



BUSINESS PAPER

Community Development
Committee Meeting

Council Chambers
10 December 2024
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 Gillett, and Councillor Jewitt.

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 10 December 2024 at 5:30pm** to consider the following business:

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

STATEMENT OF ETHICAL OBLIGATIONS

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

LIVE STREAMING OF COUNCIL MEETINGS

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

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

Participants are advised that they may be subject to legal action if they engage in unlawful behaviour or commentary.

JAY NANKIVELL
GENERAL MANAGER

MINUTES FOR CONFIRMATION

Minutes of the Health and Building 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.

Chairperson

REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 191/24 - DATED NOVEMBER 19, 2024 - EVENT MANAGEMENT POLICY (D24/55910) 8
2. BROKEN HILL CITY COUNCIL REPORT NO. 192/24 - DATED OCTOBER 16, 2024 - DRAFT OUTBACK ARCHIVE COLLECTION MANAGEMENT POLICY FOR PUBLIC EXHIBITION (D24/50314) 49
3. BROKEN HILL CITY COUNCIL REPORT NO. 193/24 - DATED NOVEMBER 28, 2024 - MINUTES OF THE S355 YOUTH ADVISORY COMMITTEE MEETING HELD 14 NOVEMBER 2024 (D24/57750) 59
4. BROKEN HILL CITY COUNCIL REPORT NO. 194/24 - DATED NOVEMBER 28, 2024 - MINUTES OF THE S355 AGEING WELL ADVISORY COMMITTEE MEETING HELD 7 NOVEMBER 2024 (D24/57745) 65

COMMUNITY DEVELOPMENT COMMITTEE

November 19, 2024

ITEM 1BROKEN HILL CITY COUNCIL REPORT NO. 191/24SUBJECT: EVENT MANAGEMENT POLICY D24/55910**Recommendation**

1. That Broken Hill City Council Report No. 191/24 dated November 19, 2024, be received.
2. That Council endorses the Event Management Policy for the purpose of public exhibition.
3. That the Draft Event Management Policy be placed on public exhibition for submissions to be received for a period of 28 days.
4. That Council receives a further report at the conclusion of the exhibition period, detailing submissions and any recommended changes arising, with a view to adopting the Event Management Policy.

Executive Summary:

Broken Hill City Council is a keen supporter of events and festivals in the Council's Local Government Area (LGA) and recognises the important role they play in the liveability of the City. Depending on the nature and scale of the event or festival, they have the potential to deliver significant economic, environmental, social and cultural benefits to the region as well.

The purpose of this policy is to provide Event Organisers with guidance regarding the planning, approval processes and management of events and festivals taking place on public land within the Broken Hill City Council LGA.

This policy provides the strategic framework for consultation and planning, aiming to assist organisers in understanding and complying with relevant Federal, State and local legal requirements and their "Duty of Care" under the NSW Work Health and Safety Act 2009 and Common Law in NSW.

Report:

Following a number of major and catastrophic incidents at events across Australia, Council undertook a review of event management practices with risk mitigation at the fore.

The policy applies to event organisers hosting commercial or community events held on Council owned or managed land and public roads. The policy does not relate to events or festivals conducted on private land.

The review looked at sites where events were conducted and measured fit for purpose across a range of event scenarios, ranging from small events with under 50 people to events attracting 1000's of people.

Council has a range of sites utilised for conducting events including the Civic Centre, Art Gallery, Aged Persons Rest Centre, Council Chambers and many open spaces, parks and sporting ovals.

Events include meetings, training, business events and functions, outdoor community gatherings, sporting activities, live entertainment, markets and information stalls.

The policy aims to have a consistent approach across all sites for event management, review and approval processes.

Community Engagement:

The draft policy will be placed on public exhibition for submissions to be received for a period of 28 days.

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993

Work Health and Safety Act 2011

Food Act 2003

Road Transport (Safety and Traffic Management) Act 1999

Liquor Act 2007

Protection of the Environment Operations (Noise Control) Regulation 2008

NSW Explosives Act 2003 and the Explosives Regulation 2013 - Fireworks

Financial Implications:

Nil

Attachments

1. [↓](#) DRAFT - Events Management Framework
2. [↓](#) DRAFT - Events Management Policy

RAZIJA NU'MAN

DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL

GENERAL MANAGER



**EVENTS
MANAGEMENT
FRAMEWORK**



**AUSTRALIA'S FIRST
HERITAGE LISTED CITY**



QUALITY CONTROL			
EDRMS REFERENCES	11/249, 11/425 – D24/34470		
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	Director Corporate and Community		
REVIEW DATE			
COMPANY	Broken Hill City Council		
PHONE NUMBER	08 8080 3300		
EMAIL ADDRESS FOR ENQUIRIES ONLY	council@brokenhill.nsw.gov.au	REVISION NO.	1
DATE	ACTION	RESPONSIBLE OFFICER	
NOTES			
ASSOCIATED DOCUMENTS	<ul style="list-style-type: none"> • Procurement Framework • Community Events Management Framework • Event Management Framework • Events Guide • Event Application Form • Risk Assessment Template 		

Council will review this framework when there are legislative changes, a change in workplace arrangements or at least every two (2) years to ensure it continues to be effective and relevant. Review and revision must be done in consultation with relevant workers.

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1. INTRODUCTION/BACKGROUND

Broken Hill City Council is a keen supporter of events and festivals in the Council's LGA and recognises the important role they play in the liveability of our City. Depending on the nature and scale of the event or festival, they have the potential to deliver significant economic, environmental, social and cultural benefits to the region.

Council is committed to ensuring the successful planning and implementation of commercial and community events throughout the City. The social and economic benefit of events is something that Council recognises as being vital to drive growth in the liveability and cultural experiences within the City.

The purpose of this framework is to provide guidance and assistance to Council employees, managers and event organisers with the planning and management of events and festivals taking place on land, buildings, parks, open spaces or public roads under the ownership and/or control of Broken Hill City Council and within the Broken Hill City Council boundaries.

It provides the strategic framework for consultation and planning, aiming to assist organisers in understanding and complying with relevant Federal, State and local legal requirements and their "Duty of Care" under the *Work Health and Safety Act 2011* and Common Law in NSW.

Council is committed to safety and strives to foster safety within the community by providing guidance in managing the inherent risks associated with events and festivals.

Council has approved categories/tiers of events, which have been established to reflect the size and scale of complexity of each event and takes account for the overall risk profile for each event or venue booking, refer Sections 2 and 4.

2. APPLICATION

2.1 APPLICATION PROCESS/FORM

Event organisers are required to complete the [Council Event Application and Agreement – Parks](#) via the forms section on Council's website. Bookings for venues and reserves should be completed using the specific venue [form](#) found on Council's [website](#).

To allow sufficient processing and approval time, organisers are generally encouraged to lodge applications up to three (3) months prior to the proposed event.

The processing time for approval of events will vary depending on the complexity of the application and the risk management implications associated with the event.

Where event organisers do not meet the specified mandatory requirements of the application and stated timelines, this may result in non-acceptance of the booking application via Council online booking system and/or may result in non-approval and/or cancellation of the event.

Council has categorised events into tiers which have been established to reflect the size and scale of complexity of each event and takes account for the overall risk profile for each event or venue booking. Council's online booking system collects key information at first contact to assist in identifying the appropriate tier and internal approval process for an event as follows:

2.1.1 Event Tier Definitions

Tier 0 Small gatherings requiring no services, falling into regular use of open spaces, eg Child's birthday party.

- Tier 1** Low impact events up to 100 people attending, accessing power, no temporary infrastructure or devices utilised at event eg colour run, small community information events, wedding ceremony.
- Tier 2** Medium impact events requiring additional services, small temporary infrastructure such as shade shelters, commercial activity, food vendors, market stalls.
- Tier 3** High impact events attended by over 1,000 with large temporary infrastructure, staging, mechanical and/or inflatable amusement devices, fireworks/pyrotechnics, traffic management plan.

In some cases, larger events may require a Development Application (DA) for the erection of temporary structures, which can take up to 12 weeks to be processed. Events that include a temporary road closure will need to submit an application within a minimum of three (3) months prior to the event.

Note: Tier 0 level events are not a notifiable event however can assist Council's internal teams for planning purposes (Parks and Open Spaces, Cleaning Team etc).

2.2 FEES AND CHARGES

Applicants may be subject to fees and charges and/or ground bonds in accordance with Council's adopted Fees and Charges. Further information is available on Council's website www.brokenhill.nsw.gov.au.

2.3 GENERAL APPROVAL CONDITIONS

Applications will be initially assessed within 14 days of lodgement. Organisers may be required to attend a meeting with Council staff to discuss the event and any issued approval conditions as per the [approval process flowcharts](#) (see pages 12 and 13).

Council may refuse applications where insufficient information is provided, events are deemed a hazard to the general public and/or the environment or where Council believe there is lack of event management skills and experience held by the applicant.

3. DEFINITIONS

3.1 EVENT ORGANISER

The individual or group legally responsible for the planning, booking, managing and execution of an event or festival. This person will be the main contact for Council in relation to the event or festival application and be considered as holding primary responsibility for management of the event.

Council as an organisation will in some circumstance be deemed the event organiser for various internal, community and commercial events directly hosted and/or organised/supervised by Council departments/business units and employee's (eg operations of the Broken Hill Civic Centre and Community Development Team).

3.2 LOCAL GOVERNMENT LAND

Defined under Section 68 of the *Local Government Act 1999*. All local government land that is owned by Council or under Council's care, control and management at the commencement of this section (the commencement date) is taken to have been classified as public land unless:

- The council resolves to exclude the land from classification as community land within three (3) years after the commencement date; and

- The land is unaffected by provisions of a reservation, dedication, trust or other instrument that would prevent, or restrict its alienation.

'Land' includes footpaths and parks, venues, facilities and sports grounds.

3.3 LGA

Local Government Area.

3.4 STAKEHOLDERS

Those people and organisations who may affect, be affected by or perceive themselves to be affected by a decision or activity.

3.5 COMMERCIAL EVENTS AND FESTIVALS (TIER 1-3 EVENTS)

Means events and festivals conducted for marketing, promoting or selling a service or product, or for providing entertainment for profit, (including commercial hire/operations of the Broken Hill Civic Centre). They may provide direct benefit to the local economy by attracting visitor numbers to the area or provide the area with local, national or international recognition.

3.6 COMMUNITY EVENTS AND FESTIVALS

Means those events or festivals that create and foster a positive community spirit through volunteering, participation, relationship building and cooperation. They may provide opportunities for recreation, entertainment, celebration and education. Typically held by not-for-profit organisations to celebrate or remember significant State and National days of recognition events or to fundraise for community initiatives or charitable purposes.

3.7 COUNCIL RUN EVENTS AND FESTIVALS (TIER 1-3 EVENTS)

An event initiated and managed by the Council, these can include small internal events, civic reception events, commercial events (including operations of the Broken Hill Civic Centre) and community events both indoors and outdoors (eg Active Fest, Christmas Pageant, New Year's Eve).

3.8 PRIVATE EVENTS OR FESTIVALS ON COUNCIL OR COMMUNITY LAND (TIER 0 -1 EVENTS)

Means events held for private purposes that generate no revenue to the organiser or are open to the general public. The event is generally not granted and/or guaranteed exclusive use of any public area. Such as a park wedding ceremony, family picnic, birthday celebration.

4. RESPONSIBILITIES/EVENT TIERS/APPROVAL LEVELS

4.1 EVENT ORGANISER RESPONSIBILITIES

The individual or group responsible for the planning, booking a venue and execution of an event or festival (event organiser). This person/organisation will be the main contact for Council in relation to the event or festival application and be considered as holding primary responsibility for management of the event.

Event Organisers (both internal and external) who hold events on Council owned or managed land are responsible to:

- Ensure that all required permits are obtained with the relevant departments at Council and any relevant legislation is complied with.
- Advise or obtain written approval or licences from other relevant organisations such as SafeWork NSW, NSW Police, Transport for NSW, Liquor & Gaming NSW and Fire and Rescue NSW or NSW Rural Fire Service.

- Abide with all legal and Council requirements detailed in Council's Events Management Framework and Guide.
- Submit to Council the event application which meets the minimum notice period for the proposed commencement of the date of the event as detailed in Council's Event Management Framework and booking systems (Notification to close a road requires a minimum of three (3) months prior).
- Ensure events and festivals are planned and managed in a safe and equitable manner.

4.2 COUNCIL

Council is committed to ensuring that all events held on Council owned or Council managed land are safe, accessible, well planned and address all potential impacts and risks.

Once all necessary applications and documentation have been approved by relevant internal stakeholders, the event organiser will be issued with an event approval letter to confirm that the event has been approved to take place (including any conditions of approval). This event approval will then be forwarded to all relevant internal and external stakeholders.

Council is responsible to:

- Ensure the event approval process meets relevant legislative requirements.
- Ensure the event is planned and conducted to meet the minimum WHS and Civic Liability requirements of legislative regulations and Council's insurer.
- Process all community and commercial event applications on Local Government Land and roads.
- Issue an approval to Event Organisers, which details the requirements of the event or festival and the conditions that promote best practice models of event management.
- Issuing permits relevant to event management such as the use of amusement devices, busking, the selling of goods, built infrastructure and serving of alcohol and food.

Council can apply conditions against the approval of a number of other permits such as Authority to Fundraise (NSW Fair Trading), Liquor Licencing (Liquor and Gaming NSW) and fireworks (SafeWork NSW).

Applications for events or festivals likely to impede local traffic movement need to be reviewed at the Local Traffic Committee meeting (this committee consists of Council representatives and representatives from Transport for NSW and the NSW Police). The Committee meets monthly.

4.3 EVENT TIERS CATEGORY

Required level of planning, approval and management of any event will be directed and guided by Council's approved categories/tiers of events which have been established to reflect the size and scale of complexity of each event and takes account for the overall risk profile for each event or venue booking as follows:

EVENT CATEGORY/THRESHOLD	EVENT APPLICATION DEADLINES
<p>Tier 0 – Regular Use of Council Open Spaces only:</p> <ul style="list-style-type: none"> • 0 -50 estimated attendees. • Generic non-exclusive use of open spaces/park facilities for small family gatherings, children's parties etc. • Use of existing services such as BBQ's/playground equipment only. • No access to power or other services required. 	<p>Notification only via Council booking system – min seven (7) days' notice to have an event clash notification.</p>

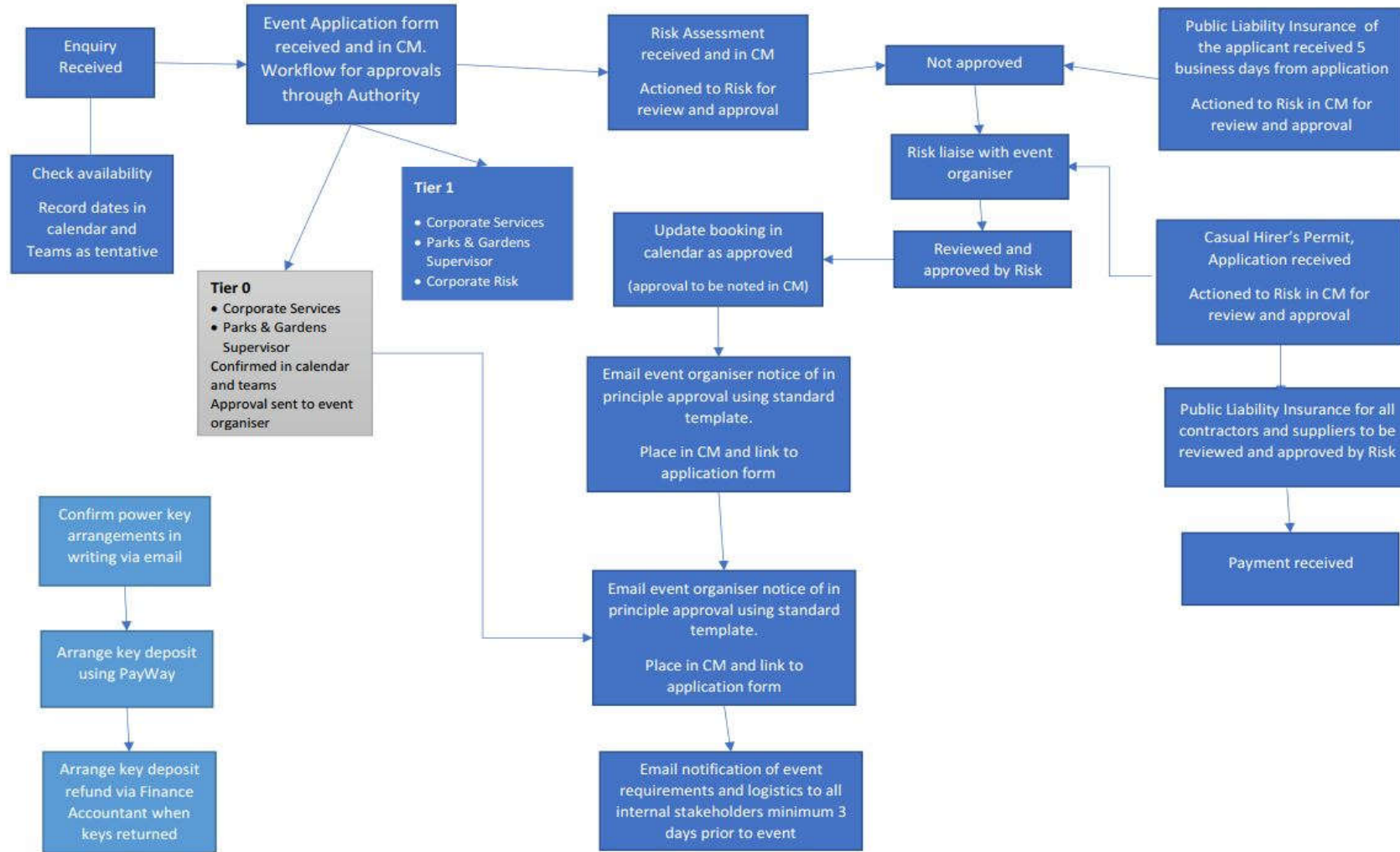
<ul style="list-style-type: none"> No amusement devices/Inflatable devices. No temporary Structures. 	
<p>Tier 1 - Low Impact Events:</p> <ul style="list-style-type: none"> 1-100 estimated attendees (guide only). Small community/family events eg colour runs, small weddings. Casual Hirers Public Liability insurance maybe required. Use of existing services only. Access to power required. No amusement devices/Inflatable devices. 	A minimum of four (4) weeks/one (1) month.
<p>Tier 2- Medium Impact Events:</p> <ul style="list-style-type: none"> 101-1000 estimated attendees (guide only). Medium size events. Access to power required. Small temporary structures – gazebo’s up to 6x3m. Stalls/Food vendors. Community Event example – NAIDOC Week Family Fun Day, Active Fest. 	A minimum of eight (8) weeks.
<p>Tier 3 - High Impact Events:</p> <ul style="list-style-type: none"> 1001+ estimated attendees (guide only). Major events with multiple additional requirements. Fireworks/Pyrotechnics; Temporary Infrastructure - stage, screen, marquee, Mechanical Rides, Traffic Management Plan, amusement rides/Inflatable devices. Event type example – New Year’s Eve. 	A minimum twelve (12) weeks.

4.4 KEY INTERNAL APPROVAL ACTIONS AND LEVELS OF AUTHORITY

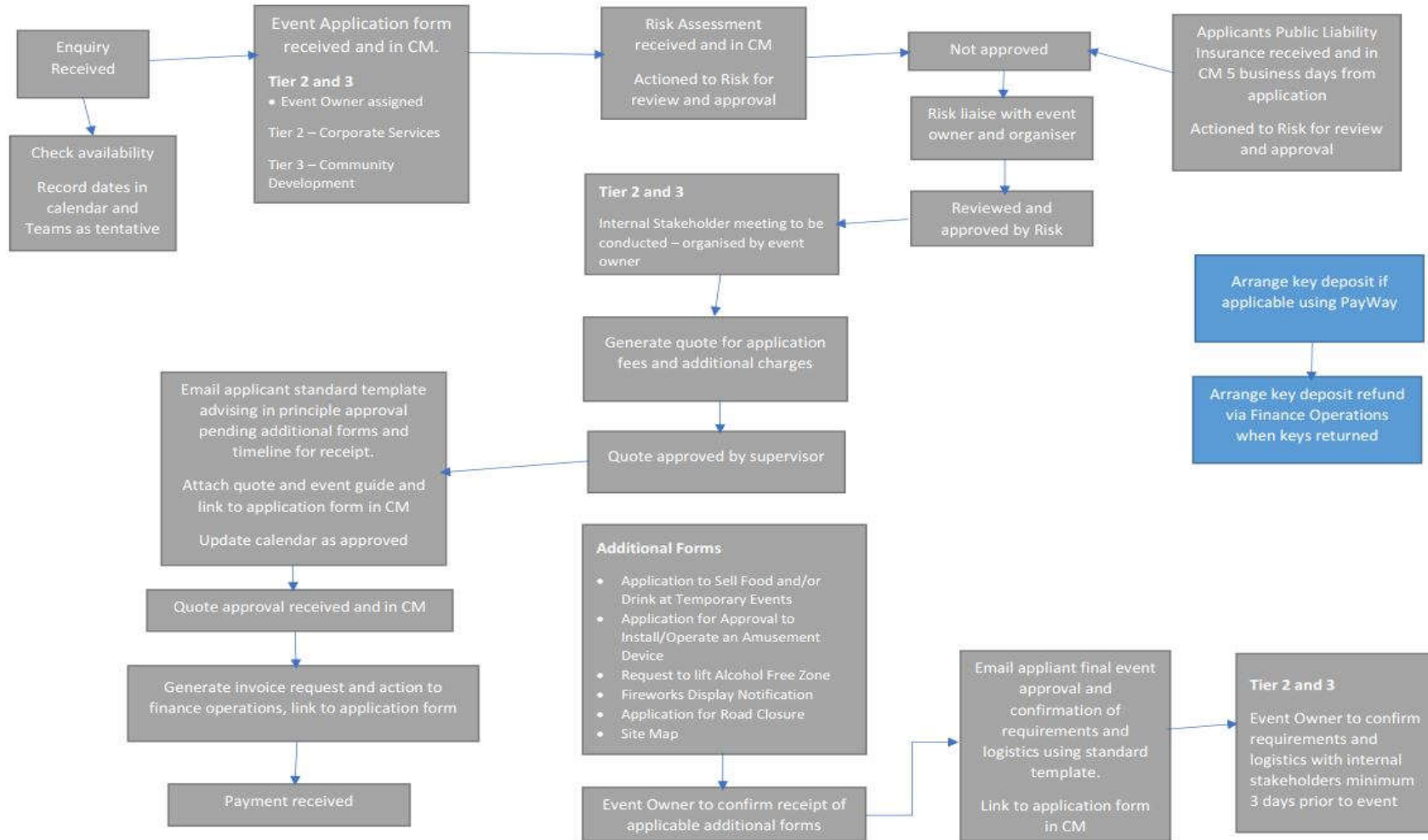
ACTION	POSITION
<p>All Event Application Documentation including event bookings and event plans reviewed by:</p>	<p>Relevant Internal/External Stakeholders as required</p>
<p>All Tier 1-3 Events – Event Plans/Public Liability Insurance reviewed/approved by:</p>	<ul style="list-style-type: none"> Customer Relations Officer Community Development Coordinator Civic Centre Facility Manager Risk Team (final PL insurance review/approval a minimum of 14 days prior to event)
<p>All Tier 1-3 Events – Risk Assessments developed and supplied for approval by:</p> <p>(Tier 3 – High Impact Events require a Risk Assessment developed in consultation with Risk Team)</p>	<ul style="list-style-type: none"> Customer Relations Officer Community Development Coordinator Civic Centre Facility Manager Event organisers

<p>Final Risk Assessments Tier 1-3 reviewed/approved by:</p> <p>Note: Must be provided to Risk Team for review a minimum of 14 days prior to event for Tier 1 events and a minimum of 30 days prior for Tier 2 and 3 events.</p>	<ul style="list-style-type: none"> • Risk Team • ELT and/or General Manager for identified medium/high level residual risks as per Council's ERM Framework – Risk Tolerance and escalations processes. (assistance provided by the Risk Team)
<p>Internal Event Approval given by: (final approval delegation dependant on size of event, financial impact, Event Tier Level and approved final risk assessment)</p>	<ul style="list-style-type: none"> • Internal Event Organiser and/or responsible Council Officer eg Community Development Officer or Civic Centre Facility Manager • ELT Manager • General Manager

Event Application – Tier 0 and Tier 1 Workflow



Event Application Workflow – Tier 2 and Tier 3



5. PERMITS AND REGULATIONS

Depending on the elements in your event, there may be venue, regulatory and or compliance approvals, permits or licences required in addition to the general event application approval.

5.1 BROKEN HILL CITY COUNCIL APPROVALS – ADDITIONAL (MAYBE REQUIRED).

- **Event Approval** – under Section 68 of the *Local Government Act 1993*, Permission to hold an event on public land under the ownership or care and control of Council.
- **Venue Hire** – Bookings for Council's parks, open spaces, reserves, some ovals and indoor venues is via Council's website and online booking forms. Council's \$355 managed sporting ovals and complexes will require liaison with the relevant \$355 committee.
- **Development Application for Temporary Structures** – In some cases large events may require a Development Application (DA) for the erection of temporary structures, which exceed the exempt development size limits contained in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (SEPP). A DA can take up to 12 weeks to be processed.

Large structures may require a fire safety plan and emergency exit signage/lighting.

- **Food Vendor Permits** – i.e., market stall holder and vendors.
All food traders at the event shall be registered with Council or their home Council. A list of food vendors is to be supplied to Council upon application.
- **Noise Regulations** – i.e., amplified music.
Set up, operate or use a loudspeaker or sound amplifying device.
- **Temporary Road Closures** – (Issued under Section 138 under *Roads Act 1993*) – Occupying the Road Reserve/Temporary Road Closures from the Local Traffic Committee Application for a road closure is made via a separate submission to the Broken Hill Shire Local Traffic Committee.
- **Amusement Rides and Inflatables (in conjunction with SafeWork NSW)** – Council will be required to review applications for approval to operate specified Amusement Rides or Devices. This requires lodgement of an [Application for Approval to Install/Operate an Amusement Device](#) separate to Section 68 Application.
- **Fireworks (in conjunction with SafeWork)** – The licensed pyrotechnician you engage must notify Council at least thirty working days prior to the display. For Council owned venues and property Council reserves the right to refuse/object to or impose conditions on an applicant's use of fireworks.

Council can refuse/object to a proposed fireworks display where sites are deemed unsuitable and/or there are concerns of any potential environmental or social impacts.

Please note while notice must be given to Council of an intention to use any firework, Council has no power to approve the use of fireworks on private land. However, Council may object to or impose conditions on an applicant's use of fireworks.

5.2 EXTERNAL AGENCY APPROVALS

Events may also require the following additional services to be provided as part of the event. Applications for the following services can be made direct to each respective service provider:

- Temporary Event Liquor Licences (Liquor and Gaming NSW)
- Fundraising Authorisations (Liquor and Gaming NSW)
- Notice of Public Assembly (NSW Police)
- User Pays Police (NSW Police)

- Road Occupancy Licence, Special Event Clearways (Transport for NSW)
- Civil Aviation Safety Authority and Air Traffic Control i.e., air-based activities and helicopter landings

6. RISK MANAGEMENT AND INSURANCE

6.1 RISK MANAGEMENT

Event organisers have a duty of care to provide a safe environment in which staff, volunteers, performers and contractors can work, in addition all events held on Council property or managed by Council must minimise as low as reasonably practical any potential risk exposure that could lead to negative effects on Council, its employees, volunteers, event attendee's or members of the general public.

This duty of care and its obligations is specifically outlined in the *Work Health and Safety Act 2011*, *NSW Local Government Act* and *NSW Civil Liabilities Act* (and supporting regulations and Codes of Practice) and create a statutory obligation on Council to ensure all risks and hazards are managed within its approved Enterprise Risk Management Policy and Framework.

As such risk management is now a significant consideration in event planning. During the planning stage it is essential that a risk management plan is developed and approved for the event. Once this is developed and approved it is important that the risks continue to be monitored and reviewed.

The risks identified will depend on the nature of the event. These could include but are not limited to:

- Inadequate first aid facilities and planning.
- Financial - from cost overruns, cancellation or poor attendance on event day.
- Reputation damage through non-arrival of performers or deliveries of goods.
- Equipment failure.
- Property damage or loss.
- Inadequate security and cash handling procedures.
- Lack of appropriate alcohol or gaming licence.
- Food poisoning.
- Lost children or inadequate child protection and supervision measures.
- Breach of noise restrictions.
- Lack of security plan identifying how to manage assets, crowd control and/or undesirable behaviour.
- Larger than expected crowds and inadequate crowd management.
- Sun exposure or adverse/extreme weather and changes during the event.
- Injury, explosion or fire caused from inadequate fireworks planning.
- Inadequate emergency response planning, including lack of planning to manage a potential fire emergency.
- Inadequate signage resulting in breach of safety and road regulations.
- Inadequate traffic, roads and pedestrian management planning.
- Inexperienced organisers resulting in poor event management.
- Public liability risk arising due to damage to persons or property.
- Compliance, regulation and licencing breach leading to prosecution or fine (eg SafeWork NSW, EPA, NSW Police, NSW Liquor and Gaming)

Please be aware that Council may cancel an event approval at short notice in the case of a severe weather event or a significant change in the hazards or risk associated with any event.

Early planning for potential emergencies will ensure that an event runs smoothly, and the safety of all event attendees is maintained (see [Emergency Management](#), page 31).

6.2 PUBLIC LIABILITY INSURANCE

It is a requirement of Council's insurer that the event organiser and/or event applicant provide to Council a copy of their Public Liability Certificate of Currency for a minimum \$20 million dollars.

Council may request higher coverage at its discretion. Upon receipt of the Certificate of Currency, Council's Risk Team will review the policy to ensure it aligns with Council's insurers requirements including:

- Council noted as an interested party (wherever possible).
- Date of issue of the Certificate of Currency is no older than seven (7) days prior to lodging event booking application and/or final documentation.
- Certificate of Currency clearly states approved and any excluded activities/occupations.

It is the applicant's and/or the event organiser responsibility to ensure all sub-contractors hold adequate insurance specific to the work or activity being carried out and provide documented evidence of insurance as either a conditional of approval or at the discretion of Council.

6.3 RISK ASSESSMENTS – REQUIREMENTS AND APPROVALS

As per the approval flow charts on pages 12 and 13 and section 4.3 – Event Tiers Categories on page 9, Council is required to have completed by the event organiser (both external and internal events) an appropriate risk assessment for all events categorised as:

- Tier 1 – Low Impact Events
- Tier 2 – Medium Impact Events
- Tier 3 – High Impact Events

Risk Assessments are to be submitted for review/approval by the Risk Team and other responsible Council officers who have delegated authority to accept or reject risks within Councils approved Enterprise Risk Management Framework (Risk Tolerance and Escalation Procedures) within the required timeframes, summarised as follow:

6.4 OUTDOOR/OPEN SPACES EVENTS

- Tier 0 – no risk assessment required (general/non-exclusive use of Council public open space facilities)
- Tier 1 – risk assessment required from applicant/event organiser
- Tier 2 – risk assessment required from applicant/event organiser
- Tier 3 – risk assessment required from applicant/event organiser

Completed using approved Event Management Risk Assessment templates.

6.5 INDOOR EVENTS/COUNCIL FACILITIES AND VENUES

- Tier 1 – Vault Take 5 risk assessment – Completed by facility/venue's responsible Council Officer/s
- Tier 2 – Vault Take 5 risk assessment – Completed by facility/venue's responsible Council Officer/s
- Tier 3 – Major Events risk assessment and pre/post event checklist (using approved Event Management templates)

6.6 INTERNAL COUNCIL EVENTS – INDOOR VENUES

Internal applicant/event organiser completes risk assessment for the activities to be undertaken and if required event venue completes risk assessment for its ability to host activities eg crowd control and infrastructure available.

Please Note: Risk assessments for outdoor/open spaces events must be provided to Risk Team for review a minimum of 14 days prior to event for Tier 1 Events and a minimum of 30 days prior for Tier 2 and 3 events.

6.7 INCIDENT REPORTING

It is required to have a system in place at each event to record incidents or accidents that may occur. It is important that everyone working at the event has a clear understanding of how to record incidents and what to do with this record at the end of the event.

Council must be notified of any incidents that have been notified to the event organiser.

6.8 WORK HEALTH AND SAFETY

Event organisers have a specific duty of care to provide a safe environment in which staff, volunteers, performers and contractors can work. Depending on the nature of the event, you will have certain legislative responsibilities to which you must adhere. Reference to the following publications can assist in determining your responsibilities:

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2017*
- Codes of Practice
- Australian Standards
- NSW SafeWork Guidance Material

In the first instance contact Council's Risk Team to discuss/clarify responsibilities in relation to the workplace health and safety issues relevant to a particular event.

6.9 EVENT CANCELLATION PLAN

Event organisers should be aware of conditions under which they might need to cancel the event. These could include severe weather, either prior or during the event, staffing levels, hazard or onsite emergency.

An event cancellation plan template is available for event organisers to measure weather, steps to take and implementing notification process for event cancellation. Council has used the Beaufort Wind Scale method to measure observed conditions.

7. EVENT SITE

7.1 SUITABILITY

The event site will need to be carefully assessed to ensure it is suitable for the event.

A number of factors will need to be considered, these include, but are not limited to; venue capacity, facilities, parking, access, exposure to strong winds and/or venues adjacent to residences. The site should not have the potential to become waterlogged or be subject to flash flooding in the event of a sudden storm.

In the case of an emergency (including a potential fire or flooding), the site plan must clearly identify safe assembly areas and escape routes. Events at open spaces and parks should indicate on the site map the most reasonable flow of traffic in an emergency situation where no assembly area is feasible.

7.2 ELECTRICITY SUPPLY AND INSTALLATION

Electricity is available at selected parks and reserves and will need to be sufficient to cater for the event, including the needs of anticipated food vendors/stalls/amplified music. For some larger events where electricity supply is limited, or in areas where there is no electricity, a generator will be required for power supply. A site inspection will determine if there are Council controlled electrical facilities in appropriate locations at the event site. Electrical work is to be carried out by an appropriately qualified and insured electrician. All works are to be authorised and contractors engaged by Council.

If an event will be held at night, it is essential to ensure walkways and exits are adequately lit in case of an emergency evacuation and to provide safe access to and from the site. Details of proposed additional lighting for night-time use must be submitted with the event application.

7.3 ACCESSIBILITY

To make your event as inclusive as possible it should be accessible to people with a disability. To maximise accessibility, your event plan should take into consideration the following where applicable:

- public and/or private transport to and from your event,
- parking areas for people with a disability,
- accessible facilities such as toilets and food and drink counters,
- viewing areas for people with a disability,
- access for emergency vehicles.
- wide entrance and exit paths, and
- information in large print for people with sight impairment.

7.4 TEMPORARY RESIDENCES

Council will not normally permit a temporary residence on public land. The only instance where a temporary residence may be considered is for the provision of overnight security and for the tending of animals.

7.5 POLLUTION CONTROL

It is the responsibility of the event organiser to ensure that in the preparation for, and during the event, land contamination, air and/or water pollution does not occur. Details of measures taken to prevent such issues should be provided with the application.

7.6 SITE PLAN

It is necessary for the event organiser to carefully consider the layout of the event site in the context of existing site features. The layout will need to take into account access for emergency vehicles (fire trucks, police and ambulances), traffic management (public parking, disabled parking and pedestrian access), access for servicing of garbage receptacles and toilets, first aid facilities, movement in and out of the site by stallholders and staff and sufficient space for free movement of the public.

The site plan must provide an overview of the proposed event. The site plan must be drawn to scale and clearly show where the event will be staged and contain details of the locations of all entrance, exits and facilities etc.

The site plan needs to clearly identify a safe assembly area and escape routes in case of an emergency (including a potential fire).

The content of your site plan should reflect the various aspects of your event. Some suggested inclusions are locations of.

7.7 STRUCTURES AND SITE FEATURES

- The stage and other structures, such as barricades, screens etc,
- Scaffolding,
- The event coordination centre and emergency response room,
- Entertainment areas/restricted access areas,
- Liquor outlets including approved liquor consumption areas/no-alcohol (dry) areas,
- Food vendors/stalls,
- Toilets, including accessible toilets,
- Sound and lighting control points, and
- On fire prone land – vegetation location and water bodies.

7.8 ACCESS AND THOROUGHFARES

- All entrances and exits.
- Safe assembly evacuation areas.
- Access for emergency vehicles (fire, trucks, police and ambulances), including routes around and through the event used by vehicles.
- On fire prone land the nearest refuge open space areas adjacent to the potential hazardous vegetation (eg roadway within 20 metres of vegetation).
- Routes around and through the event used by vehicles, including emergency access.
- Paths and lighting for pedestrians.
- Parking (if on fire prone land, ensure that parking does not occur in proximity of areas with long dried grass and/or unkempt dried vegetation).
- Parade route.
- Accessible points for persons with a disability, including ramps and wheelchair-accessible routes.

7.9 FACILITIES

- Fire-fighting equipment.
- Free drinking water points.
- Secure areas for storing lost property, prohibited and confiscated goods.
- Areas for staff/volunteers/lost children.
- Electricity and stand-by generators.
- Shelter and shade.
- Security guards.
- Waste receptacles and recycling facilities.
- Toilets.
- First aid facilities.
- Facilities for people with a disability.
- Public address systems.
- Location of nearest hydrants.
- Any static water supplies proposed in non-town water reticulated areas eg tanker facilities (ensuring sufficient water supplies are available for firefighting where events are on fire prone land).

- Location of open flame charcoal/gas or electric cookers (avoiding locating these facilities in close proximity to fuels and dried up vegetation to avoid a potential fire ignition).

7.10 VOLUNTEERS/STAFF

- Car park attendants.
- Event Organiser (or nominated representative) and Assistant/s for Emergency Response.

8. NOISE MANAGEMENT

Balancing a need for entertainment with the community's right to enjoy reasonable quiet can be a challenge. Generally, all events are required to comply with the provisions of the *Protection of the Environment Operations Act 1997* and the Protection of the Environment Operations (Noise Control) Regulation 2008.

However, Council can approve an event which will exceed the prescribed noise levels if satisfied that the event will be run and managed in such a way as to minimise any impacts on nearby residential areas.

For major events noise prediction information and a noise management plan will be required to be supplied by the event organiser with the event application for Council's approval.

Even smaller events may be required to prepare a noise management plan and distribute a community notification leaflet, see below, if a noise impact is anticipated.

8.1 NOISE PREDICTION

Events which are likely to affect a significant number of residents around the venue need to be assessed for potential noise impacts. Therefore, a noise prediction report should be included in the application. Noise level predictions are commonly performed using a computer model but for small scale events 'hand' calculations may be acceptable.

Noise prediction reports should contain the following information:

1. Venue details.
2. Likely environmental conditions.
3. Equipment location and type.
4. Where barriers are positioned for sound attenuation.
5. Proposed sound levels for a worst-case scenario.
 - a) at the mixing desk and nearest noise sensitive premises.
 - b) distance from mixing desk to the stage loudspeakers.
 - c) noise modelling or other predictions expressed graphical detail on a map of the venue and including affected outside areas showing noise level contours.
6. Analysis, conclusion and recommendations.

8.2 NOISE MANAGEMENT PLAN

Noise management plans can provide reassurance at an early stage to all parties that the event is likely to be well managed. Noise management plans should consider measures that will reduce the event's noise impact on the community, such as:

1. Maximum approved sound levels at the mixing desk and noise sensitive occupiers.
2. Stage and venue design and layout.

The natural features of the stage and venue location should be used to reduce the noise exposure of affected residential premises. The stage should be arranged so that:

- a) the stage music is directed away from noise sensitive premises.
- b) the flying speakers point towards the ground.
- c) the largest distance possible occurs between the noise source and receiver.
- d) potential physical or natural barriers are used to screen any noise.

8.3 TIME AND DURATION OF THE EVENT

Control over the start and finish times and duration of the event will reduce the noise impact on noise sensitive occupiers.

8.4 SOUND MONITORING AND REPORTING

Sound monitoring must be performed for the duration of the event by a suitably qualified acoustic consultant. It will include sound checks at the stage mixing desk and at least one location outside the venue at noise sensitive premises. The monitoring should be continuous and recorded.

A report should be submitted to the approving authority approximately seven (7) days after the event to assess whether the approval conditions were met.

The Council may also conduct random compliance checks. Council may undertake noise monitoring at the mixing desk and outside the venue, including the boundary of neighbouring stakeholders to assess the overall noise impact of the event. Any complaints may be responded to separately or in liaison with stakeholders.

8.5 COMMUNITY NOTIFICATION LEAFLET

Depending on the type and scale of an event a community notification leaflet should be drafted by the event organiser/promoter and checked by Council prior to circulation. It should be issued seven (7) days before the event to give occupiers adequate notice time and it should be written clearly in a positive manner. Details should include:

- a) Venue name and location;
- b) Dates, start and finish times;
- c) Attended complaint telephone service numbers;
- d) Other useful information to occupiers such as the event receiving approval from the Council and being subject to a noise management plan, which can serve to reassure the public that the event is being well managed;
- e) Any relevant non-noise related information such as traffic management, security and public transportation catering to the event.

The distribution area of the leaflets will be negotiated with the Council and will depend on the likely impact area of the event.

In addition to using leaflets some events may be required to notify the public via newspapers or other media as required by the authority. The use of media may be appropriate if the area of noise impact is very large.

8.6 COMPLAINT RECORDS AND RESPONSE PROCEDURES FOR STAFF

Applicants must maintain a record of complaints, including the names and addresses of complainants (if provided), times, dates and type of noise. The information should be passed on to others for action or be available at the request of Council's authorised officers. A procedure should be created for all relevant staff. Event management and the acoustic consultant responsible for noise management are to be kept informed of all noise complaints.

9. TRAFFIC AND TRANSPORT ISSUES

Event organisers will need to contact Council to discuss the possible traffic and transport issues that could arise as a result of your event activity. This includes setting up (bump-in) and dismantling (bump-out) the event site.

9.1 TRAFFIC MANAGEMENT/CONTROL PLANS

If you anticipate that your event will have an impact on traffic and/or transport, then you will be required to develop a Traffic Management/Control Plan (TMP or TCP). This plan needs to address road and traffic related matters, including for example: vehicle numbers, turning movements, parking, effects on surrounding roads and pedestrian access. Your event may not require road closures, but still may require a Traffic Control Plan (TCP) or be referred to the Local Traffic Committee (LTC) for approval. You should begin discussing your TMP/TCP with Council as soon as practicable but no later than three (3) months prior to the event. All Traffic Management/Control Plans are to be prepared by a licensed Traffic Control Company in accordance with the current Traffic Control at Works Sites Manual and are to be submitted to Council for approval as part of the application.

9.2 ROAD CLOSURE – LOCAL TRAFFIC COMMITTEE

An event organiser/application for a major special event that includes a road closure will be referred to Council's Traffic Committee. The Committee is made up of representatives of Council's Civil Services Group, NSW Police and Transport for NSW. The Committee will give advice on the acceptability of a proposal, necessary amendments to the proposal and the requirements for a Traffic Control Plan (if needed). Most special events in Broken Hill LGA are unlikely to require detailed and complex Traffic Management Plans.

An application for a major event should be submitted to Council at least three (3) months prior to the date of the proposed event, given the Local Traffic Committee meets every month.

9.3 PARKING

It is important to provide sufficient parking for people attending and working at your event. If your event is not accessible by scheduled public transport it may be necessary to provide shuttle bus services and/or additional parking facilities. If you need to set up additional parking areas, certified traffic marshals may be required. Remember suitable disabled parking is to be provided near the event. You could also consider drop off/pick up zone to alleviate congestion and for those with mobility impairments who can't find parking close to the event site.

9.4 PUBLIC TRANSPORT

An event that is serviced by public transport benefits from:

- A reduction in congestion on roads around the event.
- Having less parking facilities required for private cars.
- Easier access for people who cannot travel by car.

10. FOOD VENDORS

10.1 FOOD HANDLING

All food suppliers, including not-for-profit and charity fundraisers, are required to sell safe and suitable food in compliance with the Food Standards Code (the Code). The NSW Food Authority publishes the Food Handling Guideline for Temporary Events (the Guideline) which provides minimum standards for the preparation, display, handling and labelling of food and beverages in line with the Code.

It is important to be familiar with [Part 3.2.2 \(Food Safety Requirements\)](#) of the Code, which is particularly relevant to events. Among other things, it relates to the storage, processing, display and distribution of food; the skills and knowledge of food handlers and their supervisors; the health and hygiene of food handlers; and the cleaning and maintenance of premises and equipment.

10.2 COUNCIL APPROVAL

Event organisers must submit an [Application to sell food and/or drink at temporary events](#). Part 3.2.3 (Food Premises and Equipment) of the Code should also be consulted. It gives guidance on complying with the food safety standards in relation to the construction and fit-out of food stalls, premises and transport vehicles, as well as other necessary services such as water, waste disposal, lighting, ventilation, cleaning and personal hygiene facilities. The Guideline should also be consulted for recommendations on the location of food stalls and minimum standards for stall construction. An adequate supply of potable (town supply) water is to be available either from town mains or from supply tanks/containers at each food vehicle or stall.

10.3 WATER

Water used for any activities in the preparation of food, personal hygiene, cleaning and sanitising must be of a potable standard. Non-potable water may be used for cleaning and similar uses only where it will not compromise the safety of food on the premises.

Details of the appropriate Standards can be accessed via Food Standards Australia New Zealand www.foodstandards.gov.au/food-standards-code or by contacting Council's Environmental Health Officer.

10.4 NSW FOOD AUTHORITY

If you are serving food, you are required to notify the NSW Food Authority and a notification form can be completed online. Not-for-profit fundraising suppliers are exempt from this notification requirement. Food businesses of the type generally involved in temporary events are not required to hold an NSW Food Authority Licence. For more information on notifying the NSW Food Authority on telephone 1300 552 406 or for online notification go to www.foodauthority.nsw.gov.au.

10.5 FOOD VENDORS

Food vendors that sell unpackaged, ready-to-eat, potentially hazardous foods are required to appoint a Food Safety Supervisor. For further details visit www.foodauthority.nsw.gov.au or contact Council's Environmental Health Officer.

If you have alcohol at your event sufficient food must be available to patrons. You should consider the type of alcohol available and the duration of your event when determining how much and what food is available.

Written evidence should be supplied to Council **at least 2 weeks** prior to the event listing all food stall vendors secured. Vendors that reside outside of Broken Hill City Council LGA require evidence of proof of current registration. Evidence should also be supplied that vendors have notified the NSW Food Authority.

10.6 GAS COOKING APPLIANCES

The gas installation on any food vehicle shall be installed by a licensed gasfitter. The installation shall comply with the appropriate provisions of Australian Standard 1596-1997 Storage and Handling of LP Gas and Australian Standard 5601-2010 Gas Installations (or most recent editions). The Australian Dangerous Goods Code 1998 (Federal Office of Road Safety) (or most recent editions) applies to any vehicle with a gas installation that is to operate on a public road.

A current compliance plate shall be affixed to the vehicle.

Note: The removal of any gas appliance or changes made to the original gas installation require further certification and affixing of a new compliance plate. Any vehicle not fitted with a compliance plate applicable to the current installation will not be permitted to operate. Any gas fired appliance used in the open may not have a gas bottle greater than 9Kg attached to an appliance and the bottle must be contained (so that it cannot be tipped over).

10.7 PROPOSED COOKING APPLIANCES

Event organisers are required to provide details of any proposed appliances to be used on site eg open flame charcoal/gas or electric cookers. It will also be necessary that all food vendors with kitchen cooking appliances have fire extinguishers and a fire blanket consistent with the Guidelines for food businesses at temporary events.

10.8 ENVIRONMENTAL HEALTH OFFICER

Council's Environmental Health Officer may attend the event. Where an inspection is deemed necessary food inspection fees will be charged in accordance with the Council's adopted fees and charges.

11. ALCOHOL

There are two forms of alcohol regulation that are used to manage alcohol consumption in public areas. These are Alcohol Free Zones and Alcohol Prohibition.

11.1 ALCOHOL FREE ZONES

An Alcohol-Free Zone (AFZ) is a regulation put in place to prevent disorderly behaviour caused by the consumption of alcohol on public roads, footpaths and public car parks. AFZs are in place in Broken Hill CBD area (including Sturt Park) prohibiting the consumption of alcohol 24 hours a day, seven days a week.

11.2 ALCOHOL PROHIBITED

Areas that are Alcohol Prohibited prohibit the carrying and or consumption of alcohol in public areas such as parks, reserves and beaches by the placing of signs prohibiting these actions. Council has implemented Alcohol Prohibition in all parks and reserves between the hours of 10pm and 7am seven days a week, unless signposted differently.

All sports fields and surrounding reserves are Alcohol Prohibited areas. Alcohol may not be consumed in these areas unless there is a licensed bar operating in association with a sporting event where alcohol may be consumed in the licensed area only.

Council can erect Alcohol Prohibited signage upon the request of the event organiser(s) to ensure compliance with the regulation.

Council may vary these alcohol controls for a **'one off'** special event in consultation with local police. Details of any proposal to sell or consume alcohol must be provided with the event application.

11.3 SELL OR SUPPLY ALCOHOL AT EVENT

To sell or supply alcohol at an event, the appropriate liquor licence must be obtained from the NSW Office of Liquor, Gaming and Racing. Of the categories available, the one most likely to be relevant for the purpose of the event is a limited licence.

Applications for a limited licence must be lodged at least 28 days before the special event start date. NSW Police, local council, residents and other interested persons can lodge a submission in relation to a liquor licence application.

To sell or supply alcohol at an event the applicant must notify local police and the local council; if the council is the consent authority for the land where you propose to stage the event.

To determine the appropriate liquor licence required, go to the NSW Office of Liquor, Gaming and Racing's website www.liquorandgaming.nsw.gov.au for further information.

Responsible Service of Alcohol (RSA) certification is mandatory for any person (paid or volunteer) involved in the sale, supply and service of alcohol at an event, including security staff with crowd control duties. The use of glass containers to serve alcohol is prohibited for safety reasons.

Council and/or police may require applicants to engage User Pays Policing Services, where fees apply for police to attend the event at the organiser's expense.

11.4 BYO ALCOHOL AT EVENT

Event organisers may wish to allow attendees at the event to bring and consume their own alcohol (BYO). If this is the case, event organisers must notify Council in their application to ensure proposed consumption is not in an Alcohol-Free Zone or Alcohol Prohibited area. If this is the case Council and local police will need to determine if the zoning will be lifted for a 'one off' special event. If the area is designated to allow BYO alcohol consumption, additional amenities and waste bins are required and signage advertising the designated areas must be displayed.

There may also be a requirement for additional security officers to be engaged during the event. Council will provide a public notice of all changes to designated AFZ and Alcohol Prohibited areas.

12. TEMPORARY STRUCTURES

12.1 DEVELOPMENT APPLICATION

In some cases, large events may require a Development Application (DA) for the erection of temporary structures, which exceed the exempt development size limits contained in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (SEPP). A DA can take up to 12 weeks to be processed.

It is strongly recommended that the applicant contacts Council's Development and Environmental Health Team to discuss the requirements and allow sufficient time for the application to be processed. A fee will be charged in accordance with Council's adopted scale of fees and charges. When the application is lodged it must be accompanied by a detailed report of your proposed activities together with a site plan, hours of operation, waste management strategies, security measures etc.

The main purpose of the DA is to check for fire safety provisions including egress paths and emergency exit widths, door furniture, emergency and exit lighting, structural adequacy and wind loading. Council will require evidence from an appropriately qualified and insured practicing structural engineer that the structure, when assembled, will be adequate for its intended purpose. The structural engineer will be required to state limitations such as live loads and maximum wind loadings for which the structure has been designed. Council will also require a copy of the equipment supplier's Public Liability Certificate of Currency.

The event organiser must ensure that all conditions contained in the development consent for the erection of the temporary special structures/s are adhered to. All plant and equipment installed or used on the event site shall be maintained in a serviceable condition and operated in a proper and efficient manner at all times. The event organiser must ensure that the structure is not left unattended at any time without barricading, signage and security staff (at the organiser's cost) to prevent unauthorised public access. Temporary structures must be removed by clean up date.

Council's Development and Environment Health Group may wish to inspect the assembled structure prior to its use. A fee will be charged in accordance with Council's adopted fees and charges for this service.

12.2 SMALL TEMPORARY STRUCTURES/GAZEBOS

There are a range of small marquee and gazebos on the market which are most often used at events. The most common size is 3m x 3m and 6m x 3m with or without sides. Most standard structures of this nature come with tie down rope and pegs with weight bags being an optional extra.

Council does not allow the pegging of any structures without prior consent and generally works on other methods to secure temporary structures of this nature. This can include water ballast or weighted bags secured to each leg.

Event organisers should monitor wind carefully during events where temporary structures are in place. As a general guide, Council suggests a minimum of 15kg per leg depending on the forecast wind speed (including gusts) during the course of the event. This amount should increase by 15kg per leg for every 10km/hr increase in wind speed.

13. AMUSEMENT RIDES OR DEVICES

13.1 AMUSEMENT RIDES

Section 68 of the *Local Government Act 1993* requires the prior approval of Council to be obtained for the installation and operation of specific amusement devices. If required, a Section 68 approval shall be obtained for amusement devices at least 6 weeks before the event.

Regulation 75 of the *Local Government General Regulation 2005* exempts "small amusement devices" from the need for approval provided the owner/operator complies with certain requirements.

13.2 SMALL AMUSEMENT DEVICE

A Small Amusement Device is defined in the *Local Government (General) Regulation 2005* as "an amusement device that is designed primarily for the use of children 12 years of age and under and includes such amusement devices as mini-Ferris wheels, battery operated cars and miniature railways but in the case of rotating amusement devices, includes only those devices that have a maximum rotation of 14 revolutions per minute."

13.3 DETAILS OF DEVICE

The owner/operator of the device will need to advise Council on the application of the classification of the device, determining whether a Section 68 approval is required.

An amusement device may be installed or operated without the prior approval of the Council if:

- a) it is a "Small Amusement Device" as defined above.
- b) the ground or other surface on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and is not dangerous because of its slope or irregularity or for any other reason.
- c) the device is registered under the NSW Work Health and Safety Regulation 2011.
- d) the device:
 - I. Is to be or has been erected, and
 - II. Is to be or is being operated in accordance with all conditions (if any) relating to its erection or operation set out in the current certificate of registration issued for the device under that regulation.
- e) There exists for the device a current logbook within the meaning of chapter 5 of that regulation.
- f) In the case of a device that is to be or is installed in a building, fire egress is not obstructed.

- g) There is in force a contract of insurance or indemnity that indemnifies to an unlimited extent (or up to an amount of not less than \$20,000,000 in respect of each accident) each person who would be liable for damages for death or personal injury arising out of the operation or use of the device and any total or partial failure or collapse of the device against that liability. The current certificate of currency must be submitted to council at least 14 days prior to the event.

If an amusement device does require prior approval of Council, an Application to Operate an Amusement Device will need to be submitted to Council for each device, at least six (6) weeks prior to commencement of the event together with the following documentation:

- a) Current Certificate of Currency for public liability insurance coverage for the applicant to an amount of not less than \$20,000,000 (all devices must be listed on the certificate).
- b) Current Certificate of Registration for the device issued by SafeWork NSW.
- c) Current logbook for the device documenting the device's recent usage and annual inspection. The logbook must be supplied at least 30 days prior to the event. Logbooks must be of a standard equal to, or greater than the Australian Standard. If any record within the supplied logbook is unsatisfactory, the device operator will be given 14 days to resupply for re-evaluation.
- d) Certification from a properly qualified structural engineer for which the device is being erected that: (this may not be received until closer to the event date)
- III. the ground or other surface on which the device is to be erected, is sufficiently firm to sustain the device while it is in operation and will not be dangerous because of its slope or irregularity or for any other reason; and
- IV. the device once erected, will be capable of resisting loads determined with the following Australian standards:
- i. AS/NZS 1170.0:2002
- ii. AS/NZS 1170.1:2002
- iii. AS/NZS 1170.2:2002
- e) Current Certificate of Currency for professional indemnity insurance for the engineering firm providing certification to an amount of not less than \$10,000,000 (this may not be received until closer to the event date).

An [Application for Approval to Install/Operate an Amusement Device](#) is required for each device.

13.4 INFLATABLE DEVICES

Inflatable devices with a platform (the surface customers stand on) less than three (3) metres high may be installed without a Section 68 approval if:

- a) the device is erected in accordance with manufacture's requirements and the event organiser's insurance noting that inflatable devices are covered by their insurance, or
- b) the owner of the inflatable device erects the device and remains on site with the device for the entire period that it is installed and operated. The event organiser must sight and obtain a copy of the ride owner's insurance.

A copy of the owner's Certificate of Currency must be submitted to Council for approval, at least 14 days prior to the event. There is to be in force a contract of insurance or indemnity that indemnifies to an unlimited extent (or up to an amount of not less than \$20,000,000 in respect of each accident) each person who would be liable for damages for death or personal injury arising out of the operation or use of the device and any total or partial failure or collapse of the device against that liability.

13.5 DECLARATION

Event Applicants and Device Operators will be required to complete a signed declaration, declaring that all amusement devices and inflatables will be installed in accordance with manufacturer's instructions and that adequate risk management measures have been implemented within the risk plan to identify control measures for potential hazards. These hazards include collapse, extreme wind or weather conditions or other site-specific risks.

An [Application for Approval to Install/Operate an Amusement Device](#) is required for each device.

13.6 HELICOPTER LANDING/AIR BASED ACTIVITIES (INCLUDING DRONES)

Event organisers/operators will need to obtain all relevant approvals from the Civil Aviation Safety Authority, Air Services Australia and Air Traffic Control. Operators must also comply with other Council processes and procedures for obtaining approval for air-based activities at the Broken Hill Airport.

Written approval will need to be issued by Council for all air-based activities. Council reserves the right to decline an application where an event site is deemed unsuitable or unsafe for the general public.

The operation of drones is considered an air-based activity and as such is subject to restrictions and approvals by the Civil Aviation Safety Authority. Event organisers should take into account where drones are going to be used and how you will implement drone flight corridors within your event area. This applies for both film/photography and drone shows.

14. FIREWORKS

14.1 LICENCES AND NOTIFICATIONS

Under the *NSW Explosives Act*, SafeWork administers a system of licences and notifications to control and regulate fireworks.

The licensed pyrotechnician you engage for your event must notify SafeWork seven working days before any fireworks display.

Once approved, SafeWork will issue a written 'Notification of Pyrotechnic Display' to the pyrotechnician. This is to be **supplied to Council** prior to the event taking place.

The licensed pyrotechnician must also notify the following organisations:

- Local fire brigade at least two days before the event
- Local police at least two days before the event, and
- Any other applicable agencies or interested parties.

Event organisers will need to complete the [SafeWork NSW Fireworks Display Checklist](#) and submit with your event application. The checklist provides clear guidance and steps on site/location, neighbours (who will your display impact on), notification details, authorities to be notified and insurance details.

14.2 FIRE BAN

Should your event take place during a fire ban, an exemption would need to be obtained from the Local Fire Control Officer **in writing** and provided to Council prior to the event taking place.

14.3 RESIDENT ADVICE

Residents within the vicinity of the event must be advised of the fireworks component of the event by way of letterbox drop, not less than one week prior to the event. Council may choose to place a public notice on its website to notify residents of the fireworks display.

Notification to residents should include the details of the fireworks display and time frames, with emphasis on encouraging all pet owners to have their animals secured.

Careful consideration to the appropriateness of the event site for a fireworks display should be given, considering any potential environmental and social impacts and required exclusion zones depending on the size of the fireworks to be launched. Some sites will be unsuitable for fireworks displays.

14.4 SITE PLAN

Details regarding the launch site and exclusion zones for the fireworks must be included in your **site plan**.

For detailed information about the operation of fireworks and the permits required go to www.safework.nsw.gov.au.

15. SERVICES

15.1 TOILET AND ABLUTION FACILITIES

The existing toilets at an event site have been installed by Council to cater for general users. As the event organiser, you may be required to supply additional toilet facilities specifically for attendees.

It is essential that there are sufficient toilet facilities at your event for the number of expected attendees. There is no uniform Australian standard for the number of toilets. However, the following guidance for the provision of toilet facilities at special events is taken from the [NSW Government Department of Premier and Cabinet Event Starter Guide](#).

15.2 TOILET FACILITIES FOR EVENTS WHERE ALCOHOL IS NOT AVAILABLE

Patrons	Males			Females	
	WC	Urinals	Hand basins	WC	Hand basins
< 500	1	2	2	6	2
< 1000	2	4	4	9	4
< 2000	4	8	6	12	6
< 3000	6	15	10	18	10
< 5000	8	25	17	30	17

15.3 TOILET FACILITIES FOR EVENTS WHERE ALCOHOL IS BEING CONSUMED – EITHER BYO OR SOLD THROUGH LIQUOR PERMIT

Patrons	Males			Females	
	WC	Urinals	Hand basins	WC	Hand basins
< 500	3	8	2	13	2
< 1000	5	10	4	16	4
< 2000	9	15	6	18	6
< 3000	10	18	10	20	10

< 5000	12	25	17	33	17
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The above figures may be reduced for short duration as follows:

Duration of event	Quantity required
8 hours plus	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

Where alcohol will be available, the number of facilities needs to be substantially higher. Other factors that should be considered when determining the toilet facilities required include the duration of the event, the crowd demographic and crowd peaks during the event. At least one toilet should be accessible for people with a disability.

15.7 WATER

The event organiser must consider the availability of potable water that is needed for drinking, washing etc and the supply source. If an extensive quantity of water is required and it is sourced from a Council supply, Council may require it to be metered and paid for.

15.8 WASTE

One of the key areas of responsibility in conducting an event is to effectively manage waste on the event site and surrounding areas. The existing rubbish bins and sanitary disposal units at the event site have been installed by Council to cater for general users.

The event organiser is responsible for supply of additional waste facilities generated at the event site and surrounding areas, at its expense. Even small events can generate large amounts of waste. It may be required to generate a **Waste Management Plan** as part of your application for event approval.

Some aspects for consideration regarding waste management before, during, and after your event are:

- Promoting your event as waste wise.
- The use of glass bottles is prohibited for safety reasons.
- Using waste receptacles – the type (such as those with lids or covers), quantity and placement.
- Emptying of receptacles - frequency, operational issues (eg will waste trucks be able to access necessary areas at your event).
- Managing waste which has not been placed in receptacles.
- Having policies that encourage vendors to reduce packaging, and contractors to adopt waste reduction strategies.
- Recruiting volunteers to clean litter during and after the event and providing them with the appropriate training and protective equipment.
- Identifying procedures for the ongoing storage and disposal of sewage waste.
- Adopting recycling measures, including public messages and signage to encourage recycling.
- Conducting a post-event site clean-up, including of the zone just beyond the event perimeter.

The following is a guide to the types of waste you will be likely to manage at the event:

- **General rubbish** – bins must be placed around the entire event site and close to areas where food is being sold or consumed.
- **Recyclable items** – clearly identified recycle bins must be placed side by side with general rubbish with general rubbish bins (not back-to-back).
- **Food providers and stall holders waste** – food providers and stall providers should have bins for their own waste disposal. These bins should be placed away from any food consumption, preparation or storage areas.
- **Toilet facilities waste** - it will be expected that all liquid waste be completely removed from the site within 24 hours of the event.

As a guide minimum number of additional bins for attendee use (not including existing public bins) is required. When estimating the number of bins for your event, Council will work on the following method:

- 1,000 people x 2 meals = 2,000 litres estimated waste
- Divide 2,000 by 240L (standard bin size) = 8 bins = 4 bin stations of 1 waste and 1 recycling bin each

The provision of MGBs and dumper bins are available from Council's Waste Services. Charges apply in accordance with Council's adopted fees and charges. A limited number of additional MGBs for events in Sturt Park are available for no additional charge.

Council is committed to sustainability and encourages all events to work towards making a positive contribution to waste management. To discuss waste minimisation options for your event contact Council's Waste and Sustainability Manager.

16. SIGNAGE AND BANNER POLES

16.1 BANNER POLES

Major event organisers can apply to have event banners included in the CBD banner install calendar. Banner design must be approved by Council and produced by Council's preferred banner supplier at the cost of the event organiser. Banners will be installed by Council staff at the cost of the event organiser and will be in place for a min of four (4) weeks or within Council's banner calendar. Banners will be stored by Council.

16.2 EVENT SPONSORSHIP

Council may enter into sponsorship arrangements with organisations to support events which contribute to the economic growth of the City. Sponsorship is a cash and/or in-kind fee paid. Council may sponsor events held locally that benefit the community through increasing visitor numbers to the City. In seeking event sponsorship, organisers should read the Sponsorship Policy, understand the eligibility criteria and complete the relevant application form. Local events that are not held to drive visitation to the City can apply for assistance via Council's Community Assistance Policy.

17. EMERGENCY MANAGEMENT

17.1 PLANNING

Emergency situations can occur at any time during an event and to ensure public safety these potential situations need to be planned for appropriately to minimise risk exposure to event organisers, attendee's, Council employees/volunteers and general public.

Accordingly, during an emergency, such as a fire event, it is the responsibility of the event organiser to ensure that all participants can be promptly evacuated to a place of safety, organisers may be required to prepare an **Emergency Evacuation Plan** to be implemented in case of an emergency.

- A standard evacuation plan typically involves the following components:
- The identification of emergency roles for staff
- Triggers for evacuation
- Identification of "Safe Refuge Areas"
- Identification of evacuation routes
- Emergency procedure
- Communication and training recommendations

17.2 EMERGENCY CONTACT NUMBERS

The following information must be included within the event application/event plan.

Name of Organisation

- NSW Rural Fire Service
- Fire Brigade and Rescue NSW
- NSW Police Service
- Broken Hill City Council
- State Emergency Services
- NSW Ambulance Service
- Broken Hill Hospital

All fires to be reported to 000

17.3 TRIGGERS FOR EVACUATION

In the event of a fire or other extreme emergency situation, a decision is made to either evacuate to a safe muster point or to completely evacuate the site and cease operation of the event.

Given the location and nature of Council managed open spaces, reserves and parks, an evacuation order will generally mean that all patrons will disperse via the safest route. Due to the open nature of these locations, it would be difficult to manage patrons to a muster point and have the event recommence.

Event organisers should be aware of safe options for patrons to disperse the event site in open spaces.

For events located in Council's venues and facilities, the relevant Emergency Response Plan should be followed.

17.4 EMERGENCY PROCEDURE

During an emergency, identify the procedures, which are to be adhered to in the event of an evacuation. For example, the following actions should be included at a minimum:

The **Event Organiser (or nominated representative)** should:

- Ensure communications (i.e., mobile phone on hand).
- Remain calm and explain to the participants what is happening.
- Monitor local radio and public service announcements.
- Ensure that all persons are informed of the evacuation process and initiate the evacuation in accordance with agreed sequence.

- Advise the local emergency service that the site is being evacuated and that all participants (include estimate of how many) are evacuated to an assembly area or areas (if applicable) or have vacated the site.
- Shall be identifiable with appropriate attire.

The **Event Assistant/s** should:

- ensure all persons are accounted for (if applicable).
- Assist all persons in his/her area to evacuate.
- report to the Event Organiser (or the nominated representative) and assist the Event Organiser (or nominated representative) wherever required.
- Shall be identifiable with appropriate attire.

17.5 EMERGENCY – COMMUNICATION AND TRAINING

It is expected that the event organisers would have the required communication tools to ensure that all emergencies are attended to promptly.

To ensure that operational procedures are followed in an orderly manner during an emergency, it is crucial for all members of the event organisers team to be thoroughly familiar with what is expected of them. For this to occur, it is necessary for event staff to be educated on the emergency procedure and to understand roles and responsibilities. It is recommended, that Council undertake fire and emergency drills within its venues and facilities on a regular basis.



www.brokenhill.nsw.gov.au

DRAFT EVENTS MANAGEMENT POLICY

QUALITY CONTROL			
EDRMS REFERENCES	D24/34469		
RESPONSIBLE POSITION	Community Development Coordinator Director Corporate and Community		
APPROVED BY	General Manager		
REVIEW DATE	July 2028	REVISION NUMBER	1
EFFECTIVE DATE	ACTION	MINUTE NUMBER	
18/12/2024	Public Exhibition		

1. INTRODUCTION

Broken Hill City Council is a keen supporter of events and festivals in the Council's Local Government Area (LGA) and recognises the important role they play in the liveability of the City. Depending on the nature and scale of the event or festival, they have the potential to deliver significant economic, environmental, social and cultural benefits to the region.

The purpose of this policy is to provide Event Organisers with guidance regarding the planning, approval processes and management of events and festivals taking place on public land within the Broken Hill City Council LGA.

This policy provides the strategic framework for consultation and planning, aiming to assist organisers in understanding and complying with relevant Federal, State and local legal requirements and their "Duty of Care" under the NSW *Work Health and Safety Act 2009* and Common Law in NSW.

Council is committed to safety and strives to foster safety within the community by providing guidance in managing the inherent risks associated with events and festivals.

2. BACKGROUND

Council is committed to ensuring the successful planning and implementation of commercial and community events throughout the City. The social and economic benefit of events is something that Council recognises as being vital to drive growth in the liveability and cultural experiences within the City.

This policy sets out Council's approach to event and festival requests to be held on Council property, Local Government Land and public roads. The objective of this policy is to:

- Outline the Council's role and set out criteria used by Council and Council staff when assessing the level of support provided to events and festivals in the Broken Hill City Council LGA.

- To establish and promote practices which minimise losses and provide a safe environment for event participants and the public.
- Promote safety awareness, support risk management strategies and implement processes to reduce risk.
- Recognise that successful events are planned and the result of a co-operative effort.
- Plan, develop and maintain accessible and appropriate infrastructure and event spaces.
- Encourage capacity and support for the quality delivery of events and festivals.
- Build community spirit, encourage participation in cultural and recreational activities, support health and wellbeing, social inclusion and encourage volunteering.
- Increase economic development and enhance the Council LGA as a premium tourism destination.

This Policy should be read in conjunction with the Council's Events Guide. Council has terms and conditions relating to the types of events conducted in specific venues and facilities.

3. SCOPE

This policy specifically applies to Event Organisers hosting Commercial or Community Events held on Council owned or managed land and public roads.

The Policy does not apply to:

- Events or festivals on private land.

4. POLICY STATEMENT

All events and festivals held in the Broken Hill City Council LGA on public land owned or managed by Council require approval from Council. Some ovals and sporting complexes managed by S355 Committees of Council have delegation to approve and manage events, excluding some major ticketed events such as live concerts.

Individuals and/or businesses wishing to hold an event on public land must submit an event application to Council.

Event and Festival applications will be assessed in the first instance by Council staff. Applications that include any of the following elements may be referred to relevant other departments for consideration.

- Potential to attract a large crowd.
- Potential to generate significant sensitivity, controversy or opposition.
- Requirement for traffic management.

Council may withhold or withdraw approval for any event, which does not comply with Council's Events Guide or conditions outlined in the event permit/approval issued by Council.

If the holding of an event in the Broken Hill City Council Area will involve liquor being consumed, the event organiser/owner is required to comply with all requirements from Liquor & Gaming NSW. No alcohol is to be consumed at events held in designated Alcohol-Free-Zones or Alcohol-Prohibited-Zones unless the event has obtained a separate one-off exemption. Any event held in a public place must have a liquor licence if people want to consume alcohol. If the event is not licensed, the normal rules apply for alcohol-free zones.

Event Organisers conduct events at their own risk and must indemnify and hold harmless the Council against all claims resulting from any damage, loss, death or injury in connection with the venue used.

Events or festivals that are open to the public on Council or community land must provide evidence of appropriate \$20 million public liability insurance appropriate to the event activities before they can be approved.

5. RESPONSIBILITIES

Council is responsible to:

- Ensure the event approval process meets relevant legislative requirements.
- Process all community and commercial event applications on Local Government Land and roads.
- Issue a permit/approval to Event Organisers, which details the requirements of the event or festival and the conditions that promote best practise models of event management.
- Issuing permits/approval relevant to event management such as the use of amusement devices, busking, the selling of goods, built infrastructure and serving of alcohol and food.

Council can apply conditions against the approval of a number of other permits such as Authority to Fundraise (NSW Fair Trading), Liquor Licencing (Liquor & Gaming NSW) and fireworks (SafeWork NSW).

Applications for events or festivals likely to impede local traffic movement need to be reviewed at the Local Traffic Committee meeting (this committee consists of a Council representative and representatives from Transport for NSW and the NSW Police).

Event Organisers who hold events on Council owned or managed land are responsible to:

- Ensure that all required permits are obtained with the relevant departments at Council and any relevant legislation is complied with.
- Advise or obtain written approval or licences from other relevant organisations such as SafeWork NSW, NSW Police, Transport for NSW, Liquor & Gaming NSW and Fire and Rescue NSW.
- Abide with all legal and Council requirements detailed in the Council's Event Guide and any approval conditions for the event.
- Submit to Council the event application which meets the minimum notice period for the proposed commencement of the date of the event as detailed in Council's event guide and booking systems (or Event Management Framework, (internal use only)).
- Ensure events and festivals are planned and managed in a safe and inclusive manner.

6. DEFINITIONS

6.1 Event Organiser

The individual or group legally responsible for the planning, booking, managing and execution of an event or festival. This person will be the main contact for Council in relation to the event or festival application and be considered as holding primary responsibility for management of the event.

6.2 Local Government Land

Defined under Section 68 of the *Local Government Act 1999*. All local government land that is owned by Council or under Council's care, control and management at the commencement of this section (the *commencement date*) is taken to have been classified as public land unless:

- a) The council resolves to exclude the land from classification as community land within three years after the commencement date; and
- b) The land is unaffected by provisions of a reservation, dedication, trust or other instrument that would prevent or restrict its alienation.

Land includes footpaths, and parks, venues, facilities and sports grounds.

6.3 LGA

Local Government Area

6.4 Stakeholders

Those people and organisations who may affect, be affected by or perceive themselves to be affected by a decision or activity.

6.5 Commercial Events and Festivals

Means events and festivals conducted for marketing, promoting or selling a service or product, or for providing entertainment for profit. They may provide direct benefit to the local economy by attracting visitor numbers to the area or provide the area with local, national or international recognition.

6.6 Community Events and Festivals

Means those events or festivals that create and foster a positive community spirit through volunteering, participation, relationship building and cooperation. They may provide opportunities for recreation, entertainment, celebration and education. Typically held by not-for-profit organisations to celebrate or remember significant State and National days of recognition or to fundraise for community initiatives or charitable purposes.

6.7 Council Run Events and Festivals

An event initiated and managed by the Council.

6.8 Private Events or Festivals on Council or Community Land

Means events held for private purposes that generate no revenue to the organiser. The event is generally not granted or guaranteed exclusive use of any public area eg wedding ceremony, family picnic, birthday celebration.

7. LEGAL AND REGULATORY REQUIREMENTS

- *Work Health and Safety Act 2011*
- Building Code of Australia and relevant Australian standards requirements
- *Environmental Planning and Assessment Act 1979*
- *Food Act 2003* and the Food Standards Codes
- *Local Government Act 1993*
- *Road Transport (Safety and Traffic Management) Act 1999*
- *Liquor Act 2007*
- Protection of the Environment Operations (Noise Control) Regulation 2008
- *Smoke Free Environment Act 2000*
- *NSW Explosives Act 2003* and the Explosives Regulation 2013 – Fireworks
- Australasian Performing Right Association (APRA) licence
- *Lotteries and Art Unions Act 1901* and the Lotteries and Art Unions Regulation 2014
- *Charitable Fundraising Act 1991*

8. RELEVANT POLICIES/Frameworks

- Enterprise Risk Management Policy and Framework
- Contractor Management Framework
- Event Management Framework
- Draft Community Events Framework
- Events Guide
- Events Application Form
- Risk Assessment Template

COMMUNITY DEVELOPMENT COMMITTEE

October 16, 2024

ITEM 2BROKEN HILL CITY COUNCIL REPORT NO. 192/24

SUBJECT: DRAFT OUTBACK ARCHIVE COLLECTION MANAGEMENT
POLICY FOR PUBLIC EXHIBITION D24/50314

Recommendation

1. That Broken Hill City Council Report No. 192/24 dated October 16, 2024, be received.
2. That That Council endorse the Draft Outback Archive Collection Management Policy for the purpose of public exhibition.
3. That the Draft Outback Archive Collection Management Policy be exhibited for public comment for a period of 28 days.
4. That a report be presented to Council at the conclusion of the public exhibition period, detailing submissions and any recommended amendments arising, with a view to adopting the Draft Outback Archive Collection Management Policy. If adopted the previous Outback Archive Collection Management Policy will be rendered obsolete.

Executive Summary:

The Outback Archive Collection Management Policy has been written to replace an earlier policy from 2009 (Outback Archives Policy), which no longer meets the standards of a professional collection management policy.

The draft Outback Archive Collection Management Policy has been developed to align with the current policies for the Broken Hill City Art Gallery and the Albert Kersten Mining and Minerals Museum and to meet with policy guidelines provided by the Australian Museums and Galleries Association.

Report:

The draft Broken Hill Outback Archive Collection Management Policy aims to guide and develop the management of the Broken Hill Outback Archive and support its 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 and repute.

The existing policy is very brief and does not meet all criteria relevant to a well-managed archive. 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.

The Outback Archive Collection Management Policy is attached.

Community Engagement:

The Draft Outback Archive Collection Management Policy will be placed on public exhibition for a period of 28 days.

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993

Financial Implications:

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

Attachments

1. [↓](#) Draft Broken Hill Outback Archive Collection Management Policy

RAZIJA NU'MAN
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL
GENERAL MANAGER

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.

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.

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. 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

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

November 28, 2024

ITEM 3BROKEN HILL CITY COUNCIL REPORT NO. 193/24

SUBJECT: MINUTES OF THE S355 YOUTH ADVISORY COMMITTEE
MEETING HELD 14 NOVEMBER 2024 D24/57750

Recommendation

1. That Broken Hill City Council Report No. 193/24 dated November 28, 2024, be received.
2. That the minutes of the S355 Youth Advisory Committee meeting held on 14 November 2024 be received.

Executive Summary:

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

Report:

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

Community Engagement:

Minutes provided to the S355 Youth Advisory Committee members.

Strategic Direction:

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

Relevant Legislation:

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

Financial Implications:

Nil

Attachments

1. [↓](#) 355 Youth Advisory Committee - Meeting Minutes - 14 November 2024 - EG

RAZIJA NU'MAN
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL
GENERAL MANAGER

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

22/148

1. Present

Councillor Hayley Jewitt	Council Delegate (Chair)
Councillor Alan Chandler	Council Delegate
Rachel Merton	Community Development Coordinator (BHCC)
Alison Howse	Community Development Officer (BHCC)
Angie Krause	YMCA Representative
Erin Gageler	Administration Officer (Minute Taker BHCC)

Present via Teams

Lyndon Gray	Department of Communities and Justice Representative
Larni Brymer	Headspace Representative

2. Apologies

Razija Numan	Director Corporate and Community (BHCC)
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Absent

Councillor Darriea Turley	Council Delegate
Jim Richards	FWLHD Representative
Mel Chynoweth	FWLHD Representative
Tegan Hinchey-Gerard	Maari Ma Representative
Sophie Durst	Headspace Representative
Adam McLean	Department of Regional NSW Representative

3. Acknowledgement of Country

Acknowledgement of Country – Cllr Hayley Jewitt

4. Confirmation of Minutes of Previous Meeting

Confirmation of minutes from meeting held 13 August 2024

Moved: Angie Krause

Seconded: Alison Howse

5. Business arising from Previous Minutes

Nil

6. Action List

6.1 Terms of Reference

Update: Terms of Reference to be circulated to the Committee.

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

6.2 School Exit Survey

Update: Nil update from the schools regarding the exit surveys.

Outcome: Ongoing however, information received has indicated that each survey is tailored to each student and students leaving school at the completion of year 10 and under 17 years of age, must partake in a minimum of 14 hours study per week, or full-time employment. Larni Brymer to confirm this information with Sarah Molloy, Head Teacher Careers, Educational Pathways Program.

6.3 Alternative Suspension Program

Update: Flyer and the paper created by the YMCA with more information on the Alternative Suspension Program in Broken Hill was distributed to the Committee members.

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

Update: YMCA to provide updated data from the program to the Committee members when it becomes available.

Outcome: Ongoing.

7. General Business

7.1 Committee Representatives

General discussion was held by the Committee regarding the number of representatives required. It was noted that there are currently six young representatives in the Youth Advisory Group however, due to school commitments they are not always able to attend meetings. The Committee is seeking to also have First Nations youth representatives involved with the Committee.

A question was raised whether Mission Australia usually attends this meeting. It was noted that they do not however, another invitation will be extended to Mission Australia.

The Committee recognised that several Community Organisations were currently being represented at the Committee meetings however, Council will also contact Maari Ma, NSW Department of Education, Mission Australia, Salvation Army and PCYC to seek interest in attending the Committee meetings.

7.2 YMCA Programs

The Committee discussed transportation issues when trying to get young people to programs. The cost for a bus to transport students from school to the YMCA is \$325 per day, which is not feasible however, the school does provide transportation for some students. The YMCA has a bus although it does not have any employees with a licence to drive it. The YMCA have applied for a grant to lease a smaller van that can be driven using a regular driver's licence.

The YMCA is looking to implement a tutoring component to their program and are looking to partner with TAFE to have a teacher or support officer available during these tutoring sessions.

The Committee discussed the Alternative Suspension Program, a program for youth aged 12 to 18 who have been or are at risk of being suspended from school due to problematic behaviour. Questions were raised regarding how this program is initially offered. It was noted that when a young person is suspended, the school refers the student to the program however, the parents must agree to the student's participation.

There are currently four young people on suspension that have come through the program. Students who are at risk, have multiple suspensions, or are not engaging are usually the ones to participate and students currently on suspension take priority. There is also a second Youth Worker employed to assist with the program, enabling six participates at any given time.

7.3 Headspace

The Committee were informed that Headspace Broken Hill have employed a Peer Support Worker for the first time. The Peer Support Worker is an individual with a life experience of mental health challenges and recovery and provide emotional support and social connection as well as sharing their knowledge of practical tools and coping skills. The employment of this Peer Support Worker will hopefully take the pressure off the current clinicians. Positive feedback was shared regarding this development.

7.4 Interagency Meetings

The Committee acknowledged Broken Hill City Council driving the interagency work and how successful this has been. The Wentworth Shire Council have begun broadening their interagency section and has been successful in recognising issues. The Committee requested contact details for the Wentworth Shire Council officer responsible for this. Lyndon Gray to provide this information.

8. Next Meeting

Tuesday, 11 February 2025 at 3pm.

9. Meeting Closed

3.31pm

ITEM NUMBER	ACTION	RESPONSIBLE	DUE
Meeting Held 5 March 2024			
Item 7.2 Rolling Issues List	Action Rolling issues list to be created.	Council's Administration Officer	
Meeting Held 14 May 2024			
Item 7.1 School Exit Survey	Action Council's Community Development Officer to contact the High Schools to enquire if exit surveys are completed with students who leave school before completing their Higher School Certificate.	Council's Community Development Officer	Ongoing
Update: Meeting held 13 August 2024 (Item 6.3)	Update: Angie Krause to seek clarification from the High Schools for their exit strategies.	Angie Krause	
Update: Meeting held 14 November 2024 (Item 6.2)	Update: Larni Brymer to seek clarification from Sarah Molloy on the requirements for early school leavers.	Larni Brymer	
Meeting Held 13 August 2024			
Item 7.2 Alternative Suspension Program	Action Lisa Browne to provide updated data from the program to the Committee members when it becomes available.	Lisa Browne	Ongoing
Meeting Held 14 November 2024			
Item 7.1 Committee Representatives	Action Council to contact Maari Ma, The NSW Department of Education, Mission Australia, The Salvation Army and the PCYC to seek interest in attending the Committee meetings.	Council's Community Development Officer	Ongoing

Item 7.4 Interagency Meetings	Action Contact details for the officer at the Wentworth Shire Council to be provided to the Committee.	Lyndon Gray	11 February 2025
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COMMUNITY DEVELOPMENT COMMITTEE

November 28, 2024

ITEM 4BROKEN HILL CITY COUNCIL REPORT NO. 194/24

SUBJECT: MINUTES OF THE S355 AGEING WELL ADVISORY COMMITTEE
MEETING HELD 7 NOVEMBER 2024 D24/57745

Recommendation

1. That Broken Hill City Council Report No. 194/24 dated November 28, 2024, be received.
2. That the minutes of the S355 Ageing Well Advisory Committee meeting held 7 November 2024 be received.

Executive Summary:

Council has received minutes from the S355 Ageing Well Advisory Committee meeting held 7 November 2024.

Report:

As per Council's Section 355 Advisory Committee Framework Manual (adopted 30 March 2022) and the 355 Ageing Well Committee Terms of Reference (adopted 27 April 2022), the Committee is required to provide Council with a copy of their meeting minutes following each Committee meeting.

Community Engagement:

Community engagement occurs through Section 355 Ageing Well Advisory Committee which includes a range of Aged Care sector service providers and community representatives.

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:

The S355 Ageing Well Advisory Committee Terms of Reference
Local Government Act 1993

Financial Implications:

Nil

Attachments

1. S355 Ageing Well Advisory Committee - Meeting Minutes - 7 November 2024 - EG
[↓](#)

RAZIJA NU'MAN
DIRECTOR CORPORATE AND COMMUNITY

JAY NANKIVELL
GENERAL MANAGER

MINUTES OF THE SECTION 355 AGEING WELL COMMITTEE MEETING HELD 7 NOVEMBER 2024 AT 12PM- GROUND FLOOR MEETING ROOM, COUNCIL ADMINISTRATIVE BUILDING

1. Present

Clr Hayley Jewitt	Council Delegate (Chair)
Rachel Merton	Community Development Coordinator (BHCC)
Julua Hamel	Community Representative
Judy Parr	Kirinari Representative
Cindy Richards	LiveBetter Representative
Larni Baird	Southern Cross Care Representative
Erin Gageler	Administration Officer (Minute Taker BHCC)

2. Apologies

Clr David Gallagher	Council Delegate
Clr Bob Algate	Council Delegate
Razija Nu'man	Director Corporate and Community (BHCC)
Alison Howse	Community Development Officer (BHCC)
Owen Wyman	Community Representative
Brad Astill	FWLHD
Melissa Welsh	FWLHD

Did not attend

Bernard Nankivell	Southern Cross Care Representative
Irene Davey	Community Representative
Melanie Chynoweth	Community Representative

3. Acknowledgement of Country

Acknowledgement of Country – Clr Hayley Jewitt

4. Confirmation of Minutes of Previous Meeting

Confirmation of minutes from meeting held 7 August 2024

Moved: Julua Hamel

Seconded: Cindy Richards

5. Correspondence

Nil

6. **Business Arising from Previous Minutes**

Bed Numbers

Larni Baird informed the Committee that Southern Cross Care have received eighteen admissions from the hospital since the beginning of August 2024. There have been some recent transitions with upcoming admissions expected however, Southern Cross Care need to ensure this is done in a safe and respectful manner. Larni will attend a meeting at the hospital on 18 November 2024, to further understand patient backgrounds and context of care.

Reclassification of MMM3 to MMM6 Taskforce

Larni Baird informed the Committee that a Taskforce will be attending Broken Hill the week of 18 November 2024, to scope the project and to interview Southern Cross Care and other key stakeholders. It was noted that the Taskforce appears genuine in providing a successful merger, meeting with individuals rather than large groups to allow voices to be heard more effectively. The Taskforce plan on making an impact as of October 2025.

A question was raised regarding whether the Taskforce was connected to the reports from the Working Better for Medicare Review, with the response indicating that this had not been mentioned.

General discussion was held by the Committee regarding the reclassification in Broken Hill and the factors considered for this. The Committee noted that the reclassification is also on Council's Agenda and that Council contacts have been provided to the Taskforce. Council have also contacted relevant State and Federal Ministers about the reclassification.

Aged Care Act

Judy Parr advised the Committee that the new Aged Care Act is set to come into effect 1 July 2025.

7. **Action List**

7.1 Changes to the Aged Care Act

Action: Council's Community Development, Officer Alison Howse to email the Committee the changes to the Aged Care Act from Paul Sadler Consultancy – Update on Aged Care Reform & Strengthened Aged Care Quality Standards, dated 31 July 2024.

Outcome: Action complete, to be removed from action list.

8. **General Business**

8.1 Southern Cross Care 50 Year Celebrations

General discussion by the Committee highlighted the success of the celebrations, with particular appreciation for the efforts of the Southern Cross Care maintenance workers in ensuring Nursing Home residents remained unaffected by the town's power outages, thanks to the successful connection of generators. Positive feedback was also shared about the speech delivered by Bernard Nankivell and the involvement of the residents.

8.2 Southern Cross Care Merger

The Committee discussed community perspectives on Queensland's support for Southern Cross Care Broken Hill. Concerns were raised about whether this partnership might lead to a loss of the local identity of Broken Hill or whether it is viewed positively as a step toward sustainability. It was noted that while there is appreciation for the support, there is also apprehension about losing local connections, particularly as many homecare providers now operate from outside the region. This has led to concerns about potential difficulties in communication with non-local organisations and staff.

The issue of bed shortages was highlighted, with some suggesting that if an external agency can help address this challenge, it might earn greater community support. The Committee also explored how to effectively reassure the community. It was emphasized that it is important to communicate to the community that Southern Cross Care will continue to be managed locally, reinforcing the message that Southern Cross Care will continue to focus on local solutions for local needs.

8.3 Broken Hill Power Outages

The Committee discussed the local power outages, noting that most services continued to operate in a reduced capacity, with clients also receiving welfare checks through home visits. It was also noted that there have been no reports of ill health due to the power outages.

9. Next Meeting

3pm on Wednesday, 5 February 2025, Ground Floor Meeting Room, Council Administrative Building.

10. Meeting Closed: 12.52pm

ITEM NUMBER	ACTION	RESPONSIBLE	DUE
NIL ACTIONS			

CONFIDENTIAL MATTERS

1. BROKEN HILL CITY COUNCIL REPORT NO. 196/24 - 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