



# BUSINESS PAPER

Community Development  
Committee Meeting

Council Chambers  
18 February 2025  
5:30pm

**BROKEN HILL**

CITY COUNCIL

AUSTRALIA'S FIRST  
HERITAGE LISTED CITY

**MEMBERS OF THE COMMUNITY DEVELOPMENT COMMITTEE:**

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

Notice is hereby given, in accordance with the provisions of the *Local Government Act 1993*, that the Community Development Standing Committee of the Broken Hill City Council will be held in the Council Chambers on **Tuesday 18 February 2025 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 Community Development Committee of the City of Broken Hill held Tuesday, July 23, 2024.

**MINUTES OF THE HEALTH AND BUILDING COMMITTEE MEETING HELD  
TUESDAY, JULY 23, 2024 (5:30 PM)**

**PRESENT:**

Mayor T Kennedy (Mayor), Deputy Mayor J Hickey (Chairperson),  
Councillors B Algate, M Boland, A Chandler, D Gallagher,  
H Jewitt.

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

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

**APOLOGIES:**

Nil

**LEAVE OF ABSENCE  
APPLICATIONS:**

Councillor Turley requested a leave of absence from this meeting and provided the reason “due to unforeseen circumstances”.

Procedural Motion

Moved Mayor Tom Kennedy, Seconded Councillor Hayley Jewitt

That the Leave of Absence as submitted by Councillor Turley be accepted and granted.

CARRIED UNANIMOUSLY

**PRAYER**

Mayor Kennedy delivered the Prayer.

**ACKNOWLEDGEMENT OF COUNTRY**

Councillor Gallagher delivered the Acknowledgement of Country.

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

Councillor Chandler delivered the Acknowledgement of Broken Hill’s Mining History.

**MINUTES FOR CONFIRMATION**

Recommendation

Moved Councillor Dave Gallagher, Seconded Mayor Tom Kennedy

That the Minutes of the Health and Building Committee meeting held Tuesday May 21,  
2024 be confirmed.

CARRIED UNANIMOUSLY

**DISCLOSURE OF INTEREST**

Nil

1. BROKEN HILL CITY COUNCIL REPORT NO. 101/24 - DATED JUNE 04, 2024 - PROPOSED LICENCE OF 252 ARGENT STREET D24/27573

**Recommendation**

Moved Councillor Dave Gallagher, Seconded Mayor Tom Kennedy

1. That Broken Hill City Council Report No. 101/24 dated June 4, 2024, be received.
2. That Council notes that the proposed use of the old Police Station at 252 Argent Street was placed on public exhibition for a 28 days period during which time Council received nil submissions from the public.
3. That Council grants a 12-month license for 252 Argent Street to the Broken Hill Military Museum for the establishment of a museum with the view to obtaining ministerial consent for a longer-term lease.
4. That the Mayor and General Manager be authorised to sign and execute licence documents under the common seal of Council.

**CARRIED UNANIMOUSLY**

2. BROKEN HILL CITY COUNCIL REPORT NO. 102/24 - DATED JULY 10, 2024 - BROKEN HILL LEAD REFERENCE GROUP MINUTES OF MEETING HELD 30 MAY 2024 D24/33981

**Recommendation**

Moved Mayor Tom Kennedy, Seconded Councillor Alan Chandler

1. That Broken Hill City Council Report No. 102/24 dated July 10, 2024, be received.

**CARRIED UNANIMOUSLY**

3. BROKEN HILL CITY COUNCIL REPORT NO. 103/24 - DATED JUNE 19, 2024 - MINUTES OF THE FRIENDS OF THE FLORA AND FAUNA OF THE BARRIER RANGES COMMUNITY COMMITTEE MEETING HELD 11 JUNE 2024 D24/30106

**Recommendation**

Moved Mayor Tom Kennedy, Seconded Councillor Hayley Jewitt

1. That Broken Hill City Council Report No. 103/24 dated June 19, 2024, be received.
2. That the minutes of the Friends of the Flora and Fauna of the Barrier Ranges Community Committee Meeting held 11 June 2024 be received.

**CARRIED UNANIMOUSLY**

Procedural Motion

Moved Councillor Dave Gallagher, Seconded Mayor Tom Kennedy

That the Committee move into closed session as per section 10A(2) of the Local Government Act 1993 whilst the Committee considers the confidential matters

CARRIED UNANIMOUSLY

*The live streaming of the meeting ceased at 5:40pm. There were nil members of the public present.*

### CONFIDENTIAL MATTERS

4. BROKEN HILL CITY COUNCIL REPORT NO. 104/24 - DATED JULY 11, 2024 - BROKEN HILL CITY COUNCIL LICENCE TO W T H PTY LTD (T/AS AVIS AUSTRALIA) - CONFIDENTIAL

**(General Manager's Note:** This report considers Licence Agreement and is deemed confidential under Section 10A(2) (c) of the Local Government Act, 1993 which provides for information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).

Recommendation

Moved Mayor Tom Kennedy, Seconded Councillor Dave Gallagher

1. **That Broken Hill City Council Report No. 104/24 dated July 11, 2024, be deferred to the July 2024 Ordinary Council Meeting for consideration.**

CARRIED UNANIMOUSLY

Procedural Motion

Moved Councillor Dave Gallagher, Seconded Councillor Hayley Jewitt

That the meeting resumes in open session.

CARRIED UNANIMOUSLY

*The live streaming of the meeting recommenced at 5:42pm.*

There being no further business to consider, the meeting was declared closed at 5:43pm.

The foregoing minutes were read and confirmed at the Community Development Committee meeting held on 10 December 2024.

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Chairperson

# REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 21/25 - DATED JANUARY 08, 2025 - ADOPTION OF THE DRAFT OUTBACK ARCHIVE COLLECTION MANAGEMENT POLICY (D25/1029) ..... 8
  
2. BROKEN HILL CITY COUNCIL REPORT NO. 22/25 - DATED JANUARY 30, 2025 - DISABILITY INCLUSION ACTION PLAN 2022-2026 - KEY PERFORMANCE INDICATORS PROGRESS REPORT FOR PERIOD ENDING 31 DECEMBER 2024 (D25/4216) ..... 21
  
3. BROKEN HILL CITY COUNCIL REPORT NO. 23/25 - DATED FEBRUARY 11, 2025 - TEMPORARY SUSPENSION OF ALCOHOL PROHIBITED AREA - PERFECT LIGHT FILM FESTIVAL - 22 MARCH 2025 (D25/6342) ..... 42





- To develop and maintain a collection of local, state and national significance and repute.

The new draft policy aligns with recent policies written for the management of the Art Gallery and Albert Kersten Mining and Minerals Museum and meets policy guidelines provided by the Australian Museums and Galleries Association.

Council received one (1) submission from the public.

The submitter was concerned that the Outback Archive collecting areas did not include the topic of natural history, referencing that the Barrier Field Naturalists collection resides in the archive and this relates to natural history. Concern was also expressed that long term loans would not normally be accepted which would mean that there would not be possibility of temporarily storing significant local collections. These points were considered valid and the Policy has been amended accordingly and noted in red text in the attached draft Policy.

Council has a Deed of Gift signed in 2020 with the Barrier Field Naturalists which supersedes any earlier agreements. Further investigations will be undertaken by Council's Archives Officer and further discussions will be undertaken with Broken Hill Landcare/BHFN.

The draft Outback Archive Collection Management Policy is now presented to Council for consideration of adoption. If adopted the Outback Archives Collection Management Policy will render the previous Outback Archive Policy obsolete.

### Community Engagement:

The draft policy was placed on public exhibition for submissions to be received for a period of 28 days concluding on 18 January 2025 during which time, Council received one (1) submission from the public which is attached to the report.

### 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*

### Financial Implications:

There are no financial implications for Council to implement this Policy.

### Attachments

1. [↓](#) Submission regarding the draft Outback Archive Collection Management Policy
2. [↓](#) Draft amended Broken Hill Outback Archive Collection Management Policy

RAZIJA NU'MAN  
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL  
GENERAL MANAGER



**Landcare Broken Hill Inc.**

Registration 9892159

ABN 34 339 931 954

PO Box 536, Broken Hill, NSW, 2880.

## *Greening the Hill Mk2*

The General Manager,  
Mr Jay Nankivell,  
Broken Hill City Council  
Broken Hill, 2880

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

Saturday, 18<sup>th</sup> January 2025

Dear General Manager,

### **Submission re Draft Broken Hill Outback Archive Collection Management Policy**

Landcare Broken Hill commends Broken Hill City Council on the initiative to prepare a **Broken Hill Outback Archive Collection Management Policy** ('Draft Policy') which is to be fit for purpose to reflect the needs of current and future generations. The maturity of a community and the degree to which it can be seen to be responsible is, in part, to be judged by the degree to which it embraces its history and then determines to allocate sufficient resources to protect the physical manifestations of that history. The contents of an archive collection are such physical manifestations. Adopting an appropriate Policy to manage the City's Archive Collection is one instance of a necessary management measure.

Landcare Broken Hill Inc. is strong advocate for the City to retain an exceptional archival reference collection which comprehensively embraces the history of not just Broken Hill, but also the NSW Far West Region within which Broken Hill sits.

### **Draft Policy deficiency #1 – the failure to list 'natural history' in clause 7.4**

Landcare Broken Hill has identified a significant gap in the archival collections in Broken Hill, being the virtual absence of any focus on Region's natural history. In the context of the nationally renowned early conservation and environmental regeneration work of the Barrier Field Naturalists Club (BFNC), including members Albert & Margaret Morris, Dr W.D.K. MacGillivray and others, this archival gap is serious. The early registration of the Regeneration Reserve on the National Trust of Australia (NSW)'s Heritage Register is confirmation of the importance of natural history conservation to this City and to this

Region. Even more significantly, the listing of the City of Broken Hill as the first city in Australia to be listed on the National Heritage List, pursuant to the provisions of the *Environment Protection & Biodiversity Conservation Act 1999*, further reinforces the importance of natural history. A significant proportion of the citation, that appeared in the Commonwealth Government Gazette in December 2014 for the National List listing, focussed on the natural history conservation measures within the social history of the City.

Focussing on the Draft Management Policy, there is no reference to collecting or holding any material relating to the environment or natural history, which arguably includes much of the BFNC Archive (which is on loan to City of Broken Hill). One would expect to see a reference to natural history in clause 7.4 of the Council's Draft Policy. **This is a deficiency that can simply be corrected by the inclusion of a reference to the natural history of the Region, and social history relevant to that natural history.**

As currently drafted, Landcare Broken Hill concedes that one could indirectly justify including such archival material in the City's Archive Collection via the vague item (l) in the list – "community organisations and activities". However, Landcare rhetorically asks "why should such an important aspect of the City's social history, natural history, have to obliquely be included via the vague category of 'community organisations'?"

Getting the list of archival material sufficiently inclusive of natural history is important. The reason being that Council may only collect or hold archival material which meets the agreed criteria set out in the Policy – clause 7.4. In short, if it's not in the list, it is out.

There is an added danger if the listed criteria in clause 7.4 fails to mention natural history. Material held by Council which is outside the agreed criteria can and will be deaccessioned – eg sold or disposed. See clauses 11.2 and 11.3. In short, if natural history is not listed, then there is a danger of any items in the current Archive Collection which relates to natural history being deaccessioned.

### **Draft Policy deficiency #2 – the failure to provide for a discretion to retain long-term loans of collections in exceptional cases**

The Draft Policy only contemplates short term loans to the Council Archive, such as for exhibition purposes – see clause 13.7. Arguably, clause 6 of the Draft Policy could be read as prohibiting all long-term loans. It is always preferable for 'cast iron' rules to have an allowance for discretionary decision-making in exceptional circumstances. Pursuant to an MOU between the Council and the then BFNC Inc, executed in 2019, arrangements were made for the Council to hold the BFNC Archive Collection for, effectively, a long-term period. The Draft Policy would prohibit such an arrangement, and arguably would require Council to terminate the loan arrangement with the BFNC's successor-in-title, Landcare Broken Hill Inc.

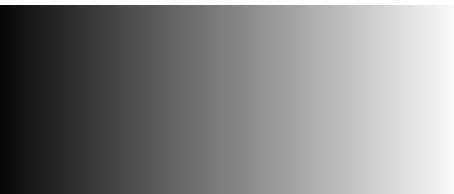
Landcare Broken Hill has advanced plans to create a Natural History Museum & Gallery, within the proposed Environmental Sustainability Expo Hub to be constructed within the Imperial Lakes Nature Park. The Natural History Museum & Gallery is being designed to include a repository for archival natural history collections. Once its Natural History

Museum & Gallery is constructed, Landcare Broken Hill intends to request Council to release the BFNC Archive Collection for safekeeping within its proposed repository for archival natural history collections. With the delay in securing sufficient funding, this request to Council to release the BFNC Archive Collection is most likely two years away. In short, the current loan arrangements with Council will need to remain in place for most probably two more years.

Landcare Broken Hill requests that the proposed prohibition in Council's Draft Policy against long-term loans be amended to include a discretionary exception to accommodate exceptional circumstances, such as that which clearly arises with respect to the BFNC Archive Collection.

We thank Council in anticipation of Council's consideration of these submissions.

Kind regards,



**Honorary President,  
Landcare Broken Hill Inc.**



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**FACEBOOK:** [www.facebook.com/LandcareBrokenHill/](http://www.facebook.com/LandcareBrokenHill/)  
**WEBPAGE:** [www.LandcareBrokenHill.com](http://www.LandcareBrokenHill.com)  
**SoundCloud:** <https://soundcloud.com/user-296305727>  
**Email:** [LandcareBrokenHill@gmail.com](mailto:LandcareBrokenHill@gmail.com)

## DRAFT BROKEN HILL OUTBACK ARCHIVE COLLECTION MANAGEMENT POLICY

QUALITY CONTROL			
EDRMS REFERENCES	24/77 – D24/49089		
RESPONSIBLE POSITION	Director Corporate and Community		
APPROVED BY	Council		
REVIEW DATE	November 2028	REVISION NUMBER	1
EFFECTIVE DATE	ACTION	MINUTE NUMBER	

### 1. INTRODUCTION

This document is a statement of policy for the development and management of the Broken Hill Outback Archive (BHOA) collection and supports the BHOA's mission:

- To collect, document and conserve items related to the history and heritage of the Broken Hill region to ensure they are preserved for the future.
- To make the collection available to Council departments, external organisations and members of the public, in order to support research, and foster understanding and appreciation of local history and heritage.
- To develop and maintain a collection of local, state and national significance.

### 2. POLICY OBJECTIVE

The BHOA Collection Management Policy is a reference document to be used in conjunction with appropriate available professional expertise and resources. It demonstrates Council's commitment to rigorous, accountable and transparent standards in the assessment, acquisition, care and use of its collection, and aims to provide an industry-standard framework so that the BHOA is managed in an ethical, responsible, sustainable and accountable manner.

### 3. POLICY SCOPE

The BHOA is the official archive collection of Broken Hill City Council and falls under the direct care and control of Council.

This Collection Management Policy is applicable to the Broken Hill Outback Archive collection only and does not apply to other Council collections including the Broken Hill City Art Gallery or the Albert Kersten Mining and Minerals Museum (Geo Centre).

#### **4. POLICY STATEMENT**

Following are the guiding principles and standards that Council must adhere to for the implementation of this policy.

#### **5. ACQUISITION APPROVALS PROCESS**

Use a three-step authorisation process to make new BHOA acquisitions:

##### **5.1 Donation Application Form**

A Donation Application form is completed by prospective donors.

##### **5.2 Acquisition Assessment**

An Acquisition Assessment is prepared by BHOA staff, assessing items on their merit against the Acquisition Criteria provided in this Policy and resulting in a recommendation to accept or decline the proposed acquisition.

##### **5.3 Approval**

The Archive Manager or Director Corporate and Community will approve or decline proposed acquisitions. When an acquisition is approved, a Deed of Gift will be completed by the donor/vendor that transfers legal ownership to Council. When an acquisition is declined, the donor/vendor will be advised and given reasons for the decision.

##### **5.4 Copyright**

Where acquired items are covered by copyright law, and the donor/vendor is the copyright holder, the BHOA will request a Creative Commons licence or similar, to allow for the reproduction of items and the provision of copies to the public. Should permission be denied, the BHOA will abide by copyright restrictions, however this may impact upon the decision of whether to accept items into the collection.

#### **6. GUIDELINES FOR ACQUISITION**

The Broken Hill Outback Archive will acquire items through:

- Donation
- Bequest
- Purchase
- Transfer from another collection institution

The BHOA will not normally accept long-term loans, **except in special circumstances, e.g. a highly significant collection requiring temporary storage.**

The BHOA reserves the right to reject items that do not meet the Acquisition Criteria in this Policy, or which carry onerous restrictions or conditions imposed by the donor/vendor (for example, that the item must be permanently on display).

#### **7. WHAT THE OUTBACK ARCHIVE WILL COLLECT**

##### **7.1 Geographic area**

The BHOA collection comprises materials from the geographical region of Broken Hill and the Far West of New South Wales, including towns, pastoral leases, mine sites and camping places of the region. This covers the traditional lands of the Wilyakali and Barkindji peoples.

##### **7.2 Historical time period**

The BHOA will accept items from any time period as long as they meet the criteria outlined in this Policy.

##### **7.3 Type of item**

The BHOA collection is comprised of objects, documents, photographs, textiles, audio-visual items and ephemera. Ideally items will be original (not copies).

#### 7.4 Historical Themes

The BHOA will collect items related to the following historic themes:

- a. Early European exploration and settlement of Broken Hill and the Far West.
- b. Aboriginal life post-European settlement.
- c. The development of the town of Broken Hill and other towns in the Far West from the 1880s onwards.
- d. Station life - pastoral stations and activities.
- e. The development of the mining industry in Broken Hill and the Far West.
- f. Migrant histories and stories relating to Broken Hill and the Far West.
- g. The development of trade unions, union activity and other labour and mining-related organisations in Broken Hill.
- h. Miners' strikes.
- i. The availability and management of water to Broken Hill and the Far West.
- j. Service in the First and Second World Wars and subsequent wars.
- k. Domestic, social and spiritual life of the residents and communities of Broken Hill and Far West up to present times.
- l. Commercial businesses, community organisations and activities.
- m. Transport and communications.
- n. Environmental and natural history of Broken Hill and the Far West and related social history.

#### 7.5 Exceptions

- a. Proposed donations of Aboriginal cultural artefacts will be redirected to a Keeping Place that is under the custodianship of an appropriate Aboriginal organisation.
- b. Proposed donations of Aboriginal oral histories will likewise be redirected to a Keeping Place and/or AIATSIS (the Australian Institute of Aboriginal and Torres Strait Islander Studies), although copies may be made available for public access through the Broken Hill City Library's Local Studies Library.
- c. The BHOA will not generally collect items that are a better fit with other Council collections i.e. the Broken Hill City Art Gallery or the Albert Kersten Mining and Minerals Museum (Geo Centre) or with other government collections or archives.

### 8. ACQUISITION CRITERIA

The following criteria will be considered before approving acquisition of an item:

#### 8.1 Relevance

The BHOA will only collect items that relate to its mission and that have a distinct and verifiable connection to the specific geographic and thematic parameters outlined in Item 7.

#### 8.2 Significance

Priority will be given to items that are significant for their historic, aesthetic, scientific/research or social/spiritual value and relevance to the history, heritage and culture of Broken Hill and the Far West region of New South Wales. The national Significance 2.0 methodology will be used to assess significance (see Item 15 Associated Documents).

**8.3 Provenance and Documentation**

Priority will be given to items where the history and previous ownership is known, and documentation and support material can be provided.

**8.4 Condition, intactness, integrity, authenticity**

The item should be in sound condition or be able to be conserved or restored to sound condition. The BHOA will not generally collect items that have highly specialised conservation, storage, or display needs, or which are badly damaged.

**8.5 Interpretive Potential**

Items with strong provenance and that can tell a story contributing to the interpretation of key collection themes will be given priority.

**8.6 Rarity**

Items may be given priority if they are rare examples of a particular kind of item.

**8.7 Representativeness**

Items may be given priority if they are excellent representative examples of a particular kind of item.

**8.8 Duplications**

An item that duplicates one already in the collection will not generally be accepted unless it is of superior condition and/or historic value; has significance as an individual item that sets it apart from the duplicate item (e.g. it is associated with a specific person or community organisation); or in cases of sensitive materials that require changeover during display; or in cases where duplicates may assist with interpretation or educational outreach purposes.

**8.9 Legal Requirements**

The BHOA will only accept items for which the donor/vendor has valid legal title and is prepared to sign a Deed of Gift document transferring ownership to Council. In the case of photographs, if the donor/vendor owns copyright, the BHOA will seek permission for a Creative Commons licence or similar so that items may be reproduced, utilised by Council and provided to the public.

**9. COLLECTION RECORD KEEPING**

The BHOA collection will be managed according to industry best practice standards and practices in relation to documentation and record-keeping procedures.

**9.1 Collection Management System**

A Collection Management System (CMS) will be maintained as a central catalogue in which all relevant details of collection items are recorded including accession number, title, description, storage location and provenance.

**9.2 Paperwork**

Paperwork will be completed and retained in relation to all acquisitions including Deeds of Gift and paperwork relating to copyright provisions.

**9.3 Audits**

Collection audits will be conducted by BHOA staff at least every four years.

**10. COLLECTION CONSERVATION, HANDLING AND STORAGE**

The BHOA collection will be conserved in accordance with accepted contemporary national practices and standards applicable to the safe and appropriate storage, management and conservation of archive items.

**10.1 Preventive Conservation Measures**

All preventive conservation measures will be taken by those handling, storing and displaying BHOA items. Every effort will be made to employ staff with relevant skills



and experience in this area and appropriate training will be provided to staff where required. Untrained staff will not be permitted to handle collection items.

#### 10.2 Environmental Conditions

- a. Environmental conditions in BHOA storage and display areas will be monitored and managed according to industry standards, including temperature, humidity, light levels and pest control.
- b. BHOA collection items will not be displayed in environmental conditions or for periods of time that could potentially result in their deterioration.

#### 10.3 Major conservation works and treatments

Major conservation works and treatments will only be performed by a qualified professional conservator.

#### 10.4 Storage

- a. Industry standard archival storage cabinets and materials will be used, and collection items or storage containers will not be stored on the floor.
- b. BHOA storage areas will be locked and secured at all times, and access will be controlled and limited to BHOA staff or other authorised individuals.

### 11. DEACCESSIONING AND DISPOSAL

To maintain standards and to refine and improve the collection, the BHOA is committed to periodic reviews to assess items that could potentially be removed from the collection.

Deaccessioning is the process of de-registering an item from a collection for clearly stated reasons and disposing of it in accordance with approved procedures.

A formal approvals procedure for deaccessioning objects for the collection is outlined below.

#### 11.1 Deaccessioning Authorisation

Use a three-step authorisation process in deaccessioning items from the BHOA collection:

- a. **Assessment** - BHOA staff will prepare an assessment report that refers to the deaccessioning selection criteria listed below and includes any independent specialist advice.
- b. **Recommendation** - BHOA staff will forward the assessment report, with their recommendations, to the Archive Manager or Director Corporate and Community.
- c. **Approval** - The Archive Manager will approve or decline deaccession requests, in consultation with the Director Corporate and Community. In certain circumstances it may be appropriate for deaccession proposals to go to Council for a final decision.

**11.2 Deaccessioning selection criteria** - The BHOA will exercise care and caution in evaluating the merit of a collection item when it is considered for deaccession and disposal. Reasons for considering deaccession include:

- a. A collections policy has been developed or revised since the item was acquired and the collecting focus has consequently been refined or altered.
- b. The significance and aesthetic merit of the item falls substantially below the general level of the BHOA collection.
- c. The item is a non-essential duplicate of one already held in the collection.
- d. The item has been lost or stolen.
- e. The item has been damaged or has deteriorated over time and the cost of conservation outweighs its value to the collection.

- f. The item can no longer be suitably stored due to its size or special climate requirements.
- g. Repatriation of cultural material i.e. the item is to be transferred to an Aboriginal Keeping Place or organisation, or other community group, to which it relates.
- h. The original donor, donor's relative, or estate, has requested the return of the item on the basis that it was never legally acquired by the BHOA, and they can prove ownership.
- i. The item is subject to legislation which prevents the BHOA displaying it or having title to it.

### **11.3 Disposal**

Disposal of a BHOA collection item will be undertaken, after approval, in the following priority order:

- a) Return to original donor, or estate of donor.
- b) Return to the creator of the item.
- c) Transfer to another collecting organisation (only public or non-profit organisations may receive the gift of a deaccessioned item).
- d) Sale by public auction.
- e) Physical destruction or recycling if all other avenues for disposal have been exhausted.

Any proceeds gained from the disposal of an item will be utilised solely for the ongoing care and management of the BHOA.

No individual who is an employee of Council may receive deaccessioned material from the BHOA collection.

### **11.4 Records of deaccessioned items**

All records of a deaccessioned item and the circumstances of its deaccessioning and disposal will be recorded and kept on file for future reference. The Accession Number of a deaccessioned item will not be re-used.

## **12. PUBLIC ACCESS TO THE OUTBACK ARCHIVE COLLECTION**

Once the BHOA is relocated to the refurbished Library/Archive building, the BHOA collection will be made accessible to the public for research and personal interest purposes through an online query system and in person (by appointment) at the BHOA office. Access to original items will be in accordance with any conservation restrictions applying to the items and will be at the discretion of BHOA management and staff.

## **13. OUTWARD AND INWARD LOANS**

### **13.1 Loan Agreement**

The Broken Hill Outback Archive may from time to time enter into Inward or Outward Loan Agreements with external organisations or individuals. These will be for a fixed period, agreed between all parties, and can be extended by mutual agreement.

### **13.2 Loan Approval**

The Archive Manager or Director Corporate and Community will approve all Inward and Outward Loans.

### **13.3 Object Safety and Security**

No object will be loaned by the BHOA unless the safety of the object is assured and adequate security, environmental conditions and standards of care are evident.

### **13.4 Borrower Standard of Care**

For both Inward and Outward Loans, it is expected that the Borrower will exercise the same standard of care for borrowed items as it does for its own collection in accordance with professional procedures and standards.

**13.5 Outward Loan Agreement**

Outward Loans are subject to the Borrower agreeing to the conditions specified in the BHOA Outward Loan Agreement.

**13.6 Outward Loan Costs**

All costs associated with Outward Loans will be the responsibility of the Borrower. These costs will include transport and insurance.

**13.7 Inward Loans**

Inward Loans are temporary transfers of external collection items to the BHOA for the purpose of display or temporary storage/safekeeping. They can consist of items borrowed from:

- a. Individuals.
- b. Community groups.
- c. Other institutions.

The BHOA will only borrow items where it is confident that:

- a. the Lender is reputable.
- b. the Lender holds clear and valid title to the items.

**14. IMPLEMENTATION**

**14.1 Roles and Responsibilities**

The Archive Manager and Director Corporate and Community are primarily responsible for the implementation of, and adherence to, this Policy.

**14.2 Communication**

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

**15. ASSOCIATED DOCUMENTS**

The following documentation is to be referred to in conjunction with this Policy:

- Australian Institute for Conservation of Cultural Materials (AICCM) Environmental Guidelines:  
<https://aiccm.org.au/about/who-we-are/advocacy/environmental-guidelines-australian-cultural-heritage-collections>
- Significance 2.0 – A Guide to Assessing the Significance of Collections, Collections Council of Australia:  
<https://www.arts.gov.au/sites/default/files/documents/significance-2.0.pdf>
- Australian Institute of Aboriginal and Torres Strait Islander Studies:  
<https://aiatsis.gov.au/collection>

**16. REVIEW**

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

The standard review period will be within each term of Council following the Local Government Elections, or as required to ensure that it meets legislation requirements and the needs of the community and Council.

The responsible Council officer will be notified of the review requirements three months prior to the expiry of this Policy.

The Archive Manager or Director Corporate and Community is responsible for the review of this Policy.

## 17. LEGISLATIVE AND LEGAL FRAMEWORK

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

- *Local Government Act 1993.*
- Any related planning controls, codes of practice, and relevant internal procedures.

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

## 18. DEFINITIONS

<b>Acquisition:</b>	The act of gaining physical possession of an item and of transferring title or ownership from the providing source to the BHOA.
<b>Accession:</b>	The process of allocating a unique collection number to an item and recording this number in an accession register and catalogue system.
<b>Bequest:</b>	The bestowal by will of privately-owned items to the BHOA.
<b>Cataloguing:</b>	Assigning an established classification system to an item and initiating a record of the nomenclature, provenance, number, and location of that item in the collection storage area.
<b>Clear or valid title:</b>	Legal ownership without restrictions or conditions.
<b>Collection:</b>	The entirety of the cultural material for which the BHOA is the custodian.
<b>Conservation:</b>	The processes for preserving, protecting and repairing objects from loss, decay, damage, or other forms of deterioration.
<b>Copyright:</b>	Statutory and automatic legal right to reproduce, print, publish, perform, film or record material.
<b>Deaccession/disposal:</b>	The process of removing items from a collection.
<b>Deed of gift:</b>	A document with the signature of the providing source, transferring legal ownership of an item to the BHOA.
<b>Preventive conservation:</b>	Collection care to minimise conditions which may cause damage.
<b>Provenance:</b>	Derivation or origin of an object.
<b>Significance:</b>	The overall cultural value of an item to a collection, as outlined in <i>Significance 2.0: a Guide to Assessing the Significance of Collections</i> , Collections Council of Australia Ltd, 2009

## COMMUNITY DEVELOPMENT COMMITTEE

January 30, 2025

**ITEM 2****BROKEN HILL CITY COUNCIL REPORT NO. 22/25**

**SUBJECT:** **DISABILITY INCLUSION ACTION PLAN 2022-2026 - KEY PERFORMANCE INDICATORS PROGRESS REPORT FOR PERIOD ENDING 31 DECEMBER 2024** **D25/4216**

**Recommendation**

1. That Broken Hill City Council Report No. 22/25 dated January 30, 2025, be received.
2. That Council note the Disability Inclusion Action Plan 2022-2026 –Key Performance Indicators Progress Report for the reporting period ending 31 December 2024.
3. That the Disability Inclusion Action Plan 2022-2026 – Key Performance Indicators Progress Report for the reporting period ending 31 December 2024 be placed on Council’s website.

**Executive Summary:**

The NSW *Disability Inclusion Act 2014* aims to achieve the goal of ensuring people with disability achieve full inclusion in community life. Under the Act, the NSW Government required all councils to implement a Disability Inclusion Action Plan (DIAP) by July 2017. Council’s second DIAP was developed according to the legislative requirements described in the Act and adopted on 29 June 2022.

The Disability Inclusion Action Plan Monitoring Group provides a forum for relevant stakeholders and representatives to monitor the progress of Council’s DIAP to achieve the requirements of the NSW *Disability Inclusion Act 2014*.

**Report:**

This report relates to Council’s progress on action performance targets for the period ending 31 December 2024, being the first six months of year three of the DIAP 2022-2026.

A total of 44 performance action targets are set within Council’s Disability Inclusion Action Plan 2022-2026 and contains Actions for each 12 months of the four-year plan.

A snapshot of the Action Key Performance Indicators for the report period indicates 18 Actions (41%) Achieved, 23 Actions (52%) are “On Track” and 3 Actions (7%) are “Off Track” with less than 5% of the target achieved.

A legend table to explain the performance descriptors can be found on the next page of this report.

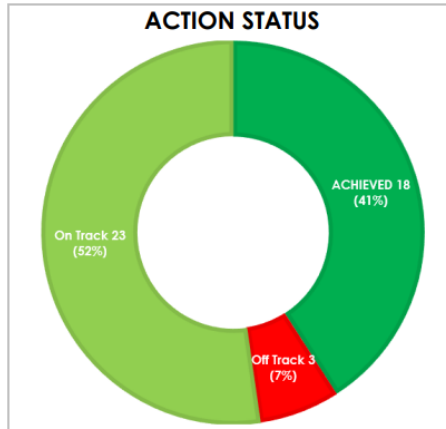
**DISABILITY INCLUSION ACTION PLAN SNAPSHOT – 1 JULY 2023 – 31 DECEMBER 2024**

**OVERVIEW**

**ACTION SUMMARY**

By Performance

**18** ACHIEVED  
**23** ON TRACK  
**3** OFF TRACK



Action Progress Against Targets	
<b>44</b>	Actions reported on
<b>18</b>	100% action target achieved
<b>04</b>	At least 75% to 80% of action target achieved in advance
<b>16</b>	At least 50% of action target achieved
<b>03</b>	At least 10% to 25% of action target achieved
<b>03</b>	Only 1% to 5% of action target achieved

**Community Engagement:**

The Disability Inclusion Action Plan progress report for the period ending 31 December 2024, will be placed on Council’s website.

**Strategic Direction:**

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

**Relevant Legislation:**

- Disability Inclusion Act (NSW) 2014*
- Disability Discrimination Act (Commonwealth) 1992*
- Local Government Act 1993*
- Integrated Planning and Reporting Framework

**Financial Implications:**

The DIAP is included in the Integrated Planning and Reporting Framework, with actions identified in the Delivery Program, in accordance with Council’s Long Term Financial Plan, annual Operational Plan and annual budget processes.

**Attachments**

1. [↓](#) 2022-2026 DIAP - KPI Progress Report for period ending 31.12.2024

RAZIJA NU'MAN  
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL  
GENERAL MANAGER



# **DISABILITY INCLUSION ACTION PLAN 2022-2026 - KPI PROGRESS REPORT ENDING 31 DECEMBER 2024**

Broken Hill City Council

# OVERVIEW

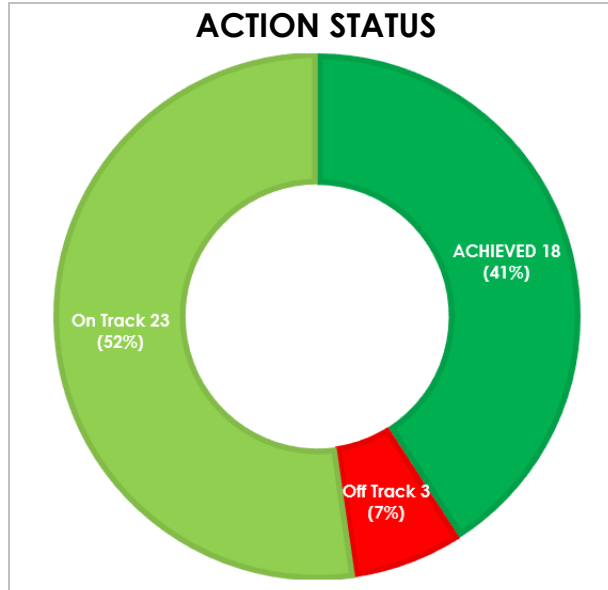
## ACTION SUMMARY

By Performance

**18** ACHIEVED

**23** ON TRACK

**3** OFF TRACK



### Action Progress Against Targets

- 44** Actions reported on
- 18** 100% action target achieved
- 04** At least 75% to 80% of action target achieved in advance
- 16** At least 50% of action target achieved
- 03** At least 10% to 25% of action target achieved
- 03** Only 1% to 5% of action target achieved

## ACTION TARGET LEGEND



GREEN

At least 90% of action target achieved



AMBER

Between 70% and 90% of action target achieved



RED

Less than 70% of action target achieved

-

No target set




**DISABILITY INCLUSION ACTION PLAN 2022-2026**

**1 Attitudes and Behaviours**

**1.1 Promote inclusion and inclusive communication in Council and in the community**


**1.1.1 All Council staff have an awareness of what inclusion means**

Action Title: 4.1.5.10 DIAP A1.1.04 - Increasingly use infographics and simple English in corporate publications and plans						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Michelle Rolton - Manager Corporate & Customer Experience	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	
<b>Action Progress Comments:</b> Infographics and simple English used in strategic planning documents and reports such as Annual Report and State of the City Report.						

Action Title: 4.1.5.11 DIAP A1.1.05 - Consult with inclusive communication experts (eg, Novita speech therapist) to develop guidelines on supporting inclusion and managing differing needs in shared community spaces						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Deidre Bryson - Library Coordinator	Completed	01-Jul-2024	30-Jun-2025	100%	0.00%	
<b>Action Progress Comments:</b> Action completed 30/06/2023. The Library, Events, Gallery and Museum continue to offer and endorse an inclusive environment, where participants feel comfortable to visit and attend. Council develops events, programs and services which provide the opportunity and flexibility to adjust to differing abilities, ages and needs to ensure inclusion and strategies to adjust program delivery are developed when and where required, to ensure inclusion and participation of all who wish to attend and participate.						


Action Title: 4.1.5.12 DIAP A1.1.06 Invite management from the YMCA (pool) to be involved in the discussions about developing guidelines for supporting inclusion and managing differing needs in shared community spaces						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Rachel Merton - Community Development Coordinator	Completed	01-Jul-2024	30-Jun-2025	100%	0.00%	
<b>Action Progress Comments:</b> Action completed 30/06/2023 - Meeting between Council and YMCA management has taken place to consider all aspects of inclusive access to the Broken Hill Regional Aquatic Centre. The YMCA is an invited member to the Disability Inclusion Action Plan (DIAP) Monitoring Group six monthly meetings. The new YMCA Manager was briefed about DIAP in December 2022.						

Action Title: 4.1.5.7 DIAP A1.1.01 - Celebrate, support and promote events such as International Day of People with Disability, Autism Awareness, R U OK? Day and World Mental Health Awareness Day

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Rachel Merton - Community Development Coordinator	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN


**Action Progress Comments:** Council raised awareness through the window projection displays for R U OK? Day and supported community events for 16 Days of Activism and International Day of People with a Disability event held December 2024.

Action Title: 4.1.5.8 DIAP A1.1.02 - Purchase communication aids (such as magnifying glasses, large face clocks and portable hearing loops) and have them visible in Council buildings and facilities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Michelle Rolton - Manager Corporate & Customer Experience	Completed	01-Jul-2024	30-Jun-2025	100%	0.00%	 GREEN

**Action Progress Comments:** Action completed 30/06/2024. An audit of communication aids within Council buildings and facilities undertaken with large face clocks and magnifying glasses placed within facilities. Portable hearing loops and costing considered for within development of planning for new projects

Action Title: 4.1.5.9 DIAP A1.1.03 - Display the SCOPE Communication Bill of Rights at all Council facilities and buildings


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Michelle Rolton - Manager Corporate & Customer Experience	Completed	01-Jul-2024	30-Jun-2025	100%	0.00%	 GREEN

**Action Progress Comments:** Action completed 30/06/2023 - SCOPE Communication Bill of Rights downloaded and provided to all Council building and facility managers to display.

**1.2 Continue to support our staff to respectfully, confidently and effectively communicate with people with disability**


**1.2.1 Council staff are confident and skilled in communicating with people who have disability**

Action Title: 4.1.5.13 DIAP A1.2.01 Continue to train staff to write accessible documents for presentations and on Council's website

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Casey Deery - Executive Manager People and Culture	Completed	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN


**Action Progress Comments:** Council continues to meet DIAP parameters relating to online website presentations and information accessibility.

Action Title: 4.1.5.14 DIAP A1.2.02 Continue to support staff to develop web content and design compatible with Web Content Accessibility Guidelines 2.0


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Darrin Manuel - Manager Communications & Marketing	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN


**Action Progress Comments:** Training sessions to resume with return of Digital Officer in March

Action Title: 4.1.5.15 DIAP A1.2.03 Support the Infrastructure team to enhance disability confidence and communication skills in order to effectively engage and consult with people with disability

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Codie Howard - Director Infrastructure & Environment	Completed	01-Jul-2024	30-Jun-2025	100%	0.00%	 GREEN

**Action Progress Comments:** Action completed 30/06/2023 - The Infrastructure team continues to develop effective communication skills with everyone in the community, particularly people with disability. This is enhanced by liaising with Disability Inclusion Action Plan (DIAP) Committee members on upcoming projects and regularly seeking feedback on current assets.

Action Title: 4.1.5.16 DIAP A1.2.04 Deliver induction sessions that encompass the topic of inclusion of people with disability						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Casey Deery - Executive Manager People and Culture	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN
<b>Action Progress Comments:</b> Council inductions are now managed through the ELMO staff platform, with Equal Employment Opportunity (EEO) principles embedded within Code of Conduct and Local Government Legislation. Council is reviewing all induction modules for additional relevant content being created for DIAP inclusivity.						

Action Title: 4.1.5.17 DIAP A1.2.05 Provide expert guest speakers to staff meetings and/or internal training sessions						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Casey Deery - Executive Manager People and Culture	In Progress	01-Jul-2024	30-Jun-2025	75%	50.00%	 GREEN
<b>Action Progress Comments:</b> Council sources appropriate training and information sessions for all staff relevant to specific areas and roles or the broader organisation for compliance factors and trending topics.						

**1.3 Continue to promote Council's activities for building inclusion in Council and in the community**

**1.3.1 The community is aware of the activities Council is undertaking to progressively build greater inclusion of people with disability**


Action Title: 4.1.5.18 DIAP A1.3.01 Continue to provide media stories (including on social media) on the progress of the implementation of the Disability Inclusion Action Plan 2022-2026						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Darrin Manuel - Manager Communications & Marketing	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN
<b>Action Progress Comments:</b> DIAP is referenced in all media releases and communications where applicable						

**2 Liveable Communities**

**2.1 Engage with people who use wheelchairs and other mobility aids, and parents of children with disabilities, to determine priorities for improving footpaths, crossings and kerb ramps**

**2.1.1 People with disability are consulted about the priority maintenance and upgrade of footpaths, kerbs, crossings and ramps in Broken Hill**

Action Title: 4.1.5.19 DIAP A2.1.01 Hold specific community consultations with people who use wheelchairs, walkers or gophers to identify priorities for the Active Transport Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Codie Howard - Director Infrastructure & Environment	Completed	01-Jul-2024	30-Jun-2025	100%	0.00%	 GREEN


**Action Progress Comments:** Action completed 30/06/2023 - Communications have been ongoing between the Capital Projects team and the Disability Inclusion Action Plan working group with a focus on the priority listing of the Active Transport Plan. Council will continue to consult with these groups to ensure focus on the higher priority areas.

Action Title: 4.1.5.20 DIAP A2.1.02 Promote the progress on the Active Transport Plan via Council media and information to the community care interagency; using Accessible Meeting Guidelines

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Codie Howard - Director Infrastructure & Environment	In Progress	01-Jul-2024	30-Jun-2025	75%	50.00%	 GREEN

**Action Progress Comments:** The Active Transport Plan projects are regularly updated on Council's media platforms, focusing on start dates of projects, what the project is and how it will affect the community during and after construction. Projects that were carried out and regularly updated during this annual budget include the Argent Street Paving Replacement Project and the Town Square Redevelopment. The DIAP are presented quarterly updates of the progress of these projects.

Action Title: 4.1.5.21 DIAP A2.1.03 Conduct community consultation on accessible public toilets (maintenance and upgrade and way finding priorities) using Accessible Meetings Guideline

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Codie Howard - Director Infrastructure & Environment	Completed	01-Jul-2024	30-Jun-2025	100%	0.00%	 GREEN

**Action Progress Comments:** Action completed 30/06/2023 - Location and access information applicable to Public Toilets, are included as part of the Wayfinding Project. Consultation has been ongoing with the Disability Inclusion Action Plan group and other community members.

**2.2 Progressively address the issues raised by people with disability to improve access around the City**


**2.2.1 People with disability are directly consulted about the priorities for improvement to access around the City**

Action Title: 4.1.5.22 DIAP - A2.2.01 Ensure ramps at school bus bay areas are included in the Active Transport Plan priority list

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Codie Howard - Director Infrastructure & Environment	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN


**Action Progress Comments:** Through consultation with CDC Broken Hill, Council identified # Bus Stops that were in need of updating to meeting DIAP requirements. One identified ramp was identified as a priority at the new entry to the Willyama High School, with this planned for completion by March 2025.

Action Title: 4.1.5.23 DIAP A2.2.02 Increase the continuous accessible paths of travel to key places based on results of consultations with people who use powered and unpowered wheelchairs, mobility walkers and mobility scooters

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Codie Howard - Director Infrastructure & Environment	Completed	01-Jul-2024	30-Jun-2025	100%	50.00%	 GREEN


**Action Progress Comments:** Continued accessible pathways for all users are regular upgraded or installed as part of the Active Transport Plan. All sections of pathway are constructed at 2.6m wide to meet Australian Standards for use of wheelchairs, mobility walkers and scooters. As part of the Argent Street Paving Replacement project pathways of 4-5m were replaced with pavers to allow safe passage to all shops and services in Argent Street from Bromide to Chloride Street. As part of this upgrades, all accessible kerb ramps were updated to meet Australian Standards.

Action Title: 4.1.5.24 DIAP A2.2.03 Replace bark chips in public parks with options that do not obstruct wheelchairs and mobility walkers

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Codie Howard - Director Infrastructure & Environment	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN


**Action Progress Comments:** All future works in public Playgrounds have been identified to include softfall rubber and paved pathways as an alternative to bark chips. Softfall rubber has been installed by internal Trades team members at the Picton Oval around the exercise equipment at this location. A project Business Case is in development for the cost and time required to replace bark chips with softfall rubber in Sturt Park with a project earmarked for the 2025/26 Annual Budget.

Action Title: 4.1.5.25 DIAP A2.2.04 Provide quiet/sensory areas in Council buildings and at Council events

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Deidre Bryson - Library Coordinator	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Action Progress Comments:** The Library, Events, Gallery and Museum continue to offer and endorse an inclusive environment, where participants feel comfortable to visit and attend. Council develops events, programs and services which provide the opportunity and flexibility to adjust to differing abilities, ages and needs to ensure inclusion and strategies to adjust program delivery are developed when and where required, to ensure inclusion and participation of all who wish to attend and participate. 1) Library - The Library is an accessible facility supporting inclusion and managing differing needs in shared community spaces. Programs are adjusted for individual needs as required. The new library facility will cater for quiet/sensory areas. 2) Sensory Zone area has been an addition for indoor community events and large outdoor community events.


Action Title: 4.1.5.26 DIAP A2.2.05 Ensure upgrades to and installation of play equipment are accessible to children with physical and non-physical disability

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Codie Howard - Director Infrastructure & Environment	In Progress	01-Jul-2024	30-Jun-2025	1%	1.00%	 GREEN

**Action Progress Comments:** Planned installations of play equipment for children with physical and non-physical disabilities have been planned through discussion with the DIAP committee for the playground installation at E.P Memorial Park Redevelopment Stage 3. Council will continue to communicate with the DIAP committee and undertake replacements where able.


**2.3 Progressively increase accessibility and inclusion of places of entertainment, recreation, learning and leisure**


**2.3.1 People with disability have greater access to events hosted in the City**


Action Title: 4.1.5.27 DIAP A2.3.01 Source existing Accessible and Inclusive Event Guidelines for use within Broken Hill City Council							
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %	
Rachel Merton - Community Development Coordinator	Completed	01-Jul-2024	30-Jun-2025	100%	0.00%	 GREEN	
<p><b>Action Progress Comments:</b> Action completed 30/06/2024 - Council's event guide has been developed with the LGNSW Premier &amp; Cabinet Event Starter Guide as reference document. Event Management Policy and Framework submitted to December Council meeting.</p>							

Action Title: 4.1.5.28 DIAP A2.3.02 Incorporate Access and Inclusion Plans into all Council hosted events							
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %	
Rachel Merton - Community Development Coordinator	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN	
<p><b>Action Progress Comments:</b> Accessibility incorporated into the Christmas Pageant with the sensory zone on the parade route and the drop off zone being close to footpath access within Sturt Park. New Year's Eve celebrations incorporates the drop off zone and a designated sensory zone within the event area of Sturt Park. Indoor events are facilitated at Council's venues which all allow disability access and facilities.</p>							



Action Title: 4.1.5.29 DIAP A2.3.03 Develop Accessible Event templates, guidelines, policies and/or procedures specific to the context of Broken Hill Events							
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %	
Rachel Merton - Community Development Coordinator	Completed	01-Jul-2024	30-Jun-2025	100%	0.00%	 GREEN	
<p><b>Action Progress Comments:</b> Action completed 30/06/2024 - Council's event guide has been developed with the LGNSW Premier &amp; Cabinet Event Starter Guide as reference document and to be implemented in 2025 following completion of the event management framework.</p>							

Action Title: 4.1.5.30 DIAP A2.3.04 Make Council's Accessible Event Guidelines (including promotional information about drop off points and parking etc) available to event organisers booking Council owned sites							
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %	
Rachel Merton - Community Development Coordinator	In Progress	01-Jul-2024	30-Jun-2025	75%	50.00%	 GREEN	
<p><b>Action Progress Comments:</b> Council's current Events Guide has been reviewed in conjunction with the Event Management Framework and Event Management Policy. The Policy will be presented to Council for adoption at its January 2025 meeting. A generic traffic management plan has been created for major events in Sturt Park allowing ease of access into the park for those requiring a drop off zone. The plan was introduced for 2024 Christmas Pageant and New Year's Eve events and has been provided to the NAIDOC Committee for the NAIDOC Family Fun Day in October 2024.</p>							


Action Title: 4.1.5.31 DIAP A2.3.05 Ensure seating arrangements enable people who use wheelchairs to sit on the row they would prefer							
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %	
Shannan Botten - Civic Centre Coordinator	In Progress	01-Jul-2024	30-Jun-2025	25%	50.00%	 RED	
<p><b>Action Progress Comments:</b> The Civic Centre continues to support disability inclusion by offering people who use wheelchairs to sit in any preferred row during performing arts paid events</p>							

Action Title: 4.1.5.32 DIAP A2.3.06 Compile a template(s) with consistent or aligned meta-data for collecting information on accessibility/inclusion features of Council Buildings, parks, playgrounds etc enabling the presentation of access features of the building and the activities hosted in them

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Anjali Joseph - Strategic Asset Management Coordinator	Completed	01-Jul-2024	30-Jun-2025	100%	0.00%	 GREEN


**Action Progress Comments:** Action completed 30/06/2024 - Broken Hill City Council Facilities - Accessibility Features Information Template has been developed for use and further review and update to be ongoing.

Action Title: 4.1.5.33 DIAP A2.3.07 Collect and document the accessibility features of all Council buildings, parks, playgrounds and post these on all relevant websites including Council's main website and the national accessible tourism website

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Anjali Joseph - Strategic Asset Management Coordinator	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Action Progress Comments:** Data has been collected. Pending advertising to public.

Action Title: 4.1.5.34 DIAP A2.3.08 Invite Broken Hill accommodation, entertainment and other leisure / tourism providers to participate in the Access and Inclusion Information Collection Project

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Patrick Kreitner - Visitor Services Coordinator	In Progress	01-Jul-2024	30-Jun-2025	10%	50.00%	 RED

**Action Progress Comments:** Accessible Tourism advocates Travability visited most tourist attractions in Broken Hill and Silverton in September 2024, assessing each business accessibility features. Currently waiting on their report. This is an initiative of Destination NSW. The launch of an industry survey to gather relevant data is scheduled for February 2025.

Action Title: 4.1.5.35 DIAP A2.3.09 Continue to design Library workshops or activities that provide adjustments enabling people with disability to attend


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Deidre Bryson - Library Coordinator	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN


**Action Progress Comments:** The library provides workshops and activities that are inclusive for people with disabilities in several ways. We provide materials in multiple formats (eg large print, dyslexic font and digital formats), ensure our physical spaces are wheelchair accessible, and use clear, simple language in all communications, including Key Word Sign (KWS) in children's programs. The Library trains its staff and volunteers on disability awareness and inclusive practices. This training covers how to interact respectfully and effectively with people with various disabilities, as well as how to use assistive technologies and make necessary accommodations. The Library has a computer set up with assistive keyboard and mouse. By fostering an inclusive culture and seeking feedback from participants with disabilities, the Library ensures the programs are welcoming and accessible to all.


Action Title: 4.1.5.36 DIAP A2.3.10 Continue to enable access by Aboriginal and/or Torres Strait Islander persons with disability to attend culturally safe and appropriate programs

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Deidre Bryson - Library Coordinator	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Action Progress Comments:** The Broken Hill City Library is dedicated to being a safe and welcoming spaces for everyone, regardless of cultural background or ability. We achieve this by offering a diverse range of events and activities that are designed to be culturally sensitive and inclusive. Libraries ensure accessibility for all members through physical accommodations, assistive technologies, and staff being training on cultural competence and disability awareness. By fostering an environment of respect and inclusivity, BHCC Library provide a supportive community space where all individuals are able to engage, learn, and feel valued.

Action Title: 4.1.5.37 DIAP A2.3.11 Continue to offer Art Gallery activities with adjustments for people with disability						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Kathryn Graham - Gallery and Museum Manager	Completed	01-Jul-2024	30-Jun-2025	100%	0.00%	 GREEN
<p><b>Action Progress Comments:</b> The Gallery offers activities with adjustments for people with disabilities by implementing inclusive practices to ensure all visitors can engage with the art. These adjustments include accessible entrances and an elevator for easy access to all areas. The Gallery can offer guided tours with trained staff or volunteers who can provide verbal descriptions of the artwork for visually impaired visitors. The Galleries is also exploring sensory-friendly or tactile exhibits for those with sensory processing needs, as well as assistive listening devices or captioning for audio-visual materials. Additionally, programs such as workshops or sensory sessions may be tailored to accommodate various abilities, ensuring a welcoming and accessible experience for everyone.</p>						

Action Title: 4.1.5.38 DIAP A2.3.12 Ensure that any future refurbishment of the Council Administration Building includes provision for a lower information desk for people using wheelchairs; availability of hearing loop; and a meeting room enabling sound privacy						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Codie Howard - Director Infrastructure & Environment	Completed	01-Jul-2024	30-Jun-2025	100%	100.00%	 GREEN
<p><b>Action Progress Comments:</b> The ground floor of the Administration Building was renovated in early 2024 as part of Stage 1 works for the new Library and Archives Project. As part of these works, the Customer Service and Library Staff desks have been installed with sections for people using wheelchairs and the provision of a hearing loop in the temporary library section. A sound privacy room will be considered after the use of the ground floor as a temporary library.</p>						

Action Title: 4.1.5.39 DIAP A2.3.13 Ensure the Visitors' Information Centre has a section of the information counter at a lowered height to accommodate visitors who use wheelchairs						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Anjali Joseph - Strategic Asset Management Coordinator	Completed	01-Jul-2024	30-Jun-2025	100%	0.00%	 GREEN
<p><b>Action Progress Comments:</b> Action completed 30/06/2024 - Information counter works were completed in late October 2023.</p>						

### 3 Systems and Processes

#### 3.1 Systems supporting Council communications, meetings and consultations enhance inclusion

##### 3.1.1 Written information produced by Council is easier to read both in form and content

Action Title: 4.1.5.40 DIAP A3.1.01 Develop guidelines for creating accessible documents (integrating the International Day of People with Disabilities Style Guide, 2018 <https://www.idpwd.com.au/wp-content/uploads/2018/09/IDPWD-Style-Guide-2018.pdf>)


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Michelle Rolton - Manager Corporate & Customer Experience	In Progress	01-Jul-2024	30-Jun-2025	80%	0.00%	 GREEN

**Action Progress Comments:** International Day of People with Disability Branding Guidelines 2018 sourced. Research commenced for development of guidelines for creating accessible documents. Seek to incorporate in the development of a Corporate Brand and Style Guide for the organisation. A Brand and Style Guide internal working group has met to progress.

#### 3.2 Incorporate accessibility and inclusion considerations in procurement decisions and contracts

##### 3.2.1 People with disability have greater access to information relating to procurement and contracts

Action Title: 4.1.5.41 DIAP A3.2.01 Review procurement systems and contracts to ensure accessible and inclusive practices are used by consultants


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Simon Brown - Director Finance and Commercial	In Progress	01-Jul-2024	30-Jun-2025	1%	0.00%	 GREEN

**Action Progress Comments:** Tenders and Contracts awarded with regards to inclusivity as per Council's Procurement Framework and Policy. Council's Procurement Framework and Policy under review during 2nd half of 2024.

**3.3 Ensure procedures and work practices require all community campaigns or information sessions to be inclusive**

**3.3.1 People with disability have greater access to information**

Action Title: 4.1.5.42 DIAP A3.3.01 Review procedures and work practices relating to the development of community campaigns or information sessions to ensure inclusion is built in


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Darrin Manuel - Manager Communications & Marketing	In Progress	01-Jul-2024	30-Jun-2025	50%	0.00%	 GREEN

**Action Progress Comments:** Disability Inclusion remains a key consideration of all communications and campaigns, along with any new software used for communication.

**3.4 Utilise the expertise of the DIAP Monitoring Group to improve systems and processes**

**3.4.1 People with disability are represented on the DIAP Monitoring Group**

Action Title: 4.1.5.43 DIAP A3.4.01 Continue to support and resource the DIAP Monitoring Group to assist Council to improve systems and processes

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Michelle Rolton - Manager Corporate & Customer Experience	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Action Progress Comments:** Council facilitates DIAP Monitoring Group meetings six monthly.

**3.5 Embed inclusive practices into all community consultations, communications and Council work practices**

**3.5.1 People with disabilities increasingly give feedback to Council and are able to give formal and informal input on the development and progress of Council plans**

Action Title: 4.1.5.44 DIAP A3.5.01 Community engagement plans include methods for engaging 'harder to reach' individuals and communities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Darrin Manuel - Manager Communications & Marketing	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Action Progress Comments:** Inclusion of harder to reach demographics included in current Engagement Strategy and will remain in any updated future version.

Action Title: 4.1.5.45 DIAP A3.5.02 Collate database of key community contacts in order to collect 'lived' information on 'accessible Broken Hill'

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Rachel Merton - Community Development Coordinator	In Progress	01-Jul-2024	30-Jun-2025	25%	75.00%	 RED

**Action Progress Comments:** Commenced review of community directory on Council's website.

Action Title: 4.1.5.46 DIAP A3.5.03 Collate a database of volunteers prepared to take photos of places, for example, routes to tourism venues, Council buildings and parks; and approach private venues and accommodation operators wishing to cater to accessible tourism


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Patrick Kreitner - Visitor Services Coordinator	In Progress	01-Jul-2024	30-Jun-2025	5%	0.00%	 GREEN

**Action Progress Comments:** Viability of this project with volunteer not deemed suitable. Quotation has been received by contractor. In early 2025 data collection will be conducted via a survey.

**3.6 Consumer satisfaction surveys indicate the consumers feel heard and have a say in decision making**

**3.6.1 Surveys are developed to ensure accessibility to respond by hard-to-reach individuals can be achieved**

Action Title: 4.1.5.47 DIAP A3.6.01 Community consumer satisfaction survey

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Rachel Merton - Community Development Coordinator	Completed	01-Jul-2024	30-Jun-2025	100%	0.00%	 GREEN


**Action Progress Comments:** Action completed 30/06/2024 - Community Satisfaction Survey conducted in 2023. The survey showed an overall increase from 2.9/5 to 3.1/5.

**4 Employment**

**4.1 Review recruitment and employment processes to ensure they are barrier free to candidates who have disability**

**4.1.1 Council has recruitment and employment policies that reflect best practice with regards to encouraging and supporting the employment of people with disability**

Action Title: 4.1.5.48 DIAP A4.1.01 Include on the front of Council's 'Jobs' webpage a statement that Council welcomes applications for employment from people with disability


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Casey Deery - Executive Manager People and Culture	Completed	01-Jul-2024	30-Jun-2025	100%	0.00%	 GREEN

**Action Progress Comments:** Action completed 30/06/2024 - The following statement has been added to Council's website careers page; "Broken Hill City Council promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. People from indigenous backgrounds, people from culturally diverse backgrounds, and people with disabilities are encouraged to apply




Action Title: 4.1.5.49 DIAP A4.1.02 Continue to regularly access and implement the free resources from the Australian Network on Disability, specifically:

- Sharing and monitoring disability information in the workplace; and
- Employers' Guide to Partnering with Disability Employment Services

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Casey Deery - Executive Manager People and Culture	Completed	01-Jul-2024	30-Jun-2026	100%	0.00%	 GREEN

**Action Progress Comments:** Action completed 30/06/2024 - Recruitment processes are in line with all legislative and regulatory requirements for disability inclusion regarding workforce management. All recruitment processes have met the recommended guidelines and council continues to work with services supporting the disability employment sector.

Action Title: 4.1.5.50 DIAP A4.1.03 Continue to reference the Australian Network on Disability resource "Manager's Guide: Disability in the Workplace" and continuously update Council's policies and processes in line with best practice examples provided

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Casey Deery - Executive Manager People and Culture	Completed	01-Jul-2024	30-Jun-2025	100%	0.00%	 GREEN

**Action Progress Comments:** Action completed 30/06/2024 - Council's policies and processes are in line with current reference materials regarding disability inclusion within the workforce. All recruitment has met the guidelines and council continues to work with employment service providers in this industry.

## COMMUNITY DEVELOPMENT COMMITTEE

February 11, 2025

**ITEM 3****BROKEN HILL CITY COUNCIL REPORT NO. 23/25**

**SUBJECT:** **TEMPORARY SUSPENSION OF ALCOHOL PROHIBITED AREA -**  
**PERFECT LIGHT FILM FESTIVAL - 22 MARCH 2025** **D25/6342**

**Recommendation**

1. That Broken Hill City Council Report No. 23/25 dated February 11, 2025, be received.
2. That Council provide in principle support to begin the planning process for the temporary suspension of the prohibition of the consumption of alcohol in a portion of Sturt Park, under Section 632A of the *Local Government Act 1993*, on Saturday, 22 March 2025 from 6pm to 9.30pm for the Perfect Light Film Festival.
3. That the temporary suspension on the prohibition of the consumption of alcohol in a portion of Sturt Park be advised to the public by way of advertisement in the local newspaper. That the advertisement also confirms that the suspension only applies to the VIP Marquee area; and that the consumption of alcohol will remain prohibited for all other areas of the Sturt Park; and that all existing alcohol-free zones in Broken Hill will remain in force.
4. That the General Manager be authorised to implement the suspension and advertising processes on final advice of the Barrier Local Area Command.
5. That the Barrier Local Area Command be advised of Council's decision.

**Executive Summary:**

Council has received a request from Film Festivals Australia dated 7 February 2025, to temporarily suspend the prohibition on the consumption of alcohol in a portion of Sturt Park, to permit the service and consumption of alcohol on Saturday, 22 March 2025, between the hours of 6pm – 9.30pm. This will allow for the serving of wine and beer at a VIP Marquee for invited guests attending the Perfect Light Film Festival.

The Perfect Light Film Festival is a free, outdoor film festival whereby the public are encouraged to bring a rug and watch a selection of short films on the big screen. Shortlisted films compete for monetary prizes and are judged live by a celebrity judging panel.

**Report:**

Film Festivals Australia will be hosting its Perfect Light Film Festival in Broken Hill on Saturday, 22 March 2025.

In order to obtain maximum benefit from the event, event organisers from Film Festivals Australia have requested to temporarily suspend the prohibition on the consumption of alcohol a portion of Sturt Park, to permit the service and consumption of alcohol on Saturday, 22 March 2025 between the hours of 6pm – 9.30pm.

This will allow for the serving and consumption of wine and beer in a clearly defined VIP Marquee for invited guests, including a celebrity judging panel attending the Perfect Light

Film Festival, sponsors of the event and film makers. This event has been held successfully since 2017 without incident.

The area will be fenced and used by festival VIP guests and subject to strict RSA and licensing requirements, security and venue management plans. A site map of the area is included for Council's information. Note the area for the proposed suspension is outlined in red.

The final decision on the suspension on the prohibition of the consumption of alcohol in a portion of Sturt Park involves coordinated efforts among Barrier Local Area Command and Council on the application components organised by the applicant.

### **Community Engagement:**

The Temporary suspension on the prohibition of the consumption of alcohol in a portion of Sturt Park is the subject of an open report in the February 2025 Committee and Council meeting agendas and will also be advertised in the local newspaper.

### **Strategic Direction:**

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

### **Relevant Legislation:**

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

### **Financial Implications:**

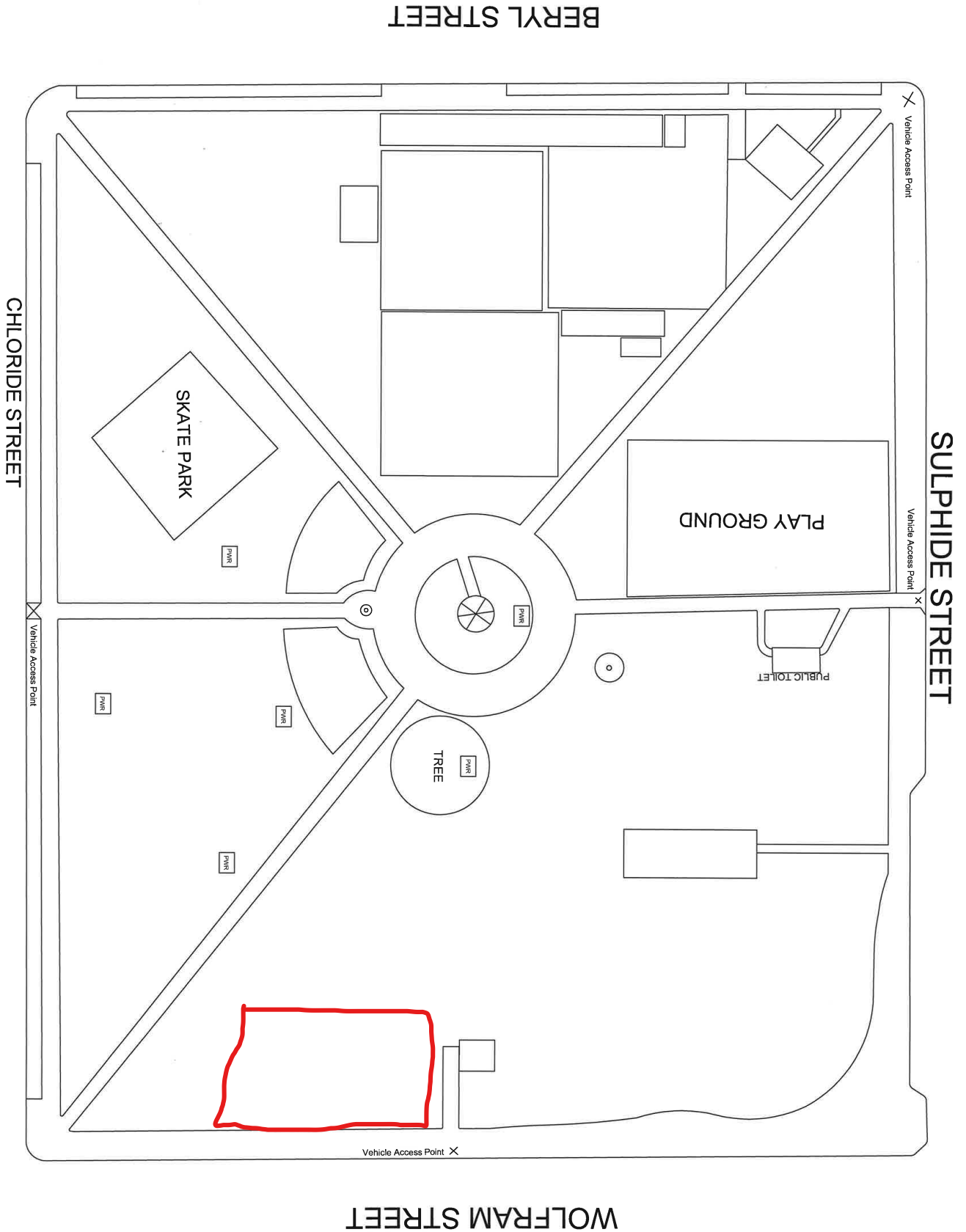
There are no financial implications to Council associated with the temporary suspension on the prohibition on the consumption of alcohol in an area of Sturt Park.

### **Attachments**

1. [↓](#) Sturt Park Site Map - Perfect Light Film Festival - 22.03.2025

RAZIJA NU'MAN  
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL  
GENERAL MANAGER



# CONFIDENTIAL MATTERS

1. BROKEN HILL CITY COUNCIL REPORT NO. 196/25 - DATED JULY 24, 2024 - CONFIDENTIAL MINUTES OF THE HEALTH AND BUILDING COMMITTEE MEETING HELD TUESDAY 23 JULY 2024 FOR CONFIRMATION - CONFIDENTIAL

**(General Manager's Note:** This report considers considers the confidential minutes of a lease matter and is deemed confidential under Section 10A(2) (c) of the Local Government Act, 1993 which provides for information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).



CITY COUNCIL

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