUS**

Linked to the development of the Central Business District Revitalisation project, the City Masterplan and the Interpretive Wayfinding Strategy, the focus includes several projects to activate key priorities previously identified as spin off strategies in the Broken Hill Cultural Framework and Synopsis Report. Priorities include a focus on revitalising the city centre to stimulate economic activity and encourage residents and visitors to spend more time in the CBD and heritage and cultural precincts. It also includes the activation of the Sturt, Patton, and Queen Elizabeth Park Precincts.

The spin-off strategies in the Broken Hill Cultural Framework and Synopsis Report include:

- The softening and greening of Argent Street and the broader CBD through tree plantings, seating, shading.
- An inviting space that will encourage people when finished visiting the cultural precinct, to spill out onto Argent Street, be able to shop, sit, relax in an environment that espouses liveability.
- The opportunity for pop up businesses, shops, or eateries to operate.
- An environment that will actively support the growth of a twilight economy.

### **BENEFITS**

- The key priority is a focus on revitalising the city centre to stimulate economic activity and encourage residents and visitors to spend more time in the CBD and identified heritage and cultural precincts such as Patton Park Precinct in South Broken Hill and Queen Elizabeth Park in North Broken Hill. It should include (but is not limited to) spin off strategies identified in the Broken Hill Cultural Framework and Synopsis Report.

### **ADVOCACY FOCUS**

- Argent Street and Chloride Street Intersection Revitalisation
- Chloride Street Connector from Argent Street to Sturt Park Upgrades
- Argent Street and Sulphide Street Intersection Revitalisation

## **OUR ECONOMY PRIORITY – EXPANSION OF CHILDCARE FACILITIES**

### **PROJECT FOCUS**

Broken Hill's access to 0-5 years childcare is impacting on the city's ability to attract essential workers and grow the economy and population. With more than 80 families on the one-two year waiting lists and evidence that potential worker have turned down an opportunity to move to Broken Hill to work once they discovered that Broken Hill is a "childcare desert", attracting investment in new facilities and supporting the expansion of existing facilities is a foundational piece in the city's ability to prepare for the potential new mining families being employed in the next three to five years and attract new residents and workers.

### **BENEFITS**

- Available childcare will support the city to attract and retain workers
- Increased access to childcare supports residents to engage in the workforce and/or opportunities to further education – contributing to 'growing our own' and minimising the impact of worker shortages in the city

### **ADVOCACY FOCUS**

- Collaborate with childcare providers and investors to attract or expand childcare facilities
- Work with the State Government to transfer Crown Land to freehold if identified as a suitable block for a childcare facility

## **OUR ECONOMY PRIORITY – EXPANDED TRANSPORT OPTIONS – RAIL LINKS FROM BROKEN HILL TO SYDNEY AND MELBOURNE**

### **PROJECT FOCUS**

In recent years, several new opportunities including those related to air and rail have presented themselves, generating interest from all tiers of Government and private investors, elevating the city's leverage of being a significant Australian regional centre.

The renewed contract with REX Airlines, introduction of QANTAS and interest from other air carriers in servicing Broken Hill has reinforced the importance of the expansion and redevelopment of the Broken Hill Regional Airport.

The increasing number of visitors to Far West NSW in recent years has also reinforced the previous advocacy work to introduce a second direct weekly rail service from Broken Hill to Sydney and the elevated the need for a rail link between Broken Hill and Melbourne to support passenger and freight services.

### **BENEFITS**

- Alternate and affordable transport options for residents and visitors between Broken Hill and Melbourne
- Improved rail freight options for Far West NSW producers
- Opportunity for a transport mode shift - to reduce carbon footprint by reducing number of road trains
- Opportunity for development of new Australian rail tourism experience

### **ADVOCACY FOCUS**

- State (NSW and Victorian) Governments and the Federal Government fund the construction of rail line from Broken Hill to Melbourne
- Second direct weekly rail service from Broken Hill to Sydney

## **OUR ECONOMY PRIORITY - PROMOTION OF AUSTRALIA'S FIRST HERITAGE LISTED CITY AND LISTING OF THE BROKEN HILL TRADES HALL ON THE WORLD HERITAGE LIST**

### **PROJECT FOCUS**

New South Wales has the unique opportunity to develop a global marketing package based on heritage and cultural tourism through the promotion of the nation's only Nationally Heritage Listed City.

The City of Broken Hill was recognised as 103rd place on the National Heritage list on 20 January 2015 and deemed to have outstanding heritage value to the nation.

A transnational serial nomination of workers' assembly halls is being prepared for the UNESCO World Heritage List, through an international effort led by Denmark. The city is currently working with the Broken Hill Trades Hall Trust to list the Hall on the World Heritage List.

### **BENEFITS**

- Increased national and global awareness of Australia's Only National Heritage Listed City
- Increase visitation to Broken Hill and New South Wales
- Growth in visitor experiences, product, and visitation.

### **ADVOCACY FOCUS**

- Promote the importance of collaborative asset management and marketing to Federal and State Governments, industry, and private benefactors.
- Attract State and Commonwealth support for the Trades Hall Trust to ensure the nomination for World Listing is successful.
- Promote Broken Hill as an essential Australian experience and as an asset of outstanding heritage value to the nation.



***We value our wide streetscapes, quality of life and stunning vistas; we are committed to conservation and preservation of the natural environment and greater reduction of human impact and climate change to ensure a sustainable healthy community.***

#### ADVOCACY FOCUS

- Pursue economic development strategies focused on the sustainable economy, including renewable energies such as wind and solar, energy storage facilities such as Hydrostor and battery systems to offset night-time consumption, and eco-tourism
- Future-proof Broken Hill against the impacts of climate change including more extreme weather events through the advocacy of an extended green belt and dust cleaning initiatives
- Create partnerships and alliances with government and industry to create projects that promote and preserve the environment
- Create awareness and investigate opportunities to create sustainable economic growth for the city and region

#### PROJECT FOCUS

- Renewable Energy Action Plan (REAP) – Council to be energy independent
- Meet commitments in the City Power Partnership
- Renewable Energy Industry Project Investment
- Water Security and affordability
- Broken Hill Lead Funding Program

## **OUR ENVIRONMENT PRIORITY - RENEWABLE ENERGY ACTION PLAN**

### **PROJECT FOCUS**

As the Local Government Authority, Council has a leadership role to ensure that the city remains vibrant and healthy for future generations. We have an obligation to treat the natural environment with care and minimise the impact we have today. Many of the environmental challenges our community faces are similar to those experienced around the world and as such sustainability must be given a greater focus to ensure our region's future for generations following us. The Renewable Energy Action Plan includes a number of priorities which are also linked to the Cities Power Partnership which include:

- Investment in renewable energy facilities
- Investigating opportunities for Council buildings and facilities to achieve 100% renewable status through carbon offsets by 2030
- Rolling out a city-wide energy efficient lighting and LED street lighting with smart controls, including hoods to reduce light pollution
- Renewing and improving cycling, walking and mobility connections to reduce carbon emissions and increase our city's liveability
- Ensuring Council fleet purchases meet greenhouse gas emission requirements and support the uptake of electric vehicles and supporting infrastructure
- Introduction of hybrid or electric vehicles to Council's fleet as part of fleet replacement
- Establishing city-level renewable energy or emissions reduction targets and sustainable energy policies to provide a common goal and shared expectation for residents and businesses.

### **BENEFITS**

- Increased annual uptake of renewables by the community and businesses
- Council and the community work in collaboration with other Councils and stakeholders to investigate best practice, share opportunities and knowledge and ensure that a national asset is protected for generations to come.

### **ADVOCACY FOCUS**

- Achieve 100% renewable status for the City of Broken Hill by 2030 while reducing the cost of electricity to our residents and increasing service delivery ability.

## **OUR ENVIRONMENT PRIORITY - RENEWABLE ENERGY INDUSTRY**

### **PROJECT FOCUS**

Broken Hill and the surrounding region is a leader in the renewable energy sector in Australia – home to one of Australia's larger solar plants that feeds enough energy into the grid each year to power the city's residential power needs more than two and a half times over.

The Silverton Wind Farm has also bolstered the region's renewable industry by generating up to six times the amount of electricity that the Broken Hill Solar Plant produces.

Council is keen to work with multiple partners to grow knowledge and demonstrate the region's suitability for renewable energy projects that will reduce the impact of the human footprint including a reduction in greenhouse gas emissions through the development of energy efficient infrastructure projects, the continued minimisation of waste, the reuse and recycling of resources and through educational programs to bring residents with us on the journey.

### **BENEFITS**

- Consolidate Broken Hill's reputation as a renewable energy leader
- Construct a virtual solar farm by installing solar infrastructure across our facilities
- Enhance economic development to create more and better jobs, increase regional output and foster innovation and prosperity
- Enable the responsible and efficient use of natural, human, and economic resources
- Diversify exiting industry base
- Grow skilled workforce

### **ADVOCACY FOCUS**

- Act as a regional advocate to secure government and industry investment to grow the region's renewable energy industry
- Lobby for industry incentives to support renewable energy project investment
- Increase the capacity of transmission grids to extend the renewable opportunities for Broken Hill
- Work with multiple partners to create an Australian Centre for renewable energy through the development of energy efficient infrastructure projects and the promotion of circular economy principles.



## **OUR ENVIRONMENT PRIORITY – WATER SECURITY AND AFFORDABILITY**

### **PROJECT FOCUS**

Broken Hill has experienced water security issues over many years. The 270-kilometre pipeline constructed from the River Murray to Broken Hill has secured a long-term water supply for Broken Hill. Council will continue to advocate that the current subsidy applied on water notices for the construction of the Wentworth to Broken Hill pipeline is made permanent in order for Council and the community to continue to afford to green the City's parks, ovals, streets, verges and private gardens.

### **BENEFITS**

- The greening of the city assists to reduce the community's blood lead levels.
- Secure the expansion of the mining industry in Far West NSW.
- Support for ongoing expansion of agricultural industry in far West NSW.

### **ADVOCACY FOCUS**

- Support for stability in price structure through the cross-subsidy to water service charges
- Highlighting the city's remote and arid location - The supply of water and disposal of sewerage in Broken Hill is subject to conditions and expenses not encountered by other localities in NSW.
- Low socio-economic status of many residents. The demographic information provided by the Bureau of Statistics indicates that increasing utility prices and the removal of subsidies would have a marked impact on community well-being.
- Potential hidden pricing increase that may impact customers should the Government cease subsidising the costs of transporting bulk water via the new Broken Hill pipeline and consequential works.
- Strategic importance of Broken Hill as the administrative and service centre for Far West NSW industry and agriculture.
- Economic importance of mining in the Broken Hill locality. The mines are still a substantial contributor to the national economy. Current exploration indicates that there will be substantial investment in local mining for the foreseeable future.
- Ongoing environmental lead management requirements and;
- Future regeneration work required because of damage to the City's green belt, during the construction of the Broken Hill pipeline.

## **OUR ENVIRONMENT PRIORITY – ONGOING FUNDING OF THE BROKEN HILL ENVIRONMENTAL LEAD PROGRAM**

### **PROJECT FOCUS**

Council is aware that Broken Hill receives a reduced level of government funding for lead remediation programs and blood lead level testing as compared to other mining cities in Australia, despite lead from mining practices continuing to be a concern to the health and wellbeing of our community.

Council is committed to advocating for the appropriate investment and resources to protect Broken Hill residents from the impact of lead, particularly children and secure ongoing funding for lead testing and remedial solutions to suppress lead dust in the environment.

To attract subsidies and rebates on water to ensure the continued Greening of the Hill, maintenance of lawns, gardens, and appropriate dust mitigation measures can be afforded by the community.

### **BENEFITS**

- Lead poisoning can cause serious health and developmental problems in young children. Eliminating the source of lead and treating the child can improve their health and developmental outcomes.

### **ADVOCACY FOCUS**

To secure ongoing funding from the NSW Government for the Broken Hill Environmental Lead Program and that the community of Broken Hill should be afforded the same support, program funding and protection against lead that the rest of NSW receives.



***We have strong civic and community leadership. We are inventive, inclusive, and innovative; when we work together there is nothing we can't do, and our achievements continue to write history.***

#### **ADVOCACY FOCUS**

- Ensure economic development strategies are responsive to local issues, such as population fluctuations due to mining and seasonal work
- Advocate for infrastructure, skills, and resources for local economic development to drive economic performance
- Advocate for incentives to encourage people to live and do business in Broken Hill, including taxation policies such as remote living allowances
- Advocate on behalf of the broader region for improved transport services including road connections, and information and communication technologies
- Generate interest in Broken Hill as a city to invest.

#### **PROJECT FOCUS**

- Tax reform for residents of mining communities
- Smart and Sustainable Community
- Monitoring, evaluation, and review.

**OUR LEADERSHIP PRIORITY-  
INVESTMENT IN COLLABORATIVE  
RELATIONSHIPS AT A STATE AND  
NATIONAL LEVEL TO LEVERAGE THE  
IMPACT OF A UNIFIED VOICE FROM  
REGIONAL AUSTRALIA**

**PROJECT FOCUS**

Our Leadership actively pursues opportunities to work collaboratively at a regional, State and National level to promote the benefits of living in Broken Hill. Membership of, and collaboration with significant peak representative groups, increases Broken Hill's visibility with Government Ministers, regional leaders and change makers. Investment in collaborative relationships such as the Australian Mining Cities Alliance, the Regional Cities NSW, Regional Capitals Australia, and the Regional Australia Institute provide Broken Hill leaders with the opportunity to join delegations and meetings with Government, industry and other key stakeholders and participate in campaigns and marketing activity such as More Than Mining and Move To More.

**BENEFITS**

- Access to State and Federal Governments and other significant change makers
- A platform to showcase Broken Hill in significant advocacy and marketing campaigns

**ADVOCACY FOCUS**

- Broken Hill is a liveable regional city
- Tax incentives for residents living in mining communities
- Worker retention and attraction
- Address affordability and accessibility

**SPECIAL PROJECT  
MORE THAN MINING  
NORMALISING LIVING COSTS IN  
REGIONAL MINING CITIES AND TOWNS**



Broken Hill City Council as is committed to being playing a leadership role in improving the liveability of mining communities across Australia and is part of an alliance of national Councils seeking to make life in regional mining communities more attractive and affordable.

The "More Than Mining" initiative promotes policy reform to offer 100% exemption from Fringe Benefits Tax for people seeking housing in regional and remote mining communities. The exemption would apply to rent, owner occupier housing purchase cost, and mortgage interest. The proposed policy reform will enable all regional and remote Australian residents to access the same allowances as mining employers.

Members of the alliance are united in the campaign to receive fair compensation for their contribution to the country's wealth and is actively pursuing representations to ministers, members of parliament and key decision-makers as well funding a major marketing campaign raise the profile of the issues facing mining communities.

The focus includes raising awareness that mining regions deliver a significant portion of country's wealth in GDP, but often suffer due to fluctuating commodity prices and other variables. A tax reduction in living expenses would make it more affordable to live in mining communities, attract prospective new buyers and renters, and help stabilise the housing market over time.

The More Than Mining partners comprise Broken Hill, City of Karratha, City of Kalgoorlie Boulder, Isaac Regional Council, and Mount Isa City Council with additional support from partnering remote mining LGAs including Shire of East Pilbara, Town of Port Hedland, Shire of Ashburton, Shire of Coolgardie, Shire of Leonora.

[www.morethanmining.com.au](http://www.morethanmining.com.au)

## **OUR LEADERSHIP PRIORITY- SUSTAINABLE AND SMART BROKEN HILL**

### **PROJECT FOCUS**

Seen as a key competitive advantage for our region, enabling Broken Hill to become a smarter community by using smart, integrated technologies will promote synergies and growth across the region, with the aim of making Broken Hill an even more attractive place to grow a business, expand skills, raise a family, and lead a productive, fulfilling life.

Council, in partnership with the NSW and Federal Governments has invested in smart technology projects during 2017-22 and is committed to working with State and Federal Governments to continue to grow a smart community.

### **BENEFITS**

- Build community resilience to population and demographic change
- Improve economic and social resilience by delivering telecommunications infrastructure to empower businesses and residents through improved connectivity in the digital economy
- Increasing quality of life and wellbeing through access to a healthy, safe, engaged, and clean lifestyle
- Enhancing economic development to create more and better jobs, increase regional output, and foster innovation and prosperity
- Enabling the responsible and efficient use of natural, human, and economic resources

### **ADVOCACY FOCUS**

- Address gaps in infrastructure, transport connections and communications technologies that restrict economic development

## **OUR LEADERSHIP PRIORITY - MONITORING, EVALUATION AND REVIEW**

The activities in this strategy will be measured against the Integrated Planning and Reporting Framework and reported in Council's Annual Report. Progressive reports will be made to the community through Council's Community Engagement processes and at the Monthly Meeting of Council as required.

In 2009, the NSW Government introduced new legislation in the form of the Local Government Amendment (Planning and reporting) Act 2009 to improve strategic planning in NSW councils.

The Integrated Planning and Reporting Framework requires councils to develop a Community Strategic Plan, which outlines the Vision, Goals and Strategies. The plan is not limited to the responsibilities of any one government or organisation.

Under the Framework, Broken Hill City Council uses the Community Strategic Plan to determine which goals and strategies can be implemented at a local government level. These goals and strategies are included in a four-year Council Delivery Program. To ensure that Council has the required resources to achieve the goals and strategies set out in the Delivery Program, a Resourcing Strategy is prepared to address long term asset management, financial management and workforce planning. The Operational Plan is a plan which focuses on the short term. It provides a one-year detailed plan of which activities and projects from the Delivery Program will be implemented.

Each year, our success in achieving the goals and strategies set out in these plans will be reported through Council's Annual Report. Although considered long term, our Community Strategic Plan and Delivery Program will remain current through a four-yearly review in line with Local Government Elections. The first Community Strategic Plan for Broken Hill was endorsed in 2010 and the most recent Community Strategic Plan was released in 2022, planning for the future to 2040.



## FINANCE AND GOVERNANCE COMMITTEE

December 2, 2024

**ITEM 3****BROKEN HILL CITY COUNCIL REPORT NO. 189/24**

**SUBJECT:** **DRAFT COMMUNITY ENGAGEMENT STRATEGY 2025 FOR THE COMMUNITY STRATEGIC PLAN - YOUR BROKEN HILL 2040 REVIEW** **D24/58399**

**Recommendation**

1. That Broken Hill City Council Report No. 189/24 dated December 2, 2024, be received.
2. That Council adopt the Draft Community Strategic Plan Engagement Strategy 2025 for the review of the Broken Hill Community Strategic Plan – Your Broken Hill 2040.

**Executive Summary:**

The Draft Community Strategic Plan Engagement Strategy 2025 details the community engagement activities for the Community Strategic Plan review to be undertaken in early 2025. The timeline outlined in the engagement activities of the Strategy are required to be met to achieve legislated compliance in the development of a new four year Delivery Program, annual Operational Plan and the Long Term Financial Plan, as each of these elements flow from the Community Strategic Plan.

**Report:**

Following the recent Broken Hill Council election, Council must review the Community Strategic Plan before 30 June the following year, and have the plan and all associated and integrated plans finalised and adopted by 30 June 2025, ready to implement 1 July 2025.

Therefore, it is necessary to undertake the stated engagement activities noted within the draft Community Strategic Plan Engagement Strategy 2025, within the nominated timeframe in order to present the review of the Community Strategic Plan – Your Broken Hill 2040 to the April 2025 Ordinary meeting of Council for adoption of 28 days public exhibition.

In accordance with section 402 of the *Local Government Act 1993*:

- Each local government area is to have a Community Strategic Plan that has been developed and endorsed by the council on behalf of its community.
- The Community Strategic Plan is to identify the main priorities and aspirations for the future of the local government area.
- The Community Strategic Plan must cover a minimum timeframe of 10 years.
- The Community Strategic Plan must establish strategic objectives together with strategies to achieve those objectives.
- The council must review the Community Strategic Plan before 30 June in the year following an ordinary election of council.

Council may endorse the existing plan, endorse amendments to the existing plan, or develop and endorse a new Community Strategic Plan, as appropriate, to ensure that the area has a Community Strategic Plan covering at least the next 10 years.



The Community Strategic Plan addresses:

- Where are we now?
- Where do we want to be in 10 year's time?
- How will we get there?
- How will we know we've arrived?

In order to achieve qualitative and quantitative data from the community and stakeholders, additional questions will include:

- What is great about the City?
- What issues are important to you?
- What challenges do we have?
- What opportunities do we have?
- What are your hopes for the City in 2040?

The Community Strategic Plan 2030 was first developed in 2010 and reviewed in 2013, 2014 and 2017. A new Plan "Community Strategic Plan – Your Broken Hill 2040" was developed and adopted in 2022.

It must be understood that it is not Council's responsibility to deliver every aspect of the Community Strategic Plan. Council's role is to guide the community through this important discussion and document the responses in a meaningful plan. It is Council's responsibility to facilitate community stakeholders in the development of the Community Strategic Plan. Stakeholders then build an appropriate response within their own agency systems.

The first step in the review of the Community Strategic Plan is the development and implementation of a Community Engagement Strategy.

### **Community Engagement:**

This report will be available in the Business Paper for Council's Ordinary meeting held 18 December 2024.

The reviewed Community Strategic Plan – Your Broken Hill 2040 will be available to the public via Council's website following adoption by Council.

### **Strategic Direction:**

Key Direction:	4	Our Leadership
Objective:	4.4	Our community is engaged and informed
Strategy:	4.4.1.1	Update Community Engagement Strategy for adoption by Council

### **Relevant Legislation:**

Section 402 of the *Local Government Act 1993* and the NSW Office of Local Government's Integrated Planning and Reporting Guidelines and Handbook September 2021.

### **Financial Implications:**

The Delivery Program and Operational Plan derived from the Community Strategic Plan feeds into the development of the Long Term Financial Plan and annual budget preparation.

### **Attachments**

1. [↓](#) Draft Community Strategic Plan Engagement Strategy 2025

RAZIJA NU'MAN  
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL  
GENERAL MANAGER



**DRAFT  
COMMUNITY  
ENGAGEMENT  
STRATEGY 2025**



**AUSTRALIA'S FIRST  
HERITAGE LISTED CITY**

QUALITY CONTROL		
EDRMS REFERENCES	D24/58422 – 19/124	
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	
RESPONSIBLE OFFICER	General Manager	
REVIEW DATE	December 2024	
COMPANY	Broken Hill City Council	
PHONE NUMBER	08 8080 3300	
EMAIL ADDRESS FOR ENQUIRIES ONLY	<a href="mailto:council@brokenhill.nsw.gov.au">council@brokenhill.nsw.gov.au</a>	
DATE	ACTION	MINUTE NO.
18 December 2024	Endorsed by Council	
NOTES	Images sourced from Council's Image Library © Copyright Broken Hill City Council	
ASSOCIATED DOCUMENTS	Community Strategic Plan – Your Broken Hill 2040 Delivery Program 2022-2026 incorporating Operational Plan 2024/2025 Long Term Financial Plan	

## **TABLE OF CONTENTS**

1. INTRODUCTION.....	4
1.1 Purpose .....	5
1.2 Scope .....	5
2. DEFINITIONS .....	5
3. BACKGROUND .....	6
3.1 The Start Of The Plan In 2010 .....	6
3.2 The 2013 Review.....	7
3.3 The 2014 Review.....	7
3.4 The 2017 Review.....	7
3.5 The 2020 Review.....	10
4. AIMS OF COMMUNITY ENGAGEMENT STRATEGY .....	10
4.1 Communication Aims.....	10
4.2 Engagement Aims .....	10
5. KEY MESSAGES .....	10
5.1 Communication Messages.....	10
5.2 Engagement Messages .....	11
6. IDENTIFYING OUR STAKEHOLDERS .....	11
7. HOW WILL WE COMMUNICATE .....	12
7.1 Communications Methodology.....	12
8. HOW WILL WE ENGAGE .....	12
8.1 Engagement Methodology.....	12
9. ENGAGEMENT ACTIVITIES.....	13

## 1. INTRODUCTION

In accordance with the NSW Integrated Planning & Reporting (IP&R) legislation, each newly elected council must review its Community Strategic Plan (CSP) and prepare and implement a Community Engagement Strategy for engaging the local community in the development and review of the Community Strategic Plan, ensuring the Plan maintains a minimum 10 year planning horizon. The Strategy must be based on social justice principles of access, equity, participation and rights.

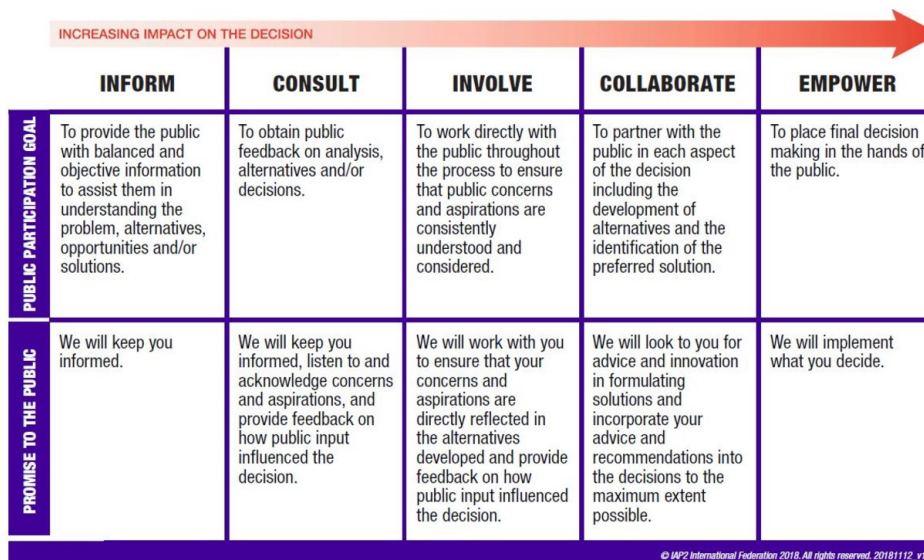
The Community Engagement Strategy must identify stakeholders in the community and outline the planned methods Council will use to engage these groups. How this is achieved is dependent on the individual characteristics of the community and the time and resources available for the process.

The Community Strategic Plan addresses:

- Where are we now?
- Where do we want to be in 10 years' time?
- How will we get there?
- How will we know we've arrived?

Council's role is to guide the community through these important discussions and document the response in a meaningful plan. It must be clearly understood that it is not Council's responsibility to deliver every aspect of the Community Strategic Plan. It is Council's responsibility to facilitate community stakeholders so that they may build an appropriate response within their own agency systems.

The following diagram illustrated by the International Association for Public Participation. Spectrum (IAP2) assists in determining the level and type of engagement; any process that involves the public in problem-solving or decision-making and uses the public input to make more informed decisions – © IAP2 International Federation 2018. All rights reserved. 20181112\_v1



IAP2 Public Participation Spectrum (<https://www.iap2.org.au/resources/spectrum/>)

The Community Engagement Strategy provides an opportunity for members of the community – residents and stakeholders – to participate in the review and planning process. To ensure adequate and appropriate engagement, a range of opportunities will be provided.

### **1.1 Purpose**

The development and application of a Community Engagement Strategy provides for suitable levels of participation and consultation in the development of the Community Strategic Plan, to comply with the Integrated Planning and Reporting requirements of the *Local Government Act 1993* (the Act).

The legislation is supported by the Integrated Planning and Reporting Guidelines, September 2021 and the Integrated Planning and Reporting Handbook, September 2021 which detail the methodology to be used by each council in preparation of the CSP. Compliance with the guidelines is mandatory for all NSW councils.

The legislation emphasises that CSP's should have a minimum life of 10 years, and at the council level be implemented through a four-year delivery program and an annual operating plan.

### **1.2 Scope**

The Community Engagement Strategy for the CSP focuses on community communication and engagement.

The communication focus relates to raising awareness of the community strategic planning process, informing members of the community and stakeholders about the opportunities to participate in the process and delivers the key messages about the development and review of the CSP.

The engagement focus relates to the activities which provide opportunities for active participation by the community in identifying the key issues, challenges and opportunities for the Broken Hill local government area (LGA) as well as establishing a vision of how they would like the area to be in 16 years' time.

## **2. DEFINITIONS**

In this Strategy the following definitions will apply:

The “**Act**” shall mean the *Local Government Act 1993*

“**Consultation**” shall mean the practice and methods to engage the community

“**Council**” shall mean Broken Hill City Council

“**CSP**” shall mean the Broken Hill Community Strategic Plan

“**IP&RF**” shall mean the Integrated Planning and Reporting Framework

“**LGA**” shall mean Local Government Area

### **3. BACKGROUND**

It is crucial that the Community Engagement Strategy for the CSP builds on previous consultation undertaken across the LGA and continues to move the relationship between Council and the community from one of information sharing to participation.

#### **3.1 The Start of the Plan In 2010**

One of the most confronting aspects at that time was the potential future exhaustion of mining resources and the need to focus employment and economic opportunities into other industries.

The challenge was to actively and seriously address the issues identified during the consultation activities so that the future of the City could be assured.

Some of the issues and challenges were of immediate concern and required action within the first few years, while many related to significant and complex issues which required longer term planning and resolution.

#### **2010 Consultation Aspirations**

- A centre for tertiary education
- Clever technology
- A transport hub
- Integration in the population
- Investment in education and training for youth and the elderly
- Reliable and affordable water and electricity
- A cleaner and greener City
- Increased job opportunities
- Improved recycling programs
- Increased social investment in environment and community by the mining sector
- Harness existing resources
- Brand Broken Hill to attract investment
- Increased population
- Youth patrol
- Heightened cooperation between Indigenous and non-Indigenous communities
- Increased Indigenous home ownership
- Reduction in vandalism
- Encouragement of volunteering
- Financial stability and security

### **3.2 The 2013 Review**

During April 2013, community consultation identified additional priorities to those in the existing 'Broken Hill 2030'. Additional priorities included:

- One community, one plan: Involvement of Government and Non-Government Departments in its facilitation and success.
- Council to play a greater advocacy role.
- Provision and retention of facilities and opportunities for youth.
- Management of health impacts associated with environmental lead.

All feedback received as a result of the consultation was analysed within the context of the existing Plan and amended to incorporate the community's feedback and additional priorities.

### **3.3 The 2014 Review**

While the Community Strategic Plan is a long-term plan, we live in a changing world and we must ensure our plan stays relevant. As changes occur in our community, we may have to adjust our strategies in order to meet our overall vision. This is why we refer to our Community Strategic Plan as a living document. While it is anticipated the document will be reviewed every four years, the 2014 revision was deemed necessary to strengthen the Plan by further developing the goals and actions of the Key Directions.

The 2014 revision focused on integrating other important activities and planning that had previously been undertaken in Broken Hill. This included the Broken Hill branding consultation and development as well other strategies and plans currently in place. Extensive information and research were undertaken to refine, inform and align the Plan.

Overall there was significant community consultation between 2011 and 2013 where strong input was provided through a variety of activities and events. During the process of the 2014 review, the results of this consultation continued to inform this plan. Given the 'freshness' of this particular consultation in, further extensive engagement did not occur for the 2014 revision.

In reviewing the Plan in 2014, one of the main changes made to the document was the removal of the 'Our Services' Key Direction. It was decided that this was more about what we were doing rather than what we were trying to achieve. As such, the strategies within this Key Direction were moved to one of the four others based upon the underlying outcomes being Community, Environment, Economy and Leadership.

Other goals and strategies throughout the document may have been worded a little differently; however, the overall goals and strategies remained consistent with the aspirations of the 2013 review.

### **3.4 The 2017 Review**

There had been significant changes to the community and to Council since the 2014 review of the Community Strategic Plan. As a result of these changes, it was important to revisit where we were at and refocus on what was important and where we wanted to be.

The first of the significant changes to occur prior to the 2017 review, was a major organisation restructure in August 2014. The restructure resulted in staff movement and operational



changes under each Key Direction, paving way for reassessment of existing processes and core functions.

Other significant announcements and changes to Council's core services such as the \$5 million upgrade to the Broken Hill Civic Centre; the City's National Heritage Listing; the transition from direct Community Services delivery; the sale of Shorty O'Neil Village; the contracting of Council's aged and disabled care services to specialist provider CareWest; and the sale of the Broken Hill Film Studios, resulted in a shift of focus and direction for Council to achieve the community's vision as outlined in the Community Strategic Plan.

As well as the above announcements and changes, new legislation, the *Disability Inclusion Act 2014 (NSW)*, was introduced in December 2014 and provided the legislative framework to guide state and local government disability inclusion and access planning. As such, Council must increase awareness of disability requirements and reassess its business processes.

In accordance with the Community Engagement Strategy 2017, the following activities were undertaken:

- A series of internal workshops held with staff;
- Briefings held with the Executive Leadership Team and Councillors;
- Online community survey;
- Correspondence to a number of specific stakeholders; and
- A community "Open Day"

During the 2017 review and community consultation, the following areas were identified as requiring additional or a changed focus to that already in the plan:

- Collaborative approach for greater visitation to the City;
- Destination based research;
- Creation of enhanced visitor experience, through service excellence in tourism, hospitality and retail outlets;
- Strategic and proactive approach to management and marketing of filming activities;
- Water quality
- Improved accessibility across the City; and
- Reinforcement of Broken Hill First National Heritage City Listing positioning.

### **3.5 The 2020 Review**

Blackadder Associates were engaged to work with Council staff and the community on the development of the new CSP. This pre-election process started with the production of Assumptions Papers which contained information distilled from analysis of strategic and other documents available from organisations, groups and other entities in the community.

The engagement period extended to 15 months and involved a wide range of opportunities for community consultation. A large and diverse range of people contributed their thoughts to Broken Hill's plan for the future, through targeted activities such as:

- Twelve focused workshops
- Five pop up listening posts
- Two online surveys
- Individual interviews

Extensive minutes were taken by staff at workshops and all remaining material from consultations added to the analytical process that defined the themes and final objectives. The combination of approaches taken and the timeframe allowed provided the community an opportunity to work together to create a new strategic document which set the strategic directions for Broken Hill to 2040.

The community identified the following to be considered in developing the Community Strategic Plan:

- Affordable housing
- Airport redevelopment
- Allied services
- Cleaner and greener city
- Climate change and renewable energy
- Community facilities maintenance
- Development within the City
- Drug rehabilitation
- Effective community engagement
- Employment and local jobs
- Financial sustainability
- Heightened cooperation between indigenous and non-indigenous
- Trees, parks and open spaces
- Health and ageing population
- Homelessness
- Local environmental protection
- Mental health
- Population growth and management
- Roads and infrastructure
- Tourism
- Training and Education
- Transport
- Waste management and recycling
- Youth and childcare

## **4. AIMS OF COMMUNITY ENGAGEMENT STRATEGY**

The Community Engagement Strategy for the CSP aims to provide a platform for communication and engagement with the community of Broken Hill in the reviewing the CSP.

Communication raises awareness of the CSP process, informs members of the community and stakeholders about the opportunities to participate in the consultation process, and delivers the key messages about the review of the CSP.

Engagement activities provide opportunities for active and ongoing participation by the community in identifying the key issues, challenges and opportunities for the LGA.

### **4.1 Communication Aims**

- Provide a methodology for communicating with the community and stakeholders during the review of the CSP.
- Ensure the key messages about the purpose, aims and objectives of the CSP are promoted and are accessible for all people to become better informed.
- Gain widespread support for the CSP by communicating to the community and stakeholders, the benefits of the plan.

### **4.2 Engagement Aims**

- Provide a clear methodology for engaging with the community and stakeholders during the review of the CSP.
- Ensure the community and stakeholders are aware of their opportunities to have a say in the development of the CSP.
- Identify the key stakeholders and key issues.
- Anticipate potential issues and implement strategies to minimise the impact of those issues on successful development of the CSP.

## **5. KEY MESSAGES**

### **5.1 Communication Messages**

- Everyone has a part to play in the future of the LGA.
- The CSP will provide enough rigour to ensure a clear direction yet enough flexibility to continue to adopt and respond to opportunities.
- The CSP will streamline and integrate past planning processes into one long-term, overarching and aspirational strategy that provides Council and other stakeholders with a clear direction until 2040.

## **5.2 Engagement Messages**

- The CSP can only be delivered through a true partnership between the community, Council, other layers of government and other stakeholders.
- The CSP strategies will be driven by community partners and Council where relevant.
- The CSP is a long-term plan – we can't do everything at once, but the CSP provides a way forward.
- The CSP will provide Council and the community with a clear direction to 2040 – but the plan will be flexible enough to adapt to emerging opportunities.

## **6. IDENTIFYING OUR STAKEHOLDERS**

A stakeholder is anyone who has an interest in, could be impacted by, or who could have influence over, an activity and or an outcome. There are a significant range of stakeholders across the Broken Hill LGA, including:

- Business and industry including the mining sector
- Community – people from across all socio-economic backgrounds and age groups, as well as broader regional communities
- State and Federal departments and agencies
- State and Federal Members of Parliament
- Media – local and regional
- Other councils
- Broken Hill City Council – Councillors and employees
- Business leaders
- Agricultural sector
- Health service providers including aged care providers
- Environmental groups
- Recreational, art, heritage and cultural groups
- Education providers including primary, secondary and tertiary institutions
- Religious groups
- Charitable and volunteer groups
- Pensioners Association/Disability groups
- Other Community groups
- Aboriginal groups
- Sporting groups
- Infrastructure providers
- Service clubs
- Developers

## **7. HOW WILL WE COMMUNICATE**

A communications methodology is crucial to the success of the Community Engagement Strategy: providing the community with information about the community strategic planning process and the opportunities for them to participate in the engagement process and have their say about the future of their community.

The real success of the CSP will only be realised if the broader community feels part of the process and have ownership of the end product.

### **7.1 Communications Methodology**

A range of communication methodologies are proposed to ensure all residents, and stakeholders are made aware of the community strategic planning process broadly, and the consultation and engagement opportunities.

The proposed communication methodology includes:

- Information included on Council's website and social media via Facebook
- Targeted stakeholder letters, seeking input and identifying community priorities
- Online survey
- Invitation to the wider community and stakeholders to have their say at open forums
- Media, including:
  - Local Newspaper
  - Local Radio
  - Social Media

## **8. HOW WILL WE ENGAGE**

### **8.1 Engagement Methodology**

The community engagement activities for the CSP provides an opportunity for Council to demonstrate its willingness to continue to listen to its community and to provide them with opportunities for participation in their future.

The engagement methodology provides for:

- Targeted stakeholder input
- Pop up Listening Posts
- Open-invitation forum
- Community and stakeholder survey – web based
- Staff/Leadership workshops

## 9. ENGAGEMENT ACTIVITIES

It is critical to meet the timeline for engagement activities below to achieve legislative compliance in regard to the development of a new four-year Delivery Program and annual Operational Plan, alongside the Long-Term Financial Plan.

The following engagement activities will be undertaken for the 2025 to review the Plan.

EVENT	DATE	RESPONSIBILITY
Draft Community Engagement Strategy - Report to Council.	18 December 2024	Director Corporate and Community
<p><b>Survey</b> – seeking input on the ongoing relevance of the objectives and strategies of the Community Strategic Plan.</p> <ul style="list-style-type: none"> <li>• Individual invitation to identified focus groups and key stakeholders to participate.</li> <li>• Youth Advisory Group (engagement in high schools via the sharing of the link to the survey or hard copy survey)</li> <li>• Open invitation to the general community available online or hard copy print.</li> </ul>	February 2025	<p>Director Corporate and Community</p> <p>Corporate Services and Community Development</p>
<b>Council Staff Workshops</b> (including Executive Leadership Team and Senior Leadership Team)	February 2025 – March 2025	<p>Director Corporate and Community</p> <p>Corporate Services and Community Development</p> <p>Executive Leadership Team</p> <p>Senior Leadership Team</p> <p>Council staff</p>

<p><b>Community Open Day and Evening</b> / Meet and Greet – “Have your Say in Your Local Government Area”</p> <p>Invitation to Mayor, Councillors and Executive Leadership Team to attend and chat with the community.</p>	<p>February 2025 – March 2025</p>	<p>Director Corporate and Community</p> <p>Corporate Services and Community Development</p>
<p><u>“Heading out to engage with the people”</u></p> <p><b>Pop-Up Listening Posts</b> - BHCC staff to lead and collate data gathered to inform review.</p> <p>Pop-up listening posts involve “heading to the people” which can extract valuable feedback from the community. “Heading to the people” rather than expect people to come to halls or council chambers for meetings.</p> <p>Use of available pop-up resources to erect stands in areas across the City such as Library, Airport terminal, Hospital foyer, Regional Aquatic Centre, Patton Street/Park, Community Markets etc.; seeking answers to open questions, such as:</p> <ul style="list-style-type: none"> <li>• “what is great about the City?”</li> <li>• “what issues are important to you?”</li> <li>• “what challenges do we have?”</li> <li>• “what opportunities do we have?”</li> <li>• “what are your hopes for the City in 2040?”</li> </ul> <p>People would use marker pens or sticky notes to note their ideas and contributions as they see fit.</p> <p>The pop-up stand will have the current CSP strategies and objectives on display and the community will be asked to indicate by placing a dot on the top five areas that matter to them most. This data can assist in recognising trends and focus areas.</p> <p>The community will also be asked if there is anything missing from the plan, which is important to them to identify any gaps in the plan.</p> <p>Pop-Ups can also target checking in on the community's “vision”.</p>	<p>February – March 2025</p>	<p>Director Corporate and Community</p> <p>Manager Communications and Marketing</p> <p>Corporate Services and Community Development</p> <p>Council staff</p>

Final reviewed draft plan and report to Council for public exhibition	April 2025	General Manager Director Corporate and Community Corporate Services and Community Development
Final plan and report to Council for adoption	June 2025	General Manager Director Corporate and Community Corporate Services and Community Development
Uploaded to Website and URL provided to OLG	July 2025	Corporate Services





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

## FINANCE AND GOVERNANCE COMMITTEE

November 22, 2024

**ITEM 4**BROKEN HILL CITY COUNCIL REPORT NO. 188/24SUBJECT:                    DRAFT AGENCY INFORMATION GUIDE                    D24/56734**Recommendation**

1. That Broken Hill City Council Report No. 188/24 dated November 22, 2024, be received.
2. That Council endorse the reviewed Draft Agency Information Guide for release to the Information Commissioner for its review and comment.

**Executive Summary:**

Council must have in place an Agency Information Guide in accordance with Section 20 of the *Government Information (Public Access) Act 2009* (the Act). The Act states:

- (1) *An agency (other than a Minister) must have a guide (its agency information guide) that—*
  - (a) *describes the structure and functions of the agency, and*
  - (b) *describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public, and*
  - (c) *specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions, and*
  - (d) *identifies the various kinds of government information held by the agency, and*
  - (e) *identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available, and*
  - (f) *specifies the manner in which the agency makes (or will make) government information publicly available, and*
  - (g) *identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.*
- (2) *An agency must make government information publicly available as provided by its agency information guide.*
- (3) *The Chief Executive of the Office of Local Government may, in consultation with the Information Commissioner, adopt mandatory provisions for inclusion in the agency information guide of local authorities. The agency information guide of a local authority must include any such mandatory provision unless the Chief Executive otherwise approves in a particular case.*

**Report:**

In accordance with Section 21 of the *Government Information (Public Access) Act 2009* (the Act), an agency must adopt its first agency information guide within 6 months after the commencement of this section and must review its agency information guide and adopt a new agency information guide at intervals of not more than 12 months. An agency may update and amend its agency information guide at any time.

Council's current Agency Information Guide was last reviewed and adopted by Council at its ordinary Council Meeting held on 31 January 2024.

In accordance with Section 22 of the Act Council is required, prior to adopting a new or amending a current Agency Information Guide, to notify the Information Commissioner.

#### Role of Information Commissioner

- (1) *An agency must notify the Information Commissioner before adopting or amending an agency information guide and must, if requested to do so by the Information Commissioner, consult with the Information Commissioner on the proposed agency information guide or amendment.*
- (2) *The Information Commissioner can issue guidelines and model agency information guides for the assistance of agencies in connection with agency information guides.*

The Agency Information Guide has been reviewed and the following changes have been made to the Draft Agency Information Guide:

<b>Section</b>	<b>Changes as a result of the review</b>
Section 2 - About the City	Information updated to make current - sourced from profile.id.com.au, Australian Bureau of Statistics (ABS) and National Institute of Economic and Industry (NIER)
Section 3 – About Council	Updated to reflect new term of Council
Section 4 - Council Organisation Structure	Updated to reflect current organisational structure
Section 7 – Public Participation	Clause 7.6 – Section 355 Committees, removal of BIU Band Hall Community Committee, Friends of the Flora and Fauna of the Barrier Ranges Community Committee, Riddiford Arboretum Community Committee and Community Strategic Plan Round Table Committee
Section 8 – Information Held at Council	URL links to information checked for accuracy and updated where required  Plan and document name changes updated where required; such as State of our City Report

#### **Community Engagement:**

Council Business Paper – Council Meeting 18 December 2024.

#### **Strategic Direction:**

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

#### **Relevant Legislation:**

*Government Information (Public Access) Act 2009*

#### **Financial Implications:**

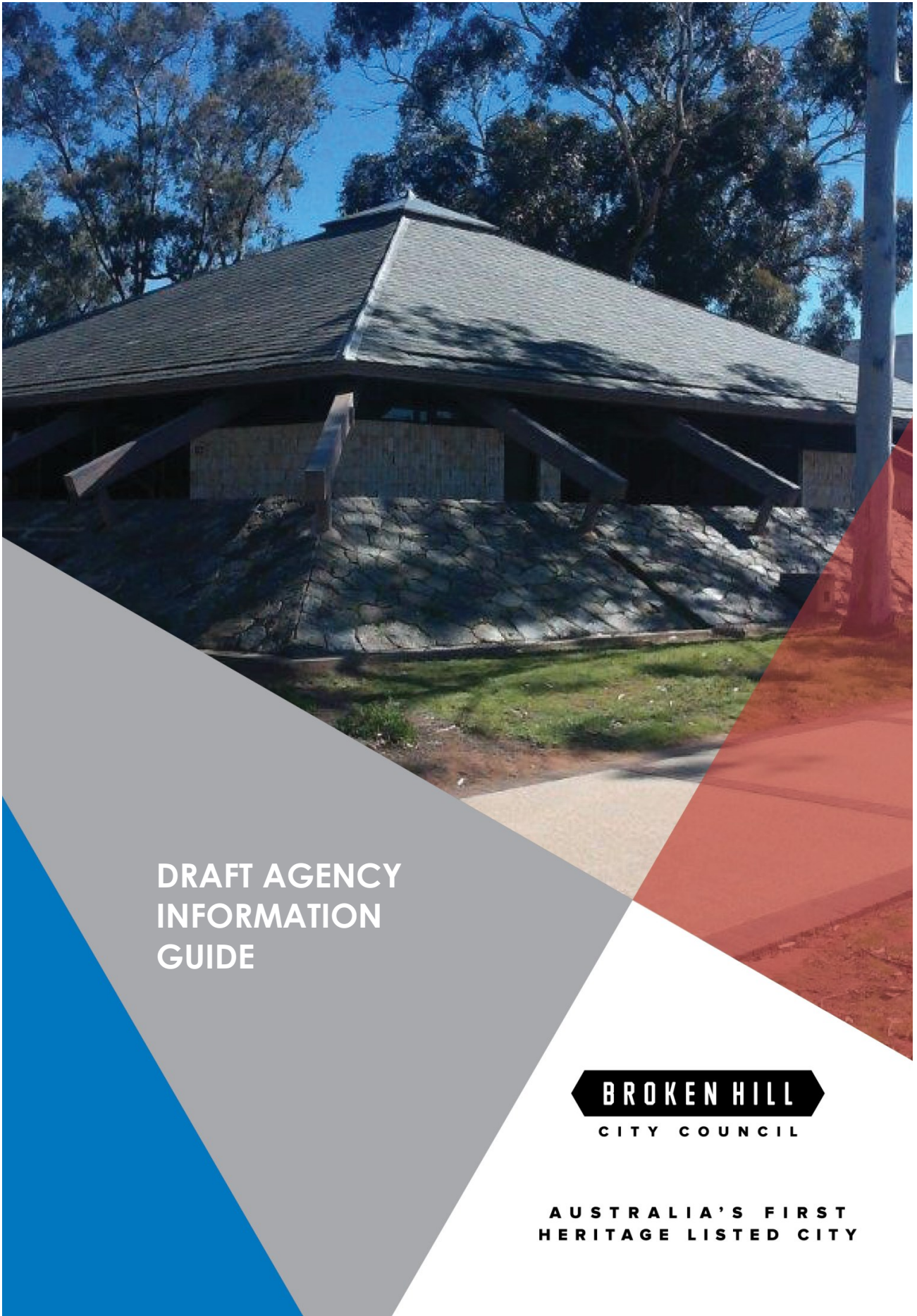
Operational costs only, no additional expenditure required.

#### **Attachments**

1. [↓](#) Draft Agency Information Guide

RAZIJA NU'MAN  
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL  
GENERAL MANAGER



**DRAFT AGENCY  
INFORMATION  
GUIDE**



**AUSTRALIA'S FIRST  
HERITAGE LISTED CITY**

QUALITY CONTROL			
KEY THEME	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		
FUNCTION	Corporate Support		
FILE REFERENCE No	11/118	EDRMS No	D16/1194
RESPONSIBLE OFFICER	Public Officer		
REVIEW DATE	November 2023		
DATE	ACTION		MINUTE No
24 February 2021	Adopted		46442
November 2021	Document reviewed and amended		N/A
24 November 2021	Endorsed for release to Information Commissioner		
23 February 2022	Adopted		46750
30 November 2022	Document reviewed and amended		N/A
21 December 2022	Endorsed for release to Information Commissioner		47075
29 March 2023	Adopted		47153
20 December 2023	Endorsed for release to Information Commissioner		47425
31 January 2024	Adopted		47447
November 2024	Document reviewed and amended		N/A
18 December 2024	Endorsed for release to Information Commissioner		
	Adopted		
NOTES	Front cover image: Council Chamber		
ASSOCIATED DOCUMENTS	Community Strategic Plan Your Broken Hill 2040 Long Term Financial Plan 2025-20234 Delivery Program 2022-2026 incorporating Operational Plan 2024/2025 Schedule of Fees and Charges 2024/2025 Privacy Management Plan Records Management Policy		



## TABLE OF CONTENTS

1. INTRODUCTION .....	4
2. ABOUT THE CITY .....	5
3. ABOUT COUNCIL .....	6
4. COUNCIL ORGANISATION STRUCTURE.....	7
5. FUNCTIONS OF COUNCIL .....	9
6. HOW COUNCIL FUNCTIONS AFFECT MEMBERS OF THE PUBLIC .....	10
7. PUBLIC PARTICIPATION .....	11
8. INFORMATION HELD AT COUNCIL AND HOW TO ACCESS .....	13
9. OTHER GOVERNMENT OPEN DATA .....	22
10. HOW DO I CONTACT COUNCIL.....	23

# 1. INTRODUCTION

## 1.1 What is an Agency Information Guide?

An Agency Information Guide is a guide developed in accordance with Section 20 of the *Government Information (Public Access) Act 2009* (GIPA Act).

The section of the Act clearly outlines what information must be included in an Agency Information Guide.

## 1.2 Why does Council need to have an Agency Information Guide?

In accordance with Section 20 of the Act, Council must have an Agency Information Guide.

Council has a strong commitment to assisting those who wish to view or obtain information under GIPA Act and encourages people who request information to contact the Public Officer.

## 1.3 What does the Agency Information Guide include?

In accordance with Section 20 of the Act, Council (referred to as the agency in the Act) must have an Agency Information Guide that:

- a) describes the structure and functions of the agency; and
- b) describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public; and
- c) specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions; and
- d) identifies the various kinds of government information held by the agency; and
- e) identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available; and
- f) specifies the manner in which the agency makes (or will make) government information publicly available; and
- g) identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

## 2. ABOUT THE CITY

*“When you think of regional Australia, when you think of mining, when you think of the ethos of Australia, you think of Broken Hill”*

The City of Broken Hill is the largest regional centre in the western half of New South Wales. It lies in the centre of the sparsely settled New South Wales Outback, close to the South Australian border and midway between the Queensland and Victorian borders.

POPULATION	
2024	**17,624
2016	*18,114
Female population	*51.3%
Male population	*48.7%

\*\* 2023 ABS Estimated Resident Population

\* 2016 ABS Estimated Resident Population

WORKFORCE	
Local Jobs	*8,263
Local Businesses	*935
Gross Regional Product (GRP)	\$2.31 billion

\* National Institute of Economic and Industry Research (NIEIR) @ 30/06/2023

INDUSTRY	\$(M)	JOBS
Mining, Construction, Manufacturing	\$1486.5	1,859
Household Services*	\$266.5	3,798
Public Administration and Safety	\$48.3	481
Retail Trade	\$60	815
Tourism	\$182.4	541

\*Household Services refers to Accommodation and Food Services, Education and Training, Health Care and Social Assistance, Arts and Recreation Services and Other Services

Source: [www.profile.id.com.au](http://www.profile.id.com.au)



### 3. ABOUT COUNCIL

The Mayor and Councillors of Broken Hill have many responsibilities to the Council and the community. All Councillors, in accordance with the *Local Government Act 1993*, must “represent the collective interests of residents, ratepayers and the local community”; “facilitate communication between the local community and the governing body”; and “is accountable to the local community for the performance of the council”.



**Mayor  
Tom Kennedy**

**Deputy Mayor  
Jim Hickey**



**Councillor  
Bob Algate**

**Councillor  
Michael Boland**

**Councillor  
Ashley Byrne**

**Councillor  
Alan Chandler**

**Councillor  
Elaine Gillett**

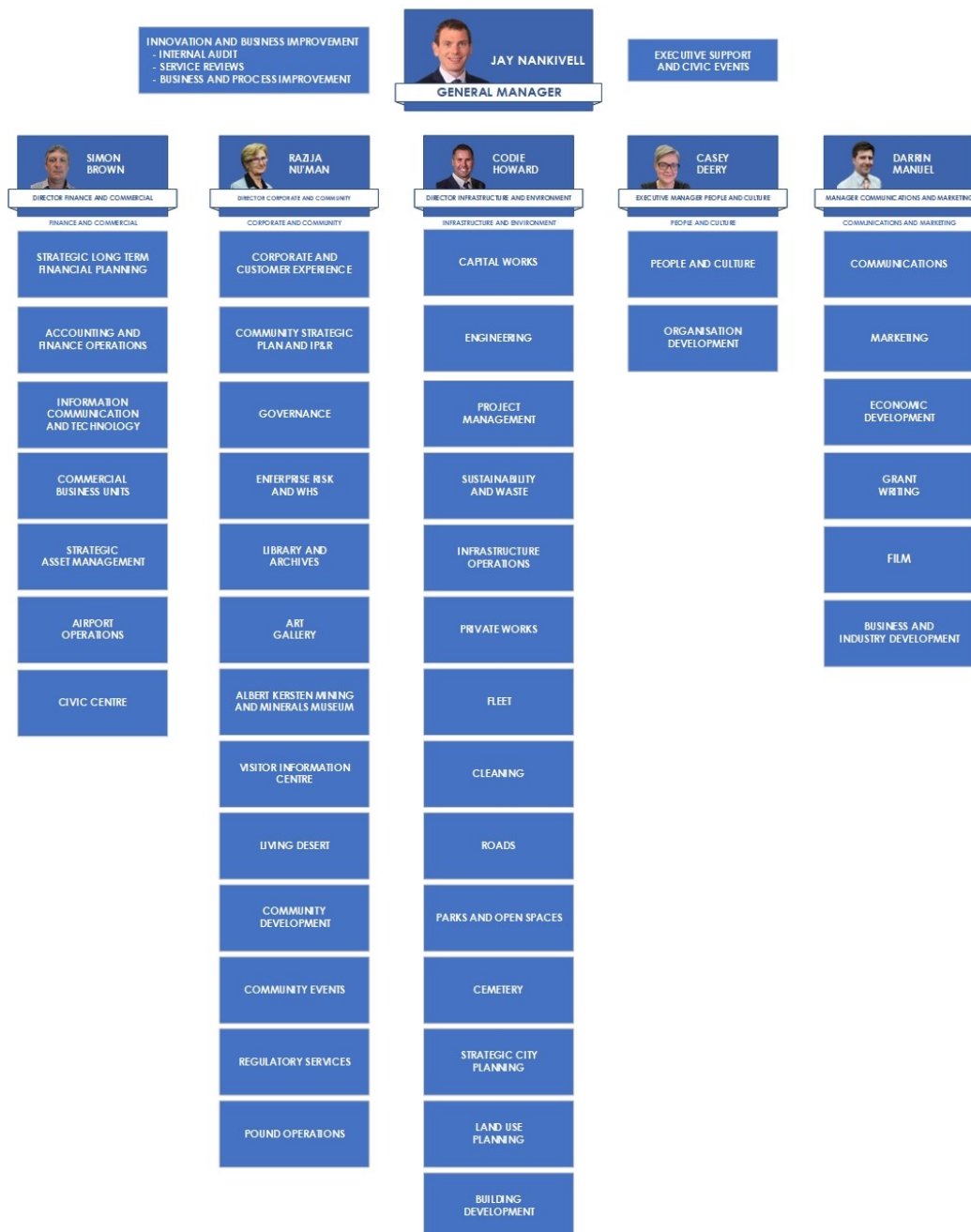
**Councillor  
Hayley Jewitt**

**Councillor  
Dave Gallaher APM**

**Councillor  
Dariea Turley AM**

## 4. COUNCIL ORGANISATION STRUCTURE

The Executive Leadership Team (ELT) provides clear and consistent leadership and decision making, which supports the delivery of the strategic priorities and direction of the operational business for the City. This team is led by the General Manager and includes Director Finance and Commercial, Director Corporate and Community, Director Infrastructure and Environment, Executive Manager Place Activation, Executive Manager People and Culture and Manager Communications and Marketing.



#### 4.1 Roles and Responsibilities of Council in Decision Making

Council is made up of a body of ten Councillors whose role is to ensure Council's vision is articulated and fulfilled, to govern the Broken Hill local government area and to:

- Set the direction of the affairs of the Council in accordance with the *Local Government Act 1993*
- Play a key role in the creation and review of Council's policies, objectives and plans relating to the exercise of Council's regulatory functions
- Participate in the optimum allocation of Council's resources for the benefit of the City
- Represent the interest of the residents and ratepayers and facilitate communication between the community and the Council
- Review organisational performance.

The General Manager's role is to:

- Ensure the effective and efficient operation of the Council's organisation
- Ensure the implementation without undue delay, of decisions of the Council
- Provide the day-to-day management of the Council
- Appoint staff in an organisational structure and resources approved by the Council
- Implement the Council's Equal Opportunity Management Plan
- Carry out other functions as may be conferred or imposed by the *Local Government Act 1993*.

## 5. FUNCTIONS OF COUNCIL

KEY THEME 1 – OUR COMMUNITY	KEY THEME 3 – OUR ENVIRONMENT
<p><b>Arts &amp; Culture</b> Broken Hill City Library Broken Hill City Art Gallery Albert Kersten Mining &amp; Minerals Museum Broken Hill Outback Archives</p> <p><b>Community Development</b> Community Assistance</p> <p><b>Community Facilities</b> Cemetery Broken Hill Regional Aquatic Centre Halls and Community Centres Public Amenities</p> <p><b>Local Transport</b> Bus Shelters Footpaths and Bike Tracks Road Furniture Local Roads Car Parks Traffic Control</p> <p><b>Open Spaces</b> Parks and Reserves Sportsgrounds</p> <p><b>Public Health</b> Health Administration and Inspections</p> <p><b>Public Order</b> Sustainability and Environmental Management Parking and Other Ranger Services Animal Control</p> <p><b>Public Safety</b> Street Lighting Emergency Services</p>	<p><b>Waste Management</b> Waste Management Operations Garbage Collection Street Cleaning</p> <p><b>Sustainability After Mining</b> Willyama Common Regeneration Area</p> <p><b>Natural Environment</b> Noxious Weeds Living Desert</p> <p><b>Environmental Footprint</b> Water Energy</p> <p><b>Built Environment</b> Historic Buildings Preservation Town Planning</p> <p><b>Stormwater Management</b> Stormwater Drainage Kerb and Gutter</p>
	KEY THEME 4 – OUR LEADERSHIP
	<p><b>Leadership &amp; Governance</b> Elected Members General Manager</p> <p><b>Financial Management</b> Corporate Services Management Financial Control Revenue Payroll Procurement and Payables</p> <p><b>Corporate Support</b> Risk Management and Insurance Information Technology Services Records Management Human Resources Governance Organisation Culture</p> <p><b>Customer Relations</b> Media and Communications Customer Relations</p> <p><b>Asset Management</b> Infrastructure Engineering Management Infrastructure Administration Asset Management and Technical Services</p> <p><b>Operations Management</b> Mechanics Workshop Plant and Vehicle Maintenance Warnock Street Works Depot Private Works Billable Works</p> <p><b>Buildings &amp; Property</b> Buildings - Structures Maintenance and Operations Buildings - Property Commercial</p>
KEY THEME 2 – OUR ECONOMY	
<p><b>Economic Development</b> Economic Development Civic Centre Area Promotion and Events</p> <p><b>Property Development</b> Land Development and Sales</p> <p><b>Strategic Transport</b> Regional Roads State Roads Airport</p> <p><b>Tourism Development</b> Tourism</p> <p><b>Film</b> Film Promotion Film Activities</p>	

## 6. HOW COUNCIL FUNCTIONS AFFECT MEMBERS OF THE PUBLIC

All Council's functions effect the community, whether directly or indirectly. Council is conscious of accountability to the public for its actions and strives for open communication and community consultation to ensure maximum customer satisfaction.

Council's functions, as depicted on the previous pages, affect the public as follows:

### 6.1 Service Functions

The provision and maintenance of library services, community health, waste removal and disposal, recreational facilities, environmental protection, industry and tourism and development assistance.

### 6.2 Regulatory Functions

Approval of all building and development in the City and ensuring that all approvals and certificates are issued in accordance with the relevant Acts. Developments are made in the best interest of the public and are made in accordance with all Council's ecologically sustainable development codes and policies.

### 6.3 Ancillary Functions

These functions affect only a minority of Council's residents and involve matters such as the resumption of land, powers of entry and inspection over land, all of which is dealt with in the best interest of Council's residents.

### 6.4 Revenue Functions

Revenue functions affect the community directly as it is a function which affects the financing of services and facilities provided to residents. Revenue is obtained from rates, charges, fees, borrowings, and investments.

### 6.5 Administrative Functions

The administrative functions of the Council do not directly affect residents. However, functions such as employment of staff and compliance with Council's statutory obligations including management plans, financial reporting and annual reporting all have an impact on the community.

### 6.6 Enforcement Functions

Under the *Local Government Act 1993* and other related legislation Council has a statutory responsibility to enforce local by-laws such as alcohol-free zones and regulations delegated by other levels of government, eg food safety inspections. These are applied in the best interest of the community.

## 7. PUBLIC PARTICIPATION

Council wants to understand and consider community concerns about the impact of services and decisions.

In a changing local government environment, councils must ensure that services are in keeping with future opportunities and the existing needs and expectations of its community.

To achieve this aim, to increase accountability and transparency of operations, Council is committed to keeping the community informed and engaged through ongoing and quality communication.

### 7.1 Participation at Council Meetings

Council welcomes the public to attend Council meetings which are held on the last Wednesday of each month, commencing at 6.30pm. At this meeting, Reports of the General Manager, Mayoral Minutes, Planning Matters, Public Access and Matters Referred from Previous Council Meetings, Notices of Motions and Matters for Information are presented. Council may also consider confidential matters in Closed Session with the resolutions from these meetings announced in public prior to the close of the meeting.

Members of the public attending Council meetings have an opportunity to address Council at the meeting. For information on how to register to speak, contact Council or refer to current procedures on Council's website.

### 7.2 Written Submissions to Council and Councillors

Residents and ratepayers are encouraged to make written submissions, or personal representations through their elected local representative.

Written submissions to Council or to individual local Councillors may be made in writing and addressed to:

Broken Hill City Council  
PO Box 448  
Broken Hill NSW 2880

Or alternatively emailed to:

[council@brokenhill.nsw.gov.au](mailto:council@brokenhill.nsw.gov.au)

### 7.3 Council Business Papers

Council agendas are made publicly available and are usually uploaded on to Council's website the Friday prior to the Ordinary Monthly Council meeting.

Agendas can also be viewed at Council's Administrative Centre.

Minutes from previous Council meetings are also made publicly available on Council's website as soon as possible after they have been endorsed.

### 7.4 Community Consultation – Having Your Say

Council invites the community to have their say on the formation of Council's policy and service delivery. Council communicates with the community and encourages communication and feedback through various channels such as Council's website, Council's official Social Media channels, surveys, advertising in the local newspaper, radio stations and media releases.

### 7.5 Documents on Public Display

All significant plans, strategies and policies of Council are placed on exhibition in draft form so that interested members of the public may view them and make comments should they wish to.

Exhibition documents are available on Council's website, or at Council's Administrative Centre and submissions should be addressed to the General Manager.

### 7.6 Section 355 Committees

Council also co-ordinates a range of Section 355 Asset and Advisory Committees.

A Section 355 Committee is a committee established under Section 355 of the *Local Government Act 1993*, to assist Council with the operation and maintenance of various Council facilities and services.

Managing community assets is an essential part of Council activities and the community of Broken Hill has strong representation on a number of Council committees to help manage the City's interests and public assets.

There are five Asset Committees and four Advisory Committees. They include:

#### Asset Committees

1. Alma Oval Community Committee
2. ET Lamb Memorial Oval Community Committee
3. Memorial Oval Community Committee
4. Norm Fox Sporting Complex Community Committee
5. Picton Sportsground Community Committee

#### Advisory Committees

1. Ageing Well Advisory Committee
2. Broken Hill Heritage Committee
3. Broken Hill Regional Art Gallery Advisory Committee
4. Youth Advisory Committee

Members of the public are encouraged to nominate for a position on Section 355 Committees.

## 8. INFORMATION HELD AT COUNCIL AND HOW TO ACCESS

Council holds information in various formats in respect of the wide range of functions undertaken by it as well as information which is pertinent to different issues relating to the Broken Hill City Council Local Government Area.

There are 4 main ways in which Council provides access to information:

1. **Mandatory Proactive Release**
2. **Authorised Proactive Release**
3. **Informal Release**
4. **Formal Access Applications**

Under the *Government Information (Public Access) Act 2009*, (*GIPA Act*), there is a right of access to certain information held by Council, unless there is an overriding public interest against its disclosure. Any applications made under the *GIPA Act* will be processed in accordance with the requirements of the *GIPA Act*.

### 8.1 Mandatory Proactive Release - Open Access Information

Under Schedule 1 of the *Government Information (Public Access) Regulation 2018*, Council must make the following information, classified as 'open access information', publicly available unless there is an overriding public interest against disclosure.

Where possible, open access information will be made available on Council's website ([www.brokenhill.nsw.gov.au](http://www.brokenhill.nsw.gov.au)). Where open access information is not made available on Council's website, it will be made available for viewing at Council's Administrative Building during normal business hours.

**Fees:** A fee may apply for the release of information. Fees are detailed in Council's Schedule of Fees and Charges, updated each financial year and available on Council's website. An example of when a fee may be applied includes staff searches of building/development records, copy of building plans, a bound copy of the Local Environmental Plan, or Local Environmental Plan maps.

8.1.1 Information about Council		
Document/Record Type	Description	How to Access
Agency Information Guide	This document sets out the functions of Broken Hill City Council and the type of information held by Council and how it can be accessed.	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> or alternatively click here <a href="https://bit.ly/3ivY6Ju">https://bit.ly/3ivY6Ju</a>
Council Policies	Documents used to exercise Council functions.	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> or alternatively click here <a href="https://bit.ly/3qt8R19">https://bit.ly/3qt8R19</a>
Register of Government Contracts.	A register of contracts awarded by Broken Hill City Council valued at \$150,000 or more.	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> – or alternatively click here <a href="https://bit.ly/3qw8YsW">https://bit.ly/3qw8YsW</a>



8.1.1 Information about Council		
Document/Record Type	Description	How to Access
Disclosure Log of Formal (Access) Applications for Information	The <i>GIPA Act</i> requires Council to publish a Disclosure Log that records details of formal requests for information (access applications) where Council considers that the information requested may be of interest to other members of the public.	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> – or alternatively click here <a href="https://bit.ly/3wC7uON">https://bit.ly/3wC7uON</a>
The Model Code of Conduct prescribed under Section 440(1) of the <i>Local Government Act 1993</i>	Outlines the conduct obligations of Council officials.	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> or alternatively click here <a href="https://bit.ly/3qrDSCB">https://bit.ly/3qrDSCB</a>
Code of Meeting Practice	Summarises the procedures for all Council and Council Committee Meetings.	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> or alternatively click here <a href="https://bit.ly/3qrDSCB">https://bit.ly/3qrDSCB</a>
Annual Report inclusive of Annual Financial Statements	Outlines Council's performance and achievements against its key strategies and objectives.	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> or alternatively click here <a href="https://bit.ly/3n7cGHa">https://bit.ly/3n7cGHa</a>
Auditor's Reports	Outlines the financial position of Council and is included in the Annual Financial Statements.	Auditor's Reports – see Financial Statements or alternatively click here <a href="https://bit.ly/3gVNFyn">https://bit.ly/3gVNFyn</a>
Equal Employment Opportunity Management Plan	Policy that outlines the equal employment opportunities within Council.	Informal request for information <a href="https://bit.ly/3OW1p8R">https://bit.ly/3OW1p8R</a>
Policy concerning the Payment of Expenses incurred by and the Provision of Facilities to Councillors	A policy to ensure that Councillors receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties.	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> – Councillor Support Policy, alternatively click here <a href="https://bit.ly/2YF6jI5">https://bit.ly/2YF6jI5</a>
Annual Reports of bodies Exercising Functions Delegated by Council	\$355 Community Committees provide Annual Reports and are reported to Council and the community.	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> – Council Meeting Business Papers – click here <a href="https://bit.ly/3qsPW6r">https://bit.ly/3qsPW6r</a>
Any Codes referred to in the <i>Local Government Act 1993</i>	The codes are referenced in Council's Code of Conduct Policy and Code of Meeting Practice Policy	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> – Policies or alternatively click here <a href="https://bit.ly/2YDzgh8">https://bit.ly/2YDzgh8</a>

8.1.1 Information about Council		
Document/Record Type	Description	How to Access
Returns of Interests of Councillors, Designated Persons and Delegates	Returns of interest are reported to Council each September.	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> – Access to Information – click here <a href="https://bit.ly/30qKINX">https://bit.ly/30qKINX</a> Council Meeting Business Papers – click here <a href="https://bit.ly/3qsPW6r">https://bit.ly/3qsPW6r</a>
Agendas and Business papers for any meeting of Council or any Committee of Council	Monthly reports to Council Ordinary Meeting including Extraordinary Meetings.	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> – Meetings – click here <a href="https://bit.ly/3qsPW6r">https://bit.ly/3qsPW6r</a>
Minutes of any meeting of Council or any Committee of Council	Minutes recording the records of any meeting of Council or any Committee of Council, inclusive of adopted recommendations by Council.	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> – Meetings – click here <a href="https://bit.ly/3qsPW6r">https://bit.ly/3qsPW6r</a>
Land Register	A register of all lands vested in Council, or under its control.	Informal request for information <a href="https://bit.ly/3OW1p8R">https://bit.ly/3OW1p8R</a>
Register of Investments	A written report setting out details of all monies that have been invested under Section 625 (2) of the <i>Local Government Act 1993</i> , and reported to Council monthly.	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> Council - "Meetings", "Minutes and Agendas". Click here <a href="https://bit.ly/3qsPW6r">https://bit.ly/3qsPW6r</a>
Register of Delegations	A register of the functions delegated to the Mayor, General Manager, and to Council staff, which is adopted each term of Council.	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> Access to Information – Click here <a href="https://bit.ly/30qKINX">https://bit.ly/30qKINX</a>
Register of Graffiti Removal Works	A register containing records of graffiti removal works that are maintained in a database.	Informal request for information <a href="https://bit.ly/3OW1p8R">https://bit.ly/3OW1p8R</a>
Register of current Declarations of Disclosures of Political Donations	A register containing information regarding disclosures of political donations.	Informal request for information <a href="https://bit.ly/3OW1p8R">https://bit.ly/3OW1p8R</a>
Register of Voting on Planning Matters	Documents containing information of voting on planning matters available for viewing by members of the public – Council Business Paper (Resolution of Council) or NSW Regional Planning Panel.	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> or alternatively Council Business Paper <a href="https://bit.ly/3qsPW6r">https://bit.ly/3qsPW6r</a> Or NSW planning portal <a href="http://www.planningportal.nsw.gov.au">www.planningportal.nsw.gov.au</a>

<b>8.1.2 Plans and Policies</b>		
<b>Document/Record Type</b>	<b>Description</b>	<b>How to Access</b>
Local Policies adopted by Council concerning approvals and orders	Provide guidance for those participating in the local approvals process and specify criteria which Council will take into consideration in determining applications for approval under the <i>Local Government Act 1993</i> .  Criteria to be considered before issuing certain order under section 124 of the <i>Local Government Act</i> .	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a>  Policies - Local Approvals Policy and Local Orders Policy – Click here <a href="https://bit.ly/3F7afdR">https://bit.ly/3F7afdR</a>
Plans of Management for Community Land	Outlines the plans in the management of Broken Hill City Council.	Informal request for information <a href="https://bit.ly/3OW1p8R">https://bit.ly/3OW1p8R</a>
Environmental Planning Instruments, Development Control Plans and Contribution Plans	The principal legal documents for controlling all development within Broken Hill City Council.	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> or click here <a href="https://bit.ly/3ol6CKr">https://bit.ly/3ol6CKr</a>

<b>8.1.3 Information about Development Applications</b>		
<b>Document/Record Type</b>	<b>Description</b>	<b>How to Access</b>
Register of Development Applications Lodged and Determined	A register listing the full details of Development Applications lodged and determined.	Informal request for information – Development <a href="https://bit.ly/4fXKW0m">https://bit.ly/4fXKW0m</a>  or Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> - DA Tracker – Click here <a href="https://bit.ly/3F8exBF">https://bit.ly/3F8exBF</a>
Environmental Planning Instruments, Development Control Plans and Contribution Plans	The legal documents and frameworks for controlling all development within Broken Hill City Council municipality.	Council's website <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> – Click here <a href="https://bit.ly/3D4ujql">https://bit.ly/3D4ujql</a>

<b>8.1.3 Information about Development Applications</b>		
<b>Document/Record Type</b>	<b>Description</b>	<b>How to Access</b>
Development Applications and associated documents including, but not limited to: Application Form, Determination and Conditions, Officer's Delegated Authority report, Statement of Environmental Effects, Plans (excluding floor plans), Construction and Occupation Certificates, Home Warranty Insurance documents, Acoustic Consultants' reports, Structural Certification documents, Heritage Consultants' reports, Land Contamination reports, Tree Inspection Consultants' reports	Development and Construction application files and associated documents.	Request for information – Development Applications <a href="https://bit.ly/4fXKW0m">https://bit.ly/4fXKW0m</a> or Council's website: DA Tracker - Click here <a href="https://bit.ly/3F8exBF">https://bit.ly/3F8exBF</a>
Submissions received on Development Applications	Responses by individuals providing their comments in relation to the Development Application.	Request for information – Development Applications <a href="https://bit.ly/4fXKW0m">https://bit.ly/4fXKW0m</a> or Council's website: <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> - DA Tracker - Click here <a href="https://bit.ly/3F8exBF">https://bit.ly/3F8exBF</a> Note: Council considers the balance test for public interest in protecting the personal information of submitters.
Records of decisions on Development Applications including decisions on appeals	A record of all development applications received and determined by Council.	Request for information – Development Applications <a href="https://bit.ly/4fXKW0m">https://bit.ly/4fXKW0m</a> or Council's website: <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> - DA Tracker - Click here <a href="https://bit.ly/3F8exBF">https://bit.ly/3F8exBF</a>

8.1.4 Approvals, Orders and Other Documents		
Document/Record Type	Description	How to Access
Applications for approvals under section 68 of the LG Act	Applications and associated documents received for approval under Section 68 of the <i>Local Government Act</i> .	Informal request for information <a href="https://bit.ly/3OW1p8R">https://bit.ly/3OW1p8R</a>
Applications for approvals under any other Act and any associated document	Application regarding approval other than Development Application.	Informal request for information <a href="https://bit.ly/3OW1p8R">https://bit.ly/3OW1p8R</a>
Records of approvals granted or refused, any variation from Council Policies reasons for the variation and decisions made on appeals concerning approvals	A record of approvals granted or refused for specific approvals other than development applications.	Informal request for information <a href="https://bit.ly/3OW1p8R">https://bit.ly/3OW1p8R</a>
Orders given under Part 2 of Chapter 7 of the <i>Local Government Act 1993</i> and any reasons given under Section 136 of the <i>Local Government Act 1993</i>	Order issued and complied with under section 124 of the <i>Local Government Act</i> .	Informal request for information <a href="https://bit.ly/3OW1p8R">https://bit.ly/3OW1p8R</a>
Orders given under the Authority of any other Act	Order issued and complied with under the authority of other Acts.	Informal request for information <a href="https://bit.ly/3OW1p8R">https://bit.ly/3OW1p8R</a>
Records of Building Information Certificates (Building Certificates) under the <i>Environmental Planning and Assessment Act 1979</i>	Record of Building Information Certificates (Building Certificates) issued under the <i>Environmental Planning &amp; Assessment Act 1979</i> .	Informal request for information <a href="https://bit.ly/3OW1p8R">https://bit.ly/3OW1p8R</a>  Copies of Building Certificates are subject to a fee as per Council's Schedule of Fees and Charges
Plans of land proposed to be compulsorily acquired by Council	A plan on authority that is exercised by Council in Compulsory acquiring land.	Informal request for information <a href="https://bit.ly/3OW1p8R">https://bit.ly/3OW1p8R</a>
Compulsory Acquisition Notices	A notice relating to a specific site which is to be compulsorily acquired.	Informal request for information <a href="https://bit.ly/3OW1p8R">https://bit.ly/3OW1p8R</a>
Leases and Licenses for use of Public Land classified as Community Land.	Leases and Licenses for use of Public Land classified as Community Land.	Informal request for information <a href="https://bit.ly/3OW1p8R">https://bit.ly/3OW1p8R</a>

**8.2 Authorised Proactive Release Information**

The *GIPA Act* encourages Council to go beyond the minimum mandatory disclosure requirement, unless there is an overriding public interest against disclosure. This is a discretionary power to release information in any manner considered appropriate, free of charge or at the lowest reasonable cost.

Council will make the following information of public interest available on the website where possible, as part of authorised proactive release.

<b>8.2.1 Administration and Governance</b>		
<b>Document/Record Type</b>	<b>Description</b>	<b>How to Access</b>
Community Strategic Plan (CSP)	Plan outlines the community's aspirations and main priorities for the future.	Council's website: <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> or alternatively click here <a href="https://bit.ly/3H99Fy9">https://bit.ly/3H99Fy9</a>
Delivery Program inclusive of Operational Plan	Details the principal activities to be undertaken by Council to implement the strategies in the Community Strategic Plan.	Council's website: <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> or alternatively click here <a href="https://bit.ly/3Dd58Zc">https://bit.ly/3Dd58Zc</a>
Progress reports on Delivery Program	Reports on progress of the activities and actions detailed in the Delivery Program.	Council's website: <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> or alternatively click here <a href="https://bit.ly/3F70uMK">https://bit.ly/3F70uMK</a>
Long Term Financial Plan	Inclusion in Resourcing Strategy for the provision of resources required to implement the CSP.	Council's website: <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> or alternatively click here <a href="https://bit.ly/3DljAhu">https://bit.ly/3DljAhu</a>
Workforce Management Plan	Inclusion in Resourcing Strategy for the provision of resources required to implement the CSP.	Council's website: <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> or alternatively click here <a href="https://bit.ly/3n9EFGm">https://bit.ly/3n9EFGm</a>
Approved Council strategies and plans	Plans/documents used in connection with the functions.	Council's website: <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> or alternatively click here <a href="https://bit.ly/3wRMvYt">https://bit.ly/3wRMvYt</a>
Disability Inclusion Action Plan (DIAP)	Outlines Council's commitment to improving opportunities for people with a disability of all ages to access the full range of services and activities available in the community.	Council's website: <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> or alternatively click here <a href="https://bit.ly/3oswAfo">https://bit.ly/3oswAfo</a>
Progress report on Disability Inclusion Action Plan	Reports on progress of the activities and actions detailed in the Disability Inclusion Action Plan.	Council's website: <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> or alternatively click here <a href="https://bit.ly/3oswAfo">https://bit.ly/3oswAfo</a>

<b>8.2.1 Administration and Governance</b>		
<b>Document/Record Type</b>	<b>Description</b>	<b>How to Access</b>
State of Our City Report – formerly End of Term Report inclusive of State of Environment (SOE) reporting	Report on Council's achievements in implementing the CSP over the term of the Council (4 years), including reporting on environmental activities and indicators undertaken to enhance and protect the local environment.	Council's website: <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> or alternatively click here <a href="https://bit.ly/3AVVXAn">https://bit.ly/3AVVXAn</a>
Community Management Committees	Delegated authority to manage some of Council facilities and functions.	Council's website: <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> – Section 355 Community Committees – or alternatively click here <a href="https://bit.ly/3F71kJo">https://bit.ly/3F71kJo</a>
Schedule of Fees and Charges	Pricing policy – fees and charges for the current financial year.	Council's website: <a href="http://www.brokenhill.nsw.gov.au">www.brokenhill.nsw.gov.au</a> or alternatively click here <a href="https://bit.ly/3op1OUq">https://bit.ly/3op1OUq</a>

### **8.3 Informal Release**

Access to information that is not available as mandatory or authorised proactive release may be provided through discretionary release.

Council is authorised to release information unless there is an overriding public interest against disclosure. Informal release can enable the release of as much information as possible, however Council is also authorised to redact content from information released, if its inclusion would otherwise result in an overriding public interest against disclosure.

Applications can be made to Council by submitting an Informal Request for Information. The *GIPA Act* does not set a limit for the processing of informal requests for information, therefore these requests are balanced against the other duties for which the Governance team is responsible and can take up to 20 working days to finalise.

### **8.4 Formal Access Applications**

A formal access application is required to be submitted if the information being sought:

- Is not available via proactive or informal release;
- Is of a sensitive nature that requires careful weighing of the considerations in favour of, and against, disclosure;
- Contains personal or confidential information about a third party that may require consultation; or
- Would involve an unreasonable amount of time and resources to produce.

Applications must be made to Council by:

- Submitting the Formal Request for Information Form, together with the application fee (\$30). Additional processing charges may be applicable at a rate of \$30 per hour;
- Specify clearly that it is made under the *GIPA Act*;
- Provide sufficient detail to enable Council to identify the information requested; and
- Include an Australian postal address

**Note:** An application will be invalid if it seeks access to excluded information of Council or does not meet the formal requirements for an access application.

Council will advise the applicant within 20 working days of receipt of the request of its decision to provide information and in cases where the applicant is aggrieved by Council's determination, an appeal may be lodged. Information on how this may be done will be included with Council's determination notice.

**8.5 Proactive Release Program**

Council will undertake an annual Proactive Release Program to ensure that it complies with Mandatory and Authorised Proactive Release obligations under the *Government Information (Public Access) Act 2009*.

Proactive release involves an agency making information or documents it holds or collects publicly available, on its own accord without someone making an information access request, to promote open and transparent government.

The benefits of proactive release include:

- Improved service delivery
- Increased community participation in government processes and decision-making
- Better informed community
- Reduced costs and resourcing needs by decreasing the number of access applications

The Corporate Governance and Compliance Team will manage and coordinate the annual proactive release review in consultation with relevant business units:

DATE	STAGE	ACTION
June	Preliminary	Engage with business units regarding: <ul style="list-style-type: none"> <li>• the process and timeline</li> <li>• guidance in identifying information for proactive release</li> <li>• communicating the roles and responsibilities</li> </ul>
July	Identify	Business units to identify information in their area that: <ul style="list-style-type: none"> <li>• can be considered for proactive release</li> <li>• has been proactively released within the previous 12 months</li> </ul> Business unit owners to submit an annual review summary report to Corporate Governance and Compliance Team.



DATE	STAGE	ACTION
August	Assess	The Corporate Governance and Compliance Team will assess information identified for proactive release, by applying the public interest test.  The data will be collated in an annual review report, detailing whether information should be released.  Legal services may be consulted where deemed necessary.
September	Consult	The Corporate Governance and Compliance Team will provide a draft annual review report to Council's Public Officer and business owners for endorsement, for the referral to Council's Executive Leadership Team (ELT) to seek approval.
October	Approve	The Corporate Governance and Compliance Team will submit an annual review report for the proactive release of government information to ELT.  The ELT will have the final authority to determine whether the information identified in the review report is published or not.  ELT may consult with business unit owners before making a final decision.
November		The Corporate Governance and Compliance Team will update the organisations' Agency Information Guide in accordance with any approved actions, and present to Council for endorsement to submit to the IPC for annual review.

## 9. OTHER GOVERNMENT OPEN DATA

In Australia, there are many other open data initiatives. Open data are large datasets available to anyone with an internet connection.

The **federal government** open data portal can be accessed via [data.gov.au](http://data.gov.au)

**Data.gov.au** is a centralised source of Australian open government data. In addition to government data, publicly funded research data and datasets from private institutions that are of public interest can also be found here.

The **NSW government** portal can be accessed via [data.nsw.gov.au](http://data.nsw.gov.au)

**Data. NSW** aims to increase the safe use of data across NSW government, to support better customer service, policy development, responsiveness, and innovation.

## 18. HOW DO I CONTACT COUNCIL

HOW?	CONTACT DETAILS
<b>IN PERSON</b>	Council Administrative Centre 240 Blende Street Broken Hill NSW 2880
<b>POST</b>	Broken Hill City Council PO Box 448 Broken Hill NSW 2880
<b>PHONE</b>	08 8080 3300
<b>FAX</b>	08 8088 3424
<b>EMAIL</b>	<a href="mailto:council@brokenhill.nsw.gov.au">council@brokenhill.nsw.gov.au</a>
<b>OPENING HOURS</b>	9.00 am to 4pm Monday to Friday

### 10.1 Contact

For specific information or enquiries regarding access to information at Broken Hill City Council, please contact:

The Public Officer  
PO Box 448  
Broken Hill NSW 2880  
Phone: 08 8080 3300  
Email: [council@brokenhill.nsw.gov.au](mailto:council@brokenhill.nsw.gov.au)

If you wish to learn more about your right to information, please contact the Information and Privacy Commission at [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)



## FINANCE AND GOVERNANCE COMMITTEE

November 27, 2024

**ITEM 5****BROKEN HILL CITY COUNCIL REPORT NO. 185/24****SUBJECT:**                    **SECTION 355 ANNUAL AND FINANCIAL REPORTS 2022/2023**  
**D23/58651****Recommendation**

1. That Broken Hill City Council Report No. 185/24 dated November 27, 2024, be received.
2. That the 2022/2023 Alma Oval Community Committee Annual and Financial Reports be received and noted
3. That the 2022/2023 BIU Band Hall Community Committee Annual and Financial Reports be received and noted
4. That the 2022/2023 Friends of the Flora and Fauna of the Barrier Ranges Community Committee Annual Report be received and noted
5. That the 2022/2023 Memorial Oval Community Committee Annual and Financial Reports be received and noted
6. That the 2022/2023 Picton Sportsground Community Committee Financial Report be received and noted
7. That the 2022/2023 Riddiford Arboretum Community Committee Annual Report be received and noted
8. That the 2022/2023 Ageing Well Advisory Committee Annual Report be received and noted
9. That the 2022/2023 Youth Advisory Committee Annual Report be received and noted

**Executive Summary:**

In accordance with Section 355 of the *Local Government Act 1993* (the Act), Council has the ability to delegate some of its functions to a Committee of Council by way of appointment of community members to manage or advise on particular Council assets or functions. The committees are commonly known and referred to as Section 355 Committees.

At the end of the 2023 Financial Year there were 13 Section 355 Committees, made up of eight Asset Committees and five Advisory Committees.

**Asset Committees:**

- Alma Oval Community Committee
- BIU Band Hall Community Committee
- E.T. Lamb Memorial Oval Community Committee
- Friends of the Flora and Fauna of the Barrier Ranges Community Committee
- Memorial Oval Community Committee – Reports prepared by Council officers
- Norm Fox Sporting Complex Community Committee

- Picton Sportsground Community Committee
- Riddiford Arboretum Community Committee

#### Advisory Committees:

- Ageing Well Advisory Committee
- Broken Hill City Art Gallery Advisory Committee
- Broken Hill Heritage Committee
- Community Strategic Plan Round Table
- Youth Advisory Committee

#### Report:

Council's Section 355 Advisory and Asset Committee Manuals state that all committees are in place for the term of the Council (four years) however, due to the COVID-19 Pandemic, Local Government Elections were postponed until September 2024. The Section 355 Committees at the time of the delay, were asked to remain in place during the extended term until elections were held. This caused an ongoing effect whereby the current elected Section 355 Committees remained in place for the reduced Council term of 2 years and 9 months.

Council's Section 355 Advisory and Asset Committee Manuals state that Committees are required to submit Annual and Financial (where applicable) Reports for the 2022/2023 period.

Reports specifically required include:

- Asset Committees: Annual Report 2022/2023 and Financial Report 2022/2023
- Advisory Committees: Annual Report 2022/2023

Reports have been received from the following committees:

- Alma Oval Community Committee
- BIU Band Hall Community Committee
- Friends of the Flora and Fauna of the Barrier Ranges Community Committee
- Memorial Oval Community Committee
- Norm Fox Sporting Complex Community Committee – previously reported to Council's October 2023 Meeting
- Picton Sportsground Community Committee
- Riddiford Arboretum Community Committee
- Ageing Well Advisory Committee
- Broken Hill City Art Gallery Advisory Committee – previously reported to Council's October 2023 Meeting
- Broken Hill Heritage Committee
- Youth Advisory Committee

Nil reports remain outstanding.

It is to be noted that the E.T. Lamb Memorial Oval Community Committee held no meetings during the 2022/2023 period and funds have not been returned to the committee since its re-establishment in August 2022. Therefore, no Annual Reports were submitted.

The Section 355 Community Strategic Plan Round Table Committee was disbanded by Council at its September 2023 Ordinary Meeting (minute number 47337) and thus no Annual Report was submitted.

#### 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 355 'How a council may exercise functions' and Section 377 'General power of the council to delegate'.

Section 355 Asset and Advisory Committees operate under Council's Section 355 Asset or Advisory Committee Framework, which includes the Section 355 Asset or Advisory Committee Manual (adopted 30 March 2022 Minute Number 46795) and each of the individual Section 355 Committee Constitutions (adopted 30 March 2022 Minute Number 46795).

### **Financial Implications:**

There are no financial implications arising from the recommendations of this report. Where relevant, a Financial Report for the 2022/2023 period has been included.

### **Attachments**

1. [↓](#) Section 355 Alma Oval Community Committee Annual Financial Report 2022-2023
  2. [↓](#) Section 355 Alma Oval Community Committee Annual Report 2022-2023
  3. [↓](#) Section 355 BIU Band Hall Community Committee Annual Report 2022-2023 - Redacted
  4. [↓](#) Section 355 BIU Band Hall Community Committee Annual Financial Report 2022-2023
  5. [↓](#) Section 355 Friends of the Flora and Fauna of the Barrier Ranges Community Committee Annual Report 2022-2023
  6. [↓](#) Section 355 Memorial Oval Community Committee Annual Financial Report 2022-2023
  7. [↓](#) Section 355 Picton Sportsground Community Committee - Financial Report 2022-23 - Redacted
  8. [↓](#) Section 355 Riddiford Arboretum Community Committee Annual Report 2022-2023 - Redacted
  9. [↓](#) Section 355 Ageing Well Advisory Committee Annual Report 2022-2023
  10. [↓](#) Section 355 Youth Advisory Committee Annual Report 2022-2023
- [↓](#)

RAZIJA NU'MAN  
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL  
GENERAL MANAGER

## SECTION 355 ANNUAL FINANCIAL REPORT INSTRUCTIONS AND FORM

### Instructions for Completing Annual Financial Reports for Management Committees

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### Instructions

**A photocopy of the Income and Expenditure (Cash Book) must be attached to the completed Annual Financial Report.**

- Management Committee:** Fill in the name of the Committee on which you are reporting.
- Reporting Period:** Fill in the period in which you are reporting eg July 2021 to June 2022.
- Income Section** Record all income (excluding GST) for the entire reporting period. The income should be broken down into income types. There are another two lines which can be used if there are any other income types. Be sure to write what sort of income you are recording should you use either of the blank lines. Income information is to be written onto a printed copy of the spreadsheet.
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- Profit and Loss:** From the Annual Financial Report, take the total income and minus the expenditure. If the amount left is a positive, the Committee has made a profit. If the amount is a negative, the Committee has made a loss.

## Annual Financial Report

**Management Committee:** Alma Oval Management Committee

**Reporting Period:** July to 2022 to June 2023

**Note:** All Figures Should Be **Excluding GST**

**Income:**

Facility Hire \$1018.18

Other Income (BHCC  
Maintenance Grant) \$8737.00

**Total Income \$9755.18**

**Expenses:**

Maintenance and Repairs \$1,266.02

Caretaker Fees \$4,990.91

Electricity \$3040.15

Postage and Stationery \$139.09

Bank Charges \$22.37

Water \$116.34

**Total Expenses: \$9,574.88**

**Profit/(Loss) \$180.30**





## SECTION 355 COMMITTEE ANNUAL REPORT

Please complete this form as accurately as possible and return to [council@brokenhill.nsw.gov.au](mailto:council@brokenhill.nsw.gov.au)  
If insufficient room please supply additional attachments.

**SECTION 355 COMMITTEE**

Name of Committee: Alma Oval Community Committee

Annual Report Period: 1 July 2022 – 30 June 2023

**ANNUAL REPORT**

	Date of Meeting	Meeting held (Y/N)	No quorum
<b>1. Number of meetings conducted and dates of meetings</b>	01/06/2023	Y	
<b>Date of Annual General Meeting</b>	NIL		

	Member Name	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	
<b>2. Meeting Attendance</b>	Councillor Boland	1/06/2023										
	Peter O'Dwyer	1/06/2023										
	Pam O'Dwyer	1/06/2023										
	Katrina O'Dwyer	1/06/2023										
	Ron Butcher	1/06/2023										

<b>3. Activities and Projects achieved over the past year</b>											
<b>4. Achievements and highlights over the past year</b>											
<b>5. Activities/Projects in progress</b>	Change room upgrades, car Park potholes, signs on mound										
<b>6. Ongoing Issues</b>	Committee members have resigned – Council has presently resumed care of the Alma Oval										
<b>7. Completed Maintenance</b>											
<b>8. Financial Report</b>											
<b>PRIVACY STATEMENT</b>											
<p>Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998.          The purpose for collecting your personal information is to obtain and record contact details and to assess your suitability for appointment to a S355 Committee.          The intended recipients of the personal information collected includes Council officers, S355 Committee members, and contractors or other agents contracted by Council. If appointed to a committee, your name and contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers.          The supply of the information is voluntary.          You may make an application for access to your personal information or amendment to information held by Council. Council will consider any such application in accordance with the Act.          Enquiries concerning this matter can be directed to the Public Officer <a href="mailto:council@brokenhill.nsw.gov.au">council@brokenhill.nsw.gov.au</a> or addressed to Broken Hill City 240 Blende Street.</p>											
Signature	Due to committee resignations, this Annual Report was prepared by Council's Corporate Services	Date <u>18/09/2023</u>									
Printed Name											
Position											



## Section 355 committee annual report

Please complete this form as accurately as possible and return to [council@brokenhill.nsw.gov.au](mailto:council@brokenhill.nsw.gov.au)  
If insufficient room please supply additional attachments.

**SECTION 355 COMMITTEE**

Name of Committee: BIU Band Hall S355 Community Committee

Annual Report Period: 2022-2023

**ANNUAL REPORT**

	Date of Meeting	Meeting held (Y/N)	No quorum
1. Number of meetings conducted and dates of meetings	Tue 23 August 2022	Y	
	Tue 8 November 2022	Y	
	Tue 14 February 2023	Y	
	Thu 29 June 2023	Y	
	<b>Date of Annual General Meeting</b>	Tue 23 August 2022	Y

	Member Name	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting
<b>2. Meeting Attendance</b>	Mark Curtis	23-08-22	08-11-22	14-02-23	29-06-23		
	Robynne Sanderson	23-08-22	08-11-22	14-02-23	29-06-23		
	Wayne Orr	23-08-22	08-11-22	14-02-23	29-06-23		
	Stephen Podnar	N/A	08-11-22	14-02-23	Apology		
	Bob Algate	23-08-22	08-11-22	14-02-23	Apology		
	Jarred Paull	23-08-22	N/A	N/A	N/A		
	<b>3. Activities and Projects achieved over the past year</b>						
<p>* The BIU Band Hall facilitates the ongoing viability of Broken Hill’s brass band and orchestra by providing a base and rehearsal venue for people of all ages to work together. Each of these music groups contributes to the community and enriches the cultural fabric of our city.</p> <p>* Following several COVID-19 closures and use of the BIU Band Hall by Far West Health for COVID testing until March 2022, the financial year just ended has seen a period of revitalisation of the music groups using the hall and the opportunity to once again use the hall as a concert venue.</p>							
<b>4. Achievements and highlights over the past year</b>							
<p>* Facilitation of rehearsals for the BIU Band and the Broken Hill Civic Orchestra</p> <p>* Hosting of two concerts</p>							
<b>5. Activities/Projects in progress</b>							
<p>* Ongoing rehearsals and upcoming South Australian Junior Soccer Association Country Championship (Sept. 2023)</p>							

6. Ongoing Issues

- \* **HALL HEATING/COOLING:** In 2019 committee looked at grant opportunities towards new split system. This has remained on hold. Existing evaporative air cooler is cheap to run and cools reasonably well, but drips water onto floor of the hall and is noisy to run (not ideal for music rehearsals). Existing heating system expensive to run and inefficient.
- \* **ROOF STILL NOT REPAIRED AFTER 2016 HAIL DAMAGE.** Claimed on insurance by BHCC, which holds funds for the repairs. Committee has asked BHCC if we can include insulation when roof is repaired, to reduce heating and cooling costs.

7. Completed Maintenance

White Ant treatment completed in June 2023.

8. Financial Report      **FINANCIAL SUMMARY**

Opening balance 1 July 2022: \$3,583.85  
PLUS Total Income:            \$1,892.00  
LESS Total Expenses:        - \$1,665.30  
MINUS late presented chq    -\$ 250.00  
PLUS un-presented cheque:    \$ 400.00  
Closing balance 30 June 2023: \$3,960.55

A detailed financial report and bank statements have been provided as separate documents.

Please detail any other relevant information:

**HISTORY OF THE BIU BAND HALL:**

An agreement was made between Broken Hill City Council (BHCC) and the BIU Band which led to the current band hall being built. The BIU Band swapped the land where their former band hall was located (*this site is now occupied by the Council Chambers*) in exchange for BHCC constructing a new BIU Band Hall at its current location in Beryl Street.

Signature



Date 29-11-23

Printed Name

Mark Curtis

Position

Treasurer

Section 355 Committee Annual Report – BIU Band Hall

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### Instructions

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- Profit and Loss:** From the Annual Financial Report, take the total income and minus the expenditure. If the amount left is a positive, the Committee has made a profit. If the amount is a negative, the Committee has made a loss.

**Annual Financial Report**

**Management Committee:** BIU Band Hall S355 Community Committee

**Reporting Period:** 1 July 2022 to 30 June 2023

**Note:** All Figures Should Be **Excluding GST**

**Income:**

Facility Hire \$1,892.00

Membership Fees

Other Income

Interest Earned

**Total Income \$1,892.00**

**Expenses:**

Advertising

Bank Fees \$ 19.00

Cleaning \$ 600.00

Postage

Printing

Building Maintenance

Grounds Maintenance

Security

Stationery

Electricity \$1,046.30

Gas

Garbage

Telephone

Water

Other Expenses

**Total Expenses: \$1,665.30**

**Profit/(Loss) \$ 226.70**



## SECTION 355 COMMITTEE ANNUAL REPORT

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### SECTION 355 COMMITTEE

Name of Committee: Friends of the Flora and Fauna of the Barrier Ranges community committee S355

Annual Report Period: 1.7.2022 to 30.6.2023

### ANNUAL REPORT


	Date of Meeting	Meeting held (Y/N)	No quorum
1. Number of meetings conducted and dates of meetings	12.7.2022	Y	
	9.8.2022	Y	
	13.9.2022	Y	
	11.10.2022	Y	
	8.11.2022	Y	
	14.2.2023	N	No Quorum
	14.3.2023	Y	
	11.4.2023	Y	
	9.5.2023	Y	
	13.6.2023	Y	
<b>Date of Annual General Meeting</b>	nil		

	Member Name	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting
		12.7.2022	9.8.2022	13.9.2022	11.10.2022	8.11.2022	14.3.2023	11.4.2023	9.5.2023	13.6.2023	
<b>2. Meeting Attendance</b>	Darrell Ford	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	Nicholas King	Y	Y	Y	Y	Y					
	Jasmin Fryer							Y	Y	Y	
	Gaylene Ford	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	Michael Ford	Y	Y	Y		Y	Y	Y	Y	Y	
	Karen Ford	Y	Y	Y		Y	Y	Y		Y	
	Jeff Crase	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	Merrin Coombe	Y	Y	Y				Y			
	Marion Browne	Y		Y			Y	Y			
	John Rogers			Y				Y			
	Paul Reed				Y		Y	Y	Y	Y	
	David Spielvogel										
	Jill Spielvogel										
	Geoffrey Hoare	Y		Y		Y	Y		Y		
	Susan Spangler	Y		Y		Y	Y		Y		
	Kellie Scott										

	Jamie Scott										
	Evan Scott										
	Emily Scott										
	Ann Evers	Y		Y		Y			Y	Y	
	Dean Fletcher				Y						
<b>3. Activities and Projects achieved over the past year</b>	Laying of new woodchips at Starview Primitive Campsite 'Tent area'. Paving in progress in 'Flora walk' and 'Cultural trail'. Cementing rocky sections of path to cover trip hazards. Removal of 'Mistletoe' from native tree's. Pruning tree's at campsite van sites.										
<b>4. Achievements and highlights over the past year</b>	Good turnouts for working bee's this year. The abundance of wildlife and flora returning to the Living Desert following good seasonal rains. Achieved great feedback from maintenance operations from volunteers and staff regarding Campground cleanliness and layout.										
<b>5. Activities/Projects in progress</b>	Paving of footpaths in Flora Site and Cultural Trail.										
<b>6. Ongoing Issues</b>	Roadway adjustments, the need of new large Barbeque at picnic area, cement paths for wheelchair access to sculptures and flora site.										
<b>7. Completed Maintenance</b>	Path maintenance. 'Story poles' protectant applied.										
<b>8. Financial Report</b>	Non applicable as works completed by this committee are done in accordance with councils living desert budget.										

**PRIVACY STATEMENT**

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Signature  Date 11.10.2023

Printed Name Darrell Ford

Position Living Desert Manager

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Annual Financial Report

**Management Committee:** Memorial Oval Management Committee

**Reporting Period:** July to 2022 to June 2023

**Note:** All Figures Should Be **Excluding GST**

**Income:**

Facility Hire	\$19,323.14
Other Income	\$1,040
BHCC Grants	\$8,788
<b>Total Income</b>	<b>\$29,151.14</b>

**Expenses:**

Maintenance and Repairs	\$4,197.12
Caretaker Fees	\$6,600
Secretary/Treasurer Fees	\$1,000
Electricity	\$18,475.96
Gas	\$590.60
Postage and Stationery	\$170.45
Capital Expenditure	\$10553.63
Sundry	\$1,349
<b>Total Expenses:</b>	<b>\$42,936.76</b>
<b>Profit/(Loss)</b>	<b>\$-13,785.62 (Loss)</b>

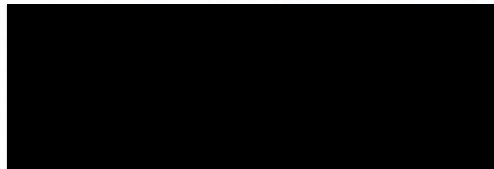
**PICTON SPORTSGROUND MANAGEMENT COMMITTEE**  
(Appointed under Section 355 Local Government Act, 1993 )  
  
12 MONTHS TO 10th oct, 2023

MEMO TO : BROKEN HILL CITY COUNCIL

ATTENTION : FINANCIAL ACCOUNTANT

FROM: NOEL HANNIGAN

Please find attached an unaudited copy of the books of the Picton Oval Committee,  
as prepared by me , outlining the committees activities for the year ended 10thoct , 2023.



10/10/2023

Association Funds:

Cash at Bank:	\$28,769.57
Term Deposit	\$26,470.08 as 04 oct 2023
	Maturing at 10/11/2023
Total	\$55,239.65



**PICTON SPORTSGROUND MANAGEMENT COMMITTEE**

(Appointed under Section 355 Local Government Act, 1993 )

**BANK RECONCILIATION FOR YEAR ENDED 31/ 07 / 2022**

Bank Balance as per Cashbook at 13 / 07 / 2022		<b>\$23,935.89</b>
Plus Receipts		<b>\$12,779.16</b>
	total	<b>\$36,715.05</b>
Less Payments		<u>\$7,946.02</u>
Bank Balance as per Cashbook at 11 / 10/ 2023		<b>\$28,769.03</b>

Add Back credit interest

Add Back Cancelled Cheque: 0

Take Off cashed chq

Bank Statement as at 11 /10/ 2023: **\$28,769.57**

**TREASURERS REPORT - Meeting 11/10/2023**

(1) CURRENT ACCOUNT: O / Balance Audited A/c's 10th oct,2023

Plus:

Council Grant - Deposited end Aug / end Feb - normally approx \$3765

Less:

Wages to Pay - 1st November to 31st December , 2018	<b>\$0.00</b>
payments	<b>\$0.00</b>
Electricity - pd 19/1/18	<b>\$0.00</b>

C / Balance

(2) TERM DEPOSIT: O/Balance 04th OCT 2023 **\$26,470.08**





## SECTION 355 COMMITTEE ANNUAL REPORT

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**SECTION 355 COMMITTEE**

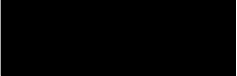
Name of Committee: Riddiford Arboretum Management Committee

Annual Report Period: July 2022-June 2023

**ANNUAL REPORT**

	Date of Meeting	Meeting held (Y/N)	No quorum	
<b>1. Number of meetings conducted and dates of meetings</b>	July 2, 2022	Y		
	August 6, 2022	Y		
	September 3, 2022	Y		
	October 1, 2022	Y		
	November 5, 2022	Y		
	December 3, 2022	Y		
	February 4, 2023	Y		
	March 4, 2023	Y		
	April 1, 2023	Y		
	May 6, 2023	Y		
	June 3, 2023	Y		
<b>Date of Annual General Meeting</b>				

	Member Name	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting		
		02/07/22	06/08/22	03/09/22	01/10/22	05/11/22	03/12/22	04/02/23	04/03/23	01/04/23	06/05/23	0	
<b>2. Meeting Attendance</b>	Wayne Lovis	X	X	X	X			X	X			X	
	Alison Sutton	X	X	X	X	X		X	X	X	X	X	
	Barbara Webster		X	X	X	X	X	X	X	X	X		
	Greg Curran	X	X	X	X	X	X	X	X	X	X		
	Marion Browne	X	X	X	X		X	X	X	X	X	X	
	Julie Matthews				X			X	X		X	X	
	James Bourne												
	Paul Riccard	X	X	X									
					Visitors from Broken Hill Scouts								

<b>3. Activities and Projects achieved over the past year</b>	Maintaining tidiness and cleanliness of the Arboretum. Regular inspection of plants to ensure adequate watering. Interaction with tourists and other visitors.												
<b>4. Achievements and highlights over the past year</b>	Installation of coloured plastic tags as plant identifiers. This has been very well received by visitors and residents												
<b>5. Activities/Projects in progress</b>	Sourcing of appropriate plants from the area to fill some of the gaps in the arboretum.												
<b>6. Ongoing Issues</b>	Fence needs replacement along with new signage.												
<b>7. Completed Maintenance</b>	Maintenance is ongoing and achieved through regular working bees.												
<b>8. Financial Report</b>	N/A as the committee does not have a budget.												
<b>PRIVACY STATEMENT</b>													
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Signature												Date	01/11/23

Section 355 Committee Annual Report

Printed Name MARION BROWNE

Position SECRETARY



## SECTION 355 COMMITTEE ANNUAL REPORT

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If insufficient room please supply additional attachments.

**SECTION 355 COMMITTEE**

Name of Committee: S355 Ageing Well Committee

Annual Report Period: 1 July 2022 to 30 June 2023

**ANNUAL REPORT**

	Date of Meeting	Meeting held (Y/N)	No quorum
<b>1. Number of meetings conducted and dates of meetings</b>	1 February 2023	Y	
	15 February 2023	Y	
	3 March 2023	Y	
	<b>Date of Annual General Meeting</b>		

2. Meeting Attendance	Member Name	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting
	Razija Nu'man	1-2-23	15-2-23	3-5-23							
	Cr Algate	1-2-23	15-2-23	3-5-23							
	Julua Hamel	1-2-23		3-5-23							
	Sharna Burcher	1-2-23	15-2-23								
	Cr Gallagher		15-2-23	3-5-23							
	Irene Davey		15-2-23	3-5-23							
	Judy Parr		15-2-23	3-5-23							
	Peter Davis		15-2-23								
	Christine Morton		15-2-23								
	Alison Howse										
	Owen Whyman		15-2-23								
	Melanie Chynoweth		15-2-23								
	Lyndon Gray		15-2-23								
	Rhys Corner		15-2-23								
	Nyrie Waite			3-5-23							
Jeanette Thompson			3-5-23								
Cindy Richards			3-5-23								

	Cr Page			3-5-23								
	Rachel Merton											
	Bernard Nankivell											
	Caryn Ferguson											
<b>3. Activities and Projects achieved over the past year</b>	Research to understand full service system , invites to service providers to join S355, DCJ 3 tier Ageing Well Strategy grants program to be distributed by Julua Hamel											
<b>4. Achievements and highlights over the past year</b>	BHCC completed Aged Food Services Data Research											
<b>5. Activities/Projects in progress</b>	Presentation of Aged Cre Food Services data											
<b>6. Ongoing Issues</b>	Aged Care research continuing											
<b>7. Completed Maintenance</b>												
<b>8. Financial Report</b>												
<b>PRIVACY STATEMENT</b>												
<p>Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998.</p> <p>The purpose for collecting your personal information is to obtain and record contact details and to assess your suitability for appointment to a S355 Committee.</p> <p>The intended recipients of the personal information collected includes Council officers, S355 Committee members, and contractors or other agents contracted by Council. If appointed to a committee, your name and contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers.</p> <p>The supply of the information is voluntary.</p> <p>You may make an application for access to your personal information or amendment to information held by Council. Council will consider any such application in accordance with the Act.</p> <p>Enquiries concerning this matter can be directed to the Public Officer <a href="mailto:council@brokenhill.nsw.gov.au">council@brokenhill.nsw.gov.au</a> or addressed to Broken Hill City 240 Blende Street.</p>												
Signature	_____										Date	15/11/2023
Printed Name	Alison Howse											
Position	Community Development Officer – Broken Hill City Council											



## SECTION 355 COMMITTEE ANNUAL REPORT

Please complete this form as accurately as possible and return to [council@brokenhill.nsw.gov.au](mailto:council@brokenhill.nsw.gov.au)  
If insufficient room please supply additional attachments.

**SECTION 355 COMMITTEE**

Name of Committee: S355 Youth Advisory Committee

Annual Report Period: 1 July 2022 to 30 June 2023

**ANNUAL REPORT**

	Date of Meeting	Meeting held (Y/N)	No quorum
	13 December 2023	Y	
	21 March 2023	Y	
<b>Date of Annual General Meeting</b>			



1. Meeting Attendance	Member Name	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting
	Razija Nu'man		21-03-23								
	Cr Turley	13-12-23	21-03-23								
	Rachel Merton										
	Sharna Burcher	13-12-23									
	Cr Jewitt	13-12-23									
	Alison Howse										
	Jim Richards	13-12-23	21-03-23								
	Sharryn Rouse	13-12-23									
	Susanne Jones	13-12-23	21-03-23								
	Cr Boland										
	Dionne Devlin	13-12-23									
	Jeanette Thompson										
	Melanie Chynoweth										
	Kaitlin Eden		21-03-23								
Nyrie White		21-03-23									

<b>2. Activities and Projects achieved over the past year</b>		Youth Week 20-30 April 2023 Day in the Park in collaboration with Mission Australia, Inclusions Sports day, Active Fest, Immersive Youth Creation Project (Youth Opportunities Program grant)									
<b>3. Activities/Projects in progress</b>		Youth Opportunities Grant , Youth Coordination day enhancing the voice of youth in 2024									
<b>4. Ongoing Issues</b>											
<b>5. Completed Maintenance</b>											
<b>6. Financial Report</b>											
<b>PRIVACY STATEMENT</b>											
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Signature _____		Date <u>15/11/2023</u>									
Printed Name <u>Alison Howse</u>											
Position <u>Community Development Officer – Broken Hill City Council</u>											



CITY COUNCIL

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