

# Ordinary Council Meeting

## Late Reports Business Paper

Pursuant to section 9 of the *Local Government Act 1993*, notice is hereby given that an Ordinary Council Meeting of Parkes Shire Council will be held in the Parkes Council Chamber, 2 Cecile Street, Parkes, on Tuesday 19 March 2024 at 2:00pm.



Kent Boyd PSM  
**GENERAL MANAGER**

## Order of Business

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## 7 REPORTS OF THE DIRECTOR CUSTOMER, CORPORATE SERVICES AND ECONOMY

### 7.1 REQUEST FOR FINANCIAL ASSISTANCE - RETURNED AND SERVICES LEAGUE OF AUSTRALIA SUB-BRANCHES

**IP&R Linkage:** Pillar: Community

**Goal:** Our community is creative, proud and has a strong sense of belonging.

**Strategy:** Deliver and support events, festivals and celebrations that promote engaged citizenship and foster community pride.

**Author:** Megan Morrison, Events Officer

**Authoriser:** Anthony McGrath, Director Customer, Corporate Services and Economy

**Annexures:** A. Letter RSL of Australia Parkes Sub-Branch Requesting Assistance with 2024 Anzac Day Ceremonies [↓](#)

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### RECOMMENDATION

That:

1. Council move the allocation of \$30,000 in the Parkes TIF for the Cooke Park Masterplan to the 2024-2025 Financial Year.
2. Council provides public notice of its intention to provide up to \$6,400.00 in financial assistance from the Parkes Town Improvement Fund (TIF) to the Returned and Services League of Australia NSW ("RSL") Sub-Branche s. This assistance will be provided by in-kind support to facilitate the delivery of ANZAC Ceremonies across the Parkes Shire in April 2024.
3. Council approve the provision of \$6,400.00 in financial assistance from the Parkes TIF by way of in-kind support to support the delivery of the annual ANZAC Ceremonies, subject to no formal submissions being received.
4. Council allow the Mayor and other Councillor representatives to attend the various ceremonies being conducted around the Shire.

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### BACKGROUND

Parkes Shire Council has received a request from the Returned and Services League of Australia NSW Sub-Branche s to provide financial assistance by way of in-kind support to deliver various 2024 ANZAC Day Ceremonies across the Parkes Shire.

### ISSUES AND COMMENTARY

The 25 April is a National Day of Remembrance in Australia and New Zealand which commemorates all Australians and New Zealanders who were victims of war and for recognition of the role of their armed forces. Section 5 of the *Public Holidays Act 2010* states that ANZAC Day is a public holiday in NSW.

Local RSL Sub-Branche s are hosting various Dawn Services, Marches and Commemorative Services across the Parkes Shire. Details of the events are as follows:

Locality	Services
Bogan Gate	5.40am Dawn Service at Bogan Gate War Memorial
Parkes	5.30am Dawn Service at Parkes War Memorial, Memorial Hill 8:30am March at Short St, via Welcome Street and Clarinda Street 9:00am Commemorative Service at Cooke Park Cenotaph
Peak Hill	6.00am Dawn Service at AIF Memorial Gates 10.30am March via Mingelo Street to Caswell Street 11.00am Commemorative Service at AIF Memorial Hall
Trundle	10.30am Commemorative March via Forbes Street 11.00am Commemorative Service at Trundle War Memorial Hall
Tullamore	10.45am Commemorative Service at Memorial Park

The RSL Sub-Branches have invited the Mayor and Councillors to represent each of the commemorative services on Thursday, 25 April 2024, if calendar permits.

### LEGISLATIVE AND POLICY CONTEXT

Council can only approve financial assistance (cash or in-kind) in accordance with section 356 of *the Local Government Act 1993* ("the Act"). Where the proposed financial assistance has not been included in Council's adopted Operational Plan for the year; the proposed financial assistance must be publicly exhibited prior to being provided. Council must consider any public submissions received, prior to providing the assistance requested.

In November 2023, Council updated its Financial Assistance Policy, incorporating a new General Assessment Criteria for evaluating requests for Financial Assistance. Under the General Assessment Criteria, where an assessment process is not indicated for an individual grant program or procedure, the assessment of requests for financial assistance should consider the criteria where in the policy where appropriate:

Any requests received that are not part of an existing grant program, must be assessed against the criteria and reported to an Ordinary Council meeting for final approval.

The following table details the assessment of the event against the Financial Assistance Grants general assessment criteria.

Criteria	Assessment	Comment
<b>Budget Compliance: Ensure the request falls within Council's budget.</b>	Complies	Seek Financial Assistance from the Parkes TIF.
<b>Community Accessibility: Verify that the activity or event is open to the Parkes Shire community.</b>	Complies	Open to all
<b>Participation Costs: Assess whether the costs for patrons to attend or participate are reasonable.</b>	Complies	No cost to participate
<b>Local Government Area: Confirm that the activity or event takes place within the Parkes Shire Local Government Area.</b>	Complies	Located in Parkes Shire
<b>Timeframe: Ensure that the activity or event occurs, or the funds are spent</b>	Complies	Planned for April 2024

Criteria	Assessment	Comment
<b>within 12 months of notification of approval.</b>		
<b>Community Benefit: Evaluate how any excess proceeds will benefit the Parkes Shire community, particularly if proceeds are for charity.</b>	Complies	Enables the community to honour the ANZAC legacy and support veterans, promote remembrance, and contribute to the well-being of Parkes Shire residents.
<b>Request-Outcome Alignment: Assess how the requested amount compares with the stated outcomes of the activity or event.</b>	Complies	Investments towards ANZAC Day ceremonies aligns with community goals such as fostering community unity and honouring the sacrifices of veterans.
<b>Strategic Goal Alignment: Determine how the objectives or outcomes align with one or more of Council's strategic goals.</b>	Complies	Council Goal: to deliver and support events, festivals and celebrations that promote engaged citizenship and foster community pride.
<b>Public Liability Insurance: Verify that public liability insurance is required and current for the activity or event.</b>	Complies	Public Liability Insurance has been obtained.

## FINANCIAL IMPLICATIONS

The requested financial assistance is estimated to total \$6,400.00. There have been budget overruns incurred from the previous community events, Parkes Elvis Festival and Trundle ABBA Festival, which means there is no further budget available from the Events and Festivals budget.

However, there are previously committed funds in the Parkes Town Improvement Fund (Parkes TIF) for the Cooke Park Masterplan that can be transferred to next financial year as the project won't start until then. This will allow up to \$30,000 to be available for events, such as ANZAC Day and the Parkes Picnic Races, as well as any other purposes, to the end of June 2024.

To facilitate the successful staging of the event, the RSL Sub-Branched have requested that Council provide:

- Six wreaths, estimated to cost \$600;
- Design and print 500 x ANZAC Day Booklets, estimated to cost \$600;
- Provision of assistance of equipment, including signs and set-up for the road closure in Parkes, Bogan Gate, Trundle, and Peak Hill, estimated to cost \$4,000;
- Council to provide the use of a PA system, estimated to cost \$300;
- Council staff to assist with bump-in and bump-out, estimated to cost at the Parkes Commemorative Service \$500;
- Council to provide seating for Commemorative services, estimated to cost \$400;
- Council to provide access to Memorial Hill, Parkes including power, lights and Shine of Remembrance from 4.00am on Thursday, 25 April for the Parkes Commemorative Service;
- Council to provide generalised tidy-up of Cooke Park;
- Council to provide marketing and promotional supporting, including design and printing of ANZAC Day booklets.

In exchange for the provision of this support, Council will require appropriate sponsorship recognition and acknowledgement from organisers of the event via social media platforms, logo

inclusion on marketing collateral and website and the use of Council tear drop banners at all events.

### **RISK IMPLICATIONS**

With all events, there are risks of budget over-runs due to market volatility and the increasing cost of goods and services. To address this, we're currently developing a Community Events Grant Policy. This policy aims to streamline the allocation of financial support to community groups while mitigating the risk of budget overruns. This policy is scheduled to be presented at the Council meeting in May for consideration and adoption.

### **COMMUNITY CONSULTATION**

If Council decide to proceed with financial support from the TIF, consistent with the requirements under section 356 of the Act, the proposed financial assistance must be publicly exhibited for a period of 28 days prior to being provided.

### **CONCLUSION**

It is recommended that Council resolve to provide financial assistance to the Returned and Services Leagues of Australia NSW Sub-Branche s by way of in-kind support, as detailed in this report, to support the delivery of local ANZAC Day services throughout the Parkes Shire.





**RETURNED AND SERVICES LEAGUE  
OF AUSTRALIA  
NEW SOUTH WALES BRANCH**



President: Keith Woodlands

Hon Secretary/

Treasurer: Paul Thomas  
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PARKES SUB-BRANCH

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PARKES NSW 2870

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Chaplain: Envoy Rosemary Richardson 'The Price of Liberty is Eternal Vigilance'

*The General Manager,  
Parkes Shire Council  
PO Box 337  
PARKES NSW 2870*

*Attention Mr Kent Boyd,*

*The President and members of the Parkes Sub Branch of the RSL wish to extend an invitation to you or your appointed representative to participate in the 2024 Anzac Day Ceremonies on Thursday 25th April, 2024.*

*We are inviting the Parkes Shire Council to lay a wreath at the Dawn Service and at the Official Anzac Day ceremony in Cooke Park.*

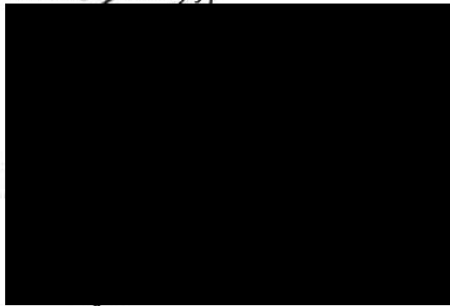
*The Dawn Service will be held at the Memorial Hill commencing at 0530 hours whilst the Official Anzac Day Ceremony will follow the Anzac Day March at approximately 0900 hours.*

*It would be appreciated if you could advise us if you intend to lay your own wreath at these ceremonies or, alternately we would be happy to provide them.*

*It would be immensely appreciated if you could RSVP by Friday 29th March, 2024, the designated representatives so that we can finalise with your Events Officer for our Programme of Events.*

*If you require any further information, please do not hesitate to contact the undersigned on 0427624683 or by return email/mail.*

*Yours truly,*



*Paul Thomas*  
*Honorary Secretary / Treasurer*  
*3rd March, 2024*