



BUSINESS PAPER

Ordinary Meeting of Council

Council Chambers
29 January 2025

6.30pm

BROKEN HILL

CITY COUNCIL

AUSTRALIA'S FIRST
HERITAGE LISTED CITY

Notice is hereby given, in accordance with the provisions of the *Local Government Act 1993*, that an Ordinary Meeting of the Broken Hill City Council will be held in the Council Chambers on **Wednesday 29 January 2025** commencing at **6:30pm** 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	Public Forum Session
8	Minutes for Confirmation
9	Disclosure of Interest
10	Mayoral Minute(s)
11	Notice of Motion
12	Notices of Rescission
13	Reports from Delegates
14	Reports
16	Questions Taken on Notice from Previous Council Meeting
17	Questions for Next Meeting Arising from Items on this Agenda
18	Public Forum Session
19	Confidential Matters
20	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 Council meeting is being streamed live on Youtube, recorded and published on Council's website. To those present in the gallery today, by attending or participating in this public meeting you are consenting to your image, voice and comments being recorded and published.

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

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

CODIE HOWARD
ACTING GENERAL MANAGER

MINUTES FOR CONFIRMATION

Minutes of the Ordinary Meeting of the Council meeting held Wednesday,
December 18, 2024.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
DECEMBER 18, 2024

Meeting commenced at 6:30pm.

PRESENT:

Councillor T. Kennedy (Mayor) Councillor J. Hickey (Deputy Mayor),
Councillors M. Boland, A Byrne, D. Gallagher, E Gillett and
H. Jewitt.

General Manager, Acting Director Corporate and Community, Director
Infrastructure and Environment, Manager Communications and Marketing,
Executive Officer and Executive Assistants.

Media (2), Members of the Public (8)

APOLOGIES:

Councillor A. Chandler

RESOLUTION

Minute No. 47710 – Procedural Motion

Councillor Gallagher moved)	That the apology submitted on behalf of
seconded Councillor Byrne)	Councillor Chandler be accepted.

CARRIED UNANIMOUSLY

LEAVE OF ABSENCE

APPLICATIONS:

1. Councillor Bob Algate submitted a Leave of Absence Application for this meeting and provided the reason "Annual Leave".
2. Councillor Darriea Turley submitted a Leave of Absence Application for this meeting and provided the reason "Family issues in Brisbane".

RESOLUTION

Minute No. 47711 - Procedural Motion

Councillor A Byrne moved)
Deputy Mayor J Hickey seconded)

Resolved

That the applications received from Councillors
Algate and Turley be accepted and a Leave of
Absence granted for this meeting.

CARRIED UNANIMOUSLY

PRAYER

Councillor Boland delivered the prayer.

ACKNOWLEDGEMENT OF COUNTRY

Councillor Gallagher delivered the Acknowledgment of Country.

ACKNOWLEDGEMENT OF BROKEN HILL'S MINING HISTORY

Councillor Jewitt delivered the Acknowledgment of Broken Hill's Mining History.

PUBLIC FORUM

Development Application 59/2024 – Change Hours of Operation - Attard's Transport Service at 117 Rakow Street, Broken Hill

Ms Ayla Wright (lives adjacent to Attard's Transport Service in Rakow Street) addressed Council to advise of her strong opposition to the Development Application for the change of hours of operation of Attard's Transport Service advising:

- Her opposition is based on evidence of a history of non-compliance by the business to adhere to their current Council approvals.*
- That Ms Wright has documented repeated breaches of the businesses operating hours outside of their currently approved operating hours of 7am to 6pm Monday to Friday and 7am to 12noon Saturdays, with no operations on Sundays and public holidays; as trucks are arriving after house and are left idling, which is affecting the quality of life of the residents in the vicinity of the business.*
- There have been more than 20 incidents logged with Council since October 2024 of trucks arriving at the business after their approved operating hours with some truck movements well after 10:00pm, which is disturbing neighbours.*
- As recently as last week and this week there is video evidence of trucks arriving after 10:00pm and as late as 11:00pm at night.*
- Referred to Council's Local Environmental Plan 2013 which restricts industrial operations of businesses to the hours of 6:00am to 6:00pm to protect residential amenity.*
- The impact on the whole community if Council approves the DA to extend operating hours Council will be prioritising commercial convenience over residential welfare.*
- The NSW Noise Policy for Industry 2017 requires strict noise limits during night-time hours to protect community wellbeing; and Council's Developmental Control Plan emphasises mitigating adverse effects on residential areas with the introduction of sound and light barriers. Without measures such as sound and light barriers the impact to residential areas will worsen.*
- The increase in truck activity has worsened dust levels in the area which is impacting the resident's health and breaching the NSW Protections of Environmental Operations Clean Air Act 2022 which regulates measures to minimise air pollution from industrial sites.*
- Requested that if Council approves the DA, Council adds mandatory conditions for the installation of sound and light barriers, although given Attard's Transport's repeated breaches of their current DA conditions, Ms Wright urged Council to reject the DA in the interest of community welfare.*

The General Manager responded to the matter of complaints made to Council regarding the operating hours of Attard's Transport Service and advised that:

- Council's complaint management process regarding development applications requires complaints to be investigated by Council's Planning Team.
- Council has spoken to both the applicant and the complainants regarding these matters which has resulted in letters to the applicant regarding their current DA conditions and operating hours which prompted the applicant to submit a DA for modifications to their business hours.
- The proposed changes to the business hours that Council staff advised Attard's Transport Service was significantly less than the hours that the business has applied for. The hours that Council staff proposed was to find a compromise between the applicant and the complainants.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
DECEMBER 18, 2024

Development Application 59/2024 – Change Hours of Operation - Attard's Transport Service at 117 Rakow Street, Broken Hill

Rowan of Attard's Transport Service addressed Council regarding Development Application 59/2024 for an extension of business hours and advised that:

- The reason Attard's Transport Service is applying for an extension of business hours is because sometime there is freight arriving into the depot which needs urgent attention such as urgent medical supplies or urgent mine supplies to keep the mine operating.
- Truck drivers are aware that there are neighbours in the area and to keep noise to a minimum
- Attard's Transport Service is operating within an industrial zone and do respect their neighbours. If unloading is required in the evenings then noise is minimised and they also try to minimise noise throughout the day.
- Attard's Transport have recently upgraded their fleet of trucks to newer model trucks that are a lot quieter than older trucks with their newest trucks having an idling time of 10 minutes before the engine automatically cuts out.
- During the day there may be a loaded trailer that needs to be idled for 10 minutes to build up pressure in the trailer so that it can be driven.
- Their staff have been instructed not to idle trucks for an extended period of time.

Development Application 59/2024 – Change Hours of Operation - Attard's Transport Service at 117 Rakow Street, Broken Hill

Ms Ayla Wright (lives adjacent to Attard's Transport Service in Rakow Street) responded to the applicant's comments, advising that:

- The applicant's Development Application stipulated that the arrival of trucks after-hours would only be occasionally but that only last week (when the application was put into Council) and again last night and that these instances do not happen "occasionally" that it is much more regular with trucks arriving between 10pm and 11pm every night, with last night having two trucks arrive after 11pm.
- These after-hours truck movements are affecting her wellbeing and they should not have to be tolerated as Attard's Transport Service need to comply with its current DA conditions.

The Mayor advised Councillors and those present in the gallery that trucks entering the premises at night beyond their hours of operation to access their property cannot be controlled by Council's consent orders on their Development Application. Any owner has the ability to access their property and all Council can do is restrict the business's operating hours. Council does not have the authority to restrict the hours in which an owner can access their property.

Councillor Gallagher advised that Rakow Street is part of the Barrier Highway and that apart from Highway road stops, Rakow Street is an area where heavy vehicle trucks can stop for the driver to rest.

The Mayor reiterated to Councillors to keep in mind all relevant information that is provided when making their decision regarding the Attard's Transport Service Development Application.

MINUTES FOR CONFIRMATION

RESOLUTION

Minute No. 47712

Councillor A Byrne moved)
Councillor E Gillett seconded)

Resolved

That the Minutes of the Ordinary Meeting of the Council of the City of Broken Hill held November 27, 2024 be confirmed.

CARRIED UNANIMOUSLY

DISCLOSURE OF INTEREST

Councillor Boland declared:

- a non-pecuniary interest in Item 1 of the Infrastructure and Environment Committee (Report No. 190/24) as he has a business relationship with the applicants and advised that he will leave the Council Chambers whilst the item is considered.

Councillor Byrne declared

- a non-pecuniary interest in Item 1 of the Infrastructure and Environment Committee (report No. 190.24) as he works for a company that uses the applicants services and advised that he will leave the Council Chambers whilst the item is considered.

MAYORAL MINUTES

ITEM 1 - MAYORAL MINUTE NO. 21/24 - DATED DECEMBER 12, 2024 - SUPPORT TO NSW PREMIER THE HON CHRIS MINNS MP REGARDING ICAC INVESTIGATION D24/60378

RESOLUTION

Minute No. 47713

Mayor T Kennedy moved)
Councillor E Gillett seconded)

Resolved

1. That Mayoral Minute No. 21/24 dated December 12, 2024, be received.
2. That Council provides public support to NSW Premier The Hon Chris Minns MP regarding the ICAC investigation brought against him by a parliamentary committee inquiring into the development of Rosehill Racecourse for new housing and an additional train station for the Metro-West line from Sydney City to Westmead which is currently under construction; which appears to be nothing more than a frivolous and vexatious political attack to discredit the Premier.
3. That Council acknowledges and values the role of ICAC in upholding public trust and supports its ongoing work in ensuring transparency and fairness in public administration and reiterates the importance of ensuring ICAC referrals are not used as political tools to undermine trust in public office.

CARRIED UNANIMOUSLY

ITEM 2 - MAYORAL MINUTE NO. 22/24 - DATED DECEMBER 17, 2024 - QUARANTINE OF FUNDS FOR COBALT BLUE HOLDINGS LTD TRANSITION PROJECT D24/61180

RESOLUTION

Minute No. 47714

Mayor T Kennedy moved)
Deputy Mayor J Hickey seconded)

Resolved

1. That Mayoral Minute No. 22/24 dated December 17, 2024, be received.
2. That correspondence be sent to the Member for Barwon Mr Roy Butler, Member For Parkes The Hon Mark Coulton MP, and Minister for Regional New South Wales The Hon Tara Moriarty MLC, requesting that funds from the Regional Development Trust Fund be quarantined to support the transition

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
DECEMBER 18, 2024

of Cobalt Blue's Broken Hill Technology Development Centre to a commercial-scale facility to process and recover critical minerals.

CARRIED UNANIMOUSLY

ITEM 3 - MAYORAL MINUTE NO. 23/24 - DATED DECEMBER 19, 2024 - VERBAL MAYORAL MINUTE - SUPPORT TO REGIONAL EXPRESS AIRLINES D24/61810

RESOLUTION

Minute No. 47715

Mayor T Kennedy moved)

Councillor D Gallagher seconded)

Resolved

1. That Mayoral Minute No. 23/24 dated December 19, 2024, be received.
2. That correspondence be sent to the Federal Minister for Infrastructure, Transport, Regional Development and Local Government, The Hon Catherine King MP; NSW Minister for Transport, The Hon Jo Haylen MP; Federal Minister for Regional Development, Local Government and Territories, The Hon Kristy McBain, Local Federal Member and Local State Member requesting that they investigate the provision of further support to Regional Express Airlines to ensure continuity of service to regional NSW, given the recent frequency of last minute cancellations of REX flights from capital centres to regional NSW due to the unavailability of aircraft. These cancellations of flights are affecting the delivery of specialist medical services to the community due to disruptions with the fly-in-fly-out nature of specialist doctors to the City.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

Nil.

RESCISSION MOTIONS

Nil.

REPORTS FROM DELEGATES

Nil.

COMMITTEE REPORTS

INFRASTRUCTURE AND ENVIRONMENT COMMITTEE

ITEM 4 - BROKEN HILL CITY COUNCIL REPORT NO. 190/24 - DATED NOVEMBER 26, 2024 - DEVELOPMENT APPLICATION 59/2024 - CHANGE HOURS OF OPERATION (ATTARDS TRANSPORT SERVICE) - 117 RAKOW STREET, BROKEN HILL D24/57175

Councillors Boland and Byrne declared an interest in item 4 and left the Council Chambers at 6:54pm.

Due to a lack of a quorum being present, the Mayor advised that the matter will be held over to the January 2025 Ordinary Council Meeting unless an Extraordinary Meeting can be held earlier in January 2025 with a quorum present.

Councillors Boland and Byrne returned to the Council Chambers at 6:55pm.

The Mayor advised Councillors Boland and Byrne that the matter was not considered due to lack of a quorum and would be considered at a Council Meeting held in January.

FINANCE AND GOVERNANCE COMMITTEE

ITEM 5 - BROKEN HILL CITY COUNCIL REPORT NO. 186/24 - DATED OCTOBER 18, 2024 - ADOPTION OF THE DRAFT CODE OF MEETING PRACTICE POLICY D24/50645

RESOLUTION

Minute No. 47716

Councillor M Boland moved

Councillor D Gallagher seconded

Resolved

1. That Broken Hill City Council Report No. 186/24 dated October 18, 2024, be received.
2. That Council notes that the draft Code of Meeting Practice Policy was placed on public exhibition until 16 November 2024 as per the *Local Government Act 1993 Division 1 section 360-363*, and accepts submissions for a period of 42 days from the 1st day of public exhibition closing 29 November 2024, during which time Council received nil submissions from the public.
3. That Council adopts the draft Code of Meeting Practice Policy as a Policy of Council whilst the Office of Local Government consults with the industry regarding amendments to the Model Code of Meeting Practice for Local Councils in NSW and issues a new Model Code.

CARRIED UNANIMOUSLY

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
DECEMBER 18, 2024

**ITEM 6 - BROKEN HILL CITY COUNCIL REPORT NO. 187/24 - DATED OCTOBER 07, 2024 -
BROKEN HILL ADVOCACY STRATEGY - REVISED DECEMBER 2024** D24/32552

RESOLUTION

Minute No. 47717

Councillor A Byrne moved)
Councillor H Jewitt seconded)

Resolved

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

CARRIED UNANIMOUSLY

**ITEM 7 - BROKEN HILL CITY COUNCIL REPORT NO. 189/24 - DATED DECEMBER 02, 2024 -
DRAFT COMMUNITY ENGAGEMENT STRATEGY 2025 FOR THE COMMUNITY STRATEGIC
PLAN - YOUR BROKEN HILL 2040 REVIEW** D24/58399

RESOLUTION

Minute No. 47718

Councillor D Gallagher moved)
Councillor H Jewitt seconded)

Resolved

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

CARRIED UNANIMOUSLY

**ITEM 8 - BROKEN HILL CITY COUNCIL REPORT NO. 188/24 - DATED NOVEMBER 22, 2024 -
DRAFT AGENCY INFORMATION GUIDE** D24/56734

RESOLUTION

Minute No. 47719

Councillor M Boland moved)
Councillor H Jewitt seconded)

Resolved

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

CARRIED UNANIMOUSLY

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
DECEMBER 18, 2024

**ITEM 9 - BROKEN HILL CITY COUNCIL REPORT NO. 185/24 - DATED NOVEMBER 27, 2024 -
SECTION 355 ANNUAL AND FINANCIAL REPORTS 2022/2023** D23/58651

RESOLUTION

Minute No. 47720

Deputy Mayor J Hickey moved)
Councillor D Gallagher seconded)

Resolved

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

CARRIED UNANIMOUSLY

FURTHER REPORTS

**ITEM 10 - BROKEN HILL CITY COUNCIL REPORT NO. 197/24 - DATED SEPTEMBER 06, 2024 -
CORRESPONDENCE REPORT - SEALING OF THE DAYDREAM MINE ROAD** D24/43960

RESOLUTION

Minute No. 47721

Deputy Mayor J Hickey moved)
Councillor A Byrne seconded)

Resolved

1. That Broken Hill City Council Report No. 197/24 dated September 6, 2024, be received.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
DECEMBER 18, 2024

2. That reply correspondence dated September 5, 2024 from the Minister for Western NSW be received and noted.
3. That reply correspondence dated September 11, 2024 from the Regional Director West, Transport for NSW, be received and noted.
4. That reply correspondence dated September 13, 2024 from the Local Member for Barwon, be received and noted.
5. That Council notes that reply correspondence dated November 28, 2024 from the Minister for Regional Transport and Roads advises:
 - a) that on 15 August 2024, Mr White met with Transport for NSW (TfNSW) District Works Manager Matt Perez along with Mr Damian Piasente, representing GE Vernova to reach an agreement on principles for the opening and closing of Day Dream Mine Road and also about the ongoing maintenance schedule;
 - b) that Council's proposal to repair the road following inclement weather is appreciated, however, due to the location of the Day Dream Mine Road being outside Council's Roads Maintenance Contract (and the inability to access funding from a ratepayer base to amend the contract to include roads outside city limits) the management, maintenance and decisions to open and close the road is the sole responsibility of TfNSW;
 - c) that Transport NSW's reactive maintenance was due to the number of significant weather events in 2023-24, and more proactive maintenance will now be conducted twice per financial year as well as continue any reactive maintenance as required; and that the proactive maintenance will include grading of the formation and filling of potholes with gravel and they have committed to sourcing and laying of material along a 200-300 metre long boggy section to improve the road quality;
 - d) That Council's request to seal the Daydream Mine has been provided to Transport for NSW's planning team to consider as part of the NSW Government's Far West Strategic Regional Integrated Transport Plans (SRITP) to be delivered in early 2026.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
DECEMBER 18, 2024

CARRIED UNANIMOUSLY

**ITEM 11 - BROKEN HILL CITY COUNCIL REPORT NO. 198/24 - DATED AUGUST 16, 2024 -
CORRESPONDENCE REPORT - NSW WASTE SERVICES LEVY REVIEW** D24/40100

RESOLUTION

Minute No. 47722

Councillor M Boland moved
Councillor H Jewitt seconded

Resolved

1. That Broken Hill City Council Report No. 198/24 dated August 16, 2024, be received.
2. That reply correspondence from State Member for Barwon dated 14 August 2024 be received and noted,
3. That email reply from LGNSW's CEO Mr David Reynolds dated 25 November 2024 advising that the delay in responding to Council's correspondence was to allow for the completion of the election period and LGNSW's 2024 Annual Conference held in November; Following the conference, correspondence has been forwarded to the relevant ministers re-confirming LGNSW's opposition to the expansion of the Waste Levy area; LGNSW's correspondence also addressed that should the waste levy area be expanded, all levy-paying councils should have the same funding opportunities as current levy-paying councils and new funding from the government should be provided to new levy-paying areas to enable infrastructure to "catch-up" with existing levied areas, be received and noted.
4. That formal correspondence from LGNSW's CEO Mr David Reynolds dated 9 December 2024 further explaining LGNSW's action to support Council's advocacy that the Waste Levy boundary should not be expanded to include NetWaste Councils, be received and noted.
5. That Council notes that it is awaiting reply correspondence from the NSW Treasurer The Hon Daniel Mookhey MLC, Minister for Energy and Climate Change and Minister for Environment and Heritage, The Hon Penny Sharpe MLC, Minister for Finance The Hon Courtney Houssos MLC, and the Shadow Minister for the Environment, The Hon James Griffin MP.

CARRIED UNANIMOUSLY

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
DECEMBER 18, 2024

**ITEM 12 - BROKEN HILL CITY COUNCIL REPORT NO. 199/24 - DATED NOVEMBER 14, 2024 -
CORRESPONDENCE REPORT - LOSS OF POWER TO THE CITY DUE TO STORM EVENT IN
OCTOBER 2024**

D24/40138

RESOLUTION

Minute No. 47723

Councillor A Byrne moved)
Councillor E Gillett seconded)

Resolved

1. That Broken Hill City Council Report No. 199/24 dated November 14, 2024, be received.
2. That reply correspondence dated 27 November 2024 from Transgrid CEO, Brett Redman advising that Transgrid are looking into improving the reliability of power supply to Broken Hill and the Far West Region, including ensuring the backup generators are operational and exploring the integration of renewable energy storage solutions to enhance the resilience of the power system, while they work with the NSW Independent Pricing Regulation Tribunal (IPART) and the Australian Energy Regulator (AER) as part of the Inquiry into the outages to gain a thorough understanding of what occurred; be received and noted.

CARRIED UNANIMOUSLY

**ITEM 13 - BROKEN HILL CITY COUNCIL REPORT NO. 200/24 - DATED DECEMBER 10, 2024 -
DISCLOSURE OF INTEREST RETURNS**

D24/44686

RESOLUTION

Minute No. 47724

Councillor A Byrne moved)
Councillor E Gillett seconded)

Resolved

1. That Broken Hill City Council Report No. 200/24 dated December 10, 2024, be received.
2. That Council notes the submission of the required Disclosures by Councillors and Designated Persons Returns by the newly elected Councillors, Councillor Elaine Gillett and Councillor Ashley Byrne.
3. That Councillor Gillett and Councillor Byrne's Disclosure Returns be included in Council's Register of Returns of Disclosures by Councillors and Designated Persons and access to the Returns be in accordance with the provisions of the *Local Government Act 1993* and other relevant legislation.

CARRIED UNANIMOUSLY

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
DECEMBER 18, 2024

**ITEM 14 - BROKEN HILL CITY COUNCIL REPORT NO. 212/24 - DATED DECEMBER 13, 2024 -
APPROVAL OF THE GENERAL MANAGER'S TRAVEL ARRANGEMENT TO ATTEND THE
AUSTRALIAN AND NEW ZEALAND LOCAL GOVERNMENT CHIEF OFFICER'S GROUP FORUM**

D24/60617

RESOLUTION

Minute No. 47725

Councillor D Gallagher moved)

Deputy Mayor J Hickey seconded)

Resolved

1. That Broken Hill City Council Report No. 212/24 dated December 13, 2024, be received.
2. That, as per Council's adopted outcomes of the General Manager's Performance Review Agreement (visits a high performing Council) and clause 4.4 of Council's Employee Travel Policy; Council approves General Manager, Jay Nankivell's, travel arrangements and attendance at the Local Government Chief Officer's Group Forum 2024 to be held in Tauranga, New Zealand on 26-28 February 2025.

CARRIED UNANIMOUSLY

**ITEM 15 - BROKEN HILL CITY COUNCIL REPORT NO. 201/24 - DATED NOVEMBER 14, 2024 -
ADOPTION OF THE DRAFT DEVELOPMENT CONFLICTS OF INTEREST POLICY**

D24/55332

RESOLUTION

Minute No. 47726

Councillor M Boland moved)

Councillor H Jewitt seconded)

Resolved

1. That Broken Hill City Council Report No. 201/24 dated November 14, 2024, be received.
2. That Council notes that 1 submission was received during the public exhibition of the Draft Development Conflicts of Interest Policy.
3. That Council adopts the Draft Development Conflicts of Interest Policy.

CARRIED UNANIMOUSLY

**ITEM 16 - BROKEN HILL CITY COUNCIL REPORT NO. 202/24 - DATED NOVEMBER 14, 2024 -
ADOPTION OF DRAFT VOLUNTARY PLANNING AGREEMENT WITH A-CAES AUSTRALIA NSW
PTY LTD**

D24/55338

RESOLUTION

Minute No. 47727

Councillor M Boland moved)

Deputy Mayor J Hickey seconded)

Resolved

1. That Broken Hill City Council Report No. 202/24 dated November 14, 2024, be received.
2. That Council notes that one submission was received during the public exhibition of the draft Voluntary Planning Agreement (VPA) with A-CAES Australia NSW Pty Ltd; as a result the VPA has not changed.

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
DECEMBER 18, 2024

3. That Council adopts the draft Voluntary Planning Agreement (VPA) with A-CAES Australia NSW Pty Ltd.

CARRIED UNANIMOUSLY

**ITEM 17 - BROKEN HILL CITY COUNCIL REPORT NO. 203/24 - DATED DECEMBER 11, 2024 -
ADOPTION OF DRAFT ASSET MANAGEMENT PLANS** D24/60157

RESOLUTION

Minute No. 47728

Councillor A Byrne moved)
Councillor H Jewitt seconded)

Resolved

1. That Broken Hill City Council Report No. 203/24 dated December 11, 2024, be received.
2. That Council adopts the Draft Asset Management Plans for Buildings, Transport and Open Spaces.

CARRIED UNANIMOUSLY

**ITEM 18 - BROKEN HILL CITY COUNCIL REPORT NO. 204/24 - DATED DECEMBER 10, 2024 -
ADOPTION OF THE DRAFT FUEL CARD POLICY** D24/59939

RESOLUTION

Minute No. 47729

Deputy Mayor J Hickey moved)
Councillor D Gallagher seconded)

Resolved

1. That Broken Hill City Council Report No. 204/24 dated December 10, 2024, be received.
2. That Council adopts the draft Fuel Card Policy.

CARRIED UNANIMOUSLY

**ITEM 19 - BROKEN HILL CITY COUNCIL REPORT NO. 191/24 - DATED NOVEMBER 19, 2024 -
DRAFT EVENT MANAGEMENT POLICY FOR PUBLIC EXHIBITION** D24/55910

RESOLUTION

Minute No. 47730

Councillor D Gallagher moved)
Councillor A Byrne seconded)

Resolved

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.

CARRIED UNANIMOUSLY

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
DECEMBER 18, 2024

**ITEM 20 - BROKEN HILL CITY COUNCIL REPORT NO. 192/24 - DATED OCTOBER 16, 2024 -
DRAFT OUTBACK ARCHIVE COLLECTION MANAGEMENT POLICY FOR PUBLIC EXHIBITION**

D24/50314

RESOLUTION

Minute No. 47731

Councillor M Boland moved)

Councillor D Gallagher seconded)

Resolved

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.

CARRIED UNANIMOUSLY

**ITEM 21 - BROKEN HILL CITY COUNCIL REPORT NO. 205/24 - DATED DECEMBER 11, 2024 -
2024/2025 EVENT SPONSORSHIP**

D24/60190

RESOLUTION

Minute No. 47732

Deputy Mayor J Hickey moved)

Councillor A Byrne seconded)

Resolved

1. That Broken Hill City Council Report No. 205/24 dated December 11, 2024, be received.
2. That Council provides \$7,000 cash sponsorship to the Broken Hill Speedway Club Inc to host the 2025 NSW State Sidecar Championships.

CARRIED UNANIMOUSLY

**ITEM 22 - BROKEN HILL CITY COUNCIL REPORT NO. 206/24 - DATED DECEMBER 05, 2024 -
INVESTMENT REPORT FOR NOVEMBER 2024**

D24/59124

RESOLUTION

Minute No. 47733

Councillor M Boland moved)

Councillor A Byrne seconded)

Resolved

1. That Broken Hill City Council Report No. 206/24 dated December 5, 2024, be received.

CARRIED UNANIMOUSLY

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
DECEMBER 18, 2024

**ITEM 23 - BROKEN HILL CITY COUNCIL REPORT NO. 207/24 - DATED DECEMBER 12, 2024 -
VOLUNTEER HERITAGE WALK TOUR DONATIONS 2024** D24/60398

RESOLUTION

Minute No. 47734

Deputy Mayor J Hickey moved)
Councillor D Gallagher seconded)

Resolved

1. That Broken Hill City Council Report No. 207/24 dated December 12, 2024, be received.
2. That Council approves the donation of surplus funds of \$24,000.00 held in Council's Heritage Walk Tour Fund (donations collected by the Heritage Walk Tour volunteers), to the following local charities:
 - \$4,000.00 donation to the Far West Local Health Service Palliative Care Unit
 - \$4,000.00 donation to Silverlea Early Childhood Services
 - \$4,000.00 donation to the Bishop Fox Memorial Meal Centre
 - \$4,000.00 donation to the RSPCA Broken Hill
 - \$4,000.00 donation to the RFDS Broken Hill Women's Auxiliary
 - \$4,000.00 donation to the Broken Hill Uniting Church Flying Patrol (Flying Padre)
3. That Council sends correspondence to members of the Volunteer Heritage Walking Group thanking them for operating the Heritage Walk Tours and raising money for local charities.

CARRIED UNANIMOUSLY

**ITEM 24 - BROKEN HILL CITY COUNCIL REPORT NO. 208/24 - DATED DECEMBER 05, 2024 -
MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 21
NOVEMBER 2024** D24/58971

RESOLUTION

Minute No. 47735

Councillor H Jewitt moved)
Councillor D Gallagher seconded)

Resolved

1. That Broken Hill City Council Report No. 208/24 dated December 5, 2024, be received.
2. That minutes of the Audit, Risk and Improvement Committee meeting held 21 November 2024 be endorsed.
3. That Council formally thanks Mr Jim Mitchell for his term as Chairperson (from September 2017 to November 2024) in overseeing the work of the Audit, Risk and Improvement

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
DECEMBER 18, 2024

Committee and the achievements of the
Committee during his tenure.

CARRIED UNANIMOUSLY

**ITEM 25 - BROKEN HILL CITY COUNCIL REPORT NO. 209/24 - DATED DECEMBER 06, 2024 -
MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.453, HELD ON TUESDAY, 3
DECEMBER 2024** D24/59434

RESOLUTION

Minute No. 47736

Councillor D Gallagher moved)

Councillor A Byrne seconded)

Resolved

1. That Broken Hill City Council Report No. 209/24 dated December 6, 2024, be received.
2. That the minutes of the Local Traffic Committee – Meeting No.453, held on Tuesday, 3 December 2024 be endorsed.
3. That Item No.453.10.1 recommendation be received:
 - That the timed parking adjacent to the shopping complex on Oxide Street, between Chapple Street and Chapple Lane, be removed making the area unrestricted parking.
4. That Item No.453.10.2 recommendation be received:
 - That the Local Traffic Committee review the traffic management plan for the Development Application following consultation between Transport for NSW, Council and the developer.
5. That Item No.452.8.1 recommendations be received:
 - The Committee recommend maintaining the current 'Loading Zone' while advising Palace Hotel management to enhance its unloading procedures to protect pavers from damage.
 - The Local Traffic Committee agreed that the previous recommendation for the 'Loading Zone' on the Argent Street side of the Palace Hotel to remain unchanged and not be relocated to the Sulphide Street side.
6. That Item No.452.8.4 recommendations be received:
 - That approval be provided for the commencement of line marking for parking spaces at Alma Public

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
DECEMBER 18, 2024

School on Comstock Street and a section of Boughtman Street.

- That prior to the line marking, Council's Engineer develop a concept plan for the required disability parking space to be installed at the school entrance on Comstock Street and provide to the Committee for approval.

7. That Item No. 452.10.1 recommendation be received:

- That the parking arrangement on Oxide Street, between Argent Street and Gawler Place remain unchanged and the complainant be advised of the Committee's decision.

8. That Item No.453.8.1 recommendations be received

- That the request to open one side of Oxide Street, between Lane and Wolfram Streets, during the Christmas Pageant to allow vehicle access to businesses in the area be denied.
- That the business owner be advised that the decision is based on pedestrian safety concerns, due to the congestion of pedestrians in the area during the Christmas Pageant.
- That two parking spaces, adjacent to the shops at 176 Oxide Street be changed to ½-hour timed parking limit, with the parking times being changed to 9.30am to 9.30pm, seven days a week.

CARRIED UNANIMOUSLY

ITEM 26 - 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

RESOLUTION

Minute No. 47737

Councillor H Jewitt moved)
Councillor E Gillett seconded)

Resolved

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.

CARRIED UNANIMOUSLY

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
DECEMBER 18, 2024

**ITEM 27 - 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

RESOLUTION

Minute No. 47738

Councillor D Gallagher moved)
Councillor H Jewitt seconded)

Resolved

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.

CARRIED UNANIMOUSLY

**ITEM 28 - BROKEN HILL CITY COUNCIL REPORT NO. 210/24 - DATED DECEMBER 10, 2024 -
ACTION LIST REPORT** D24/59751

RESOLUTION

Minute No. 47739

Councillor D Gallagher moved)
Councillor A Byrne seconded)

Resolved

1. That Broken Hill City Council Report No. 210/24 dated December 10, 2024, be received.

CARRIED UNANIMOUSLY

QUESTIONS TAKEN ON NOTICE FROM PREVIOUS COUNCIL MEETING

**ITEM 29 - QUESTIONS ON NOTICE NO. 13/24 - DATED DECEMBER 04, 2024 - COUNCILLOR
QUESTIONS ON NOTICE TAKEN AT THE NOVEMBER COUNCIL MEETING AND DECEMBER
STANDING COMMITTEE MEETINGS** D24/58748

RESOLUTION

Minute No. 47740

Councillor D Gallagher moved)
Councillor A Byrne seconded)

Resolved

1. That Questions On Notice No. 13/24 dated December 4, 2024, be received.

CARRIED UNANIMOUSLY

QUESTIONS FOR NEXT MEETING ARISING FROM ITEMS ON THIS AGENDA

Item 25 – Taxi Rank

The General Manager took a Question on Notice regarding the Taxi Rank in Oxide Street near the Argent Street intersection and asked for the Traffic Committee to investigate alterations to the size of the Taxi Rank to allow for the use of the Accessible Taxi's loading ramp.

PUBLIC FORUM SESSION

Development Application 59/2024 – Change Hours of Operation - Attard's Transport Service at 117
Rakow Street, Broken Hill

Ms Ayla Wright (lives adjacent to Attard's Transport Service in Rakow Street) expressed her extreme disappointment that the Development Application was not considered at tonight's meeting as she has been bringing matters of non-compliance by Attard's Transport Service to their consent conditions to

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
DECEMBER 18, 2024

the awareness of Council for the past 12 months, and wanted Council to be aware that due to the consistent violation of the EPA Regulations that if an amicable outcome can't be reached at the January 2025 Council Meeting, Ms Wright will appeal to the NSW Land and Environment Court regarding to the EPA violations that appear not to be acknowledged by Council.

The Mayor advised that everyone has the right to complain to an Authority if they believe that a regulation has been breached; and that they do not need to wait until after a Council Meeting to do so.

RESOLUTION

Minute No. 47741 - Council Resolution

Councillor A Byrne moved)

Councillor H Jewitt seconded)

Resolved

That the meeting be closed to the public in accordance with section 10A (2) of the *Local Government Act 1993* whilst Council considers the confidential matters.

CARRIED UNANIMOUSLY

The live stream of the meeting ceased at 7:20pm.

Members of the media, public and Council staff left the meeting at 7:20pm.

CONFIDENTIAL MATTERS

ITEM 30 - BROKEN HILL CITY COUNCIL REPORT NO. 195/24 - DATED NOVEMBER 25, 2024 - T24/4 - REQUEST FOR TENDER FOR SUPPLY AND INSTALLATION OF FURNITURE AND SHELVING FOR BROKEN HILL LIBRARY - CONFIDENTIAL

D24/56820

(General Manager's Note: This report considers Tender for Utility Vehicles 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).

RESOLUTION

Minute No. 47742

Councillor E Gillett moved)

Deputy Mayor J Hickey seconded)

Resolved

1. That Broken Hill City Council Report No. 195/24 dated November 25, 2024, be received.
2. That Council, because of extenuating circumstances and remoteness of locality directly procure through Neeson Murcutt + Neille, Council's contracted architects for the Library Redevelopment Project, the required Furniture and Shelving for the new library as a satisfactory result was not achieved by inviting tenders; and additionally will ensure value for money along with the prescribed quantity of shelving and furniture.
3. That Council engage Neeson Murcutt + Neille Architects to undertake the procurement of furniture and shelving for the new library in accordance with the prescribed Furniture and Shelving Schedule and nominated budget of \$405,000 (ex GST).

MINUTES OF THE ORDINARY MEETING OF THE BROKEN HILL CITY COUNCIL HELD
DECEMBER 18, 2024

CARRIED UNANIMOUSLY

**ITEM 31 - BROKEN HILL CITY COUNCIL REPORT NO. 211/24 - DATED DECEMBER 04, 2024 -
WILLYAMA COMMON TRUST LICENCE AND EASEMENT TO ESSENTIAL ENERGY -
CONFIDENTIAL**

D24/58747

(General Manager's Note: This report considers a licence 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).

RESOLUTION

Minute No. 47743

Councillor D Gallagher moved)
Councillor A Byrne seconded)

Resolved

1. That Broken Hill City Council Report No. 211/24 dated December 4, 2024, be received.
2. That Council (as the Willyama Common Trust) consent to a licence over Lot 7302 DP 1181129 to Essential Energy, for the purpose of construction, operation, and maintenance of underground powerlines.
3. Council (as the Willyama Common Trust) consent to an easement for electricity infrastructure being registered over Lot 7302 DP 1181129.
4. That the annual rent be set at \$1,230 per annum.
5. That the General Manager be delegated to finalise the terms and conditions of the licence and easement.
6. That the Mayor and General Manager be authorised to sign and execute any documents related to the licence and easement under the Common Seal of Council.

CARRIED UNANIMOUSLY

RESOLUTION

Minute No. 47744 - Procedural Motion

Councillor D Gallagher moved)
Councillor E Gillett seconded)

Resolved

- That the meeting resumes in open session.

CARRIED UNANIMOUSLY

Members of the public and the Media returned to the Chambers at 7:22pm.

At the Mayor's invitation, the General Manager reported on the items resolved in the confidential session.

CONCLUSION OF THE MEETING

There being no further business to consider, the Mayor closed the meeting at 7:25 p.m.

THE FOREGOING MINUTES WERE READ)
AND CONFIRMED AT THE ORDINARY)
MEETING OF THE BROKEN HILL CITY)
COUNCIL HELD ON 29 JANUARY 2025.)

CHAIRPERSON

REPORTS

1. BROKEN HILL CITY COUNCIL REPORT NO. 1/25 - DATED JANUARY 15, 2025 - CORRESPONDENCE REPORT - UPGRADES TO THE BROKEN HILL AIRPORT TO SUPPORT LARGER AIRCRAFT DURING TIMES OF EMERGENCY (D25/1990).....27
2. BROKEN HILL CITY COUNCIL REPORT NO. 2/25 - DATED JANUARY 15, 2025 - CORRESPONDENCE REPORT - INTRODUCTION OF A REGIONAL AIRFARE ZONE CAP SUBSIDY FOR RETURN FLIGHTS BETWEEN SYDNEY AND REGIONAL AND REMOTE LOCATIONS OF NSW (D25/1975)33
3. BROKEN HILL CITY COUNCIL REPORT NO. 3/25 - DATED DECEMBER 18, 2024 - OFFICE OF LOCAL GOVERNMENT COUNCILLOR CONDUCT AND MEETING PRACTICE REVIEW (D24/61622)39
4. BROKEN HILL CITY COUNCIL REPORT NO. 4/25 - DATED JANUARY 08, 2025 - ADOPTION OF THE DRAFT EVENT MANAGEMENT POLICY (D25/897)96
5. BROKEN HILL CITY COUNCIL REPORT NO. 5/25 - DATED JANUARY 22, 2025 - TOWN SQUARE - LOCATION OF THE WOMEN'S MINING MEMORIAL (D25/3100)137
6. BROKEN HILL CITY COUNCIL REPORT NO. 6/25 - DATED JANUARY 13, 2025 - OCCUPANCY RATE DATA FOR FIVE (5) YEAR PERIOD - FAR WEST LOCAL HEALTH DISTRICT (D25/1646)142
7. BROKEN HILL CITY COUNCIL REPORT NO. 7/25 - DATED JANUARY 15, 2025 - MINERAL COLLECTION ACQUISITION ASSESSMENT (D25/2049)145
8. BROKEN HILL CITY COUNCIL REPORT NO. 8/25 - DATED JANUARY 17, 2025 - DRAFT PROPOSED LICENCE OF ALMA INSTITUTE (D24/56135)159

9.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 9/25 - DATED JANUARY 15, 2025 - INVESTMENT REPORT FOR DECEMBER 2024 (D25/1939)</u>	162
10.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 10/25 - DATED JANUARY 22, 2025 - BROKEN HILL REGIONAL AQUATIC CENTRE - PROFIT SHARE REINVESTMENT PROPOSAL (D25/3142)</u>	178
11.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 11/25 - DATED JANUARY 08, 2025 - DEVELOPMENT APPLICATION 59/2024 - CHANGE HOURS OF OPERATION (ATTARDS TRANSPORT SERVICE) - 117 RAKOW STREET, BROKEN HILL (D25/917)</u>	181
12.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 12/25 - DATED JANUARY 16, 2025 - DEVELOPMENT APPLICATION 76/2024 - DEMOLITION OF ALL EXISTING BUILDINGS ON SITE AND ERECTION OF NEW STEEL FRAMED COMMERCIAL BUILDING INCORPORATING OFFICE, AMENITIES AND WORKSPACE, AND ASSOCIATED SIGNAGE - 92 CRYSTAL STREET, BROKEN HILL (D25/2269)</u>	193
13.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 13/25 - DATED JANUARY 20, 2025 - PROPOSED COMPULSORY ACQUISITION OF LOT 1378 IN DEPOSITED PLAN 757298 AND LOT 1373 IN DEPOSITED PLAN 757298 (D25/2732)</u>	212
14.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 14/25 - DATED JANUARY 20, 2025 - SILVER STREET TREE REPLACEMENT PROJECT (D25/2722)</u>	216
15.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 15/25 - DATED JANUARY 14, 2025 - NOMINATIONS FOR THE APPOINTMENT OF COMMUNITY REPRESENTATIVES TO SECTION 355 COMMITTEES (D24/59967)</u>	224
16.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 16/25 - DATED JANUARY 08, 2025 - SECTION 355 ANNUAL AND FINANCIAL REPORTS 2023/2024 AND END OF TERM REPORTS (D24/57416)</u>	290
17.	<u>BROKEN HILL CITY COUNCIL REPORT NO. 17/25 - DATED JANUARY 07, 2025 - ACTION LIST REPORT (D25/801)</u>	333

ORDINARY MEETING OF THE COUNCIL

January 15, 2025

ITEM 1BROKEN HILL CITY COUNCIL REPORT NO. 1/25

SUBJECT: CORRESPONDENCE REPORT - UPGRADES TO THE BROKEN HILL AIRPORT TO SUPPORT LARGER AIRCRAFT DURING TIMES OF EMERGENCY D25/1990

Recommendation

1. That Broken Hill City Council Report No. 1/25 dated January 15, 2025, be received.
2. That reply correspondence dated 18 December 2024 from Minister for Regional Transport and Roads, The Hon Jenny Aitchison MP; be received and noted.
3. That reply correspondence dated 16 January 2025 from the Minister for Transport, The Hon Jo Haylen MP enclosing a copy of Minister Aitchison's correspondence dated 18 December 2024 (forwarded to Council by the Member for Barwon Mr Roy Butler MP following representations made on behalf of Council); be received and noted.

Report:

This report refers to **Item 9** of Council's Resolution made at the Council Meeting held 30 October 2024 regarding Mayoral Minute No 17 which Council resolved as follows:

ITEM 1 - MAYORAL MINUTE NO. 17/24 - DATED OCTOBER 25, 2024 - LOSS OF POWER TO THE CITY DUE TO STORM EVENT ON 16 OCTOBER 2024 D24/51566

RESOLUTIONMinute No. 47661

Mayor T Kennedy moved
Councillor R Algate seconded

Resolved

1. That Mayoral Minute No. 17/24 dated October 25, 2024, be received.
2. That Council thanks the Premier, Deputy Opposition Leader and the Member for Barwon for visiting Broken Hill on 24 October 2024 and for their support to the City with an Inquiry into Transgrid and also thanks the Minister for Energy Climate Change The Hon Penny Sharpe and Federal Minister for Emergencies The Hon Jenny McAlister for their support to the city.
3. That Council thanks Essential Energy and their workers for their ongoing and around the clock support along with Transgrid workers, Perilya workers and contractors, volunteers of the Rural Fire Service and the State Emergency Service.
4. That Council thanks the Regional Emergency Management Committee and Local

Emergency Management Committee for their ongoing emergency planning for the City.

5. That Council welcomes the financial relief packages, but more needs to be given to ensure that it covers the real loss to residents and small businesses as well as the ongoing outages that we are experiencing.
6. That Council requests Transgrid make a public apology for letting the Far West Community and City of Broken Hill down.
7. That Council requests Transgrid compensate all businesses and employees as a result of the outages and their failure to maintain appropriate backup equipment.
8. That priority is given to ensure suitable backup generators and/or renewable storage is fast tracked to ensure that this is not repeated in the future.
9. **That Council write to the Federal Minister for Infrastructure and Minister for Emergency Services, State Minister for Infrastructure and Minister for Emergency Services and our Local Member on the importance of upgrading the Broken Hill Airport to support larger aircraft in times of emergency to cater for the delivery of heavy equipment and support services.**

CARRIED UNANIMOUSLY

In relation to Item 9 of the above Council Resolution, Mayoral correspondence dated 7 November 2024, regarding Airport upgrades was forwarded to the Federal Minister for Infrastructure, Transport, Regional Development and Local Government, The Hon Catherine King MP; the Federal Minister for Emergency Management, Senator The Hon Jenny McAllister; NSW Minister for Regional Transport and Roads, The Hon Jenny Aitchison MP; NSW Minister for Emergency Services, The Hon Jihad Dib MP; and Local Member for Barwon, Mr Roy Butler MP.

Reply correspondence dated 18 December 2024 has been received from NSW Minister for Regional Transport and Roads, The Hon Jenny Aitchison MP advising of the release of the Australian Government's Aviation White Paper, and government funding programs for regional airports. A copy of the correspondence is attached to this report.

On behalf of Council, Mr Roy Butler MP also made representations to Ministers regarding Airport upgrades and Mr Butler MP has provided Council with a response from The Hon Jo Haylen MP, Minister for Transport dated 16 January 2025 which also refers to the Aviation White Paper and the funding information provided in Minister Aitchison's reply (and provided a copy of Minister Aitchison's correspondence dated 18 December 2024.) A copy of Minister Haylen's correspondence is attached to this report.

Attachments

1. Reply correspondence dated 18 December 2024 from The Hon Jenny Aitchison MP
[↓](#) - Request for Airport Upgrade Funding
2. Reply correspondence dated 16 January 2025 from The Hon Jo Haylen MP -
[↓](#) Request for Airport Upgrade Funding -

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

The Hon Jenny Aitchison MP
Minister for Regional Transport and Roads



Ref: 02253514
Your Ref: L24/2245 - 11/161 TK:JM

**Councillor Tom Kennedy
Mayor
Broken Hill City Council
PO Box 448
Broken Hill NSW 2880**

Dear Tom,

Thank you for your correspondence about support and advocacy from the NSW Government for an upgrade of the runway at Broken Hill's airport.

Transport, including access to air travel, is a major social determinant of health, education, jobs and opportunity and is particularly vital in regional, rural and remote areas.

As you note, there are a number of support initiatives from the Australian Government to support our regional centres.

In addition to the program under which Broken Hill City Council has applied for funding for the runway upgrade, other support has been announced with the release of the Australian Government's Aviation White Paper in August 2024.

The Australian Government has pledged \$40 million to its Regional Airports Program and \$50 million to its Remote Airstrip Upgrade program over the next three years. I trust you are familiar with these programs, and I encourage you to take advantage of any programs for which Council may be eligible.

The Australian Government, as part of the Aviation White Paper, also plans to continue to support regional and remote airports, committing to find out how to make flights to regional and remote Australia cheaper.

The Australian Government has directed the Australian Competition and Consumer Commission to monitor domestic airfares until the end of 2026. The next Productivity Commission inquiry will review regional airfares, focusing on competition, the impact of government interventions on competition and how to improve connectivity in regional areas.

More information about the Aviation White Paper is available by visiting <https://www.infrastructure.gov.au/infrastructure-transport-vehicles/aviation/aviation-white-paper>.

52 Martin Place Sydney NSW 2000
GPO Box 5341 Sydney NSW 2001

02 7225 6220
nsw.gov.au/ministers

Thank you for taking the time to write to me. I genuinely appreciate the effort you have made to raise this matter with the NSW Government.

Yours sincerely,



18/12/2024

The Hon Jenny Aitchison MP
Minister for Regional Transport and Roads

The Hon Jo Haylen MP
Minister for Transport



Ref: 02263442
Your Ref: RB07197

**Mr Roy Butler MP
Member for Barwon
Suite 1, Ground Floor
60 Maitland Street
Narrabri NSW 2390**

Dear Mr Butler,

Thank you for your representation on behalf of Cr Tom Kennedy, Mayor Broken Hill City Council, regarding upgrades to Broken Hill Airport.

I am always grateful to receive feedback regarding enhancements to aviation infrastructure and appreciate you raising these concerns regarding the local airport.

Upon receipt of your correspondence, I sought advice from Transport for NSW. I am informed that Cr Kennedy also wrote directly to the Minister for Regional Transport and Roads regarding this matter, and the enclosed response informed by the department's advice was provided by the Minister dated 18 December 2024.

I note the response refers to the Australian Government's Aviation White Paper and suggested funding avenues which may assist with upgrades to Broken Hill Airport. At this stage, I have no further advice to provide, however, for more information on the White Paper, please visit <https://www.infrastructure.gov.au/department/media/publications/aviation-white-paper-towards-2050>.

Thank you again for taking the time to write. Please do not hesitate to contact me if there is anything further I can do to be of assistance.

Sincerely,



Jo Haylen MP
Minister for Transport

16/01/2025

Encl: Response to Cr Kennedy dated 18 December 2024

52 Martin Place Sydney NSW 2000
GPO Box 5341 Sydney NSW 2001

02 7225 6060
nsw.gov.au/ministers

ORDINARY MEETING OF THE COUNCIL

January 15, 2025

ITEM 2

BROKEN HILL CITY COUNCIL REPORT NO. 2/25

SUBJECT: CORRESPONDENCE REPORT - INTRODUCTION OF A REGIONAL AIRFARE ZONE CAP SUBSIDY FOR RETURN FLIGHTS BETWEEN SYDNEY AND REGIONAL AND REMOTE LOCATIONS OF NSW D25/1975

Recommendation

1. That Broken Hill City Council Report No. 2/25 dated January 15, 2025, be received.
2. That reply correspondence dated 14 December 2024, from the Hon Jenny Aitchison MP to Mr Roy Butler MP (and forwarded to Council by Mr Roy Butler MP), regarding the Regional Airfare Zone Cap (RAZC) scheme, be received and noted.
3. That reply correspondence dated 17 December 2024, from the Hon Tara Moriarty MLC, regarding the Regional Airfare Zone Cap (RAZC) scheme, be received and noted.

Report:

Council, at its Ordinary Meeting held 29 May 2024, considered a Mayoral Minute for Council to advocate to the NSW State Government to initiate discussions between Regional Express Airlines and Qantas Airways to establish a Regional Zone Cap Fare Scheme, and resolved as follows:

ITEM 1 - MAYORAL MINUTE NO. 6/24 - DATED MAY 15, 2024 - INTRODUCTION OF A REGIONAL AIRFARE ZONE CAP SUBSIDY FOR RETURN FLIGHTS BETWEEN SYDNEY AND REGIONAL AND REMOTE LOCATIONS OF NSW D24/23897

RESOLUTION

Minute No. 1

Mayor T Kennedy moved)
Councillor D Turley seconded)

Resolved

1. That Mayoral Minute No. 6/24 dated May 15, 2024, be received.
2. That Council advocates for the NSW State Government to initiate discussions between Regional Express Airlines and Qantas Airways to establish a Regional Zone Cap Fare Scheme between Sydney and regional and remote cities in NSW, similar to the Regional Zone Cap Fare Scheme that is currently operating in Western Australia.

CARRIED UNANIMOUSLY

Following the May Council Meeting, Mayoral correspondence dated 12 June 2024, was forwarded to the NSW Premier, The Hon Chris Minns MP; Minister for Transport, The Hon Jo Haylen MP; Minister for Regional Transport and Roads, The Hon Jenny Aitchison MP; Minister for Regional and Western NSW, The Hon Tara Moriarty MLC; Federal Member for Parkes, The Hon Mark Coulton MP; and Member for Barwon, Mr Roy Butler.

Reply correspondence has been received from The Hon Jenny Aitchison MP advising that Transport for NSW has no plan to change the current policy in relation to air services in NSW. The Australian Government released an Aviation White Paper in August 2024 which includes a plan to make improvements to the aviation sector, part of this plan includes the introduction of an Aviation Industry Ombudsman Scheme to oversee complaints related to the airline industry.

The Australian Government has directed the Australian Competition and Consumer Commission to monitor domestic airfares until the end of 2026. The next Productivity Commission inquiry will review regional airfares. A copy of this correspondence is attached to this report.

Reply correspondence has also been received from The Hon Tara Moriarty MLC advising that she will keep the Regional Airfare Zone Cap scheme in mind when considering future investments in regional NSW and also outlined various investments that have been made into regional NSW and Broken Hill to support and grow regional communities. The correspondence is attached to this report.

Attachments

1. Response Tom Kennedy Broken Hill City Council Regional Airfare Zone Cap - The
[↓](#) Hon Jenny Aitchison MP
2. Response Tom Kennedy Broken Hill City Council Regional Airfare Zone Cap - The
[↓](#) Hon Tara Moriarty MLC

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

The Hon Jenny Aitchison MP
Minister for Regional Transport and Roads



Ref: 02134507
Your Ref: RB06463

**Mr Roy Butler MP
Member for Barwon
Suite 1 Ground Floor
60 Maitland Street
Narrabri NSW 2390**

Dear Roy,

Thank you for your correspondence on behalf of Councillor Tom Kennedy, Mayor of Broken Hill City Council, about the implementation of a Regional Airfare Zone Cap. I apologise for the delay in responding.

I am always grateful to hear about ways we can improve our public transport system and appreciate Cr Kennedy taking the time to share his views. Transport, including access to air travel, is a major social determinant of health, education, jobs and opportunity. It is particularly vital in regional, rural and remote areas.

Air services in NSW are offered on a commercial basis, with airfares and flight schedules determined by airlines in response to customer demand. As Cr Kennedy notes in his letter, there are two airlines providing services in competition on the route linking Broken Hill with Sydney.

Transport for NSW advises there is no plan to change the current policy in relation to air services in NSW.

As well as the available commercial air services, NSW TrainLink provides services between Broken Hill and Sydney.

The Australian Government released an Aviation White Paper in August 2024 which includes a plan to make improvements to the aviation sector.

As part of the plan, the Australian Government will introduce an Aviation Industry Ombudsman Scheme to oversee complaints related to the airline industry. The Ombudsman Scheme will deliver a new customer rights charter to give greater certainty about cancellations and delays, including any related refunds.

The Australian Government also plans to continue to support regional and remote airports, committing to find out how to make flights to regional and remote Australia cheaper.

52 Martin Place Sydney NSW 2000
GPO Box 5341 Sydney NSW 2001

02 7225 6060
nsw.gov.au/ministers

The Australian Government has directed the Australian Competition and Consumer Commission to monitor domestic airfares until the end of 2026.

The next Productivity Commission inquiry will review regional airfares, focusing on competition, the impact of government interventions on competition and how to improve connectivity.

The Australian Government has also pledged \$40 million to its Regional Airports Program and \$50 million to its Remote Airstrip Upgrade program over the next three years.

More information about the Australian Government process is available by visiting <https://www.infrastructure.gov.au/infrastructure-transport-vehicles/aviation/aviation-white-paper>.

Thank you for taking the time to write to me. I genuinely appreciate the effort Cr Kennedy has made to raise this matter with the NSW Government.

Yours sincerely,



14/12/2024

The Hon Jenny Aitchison MP
Minister for Regional Transport and Roads

The Hon Tara Moriarty MLC

Minister for Agriculture
Minister for Regional New South Wales
Minister for Western New South Wales



Ref: MF24/1575

Mr Tom Kennedy
Mayor
Broken Hill City Council
The Office of the Mayor
PO Box 448
BROKEN HILL NSW 2880

Re: Broken Hill City Council about regional airfare zone cap subsidy

Dear Mr Kennedy,

Thank you for your correspondence of 12 June 2024 regarding the Regional Airfare Zone Cap (RAZC) scheme. I appreciate you taking the time to write and advise us of the scheme in Western Australia.

As the Minister for Regional NSW and Western NSW, I am passionate about improving outcomes for regional communities and attracting and retaining local workforces. I will keep this scheme in mind when considering future investments in regional NSW.

Thank you for sharing your insights into the Regional Airfare Zone cap scheme that operates in Western Australia. Matters relating to regional transport are the responsibility of the Minister for Regional Transport and Roads and I understand the Minister will respond to you directly.

The NSW government appreciates the significance of the Broken Hill Airport to connect the city to the east coast. Historically, as you are aware, this support has been demonstrated through infrastructure funding for the Broken Hill Airport Safety Upgrade and the Broken Hill Regional Airport upgrade to airside movement areas. Funding was also provided for Council's recently updated Broken Hill Airport Business Case.

The NSW Government is taking a fresh approach to how we invest in regional communities as part of the Regional Development Roadmap that includes:

- an initial investment of \$400 million into the Regional Development Trust
- appointing the Regional Development Advisory Council to ensure that the interests of rural and regional communities are at the center of government decision making
- modernising the *Regional Development Act 2004* to better reflect the needs of regional communities.

In May 2024, I announced a \$35 million package of initial investments under the Regional Development Trust that will address immediate community and industry needs in regional NSW. The initial investments are:

52 Martin Place Sydney NSW 2000
GPO Box 5341 Sydney NSW 2001

02 7225 6120
nsw.gov.au/ministtermoriarty

1

OFFICIAL

- Low interest loans for engine and emerging industries - \$5 million
- Airstrip improvements in rural and remote NSW - \$15 million
- Aboriginal Economic Development Package - \$5 million
- Western NSW Workforce Activation Package - \$10 million.

Council has previously identified childcare as one of the major barriers to increasing workforce participation in Broken Hill. The Workforce Activation Package is specifically focused on providing funding to early childhood education and care providers in the Broken Hill, Bourke and Cobar Local Government Areas to expand or upgrade services to increase local childcare availability and help parents enter or return to the workforce.

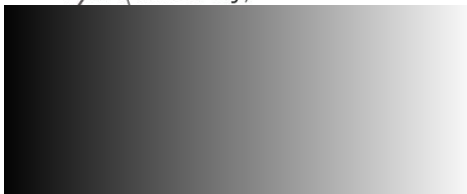
The NSW Government has also committed \$2 million from the Regional Development Trust to a 12-month extension of the Western Air Services Subsidy agreement. This extension will enable continued subsidies on flights to communities in Western NSW until November 2025.

The NSW Government is also supporting the attraction of essential workers through the Welcome Experience program. The program was launched 12 months ago and to date has helped more than 227 workers move to Broken Hill. I look forward to the program attracting more essential workers into your local community through its continuation. The program has been such a success it is now being rolled out to 52 Local Government Areas across the State.

Information on The Welcome Experience can be found at www.nsw.gov.au/regional-nsw/makethemove/welcome-experience. A range of initiatives are also provided to incentivise and support essential workers to relocate to regional NSW (www.nsw.gov.au/regional-nsw/makethemove/work-regional-nsw).

I trust this is of assistance, however, I have asked Ms Hodi Beauliv, Economic Development and Coordination Manager to be available to answer any further questions you may have. Ms Beauliv can be contacted on 0427 613 892 or by email hodi.beauliv@regional.nsw.gov.au.

Yours sincerely,



Tara Moriarty MLC
Minister for Agriculture
Minister for Regional New South Wales
Minister for Western New South Wales

17/12/2024

ORDINARY MEETING OF THE COUNCIL

December 18, 2024

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

SUBJECT: OFFICE OF LOCAL GOVERNMENT COUNCILLOR CONDUCT
AND MEETING PRACTICE REVIEW D24/61622

Recommendation

1. That Broken Hill City Council Report No. 3/25 dated December 18, 2024, be received.
2. That the Office of Local Government Media Release – New changes coming to Council Meetings dated 17 December 2024, be received and noted.
3. That correspondence dated 17 December from the Minister for Local Government inviting Council to provide feedback on the proposed amendments to the Model Code of Meeting Practice for Local Councils in NSW (Model Meeting Code) be received and noted.
4. That Council notes its submission sent to the Office of Local Government on 7 November 2024 following a Councillor Workshop held on 23 October 2024; and that as Council's submission was in strong support of the proposed amendments to the Model Code of Meeting Practice for NSW Councils, it is not recommended that a further submission is required to be sent at this stage.

Executive Summary:

The Office of Local Government (OLG) released a Council Circular 24/17 – Councillor Conduct and Meeting Practices – A Discussion Paper, on 5 September 2024.

NSW Councils were requested to review the discussion paper and provide any submissions regarding the Discussion Paper to the OLG by 15 November 2024.

A Councillor Workshop was held on Wednesday 23 October 2024 and all Councillors were unanimous in their strong support of the OLG's proposed amendments to the Model Code of Conduct for NSW Councils and the Model Code of Meeting Practice for NSW Councils.

Attached to this report is a copy of the submission endorsed by Council and submitted to the OLG on 7 November 2024.

The OLG have now issued a Media Release 'New changes coming to Council Meetings' on Tuesday, 17 December 2024 which outlines the first tranche of amendments to the Model Code of Meeting Practice.

The Minister for Local Government has also sent correspondence dated 17 December addressed to the General Manager inviting Council to provide feedback on the proposed amendments to the Model Code of Meeting Practice for Local Councils in NSW (Model Meeting Code) and is attached to this report.

As Council's submission was in strong support of the proposed amendments to the Model Code of Meeting Practice for NSW Councils, it is not recommended that a further submission is required to be sent at this stage.

Report:

Pursuant to the *Local Government Act 1993 Chapter 12 Part 2 and Chapter 14 Part 1*, Councils must adopt a Code of Meeting Practice and a Code of Conduct that incorporate the provisions of the OLG Model Code of Meeting Practice and Model Code of Conduct.

For each Model Code, a Council must, within 12 months after each Ordinary Election, review and adopt its Code Policies (which must be consistent with the mandatory provisions of the OLG Model Codes and the *Local Government Act 1993*) and make adjustments as it considers appropriate and as are consistent with these Parts of the *Local Government Act 1993* (the Act).

At the Extraordinary Council Meeting held 9 October 2024, being the first Meeting of the new Term of Council, Council adopted its current Code of Conduct Policy (and the current Procedures for the Administration of the Code of Conduct Policy) and endorsed its current Code of Meeting Practice Policy (with an amendment to the Policy to rename the three Standing Committee Meetings) for public exhibition in order that Council complies with the Act during the period of the OLG's consultation with Councils on the Councillor Conduct Framework Review. The Code of Meeting Practice Policy was subsequently adopted at the Ordinary Council Meeting held 18 December 2024.

The aim of the OLG's Review of the Councillor Conduct Framework is to facilitate and support local decision making.

The Key Points of the OLG Discussion Paper are:

- Strong and thriving communities need effective local government.
- The Councillor Conduct Framework is under review to ensure that it delivers on the need for transparency and ensures that Councillors are visibly in control of their Councils.
- Councillors should act fairly, ethically and without bias in the interests of the local community. They should be responsible employers and provide a consultative and supportive working environment for staff.
- It is intended that the revised Councillor Conduct Framework will be based on the following principles of change:
 - Council leadership and decision making is paramount
 - Freedom of speech is fundamental
 - Transparency and accountability are maintained
 - Issues are dealt with at the most immediate or local level
 - A strong and proportionate local government regulator
 - Justice is timely and proportionate
 - Significant penalties should only be imposed by a judicial or quasi-judicial body.

Council, at its Ordinary Meeting held 30 October 2024, considered Broken Hill City Council Report No.153/21 and resolved the following:

**ITEM 7 - BROKEN HILL CITY COUNCIL REPORT NO. 153/24 - DATED SEPTEMBER 06, 2024 -
OFFICE OF LOCAL GOVERNMENT COUNCILLOR CONDUCT AND MEETING PRACTICE
REVIEW**

D24/43992

RESOLUTIONMinute No. 1

Councillor R Algate moved)
Councillor A Chandler seconded)

Resolved

1. That Broken Hill City Council Report No. 153/24 dated September 6, 2024, be received.
2. That the Office of Local Government Discussion Paper – Councillor Conduct Framework, be received.
3. That it be noted that a Councillor Workshop was held on Wednesday 23 October 2024 for Councillors to consider the Office of Local Government Discussion Paper – Councillor Conduct and Meeting Practices.
4. That Council endorses the draft submission to the Office of Local Government (attached to the report), and that Council forwards its submission prior to the deadline of 15 November 2024.
5. That Council sends correspondence to the Minister for Local Government thanking him for honoring his pledge to make amendments to improve the Model Code of Conduct and the Model Code of Meeting Practice for Local Government in NSW.

CARRIED UNANIMOUSLY

A copy of Council's submission to OLG (sent 7 November 2024) is attached to this report along with the Minister for Local Government's Media Release, a copy of the Consultation Draft of the New Model Code of Meeting Practice for NSW Councils and correspondence dated 17 December 2024 from the Minister for Local Government, The Hon Ron Hoenig, inviting Council to provide feedback on the proposed amendments to the Model Code of Meeting Practice for Local Councils in NSW (Model Meeting Code) and is attached to this report

As matters relating to the review of the Code of Meeting Practice were included in Council's submission sent 7 November 2024, and Councillors were unanimous in their support of the Minister's proposed amendments to the Model Codes, it is not recommended that a further submission is required to be sent at this stage.

Community Engagement:

Not applicable at this stage.

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993, Chapter 12 Part 2 and Chapter 14 Part 1
Local Government (General) Regulation 2021 Part 8 and Part 10

Financial Implications:

Nil

Attachments

1. Minister for Local Government, The Hon Ron Hoenig MP - Media Release - New
[↓](#) Changes coming to Council Meetings
2. Correspondence from the Minister for Local Government
[↓](#)
3. Consultation Draft - New Model Code of Meeting Practice for NSW Councils
[↓](#)
4. Submission to OLG - Councillor conduct and meeting practices - a new framework
[↓](#) discussion paper

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

Ron Hoenig

Minister for Local Government



Media Release

New changes coming to council meetings

Tuesday, 17 December 2024

The Minns Labor Government is continuing to progress reforms to strengthen local government, announcing changes to the way council meetings are conducted to ensure greater transparency and increase community confidence in council decision making.

All councils are required to adopt a code of meeting practice based on the Model Meeting Code issued by the Office of Local Government.

The government has now released a consultation draft of amendments to the Model Meeting Code for public comment.

The changes aim to simplify the Model Meeting Code and ensure councillors are making decisions in the full view of the communities they are elected to represent.

They also aim to increase the dignity of the council chamber and remove the general manager's involvement in council politics.

Key changes, some of which have been recommended by the Independent Commission Against Corruption (ICAC) include:

- preventing councils from holding private councillor briefing sessions
- requiring information considered at closed meetings to be made public after it ceases to be confidential
- requiring councils to give reasons when making decisions on planning matters that depart from staff recommendations
- de-politicising the role of the general manager by removing the requirement for them to prepare reports on councillors' notices of motion
- expanding the powers of the mayor to expel councillors from meetings for acts of disorder
- requiring councillors to stand when the mayor enters and when addressing the meeting

Changes to the Model Meeting Code were flagged in a discussion paper outlining the government's proposed reforms to the councillor code of conduct system.

Submissions will be accepted until Friday, 28 February 2025. To learn more and provide feedback, go to: <https://www.olg.nsw.gov.au/councils/governance/model-code-of-meeting-practice/reforms-to-the-model-code-of-meeting-practice/>

Minister for Local Government Ron Hoenig said:

"Council meetings are where a council's most important decisions should be made.

"It concerns me that these decisions are increasingly being made behind closed doors in private briefings, locking out the community and protecting councils from public scrutiny.

"As a former mayor, I want to see all councils conducting their business in an open and public forum, where communities can engage with their council on issues that directly affect them.

OFFICIAL

"The current Model Meeting Code has become unwieldy and is prone to drawing the general manager into political disputes which should be left to elected councillors to resolve.

"These changes are part of the government's commitment to restore public trust in local government which has been eroded by years of neglect and a cultural shift towards secrecy over public service."

MEDIA: Clare Dowswell | Minister Hoenig | 0448 540 073

OFFICIAL

The Hon. Ron Hoenig MP

Leader of the House in the Legislative Assembly
Vice-President of the Executive Council
Minister for Local Government



Our Ref: A939075

Mr Jay Nankivell
General Manager
Broken Hill City Council
PO Box 448
BROKEN HILL NSW 2880

via email: Jay.Nankivell@brokenhill.nsw.gov.au

17 December 2024

Dear Mr Nankivell,

I am writing to invite your feedback on proposed amendments to the Model Code of Meeting Practice for Local Councils in NSW (Model Meeting Code).

A consultation draft of the new Model Meeting Code and accompanying paper has been published on the Office of Local Government's (OLG) website at www.olg.nsw.gov.au. The proposed amendments to the Model Meeting Code are indicated in track changes.

The amendments are part of the NSW Government's agenda to ensure that councillors are visibly in control of their councils, demonstrating to the community that decision making is genuinely local. The reforms of the code and procedures governing how councillors gather, debate and make decisions, were flagged in the discussion paper OLG issued in September 2024, "Councillor conduct and meeting practice: a new framework".

The proposed amendments to the Model Meeting Code are the first tranche of reforms to the regulation of meetings. The second tranche will be legislated in 2025 as part of the measures implemented to reform the regulation of councillor conduct and will have a particular focus on behaviour at meetings.

Submissions may be made in writing by email at olg@olg.nsw.gov.au or by completing the online submission form at <https://www.olg.nsw.gov.au/councils/governance/model-code-of-meeting-practice/reforms-to-the-model-code-of-meeting-practice/>.

52 Martin Place Sydney NSW 2000
GPO Box 5341 Sydney NSW 2001

02 7225 6150
nsw.gov.au/ministerhoenig

1

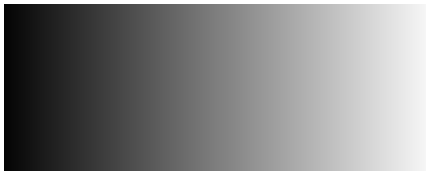
Submissions may also be made by post, addressed to: Locked Bag 3015, NOWRA NSW 2541.

Submissions should be labelled “Model Meeting Code amendments” and marked to the attention of OLG’s Council Governance Team. The closing date for submissions is COB Friday, 28 February 2025.

The feedback OLG receives will be used to inform the amendments that are ultimately made to the Model Meeting Code. It is anticipated that the new Model Meeting Code will be prescribed in early 2025.

If you have any questions, you are welcome to contact OLG’s Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

Yours sincerely,



The Hon. Ron Hoenig MP
Leader of the House in the Legislative Assembly
Vice-President of the Executive Council
Minister for Local Government

MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW

~~2021~~2024

Table of Contents

1	INTRODUCTION	4
2	MEETING PRINCIPLES	4
3	BEFORE THE MEETING.....	5
4	PUBLIC FORUMS.....	10
5	COMING TOGETHER.....	13
6	THE CHAIRPERSON.....	19
7	MODES OF ADDRESS.....	20
8	ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS	20
9	CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS.....	21
10	RULES OF DEBATE.....	23
11	VOTING.....	26
12	COMMITTEE OF THE WHOLE.....	28
13	DEALING WITH ITEMS BY EXCEPTION.....	29
14	CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC	29
15	KEEPING ORDER AT MEETINGS.....	34
16	CONFLICTS OF INTEREST.....	37
17	DECISIONS OF THE COUNCIL	37
18	TIME LIMITS ON COUNCIL MEETINGS	40
19	AFTER THE MEETING.....	40
20	COUNCIL COMMITTEES.....	42
21	IRREGULARITIES	45
22	DEFINITIONS	46
3348101617181820232526263034343637384244451	INTRODUCTION	3
2	MEETING PRINCIPLES	3
3	BEFORE THE MEETING	4
4	PUBLIC FORUMS	9
5	COMING TOGETHER.....	11
6	THE CHAIRPERSON.....	17
7	MODES OF ADDRESS.....	18

8	ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS	19
9	CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS	19
10	RULES OF DEBATE	21
11	VOTING	24
12	COMMITTEE OF THE WHOLE	26
13	DEALING WITH ITEMS BY EXCEPTION	27
14	CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC	27
15	KEEPING ORDER AT MEETINGS	31
16	CONFLICTS OF INTEREST	34
17	DECISIONS OF THE COUNCIL	35
18	TIME LIMITS ON COUNCIL MEETINGS	37
19	AFTER THE MEETING	38
20	COUNCIL COMMITTEES	39
21	IRREGULARITIES	42
22	DEFINITIONS	44

1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

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

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

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

The provisions of the Model Meeting Code that are not mandatory are indicated in **red font**.

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

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in **blue font**.

In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

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

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

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

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

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

community.

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

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

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

3 BEFORE THE MEETING

Timing of ordinary council meetings

~~3.1 Ordinary meetings of the council will be held on the following occasions:
[council to specify the frequency, time, date and place of its ordinary meetings]~~

3.21 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Councils must use either clause 3.1 or 3.2

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.

Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each in a different quarter of the year.

Extraordinary meetings

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

Note: Clause 3.32 reflects section 366 of the Act.

~~3.3 The mayor may call an extraordinary meeting without the need to obtain the signature of two (2) councillors.~~

Notice to the public of council meetings

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

Note: Clause 3.4.4 reflects section 9(1) of the Act.

3.55 For the purposes of clause 3.4.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.66 For the purposes of clause 3.4.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

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

Note: Clause 3.7.7 reflects section 367(1) of the Act.

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

Note: Clause 3.8.8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

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

Note: Clause 3.9.9 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

3.100 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted [council to specify notice period required] within such reasonable time business days before the meeting is to be held as determined by the council.

3.141 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

~~3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in~~

~~relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.~~

~~3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:~~

~~(a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or~~

~~(b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.~~

Questions with notice

3.1~~24~~ A councillor may, by way of a notice submitted under clause 3.1~~00~~, ask a question for response by the general manager about the performance or operations of the council.

~~3.1~~53~~ A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.~~

~~3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.1~~42~~ by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.~~

Agenda and business papers for ordinary meetings

3.1~~74~~ The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.

3.1~~58~~ The general manager must ensure that the agenda for an ordinary meeting of the council states:

- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
- (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
- (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
- (d) any business of which due notice has been given under clause 3.10.

3.1~~96~~ Nothing in clause 3.1~~85~~ limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6~~7~~.

3.2017 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

3.2418 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must, in consultation with the mayor, ensure that the agenda of the meeting:

- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.2418 reflects section 9(2A)(a) of the Act.

3.2219 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

~~3.23—Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.~~

Availability of the agenda and business papers to the public

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

Note: Clause 3.240 reflects section 9(2) and (4) of the Act.

3.251 Clause 3.2024 does not apply to the business papers for items of business that the general manager has identified under clause 3.2419 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.251 reflects section 9(2A)(b) of the Act.

3.2~~62~~ For the purposes of clause 3.2~~40~~, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.2~~62~~ reflects section 9(3) of the Act.

3.2~~73~~ A copy of an agenda, or of an associated business paper made available under clause 3.2~~40~~, may in addition be given or made available in electronic form unless the council determines otherwise.

Note: Clause 3.2~~73~~ reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

3.2~~84~~ The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

3.2~~925~~ Despite clause 3.2~~84~~, business may be considered at an extraordinary meeting of the council at which all councillors are present, even though due notice ~~of the business~~ has not been given of the business, if the council resolves to deal with the business on the grounds that it is urgent and

~~(a) a motion is passed to have the business considered at the meeting, and~~
~~(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it~~ requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.

3.26 A motion moved under clause 3.25 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite clauses 10.18–10.27, only the mover of a motion moved under clause 3.25, and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.

3.27 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.25 and the mayor also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

~~3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.~~

~~3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.~~

3.3~~228~~ A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.2~~927(b)~~ on whether a matter is of great urgency~~urgent~~.

Pre-meeting briefing sessions

~~3.33 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.~~ 3.35 Pre-meeting briefing sessions may be held by audio-visual link.

~~3.34 Pre-meeting briefing sessions are to be held in the absence of the public.~~

~~3.35 Pre-meeting briefing sessions may be held by audio-visual link.~~

~~3.36 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.~~

~~3.37 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision making must be left to the formal council or committee meeting at which the item of business is to be considered.~~

~~3.38 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.~~

4 PUBLIC FORUMS

4.1 The council may hold a public forum prior to ~~each~~ ordinary meetings of the council and committees of councillors for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of other committees of the council.

4.2 The council may determine the rules under which the public forum is to be conducted.

~~4.2 Public forums may be held by audio-visual link.~~

~~4.3 Public forums are to be chaired by the mayor or their nominee.~~

~~4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by [date and time to be specified by the council] before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.~~

~~4.5 A person may apply to speak on no more than [number to be specified by the council] items of business on the agenda of the council meeting.~~

- ~~4.6 — Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.~~
- ~~4.7 — The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.~~
- ~~4.8 — No more than [number to be specified by the council] speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.~~
- ~~4.9 — If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.~~
- ~~4.10 — If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.~~
- ~~4.11 — Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than [number to be specified by the council] days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.~~
- ~~4.12 — The general manager or their delegate is to determine the order of speakers at the public forum.~~
- ~~4.13 — Each speaker will be allowed [number to be specified by the council] minutes to address the council. This time is to be strictly enforced by the chairperson.~~
- ~~4.14 — Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.~~
- ~~4.15 — A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.~~
- ~~4.16 — Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to [number to be specified by the council] minutes.~~

- ~~4.17 — Speakers at public forums cannot ask questions of the council, councillors, or council staff.~~
- ~~4.18 — The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to [number to be specified by the council] minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.~~
- ~~4.19 — Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.~~
- ~~4.20 — When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.~~
- ~~4.21 — If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.~~
- ~~4.22 — Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.~~
- ~~4.23 — Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.~~
- ~~4.24 — Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.~~
- ~~— **Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.**~~

5 COMING TOGETHER

Attendance by councillors at meetings

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

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

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

- 5.3 The board of the joint organisation may, if it thinks fit, transact any of its business at a meeting at which representatives (or some representatives) participate by telephone or other electronic means, but only if any representative who speaks on a matter before the meeting can be heard by the other representatives. For the purposes of a meeting held in accordance with this clause, the chairperson and each other voting representative on the board have the same voting rights as they have at an ordinary meeting of the board.

Note: Clause 5.3 reflects section 397G of the Regulation. Joint organisations may adopt clause 5.3 and omit clause 5.2. Councils must not adopt clause 5.3.

- 5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings.

~~This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.~~

- 5.55 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

- 5.6 The council must not act unreasonably when considering whether to grant a councillor's request for a leave of absence.

5.7 Clause 5.4 does not prevent a councillor from making an apology if they are unable to attend a meeting. Where a councillor makes an apology, the council will be deemed to have accepted the apology and granted them a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act unless the council resolves not to accept the apology or to grant a leave of absence for the meeting. Where the council resolves not to accept an apology and to

grant a leave of absence it must state the reasons for its decision in its resolution.

- 5.78 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.78 reflects section 234(1)(d) of the Act.

~~5.8 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.~~

The quorum for a meeting

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

Note: Clause 5.99 reflects section 368(1) of the Act.

- 5.100 Clause 5.9-9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.100 reflects section 368(2) of the Act.

- 5.141 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.

- 5.122 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the councillors present, or
 - (c) failing that, by the general manager.

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

- 5.144 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by

attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

- 5.1~~55~~⁶⁵ Where a meeting is cancelled under clause 5.1~~43~~⁵³, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called by the mayor under clause 3.3.

Meetings held by audio-visual link

- 5.1~~66~~⁷⁶ A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.

- 5.1~~77~~⁸⁷ Where the mayor determines under clause 5.1~~67~~⁷⁷ that a meeting is to be held by audio-visual link, the general manager must:

- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
- (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
- (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

- 5.1~~88~~⁹⁸ This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

- 5.4~~919~~⁹¹⁹ Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

5.20 Clause 5.19 does not apply to meetings at which a mayoral election is to be

held.

- 5.201 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.242 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.201.
- 5.223 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.234 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.245 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
 - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.256 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.2627 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.
- 5.2728 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

5.2829 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

5.2930 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

5.301 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

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

Note: Clause 5.312 reflects section 10(1) of the Act.

5.323 Clause 5.324 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.334 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.334 reflects section 10(2) of the Act.

Note: If adopted, clauses 15.14–15 and 15.15–16 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.145 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.156 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Webcasting of meetings

5.354 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.

5.365 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

- (a) the meeting is being recorded and made publicly available on the council's website, and
- (b) persons attending the meeting should refrain from making any defamatory statements.

5.376 The recording of a meeting is to be made publicly available on the council's website:

- (a) at the same time as the meeting is taking place, or
- (b) as soon as practicable after the meeting.

5.387 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.

5.3938 Clauses 5.367 and 5.378 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.345 – 5.3839 reflect section 236 of the Regulation.

5.3940 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Note: Joint organisations are not required to webcast meetings but may choose to do so by adopting clauses 5.345–5.3939. Joint organisations that choose not to webcast meetings may omit clauses 5.345–5.3939.

Attendance of the general manager and other staff at meetings

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

Note: Clause 5.401 reflects section 376(1) of the Act.

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

Note: Clause 5.412 reflects section 376(2) of the Act.

5.4243 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.423 reflects section 376(3) of the Act.

5.434 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager as determined by the council from time to time.

~~5.44 The general manager and other council staff may attend meetings of the~~

~~council and committees of the council by audio-visual link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.~~

6 THE CHAIRPERSON

The chairperson at meetings

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

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

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

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

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

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
 - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:

- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
- (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

7.1 Where they can, councillors and staff must stand when the mayor enters the chamber and when addressing the meeting.

7.12 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.

7.23 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.

7.34 A councillor is to be addressed as 'Councillor [surname]'.

7.45 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.

~~8.2 The general order of business for an ordinary meeting of the council shall be: [councils may adapt the following order of business to meet their needs]~~

- ~~01 Opening meeting~~
- ~~02 Acknowledgement of country~~
- ~~03 Apologies and applications for a leave of absence or attendance by audio-visual link by councillors~~
- ~~04 Confirmation of minutes~~
- ~~05 Disclosures of interests~~
- ~~06 Mayoral minute(s)~~
- ~~07 Reports of committees~~
- ~~08 Reports to council~~
- ~~09 Notices of motions/Questions with notice~~
- ~~10 Confidential matters~~
- ~~11 Conclusion of the meeting~~

Note: Councils must use either clause 8.1 or 8.2.

8.32 The order of business as fixed under clause ~~[8.1/8.2]~~ ~~[delete whichever is not applicable]~~ 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: If adopted, Part 13 allows council to deal with items of business by exception.

- 8.43 Despite clauses 10.2018–10.3027, only the mover of a motion referred to in clause 8.3-2 and the mayor, if they are not the mover of the motion, may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) ~~subject to clause 9.9,~~ is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) is a motion for the adoption of recommendations of ~~a committee,~~ including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council at which all councillors are present even though due notice ~~of the business~~ has not been given of the business to ~~the~~ councillors, if: the council resolves to deal with
- ~~(a) a motion is passed to have the business considered at the meeting, and~~
 - ~~(b) the business to be considered is ruled by the chairperson to be of great urgency~~ the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting ~~of the council~~. A resolution adopted under this clause must state the reasons for the urgency.
- 9.4 A motion moved under clause 9.3 can be moved without notice. Despite clauses 10.18–10.27, only the mover of a motion referred to in clause 9.3 and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.
- 9.5 If all councillors are not present at a meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the mayor also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- ~~9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.~~

- 9.56 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b)5.

Mayoral minutes

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

- 9.78 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

- 9.89 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

~~9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.~~

~~9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.~~

Staff reports

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

Reports of committees of council

- 9.121 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

- 9.132 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.143 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.142, unless the council by resolution, and the mayor determines otherwise in accordance with clause 9.3.

- 9.1~~54~~ A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.1~~65~~ A councillor may, through the ~~mayor~~~~general manager~~, put a question to ~~a council employee~~~~the general manager~~ about a matter on the agenda. ~~The general manager may request another council employee to answer the question.~~ Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.1~~76~~ A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.1~~87~~ Councillors must put questions directly, succinctly, ~~respectfully~~ and without argument.
- 9.1~~98~~ The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 RULES OF DEBATE

Motions to be seconded

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

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it ~~after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors~~, ~~they~~~~councillor~~ may request ~~the its~~ withdrawal ~~of the motion when it is before the council at any time~~. ~~If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the mayor is to note the withdrawal of the notice of motion at the meeting.~~
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

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

Motions requiring the expenditure of funds

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

Amendments to motions

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

Foreshadowed ~~motions~~ amendments

~~10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.~~

10.186 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

10.197 Foreshadowed ~~motions and foreshadowed~~ amendments are to be considered in the order in which they are proposed. ~~However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.~~

Limitations on the number and duration of speeches

10.2018 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.2419 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

10.220 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

10.231 Despite clause 10.220, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

~~10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.~~

10.2522 Despite clauses 10.2018 and 10.2419, a councillor may move that a motion or an amendment be now put:

- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or

- (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.

10.2623 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.2522. A seconder is not required for such a motion.

10.2724 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.2018.

10.285 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

10.296 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.

10.3027 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

Participation by non-voting representatives in joint organisation board meetings

10.3428 Non-voting representatives of joint organisation boards may speak on but must not move, second or vote on any motion or an amendment to a motion.

Note: Under section 400T(1)(c) of the Act, non-voting representatives of joint organisation boards may attend but are not entitled to vote at a meeting of the board.

Note: Joint organisations must adopt clause 10.3428. Councils must not adopt clause 10.3428.

11 VOTING

Voting entitlements of councillors

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

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

Note: Under section 400T(1) of the Act, voting representatives of joint organisation boards are entitled to one (1) vote each at meetings of the board.

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

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

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

- 11.4 A motion at a meeting of the board of a joint organisation is taken to be lost in the event of an equality of votes.

Note: Clause 11.4 reflects section 397E of the Regulation. Joint organisations must adopt clause 11.4 and omit clauses 11.2 and 11.3. Councils must not adopt clause 11.4.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 11.4 must be adapted to reflect those requirements.

Voting at council meetings

- 11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.
- 11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.
- 11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.
- 11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.
- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.
- 11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.13-15 may be omitted.

Voting on planning decisions

11.12 The council or a council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.

11.13 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

~~11.14~~ 11.15 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

~~11.15~~ 11.16 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

~~11.16~~ 11.17 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

~~11.17~~ 11.18 Clauses 11.14–11.16 apply also to meetings that are closed to the public.

Note: Clauses 11.14–11.18 reflect section 375A of the Act.

Note: The requirements of clause 11.14 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

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

Note: Clause 12.1 reflects section 373 of the Act.

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

Note: Clauses 10.20–10.30–27 limit the number and duration of speeches.

Note: Clause 7.1 requires councillors and staff to stand when addressing the meeting where they can.

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting

to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.32.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

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

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

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

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

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

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

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

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of

the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

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

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

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

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

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

Notice of likelihood of closure not required in urgent cases

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

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

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

Representations by members of the public

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

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

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a

member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.

14.1~~42~~ Where the matter has been identified in the agenda of the meeting under clause 3.~~21-18~~ as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in ~~the approved form. Applications must be received by [date and time to be specified by the council]~~ before the meeting at which the matter is to be considered ~~a manner determined by the council.~~

~~14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.~~

~~14.13 No more than [number to be specified by the council] speakers are to be permitted to make representations under clause 14.9.~~

~~14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.~~

~~14.15 The general manager (or their delegate) is to determine the order of speakers.~~

~~14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than [number to be specified by the council] speakers to make representations in such order as determined by the chairperson.~~

~~14.17 Each speaker will be allowed [number to be specified by the council] minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.~~

Expulsion of non-councillors from meetings closed to the public

14.~~48~~¹³ If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.1914 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using ~~only~~ such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

14.2015 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

14.2416 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

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

Note: Clause 14.2416 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

14.2217 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.2318 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.2217 during a part of the meeting that is webcast where practicable.

14.19 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

14.20 The general manager must consult with the council before publishing information on the council's website under clause 14.19.

15 KEEPING ORDER AT MEETINGS

Points of order

15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.

~~15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.~~

15.32 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

15.43 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

15.54 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.

15.65 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.

15.76 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

15.87 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

15.98 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

15.109 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

15.140 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

- (a) contravenes the Act, the Regulation or this code, or
- (b) assaults or threatens to assault another councillor or person present at the meeting, or
- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, ~~or alleges a breach of the council's code of conduct, or uses any language, words or gestures that would be regarded as disorderly in the NSW Legislative Assembly, or~~
- (e) says or does anything that is inconsistent with maintaining order at the meeting ~~or is likely to bring the council or the committee into disrepute.~~

Note: Clause 15.141 reflects section 182 of the Regulation.

15.121 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.140(a), (b), or (e), or
- (b) to withdraw a motion or an amendment referred to in clause 15.140(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.140(d) and (e).

Note: Clause 15.121 reflects section 233 of the Regulation.

15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.

15.13 Where a councillor fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the requirement.

How disorder at a meeting may be dealt with

15.1314 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.1415 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.1516 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

Note: Councils may use either clause 15.145 or clause 15.156.

15.1617 Clause [15.145/15.156] **[delete whichever is not applicable]**, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.1718 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.121. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.1718 reflects section 233(2) of the Regulation.

15.1819 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.1920 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.201 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using ~~only~~ such force as is reasonably necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

15.242 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

15.223 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.2~~34~~ Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.2~~45~~ A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.2~~56~~ Without limiting clause 15.~~4819~~, a contravention of clause 15.~~24-25~~ or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.~~4819~~. Any person who contravenes or attempts to contravene clause 15.~~2425~~, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.2~~67~~ If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using ~~only~~ such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17 DECISIONS OF THE COUNCIL

Council decisions

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

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 17.1 must be adapted to reflect those requirements.

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

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given ~~under clause 3.10~~ in accordance with this code.

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

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

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

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with ~~clause 3.10~~ this code.

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

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

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

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

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

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

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

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

17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than ~~[council to specify the period of time]~~ 1 day after the meeting at which the resolution was adopted.

17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson at the meeting, and
- (b) the council resolves to deal with the motion at the meeting on the to have the motion considered at the meeting is passed, and
- (c) ~~the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council.~~

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses ~~10.2018–10.3027~~, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 ~~A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(e) resolution adopted under clause 17.12(b) must state the reasons for the urgency.~~

Recommitting resolutions to correct an error

17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.

17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses ~~10.2018–10.3027~~, only the mover of a motion referred to in clause 17.15 and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.

17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

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

18 TIME LIMITS ON COUNCIL MEETINGS

18.1 Meetings of the council and committees of the council are to conclude at a time the council may from time to time determine ~~no later than [council to specify the time].~~

~~18.2 If the business of the meeting is unfinished at [council to specify the time], the council or the committee may, by resolution, extend the time of the meeting.~~

18.32 If the business of the meeting is unfinished at ~~[council to specify the time]~~ the time the council has determined, and the council does not resolve to extend the meeting, the chairperson must either:

- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
- (b) adjourn the meeting to a time, date and place fixed by the chairperson.

18.43 Clause ~~18.3-2~~ does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.

18.54 Where a meeting is adjourned under clause ~~18.3-2~~ or 18.43, the general manager must:

- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
- (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETING

Minutes of meetings

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

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

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

- (a) the names of councillors attending a council meeting and whether they

- attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Implementation of decisions of the council

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

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

20 COUNCIL COMMITTEES

Application of this Part

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

Council committees whose members are all councillors

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

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

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

Attendance at committee meetings

~~20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:~~

- ~~(a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or~~
- ~~(b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.~~

~~20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.~~

Non-members entitled to attend committee meetings

20.108 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.149 The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

20.120 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.131 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.142 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.153 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

20.164 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.153.

20.175 A motion at a committee of a joint organisation is taken to be lost in the event of an equality of votes.

Note: Clause 20.175 reflects section 397E of the Regulation. Joint organisations must adopt clause 20.175 and omit clause 20.164. Councils must not adopt clause 20.175.

20.186 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

20.197 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.2018 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, ~~ended~~ and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.2419 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20-18 during a part of the meeting that is webcast where practicable.

20.20 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

20.21 The general manager must consult with the committee before publishing information on the council's website under clause 20.20.

Disorder in committee meetings

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

Minutes of council committee meetings

20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the

following matters are recorded in the committee's minutes:

- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

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

20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

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

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

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

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

21 IRREGULARITIES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.140 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.149 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.186 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan, a planning agreement or a development contribution plan under that Act,

	but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

BROKEN HILL
CITY COUNCIL

Quote No L24/2134 - 11/21
TK:LJB

Telephone / Personal Enquiries
Ask for Mayor Kennedy

7 November 2024

Office of Local Government
Council Governance Team
5 O'Keefe Avenue
NOWRA NSW 2541
Email: olg@olg.nsw.gov.au

Dear Sir/Madam

Submission - Councillor conduct and meeting practices – a new framework discussion paper

A Councillor Workshop was held on 23 October 2024 to discuss the Office of Local Government's (OLG) Circular to Councils No. 24-17 and the Discussion Paper – Councillor conduct and meeting practices, a new framework.

All Councillors present at the briefing were unanimous in their support of all matters raised in the Discussion Paper and the proposed amendments to the Model Code of Conduct and Model Code of Meeting Practice to ensure effective Local Government.

Councillors welcome the proposed principles of change:

- Council leadership and decision making is paramount.
- Freedom of speech.
- Transparency and accountability.
- Significant penalties should only be imposed by a judicial or quasi-judicial body.
- A strong and proportionate local government regulator.
- Subsidiarity.
- Justice is timely and proportionate.

In particular, Councillors voiced their strong support of the following proposed amendments:

- Strengthening of the Model Code of Conduct to provide clear delineation between trivials, vexacious and complaints of a political nature as opposed to the more serious misconduct of a pecuniary and personal gain nature or a significant non-pecuniary nature. Council also welcomes the introduction of the Privileges Committee as a more streamlined mechanism for the handling and processing of Code of Conduct complaints. This should result in a reduction in time to finalise complaints, removes the General Manager from the process, as well as providing a saving in costs to Council.

Councillors also support the process for more serious Code of Conduct complaints to be referred to a tribunal or body for the more serious sanctions or the suspension of Councillors.

Continued...

AUSTRALIA'S FIRST HERITAGE LISTED CITY


L24/2134 - 11/21
TK:LJB

Page 2

- Improving the transparency of Council decision making by removing the option for Councils to hold pre-Council Meeting briefings (usually closed to the public) which will ensure that discussions regarding items of business are held during Standing Committee Meetings and Council Meetings, which are open to the public.
- Allowing Councillors to speak publicly on the decisions of Council and to be able to respectfully voice their views in opposition of a Council decision.
- Reviewing an alternative means of managing the inherent conflict that Councillors undertaking real estate and development business activity may have in development matters that come before Council in a Council Meeting, rather than excluding this sector of the community from nominating as a candidate for Local Government.
- Restoring the prestige and dignity of Council Meetings to support the Mayor to preside over meetings and ensure meetings are held in an orderly and dignified manner.

Council looks forward to hearing the outcome of the Office of Local Government's review of the Model Code of Conduct and the Model Code of Meeting Practice for NSW Councils.

Yours faithfully


TOM KENNEDY /
MAYOR

Note: the above submission was endorsed by Council at its Ordinary Meeting held 30 October 2024, Minute No. 47668.

ORDINARY MEETING OF THE COUNCIL

January 8, 2025

ITEM 4

BROKEN HILL CITY COUNCIL REPORT NO. 4/25

SUBJECT: ADOPTION OF THE DRAFT EVENT MANAGEMENT POLICY

Recommendation

1. That Broken Hill City Council Report No. 4/25 dated January 8, 2025, be received.
2. That Council notes that nil submissions were received during the public exhibition of the Draft Event Management Policy.
3. That Council adopts the Draft Event Management Policy as a Policy of Council.

Executive Summary:

At the Council Meeting held 18 December 2024, Council resolved (Minute number 47730) that the Draft Event Management Policy be placed on public exhibition for 28 days. The Draft Policy was subsequently placed on public exhibition. Closing 18 January 2025 during which time Council received nil submissions from the public.

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 concluding on 18 January 2025 during which time, Council received nil submissions from the public.

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

Attachments

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

MICHELLE ROLTON

ACTING DIRECTOR CORPORATE AND COMMUNITY SERVICES

JAY NANKIVELL

GENERAL MANAGER



EVENTS MANAGEMENT FRAMEWORK

BROKEN HILL
CITY COUNCIL

**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.

TABLE OF CONTENTS

1. INTRODUCTION/BACKGROUND.....	6
2. APPLICATION.....	6
2.1. Application Process/Form	6
2.1.1. Event Tier Definitions	6
2.2. Fees and Charges.....	7
2.3. General Approval Conditions.....	7
3. DEFINITIONS.....	7
3.1. Event Organiser	7
3.2. Local Government Land.....	7
3.3. LGA.....	8
3.4. Stakeholders	8
3.5. Commercial Events and Festivals (Tier 1-3 Events)	8
3.6. Community Events and Festivals	8
3.7. Council Run Events and Festivals (Tier 1-3 Events)	8
3.8. Private Events or Festivals on Council or Community Land (Tier 0 -1 Events)	8
4. RESPONSIBILITIES/EVENT TIERS/APPROVAL LEVELS	8
4.1. Event Organiser Responsibilities.....	8
4.2. Council	9
4.3. Categories/Tiers of Events	9
4.4. Key Internal Approval Actions And Levels Of Authority	10
5. PERMITS AND REGULATIONS	14
5.1. Broken Hill City Council Approvals – Additional (Maybe Required).	14
5.2. External Agency Approvals.....	14
6. RISK MANAGEMENT AND INSURANCE	15
6.1. Risk Management.....	15
6.2. Public Liability Insurance	16
6.3. Risk Assessments – Requirements and Approvals.....	16
6.4. Outdoor/Open Spaces Events	16
6.5. Indoor Events/Council Facilities And Venues.....	16
6.6. Internal Council Events – Indoor Venues	17
6.7. Incident Reporting	17
6.8. Work Health and Safety	17
6.9. Event Cancellation Plan.....	17
7. EVENT SITE.....	17
7.1. Suitability.....	17

7.2. Electricity Supply And Installation	18
7.3. Accessibility	18
7.4. Temporary Residences.....	18
7.5. Pollution Control.....	18
7.6. Site Plan	18
7.7. Structures and Site Features	19
7.8. Access and Thoroughfares	19
7.9. Facilities	19
7.10. Volunteers/Staff	20
8. NOISE MANAGEMENT	20
8.1. Noise Prediction	20
8.2. Noise Management Plan	20
8.3. Time And Duration of The Event	21
8.4. Sound Monitoring and Reporting	21
8.5. Community Notification Leaflet	21
8.6. Complaint Records and Response Procedures for Staff	21
9. TRAFFIC AND TRANSPORT ISSUES	22
9.1. Traffic Management/Control Plans	22
9.2. Road Closure – Broken Hill City Council Local Traffic Committee	22
9.3. Parking.....	22
9.4. Public Transport.....	22
10. FOOD VENDORS.....	22
10.1. Food Handling	22
10.2. Council Approval.....	23
10.3. Water.....	23
10.4. Nsw Food Authority	23
10.5. Food Vendors	23
10.6. Gas Cooking Appliances	23
10.7. Proposed Cooking Appliances	24
10.8. Environmental Health Officer	24
11. ALCOHOL	24
11.1. Alcohol Free Zones.....	24
11.2. Alcohol Prohibited	24
11.3. Sell or Supply Alcohol at Event	24
11.4. BYO Alcohol at Event.....	25
12. TEMPORARY STRUCTURES.....	25
12.1. Development Application	25
12.2. Small Temporary Structures/Gazebos.....	26
13. AMUSEMENT RIDES OR DEVICES.....	26
13.1. Amusement Rides	26

13.2. Small Amusement Device	26
13.3. Details of Device.....	26
13.4. Inflatable Devices	27
13.5. Declaration.....	28
13.6. Helicopter Landing/Air Based Activities (Including Drones)	28
14. FIREWORKS.....	28
14.1. Licences and Notifications	28
14.2. Fire Ban	28
14.3. Resident Advice.....	28
14.4. Site Plan	29
15. SERVICES	29
15.1. Toilet and Ablution Facilities	29
15.2. Toilet Facilities for Events where Alcohol is not Available	29
15.3. Toilet Facilities for Events where Alcohol is Being Consumed – Either BYO or sold through Liquor Permit	29
15.4. Water	30
15.5. Waste.....	30
16. SIGNAGE AND BANNER POLES	31
16.1. Banner Poles	31
16.2. Event Sponsorship	31
17. EMERGENCY MANAGEMENT.....	31
17.1. Planning.....	31
17.2. Emergency Contact Numbers	32
17.3. Triggers For Evacuation	32
17.4. Emergency Procedure	32
17.5. Emergency – Communication and Training.....	33

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 Councils 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. Councils 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
Tier 0 – Regular Use of Council Open Spaces only: <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. 	Notification only via Council booking system – min seven (7) days' notice to have an event clash notification.

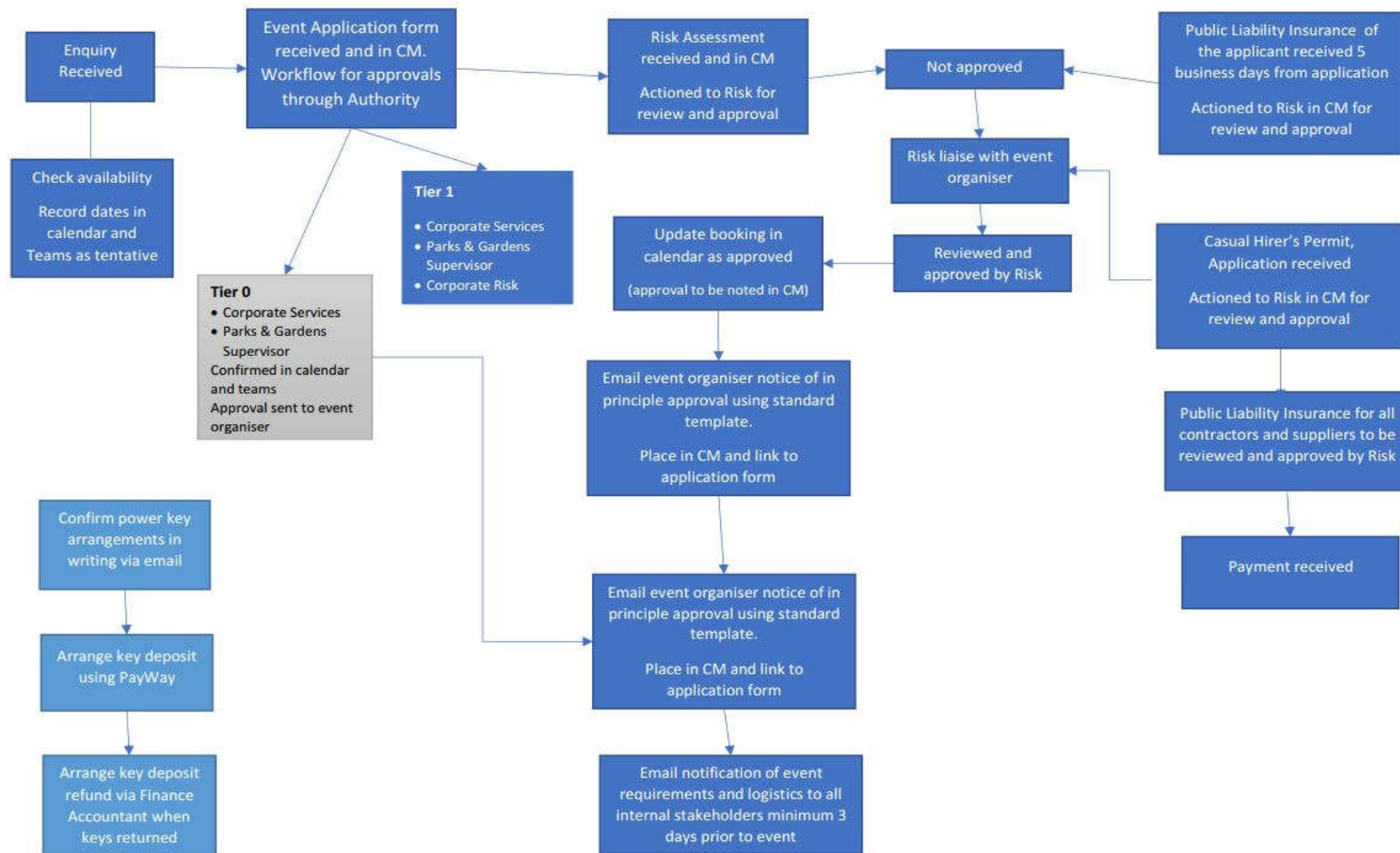
<ul style="list-style-type: none"> No amusement devices/Inflatable devices. No temporary Structures. 	
Tier 1 - Low Impact Events: <ul style="list-style-type: none"> 1-100 estimated attendees (guide only). Small community/family events eg colour runs, small weddings. Casual Hirers Public Liability insurance 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.
Tier 2- Medium Impact Events: <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.
Tier 3 - High Impact Events: <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

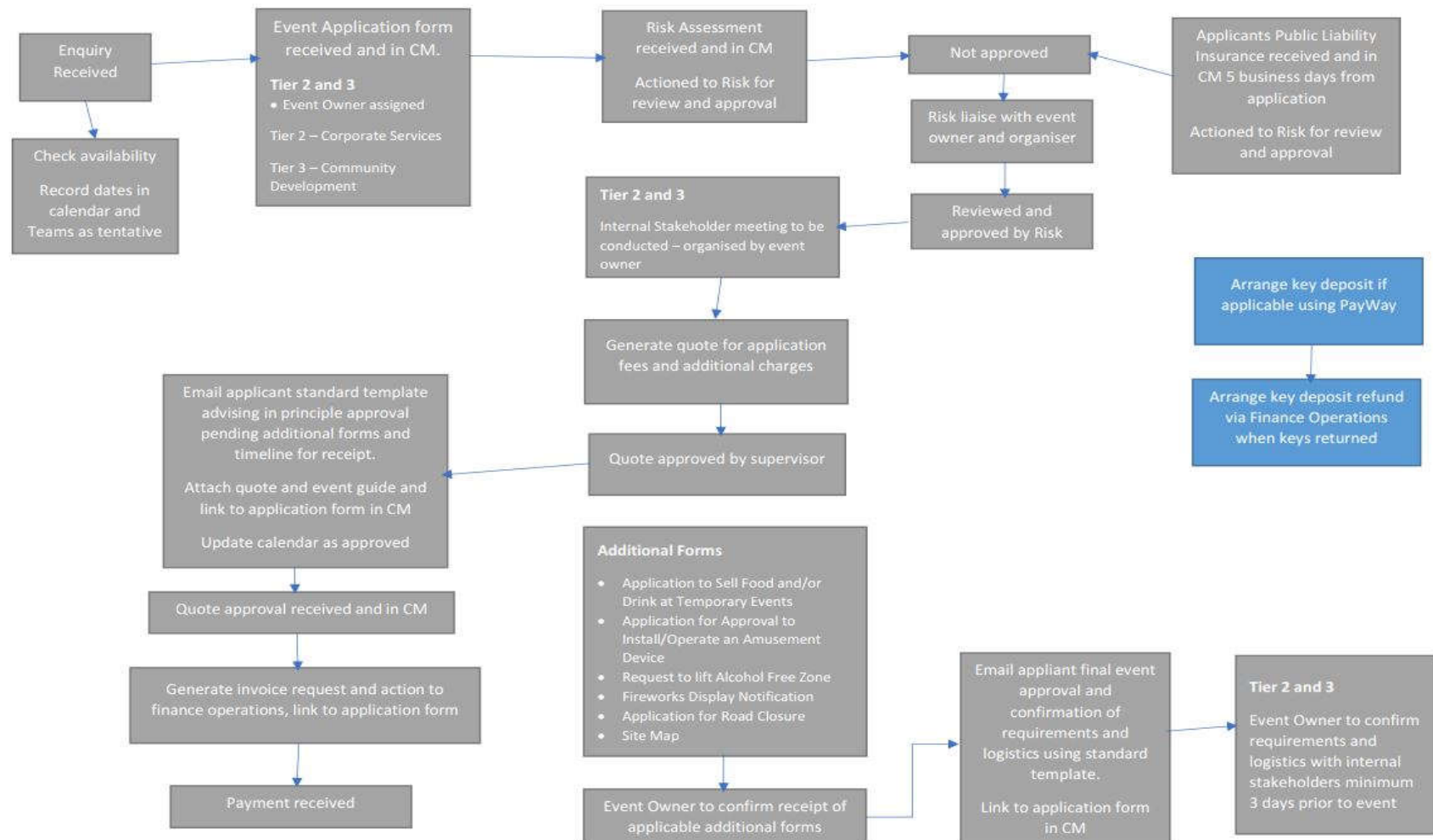
ACTION	POSITION
All Event Application Documentation including event bookings and event plans reviewed by:	Relevant Internal/External Stakeholders as required
All Tier 1-3 Events – Event Plans/Public Liability Insurance reviewed/approved by:	<ul style="list-style-type: none"> Customer Relations Officer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

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
--------	----	----	----	----	----

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

ORDINARY MEETING OF THE COUNCIL

January 22, 2025

ITEM 5BROKEN HILL CITY COUNCIL REPORT NO. 5/25

SUBJECT: TOWN SQUARE - LOCATION OF THE WOMEN'S MINING
MEMORIAL D25/3100

Recommendation

1. That Broken Hill City Council Report No. 5/25 dated January 22, 2025, be received.
2. The Council considers the results of the public survey, advertised from 3 December 2024 to 20 January 2025, relating to the location for the reinstatement of the Women's Mining Memorial.
3. That Council consider the reinstatement of the Women's Mining Memorial at the Broken Hill Town Square based on the results of public survey.
4. That Council puts the preferred locations, selected by the project's consultant, to a public vote via Council's social media and that the final decision be made at Council's next meeting date of Wednesday 26 February 2025.

Executive Summary:

The Women's Mining Memorial is a historic iconic monument that was erected in the year 2000 by the Mining Unions of Broken Hill to honor the women who had contributed significantly to the industrial history of Broken Hill. The memorial was originally placed at the front of the Broken Hill Town Square on Argent Street.

Designs and consultations were carried out in 2023 by Council through the engagement of a specialist urban planning consultant firm to redevelop the Town Square under Council's CBD Master Plan. One of the key points raised during the consultations was the relocation of the memorial from the Town Square. A location was yet to be determined at that stage.

Construction works commenced at the Town Square in August 2024 with the memorial being removed and stored at Council's Depot.

In a poll advertised from 3 December 2024 to 20 January 2025, a vast majority of respondents voted to reinstate the memorial back to the Town Square.

Council has identified two (2) preferred locations for the reinstatement of the memorial in the new Town Square with the request in this report to publicly advertise a new public survey to determine the final location of the memorial at the Town Square for consideration in Council's next meeting in February 2025.

Report:The Women's Mining Memorial

The Women's Mining Memorial is a special historic monument dedicated to the women of Broken Hill who have contributed significantly to the industrial and economic history of city. It

is a medium sized structure made of black aggregate granite style natural rock with written encryptions and a photographic image base on a support and family orientated theme.

A photograph of the memorial in its current location is shown in the image below.



The monument is currently located at Council's Works Depot at Warnock Street, Broken Hill.

Consultations in 2024 and the Town Square Redevelopment

Broken Hill City Council carried out the CBD Master Plan in 2021 which focuses on a staged revitalisation of the Central Business District (CBD) to provide for a more welcoming, modern center for all demographic groups of the city and seasonal visitors. The master plan has been progressively implemented with projects like the CBD Banner Poles, Argent Street Paving Upgrades, the new Broken Hill Library, and the Town Square Redevelopment completed or currently underway.

The Town Square is one of the focus areas of the CBD Master Plan. Council engaged specialist urban planning and design consulting firm Jensen Plus to carry out design works for the redevelopment of the Town Square. The design process was completed in 2023.

A summary of notable public consultations that were carried out as part of the design phase is presented here.

- Consultation of local businesses on 27 April 2023
- Community consultation session on 1 July 2023
- An online survey was held between 2 July 2023 to 20 July 2023

The Women's Mining Memorial was a subject of the consultations with a majority outcome suggesting the removal of the memorial from the Town Square and its subsequent relocation to another significant location in the city of Broken Hill. The final location was to be a subject of further consultation.

Construction works at the Town Square commenced in August 2024 with the Women's Mining Memorial removed and placed at Council's Works Depot at Warnock Street, Broken Hill.

Further Consultation - Public Survey of 2024

Council advertised a public survey of preferred general locations from 3 December 2024 to 20 January 2025, accessible through Council's website, Facebook, and in-person voting available at Council Administration Offices.

A total of 708 responses were received with 672 online and 36 in-person, yielding the following survey outcomes:

- Town Square – 70%
- Line of Lode – 17%
- Near the Trades Hall – 11%
- Other 2%

Most votes have been for the reinstatement of the Women's Mining Memorial back at the Town Square.

Proposed locations at the Town Square

Based on the survey results, Council recommissioned the Town Square's principal consultant Jensen Plus to identify locations to reinstate the memorial at the Town Square.

Factors considered by the principal design consultant to select the locations included:

- Accessibility considerations under council's general Disability Inclusion Action Plan
- Requirements for ambulance access from Argent Street into the Town Square
- Site views for persons using the square after it is redeveloped
- The location of underground electrical and hydraulic services
- Protected tree preservation

The locations identified by Jensen Plus have been considered and reviewed by Council's Project Consultative Group (PCG) meeting on 15 January 2025. The Project Consultative Group (PCG) comprises members of the Council's elected body, council staff and elected community representatives.

Two (2) preferred locations have been identified:

- Location 1: Argent Street, at the front Northeast corner of the Town Square
- Location 2: Argent Street, at the front Northwest corner of the Town Square

Please see the enclosed map of the preferred locations that accompanies this report.

Next steps

This report requests that Council approves for a subsequent public survey to finalise the location of the Women's Mining Memorial at Town Square Council's social media and that the final decision be made at Council's next meeting date of Wednesday 26 February 2025.

Community Engagement:

Several community engagement sessions were carried out by Council through the engagement of Jensen Plus in 2023 to finalise the design of the new Town Square with subsequent public survey focusing on the finalised general location of the memorial from 3 December 2024 to 20 January 2025. Please see the body of this report for further details.

Strategic Direction:

Key Direction:	1	Our Community
Objective:	1.5	Our built environment supports our quality of life
Strategy:	1.5.1	Maintain the character of our historic City through good design and initiatives

Relevant Legislation:

Local Government Act 1993

Local Government (General) Regulation 2021

Financial Implications:

This recommendation(s) in this report does not have any associated financial implications.

Attachments

1. [↓](#) Town Square - Womens Memorial - Identified Locations - January 2025

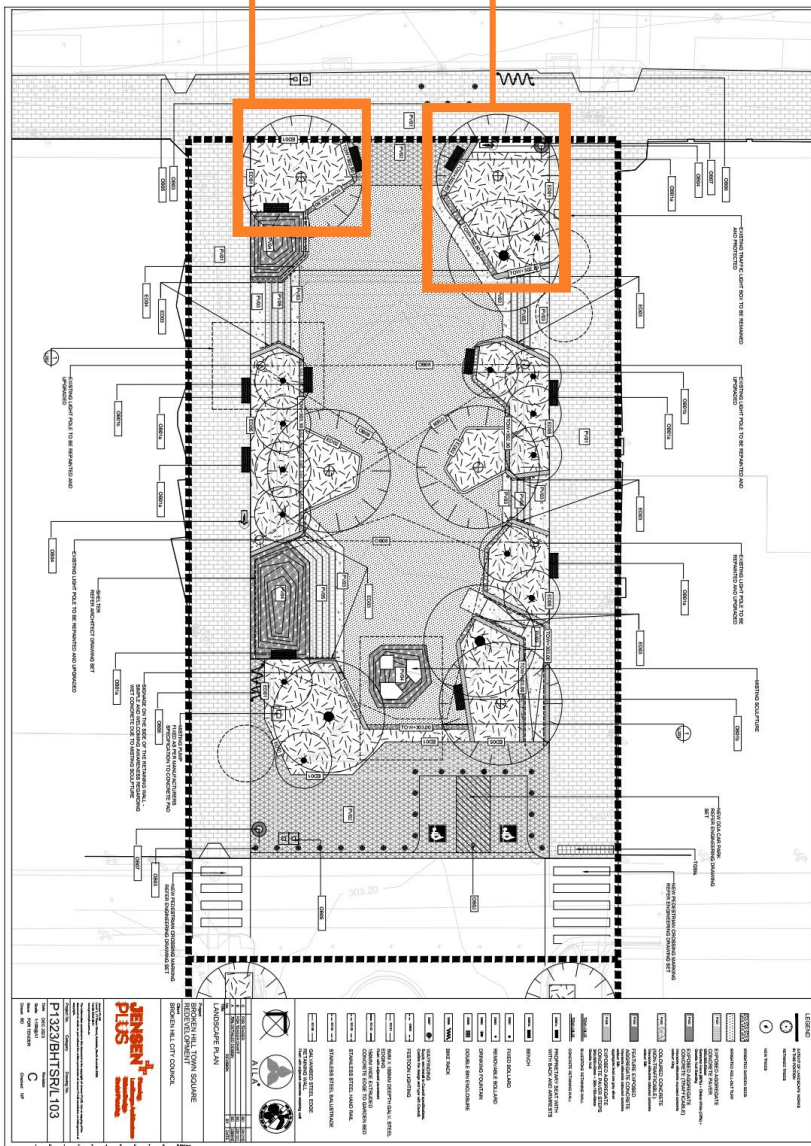
CODIE HOWARD

DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

JAY NANKIVELL

GENERAL MANAGER

Town Square - Miners' Memorial Identified Locations 20 January 2025



ORDINARY MEETING OF THE COUNCIL

January 13, 2025

ITEM 6

BROKEN HILL CITY COUNCIL REPORT NO. 6/25

SUBJECT: **OCCUPANCY RATE DATA FOR FIVE (5) YEAR PERIOD - FAR WEST LOCAL HEALTH DISTRICT** **D25/1646**

Recommendation

1. That Broken Hill City Council Report No. 6/25 dated January 13, 2025, be received.

Executive Summary:

Council at its Ordinary Meeting held 28 August 2024, resolved that a report be provided to Council regarding occupancy rates at the Broken Hill Base Hospital over the past five (5) years and that these figures include influenza seasons: periods where the beds were unavailable in various wards and the number of beds occupied by patients waiting for aged care facility placement.

Five years of occupancy data (2019-2024) has now been provided to Council by the Far West Local Health District (FWLHD) and the data is broken down into the following criteria:

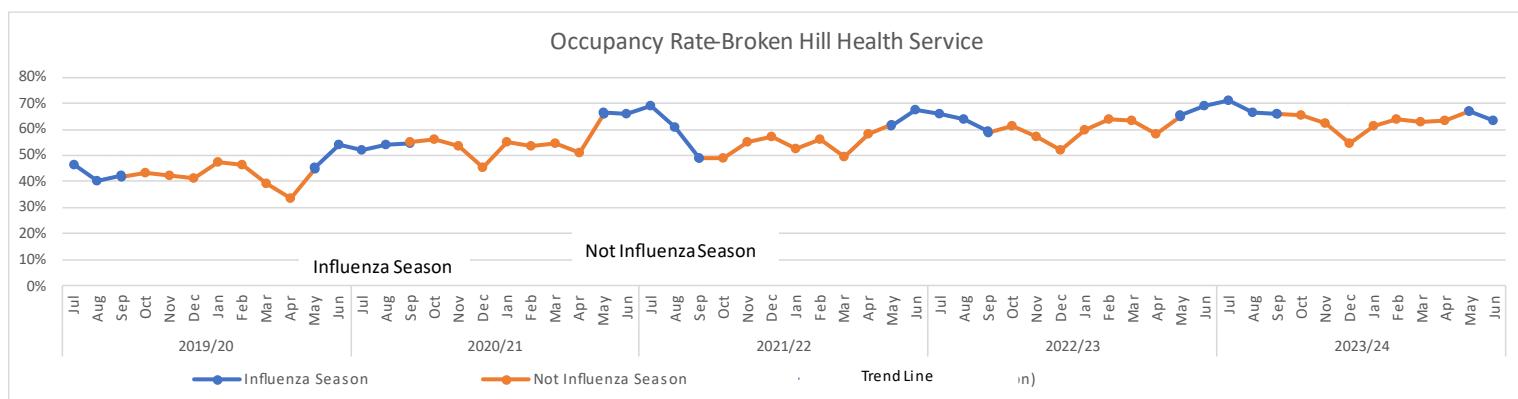
- Bed occupancy rates for influenza seasons
- Patient bed occupancy ratios while waiting for aged care placement

No data was made available in relation to unavailability of beds in various wards.

Report:

BED OCCUPANCY AND INFLUENZA SEASONS DATA PROVIDED BY FWLHD FOR THE BROKEN HILL HEALTH SERVICE

The graph below shows bed occupancy rates at Broken Hill Health Service, distinguishing between the “Influenza” season (blue line) and “Not Influenza” season (orange line) from 2019 to 2024.



Seasonal Trends

During “Influenza” season (blue line), bed occupancy rates tend to be higher compared to “Not Influenza” season (orange line).

This is especially visible during peak influenza months (typically June to September), where spikes in occupancy rates occur.

Overall Occupancy Trend

The dotted trend line shows a gradual increase in bed occupancy rates over the years, approaching 60% - 70% consistently by 2024.

This suggests that demand for hospital beds has increased over the period.

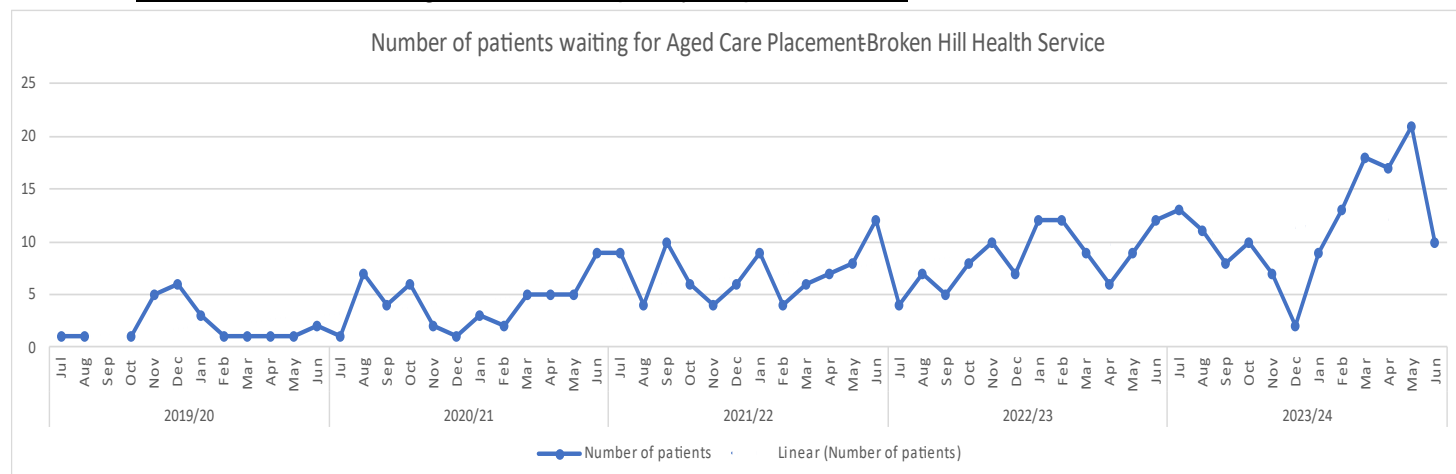
Variability

The graph above shows some fluctuations in occupancy rates within each season, particularly during the “Not Influenza” season.

NUMBER OF PATIENTS WAITING FOR AGED CARE PLACEMENT – BROKEN HILL HEALTH SERVICE

The below graph depicts the number of patients waiting for aged care placement at the Broken Hill Health Service from 2019/20 to 2023/24 inclusive.

Increased Waitlist - Higher Bed Occupancy - Upward Trend



The graph above shows a gradual increase in the number of patients waiting for aged care placement, particularly from 2022/23 to 2023/24, with peaks in May 2024 (with over 20 patients waiting).

The data shows:

- A sharp increase in June 2021 and again in May-June 2024.
- Significant low points in early 2020/21 and December 2023.

These fluctuations could reflect seasonal demands, such as higher occupancy in winter due to increased hospital admissions.

Overall Increasing Linear Trend

The trendline shows a clear upward trajectory, indicating prolonged hospital stays and likely increases to bed occupancy rates over time.

Summary

Bed occupancy rates at Broken Hill Health Service show a marked increase during the influenza season due to higher hospital admissions. Additionally, there is a long-term upward trend in overall occupancy rates.

Delays in transferring patients to aged care facilities further contribute to this pressure, as many facilities are operating at full capacity due to staffing constraints and challenges related to updated legislation particularly in restrictive practices, leaving age care facilities unequipped to manage patients with complex or challenging behaviours, resulting in prolonged hospital stays and mounting year-round pressure on hospital capacity for the health service.

Community Engagement:

This report will be made available to the public via the Business Paper for the 29 January 2025 Council Meeting.

Strategic Direction:

Key Direction:	1	Our Community
Objective:	1.3	Our community works together
Strategy:	1.3.4	Advocate for access to affordable social and health services

Relevant Legislation:

- *Aged Care Act 1997*
- Quality of Care Principles 2014

Financial Implications:

No financial implications.

Attachments

There are no attachments for this report.

MICHELLE ROLTON
ACTING DIRECTOR CORPORATE AND COMMUNITY SERVICES

JAY NANKIVELL
GENERAL MANAGER

ORDINARY MEETING OF THE COUNCIL

January 15, 2025

ITEM 7**BROKEN HILL CITY COUNCIL REPORT NO. 7/25****SUBJECT:** **MINERAL COLLECTION ACQUISITION ASSESSMENT** **D25/2049****Recommendation**

1. That Broken Hill City Council Report No. 7/25 dated January 15, 2025, be received.
2. That Council adopt the recommendation outlined in the Acquisition Assessment Report to not acquire the offered mineral collection due to provenance not being evidenced and the accessioning works of Council's mineral collection currently being undertaken to determine the full extent of the collection.

Executive Summary:

Council was contacted regarding a mineral collection that was being offered to Council for the purchase sum of \$4,000.

A Council Officer arranged to view the collection and subsequently provided an Acquisition Assessment Report (attached). In summary, the collection comprised of approximately 300 specimens with the majority originating from local open cut mining operations of the 1980's-1990's.

Report:

The acquisition assessment of the collection was made by Council Officers in accordance with the Albert Kersten Mining and Minerals Museum (GeoCentre) Collection Management Policy (attached).

The collection was found to contain approximately 300 pieces, consisting of many small pieces with the largest piece being 20-30cm across. Of the 300 pieces, approximately 50 are not from the Broken Hill region. Of the pieces originating from Broken Hill, approximately one third may be considered acceptable display specimens.

During the viewing of the collection, it was reported to the Council Officer that the collection was traded by an acquaintance of the seller and given to him to sell on behalf of the acquaintance.

In accordance with the Albert Kersten Mining and Mineral Museum (GeoCentre) Collection Management Policy, priority is given to objects where the provenance is known, and associated documentation and support material can be provided. Provenance of the offered collection is unclear and undocumented.

In addition, during community consultation for the Museum's strategic planning in 2024, it was recommended by the Council's Museum Advisor and Council's Archive Collection Project Manager that it would not be wise to add to the collection until such time as the current collection is fully accessioned, as to ascertain where there are gaps in the collection. As of December 2024, there are 720 mineral specimens still to be accessioned in Council's collection database.

Due to provenance not being evidenced and the current accessioning works currently being undertaken to determine the full extent of the collection, purchase of this collection is not recommended.

Community Engagement:

This report will be made available to the public within the January 2025 Council Ordinary Meeting business paper processes.

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993

Local Government (General) Regulation 2021

Financial Implications:

Nil financial implications if recommendation not to purchase the collection is adopted.

Should Council choose to purchase the collection, the estimated value is \$4,000. There are no funds available for this purchase in the current operational budget. Valuers have been sought to verify this estimated value, however contact has not proven successful.

Attachments

1. AKMMM Acquisition Assessment Mineral Collection
[↓](#)
2. Albert-Kersten-Mining-and-Mineral-Museum-GeoCente-Collection-Management-Policy
[↓](#)

MICHELLE ROLTON
ACTING DIRECTOR CORPORATE AND COMMUNITY SERVICES

JAY NANKIVELL
GENERAL MANAGER



ALBERT KERSTEN MINING AND MINERAL MUSEUM (GEOCENTRE) ACQUISITION ASSESSMENT FORM

Type of object/s being offered for acquisition:

Privately owned mineral collection consisting of approximately 250 samples predominantly from the Broken Hill region.

Date Application received:

23 September, 2024

Method of proposed acquisition: (e.g. donation, purchase)

Purchase. Estimated value - \$4000

Source (e.g. donor name)

[REDACTED]

Does source have legal title and willing to transfer same to the Geo Centre?

Unverified

Provenance of object/s:

Privately owned collection of mineral specimens, purchased from an unknown Broken Hill resident by [REDACTED]. No documentation provided to prove provenance or ownership.

On discussion with [REDACTED] and Council's Museum Collection Officer on the 23rd September 2024, it was revealed that the collection was traded by a friend of [REDACTED] and that [REDACTED] was given the collection to sell on behalf of his friend.

Storage and/or display requirements:

If acquired, the suitable specimens within the collection could be storage and / or displayed in existing facilities – storage cabinets, display cabinets, basement shelving.

CONDITION ☐ Excellent ☒ Good ☐ Fair ☐ Poor ☐ Deteriorating

Condition determined by Museum Officer on inspection of Collection.

Immediate or potential future conservation issues:

No immediate conservation issues identified.

Significance assessment (refer to Acquisition Selection Criteria overleaf)

BROKEN HILL GEOCENTRE

The collection contains specimens mostly derived from the open cut mining operations of the 1980's-1990's. As such, some specimens within the collection may have historic, scientific and social significance.

In accordance with the Collection Management Policy, priority is given to objects where the provenance is known, and associated documentation and support material can be provided. Provenance of [REDACTED] collection is unclear and undocumented.

Recommendation:

Not to Purchase.

Object/s assessed by: Trevor Dart, Museum Collections Officer on 30/09/2024

Decision of Gallery and Museum Manager:

I do not recommend proceeding with the acquisition due to the unclear and undocumented provenance of the Collection.

[REDACTED]

15 January 2025

BROKEN HILL GEOCENTRE

ACQUISITION SELECTION CRITERIA (from Geo Centre Collection Management Policy 2023)

7. ACQUISITION CRITERIA

7.1 Significance

Priority will be given to objects that meet one or more of the following Significance criteria:

- historic significance
- aesthetic significance
- scientific or research significance
- social or spiritual significance
-

7.2 Provenance

Priority will be given to objects where the provenance is known, and associated documentation and support material can be provided. This may include scientific field collection data and evidence of ownership history.

7.3 Condition, size and ongoing care

The GEO Centre will not generally collect items that require extensive conservation work prior to display or ongoing conservation maintenance or are of a physical size that would place a strain on storage facilities. Generally, radioactive objects or other objects posing risks to Workplace Health and Safety will not be acquired.

7.4 Interpretive Potential

Objects that offer opportunities to interpret a variety of themes and contribute to a range of exhibitions and public programmes at the GEO Centre will be prioritised.

7.5 Rarity or Representativeness

Objects that are rare examples or excellent representative examples of a particular kind of item will be prioritised.

7.6 Filling a gap in the collection

Objects that will add to an under-represented area of the collection will be prioritised.

7.7 Duplications

Items that duplicate ones already in the collection shall not generally be accepted unless they are of superior condition or significance, or where duplicates may assist with interpretation or educational outreach purposes.

7.8 Legal title

As a general principle, the GEO Centre shall not acquire objects through any means or methods, unless it can acquire clear and valid transfer of ownership documentation.

ALBERT KERSTEN MINING AND MINERALS MUSEUM (GEOCENTRE) COLLECTION MANAGEMENT POLICY

QUALITY CONTROL			
EDRMS REFERENCES	12/14 - D23/58545		
RESPONSIBLE POSITION	Gallery and Museum Manager		
APPROVED BY	Council		
REVIEW DATE	December 2026	REVISION NUMBER	1
EFFECTIVE DATE	ACTION	MINUTE NUMBER	
29 November 2023	Public Exhibition	47383	
31 January 2024	Adoption	47449	

1. INTRODUCTION

This document is a statement of policy for the development and management of the Albert Kersten Mining & Minerals Museum (GeoCentre) Collection and supports the GeoCentre:

- To collect, conserve, interpret, and exhibit the unique geology, mineralogy and metallurgy of the Broken Hill region, as well as the region's mining-related social history and cultural heritage, according to the museum sector's collection management best practice.
- Ensure the GeoCentre's collection (including objects and associated information / documentation) is made available to the widest possible audience through curated exhibitions, other displays, online platforms and educational activities or programs, in order to foster an understanding, accessibility, enjoyment, and appreciation of the GeoCentre.
- To develop and maintain a mining minerals collection of local, state and national significance and repute that reflects the mission of the GeoCentre and its expressed objectives, goals and policies.

The GeoCentre has a role in promoting the origin of the unique Broken Hill ore body as one of great historical significance to geologists and other researchers, an iconic ore body and one of the most studied in the world. It can also play a significant role in fostering research on the social history of the city's mining personalities, families, communities and associated organisations – which also is of local, state and national importance.

2. POLICY OBJECTIVE

This GeoCentre Collection Management Policy is a reference document that should be used in conjunction with appropriate available professional expertise and resources.

The GeoCentre Collection Management Policy demonstrates Council's commitment to rigorous, accountable, and transparent standards in the assessment, acquisition, care and display of its collection and aims to provide an appropriate, sector-standards collection management framework to ensure that the GeoCentre is managed in an ethical, responsible, sustainable and accountable manner.

3. POLICY SCOPE

The GeoCentre is not solely a collecting institution and therefore this policy must be applied in the context of the broader mission of the GeoCentre educational and research facility and a community space. Its collection is also part of a network of other mining collections / objects held in other important local collections, cared for by volunteer organisations.

The GeoCentre Collection is the official mining and minerals collection of Broken Hill City Council and falls under the direct care and control of Council.

The GeoCentre Collection Policy is applicable to the GeoCentre only. It does not apply to other Council collections including the Outback Archive or the Art Gallery.

This policy is also separate to Council's Acquisition and Loan of Cultural Heritage Objects Policy (1992).

The term 'object' is used throughout to describe items collected by the GeoCentre.

4. ACQUISITION APPROVALS PROCESS

The following three step authorisation process will be used in the approval of acquisitions to the GeoCentre's collection:

- 4.1** A Donation Application form must be completed by prospective donors.
- 4.2** An Acquisition Assessment will be made on proposed donation, assessing objects on their merit against the Acquisition Criteria provided in this Policy. This will be undertaken by The Gallery and Museum Manager with input from GeoCentre staff and/or external professionals. The Acquisition Assessment will have a recommendation to accept or decline the proposed donation.
- 4.3** Approval - the Gallery and Museum Manager has delegated authority to approve Acquisitions within established delegation limits. All proposed Acquisitions with a purchase price over the Gallery and Museum Manager's delegation must be approved by the General Manager and endorsed by Council. Should an acquisition be approved a Deed of Gift shall be completed to transfer legal ownership to Council.

5. GUIDELINES FOR ACQUISITION

- 5.1** The GeoCentre shall acquire objects through;
 - Donation (including Commonwealth Government Cultural Gifts programme donations)
 - Bequest
 - Purchase
 - Transfer from another collection institution.

- 5.2** The GeoCentre shall not normally accept long-term loans.
- 5.3** The GeoCentre reserves the right not to accept objects that do not meet the Acquisition Criteria in this policy, or which carry onerous restrictions or conditions imposed by the donor (for example, that the object must be on display at all times).

6. WHAT THE GEOCENTRE WILL COLLECT

6.1 Geographic Area

The GeoCentre collection shall primarily collect objects from the Broken Hill and Far West geographical region, however it may acquire objects from outside this region if they have a high level of interpretive, research or educational potential that would complement the existing collection or GeoCentre activities. Social history related objects collected will also be confined to this region and criteria.

The Broken Hill region can include the greater Curnamona Geological Province, and samples from other mines or localities within this region, holding geological significance can be included into the GeoCentre collection.

6.2 Historical Time Period

Both historical and contemporary objects may be collected.

6.3 Type of Item

The GeoCentre shall collect objects of direct relevance to the geological, mineralogical, metallurgical, and mining history of Broken Hill and the Broken Hill region, including:

- mineral specimens, meteorites, rocks and fossils
- objects such as tools, equipment, machinery and paraphernalia that are significant to mining-related social history, including the development of the mining industry, working operations of specific mines, the daily life and work of miners and their families, the development of the union movement, friendly societies and miners' strikes etc.

Exclusions:

- Indigenous cultural material, human fossils, human skeletal material, culturally sensitive artefacts or rocks and minerals worked into tools by indigenous peoples are specifically excluded from the GeoCentre collection.
- The GeoCentre shall not collect objects which would better fit within other Council collections i.e. the Broken Hill Outback Archive or Broken Hill City Art Gallery.

7. ACQUISITION CRITERIA

7.1 Significance

Priority will be given to objects that meet one or more of the following significance criteria:

- historic significance
- aesthetic significance
- scientific or research significance
- social or spiritual significance

7.2 Provenance

Priority will be given to objects where the provenance is known, and associated documentation and support material can be provided. This may include scientific field collection data and evidence of ownership history.

7.3 Condition, Size and Ongoing Care

The GeoCentre will not generally collect items that require extensive conservation work prior to display or ongoing conservation maintenance or are of a physical size that would place a strain on storage facilities. Generally, radioactive objects or other objects posing risks to workplace health and safety will not be acquired.

7.4 Interpretive Potential

Objects that offer opportunities to interpret a variety of themes and contribute to a range of exhibitions and public programmes at the GeoCentre will be prioritised.

7.5 Rarity or Representativeness

Objects that are rare examples or excellent representative examples of a particular kind of item will be prioritised.

Objects that will add to an under-represented area of the collection will be prioritised.

7.6 Duplications

Items that duplicate ones already in the collection shall not generally be accepted unless they are of superior condition or significance, or where duplicates may assist with interpretation or educational outreach purposes.

7.7 Legal Title

As a general principle, the GeoCentre shall not acquire objects through any means or methods, unless it can acquire clear and valid transfer of ownership documentation.

8. DOCUMENTATION

An effective documentation system shall be maintained for the GeoCentre collection including:

- Donation Application forms
- Acquisition Assessment forms
- Deed of Gift forms
- Acquisition Register

Signed documents shall be uploaded to the EMU collection database and the Council Content Manager database and hard copies retained. In addition, every effort shall be made to acquire additional reference material relating to objects to support research into the collection and potential future exhibitions.

9. COLLECTION CONSERVATION, DISPLAY AND STORAGE

- 9.1** The GeoCentre collection shall be conserved, stored, displayed and managed in accordance with accepted contemporary national practices and standards and advice shall be sought from appropriate collecting institutions when required.

- 9.2 All preventative conservation measures shall be taken by staff handling objects and appropriate training provided to staff on preventative conservation protocols. Untrained staff shall not be permitted to handle collection objects.
- 9.3 Environmental conditions in object storage and display areas shall be monitored and managed according to industry standards, including temperature, humidity, light levels, cleanliness and pest control.
- 9.4 Collection items shall not be displayed in environments, or for time periods, that will damage them through light level, temperature, humidity, or risk of theft or vandalism.
- 9.5 Conservation works and treatments will only be performed by a qualified professional Conservator.
- 9.6 Industry standard archival storage cabinets and materials shall be used, and objects or storage containers are not to be stored on the floor.
- 9.7 Access to storage areas is to be controlled and limited to the Gallery and Museum Manager and the Museum Collections Officer. Individuals seeking access may be granted authorisation under the discretion and direct supervision of either the Gallery and Museum Manager or the Museum Collections Officer.
- 9.8 Storage rooms shall remain locked at all times unless occupied by either the Gallery and Museum Manager or the Museum Collections Officer.
- 9.9 Access to locked mineral cabinets for maintenance purposes shall be under direct supervision by either the Gallery and Museum Manager or the Museum Collections Officer.
- 9.10 A collection audit shall be conducted every 2 (two) years and also performed when changes to appointment Museum Collection Officer occur.

10. DEACCESSIONING AND DISPOSAL

To maintain and safeguard standards and to refine and improve the collection, the GeoCentre is committed to periodic reviews to assess items that could potentially be deaccessioned. Deaccessioning is the administrative process of de-registering an item from a collection for clearly stated reasons and disposing of it in accordance with approved policies and procedures.

10.1 Criteria for Deaccessioning

- 10.1.1 A Collection Policy has been developed or revised since the object was acquired and the significance and merit of the object falls substantially below the acquisition criteria outlined in the Policy.
- 10.1.2 An object is damaged beyond repair or the conservation and storage costs for it are beyond the means of the GeoCentre budget.
- 10.1.3 An object is a lesser quality duplicate of a new donation to the GeoCentre collection.
- 10.1.4 An object lacks any supporting information to enable proper identification or to establish its relevance to the GeoCentre collection.
- 10.1.5 A substantiated legal request for the return of the object to its original donor or the donor's estate is received (for example, a substantiated claim that the object was in fact loaned to the GeoCentre and had never been donated).
- 10.1.6 An object has been lost or stolen.

10.1.7 An object can no longer be suitably stored due to its size or special climate requirements.

10.1.8 An object poses risks to health and safety of staff or visitors.

10.2 Deaccessioning Procedure

10.2.1 The Gallery and Museum Manager (in consultation with GeoCentre staff and/or independent collection specialists) will prepare a deaccession recommendation taking into account the criteria for deaccessioning outlined below.

10.2.2 The deaccession recommendation will be presented to Council for final decision.

10.2.3 An object identified for deaccession must be held for a twelve-month "cooling off" period before it is disposed of.

10.2.4 GeoCentre staff and volunteers and their families are prohibited from purchasing, or otherwise obtaining, a deaccessioned object.

10.2.5 Any funds acquired from the sale of the deaccessioned object shall be used for acquisitions or ongoing care of the GeoCentre collection.

10.2.6 All records of a deaccessioned object and the circumstances of its deaccessioning and disposal shall be recorded in EMU and kept on file for future reference. The accession number of a deaccessioned object shall not be re-used.

10.3 Disposal Procedure

Objects identified for disposal will be valued by a recognised valuer and disposed of in the following priority order:

- Objects that were donated, and where the original donor is still contactable, may be returned to the donor, unless obtained through the Donor Gift Recipient programme where the recipient has received the monetary value of the donation through the Cultural Gift program. Transferred to another appropriate collecting institution by means of gift, sale or exchange.
- Sold by public auction where the object has no significant cultural value but does have a market value.
- Destroyed or recycled if all other avenues for disposal have been exhausted.

11. PUBLIC ACCESS TO THE COLLECTION

The GeoCentre collection shall be made accessible to the public through GeoCentre displays. Objects not on display may be accessible for research purposes by appointment and in accordance with any conservation restrictions applying to the item and at the discretion of GeoCentre management.

Images and information on selected collection object may become accessible to the public via online applications as these are developed.

12. OUTWARD AND INWARD LOANS

12.1 The GeoCentre may from time to time enter into Inward or Outward Loan Agreements with external organisations or individuals. These will be for fixed periods only, which will be agreed between all parties and may be extended by mutual agreement.

12.2 The Gallery and Museum Manager will approve all inward and outward loans.

- 12.3** No object will be loaned by the GeoCentre unless the safety of the object is assured and adequate security, environmental conditions and standards of care are evident.
- 12.4** For both inward and outward loans, it is expected that the borrower will exercise the same standard of care for borrowed objects as it does for its own collection in accordance with established procedures and professional museum standards.
- 12.5** Outward loans are subject to the borrower agreeing to the conditions specified in the GeoCentre Outward Loan Agreement.
- 12.6** Inward loans are subject to the lender having legal title to the object/s.
- 12.7** All costs associated with outward loans will be the responsibility of the borrower, including transport and insurance.
- 12.8** Generally, objects in the private collections of GeoCentre staff will not be accepted for an inward loan.
- 12.9** Condition reports shall be completed by the Museum Collections Officer for all outward and inward loans, at the time of receipt and prior to specimens leaving the facility.

13. IMPLEMENTATION

The Gallery and Museum Manager is primarily responsible for the implementation and the adherence to this policy. Council employees shall refrain from personal activities that would conflict with proper execution and management of Council's Albert Kersten Mining and Minerals Museum (GeoCentre) Collection Management Policy.

13.1 Conflict of Interest

Council employees shall refrain from personal activities that would conflict with proper execution and management of Council's Albert Kersten Mining and Minerals Museum (GeoCentre) Collection Management Policy. Museum staff must not undertake activities with collection objects that could be perceived as corrupt or illegal activity, such as:

- carry out appraisals or identifications of objects for outside persons or agencies under circumstances that might aid or encourage illegal or unethical dealing with those objects;
- move or handle collection objects without the knowledge and consent of the Gallery and Museum Manager and/or the Museum Collections Officer.
- remove collection objects without appropriate authorisation from the Gallery and Museum Manager and adherence to this Policy;
- house collection objects anywhere other than a collection area or an exhibition area without the knowledge and consent from the Gallery and Museum Manager;
- maintain a personal collection without having declared that collection as a potential conflict of interest; and
- provide a photographed catalogue of any personal collection on the commencement of employment.

14. COMMUNICATION

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

15. ASSOCIATED DOCUMENTS

- 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>
- National Standards for Australian Museums & Galleries (V1.5, 2016): http://www.magsq.com.au/dbase/upl/NSFAMG_v1.5_2016.pdf
- NSW Independent Commission Against Corruption document, Identifying and Managing Conflicts of Interest in the Public Sector (2012) <https://www.icac.nsw.gov.au/prevention/basic-standards/conflicts-of-interest>

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 Gallery and Museum Manager is responsible for the review of this policy.

17. LEGISLATIVE AND LEGAL FRAMEWORK

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

All relevant other legislation, including but not limited to the *Local Government Act 1993* and related legislation, planning controls, codes of practice, and relevant internal procedures.

18. DEFINITIONS

- Accession: the process of assigning a unique number to an object and recording all relevant details in an Accession Register and catalogue.
- Acquisition: the act of gaining physical possession of an object and of transferring title or ownership from the providing source to the GeoCentre.
- Bequest: the bestowal by will of privately-owned cultural items to the GeoCentre.
- Cataloguing: assigning an object to an established classification system and initiating a record of the nomenclature, provenance, number, and location of that object in the collection storage area.
- Clear title: legal ownership without restrictions or conditions.
- Collection: Object for which the GeoCentre is the custodian.
- Conservation: the processes for preserving and protecting objects from loss, decay, damage, or other forms of deterioration and of repairing objects.
- Curnamona Geological Province: A cratonic region straddling the NSW / South Australian border that contains igneous and highgrade metamorphic rocks, aging from 1800 mya to 1000 mya and includes the Broken Hill, Olary, Mount Painter and Benagerie Ridge areas.
- Deaccession/disposal: the process of removing objects from a Museum's collection/s.
- Deed of gift: a document with the signature of the donor transferring ownership of an object to a collecting institution.

- Loans: collection objects which have been or are intended to be transferred temporarily to a stated destination outside the Museum (outward loans), or, alternatively, objects which have been or are intended to be transferred to the Museum from elsewhere (inward loans). The transfers are undertaken for a stated purpose (for example, a temporary exhibition) and for a stated period of time and do not involve a change of ownership.
- Preventive conservation: collection care to minimise conditions which may cause damage.
- Provenance: derivation or origin of an object and its history.

ORDINARY MEETING OF THE COUNCIL

January 17, 2025

ITEM 8BROKEN HILL CITY COUNCIL REPORT NO. 8/25SUBJECT: DRAFT PROPOSED LICENCE OF ALMA INSTITUTE D24/56135**Recommendation**

1. That Broken Hill City Council Report No. 8/25 dated January 17, 2025, be received.
2. That Council notes that the proposed use of the Alma Institute 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 (terms and conditions as per the standard Crown Lands Licence) for use the Alma Institute to the Broken Hill Country Women's Association, with the view to obtaining Ministerial Consent for a longer-term lease, to allow for the expansion of Playtime Preschool into the Fred Jobson Community Centre.
4. That the Mayor and General Manager be authorised to sign and execute the licence documents under the Common Seal of Council.

Executive Summary:

At the Council meeting held 30 October 2024, Council resolved (Minute number 47679) that the proposed use of the Alma Institute be placed on public exhibition for 28 days. The proposed licence to the CWA was subsequently placed on public exhibition closing 19 December 2024 during which time Council received nil submissions from the public.

Playtime preschool was established in 1952 and currently operates 29 places per day, 5 days a week accommodating 63 children weekly. Playtime currently has a waitlist of over 100 children aged 0-5 with approximately 17% of the children being indigenous. Playtime preschool keeps daily fees low, averaging \$15 depending on the family's circumstances providing essential affordable childcare.

Playtime Preschool has applied for and are hopeful of securing grant funding of \$1,700,000 to renovate and upgrade the existing preschool and also utilising space within the building currently occupied by the CWA.

Council has proposed that the CWA relocate to the Alma Institute to allow for this expansion of childcare. The proposed relocation of the CWA to the Alma institute has been discussed with their members with a site visit of the Alma institute having taken place. The CWA are supportive of Playtimes expansion and have agreed to the proposed relocation.

Report:

Playtime preschool was established in 1952 and currently operates 29 places per day, 5 days a week accommodating 63 children weekly. Playtime currently has a waitlist of over 100 children aged 0-5 with approximately 17% of the children being indigenous. Playtime

preschool keeps daily fees low, averaging \$15 depending on the family's circumstances providing essential affordable childcare.

The proposed expansion of Playtime Preschool would add 40 placements per day and an additional 12 staff roles. Childcare is in high demand in the city and is a critical component of enhancing the city's livability and attraction of workers to the city.

During consultation sessions for Council's Asset Optimisation Project, it was identified that Playtime preschool would like to expand operations if they were able to occupy the whole of the Fred Jobson Community Centre. The current grant funding opportunities come at an ideal time, and it is hopeful that the application is successful. Regardless of the grant funding outcome, the ability for Playtime to occupy the entirety of the Centre will assist the expansion of the preschool and lead to more placements being available for Broken Hill Children.

Fred Jobson Community Centre and Alma Institute Site:



The Broken Hill Branch of the CWA is supportive of the expansion of Playtime preschool and have agreed to the relocation to the Alma Institute building.

The Alma Institute consists of 5 separate rooms and a verandah facing Patton Street. The building is currently being utilised for storage while the new Library is being constructed, as such the relocation of the CWA to the Alma institute will be timed to fit in with that project. The finishes, fittings and services of the building are currently in poor condition and require refurbishment including kitchen facilities and toilets to bring up to current standards to be fit for purpose. These upgrades would be funded by Council with grant funding sought where possible. Budget for these upgrades will be sought through Councils Budget processes.

At the Council meeting held 30 October 2024, Council considered the proposal for a licence to be issued to the CWA for use of the Alma Institute and Council resolved (Minute number 47679) that the proposal be placed on public exhibition for 28 days. The proposed licence to the CWA was subsequently placed on public exhibition closing 19 December 2024 during which time Council received nil submissions from the public.

It is therefore recommended that Council grants a 12-month license for the Alma Institute to the Broken Hill CWA to allow for the expansion of Playtime Preschool into the Fred Jobson Community Centre with the view to obtaining ministerial consent for a longer-term lease.

Community Engagement:

The proposal was placed on public exhibition for a period of 28 days closing 19 December 2024 during which time Council received nil submissions.

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

Crown Land Management Act 2016

Financial Implications:

Crown Lands License fee of \$618.

The Alma Institute building requires refurbishment to be suitable for use by the CWA. Budget to be sought through Councils established budget and budget review processes once costs are known.

Attachments

There are no attachments for this report

SIMON BROWN

DIRECTOR FINANCE AND COMMERCIAL

JAY NANKIVELL

GENERAL MANAGER

ORDINARY MEETING OF THE COUNCIL

January 15, 2025

ITEM 9**BROKEN HILL CITY COUNCIL REPORT NO. 9/25****SUBJECT:** **INVESTMENT REPORT FOR DECEMBER 2024** **D25/1939****Recommendation**

1. That Broken Hill City Council Report No. 9/25 dated January 15, 2025, be received.

Executive Summary:

The *Local Government (General) Regulation 2021* (Part 9, Division 5, Clause 212), effective from 1 September 2021, requires the Responsible Accounting Officer of a Council to provide a written report setting out details of all monies that have been invested under Section 625 (2) of the *Local Government Act 1993*, as per the Minister's Amended Investment Order gazetted 11 March 2011. The Responsible Accounting Officer must also include in the report, a certificate as to whether the investment has been made in accordance with the Act, the Regulations and the Council's Investment Policy.

As at 31 December 2024, Council's Investment Portfolio had a current market valuation of \$28,684,747 or principal value (face value) of \$28,398,021 and was compliant with policy and legislative requirements as per the below table.

Report:

Council's investments as at 31 December 2024 are detailed in Attachment 1.

Portfolio Summary		
Portfolio Performance vs. RBA Cash Rate	✓	Compliant with policy
Investment Policy Compliance		
Legislative Requirements	✓	Compliant with policy
Portfolio Credit Rating Limit	✓	Compliant with policy
Institutional Exposure Limits	✓	Compliant with policy
Term to Maturity Limits	✓	Compliant with policy

Market Review**Global issues:**

- Closing out 2025, central banks in most advanced economies have cut policy rates over the year as inflationary pressures have eased and many have signalled further cuts. Despite this, monetary policy still remains more restrictive in most peer economies than here in Australia.
- Services price inflation is still proving persistent in several economies – a point that some central banks have noted might have implications for the speed at which they remove policy restrictiveness.

- The central banks that have cut rates most aggressively – such as those in Canada, Sweden and New Zealand – were responding to particularly weak economic conditions which included significant increases in unemployment rates.
- Financial markets have responded modestly to the results of the US presidential election. Government bond yields had risen in the months preceding the election, consistent with an expectation of somewhat higher inflation and government debt issuance irrespective of the outcome, but yields have subsequently declined.
- In China, leader Xi Jinping, said that he expects the country's GDP to have grown by 5% in 2024, meeting targets. He promised to “deepen reform” and implement “more proactive” macroeconomic policies in the coming year. China has tried to stimulate its sluggish economy, but its efforts to date have been largely ineffective.
- Despite a pullback in December, share markets in the US, Europe and Australia ended 2024 with gains of 25%, 9% and 11% respectively. In the US, the past two years marked the best consecutive pair since 1997 and 1998. Japanese shares had a good December, +4.2%, helping the 12 month return to close over 21%. Chinese shares had a modest gain for the month but ended up over 15% for the year.

Domestic issues

- Latest jobs data showed the unemployment rate slipped from 4.1% to 3.9% due to a fall in the participation rate, surprising the market which had widely predicted a rate of 4.2 per cent. The Australian Bureau of Statistics reported that employment rose by 36,000 people and the number of unemployed decreased by 27,000 people, pushing the rate down.
- In its mid-year economic outlook, the Australian government upgraded its forecasts to reflect the resilience of labour demand. Employment for this fiscal year is now expected to grow by 1.75%, up from 0.75% predicted in the May budget. So far in 2024, the economy has added more than 330,000 jobs; only March posted a modest monthly decline.
- Wage growth has now outpaced consumer price inflation for a full year. Ongoing labour market tautness suggests the trend of real-wage increases will run for a while yet. The RBA predicts wage growth will continue to outpace inflation at least until June. The central bank presently predicts a rebound in CPI from next July.

Interest rates

- The RBA kept the official cash rate unchanged at 4.35% following its meeting in December.
- While softer-than-expected data was not sufficient to change the central bank's economic outlook on inflation or the labour market materially ahead of its December rate decision, the Reserve Bank's latest meeting minutes show increased confidence that inflation will return to target as forecast.
- The market is now pricing in 50 basis points worth of rate cuts by mid-2025 and another 25 basis point cut in early 2026:
- Term deposit rates across the 1mo to 5yr range slipped lower over the month with 6 to 12 month rates dropping between 10 and 20 basis points. The biggest impact was in long term rates where 2 - 5 year levels ended 20 to 35 basis points lower by month end:

Investment Portfolio Commentary

Council's investment portfolio returned 4.78%pa (0.40% actual) for the month on a marked-to-market basis versus the bank bill index benchmark's 4.53%pa (0.38% actual) return. Over the past 12 months, the investment portfolio has returned 4.81% versus the bank bill index benchmark's 4.47%.

The NSW TCorp Medium Term Growth Fund recorded a good result for the month, +0.44% (actual), despite the falls in the US, European and Australian share markets in December. The drop in long dated interest rates boosted marked to market performance on bonds in the fund helping offset the impact of the poor share performance.

During December, Council had a \$1m 8-month term deposit mature which had been yielding 5.08%pa. No new investments were made during the month.

Council has a well-diversified portfolio invested predominantly among a range of term deposits from highly rated Australian banks. Council also has exposure to a wide range of asset classes, including senior ranked fixed and floating rate notes, listed property and international and domestic shares via the NSW TCorp Medium Term Growth Fund. It is expected that Council's portfolio will achieve above benchmark returns over the medium/long term with prudent investment selection.

Council's Portfolio by Source of Funds – December 2024

As at 31 December 2024, Council's Investment Portfolio had a current market valuation of \$28,684,747 or principal value (face value) of \$28,398,021 and was compliant with policy and legislative requirements as per the table above.

	Source of Funds	Principal Amount
GENERAL Fund	Operating Capital & Internal Restrictions	\$11,255,226
	Royalties Reserve	\$618,071
	Domestic Waste Management Reserve	\$5,645,301
	Grants	\$10,879,423
	TOTAL PORTFOLIO	\$28,398,021

Certificate by Responsible Accounting Officer

All investments have been placed in accordance with Council's Investment Policy, Section 625 of the *Local Government Act 1993* (as amended), the Revised Ministerial Investment Order gazetted 11 February 2011, Clause 212 of the *Local Government (General) Regulations 2005*- and Third-Party Investment requirements of the then Department Local Government Circular 06-70. Council continues to obtain independent financial advice on its investment portfolio in accordance with the then Department of Local Government Circular of 16 September 2008.

Community Engagement:

Nil

Strategic Direction:

- Key Direction 4: Our Leadership
- Objective 4.1: Openness and Transparency in Decision Making
- Action 4.1.5 Support the organisation to operate within its legal framework

Relevant Legislation:

This report is provided for Council's consideration in compliance with the requirements of *Part 9, Division 5, Clause 212 of the Local Government (General) Regulations 2021*.

Financial Implications:

The recommendation has no financial impact.

Attachments

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

SIMON BROWN
DIRECTOR FINANCE AND COMMERCIAL

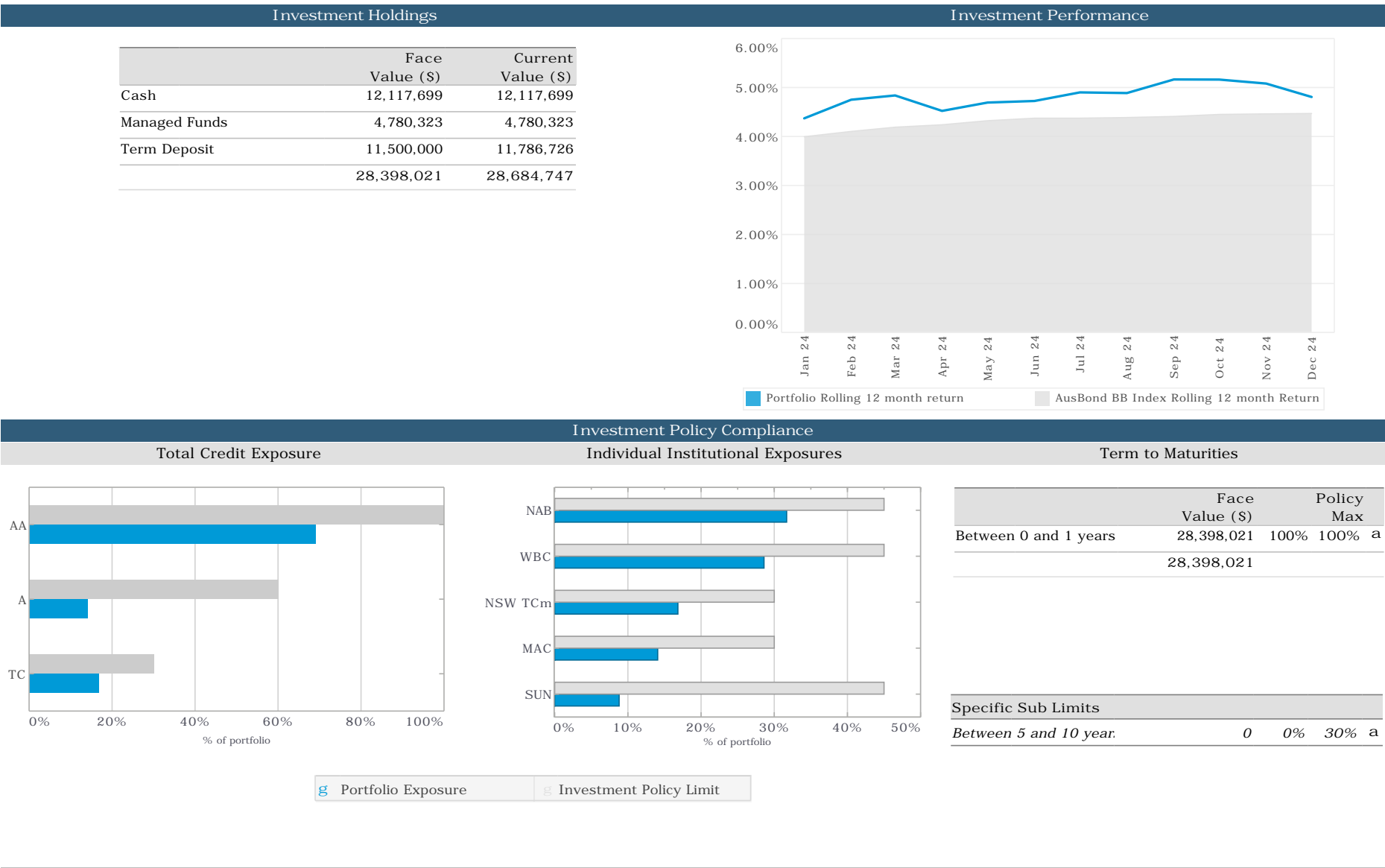
JAY NANKIVELL
GENERAL MANAGER



Investment Summary Report
December 2024



BROKEN HILL CITY COUNCIL
Executive Summary - December 2024



BROKEN HILL CITY COUNCIL
Investment Holdings Report - December 2024



Cash Accounts											
	Face Value (\$)	Current Rate (%)	Institution	Credit Rating		Current Value (\$)	Deal No.				Reference
	1,981,244.07	0.0000%	Westpac Group	AA-		1,981,244.07	473409				Cheque
	3,996,289.25	4.5308%	Macquarie Bank	A+		3,996,289.25	540354				Accelerator
	6,140,165.44	5.3000%	Westpac Group	AA-		6,140,165.44	535442				90d Notice
	12,117,698.76	4.1798%				12,117,698.76					

Managed Funds											
	Face Value (\$)	Monthly Return (%)	Institution	Credit Rating	Funds Name	Current Value (\$)	Deal No.				Reference
	4,780,322.64	0.4432%	NSW T-Corp (MT)	TCm	Medium Term Growth Fund	4,780,322.64	536441				
	4,780,322.64	0.4432%				4,780,322.64					

Term Deposits											
Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
14-Jan-25	1,500,000.00	5.0500%	National Australia Bank	AA-	1,500,000.00	9-Apr-24	1,555,411.64	544998	55,411.64	At Maturity	
28-Jan-25	1,000,000.00	5.0000%	National Australia Bank	AA-	1,000,000.00	24-Sep-24	1,013,561.64	545509	13,561.64	At Maturity	
4-Feb-25	500,000.00	5.3300%	Suncorp Bank	AA-	500,000.00	25-Jun-24	513,872.60	545205	13,872.60	At Maturity	
11-Feb-25	500,000.00	5.3700%	National Australia Bank	AA-	500,000.00	9-Jul-24	512,946.85	545237	12,946.85	At Maturity	
18-Feb-25	500,000.00	5.3700%	National Australia Bank	AA-	500,000.00	9-Jul-24	512,946.85	545238	12,946.85	At Maturity	
25-Feb-25	500,000.00	5.1000%	National Australia Bank	AA-	500,000.00	23-Apr-24	517,675.34	545034	17,675.34	At Maturity	
25-Feb-25	1,000,000.00	5.0800%	Suncorp Bank	AA-	1,000,000.00	28-Aug-24	1,017,536.44	545406	17,536.44	At Maturity	
5-Mar-25	1,000,000.00	5.1600%	Suncorp Bank	AA-	1,000,000.00	6-Mar-24	1,042,552.33	544918	42,552.33	At Maturity	
11-Mar-25	2,000,000.00	5.0000%	National Australia Bank	AA-	2,000,000.00	26-Nov-24	2,009,863.01	545649	9,863.01	At Maturity	
18-Mar-25	500,000.00	5.0500%	National Australia Bank	AA-	500,000.00	20-Mar-24	519,854.11	544952	19,854.11	At Maturity	
25-Mar-25	500,000.00	5.4000%	National Australia Bank	AA-	500,000.00	9-Jul-24	513,019.18	545239	13,019.18	At Maturity	
8-Apr-25	500,000.00	5.2400%	National Australia Bank	AA-	500,000.00	14-May-24	516,653.15	545086	16,653.15	At Maturity	
22-Apr-25	500,000.00	5.4000%	National Australia Bank	AA-	500,000.00	1-Jul-24	513,610.96	545221	13,610.96	At Maturity	
29-Apr-25	1,000,000.00	5.4000%	National Australia Bank	AA-	1,000,000.00	1-Jul-24	1,027,221.92	545222	27,221.92	At Maturity	



BROKEN HILL CITY COUNCIL
Investment Holdings Report - December 2024



Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
	11,500,000.00	5.1604%			11,500,000.00		11,786,726.02		286,726.02		

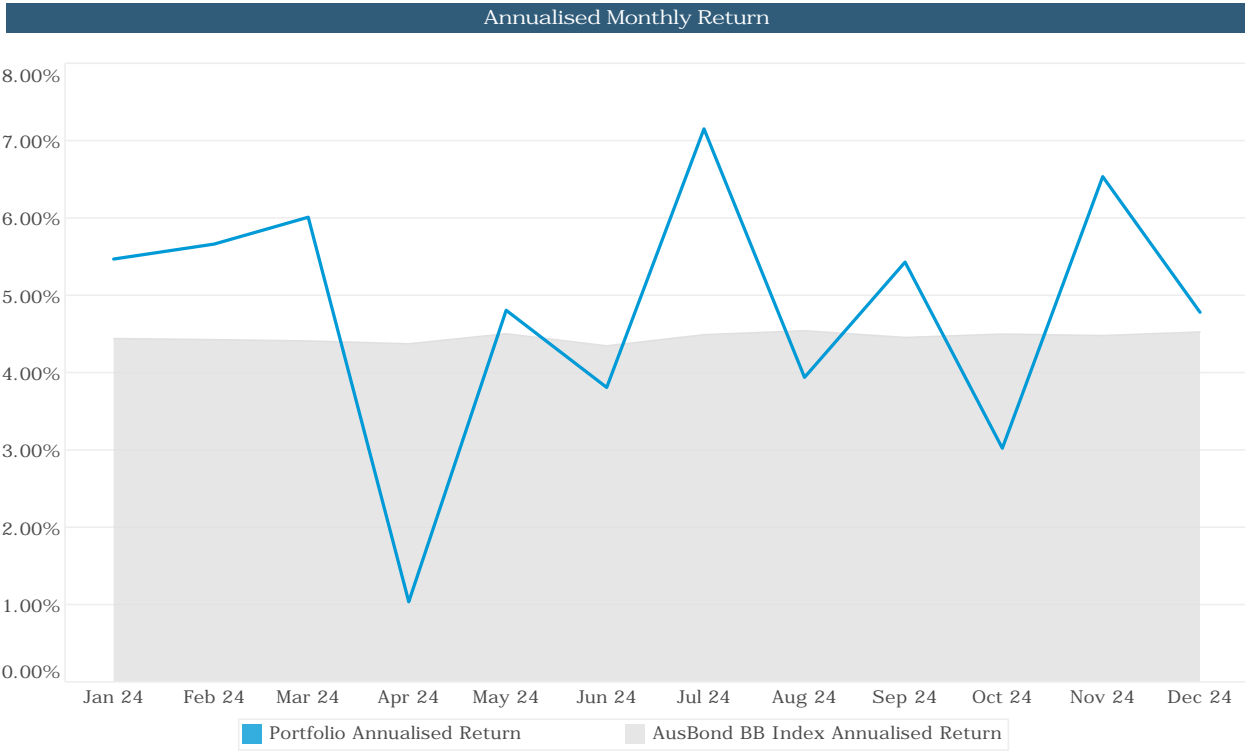


BROKEN HILL CITY COUNCIL

Accrued Interest Report - December 2024

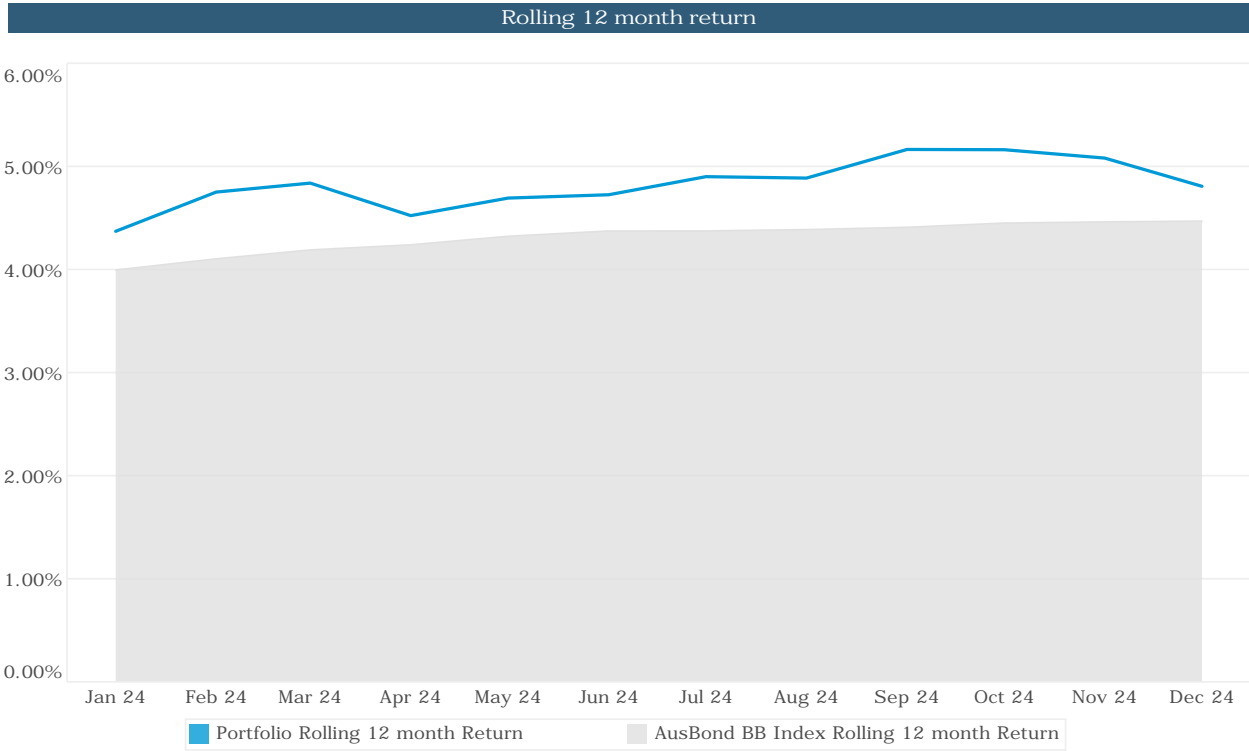


Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Yield (% pa)
Cash									
Macquarie Bank	540354					15,319.04	0	15,319.04	4.53%
Westpac Group	473409					0.00	0	0.00	0.00%
Westpac Group	535442					28,398.78	0	28,398.78	5.30%
						43,717.82		43,717.82	4.19%
Managed Funds									
NSW T-Corp Medium Term Growth Fund	536441				2-Jun-25	0.00	0	21,093.94	5.34%
						0.00		21,093.94	5.35%
Term Deposits									
National Australia Bank	545013		1,000,000.00	16-Apr-24	18-Dec-24	34,237.81	17	2,366.03	5.08%
National Australia Bank	544998		1,500,000.00	9-Apr-24	14-Jan-25	0.00	31	6,433.56	5.05%
National Australia Bank	545509		1,000,000.00	24-Sep-24	28-Jan-25	0.00	31	4,246.57	5.00%
Suncorp Bank	545205		500,000.00	25-Jun-24	4-Feb-25	0.00	31	2,263.42	5.33%
National Australia Bank	545237		500,000.00	9-Jul-24	11-Feb-25	0.00	31	2,280.41	5.37%
National Australia Bank	545238		500,000.00	9-Jul-24	18-Feb-25	0.00	31	2,280.41	5.37%
National Australia Bank	545034		500,000.00	23-Apr-24	25-Feb-25	0.00	31	2,165.75	5.10%
Suncorp Bank	545406		1,000,000.00	28-Aug-24	25-Feb-25	0.00	31	4,314.52	5.08%
Suncorp Bank	544918		1,000,000.00	6-Mar-24	5-Mar-25	0.00	31	4,382.47	5.16%
National Australia Bank	545649		2,000,000.00	26-Nov-24	11-Mar-25	0.00	31	8,493.15	5.00%
National Australia Bank	544952		500,000.00	20-Mar-24	18-Mar-25	0.00	31	2,144.52	5.05%
National Australia Bank	545239		500,000.00	9-Jul-24	25-Mar-25	0.00	31	2,293.15	5.40%
National Australia Bank	545086		500,000.00	14-May-24	8-Apr-25	0.00	31	2,225.20	5.24%
National Australia Bank	545221		500,000.00	1-Jul-24	22-Apr-25	0.00	31	2,293.15	5.40%
National Australia Bank	545222		1,000,000.00	1-Jul-24	29-Apr-25	0.00	31	4,586.30	5.40%
						34,237.81		52,768.61	5.16%
Grand Totals						77,955.63		117,580.37	4.78%



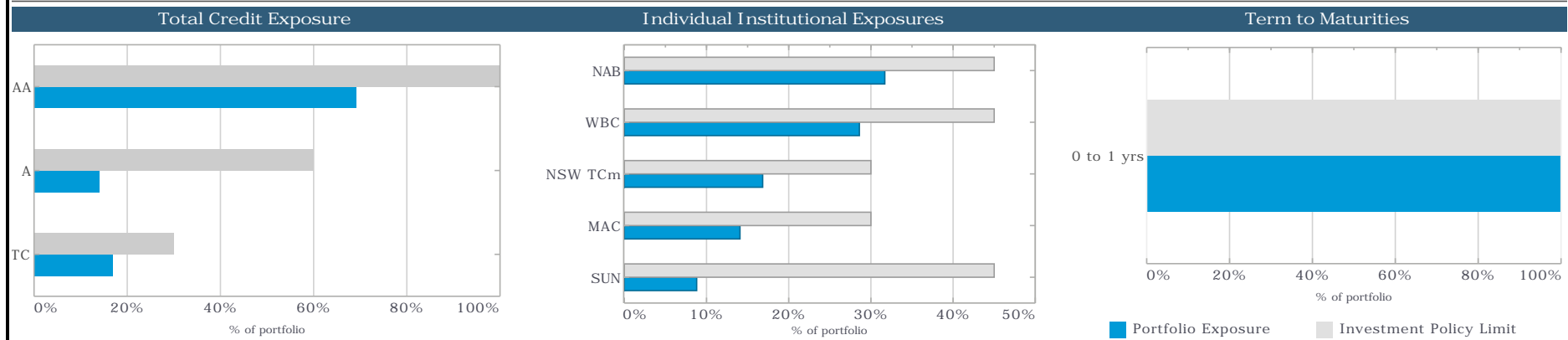
Historical Performance Summary (% pa)			
	Portfolio	Annualised BB Index	Outperformance
Dec 2024	4.78%	4.53%	0.25%
Last 3 months	4.75%	4.50%	0.25%
Last 6 months	5.12%	4.50%	0.62%
Financial Year to Date	5.12%	4.50%	0.62%
Last 12 months	4.81%	4.47%	0.34%

BROKEN HILL CITY COUNCIL
Investment Performance Report - December 2024



Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
Dec 2024	0.40%	0.38%	0.02%
Last 3 months	1.18%	1.12%	0.06%
Last 6 months	2.55%	2.24%	0.31%
Financial Year to Date	2.55%	2.24%	0.31%
Last 12 months	4.81%	4.47%	0.34%

BROKEN HILL CITY COUNCIL Investment Policy Compliance Report - December 2024



Credit Rating Group	Face Value (\$)	Policy Max
AA	19,621,410	69% 100% a
A	3,996,289	14% 60% a
TC	4,780,323	17% 30% a
	28,398,021	

Institution	% of portfolio	Investment Policy Limit
National Australia Bank (AA-)	32%	45% a
Westpac Group (AA-)	29%	45% a
NSW T-Corp (TCm)	17%	30% a
Macquarie Bank (A+)	14%	30% a
Suncorp Bank (AA-)	9%	45% a

	Face Value (\$)	Policy Max
Between 0 and 1 years	28,398,021	100% 100% a
	28,398,021	

Specific Sub Limits

Specific Sub Limits			
Between 5 and 10 years	0	0%	30% a

Credit Rating	Current Longest Maturity (years)	Policy Max
AA+, AA, AA-	0.33	5.00 a
A+, A, A-	0.00	3.00 a

a = compliant
r = non-compliant

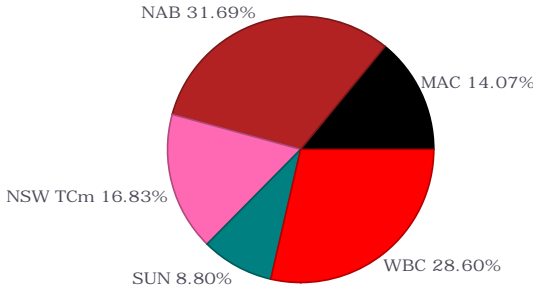
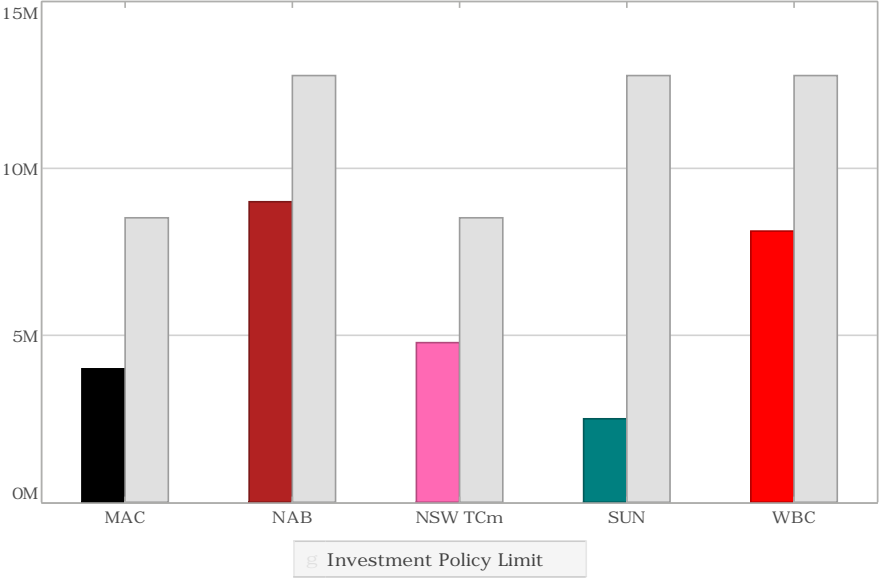




Individual Institutional Exposures

Individual Institutional Exposure Charts

	Current Exposures		Policy Limit		Capacity
Macquarie Bank (A+)	3,996,289	14%	8,519,406	30%	4,523,117
National Australia Bank (AA-)	9,000,000	32%	12,779,110	45%	3,779,110
NSW T-Corp (TCm)	4,780,323	17%	8,519,406	30%	3,739,083
Suncorp Bank (AA-)	2,500,000	9%	12,779,110	45%	10,279,110
Westpac Group (AA-)	8,121,410	29%	12,779,110	45%	4,657,700
	28,398,021				



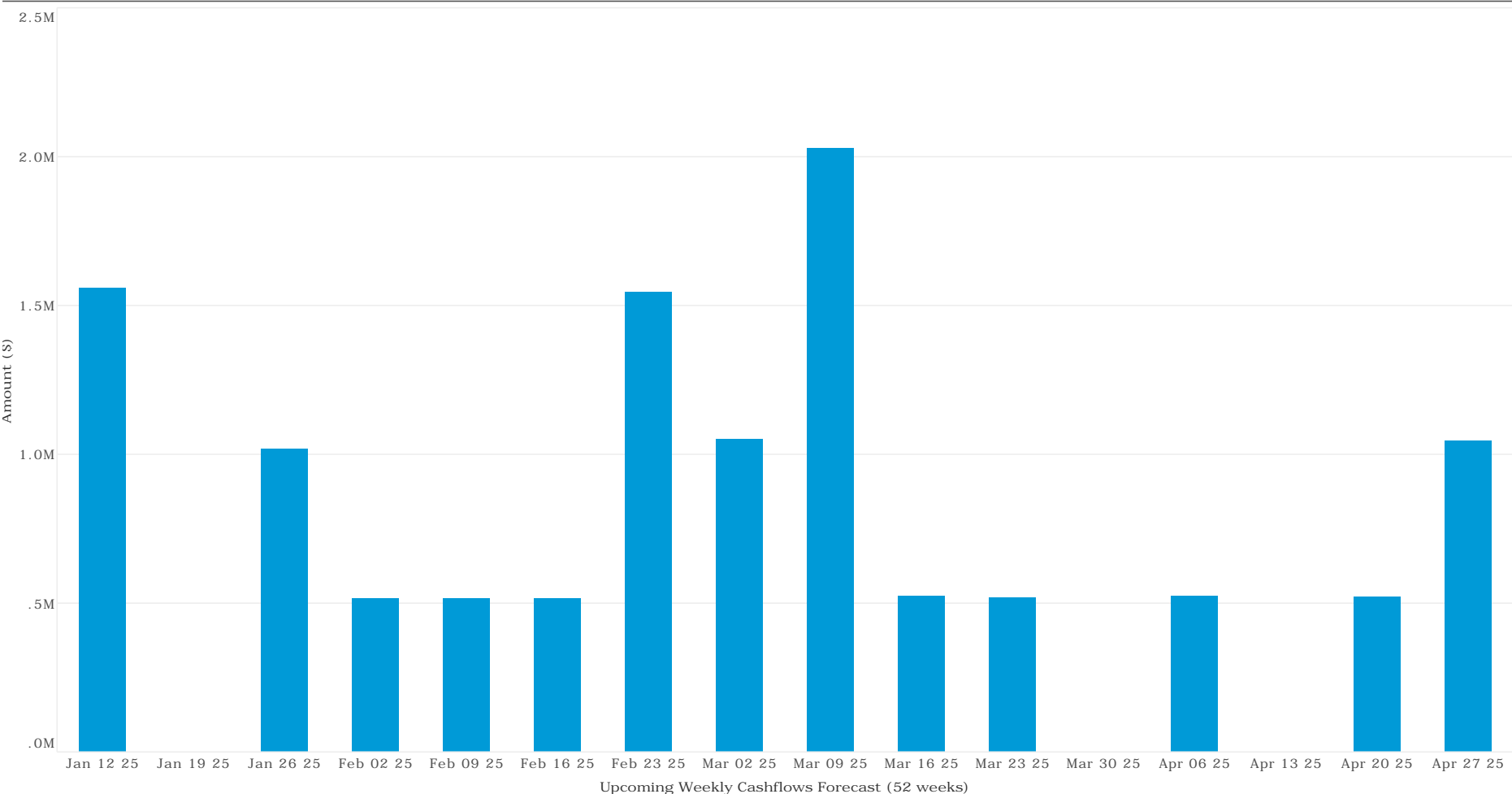
BROKEN HILL CITY COUNCIL
Cashflows Report - December 2024



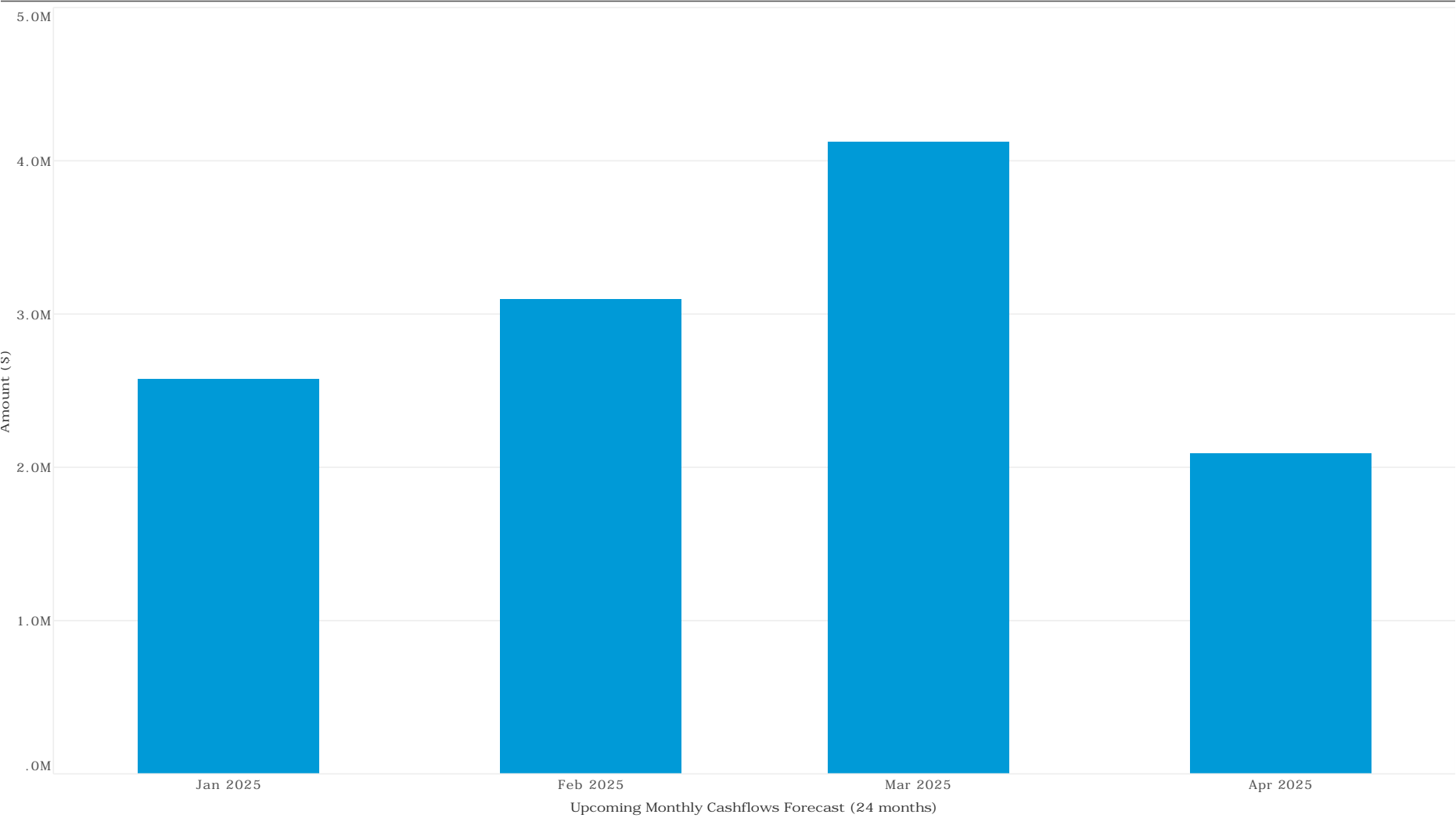
Actual Cashflows for December 2024					
Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
18-Dec-24	545013	National Australia Bank	Term Deposit	Maturity: Face Value	1,000,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	34,237.81
		Deal Total			1,034,237.81
		Day Total			1,034,237.81
				Total for Month	1,034,237.81

Forecast Cashflows for January 2025					
Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
14-Jan-25	544998	National Australia Bank	Term Deposit	Maturity: Face Value	1,500,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	58,109.59
		<u>Deal Total</u>			<u>1,558,109.59</u>
				Day Total	1,558,109.59
28-Jan-25	545509	National Australia Bank	Term Deposit	Maturity: Face Value	1,000,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	17,260.27
		<u>Deal Total</u>			<u>1,017,260.27</u>
				Day Total	1,017,260.27
				<u>Total for Month</u>	<u>2,575,369.86</u>

BROKEN HILL CITY COUNCIL
Cashflows Report - December 2024



BROKEN HILL CITY COUNCIL
Cashflows Report - December 2024



ORDINARY MEETING OF THE COUNCIL

January 22, 2025

ITEM 10BROKEN HILL CITY COUNCIL REPORT NO. 10/25

SUBJECT: BROKEN HILL REGIONAL AQUATIC CENTRE - PROFIT SHARE
REINVESTMENT PROPOSAL D25/3142

Recommendation

1. That Broken Hill City Council Report No. 10/25 dated January 22, 2025, be received.
2. That Council approve the allocation of \$102,000 funding held by the Y NSW from the profit share arrangement of the Broken Hill Regional Aquatic Centre Management Agreement for the purposes of the proposal in this report.

Executive Summary:

The purpose of this report is to seek approval for the allocation of \$102,000 from the funding held by the Y NSW from the profit share arrangement of the Broken Hill Regional Aquatic Centre Management Agreement.

Report:

The Broken Hill Regional Aquatic Centre Management Agreement between Broken Hill City Council and Y NSW includes a provision that when the actual result for a financial year is better than the agreed upon guaranteed net result that difference is shared between Broken Hill City Council and Y NSW on a 50/50 split. The Contractor (Y NSW) is required to reinvest this amount into the Broken Hill Community with 30% of this amount used to improve the infrastructure and facilities at the aquatic centre and 70% into the Broken Hill Community. This report seeks approval of the proposal for the expenditure of the community re-investment funds available from previous years.

The Proposal:

Y NSW have presented a proposal on how to utilise \$102,000 of available funding for community re-investment. This proposal will be presented to Councillors at a briefing held 28th January 2024. A breakdown of the proposal is provided below:

StreetGym Program - \$49,000

StreetGym offers free fitness, mental health support, food, advocacy, information and referral for young people aged 12-18; many with complex needs, disengaged from education, behavioural challenges, disability and/or from disadvantaged backgrounds.

Delivered free of charge in local parks, schools and centres, we deliver a safe space for young people to grow, learn, build confidence, connection and motivation. It is an inclusive youth outreach program focused on improving the physical and mental wellbeing of young people with all abilities. We do this by providing free fitness and recreational activities, along with pathways to other services and programs that support, encourage and build confidence in young people. It is a universal, prevention program aiming to address issues early and support young people to make healthy choices to improve their social skills and teamwork, thus enhancing their wellbeing. It provides a unique environment to establish important relationships and increase connection to their community.

Youth Community Sponsorship Donations – \$10,000

Local organisations which benefit youth participation in sport and wellbeing programs such as (including but not limited to) Auskick, Swim Clubs, Scouts, Basketball etc. will be invited to submit support requests for allocation of funds and approval for investment into their programs.

Maari Ma Indigenous Program - \$43,000

This program is a proposed partnership between The Y Broken Hill and Maari Ma Health to provide free personal training and wellness programs to Indigenous Australians at risk of or suffering from diabetes, pre-diabetes, obesity, and other health conditions. The goal is to deliver targeted fitness and wellness support in Broken Hill where healthcare access and resources are limited. By leveraging government funding, this initiative aims to improve health outcomes, increase engagement with The Y's Integrated Wellness Centre and The Broken Hill Regional Aquatic Centre.

The Objectives of the program are:

1. **Improve Health Outcomes:** Provide targeted fitness and wellness programs to Indigenous people with diabetes, pre-diabetes, obesity, or other health conditions, to improve long-term health outcomes.
2. **Increase The Y Membership and Utilisation:** Encourage ongoing participation in fitness programs and increase Broken Hill Regional Aquatic Centre and The Y Wellness Centre usage.
3. **Support Maari Ma Health's Mission:** Provide a collaborative approach to addressing the health concerns of their clients, leveraging The Y's expertise in wellness and fitness.
4. **Facilitate Government-Funded Health Programs:** Secure government funding to cover the cost of memberships and fitness programs, aimed at reducing Indigenous health disparities.

This partnership between Council, The Y Broken Hill and Maari Ma Health is an opportunity to improve the health and well-being of the indigenous community of Broken Hill while also increasing membership and utilisation of the Broken Hill Regional Aquatic Centre.

Key Direction:	1	Our Community
Objective:	1.5	Our built environment supports our quality of life
Strategy:	1.5.3	Ensure service levels and asset conditions are commensurate with community expectations

Relevant Legislation:

Local Government Act 1993

Local Government (General) Regulations 2021

Financial Implications:

This proposal is funded utilising funds held by the Y NSW from previous years Aquatic Centre results. There is no Budget impact.

Attachments

There are no attachments for this report

SIMON BROWN
DIRECTOR FINANCE AND COMMERCIAL

JAY NANKIVELL
GENERAL MANAGER

ORDINARY MEETING OF THE COUNCIL

January 8, 2025

ITEM 11BROKEN HILL CITY COUNCIL REPORT NO. 11/25

SUBJECT: DEVELOPMENT APPLICATION 59/2024 - CHANGE HOURS OF OPERATION (ATTARDS TRANSPORT SERVICE) - 117 RAKOW STREET, BROKEN HILL D25/917

Recommendation

1. That Broken Hill City Council Report No. 11/25 dated January 8, 2025, be received.
2. That Development Application 59/2024 be approved, subject to the following conditions:
 - a) That the hours of operation shall be restricted to:
7am to 9pm Monday to Friday,
7am to 6pm Saturday and Sunday.
 - b) That management procedures must be implemented which outlines that trucks are not to be left unnecessarily idling; and also that all drivers are aware of the approved hours of operation.
 - c) The emission of intrusive noise from the premises shall be controlled at all times in accordance with the *Noise Policy for Industry* (2017) so as to not unreasonably impact nearby residential receivers.
 - d) Any external lights shall be operated and maintained in accordance with AS4282: 1997 *Control of the Obtrusive Effects of Outdoor Lighting* so as not to cause a nuisance or adverse impact on the amenity of occupants of the surrounding area or to motorists on nearby roads. All lights must be directed so as to not shine directly into neighbouring properties.

Executive Summary:

Report No. 190/24 dated November 26, 2024 - Development Application 59/2024 - Change Hours of Operation (Attards Transport Service) - 117 Rakow Street, Broken Hill (D24/57175) was submitted to the December Ordinary Meeting held Wednesday, 18 December 2024. As there were only 6 Councillors present, with 2 Councillors declaring a conflict of interest resulting in no quorum, the report was not considered and was held over to the January Ordinary Council Meeting to be held Wednesday, 29 January 2025 for consideration.

A Development Application has been submitted, seeking consent to change approved operation hours at Attards Transport, being 117 Rakow Street. The applicant is Ms. Bronte Steele, on behalf of Attards Transport Service.

The Application seeks approval for operations onsite to cover 6am to 12 midnight, 7 days per week.

The Application has been submitted as a result of investigations carried out by Council staff due to a neighbour complaint received about alleged nuisance caused from the Attards operations. The investigations showed that the most recent approved hours of operation for

the Attards site was 7am – 6pm, Monday to Friday and 7am – 12pm (noon) on Saturday with no work on Sunday or Public Holidays.

Council is to determine the Development Application, by either resolving to approve or to refuse the application. If the Application is refused, the hours of operation for the property would revert back to the most recent approved hours.

Report:

Development Application 59/2024 relates to the existing road transport business located at 117 Rakow Street.

The land is zoned 'E4 – General Industrial' under the *Broken Hill Local Environmental Plan 2013*.

This Application has been submitted as a result of investigations carried out by Council staff due to a neighbour complaint received about alleged nuisance caused from the Attards operations. The investigations showed that the most recent approved hours of operation for the Attards site was 7am – 6pm, Monday to Friday and 7am – 12pm (noon) on Saturday with no work on Sunday or Public Holidays.

The proposal is seeking permitted hours of operation to be 6am to 12 midnight.

The following information was provided by the applicant to support the Development Application:

“Attards Transport Service has been in operation for over 50 years and is now managed by the third generation of the Attard family.

We are a family owned and operated general freight company that proudly service the local Broken Hill community and surrounding towns and properties.

117 Rakow Street, Broken Hill has been our head office since approximately 1988.

As the years have gone by and times have changed, we are needing to change the hours of operation of our business on our premises to accommodate the arrival and departure times of our interstate trucks.

We have two interstate trucks. On a very rare occasion there could be three trucks.

Our trucks are modern and have a low noise output when idling. Out of respect for others that live in the neighbourhood, our drivers turn off their truck engine and lights as soon as practicable once in the depot during the evening hours.

Monday to Friday night (excluding public holidays) are the nights that our trucks will arrive/depart most regularly. On the odd occasion a Saturday or Sunday night.

Our Monday to Friday hours of operation is 7am to 3:30pm. Saturday 7am to approximately 10:00am. During busy times and extreme weather conditions will see our need to begin operations earlier than 7am and concluding earlier in the afternoon or on a busy day a later than 3:30pm”.



As a history of the site, Council records indicate that the site at 117 Rakow Street has been used for business and industrial use for approximately 50 years. Records indicate that in the 1980s the site was used for the display and sale of caravans, and that the site also had a history of use as a builders supplies business.

In 1991, a Local Environmental Plan was approved to permit (with Council's development consent), the development of the land as a road transport terminal.

Subsequent Development Application 60/1991 was approved in February 1992, permitting use of the land for "road transport terminal". The approval did not include any conditions which restricted the hours of use of the site.

In June 2000, Development approval was granted to allow for the construction of a storage shed. This approval included a condition relating to hours of operation.

The condition noted *"That the hours of operation shall be restricted to 7am – 6pm Monday to Friday and 7am – 12 pm (noon) on Saturday with no work on Sunday or Public holidays"*.

It should be noted that the zoning of the site at the time of the 2000 DA, was not a strictly "Industrial" zone but was 2c City zone. The 2c zoning at the time covered most of Broken Hill and was a flexible zone in that many development proposals could be considered, subject to Development approval.

ASSESSMENT:

All Development Applications are required to be assessed by Council in accordance with the provisions of section 4.15 of the *Environmental Planning and Assessment Act 1979*.

CONSIDERATIONS UNDER SECTION 4.15 OF THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979:

Section 4.15(a) (i) The provisions of any environmental planning instrument
Broken Hill Local Environmental Plan 2013 (LEP)

Aims of the Plan

The aims of the LEP are:

Broken Hill City Council

- (a) to encourage sustainable economic growth and development in Broken Hill,
- (b) to encourage and provide opportunities for local employment growth, and the retention of the population, in Broken Hill,
- (c) to encourage the retention of mining and acknowledge that industry's heritage and regional significance,
- (d) to identify, protect, conserve and enhance Broken Hill's natural assets,
- (e) to identify and protect Broken Hill's built and nationally significant cultural heritage assets for future generations,
- (f) to provide for a range of housing types and living opportunities,
- (g) to allow for the equitable provision of services and facilities for the community,
- (h) to provide for future tourist and visitor accommodation in a sustainable manner that is compatible with, and will not compromise, the natural resource and heritage values of the surrounding area.

The aims or objectives of the plan are not compromised by the proposed development.

Zone Objectives

The subject site is zoned E4 General Industrial.

The objectives of the zone are:

- To provide a range of industrial, warehouse, logistics and related land uses.
- To ensure the efficient and viable use of land for industrial uses.
- To minimise any adverse effect of industry on other land uses.
- To encourage employment opportunities.
- To enable limited non-industrial land uses that provide facilities and services to meet the needs of businesses and workers.

It is noted that the proposal complies with the objectives in that it is providing a warehouse/logistics type land use. Of interest is that an objective of the zoning is "*To minimise any adverse effect of industry on other land uses*".

Other relevant LEP Clauses

Not Applicable.

There are no LEP clauses which specifically relate to this DA.

Far West Regional Plan

The Plan is a higher level strategic plan, and there are no actions in the Plan which specifically relate to a proposal such as this DA.

State Environmental Planning Policy

Not Applicable.

Section 4.15 (a) (ii) Any proposed Environmental Planning Instruments

Not Applicable.

Section 4.15 (a) (iii) Any Development Control Plan (DCP)**Broken Hill Development Control Plan 2016****Chapter 3 – Industrial development**

Much of this chapter of the DCP relates to guidance around construction of new industrial premises.

However, of interest to this DA, one that the following provisions in this chapter is:

- All industrial activity is to be conducted to avoid unnecessary or unreasonable noise, particularly at night.

The Environmental Law in NSW Handbook (2016) outlined that whilst DCPs must be considered as part of the assessment process, it should be noted that (unlike LEPs), DCPs are not legally binding, even though they might spell out planning guidelines and/or standards.

Section 4.15 (a) (iv) Any Matters Prescribed by the Regulations

Not applicable.

Section 4.15 (a) (v) Any coastal zone management plan (within the meaning of the *Coastal Protection Act 1979*)

Not applicable.

Section 4.15(b) The likely impacts of the development and the environmental impacts on both the natural and built environments and social and economic impacts in the locality.

Key issues relate to noise, and lighting and potential impact on the neighbourhood.

In relation to noise, a key point is that the nighttime period is obviously the most noise-sensitive period. Background noise levels are lower at night in urban areas compared to day and therefore the sound of trucks and associated unloading equipment is going to have a greater impact compared to during the day where the sound will be buffered somewhat by other activities in the area.

Further comment is provided later in this report under the “submissions” section.

In relation to lighting, this can be mitigated by truck drivers turning off their vehicles as soon as practicable on site. Australian Standard 4282 “Control of the obtrusive effects of outdoor lighting” is required to be complied with. In an instance such as an existing premises, this could be achieved by ensuring that the lighting is directed downwards to only light the area needed.

The EPA’s *Noise Policy for Industry* notes “The range of noise reduction strategies for existing situations is generally more limited than those available for new development at the planning stage. For example, spatial separation between the source and receiver is not an option for existing situations. The initial focus for existing sites should be operational procedures and prioritising noise-control measures that provide the greatest benefits to residents at least cost”.

Section 4.15(c) Suitability of the site for the development

The site is not subject to any natural hazards such as bushfire risk, mine subsidence etc.

Utility services are available to the site and able to be upgraded if required. Any service alterations will be subject to the requirements of the local utility service providers.

The site does not contain any easements or restrictions.

The site has a history of industrial and business use and is within an industrial zone under the local planning controls. The locality is a mix of business, light industrial and residential properties.

Section 4.15(d) Any submissions made in accordance with the Act or Regulations

The application was notified to neighbours within a 100-metre radius of the site.

As a result, 1 objection was received.

From Council records, the objector appears to have owned the neighbouring property since 2019. (There are indications that their family may have owned the property for many years prior).

The neighbour's property is also within the E4 zone, however has been a residence for many years and enjoys existing use rights to continue legal use as a residence.

The objector provided 6 "attachments" (videos) to Council to support their objection. The videos showed operations occurring during nighttime hours. These operations included use of forklifts, rearranging of trucks, and trucks idling. 1 file was date stamped. The others did not contain date stamps on the videos. (The objection alleged that the videos were taken on 14 March, 15 March, 10 May, 13 May, 24 July and 7 August 2024).

It is noted that the objector, had some months earlier lodged a Complaint with Council regarding stormwater, and it was during Council staff investigation of that matter, that further concerns were raised by the neighbour - including matters around the hours of operation, proximity of diesel tank to the neighbouring fence, and dispute over land status.

(The subject of this DA relates only to the hours of operation. The other matters raised by the neighbour do not relate to this DA, and have been part of ongoing discussion and investigation by Council staff).

Points outlined in neighbour objection:

Issue	Objection comment	Assessment comment
Use out of hours not only trucks	On a regular basis the current 'out of hours' operation is not solely restricted to the comings and goings of trucks. Operations can include the operation of forklifts to load and unload trucks as well as the rearrangements of trucks, including with reversing warning sounds within the yard.	Noted. The applicant has advised that reverse beepers are legislated requirements. "Rearrangement of trucks" is the linehaul driver unhooking from the trailer he has bought from Adelaide to Broken Hill and then hooking onto another trailer to take it back to Adelaide with freight on it.
Noise	Although Attard's Transport, in their application, states their trucks 'are modern and have a low noise output when idling' and 'Out of respect for others that live in the	It is agreed that there is likely to be a disturbance to directly adjoining neighbours if trucks were left idling for a long period of time,

	<p>neighbourhood, our drivers turn off their truck engine and lights as soon as practicable once in the depot during the evening hours’.</p> <p>At approximately midnight these comments are arguable. The reality is these trucks are, including their idling times of sometimes over half an hour, are actually quite a nuisance from both their noise and their lighting from a neighbour’s perspective. On nights where there sometimes are the three trucks, as indicated in Attard’s Application, the disturbance in effect prevents neighbours to the right to the quiet enjoyments of their property.</p>	<p>particularly during the most sensitive nighttime periods.</p> <p>Management plans could be put in place (education of drivers, installing signs onsite etc) to require the trucks be shut off and not left idling. This however does not ensure that drivers will always comply. If it is imposed as a condition of consent, then non-compliance can result in issuing of fines. (This however would then require hard evidence of non-compliance and ongoing monitoring).</p>
Acoustic barrier	<p>Should Council consider approving this Application, “We as neighbours insist that the installation of a sound barrier to reduce the impact of the noise made by Attard’s Transport during their evening and late-night activities must be a condition of the approval”. This sound barrier would be significantly important as the warmer weather approaches and during this time there is an increase in activity at Attard’s ‘after hours’ operations. An adequate sound barrier would also reduce the light disturbances made by not only trucks arriving and departing, but also the lights that are on in Attards yard all night.</p> <p>The installation of a sound/light barrier would assist in reducing the disturbances experienced by neighbours who would be expected to put up with the excessive noise for up to 18 hours a day during the busiest of periods.</p>	<p>EPA’s “Noise Guide for Local Government” outlines feasible and practical ways which can manage noise.</p> <p>The Guide notes that <i>Barriers are most effective when they are located close to the noise source (ie Attards yard) or the noise receiver (objector) and block the line of sight between the source and receiver. The extent of any noise reduction will depend on the height and mass of the barrier and the frequency-content of the noise source (barriers are less effective for low-frequency noise). Noise barriers should have no gaps and use absorptive material to reduce noise levels by minimising reflections.</i></p> <p>(Diesel engines that power most trucks when idling or operating at low engine revolutions can generate low frequency noise).</p> <p>As the complaint and concerns relate to a number of matters including truck movements in and out of the</p>

		<p>property from public roads (requiring opening of gates etc), use of forklifts, and lighting – it is considered that whilst an acoustic barrier/fence may assist to an extent, it would not result in a totally soundproof environment and not likely to be fully address all concerns. The cost would be high and likely outweigh the end benefit.</p> <p>The EPA Noise policy for Industry notes that mitigation strategies when dealing with noise need to consider “<i>cost of mitigation—cost of mitigation versus benefit provided</i>”.</p> <p>The EPA’s Guide, outlines the following as examples of practical ways in which noise at the source can be reduced or managed:</p> <ul style="list-style-type: none"> • <i>Schedule the noisy activity for a less-sensitive times of day. Where there are several noisy pieces of equipment, schedule operations so they are used separately rather than concurrently.</i> • <i>Employ quiet practices when operating equipment: for example, position idling trucks in appropriate areas or require trucks to turn engines off rather than idle for long periods.</i>
--	--	---

Applicant response to points of objection:

The applicant was offered the opportunity to respond to the points raised in the objection submitted. As a result, the following response was provided by Attards Transport:

Kristian Attard and myself, Bronte, are the third generation running our family business that has served our local community for well over 60 years.

- 1- *We only work at night if we desperately need to and I'm sure (unless they can provide us with photos and dates) we have only worked at night twice in the last 12 months, it's not feasible nor cost effective for us to work at night. I have already pre-sorted our first Chrisco run to turn up on the Saturday morning, basically the day we start hamper deliveries, so we are not unloading chiller at 8pm when the truck arrives into Broken Hill on the Friday night.*
- 2- *Reverse beepers are a legal requirement on all heavy vehicles.*
- 3- *We have already changed the travel times on our line haul trucks to ensure they arrive at our Broken Hill depot in a reasonable time frame opposed to later at night like it once was. If Council are interested I would love to invite them to our depot with a decibel monitor to actually see what our decibels come to when a line haul truck is in our depot unhooking. I feel they will find it's not as loud as what has been made to sound like.*
- 4- *We don't unload Saturday mornings anymore and only do the bare minimum required with minimum noise created, this has already been a cost to our business in lost revenue.*
- 5- *At a time yes it was possible for a driver to drive into our depot at night with hi beam on (but not the whole time) just for extra light to ensure they don't run over anything (on many occasions the neighbour's dog and chickens have come into our depot during the day and night). All drivers have been instructed to stay on low beam and also minimise idle time in the yard, idle time is extra fuel burn and drivers are instructed even on the hi way to minimize idle time at all times.*
- 6- *In regard to the security light on the coke shed, this was positioned there many years ago and well before the neighbour moved in for security reasons. At the time we had weekly intruders coming into our depot and stealing lights off our trucks and since the light was installed we have had almost no issues at all.*
- 7- *It will not be viable for Attards Transport to build a form of light and sound suppression fence; this would be well out of our budget but if council could provide us with some form of grant we can look into it.*
- 8- *If we are unable to make council and the neighbour happy and move forward our only other option would be at the end of June 2025 we will cease trading as Attards Transport Service, close both our Broken Hill NSW and Wingfield SA depots putting about 20 people out of work.*

Section 4.16 of the *Environmental Planning and Assessment Act 1979* sets out that Council is to determine a development application by:

- (a) granting consent to the application, either unconditionally or subject to conditions, or
- (b) refusing consent to the application.

Conditions of consent are able to be imposed under Section 4.17 of the *Environmental Planning and Assessment Act 1979*. The courts have determined that, for a condition to come within the relevant statutory power, it must meet the 'Newbury Test', which requires a condition to:

- Be imposed for a planning purpose.
- Fairly and reasonably relate to the development for which permission is being given.
- Be reasonable.

Conclusion:

It is acknowledged that the site has been in operation for many years as a road transport terminal. Up until the current situation, there have been sporadic complaints reported to Council on a handful of occasions over the many years of operation of the business. Operators of the business have on a number of occasions in the past been reminded by Council of their obligations to comply with the approved hours and to minimise nuisance to the neighbourhood.

Despite the business being located and operated within an Industrial zone, there is still an obligation to ensure that the operations do not unreasonably impact on other properties within the neighbourhood. Legislation and State agency Guides including *Protection of the Environment Operations (Noise Control) Regulation* and the EPA's *Noise Policy for Industry* provide controls which ensure that existing businesses and industries operate in a manner that do not cause offensive and unacceptable nuisance.

A key point when determining any Development Application is that Council is considering a proposal within what is primarily a merit-based assessment system. Benefits of a development must be weighed up against the negatives. Where there are negatives, consideration can be given to whether those negatives can be mitigated or managed through imposing conditions on a consent.

Whilst the increased hours of operation are not intended to be utilised regularly by Attards (but more so on an "as needed basis"), the fact would remain that once approved it would provide for potential industrial/business use at the site of 6am to 12 midnight any day. Approval of these hours through this Development application apply to the land, and not just for the actual current business owner. A development consent is an enduring instrument that "stays with the land" (unless modified or a new application submitted changes the circumstances, such as in this case).

It is noted that much of the dividing fencing between Attards yard, and the adjoining neighbour is in poor condition and not very high. Dividing fencing is a civil matter which is usually agreed upon between neighbours. It is highly recommended that higher fencing be considered as this may assist in mitigating concerns between the two parties.

It is considered that the most appropriate outcome from this Application is for a determination which considers both competing sides.

The business is a long-running local family business, which has operated at the site for approximately 35 years. Times have changed over these years, resulting in the need to increase the approved hours of business. The needs of the business need to be balanced with ensuring that unnecessary nuisance is caused as a result of the business operations.

Recommendation:

It is recommended that consideration be given to increasing the approved hours from the current 7am – 6pm Monday to Friday and 7am – 12 pm (noon) on Saturday with no work on Sunday or Public holidays.

Suggested approval under this Application would change hours to:

7am to 9pm Monday to Friday, and 7am to 6pm Saturday and Sunday.

These hours are considered to still allow greater flexibility for the business than they currently enjoy and also reflect that the area is a mixed-use industrial zoned area, whilst maintaining that a residential neighbour should not necessarily be experiencing the impact of deliveries and associated activities late at night past 9pm.

Community Engagement:

The application was notified to neighbours within a 100-metre radius of the site.
As a result, 1 objection was received.

Strategic Direction:

Key Direction:	4	Our Leadership
Objective:	4.1	Openness and transparency in decision making
Strategy:	4.1.1	Support the organisation to operate within its legal framework

Relevant Legislation:

Environmental Planning and Assessment Act 1979

Financial Implications:

Nil

Attachments

1. [↓](#) Recommendations and conditions of consent

CODIE HOWARD
DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

JAY NANKIVELL
GENERAL MANAGER

117 Rakow Street – Attards Transport.

Recommended conditions of consent – DA 59/2024

That the hours of operation shall be restricted to:

7am to 9pm Monday to Friday,

7am to 6pm Saturday and Sunday.

That management procedures must be implemented which outlines that trucks are not to be left idling for any longer than necessary; and also that all drivers are aware of the approved hours of operation.

The emission of intrusive noise from the premises shall be controlled at all times in accordance with the *Noise Policy for Industry* (2017) so as to not unreasonably impact nearby residential receivers.

Any external lights shall be operated and maintained in accordance with *AS4282: 1997 Control of the Obtrusive Effects of Outdoor Lighting* so as not to cause a nuisance or adverse impact on the amenity of occupants of the surrounding area or to motorists on nearby roads. All lights must be directed so as to not shine directly into neighbouring properties.

ORDINARY MEETING OF THE COUNCIL

January 16, 2025

ITEM 12**BROKEN HILL CITY COUNCIL REPORT NO. 12/25**

SUBJECT: DEVELOPMENT APPLICATION 76/2024 - DEMOLITION OF ALL EXISTING BUILDINGS ON SITE AND ERECTION OF NEW STEEL FRAMED COMMERCIAL BUILDING INCORPORATING OFFICE, AMENITIES AND WORKSPACE, AND ASSOCIATED SIGNAGE - 92 CRYSTAL STREET, BROKEN HILL D25/2269

Recommendation

1. That Broken Hill City Council Report No. 12/25 dated January 16, 2025, be received.
2. That Development Application 76/2024 be approved, subject to conditions of consent as outlined in Attachment to this report. Advice from Council's Heritage Advisor is noted but due to the buildings structural components being beyond repair (as confirmed by Structural engineers report) it is recommended that full demolition be approved.

Executive Summary:

A Development Application (DA) has been received from Sulcon Pty Ltd, to develop land at 92 Crystal Street, Broken Hill NSW 2880. The proposal is to demolish existing structures on site and construct a new steel framed commercial building (workshop and offices). Council is to determine the Development Application, by either resolving to approve or to refuse the application.

It is recommended that Council approve this Development Application, under the provisions of the *Environmental Planning and Assessment Act 1979*.

Report:

The development proposal is for the construction of a new commercial building (workshop and offices) at the property known as 92 Crystal Street, Broken Hill. The site is within the block between Bromide and Kaolin Streets.

The land is zoned 'E1 – Local Centre' under the *Broken Hill Local Environmental Plan 2013*.

The land is comprised of two lots, being lots 14 and 15, Section 41 in DP 759092. The total site area is 2,023 square metres.

The development will consist of:

- Demolition of all existing buildings on site
- Erection of steel framed commercial building incorporating offices, amenities and workspace.
- On site parking.
- Erection of signage.

The commercial building will incorporate offices, storeroom and amenities with a workshop section at the rear of the building.

The building will be colorbond externally with a front facade incorporating a verandah across the frontage.

Two concrete access driveways from Crystal Street will be provided and designated as entry and exit only. All loading and unloading can be conducted on site.

Workspace at the rear will be used to service plant & equipment.

Proposed hours of operation for the site will be 8am to 5pm Monday to Friday. There will be 4 staff members on site at any one time. It is estimated that there may be maximum of 15 customers/clients per day.

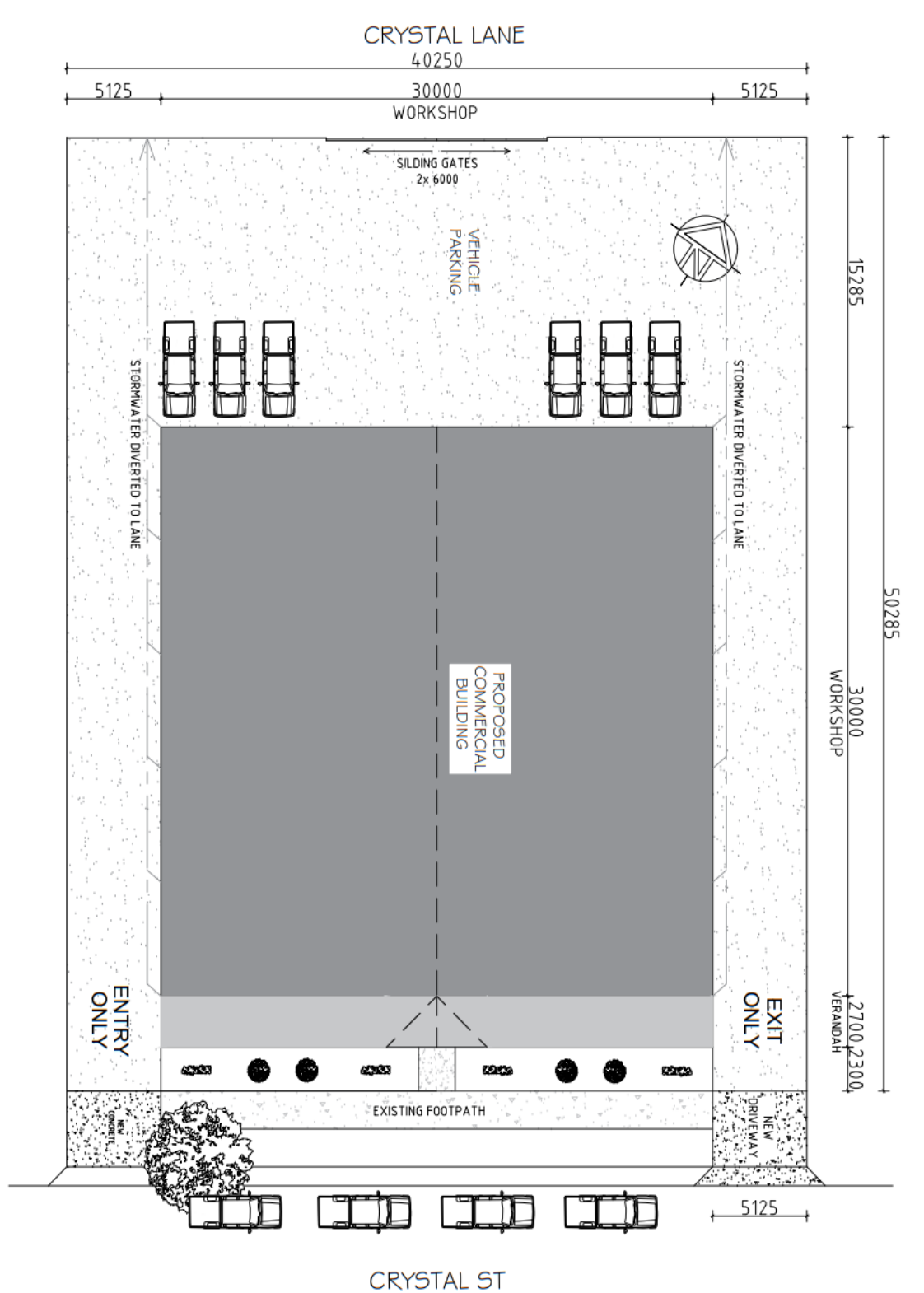
The proposal incorporates 6 car parking spaces on site, in the rear yard.

Plant and machinery associated with the business to be used include Welding machines, Lathe machine, Mill machine, Drill press, Air compressor, Hydraulic press, vehicle pressure washer, oxy and acetylene set. Work benches, Hand Tools, Battery Tools, Forklift inside workshop, Overhead pendant cranes.

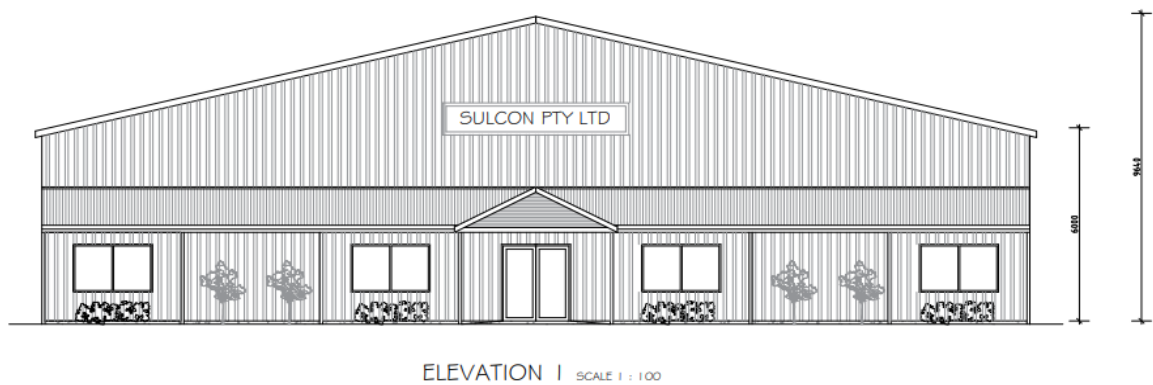
SITE LOCATION:



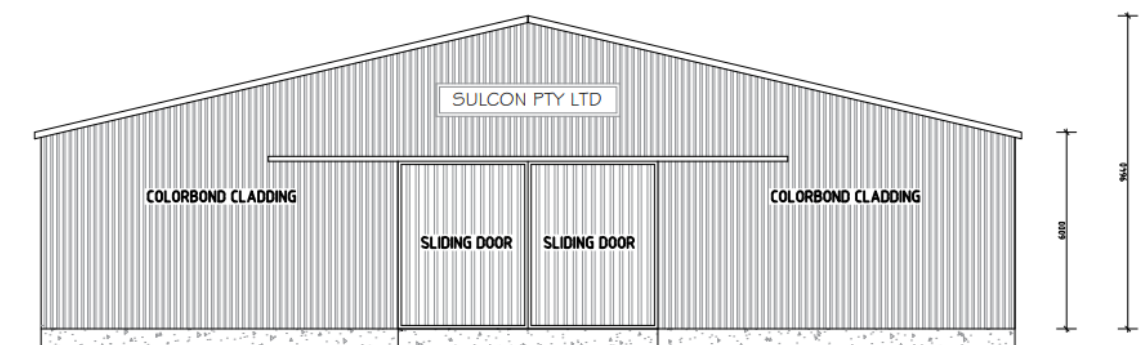
SITE PLAN (PROPOSED DEVELOPMENT LAYOUT):



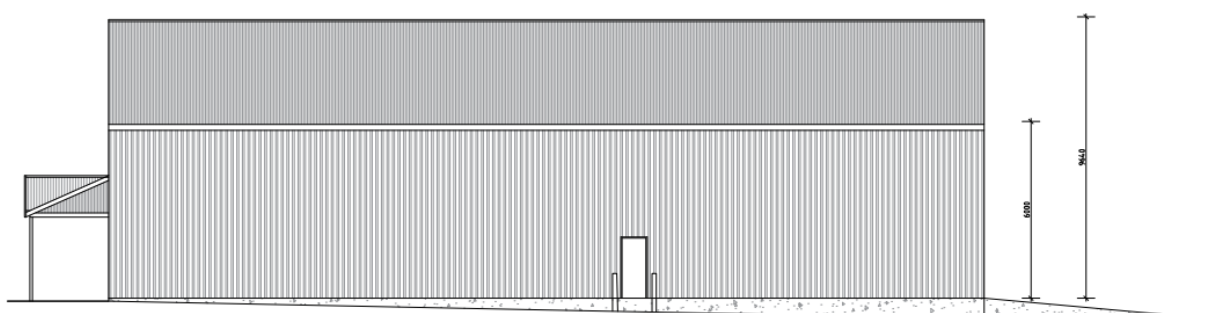
PROPOSED BUILDING ELEVATIONS:



Above – proposed elevation from Crystal Street frontage
(wall height 6 metres; height to peak 9.6 metres)



Above – proposed elevation from Crystal Lane (rear)



Above – proposed side elevation. Note – heritage style verandah at front.

ASSESSMENT:

All Development Applications are required to be assessed by Council in accordance with the provisions of section 4.15 of the *Environmental Planning and Assessment Act 1979*.

CONSIDERATIONS UNDER SECTION 4.15 OF THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979:

**Section 4.15(a) (i) The provisions of any environmental planning instrument
Broken Hill Local Environmental Plan 2013 (LEP)****Aims of the Plan**

The aims of the LEP are:

- (a) to encourage sustainable economic growth and development in Broken Hill,
- (b) to encourage and provide opportunities for local employment growth, and the retention of the population, in Broken Hill,
- (c) to encourage the retention of mining and acknowledge that industry's heritage and regional significance,
- (d) to identify, protect, conserve and enhance Broken Hill's natural assets,
- (e) to identify and protect Broken Hill's built and nationally significant cultural heritage assets for future generations,
- (f) to provide for a range of housing types and living opportunities,
- (g) to allow for the equitable provision of services and facilities for the community,
- (h) to provide for future tourist and visitor accommodation in a sustainable manner that is compatible with, and will not compromise, the natural resource and heritage values of the surrounding area.

The aims or objectives of the plan are not compromised by the proposed development.

Zone Objectives

Zone E1 Local Centre:

- To provide a range of retail, business and community uses that serve the needs of people who live in, work in or visit the area.
- To encourage investment in local commercial development that generates employment opportunities and economic growth.
- To enable residential development that contributes to a vibrant and active local centre and is consistent with the Council's strategic planning for residential development in the area.
- To encourage business, retail, community and other non-residential land uses on the ground floor of buildings.
- To minimise conflict between land uses within the zone and land uses within adjoining zones.

The proposal is consistent with the objectives of the zone.

Relevant LEP Clauses**Clause 5.10 Heritage Conservation –**

This clause sets out that Development consent is required for demolition of a building within a Heritage conservation area or heritage listed item.

The subject property is within a Heritage conservation area and is a heritage listed item, under the provisions of the LEP.

The property is a Single storey pug and stone building approximately 463 m², with timber floors, plaster and lathe & plasterboard ceilings, and corrugated roof. Concrete block toilet additions at rear of building and rear of site. Used as the Crystal Hotel from 1888 to 1924 and a Boarding House/Private Residence from 1924 to about 2022.



Above – photograph of the frontage of the existing building onsite – proposed to be demolished.

Structural engineering assessment of building –

An engineering assessment of the building by the Laker Engineering Group was submitted as part of this Development application.

This report concluded that the existing structural components are beyond repair. The defects are detailed in the report but include salt damp affected walls, cracking of walls and ceilings and extensive white ant damage to flooring and structural timber members. It is considered that the building is structurally unsound and is beyond economic repair.

Clause 6.2 Essential Services –

- (a) the supply of water. Existing connection available.
- (b) the supply of electricity. Existing connection available.
- (c) the disposal and management of sewage. Existing connection available.
- (d) stormwater drainage or on-site conservation. All storm water to be diverted to the rear of the premises into the existing overland stormwater drainage system.
- (e) suitable vehicular access. Vehicular access from Crystal Street is provided and is adequate in terms of size and location. Exiting via Crystal Lane.

Relevant State Environmental Planning Policy

Nil

Section 4.15 (a) (ii) Any proposed Environmental Planning Instruments

Not Applicable.

Section 4.15 (a) (iii) Any Development Control Plan (DCP)**Broken Hill Development Control Plan 2016****Chapter 4 - Car Parking**

Provisions within this chapter of the DCP set out that parking ratio of 1 space per 3 employees for industrial use should be provided.

The onsite provision of 6 spaces exceeds this requirement, and is adequate considering the proposed use.

Chapter 8 – Heritage Conservation

The design of the new commercial building will incorporate a full verandah across the frontage of the building with a peaked entrance. These design are in accordance with the principles contained in the Broken Hill Development Control Plan for new commercial development in a heritage area.

Due to the property being located within a Heritage conservation area, and also being a Heritage listed item, the proposal was referred to Council's Heritage Advisor for advice.

Prior to the current owner purchasing the property, the Heritage Advisor had provided advice that she would not support full demolition of all structures on site, and that she would only support partial demolition of the rear of the buildings onsite.

The Development Application has been submitted based on full demolition of all structures and information provided with this DA included a report from a registered Civil/Structural Engineer. The purpose of the report was to determine structural adequacy of the existing heritage building.

The Engineer report concluded that the existing structural components are beyond repair at 92 Crystal Street, Broken Hill, NSW 2880.

The report recommended the structure be demolished and purposely replaced with a new structure as the existing structure has reached its end of life and the structural elements pose a safety risk to the public.

Some photographs from the Engineer report are following:



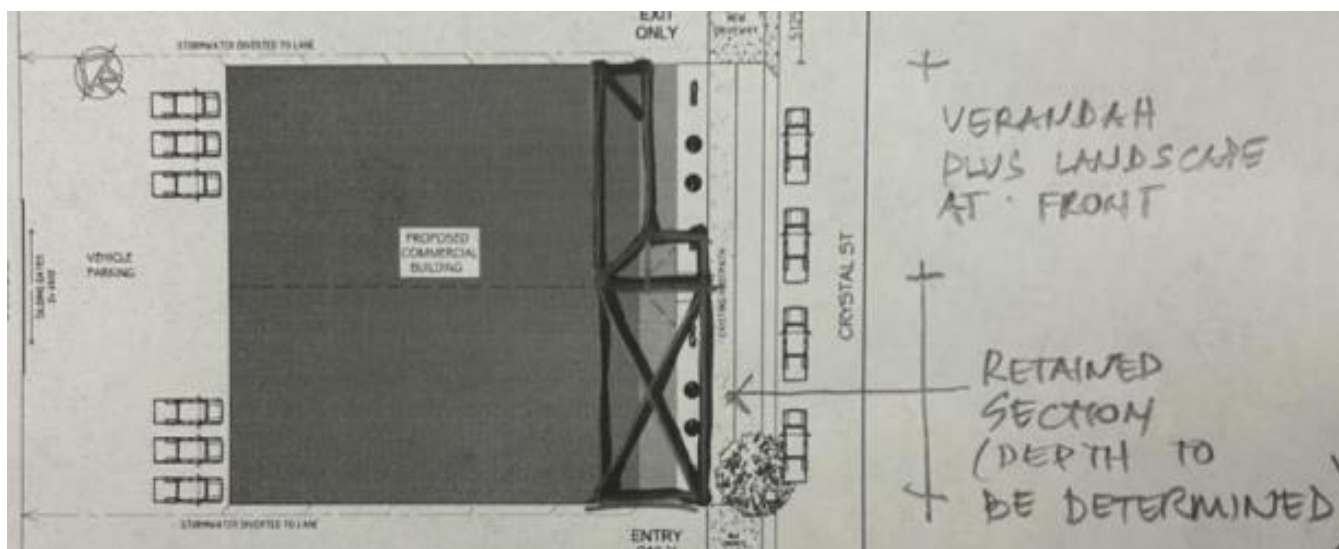


The Development Application was referred to Council's Heritage Advisor following lodgement of the DA. The Heritage Advisor again re-iterated that she would not support full demolition of all structures onsite.

The Heritage Advisor recommended that the existing heritage listed building which is located to the front property line could be reduced in size (for example, to 1 or 2 room depths). I.e.

the front façade of the existing stone building would remain. The new building would immediately abut this retained section and also be built to the rear.

Recommendation from Heritage Advisor:



The owner wishes for the DA to be considered based on the proposal as submitted – being full demolition of all structures. The Structural Engineering report was provided with the DA with the view that it was not structurally viable to repair the existing building.

Section 4.15 (a) (iv) Any Matters Prescribed by the Regulations

Not applicable.

Section 4.15 (a) (v) Any coastal zone management plan (within the meaning of the *Coastal Protection Act 1979*)

Not applicable.

Section 4.15(b) The likely impacts of the development and the environmental impacts on both the natural and built environments and social and economic impacts in the locality.

Access and Traffic

The proposal includes availability of parking and loading and unloading areas onsite.

Two concrete access driveways from Crystal Street will be provided and designated as entry and exit only. All loading and unloading can be conducted on site in a forward direction from Crystal Lane.

One small fixed rigid truck will attend site 3 times a week, and a small fixed rigid truck delivering once a fortnight to deliver parts and equipment. These vehicles will access the site via the rear double gates off Crystal Lane in a forward direction and leave the site in a forward direction. Goods will be off loaded through the roller doors into the proposed new building.

Natural Hazards

There are no known natural hazards affecting the site that would prohibit the development.

Section 4.15(c) Suitability of the site for the development

The site is not subject to any natural hazards such as bushfire risk, mine subsidence etc.

Utility services are available to the site and able to be upgraded if required. Any service alterations will be subject to the requirements of the local utility service providers.

Surrounding Land Uses/Development

The locality is primarily a commercial area with some existing residences.

The proposal is not inconsistent with the surrounding land use and the site is suitable for the proposed development.

Bushfire

The site is not dedicated as being within a Bushfire prone area.

Section 4.15(d) Any submissions made in accordance with the Act or Regulations

Neighboring property owners were notified of the Development proposal. As a result, no submissions were received by Council.

Section 4.15 (e) Public interest

The proposed development satisfies relevant statutory planning controls, such as compliance with the zoning controls.

Conclusion:

A key point when determining any Development Application is that Council is considering a proposal within what is primarily a merit-based assessment system. Benefits of a development must be weighed up against the negatives. Where there are negatives, consideration can be given to whether those negatives can be mitigated or managed through imposing conditions on a consent.

The heritage listing of the existing building onsite (and subsequent advice to retain façade of the building) needs to be balanced against a Structural engineering report, which recommends demolition.

Recommendation:

Section 4.16 of the *Environmental Planning and Assessment Act 1979* sets out that Council is to determine a development application by:

- (a) granting consent to the application, either unconditionally or subject to conditions, or
- (b) refusing consent to the application.

Conditions of consent are able to be imposed under Section 4.17 of the *Environmental Planning and Assessment Act 1979*. The courts have determined that, for a condition to come within the relevant statutory power, it must meet the 'Newbury Test', which requires a condition to:

- Be imposed for a planning purpose.
- Fairly and reasonably relate to the development for which permission is being given.
- Be reasonable.

It is recommended that Development Application 76/2024 be approved, subject to conditions of consent (attached).

Community Engagement:

The Development Application was notified to neighbours in accordance with Council's Communication and Engagement Strategy. No submissions were received.

Strategic Direction:

Key Direction:	4	Our Leadership
Objective:	4.1	Openness and transparency in decision making
Strategy:	4.1.1	Support the organisation to operate within its legal framework

Relevant Legislation:

Environmental Planning and Assessment Act 1979

Financial Implications:

Nil

Attachments

1. [↓](#) Proposed conditions of consent
2. [↓](#) Proposed site plan
3. [↓](#) Proposed elevations
4. [↓](#) Heritage advice

CODIE HOWARD
DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

JAY NANKIVELL
GENERAL MANAGER

DA 76/2024

92 CRYSTAL STREET

PROPOSED CONDITIONS OF CONSENT

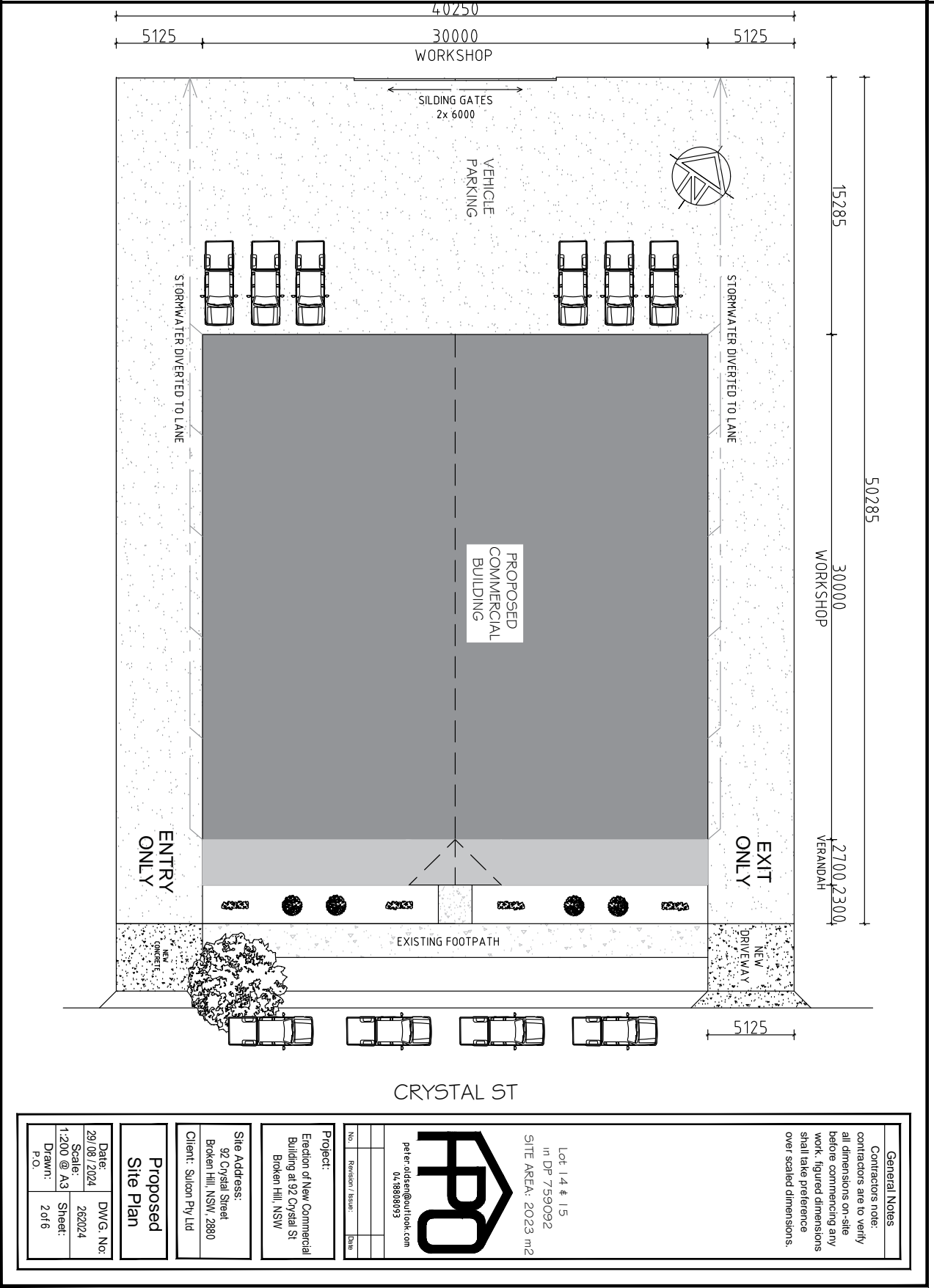
1. Prior to the commencement of any work on the site, a Construction Certificate is to be obtained from either Council or an Accredited Certifier, certifying that the proposed works are in accordance with this consent and the applicable standards.
2. Prior to the commencement of any work on the site, the person having the benefit of this consent:
 - a. shall appoint a Principal Certifying Authority (PCA).
 - b. shall ensure a Construction Certificate is issued by the PCA.
 - c. shall notify Council of their intention to commence the site works, at least 2 days prior to commencement of work.
3. Prior to the commencement of any work within the public road reserve including footpath area, Roads Act approval must be obtained from Broken Hill City Council's Infrastructure Department, along with obtaining necessary works approvals.
4. The detailed plans and specifications submitted with the application for a construction certificate must demonstrate compliance with the provisions of the Building Code of Australia for the appropriate class of building. Should the external configuration of the building be modified as a result of achieving BCA compliance, this development consent must also seek appropriate approvals and be modified.
5. Prior to the commencement of any work on the site, the applicant is to obtain all relevant approvals to carry out sewerage work, electricity work and water supply work from the relevant local service providers and comply with any conditions of those approvals.
6. During construction, all works are to be carried out so as not to cause damage to adjacent and adjoining properties. Any damage arising from demolition or construction works is to be made good and any necessary repairs and renovations carried out within three months, at full cost to the developer.
7. During demolition and construction, works are to be carried out so as not to cause damage to nearby public infrastructure, services and utilities, including kerb and gutter, footpaths, water mains, sewer mains and roadways. All damage arising from the project works is to be made good and any necessary repairs and renovations carried out immediately at no cost to Council or the relevant service provider.

8. The demolition works shall comply with the provisions of Australian Standard AS 2601-2001 - The Demolition of Structures, the Safe Work Australia Code of Practice – How to Manage and Control Asbestos in the Workplace, and the Work Health and Safety Act 2011.
9. Dust control measures are to be implemented during demolition activities to reduce any impact on local air quality and reduce dust emissions. This will include but may not be limited to regularly wetting down of the site during the course of works being carried out in order to control wind-blown dust.
10. All works involving the removal and disposal of asbestos cement and other products containing asbestos must only be undertaken by contractors who hold a current WorkCover licence (either a Friable (Class A) or a Non-Friable (Class B) Asbestos Removal Licence) appropriate to the work being undertaken.
11. That all building work must be carried out in accordance with the provisions of the Building Code of Australia.
12. During construction, all building rubbish and debris, including that which can be windblown, shall be contained on site in suitable containers for disposal at an authorised Waste Landfill Depot at regular periods. The container shall be erected on the building site prior to construction work commencing and shall be maintained for the term of the construction to the completion of the project. The waste container shall be regularly cleaned to ensure proper containment of the building wastes generated on the construction site.
13. No material or equipment associated with the development is to be placed on public land without the written consent of the Council, and any activity located in close proximity to public areas is to be fenced to prevent damage to persons or property.
14. During construction, all works associated with the development must be carried out entirely within the allotment boundaries.
15. That a hoarding or fence must be erected between the work site and the public place (footpath/laneway).
Submit details to Council's Assets Department of the design of the structure and method of providing safe pedestrian access prior to commencement of works.
That any such hoarding, fence or awning is to be removed when the work has been completed.

16. Demolition/construction hours
Demolition and/or Construction activities at the development site shall be carried out only between 7.00am to 5.00pm Monday to Friday.
No work on Saturdays, Sundays or Public Holidays is permitted.
17. Provision of 6 off-street car parking spaces to serve the development (as shown on the approved plans) is to be completed before the issue of an Occupation Certificate.
18. All car parking spaces must be laid out, line marked, signposted, and maintained in accordance with current version Australian Standard 2890.
19. That the Lot Titles Lot 14 Section 41 DP 759092 ; and Lot 15 Section 41 DP 759092 shall be consolidated at the full cost to the developer. The consolidation shall be registered with NSW Land Registry Services prior to an Occupation Certificate being issued.
20. Any external lights shall be operated and maintained in accordance with AS4282: *1997 Control of the Obtrusive Effects of Outdoor Lighting* so as not to cause a nuisance or adverse impact on the amenity of occupants of the surrounding area or to motorists on nearby roads.
21. Ongoing/operational hours
That the hours of operation shall be restricted to 8am to 5pm Monday to Friday and no work on Saturday or Sunday.
22. That all loading and unloading of goods shall be carried out wholly upon the site.
23. That immediate remedial measures shall be taken if in the opinion of Council, injury is being caused to the amenity of the neighbourhood due to any nuisance, traffic hazard or otherwise and that the use shall cease if it is considered that the use can no longer be tolerated.

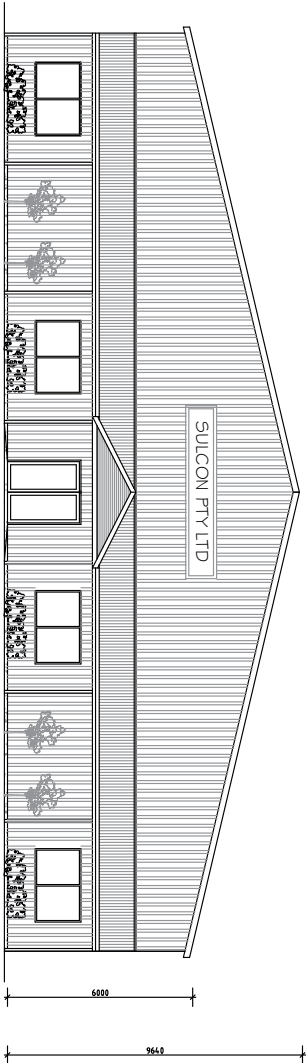
DEVELOPMENT APPLICATION 76/2024 - DEMOLITION OF
ALL EXISTING BUILDINGS ON SITE AND ERECTION OF
NEW STEEL FRAMED COMMERCIAL BUILDING
INCORPORATING OFFICE, AMENITIES AND WORKSPACE,
AND ASSOCIATED SIGNAGE - 92 CRYSTAL STREET,
BROKEN HILL

Attachment 2
Proposed site plan

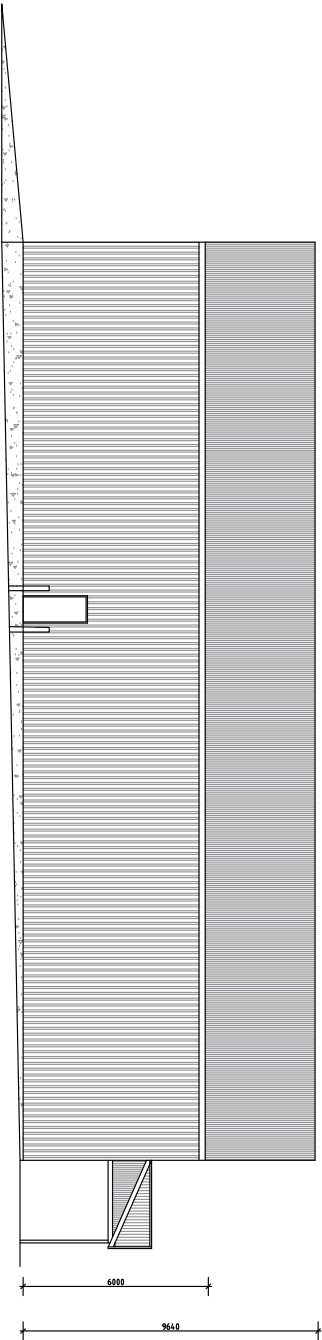


DEVELOPMENT APPLICATION 76/2024 - DEMOLITION OF
ALL EXISTING BUILDINGS ON SITE AND ERECTION OF
NEW STEEL FRAMED COMMERCIAL BUILDING
INCORPORATING OFFICE, AMENITIES AND WORKSPACE,
AND ASSOCIATED SIGNAGE - 92 CRYSTAL STREET,
BROKEN HILL

Attachment 3
Proposed elevations



ELEVATION 1 SCALE 1 : 100



ELEVATION 2 SCALE 1 : 100

General Notes

Contractors note:
contractors are to verify
all dimensions on-site
before commencing any
work, figured dimensions
shall take preference
over scaled dimensions.

Lot 14 in DP 759092
SITE AREA: 1010 m2

pete.olsen@outlook.com
0418880093



No. Revision / Issue Date

Project:
Erection of New Commercial
Building at 92 Crystal St
Broken Hill, NSW

Site Address:
92 Crystal Street
Broken Hill, NSW, 2880
Client: Sulcon Pty Ltd

ELEVATIONS
1 & 2

Date: 29/08/2024
Scale: 1:150 @ A3
Drawn: P.O.
DWG. No.: 0282024
Sheet: 5 of 6

**DEVELOPMENT APPLICATION 76/2024 - DEMOLITION OF
ALL EXISTING BUILDINGS ON SITE AND ERECTION OF
NEW STEEL FRAMED COMMERCIAL BUILDING
INCORPORATING OFFICE, AMENITIES AND WORKSPACE,
AND ASSOCIATED SIGNAGE, 92 CRYSTAL STREET,
BROKEN HILL**

**Attachment 4
Heritage advice**

92 Crystal Street, Broken Hill – Heritage Advice – 22 November 2024 - indicative sketch

Background – The applicant wishes to demolish and utilise the site for a large shed approx. 500 square metre. The property is LEP heritage listed (the former historic Crystal hotel building – LEP item no 48) It is a legal requirement for Council to consider the heritage listing which aims to protect buildings from demolition, when assessing a DA. It is also located in a conservation area. An engineers report has outlined the building is in poor condition - however the advisor considers it is a typical structure similar to many stone buildings in Broken Hill, and the owner purchased the property knowing it was heritage listed. The advisor previously outlined prior to purchase that retention (not demolition) was a council planning objective. The potential business requires a shed approx. 500 sq metres size.

Aerial views of the land-



Vacant portion – approx. 850 sq metres.



Total land area approx. 2100 sq metres.



Google Streetview - front LHS, rear RHS



Rear of property

RECOMMENDATION

The existing listed building which is located to the front property line could be reduced in size , to eg 1 or 2 room depths. The side stone walls would remain visible. The new building would immediately abut this retained section which could be used as office section. This would require consideration of room layouts inside the building to make a logical point where the building is shortened – Possibly at an internal wall dividing line. It would not be necessary to keep the roof structure, this could be a new structure as per indicative sketch.



Note that set back of retained section to be determined, could be less than originally indicated in above line – eg to front window depth , also original roof does not need to be retained but could be constructed part of new roof

Attachment 4 Heritage advice

In addition, any sound stone resulting from demolition should be carefully removed and relocated to the council depot stone bank for other building conservation in the city.

CRYSTAL LANE

50285

30000 WORKSHOP

2700 VERANDAH

5125

40250

30000 WORKSHOP

5125

STORMWATER DIVERTED TO LANE

VEHICLE PARKING

SLIDING GATES 20' WIDE

PROPOSED COMMERCIAL BUILDING

EXIT ONLY

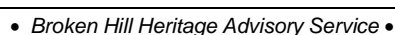
NEW DRIVEWAY

NEW EXISTING FOOTPATH

ENTRY ONLY

CRYSTAL ST

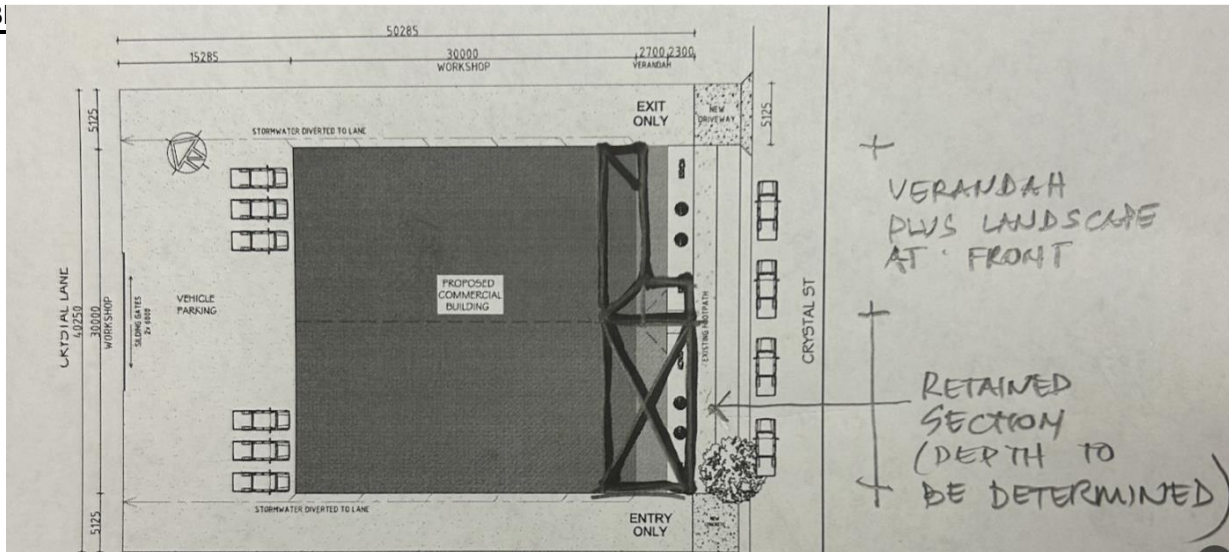
ELEVATION 1 SCALE 1:100



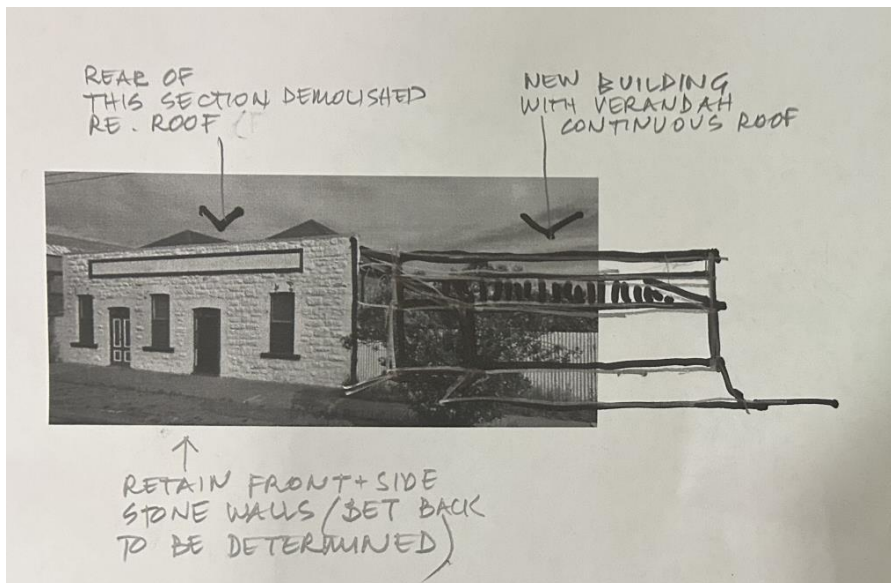
DEVELOPMENT APPLICATION 76/2024 - DEMOLITION OF ALL EXISTING BUILDINGS ON SITE AND ERECTION OF NEW STEEL FRAMED COMMERCIAL BUILDING INCORPORATING OFFICE, AMENITIES AND WORKSPACE, AND ASSOCIATED SIGNAGE - 92 CRYSTAL STREET,

**Attachment 4
Heritage advice**

B



RECOMMENDED INDICATIVE SITE PLAN – RETAIN FRONT SECTION OF FORMER STONE HOTEL (depth to be determined). Can all be reroofed. Retain face stone walls to set back line. Preferably strip paint of front stone wall.



New warehouse building to have corrugated iron walls, and could incorporate front parapet in corrugated iron to conceal flat roof behind - building designer to determine best way to roof overall building

ORDINARY MEETING OF THE COUNCIL

January 20, 2025

ITEM 13

BROKEN HILL CITY COUNCIL REPORT NO. 13/25

SUBJECT: PROPOSED COMPULSORY ACQUISITION OF LOT 1378 IN
DEPOSITED PLAN 757298 AND LOT 1373 IN DEPOSITED PLAN
757298 D25/2732

Recommendation

1. That Broken Hill City Council Report No. 13/25 dated January 20, 2025, be received.
2. That Council compulsorily acquire Lot 1378 in Deposited Plan 757298 and Lot 1373 in Deposited Plan 757298, and upon acquisition, classify the land as operational land.
3. That the acquisition be undertaken in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991* and Section 186 of the *Local Government Act 1993*, with the purpose of the proposed acquisition being the provision of affordable housing and worker accommodation facilities.
4. That Council approve the making of an application to the Minister for Local Government to issue a Proposed Acquisition Notice under the *Land Acquisition (Just Terms Compensation) Act 1991 (NSW)* for Council to compulsorily acquire Lot 1378 in Deposited Plan 757298 and Lot 1373 in Deposited Plan 757298.
5. That Council approve the making of an application to the Governor of NSW for the publication of an Acquisition Notice in the NSW Government Gazette under the *Land Acquisition (Just Terms Compensation) Act 1991 (NSW)* for Council to compulsorily acquire Lot 1378 in Deposited Plan 757298 and Lot 1373 in Deposited Plan 757298.
6. That Council register acquisition plans against Lot 1378 in Deposited Plan 757298 and Lot 1373 in Deposited Plan 757298.
7. That Council delegate to the General Manager the power to negotiate, finalise and execute any applications, notices, documents and compensation claims required to be executed as part of the process for Council to compulsorily acquire Lot 1378 Deposited Plan 757298 and Lot 1373 in Deposited Plan 757298.

Executive Summary:

It is proposed that Council acquire Lot 1378 and Lot 1373 in DP 757298 for the purpose of affordable housing and worker accommodation facilities. The subject land is currently owned by Minister for Education, and the Department of Education have advised they have no plans for development of the site. It was recommended that Council acquire land via the compulsory acquisition process. The site is zoned R1 General Residential and does not appear to be subject to Native Title or Aboriginal Land Claims. It is recommended that the land be classified as operational upon acquisition.

Report:

Given the increased demand for housing in Broken Hill, a number of potential sites have been discussed as options for affordable housing and worker accommodation facilities. Lot

1378 DP 757298 and Lot 1373 DP 757298 ('the subject land') appears to be suitable for this purpose. The subject land is vacant, located within a residential area and zoned R1 General Residential under the *Broken Hill Local Environmental Plan 2013*. Lot 1378 is approximately 3981 square metres in area and lot 1373 is approximately 3979 square metres in area.



Image. Subject land as identified by yellow highlight.

The subject land is currently owned by the Minister for Education. Council staff have discussed the subject land with the NSW Department of Education, who have advised that they have no plans to develop the site, and would consent to Council acquiring the land, however, it was advised that the subject land would need to be acquired through the compulsory acquisition process, being the *Land Acquisition (Just Terms Compensation) Act 1991*.

Council staff have conducted preliminary investigations regarding the status of the land. A search of the Native Title Tribunal has been conducted and Native Title appears to be extinguished on the subject land, and Council records indicate there are no undetermined Aboriginal Land Claims on the site. A survey for acquisition processes has also been obtained.

To progress with the acquisition of the land and make an application to the Minister for Local Government, a Council resolution is required. An application will be prepared for the Office of Local Government, and legal advice will be sought for preparation of the Proposed Acquisition Notice (PAN) and gazettal of the proposed acquisition. Following the gazettal, compensation for the acquisition of the land will be determined by the NSW Valuer General. It is recommended that upon acquisition, the land be classified as operational land under the *Local Government Act 1993*. To progress the proposed acquisition, it is recommended that the General Manager be delegated the power to negotiate, finalise and execute any applications, notices, documents and compensation claims required to be executed as part of the process for Council to compulsorily acquire the subject land.

Community Engagement:

Acquisition will be gazetted/advertised as per legislation and guidelines.

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:

Land Acquisition (Just Terms Compensation) Act 1991

Local Government Act 1993

Financial Implications:

Compensation payable to the landowner will be determined by the NSW Valuer General in the final stages of the acquisition. Legal fees and valuation fees may apply.

Attachments

1. [↓](#) Plan of survey of lots 1373 & 1378 in DP 757298 for acquisition purposes

CODIE HOWARD

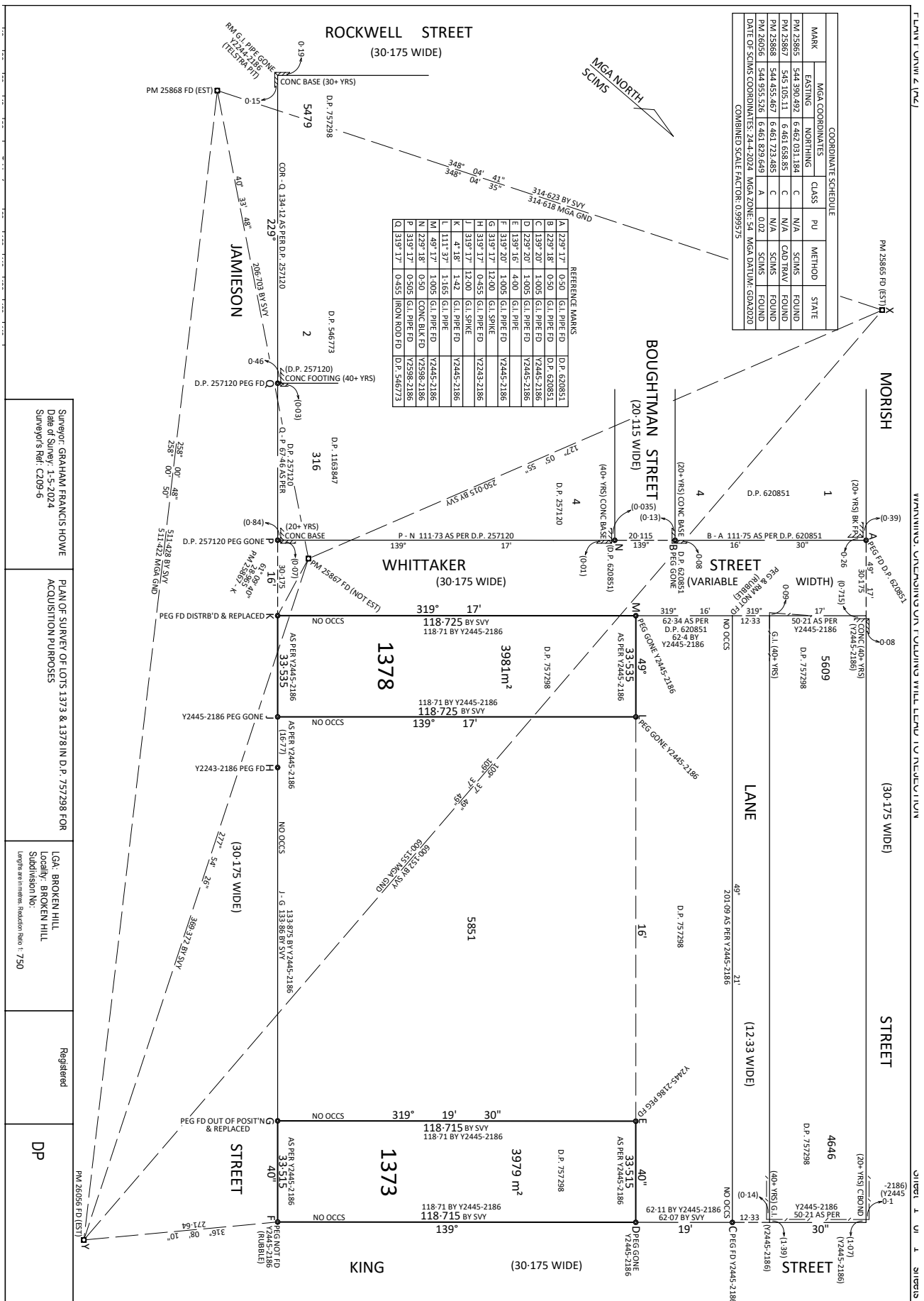
DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

JAY NANKIVELL

GENERAL MANAGER

**PROPOSED COMPULSORY ACQUISITION OF LOT 1378 IN
DEPOSITED PLAN 757298 AND LOT 1373 IN DEPOSITED
PLAN 757298**

**Attachment 1
Plan of survey of lots 1373 & 1378 in
DP 757298 for acquisition purposes**



ORDINARY MEETING OF THE COUNCIL

January 20, 2025

ITEM 14BROKEN HILL CITY COUNCIL REPORT NO. 14/25SUBJECT: SILVER STREET TREE REPLACEMENT PROJECT D25/2722**Recommendation**

1. That Broken Hill City Council Report No. 14/25 dated January 20, 2025, be received.
2. That Council approve for the removal and transplanting of the Ficus macrocarpa var hillii trees from the nature strip of Silver Street and replant with suitable tree species as determined by Council.
3. That Council gift AFL Broken Hill (AFLBH), as the Crown Land Managers of the Jubilee Oval, up to seventeen (17) established Ficus macrocarpa var hillii trees to be planted on site at the Jubilee Oval and that AFLBH take full responsibility for any care, maintenance and liability from the date of planting.
4. That Council approve an addition to the 2024/2025 Capital Works Budget of \$424,820.27, to include tree removal/ replanting, concrete footpath and kerb & gutter replacement, new tree planting and project management costs.

Executive Summary:

The Silver Street Tree Replacement Project addresses the pressing issue of overgrown Ficus macrocarpa var hillii street trees as identified by Level 5 Arborist company Homewood Consulting in December 2023. These trees are causing significant damage to the concrete foundation of the historically significant Jubilee Oval Grandstand and bleachers. If left unaddressed, the ongoing root damage could render the grandstand unsafe, potentially leading to its condemnation and demolition. This outcome would result in the loss of vital infrastructure, including the grandstand's changerooms for AFL and cricket users, spectator seating, and coaches' boxes.

Following consultations with Council, the AFL Broken Hill Board, and Arboricultural experts, it has been proposed that the trees will be removed and transplanted to a new location within the Jubilee Oval precinct. The proposed transplant sites, situated behind the northern and southern car parks, were chosen to minimise transportation costs and maintain the trees' proximity to their current location while ensuring the preservation of this iconic grandstand.

Once removed new trees will be planted in their place and the damaged concrete footpath and kerb and gutter replaced.

This report requests that Council approves an increase to the Annual Capital Works Budget 2024/2025 of \$424,820.27 for the Silver Street Tree Replacement Project to be undertaken.

Report:

The Silver Street Tree Replacement Project addresses the pressing issue of overgrown Ficus macrocarpa var hillii street trees as identified by Level 5 Arborist company Homewood Consulting in December 2023. These trees are causing significant damage to the concrete foundation of the historically significant Jubilee Oval Grandstand and bleachers. If left unaddressed, the ongoing root damage could render the grandstand unsafe, potentially

leading to its condemnation and demolition. This outcome would result in the loss of vital infrastructure, including the grandstand's changerooms for AFL and cricket users, spectator seating, and coaches' boxes.

Following consultations with Council, the AFL Broken Hill Board, and Arboricultural experts, it has been proposed that the trees will be removed and transplanted to a new location within the Jubilee Oval precinct. The proposed transplant sites, situated behind the northern and southern car parks, were chosen to minimise transportation costs and maintain the trees' proximity to their current location while ensuring the preservation of this iconic grandstand.

Once removed new trees will be planted in their place and the damaged concrete footpath and kerb and gutter replaced.

PROJECT SCOPE:

- Tree Evaluation for ability to be transported safely.
- Tree trimming and root excavation.
- Tree removal and transportation to new location.
- New planting site excavated and prepped for new trees.
- Plant transported trees within Jubilee Oval.
- Installation of new tree water wells and trees in Silver Street.
- Replacement of damaged concrete footpath and kerb and gutter.

PROJECT BUDGET

Total Budget: **\$424,820.27**

- Tree Excavation/ Transportation: \$157,773.00
- Footpath/ Kerb & Gutter Replacement: \$230,726.00
- New Trees: \$3,570.00
- New Tree Planting: \$8,704.84
- Project Management (6%): \$24,046.45

Community Engagement:

Date	Task
February	Root excavation and tree preparation.
March	Tree care and maintenance to allow trees to de-stress after excavation.
April	Tree transportation/ replanting. New trees planting in Silver Street.
April/ May	Footpath/ Kerb & Gutter replacement.

Council has been liaising with AFL Broken Hill (AFLBH), the Crown Land Managers of the Jubilee Oval, for over 12 months in the best possible action and outcome for the trees to be removed and transplanted within the Jubilee Oval. AFLBH has stressed their concerns about the long-term damage the roots are creating toward their infrastructure, including the grandstand foundations, concrete bleachers and change room plumbing.

As conversations about this issue have been of technical nature, no further community engagement has been sort. If project is approved, Council will advertise media releases immediately, to inform the community of why the project is needed and allow any feedback to be received.

Strategic Direction:

Key Direction:	1	Our Community
Objective:	1.5	Our built environment supports our quality of life
Strategy:	1.5.3	Ensure service levels and asset conditions are commensurate

Relevant Legislation:

Local Government Act 1993

Roads Act 1993

WHS Act 2017

NSW Work Health and Safety Act 2011

Financial Implications:

This report requests that Council approves an increase to the Annual Capital Works Budget 2024/2025 of \$424,820.27.

Attachments

1. [↓](#) Silver Street Tree Replacement Project - Business Case


CODIE HOWARD
DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

JAY NANKIVELL
GENERAL MANAGER

PROJECT BUSINESS CASE

PROJECT BUSINESS CASE			
Title:	Silver Street Tree Replacement Project	Date:	06/01/2025
Project Sponsor:	Codie Howard		
Project Manager:	Troy Johnson		
Project Category:	Category 2 – Major Contracts		
Strategic Alignment			
Key Direction:	1 - Our Community.		
Objective:	1.5 - Our built environment supports our quality of life.		
Strategy:	1.5.3 - Ensure service levels and asset conditions are commensurate with community expectations.		
Project Details			
Introduction:	<p>The Silver Street Tree Replacement Project addresses the pressing issue of overgrown <i>Ficus macrocarpa</i> var <i>hillii</i> street trees as identified by Level 5 Arborist company Homewood Consulting in December 2023. These trees are causing significant damage to the concrete foundation of the historically significant Jubilee Oval Grandstand and bleachers. If left unaddressed, the ongoing root damage could render the grandstand unsafe, potentially leading to its condemnation and demolition. This outcome would result in the loss of vital infrastructure, including the grandstand's changerooms for AFL and cricket users, spectator seating, and coaches' boxes.</p> <p>Following consultations with Council, the AFL Broken Hill Board, and Arboricultural experts, it has been proposed that the trees will be removed and transplanted to a new location within the Jubilee Oval precinct. The proposed transplant sites, situated behind the northern and southern car parks, were chosen to minimise transportation costs and maintain the trees' proximity to their current location while ensuring the preservation of this iconic grandstand.</p> <p>Once removed new trees will be planted in their place and the damaged concrete footpath and kerb and gutter replaced.</p>		
Project Scope:	<ul style="list-style-type: none">• Tree Evaluation for ability to be transported safely.• Tree trimming and root excavation.• Tree removal and transportation to new location.• New planting site excavated and prepped for new trees.• Plant transported trees within Jubilee Oval.• Installation of new tree water wells and trees in Silver Street.• Replacement of damaged concrete footpath and kerb and gutter.		

Target Audience:	Broken Hill Community Council AFL Broken Hill										
Project Benefits:	<ul style="list-style-type: none"> • Preservation of iconic Jubilee Oval Grandstand. • Retention/ reuse of current trees. • Reduction of dust from Jubilee Oval Car Park. • New footpath and kerb and gutter, making pedestrian and community access safer 										
Project Start:	1/2/25										
Project Finish:	30/9/2025										
Estimated Project Timeline	<table> <tr> <th>Date</th><th>Task</th></tr> <tr> <td>February</td><td>Root excavation and tree preparation.</td></tr> <tr> <td>March</td><td>Tree care and maintenance to allow trees to de-stress after excavation.</td></tr> <tr> <td>April</td><td>Tree transportation/ replanting. New trees planting in Silver Street.</td></tr> <tr> <td>April/ May</td><td>Footpath/ Kerb & Gutter replacement.</td></tr> </table>	Date	Task	February	Root excavation and tree preparation.	March	Tree care and maintenance to allow trees to de-stress after excavation.	April	Tree transportation/ replanting. New trees planting in Silver Street.	April/ May	Footpath/ Kerb & Gutter replacement.
Date	Task										
February	Root excavation and tree preparation.										
March	Tree care and maintenance to allow trees to de-stress after excavation.										
April	Tree transportation/ replanting. New trees planting in Silver Street.										
April/ May	Footpath/ Kerb & Gutter replacement.										
Assumptions and Constraints:	<ul style="list-style-type: none"> • Trees are healthy and able to be transplanted safely. • New location is suitable for Ficus hillii trees. 										
Exclusions:	<ul style="list-style-type: none"> • On-going upkeep and maintenance of Ficus Hillii once transplanted. 										
Related Projects:	N/A										
Team Details:	BHCC Parks and Open Spaces team (All tree related works) BHCC Trades team/ External Contractors (All concrete works) Established Tree Transplanters (Specialised contractors)										
Budget Details											
Project Cost:	Total budget: <u>\$424,820.27</u> Tree Excavation/ Transportation: \$157,773.00 Footpath/ Kerb & Gutter Replacement: \$230,726.00 New trees: \$3,570.00 New Tree Planting: \$8,704.84 Project Management: \$24,046.45										
On-Going Maintenance Costs:	Tree Watering as per tree watering schedule – budgeted operational cost										

Project Management Costs:	6% - \$24,046.45		
Budget Source:	Capital Works Budget – 2024/25		
Risk Management Overview			
Project Element	Risks	Control Measures	* Risk Rating
Scope	<ul style="list-style-type: none">Unexpected additional works.	<ul style="list-style-type: none">Clear Scope and variation process.	LOW
Finance/ Procurement	<ul style="list-style-type: none">Costs expand unexpectedly	<ul style="list-style-type: none">Clear Scope and variation process.	LOW
Legislation/ Legal	<ul style="list-style-type: none">WHS Act 2017NSW Work Health and Safety Act 2011Roads Act 1993	<ul style="list-style-type: none">Governance adherence.Inter-departmental communication	LOW
Reputational/ Stakeholder Management	<ul style="list-style-type: none">Community unhappy with tree removal.	<ul style="list-style-type: none">Clear and early consultation.Media releases at all stages of project prior to removal.	MODERATE
Construction	<ul style="list-style-type: none">WHS.Traffic management.Heavy Plant operation.Working at heights.Unable to obtain specialised skillset for transplant.	<ul style="list-style-type: none">SWMS/ SOP'sRisk AssessmentsSite InductionsQualified personnel	MODERATE
Sustainability	<ul style="list-style-type: none">Trees do not survive being transplanted.	<ul style="list-style-type: none">Specialised technical advice and adherence.Timing of transportation	LOW
Workplace Health & Safety	<ul style="list-style-type: none">Working at heightsHeavy Plant Operation.Traffic Management.Machinery Use.	<ul style="list-style-type: none">SWMS/ SOP'sRisk AssessmentsSite InductionsQualified personnel	MODERATE
Approval			
Project Sponsor Approval	Name	Date	
	Codie Howard	6/01/2025	
Signature:			

*Risk Matrix below.

RISK MATRIX

A risk exposure rating will be derived from the combination of likelihood and consequence (Likelihood x Consequence), resulting in a Risk Rating status for each risk to be placed in the table above.

This risk matrix has a risk priority rating represented by a numerical code as the key below outlines.

LIKELIHOOD		RISK MATRIX				
		CONSEQUENCE				
		1	2	3	4	5
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
5	ALMOST CERTAIN	LOW	LOW	MODERATE	EXTREME	EXTREME
4	LIKELY	LOW	LOW	MODERATE	HIGH	EXTREME
3	POSSIBLE	LOW	LOW	MODERATE	HIGH	HIGH
2	UNLIKELY	LOW	LOW	LOW	MODERATE	HIGH
1	RARE	LOW	LOW	LOW	MODERATE	HIGH

LIKELIHOOD			
	DESCRIPTOR	DETAILED DESCRIPTION	OPERATIONAL FREQUENCY
5	ALMOST CERTAIN	The event is expected to occur in most circumstances	More than once per year or incident is clearly imminent
4	LIKELY	The event will probably occur in most circumstances	At least once per year
3	POSSIBLE	The event should occur at some time	At least once in 3 years
2	UNLIKELY	The event could occur at some time	At least once in 10 years
1	RARE	The event may only occur in exceptional circumstances	Less than once in 15 years

	CONSEQUENCE	DESCRIPTION
5	CATASTROPHIC	Significant/material financial loss > \$10M. Extensive regulatory breaches. Widespread and total degradation of operations & service levels. Impact across critical functions. Threat to immediate viability of business. Death or permanent disability. Major environmental loss. Major adverse public/staff reaction and negative publicity

4	MAJOR	<p>Major financial loss of \$1M - \$9M.</p> <p>Significant regulatory breach.</p> <p>Significant degradation of operations & service levels.</p> <p>Impacts multiple and diverse areas of business.</p> <p>Threatens business viability.</p> <p>Extensive injuries.</p> <p>Loss of production capability.</p> <p>Major environmental loss.</p> <p>Significant adverse public/staff reaction and negative publicity.</p>
3	MODERATE	<p>High financial loss of \$100,000 - \$1M.</p> <p>Significant regulatory breach.</p> <p>Substantial degradation of operations & service levels.</p> <p>Impacts multiple areas of business.</p> <p>Medical treatment required.</p> <p>Significant environmental loss.</p> <p>Moderate adverse public/staff reaction and negative publicity.</p>
2	MINOR	<p>Medium financial loss of \$10,000 - \$100,000.</p> <p>Minor regulatory breach.</p> <p>Minor degradation of operations & service levels.</p> <p>Little environmental loss.</p> <p>Minor adverse public /staff reaction and negative publicity.</p> <p>First aid treatment</p>
1	INSIGNIFICANT	<p>Low financial < \$10,000 and no injury to property or people.</p> <p>No regulatory breach.</p> <p>No adverse public /staff reaction and negative publicity.</p>

ORDINARY MEETING OF THE COUNCIL

January 14, 2025

ITEM 15BROKEN HILL CITY COUNCIL REPORT NO. 15/25

SUBJECT: NOMINATIONS FOR THE APPOINTMENT OF COMMUNITY REPRESENTATIVES TO SECTION 355 COMMITTEES D24/59967

Recommendation

1. That Broken Hill City Council Report No. 15/25 dated January 14, 2025, be received.
2. That Council review and consider the nominations of Peter Johnston and Trevor Cutjar for appointment as community representatives on the Alma Oval Community Committee.
3. That Council review and consider the nominations of Bryan Williamson, Poihaere Birtles, and Brooke Mallison for appointment as community representatives on the E.T. Lamb Memorial Oval Community Committee.
4. That Council review and consider the nominations of Tanya Martyn and Christopher May for appointment as community representatives on the Memorial Oval Community Committee.
5. That Council review and consider the nominations of Peter Johnston and Margaret Pope for appointment as community representatives on the Norm Fox Sporting Complex Community Committee.
6. That Council review and consider the nominations of Christine Adams, Paul Adams, Noel Hannigan, Dennis Turley, Trevor Rynne and Kerry-Sue Pascoe for appointment as community representatives on the Picton Sportsground Community Committee.
7. That Council review and consider the nomination of Julua Hamel for appointment as a community representative on the Ageing Well Advisory Committee
8. That Council review and consider the nominations of Andrew Gosling, Rick Ball, Maureen Clark, Catherine Farry, Jenny Cattonar, Kelly Leonard, Lyndy Marshall, Clark Barrett, Lorraine-Lee Tyerman, Julie Horsburgh and Barbara Quayle for appointment as representatives on the Broken Hill City Art Gallery Advisory Committee.
9. That the community representatives be advised of their appointment.
10. That Council notes that the current round of advertising closes on 21 February 2025 and a further report will be presented to the February Council Meeting with further nominations received.

Executive Summary:

Section 355 of the *Local Government Act 1993* provides that a function of the Council may be exercised:

- (a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or
- (b) by a committee of the council, or
- (c) partly or jointly by the council and another person or persons, or
- (d) jointly by the council and another council or councils, or
- (e) by a delegate of the council.

In accordance with Section 355 of the *Local Government Act 1993* Council previously established Committees to assist Council with the operation and management of its parks, ovals and reserves, these are called Section 355 Asset Committees. Council has also previously established Section 355 Advisory Committees to provide advice to the General Manager on specific operations of Council.

Council adopted Asset and Advisory Committee Frameworks and Constitutions at its Ordinary Meeting held 30 October 2024, Minute number 47674 as the governance structure by which each Committee operates. Membership on each committee forms part of the constitution and includes the number of community representatives, stakeholder representatives (if any) and Councillor representatives required for each Committee to function effectively.

Report:

As per Council's adopted Asset and Advisory Committee Framework (adopted 30 October 2024, Min No 47674) which states that:

Committees are to be appointed every four (4) years, within six (6) months after the Local Government General Election. The term of office for all Committees will be aligned to the term of office of the current Council (four years).

Council is currently calling for nominations for community representatives on its Section 355 Committees, the current round of advertising will close on 21 February 2025.

A report will be presented to the February 2025 and March 2025 Council Meetings to progressively appoint representatives to the Section 355 Committees and further advertising will be undertaken as required to fill all community representative positions.

As at the time of writing this report, 27 nominations have been received for consideration. Each of the received nominations have been reviewed by Council's Corporate Services Governance team and are deemed to meet the criteria for volunteer applications, as per Council's Volunteer Management Framework.

The following table summarises the number of community representatives required on each Committee; the number of nominations received and the nominees. It also includes, for reference, the Council delegate/s on each Committee.

Name of Committee	Committee Structure and Membership	Nominations Received	Council Delegate/s on each Committee
Alma Oval Community Committee	<p>Minimum membership required four (4), ideal membership six (6)</p> <p>At least one (1) Councillor representative</p> <p>Consisting of at least one (1) representative per user group</p>	<p>2</p> <p>Peter Johnston</p> <p>Trevor Cutjar</p>	<p>Councillor Boland</p> <p>Councillor Byrne</p>
E.T. Lamb Memorial Oval Community Committee	<p>Minimum membership required four (4), ideal membership eight (8)</p> <p>At least one (1) Councillor representative</p> <p>Allowance for at least one (1) representative per user group</p> <p>Reasonable number of community representatives reflecting the size and operations of the facility (to be approved by Council).</p>	<p>3</p> <p>Bryan Williamson</p> <p>Poihaere Birtles</p> <p>Brooke Mallison</p>	Councillor Gallagher
Memorial Oval Community Committee	<p>Minimum membership required four (4), ideal membership twelve (12)</p> <p>At least one (1) Councillor representative</p> <p>Allowance for at least one (1) representative per user group</p> <p>Reasonable number of community representatives reflecting the size and operations of the facility (to be approved by Council).</p>	<p>2</p> <p>Tanya Martyn</p> <p>Christopher May</p>	Councillor Gallagher
Norm Fox Sporting Complex Community Committee	<p>Minimum membership required four (4), ideal membership ten (10)</p> <p>At least one (1) Councillor representative</p> <p>Allowance for at least one (1) representative per user group</p> <p>Reasonable number of community representatives reflecting the size and operations of the facility (to be approved by Council).</p>	<p>2</p> <p>Peter Johnston</p> <p>Margaret Pope</p>	Councillor Algate

Picton Sportsground Community Committee	<p>Minimum membership required four (4), ideal membership eleven (11)</p> <p>At least one (1) Councillor representative</p> <p>Allowance for at least one (1) representative per user group</p> <p>Reasonable number of community representatives reflecting the size and operations of the facility (to be approved by Council).</p>	<p>6</p> <p>Christine Adams</p> <p>Paul Adams</p> <p>Noel Hannigan</p> <p>Dennis Turley</p> <p>Trevor Rynne</p> <p>Kerry-Sue Pascoe</p>	Councillor Gallagher
Ageing Well Advisory Committee	<p>Minimum membership required four (4), ideal membership eighteen (18)</p> <p>At least three (3) Councillor representatives</p> <p>At least three (3) Community Representatives who either are a person of senior years or who care for a person in their senior years</p> <p>At least two (2) community representatives from the First Nations community who either are a person of senior years or who care for a person in their senior years.</p> <p>Representative from each of the following organisations</p> <p>Southern Cross Care</p> <p>NSW Health</p> <p>Maari Ma</p> <p>RFDS Wellbeing Centre</p> <p>YMCA</p> <p>Pensioners Association</p> <p>Life Without Barriers</p> <p>LiveBetter Community Services</p>	<p>1</p> <p>Julua Hamel</p>	<p>Councillor Gallagher</p> <p>Councillor Jewitt</p> <p>Councillor Algate</p>

	<p>Australian Unity Home Care Service</p> <p>UnitingCare Community Care-Far West Miraga</p>		
Broken Hill City Art Gallery Advisory Committee	<p>Minimum membership required four (4), ideal membership nine (9)</p> <p>At least two (2) Councillor Representatives</p> <p>Seven (7) Community Members with demonstrated expertise in heritage, arts, culture and/or event planning</p> <p>At least one (1) whom is a young person under 26 years; and</p> <p>At least one (1) whom is a First Nation Person</p>	<p>11</p> <p>Andrew Gosling</p> <p>Rick Ball</p> <p>Maureen Clark</p> <p>Catherine Farry</p> <p>Jenny Cattonar</p> <p>Kelly Leonard</p> <p>Lyndy Marshall</p> <p>Clark Barrett</p> <p>Lorraine-Lee Tyerman</p> <p>Julie Horsburgh</p> <p>Barbara Quayle</p>	<p>Councillor Chandler</p> <p>Councillor Gillet</p> <p>Councillor Boland</p>
Youth Advisory Committee	<p>Minimum membership required four (4), ideal membership fourteen (14)</p> <p>At least three (3) Councillor representatives</p> <p>At least five (5) Community Representatives whom are either a person between 18-24 years or the carer of a person aged 12-18 years</p> <p>At least two (2) community representatives from the First Nations community whom are either a person between 18-24 years or the carer of a person aged 12-18 years.</p> <p>Representative from each of the following organisations</p> <p>Headspace</p> <p>NSW Health</p> <p>Maari Ma</p>	<p>0</p>	<p>Councillor Jewitt</p> <p>Councillor Chandler</p> <p>Councillor Turley</p>

	YMCA		
	PCYC		
	Education (secondary or tertiary)		
Total nominations:		27	

Alma Oval Community Committee

As per Council's resolution at its Ordinary Meeting held 30 October 2024 to re-establish the Alma Oval Community Committee, subject to meeting committee management requirements, Council sent correspondence to the Oval's regular users inviting membership nomination. Council will collect nominations for the Alma Oval Community Committee and will present a separate report to Council for consideration of re-establishing the Committee once a sufficient number of nominations are received.

A further report will be presented to the February 2025 Finance and Governance Committee Meeting with any further nominations received.

It should be noted that letters of appreciation have been sent to the outgoing community representatives on all Section 355 Committees as per Council's resolution at the 30 October 2024 Council Meeting. These letters also encouraged the community representatives to renominate for the new term.

This report is presented to Council to consider the nominations received to date and accordingly appoint community representative to the various Section 355 Committees.

Community Engagement:

Council is currently advertising for nominations for community representatives on its Section 355 Committees. Ongoing advertising will be carried out until a sufficient number of nominations are received for each committee.

Strategic Direction:

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

Relevant Legislation: Section 355 of the *Local Government Act 1993*
Council's adopted S355 Asset and Advisory Committee Framework and Constitutions.

Financial Implications: There are no additional financial implications, outside the operational budget for the associated committees.

Attachments

1. [↓](#) Section 355 Nomination Form - Alma Oval Community Committee - Peter Johnston_Redacted
2. [↓](#) Section 355 Nomination Form - Alma Oval Community Committee - Trevor Cutjar_Redacted
3. [↓](#) Section 355 Nomination Form - E.T. Lamb Memorial Oval Community Committee - Bryan Williamson_Redacted
4. [↓](#) Section 355 Nomination Form - E.T. Lamb Memorial Oval Community Committee - Poihaere Birtles_Redacted

5. [↓](#) Section 355 Nomination Form - E.T. Lamb Memorial Oval Community Committee - Brooke Mallison_Redacted
6. [↓](#) Section 355 Nomination Form - Memorial Oval Community Committee - Tanya Martyn_Redacted
7. [↓](#) Section 355 Nomination Form - Memorial Oval Community Committee - Christopher May_Redacted
8. [↓](#) Section 355 Nomination Form - Norm Fox Sporting Complex Community Committee - Peter Johnston_Redacted
9. [↓](#) Section 355 Nomination Form - Norm Fox Sporting Complex Community Committee - Margaret Pope_Redacted
10. [↓](#) Section 355 Nomination Form - Picton Sportsground Community Committee - Christine Adams_Redacted
11. [↓](#) Section 355 Nomination Form - Picton Sportsground Community Committee - Paul Adams_Redacted
12. [↓](#) Section 355 Nomination Form - Picton Sportsground Community Committee - Noel Hannigan_Redacted
13. [↓](#) Section 355 Nomination Form - Picton Sportsground Community Committee - Dennis Turley_Redacted
14. [↓](#) Section 355 Nomination Form - Picton Sportsground Community Committee - Trevor Rynne_Redacted
15. [↓](#) Section 355 Nomination Form - Ageing Well Advisory Committee - Julua Hamel_Redacted
16. [↓](#) Section 355 Nomination Form - Broken Hill City Art Gallery Advisory Committee - Andrew Gosling_Redacted
17. [↓](#) Section 355 Nomination Form - Broken Hill City Art Gallery Advisory Committee - Rick Ball_Redacted
18. [↓](#) Section 355 Nomination Form - Broken Hill City Art Gallery Advisory Committee - Maureen Clark_Redacted
19. [↓](#) Section 355 Nomination Form - Broken Hill City Art Gallery Advisory Committee - Catherine Farry_Redacted
20. [↓](#) Section 355 Nomination Form - Broken Hill City Art Gallery Advisory Committee - Jenny Cattonar_Redacted
21. [↓](#) Section 355 Nomination Form - Broken Hill City Art Gallery Advisory Committee - Kelly Leonard_Redacted
22. [↓](#) Section 355 Nomination Form - Broken Hill City Art Gallery Advisory Committee - Lyndy Marshall_Redacted
23. [↓](#) Section 355 Nomination Form - Broken Hill City Art Gallery Advisory Committee - Clark Barrett_Redacted
24. [↓](#) Section 355 Nomination Form - Broken Hill City Art Gallery Advisory Committee - Lorraine-Lee Tyerman_Redacted
25. [↓](#) Section 355 Nomination Form - Picton Sportsground Community Committee - Kerry-Sue Pascoe_Redacted
26. [↓](#) Section 355 Nomination Form - Broken Hill City Art Gallery Advisory Committee - Julie Horsburgh_Redacted
27. [↓](#) Section 355 Nomination Form - Broken Hill City Art Gallery Advisory Committee - Barbara Quayle_Redacted

MICHELLE ROLTON

ACTING DIRECTOR CORPORATE AND COMMUNITY SERVICES

JAY NANKIVELL

GENERAL MANAGER

Section 355 Alma Oval Community Committee Nomination Form



Submitted on	25 November 2024, 9:22AM
Receipt number	1
Related form version	1

Personal Details

First Name:	Peter
Last Name:	Johnston
Contact Number:	[REDACTED]
Email Address:	[REDACTED]
Full Address (Including Street, Suburb, State, Postcode):	[REDACTED]

Emergency Contact:

Emergency Contact Name:	[REDACTED]
Emergency Contact Phone Number:	[REDACTED]

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills:	Accountant, Oval Curator
Experience:	48 years accountant, 15 years Oval Curator
Special Interests:	Football & Cricket
Why are you interested in becoming a Section 355 Volunteer?	Have been a member of a 355 Committee for over 30 years

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities?



If yes, please explain

Are you on any medication or under any course of treatment
that may limit your ability to perform certain types of
activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

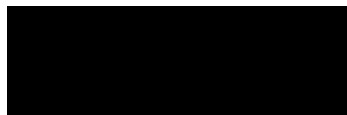
I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Peter Johnston



[Link to signature](#)

Section 355 Alma Oval Community Committee Nomination Form



Submitted on	3 December 2024, 5:52PM
Receipt number	2
Related form version	1

Personal Details

First Name:	Trevor
Last Name:	CUTJAR
Contact Number:	[REDACTED]
Email Address:	[REDACTED]
Full Address (Including Street, Suburb, State, Postcode):	[REDACTED]

Emergency Contact:

Emergency Contact Name:	[REDACTED]
Emergency Contact Phone Number:	[REDACTED]

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills:	Owner manager of different business
Experience:	Former Councillor, Past Deputy Mayor, Past Member of many 355 Committees BHCC.
Special Interests:	AFL Broken Hill, Community Interests,
Why are you interested in becoming a Section 355 Volunteer?	As a past 355 member, and involved currently with AFL Broken Hill, I am still very much interested in sports in Broken Hill

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities?	[REDACTED]
If yes, please explain	

Are you on any medication or under any course of treatment
that may limit your ability to perform certain types of
activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

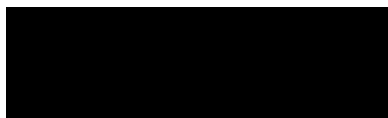
I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Trevor Cutjar



[Link to signature](#)

Section 355 Committee Nomination Form



Submitted on 18 November 2024, 6:05PM
Receipt number S355CNF-36
Related form version 7

Personal Details

First Name: Bryan
Last Name: Williamson
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: ET Lamb Memorial Oval Community Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Previous 355 volunteer. Outdoor activities ,community focused
Experience: Previous Lamb 355 member
Special Interests: Enjoy our you beaut parks & playgrounds with my children
Why are you interested in becoming a Section 355 Volunteer? Resident & have fir several years kept an eye on The Lamb ovals well being

Additional Information

Do you have any health or fitness limitations that may limit [REDACTED]

your availability to perform certain types of activities?

If yes, please explain

Are you on any medication or under any course of treatment
that may limit your ability to perform certain types of
activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

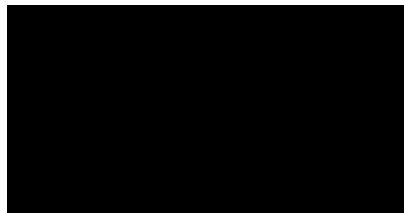
I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Bryan Williamson



[Link to signature](#)

Section 355 Committee Nomination Form



Submitted on 25 November 2024, 2:09PM
Receipt number S355CNF-48
Related form version 7

Personal Details

First Name: Poihaere
Last Name: Birtles
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: ET Lamb Memorial Oval Community Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Administration skills, Communicate effectively with groups and peers, use initiatives to create complete tasks, Involved in rugby league grassroots growth gaining participation using evidence based strategies.
Experience: NSWRL Far West community engagement coordinator, Organise events for schools and secondaries through rugby league, Conduct wellbeing dinners to promote and educate youth in community.
Special Interests: Advocate for youth and children, passionate about growth in Junior sports, Rugby league enthusiast elevating supporting all children through education and sports
Why are you interested in becoming a Section 355 Volunteer? To enhance and support community and youth through sporting events and education. To support the welfare of our community children who

need assistance to make sure all children are safe secured.

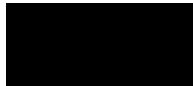
Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities?



If yes, please explain

Are you on any medication or under any course of treatment that may limit your ability to perform certain types of activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

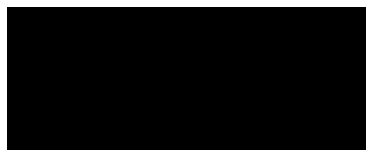
I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Poihaere Birtles



Section 355 Committee Nomination Form



Submitted on 25 November 2024, 2:40PM
Receipt number S355CNF-49
Related form version 7

Personal Details

First Name: Brooke
Last Name: Mallison
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: ET Lamb Memorial Oval Community Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: NSWRL Rugby League Administrator
Experience: NSWRL Rugby League Administrator
Special Interests: Football - Junior and Senior Rugby League
Why are you interested in becoming a Section 355 Volunteer? As my role within in NSWRL as League and Club Support who assists with the Outback Rugby League senior sand junior competitions, I believe it would be beneficial of myself to be a part of the 355 committee

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities?



If yes, please explain

Are you on any medication or under any course of treatment that may limit your ability to perform certain types of activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Brooke Mallison



[Link to signature](#)

Section 355 Committee Nomination Form

BROKEN HILL
CITY COUNCIL

Submitted on 22 November 2024, 11:12AM
Receipt number S355CNF-47
Related form version 7

Personal Details

First Name: Tanya
Last Name: Martyn
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: Memorial Oval Community Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: help run dog shows and Obedience trials, secretary of two dog clubs
Experience: running dog shows and obedience show organizing, contracting judges etc as secretary of two dog clubs
Special Interests: dogs
Why are you interested in becoming a Section 355 Volunteer? as the dog club hold show at the memorial oval

Additional Information

Do you have any health or fitness limitations that may limit [REDACTED]

your availability to perform certain types of activities?

If yes, please explain

Are you on any medication or under any course of treatment
that may limit your ability to perform certain types of
activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

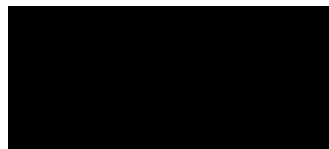
I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Tanya Martyn



[Link to signature](#)

Section 355 Committee Nomination Form



Submitted on 27 November 2024, 4:01PM
Receipt number S355CNF-50
Related form version 7

Personal Details

First Name: Christopher
Last Name: May
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: Memorial Oval Community Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Handyman
Experience: Many years involved with the Dog Clubs on Committee
Special Interests: Dogs
Why are you interested in becoming a Section 355 Volunteer? As part of the dog club committee as we hold show at the memorial oval

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities? [REDACTED]

If yes, please explain

Are you on any medication or under any course of treatment
that may limit your ability to perform certain types of
activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

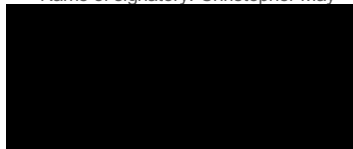
I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Christopher May



[Link to signature](#)

Section 355 Committee Nomination Form



Submitted on 18 November 2024, 5:24PM
Receipt number S355CNF-35
Related form version 7

Personal Details

First Name: Peter
Last Name: Johnston
Contact Number: [Redacted]
Email Address: [Redacted]
Full Address (Including Street, Suburb, State, Postcode): [Redacted]

Emergency Contact:

Emergency Contact Name: [Redacted]
Emergency Contact Phone Number: [Redacted]

Committee Details

Name of Committee: Norm Fox Sporting Complex Community Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Accountant, Oval Curator
Experience: 48 years accountant, 15 years Oval Curator
Special Interests: Football & Cricket
Why are you interested in becoming a Section 355 Volunteer? Have been a member of this Committee fo over 30 years

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities? [Redacted]

If yes, please explain

Are you on any medication or under any course of treatment
that may limit your ability to perform certain types of
activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Peter Johnston



[Link to signature](#)

Section 355 Committee Nomination Form



Submitted on 18 November 2024, 7:10PM
Receipt number S355CNF-38
Related form version 7

Personal Details

First Name: Margaret
Last Name: Pope
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: Norm Fox Sporting Complex Community Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Involve with St John Ambulance Cadet Division committee since 2003.
Experience: Manager and operator for canteen facilities at jubilee oval for St John Ambulance cadet Division and AFL for approximately 16 years.
Special Interests: Volunteering in the community.
Why are you interested in becoming a Section 355 Volunteer? To promote what our local community has to offer.

Additional Information

Do you have any health or fitness limitations that may limit [REDACTED]

your availability to perform certain types of activities?

If yes, please explain

Are you on any medication or under any course of treatment
that may limit your ability to perform certain types of
activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Margaret Pope



[Link to signature](#)

Section 355 Committee Nomination Form



Submitted on 15 November 2024, 5:42PM
Receipt number S355CNF-31
Related form version 7

Personal Details

First Name: Christine
Last Name: Adams
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: Picton Sportsground Community Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Committee experience, council governance
Experience: Over 10 seasons as member Picton Oval committee
Special Interests: Supporting sport for BH youth
Why are you interested in becoming a Section 355 Volunteer? Community representation

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities? [REDACTED]

If yes, please explain

Are you on any medication or under any course of treatment
that may limit your ability to perform certain types of
activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

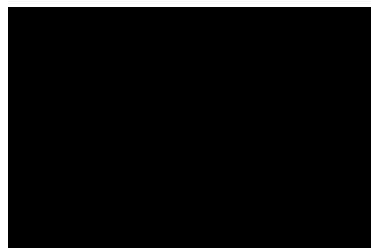
I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Christine Adams



[Link to signature](#)

Section 355 Committee Nomination Form

BROKEN HILL
CITY COUNCIL

Submitted on 15 November 2024, 7:13PM
Receipt number S355CNF-32
Related form version 7

Personal Details

First Name: Paul
Last Name: Adams
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

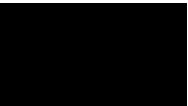
Name of Committee: Picton Sportsground Community Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Gardening including riding mower expertise
Experience: 10 years membership on Picton Oval Committee
Special Interests: Open spaces within neighbourhood
Why are you interested in becoming a Section 355 Volunteer? Resident pride in area and keeping area pristine for sporting youth

Additional Information

Do you have any health or fitness limitations that may limit
your availability to perform certain types of activities?



If yes, please explain

Are you on any medication or under any course of treatment
that may limit your ability to perform certain types of
activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

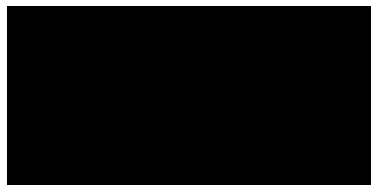
I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Paul Adams



[Link to signature](#)

Section 355 Committee Nomination Form



Submitted on 18 November 2024, 12:49PM
Receipt number S355CNF-34
Related form version 7

Personal Details

First Name: Noel
Last Name: Hannigan
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: Picton Sportsground Community Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Current chairman of picton oval
Experience: 30 years at picton oval
Special Interests: maintaining oval to help schools
Why are you interested in becoming a Section 355 Volunteer? I am a current volunteer

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities? [REDACTED]

If yes, please explain

Are you on any medication or under any course of treatment
that may limit your ability to perform certain types of
activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature



[Link to signature](#)

Section 355 Committee Nomination Form

BROKEN HILL
CITY COUNCIL

Submitted on 4 December 2024, 3:48PM
Receipt number S355CNF-57
Related form version 7

Personal Details

First Name: Dennis

Last Name: Turley

Contact Number:

Email Address:

Full Address (Including Street, Suburb, State, Postcode):

Emergency Contact:

Emergency Contact Name:

Emergency Contact Phone Number:

Committee Details

Name of Committee: Picton Sportsground Community Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Self employed

Experience: 30 years on the railway museum

Special Interests: Old cars

Why are you interested in becoming a Section 355 Volunteer? I just want to help and keep going for the next generation

Additional Information

Do you have any health or fitness limitations that may limit
your availability to perform certain types of activities?

If yes, please explain

Are you on any medication or under any course of treatment
that may limit your ability to perform certain types of
activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

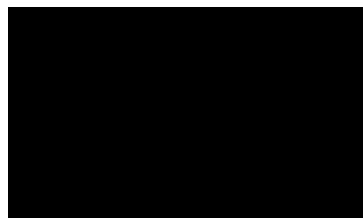
I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Dennis Turley



[Link to signature](#)

Section 355 Committee Nomination Form

BROKEN HILL
CITY COUNCIL

Submitted on 3 December 2024, 12:21PM
Receipt number S355CNF-56
Related form version 7

Personal Details

First Name: Trevor
Last Name: Rynne
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: Picton Sportsground Community Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Secretary of the Picton Oval Committee for well over 15 years. High level of computer and communication skills
Experience: Been on the committee for over 20 years
Special Interests: All sports. Getting children involved in sport.
Why are you interested in becoming a Section 355 Volunteer? Wanting to contribute back to the community.

Additional Information

Do you have any health or fitness limitations that may limit [REDACTED]

your availability to perform certain types of activities?

If yes, please explain

Are you on any medication or under any course of treatment
that may limit your ability to perform certain types of
activities?

[REDACTED]

If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Trevor Rynne

[REDACTED]

[Link to signature](#)

Section 355 Committee Nomination Form



Submitted on 20 November 2024, 11:26PM
Receipt number S355CNF-46
Related form version 7

Personal Details

First Name: Julua
Last Name: Hamel
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: Ageing Well Advisory Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Legal Research, advocacy
Experience: Previous panel member, legal practice, community advocacy
Special Interests: Disability assistance services, legal practice, advocacy for community resources

Why are you interested in becoming a Section 355 Volunteer?
I was a member of the previous committee. Bringing a legal viewpoint to committee discussions, my contribution raises issues and questions that add value to the knowledge of committee members. A retired woman, who has a number of disabilities, I have a keen and active interest in issues raised and discussed by the Committee.

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities?



If yes, please explain

Are you on any medication or under any course of treatment that may limit your ability to perform certain types of activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

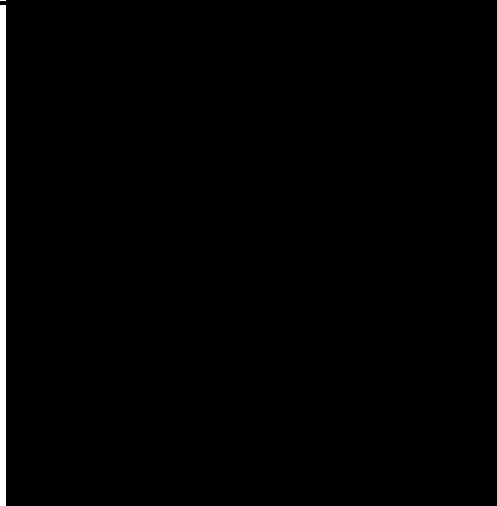
I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Julua Hamel



[Uploaded signature image: Screenshot_20241120-231143_Adobe Acrobat.jpg](#)

Section 355 Committee Nomination Form

BROKEN HILL
CITY COUNCIL

Submitted on 14 November 2024, 5:56PM
Receipt number S355CNF-30
Related form version 7

Personal Details

First Name: Andrew

Last Name: Gosling

Contact Number:

Email Address:

Full Address (Including Street, Suburb, State, Postcode):

Emergency Contact:

Emergency Contact Name:

Emergency Contact Phone Number:

Committee Details

Name of Committee: Broken Hill City Art Gallery Advisory Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Wide ranging skills in the creative, marketing and management spaces

Experience: Member of this committee for over ten years

Special Interests: All forms of art and creative activities

Why are you interested in becoming a Section 355 Volunteer? The opportunity to use my skills in supporting the gallery

Additional Information

Do you have any health or fitness limitations that may limit
your availability to perform certain types of activities?

If yes, please explain

Are you on any medication or under any course of treatment
that may limit your ability to perform certain types of
activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

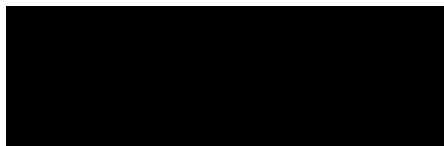
I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Andrew Gosling



[Link to signature](#)

Section 355 Committee Nomination Form

BROKEN HILL
CITY COUNCIL

Submitted on 17 November 2024, 4:55PM
Receipt number S355CNF-33
Related form version 7

Personal Details

First Name: Rick

Last Name: Ball

Contact Number:

Email Address:

Full Address (Including Street, Suburb, State, Postcode):

Emergency Contact:

Emergency Contact Name:

Emergency Contact Phone Number:

Committee Details

Name of Committee: Broken Hill City Art Gallery Advisory Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Practising Visual Artist for 50 years and Educator in the Arts/Health sector

Experience: 22 solo and many more group exhibitions across Australia, the U.S.A, Belgium and Colombia,

Special Interests: Making sculpture, paintings and drawings. Teaching Visual Art to all ages.

Why are you interested in becoming a Section 355 Volunteer? To assist in continuing to make Broken Hill City Gallery relevant, enjoyable and professional

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities?



If yes, please explain

Are you on any medication or under any course of treatment that may limit your ability to perform certain types of activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Rick Ball



[Link to signature](#)

Section 355 Committee Nomination Form

BROKEN HILL
CITY COUNCIL

Submitted on 18 November 2024, 7:07PM
Receipt number S355CNF-37
Related form version 7

Personal Details

First Name: Maureen

Last Name: Clark

Contact Number:

Email Address:

Full Address (Including Street, Suburb, State, Postcode):

Emergency Contact:

Emergency Contact Name:

Emergency Contact Phone Number:

Committee Details

Name of Committee: Broken Hill City Art Gallery Advisory Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills:

I am a practising artist and have taken part in exhibitions over a number of years as well as organising exhibitions for groups. I have also organised and presented at workshops to improve my own skills and the skills of other artists. I work in a variety of mediums: acrylic, oils, water colour and mixed media.

Experience:

I have been a member of the Broken Hill Art Gallery Advisory Committee for 8 years acting variously as Chairperson, Deputy Chair and Secretary. I am also a member of the Willyama Art Society and President of Gaara Arts, promoting the work of local women artists.

Special Interests:

I have a special interest in the development of art movements from the Renaissance through to Transformative art and the influence of historical events on modern techniques in European and Australian art.

Why are you interested in becoming a Section 355 Volunteer?

The heritage value of the Art Gallery and the Art Collection to Broken Hill can be measured by its appeal to tourism in the city. I am active in promoting both Gallery and Collection locally and to visitors.

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities?



If yes, please explain

Are you on any medication or under any course of treatment that may limit your ability to perform certain types of activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Maureen Clark



[Uploaded signature image: signature_.JPG](#)

Section 355 Committee Nomination Form



Submitted on 19 November 2024, 2:15PM
Receipt number S355CNF-39
Related form version 7

Personal Details

First Name: Catherine
Last Name: Farry
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: Broken Hill City Art Gallery Advisory Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Governance, degree in
Experience: Currently the Executive Director of West Darling Arts, worked at the Broken Hill City Art Gallery, practicing artist. On Regional Development Australia Far West Board, founding Director of Under the Silver Tree Cooperative Bookshop
Special Interests: Community development in the arts
Why are you interested in becoming a Section 355 Volunteer? I am deeply passionate about the Broken Hill Community and the arts

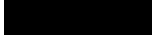
Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities?



If yes, please explain

Are you on any medication or under any course of treatment that may limit your ability to perform certain types of activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

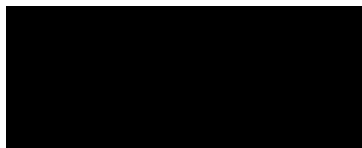
I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Catherine Harriet Farry



[Link to signature](#)

Section 355 Committee Nomination Form

BROKEN HILL
CITY COUNCIL

Submitted on 19 November 2024, 3:32PM
Receipt number S355CNF-41
Related form version 7

Personal Details

First Name: Jenny
Last Name: Cattonar
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: Broken Hill City Art Gallery Advisory Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: I am a practising artist since 1981 and have had a number of exhibitions individually and in groups, both locally and in Sydney, Adelaide, Queensland, Central Coast and Croatia. I paint in oils and occasionally work in charcoal.

Experience: I am a member of two local art groups, Wiillyama art society and Garra Arts Inc. Also a practising member of the Royal South Australian Society of Arts. I have been a member of the Broken Hill Art Gallery Advisory Committee for 8 years.

Special Interests: I have a special interest in portraiture and in doing reproductions of Victorian and Edwardian artworks.

Why are you interested in becoming a Section 355 Volunteer? I am interested in the future of the Arts in Broken Hill especially in our

Gallery.

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities?



If yes, please explain

Are you on any medication or under any course of treatment that may limit your ability to perform certain types of activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

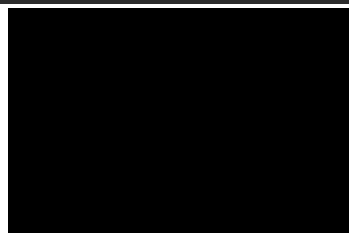
I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature



[Uploaded signature image: IMG_1745.jpg](#)

Section 355 Committee Nomination Form

BROKEN HILL
CITY COUNCIL

Submitted on 30 November 2024, 8:47AM
Receipt number S355CNF-53
Related form version 7

Personal Details

First Name: Kelly
Last Name: Leonard
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: Broken Hill City Art Gallery Advisory Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Qualifications in Masters of Arts, Masters of Arts Management. Skills include marketing and promotion, strategic planning, knowledge of the arts sector in particular regional arts NSW, knowledge of materials and processes involved in art production, knowledge of art theory

Experience: Practicing artist for 40 years, worked as the Communications Officer for West Darling Arts for four years from 2019 to 2024. Experienced in event planning through work in the hospitality industry for 15 years, including work as the catering contractor for the National Australia Gallery in Canberra. I have worked in casual positions as a workshop facilitator at Casula Powerhouse Museum and the College of Fine Art in Sydney. I have set up a micro-business to market my hand-made jewellery to gallery retail spaces, on-line and the community markets.

Special Interests: Contemporary art, contemporary craft, regional arts, art markets,

marketing, strategic partnerships with the tourism sector, promotion and championing of local artists and creatives,

Why are you interested in becoming a Section 355 Volunteer?

I have the capacity and skills to contribute to promoting and supporting the creative sector in Broken Hill. I am passionate about the arts in the Far West and the capacity of the arts to facilitate change.

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities?



If yes, please explain

Are you on any medication or under any course of treatment that may limit your ability to perform certain types of activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Kelly Leonard



[Link to signature](#)

Section 355 Committee Nomination Form



Submitted on 2 December 2024, 11:16AM
Receipt number S355CNF-54
Related form version 7

Personal Details

First Name: Lyndy
Last Name: Marshall
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: Broken Hill City Art Gallery Advisory Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Written and verbal communication for a diverse audience. Listening. Problem solving. Multidisciplinary artist.
Experience: I have experience as an active committee member of community organisations. I am currently an executive member of the Broken Hill Potters Society.
Special Interests: Art of all disciplines.
Why are you interested in becoming a Section 355 Volunteer? I would like to contribute to the community in an area I have skills and knowledge by supporting local arts and artists and in guiding the direction and development of the regional gallery.

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities?



If yes, please explain

Are you on any medication or under any course of treatment that may limit your ability to perform certain types of activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Lyndy Marshall



[Link to signature](#)

Section 355 Committee Nomination Form



Submitted on 4 December 2024, 3:49PM
Receipt number S355CNF-58
Related form version 7

Personal Details

First Name: Clark
Last Name: Barrett
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: Broken Hill City Art Gallery Advisory Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: leadership, team member, negotiator
Experience: 50 year professional artist. Retire Head Teacher Creative Arts BHHS. Member of previous BHAG Advisory Committees. Extensive knowledge of art history, traditional and contemporary art, and the Art Gallery Collections.
Special Interests: Art, BH and art history, BH and outback tour guide, First Nations art.
Why are you interested in becoming a Section 355 Volunteer? To help promote the BHAG and its collection: arguably the best regional gallery collection in Australia.

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities?



If yes, please explain

Are you on any medication or under any course of treatment that may limit your ability to perform certain types of activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Clark Barrett



[Link to signature](#)

Section 355 Committee Nomination Form



Submitted on 2 December 2024, 5:42PM
Receipt number S355CNF-55
Related form version 7

Personal Details

First Name: Lorraine-Lee
Last Name: Tyerman
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: Broken Hill City Art Gallery Advisory Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Bachelor in Creative Arts and Design (Photography). I have sat on various committees.
Experience: I have sat on various committees over the last 20 years, but do not have experience in an advisory position for the arts.
Special Interests: Art and crafts
Why are you interested in becoming a Section 355 Volunteer? I have a strong love of art, and have been involved with arts and craft my entire life. While still reasonably new to the area, I would love to be able to give back to the community in a field that I have a huge passion in.

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities?

[Redacted]

If yes, please explain

[Redacted]

Are you on any medication or under any course of treatment that may limit your ability to perform certain types of activities?

[Redacted]

If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Lorraine-Lee Tyerman

[Redacted Signature]

[Link to signature](#)

Section 355 Committee Nomination Form



Submitted on	6 December 2024, 12:01AM
Receipt number	S355CNF-59
Related form version	7

Personal Details

First Name:	Kerry-Sue
Last Name:	Pascoe
Contact Number:	[REDACTED]
Email Address:	[REDACTED]
Full Address (Including Street, Suburb, State, Postcode):	[REDACTED]

Emergency Contact:

Emergency Contact Name:	[REDACTED]
Emergency Contact Phone Number:	[REDACTED]

Committee Details

Name of Committee:	Picton Sportsground Community Committee
--------------------	---

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills:	Held a range of positions on a number of committees
Experience:	40 years as a teacher and Primary School Principal in Broken Hill. Now retired. Currently the Group Leader for 3rd Broken Hill Sea Scouts and The President of The Broken Hill Little Athletics Centre
Special Interests:	Development of youth sport
Why are you interested in becoming a Section 355 Volunteer?	I feel that holding a position on the Picton Sportsground Community Committee would benefit the running and organisation of Kittle Athletics and other activities and events conducted at the Picton Oval. Volunteering is something I am passionate about.

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities?



If yes, please explain

Are you on any medication or under any course of treatment that may limit your ability to perform certain types of activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

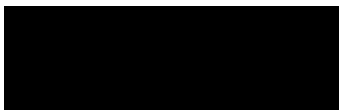
I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Kerry-Sue Pascoe



[Link to signature](#)

Section 355 Committee Nomination Form



Submitted on 11 December 2024, 2:51PM
Receipt number S355CNF-60
Related form version 7

Personal Details

First Name: Julie anne
Last Name: Horsburgh
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: Broken Hill City Art Gallery Advisory Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Artist and was on same committee last year
Experience: 20 years as an artist, and on committee last year
Special Interests: Water colour painting and mosaics
Why are you interested in becoming a Section 355 Volunteer? To have some input in our local gallery.

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities? [REDACTED]

If yes, please explain

Are you on any medication or under any course of treatment
that may limit your ability to perform certain types of
activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

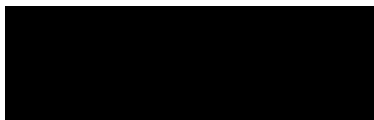
I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Julie Anne horsburgh



[Link to signature](#)

Section 355 Committee Nomination Form



Submitted on 29 November 2024, 12:27PM
Receipt number S355CNF-51
Related form version 7

Personal Details

First Name: Barbara
Last Name: Quayle
Contact Number: [REDACTED]
Email Address: [REDACTED]
Full Address (Including Street, Suburb, State, Postcode): [REDACTED]

Emergency Contact:

Emergency Contact Name: [REDACTED]
Emergency Contact Phone Number: [REDACTED]

Committee Details

Name of Committee: Broken Hill City Art Gallery Advisory Committee

Volunteer Expression of Interest: Skills, Experience and Special Interests

Skills: Membership to other committees
Experience: Board member of other Committees
Special Interests: Aboriginal Art Culture and Heritage etc
Why are you interested in becoming a Section 355 Volunteer? Yes, time permitting.

Additional Information

Do you have any health or fitness limitations that may limit your availability to perform certain types of activities? [REDACTED]

If yes, please explain



Are you on any medication or under any course of treatment
that may limit your ability to perform certain types of
activities?



If yes, please explain

Do you hold a current Drivers licence?

Yes

Declaration/Sign Off

I agree to abide by Council's Section 355 Asset/Advisory Committee Manual and associated constitution/terms of reference, Model Code of Conduct Policy, Volunteer Management Framework, policies, procedures and directives from Council Officers and to act only within the scope of my delegation as a Council Volunteer

I agree to attend Council's Section 355 induction training as soon as practical and subsequent refresher training annually

I understand that I am volunteering my services to Council and will not receive remuneration for my services, and that I will inform Council when I no longer wish to be considered for further volunteering activities.

I agree to inform Council of any hazards and risk to health and safety in the Council workplace, safety incidents, near misses or injuries sustained whilst undertaking volunteering activities.

I agree to contact the designated Council employee to seek approval to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking, I will notify the designated Council employee before taking any undue action.

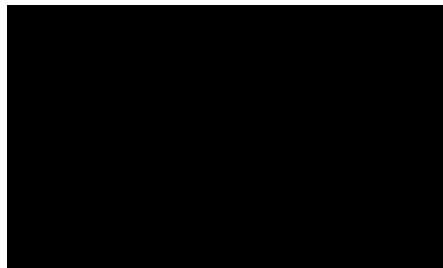
I agree to undertake a National Police Check in accordance with Council's Volunteer Management Framework/Policy. Note: At Council's Cost

I agree that I may require confirmation from my General Practitioner (GP) that I have no limitations to carry out the required tasks. Note: At Council's cost, where applicable.

I confirm that all information I have submitted as part of my volunteer nomination is correct and accurate to the best of my knowledge.

Signature

Name of signatory: Barbara Quayle



[Link to signature](#)

ORDINARY MEETING OF THE COUNCIL

January 8, 2025

ITEM 16

BROKEN HILL CITY COUNCIL REPORT NO. 16/25

SUBJECT: SECTION 355 ANNUAL AND FINANCIAL REPORTS 2023/2024
 AND END OF TERM REPORTS D24/57416

Recommendation

1. That Broken Hill City Council Report No. 16/25 dated January 8, 2025, be received.
2. That the Section 355 Alma Oval Community Committee Annual Financial Report be received and noted.
3. That the Section 355 BIU Band Hall Community Committee Annual, Financial and End of Term Reports for 2024 be received and noted.
4. That the Section 355 Friends of the Flora and Fauna of the Barrier Ranges Community Committee Annual and End of Term Reports for 2024 be received and noted.
5. That the Section 355 Norm Fox Sporting Complex Annual and Financial Reports for 2024 be received and noted.
6. That the Ageing Well Advisory Committee Annual and End of Term Reports for 2024 be received and noted.
7. That the Broken Hill City Art Gallery Advisory Committee End of Term Report for 2024 be received and noted.
8. That the Broken Hill Heritage Committee Annual and End of Term Reports for 2024 be received and noted.
9. That the Youth Advisory Committee Annual and End of Term Reports for 2024 be received and noted.

Executive Summary:

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

At the end of the Council term in 2024 there were 12 Section 355 Committees, made up of eight Asset Committees and four Advisory Committees.

Asset Committees:

- Alma Oval Community Committee – Temporarily Disbanded
- BIU Band Hall Community Committee
- E.T. Lamb Memorial Oval Community Committee
- Friends of the Flora and Fauna of the Barrier Ranges Community Committee
- Memorial Oval Community Committee
- Norm Fox Sporting Complex Community Committee

- Picton Sportsground Community Committee
- Riddiford Arboretum Community Committee

Advisory Committees:

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

Report:

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

Council's Section 355 Advisory and Asset Committee Manuals state that Committees are required to submit Annual and Financial (where applicable) Reports for the 2023/2024 period as well as End of Term Report for the term of Council.

Reports specifically required include:

- Asset Committees: Annual Report 2023/2024, Financial Report 2023/2024 and End of Term Report.
- Advisory Committees: Annual Report 2022/2023 and End of Term Report.

Reports have been received from the following committees:

- BIU Band Hall Community Committee
- Friends of the Flora and Fauna of the Barrier Ranges Community Committee
- Norm Fox Sporting Complex Community Committee
- Ageing Well Advisory Committee
- Broken Hill City Art Gallery Advisory Committee
- Broken Hill Heritage Committee
- Youth Advisory Committee

Reports remain outstanding from the following committees:

- E.T. Lamb Memorial Oval Community Committee
- Memorial Oval Community Committee
- Picton Sportsground Community Committee
- Riddiford Arboretum Community Committee

The following is to be noted:

- The Alma Oval Community Committee was temporarily disbanded by Council at its Ordinary Meeting held 26 July 2023 Minute No 47258 therefore there are nil reporting requirements for this period, however Council's Finance department have provided an Annual Financial Report which details the return of funds to Council and bank account closure in December 2023.
- E.T. Lamb Memorial Oval Community Committee funds have not been returned to the committee since it's re-establishment in August 2022, therefore no financial reports will be submitted.

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993 - Section 355 'How a council may exercise functions' and Section 377 'General power of the council to delegate'.

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

Financial Implications:

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

Attachments

1. [↓](#) Section 355 Alma Oval Community Committee Annual Financial Report 2023-24
2. [↓](#) Section 355 BIU Band Hall Community Committee - Annual Financial Report 2023-24
3. [↓](#) Section 355 BIU Band Hall Community Committee - Annual Report 2023-24
4. [↓](#) Section 355 BIU Band Hall Community Committee - End of Term Report 2024_Redacted
5. [↓](#) Section 355 Friends of the Flora and Fauna of the Barrier Ranges Community Committee - Annual Report 2023 - 2024
6. [↓](#) Section 355 Friends of the Flora and Fauna of the Barrier Ranges Community Committee - End of Term Report 2024
7. [↓](#) Section 355 Norm Fox Sporting Complex Community Committee - Annual Financial Report 2023-24
8. [↓](#) Section 355 Norm Fox Sporting Complex Community Committee - Annual Report 2023-24
9. [↓](#) Section 355 Ageing Well Advisory Committee - Annual Report 2023-24_Redacted
10. [↓](#) Section 355 Ageing Well Advisory Committee - End of Term Report 2024_Redacted
11. [↓](#) Section 355 Broken Hill City Art Gallery Advisory Committee - End of Term Report 2024_Redacted
12. [↓](#) Section 355 Broken Hill Heritage Committee - Annual Report 2023 - 2024
13. [↓](#) Section 355 Broken Hill Heritage Committee - End of Term Report 2024_Redacted
14. [↓](#) Section 355 Youth Advisory Committee - Annual Report 2023-24_Redacted
15. [↓](#) Section 355 Youth Advisory Committee - End of Term Report 2024_Redacted

MICHELLE ROLTON
ACTING DIRECTOR CORPORATE AND COMMUNITY SERVICES

JAY NANKIVELL
GENERAL MANAGER

BROKEN HILL
CITY COUNCIL

SECTION 355 ANNUAL FINANCIAL REPORT INSTRUCTIONS AND FORM

Instructions for Completing Annual Financial Reports for Management Committees

This form is provided to give Executive Committee Members step by step instructions on how to use the Annual Financial Report Form.

The Annual Financial Report Form should be completed at the end of each Fiscal year, (1 July to 30 June) and submitted to Council by the third week in August, annually.

The Annual Financial Report Form can also be used on a more regular basis should the Committee wish to do so. This would simplify the process when completing the Annual Financial Report for Council.

If your Committee is already using an accounting software package there is no need to complete the Annual Financial Report Template, however please submit your software generated Profit and Loss by the third week in August, annually.

Instructions

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

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

Annual Financial Report

Management Committee: Alma Oval Management Committee

Reporting Period: July to 2023 to June 2024

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

Income:

Facility Hire \$13,055.10

Other Income (BHCC
Maintenance Grant) \$4,485.00

Total Income **\$17,540.10**

Expenses:

Electricity \$2,287.65

Bank Charges \$10.00

Total Expenses: **\$2,297.65**

Profit/(Loss) **\$15,242.45**

Please Note: Due to the disbandment of the committee in the 2023/24 financial year,
The bank account was closed in December 2023 and upon closure
funds totaling \$24,612.29 were returned to council.

Section 355 Annual Financial Report Instructions and Form

Instructions for Completing Annual Financial Reports for Management Committees

This form is provided to give Executive Committee Members step by step instructions on how to use the Annual Financial Report Form.

The Annual Financial Report Form should be completed at the end of each Fiscal year, (1 July to 30 June) and submitted to Council by the third week in August, annually.

The Annual Financial Report Form can also be used on a more regular basis should the Committee wish to do so. This would simplify the process when completing the Annual Financial Report for Council.

If your Committee is already using an accounting software package there is no need to complete the Annual Financial Report Template, however please submit your software generated Profit and Loss by the third week in August, annually.

Instructions

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

Management Committee: Fill in the name of the Committee on which you are reporting.

Reporting Period: Fill in the period in which you are reporting eg July 2021 to June 2022.

Income Section Record all income (excluding GST) for the entire reporting period. The income should be broken down into income types. There are another two lines which can be used if there are any other income types. Be sure to write what sort of income you are recording should you use either of the blank lines. Income information is to be written onto a printed copy of the spreadsheet.

Expenditure Section: Record all expenditure (excluding GST) for the entire reporting period. The expenditure should be broken down into income types. There are another five lines which can be used if there are any other expenditure types. Be sure to write what sort of expenditure you are recording should you use any of the blank lines. Income information is to be written onto a printed copy of the spreadsheet.



Profit and Loss:

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

Annual Financial Report

Management Committee: BIU BAND HALL S355 COMMUNITY COMMITTEE

Reporting Period: July 2023 – June 2024

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

Income:

Facility Hire	\$3,845.00
Membership Fees	nil
Other Income	nil
Interest Earned	nil
Total Income	\$3,845.00

Expenses:

Advertising	nil
Bank Fees	\$4.00
Cleaning	\$1,838.00
Postage	nil
Printing	nil
Building Maintenance	nil
Grounds Maintenance	nil
Security	nil
Stationery	nil
Electricity	\$1,607.31
Gas	nil
Garbage	nil
Telephone	nil
Water	nil
Other Expenses	nil
Total Expenses:	\$3,449.31
Profit/(Loss)	+\$395.69

Section 355 committee annual report

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

SECTION 355 COMMITTEE

Name of Committee: **BIU BAND HALL S355 COMMUNITY COMMITTEE**

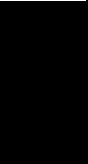
Annual Report Period: **July 2023 – June 2024**

ANNUAL REPORT			
1. Number of meetings conducted and dates of meetings	Date of Meeting	Meeting held (Y/N)	No quorum
	8 August 2023	Y	
	5 December 2023	Y	
	12 March 2024	Y	
	24 June 2024	Y	
Date of Annual General Meeting	8 August 2023	Y	

	Member Name	Date of	Date of	Date of	Date of	Date of	Date of	Date of	Date of	Date of	Date of
--	-------------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------

Section 355 Committee Annual Report

2. Meeting Attendance		meeting	meeting	meeting	meeting	meeting	meeting	meeting	meeting	meeting	meeting	meeting
	Wayne Orr	8/8/2023	5/12/23	12/3/24	24/6/24							
	Stephen Podnar	8/8/2023	5/12/23	12/3/24	24/6/24							
	Mark Curtis	8/8/2023	5/12/23	12/3/24	24/6/24							
	Anjali Joseph		5/12/23	12/3/24	24/6/24							
	Bob Algate			12/3/24	24/6/24							
3. Activities and Projects achieved over the past year		<p>* The BIU Band Hall facilitates the ongoing viability of Broken Hill's brass band and orchestra by providing a base and rehearsal venue for people of all ages to work together. Each of these music groups contributes to the community and enriches the cultural fabric of our city.</p> <p>* The ongoing revitalisation of the music groups using the hall, post COVID, has seen the hall used as a rehearsal space, workshoping space and concert venue. The Junior Soccer Association was able to use the Hall as a base of operations during their State Carnival.</p>										
4. Achievements and highlights over the past year		<p>* Facilitation of rehearsals for the BIU Band and the Broken Hill Civic Orchestra.</p> <p>* Hosting of two concerts.</p> <p>* Broken Hill Junior Soccer Association base of operations for SA Junior Soccer Association Country Championships.</p>										
5. Activities/Projects in progress		* Ongoing rehearsals										
6. Ongoing Issues		<p>* HALL HEATING/COOLING: In 2019 committee looked at grant opportunities towards new split system air conditioning. This has remained on hold. Existing evaporative air coolers are cheap to run and cools reasonably well, but dips water onto floor of the hall and is noisy to run (not ideal for music rehearsals). Existing heating system expensive to run and inefficient.</p>										

	* ROOF STILL NOT REPAIRED AFTER 2016 HAIL DAMAGE. Claimed on insurance by BHCC, which holds funds for the repairs. Committee has asked BHCC if we can include insulation when roof is repaired, to reduce heating and cooling costs.
7. Completed Maintenance	* Single GPOs replace with double.
8. Financial Report	FINANCIAL SUMMARY Opening balance 1 July 2023: \$3,960.55 PLUS Total Income: \$3,845.00 LESS Total Expenses: \$3,449.31 Closing balance 30 June 2024: \$4,356.24 A more detailed financial report and bank statements have been provided as separate documents.
Please detail any other relevant information: HISTORY OF THE BIU BAND HALL: An agreement was made between Broken Hill City Council (BHCC) and the BIU Band which led to the current band hall being built. The BIU Band swapped their land where their former band hall was located (this site is now occupied by the Council Chambers) in exchange for BHCC constructing a new BIU Band Hall at its current location in Beryl Street.	
PRIVACY STATEMENT Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998. The purpose for collecting your personal information is to obtain and record contact details and to assess your suitability for appointment to a S355 Committee. The intended recipients of the personal information collected includes Council officers, S355 Committee members, and contractors or other agents contracted by Council. If appointed to a committee, your name and contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers. The supply of the information is voluntary. You may make an application for access to your personal information or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer Council@brokenhill.nsw.gov.au or addressed to Broken Hill City 240 Blende Street.	
Signature	 Date 26/8/24
Printed Name	Mark Curtis
Position	Treasurer

Section 355 committee END OF term report

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

SECTION 355 COMMITTEE

Name of Committee: BIU BAND HALL S355 COMMUNITY COMMITTEE

Term Report Period: July 2023 – June 2024

TERM REPORT

- | | |
|---|--|
| 1. Activities and Projects achieved over the past four years | <p>* The BIU Band Hall Committee facilitates the ongoing viability of Broken Hill's brass band and orchestra by providing a base and rehearsal venue for people of all ages to work together. Each of these music groups contributes to the community and enriches the cultural fabric of our city.</p> <p>* Following several COVID closures and use of the BIU Band Hall by Far West Health for Covid testing, the last couple of years has seen a period of revitalisation of the music groups using the hall and the opportunity to once again use the hall as a concert venue.</p> |
| 2. Achievements and highlights achieved over the past four years | <p>* Facilitation of rehearsals for the BIU Band and the Broken Hill Civic Orchestra.</p> <p>* Hosting of concerts and workshops.</p> <p>* Broken Hill Junior Soccer Association base of operations for SA Junior Soccer Association Country Championships.</p> <p>* Testing Centre during the COVID crisis for the Far West Area Health Service.</p> |
| 3. Activities/Projects in progress | <p>* Ongoing rehearsals.</p> |
| 4. Activities/Projects upcoming | <p>* HALL HEATING/COOLING: In 2019 committee looked at grant opportunities towards new split system air conditioning. This has remained on hold. Existing evaporative air coolers are cheap to run and cools reasonably well, but drips water onto floor of the hall and is noisy to run (not ideal for music rehearsals). Existing heating system expensive to run and inefficient.</p> <p>* ROOF STILL NOT REPAIRED AFTER 2016 HAIL DAMAGE. Claimed on insurance by BHCC, which holds funds for the repairs. Committee has asked BHCC if we can include insulation when roof is repaired, to reduce heating and cooling costs.</p> |

PRIVACY STATEMENT

Council is collecting your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*.

The purpose for collecting your personal information is to obtain and record contact details and to assess your suitability for appointment to a S355 Committee.

The intended recipients of the personal information collected includes Council officers, S355 Committee members and contractors or other agents contracted by Council. Your contact details will not be made public.

on Council's website and will be removed from all applications and reports in Council's Business Papers.

You may make application for access or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer council@brokenhill.nsw.gov.au or addressed to Broken Hill City 240 Blende Street.

Signature



Date: 26/8/24

Printed Name

Mark Curtis

Position

Treasurer

SECTION 355 COMMITTEE ANNUAL REPORT

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

SECTION 355 COMMITTEE

Name of Committee: Friends of the Flora and Fauna of the Barrier Ranges

Annual Report Period: 1st July to 30th June, 2023-2024

ANNUAL REPORT			
	Date of Meeting	Meeting held (Y/N)	No quorum
1. Number of meetings conducted and dates of meetings	11.7.2023	Y	
	8.8.2023	Y	
	12.9.2023	Y	
	10.10.2023	Y	
	14.11.2023	Y	
	13.2.2024	Y	
	12.3.2024	Y	
	9.4.2024	Y	
	14.5.2024	Y	
	11.6.2024	Y	
Date of Annual General Meeting		Nil	

2. Meeting Attendance	Member Name	11.7.2023	8.8.2023	12.9.2023	10.10.23	14.11.23	13.2.2024	12.3.2024	9.4.2024	14.5.2024	11.6.2024
	Darrell Ford	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Gaylene Ford	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Karen Ford	Y	Y	Y	Y		Y	Y	Y	Y	Y
	Michael Ford	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Geoffrey Hoare	Y				Y	Y				
	Susan Spangler	Y				Y	Y				
	Paul Reed	Y			Y		Y				
	Marion Browne	Y	Y		Y	Y		Y			Y
	Jeff Crase	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Merran Coombe	Y	Y						Y		
	David Spielvogel										
	Jill Spielvogel										
	Kellie Scott										
	Evan Scott										
	Jamie Scott										
	Emily Scott										
	John Rogers	Y						Y	Y		

	Ann Evers		Y	Y		Y	Y	Y	Y	Y	Y		
	Nick King				Y		Y						
	Jasmine Fryer					Y							
	Narelle Tweedie						Y	Y	Y	Y	Y		
	Greg Edwards						Y		Y	Y	Y		
	Patrick Kreithner		Y	Y								Y	
	Rodney Squire			Y									
	Rick Ball						Y	Y	Y	Y			
	Darrich Turley										Y		Y
3. Activities and Projects achieved over the past year	Laying Pavers throughout Flora site, Cementing edges, Pruning Trees, Path maintenance.												
4. Achievements and highlights over the past year	Environmental award from BHCC, Christmas barbeque												
5. Activities/Projects in progress	Other pathwork												
6. Ongoing Issues	Nil												
7. Completed Maintenance	Path repairs and cleaning												
8. Financial Report	Non applicable as works completed by this committee are done in accordance with councils living desert budget.												

Section 355 Committee Annual Report

Page 3 of 4

PRIVACY STATEMENT	
<p>Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998. The purpose for collecting your personal information is to obtain and record contact details and to assess your suitability for appointment to a S355 Committee. The intended recipients of the personal information collected includes Council officers, S355 Committee members, and contractors or other agents contracted by Council. If appointed to a committee, your name and contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers. The supply of the information is voluntary. You may make an application for access to your personal information or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer council@brokenhill.nsw.gov.au or addressed to Broken Hill City 240 Blende Street.</p>	
Signature	D.Ford _____ Date 24.7.2024 _____
Printed Name	Darrell Ford _____
Position	Living Desert Manager

SECTION 355 COMMITTEE END OF TERM REPORT

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

SECTION 355 COMMITTEE

Name of Committee: Friends of the Flora and Fauna of the Barrier Ranges

Term Report Period: 2022-2024

TERM REPORT

**1. Activities and
Projects achieved
over the past four
years**

Path laying, New layer woodchips spread at campsite, Path
cleaning/repair, Tree and shrub pruning, assisting with tours, opening
and closing on weekends.

**2. Achievements and
highlights achieved
over the past four
years**

Large section of pathwork complete, Christmas dinners.

**3. Activities/Projects in
progress**

Continuing path work, pruning, general maintenance of Living Desert

**4. Activities/Projects
upcoming**

Pathwork

PRIVACY STATEMENT

Council is collecting your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*.

The purpose for collecting your personal information is to obtain and record contact details and to assess your suitability for appointment to a S355 Committee.

The intended recipients of the personal information collected includes Council officers, S355 Committee members, and contractors or other agents contracted by Council. Your contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers.

You may make application for access or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer council@brokenhill.nsw.gov.au or addressed to Broken Hill City 240 Blende Street.

Signature D.Ford Date: 24.7.2024

Printed Name Darrell Ford

Position Living Desert Manager

Norm Fox Sporting Complex

Profit and Loss July 2023 - June 2024

	TOTAL
Income	
Council Grant	5,992.69
Oval Hire	1,250.00
Total Income	A\$7,242.69
GROSS PROFIT	A\$7,242.69
Expenses	
Electricity	2,576.45
General Consumables	292.10
Total Expenses	A\$2,868.55
NET EARNINGS	A\$4,374.14

SECTION 355 COMMITTEE ANNUAL REPORT

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

SECTION 355 COMMITTEE

Name of Committee: Norm Fox Sports Complex

Annual Report Period: 1st July 2023 to 30th June 2024

ANNUAL REPORT			
1. Number of meetings conducted and dates of meetings	Date of Meeting	Meeting held (Y/N)	No quorum
	16/9/2023	Y	5
	24/11/2023	Y	4
	23/5/2024	Y	3
Date of Annual General Meeting		To Be Announced	

2. Meeting Attendance	Member Name	Date of meeting	Date of meeting	Date of meeting	Date of meeting		Date of meeting	Date of meeting	Date of meeting	Date of meeting
	Peter Johnston	16/9/2023	24/11/2023	23/5/2024	Date of meeting		Date of meeting	Date of meeting	Date of meeting	Date of meeting
	Colin Casey	16/9/2023	24/11/2023	23/5/2024	Date of meeting		Date of meeting	Date of meeting	Date of meeting	Date of meeting
	Ian Sanderson	16/9/2023	24/11/2023	23/5/2024	Date of meeting		Date of meeting	Date of meeting	Date of meeting	Date of meeting
	Bob Algate	16/9/2023	24/11/2023		Date of meeting		Date of meeting	Date of meeting	Date of meeting	Date of meeting
	D. Turley	16/9/2023			Date of meeting		Date of meeting	Date of meeting	Date of meeting	Date of meeting
					Date of meeting		Date of meeting	Date of meeting	Date of meeting	Date of meeting
					Date of meeting		Date of meeting	Date of meeting	Date of meeting	Date of meeting
					Date of meeting		Date of meeting	Date of meeting	Date of meeting	Date of meeting
					Date of meeting		Date of meeting	Date of meeting	Date of meeting	Date of meeting

Section 355 Committee Annual Report

You may make an application for access to your personal information or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer council@brokenhill.nsw.gov.au or addressed to Broken Hill City 240 Blende Street.

Signature	_____	Date	_____
Printed Name	Peter Johnston	21 st August	_____
Position	Secretary	2024	_____

SECTION 355 COMMITTEE ANNUAL REPORT

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

SECTION 355 COMMITTEE

Name of Committee: S355 Ageing Well Advisory Committee

Annual Report Period: 01/07/2023 – 30/06/2024

ANNUAL REPORT

	Date of Meeting	Meeting held (Y/N)	No quorum
1. Number of meetings conducted and dates of meetings	2 August 2023	YES	N/A
	1 November 2023	NO	N/A
	7 February 2024	YES	N/A
	1 May 2024	YES	N/A
Date of Annual General Meeting			

2. Meeting Attendance	Member Name	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting
	Clr D Gallagher		07/02/24	01/05/24								
	Alison Howse		07/02/24	01/05/24								
	Rachel Merton	02/08/23		01/05/24								
	Clr R Page	02/08/23	07/02/24	01/05/24								
	B Nankivell	02/08/23		01/05/24								
	Judy Parr			01/05/24								
	Rachel Hammond			01/05/24								
	Cindy Richards		07/02/24	01/05/24								
	Sharna Burcher	02/08/23	07/02/24	01/05/24								
	Razija Numan	02/08/23										
	Brad Astill			01/05/24								
	Clr B Algate	02/08/23	07/02/24									

Juua Hamel		07/02/24										
Irene Davey		07/02/24										
M Chynoweth	02/08/23	07/02/24										
Caryn Ferguson	02/08/23											

3. Activities and Projects achieved over the past year	Research of the Age Care Act and legislation, presentations of the proposed updates to the Aged Care Act Aged Care Service/Providers contact database Aged Food Services researched and shared in community spaces
4. Achievements and highlights over the past year	Identified the need for the establishment of a Taskforce to research the Modified Monash Model (MMM3 to MMM6) correspondence to Federal and State Health and Ageing Ministers advocating for additional aged care support and consideration of reclassification Modified Monash Model (MMM3) to MMM6 for improved funding and health professional allocations.
5. Activities/Projects in progress	Ongoing monitoring and research of the Aged Care Act and pending changes and affects to the aged community members and service providers Monitoring of the reclassification Modified Monash Model (MMM3) to MMM6 for improved funding and health professional allocations, pending the outcome of the Working Better for Medicare Review and the need to continue with establishment of Taskforce
6. Ongoing Issues	Service Providers/ Facilities at capacity with ongoing effects on the FWLHD. Pending review of Working Better for Medicare Review and Amended Aged Care Act being postponed until July 2025
7. Completed Maintenance	
8. Financial Report	

Section 355 Committee Annual Report

Page 3 of 4

PRIVACY STATEMENT	
<p>Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998. The purpose for collecting your personal information is to obtain and record contact details and to assess your suitability for appointment to a S355 Committee. The intended recipients of the personal information collected includes Council officers, S355 Committee members, and contractors or other agents contracted by Council. If appointed to a committee, your name and contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers. The supply of the information is voluntary.</p> <p>You may make an application for access to your personal information or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer council@brokenhill.nsw.gov.au or addressed to Broken Hill City 240 Blende Street.</p>	
Signature	<div></div> Date 13/08/2024
Printed Name	Alison Howse 13/08/2024
Position	Community Development Officer

SECTION 355 COMMITTEE END OF TERM REPORT

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

SECTION 355 COMMITTEE

Name of Committee: S355 Ageing Well Advisory Committee

Term Report Period: 1 July 2023 – 30 June 2024

TERM REPORT

- 1. Activities and Projects achieved over the past four years**

Establishment of the Ageing Well Advisory Committee in 2022

Invitation to service providers to join the S355 Ageing Well Advisory Committee

- 2. Achievements and highlights achieved over the past four years**

Research of the Age Care Act and legislation, presentations of the proposed updates to the Aged Care Act

Aged Care Service/Providers contact database

Aged Food Services researched and shared in community spaces

Funding enquiries to replace existing and install new ramps within the CBD, to meet community accessibility needs and enhance liveability within the City.

Identified the need for the establishment of a Taskforce to research the Modified Monash Model (MMM3 to MMM6)

correspondence to Federal and State Health and Ageing Ministers advocating for additional aged care support and consideration of reclassification Modified Monash Model (MMM3) to MMM6 for improved funding and health professional allocations.

- 3. Activities/Projects in progress**

Ongoing monitoring and research of the Aged Care Act and pending changes and affects to the aged community members and service providers

Monitoring of the reclassification Modified Monash Model (MMM3) to MMM6 for improved funding and health professional allocations, pending the outcome of the Working Better for Medicare Review and the need to continue with establishment of Taskforce

- 4. Activities/Projects upcoming**

Ongoing updates of Aged Care Services/Providers contact database

Ongoing updates of Aged Meal Services

PRIVACY STATEMENT

Protection Act 1998.

The purpose for collecting your personal information is to obtain and record contact details and to assess your suitability for appointment to a S355 Committee.

The intended recipients of the personal information collected includes Council officers, S355 Committee members, and contractors or other agents contracted by Council. Your contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers.

You may make application for access or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer council@brokenhill.nsw.gov.au or addressed to Broken Hill City 240 Blende Street.

Signature		Date: 14/08/2024
Printed Name	Alison Howse	
Position	Community Development Officer	



Section 355 committee term report

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

SECTION 355 COMMITTEE

Name of Committee: Broken Hill Art Gallery Advisory Committee

Term Report Period: February 2022 to September 2024

TERM REPORT

1. Activities and Projects achieved over the past four (three) years

- 2022, 2023 and 2024 Exhibition program (over 100 exhibitions) undertaken including travelling exhibitions, solo artists, local indigenous and non indigenous artists, groups exhibitions and Collection exhibitions.
- Travelling (touring) exhibitions included the Tamworth Triennial Textile Exhibition, Kunmanra Carroll (Jamfactory), Nganganyi Ngura Winki, ngaratya and Looking Through Windows.
- Siversmith and Jewellery Lines of Lode exhibition
- 500 events including workshops for youth, skill based workshops for adults, workshops for indigenous skills development and performances
- Further artistic development supported through the Gallery's Open Cut Commission): six artists successfully obtained residencies
- Four art prizes hosted during this term including the Pro Hart Outback Art Prize, attracting entries nationwide; and the Maari Ma Indigenous Art Prize

2. Achievements and highlights achieved over the past four years

- Employment of staff: Gallery and Museums Manager, Collection and Gallery Officer, Gallery Programs Officer and Marketing Officer.
- Development of staged delivery plan for upgrading the Gallery workshop. Works to include new access bathroom, decking/ramp and steps, verandah, arbour structure, stacking doors, lift up doors, external wall refurbishment, interior works and new landscaping.
- MOUs created between community art groups – Willyama Art Society and Gaara Arts Inc
- Collection returned to the Collection Gallery with works to be rotated regularly
- Donations to the Collection from Jim Patterson, Shane Vink, May Harding
- Pro Hart Outback Art Prize 2023 and 2024 -popular and well supported by locals and tourists

- Music in the Regions which included nationally acclaimed musicians like William Barton performing in the Gallery space.

3. Activities/Projects in progress

- The 120Year Anniversary of the Gallery Celebration Dinner: planning progressing for November
- A Friends of the Gallery group to be reformed with a view to fundraise for the restoration of artworks
- Creative Spaces Project
- Broken Hill City Art Gallery five year strategic plan including community engagement and consultation
- Multi year funding applications to be made
- Restoration of 10 public art works

4. Activities/Projects upcoming

- Workshop refurbishment still to be completed
- Investigation to increase storage capacity of the Collection

PRIVACY STATEMENT

Council is collecting your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*.

The purpose for collecting your personal information is to obtain and record contact details and to assess your suitability for appointment to a S355 Committee.

The intended recipients of the personal information collected includes Council officers, S355 Committee members, and contractors or other agents contracted by Council. Your contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers.

You may make application for access or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer council@brokenhill.nsw.gov.au or addressed to Broken Hill City 240 Blende Street.

Signature



Date: 12.10.24

Printed Name

Maureen Clark

Position

Secretary, Broken Hill City Art Gallery
Advisory Committee

AUSTRALIA'S FIRST HERITAGE LISTED CITY

2. Meeting Attendance	Member Name	Meeting 29 Aug 23	Meeting 26 Sept 23	Meeting 31 Oct 23	Meeting 28 Nov 23	Meeting 27 Feb 24	Meeting 28 Mar 24	Meeting 23 April 24	Meeting 30 May 24	Meeting 23 July 24	
	Councillor Dariea Turley	✓	✓	✓	✓	✓	✓	✓	✓		
	Councillor Marion Browne	✓		✓	✓	✓		✓	✓		
	Councillor Michael Boland										
	Christine Adams		✓	✓	✓	✓	✓	✓	✓		
	Gigi Barbe		✓	✓	✓	✓		✓	✓		
	Simon Molesworth KC	✓	✓			✓	✓	✓			
	Gary Cook			Resigned							
	Cliff Turley										
	Jeanette Thompson	Resigned									

3. Activities and Projects achieved over the past year	Successful Broken Hill Heritage Awards event held in April 2024, and Miners memorial service in October 2023.
4. Achievements and highlights over the past year	Successful Broken Hill Heritage Awards event held in April 2024, and Miners memorial service in October 2023.
5. Activities/Projects in progress	Planning of the Miners Memorial event.
6. Ongoing Issues	N/A
7. Completed Maintenance	N/A
8. Financial Report	N/A

PRIVACY STATEMENT

Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998.

The purpose for collecting your personal information is to obtain and record contact details and to assess your suitability for appointment to a S355 Committee. The intended recipients of the personal information collected includes Council officers, S355 Committee members, and contractors or other agents contracted by Council. If appointed to a committee, your name and contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers.

You may make an application for access to your personal information or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer Council@brokenhill.nsw.gov.au or addressed to Broken Hill City 240 Blende Street.

Signature _____ Date 26/8/2024

Printed Name TRACEY STEPHENS

Position _____

SECTION 355 COMMITTEE END OF TERM REPORT

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

SECTION 355 COMMITTEE

Name of Committee: Broken Hill Heritage Committee

Term Report Period: 2021-2024

TERM REPORT

1. Activities and Projects achieved over the past four years

Broken Hill 140th anniversary celebrations.
Annual Miners Memorial event ceremony, October each year.
Broken Hill Heritage Festival, April 2022, April 2023.
Broken Hill Heritage awards ceremony, April 2024.
Preparation of Heritage Strategy 2020-2023.

2. Achievements and highlights achieved over the past four years

Broken Hill 140th anniversary celebrations.
Annual Miners Memorial event ceremony, October each year.
Broken Hill Heritage Festival, April 2022, April 2023.
Broken Hill Heritage awards ceremony, April 2024.
Preparation of BHCC Heritage Strategy 2020-2023.

3. Activities/Projects in progress

Miners Memorial event, ongoing. Planned for October 2024.

4. Activities/Projects upcoming

Continue to plan Heritage related events. Continue to review upcoming Strategic plans which relate to heritage.
Review and contribute to Broken Hill City Council Heritage Strategy 2024-2027.

PRIVACY STATEMENT

Council is collecting your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*.

The purpose for collecting your personal information is to obtain and record contact details and to assess your suitability for appointment to a S355 Committee.

The intended recipients of the personal information collected includes Council officers, S355 Committee members, and contractors or other agents contracted by Council. Your contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers.

You may make application for access or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public

Signature



Date: 09/09/2024

Printed Name

TRACEY STEPHENS

Position

TOWN PLANNER



SECTION 355 COMMITTEE ANNUAL REPORT

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

SECTION 355 COMMITTEE

Name of Committee: S355 Youth Advisory Committee

Annual Report Period: 1 July 2023 – 30 June 2024

ANNUAL REPORT			
1. Number of meetings conducted and dates of meetings	Date of Meeting	Meeting held (Y/N)	No quorum
	25 July 2023	YES	N/A
	24 October 2023	YES	N/A
	13 February	NO	N/A
	5 March 2024	YES	N/A
	14 May 2024	YES	N/A
Date of Annual General Meeting			

2. Meeting Attendance	Member Name	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting	Date of meeting
	Razija Numan	25/07/23										
	Rachel Merton	25/07/23	24/10/23	05/03/24								
	Ian Hughes	25/07/23										
	Susanne Jones	25/07/23										
	Jim Richards		24/10/24									
	Alison Howse		24/10/24	05/03/24	14/05/24							
	Angie Krause		24/10/24	05/03/24	14/05/24							
	Sophie Droust		24/10/24									
	Sophie Angell		24/10/24	05/03/24								
	Cir Hayley Jewitt		24/10/24									
	Nyrie Waite		24/10/24									
	Cir D Turley		24/10/24	05/03/24	14/05/24							

Larni Brymer			05/03/24	14/05/24								
Carlee Heiss				14/05/24								

3. Activities and Projects achieved over the past year	Establishment of the Youth Advisory Group as youth representation to the Youth Advisory Committee and voice of youth, currently meeting with 5 youth members ranging from 12 years to 18 years. Council approval and budget allocation for the purchase of 4x\$50 For West Proud gift cards to compensate youth representatives, as per the constitution, for their attendance and participation in the \$355 Youth Advisory Committee
4. Achievements and highlights over the past year	The establishment of the Youth Advisory Group – 5 young people 12-18yrs contributing community events and engagement, being the voice of youth to the 355 Youth Advisory Committee Various program and organisation presentations
5. Activities/Projects in progress	Ongoing correspondence and encouragement for youth representation 12 to 24 years and secondary and tertiary education representatives. a youth strategy being established for the youth representation group, active involvement in youth focused events, young people to be empowered, valued and the opportunity to contribute to decisions. Youth focused events – Spring into Scootering scheduled for October school holidays
6. Ongoing Issues	Lack of First nation, education and police representation on committee for updates and consultation
7. Completed Maintenance	
8. Financial Report	

Section 355 Committee Annual Report

Page 3 of 4

PRIVACY STATEMENT

Council is collecting your personal information in accordance with the Privacy and Personal Information Protection Act 1998. The purpose for collecting your personal information is to obtain and record contact details and to assess your suitability for appointment to a S355 Committee. The intended recipients of the personal information collected includes Council officers, S355 Committee members, and contractors or other agents contracted by Council. If appointed to a committee, your name and contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers. The supply of the information is voluntary. You may make an application for access to your personal information or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer Council@brokenhill.nsw.gov.au or addressed to Broken Hill City 240 Blende Street.

Signature

Printed Name

Date

Alison Howse

Position

Community Development Officer

14/08/24

SECTION 355 COMMITTEE END OF TERM REPORT

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

SECTION 355 COMMITTEE

Name of Committee: S355 Youth Advisory Committee

Term Report Period: 1 July 2023 – 30 June 2024

TERM REPORT

- 1. Activities and Projects achieved over the past four years**

Establishment of the Youth Advisory Committee in 2022

Ongoing correspondence and encouragement for youth representation 12 to 24 years and secondary and tertiary education representatives.
- 2. Achievements and highlights achieved over the past four years**

Draft Position Paper on Youth Homelessness circulated, leading to the establishment of the homelessness Working Committee

Establishment of the Youth Advisory Group as youth representation to the Youth Advisory Committee and voice of youth, currently meeting with 5 youth members ranging from 12 years to 18 years.

Ongoing communication with youth services and organisations

Council approval and budget allocation for the purchase of 4x\$50 Far West Proud gift cards to compensate youth representatives, as per the constitution, for their attendance and participation in the S355 Youth Advisory Committee
- 3. Activities/Projects in progress**

a youth strategy being established for the youth representation group, active involvement in youth focused events

ongoing encouragement of First nation, education and police representation to committee meetings
- 4. Activities/Projects upcoming**

Youth focused events – Spring into Scootering scheduled for October school holidays

PRIVACY STATEMENT

Council is collecting your personal information in accordance with the *Privacy and Personal Information*

The purpose for collecting your personal information is to obtain and record contact details and to assess your suitability for appointment to a S355 Committee.

The intended recipients of the personal information collected includes Council officers, S355 Committee members, and contractors or other agents contracted by Council. Your contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers.

You may make application for access or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer council@brokenhill.nsw.gov.au or addressed to Broken Hill City 240 Blende Street.

Signature		Date: 14/08/2024
Printed Name	Alison Howse	14/08/2024
Position	Community Development Officer	

ORDINARY MEETING OF THE COUNCIL

January 7, 2025

ITEM 17BROKEN HILL CITY COUNCIL REPORT NO. 17/25SUBJECT: ACTION LIST REPORTD25/801**Recommendation**

1. That Broken Hill City Council Report No. 17/25 dated January 7, 2025, be received.

Executive Summary:

The purpose of this report is to ensure that Council and the community are informed on the status of actions required by previous Council resolutions.

Report:

A new format Action List was presented to the June 2017 Council Meeting to provide Councillors with a clearer way of reporting on the progress of outstanding Council resolutions. As per Minute No. 45570, the Action List has been produced in the new colour coded format and shows the progress of Council' outstanding decisions (Green – completed, Yellow – in progress and Red – not yet commenced).

The Action List attached to this report covers decisions at Ordinary Council Meetings, is for information only and will be provided to Council on a monthly basis.

Discussions have been held with staff regarding the long outstanding items on the Action List, most of which are leasing/licencing matters. Staff will be working to finalise these items as a priority and/or request Council to rescind resolutions where circumstances have changed.

Community Engagement:

Nil.

Strategic Direction:

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

Relevant Legislation:

Local Government Act 1993

Financial Implications:

Nil

Attachments

1. [↓](#) Action Item Update - January 2025

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER

For Action	Division:		Date From:	1/01/2020
	Committee:	Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:		Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required:	Including Further Reports		

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/07/2020	Howard, Codie Nankivell, Jay	Confidential Matters	WILLYAMA COMMON TRUST LICENCE OF PART LOT 7315 DP 1183447 TO BROKEN HILL SPEEDWAY CLUB
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 105/20 dated July 1, 2020, be received. That Council (as Trust Manager for the Willyama Common Trust) lease Part Lot 7315 in Deposited Plan 1183447 to the Broken Hill Speedway Club for the purpose of a motocross track extension and associated access. That the lease term be 25 years and the annual rental be the minimum Crown Lands rental. That the Mayor and General Manager be authorised to sign and execute any documents under the Common Seal of Council, the absence of a Trust Seal. 			
CARRIED UNANIMOUSLY			
<p>12 Aug 2020 10:00am Bartlett, Leisa Solicitors are drawing up the licence agreement.</p> <p>17 Sep 2020 3:09pm Bartlett, Leisa Draft lease being finalised.</p> <p>16 Oct 2020 9:20am Bartlett, Leisa Draft lease with Solicitors.</p> <p>10 Nov 2020 4:26pm Bartlett, Leisa Licence is with the Broken Hill Speedway Club for signature.</p> <p>30 Nov 2020 2:11pm Bartlett, Leisa Licence with Speedway Club for signature.</p> <p>12 Feb 2021 10:04am Bartlett, Leisa Licence signed by all parties and is now with the Minister for approval.</p> <p>18 Mar 2021 4:40pm Bartlett, Leisa In progress.</p> <p>16 Apr 2021 10:42am Bartlett, Leisa In progress.</p> <p>12 May 2021 12:14pm Bartlett, Leisa In progress.</p> <p>17 Jun 2021 4:55pm Bartlett, Leisa Waiting on response from Local Aboriginal Land Council.</p> <p>15 Jul 2021 12:15pm Bartlett, Leisa Solicitor is awaiting a response from the Local Aboriginal Land Council.</p> <p>12 Aug 2021 3:04pm Bartlett, Leisa Council's Solicitor is awaiting a response from the Local Aboriginal Land Council.</p> <p>15 Sep 2021 9:06am Bartlett, Leisa Council staff following up with Local Aboriginal Land Council.</p> <p>14 Oct 2021 4:12pm Bartlett, Leisa Awaiting response from Local Aboriginal Land Council.</p> <p>11 Nov 2021 9:02am Bartlett, Leisa Awaiting response from the Local Aboriginal Land Council.</p> <p>16 Dec 2021 11:51am Bartlett, Leisa Awaiting response from Local Aboriginal Land Council.</p> <p>18 Jan 2022 2:55pm Butcher, Lacey Awaiting response from Aboriginal Land Council</p> <p>15 Feb 2022 10:58am Bartlett, Leisa Awaiting response from Aboriginal Land Council.</p> <p>23 Mar 2022 2:42pm Bartlett, Leisa No change in status.</p> <p>19 May 2022 11:23am Bartlett, Leisa No change in status.</p> <p>22 Jun 2022 11:04am Guerin, Emily No change in status</p> <p>18 Jul 2022 3:07pm Guerin, Emily No change in status</p> <p>24 Aug 2022 3:28pm Bartlett, Leisa</p>			

For Action	Division:	Date From:	1/01/2020
	Committee: Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:	Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required: Including Further Reports		

No change in status.

07 Sep 2022 3:24pm Guerin, Emily - Reallocation

Action reassigned to Mason, Michael by Guerin, Emily

20 Sep 2022 12:16pm Guerin, Emily

No change in status.

18 Oct 2022 9:36am Guerin, Emily

Still awaiting response from Aboriginal Land Council. Further follow up with LALC to again occur.

16 Nov 2022 8:25am Guerin, Emily

No change in status

13 Dec 2022 8:56am Guerin, Emily

No change in status

17 Jan 2023 11:16am Guerin, Emily

No change in status

13 Feb 2023 11:43am Guerin, Emily

No change in status

21 Mar 2023 1:29pm Guerin, Emily

No change in status

18 Apr 2023 11:20am Guerin, Emily

No change in status

23 May 2023 8:48am Butcher, Lacey

No change in status

14 Jun 2023 11:34am Guerin, Emily - Reallocation

Action reassigned to Howard, Codie by Guerin, Emily

20 Jun 2023 8:49am Butcher, Lacey

No change in status

22 Aug 2023 10:50am Falkner, Georgina

No change in status

20 Sep 2023 10:31am Howard, Codie

No change in status.

11 Oct 2023 1:14pm Falkner, Georgina

No change in status.

21 Nov 2023 2:24pm Falkner, Georgina

No change in status.

07 Dec 2023 10:40am Falkner, Georgina

No change in status.

19 Jan 2024 1:44pm Falkner, Georgina

No change in status. Follow up correspondence sent.

21 Feb 2024 9:19am Butcher, Lacey

No change in status

20 Mar 2024 10:04am Falkner, Georgina

No change in status

17 Apr 2024 10:22am Butcher, Lacey

No change in status

21 May 2024 3:16pm Falkner, Georgina

No change in status.

18 Jun 2024 3:13pm Falkner, Georgina

No change in status. Further follow up correspondence sent.

22 Jul 2024 1:13pm Murray, Jessica

No change in status

21 Aug 2024 10:02am Falkner, Georgina

No change in status.

17 Oct 2024 12:08pm Murray, Jessica

No change in status

19 Nov 2024 2:02pm Guerin, Emily

No change in status

10 Dec 2024 1:26pm Murray, Jessica

No change in status

08 Jan 2025 10:30am Guerin, Emily

No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 23/02/2022	Nankivell, Jay Nankivell, Jay	Confidential Matters	LEGAL EXPENDITURE - CIVIC CENTRE OMBUDSMAN'S REPORT
<u>Resolved</u>			

For Action	Division:	Date From:	1/01/2020
	Committee: Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:	Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required: Including Further Reports		

1. That Broken Hill City Council Report No. 54/22 dated February 15, 2022, be received.
2. That the General Manager be invited to contact the Auditor General to investigate the legality of the expenditure to defend the Ombudsman's report in the absence of Council's approval to do so.

CARRIED UNANIMOUSLY

24 Mar 2022 5:35pm Bartlett, Leisa
Communication initiated with the Audit Office to commence the investigation and the best course of action.

19 May 2022 11:47am Bartlett, Leisa
No change in status.

20 Jul 2022 4:05pm Guerin, Emily
No change in status

24 Aug 2022 4:05pm Butcher, Lacey
Awaiting advice from Audit Office

19 Sep 2022 11:32am Guerin, Emily
No change in status

21 Nov 2022 2:29pm Guerin, Emily
No change in status

07 Dec 2022 9:37am Guerin, Emily
Ongoing

17 Jan 2023 11:22am Guerin, Emily
Nothing further

14 Feb 2023 1:43pm Guerin, Emily
Ongoing

21 Mar 2023 1:50pm Guerin, Emily
Ongoing

18 Apr 2023 2:09pm Guerin, Emily
Ongoing

23 May 2023 3:19pm Butcher, Lacey
Ongoing

21 Jun 2023 4:39pm Butcher, Lacey
Ongoing

19 Jul 2023 9:24am Guerin, Emily
No change in status

22 Aug 2023 3:45pm Butcher, Lacey
Ongoing

18 Jan 2024 8:41am Butcher, Lacey
Ongoing

08 Feb 2024 4:45pm Butcher, Lacey
Ongoing

11 Mar 2024 11:49am Butcher, Lacey
Ongoing

16 Apr 2024 1:56pm Butcher, Lacey
Ongoing

20 May 2024 4:08pm Butcher, Lacey
Ongoing

18 Jun 2024 3:05pm Murray, Jessica
Ongoing

23 Jul 2024 1:00pm Murray, Jessica
Ongoing

21 Aug 2024 9:32am Murray, Jessica
Ongoing

17 Oct 2024 12:08pm Murray, Jessica
Ongoing

19 Nov 2024 12:11pm Murray, Jessica
Referring to OLG

10 Dec 2024 1:28pm Murray, Jessica
No change in status

15 Jan 2025 9:41am Guerin, Emily
No change in status

For Action	Division:	Ordinary Council	Date From:	1/01/2020
	Committee:		Date To:	16/01/2025
Action Sheets Report	Officer:		Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required:	Including Further Reports		

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/07/2022	Howard, Codie Nankivell, Jay	Confidential Matters	WILLYAMA COMMON TRUST LEASE TO SILVER CITY ARCHERS
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 167/22 dated June 22, 2022, be received. That Council (as the Willyama Common Trust) enter into a new 20 year lease agreement with Silver City Archers, for lease of their existing site on the Willyama Common (Part Lot 7388 Deposited Plan 1200953). That the rent remain \$250 per annum. That in the absence of a Trust Seal, the lease documents be executed by the Mayor and General Manager under the Common Seal of Council. 			
CARRIED UNANIMOUSLY			
<p>25 Aug 2022 1:02pm Butcher, Lacey Council's solicitors are preparing the draft lease</p> <p>20 Sep 2022 11:29am Guerin, Emily Continuing use as currently arranged while new template is being reviewed.</p> <p>18 Oct 2022 9:35am Guerin, Emily Template being reviewed. Current lease ongoing</p> <p>16 Nov 2022 8:26am Guerin, Emily Lease under review</p> <p>13 Dec 2022 8:56am Guerin, Emily Draft lease sent to Silver City Archers for review</p> <p>17 Jan 2023 11:17am Guerin, Emily No change in status</p> <p>13 Feb 2023 11:44am Guerin, Emily No change in status</p> <p>21 Mar 2023 1:30pm Guerin, Emily Solicitors are making minor amendments to lease document</p> <p>18 Apr 2023 11:23am Guerin, Emily Amendments made and lease to be sent to Silver City Archers for review and signing</p> <p>22 May 2023 3:50pm Butcher, Lacey lease is now with Council for signing</p> <p>14 Jun 2023 11:33am Guerin, Emily - Reallocation Action reassigned to Howard, Codie by Guerin, Emily</p> <p>20 Jun 2023 8:48am Butcher, Lacey lease with Silver City Archers for signing</p> <p>22 Aug 2023 10:52am Falkner, Georgina Lease signed by Council and Silver City Archers. Lease has been sent to Crown Lands for Ministerial consent.</p> <p>20 Sep 2023 10:40am Howard, Codie No change in status.</p> <p>11 Oct 2023 1:19pm Falkner, Georgina Awaiting Ministerial consent.</p> <p>21 Nov 2023 2:25pm Falkner, Georgina Discussions ongoing with Crown Lands.</p> <p>07 Dec 2023 10:41am Falkner, Georgina Discussions ongoing.</p> <p>19 Jan 2024 1:45pm Falkner, Georgina No change in status.</p> <p>21 Feb 2024 9:25am Butcher, Lacey No change in status</p> <p>20 Mar 2024 10:05am Falkner, Georgina Potential amendments being discussed with Crown Lands</p> <p>17 Apr 2024 10:23am Butcher, Lacey No change in status</p> <p>21 May 2024 3:19pm Falkner, Georgina No change in status</p> <p>18 Jun 2024 3:18pm Falkner, Georgina</p>			

For Action	Division:	Date From:	1/01/2020
	Committee: Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:	Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required: Including Further Reports		

Crown Lands have since advised that a licence would be preferable as opposed to a lease due to Native Title. Potential amendments being discussed.

22 Jul 2024 1:14pm Murray, Jessica

No change in status

21 Aug 2024 10:02am Falkner, Georgina

Working through details of proposed changes.

17 Oct 2024 12:11pm Murray, Jessica

No change in status

19 Nov 2024 2:02pm Guerin, Emily

No change in status

10 Dec 2024 1:27pm Murray, Jessica

Referred back to solicitors

08 Jan 2025 10:29am Guerin, Emily

No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/09/2022	Howard, Codie Nankivell, Jay	Works Committee Reports	UPDATE FOR THE ESTABLISHMENT OF A COMMUNITY GARDEN AT THE FORMER ALMA POOL SITE
Resolved			
1. That Broken Hill City Council Report No. 202/22 dated September 9, 2022, be received.			
2. That Council formulate a Community Gardens Policy with associated Guidelines for presentation to the community for input and consultation.			
CARRIED UNANIMOUSLY			
18 Oct 2022 9:31am Guerin, Emily			
No change in status			
21 Nov 2022 2:51pm Guerin, Emily			
No change in status			
13 Dec 2022 11:52am Guerin, Emily			
Policy currently being created.			
16 Jan 2023 2:24pm Guerin, Emily			
No change in status			
13 Feb 2023 2:08pm Guerin, Emily			
No change in status			
23 Mar 2023 9:50am Guerin, Emily			
No change in status			
19 Apr 2023 11:25am Guerin, Emily			
No change in status			
23 May 2023 3:24pm Butcher, Lacey			
No change in status			
21 Jun 2023 3:46pm Butcher, Lacey			
No change in status			
23 Aug 2023 11:52am Howard, Codie			
No change in status			
20 Sep 2023 10:40am Howard, Codie			
No change in status.			
18 Oct 2023 8:43am Howard, Codie			
Draft Policy currently being prepared.			
21 Nov 2023 12:04pm Howard, Codie			
Draft Policy preparation is on-going			
12 Dec 2023 2:29pm Howard, Codie			
No change in Status			
23 Jan 2024 2:05pm Howard, Codie			
No change in status.			
20 Feb 2024 12:04pm Butcher, Lacey			
No change in status			
20 Mar 2024 11:41am Butcher, Lacey			
No change in status			
17 Apr 2024 10:23am Butcher, Lacey			
No change in status			

For Action	Division:		Date From:	1/01/2020
	Committee:	Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:		Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required:	Including Further Reports		

06 May 2024 10:26am Butcher, Lacey
No change in status
18 Jun 2024 11:51am Howard, Codie
No change in status
24 Jul 2024 10:31am Murray, Jessica
No change in status
21 Aug 2024 10:41am Murray, Jessica
No change in status
17 Oct 2024 12:13pm Murray, Jessica
No change in status
19 Nov 2024 2:02pm Guerin, Emily
No change in status
10 Dec 2024 1:28pm Murray, Jessica
No change in status
15 Jan 2025 4:47pm Butcher, Lacey
No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/03/2023	Nankivell, Jay Nankivell, Jay	Policy And General Reports	ESTABLISHMENT BROKEN HILL TOURISM ORGANISATION
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 49/23 dated February 16, 2023, be received. That the General Manager develop a proposal and business case to establish a member based not-for-profit company limited by guarantee for the purposes of a tourism organisation. That the proposal, including associated documentation required by the Office of Local Government, deliverables, and proposed budget, be presented to Council for consideration prior to being submitted to the Minister via the Office for Local Government as required under Section 358 of the <i>Local Government Act 1993</i>. 			
CARRIED UNANIMOUSLY			
19 Apr 2023 9:49am Guerin, Emily Proposal being drafted			
23 May 2023 3:08pm Butcher, Lacey No change in status			
23 May 2023 3:09pm Butcher, Lacey - Reallocation Action reassigned to Nankivell, Jay by Butcher, Lacey			
21 Jun 2023 4:47pm Butcher, Lacey ongoing			
19 Jul 2023 9:20am Guerin, Emily No change in status			
22 Aug 2023 3:46pm Butcher, Lacey No change in status			
12 Dec 2023 2:50pm Butcher, Lacey No change in status			
18 Jan 2024 8:42am Butcher, Lacey No change in status			
07 Feb 2024 10:10am Butcher, Lacey No change in status			
11 Mar 2024 11:50am Butcher, Lacey No change in status			
16 Apr 2024 1:56pm Butcher, Lacey No change in status			
20 May 2024 4:09pm Butcher, Lacey No change in status			
18 Jun 2024 3:33pm Murray, Jessica No change in status			
22 Jul 2024 11:33am Murray, Jessica Ongoing			
22 Aug 2024 10:35am Murray, Jessica			

For Action	Division:	Date From:	1/01/2020
	Committee: Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:	Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required: Including Further Reports		

Incorporated into Council's VIC Service Review, letter to Minister being drafted.

18 Oct 2024 2:13pm Murray, Jessica

No change in status

19 Nov 2024 12:11pm Murray, Jessica

No change in status

11 Dec 2024 9:27am Murray, Jessica

No change in status

15 Jan 2025 9:37am Guerin, Emily

No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 27/09/2023	Nu'man, Razija Nankivell, Jay	Further Reports	RE-ESTABLISHMENT OF ALCOHOL-FREE ZONES
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 190/23 dated September 8, 2023, be received. That Council endorse the proposal (as attached) to re-establish the Alcohol-Free Zone known as Creedon Street, including public roads and laneways, public car parks and footpath area of Creedon Street bounded by Rakow and Wills Streets. That Council endorse the proposal (as attached) to re-establish the Alcohol-Free Zone known as Shell Memorial including all public roads and laneways, public car parks and footpaths in an area bounded by Iodide, Thomas, Bromide and Mica Streets including Oxide Street from Thomas Street through to Morgan Street. That Council endorse the proposal (as attached) to re-establish the Alcohol-Free Zone surrounding the E.T. Lamb Memorial Oval, including public roads and laneways, public car parks and footpath area surrounding the oval bounded by South, Boughtman, Comstock and Jamieson Streets. That Council endorse the proposal (as attached) to re-establish the Alcohol-Free Zone known as South Broken Hill including all public roads and laneways, public car parks and footpaths in an area bounded by Bonanza, Patton, Central and Hebbard Streets including South Street from Piper Street through to Wilson Street; with extension from Bonanza Street to Morish Street and off Bonanza Street from Wilson Street to Picton Street. That Council refer the Proposals for comment in accordance with the provisions of the <i>Local Government Act 1993</i> and Ministerial Guidelines (2009) to any known organisation representing or able to speak on behalf of an identifiable Aboriginal or culturally and linguistically diverse group within the local area and all affected licensed premises and registered clubs that border on, adjoin or are adjacent to the proposed alcohol free zone, for response within thirty days of public notice. That Council invite public comment on the proposal through an advertisement in local newspaper with time for response within thirty days. That a further report be submitted to Council upon completion of the consultative process. That a report be prepared to a future Council meeting regarding a possible exemption to the prohibition of alcohol from the Norm Fox Sporting Grounds changeroom 			
CARRIED UNANIMOUSLY			
<p>03 Oct 2023 12:08pm Brealey, Jodie</p> <p>Item 6 - Proposals forwarded to all stakeholders - COMPLETE, Item 7 - Proposals advertised in Barrier Truth - COMPLETE, Item 8 - Public exhibition underway consultation outcome report to Council to go to October Ordinary meeting - COMPLETE, Item 9 - Possible exemption for Norm Fox Sporting Grounds changeroom prohibition from alcohol prohibited area under investigation - Progressing</p> <p>16 Oct 2023 5:10pm Brealey, Jodie</p> <p>Item 9 - Possible exemption to the prohibition of alcohol consumption at the Norm Fox Sporting Grounds changeroom under investigation - Norm Fox Sporting Complex Alcohol Prohibited Area research underway to gather background information for discussion with Police. Dir Corporate and Community visited Norm Fox changeroom and met with Peter Johnston to discuss area to be considered during discussions with Police. Meeting with Police to be arranged to determine best outcome.</p>			

For Action	Division:	Date From:	1/01/2020
	Committee: Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:	Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required: Including Further Reports		

17 Nov 2023 4:26pm Brealey, Jodie
Investigation still in progress

13 Dec 2023 9:24am Butcher, Lacey
No change in status

18 Jan 2024 3:31pm Butcher, Lacey
In progress - discussions held with Licensing Sergeant in December 2023, with face to face meeting to be arranged to discuss options in 2024

21 Feb 2024 10:58am Brealey, Jodie
Face to face meeting to be scheduled with Licensing Sergeant

19 Mar 2024 11:03am Brealey, Jodie
No change in status

11 Apr 2024 9:27am Brealey, Jodie
No change in status

13 May 2024 1:47pm Brealey, Jodie
No change in status

18 Jun 2024 4:52pm Murray, Jessica
Meeting to be followed up and rescheduled.

16 Jul 2024 11:22am Brealey, Jodie
Contact made with Barrier Police District - Awaiting response from Licensing Officer

20 Aug 2024 2:53pm Brealey, Jodie
Contact made with Barrier Police District - Awaiting response from Licensing Officer

17 Oct 2024 1:53pm Brealey, Jodie
Mapping and background information forwarded to Barrier Police District with request for feedback and preferred meeting dates/time - Awaiting response

19 Nov 2024 9:25am Brealey, Jodie
Awaiting response to additional request forwarded to police for meeting to discuss

29 Nov 2024 11:17am Brealey, Jodie
No change - Still awaiting response from police regarding request for meeting to discuss

06 Dec 2024 11:37am Brealey, Jodie
Contact received from Barrier Police Licensing Officer 05/12/2024 - Meeting scheduled for 08/01/2025 to further discuss options provided in mapping and background information previously forwarded to Police

14 Jan 2025 10:47am Brealey, Jodie
08/01/2025 - Meeting held with Barrier Police Licensing Officer to discuss proposal for exemption of the changerooms from the alcohol prohibited area at Norm Fox Sporting Complex - Outcome of proposal discussion has been forwarded to Barrier Police Commander for formal feedback. Proposal inclusive of Police feedback will then be provided to Council for consideration.

Meeting	Officer/Director	Section	Subject
Ordinary Council 29/05/2024	Howard, Codie Nankivell, Jay	Health and Building Committee Reports	PLANNING PORTAL WORKSHOP
Resolved			
<ol style="list-style-type: none"> That Motions of Which Notice has been Given No. 1/24 dated May 16, 2024, be received. That the Health & Building Committee invite the General Manager to arrange a series of workshop evenings with local builders and other interested parties to discuss the lodgement of Development Applications (DA) and Construction Certificates (CC). 			
CARRIED UNANIMOUSLY			
<p>18 Jun 2024 4:39pm Murray, Jessica In Progress</p> <p>22 Jul 2024 1:16pm Murray, Jessica Draft EOI in progress and staff preparing workshop content.</p> <p>21 Aug 2024 11:24am Murray, Jessica Consultations sessions with stakeholders underway</p> <p>17 Oct 2024 1:33pm Murray, Jessica In progress</p> <p>19 Nov 2024 2:05pm Guerin, Emily No change in status</p> <p>05 Dec 2024 10:04am Stephens, Tracy No change in status. Information being gathered to ascertain suitable content for workshop.</p> <p>15 Jan 2025 2:59pm Guerin, Emily No change in status</p>			

For Action	Division:		Date From:	1/01/2020
	Committee:	Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:		Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required:	Including Further Reports		

Meeting	Officer/Director	Section	Subject
Ordinary Council 31/07/2024	Brown, Simon Nankivell, Jay	Confidential Matters	SALE OF LAND FOR UNPAID RATES
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 120/24 dated June 17, 2024, be received. That Council proceed with the sale of land for unpaid rates for eligible properties as attached to this report. That Council call for expressions of interest for services to undertake the process for sale of the listed properties. That Council delegate authority to the General Manager to take the following actions pertaining to the properties specified in the report: <ol style="list-style-type: none"> To withdraw from sale of any property that, prior to commencement of the auction, has had all rates and charges payable (including overdue rates and charges) paid in full; or a suitable payment arrangement has been agreed to and entered into including a suitable upfront payment being made. To withdraw any property from sale for technical or legal reasons; To set reserve prices for sale of the properties at auction; To negotiate by private treaty and accept offers for sale of any property that fails to sell at auction To execute sale and purchase contracts, and property transfer documents, under Council's Common Seal To write off residual rates outstanding due to shortfall in sale for individual properties Be authorised to appoint a Council Officer to bid on Council's behalf for selected properties at auction. 			
CARRIED UNANIMOUSLY			
<p>21 Aug 2024 9:47am Murray, Jessica In Progress - Auction to occur in February</p> <p>17 Oct 2024 1:37pm Murray, Jessica In progress</p> <p>11 Nov 2024 12:33pm Murray, Jessica List of Land for sale uploaded to website</p> <p>10 Dec 2024 10:31am Murray, Jessica No further updates</p> <p>16 Jan 2025 8:49am Guerin, Emily Auction scheduled for 14 February 2025</p>			

Meeting	Officer/Director	Section	Subject
Ordinary Council 28/08/2024	Nu'man, Razija Nankivell, Jay	Policy And General Reports	BROKEN HILL POPULATION FORECAST AS PER MINUTE NUMBER FROM ORDINARY COUNCIL MEETING HELD 29/5/2024
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 124/24 dated June 28, 2024, be received and noted. That a report be provided to Council regarding occupancy rates at the Broken Hill Base Hospital over the past five (5) years and that these figures include influenza seasons; periods where the beds were unavailable in various wards; and the number of beds occupied by patients waiting for aged care facility placement. 			

For Action	Division:	Date From:	1/01/2020
	Committee: Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:	Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required: Including Further Reports		

CARRIED UNANIMOUSLY

21 Oct 2024 1:11pm Murray, Jessica
Report currently being drafted (Awaiting response from FWLHS)

18 Nov 2024 12:26pm Howse, Alison
No information provided from Far West Local Health Service to date

11 Dec 2024 9:37am Howse, Alison
Update from Far West Local Health Service pending

15 Jan 2025 2:57pm Guerin, Emily
Report going to January 2025 Council Meeting - Complete

Meeting	Officer/Director	Section	Subject
Ordinary Council 30/10/2024	Brown, Simon Nankivell, Jay	Further Reports	PROPOSED EXPANSION OF PLAYTIME PRESCHOOL AND RELOCATION OF CWA TO ALMA INSTITUTE
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 164/24 dated October 23, 2024, be received. That Council approve, for the purposes of public exhibition, the granting of a 12-month license for the Alma Institute to the Broken Hill CWA with the view to obtaining ministerial consent for a longer-term lease. That the proposed license of the Alma institute be placed on public exhibition for a period of 28 days for public comment. That Council approve Playtime Preschool occupying the whole of the Fred Jobson Community Centre site That the General Manager be authorised to negotiate Lease arrangements with Playtime Preschool. 			
CARRIED UNANIMOUSLY			
<p>19 Nov 2024 11:12am Murray, Jessica Licence placed on Public Exhibition for 28 days, finishing on 18 December 2024</p> <p>10 Dec 2024 9:56am Murray, Jessica Item still on public display</p> <p>15 Jan 2025 4:47pm Butcher, Lacey - Reallocation Action reassigned to Brown, Simon by Butcher, Lacey - Assets Team now handle leases.</p> <p>16 Jan 2025 9:14am Guerin, Emily Nil submissions recieved - report submitted to January Council Meeting</p>			

Meeting	Officer/Director	Section	Subject
Ordinary Council 30/10/2024	Howard, Codie Nankivell, Jay	Further Reports	PROPOSED COMPULSORY ACQUISITION OF LOT 4444 IN DEPOSITED PLAN 757298 (123 BAGOT STREET)
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 166/24 dated October 16, 2024, be received. That Council approve the compulsory acquisition of approximately 4048 square metres being Lot 4444 on DP 757298, known as 123 Bagot Street, Broken Hill, pursuant to the <i>Local Government Act 1993</i>, and upon acquisition, classify the land as operational land. That Council register acquisition plans against Lot 4444 DP 757298. 			

For Action	Division:	Date From: 1/01/2020
	Committee: Ordinary Council	Date To: 16/01/2025
	Officer:	
Action Sheets Report	Further Report Required: Including Further Reports	Printed: Thursday, 16 January 2025 3:38:30 PM

4. That Council approve the making of an application to the Minister for Local Government to issue a Proposed Acquisition Notice under the Land Acquisition (Just Terms Compensation) Act 1991 (NSW) for Council to compulsorily acquire Lot 4444 DP 757298.
5. That Council approve the making of an application to the Governor of NSW for the publication of an Acquisition Notice in the NSW Government Gazette under the Land Acquisition (Just Terms Compensation) Act 1991 (NSW) for Council to compulsorily acquire Lot 4444 DP 757298.
6. That Council delegate to the General Manager the power to negotiate, finalise and execute any applications, notices, documents and compensation claims required to be executed as part of the process for Council to compulsorily acquire Lot 4444 DP 757298.
7. That any documents which may not be executed by the General Manager under delegation be executed under the Common Seal of Council.
8. That all documentation in relation to this matter remain confidential to Council.

CARRIED UNANIMOUSLY

19 Nov 2024 2:09pm Guerin, Emily

Written to the Minister

10 Dec 2024 1:27pm Murray, Jessica

No change in status

15 Jan 2025 4:45pm Butcher, Lacey

No change in status

Meeting	Officer/Director	Section	Subject
Ordinary Council 30/10/2024	Howard, Codie Nankivell, Jay	Further Reports	HISTORIC TRAM CARRIAGE
Resolved			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 167/24 dated October 11, 2024, be received. 2. That the General Manager be authorised to undertake negotiations with relevant local parties for the transfer/loan of agreed components for the purpose of public exhibition. 			
CARRIED UNANIMOUSLY			
20 Nov 2024 9:33am Murray, Jessica In progress 11 Dec 2024 9:56am Murray, Jessica Meeting to be arranged with Sulphide Street Railway & Historical Museum 15 Jan 2025 4:44pm Butcher, Lacey Heritage Conservation Report and Action received from Council's Museum Advisor. Meeting now to be schedules with Sulphide Street Railway Museum and Council's works Team on dismantling and reassembling relevant parts for their display.			

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Bartlett, Leisa Nankivell, Jay	Mayoral Minute	SUPPORT TO NSW PREMIER THE HON CHRIS MINNS MP REGARDING ICAC INVESTIGATION
Resolved			
1. That Mayoral Minute No. 21/24 dated December 12, 2024, be received.			

For Action	Division:	Date From:	1/01/2020
	Committee: Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:	Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required: Including Further Reports		

- That Council provides public support to NSW Premier The Hon Chris Minns MP regarding the ICAC investigation brought against him by a parliamentary committee inquiring into the development of Rosehill Racecourse for new housing and an additional train station for the Metro-West line from Sydney City to Westmead which is currently under construction; which appears to be nothing more than a frivolous and vexatious political attack to discredit the Premier.
- That Council acknowledges and values the role of ICAC in upholding public trust and supports its ongoing work in ensuring transparency and fairness in public administration and reiterates the importance of ensuring ICAC referrals are not used as political tools to undermine trust in public office.

CARRIED UNANIMOUSLY

19 Dec 2024 4:36pm Bartlett, Leisa
Mayoral letters sent 19/12/2024 as per the resolution., COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Bartlett, Leisa Nankivell, Jay	Mayoral Minute	QUARANTINE OF FUNDS FOR COBALT BLUE HOLDINGS LTD TRANSITION PROJECT
Resolved			
<ol style="list-style-type: none"> That Mayoral Minute No. 22/24 dated December 17, 2024, be received. That correspondence be sent to the Member for Barwon Mr Roy Butler, Member For Parkes The Hon Mark Coulton MP, and Minister for Regional New South Wales The Hon Tara Moriarty MLC, requesting that funds from the Regional Development Trust Fund be quarantined to support the transition of Cobalt Blue's Broken Hill Technology Development Centre to a commercial-scale facility to process and recover critical minerals. 			
CARRIED UNANIMOUSLY			
<p>19 Dec 2024 4:37pm Bartlett, Leisa Mayoral letters sent 19/12/2024 as per the resolution., COMPLETE</p>			

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Bartlett, Leisa Nankivell, Jay	Mayoral Minute	VERBAL MAYORAL MINUTE - SUPPORT TO REGIONAL EXPRESS AIRLINES
Resolved			
<ol style="list-style-type: none"> That Mayoral Minute No. 23/24 dated December 19, 2024, be received. That correspondence be sent to the Federal Minister for Infrastructure, Transport, Regional Development and Local Government, The Hon Catherine King MP; NSW Minister for Transport, The Hon Jo Haylen MP; Federal Minister for Regional Development, Local Government and Territories, The Hon Kristy McBain, Local Federal Member and Local State Member requesting that they investigate the provision of further support to Regional Express Airlines to ensure continuity of service to regional NSW, given the recent frequency of last minute cancellations of REX flights from capital centres to regional NSW due to the unavailability of aircraft. These cancellations of flights are affecting the delivery of specialist medical services to the community due to disruptions with the fly-in-fly-out nature of specialist doctors to the City. 			
CARRIED UNANIMOUSLY			
<p>20 Dec 2024 10:52am Murray, Jessica COMPLETE - Letters sent as per the resolution</p>			

For Action	Division:	Date From:	1/01/2020
	Committee: Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:	Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required: Including Further Reports		

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Howard, Codie Nankivell, Jay	Infrastructure and Environment Committee Reports	DEVELOPMENT APPLICATION 59/2024 - CHANGE HOURS OF OPERATION (ATTARDS TRANSPORT SERVICE) - 117 RAKOW STREET, BROKEN HILL
<p>1. That Broken Hill City Council Report No. /25 dated January 8, 2025, be received.</p> <p>2. That Development Application 59/2024 be approved, subject to the following conditions:</p> <p>a) That the hours of operation shall be restricted to: 7am to 9pm Monday to Friday, 7am to 6pm Saturday and Sunday.</p> <p>b) That management procedures must be implemented which outlines that trucks are not to be left unnecessarily idling; and also that all drivers are aware of the approved hours of operation.</p> <p>c) The emission of intrusive noise from the premises shall be controlled at all times in accordance with the <i>Noise Policy for Industry</i> (2017) so as to not unreasonably impact nearby residential receivers.</p> <p>d) Any external lights shall be operated and maintained in accordance with <i>AS4282: 1997 Control of the Obtrusive Effects of Outdoor Lighting</i> so as not to cause a nuisance or adverse impact on the amenity of occupants of the surrounding area or to motorists on nearby roads. All lights must be directed so as to not shine directly into neighbouring properties.</p> <p>20 Dec 2024 10:53am Murray, Jessica Pending - Matter held over to Jan Meeting due to insufficient quorum at the December Meeting.</p>			

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Bartlett, Leisa Nankivell, Jay	Finance and Governance Reports	ADOPTION OF THE DRAFT CODE OF MEETING PRACTICE POLICY
<p>Resolved</p> <p>1. That Broken Hill City Council Report No. 186/24 dated October 18, 2024, be received.</p> <p>2. That Council notes that the draft Code of Meeting Practice Policy was placed on public exhibition until 16 November 2024 as per the <i>Local Government Act 1993 Division 1 section 360-363</i>, and accepts submissions for a period of 42 days from the 1st day of public exhibition closing 29 November 2024, during which time Council received nil submissions from the public.</p> <p>3. That Council adopts the draft Code of Meeting Practice Policy as a Policy of Council whilst the Office of Local Government consults with the industry regarding amendments to the Model Code of Meeting Practice for Local Councils in NSW and issues a new Model Code.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>08 Jan 2025 10:25am Guerin, Emily Policy adopted and placed on Council's website - complete</p>			

For Action	Division:		Date From:	1/01/2020
	Committee:	Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:		Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required:	Including Further Reports		

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Bartlett, Leisa Nankivell, Jay	Finance and Governance Reports	BROKEN HILL ADVOCACY STRATEGY - Revised December 2024
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 187/24 dated October 7, 2024, be received. That Council adopt the refreshed Advocacy Strategy which will become the centrepiece of Broken Hill City Council's advocacy initiatives for the 2025 Calendar Year and upcoming Federal Election. 			
CARRIED UNANIMOUSLY			
08 Jan 2025 10:26am Guerin, Emily Strategy adopted and placed on Council's website - complete			

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Rolton, Michelle Nankivell, Jay	Finance and Governance Reports	DRAFT COMMUNITY ENGAGEMENT STRATEGY 2025 FOR THE COMMUNITY STRATEGIC PLAN - YOUR BROKEN HILL 2040 REVIEW
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 189/24 dated December 2, 2024, be received. That Council adopt the Draft Community Strategic Plan Engagement Strategy 2025 for the review of the Broken Hill Community Strategic Plan – Your Broken Hill 2040. 			
CARRIED UNANIMOUSLY			
15 Jan 2025 2:58pm Guerin, Emily Review to commence February/March 2025 - Complete			

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Rolton, Michelle Nankivell, Jay	Finance and Governance Reports	DRAFT AGENCY INFORMATION GUIDE
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 188/24 dated November 22, 2024, be received. That Council endorse the reviewed Draft Agency Information Guide for release to the Information Commissioner for its review and comment. 			
CARRIED UNANIMOUSLY			
15 Jan 2025 2:57pm Guerin, Emily Guide sent to the Information Commissioner December 2024 for feedback - Complete			

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Bartlett, Leisa Nankivell, Jay	Further Reports	DISCLOSURE OF INTEREST RETURNS

For Action	Division:	Date From:	1/01/2020
	Committee: Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:	Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required: Including Further Reports		

Resolved

1. That Broken Hill City Council Report No. 200/24 dated December 10, 2024, be received.
2. That Council notes the submission of the required Disclosures by Councillors and Designated Persons Returns by the newly elected Councillors, Councillor Elaine Gillett and Councillor Ashley Byrne.
3. That Councillor Gillett and Councillor Byrne's Disclosure Returns be included in Council's Register of Returns of Disclosures by Councillors and Designated Persons and access to the Returns be in accordance with the provisions of the *Local Government Act 1993* and other relevant legislation.

CARRIED UNANIMOUSLY

19 Dec 2024 4:38pm Bartlett, Leisa

All action taken to include Disclosure Returns in Council's register and uploaded the public copies to Council's website., COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Bartlett, Leisa Nankivell, Jay	Further Reports	APPROVAL OF THE GENERAL MANAGER'S TRAVEL ARRANGEMENT TO ATTEND THE AUSTRALIAN AND NEW ZEALAND LOCAL GOVERNMENT CHIEF OFFICER'S GROUP FORUM

Resolved

1. That Broken Hill City Council Report No. 212/24 dated December 13, 2024, be received.
2. That, as per Council's adopted outcomes of the General Manager's Performance Review Agreement (visits a high performing Council) and clause 4.4 of Council's Employee Travel Policy; Council approves General Manager, Jay Nankivell's, travel arrangements and attendance at the Local Government Chief Officer's Group Forum 2024 to be held in Tauranga, New Zealand on 26-28 February 2025.

CARRIED UNANIMOUSLY

08 Jan 2025 10:24am Guerin, Emily

Travel no longer required - complete

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Bartlett, Leisa Nankivell, Jay	Further Reports	ADOPTION OF THE DRAFT DEVELOPMENT CONFLICTS OF INTEREST POLICY

Resolved

1. That Broken Hill City Council Report No. 201/24 dated November 14, 2024, be received.
2. That Council notes that 1 submission was received during the public exhibition of the Draft Development Conflicts of Interest Policy.
3. That Council adopts the Draft Development Conflicts of Interest Policy.

CARRIED UNANIMOUSLY

08 Jan 2025 10:25am Guerin, Emily

Policy adopted and placed on Council's website - complete

Meeting	Officer/Director	Section	Subject
---------	------------------	---------	---------

For Action	Division:		Date From:	1/01/2020
	Committee:	Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:		Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required:	Including Further Reports		

Ordinary Council 18/12/2024	Bartlett, Leisa Nankivell, Jay	Further Reports	ADOPTION OF DRAFT VOLUNTARY PLANNING AGREEMENT WITH A-CAES AUSTRALIA NSW PTY LTD
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 202/24 dated November 14, 2024, be received. That Council notes that one submission was received during the public exhibition of the draft Voluntary Planning Agreement (VPA) with A-CAES Australia NSW Pty Ltd; as a result the VPA has not changed. That Council adopts the draft Voluntary Planning Agreement (VPA) with A-CAES Australia NSW Pty Ltd. 			
			CARRIED UNANIMOUSLY
08 Jan 2025 10:25am Guerin, Emily Voluntary Planning Agreement signed by Council - COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Brown, Simon Nankivell, Jay	Further Reports	ADOPTION OF DRAFT ASSET MANAGEMENT PLANS
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 203/24 dated December 11, 2024, be received. That Council adopts the Draft Asset Management Plans for Buildings, Transport and Open Spaces. 			
			CARRIED UNANIMOUSLY
08 Jan 2025 10:25am Guerin, Emily Policy adopted and placed on Council's website - complete			

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Bartlett, Leisa Nankivell, Jay	Further Reports	ADOPTION OF THE DRAFT FUEL CARD POLICY
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 204/24 dated December 10, 2024, be received. That Council adopts the draft Fuel Card Policy. 			
			CARRIED UNANIMOUSLY
08 Jan 2025 10:25am Guerin, Emily Policy adopted and placed on Council's website - complete			

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Bartlett, Leisa Nankivell, Jay	Further Reports	DRAFT EVENT MANAGEMENT POLICY FOR PUBLIC EXHIBITION
Resolved			

For Action	Division:		Date From:	1/01/2020
	Committee:	Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:			
	Further Report Required:	Including Further Reports		Printed: Thursday, 16 January 2025 3:38:30 PM

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.

CARRIED UNANIMOUSLY

19 Dec 2024 4:44pm Bartlett, Leisa

Action taken to place draft Policy on public exhibition closing 18 January 2025., COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Bartlett, Leisa Nankivell, Jay	Further Reports	DRAFT OUTBACK ARCHIVE COLLECTION MANAGEMENT POLICY FOR PUBLIC EXHIBITION
Resolved			
<ol style="list-style-type: none"> 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. 			
CARRIED UNANIMOUSLY			
19 Dec 2024 4:40pm Bartlett, Leisa Action taken to place draft policy on public exhibition closing 18 January 2025., COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Rolton, Michelle Nankivell, Jay	Further Reports	2024/2025 EVENT SPONSORSHIP
Resolved			
<ol style="list-style-type: none"> 1. That Broken Hill City Council Report No. 205/24 dated December 11, 2024, be received. 2. That Council provides \$7,000 cash sponsorship to the Broken Hill Speedway Club Inc to host the 2025 NSW State Sidecar Championships. 			
CARRIED UNANIMOUSLY			
19 Dec 2024 4:30pm Merton, Rachel Letter advising successful application sent 19/12/2024 - COMPLETE			

For Action	Division:		Date From:	1/01/2020
	Committee:	Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:		Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required:	Including Further Reports		

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Rolton, Michelle Nankivell, Jay	Further Reports	VOLUNTEER HERITAGE WALK TOUR DONATIONS 2024
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 207/24 dated December 12, 2024, be received. That Council approves the donation of surplus funds of \$24,000.00 held in Council's Heritage Walk Tour Fund (donations collected by the Heritage Walk Tour volunteers), to the following local charities: <ul style="list-style-type: none"> \$4,000.00 donation to the Far West Local Health Service Palliative Care Unit \$4,000.00 donation to Silverlea Early Childhood Services \$4,000.00 donation to the Bishop Fox Memorial Meal Centre \$4,000.00 donation to the RSPCA Broken Hill \$4,000.00 donation to the RFDS Broken Hill Women's Auxiliary \$4,000.00 donation to the Broken Hill Uniting Church Flying Patrol (Flying Padre) That Council sends correspondence to members of the Volunteer Heritage Walking Group thanking them for operating the Heritage Walk Tours and raising money for local charities. 			
CARRIED UNANIMOUSLY			
15 Jan 2025 3:01pm Guerin, Emily Correspondence sent to local charities with payments scheduled for February 2025. Correspondence sent to Volunteer Heritage Walking Group thanking them - COMPLETE			

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Bartlett, Leisa Nankivell, Jay	Further Reports	MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 21 NOVEMBER 2024
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 208/24 dated December 5, 2024, be received. That minutes of the Audit, Risk and Improvement Committee meeting held 21 November 2024 be endorsed. That Council formally thanks Mr Jim Mitchell for his term as Chairperson (from September 2017 to November 2024) in overseeing the work of the Audit, Risk and Improvement Committee and the achievements of the Committee during his tenure. 			
CARRIED UNANIMOUSLY			
08 Jan 2025 10:22am Guerin, Emily Letter and gift sent 08/01/2025 - complete			

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Howard, Codie Nankivell, Jay	Further Reports	MINUTES OF THE LOCAL TRAFFIC COMMITTEE - MEETING NO.453, HELD ON TUESDAY, 3 DECEMBER 2024
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 209/24 dated December 6, 2024, be received. 			

For Action	Division:		Date From:	1/01/2020
	Committee:	Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:		Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required:	Including Further Reports		

2. That the minutes of the Local Traffic Committee – Meeting No.453, held on Tuesday, 3 December 2024 be endorsed.
3. That Item No.453.10.1 recommendation be received:
 - That the timed parking adjacent to the shopping complex on Oxide Street, between Chapple Street and Chapple Lane, be removed making the area unrestricted parking.
4. That Item No.453.10.2 recommendation be received:
 - That the Local Traffic Committee review the traffic management plan for the Development Application following consultation between Transport for NSW, Council and the developer.
5. That Item No.452.8.1 recommendations be received:
 - The Committee recommend maintaining the current 'Loading Zone' while advising Palace Hotel management to enhance its unloading procedures to protect pavers from damage.
 - The Local Traffic Committee agreed that the previous recommendation for the 'Loading Zone' on the Argent Street side of the Palace Hotel to remain unchanged and not be relocated to the Sulphide Street side.
6. That Item No.452.8.4 recommendations be received:
 - That approval be provided for the commencement of line marking for parking spaces at Alma Public School on Comstock Street and a section of Boughtman Street.
 - That prior to the line marking, Council's Engineer develop a concept plan for the required disability parking space to be installed at the school entrance on Comstock Street and provide to the Committee for approval.
7. That Item No. 452.10.1 recommendation be received:
 - That the parking arrangement on Oxide Street, between Argent Street and Gawler Place remain unchanged and the complainant be advised of the Committee's decision.
8. That Item No.453.8.1 recommendations be received
 - That the request to open one side of Oxide Street, between Lane and Wolfram Streets, during the Christmas Pageant to allow vehicle access to businesses in the area be denied.
 - That the business owner be advised that the decision is based on pedestrian safety concerns, due to the congestion of pedestrians in the area during the Christmas Pageant.
 - That two parking spaces, adjacent to the shops at 176 Oxide Street be changed to ½-hour timed parking limit, with the parking times being changed to 9.30am to 9.30pm, seven days a week.

CARRIED UNANIMOUSLY

15 Jan 2025 4:44pm Butcher, Lacey

Works currently with the Infrastructure Team for completion.

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Howard, Codie Nankivell, Jay	Confidential Matters	T24/4 - REQUEST FOR TENDER FOR SUPPLY AND INSTALLATION OF FURNITURE AND SHELVING FOR BROKEN HILL LIBRARY
Resolved			
1. That Broken Hill City Council Report No. 195/24 dated November 25, 2024, be received.			
2. That Council, because of extenuating circumstances and remoteness of locality directly procure through Neeson Murcutt + Neille, Council's contracted architects for the Library Redevelopment Project, the required Furniture and			

For Action	Division:	Date From:	1/01/2020
	Committee: Ordinary Council	Date To:	16/01/2025
Action Sheets Report	Officer:	Printed: Thursday, 16 January 2025 3:38:30 PM	
	Further Report Required: Including Further Reports		

Shelving for the new library as a satisfactory result was not achieved by inviting tenders; and additionally will ensure value for money along with the prescribed quantity of shelving and furniture.

- That Council engage Neeson Murcutt + Neille Architects to undertake the procurement of furniture and shelving for the new library in accordance with the prescribed Furniture and Shelving Schedule and nominated budget of \$405,000 (ex GST).

CARRIED UNANIMOUSLY

15 Jan 2025 4:47pm Butcher, Lacey

Council and Neeson Murcutt + Neille have started negotiations with possible suppliers - COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Council 18/12/2024	Howard, Codie Nankivell, Jay	Confidential Matters	WILLYAMA COMMON TRUST LICENCE AND EASEMENT TO ESSENTIAL ENERGY
Resolved			
<ol style="list-style-type: none"> That Broken Hill City Council Report No. 211/24 dated December 4, 2024, be received. That Council (as the Willyama Common Trust) consent to a licence over Lot 7302 DP 1181129 to Essential Energy, for the purpose of construction, operation, and maintenance of underground powerlines. Council (as the Willyama Common Trust) consent to an easement for electricity infrastructure being registered over Lot 7302 DP 1181129. That the annual rent be set at \$1,230 per annum. That the General Manager be delegated to finalise the terms and conditions of the licence and easement. That the Mayor and General Manager be authorised to sign and execute any documents related to the licence and easement under the Common Seal of Council. 			
CARRIED UNANIMOUSLY			
<p>08 Jan 2025 10:29am Guerin, Emily In progress of finalising documents</p>			

QUESTIONS TAKEN ON NOTICE FROM PREVIOUS COUNCIL MEETINGS

1. QUESTIONS ON NOTICE NO. 1/25 - DATED JANUARY 07, 2025 -
COUNCILLOR QUESTIONS ON NOTICE TAKEN AT THE DECEMBER
COUNCIL MEETING (D25/813)356

ORDINARY MEETING OF THE COUNCIL

January 7, 2025

ITEM 1QUESTIONS ON NOTICE NO. 1/25

SUBJECT: COUNCILLOR QUESTIONS ON NOTICE TAKEN AT THE
DECEMBER COUNCIL MEETING D25/813

Summary

This report provides responses to questions raised by Councillors during the Council Meeting held 18 December 2024 which were taken on notice.

Recommendation

1. That Questions On Notice No. 1/25 dated January 7, 2025, be received.

Background

Following are the responses to questions raised by Councillors which the Mayor or General Manager took on notice at the Council Meeting held 18 December 2024.

Ordinary Council Meeting held 31 July 2024	
Question:	<u>Taxi Rank</u> <i>The General Manager took a Question on Notice regarding the Taxi rank in Oxide Street near the Argent Street intersection and asked for the Traffic Committee to investigate alterations to the size of the Taxi rank to allow for the use of the Accessible Taxi's loading ramp.</i>
Response:	<i>The next Local Traffic Committee Meeting is scheduled for Tuesday, 4 February 2025. A response will be provided to the February Ordinary Council Meeting.</i>

Attachments

There are no attachments for this report

LEISA BARTLETT
EXECUTIVE OFFICER

JAY NANKIVELL
GENERAL MANAGER



www.brokenhill.nsw.gov.au