

# Ordinary Council Meeting

## 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 13 August 2024 at 2:00pm.



Kent Boyd PSM  
**GENERAL MANAGER**

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## Governing Body

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<b>Composition:</b>	Ten (10) Councillors
<b>Membership:</b>	Councillor KJ Keith OAM, Councillor WP Jayet, Councillor JP Cass, Councillor KM McGrath, Councillor LA O'Leary, Councillor GW Pratt, Councillor DR Weber, Councillor GS Wilson
<b>Quorum:</b>	6 Councillors
<b>Chairperson:</b>	Chairperson, Councillor NC Westcott
<b>Deputy Chairperson:</b>	Deputy Chairperson, Councillor ME Applebee

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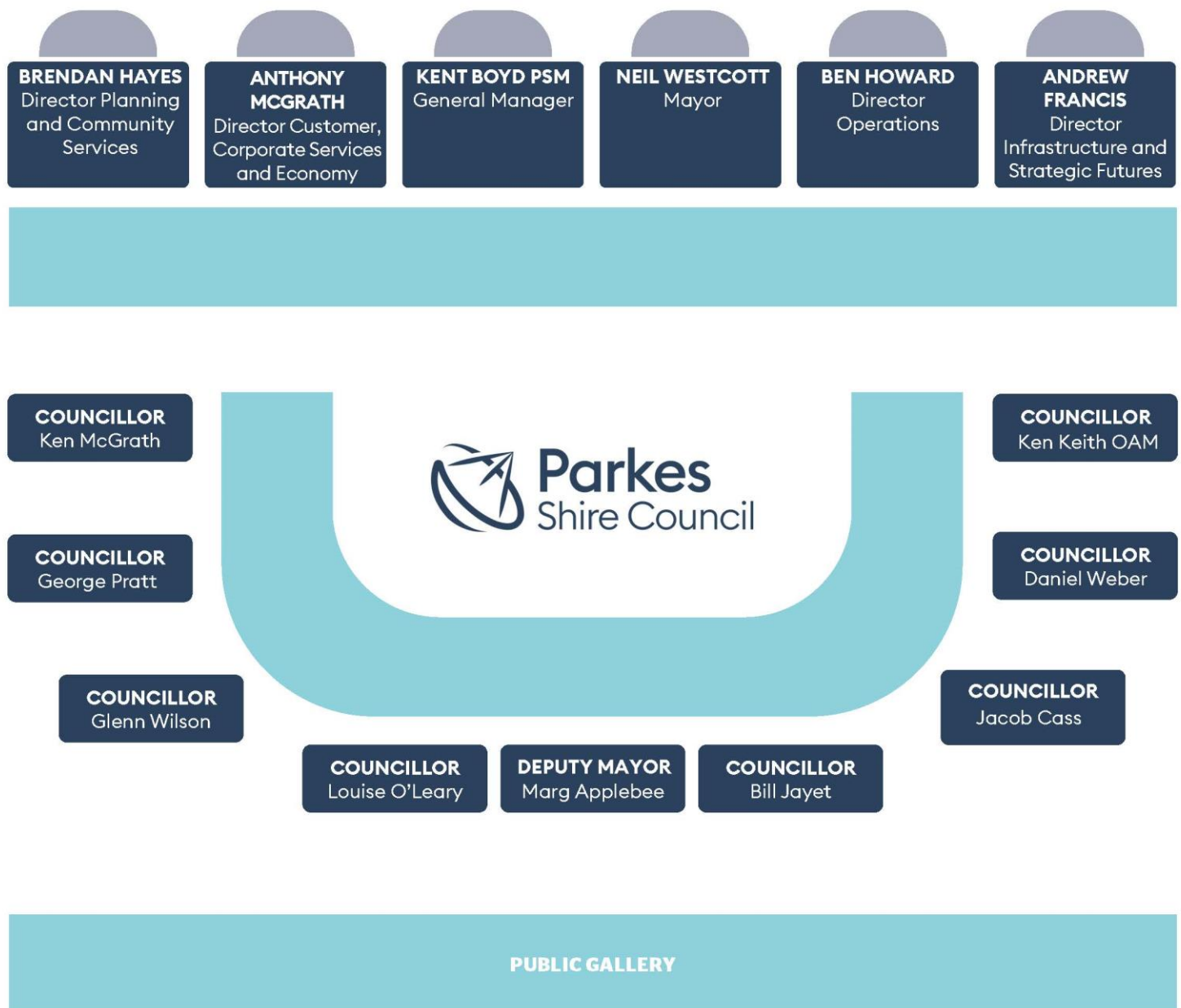
Pursuant to section 223 of the *Local Government Act 1993*, the role of Parkes Shire Council's governing body is:

- To direct and control the affairs of Parkes Shire Council in accordance with the *Local Government Act 1993*, in consultation with the General Manager.
- To provide effective civic leadership to the local community.
- To ensure as far as practicable the financial sustainability of the Council.
- To ensure as far as practicable that the Council acts in accordance with the principles set out in Chapter 3 of the *Local Government Act 1993* and other strategic plans, programs, strategies and policies of the Council.
- To determine and adopt a rating and revenue policy and Operational Plans that support the optimal allocation of the Council's resources to implement the strategic plans (including the Community Strategic Plan) of the Council and for the benefit of the local area.
- To keep under review the performance of the Council, including service delivery.
- To make decisions necessary for the proper exercise of the Council's regulatory functions.
- To determine the process for appointment of the General Manager by the Council and to monitor the General Manager's performance.
- To determine the senior staff positions within the organisation structure of the Council, following consultation with the General Manager.
- To consult regularly with community organisations and other key stakeholders and keep them informed of the Council's decisions and activities.
- To be responsible for ensuring that the Council acts honestly, efficiently and appropriately.

Matters determined by meetings of Parkes Shire Council's governing body will include all those non-delegable functions identified in section 377 of the *Local Government Act 1993*.

# Council Chambers

## Seating Plan



## Guiding Principles

In accordance with section 8A of the *Local Government Act 1993*, Councillors are reminded of the guiding principles applicable to decision-making by local councils:

Councils should recognise diverse local community needs and interests.

Councils should consider social justice principles.

Councils should consider the long-term and cumulative effects of actions on future generations.

Councils should consider the principles of ecologically sustainable development.

Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

## Statement of Ethical Obligations

In accordance with clause 3.22 of Council's Code of Meeting Practice, Councillors are reminded of their Oath or Affirmation of Office made under section 233A of the Act and their obligations under Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

### Oath or Affirmation of Office

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The Oath or Affirmation is taken by each Councillor whereby they swear or declare to undertake the duties of the office of Councillor in the best interests of the people of the Parkes Shire and Parkes Shire Council 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.

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### Conflicts of Interest

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All Councillors must declare and manage any conflicts of interest they may have in matters being considered at Council meetings in accordance with the Council's Code of Conduct. All declarations of conflicts of interest and how the conflict of interest was managed will be recorded in the minutes of the meeting at which the declaration was made.

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 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 will be suspended or terminated for the time during which the matter is being considered or discussed by Council, or at any time during which Council is voting on the matter.

Councillors should ensure that they are familiar with Parts 4 and 5 of Council's Code of Conduct in relation to their obligations to declare and manage conflicts of interests.

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## Order of Business

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## 1 OPENING OF MEETING

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In the spirit of open, accessible and transparent government, meetings of Parkes Shire Council are video recorded and webcast, consistent with Council's Code of Meeting Practice and the *Local Government Act 1993*.

Council accepts no liability for any defamatory, discriminatory or offensive remarks or gestures made during the course of meetings. Opinions expressed or statements made by individual participants are the opinions or statements of those individuals, and do not imply any form of endorsement by Council.

Closed sessions of Council meetings are not video recorded or webcast.

Recordings and webcasts are protected by copyright and owned by Council, and published to Council's website. No part may be copied, recorded, reproduced or transmitted without the prior written consent of the General Manager. Any recording or webcast is not, and shall not, be taken to be an official record of Council or discussion depicted therein. Only the official minutes may be relied upon as an official record of the meeting.

Authorised media representatives are permitted to record meetings provided written notice has been lodged. A person may be expelled from a meeting for recording without notice. Recordings may only be used for the purpose of accuracy of reporting and are not for broadcast, or to be shared publicly. No recordings of any private third-party conversations or comments of anyone within the Chamber are permitted.

Please ensure that mobile phones and other electronic devices are turned off or are in silent mode for the duration of the meeting.

Under Council's Code of Meeting Practice, individuals acting in a disorderly manner can be asked by the Chairperson to leave the meeting.

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## 2 ACKNOWLEDGEMENT OF COUNTRY

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Parkes Shire Council acknowledges the Wiradjuri People who are the Traditional Custodians of the Land. We would also like to pay respect to the Elders past, present and emerging of the Wiradjuri Nation and extend that respect to other Aboriginal peoples from other nations who are present.

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### 3 PRAYER

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### 4 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE

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In accordance with clauses 5.3, 5.4 and 5.5 of Council's Code of Meeting Practice, apologies must be received and accepted from absent Councillors and a leave of absence from the Council Meeting may be granted.

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### 5 APPLICATIONS TO ATTEND BY AUDIO-VISUAL LINK

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In accordance with clauses 5.18 and 5.19 of Council's Code of Meeting Practice, Councillors may attend and participate in meetings by audio-visual link with the approval of the Council.

Requests by Councillors 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 provide reasons why the Councillor will be presented from attending the meeting in person.

Councillors attending a meeting by audio-visual link are reminded that they 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 *Local Government Act 1993*.

**Note:** Consistent with clause 5.43 of Council's Code of Meeting Practice, attendance by Council staff at meetings of the Council by audio-visual link shall be with the approval of the General Manager.

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**6 CONFIRMATION OF MINUTES****6.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 23 JULY 2024****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is open, accountable and transparent.**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.**Annexures:** **A. Ordinary Council Meeting Minutes - 23 July 2024****RECOMMENDATION**

That Ordinary Council Meeting:

1. Receive and confirm the Minutes of the Ordinary Council Meeting held on Tuesday 23 July 2024 appended at *Annexure A*.

# Ordinary Council Meeting

## Minutes

Tuesday 23 July 2024





**Minutes of the Ordinary Council Meeting**  
**Held on Tuesday, 23 July 2024 at the**  
**Parkes Council Chamber, 2 Cecile Street, Parkes**

**Present:**

Cr Neil Westcott	Councillor (Chairperson)
Cr Marg Applebee	Councillor (Deputy Chairperson)
Cr Ken Keith OAM	Councillor
Cr William Jayet	Councillor
Cr Jacob Cass	Councillor
Cr Ken McGrath	Councillor
Cr Louise O'Leary	Councillor
Cr George Pratt	Councillor
Cr Daniel Weber	Councillor
Cr Glenn Wilson	Councillor

**Council Officers in Attendance:**

Mr Kent Boyd PSM	General Manager
Mr Andrew Francis	Director Infrastructure and Sustainability
Mr Logan Hignett	Acting Director Operations
Mr Anthony McGrath	Director Customer, Corporate Services and Economy
Mr Brendan Hayes	Director Planning and Community Services
Mr Jaco Barnard	Chief Financial Officer
Mrs Nikki Bevan	Acting Manager Governance, Risk and Corporate Performance
Miss Veronica Shaw	Business Support Officer - Governance
Mrs Toni Lennane	Executive and Councillor Support Officer (Minute Secretary)

**NOTES**

Cr Daniel Weber attended via audio-visual link.

The meeting commenced at 2:00 pm and concluded at 4:31 pm.

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## 1 OPENING OF MEETING

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The Mayor declared the Ordinary Council Meeting of Tuesday 23 July 2024 open and welcomed Councillors, Council Officers and members of the public attending and listening to the meeting.

The Mayor advised attendees that the meeting was being recorded and streamed live on the internet, to enhance the accessibility of Council meetings to the broader Parkes Shire community, and that the recording will be archived and made available on Council's website.

The Mayor asked that attendees ensure that mobile phones and other electronic devices were turned off or in silent mode for the duration of the meeting.

The Mayor further advised that all care would be taken to maintain privacy, however, as a visitor in the public gallery, members of the public should be aware that their presence may be recorded.

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## 2 ACKNOWLEDGEMENT OF COUNTRY

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The Mayor read the following Acknowledgement of Country:

*Parkes Shire Council acknowledges the Traditional Custodians of the Wiradjuri Country and recognises and respects their cultural heritage, beliefs and continuing connection with the lands and rivers of the Parkes Shire.*

*Council pays its respects to Elders past, present and emerging and extends this respect to all First Nations peoples in the Parkes Shire.*

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## 3 PRAYER

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The General Manager read the Prayer:

O God,  
Guide the Council in the way of Thy divine wisdom,  
We Pray through Jesus Christ, Our Lord.

AMEN

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## 4 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE

Nil

## 5 APPLICATIONS TO ATTEND BY AUDIO-VISUAL LINK

An application to attend by audio-visual link was received from Councillor Daniel Weber.

## 6 CONFIRMATION OF MINUTES

### 6.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 18 JUNE 2024

#### **RESOLVED OCM 197/24**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That Ordinary Council Meeting receive and confirm the Minutes of the Ordinary Council Meeting held on Tuesday 18 June 2024 appended at *Annexure A*.

**CARRIED**

At 2:02 pm Councillor Glenn Wilson joined the meeting.

## 7 DISCLOSURES OF INTERESTS

The Mayor reminded Councillors and Council Officers of their obligation under Council's Code of Conduct to disclose and manage any conflicts of interest they may have in matters being considered at the meeting, and invited Councillors and Council Officers to disclose any such interests.

Mr Kent Boyd disclosed a pecuniary interest in relation to item 19.8 General Manager Performance Review for the period 01.07.2023 to 30.06.2024 and chose to leave meeting, not participate in debate and discussion on the matter, and not vote on the matter take. The reason provided was:

*"Relates to the individual's performance review."*

## 8 LATE BUSINESS

The Mayor advised that the following late items of business had been submitted by Council Officers, and invited a motion to enable the addition of the late items to the meeting agenda.

1. *The General Manager - 19.9 - The Welcome Industrial Land - Heads of Agreement.*

## 9 ADOPTION OF MULTIPLE ITEMS OF BUSINESS

The Council may, at any time, resolve to adopt multiple items of business, as recommended in the report, byway of a single resolution. 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 (13.2).



**9.1 ADOPTION OF MULTIPLE ITEMS OF BUSINESS****RESOLVED OCM 198/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Adopt the following items in the Agenda as recommended in the report:
  - 10.2 - Meetings, Functions and Events Attended by Mayor and Councillors.
  - 10.5 - National General Assembly (NGA) Conference in Canberra.
  - 11.1 - Country Mayors Association of NSW held on 12 - 14 June 2024.
  - 11.2 - Sunrise Energy Metals Community Consultative Committee.
  - 12.1 - Minutes of the Floodplain Management Committee meeting held on 14 March 2024.
  - 12.2 - Minutes of the Wiradjuri Elders Advisory Committee meeting held on 30 April 2024.
  - 12.3 - Minutes of the Wiradjuri Elders Advisory Committee meeting held on 17 May 2024.
  - 12.4 - Minutes of the Rural Roads Advisory Committee Meeting held on 13 June 2024.
  - 12.6 - Minutes of the Extraordinary Local Traffic Committee Meeting held on 27 June 2024.
  - 14.2 - Request for Financial Assistance: Trundle Town Improvement Funds - Memorial Hall Gardens BBQ Shelter.
  - 14.4 - Request for Financial Assistance: Peak Hill Town Improvement Funds - Woodbridge Cup Grand Final.
  - 14.5 - Modern Slavery Act Implementation - Project Update.
  - 14.6 - Change of Meeting Date for 20 August 2024 Ordinary Council Meeting to 13 August 2024.
  - 16.2 - Transfer of Crown Roads to Council.
  - 17.2 - Request for temporary suspension of Alcohol-Free Zone Cooke Park: 2024/2025 Events.
  - 17.3 - (DCPS) Quarterly Rangers Report April to June 2024.
  - 17.4 - June 2024 Building Statistics Update.

**CARRIED**

At 2:18 pm Andrew Francis joined the meeting.

**10 MAYORAL MINUTE(S)****10.1 COMING KNOWN EVENTS FOR MAYOR AND COUNCILLORS****RESOLVED OCM 199/24**

Moved: Cr Marg Applebee

Seconded: Cr Jacob Cass

That Council:

1. Note the known upcoming meetings, functions and events for the Mayor and Councillors for the period 18 July 2024 through to 14 August 2024.

**CARRIED****10.2 MEETINGS, FUNCTIONS AND EVENTS ATTENDED BY MAYOR AND COUNCILLORS****RESOLVED OCM 200/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Note the report on the Meetings functions and events attended in an official capacity, by the Mayor and Councillors during the period 13 June 2024 through to 18 July 2024.

**CARRIED**

**10.3 POOR STATE OF THE POLICE RESIDENCE AND STATION AT TRUNDLE****RESOLVED OCM 201/24**

Moved with addition of Item 4: Cr Marg Applebee

Seconded: Cr William Jayet

That Council note the correspondence below:

1. A letter to the Police Minister The Hon. Yasmin Catley, MP, the Police Commissioner Karen Webb APM and the Minister for Housing Rose Jackson MP to seek a solution to the apparent situation where the responsibility for the maintenance of housing and buildings, such as those used by NSW Police in Trundle, are either not given sufficient priority or not allocated the necessary funding to keep the buildings maintained to an acceptable standard.
2. A letter the Superintendent, Central West Police District, Mr Brendan Gorman, to seek assurances that the Lachlan Area Command remains committed to ensuring a police presence in Trundle and that officers are provided appropriate and suitable housing and police facilities in Trundle to effectively perform their duties.
3. A letter to the Member for Orange, Mr Phil Donato MP, requesting that he make representations to relevant government departments on behalf of the Trundle Community, seeking assurances that suitable housing for a police officer in Trundle remains a priority and that a solution is found to the current issues with the lack of timely building maintenance.

**CARRIED****RESOLVED OCM 202/24**

Moved: Cr Ken Keith OAM

Seconded: Cr William Jayet

That:

4. Given the urgency of this matter - request immediate accommodation for the Police officer by writing a letter to the relevant Ministers.

**CARRIED****10.4 MARIAH WILLIAMS SELECTED IN THE AUSTRALIAN HOCKEYROOS SQUAD FOR THE PARIS OLYMPICS.****RESOLVED OCM 203/24**

Moved: Cr Louise O'Leary

Seconded: Cr Ken Keith OAM

That Council:

1. Congratulate Mariah Williams on her selection in the Australian Hockeyroos squad to compete at the Paris 2024 Olympics.

**CARRIED**

**10.5 NATIONAL GENERAL ASSEMBLY (NGA) CONFERENCE IN CANBERRA****RESOLVED OCM 204/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Note the information in the report.

**CARRIED****11 COUNCILLOR REPORT(S)****11.1 COUNTRY MAYORS ASSOCIATION OF NSW HELD ON 12 - 14 JUNE 2024****RESOLVED OCM 205/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Note the information in the report.

**CARRIED****11.2 SUNRISE ENERGY METALS COMMUNITY CONSULTATIVE COMMITTEE****RESOLVED OCM 206/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Note the information in the report.

**CARRIED**

## 12 REPORTS OF COMMITTEES

### 12.1 MINUTES OF THE FLOODPLAIN MANAGEMENT COMMITTEE MEETING HELD ON 14 MARCH 2024

#### **RESOLVED OCM 207/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Floodplain Management Committee Meeting held on Thursday 14 March 2024 appended at *Annexure A*.

**CARRIED**

### 12.2 MINUTES OF THE WIRADJURI ELDERS ADVISORY COMMITTEE MEETING HELD ON 30 APRIL 2024

#### **RESOLVED OCM 208/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Wiradjuri Elders Advisory Committee Meeting held on Tuesday 30 April 2024 appended at *Annexure A*.

**CARRIED**

### 12.3 MINUTES OF THE WIRADJURI ELDERS ADVISORY COMMITTEE MEETING HELD ON 17 MAY 2024

#### **RESOLVED OCM 209/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Wiradjuri Elders Advisory Committee Meeting held on Friday 17 May 2024 appended at *Annexure A*.

**CARRIED**

**12.4 MINUTES OF THE RURAL ROADS ADVISORY COMMITTEE MEETING HELD ON 13 JUNE 2024****RESOLVED OCM 210/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Rural Roads Advisory Committee Meeting held on Thursday 13 June 2024 appended at *Annexure A*.

**CARRIED****12.5 MINUTES OF THE FLOODPLAIN MANAGEMENT COMMITTEE MEETING HELD ON 20 JUNE 2024****RESOLVED OCM 211/24**

Moved: Cr Ken Keith OAM

Seconded: Cr Marg Applebee

That Council:

1. Receive and confirm the Minutes of the Floodplain Management Committee Meeting held on Thursday 20 June 2024 appended at *Annexure A*.

**CARRIED****12.6 MINUTES OF THE EXTRAORDINARY LOCAL TRAFFIC COMMITTEE MEETING HELD ON 27 JUNE 2024****RESOLVED OCM 212/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Extraordinary Local Traffic Committee Meeting held on Thursday 27 June 2024 appended at *Annexure A*.

**CARRIED**



**13 REPORTS OF THE GENERAL MANAGER****13.1 INVESTMENTS & BORROWINGS REPORT AS AT 30 JUNE 2024****RESOLVED OCM 213/24**

Moved: Cr George Pratt

Seconded: Cr Marg Applebee

That:

Receive and note the Statement of Investments and Borrowings as on 30 June 2024

**CARRIED****13.2 MONTHLY FINANCIAL REPORTS AS AT 30 JUNE 2024****RESOLVED OCM 214/24**

Moved: Cr Jacob Cass

Seconded: Cr William Jayet

That Council:

1. Receive and note the year-to-date financial reports for the period up to 30 June 2024.

**CARRIED****14 REPORTS OF THE DIRECTOR CUSTOMER, CORPORATE SERVICES AND ECONOMY****14.1 COMMUNITY FINANCIAL ASSISTANCE GRANTS - GENERAL - ROUND 2 2023-2024****RESOLVED OCM 215/24**

Moved: Cr Jacob Cass

Seconded: Cr Marg Applebee

1. That the recommendations of the Evaluation Panel for Sec.356 donations under Round 2 of the Community Financial Assistance Program 2023/2024 totalling \$8,300.00 be endorsed.

**CARRIED**

**14.2 REQUEST FOR FINANCIAL ASSISTANCE - TRUNDLE TOWN IMPROVEMENT FUNDS - MEMORIAL HALL GARDENS BBQ SHELTER.****RESOLVED OCM 216/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Receive and note the correspondence from the Trundle Progress Association appended as *Annexure A*
2. Council provides public notice of its intention to provide up to \$35,000.00 in financial assistance from the Trundle Town Improvement Fund (TIF) to the Trundle and District Progress Association for costs associated with the installation of a BBQ shelter, seating and associated electrical work at the Memorial Hall Garden in Trundle.
3. Approve the allocation of up to \$35,000 from the Trundle Town Improvement Fund to support the provision of a BBQ, shelter, seating and electrical works in the Memorial Hall gardens, subject to no formal submissions being received that do not support the allocation.

**CARRIED****14.3 REQUEST FOR FINANCIAL ASSISTANCE: CHEERS TO 30 YEARS FESTIVAL - EVOLUTION MINING NORTHPARKES OPERATION****RESOLVED OCM 217/24**

Moved: Cr Jacob Cass

Seconded: Cr William Jayet

That:

1. Council receives and notes the correspondence from Evolution Mining Northparkes Operation appended at Annexure A.
2. Council receives and notes the risk assessment from Evolution Mining Northparkes Operation appended at Annexure B.
3. Approves the provision of \$11,000.00 in financial assistance under the Destination Events Fund of the Events Financial Assistance Program to support the delivery of the 'Cheers to 30 Years Festival' in October 2024.

**CARRIED**

**14.4 REQUEST FOR FINANCIAL ASSISTANCE: PEAK HILL TOWN IMPROVEMENT FUNDS - WOODBRIDGE CUP GRAND FINAL****RESOLVED OCM 218/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That:

1. Council provides public notice of its intention to provide up to \$12,000.00 in financial assistance from the Peak Hill Town Improvement Fund ("TIF") to the Peak Hill Roosters Rugby League Club to support the delivery of the 2024 Woodbridge Cup Grand Final for costs associated with the installation of temporary fencing, waste management, and additional seating arrangements.
2. Approve the allocation of up to \$12,000.00 from the Peak Hill TIF to the Peak Hill Roosters Rugby League Club to support the provision of temporary fencing, waste management, and additional seating for the 2024 Woodbridge Cup Grand Final, subject to no formal submissions being received that do not support the allocation.

**CARRIED****14.5 MODERN SLAVERY ACT IMPLEMENTATION - PROJECT UPDATE****RESOLVED OCM 219/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That:

1. Council notes the Central NSW Joint Organisation Modern Slavery Report and participate in ongoing collaboration across the region to minimise duplication and reduce regulatory burden.

**CARRIED****14.6 CHANGE OF MEETING DATE FOR 20 AUGUST 2024 ORDINARY COUNCIL MEETING TO 13 AUGUST 2024.****RESOLVED OCM 220/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Adopt the change of meeting date for the 20 August 2024 meeting to now be held on Tuesday 13 August 2024, pursuant to section 365 of the Local Government Act 1993 and clause 3.1 of the Code of Meeting Practice.
2. Note that the General Manager will provide public notice of the time, date and location of each scheduled Ordinary Meeting to be held in 2024, pursuant to section 9 of the Local Government Act 1993 and clause 3.3 of the Code of Meeting Practice.

**CARRIED**

**15 REPORTS OF THE DIRECTOR INFRASTRUCTURE AND SUSTAINABILITY****15.1 MAJOR PROJECTS AND CURRENT WORKS REPORT - INFRASTRUCTURE AND SUSTAINABILITY****RESOLVED OCM 221/24**

Moved: Cr Marg Applebee

Seconded: Cr Jacob Cass

That Council:

1. Receive and note the Infrastructure and Strategic Futures Major Projects and Current Works Report for July 2024, appended at *Annexure A*.

**CARRIED****16 REPORTS OF THE DIRECTOR OPERATIONS****16.1 MAJOR PROJECTS AND CURRENT WORKS - OPERATIONS****RESOLVED OCM 222/24**

Moved: Cr Marg Applebee

Seconded: Cr Jacob Cass

That Council:

1. Receive and note the Operations Major Projects and Current Works Report for July 2024, appended at *Annexure A*.

**CARRIED**

At 2:40 pm, Cr Jacob Cass left the meeting.

At 2:42 pm, Cr Jacob Cass rejoined the meeting.

**16.2 TRANSFER OF CROWN ROADS TO COUNCIL****RESOLVED OCM 223/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That:

1. Endorse the transfer of Bleechmore Road and Austral Street Parkes from Crown to Council ownership.
2. That if required, the seal of Council be affixed to the documentation to facilitate the transfer.

**CARRIED**

**17 REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES****17.1 PLANNING MINISTERS STATEMENT OF EXPECTATIONS ORDER 2024- COUNCIL ACCOUNTABILITY FOR PLANNING PERFORMANCE****RESOLVED OCM 224/24**

Moved: Cr William Jayet

Seconded: Cr Jacob Cass

That:

1. The Information be received and noted

**CARRIED****17.2 REQUEST FOR TEMPORARY SUSPENSION OF ALCOHOL-FREE ZONE COOKE PARK: 2024/2025 EVENTS****RESOLVED OCM 225/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Receive and note the correspondence from Evolution Northparkes Mines Operations, as appended in *Annexure A*.
2. Receive the report by Director Customer, Corporate Services and Economy on the temporary suspension of the alcohol-free zone in Cooke Park for the events taking place in 2024/25.
3. Suspend the alcohol-free zone from Cooke Park between 5:00pm to 9:15pm on the Saturday 5 October 2024, Saturday 22 February 2025 and Saturday 5 April 2025.
4. Provide a public notice of the suspension of the alcohol-free zone in Cooke Park between 5:00pm to 9:15pm on the Saturday 5 October 2024, Saturday 22 February 2025 and Saturday 5 April 2025.

**CARRIED**

**17.3 (DCPS) QUARTERLY RANGERS REPORT APRIL TO JUNE 2024****RESOLVED OCM 226/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That:

1. The report be noted.

**CARRIED****17.4 JUNE 2024 BUILDING STATISTICS UPDATE****RESOLVED OCM 227/24**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That:

1. Receive and note the June 2024 Building Statistics Report.

**CARRIED****18 NOTICES OF MOTION/QUESTIONS WITH NOTICE**

Nil

**19 CONFIDENTIAL MATTERS****RESOLVED OCM 228/24**

Moved: Cr Jacob Cass

Seconded: Cr William Jayet

That Ordinary Council Meeting:

1. Moves into Closed Session to deal with the matters below, which are classified as confidential under section 10A(2) of *the Local Government Act 1993* for the reasons specified:

**19.1 REHABILITATION OF CHENEY OVAL [PSC2024/013]**

This matter is considered to be confidential under Section 10A(2) - d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.



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**19.2 FEDERAL STREET - REHABILITATION WORKS [PSC2024/105]**

This matter is considered to be confidential under Section 10A(2) - d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

**19.3 UPDATE ON CURRENT STATUS OF RAW WATER STORAGE LAGOON PROJECT CONTRACTOR ENGAGEMENTS**

This matter is considered to be confidential under Section 10A(2) - d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

**19.4 PSC2024/101 BUILDING BETTER REGIONS BORE 9 STRUCTURAL MECHANICAL AND PIPEWORK (SMP) AND DISCHARGE PIPEWORK TO EUGOWRA ROAD PUMP STATION (ERPS) RES 1A**

This matter is considered to be confidential under Section 10A(2) - d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

**19.5 PSC2024/103 BUILDING BETTER REGIONS EXISTING EUGOWRA ROAD PUMP STATION SOLAR PHOTOVOLTAIC (PV) SYSTEM**

This matter is considered to be confidential under Section 10A(2) - d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

**19.6 PSC2024/107 WESTERN SEWER AUGMENTATION**

This matter is considered to be confidential under Section 10A(2) - d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

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**19.7 ADOPTION OF THE COUNCIL POLICY - CYBER SECURITY POLICY AND FRAMEWORK**

This matter is considered to be confidential under Section 10A(2) - f of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

**19.8 GENERAL MANAGER PERFORMANCE REVIEW FOR THE PERIOD 01.07.2023 TO 30.06.2024**

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

**19.9 THE WELCOME INDUSTRIAL LAND - HEADS OF AGREEMENT**

This matter is considered to be confidential under Section 10A(2) - d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

2. Exclude the media and public from the meeting on the basis that the business to be considered is classified as confidential, pursuant to 10A(1), 10(2) and 10A(3) of the *Local Government Act 1993*.
3. Withhold reports and correspondence relevant to the subject business be withheld from the media and public as provided by section 11(2) of the *Local Government Act 1993*.
4. Make public resolutions made by the Council in Closed Session after the conclusion of the Closed Session, and record such resolutions in the minutes of the Council meeting.

**CARRIED**

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At 3:05 pm, the Meeting went into Closed Session.

At 3:26 pm Andrew Francis left the meeting (after Confidential Items 19.3, 19.4, 19.5 and 19.6 were discussed). The meeting then concluded with Confidential Items 19.1, 19.2, 19.7, 19.8 and 19.9.

**19.1 REHABILITATION OF CHENEY OVAL [PSC2024/013]****RESOLVED OCM 229/24**

Moved: Cr Louise O'Leary

Seconded: Cr Ken Keith OAM

That:

1. Council accept the proposal from Steve Magill Earthmoving Pty Ltd to provide civil and drainage works relating to the rehabilitation of Cheney Oval stage 2 to the value of \$891,531.00 excluding GST, funded from Stronger Country Communities Round 5 & Federal Assistance Grant funding.

**CARRIED****19.2 FEDERAL STREET - REHABILITATION WORKS [PSC2024/105]****RESOLVED OCM 230/24**

Moved: Cr Jacob Cass

Seconded: Cr William Jayet

That:

1. Council accepts the alternate proposal from Steve Magill Earthmoving to provide Federal Street Rehabilitation Works (PSC2024/105) to the value of \$774,287 excluding GST funded from the Roads to Recovery grant.

**CARRIED****19.3 UPDATE ON CURRENT STATUS OF RAW WATER STORAGE LAGOON PROJECT CONTRACTOR ENGAGEMENTS****RESOLVED OCM 231/24**

Moved: Cr Jacob Cass

Seconded: Cr Marg Applebee

That:

1. Council note the information contained in the report

**CARRIED**

**19.4 PSC2024/101 BUILDING BETTER REGIONS BORE 9 STRUCTURAL MECHANICAL AND PIPEWORK (SMP) AND DISCHARGE PIPEWORK TO EUGOWRA ROAD PUMP STATION (ERPS) RES 1A****RESOLVED OCM 232/24**

Moved: Cr Ken Keith OAM

Seconded: Cr William Jayet

That Council:

1. notes that by the request for tender process PSC2024/101, Council invited tenders from suitably qualified and experienced Structural Mechanical Pipework contractors to construct the pipework associated with a pipeline between reservoir 1A, Bore 9 and the Lachlan River Pre-Treatment Plant (**RFT**);
2. receives the confidential agenda in relation to the RFT process and endorses the recommendations herein;
3. in accordance with s178(1)(b) of the *Local Government (General) Regulation 2021 (NSW)* (**Regulation**), declines to accept any of the tenders submitted in response to the RFT;
4. in accordance with s178(3)(e) of the Regulation, resolves to enter into negotiations with one or more of the existing tenderers named below, with a view to entering into a contract for the works, the subject matter of the RFT, with one or more of the Nominated Tenderers;
5. in accordance with s178(4)(a) of the Regulation, notes that the reason for Council declining to invite fresh tenders or applications as referred to in ss178(3)(b)-(d) of the Regulation, is that:
  - (a) it is not expected that further market testing will provide a more satisfactory result; and
6. in accordance with s178(4)(b) of the Regulation, notes that the reason for Council determining to enter into negotiations with one or more of the Nominated Tenderers are:
  - (a) Council is satisfied that the Nominated Tenderers would be capable of meeting the requirements set out in the RFT; and
  - (b) it is anticipated that a satisfactory result can be achieved through negotiating with one or more of the Nominated Tenderers; and
7. authorises the General Manager to:
  - (a) directly negotiate with one or more of the Nominated Tenderer, for the purpose of entering into a contract with one or more of the Nominated Persons in relation to the subject matter of the RFT; and
8. execute any agreement arising from those negotiations.

**CARRIED**

**19.5 PSC2024/103 BUILDING BETTER REGIONS EXISTING EUGOWRA ROAD PUMP STATION SOLAR PHOTOVOLTAIC (PV) SYSTEM****RESOLVED OCM 233/24**

Moved: Cr George Pratt

Seconded: Cr Marg Applebee

It is recommended that Council:

1. notes that by the request for tender process PSC2024 103, Council invited tenders from suitably qualified and experienced contractors to progress the solar photo voltaic design and installation services associated with Eugowra Road Pump Station (**RFT**);
2. receives the confidential agenda in relation to the RFT process and endorses the recommendations herein;
3. in accordance with s178(1)(b) of the *Local Government (General) Regulation 2021 (NSW)* (**Regulation**), declines to accept any of the tenders submitted in response to the RFT;
4. in accordance with s178(3)(e) of the Regulation, resolves to enter into negotiations with one or more of the existing tenderers named below, with a view to entering into a contract for the works, the subject matter of the RFT, with one or more of the Nominated Tenderers;
5. in accordance with s178(4)(a) of the Regulation, notes that the reason for Council declining to invite fresh tenders or applications as referred to in ss178(3)(b)-(d) of the Regulation, is that:
  - (a) it is not expected that further market testing will provide a more satisfactory result; and
6. in accordance with s178(4)(b) of the Regulation, notes that the reason for Council determining to enter into negotiations with one or more of the Nominated Tenderers are:
  - (a) Council is satisfied that the Nominated Tenderers would be capable of meeting the requirements set out in the RFT; and
  - (b) it is anticipated that a satisfactory result can be achieved through negotiating with one or more of the Nominated Tenderers; and
7. authorises the General Manager to:
  - (a) directly negotiate with one or more of the Nominated Tenderer, for the purpose of entering into a contract with one or more of the Nominated Persons in relation to the subject matter of the RFT; and
8. execute any agreement arising from those negotiations.

**CARRIED**

**19.6 PSC2024/107 WESTERN SEWER AUGMENTATION****RESOLVED OCM 234/24**

Moved: Cr Marg Applebee

Seconded: Cr Jacob Cass

That:

1. Council receive and note the RFT Evaluation Report and endorses that Chiverton Pty Ltd TA Thompsons Irrifab are nominated as the preferred tenderer for the Western Sewer Augmentation Package of works.
2. Endorses the awarding of the Contract to Chiverton Pty Ltd TA Thompsons Irrifab with the tender value of \$987,053.23 (excl gst) pending contract negotiation and execution.

**CARRIED****19.7 ADOPTION OF THE COUNCIL POLICY - CYBER SECURITY POLICY AND FRAMEWORK****RESOLVED OCM 235/24**

Moved: Cr Ken Keith OAM

Seconded: Cr William Jayet

That:

1. Council adopt the Cyber security Policy and Framework and that they be included in Council's policy register.

**CARRIED**

At 3:54 pm Kent Boyd left the meeting.

**19.8 GENERAL MANAGER PERFORMANCE REVIEW FOR THE PERIOD 01.07.2023 TO 30.06.2024****RESOLVED OCM 236/24**

Moved: Cr Marg Applebee

Seconded: Cr Ken Keith OAM

That Council:

1. Receive the General Manager's Performance review as per the report.
2. Congratulate the General Manager on the result of his performance review.

**CARRIED**

At 3:59 pm Kent Boyd rejoined the meeting.

At 4:13 pm Councillor George Pratt left the meeting.

At 4:15 pm Councillor George Pratt rejoined the meeting.

**19.9 THE WELCOME INDUSTRIAL LAND - HEADS OF AGREEMENT****RESOLVED OCM 237/24**

Moved: Cr George Pratt

Seconded: Cr Marg Applebee

That:

1. The report be received and noted.
2. Council endorses the proposed Heads-of-Agreement framework outlined herein for the sale of "The Welcome" Industrial Land, subject to standard legal due diligence review.
3. Council endorses future land sales generally in accordance with the Heads-of-Agreement framework.
4. The General Manager be authorised to complete the necessary contracts to facilitate the Heads-of-Agreement and subsequent sale of the land generally in accordance with the Heads-of-Agreement framework outlined herein.
5. That the Seal of Council be applied as required to facilitate all future land sales under this agreement.
6. Any proceeds be used for the strategic development of future Residential and Industrial land, and the retirement of debt, as outlined in this report.

**CARRIED****RESOLVED - OCM 238/24**

Moved: Cr Jacob Cass

Seconded: Cr William Jayet

That Ordinary Council Meeting:

1. Resume in Open Session and note the Mayor's report on Confidential Resolutions.

**CARRIED**

At 4:29 pm, the Council in Closed Session returned to Open Session.

**20 REPORT OF CONFIDENTIAL RESOLUTIONS**

In accordance with clauses 14.22 and 14.23 of Council's Code of Meeting Practice, resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson as soon as practicable. Such resolutions must be recorded in the publicly available minutes of the meeting.

**21 CONCLUSION OF MEETING**

The meeting concluded at 4:31 pm.

This is the final page of the minutes comprising 27 pages numbered 1 to 27 of the Ordinary Council Meeting held on Tuesday, 23 July 2024 and confirmed on Tuesday, 13 August 2024.



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MAYOR



## 7 DISCLOSURES OF INTERESTS

In accordance with Part 16 of Council's Code of Meeting Practice, all Councillors must disclose and manage any conflicts of interest they may have in matters being considered at the meeting.

Council's Code of Conduct deals with pecuniary and non-pecuniary conflicts of interest and political donations, and provides guidance on how these issues should be managed.

Councillors, and where applicable, other Council Officials, must be familiar with Council's Code of Conduct and their obligations to disclose and manage any conflicts of interest that they may have in matters being considered at this Council Meeting.

**Note:** Councillors and staff who declare an Interest at the Council Meeting are also required to complete a Declaration of Interest form.

Obligations	
Pecuniary Interests	<p>A Councillor who has a pecuniary interest in any matter with which the Council is concerned, and who is present at a meeting of the Council at which the matter is being considered, must disclose the nature of the interest to the meeting.</p> <p>The Councillor must not be present at, or in sight of, the meeting:</p> <ul style="list-style-type: none"> <li>(a) At any time during which the matter is being considered or discussed, or</li> <li>(b) At any time during which the Council is voting on any question in relation to the matter.</li> </ul>
Non-Pecuniary Conflicts of Interest	<p>A Councillor who has a non-pecuniary conflict of interest in a matter, must disclose the relevant private interest in relation to the matter fully and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter.</p>
Significant Non-Pecuniary Conflicts of Interest	<p>A Councillor who has a significant non-pecuniary conflict of interest in relation to a matter under consideration at a Council meeting, must manage the conflict of interest as if they had a pecuniary interest in the matter.</p>
Less than Significant Non-Pecuniary Interests	<p>A Councillor who determines that they have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest must also explain why conflict of interest is not significant and does not require further action in the circumstances.</p>

**8 LATE BUSINESS****9 ADOPTION OF MULTIPLE ITEMS OF BUSINESS**

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The Council may, at any time, resolve to adopt multiple items of business, as recommended in the report, byway of a single resolution. 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 (13.2).

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## 10 MAYORAL MINUTE(S)

### 10.1 MEETINGS, FUNCTIONS AND EVENTS ATTENDED BY MAYOR AND COUNCILLORS

**IP&R Linkage:** Pillar: Leadership

**Goal:** Our local government is open, accountable, and representative.

**Strategy:** Advocate and provide strong representation for our community at the regional, state, and federal levels.

**Author:** Cr Neil Westcott

**Annexures:** Nil

#### MOTION

That Council:

- Note the report on the meetings, functions and events attended in an official capacity, by the Mayor and Councillors during the period 18 July 2024 through to 13 August 2024.

#### REPORT

Table 1: lists the Meetings, functions and events attended by the Mayor and Councillors during the period 18 July 2024 through to 13 August 2024:

Table 1: Meetings, Functions and Events attended by Mayor and Councillors	
Date	Function
Monday 22 July 2024	Peak Hill Community Consultative Committee meeting <b>General Public</b>
Tuesday 23 July 2024	Ordinary Council Meeting <b>All Councillors, Councillor Weber via audio-visual link, Executive Staff and General Public</b>
Wednesday 24 July 2024	Audit, Risk and Improvement Committee (ARIC) Meeting <b>Deputy Mayor ME Applebee, Councillor JP Cass, Executive and other staff, and external committee members</b>
Thursday 25 July 2024	Local Candidate Information Session <b>Councillors DR Weber, KJ Keith, WP Jayet, KM McGrath and GW Pratt, General Manager Kent Boyd, Executive Staff and General Public</b>
Thursday 25 July 2024	Trundle Community Consultative Committee meeting <b>Deputy Mayor ME Applebee, Executive Staff and General Public</b>
Sunday 28 July 2024	National Tree Day - Parkes Wetlands <b>Deputy Mayor ME Applebee and Councillor KJ Keith</b>
Tuesday 30 July 2024	CSU Productive Water Policy Lab in Orange <b>Mayor NC Westcott, Deputy Mayor ME Applebee, Councillor JP Cass and General Manager Kent Boyd</b>

Wednesday 31 July 2024	CSU Productive Water Policy Lab in Orange <b>Mayor NC Westcott, Deputy Mayor ME Applebee, Councillor JP Cass and General Manager Kent Boyd</b>
Thursday 1 August 2024	Central NSW Joint Organisation - Portfolio Mayors for Health Meeting <b>Mayor NC Westcott</b>
Monday 5 August 2024	Community Safety Precinct Meeting in Condobolin <b>Mayor NC Westcott and General Manager Kent Boyd</b>
Monday 5 August 2024	CNSW-ITG - Central NSW Integrated Transport Group <b>Mayor NC Westcott and Logan Hignett</b>
Monday 5 August 2024	Parkes and Forbes Lachlan River Catch Up Meeting in Forbes <b>All Councillors and General Manager Kent Boyd along with Forbes Shire Councillors.</b>
Tuesday 6 August 2024	Community, Liveability and Access Advisory Committee Meeting <b>Mayor NC Westcott, Deputy Mayor ME Applebee, Councillors GW Pratt, LA O'Leary, KJ Keith and WP Jayet</b>
Tuesday 6 August 2024	Councillor Workshop <b>All Councillors and Executive Staff</b>
Wednesday 7 August 2024	Local Traffic Committee Meeting <b>Councillors GW Pratt, KM McGrath and KJ Keith</b>
Thursday 8 August 2024	Craft Corner Celebrating 50 Years <b>Mayor NC Westcott, Executive Staff and General Public</b>
Thursday 8 August 2024	Trundle Community Engagement Meeting <b>Mayor NC Westcott, Deputy Mayor ME Applebee and Councillor WP Jayet, Executive Staff and General Public</b>
Friday 9 August 2024	Country Mayors Association (CMA) Health Meeting at Parliament House in Sydney <b>Mayor NC Westcott and Councillor KJ Keith</b>
Saturday 10 August 2024	Opening of Waste 2 Art Regional Competition <b>Official Opening: Mayor NC Westcott All Councillors and General Public</b>
Saturday 10 August 2024	Opening of Tullamore Show <b>Official Opening: Mayor NC Westcott All Councillors and General Public</b>
Monday 12 August 2024	Mock Crash <b>All Councillors</b>
Monday 12 August 2024	Bogan Gate Community Memorial Hall Inc. Committee meeting <b>Deputy Mayor ME Applebee and Councillor GW Pratt and General Public</b>
Tuesday	Ordinary Council Meeting

13 August 2024

**All Councillors and Executive Staff and General Public**

***National Tree Day - Parkes Wetlands - 28 July 2024***  
***Attended by Deputy Mayor Marg Applebee and Councillor Ken Keith***



**L to R: Deputy Mayor Marg Applebee and Councillor Ken Keith**



**Cr Neil Westcott**

MAYOR

## 10.2 COMING KNOWN EVENTS FOR MAYOR AND COUNCILLORS

**IP&R Linkage:** **Pillar:** Leadership

**Goal:** Our local government is open, accountable, and representative.

**Strategy:** Advocate and provide strong representation for our community at the regional, state, and federal levels.

**Author:** **Cr Neil Westcott**

**Annexures:** **Nil**

### MOTION

That Council:

- Note the known upcoming meetings, functions and events for the Mayor and Councillors for the period 15 August 2024 through to 8 October 2024.

### REPORT

Table 1. below, lists the upcoming meetings, functions and events requiring the attendance of the Mayor or Councillors in relation to community or civic matters during the period 15 August 2024 through to 8 October 2024:

**Table 1: Known upcoming Meetings, Functions and Events for Mayor and Councillors**

Date	Function
Thursday 15 August 2024	CNSWJO Meeting of Water Security and Productive Water Portfolio - via Zoom <b>Mayor NC Westcott and Kent Boyd General Manager</b>
Thursday 15 August 2024	Spinifex 30 Year Anniversary - Pavilion <b>Mayor NC Westcott, Deputy Mayor ME Applebee and Kent Boyd General Manager</b>
Friday 16 August 2024	Citizenship Ceremony <b>All Councillors, Conferees and their guests</b>
Monday 19 August 2024	Central West Recovery and Resilience Package - Community Leader's Forum 7 <b>Mayor NC Westcott</b>
Tuesday 20 - 21 August 2024	Peak Hill Show <b>All Councillors</b>
Wednesday 21 August 2024	Northparkes Operations 30 Years Ceremony and Luncheon <b>Mayor NC Westcott</b>
Wednesday 21-22 August 2024	CNSWJO Board Meeting <b>Mayor NC Westcott and Kent Boyd General Manager</b>
Thursday 22 August 2024	Trundle Community Consultative Committee Meeting <b>Deputy Mayor ME Applebee, Executive Staff and General Public</b>



Friday 23 August 2024	Paint Parkes REaD <b>Mayor NC Westcott</b>
Monday 26 August 2024	Inaugural Catch up with PHLALC <b>Mayor NC Westcott, Deputy Mayor ME Applebee, Councillor LA O'Leary and Kent Boyd General Manager</b>
Monday 26 August 2024	Peak Hill Community Consultative Committee Meeting (including the Community Engagement Session) <b>All Councillors, Executive Staff and General Public</b>
Tuesday 27 August 2024	Parkes Show <b>Mayor NC Westcott</b>
Saturday 14 September 2024	Local Government Election Day
Tuesday 8 October 2024	First Meeting of new term Extra-Ordinary Council Meeting <b>All Councillors and Executive Staff</b>


**Cr Neil Westcott**

MAYOR

**11 COUNCILLOR REPORT(S)**

Nil



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**12      REPORTS OF COMMITTEES**

<b>12.1      MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 24 JULY 2024</b>
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**IP&R Linkage:**      **Pillar:** Leadership

**Goal:** Our local government is open, accountable and transparent.

**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.

**Author:**      **Veronica Shaw, Business Support Officer**

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

**Annexures:**      **A.      Audit, Risk and Improvement Committee Meeting Minutes - 24 July 2024**

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**RECOMMENDATION**

That Council:

1.      Receive and note the Minutes of the Audit, Risk and Improvement Committee Meeting held on Wednesday 24 July 2024 appended at *Annexure A*.
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# **Audit, Risk and Improvement Committee Meeting**

Minutes

Wednesday 24 July 2024



**Minutes of the Audit, Risk and Improvement Committee Meeting****Held on Wednesday, 24 July 2024 at the****Parkes Council Chamber, 2 Cecile Street, Parkes****Present:**

Mr Stephen Horne	Chairperson (in person)
Mr Tony Harb	Member (in person)
Dr Meredith Caelli	Member (in person)
Cr Jacob Cass	Councillor (non-voting)
Cr Marg Applebee	Councillor (non-voting)

**Council Officers in Attendance:**

Mr Kent Boyd	General Manager
Mr Anthony McGrath	Director Customer, Corporate Services and Economy
Mrs Nikki Bevan	Acting Manager Governance, Risk and Corporate Performance
Mr Luke Nash	Executive Manager Finance
Mr Jaco Barnard	Chief Financial Officer
Mrs Veronica Shaw	Business Support Officer - Governance

**Guests:**

Mr Paul Quealey	Lambourne Partners ( <i>Internal Auditor</i> )
Mr Rod Farrar	Paladin Director

**NOTES**

Crs Jacob Cass and Marg Applebee attended via audio-visual link.

The meeting commenced at 9.00am at Parkes Shire Council in the Committee Room with a 15 minute in-camera session with the Committee and the General Manager.

No items were referred to the regular meeting from this session.

The Director Customer, Corporate Services and Economy, Chief Financial Officer, Executive Manager Finance and Acting Manager Governance, Risk and Corporate Performance and Business Support Officer attended the meeting from 9.15 am.

Rod Farrar from Paladin joined the meeting from 9:58am - 10:10am via audio-visual link for item 7.1.

The meeting commenced at 9.20 and concluded at 11:45am.

## Order Of Business

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## 1 OPENING OF MEETING

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The Chairperson declared the Audit, Risk and Improvement Committee Meeting of Wednesday, 24 July 2024 open and welcomed Council Officials in attendance.

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## 2 ACKNOWLEDGEMENT OF COUNTRY

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The Chairperson read the following Acknowledgement of Country:

*Parkes Shire Council acknowledges the Traditional Custodians of the Wiradjuri Country and recognises and respects their cultural heritage, beliefs and continuing connection with the lands and rivers of the Parkes Shire.*

*Council pays its respects to Elders past, present and emerging and extends this respect to all First Nations peoples in the Parkes Shire.*

*An acknowledgement was also provided in relation to the various lands from which online participants were joining the meeting.*

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## 3 APOLOGIES

Cassie Malone (NSWAO External Auditor)

Desmond Quach (NSWAO External Auditor)

The Chair advised that the NSW Audit Office representatives had made prior contact and confirmed that at this point they had no issues or concerns to raise with the Committee about the current external audit.

## 4 CONFIRMATION OF MINUTES

<b>4.1 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 10 APRIL 2024</b>
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### **RESOLVED ARIC 003/24**

That the Audit, Risk and Improvement Committee receive and confirm the Minutes of the meeting held on Wednesday 10 April 2024 appended at *Annexure A*.

**CARRIED**

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## 5 DISCLOSURES OF INTERESTS

The Chairperson reminded Council Officials of their obligation under Council's Code of Conduct to disclose and manage any conflicts of interest they may have in matters being considered at the meeting, and invited Council Officials present to disclose any such interests.

Nil disclosures were offered.

## 6 LATE BUSINESS

The Chairperson advised that no late items of business had been submitted to the meeting.

## 7 OFFICERS' REPORTS

### 7.1 RISK MANAGEMENT - DRAFT ENTERPRISE RISK MANAGEMENT PLAN POLICIES

#### RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. Note the progress undertaken to implement a Risk Management Framework and provide feedback on the DRAFT policies provided.

#### DISCUSSION:

The Committee discussed the following:

- The Committee noted that the Office of Local Government (OLG) NSW Guidelines have now commenced as of 1st July 2024, increasing the significance of ARIC, internal audits and risk management – the latter of which includes these documents.
- The Committee expressed a view that the central component of the OLG Guidelines is risk management as all other parts hang off it, including management.
- Acting Manager Governance, Risk and Corporate Performance, and Rod Farrar from Paladin, gave background that CivicRisk Mutual funded the Council to contract Paladin to develop these draft risk documents.
- Acting Manager Governance, Risk and Corporate Performance commented that there is a lot to do moving forward with all stakeholders, including a risk register.
- The Committee advised to keep the risk register in a simple easy to read format
- The Committee commented that the documents seem great so far and are a good start.
- The Committee suggested the following changes:
  - Risk Management Plan - Enterprise Risks Pg 9: In relation to the paragraph "To that end, those risks with a residual risk level above the target level need to be accepted by a person within Council with the necessary level of authority to do so." Anything falling outside of risk appetite after controls are applied should be referred to the general manager and reported to council, not retained in the scope of the risk owner to accept.
  - Risk Management Plan - Enterprise Risks Pg 14. In relation to the Criticality rating methodology the Committee thinks the Council should focus on the consequence levels while they are getting to maturity as criticality may be a little too complicated while they are just starting their risk journey.
- The Committee commented that these documents are important but also stressed that the risk management documents are only the beginning of the constant risk journey that never ends and is ever changing.
- The Committee noted that the implementation is the most important aspect of risk management and is the biggest change management exercise requiring the development of a risk culture.
- The Committee noted that the next step should be training so the risk owners can implement these policies.
- The Committee noted that they will review the implementation of the Council's risk management process over time and assist in the journey.
- The Committee asked if the council has already undertaken a maturity risk assessment.
- Director Customer, Corporate Services and Economy commented that a maturity risk assessment was completed some years ago with the development of the risk register

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with more of an aim to safety and that this has dropped off a bit which the organisation wants to pick up again.

- The Committee recommended the council utilise the free Risk Maturity Assessment Tool provided by the NSW Treasury, in particular TPP20-06, and to reference it in the new risk policies. <https://www.treasury.nsw.gov.au/information-public-entities/governance-risk-and-assurance/treasury-risk-maturity-assessment-tool>
  - The Committee commented that completing the Treasury Risk Maturity Assessment will allow the Council to note where they currently are on their risk journey and to set achievable goals and implement strategies to meet these as assessed in future assessment which could be at 18 month intervals.
  - The Committee noted that many of the action items in the policies are assigned to Director Customer, Corporate Services and Economy and that there is only so much one person can do.
  - The Committee suggested Council consider a project officer role for 18 months to get risk management implementation off to a good start as there is lots of work involved.
  - The Committee noted that the OLG guidelines are also not referenced in the risk documents.
  - The Committee commented that an independent person creating these documents is a great start for ISO 31000:2018 - Risk Management implementation but that the council really needs to get their fingerprints all over it so that it suits their particular needs.
  - The Committee suggested that the Council need an implementation plan/roadmap that outlines the realities and resources required in order to implement risk management.
  - The Committee noted that the word "culture" does not currently appear in the risk management policies and is important to add.
  - The Committee commented that insurances is another important element of risk mitigation that the policies need to mention (as part of acceptance).
  - The Committee commented that one of the best risk management cultures they see is where near misses are captured, reported to management and discussed. Additionally these can be reported in the ARIC report.
  - The Committee asked if there were supporting procedures with the policies.
  - Director Customer, Corporate Services and Economy noted that there was a handbook with our previous policies and that the council would create new procedures off the back of these new risk management documents.
  - The Committee commented that less is more in procedures for it to be useful and used by staff.
  - The General Manager asked if Council would benefit from taking a step back and think strategically about where risk fits in the organisation.
  - The Committee agreed that it is important to have a strategy to change the Council's culture around risk, to think about where it fits, and to ensure the area is resourced well to meet the needs of risk management implementation.
  - The Committee noted that the key trigger is how Council embed risk management in the thinking of Council so staff use it instead of avoid it. Most managers get it but building the love of it is a challenge.
  - The Committee commented that the policies should mention ISO 55000:2014 - Asset Management and that it should be embedded along with insurances in the Risk Management policies.
  - Rod Farrar joined at 9:58 and commented that whilst these documents are necessary that this is only part of the work and that what these documents are trying to do is embed management of risk in day to day working of council.
  - Rod Farrar stated that the focus now is identifying controls, ensuring they are effective and based on criticality, and that they ensure an audit program.
  - Rod Farrar outlined that for each risk in the plan there is a GAP analysis, where he looks at the cause then the exemplar control, what a good control would look like then a GAP analysis to see if policies and procedures need updating. Rod's focus is around, if these
-

are the behaviours that have to occur, there needs to be a policy that says this is what needs to occur and what the implications are of not following that.

- Rod Farrar reiterated that the implementation process takes time and involves a lot of work that requires appropriate resourcing.
- Rod Farrar commented that there is a belief that the risk manager is owner of the risks and that these policies look to address that to ensure owners of the risk have the level of the risk, including delegations to do something about it.
- Rod Farrar noted that the Council's fundamental core risk doesn't differ greatly from other councils he is working with allowing councils to share information with each other to work toward risk management.
- The Committee commented that something the Council needs to be careful of is ensuring whatever you do in relation to risk management is that it suits your particular needs.
- The Committee also asked if the Council was using software value at risk assessment, in particular if Monte Carlo simulations were run.
- General Manager confirmed that Monte Carlo simulations were used.
- The Committee mentioned that risk assessments are usually from qualitative basis but that Monte Carlo quantitative analysis can be done using software as appropriate and to be mindful of when is and is not appropriate.
- The Committee commented that there are some risk registers in the Annexures on page 340 under item 7.8 which are already in place that the Risk Management implementation process should be mindful of and utilise.
- Director Customer, Corporate Services and Economy commented that there are a number of risk registers across different council areas which the council will look to give some consistency.
- ARIC requested that its feedback be provided to Rod for consideration (who was not online at that point in the meeting) in tweaking the draft documents.
- The next step that ARIC would like to see is a Risk Management Implementation Plan / Roadmap.
- Risk Management is to continue as a standing item for each ARIC Agenda for the medium term.

## **7.2 GAP ANALYSIS - GUIDELINES FOR RISK MANAGEMENT AND INTERNAL AUDIT FOR LOCAL GOVERNMENT IN NSW**

### **RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

1. Note the progress undertaken to implement the guidelines for Risk Management and Internal Audit for Local Government in NSW

### **DISCUSSION:**

The Committee discussed the following:

- Director Customer, Corporate Services and Economy summarised the GAP analysis across all 3 areas noting the areas that have already progressed and those that are yet to be completed.
- The Committee noted that Council is compliant with the mandatory requirements (of the Act and the Regulation).
- The Committee noted the things that are yet to be started, and that they fall under the guidelines (non-mandatory) and in most cases are future oriented and don't need to be started yet.



- The Committee commented that some of the areas that have not been completed would be best to start after the council elections in September.

### **7.3 INTERNAL AUDIT - PROGRAM REVIEW WITH INTERNAL AUDITOR**

#### **RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

1. Receive and note the update provided on the Internal Audit Program.

#### **DISCUSSION:**

The Committee discussed the following:

- The Internal Auditor spoke to the update in regards to completed and to be completed audits.
- The Internal Auditor commented that the Staff Attraction and Retention audit fieldwork has been completed.
- The Internal Auditor commented that the Contractors, Volunteers and Working with Children audit fieldwork has been completed and that a draft report is expected for 20th July 2024 with no high or extreme risks to mention. He also commented that some more work is required in regards to working with children particularly around areas outside of core function, such as Parkes festivals and events.
- The Internal Auditor noted that there should be 2 reports for the next meeting in September.
- The Internal Auditor commented that they discussed forthcoming audits for 24/25 with management in a roundtable discussion in April, and agreed that these will be Plant Utilisation, Sundry Income and Cash Handling, and Development Applications and Consents.
- The Committee asked the Council if they are happy with their current cyber security and if they feel they now have a handle on it.
- Director Customer, Corporate Services and Economy commented that yes, the council has just finalised a Cyber Security Policy (which Committee member, Tony Harb, assisted in the development of) and presented it to council yesterday.
- The Committee requested that the Cyber Security Policy be reported at the next ARIC meeting.
- The Committee commented that the recent international CrowdStrike incident highlighted what can go wrong with technology and recommended that the council have a strong business continuity policy. It noted that response to these incidents is just as important as preventing them and that a strong response requires practicing complex response scenarios with more than one vector to test the council's response plans.
- The Director Customer, Corporate Services and Economy commented that the CrowdStrike issue impacted our website but not the council's internal functions.
- The Committee commented that one of the key learnings is to progressively roll out upgrades to systems to avoid an organisation wide issue.
- The Committee asked the council if the governance and documentation in relation to the Elvis festival is survivable over staff change now, and if the issues the council were concerned about are resolved and process mapped to a level they are happy with?
- Director Customer, Corporate Services and Economy remarked on the challenges of short turn around on staffing the Elvis program last year and noted a more structured program this year.
- The Director Customer, Corporate Services and Economy also commented that the council currently has a transition plan and are hopeful that someone more permanent will

be in place next year. The staff currently in place have a strong administrative background and are developing systems and documentation which the Internal Auditor has assisted with through the Contractors, Volunteers and Working with Children audit. More work is needed on budgeting and planning as previously there was no handle on how much it was costing.

- The Committee noted the large risk an event like the Elvis Festival carries due to its significance as the council's largest event of the year.
- The Director Customer, Corporate Services and Economy noted that the council is completing a review on major events which the council will provide to ARIC for the next meeting.

#### **7.4 INTERNAL AUDIT - PROGRESS REPORT ON THE IMPLEMENTATION OF INTERNAL AUDIT PROGRAM ACTIONS**

##### **RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

1. Receive and note the update provided on the implementation of consolidated Internal Audit Program agreed actions.

##### **DISCUSSION:**

The Committee discussed the following:

- The Acting Manager Governance, Risk and Corporate Performance provided an update on the implementation of audit program actions including noting that audit items will be taken out of the two systems currently used, Pulse and RelianSys, and input into TechOne which the organisation already utilises for assignment of tasks to staff more broadly and is checked by staff regularly. This will also include a dashboard in TechOne which will allow staff to monitor council-wide progress on audit items.
- The Committee commented that it was a good move to utilise one system for all policy, task assignment etc. and that making risk management happen in the future, any actions that come out of the risk process for people to do should also be in TechOne.
- The Committee recommended that when the council moves across the previous audit items from Pulse and RelianSys to TechOne to review anything pre-ARIC and write off anything that is no longer relevant and just inform ARIC of this when it is done.
- The Committee commented that any audit items older than 2022 have likely been superseded by recent audits as auditors view previous audit documents when they conduct a new audit.
- The Committee also commented that some recommendations from audits are written in a way that makes them difficult to complete and that it is important that any recommendations are implementable and that the council agree to the actions or discuss further with the auditor to get genuine agreement and commitment. If there are any disagreements the Committee advised to send them to ARIC for advice.

#### **7.5 RISK MANAGEMENT - MONTHLY FINANCIALS AS AT 30 JUNE 2024**

##### **RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

- 
1. Receive and note the financial report to 30 June 2024.

**DISCUSSION:**

The Committee discussed the following:

- The Chief Financial Officer presented the monthly financials as at 30 June 2024 including the following highlights:
    - The impact storms had over this period. Fixing things, not capital.
    - The cost of employees.
    - Huge budget variables in consumables, mainly roads.
    - Overspend in events, which we are aware of and working to resolve.
    - Cost of assets sold off which we have enough profit to right off.
    - Contrary to last year, all funds are making profits.
    - Massive turnaround in water fund. Changed pricing structure has worked out well with a relatively small profit without over-pricing.
    - These are not the final numbers, still need to process journal for long service leave and a few other journals as well. Profit will probably go down to \$1.9 million.
    - \$47 million spent on capital compared to \$27 million last year. \$33 million was spent on general fund, mainly roads and \$13 million on water. \$26 million was spent on maintenance.
  - The Chief Financial Officer also noted that the council is going to inherit lots of water and sewer assets and roads from the SAP and will carry depreciation going forward.
  - The Chief Financial Officer also noted that Brolgan Road will go to Transport for NSW from GDC and are working to have that happen directly rather than go to our books intermittently.
  - The Chief Financial Officer noted that lots of sewer and water work completed with 307 certificates not on our books which are still sitting as work in progress on GDCs books. Auditors know about it and talking about it.
  - The Committee asked the Chief Financial Officer what unwinding of discount meant on the front page, who explained it.
  - The Committee commented on the issue of depreciating assets across the Local Council sector and the huge liabilities councils are picking up as more assets are being handed over to them. A good aspect to it is the increasing asset base for communities but the impact it has on accounting is quite significant as more and more real world money is required to cover the depreciation. This is a real issue that needs defending for councils.
  - The Chief Financial Officer commented that the cost of revaluing the assets each year is \$70,000.00 alone and that there is a delay to valuations due to a limited number of valuers.
  - The Committee also noted the underlying risks of increasing assets, including the potential clean-up costs of assets such as gravel pits and garbage tips which have strenuous environmental obligations.
  - The Chief Financial Officer thanked his team who did a great job finalising the financial year.
  - The Chief Financial Officer noted that the team are achieving their own professional development goals as well which is helping grow the team's strengths, allow each person to take on new things and build redundancy which helps to mitigate risks around staff leave.
  - The Chief Financial Officer noted that the team has been attending monthly management meetings from July presenting costs and budget and will attend capital meetings from the get go from July onwards to make budgets and expenditure real for everyone.
  - The Committee noted that this is the style of conversation that we need to have around risk, just concerned about resourcing of that, so that it is a team, not just one person.
-

- The Committee also raised the possibility of the financial team being involved part-time in the risk management implementation.

## **7.6 INVESTMENTS & BORROWINGS REPORT AS AT 30 JUNE 2024**

### **RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

1. Receive and note the Statement of Investments and Borrowings as on 30 June 2024

### **DISCUSSION:**

The Committee discussed the following:

- Executive Manager Finance spoke to investments and borrowings noting that investments increased significantly following receipt of grant money and an interest rate of 4.94% per annum compared with 0.8% per annum 3 years ago.
- Executive Manager Finance noted that Michael Chamber from Arlo would be happy to speak at a future ARIC meeting for 5-10 minutes.
- The Committee agreed to a future meeting with Arlo commenting that it would be good for the insight.
- Chief Financial Officer commented that the cash balance looks really big due to last minute receipt of Financial Assistance Grant to Local Government (FAGs) so could not yet be invested.
- Chief Financial Officer noted that cash flow management is difficult with 100 capital projects that are ongoing and that staff are not at maturity where they can indicate when they can spend money. Some difficulty with cash flow is driven on when contractors invoice.
- General Manager commented on the late receipt of FAGs noting that the federal government sent it quite late that some councils did not make budget and that Parkes would not have if they did not get it at the last minute. The risk of FAGs being receipted late or not at all in future should be noted.
- Chief Financial Officer commented that Parkes Council is sitting around the 55/60 mark out of 120 councils for budget and that only about 30 councils would be able to break even if they don't receive FAGs.

## **7.7 ADOPTED OPERATIONAL PLAN AND BUDGET 2024-25**

### **RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

1. Receive and note the adopted 2024-25 Operational Plan and Budget for year ending 30 June 2025

### **DISCUSSION:**

The Committee discussed the following:

- General Manager spoke to the new Operational Plan and Budget and IP&R linkage.

- The Committee commented that it was good to see the council continue to go through the process of engagement with the community and linking it with the Operational Plan and Budget.
- The Committee commented that all community engagement and operational plans need to link up with the budget and noted that not all members of councils understand this. It is good to see this document and the process by which it is going through seems quite strong which is something you are more likely to deliver.
- General Manager noted that internal and external reviews and feedback received were good.
- General Manager commented that the council is currently building the 4 year delivery plan with several projects involved in community engagement including:
  - Governance staff going out to the villages.
  - Utilising the livability survey data which received 1000 responses from a wide variety of respondents that are not usually reached.
  - Receiving input from younger generations this year through Agricultural Show competitions that asks juniors to draw what they like in Parkes and senior students what they'd like to see in Parkes.
- The Committee asked if the council will produce a closing report of the work they set out to do, what they have completed over their term and where to go from here and requested that a copy be sent to the Committee, even if it is out of session.
- Director Customer, Corporate Services and Economy commented that a State of the Shire document is being produced that includes this information and noted that it is the first document that the new council receives and will be available around October and confirmed a copy will be sent through to the Committee.

## **7.8 MAJOR PROJECTS AND CURRENT WORKS REPORT - OPERATIONS AND INFRASTRUCTURE AND SUSTAINABILITY**

### **RECOMMENDATION**

That the Audit Risk and Improvement Committee:

1. Receive and note the information provided in the report and at the meeting.

### **DISCUSSION:**

The Committee discussed the following:

- The General Manager spoke to each project that had a noted issue in the report which had not been previously discussed in the General Manager session before the meeting commenced. The noted issues are explained below:
  - The Lachlan Pipeline Duplication Project was reliant on national water grid grant money which would require rescoping if not awarded.
  - The Parkes Water Security Program Package 2A is a water bore issue in relation to access agreements which is being resolved. Delays in the project are causing a scheduling issue but there is still time and is not critical.
  - East-street bridge has been delayed due to railway line access.
  - Complete Upgrade to Parkes Shire North South Freight Link (MR350) has been progressing pretty well and receiving great accolades, all under grant state and federal funding. Flood study completed to make sure the waterway areas and culvert sizing was done. Received \$15 million in grants from 2 funding sources.
- The Chief Financial Officer commented that one of the reasons the capital spending was so big was the MR350 project.

- The Committee asked if the council is struggling to spend the money on the water project by the due date or if they have staff to do the project.
- General Manager noted that there are a range of technical issues for the project, for instance, ponds in a floodway, potentially lift the water level or for bore drilling, if it is within 200m of a neighbour you need their consent.
- The Committee asked if it is likely they will lose the funding and need to rescope.
- General Manager commented that the Council is rescoping with the funder but that we think we are going to make the targeted \$12 million spend otherwise we need to give some of the money back.

## **7.9 PERFORMANCE AND REVIEW - CHAIR'S REPORT ON COMMITTEE PERFORMANCE**

### **RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

1. Receive and note the Audit, Risk and Improvement Committee 2023-24 Annual Report, appended at *Annexure A*.

### **DISCUSSION:**

The Committee discussed the following:

- The Committee Chair spoke to the report.
- Committee members should send through any suggested edits to Council ASAP.
- The Committee members will send through up to date head shot photos if available.

## **8 CONFIDENTIAL MATTERS**

### **RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

1. Moves into Closed Session to deal with the matters below, which are classified as confidential under section 10A(2) of *the Local Government Act 1993* for the reasons specified:

#### **8.1 CYBER RISK INCIDENTS**

This matter is considered to be confidential under Section 10A(2) - f of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

#### **8.2 GENERAL MANAGERS UPDATE**

This matter is considered to be confidential under Section 10A(2) - c and d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open



meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

At 11:30, the Meeting went into Closed Session.

### **MOTION**

That the Audit, Risk and Improvement Committee:

1. Resume in Open Session and note the Chairperson's report on Confidential Resolutions.

At 11:45, the Council in Closed Session returned to Open Session.

## **8.1 CYBER RISK INCIDENTS**

### **RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

1. Receive and note the information provided in the report and at the meeting.

## **8.2 GENERAL MANAGERS UPDATE**

### **RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

1. The information be received and noted.

## **9 REPORT OF CONFIDENTIAL RESOLUTIONS**

In accordance with clauses 14.22 and 14.23 of Council's Code of Meeting Practice, resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson as soon as practicable. Such resolutions must be recorded in the publicly available minutes of the meeting.

Nil were advised.

## 10 CONCLUSION OF MEETING

The meeting concluded at 11:45am.

Actions from the Meeting

Actions from meeting	Responsible Department
Report cybersecurity policy at next ARIC meeting.	Secretariat
Report review on major events at next ARIC meeting.	DCCSE
Report to ARIC of any audit recommendations to write off older than 2022 at next ARIC meeting.	AMGRCP
Report State of the Shire document to ARIC once available.	DCCSE
Provide any suggested edits to the ARIC annual report to Council staff ASAP.	ARIC Committee
Email up to date head shots to Secretariat for future reports and documents.	ARIC Committee
Organise 5-10 minute meeting with Arlo at future ARIC meeting.	Finance

This is the final page of the minutes comprising 15 pages numbered 1 to 15 of the Audit, Risk and Improvement Committee Meeting held on Wednesday, 24 July 2024 and confirmed on Wednesday, 25 September 2024.

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CHAIRPERSON



**12.2 MINUTES OF THE COMMUNITY, LIVEABILITY AND ACCESS ADVISORY  
COMMITTEE MEETING HELD ON 6 AUGUST 2024****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is open, accountable and transparent.**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.**Author:** **Georgia Smith, Administration Officer****Authoriser:** **Brendan Hayes, Director Planning and Community Services****Annexures:** **A. Community, Liveability and Access Advisory Committee Meeting  
Minutes - 6 August 2024**

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**RECOMMENDATION**

That Council:

1. Receive and confirm the Minutes of the Community, Liveability and Access Advisory Committee Meeting held on Tuesday 6 August 2024 appended at *Annexure A*.
-

# **Community, Liveability and Access Advisory Committee Meeting**

Minutes

Tuesday 6 August 2024



**Minutes of the Community, Liveability and Access Advisory Committee Meeting****Held on Tuesday, 6 August 2024 at the****Parkes Council Chamber, 2 Cecile Street, Parkes****Present:**

Cr Marg Applebee	Councillor (Deputy Chairperson)
Cr Neil Westcott	Councillor
Cr Bill Jayet	Councillor
Cr Ken Keith OAM	Councillor
Mr Michael Anderson	Aboriginal Officer, Neighbourhood Central
Mr Jeff Evans	CEO, Currajong Disability Services
Ms Lyn McLeod	Community Member

**Council Officers in Attendance:**

Mr Brendan Hayes	Director Planning and Community Services
Ms Kerry Jones	Manager Culture, Education and Library Services
Ms Ann-Marie Winter	Central West Childcare Services Manager
Ms Georgia Smith	Minutes Secretary

**NOTES**

The meeting commenced at 10.30am and concluded at 11.30am.

## Order Of Business

<b>1</b>	<b>OPENING OF MEETING .....</b>	<b>4</b>
<b>2</b>	<b>ACKNOWLEDGEMENT OF COUNTRY.....</b>	<b>4</b>
<b>3</b>	<b>APOLOGIES .....</b>	<b>4</b>
<b>4</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>4</b>
4.1	Minutes of the Community, Liveability and Access Advisory Committee Meeting held on 19 March 2024 .....	4
<b>5</b>	<b>DISCLOSURES OF INTERESTS .....</b>	<b>4</b>
<b>6</b>	<b>LATE BUSINESS .....</b>	<b>4</b>
<b>7</b>	<b>OFFICERS' REPORTS.....</b>	<b>5</b>
7.1	Aboriginal Project Officers Report .....	5
7.2	Strategic Planning Update.....	5
7.3	National Construction Code Updates .....	5
7.4	Culture Education & Library Services Report .....	5
7.5	Access Advisory Update .....	5
7.6	Bangala-la Preschool and Central West Family Day Care.....	6
<b>8</b>	<b>REPORT OF CONFIDENTIAL RESOLUTIONS .....</b>	<b>6</b>
<b>9</b>	<b>CONCLUSION OF MEETING.....</b>	<b>6</b>

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## 1 OPENING OF MEETING

The Chairperson declared the Community, Liveability and Access Advisory Committee Meeting of Tuesday, 6 August 2024 open and welcomed Council Officials in attendance.

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## 2 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson read the following Acknowledgement of Country:

*Parkes Shire Council acknowledges the Traditional Custodians of the Wiradjuri Country and recognises and respects their cultural heritage, beliefs and continuing connection with the lands and rivers of the Parkes Shire.*

*Council pays its respects to Elders past, present and emerging and extends this respect to all First Nations peoples in the Parkes Shire.*

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## 3 APOLOGIES

Cr Louise O'Leary

## 4 CONFIRMATION OF MINUTES

<b>4.1 MINUTES OF THE COMMUNITY, LIVEABILITY AND ACCESS ADVISORY COMMITTEE MEETING HELD ON 19 MARCH 2024</b>
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That the receive and confirm the Minutes of the meeting held on Tuesday 19 March 2024 appended at *Annexure A*.

---

## 5 DISCLOSURES OF INTERESTS

The Chairperson reminded Council Officials of their obligation under Council's Code of Conduct to disclose and manage any conflicts of interest they may have in matters being considered at the meeting, and invited Council Officials present to disclose any such interests.

Nil interests were disclosed.

## 6 LATE BUSINESS

The Chairperson advised that the following late items of business had been submitted by Council Officers, and invited a motion to enable the addition of the late items to the meeting agenda.

2. 9 GENERAL Business

## **7 OFFICERS' REPORTS**

### **7.1 ABORIGINAL PROJECT OFFICERS REPORT**

#### **DISCUSSION**

The APO provided an update.

- APO met with Beon Energy Services to discuss employment and training opportunities, heritage conservation and community engagement including NAIDOC and Career and training expo.
- The committee discussed Council's Bushmans Hill masterplan progress, they discussed that their current concentration is on the water tank and the artwork. Evolution mining also expressed their interest with this project.
- APO mentioned that he met with people from Neighbourhood Central - Peak Hill to explore a possible hearing service operating in Peak Hill.
- APO met with Currajong Disability Services and discussed community members going to Currajong Disability Services to teach culture and art.
- Education Services International is looking to establish partnerships in Parkes and Peak Hill to develop a training program with Aboriginal local youth. They are also looking at partnering with PCYC to provide a learners driving course.
- APO mentioned NAIDOC day will be held by Mid Lachlan Housing 7th September 2024 - event in Cooke Park Pavilion (TBC).
- This date to be added into the Councillors calendar.

#### **RECOMMENDATION**

That:

1. Information be received and noted

### **7.2 STRATEGIC PLANNING UPDATE**

#### **DISCUSSION**

- Review of Parkes Shire Housing Strategy required in direct response to flooding incident in Goobang Creek area.
- Middleton area has been identified as priority area #1.
- Focus will be held on areas around and above Tanks Road.
- Housing NSW is working towards activating affordable and social housing, they are keen to activate on Crown land.
- Council has signed a collaboration with Housing NSW to continue working together.

#### **RECOMMENDATION**

That:

1. The information be received and noted

With the time being 10.55am, Cr Neil Westcott left the meeting, being an apology for the remainder of the meeting.

**7.3 NATIONAL CONSTRUCTION CODE UPDATES****DISCUSSION**

DCPS tabled report.

- Discussed new houses being energy efficient, most of the new commercial buildings are also energy efficient.
- Cr Keith asked what cost this is to builders and DCPS confirmed it would be a \$9000 cost to builders, but these measures will be saving people money in the long run.

**RECOMMENDATION**

That:

1. Information be received and noted

**7.4 CULTURE EDUCATION & LIBRARY SERVICES REPORT****DISCUSSION**

MCELS tabled report.

- Discussed a few staff changes in the library, Jenny Short has finished in the library and Veronica Shaw has taken a Secondment role in Council's Governance, Risk and Corporate Performance team.
- The library has advertised for Jenny's position to be filled, the first round was unsuccessful and they are interviewing more candidates this week. The library has recently recruited 2 new casuals.
- APO wanted to thank Council and Kerryn for hosting movie night during NADIOC week, it was a great night.
- MCELS mentioned that the 2024 Waste 2 Art Regional Exhibition will be held in the Coventry room.

**RECOMMENDATION**

That:

1. The Culture Education & Library Services Report is accepted.

**7.5 ACCESS ADVISORY UPDATE****DISCUSSION**

DPCS tabled report.

- Discussed Zero Barriers group, there are currently 11 metropolitan Councils using Zero Barriers. DPCS to get in contact with metropolitan Council's to see how they work it and if it is worth it.
- DPCS also provided an update on the disability action plan, working with Council's events team to include access and inclusion with the upcoming ABBA festival and how we incorporate accessibility and inclusion into the Gates of Graceland project.

**RECOMMENDATION**

That:

1. Information be received and noted

**7.6 BANGALA-LA PRESCHOOL AND CENTRAL WEST FAMILY DAY CARE****DISCUSSION**

CWCSM tabled report.

- Discussed the staff commands and how they are very difficult. Also discussed incursions and bringing resources into the school such as hearing and speech programs. Discussed Parkes bringing in-home care provision back to help families with child care.
- Also discussed the lack of support from TAFE assessors being an underlying factor for students to not complete their learning.

**RECOMMENDATION**

That:

1. Information be received and noted

**8 REPORT OF CONFIDENTIAL RESOLUTIONS**

In accordance with clauses 14.22 and 14.23 of Council's Code of Meeting Practice, resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson as soon as practicable. Such resolutions must be recorded in the publicly available minutes of the meeting.



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## 9 GENERAL BUSINESS

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<b>9.1 GENERAL BUSINESS</b>
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### DISCUSSION

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Councillor O'Leary questioned if there are any plans to advertise to recruit new Family Day Care Carers and will this also extend to Peak Hill, Trundle & Tullamore?

We do have a Family Day Care Carer that has re-opened her business, but under Cabonne Family Day Care, however there is still a desperate need for additional services.

CWCSM discussed that Council will be focusing on recruitment over the next few months.

Neighbourhood Central supported playgroups held in various village towns.

### RECOMMENDATION

That:

1. Information be received and noted

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## 10 CONCLUSION OF MEETING

The meeting concluded at 11.30am.

This is the final page of the minutes comprising 8 pages numbered 1 to 8 of the Community, Liveability and Access Advisory Committee Meeting held on Tuesday, 6 August 2024 and confirmed on Tuesday, 3 September 2024.

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**Cr Marg Applebee**

CHAIRPERSON

**12.3 MINUTES OF THE SPORT AND RECREATION ADVISORY COMMITTEE MEETING  
HELD ON 6 AUGUST 2024****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is open, accountable and transparent.**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.**Author:** **Sue McGrath, Business Support Coordinator****Authoriser:** **Logan Hignett, Acting Director Operations****Annexures:** **A. Sport and Recreation Advisory Committee Meeting Minutes - 6 August 2024**

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**RECOMMENDATION**

That Council:

1. Receive and confirm the Minutes of the Sport and Recreation Advisory Committee Meeting held on Tuesday 6 August 2024 appended at *Annexure A*.
-

# **Sport and Recreation Advisory Committee Meeting**

Minutes

Tuesday 6 August 2024



**Minutes of the Sport and Recreation Advisory Committee Meeting****Held on Tuesday, 6 August 2024 at the****Parkes Council Chamber, 2 Cecile Street, Parkes****Present:**

Mr Luke Nash	External Member (Parkes Sports Council)
Mr Alan Gersbach	External Member (Parkes Sports Council)
Mr Peter Bristol	External Member (Parkes Golf Club)
Cr Louise O'Leary	Councillor
Cr William Jayet	Councillor
Cr Ken Keith	Councillor
Cr Westcott	Mayor (Chair)

**Council Officers in Attendance:**

Mr Anthony McGrath	Director Customer Corporate and Economy
Mr Logan Hignett	Acting Director Operations
Sue McGrath	Business Support Coordinator

**NOTES**

Cr Louise O'Leary attended via audio-visual link.

The meeting commenced at 11:39am and concluded at 12:39pm.

## Order Of Business

<b>1</b>	<b>OPENING OF MEETING .....</b>	<b>4</b>
<b>2</b>	<b>ACKNOWLEDGEMENT OF COUNTRY.....</b>	<b>4</b>
<b>3</b>	<b>APOLOGIES .....</b>	<b>4</b>
<b>4</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>4</b>
4.1	Minutes of the Sport and Recreation Advisory Committee Meeting held on 4 April 2023.....	4
<b>5</b>	<b>DISCLOSURES OF INTERESTS .....</b>	<b>4</b>
<b>6</b>	<b>LATE BUSINESS .....</b>	<b>4</b>
<b>7</b>	<b>OFFICERS' REPORTS.....</b>	<b>5</b>
7.1	Parkes Shire Open Spaces Strategy .....	5
7.2	Master Plan - Cheney Oval and Harrison Park.....	5
<b>8</b>	<b>REPORT OF CONFIDENTIAL RESOLUTIONS .....</b>	<b>5</b>
<b>9</b>	<b>CONCLUSION OF MEETING.....</b>	<b>5</b>

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## 1 OPENING OF MEETING

The Chairperson declared the Sport and Recreation Advisory Committee Meeting of Tuesday, 6 August 2024 open and welcomed Council Officials in attendance.

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## 2 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson read the following Acknowledgement of Country:

*Parkes Shire Council acknowledges the Traditional Custodians of the Wiradjuri Country and recognises and respects their cultural heritage, beliefs and continuing connection with the lands and rivers of the Parkes Shire.*

*Council pays its respects to Elders past, present and emerging and extends this respect to all First Nations peoples in the Parkes Shire.*

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## 3 APOLOGIES

Nil

## 4 CONFIRMATION OF MINUTES

<b>4.1 MINUTES OF THE SPORT AND RECREATION ADVISORY COMMITTEE MEETING HELD ON 4 APRIL 2023</b>
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### **RESOLVED REC 001/24**

Moved: Alan Gersbach

Seconded: Cr Louise O'Leary

That the receive and confirm the Minutes of the meeting held on Tuesday 4 April 2023 appended at *Annexure A*.

**CARRIED**

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## 5 DISCLOSURES OF INTERESTS

The Chairperson reminded Council Officials of their obligation under Council's Code of Conduct to disclose and manage any conflicts of interest they may have in matters being considered at the meeting, and invited Council Officials present to disclose any such interests.

Luke Nash declared a non-significant disclosure being the executive (treasurer), Parkes & District Soccer Association.

## 6 LATE BUSINESS

The Chairperson advised that no late items of business had been submitted to the meeting.

## 7 OFFICERS' REPORTS

### 7.1 PARKES SHIRE OPEN SPACES STRATEGY

#### RESOLVED REC 002/24

Moved: Cr William Jayet

Seconded: Cr Ken Keith

That:

1. The draft Parkes Shire Open Spaces Strategy will be reported to Council seeking formal exhibition in accordance with the Parkes Shire Community Engagement Strategy.
2. Amend the strategy to include Spicer Caravan Park in the Spicer Oval Precinct.
3. Indoor sports facility to be considered at another destination.

**CARRIED**

### 7.2 MASTER PLAN - CHENEY OVAL AND HARRISON PARK

#### RESOLVED REC 003/24

Moved: Cr William Jayet

Seconded: Cr Louise O'Leary

That:

1. Information within the report be received and noted, and;
2. Cheney Oval and Harrison Park be endorsed for Master planning during the 2024/25 Financial Year.

**CARRIED**

## 8 REPORT OF CONFIDENTIAL RESOLUTIONS

In accordance with clauses 14.22 and 14.23 of Council's Code of Meeting Practice, resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson as soon as practicable. Such resolutions must be recorded in the publicly available minutes of the meeting.

## 9 CONCLUSION OF MEETING

The meeting concluded at 12:29pm.

This is the final page of the minutes comprising 5 pages numbered 1 to 5 of the Sport and Recreation Advisory Committee Meeting held on Tuesday, 6 August 2024 and confirmed on Tuesday 13 August 2024 .

*Cr Louise O'Leary*

CHAIRPERSON

**12.4 MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD ON 7 AUGUST 2024****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is open, accountable and transparent.**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.**Author:** **Sue McGrath, Business Support Coordinator****Authoriser:** **Logan Hignett, Acting Director Operations****Annexures:**

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**RECOMMENDATION**

That Council:

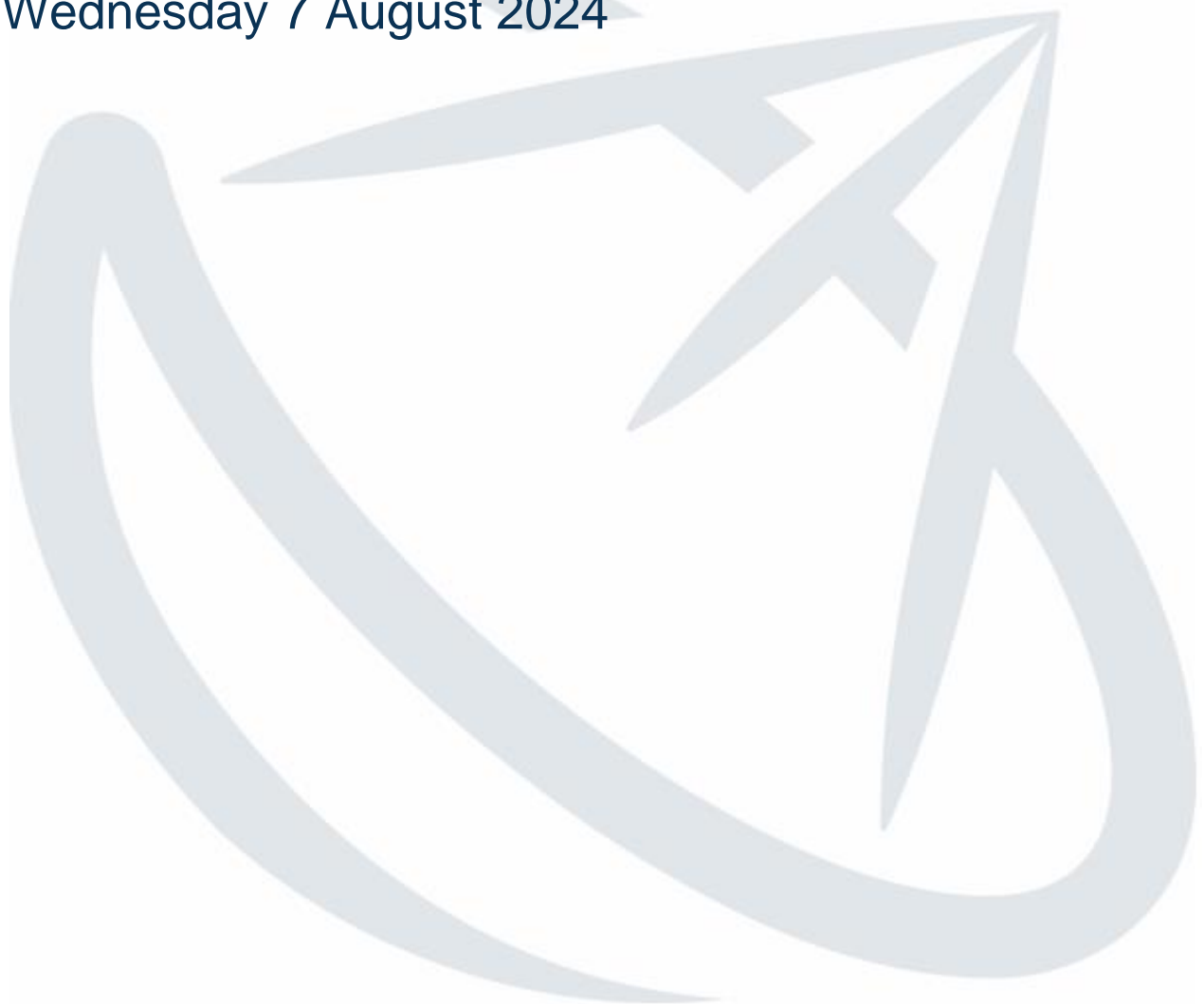
1. Receive and confirm the Minutes of the Local Traffic Committee Meeting held on Wednesday 7 August 2024 appended at *Annexure A*.
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# **Local Traffic Committee Meeting**

## **Minutes**

Wednesday 7 August 2024



**Minutes of the Local Traffic Committee Meeting**  
**Held on Wednesday, 7 August 2024 at the**  
**Parkes Council Chamber, 2 Cecile Street, Parkes**

**Present:**

Cr Ken McGrath	Councillor
Mr Jason Nicholson	Transport for NSW
Josh Tolley	Acting Sergeant Parkes Highway Patrol

**Council Officers in Attendance:**

Mr Jaymes Rath	Executive Manager Technical Services
Reba Nicholson	Cadet Engineer - Traffic and Design
Ms Sue McGrath	Business Support Coordinator

**NOTES**

The meeting commenced at 9:03am and concluded at 9:24am.

## Order Of Business

<b>1</b>	<b>OPENING OF MEETING .....</b>	<b>4</b>
<b>2</b>	<b>ACKNOWLEDGEMENT OF COUNTRY.....</b>	<b>4</b>
<b>3</b>	<b>APOLOGIES .....</b>	<b>4</b>
<b>4</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>4</b>
4.1	Minutes of the Extraordinary Local Traffic Committee Meeting held on 27 June 2024.....	4
<b>5</b>	<b>DISCLOSURES OF INTERESTS .....</b>	<b>4</b>
<b>6</b>	<b>LATE BUSINESS .....</b>	<b>4</b>
<b>7</b>	<b>OFFICERS' REPORTS.....</b>	<b>5</b>
7.1	Lane between Grenfell and Welcome Street, Parkes .....	5
7.2	Stop Sign at the Intersection of Molong Road and Glengowrie Close.....	5
7.3	Disabled Parking - Trundle.....	5
7.4	Parallel Parking out the front of Peter Woods & Associates.....	5
<b>8</b>	<b>GENERAL BUSINESS .....</b>	<b>5</b>
8.1	East Street - Dirt Dr's Yard .....	5
<b>9</b>	<b>REPORT OF CONFIDENTIAL RESOLUTIONS .....</b>	<b>6</b>
<b>10</b>	<b>CONCLUSION OF MEETING.....</b>	<b>6</b>

## 1 OPENING OF MEETING

The Chairperson declared the Local Traffic Committee Meeting of Wednesday, 7 August 2024 open and welcomed Council Officials in attendance.

## 2 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson read the following Acknowledgement of Country:

*Parkes Shire Council acknowledges the Traditional Custodians of the Wiradjuri Country and recognises and respects their cultural heritage, beliefs and continuing connection with the lands and rivers of the Parkes Shire.*

*Council pays its respects to Elders past, present and emerging and extends this respect to all First Nations peoples in the Parkes Shire.*

## 3 APOLOGIES

Melanie Suitor - Road Safety & Injury Prevention Officer

Mr Chris McQuie - Western Road Liners

## 4 CONFIRMATION OF MINUTES

### 4.1 MINUTES OF THE EXTRAORDINARY LOCAL TRAFFIC COMMITTEE MEETING HELD ON 27 JUNE 2024

#### RESOLVED LTC 014/24

That the Extraordinary Local Traffic Committee Meeting receive and confirm the Minutes of the meeting held on Thursday 27 June 2024 appended at *Annexure A*.

**UNAMIOUS SUPPORT**

## 5 DISCLOSURES OF INTERESTS

The Chairperson reminded Council Officials of their obligation under Council's Code of Conduct to disclose and manage any conflicts of interest they may have in matters being considered at the meeting, and invited Council Officials present to disclose any such interests.

Nil interests were disclosed.

## 6 LATE BUSINESS

The Chairperson advised that no late items of business had been submitted to the meeting.

**7 OFFICERS' REPORTS****7.1 LANE BETWEEN GRENFELL AND WELCOME STREET, PARKES****RESOLVED LTC 015/24**

That:

1. The proposed speed cushions in the Lane, between Grenfell and Welcome Street, Parkes be approved and installed for a 12-month trial period.

**UNAMIOUS SUPPORT****7.2 STOP SIGN AT THE INTERSECTION OF MOLONG ROAD AND GLENGOWRIE CLOSE****RESOLVED LTC 016/24**

That:

1. The proposed Signage update at the intersection of Molong Road and Glengowrie Close be approved for Installation.

**UNAMIOUS SUPPORT****7.3 DISABLED PARKING - TRUNDLE****RESOLVED LTC 017/24**

That:

1. The proposed disabled parking on Parkes Street, Trundle be approved for installation

**UNAMIOUS SUPPORT****7.4 PARALLEL PARKING OUT THE FRONT OF PETER WOODS & ASSOCIATES****RESOLVED LTC 018/24**

That:

1. The proposed parallel parking in front of 84 Currajong Street, Parkes be approved for installation.

**UNAMIOUS SUPPORT**

**8 GENERAL BUSINESS****8.1 EAST STREET - DIRT DR'S YARD****RECOMMENDATION**

That:

1. The report detail is for the information of the Committee.

**7 REPORT OF CONFIDENTIAL RESOLUTIONS**

In accordance with clauses 14.22 and 14.23 of Council's Code of Meeting Practice, resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson as soon as practicable. Such resolutions must be recorded in the publicly available minutes of the meeting.

**8 CONCLUSION OF MEETING**

The meeting concluded at 9:24am.

This is the final page of the minutes comprising 6 pages numbered 1 to 6 of the Local Traffic Committee Meeting held on Wednesday, 7 August 2024 and confirmed on Tuesday, 13 August 2024.

*Cr Ken McGrath*

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CHAIRPERSON

## 13 REPORTS OF THE GENERAL MANAGER

### 13.1 DRAFT ANNUAL FINANCIAL REPORTS - 2023/2024

**IP&R Linkage:** Pillar: Leadership

**Goal:** Our local government is sustainable and plans for the future.

**Strategy:** Operate in a financially sustainable and responsible manner.

**Author:** Luke Nash, Financial Accountant

**Authoriser:** Jaco Barnard, Chief Financial Officer

**Annexures:** A. Income Statement - Year Ending 30 June 2024 [↓](#)

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#### RECOMMENDATION

That Council:

1. In accordance with the requirements of the *Local Government Act 1993* (as amended) and the Local Government Code of Accounting Practice and Financial Reporting, resolve to refer the accounts for audit.

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#### BACKGROUND

The Statements are a requirement of Section 413(2) of the Local Government Act 1993 (as amended) and the Local Government Code of Accounting Practice and Financial Reporting and form part of the Annual Financial reports.

#### ISSUES AND COMMENTARY

In order to comply with Section 413(2) of the Local Government Act 1993 (as amended) and the Local Government Code of Accounting Practice and Financial Reporting, Council must prepare a statement on the General-Purpose Financial Statement (GPFS) and the Special Schedules as well as the Special Purpose Financial Statements (SPFS). The Statement then allows the accounts to be referred for audit.

Council has recorded a financial result in 2024 of \$1,807,000 for the year as compared to \$1,599,000 for 2023. Several contributors have enabled council to achieve a positive operating result including increased grants and contributions for operating purposes, user charges & fees, interest income and other revenues.

Changes to the seasonal weather patterns adversely impacted water consumption levels for both residential and commercial customers. User charges from water supply services decreased by (\$2.37m) in comparison to the previous financial year, however it was offset by an increase of \$5.9m in water access charges. Employee related costs have increased with a reduction in staff vacancies, lower capitalised costs as additional time and resources were attributed to flood recovery works and increased leave entitlements. Materials and services decreased in comparison to the previous year and is largely attributed to flood damage and RMCC works. The depreciation expense continues to increase reflective of the annual indexation of all asset classes. Council has incurred a significant loss from the disposal of assets which is largely attributable to the disposal of Brolgan Road as part of the road transfer process to Transport for NSW.

Overall, the current operating result indicates continued improvement in council's financial sustainability.

**LEGISLATIVE AND POLICY CONTEXT**

As required under the Act, Council's annual financial statements must be prepared and audited within the time specified.

**FINANCIAL IMPLICATIONS**

The draft financials indicate an actual operating profit of \$1,807,000 as compared to original budgeted surplus of \$2,551,000. Total income from continuing operations (excluding capital grants) was \$79,945,000 as compared to original budget of \$61,067,000. Total expenses from continuing operations were \$78,138,000 as compared to original budget of \$58,516,000.

**RISK IMPLICATIONS**

Council's financial performance is monitored through Budget Reviews which are collated and presented to council on a quarterly basis. Additionally, detailed monthly financial reports are reviewed by senior management and council monthly. These reports provide council with detailed insights into the financial position and sustainability of the organisation.

**COMMUNITY CONSULTATION**

There are no community consultation requirements for Council associated with this report.

**CONCLUSION**

Council's Auditors will be working onsite from the 9 September to 12 September 2024 to undertake the audit of Council's Annual Financial reports. The Audited Financial reports will be issued following the completion of the audit. Following receipt of the Auditors Report, it will be tabled at a council meeting and public notice will be given advising the public of the presentation.



## Parkes Shire Council

### Income Statement

for the year ended 30 June 2024

Original unaudited budget 2024	\$ '000	Notes	Actual 2024	Actual 2023
<b>Income from continuing operations</b>				
28,522	Rates and annual charges	B2-1	<b>29,963</b>	23,527
12,726	User charges and fees	B2-2	<b>19,840</b>	15,584
787	Other revenues	B2-3	<b>1,310</b>	1,988
17,237	Grants and contributions provided for operating purposes	B2-4	<b>26,590</b>	32,418
52,496	Grants and contributions provided for capital purposes	B2-4	<b>22,684</b>	17,357
678	Interest and investment income	B2-5	<b>1,671</b>	1,493
—	Other income	B2-6	<b>571</b>	470
1,117	Net gain from the disposal of assets	B4-1	<b>—</b>	332
<b>113,563</b>	<b>Total income from continuing operations</b>		<b>102,629</b>	93,169
<b>Expenses from continuing operations</b>				
18,814	Employee benefits and on-costs	B3-1	<b>20,806</b>	18,548
23,344	Materials and services	B3-2	<b>34,295</b>	38,083
645	Borrowing costs	B3-3	<b>867</b>	914
14,950	Depreciation, amortisation and impairment of non-financial assets	B3-4	<b>18,416</b>	15,857
763	Other expenses	B3-5	<b>898</b>	811
—	Net loss from the disposal of assets	B4-1	<b>2,856</b>	—
<b>58,516</b>	<b>Total expenses from continuing operations</b>		<b>78,138</b>	74,213
<b>55,047</b>	<b>Operating result from continuing operations</b>		<b>24,491</b>	18,956
<b>55,047</b>	<b>Net operating result for the year attributable to Council</b>		<b>24,491</b>	18,956
<b>2,551</b>	<b>Net operating result for the year before grants and contributions provided for capital purposes</b>		<b>1,807</b>	1,599

The above Income Statement should be read in conjunction with the accompanying notes.

**13.2 MONTHLY FINANCIAL REPORTS AS AT 30 JUNE 2024****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is sustainable and plans for the future.**Strategy:** Operate in a financially sustainable and responsible manner.**Author:** **Luke Nash, Financial Accountant****Authoriser:** **Jaco Barnard, Chief Financial Officer****Annexures:** **A. Annexure 1 - June 2024 vs. Budget** [↓](#)  
**B. Annexure 2 - June 2024 vs. June 2023** [↓](#)

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**RECOMMENDATION**

That Council:

1. Receive and note the year-to-date financial reports for the period up to 30 June 2024.
- 

**BACKGROUND**

The NSW Local Government Act section 8B establishes principles of sound financial management as follows:

- a) Council spending should be responsible and sustainable, aligning general revenue and expenses.
- b) Councils should invest in responsible and sustainable infrastructure for the benefit of the local community.
- c) Councils should have effective financial and asset management, including sound policies and processes for the following:
  - (i) performance management and reporting,
  - (ii) asset maintenance and enhancement,
  - (iii) funding decisions,
  - (iv) risk management practices.
- d) Councils should have regard to achieving intergenerational equity, including ensuring the following:
  - (i) policy decisions are made after considering their financial effects on future generations,
  - (ii) the current generation funds the cost of its services (which also means the current generation should not bear costs for benefit of future generations)

This report monitors the progress of the 2023-24 operational budget, which programs the plan to achieve the actions, and strategic objectives set within Council's delivery plan.

**ISSUES AND COMMENTARY**

Council has achieved a favourable consolidated net operating result of \$1.8m at the end of June. The general fund reflected a profit of \$911k, water fund reflected a profit of \$673k while the sewer fund reflected a profit of \$224k. These are the preliminary results and might change due to audit findings.

**Annexure 1** provides more detailed commentary into the financial performance of the organisation for the period ending 30 June 2024 compared to budget.

**Annexure 2** provides more detailed commentary into the financial performance of the organisation for the period ending 30 June 2024 compared to the period ending 30 June 2023.

**LEGISLATIVE AND POLICY CONTEXT**

Local Government Act (section 8B)

**FINANCIAL IMPLICATIONS**

The monthly finance report presented a comparison between actuals vs. budget for each fund to 30 June 2024 as well as a comparison between actuals vs. the previous year's actuals for each fund to 30 June 2023.

**RISK IMPLICATIONS**

Council's budgets are monitored in accordance with the adopted operational plan and long-term financial plan. It is essential for council to monitor programs against budget to avoid depending on savings from other programs and to utilise reserves that had been set aside for other specific purposes.

**COMMUNITY CONSULTATION**

There are no community consultation requirements for Council associated with this report.

**CONCLUSION**

Council continues to place a strong emphasis on cost reductions to ensure that favourable budget results can be maintained, internal management reporting and strengthened purchasing controls are assisting to deliver improved financial performance.

**PSC Income Statement 2023/2024**  
**June Year to Date**

	Consolidated			General Fund			Water Fund			Sewer Fund			Financial Commentary
	Act \$'000	Budget \$'000	Variance \$'000	Act \$'000	Budget \$'000	Variance \$'000	Act \$'000	Budget \$'000	Variance \$'000	Act \$'000	Budget \$'000	Variance \$'000	
Rates and annual charges	29,964	28,522	1,442	18,641	18,782	(141)	7,585	5,592	1,993	3,738	4,148	(410)	Domestic Waste (-\$266k).Higher water access charge than budgeted. NPM (+\$566k) Res (+\$1,335k). Sewer (-\$453k)
User charges and fees	19,996	12,726	7,270	13,818	5,026	8,792	5,537	7,216	(1,680)	642	484	158	RMCC (+\$8.2m) Private Work (+\$317k) ABBA (+\$174k) Planning (+\$156k) Tip fees (+\$123k) CWCS (-\$130k) Airport (+\$118). Lower water usage and price than budgeted. NPM (-\$1.63m) Residential (-\$378k) Private Work (+\$168k) Sewer (+158k)
Interest and investment revenue	1,699	677	1,022	1,012	258	754	503	190	313	184	230	(45)	Higher cash balance due to grants and increase in interest rates.
Other revenues	1,695	787	908	1,567	787	780	58	0	58	70	0	70	Rent received (+\$178k), Elvis Sponsorship (+\$77k) Timing of Fuel Rebate (-\$99k) HPC Merch (+\$101k) Paid Parental Leave (+\$59k) W-Fund Rental, S-Fund - Rental
Grants and contributions provided for opex	26,590	17,087	9,503	26,168	17,087	9,081	422	0	422	0	0	0	Storm damage grant (-\$98k), TfNSW Road repair (+\$5.546m) ARTC (+\$1.5m), RTR (+\$2926k),CSIRO (+\$150k) Water Loss Grant (+\$152k) FDCare (+\$106k) Drought Resilience (+\$160k) FAGS (+\$187k) Block Grant (+\$51k) Reg Housing (+\$150k) FAGS Roads (+\$101k)
<b>Income</b>	<b>79,944</b>	<b>59,800</b>	<b>20,144</b>	<b>61,206</b>	<b>41,939</b>	<b>19,267</b>	<b>14,104</b>	<b>12,999</b>	<b>1,105</b>	<b>4,634</b>	<b>4,862</b>	<b>(228)</b>	
Employee Cost	21,081	18,814	(2,267)	17,554	16,049	(1,505)	2,578	2,051	(527)	949	714	(235)	Works & Services road works (-\$1.7m) due to under capitalisation of salaries. Land & Buildings (-\$60k). Corporate Services (+\$475k) due to vacancies, Events (-\$202k) Planning (+\$251k) vacancies. WF - (-\$460k) under capitalisations. SF - (-\$141k)
Materials & Consumables	6,963	4,608	(2,355)	6,309	4,080	(2,229)	443	361	(82)	211	167	(43)	Road maintenance (-\$1,189k), Fleet & Depot (-\$515k) Land & Buildings (-\$223k) Events (-\$31k), WF (-\$82k) SF (-\$43k)
External Services	21,306	13,126	(8,180)	19,510	11,575	(7,936)	1,349	980	(369)	446	571	125	Road maintenance (-\$6.9m) Events (-\$640k) Waste (-\$289k), WF - (-\$369k), SF - (+\$212k)
Water, Electricity & Statutory	3,475	3,440	(35)	1,163	1,408	244	2,130	1,863	(267)	182	169	(13)	Electricity - General Fund (+\$270k), Water Fund (+\$135k) due to price. WF Access Charges (-\$296k)
IT & Communications	295	286	(9)	287	286	(1)	0	0	0	7	0	(7)	Sewer (\$-7k)
Insurance	880	825	(55)	880	825	(55)	0	0	0	0	0	0	
Administration	3,068	3,359	291	2,786	3,090	304	272	244	(29)	10	25	15	Software licences (+\$291k)
Travel & Entertainment	296	168	(128)	266	128	(137)	26	35	8	4	5	2	Events Travel Cost (-\$120k)
Financials	426	330	(97)	398	330	(69)	7	0	(7)	21	0	(21)	Unwinding of discount (-161k) Audit (+\$18k)
Internal Charges	(1,712)	(2,035)	(324)	(4,443)	(4,610)	(167)	1,917	1,826	(91)	814	749	(66)	
Interest Paid	655	645	(9)	354	341	(13)	185	188	4	116	116	0	
Cost of Assets Sold	4,420	3,158	(1,262)	4,280	3,158	(1,122)	67	0	(67)	73	0	(73)	
Sale Proceeds of Assets	(1,565)	(4,275)	(2,709)	(1,453)	(4,275)	(2,821)	(84)	0	84	(28)	0	28	Budget includes properties to sell. Disposal of Broglan Road.
<b>Expenses</b>	<b>59,589</b>	<b>42,449</b>	<b>(17,139)</b>	<b>47,892</b>	<b>32,386</b>	<b>(15,506)</b>	<b>8,891</b>	<b>7,548</b>	<b>(1,344)</b>	<b>2,804</b>	<b>2,516</b>	<b>(288)</b>	
<b>Cash profit for the year</b>	<b>20,356</b>	<b>17,350</b>	<b>3,005</b>	<b>13,315</b>	<b>9,554</b>	<b>3,761</b>	<b>5,213</b>	<b>5,451</b>	<b>(238)</b>	<b>1,829</b>	<b>2,345</b>	<b>(516)</b>	
<b>Depreciation</b>	<b>18,549</b>	<b>14,950</b>	<b>(3,599)</b>	<b>12,404</b>	<b>9,590</b>	<b>(2,814)</b>	<b>4,540</b>	<b>4,033</b>	<b>(507)</b>	<b>1,606</b>	<b>1,327</b>	<b>(279)</b>	Increase in depreciation due to indexation and revaluation of assets classes at YE 30 June 23.
<b>Net Operation result as at June</b>	<b>1,807</b>	<b>2,400</b>	<b>(594)</b>	<b>911</b>	<b>(36)</b>	<b>947</b>	<b>673</b>	<b>1,418</b>	<b>(745)</b>	<b>224</b>	<b>1,018</b>	<b>(795)</b>	

PSC Income Statement 2023/2024  
June Year to Date vs. Previous Year YTD

	Consolidated			General Fund			Water Fund			Sewer Fund			Financial Commentary
	Act \$'000	2023 \$'000	Variance \$'000	Act \$'000	2023 \$'000	Variance \$'000	Act \$'000	2023 \$'000	Variance \$'000	Act \$'000	2023 \$'000	Variance \$'000	
Rates and annual charges	29,964	23,526	6,437	18,641	17,906	735	7,585	1,739	5,846	3,738	3,881	(144)	NPM Water Access Charges (+\$3.9m) Residential Water Access Charges (+\$1.9m)
User charges and fees	19,996	15,587	4,410	13,818	7,513	6,305	5,537	7,568	(2,032)	642	505	136	RMCC (+\$6.3m) Events (+\$111k) Waste (+\$125k) Airport (-\$96k) NPM Water Consumption (-\$1.8m) Residential Water Consumption (-\$578k)
Interest and investment revenue	1,699	1,530	169	1,012	1,001	11	503	440	63	184	90	95	Higher cash balance due to grants and increase in interest rates.
Other revenues	1,695	2,386	(690)	1,567	2,275	(708)	58	91	(34)	70	19	51	Lehman Bros (-\$672k)
Grants and contributions provided for opex	26,590	32,418	(5,828)	26,168	32,333	(6,165)	422	85	337	0	0	0	Storm damage grant (-\$5.46m) TfNSW Flood rec (-\$2.5m) Pothole repair (-\$745k) Road repair (+\$1.6m) ARTC (+\$1.5m) FAGS (-\$2.4m) RTR (+\$2m) Block (+\$26k) CSIRO (-\$200k) Events (-\$243k) FDC (+\$425k)
Income	79,944	75,446	4,498	61,206	61,028	178	14,104	9,923	4,181	4,634	4,495	139	
Employee Cost	21,081	18,800	(2,280)	17,554	15,493	(2,061)	2,578	2,557	(22)	949	751	(198)	Works & Services (-\$332k) Corp Serv (-\$735k) Planning (-\$76k) , WF - (+\$45k), SF - (-\$104k)
Materials & Consumables	6,963	9,843	2,880	6,309	9,183	2,874	443	447	4	211	213	2	Road Maintenance (+\$2.1m)
External Services	21,306	21,808	502	19,510	20,593	1,082	1,349	740	(609)	446	475	29	Waste (-\$247) Events (-\$260k) Econ Dev (-\$161k) Water Fund (-\$609k)
Water, Electricity & Statutory	3,475	2,964	(511)	1,163	1,181	17	2,130	1,645	(485)	182	138	(44)	WF - Elect (-\$129k) Water access charges (-\$266k)
IT & Communications	295	354	60	287	348	61	0	2	2	7	5	(2)	
Insurance	880	792	(89)	880	792	(89)	0	0	0	0	0	0	
Administration	3,068	3,081	13	2,786	2,768	(18)	272	288	16	10	26	15	
Travel & Entertainment	296	300	4	266	272	6	26	28	2	4	0	(4)	
Financials	426	412	(14)	398	141	(257)	7	115	107	21	157	136	Audit (-\$39k)
Internal Charges	(1,712)	(701)	1,010	(4,443)	(3,939)	504	1,917	2,787	870	814	450	(364)	
Interest Paid	655	669	14	354	357	3	185	196	11	116	116	0	
Cost of Assets Sold	4,420	568	(3,852)	4,280	553	(3,727)	67	15	(52)	73	0	(73)	Disposal of Broglan Road
Sale Proceeds of Assets	(1,565)	(901)	664	(1,453)	(857)	597	(84)	(44)	40	(28)	0	28	
Expenses	59,589	57,990	(1,599)	47,892	46,885	(1,007)	8,891	8,775	(116)	2,804	2,330	(474)	
Cash profit for the year	20,356	17,456	2,899	13,315	14,143	(828)	5,213	1,149	4,064	1,829	2,165	(335)	
Depreciation	18,549	15,857	(2,692)	12,404	10,196	(2,208)	4,540	4,164	(376)	1,606	1,497	(108)	Increase in depreciation due to indexation and revaluation of assets classes.
Net Operation result as at June	1,807	1,599	207	911	3,947	(3,036)	673	(3,015)	3,688	224	668	(444)	

### 13.3 INVESTMENTS & BORROWINGS REPORT AS AT 31 JULY 2024

**IP&R Linkage:** Pillar: Leadership

**Goal:** Our local government is sustainable and plans for the future.

**Strategy:** Operate in a financially sustainable and responsible manner.

**Author:** Luke Nash, Financial Accountant

**Authoriser:** Jaco Barnard, Chief Financial Officer

**Annexures:** A. PSC - Investment Register - 31 July 2024 [↓](#)  
B. PSC - Loans Register - 31 July 2024 [↓](#)

#### RECOMMENDATION

That:

Receive and note the Statement of Investments and Borrowings as on 31 July 2024

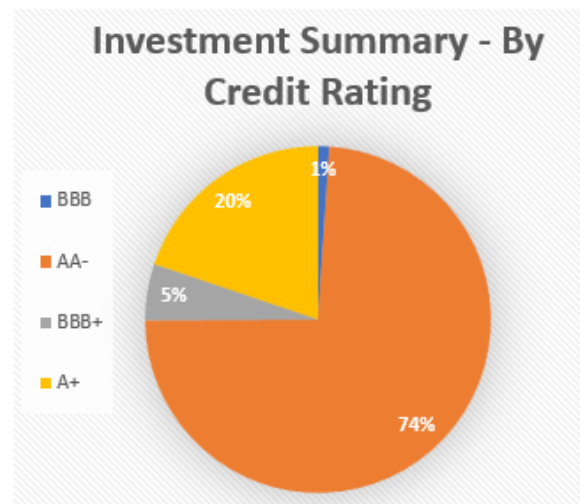
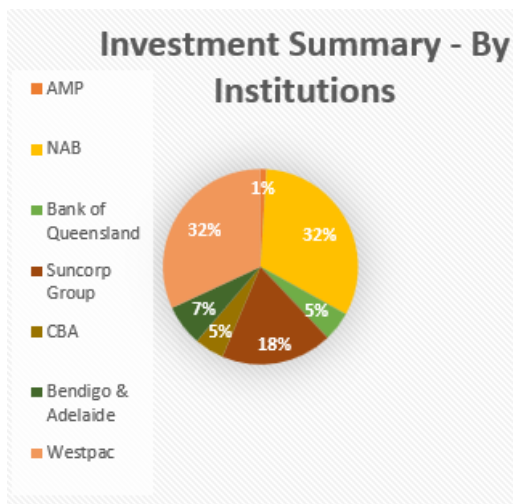
#### BACKGROUND

In accordance with clause 212 of the Local Government (General) Regulation 2021 ("the Regulations"), the Responsible Accounting Officer must provide Parkes Shire Council ("Council") with a monthly written report setting out details of Council's investments under section 625 of the Local Government Act 1993 ("the Act"). The report must also include certification that these investments have been made in accordance with the Act, the Regulations and Council's Investment Policy.

#### ISSUES AND COMMENTARY

The balance of Council's investments as of 31 July 2024 stands at \$51,445,371 and the principal outstanding on council's borrowings at \$20,763,532. Council's investments decreased by \$0.3 million during July.

On 31 July 2024, Council's investment portfolio was yielding 4.98 per cent per annum. Council's investments cover externally restricted cash reserves and internal restricted cash reserves. The following charts depict a summary of the investments held by Council based on the individual institutional exposure and credit rating of the institutions with which they are held.



## **LEGISLATIVE AND POLICY CONTEXT**

Council's investments are held in accordance with Council's Investment Policy which accords with the requirements of the:

- Local Government Act 1993 ("the Act") - Section 625
- Local Government Act 1993 - Order (of Minister) dated 16 November 2020
- The Trustee Amendment (Discretionary Investments) Act 1997 - Sections 14A(2), 14C(1) and (2); and
- Local Government (General) Regulation 2021 ("the Regulation") - Clauses 212 and 215.

## **FINANCIAL IMPLICATIONS**

All returns on investments are included in Council's Operating Budget. Any amendment to budgeted interest income is affected through the Quarterly Budget Review process. Both the average level of funds invested, and the rate of return determine returns. In accordance with the Australian equivalent of International Accounting Standards, securities that are classified as held for trading are required to be valued at market value at each balance date. Investments in the form of cash or cash equivalents and held to maturity investments are valued at cost. Floating Rate Notes acquired on the secondary market are valued at cost. Where the purchase consideration is different to face value, the resulting premium or discount are amortised on a straight-line basis over the life of the Note.

## **RISK IMPLICATIONS**

Council's investments are managed in accordance with Council's Investment Policy. Overall, the portfolio is diversified amongst the investment grade spectrum with no exposure to unrated ADI's.

## **COMMUNITY CONSULTATION**

There are no community consultation requirements for Council associated with this report.

## **CONCLUSION**

The Chief Financial Officer has certified that the investments listed in the Investment Summary have been made in accordance with section 625 of the Act, clause 212 of the Regulation and Council's Investment Policy. Council's investments continue to focus on capital protection, as well as compliance with the Investment Policy, whilst actively seeking the best return allowable within these parameters. It is recommended that Council receive and note the Statement of Investments and Borrowings as on 31 July 2024.



Parkes Shire Council Investment Register as at 31 July 2024						
ADI/Issuer	Rating	Investment Type	Principal	Yield	Settlement Date	Maturity Date
NAB	AA-	Term Deposit	2,000,000	5.09	14/03/2024	14/08/2024
AMP	BBB	Term Deposit	500,000	5.35	18/08/2023	19/08/2024
NAB	AA-	Term Deposit	1,000,000	5.00	18/04/2024	19/08/2024
NAB	AA-	Term Deposit	1,000,000	5.00	18/04/2024	19/08/2024
Bank of Queensland	BBB+	Term Deposit	500,000	5.09	21/03/2024	23/09/2024
NAB	AA-	Term Deposit	1,000,000	5.05	30/05/2024	30/09/2024
NAB	AA-	Term Deposit	2,000,000	5.10	30/04/2024	30/09/2024
NAB	AA-	Term Deposit	1,000,000	5.15	6/05/2024	6/11/2024
Suncorp Group	A+	Term Deposit	1,500,000	5.16	23/05/2024	25/11/2024
Suncorp Group	A+	Term Deposit	1,000,000	5.16	23/05/2024	25/11/2024
NAB	AA-	Term Deposit	1,500,000	5.32	27/06/2024	27/11/2024
Suncorp Group	A+	Term Deposit	1,000,000	5.21	30/05/2024	29/11/2024
Suncorp Group	A+	Term Deposit	1,500,000	5.21	30/05/2024	29/11/2024
Suncorp Group	A+	Term Deposit	1,500,000	5.21	30/05/2024	29/11/2024
NAB	AA-	Term Deposit	1,500,000	5.15	15/05/2024	16/12/2024
NAB	AA-	Term Deposit	1,500,000	5.37	27/06/2024	27/12/2024
Suncorp Group	A+	Term Deposit	2,000,000	5.23	28/06/2024	30/12/2024
NAB	AA-	Term Deposit	1,000,000	5.32	15/07/2024	15/01/2025
NAB	AA-	Term Deposit	500,000	5.30	18/07/2024	20/01/2025
Bendigo & Adelaide	A-	Term Deposit	2,000,000	5.12	18/07/2024	20/01/2025
Suncorp Group	A+	Term Deposit	1,000,000	5.18	23/05/2024	23/01/2025
Bendigo & Adelaide	A-	Term Deposit	1,500,000	5.18	25/07/2024	28/01/2025
NAB	AA-	Term Deposit	1,500,000	5.30	25/07/2024	25/03/2025
NAB	AA-	Term Deposit	1,000,000	5.43	27/06/2024	27/03/2025
CBA	AA-	Floating Rate Note (Fixed)	1,015,171	4.20	18/08/2022	18/08/2025
Bank of Queensland	BBB+	Floating Rate Note	2,011,720	5.58	21/04/2022	29/10/2025
CBA	AA-	Floating Rate Note	1,507,845	5.15	11/01/2022	14/01/2027
Westpac	AA-	Cash at Call - Main	2,960,635	At Call		
Westpac	AA-	Cash at Call - Maxi	13,450,000	At Call		
<b>Total</b>			<b>51,445,371</b>			

Investment Balances by Type		
Term Deposit	30,500,000	
Floating Rate Note	4,534,736	35,034,736
Cash at Call - Main	2,960,635	
Cash at Call - Maxi	13,450,000	
<b>Total Balance - 31/7/2024</b>	<b>51,445,371</b>	

I, Jaco Barnard, Parkes Shire Council Chief Financial Officer, certify as required under Section 212 of the Local Government Regulations 2021, that Council's investments have been made in accordance with the Local Government Act 1993 and Parkes Shire Council Investment Policy.

Signed: *Jaco Barnard*



Parkes Shire Council Loan Register as at 31 July 2024							
Borrower (by Purpose)	Lender	System Loan No.	Loan Term Years	Date of Maturity	Interest Rate	Original Amount Borrowed \$	Principal Outstanding as 31 July 2024
<b>General Fund</b>							
Airport Runway Rehabilitation	NAB	1	20	2030	8.21%	\$ 2,000,000	957,865.58
30 Welcome Street	NAB	3	20	2030	8.21%	\$ 500,000	239,466.39
Henry Parkes Centre	NAB	4	20	2030	8.01%	\$ 950,000	450,914.15
Community Infrastructure, Drainage Projects and IT	TCorp	10	10	2026	3.485%	\$ 2,220,000	2,220,000.00
Transport Infrastructure	TCorp	11	10	2028	3.670%	\$ 3,000,000	3,000,000.00
Land Development	TCorp	12	10	2044	5.730%	\$ 4,000,000	4,000,000.00
<b>Total General Fund</b>						<b>\$ 12,670,000</b>	<b>10,868,246.12</b>
<b>Sewer Fund</b>							
Parkes Sewer Treatment Plant	TCorp	7	10	2026	2.90	\$ 4,000,000	4,000,000.00
<b>Total Sewer Fund</b>						<b>\$ 4,000,000</b>	<b>4,000,000.00</b>
<b>Water Fund</b>							
Parkes Water Treatment Plant	TCorp	9	20	2036	3.045	\$ 8,500,000	5,895,285.84
<b>Total Water Fund</b>						<b>\$ 8,500,000</b>	<b>5,895,285.84</b>
<b>Total All Funds</b>						<b>\$ 25,170,000</b>	<b>20,763,531.96</b>

**14 REPORTS OF THE DIRECTOR CUSTOMER, CORPORATE SERVICES AND ECONOMY****14.1 ENDORSEMENT OF 2023/24 OPERATIONAL PLAN PROGRESS REPORT (1 JANUARY TO 30 JUNE 2024)****IP&R Linkage:** Pillar: Leadership**Goal:** Our local government is sustainable and plans for the future.**Strategy:** Provide clear long-term direction for the community through the development of the Integrated Planning and Reporting framework.**Author:** Teresa Cooper, Corporate Planning and Performance Coordinator**Authoriser:** Anthony McGrath, Director Customer, Corporate Services and Economy**Annexures:** A. Operational Plan Progress Report January to June 2024 (under separate cover)**RECOMMENDATION**

That Council:

1. Endorse the 2023/24 Operational Plan Progress Report (1 January to 30 June 2024), appended at *Annexure A*, pursuant to section 4.9 of the Integrated Planning and Reporting Guidelines.

**BACKGROUND**

The Integrated Planning and Reporting ("IP&R") provisions of the *Local Government Act 1993* ("the Act") require Parkes Shire Council ("Council") to develop and adopt an inter-related suite of strategic documents, including a 10-year Community Strategic Plan, four-year Delivery Program, and annual Operational Plan.

Under the IP&R Guidelines issued by the Office of Local Government and prescribed under section 23A of the Act; Council's General Manager must ensure that progress reports are provided to the Council's governing body, with respect to the principal activities detailed in the Delivery Program, at least every six months.

**ISSUES AND COMMENTARY**

In line with Council's commitment to open, accountable and representative local government, Council has chosen to report on the implementation of its Delivery Program every three months.

The Operational Plan Progress Report (1 July to 31 December 2024) is appended at *Annexure A* and summarises Council's progress on the implementation of its Delivery Program 2022-2025. The Operational Plan Progress Report (1 July to 31 December 2024) comprises the following sections:

- **Part 1 - Introduction:** Outlines the IP&R framework, including the role and purpose of the Operational Plan, and how Council plans and reports on the progress of its Delivery Program.
- **Part 2 - 2023/24 Operational Plan:** Outlines the Operational and Capital Funding Summary and key achievements in the implementation of the Delivery Program.
- **Part 3 - Council and Corporate:** Reports on Council's progress in implementing the outputs outlined in the Council and Corporate function of the Delivery Program.
- **Part 4 - Commercial Enterprise:** Reports on Council's progress in implementing the outputs outlined in the Commercial Enterprise function of the Delivery Program.

- **Part 5 - Economy and Engagement:** Reports on Council's progress in implementing the outputs outlined in the Economy and Engagement function of the Delivery Program.
- **Part 6 - Emergency Services:** Reports on Council's progress in implementing the outputs outlined in the Emergency Services function of the Delivery Program.
- **Part 7 - Library, Culture and Social Justice:** Reports on Council's progress in implementing the outputs outlined in the Library, Culture and Social Justice function of the Delivery Program.
- **Part 8 - Open Space and Recreation:** Reports on Council's progress in implementing the outputs outlined in the Open Space and Recreation function of the Delivery Program.
- **Part 9 - Planning, Certification and Compliance:** Reports on Council's progress in implementing the outputs outlined in the Planning, Certification and Compliance function of the Delivery Program.
- **Part 10 - Sewerage:** Reports on Council's progress in implementing the outputs outlined in the Sewerage function of the Delivery Program.
- **Part 11 - Transport and Drainage:** Reports on Council's progress in implementing the outputs outlined in the Transport and Drainage function of the Delivery Program.
- **Part 12 - Waste Management:** Reports on Council's progress in implementing the outputs outlined in the Waste Management function of the Delivery Program.
- **Part 13 - Water Supply:** Reports on Council's progress in implementing the outputs outlined in the Water Supply function of the Delivery Program.

## LEGISLATIVE AND POLICY CONTEXT

As detailed above, Council is required under the Act and IP&R Guidelines to develop and adopt a Delivery Program. The General Manager is required to provide progress reports at least once every six months to Council's governing body on the organisation's progress in achieving the principal activities contained in the Delivery Program.

## FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report.

## RISK IMPLICATIONS

Endorsement of the Operational Plan Progress Report (1 July to 31 December 2024), as recommended, ensures Council complies with its legislative requirements under section 404 of the Act.

## COMMUNITY CONSULTATION

There are no community consultation requirements for Council associated with this report, however under Council's IP&R framework, community engagement is built into the process to ensure that the community is providing feedback advice and direction to Council's activities. The report will also be placed on Council's website.

## CONCLUSION

This report recommends that the Operational Plan Progress Report for the six-month period from 1 January to 30 June 2024 be endorsed.

**14.2 PARKES SHIRE DESTINATION MANAGEMENT PLAN****IP&R Linkage:** **Pillar:** Economy**Goal:** Our Shire is an attractive destination to live, work, visit and invest.**Strategy:** Promote Parkes Shire as a tourist destination and support the continued growth of our visitor economy.**Author:** **Katie Nash, Economic Development Specialist****Authoriser:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Annexures:** **A. Parkes Shire Destination Management Plan - Final (under separate cover)**

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**RECOMMENDATION**

That:

1. Council receives and notes the briefing on the Final Parkes Shire Destination Management Plan, as detailed in this report.
  2. Council adopts the Parkes Shire Destination Management Plan
- 

**BACKGROUND**

Throughout 2021, Parkes Shire Council ("Council") held preliminary discussions with Transport for NSW ("TfNSW") regarding the development of a Parkes Shire Destination Management Plan and Bypass Strategy ("the DMP and Bypass Strategy"). Noting the perceived impact of the new Parkes Newell Highway Bypass on local business activity and trade, Council sought a funding contribution from TfNSW to support the preparation of the DMP and Bypass Strategy.

In May 2022, Council successfully obtained a pledge of up to \$100,000 in funding from TfNSW to support the development of the DMP and Bypass Strategy. This funding aimed to engage a suitably skilled and experienced consultant to collaborate with Council in preparing the DMP and Bypass Strategy. Council engaged Urban Enterprise for the initial plan and has since engaged Wray Sustainable Tourism to critically review the draft Destination Management Plan. This work included further stakeholder engagement and allowed for more significant synergies between the Shire's current tourism offering and available opportunities.

**ISSUES AND COMMENTARY**

Wray Sustainable Tourism has now provided the final draft of the PSDMP. This plan outlines the opportunities and challenges Parkes currently experiences while creating a framework for future development. The vision, setting our trajectory as a destination, is that by 2030, Parkes Shire will be a must-stop destination for visitors and business travellers to the Central West, home to important astro-tourism experiences, major events and festivals, nature-based experiences, and emerging contemporary visitor experiences.

The draft PSDMP was placed on public exhibition for 28 days, from Friday, June 21, to Friday, July 19. During the public exhibition period, we received one response. After the set exhibition closure date, we received a second response and determined it suitable to include the late submission.

The report outlines the comments made throughout the public exhibition process, highlighting the variations made to the report, and the justification for each change.

## LEGISLATIVE AND POLICY CONTEXT

Following adoption, as with all Council strategies, the PSDMP will form part of Council's Integrated Planning and Reporting ("IP&R") framework. Specific actions and projects identified in the PSDMP will be programmed and funded for delivery via Council's Operational Plan and Budget. In contrast, others will require grant funding to proceed.

## FINANCIAL IMPLICATIONS

The development of the DMP and Bypass Strategy is funded by a contribution from TfNSW up to \$100,000.00.

## RISK IMPLICATIONS

There is no risk implications associated with this report.

## COMMUNITY CONSULTATION

The table below outlines the comments received during the exhibition period for the Destination Management Plan.

Section	Comment	Response	Adjustment
<b>1. Introduction</b>	No comments received		
<b>2. About the Parkes Shire</b>	No comments received		
<b>3. Strategic Content</b>	No comments received		
<b>4. About the Parkes Shire Visitor Economy</b>	No comments received		
<b>5. Growing the Parkes Shire Visitor Economy</b>	Peak Hill is already a designated RV Friendly town - the Bypass has the potential to increase visitor stays in Peak Hill	The RV friendly opportunity is apparent in all towns and villages in the Shire. The wording has been updated to better reflect the intention. Peak Hill, Tullamore and Parkes are currently RV friendly towns, and we hope to see the EV network expand to more locations in our Shire.	Updated opportunity to "Further develop Parkes Shire as an RV and EV friendly destination"
	Add Snake Rock as a Cultural experience	The purpose of the SWOT analysis is not listing all tourism products but noting a range of aspects within the tourism space that could ha. Snake Rock, has been included in other areas of the document including the visitor experience development and action plan sections.	No changes made.
	Add Peak Hill Nature Park as a Nature Based Tourism - the Peak Hill CCC have allocated funds to develop a Masterplan.	We hope that as more work is undertaken in this space, new opportunities will continue to be identified. For this reason, we have removed the specific projects, ensuring Peak Hill community can develop a variety of nature-based tourism products.	Opportunities - change "Position Peak Hill as the gateway to nature-based tourism experiences"

Section	Comment	Response	Adjustment
	Develop the Bogan Weir as a destination camping ground	The SWOT analysis aim to focus on the strengths, weaknesses, opportunities and challenges for future growth and development of the Parkes Shire Visitor Economy, rather than listing all potential projects. Free camping opportunities are listed throughout the document, we have adjusted Priority 2.8 in the action plan to better highlight that free camping is a Shire-wide consideration rather than specifically Parkes and listed the Bogan Weir in Nature-Based Tourism Experiences (pg. 28)	Action 2.8 "Identify suitable sites for free camping in the Parkes Shire, develop RV parking facilities near towns and villages, and continue to collaborate with Caravan and Motorhome Club of Australia to promote Parkes Shire as an RV friendly destination.
<b>6. Vision and Visitor Markets</b>	Should state: By 2030 "Parkes Shire" will be a must-stop destination	We have now updated the vision to reflect the broader Shire	Vision now says "By 2023 Parkes Shire will be a must-stop destination..."
<b>7. Infrastructure Development Considerations</b>	No comments received		
<b>8. Visitor Experience Development</b>	Nature Based Tourism - add the Bogan Weir camping ground	The Nature-Based Tourism Experiences now lists several sites that were previously unlisted, including Bogan Weir.	Nature based tourism experiences of the Bogan Weir Camping ground, Peak Hill Nature Walk, Bumberry Dam, Burrawang Park, Trundle Black Range have been added to the Visitor Experience Development Section.
<b>9. Destination Marketing</b>	No comments received		
<b>10. Destination Management</b>	No comments received		
<b>11. Strategic Priorities</b>	No comments received		
<b>12. Destination Action Plan</b>	4.5 - Proposed Parkes Shire Silo Art Trail  Consideration to be given that the Peak Hill Silo was/is the first upright Silo completed in Australia and is over 100 years old. If artwork was to be installed, it should only be on the 3 more recent	Parkes Shire Council will not undertake any Silo Art projects without community consultation and approval from the property owner, GrainCorp.  The strategy action item has been adjusted to better reflect the rest of the document.	Updated to "Work with GrainCorp and community groups to create a significant silo art loop around the Parkes Shire that highlight the unique character and charm of each town and village"

Section	Comment	Response	Adjustment
	silos and artwork should (could) depict the building of the original silo.		
	4.9 - NPWS and Peak Hill Bogan River Aboriginal Advisory Committee  I feel this Action should be at least a MEDIUM, as infrastructure is already in place at both sites.	The wording has been adjusted to emphasise that all action plan items are of high important identified action items are high priority for Parkes Shire Council. The new wording better reflects the length of time required to commence, undertake and complete each project.	Updated priority projects ordering to timeline.

Comments relating to the broader plan:

Comment	Response	Adjustment
Unnecessary inclusion of the Bypass	Bypasses have the opportunity to drastically impact communities, sometimes causing business closures and job losses. Parkes Shire Council has created the 2024-2030 Destination Management Plan to recognise the opportunities and challenges associated with the Newell Highway Bypass. This plan aims to capitalise on the favourable components and mitigate the negative aspects. As Council understands the impact of the Newell Highway Bypass in the coming years, alterations and amendments will be made to this document, hence why it has been referred to as a living document.	The Bypass focus has remained a key component of the overall destination management plan.
Concerns with rate payer costs for projects such as the Visitor Information Centre and Spicer Caravan Redevelopment	Parkes Shire Council continually reviews and revises its commercial services and new opportunities, as evidenced by the recent Parkes Entertainment Centre Feasibility Study. These reviews, feasibility studies, and business cases all provide a greater understanding of the most effective and efficient direction for Parkes Shire Council.	Projects such as the Visitor Information Centre Masterplan and Spicer Caravan Park Redevelopment Business Case have remained in the document.
Lack of inclusion for Bogan Gate and Tullamore	Bogan Gate and Tullamore are two integral towns within our Shire, both for their connected communities and impact on our Shire's economy. Both towns have entrepreneurial insight as the communities work towards drawing visitors to our region. Bogan Gate and Tullamore are both core locations for the potential silo art trail and have an opportunity for further expansion with our cycling tourism and broader nature-based tourism work.	Tullamore and Bogan Gate are now specifically mentioned throughout the document.
Concerns relating to events being listed as a core component of the plan, due to their temporary nature	Parkes Shire Council currently produces two major events within the Shire, The Parkes Elvis Festival and the Trundle ABBA Festival. Beyond these events, Parkes Shire Council supports numerous events through monetary and in-kind	The Parkes Elvis Festival and Trundle ABBA Festival will remain a component of the Plan. Further



	support. As these events have a significant impact on our annual visitor economy, it is essential for Council to manage responsibly; for this reason, we have maintained the inclusion of events in the Destination Management Plan.	information relating the revision and management of these events will be included in the Major Events and Festivals Strategy.
Primary focus on Parkes throughout the document	As this plan was created in response to the Newell Highway Bypass, there is a strong focus on mitigating impacts to the current visitor economy. As actions are delivered from the plan, further work will be delivered to projects across the Shire.	Minor amendments were made to emphasise the difference between Parkes and Parkes Shire for clarity.



**14.3 PARKES SHIRE SIGNAGE AND WAYFINDING STRATEGY AND STYLEGUIDE****IP&R Linkage:** **Pillar:** Community**Goal:** Our community is liveable, growing and connected.**Strategy:** Provide vibrant and welcoming town centres, streetscapes, public spaces and meeting places.**Author:** **Katie Nash, Economic Development Specialist****Authoriser:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Annexures:** **A. Parkes Shire Signage Manual (under separate cover)**

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**RECOMMENDATION**

That:

1. Council receives and notes the briefing on the Final draft of the Parkes Shire Signage and Wayfinding Strategy, as detailed in this report.
2. Council endorses the Parkes Shire Signage and Wayfinding Style Guide for Public Exhibition.

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**BACKGROUND**

At its Ordinary Meeting held 20 September 2022, Parkes Shire Council ("Council") resolved to endorse the submission of various grant applications under Round 2 of the Regional Tourism Activation Fund, Round 9 of the Resources for Regions Program and Round 5 of the Stronger Country Communities Fund [res. 22-316].

Through Round 5 of the NSW Government's Stronger Country Communities Fund, Council secured \$100,000 to develop a Parkes Shire Signage and Wayfinding Strategy and Style Guide ("the Strategy and Style Guide") and Stage 1 of the signage rollout.

Since the allocation of grant funding, Parkes Shire Council undertook a competitive tendering process, seeking proposals from suitable skilled and experienced consultants to work with Council to provide the Strategy and Style Guide. Moir Landscape Architects were awarded the contract in March 2023 and have since worked to create the final Style Guide in preparation for community consultation.

**ISSUES AND COMMENTARY**

The Style Guide aims to provide a comprehensive, consistent and strategic approach to signage throughout the Parkes Shire, including a clear signage family/hierarchy, visual identity, and design/technical requirements.

Moir brings extensive experience to the project, having created well-designed, durable signage concepts across regional New South Wales, including for the Cessnock City and Weddin Shire. Subsequent to their initial engagement, Moir undertook a signage audit in person, where they reviewed all signage across the Shire. This revision of signage allowed them to understand the current signage offering and the challenges present.

Moir determined that signage should reflect the vibrant, connected, and sustainable vision of the Parkes Shire, whilst meeting the principles of good design.

The attached document the Signage and Wayfinding Style Guide. The proposed designs include the following:

- Shire Gateway
- Town and Village Entry
- Community Facility Entry
- Community Facility Information
- Town Centre and Visitor Information
- Street Signage
- Walkway and Cycleway

At present our Shire, town and village signs do not have an illustration that represents each of our communities. During this public exhibition period, Council is seeking feedback on the overall signage design and encouraging suggestions of a symbol or design element to be printed on each town and village entry sign.

### **LEGISLATIVE AND POLICY CONTEXT**

There are no legislative or policy considerations for Council associated with this report.

### **FINANCIAL IMPLICATIONS**

As detailed above, Council has secured \$100,000 in funding via the NSW Government's Stronger Country Communities Fund to deliver this project. This funding must be expended and acquitted by January 2026.

Council will also be making a co-contribution of \$15,000 to deliver this project, noting that Stage 1 of signage must be delivered as part of this grant.

### **RISK IMPLICATIONS**

Preparation of the Strategy and Style Guide is a grant-dependent project, and as such, the project will need to be effectively managed to avoid cost and time overruns. While the acquittal date is January 2026, Council is required to implement the signage style guide following the implementation strategy and the construction of 2 to 4 signs by the determined deadline.

### **COMMUNITY CONSULTATION**

Council is seeking community comment on the draft Signage and Wayfinding Strategy and Style guide. The public exhibition period will occur for 44 days, from Friday 16 August 2024 to Sunday 29 September 2024. Comments received outside of the exhibition period will be considered and included by the discretion of Council staff.

**14.4 REQUEST TO USE PEAK HILL TOWN IMPROVEMENT FUNDS FOR THE DESIGN OF PROPOSED ALTERATIONS TO THE PEAK HILL POOL****IP&R Linkage:** Pillar: Community**Goal:** Our community is safe, active and healthy.**Strategy:** Provide sport, recreation and play space facilities that encourage participation and support healthy lifestyles.**Author:** Logan Hignett, Acting Director Operations**Authoriser:** Anthony McGrath, Director Customer, Corporate Services and Economy**Annexures:** Nil

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**RECOMMENDATION**

That Council:

1. Approve the allocation of up to \$10,000 from the Peak Hill Town Improvement Fund for the design of the proposed building alterations at the Peak Hill Pool.
- 

**BACKGROUND**

Parkes Shire Council ("Council") is guided by the advice provided by the various Community Consultative Committees ("CCC") in determining the most appropriate projects to be included in their Town Improvement Allocations, however, the final decision concerning the expenditure of the funds remains with Council.

**ISSUES AND COMMENTARY**

Council has received an email request from the Peak Hill CCC requesting that Council allocate funds from the Peak Hill Town Improvement Fund ("TIF") towards a project to prepare plans to alter the Peak Hill Pool amenities and canteen.

Council's Manager of Facilities is working with the CCC on a project that includes the following scope of work:

- Prepare Plan of Existing Building.
- Prepare Concept Design for Proposed Alterations, including
  - New Toilet & Shower Cubicles, including Ambulant Accessible Cubicles (this may require removal of existing walls, and subsequent additional structural support)
  - New Toilet & Shower Fixtures & Fittings
  - New Lighting
  - New Tiling and Epoxy Floor Coating
  - Addition to Canteen
  - New Canteen Layout (this will require removal of existing front wall & roof support posts, and subsequent additional structural support)
  - New Canteen Fixtures & Fittings
- On Approval of Concept Plan, Prepare Floor Plan, Elevations, Sections, Specifications.

Although Council has allocated funds in its Operational Plan towards projects at Trundle, this project was not specifically listed in the Operational Plan and Budget for completion this financial year.

### **LEGISLATIVE AND POLICY CONTEXT**

Section 405 of the Local Government Act 1993 ("the Act") states that Council must have an Operational Plan, which includes a detailed annual budget, which details the activities to be engaged as part of the Delivery Program for that year. In addition, that plan must be publicly exhibited.

Council must vote to allocate funds from its reserves for projects not listed in its Operational Plan in accord with the Financial Reserves Policy.

### **FINANCIAL IMPLICATIONS**

The Peak Hill TIF had an uncommitted balance of \$214,937.37 at the end of July 2024 and can support the allocation of up to \$10,000 towards the design of the proposed changes to the Peak Hill Pool amenities and canteen.

### **RISK IMPLICATIONS**

The adoption of the recommendations for the report will ensure that Council will comply with section 356 of the Act and allow the transfer of funds from its reserves to support the project in accord with its Financial Reserves Policy.

### **COMMUNITY CONSULTATION**

The Peak Hill CCC is recognised by Council as the peak consultative body for the Peak Hill community and surrounding areas. The Peak Hill CCC has met and agreed to formally request the allocation of funding from the Peak Hill TIF.

**14.5 REQUEST FOR FINANCIAL ASSISTANCE - TRUNDLE TOWN IMPROVEMENT FUNDS - TRUNDLE CHILDREN'S CENTRE ENTRANCE AND CARPARK****IP&R Linkage:** Pillar: Leadership**Goal:** Our local government is open, accountable, and representative.**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.**Author:** Anthony McGrath, Director Customer, Corporate Services and Economy**Authoriser:** Kent Boyd PSM, General Manager**Annexures:** A. Letter from Trundle Progress Assoc requesting use of Town Improvement Funds [↓](#)

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**RECOMMENDATION**

That Council:

1. Receive and note the correspondence from the Trundle Progress Association appended as *Annexure A*
  2. Council provides public notice of its intention to provide up to \$3,795 in financial assistance from the Trundle Town Improvement Fund (TIF) to the Trundle Children's Centre for costs associated with supplying and spreading 50 tonnes crushed gravel at the East Street entrance and parking area.
  3. Approve the allocation of up to \$3,795 from the Trundle Town Improvement Fund to support the supplying and spreading 50 tonnes crushed gravel at the East Street entrance and parking area, subject to no formal submissions being received that do not support the allocation.
- 

**BACKGROUND**

Parkes Shire Council ("Council") is guided by the advice provided by the various Community Consultative Committees ("CCC") in determining the most appropriate projects to be included in their Town Improvement Allocations, however, the final decision concerning the expenditure of the funds remains with Council.

**ISSUES AND COMMENTARY**

Council has received a letter from the Trundle and District Progress Association ("TDPA") requesting that Council allocate funds from the Trundle Town Improvement Fund ("TIF") towards a project to spread 50 tonnes crushed gravel at the East Street entrance and parking area at the Trundle Children's Centre.

In his letter to Council, Chair of the TDPA Peter Kelly stated that:

"The recent growth of the Centre (3 staff to 12 staff and 20 kids to 40 kids) means that the current access points are insufficient and pose an unnecessary risk to those visiting the centre. This facility operates as a community owned, not-for-profit organisation, and is integral to our community's wellbeing and growth".

There are two key issues associated with this report:

1. The project involves providing funds to a third party to install facilities that will not be on council land and will not become council assets.

2. Council must vote to move funds from its town improvement reserves to this project as it was not specifically included in the 2024-25 Operational Budget.

This project was not specifically listed in the 2024-2025 Operational Plan. The allocation of funds therefore falls under the Financial Assistance Policy as a general request.

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

Criteria	Assessment	Comment
Budget Compliance: Ensure the request falls within Council's budget.	Complies	There are sufficient TI funds available. Council will not be responsible for the maintenance or any future running costs.
Community Accessibility: Verify that the facility, activity or event is open to the Parkes Shire community.	Complies	Open to all families who wish to use the service.
Participation Costs: Assess whether the costs for patrons to use a facility, attend or participate are reasonable.	Complies	There are costs to use the Centre, however they are standard for that type of facility.
Local Government Area: Confirm that the activity or event takes place within the Parkes Shire Local Government Area.	Complies	Located in Trundle
Period: Ensure that the activity or event occurs, or the funds are spent, within 12 months of notification of approval.	Complies	Planned for 2024
Community Benefit: Evaluate how any excess proceeds or project outcome will benefit the Parkes Shire community, particularly if proceeds are for charity.	Complies	This facility operates as a community owned, not-for-profit organisation, and is integral to the Trundle community's wellbeing and growth.
Request-Outcome Alignment: Assess how the requested amount compares with the stated outcomes of the activity or event.	Complies	Financial investment by Council will see improved access to the Centre.
Strategic Goal Alignment: Determine how the objectives or outcomes align with one or more of Council's strategic goals.	Complies	Aligns with goal to Advocate for improved medical, health and allied services, programs, and initiatives in Parkes Shire.
Public Liability Insurance: Verify that public liability insurance is required and current for the activity or event.	Complies	The Centre has appropriate insurance.

The assessment therefore is that this project would meet the guidelines for the provision of funds under the Financial Assistance Policy for general requests.

## LEGISLATIVE AND POLICY CONTEXT

Section 405 of the Local Government Act 1993 ("the Act") states that Council must have an Operational Plan, which includes a detailed annual budget, which details the activities to be engaged as part of the Delivery Program for that year.

Council must vote to allocate funds from its reserves for projects not listed in its Operational Plan.

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. (See the [Office of Local Government for more information relating to section 356](#)).

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 general criteria 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.

### **FINANCIAL IMPLICATIONS**

The Trundle TIF had an uncommitted balance of \$135,215.47 at the end of July 2024 and can support the allocation of up to \$3,795 to the project.

### **RISK IMPLICATIONS**

The provision of better access and carpark at the Trundle Children's Centre represents a positive civic risk opportunity to increase the facilities and compliment the recent main street upgrade works.

The adoption of the recommendations for the report will ensure that Council will comply with section 356 of the Act and allow the transfer of funds from its reserves to support the project in accord with its Financial Reserves Policy.

### **COMMUNITY CONSULTATION**

The TDPA is recognised by Council as the peak consultative body for the Trundle community and surrounding areas. The TPDA has met and agreed to formally request the allocation of funding from the Trundle TIF. Council must also provide a public notice of its intention to provide funding support to the Trundle Children's Centre for the project and seek submissions to ensure there are no objections.



Trundle & District Progress Association Inc  
Email: [trundleprogress@gmail.com](mailto:trundleprogress@gmail.com)

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31<sup>st</sup> July 2024

The General Manager  
Parkes Shire Council  
PO BOX 233  
PARKES NSW 2870

Dear Sir

At our monthly meeting held 25<sup>th</sup> July 2024 it was resolved to allocate \$3795.00 towards the costs of supplying and spreading 50 tonnes crushed gravel at the East Street entrance and parking area at the Trundle Childrens Centre.

Centre Director Sarah Kilby addressed the meeting and asked those present to consider the request for assistance to seal the East St access and parking area for safety and ease of access for staff, visiting professionals and parents. The recent growth of the Centre (3 staff to 12 staff and 20 kids to 40 kids) means that the current access points are insufficient and pose an unnecessary risk to those visiting the centre.

This facility operates as a community owned, not-for-profit organisation, and is integral to our community's wellbeing and growth.

Thank you



P Kelly  
Chair  
Trundle & District Progress Association.



**14.6 REQUEST FOR FINANCIAL ASSISTANCE - TRUNDLE TOWN IMPROVEMENT FUNDS - TRUNDLE SHOWGROUND LAND MANAGER CONCRETING****IP&R Linkage:** Pillar: Leadership**Goal:** Our local government is open, accountable, and representative.**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.**Author:** Anthony McGrath, Director Customer, Corporate Services and Economy**Authoriser:** Kent Boyd PSM, General Manager**Annexures:** A. Letter from TDPA requesting Town Improvement Funds for Concreting at the Showgrounds. [↓](#)

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**RECOMMENDATION**

That Council:

1. Receive and note the correspondence from the Trundle Progress Association appended as *Annexure A*
  2. Council provides public notice of its intention to provide up to \$5,000 in financial assistance from the Trundle Town Improvement Fund (TIF) to the Trundle Showground Land Manager for costs associated with concreting the new Bar/BBQ/Secretary Office at the Trundle Showgrounds.
  3. Approve the allocation of up to \$5,000 from the Trundle Town Improvement Fund to support the concreting the new Bar/BBQ/Secretary Office at the Trundle Showgrounds, subject to no formal submissions being received that do not support the allocation.
- 

**BACKGROUND**

Parkes Shire Council ("Council") is guided by the advice provided by the various Community Consultative Committees ("CCC") in determining the most appropriate projects to be included in their Town Improvement Allocations, however, the final decision concerning the expenditure of the funds remains with Council.

**ISSUES AND COMMENTARY**

Council has received a letter from the Trundle and District Progress Association ("TDPA") requesting that Council allocate funds from the Trundle Town Improvement Fund ("TIF") towards concreting the new Bar/BBQ/Secretary Office at the Trundle Showgrounds.

In his letter to Council, Chair of the TDPA Peter Kelly stated that:

" The new building will be utilised by numerous groups and individuals including Trundle Bush Tucker Day, Trundle Back In Time Vintage Rally, Trundle Show, Trundle ABBA Festival and various visiting fundraising car rallies. This facility is integral to our community's wellbeing and provides a vital space for events".

There are two key issues associated with this report:

1. The project involves providing funds to a third party to install facilities that will not be on council land and will not become council assets.
2. Council must vote to move funds from its town improvement reserves to this project as it was not specifically included in the 2024-25 Operational Budget.

This project was not specifically listed in the 2024-2025 Operational Plan. The allocation of funds therefore falls under the Financial Assistance Policy as a general request.

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

Criteria	Assessment	Comment
Budget Compliance: Ensure the request falls within Council's budget.	Complies	There are sufficient TI funds available. Council will not be responsible for the maintenance or any future running costs.
Community Accessibility: Verify that the facility, activity or event is open to the Parkes Shire community.	Complies	Showground is open for all to use.
Participation Costs: Assess whether the costs for patrons to use a facility, attend or participate are reasonable.	Complies	The Trundle Showground Land Manager may charge a reasonable fee to use the facility.
Local Government Area: Confirm that the activity or event takes place within the Parkes Shire Local Government Area.	Complies	Located in Trundle
Period: Ensure that the activity or event occurs, or the funds are spent, within 12 months of notification of approval.	Complies	Planned for 2024
Community Benefit: Evaluate how any excess proceeds or project outcome will benefit the Parkes Shire community, particularly if proceeds are for charity.	Complies	This facility operates as a community owned, not-for-profit organisation, and is integral to the delivery of Trundle community's events.
Request-Outcome Alignment: Assess how the requested amount compares with the stated outcomes of the activity or event.	Complies	Financial investment by Council is a contribution towards the overall project to install a new building.
Strategic Goal Alignment: Determine how the objectives or outcomes align with one or more of Council's strategic goals.	Complies	Aligns with goal to "deliver and support events, festivals and celebrations that promote engaged citizenship and foster community pride".
Public Liability Insurance: Verify that public liability insurance is required and current for the activity or event.	Complies	The Showground Land Manager has appropriate insurance.

The assessment therefore is that this project would meet the guidelines for the provision of funds under the Financial Assistance Policy for general requests.

## LEGISLATIVE AND POLICY CONTEXT

Section 405 of the Local Government Act 1993 ("the Act") states that Council must have an Operational Plan, which includes a detailed annual budget, which details the activities to be engaged as part of the Delivery Program for that year.

Council must vote to allocate funds from its reserves for projects not listed in its Operational Plan.

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. (See the [Office of Local Government for more information relating to section 356](#)).

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 general criteria 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.

### **FINANCIAL IMPLICATIONS**

The Trundle TIF had an uncommitted balance of \$135,215.47 at the end of July 2024 and can support the allocation of up to \$5,000 to the project.

### **RISK IMPLICATIONS**

The provision of concreting to support the erecting of a new Bar/BBQ/Secretary Office at the Trundle Showgrounds. represents a positive civic risk opportunity to increase the facilities available in Trundle.

The adoption of the recommendations for the report will ensure that Council will comply with section 356 of the Act and allow the transfer of funds from its reserves to support the project in accord with its Financial Reserves Policy.

### **COMMUNITY CONSULTATION**

The TDPA is recognised by Council as the peak consultative body for the Trundle community and surrounding areas. The TPDA has met and agreed to formally request the allocation of funding from the Trundle TIF. Council must also provide a public notice of its intention to provide funding support to the Trundle Showground Land Manager for the project and seek submissions to ensure there are no objections.

Trundle & District Progress Association Inc  
Email: [trundleprogress@gmail.com](mailto:trundleprogress@gmail.com)

---

31<sup>st</sup> July 2024

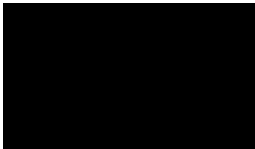
The General Manager  
Parkes Shire Council  
PO BOX 233  
PARKES NSW 2870

Dear Sir

At our monthly meeting held 25<sup>th</sup> July 2024 it was resolved to allocate \$5,000 towards the costs of concreting the new Bar/BBQ/Secretary Office at the Trundle Showgrounds. The new building will be utilised by numerous groups and individuals including Trundle Bush Tucker Day, Trundle Back In Time Vintage Rally, Trundle Show, Trundle ABBA Festival and various visiting fundraising car rallies.

This facility is integral to our community's wellbeing and provides a vital space for events.

Thank you



P Kelly  
Chair  
Trundle & District Progress Association.

**14.7 COUNCILLOR'S END OF TERM RESPONSIBILITIES****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is open, accountable, and representative.**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.**Author:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Authoriser:** **Kent Boyd PSM, General Manager****Annexures:** **Nil**

---

**RECOMMENDATION**

That:

1. Councillors note their obligations relating to the return of Council equipment, uniforms and maintenance of records.
- 

**BACKGROUND**

Councillors have several responsibilities and tasks that will need be undertaken at the end of their current term as a Councillor.

**ISSUES AND COMMENTARY****Equipment (e.g. iPad)**

Returning Councillors will be provided a new iPad at each term of council. Returning councillors may decide to simply exchange the old iPad for a new one. In this case, the old iPad will be reused in council's operations.

Councillor not returning to office have the option to keep their iPad, but in line with current ICT security practices they will need to have to have their iPad reset and SIM card cancelled. Non-returning Councillors can also elect to return their old iPad for use in Council's operations.

Therefore, all Councillors are requested to return their devices to Council's customer service area after their official duties have been completed. Councillors electing to keep their old device will have them returned to them after they have been reset by the ICT team.

**Clothing - PPE and Uniforms**

Returning councillors can keep their existing clothing. Additional items can be issued as needed.

Non-returning councillors are required to return any clothing issued to them that have Council's corporate logo appended.

**Old Printed Business Papers**

Councillors who have any printed copies of business papers with a confidential section must return it to the office for proper destruction. Returning Councillors will have continued access to all the previous meeting papers through the online portal ("The Hub").

**Keeping Records**

*Are Councillors' records State records?*

A State record is 'any record made and kept or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office' (section 3(1) *State Records Act 1998*).

### Social Media

Any social media accounts established by councillors are the responsibility of the councillor. While these accounts are not regarded as the **official** social media accounts of the council, a councillor's social media accounts may need to conform to the policies and guidelines issued by the Office of Local Government (OLG). The OLG states that elected councillors need to review and adhere to the social media policies and guidelines of the council they represent.

' Councillor's social media accounts may need to conform to the policies and guidelines issued by the Office of Local Government if their accounts are representation or enact on their role as councillor. Social media accounts which are used for personal use alone may not be required to adhere to OLG policies and guidelines.'

Social media content created, sent, and received during a councillor's term of office and in relation to council business are State records. Social media content that concerns political activities, election campaigning, or is of a personal nature are not State records.

### Councillor social media examples

Knowing when to capture social media content as a record can appear complicated. Below are a few councillor social media scenarios and what to do:

Scenario	What to do?
Shared a link or a post (originally created by the council's Facebook page) of a recent improvement to a local park.	Retain in social media platform. The original post created by the council's Facebook page will be retained as a State record. See GA39, 2.11.2 (retain until withdrawn, superseded or reference use ceases, then destroy).
Responded to a complaint by redirecting them to the council's appropriate channel. The response may be via a social media post or direct message.	Retain in social media platform for 2 years. See GA39, 6.5.2.
Created a post with an update of the recent council meeting including a link to the council minutes. The post includes comments on how you voted and voiced the opinions of the community at the meeting.	There is no need to keep a record of your post – as the council meeting minutes will be created and managed by the council. Council meeting minutes are also required as State archives.
Received direct messages via Twitter, or a comment via Facebook. A constituent has asked you to personally investigate a development application.  You respond to the constituent's message and refer them to the appropriate council web address.	Retain in social media platform for 2 years. See GA39, 6.5.2.
Shared an Instagram post of you and your dog on a morning walk via your official councillor Instagram account.	It is private and does not need to be retained as a State record.

Scenario	What to do?
Announce on Facebook that you are stepping down as a councillor.	This is a State record.  Contact the records officer at council to ensure the necessary recordkeeping requirements are met. Some of the content found in your social media account may need to be retained as a record. Continue to retain social media accounts - as this will allow for accessible reference use; or if required for litigation reasons.
A user/follower has not adhered to the House Rules displayed on the social media platform. The user/follower has constantly been trolling the site and intimidating other members of the public with inappropriate content.	Make a file note of conversations, content, and if any content is to be removed from the site.  Contact the council's social media coordinator and records officer for further advice.
Received a SMS from a constituent regarding a request for you to action official council matters. The text has been sent to your private number.	Create a record. Any correspondence received or sent related to council administration or business will need to be forwarded to your official councillor account. The texts can be screenshot or copied into an email. It can then be submitted into the council's records system.

Most social media content created during a councillor's term of office can be retained within the platform. Any content requiring a longer retention period (e.g. more than 5 years), will need to be captured and submitted into the council's records system.

Content that is required for a short duration (less than 5 years) and all content post-term of office, it is recommended to reside in its active platform (i.e., do not delete the account or its contents – allowing the account to remain publicly accessible).

## Email

All email sent and received via a Councillor's email account (@parkes.nsw.gov.au) is automatically captured within council's systems. Therefore, Councillors do not need to keep these records themselves. However, if a Councillor has used their personal email account for official business, then they must maintain those records. The above table of scenarios can be used as a guide to the retention required.

## LEGISLATIVE AND POLICY CONTEXT

The Councillor Expenses and Facilities Policy provides councillors for the duration of their term of office one (1) mobile tablet device, with approved accessories, including data and service fees. The Policy also allows councillors to keep their mobile device at the end of their current term of office.

A State record is 'any record made and kept or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office' (section 3(1) *State Records Act 1998*).

Council's Uniform Policy provides for the issuance of uniforms to Councillors and advises that branded clothing must be returned to council when a Councillor is not returning to office.

**FINANCIAL IMPLICATIONS**

There are no financial implications for Council associated with this report.

**RISK IMPLICATIONS**

Adherence to the advice provided in this report will ensure that Councillors comply with the various policies and Act as outlined above.

**COMMUNITY CONSULTATION**

There are no community consultation requirements for Council associated with the report.



**14.8 CARETAKER PERIOD, OFFICIAL ENGAGEMENTS, DELEGATIONS AND CHANGE OF OCTOBER MEETING DATE****IP&R Linkage:** Pillar: Leadership**Goal:** Our local government is open, accountable, and representative.**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.**Author:** Anthony McGrath, Director Customer, Corporate Services and Economy**Authoriser:** Kent Boyd PSM, General Manager**Annexures:** A. OLG Pre-Election Guide for Councils [↓](#)**RECOMMENDATION**

That Council:

1. Delegate the delegable functions of the Council to the General Manager for the period from the election date of 14 September 2024 to 8 October 2024 when the first meeting of the new Council will be held.
2. Allow the Mayor to continue to exercise their civic and ceremonial duties period from the election date of 14 September 2024 to 8 October 2024 when the first meeting of the new Council will be held and the Mayoral election will be held.
3. Note that the General Manager will provide public notice of the time, date and location of the Ordinary Meeting to be held on 8 October 2024, pursuant to section 9 of the *Local Government Act 1993* and clause 3.3 of the Code of Meeting Practice.

**BACKGROUND**

Local government elections will be held on 14 September 2024. Council's The Office of Local Government (OLG) has issued a guide for Council's in the lead up to the Election, which has been appended as *Annexure A*. As this will be the last meeting before the new Council meets that are some decisions required.

**ISSUES AND COMMENTARY****Guide for Council**

The OLG Guide for Council's notes that:

- The non-residential electoral roles have now closed. The availability of these roles was published on Council's website and social media pages.
- The "regulated period", commenced on 5 August 2024, 40 days prior to the election day. During this period existing councillors seeking re-election must inform themselves of the requirements during the regulated period, which includes publication of electoral materials, etc.
- Council will enter "caretaker" mode, from 16 August 2024. During the caretaker period, council must not:
  - Enter a contract valued over \$150k.
  - Determine a controversial Development Application (>=25 submissions).

- Appoint or re-appoint the General Manager.
- Any publications released by council during the "regulated period" must be assessed to ensure it does not constitute election material. For example, a publication that promotes the achievements of the Council may be considered as election material.
- At the last meeting of the Council before the election Council should delegate appropriate functions to the General Manager so that the functions of the Council can be conducted during the period from the election day to the first meeting. These functions should only be executed under extenuating circumstances.
- The Councillors, Mayor and Deputy Mayor can continue to exercise their civic and ceremonial duties up to Friday 13 September. Council can also decide whether the existing Mayor can continue to exercise their civic and ceremonial functions during the period from the election day to the first meeting. Alternatively, these can be delegated to the General Manager.
- The first meeting of the new Council must be within 3 weeks of the declaration of the poll, where the mayoral election will take place. The current date for this meeting is 1 October 2024, however recent advice from the Electoral office indicates that the declaration of the poll may not take place until 3 October 2024. Therefore, the October Ordinary Meeting of Council will need to change from the previously advertised date of 1 October to 8 October 2024.

## **LEGISLATIVE AND POLICY CONTEXT**

Under the Meeting Code, which incorporates all mandatory provisions of the Model Code of Meeting Practice for Local Councils in NSW, Council is required to set, by resolution, the dates, times and locations of its Ordinary Meetings and provide public notice of its Ordinary Meetings.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

## **RISK IMPLICATIONS**

The recommendations in this report will ensure that Council complies with the

## **COMMUNITY CONSULTATION**

The General Manager will provide public notice of the time, date and location of each scheduled Ordinary Meeting to be held in 2024, pursuant to section 9 of the Local Government Act 1993 and clause 3.3 of the Code of Meeting Practice.

Department of Planning, Housing and Infrastructure



# Pre-election guide for councils

April 2024

[olg.nsw.gov.au](http://olg.nsw.gov.au)





# Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land, and we show our respect for Elders past and present through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

Published by NSW Department of Planning, Housing and Infrastructure

[olg.nsw.gov.au](http://olg.nsw.gov.au)

## Pre-election guide for councils

First published: April 2024

Office of Local Government, Department of Planning, Housing and Infrastructure

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## Introduction

This Guide provides comprehensive guidance to councils on key tasks that need to be completed prior to the 2024 Local Government elections. The Guide also provides guidance on the rules, restrictions and other considerations that apply to the decisions councils make and the way they exercise their functions in the lead up to the election. The Local Government elections are due to be held on Saturday, 14 September 2024.

# Preparation and confirmation of non-residential electoral rolls

Under the *Local Government Act 1993* (the Act), all non-resident owners, occupiers and ratepaying lessees of rateable land in each local government area are eligible to vote at Local Government elections. These electors are referred to as 'non-residential electors'.

There are two non-residential rolls:

- the roll of non-resident owners of rateable land, and
- the roll of occupiers and rate-paying lessees.

These are referred to as the non-residential rolls.

After each election, the non-residential rolls lapse and the general manager must prepare new rolls for the next election and keep them updated.

Councils need to ensure that everyone eligible to vote at their elections, including non-residential electors, can do so.

Councils should provide information, including eligibility criteria and the process for making a claim for inclusion on the non-residential rolls on their websites.

Councils should also make their customer service staff aware of this so that they can assist any person wishing to make a claim for inclusion on the rolls.

The non-residential rolls must include the names of the persons who:

- have applied, at any time, for the inclusion of their name in the relevant roll, and

- on the closing date (40 days prior to election day) are, in the opinion of the general manager, qualified for inclusion in that roll.

This means that when preparing the non-residential rolls, the general manager must:

- include the names of all persons who have previously applied for enrolment, and
- check that those persons continue to be eligible to be enrolled.

Forty days before election day, general managers must finalise the non-residential rolls.

In the case of Local Government elections administered by the NSW Electoral Commissioner (NSWEC), the general manager must certify each roll as being, in the general manager's opinion, a roll of the persons who on the closing date are qualified for inclusion in the roll. The NSWEC must confirm the non-residential rolls after they are certified by the general manager.

In the case of Local Government elections administered by a provider other than the NSWEC, the general manager must confirm each roll if, in the general manager's opinion, the roll contains the names of the persons who on the closing date are qualified for inclusion in the roll.

Further information about the preparation of non-residential rolls is available on the NSWEC's website at [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au).



# Information for candidates

Nominations open at 8am on 5 August 2024 and close 12pm on 14 August 2024.

Further information about how to nominate and register as a candidate is available on the NSWEC's website at [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au).

The NSWEC provides support and assistance to candidates to help them understand their legal obligations regarding political donations and electoral expenditure.

## Pre-election candidate information sessions

Councils are encouraged to conduct at least one pre-election candidate information session prior to nominations closing on 14 August 2024.

## Candidate training tool

The Office of Local Government (OLG) will launch an online candidate information tool.

The interactive resource provides candidates with an introduction to the roles and responsibilities of councils and councillors.

It is designed to equip candidates with an understanding of what their role and responsibilities will be as a councillor if they are elected.

The tool will be available on OLG's website at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).



# Use of council resources, council publications and other activities prior to the elections

Councils and all council officials should be mindful of the need to maintain community confidence in the integrity of the performance of the council's functions and activities in the lead-up to elections.

Councils also need to be mindful of how the community may perceive any of their activities or actions during this time.

## Use of council resources for election purposes

Council resources (including council information) are public resources and must be used ethically, effectively, efficiently, and carefully.

The rules governing the use of council resources for election purposes are prescribed under the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct) and councils' adopted codes of conduct. There are two key obligations:

- Clause 8.17: This provides that council resources (including council staff), property or facilities must not be used for the purpose of assisting anyone's election campaign unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property, or facility.
- Clause 8.18: This provides that council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material must not be used for the purpose of assisting anyone's election campaign.

Councils and all council officials should consider the following matters to ensure compliance with clauses 8.17 and 8.18:

- council "resources" include council ICT (including phones, social media sites, email addresses), intellectual property, staff and council facilities
- council resources including intellectual property should not be used by candidates in such a way to suggest they are supported or endorsed by the council
- the prohibition on the use of council resources does not only apply to each councillor's election campaign – it also applies to the election campaigns of other candidates
- the prohibition on the use of council resources also applies to council staff who are campaigning for election to another council or supporting the election campaign of candidates
- it is permissible to use council facilities but on the same terms as all other candidates including the payment of any advertised fee for use
- breaches by councillors and staff are grounds for disciplinary action.

## Staff political activities

There is no outright ban on staff participation in candidates' campaigns under the Model Code of Conduct.

This is in recognition of the implied freedom of political communication under the Australian Constitution. This provides that legislation cannot impermissibly burden political communication



(including participation in political activities) other than for a legitimate public purpose and only in a way that is proportionate to that purpose.

However, clause 7.5(b) of the Model Code of Conduct places an obligation on staff to ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

Risks to manage in relation to staff participation in political activities include the following:

- staff do not participate in campaigning activities during work time
- staff do not use council resources for campaigning purposes (see clauses 8.17 and 8.18)
- managing interactions between staff and councillors whose campaigns they are supporting
- managing community perceptions arising from council staff participation in councillors' campaigns.

## Council publications during the “regulated period”

To keep elections fair, and ensure voters are not misled, there are strict rules about the information that candidates and their supporters can publish or distribute.

These rules are prescribed under the *Local Government (General) Regulation 2021* (the Regulation) and are enforced by the relevant election manager.

These rules apply during what is known as the “regulated period”. The “regulated period” starts when the electoral rolls close 40 days before election day and ends on election day.

The key requirement is that all “electoral material” published or distributed during the “regulated period” must contain the name and address of the person who authorised the material and the name and address of the printer.

This is an important electoral integrity measure which is designed to ensure electors can verify the bona fides of electoral material that is printed, published, distributed, or publicly

displayed for campaigning purposes during the “regulated period”.

The key definitions are contained in clause 356A of the Regulation.

“Electoral material” is defined very broadly under the Regulation. It means anything, including without limitation a ‘how-to-vote’ card, poster, or advertisement, containing “electoral matter” (whether in a tangible or an electronic form).

“Electoral matter” is in turn defined to include:

- any matter that is intended or calculated or likely to affect or is capable of affecting the result of any election held or to be held or that is intended or calculated or likely to influence or is capable of influencing an elector in relation to the casting of his or her vote at any election, or
- the name of a candidate at any election, the name of the party of any such candidate, the name or address of the committee rooms of any such candidate or party, the photograph of any such candidate, and any drawing or printed matter that purports to depict any such candidate or to be a likeness or representation of any such candidate.

Councils need to be aware that their publications may contain “electoral matter” and may therefore be inadvertently captured within the definition of “electoral material”.

Whether a council publication constitutes “electoral material” is an assessment that needs to be made by each council on a case-by-case basis.

A council publication that makes no reference to the mayor or councillors who are candidates and does not carry their images or statements will not constitute “electoral material” if it is not intended or likely to affect voting at the election.

However, council publications that promote the achievements of the council may potentially have this effect and therefore may constitute “electoral material” even if they do not carry the images or statements of the mayor or councillors.

- the mayoral column where the mayor is a candidate
- any publication or material carrying the name and/or images of the mayor or councillors who are candidates.

However, the perceptions that this may give rise to, including that the council is a participant in the election and that council resources may be seen to have been utilised to support the campaigns of the incumbent mayor and councillors, are not as easily addressed.

- publishing the mayoral column in the 40 days preceding the election as a generic council column
- deferring issuing potentially affected publications until after the election.

Mayors and councillors will continue to need to exercise their official functions in the lead up to the election. This is both permissible and appropriate.

Mayors or councillors who are candidates may continue to attend or preside over council-arranged or community events in the lead up to the election in an official capacity.

However, mayors or councillors who are candidates must not use council arranged events that they attend in an official capacity to actively campaign for re-election.

There is nothing to prevent the mayor or councillors who are candidates from offering media comment, provided that comment is not made in an advertisement, newspaper column, or a radio or television broadcast paid for by the council or produced by the council or with council resources.

When making media and any other public comment, mayors and councillors should continue to comply with the council's adopted media policy.



# Council decision-making

## Caretaker restrictions

Under the Regulation, councils are required to assume a “caretaker” role in the four weeks preceding the election day (see section 393B).

The caretaker restrictions are designed to prevent outgoing councils from making major decisions that will bind the new council or limit its actions.

The caretaker period for the 2024 Local Government elections commences on Friday 16 August 2024 and ends on Saturday 14 September 2024.

During the caretaker period, councils, general managers, and other delegates of councils (other than a joint regional planning panel, a local planning panel or the Central Sydney Planning Committee) must not exercise the following functions:

- enter into any contract or undertaking involving an expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council’s revenue from rates in the preceding financial year (whichever is the larger)
- determine a “controversial development application”, except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period, or
- appoint or reappoint the council’s general manager (except for temporary appointments).

“Controversial development application” means a development application for designated development under section 4.10 of the *Environmental Planning and Assessment Act 1979* for which at least 25 persons have made submissions during community consultation.

Councils should plan ahead to avoid the need to make these types of decisions during the caretaker period.

In certain circumstances, these functions may be exercised with the approval of the Minister

## Timing of the first meeting of the new council following the election

Postal votes may be received for up to 13 days after election day.

This means that councils’ elections are not likely to be declared before 30 September 2024.

Councils should schedule the timing of their first meetings following the election on this basis.

Councils that elect their mayor must hold a mayoral election within 3 weeks of the declaration of the ordinary election and are required to schedule a meeting for this purpose within 3 weeks of the declaration of the election. However, councils coming out of administration who elect their mayors must hold a mayoral election within 14 days of the declaration of the ordinary election.

## Delegations during the election period

Under the Act, all current councillors and mayors elected by the councillors cease to hold their civic offices on election day 14 September 2024.

This means that councils will be without a governing body from 14 September 2024 until the declaration of the election on 30 September 2024 at the earliest.

As noted above, councils that elect their mayor will be required to meet within 14 days or 3 weeks of the declaration of the ordinary election to hold a mayoral election.

Prior to the election, councils should ensure that appropriate delegations are in place for their general managers so that they can continue to exercise the functions of the council as required in the period between election day and the first meeting of the council following the election.

Councils may wish to consider delegating all delegable functions to the general manager at the last meeting before the election for the period between election day and the first meeting of the council following the election.

Councils that elect their mayors will not have a mayor in the period between election day and the first meeting after the election when the mayoral election is held.

There is nothing to prevent councils from authorising the general manager to exercise the civic and ceremonial functions normally exercised by the mayor during this period in the absence of a mayor.

OLG is aware that some councils that elect their mayors have expressed a preference that the outgoing mayor should continue to exercise the functions of mayor in the period between election day and the holding of the mayoral election after the election.

There is nothing to prevent councils from authorising the outgoing mayor to continue to exercise the civic and ceremonial functions normally exercised by the mayor during this period in the absence of a mayor should they wish to do so (even though the outgoing mayor will have ceased to hold any civic office in the council as of the day of the election).

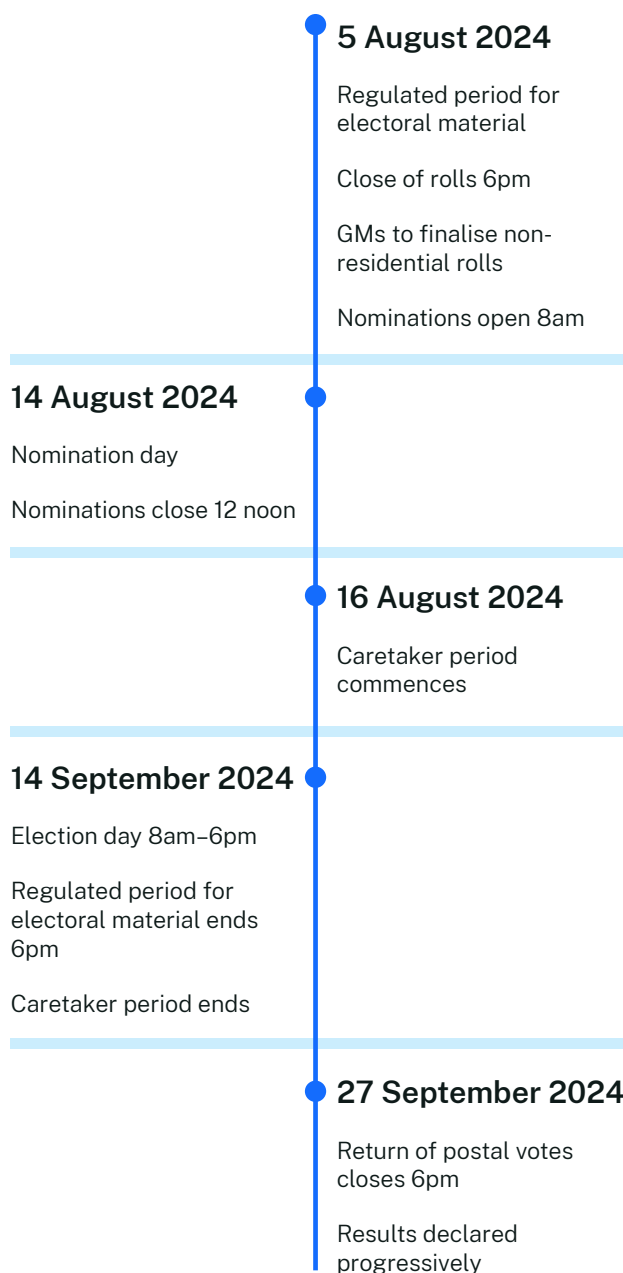
Given the possibility that the outgoing mayor may not be re-elected at the election and may therefore cease to be accountable to the council and the community, councils should refrain from making any delegations to the outgoing mayor.





# Key dates

## 2024 Local Government Elections



**15 REPORTS OF THE DIRECTOR INFRASTRUCTURE AND SUSTAINABILITY****15.1 MAJOR PROJECTS AND CURRENT WORKS REPORT - INFRASTRUCTURE AND SUSTAINABILITY****IP&R Linkage:** Pillar: Leadership**Goal:** Our local government is open, accountable, and representative.**Strategy:** Effectively collaborate, engage, and communicate with our community to inform decision making and promote services, projects and initiatives.**Author:** Sue McGrath, Business Support Coordinator**Authoriser:** Andrew Francis, Director Infrastructure and Sustainability**Annexures:** A. Infrastructure & Sustainability - Major Projects & Current Works [↓](#)

---

**RECOMMENDATION**

That Council:

1. Receive and note the Infrastructure and Strategic Futures Major Projects and Current Works Report for August 2024, appended at *Annexure A*.
- 

**BACKGROUND**

A monthly status report of Major Projects and Current Works within Parkes Shire Council's Infrastructure and Strategic Futures directorate is tabled to keep Council abreast of projects being undertaken across the Parkes Shire.

**ISSUES AND COMMENTARY**

This report presents an update on the current major projects within the Parkes Shire being managed or undertaken by Council's Infrastructure and Strategic Futures Department. The report outlines work that has been carried out over the past month and is provided for the information of Councillors.

The Major Projects and Current Works Report is appended at *Annexure A*.

**LEGISLATIVE AND POLICY CONTEXT**

There are no legislative or policy considerations for Council associated with this report.

**FINANCIAL IMPLICATIONS**

Projects have been allocated funding either from grants or Council funds as provided in the 2023/24 Operational Budget.

**RISK IMPLICATIONS**

There are no risk implications for Council associated with this report.

**COMMUNITY CONSULTATION**

There are no community consultation requirements for Council associated with this report.



**CONCLUSION**

The Major Projects and Current Works Report, appended at *Annexure A*, provides Council with a briefing on major projects and works underway within the organisation's Infrastructure and Strategic Futures directorate. It is recommended that Council formally resolve to receive and note the report.

**INFRASTRUCTURE & SUSTAINABILITY  
MAJOR PROJECTS & CURRENT WORKS - AUGUST 2024**
**Building Better Regions Fund (BBRF) - Water Security Project**

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
27/12/2024	\$14,402,487	\$45,101	\$7,176,380	\$3,763,391	\$12,546,655* Revised budget to be approved.

**Task Completed**

- The RWSL is advancing well. The civils are substantially progressed by Steve Magill Earthmoving.
- Initial Structural Mechanical Pipework (SMP) has been completed by MCA Engineering.
- Procurement for remaining SMP is well advanced.
- The LRPSA SMP has been completed Killard, the EI&C package is being completed by 360 Eng.
- Approval received from Council for direct negotiations with contractors for the SMP packages at the EWSL & LRP and LRP Solar PV.
- The Bore 9 SMP and Discharge Pipework tender is being finalised.
- The Solar Array tender package is being finalised.
- The Bore 9 Electrical tender has been released on TenderLink as of 13 June 2024. - tender did not progress due to issues with approvals.
- Engagement of contractor for the Bore 9 Casing, Procurement and Drilling - Bore 9 not approved - construction works not progressing until approvals obtained

**Tasks forecast to be completed (next steps: 1-3 months)**

- Finalise the EI&C for the Lachlan River Pump Station Augmentation.
- Complete the RWSL & LRP SMP packages.
- Complete the LRP Solar PV package.



**INFRASTRUCTURE & SUSTAINABILITY  
MAJOR PROJECTS & CURRENT WORKS - AUGUST 2024**
**Regional Recovery Project (RRP) - Water Security Project**

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
31/12/2026	\$9,063,012	\$7,312	\$461,277	\$260,519	\$14,870,593* Revised budget to be approved.

**Task Completed**

- EoT approved to December 2026.

**Tasks forecast to be completed (next steps: 1-3 months)**

- Value Engineering required to coordinate scope with budget.
- Budget increase required - linked with NWG Funding application.

**Safe & Secure - Water Security Project**

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
31/12/2026	\$38,269,979	\$19,287	\$2,038,729	\$286,581	\$61,266,245* Revised budget to be approved.

**Task Completed**

- EoT approved to December 2026.
- Initial survey has been completed from the Lachlan River Precinct to Akuna Road.
- Funding deed variation approved for additional \$900,000 and early Milestone payment of \$2M invoice has been raised

**Tasks forecast to be completed (next steps: 1-3 months)**

- Value Engineering required to coordinate scope with budget.
- Design review to ensure a fit for purpose solution is developed.

**INFRASTRUCTURE & SUSTAINABILITY  
MAJOR PROJECTS & CURRENT WORKS - AUGUST 2024**
**Department of Planning and Environment - Places to Swim Grant Program 2022-2023 - Activation of Lake Endeavour**

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
31/8/2024	\$1,146,000	\$123,550.58	\$631,236.67	\$301,326.09	\$1,146,000
<b>Tasks Completed</b>					
<ul style="list-style-type: none"> <li>• Installation of safety buoys near the dam wall and spillway</li> <li>• Construction of toilet block.</li> <li>• Procurement of safety equipment (defibrillator, float rings)</li> <li>• Design and construction of concrete pathway (incl. handrailing)</li> <li>• Design and construction of concrete carpark and shelter concrete slab</li> <li>• Geotech, design and construction of the floating walkway abutment</li> <li>• Installation of floating walkway</li> <li>• Boating signage installed at foreshore, and remote safety signs installed at the floating walkway</li> <li>• Delivery and placement of beach sand</li> <li>• Telecommunications infrastructure installed</li> </ul>					
<b>Tasks forecast to be completed (next steps: by the end of August)</b>					
<ul style="list-style-type: none"> <li>• Procurement and installation of CCTV</li> <li>• Car park line marking</li> <li>• Procure and install additional fenders, floating rings and ladders for the floating walkway</li> <li>• Complete additional signage installation (e.g. road signs to Lake Endeavour)</li> <li>• Install buoys for the designated swimming area</li> <li>• Installation of shelter, outdoor furniture and defibrillator</li> <li>• Installation of bollards (sandstone blocks) and gates</li> <li>• Additional sand delivery and placement</li> </ul>					

## 16 REPORTS OF THE DIRECTOR OPERATIONS

### 16.1 MAJOR PROJECTS AND CURRENT WORKS - OPERATIONS

**IP&R Linkage:** Pillar: Leadership

**Goal:** Our local government is open, accountable, and representative.

**Strategy:** Effectively collaborate, engage, and communicate with our community to inform decision making and promote services, projects and initiatives.

**Author:** Sue McGrath, Business Support Coordinator

**Authoriser:** Logan Hignett, Acting Director Operations

**Annexures:** A. Operations - Major Projects & Current Works [↓](#)

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#### RECOMMENDATION

That Council:

1. Receive and note the Operations Major Projects and Current Works Report for August 2024, appended at *Annexure A*.

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#### BACKGROUND

A monthly status report of Major Projects and Current Works within Parkes Shire Council's Operations Department is tabled to keep Council abreast of projects being undertaken across the Parkes Shire.

#### ISSUES AND COMMENTARY

This report presents an update on the current major projects within the Parkes Shire being managed or undertaken by Council's Operations Department. The report outlines work that has been carried out over the past month and is provided for the information of Councillors.

The Major Projects and Current Works Report is appended at *Annexure A*.

#### LEGISLATIVE AND POLICY CONTEXT

There are no legislative or policy considerations for Council associated with this report.

#### FINANCIAL IMPLICATIONS

Projects have been allocated funding either from grants or Council funds as provided in the 2023/24 Operational Budget.

#### RISK IMPLICATIONS

There are no risk implications for Council associated with this report.

#### COMMUNITY CONSULTATION

There are no community consultation requirements for Council associated with this report.

#### CONCLUSION

The Major Projects and Current Works Report, appended at *Annexure A*, provides Council with a briefing on major projects and works underway within the organisation's Operations Department. It is recommended that Council formally resolve to receive and note the report.

**OPERATIONS  
MAJOR PROJECTS & CURRENT WORKS - AUGUST 2024**
**Complete Upgrade to Parkes Shire North South Freight Link (MR350)**

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
Dec 2024	15,087,380	174,576	13,090,853	416,233	15,087,380

**Task Completed**

**Project 1** - Project complete (on track)

**Project 2** – All property access pipes have been completed, one culvert remaining outstanding at the intersection of MR348 / MR350. Inundated by water at the moment.

**Project 3** - Currently being designed, information provided to flood modellers to ensure no adverse impacts. Council preparing a 6-month time variation to extend the completion date.

**Project 4** - Completed (on track)

**Project 5** – Joint inspection between Design & Operations completed 31 July 2024, to prepare scoping document and enable concept designs to commence.

**Project 6** - Construction has been completed with both intersections built. Seal and linemarking has been tentatively booked to complete this stage, seeing some delay with colder weather with respect to linemarking contractors.

**Project 7** - Completed (on track)

**Tasks forecast to be completed (next steps: 1-3 months)**

- Project 3 - Feedback and design outcome from flood modelers
- Project 5 - Design to be completed and construction started
- Project 6 - Seal and linemarking to be completed

**Design and Construction of East Bridge - Parkes**

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
September 2024	2,541,120	21,442	2,847,641	309,820	3,200,000

**Task Completed**

- A Transport Asset Holding Entity (TAHE) approval obtained from UGL on Wednesday 31 July 2024.
- Connection of water service and associated irrigation completed on the north-western side of East Street.

**Tasks forecast to be completed (next steps: 1-3 months)**

- Asphalt surfacing of East Street within rail corridor, and the Pac Park carpark (scheduled 27/08/24)
- Re-shaping Pac Park carpark ready for asphaltting on 29/08/24.
- Minor finishing of guardrail components and defect walkthrough with bridge contractor

**OPERATIONS  
MAJOR PROJECTS & CURRENT WORKS - AUGUST 2024**
**Peak Hill Baldry Road**

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
Dec 2024	2,335,000	118,724	1,231,327	565,004	2,335,000

**Task Completed**

- 2/7 culverts have been completed along Baldry Road between Newell Highway and Kadina Road.
- Roadworks continue along Baldry Road under a road closure between Kadina Road and Trewilga
- Utilising uncrushed gravel for bulk fill locations to extend the existing budget allocations.
- Currently reviewing the need for guardrail in isolated sections of the road to prevent excessive roadworks through the National Park.

**Tasks forecast to be completed (next steps: 1-3 months)**

- Complete the build of the culverts and extensions required
- Finalise design for remaining 8km.
- Road works between Newell Highway Kadina Road.

**Realignment and New Bridge at Graddle Creek, The McGrane Way**

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
August 2026	8,143,655	878	28,463	56,020	8,142,655

**Task Completed**

- Concept alignment completed
- Engaged conveyancer for land valuation
- Letter of offer forwarded to landowner for purchase of land
- Land access request letter forwarded to landowners for initial survey
- Letter signed by landowners and returned
- Consent/negotiation with landowners for on proposed alignment and subsequent acquisition of land.
- Revised letter of offer/agreement forwarded to landowner for consent for purchase of land
- Surveyor engaged to commence survey of affected land for acquisition and drone survey for design
- **Signed letter of acceptance received from Landowner for purchase of land**
- Seek quotation and engage consultant for REF - *The Environmental Factor*
- Engage consultant and undertake flood study - *Premise*

**Tasks forecast to be completed (next steps: 1-3 months)**

- Commence land acquisition process
- Completion of REF
- Completion of Flood Study
- Seek quotation for survey and design
- Engage consultant(s)
- Commence design

**OPERATIONS  
MAJOR PROJECTS & CURRENT WORKS - AUGUST 2024**
**Kelly Reserve – Splash Park & Ninja Course Upgrade**

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
August 2024	1,550,000	7,734	1,318,530	230,562	1,550,000

**Task Completed**

- Entry signage
- Play equipment has been installed and concreted.
- Softfall has been poured and set
- Installation of subsoil drainage for mulched areas ongoing

**Tasks forecast to be completed (next steps: 1-3 months)**

- Regulatory signage
- Complete Installation of soft fall mulch
- Parkequip commission splash pad chemical dosing system and provide user training.
- Plaque for acknowledgement of funding bodies State & NSW Gov, Nth Pks Mine, PSC and councillors

**Bogan Road Extension**

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
May 2025	3,986,000	2,151	166,867	22,888	3,986,000

**Task Completed**

- Design plans for the project are currently sitting at 50% awaiting internal design reviews.
- REF for the Bogan Way has been recieved in draft format
- Fisheries permits have been applied for in areas identified for culvert & causeway upgrades
- Project Signage installed, and construction commencement milestone applied for funds release.

**Tasks forecast to be completed (next steps: 1-3 months)**

- Site establishment and road construction to commence by PSC
- Construction of side tracks for culvert construction
- Culvert construction to commence.
- REF to be finalised

**OPERATIONS  
MAJOR PROJECTS & CURRENT WORKS - AUGUST 2024**
**New Gracelands Gates at Henry Parkes Centre**

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
August 2024	431,707	32,545	322,662	145,114	431,707

**Task Completed**

- Concept design refined to include changes from project team comments, detail of gates added to design
- Final designs received
- RFQ's issued for major components of the works
- Awarded contract to all contractors
- Mural 100%
- Civil works and retaining walls 100%
- Construction works 100%
- Concrete 100%
- Electrical fit off 95%
- Landscaping 95%
- Graphic design and audio files 90%
- Install of security camera
- Install turf
- Finalise irrigation system
- Install of accessible table
- Installation of granite stars (8) and sacrificial pavers

**Tasks forecast to be completed (next steps: 1-3 months)**

- Paint pier tops
- Finalise electrical fit off
- Fabricate and install balustrade at high sections of retaining walls
- FRP layback entry
- Install signage
- Demobilise site

**OPERATIONS  
MAJOR PROJECTS & CURRENT WORKS - AUGUST 2024**
**Rehabilitation of Cheney Oval**

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
January 2026	740,467	3,066	18,707	893,301	1,069,000

**Task Completed**

- Stage 2 drainage design
- Stage 2 design adjusted to include other problematic areas
- RFT developed for revised design to include for all scope items
- RFT issued to market and head contractor (SME) provided contract for execution
- Commencement of works program developed
- Site Establishment
- Drainage works 40% complete

**Tasks forecast to be completed (next steps: 1-3 months)**

- Bulk earthworks
- Remaining 60% Drainage works
- Replace water main
- Irrigation system replacement/ repair
- Prepare and lay new turf



**16.2 PARKES SHIRE OPEN SPACES STRATEGY****IP&R Linkage:** **Pillar:** Community**Goal:** Our community is safe, active and healthy.**Strategy:** Provide sport, recreation and play space facilities that encourage participation and support healthy lifestyles.**Author:** **Sue McGrath, Business Support Coordinator****Authoriser:** **Logan Hignett, Acting Director Operations****Annexures:** **Nil**

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**RECOMMENDATION**

That:

1. Endorse the Draft Open Spaces Strategy with amendments as per the Sports & Recreation Advisory Committee and place on public exhibition for 28 days.
2. Consult directly with appropriate local stakeholders.
3. Following exhibition of the plan, necessary amendment will be made to the document which will be subsequently reported back to Council for final adoption.

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**BACKGROUND**

Parkes Shire Council received funding under the NSW Resources for Regions grant program for the preparation of an Open Spaces Strategy to apply to the whole of the Parkes Shire.

The aim of the strategy is to undertake a comprehensive review of the existing open space network in the Parkes Shire to ensure that public open spaces are safe, functional, attractive, accessible and manageable in the local context.

The draft Parkes Shire Open Spaces Strategy has been informed by a review of best practice guidelines as well as local data and advice from sporting associations and park user groups.

Open Spaces Hierarchy Maps have been prepared for Alectown, Bogan Gate, Cookamidgera, Parkes, Trundle and Tullamore categorising open spaces as destination parks, local parks or low scale open spaces. There are also open spaces in the Parkes Shire that serve no useful community purpose under the new hierarchy, with some of these areas proposed for reclassification to operational land for alternate higher use or sale.

A series of new Masterplans have been prepared for the destination parks to visualise proposed new improvements and projects. A Priorities and Actions Table is also presented in the draft strategy to establish the new framework for open spaces management.

**ISSUES AND COMMENTARY**

Preliminary community engagement has informed the preparation of the draft Parkes Shire Open Spaces Strategy, including the findings from the Placescore Liveability Survey, MicroMex Survey and direct engagement with sporting associations and park user groups. The preliminary engagement findings underpin a desire for higher quality parks and playing fields in accessible locations. Less value is being placed on small 'pocket parks' with limited community purpose / embellishments.

Discussions with Council staff involved in the management of parklands and sporting fields suggest a need to rationalise / concentrate resources on destination and local parks. Key challenges confronting staff in providing high quality open spaces for community use include:

- Creating open spaces that meet a wide variety of user groups and respond to changing climates.
- Council's presentation team have a large number of open spaces that require maintenance across a large geographical area.
- Storm damage, vandalization, weed and animal management can often take away from ongoing improvements.
- Insufficient resources for funding maintenance, operations and new projects.
- Lack of coordination to optimise use of existing assets.

### Open Spaces

The following open spaces have been identified for re-classification:

Rose Street Park	Moon Crescent Park	AE Fox Park
Beryl Logan Park	Boulder Hill Park	Ken Turner Park
Davey Park	Rotaract Park	Lions Play Park
Bernard Maguire Park	Vaucluse Place Park	

It is recognised that some of these parks are named after key persons who have made significant contributions to the Parkes Shire, with consideration to be given to the naming of new community facilities in honour of these people.

### Destination Parks

Masterplans have been prepared for the following destination parks:

Cheney Park	McGlynn Park	Northparkes Oval
Pioneer Oval	Spicer Precinct	Kelly Reserve
Lions Memorial Park	Rotary Arboretum	Pac Park

Lindner Oval (Peak Hill) and Berryman Oval (Trundle) are assessed as local parks that function as the principal area of open space for these towns. For this reason, both Lindner Oval and Berryman Oval have received substantial infrastructure upgrades over the last Delivery Program. Up for discussion is whether a Masterplan should be prepared for each of these parks for the inclusion in the draft Parkes Shire Open Spaces Strategy prior to public exhibition.

### LEGISLATIVE AND POLICY CONTEXT

Should the Open Spaces strategy be endorsed, it involves conversion of Open Space land classified as community land to operational land in order to progress its sale or reuse

**Land Classification:** Under this Act, council land is classified as either "community" or "operational" land. Community land is typically reserved for public use, such as parks and open spaces, while operational land is used for the council's operational purposes.

**Reclassification Process:** Reclassifying community land (like parkland) to operational land requires a formal process, including community consultation and often a public hearing.

### FINANCIAL IMPLICATIONS

Works associated with development and implementation of the Open Spaces Masterplan have been wholly grant funded under the Resources for Regions Round 9 allocation. The funding will

also cover costs associated with the planning process in converting community land to operational land.

### **RISK IMPLICATIONS**

There are risks associated with implementation of the Open Space Strategy including community opposition if changes don't align with public expectations or if consultation is insufficient. Environmental impacts, such as habitat destruction and biodiversity loss, can arise if not properly managed. Financial constraints, such as budget overruns or insufficient funding, can impede implementation.

To address these risks, comprehensive planning, robust community engagement has occurred to date and the recommendation is to follow Council process in putting the strategy on public exhibition for 28 days and respond to any submissions received during this period to ensure all opinions and concerns are adequately addressed.

### **COMMUNITY CONSULTATION**

Feedback received so far provides valuable insight on the predominant use of open spaces across all demographics, including the needs and desires of residents for playgrounds, sports fields and passive recreation. It suggests the community is supportive of creating quality streets, parklands and sporting fields that are connected by shared paths for walking and riding, trees for shade and water features.

Public exhibition of the draft Parkes Shire Open Spaces Strategy provides opportunity for everyone to review the draft Strategy and provide written comments to Council prior to the finalisation of the document.

**17 REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES****17.1 NEW REQUIREMENTS FOR NSW FOOD BUSINESSES****IP&R Linkage:** Pillar: Community**Goal:** Our community is safe, active and healthy.**Strategy:** Provide effective regulatory, compliance and enforcement services.**Author:** Scott Brakenridge, Executive Manager Planning and Certification**Authoriser:** Brendan Hayes, Director Planning and Community Services**Annexures:** Nil

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**RECOMMENDATION**

That:

1. The Information be received and noted
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**BACKGROUND**

Recent changes to the Food Standards Code have introduced new requirements for all businesses that prepare and serve food in New South Wales.

**ISSUES AND COMMENTARY**

Standard 3.2.2A from the Food Standards Code applies to all businesses that sell or serve unpackaged food that requires temperature control, directly to consumers. Changes to the standard include:

Appointing a qualified Food Safety Supervisor:

Previously, most New South Wales food business were required to appoint a Food Safety Supervisor to their business. However, a limited number of services were exempt from the requirement. These services include Children's services, school canteens, supermarkets, greengrocers, delis, coffee vendors serving food, and boarding schools. These businesses now have until the 8 December 2024 to appoint a Food Safety Supervisor.

Charities and not-for-profit organisations selling food for fundraising purposes are exempt from the requirements.

A Food Safety Supervisor is someone associated with the business who is certified to have skills and knowledge in food safety. Training is delivered by registered training organisations.

Training all food handlers:

Under the standard, food businesses must ensure their food handlers have appropriate skills and knowledge in food safety and hygiene. This is different from the Food Safety Supervisor requirement. Businesses can choose how their food handler is trained. They may use or recognise free online food safety training programs, past experience, internal training or courses from vocational training providers.

It is recommended food businesses keep a record of the food training handlers have completed to show Council Officers on request.

Being able to demonstrate safe food practices:

This requirement can be met by either being able to demonstrate safe food handling practices or by keeping records. Activities to be monitored include taking receipt of a product, storage, display of food, cooling food, reheating food and cleaning and sanitising.

The New South Wales Food Authority has developed templates which will assist a business with their record keeping and the required information to be noted.

**LEGISLATIVE AND POLICY CONTEXT**

There are no legislative or policy considerations for Council associated with this report.

**FINANCIAL IMPLICATIONS**

There are no financial implications for Council associated with this report.

**RISK IMPLICATIONS**

There are no risk implications for Council associated with this report.

**COMMUNITY CONSULTATION**

Council will write to all affected food businesses advising of the changes and take an educative approach in assisting with the new requirements.

**17.2 PLANNING PROPOSAL TO REZONE LAND: LOT 329 DP750152 (109 WOODWARD STREET, PARKES)****IP&R Linkage:** Pillar: Environment**Goal:** Our built environment is functional, sustainable and meets the needs of our growing community.**Strategy:** Direct new housing growth to appropriate locations where demand is forecast**Author:** Grahame Fry, Senior Development Planner**Authoriser:** Brendan Hayes, Director Planning and Community Services**Annexures:**  
**A.** Planning Proposal - 109 Woodward Street, Parkes - Pre-exhibition version [↓](#)  
**B.** Subdivision Concept Plans - 109 Woodward Street, Parkes [↓](#)  
**C.** Site Analysis Plans - 109 Woodward Street, Parkes [↓](#)  
**D.** Biodiversity (Flora-Fauna) Report - 109 Woodward Street, Parkes [↓](#)  
**E.** Groundwater and Salinity Report - 109 Woodward Street, Parkes [↓](#)

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**RECOMMENDATION**

That:

1. Council refers a proponent-led Planning Proposal to rezone land for Lot 329 DP 750152 (109 Woodward Street, Parkes - Attachment A) to the NSW Department of Planning and Environment, requesting a Gateway Determination to enable public exhibition of the Planning Proposal.
2. Council requests that the Secretary of the NSW Department of Planning and Environment issue written authorisation to Council to exercise delegation of the plan making functions under Section 3.36(2) of the *Environmental Planning and Assessment Act 1979* in respect of the Planning Proposal.
3. Pending issue of, and endorsement by the Gateway Determination, Council place the Planning Proposal on public exhibition and undertake government agency consultation, consistent with the terms of the Gateway Determination.
4. Inform the proponent and landowners of the subject land, and their consultant, of Council's resolutions.

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**BACKGROUND**

The purpose of this report is to seek Council's endorsement to initiate a proponent-led Planning Proposal to amend *Parkes Local Environmental Plan 2012* by changing the Land Use Zone of Lot 329 DP 750152 (the subject land) from R5 Large Lot Residential to R1 General Residential, and apply an appropriate Minimum Lot Size to the subject land. The Planning Proposal is consistent with *Parkes Shire Housing Strategy 2021-2041* and the *Middleton Urban Masterplan*.

The Planning Proposal is included as Attachment A to this report. The supporting documents informing the Planning proposal are listed as follows:

Attachment B: Subdivision Concept Plans - 109 Woodward Street, Parkes

Attachment C: Site Analysis Plans - 109 Woodward Street, Parkes

Attachment D: Biodiversity (Flora-Fauna) Report - 109 Woodward Street, Parkes



## Attachment E: Groundwater and Salinity Report - 109 Woodward Street, Parkes

**ISSUES AND COMMENTARY**

The Planning Proposal seeks to rezone the subject land to facilitate subdivide for (urban) residential purposes. The Planning Proposal is consistent with all relevant statutory requirements and local policies to enable Council to request a Gateway Determination (see the "Legislative and Policy Context" section of this report).

In late 2022 and early 2023, the proponent advised Council of the intention to lodge a Planning Proposal of this nature, pending Council's adoption of the Middleton Urban Masterplan which occurred in February 2023.

The subject land is located on the south-eastern edge of Parkes township, south of the Orange-Broken Hill Railway and east of the existing Newell Highway. It is bordered by Woodward Street, Lee Street and Medlyn Street. The land is included in the Middleton Urban Masterplan area as being suitable for potential urban residential rezoning. An aerial photograph of the subject land is shown in Figure 1. The subject land is shown by a red outline.



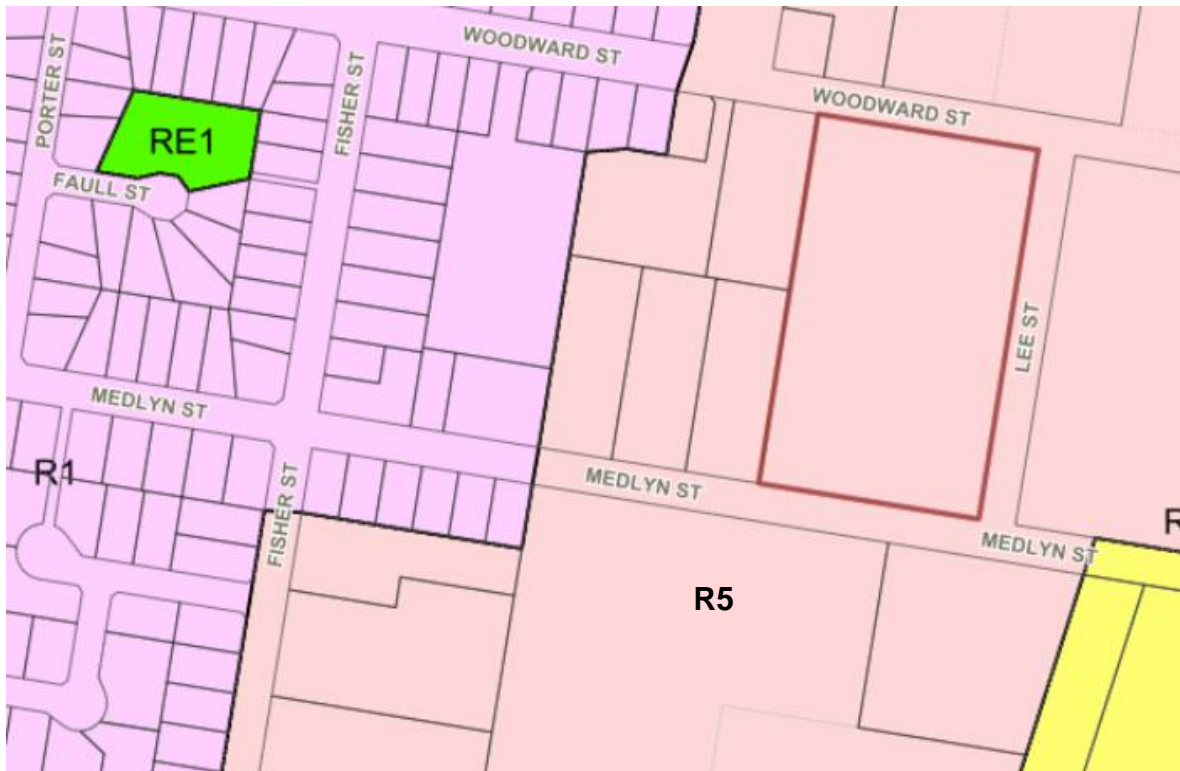
**Figure 1: The subject land**

The Planning Proposal seeks to make amendments to the following maps of Parkes LEP 2012:

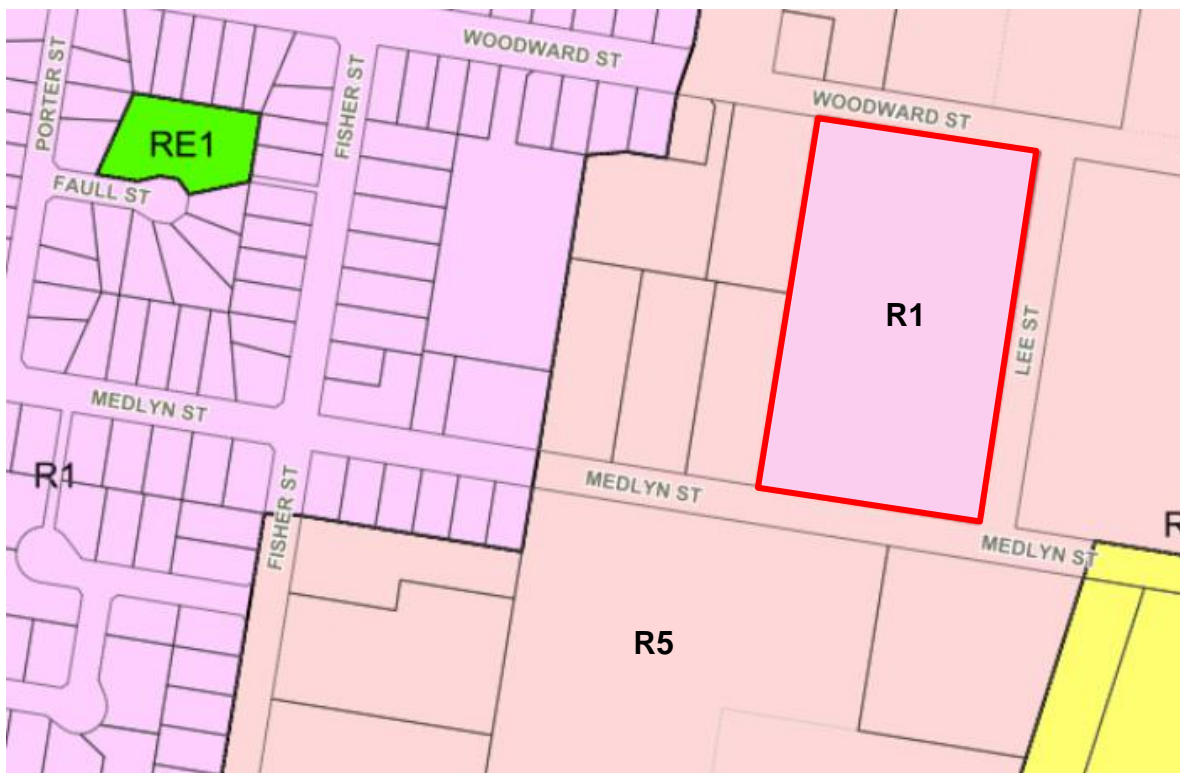
- a) The Land Zoning Map (tile LZN\_005E) amended from Zone R5 Large Lot Residential to Zone R1 General Residential or equivalent land use zone consistent with residential land to the west of the subject land; and
- b) The Lot Size Map (tile LSZ\_005E) amended from Category W (4000m<sup>2</sup>) to Category M (600m<sup>2</sup>) or a suitable new size minimum lot size no greater than 800m<sup>2</sup> consistent with residential land to the west of the subject land.

The written text of Parkes LEP 2012 and the provisions of Parkes Shire Development Control Plan 2021 will remain unchanged, should the Planning proposal be progressed to amend Parkes LEP 2012.

The existing Land Use Zone map under Parkes LEP is shown in Figure 2, and the proposed Land Use Zone map is shown in Figure 3.



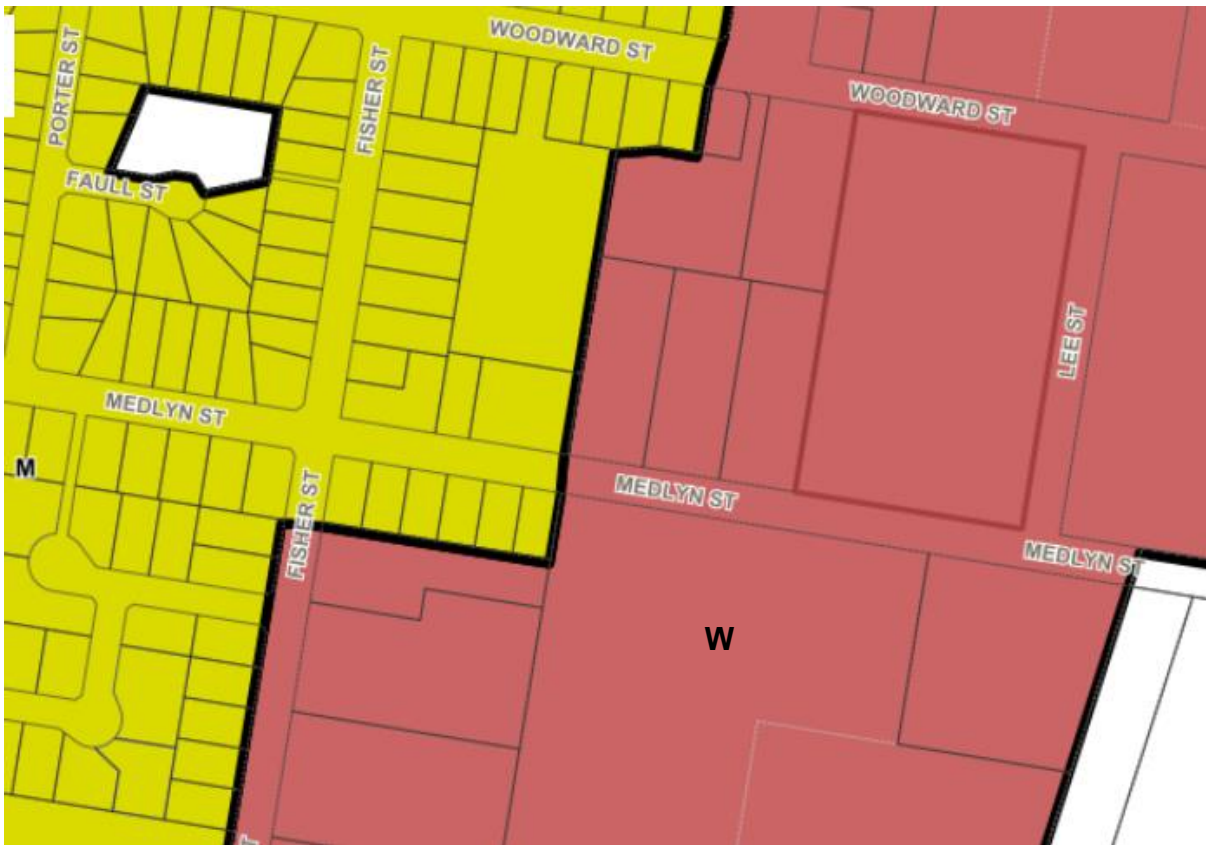
**Figure 2: Existing Land Use Zone map (Parkes LEP 2012)**



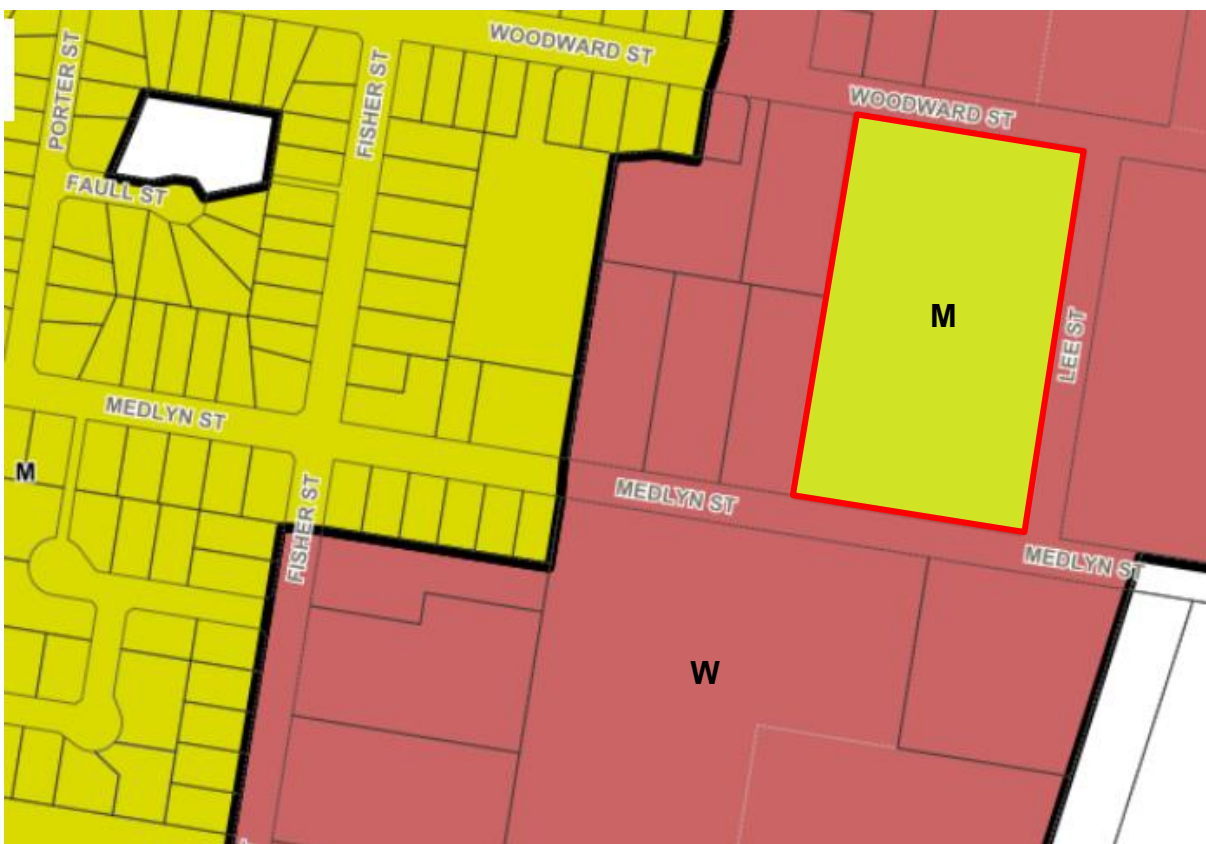
**Figure 3: Proposed Land Use Zone map (Parkes LEP 2012)**

The existing minimum Lot Size map under Parkes LEP is shown in Figure 4, and the proposed minimum Lot Size map is shown in Figure 5.





**Figure 4: Existing Minimum Lot Size map (Parkes LEP 2012)**



**Figure 5: Proposed Minimum Lot Size map (Parkes LEP 2012)**

## LEGISLATIVE AND POLICY CONTEXT

The Planning Proposal has been prepared in accordance with the provisions of the NSW Environmental Planning and Assessment Act 1979 and the NSW Department of Planning document Local Environmental Plan Making Guideline (August 2023). Other relevant legislative and policy documents are listed below:

### Statutory Documents:

Parkes Local Environmental Plan 2012

Central West and Orana Regional Plan 2041

Relevant State Environmental Planning Policies (SEPPs)

Section 9.1 Ministerial Directions

### Local Planning Policies:

Parkes Shire - Local Strategic Planning Statement (LSPS) 2020

Parkes Shire - Housing Strategy 2021-2041

Middleton Urban Masterplan

The Planning Proposal (Attachment A) has demonstrated compliance and consistency with all the statutory documents and policies listed above.

## FINANCIAL IMPLICATIONS

There are no financial implications to Council by progressing this Planning Proposal, which has been prepared and funded by the proponent. In terms of capital investment in infrastructure, additional land for residential purposes has the potential to generate additional income and employment opportunities, which is beneficial to the local economy and community.

## RISK IMPLICATIONS

The Planning Proposal (Attachment A) and supporting documents (Attachments B-E inclusive) have addressed any environmental constraints which are relevant to the subject land and demonstrate that these constraints can be managed effectively, therefore minimising any associated risks concerning progression of this Planning Proposal. This is considered sufficient to allow Council to confidently support initiation of this Planning Proposal to the next stage of the LEP making process (ie requesting the issue of a Gateway Determination).

## COMMUNITY CONSULTATION

Should Council resolve to initiate the Planning Proposal and a Gateway Determination is subsequently issued by the NSW Department of Planning and Environment endorsing public exhibition, the Planning Proposal will be exhibited in accordance with the terms and directions of the Gateway Determination and the relevant provisions of the *Environmental Planning and Assessment Act 1979*. Consultation with government agencies and other stakeholder may also be required if specified by the Gateway Determination.

Consultation will also be undertaken in accordance with *Parkes Shire Community Participation Plan 2022*.

Planning Proposal – Urban Residential Zoning/Lot Size – Lot 329 DP750152, 109 Woodward St, PARKES

## Planning Proposal

Lot 329 DP750152, 109 Woodward St  
(Corner Medlyn & Lee Streets) PARKES

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to amend *Parkes Local Environmental Plan 2012* as follows:

**Change from Large Lot Residential Zoning & Lot Size (0.4ha) to  
Urban Residential Zoning & Lot Size (~600-800m<sup>2</sup>)**

**To Support Potential Future 24 Lot Torrens Title Subdivision**



Figure 1: Site Location & Key Planning Controls.

Applicant: Mr Steve Mansley

For submission to Parkes Shire Council & the NSW Department of Planning, Industry & Environment (DPIE)

1 July 2024

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## Document Control

Version / Date	Document	Provided To
A – 27 July 2023	Draft for Internal Review	Client
B – 14 May 2024	Draft Final with Consultant Studies	Client
C – 1 July 2024	Final for upload to Portal	Client & Council

Planning Proposal – Urban Residential Zoning/Lot Size – Lot 329 DP750152, 109 Woodward St, PARKES

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Planning Proposal – Urban Residential Zoning/Lot Size – Lot 329 DP750152, 109 Woodward St, PARKES

## 1 OVERVIEW

### 1.1 Summary of Proposal

The following table summarises the key aspects of this development application:

<b>Applicant</b>	Daniel Mansley
<b>Owner</b>	Daniel, Steven & Chester Mansley (see <b>Owners Consent</b> )
<b>Site Description</b>	Lot 329 DP750152 - 109 Woodward St (Corner Medlyn & Lee Streets), PARKES
<b>Site Area</b>	~24,281m <sup>2</sup> (2.428ha - see Survey)
<b>Summary of Proposal</b>	This Planning Proposal seeks to amend <i>Parkes Local Environmental Plan 2012</i> ('LEP') for land described below to change the key planning controls from a Large Lot Residential Zoning/Lot Size to an Urban Residential Land Zoning/Lot Size consistent with Council's adopted <i>Housing Strategy 2021</i> and <i>Middleton Urban Masterplan</i> .
<b>Relevant Council Meetings/ Correspondence</b>	<ul style="list-style-type: none"> <li>10/02/2022 – Preliminary Subdivision Concept emailed to Council for discussion.</li> <li>24/02/2022 – Preliminary meeting with Council to discuss rezoning of Site.</li> <li>7/04/2022 – Phone discussion with Brendan Hayes of Council re Middleton Master Plan.</li> <li>11/05/2022 – Phone discussion with Brendan Hayes of Council re Middleton Master Plan.</li> <li>17/06/2022 - Phone discussion with Brendan Hayes of Council re Middleton Master Plan.</li> <li>20/07/2022 - Phone discussion with Brendan Hayes of Council re Middleton Master Plan.</li> <li>October 2022 – Draft Middleton Master Plan on exhibition until 7/10/2022.</li> <li>7/10/2022 – Submission to Draft Middleton Master Plan.</li> <li>27/10/2022 - Phone discussion with Brendan Hayes of Council re Middleton Master Plan.</li> <li>12/12/2022 - Phone discussion with Brendan Hayes of Council re Middleton Master Plan.</li> <li>11/05/2023 - Phone discussion with Brendan Hayes of Council re Middleton Master Plan (Master Plan adopted at 21/02/2023 meeting/ no Council-led Planning Proposal).</li> </ul>

### 1.2 Supporting Plans & Reports

Whilst this is not a Development Application, the Planning Proposal is supported by the following:

Consultant	Report / Plans	Version/Date	Consultant Name
<b>Survey</b>	Survey Plan	28/09/2021	Karl Lupis
<b>Site Analysis</b>	A100 – Existing Controls (LEP) & Topography A101 – Housing Strategy Growth Areas A102 – Middleton Urban Masterplan A103 – Site Analysis & Context A105 – Site Photos A106 - Survey	July 2023	iPLAN PROJECTS
<b>Site Analysis &amp; Indicative Subdivision</b>	A201 – Indicative Subdivision Concept A202 – Indicative Subdivision Concept + Aerial A203 – Indicative Tree Removal Plan	July 2023	iPLAN PROJECTS
<b>Salinity</b>	Groundwater and Salinity Study	25 March 2024	Envirowest Consulting
<b>Biodiversity</b>	Preliminary Flora/Fauna (Biodiversity) Assessment	13 May 2024	Envirowest Consulting

### 1.3 Preliminary Engagement with Council

The Applicant has advised Council during late 2022 & early 2023 of the intent to lodge this Planning Proposal and we have worked with Council on the finalisation of the *Middleton Urban Masterplan*. Originally, the intent was that Council would prepare a Planning Proposal for the entire Middleton Precinct but this was not supported by some of the Community so Council has indicated they are supportive of individual owners preparing Planning Proposals in accordance with the *Middleton Urban Masterplan*. This Proposal is largely consistent with the Masterplan layout (lot size and yield are shown in the Concept but will be determined at DA stage).

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Planning Proposal – Urban Residential Zoning/Lot Size – Lot 329 DP750152, 109 Woodward St, PARKES

## 1.4 Process Overview

The Planning Proposal has been prepared in accordance with *Divisions 3.4 – Environmental Planning Instruments (LEPs)* of the *Environmental Planning and Assessment Act 1979* ('EP&A Act') and the NSW Government (August 2023) '*Local Environmental Plan Making Guideline*' ('Guidelines').

It is suggested that under the Guideline – this Proposal is likely to be seen as a 'Standard Planning Proposal' as opposed to a 'Complex Planning Proposal' as it is consistent with the Council adopted *Housing Strategy 2021-2041* and *Middleton Urban Masterplan* and is a logical extension of the existing urban residential area.

**Figure 2: Planning Proposal Categories- Standard (LEP Making Guideline p.14).**

<b>Standard</b>	<p>A standard planning proposal refers to any one or more of the following proposed LEP amendment types, including an amendment:</p> <ul style="list-style-type: none"> <li>• To change the land use zone where the proposal is consistent with the objectives identified in the LEP for that proposed zone</li> <li>• That relates to altering the principal development standards of the LEP</li> <li>• That relates to the addition of a permissible land use or uses and/or any conditional arrangements under Schedule 1 Additional Permitted Uses of the LEP</li> <li>• That is consistent with an endorsed District/Regional Strategic Plan and/or LSPS</li> <li>• Relating to classification or reclassification of public land through the LEP</li> </ul>
-----------------	--

This Proposal should provide enough information to determine whether there is merit in the proposed amendment proceeding to the next stage of the plan making process including identifying relevant environmental, social, economic, and other site-specific considerations.

However, it is not a development application, so it is NOT required to consider specific detailed matters that should form part of a development application. The attached **Indicative Subdivision Concept** is provided only to inform an understanding of possible outcomes and align planning control amendments. It is NOT possible to assess all the impacts of that Proposal until detailed design is completed at DA Stage.

The Applicant asks that Council support this Planning Proposal and request a Gateway Determination under the EP&A Act from the *NSW Department of Planning & Environment* ('DPE') to allow this Planning Proposal to be placed on public exhibition.

The regional office of DPE has delegation to make Gateway Determinations unless the proposal is not supported or is contentious because it is not consistent with strategic planning for the area (in which case the Executive may consider the application). In this case the Proposal is consistent with the strategic planning. Planning Circular PS 21-004 (8 June 2021) updates delegation of plan making decisions under the EP&A Act and replaces PS18-013, PS16-005 & PS12-006. The Gateway Determination may provide details of further studies/consultation required by Council to enable the public exhibition and finalisation of the LEP amendments but we believe that the attached studies should be sufficient to support this Proposal.

Subject to Council resolution, we suggest this matter is a matter of local significance so the Gateway Determination could delegate plan-making to Council.

Please see **Section 3.6 - Part 6: Project Timeline** of this Report for an indicative timetable of steps to achieve the outcomes in this Proposal.



Planning Proposal – Urban Residential Zoning/Lot Size – Lot 329 DP750152, 109 Woodward St, PARKES

## 2 PLANNING PROPOSAL – SITE & JUSTIFICATION OVERVIEW

### 2.1 Site Location & Context

Figure 3: Location of the Site (yellow dotted line) and land zoning map overlay (Planning Portal).

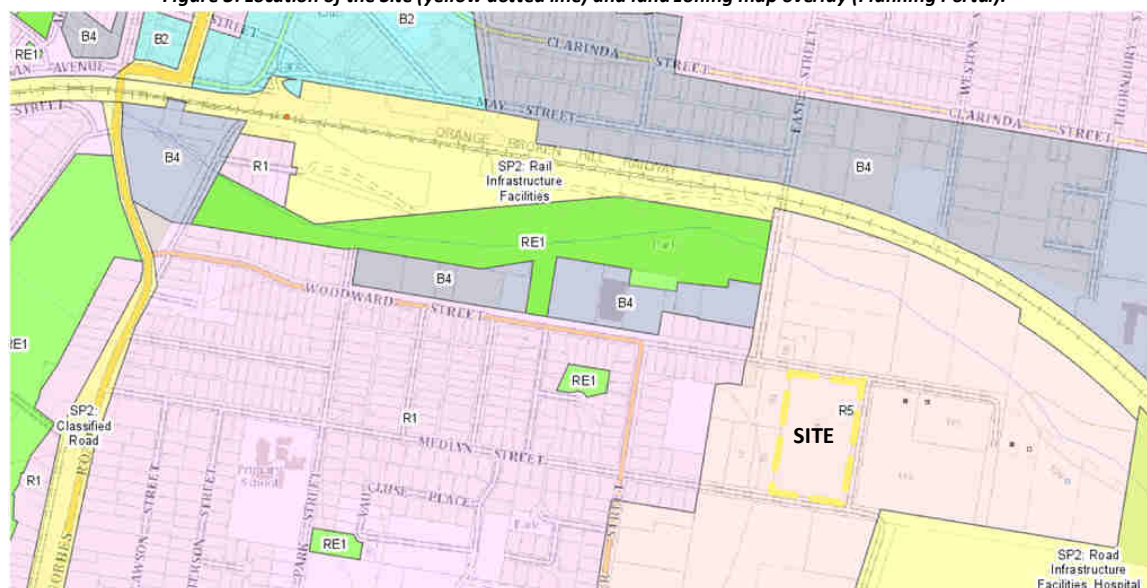
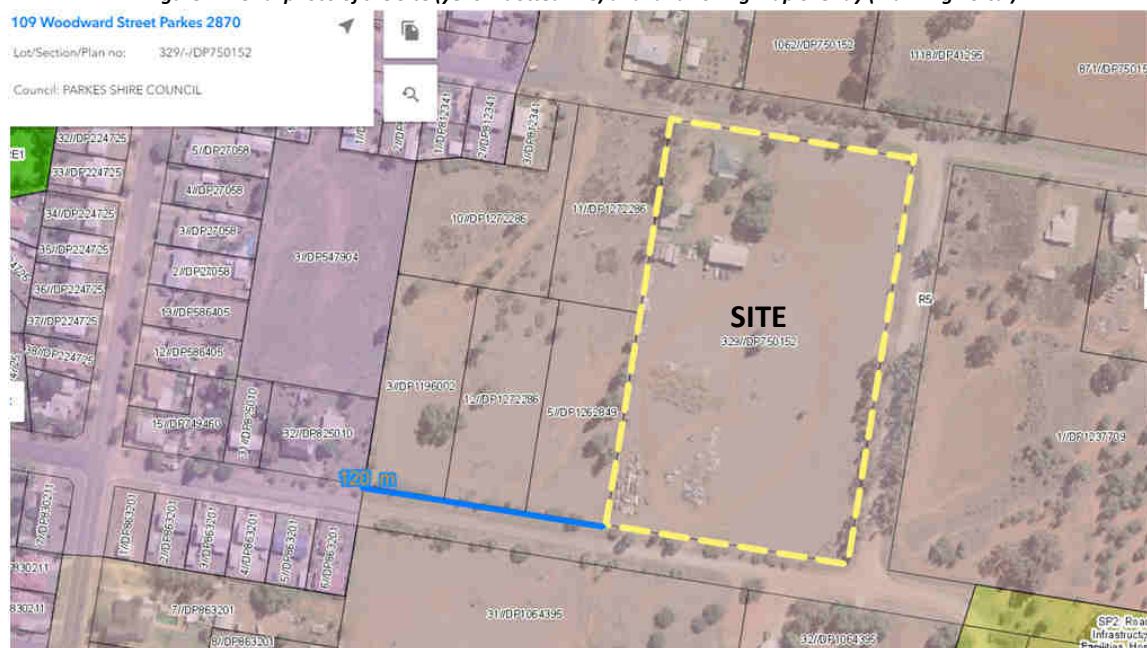


Figure 4: Aerial photo of the Site (yellow dotted line) and land zoning map overlay (Planning Portal).



See the **Site Analysis Plans**. The Site is located to the south-east of Parkes, south of the rail line and east of the Newell Highway (see Figures above). It has good access back to the Parkes CBD via East St and Clarinda St (or alternatively via Woodward St or Medlyn St and the Newell Highway). It forms part of the Middleton Urban Release Area.

It is currently in Zone R5 Large Lot Residential with a minimum lot size for Torrens Title Subdivision of 0.4ha (1 acre) lots. However, the existing Parkes urban residential area extends close to the west of the Site within ~78m on Woodward St and ~120m on Medlyn St. The urban residential area has a Minimum Lot Size of 600m<sup>2</sup> with existing lots generally >600-1,000m<sup>2</sup> in area.

The land to the immediate west of the Site (in Zone R5) has been subdivided into five (5) lots (3 fronting Medlyn St and 2 fronting Woodward St) under the existing controls (DA13/044) and all lots appear to have connected these to



Planning Proposal – Urban Residential Zoning/Lot Size – Lot 329 DP750152, 109 Woodward St, PARKES

reticulated sewer and possibly water with kerb/gutter extended on Woodward St. Several dwellings have since been constructed on this subdivision but it may be capable of some limited further subdivision in the future.

The remaining land to the north, east and south of the Site is a mix of lifestyle large lot residential and quasi-agricultural lots that is included in the *Middleton Masterplan* for future urban growth (see details below). The Site drains to the east and north-east to an unnamed watercourse (>150m NE of the Site) along the southern side of the railway line and then to the east into Goobang Creek (>900m to the ESE of the Site).

## 2.2 Site Photos (2021)



*View on Woodward St looking south towards existing house on lot.*



*View from corner Lee St & Woodward St looking south-west towards Site.*



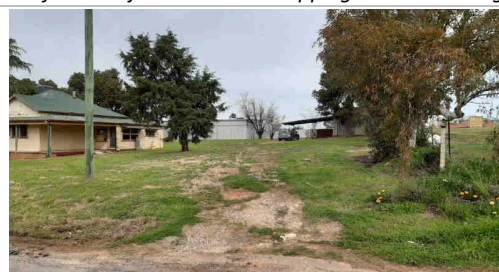
*View from Medlyn St looking north across Site (Lee St in background to right).*



*View from rear of house yard looking south-east (two sheds to left and adjacent lot with shipping container to right).*



*View from Woodward St towards existing dwelling.*



*View from Woodward St looking south up driveway for existing dwelling.*

## 2.3 Housing Strategy

*Parkes – Housing Strategy 2021-2041* is the adopted strategy for residential land uses. This is only a summary of the key findings which demonstrates the Site is identified for ‘Urban Expansion’ (pink on Figure opposite).

In addition, the Site has been allocated a short-term (high) priority No.1 (Staging Framework) in the list of urban release areas (see Figure below).

Therefore, it should be one of the first areas considered for potential rezoning. We suggest the Site has likely been given a higher priority due to it being a logical extension of the existing urban area, its relatively ease-of-servicing (adjacent to existing utilities), and having a low level of site constraints which can be addressed through appropriate subdivision design (see more details below).



Figure 5: Urban Area Land Use Framework (Housing Strategy S.12.4.3).

Figure 6: Timing for Urban Release Areas (Housing Strategy Staging Framework S.12.4.5).



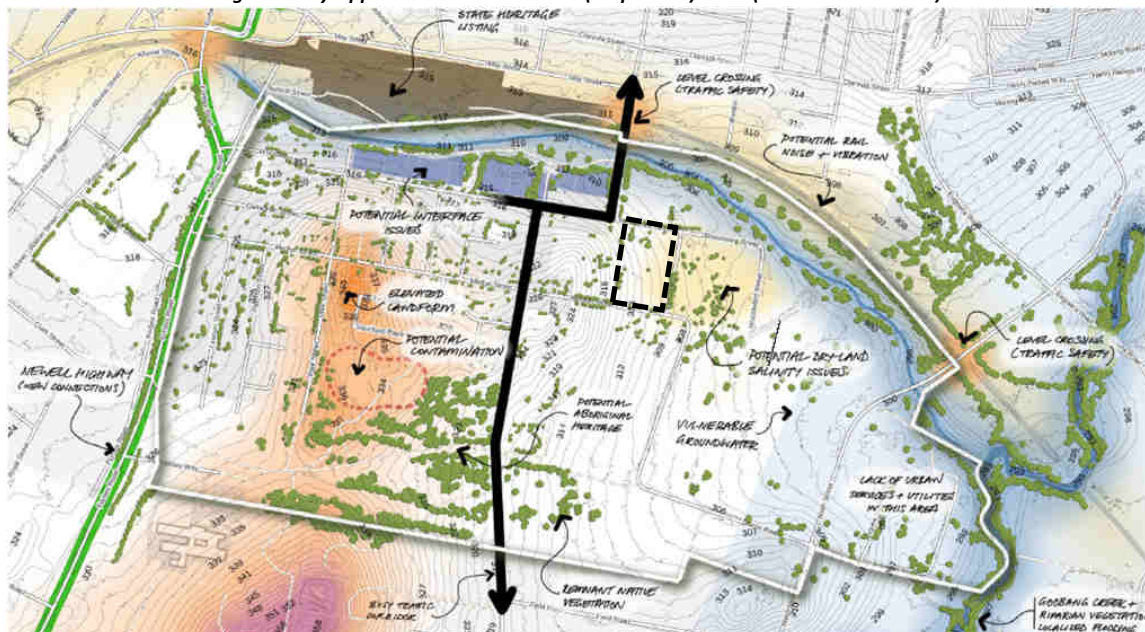


## 2.4 Middleton Urban Masterplan

Council/Currajong Consultants has prepared the *Middleton Urban Masterplan* in 2022 (adopted Feb 2023) for the Middleton Precinct that includes the Subject Site and most of the land south of the railway line/ east of the Newell Hwy down to the hospital. The Master Plan conducted a thorough analysis of the key opportunities and constraints (some of which are reproduced in Sections below) – This is only a summary of the key outcomes (see **Site Analysis Plans**).

The primary constraint for the Site (see Figure below) is that the eastern edge of the Site may have some potential dry-land salinity issues that are clearly found on the Site(s) east of Lee St (see **Salinity Study**). Several key opportunities on or near the Site include proximity to existing utilities, the extension of an open space network along the southern edge of the railway corridor to provide stormwater management, and open space and active transport connections. There are good views and vistas to the north-east and east. Slope allows for stormwater drainage.

**Figure 7: Key Opportunities & Constraints (Map No.25) – Site (black dotted outline).**



**Figure 8: Lot Size Mix Map (Map No.29) – Site (black dotted outline).**



Planning Proposal – Urban Residential Zoning/Lot Size – Lot 329 DP750152, 109 Woodward St, PARKES

**Figure 9: Lot Size Mix Map - Excerpt of Site (black outline) & Surrounds (Map No.29) – Site (black dotted outline).**



The key outcome is that the Site and surrounds are proposed to be rezoned for urban residential land uses and lot sizes. The *Lot Size Mix Map* (see Figures above) suggests that a suitable lot size for the Site may be in the 800-1000m<sup>2</sup> range producing an indicative yield of up to 24 lots with a new internal road connecting from Lee St.

An Active Transport Network would extend along all three road frontages (opposite the Site on Woodward & Lee Streets) connecting to the open space/drainage network.

## 2.5 Indicative Subdivision Concept

The Applicant has prepared an **INDICATIVE Subdivision Concept** (see attached) to inform this Planning Proposal. By Ministerial Direction this does not form part of the Planning Proposal but can be used to test the required planning controls to guide future development.

The Subdivision Concept is CONSISTENT with the *Middleton Urban Masterplan* layout and lot size maps and proposes:

- Up to twenty-four (24) lots;
- Lot size ranging from approximately 880-950m<sup>2</sup> with a minimum lot size >800m<sup>2</sup> (noting LEP maps only have 600m<sup>2</sup> stepping up to 1,500m<sup>2</sup> currently in legend and 600m<sup>2</sup> is closest to west of Site);
- Lots fronting existing Woodward, Lee & Medlyn Streets & a new internal access road (east-west) through the centre of the Site connecting to Lee St (temporary cul-de-sac);
- Minimal impact on trees along Lee St as most lots will have primary access from Medlyn & Woodward Streets and the new internal access road;
- No battle-axe lots – all lots have public road frontage;
- Lot dimensions of min. ~20m width and ~47-48m depth (~1:>2 ratio width: depth);
- Indicative setbacks of future dwellings of 6-8m to primary roads and >3m as secondary (corner) setbacks;
- Fully serviced lots (reticulated sewer, water, electricity & telecommunications);
- Drainage & sewer down to Lee St connecting to Woodward St existing sewer and stormwater systems;
- Good opportunity for solar passive orientation of living spaces to the north.



## 2.6 Lot Area, Dimensions & Road Frontages

Karl Lupis Surveyors have provided a Survey dated 28/09/2021 for the Site. It is a single lot that is rectangular in shape with an area of ~24,281m<sup>2</sup> (2.428ha). It has direct access to three (3) streets with the following frontages:

- Woodward St (120.7m) to the north – bitumen seal (narrow) – no kerb or gutter in front of Site but potential for extension of kerb & gutter adjacent);
- Lee St (201.17m) to the east – bitumen seal (narrow) – no kerb or gutter in front of Site;
- Medlyn St (120.7m) to the south – bitumen seal (narrow) – no kerb or gutter in front of Site; and
- Large Lot Residential land to the west (201.17m).

Therefore, the lot has excellent public road access to maximise lots with road frontage and minimise the need for new internal roads. The local road speed on all three frontages is currently 60km/hr (though this may decrease as the Middleton Precinct develops).

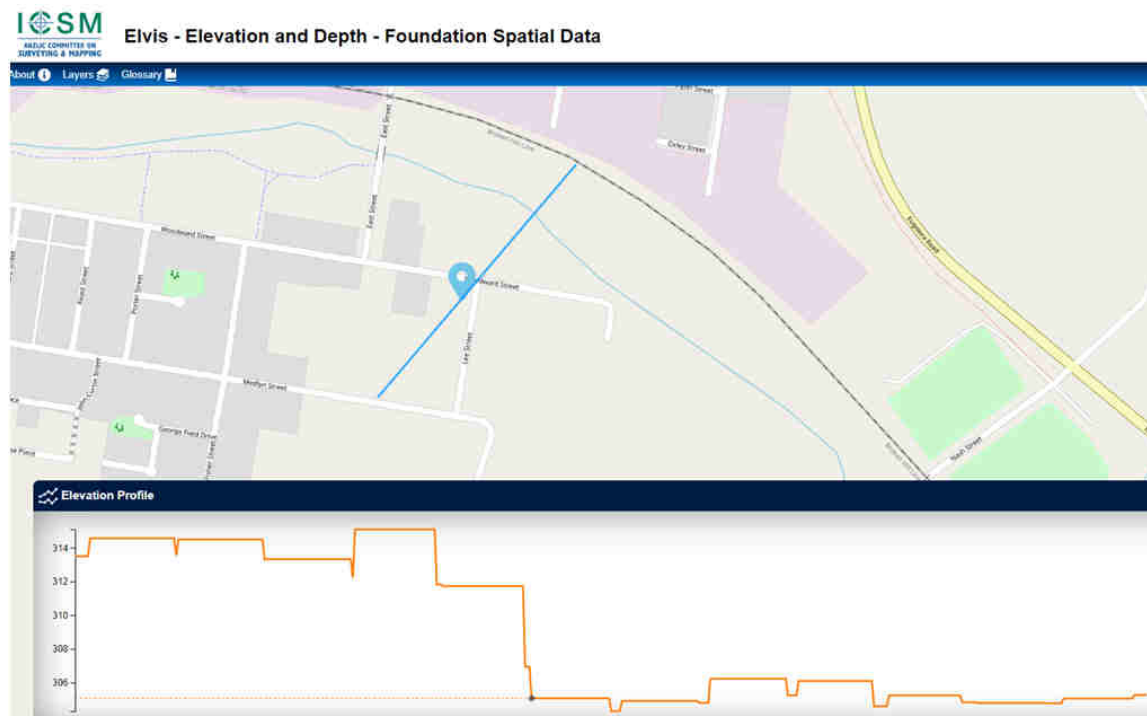
As the land is not within 90m of a classified road and it is in reasonable proximity to the Parkes CBD (via East St) – we suggest it would generate only moderate traffic loads and there is a low risk of impact to any classified roads. With minor road upgrades the surrounding local road network can support the proposed subdivision and a *Traffic Impact Statement* is not required at the Planning Proposal Stage (this can be addressed at Development Application Stage).

## 2.7 Topography & Flood Risk

The land falls from a high point in the south-west corner towards Medlyn St at ~RL314.8m to low point in the north-east at the corner of Lee & Woodward Streets at ~RL307.2. This results in a fall of ~7.6m diagonally across the Site over ~192m or less than 4% slope. This is a relatively low slope and unlikely to significantly limit urban residential development on suitably sized lots with limited cut/fill/retaining. It also allows natural drainage east to Lee St then north to Woodward St for stormwater & sewer (see below).

There are no marked watercourses (Hydroline Spatial Data – [www.trade.maps.arcgis.com](http://www.trade.maps.arcgis.com)) on the Site. The nearest mapped watercourse runs north of Woodward St and south of the railway line through Crown and Education Department land that extends down to Goobang Creek. It is only a marked watercourse east of East St. At its closest point the Site (NE corner) is ~150m from this watercourse so it is well outside the 40m requirement for a Controlled Activity Approval under the *Water Management Act* and is unlikely to be integrated development.

**Figure 10: Elevation profile from Site to drainage along the railway corridor (ELVIS [www.elevation.fsdf.org.au](http://www.elevation.fsdf.org.au)).**

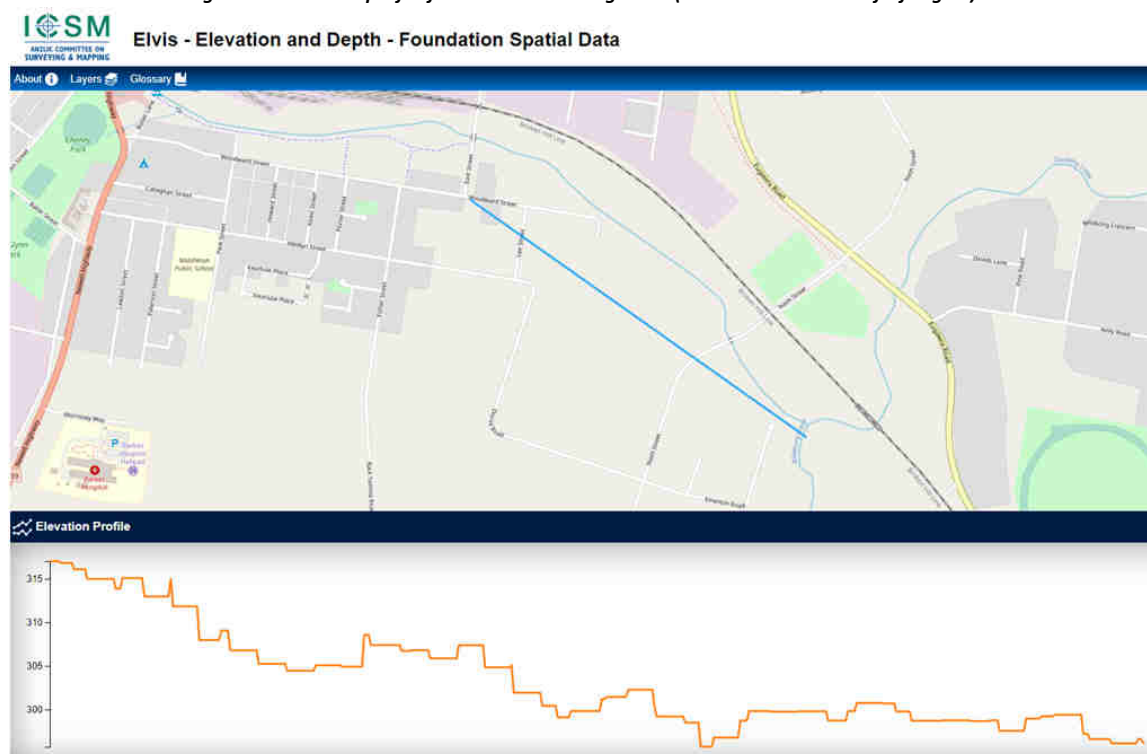


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There is no Flood Study or Flood Planning Map applicable to the Site. The Elevation Profile (Figure above) shows most of the Site sits above RL311.7m and at the north-eastern corner the Site is at ~RL307.2m (Survey). Whereas the drainage corridor is closer to RL305. This suggests there is >2m rise to the Site from the drainage corridor and most of the Site sits well above this. Therefore, we suggest the Site is unlikely to be significantly affected by mainstream flooding along the drainage corridor for a 1%AEP rainfall event and a flood study is not required. Woodward and Lee Streets are likely to act as buffers to any minor flooding along this corridor and future stormwater detention along this corridor (see Utilities Section below) may address some of this risk.

Goobang Creek is greater than 900m ESE of the Site. The ELVIS cross-section (see Figure below) from the NW corner of the Site to Goobang Creek (see Figure below) shows a fall from around RL310-315 at the western edge of Site down to Goobang Creek at lower than RL300 – a 10-15m fall. The *Middleton Urban Masterplan* notes that some localised flooding is generally expected around 297 AHD contour. Therefore, mainstream flooding of Goobang Creek is unlikely to affect the Site, the Site can drain down Woodward St towards the drainage corridor, and a flood study is not required.

Figure 11: Elevation profile from Site to Goobang Creek (ELVIS [www.elevation.fsdf.org.au](http://www.elevation.fsdf.org.au)).



## 2.8 Stormwater

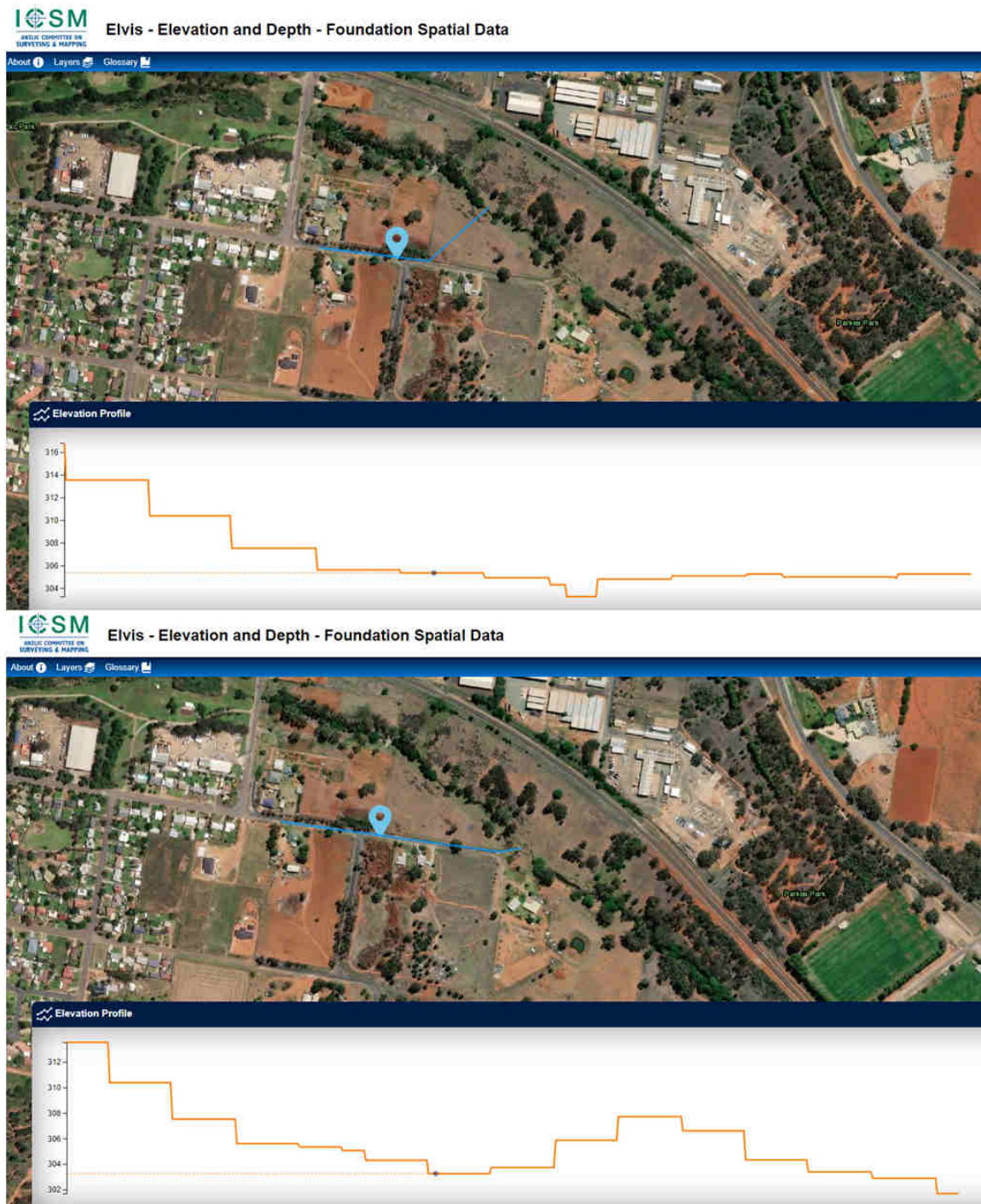
Council manages stormwater infrastructure in the public domain. The Site itself has no kerb and gutter on its three (3) street frontages though there is kerb/gutter further west up Woodward St (adjacent land).

Stormwater currently relies on roadside swales. It is expected the development of this Site would require kerb and gutter upgrades to some (if not all) street frontages (though Lee St may seek to minimise impacts on street vegetation). The 'trunk' stormwater is the drainage channel ~150m to the north-east of the Site running along the southern edge of the railway corridor. Drainage to this infrastructure already exists along Woodward St then via the Crown Land NE of the Site across to the drainage channel. Alternatively, it could drain along Woodward St until it is immediately adjacent to the drainage corridor. However, the 2<sup>nd</sup> Figure below shows there is a 3-4m rise in Woodward St east of the Site that would need to be reviewed.

A more detailed Stormwater Concept Plan can be provided at DA Stage where levels along Woodward St can be tested and there will likely be more detail on any public stormwater infrastructure.

Planning Proposal – Urban Residential Zoning/Lot Size – Lot 329 DP750152, 109 Woodward St, PARKES

**Figure 12: Elevation data for potential drainage paths down Woodward St to drainage channel.**





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**Figure 13: Excerpt from Middleton Stormwater Management Plan (Section 7.1.5)**

As shown in the excerpt opposite from *Middleton Urban Masterplan*, Council has confirmed that they do not expect on-site detention on this Site. Instead, they are proposing to incorporate larger scale detention along the proposed Southern Ring Road space, and/or along the railway drainage corridor on Crown Land prior to its dispersal to Goobang Creek. Council is developing an *Urban Stormwater Management Plan* and *Stormwater Drainage Design Guidelines* and these can be addressed in more detail at the Development Application (DA) stage.

#### 7.1.5 Middleton Stormwater Management Plan

A high-level concept stormwater management plan has been developed for Middleton to indicate the broad intent of the macro-stormwater management system, as defined by Australian Rainfall and Runoff 2019.

Key objectives for the management of stormwater in the Middleton Masterplan are as follows:

- + Use and rely on Pac Park as a critical drainage reserve for Parkes Urban Area drainage and stormwater management.
- + Create a subdivision design that limits the need for on-site detention and maximises the use of water sensitive urban design in both the public and private domain.
- + Minimise impacts on residential land-use and natural areas to the greatest extent practical.
- + Consider ways to reduce urban drainage impacts, including strategies to address public safety, water quality, drainage velocity and the discharge point to the Goobang Creek.

Key features of the Stormwater Management Plan are as follows:

- + Expansion of the environmental rehabilitation program of the riparian area adjacent to the Orange to Broken Hill Railway, down to its junction with the Goobang Creek.
- + Develop a series of interconnected onsite detention basins within the southern ring road corridor to slow the movement of stormwater entering downstream infrastructure, rural properties and the Goobang Creek.

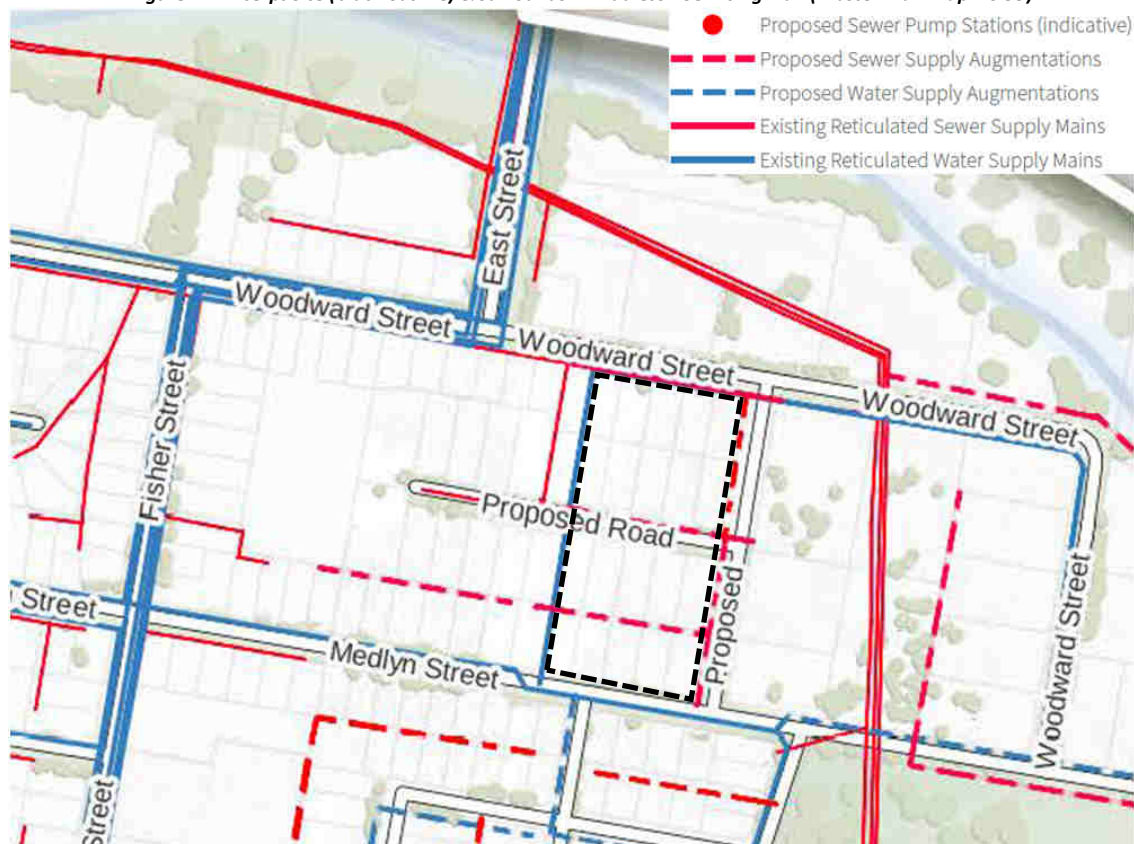
Map 33 shows the proposed stormwater management plan for Middleton in the wider context of the Parkes Urban Area.

## 2.9 Utilities

### 2.9.1 Sewer

The *Housing Strategy* notes the Site is within the existing reticulated sewer catchment and highlights this area for urban residential growth due to its ease-of-servicing. The Strategy also states that the new Sewage Treatment Plant (STP) on Akuna Road has capacity for 15,000 equivalent persons (EPs) which can be upgraded to 20,000 EPs.

**Figure 14: Excerpt Site (black outline) & surrounds – Middleton Servicing Plan (Master Plan Map No.35).**



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The *Middleton Urban Masterplan* Map No. 35 (Figure above) shows there is an existing Council sewer main running along Woodward St that connects to the south-east to the old STP and then across to the new Akuna Road STP. The Site naturally drains towards Lee St and then down to Woodward St to the north-east corner to connect to this sewer main. The Masterplan shows potential extensions of sewer mains up Lee St, the proposed east-west internal road, and the rear of lots along Medlyn St so the entire Site is capable of being connected to reticulated sewer.

We understand that the existing dwelling on the lot is already connected to sewer in Woodward St so this is one less headworks charge payable (even if this dwelling is later rebuilt).

### 2.9.2 Water

The *Housing Strategy* notes the Site is within the reticulated water network and highlights this area for urban residential growth due to its ease-of-servicing. The new Water Treatment Plant (WTP) off Webb St can treat up to 16 mega-litres per day allowing Parkes to accommodate the projected growth.

The *Middleton Urban Masterplan* Map No. 35 (Figure above) shows a potable water main along the Site frontage on Woodward St and on the opposite side to the Site along Medlyn St with a connection along the western boundary of the Site. An extension of the existing network along Lee St and through the proposed subdivision does not appear to be a major constraint.

### 2.9.3 Electricity

Essential Energy is the relevant authority. There is overhead electricity in Woodward St (adjacent to the Site) and on Medlyn St (on the opposite side to the Site). Poles along Woodward St are shown on the Survey and should be avoided where possible for new driveways (only likely to be an issue where lot frontages reduce below 20m wide).

The overhead electricity in Woodward St seems to only be a single wire. Therefore, it is likely there will need to be a new underground (or possibly overhead) extension from the main pole ~40m up Woodward St that appears to have both high and low voltage lines. The overhead electricity in Medlyn St appears to have both high voltage and lower voltage lines (to be confirmed). Lee St has no electricity infrastructure.

The Applicant is happy to work with Essential Energy to determine the capacity of the existing network and any upgrades required as well as extension through the proposed subdivision.

### 2.9.4 Gas

Jemena is the relevant authority. There is a 50NY210kPa line in Woodward St that connects along East St. It also runs along the north side of Woodward St to opposite the north-west corner of the Site at 32NY20kPa. Therefore, there may be capacity to extend natural gas to the proposed development. Reticulated gas is available on customer request. However, for modern houses it may not be as sustainable to connect to gas and all-electric houses should be permitted.

### 2.9.5 Telecommunications

According to the NBN website, the lot appears to have access to Fibre to the Node (FTTN) services. NBN (Dial Before You Dig Plan) cable appears to run down Woodward St (south side) adjacent to the Site and may have a connection to the existing house. There is a standard process during residential subdivision to seek connection and/or upgrade of the network.

## 2.10 Groundwater & Salinity

Please see the attached **Groundwater & Salinity Study** that included a detailed site analysis, five (5) bore holes including a groundwater monitoring well (MW1), and a review of other groundwater bores in the area.

Boreholes were located where there was evidence of bare areas of soil that could be caused by salinity (but were mostly due to stock and vehicle movement). There was no evidence vegetation on-site was affected by salinity with no vegetation/tree die back or highly salt tolerant plant species. No salt crystals were present on the site surface except some evidence of salinity affecting the existing dwelling in the north-west sector of the Site.

In effect, only one borehole (MW1) in the north-eastern corner was found to have topsoil that was slightly to moderately saline, and slightly saline subsoils with saline groundwater. BH4 only had slightly saline soils at 1m. Soil samples from the remaining boreholes were non-saline (see *Conclusions* Section).

MW1 had a standing water level (SWL) at 0.79m below ground level and electrical conductivity of 6.02dS/m that according to Appendix 2 / AS2870.2011 is an A2 exposure classification which is towards the lower classification and only requires regular concrete MPa and curing requirements and reinforcement. However, it is unacceptable for use as drinking water or for agricultural use (neither are proposed for urban residential development).

The Site is NOT mapped as a groundwater vulnerable area (see LEP section below). Depth of groundwater on-site is expected to range from less than 1m (more towards north of Site) to more than 3m. Groundwater (& associated salinity) appears to mainly be an issue towards the north of the Site, particularly the north-east where the land is lower. No visual surface or sub-surface indicators of groundwater discharge areas were identified on the site and no recharge

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areas were identified on the site. Development of the Site (with associated stormwater management) is likely to decrease water infiltration and reduce the risk of rising groundwater levels that may bring more salinity to the surface. The risk of groundwater contamination from the proposed land-use is lower than the current land-use. Hard surfaces will potentially reduce sediment export loads (if appropriate controls during construction). Nutrient impact on surface water will be reduced post-development. Stormwater on the site will be managed by the reticulated stormwater system and directed to the north eastern drainage line along the rail corridor.

Based on the bore sampling conducted, the **Groundwater & Salinity Study** found that the southern two thirds of the site is immediately suitable for residential development with no additional salinity measures.

The report found only slight salinity in Bore BH4 and confirmed salinity in MW1 (north-eastern corner) – so it was not able to specifically identify the salinity risk beyond the north-east corner and some historic rising salt at the existing dwelling.

As a result, the northern third of the Site may require some additional testing, we suggest, at the Subdivision DA Stage once the proposed dwelling locations are better known. However, it is not suggested the salinity would prevent the use of the northern section for residential purposes and the current zoning would permit subdivision and development of this land for this purpose at lower densities.

Salinity in the northern section may affect the construction methodology for future dwellings including, but not limited to addressing:

- BCA exposure conditions;
- *AS2870 Residential Slabs and Footings – Construction*;
- *AS3700 Masonry Structures*; and
- *AS3600 Concrete Structures*.

Some general recommendations were made to minimise impacts. Most of these can easily be achieved at the Subdivision DA Stage and include careful management of stormwater (detailed design). We suggest that some additional testing for individual future lots in the northern third of the Site at Subdivision DA Stage can put forward recommendations that can be met as part of any future development applications as they will mostly relate to dwelling and infrastructure construction. We suggest the extent and risk of salinity does not preclude the future use of the Site for residential purposes subject to meeting those recommendations.

## 2.11 Existing Development, Historic Land Use & Contamination

### 2.11.1 Site History & Potentially Contaminating Land Uses

In 2024, the Site contains a weatherboard cottage and two (2) sheds in the north-western corner with the remainder of the lot vacant and currently used for ancillary grazing of animals. We have conducted a review of site history based on historical aerial photographs (see Figures on pages below – key dates shown).

Prior to 1965 at some time it was likely to have been grazing land but there is no evidence of any larger sheds, farm infrastructure, sheep/cattle dips etc. that would have potentially contaminated the Site.

The earliest photo on the NSW Government Spatial Viewer is in 1965. It already shows the existing road network (frontages of Woodward / Lee / Medlyn Streets) and an existing dwelling on the lot (and one on each of the adjacent lots to the west and east) suggesting this parcel was effectively a small quasi residential lot by that time. It was unlikely to have been a viable agricultural lot due to its size, fragmented land ownership, and isolation from other large agricultural holdings.

Except for the dwelling, a couple of sheds, and a few trees around the house, the rest of the Site (including the street frontages) has remained vacant and largely cleared of trees from 1965 until now.

For over 50-60 years it appears to only have been used as a 'lifestyle lot' due to its small size though it has occasionally been cultivated (which explains why there is little tree regrowth on the Site). Urban residential development moved towards the Site over the years but little else changed except for some regrowth trees along the Lee Street frontage and some changes to the sheds on the Site. As of April 2024, the five (5) large lots to the west have now been developed and a child-care centre is under construction on the large mid-block lot further west.

There is no evidence of intensive horticulture on the Site. There was some sporadic cultivation which may have involved standard herbicides and pesticides but not at intensive levels. The limited grazing has not warranted yards. There is no evidence of any industry on the Site.

There was some limited farm machinery and vehicle storage on the Site around the existing sheds towards the north-west corner and western boundary in aerial photos around 2010 & 2015-2018 but this appears consistent with general farm machinery storage and it does not appear to have been a junkyard or spare parts facility so risk of petroleum leakages may be limited.

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There is an area with some inert concrete pipes and a mound (possibly with some inert materials) towards the centre/western boundary that may have been some stockpiling of top soil but no surface evidence of significant waste and it is limited in area.

Table.1 of Appendix 1 of the DRAFT *Contaminated Land Planning Guidelines* include a list of some potentially contaminating land uses that may trigger the requirement for a more detailed assessment. The only relevant activities for this Site are the very broad 'agricultural/horticultural activities' and possibly 'scrap yards' but for the reasons above, we suggest these did not occur intensively on the site and were more ancillary to the existing residential use of the Site.

Table 1: Some activities that may cause contamination	
• acid/alkali plant and formulation	• landfill sites
• agricultural/horticultural activities	• metal treatment
• airports	• mining and extractive industries
• asbestos production and disposal	• oil production and storage
• chemicals manufacture and formulation	• paint formulation and manufacture
• defence works	• pesticide manufacture and formulation
• drum re-conditioning works	• power stations
• dry cleaning establishments	• railway yards
• electrical manufacturing (transformers)	• scrap yards
• electroplating and heat treatment premises	• service stations
• engine works	• sheep and cattle dips
• explosives industry	• smelting and refining
• firefighting training and use of firefighting foams	• tanning and associated trades
• fuel storage	• waste storage and treatment
• gas works	• wood preservation
• iron and steel works	

#### 2.11.2 Contamination Listings

The Site is NOT listed on the Contaminated Land Record (NSW EPA website). We note, however, that No.129 Woodward St (eastern end of Woodward St >140m from Site) and land within the Parkes Railway Corridor is listed as being part of the former Parkes Gasworks. There is a low probability any contamination from this facility would have spread to the Site.

To the best of our awareness, the Site is NOT within an investigation area with the meaning of the *Contaminated Land Management Act 1997*.

#### 2.11.3 Preliminary Conclusion

It is important to note that the Site is already in a (large lot) residential zone and this Proposal is only seeking an increase in residential density for urban residential purpose but the same land uses ( 'detached dwelling houses') are likely.

The historic aerial photographs (below) and analysis above suggests a low risk from potentially contaminating uses such as intensive agriculture or other industrial uses of the land as it appears to have primarily been used as a residential lot with ancillary grazing and limited cultivation/cropping since before 1965.

On this basis we suggest either there is a low risk of any potentially contaminating activities having been on the Site and/or sites that require further investigation are limited in area. We suggest soil sampling and/or a full Contamination Study may not be warranted at the Planning Proposal stage for this Site but may be considered at Development Application stage (subject to Council & DPHI approval). Alternatively, this can be conditioned at Gateway Determination stage.



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**Figure 15: Historic Aerial Photos (source shown).**

February 1965 – NSW Historical Imagery ([www.portal.spatial.nsw.gov.au](http://www.portal.spatial.nsw.gov.au))

By 1965 Site is already isolated by road system and has a single dwelling in north-west corner – so it is residential in use/character and surrounded by other residential uses.



November 1973 – NSW Historical Imagery ([www.portal.spatial.nsw.gov.au](http://www.portal.spatial.nsw.gov.au))

Urban development has started to extend towards the Site but it remains as large lot residential in use.





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September 1989 – NSW Historical Imagery ([www.portal.spatial.nsw.gov.au](http://www.portal.spatial.nsw.gov.au))

No significant change other than intensification or urban residential uses in the area.



July 1997 – NSW Historical Imagery ([www.portal.spatial.nsw.gov.au](http://www.portal.spatial.nsw.gov.au))

No significant change other than intensification or urban residential uses in the area.





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September 2010 – Google Earth Imagery

No significant change other than intensification or urban residential uses in the area.



July 2017 – Google Earth Imagery



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Approx 2023 - Satellite Imagery – Hydroline Spatial Data ([www.trade.maps.arcgis.com](http://www.trade.maps.arcgis.com))

Large lot residential subdivision of land to west of Site – dwelling houses under construction. Land cultivated.



April 2024 – Google Earth Imagery

Large lot residential land to west nearly completed plus new child care centre to west.



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## 2.12 Vegetation & Biodiversity

As stated above, the historical aerial photos from 1965 onwards show that since 1965 the land has largely been cleared of significant trees (except in the garden around the existing dwelling and some parts of the perimeter of the Site). These are a mix of some eucalypts along the western boundary, a few conifers/pine species adjacent to the house, and some Kurrajongs in the rear yard.

The land has been sporadically cultivated and cropped and regularly slashed. This suggests that there has been significant disturbance to the native grasslands of the Site and most native grasses there today are regrowth. However, the attached **Preliminary Flora & Fauna Assessment** (Biodiversity Report) found that the subject site does consist of grasslands containing introduced broad-leaved weeds and 54% site cover of native grasses and herbs (~0.85ha).

Outside the Site, there are some eucalypts along Lee St and some wattles and smaller shrubs along Medlyn Street but these do not show up on the aerial photos until sometime in the early 2000s so they are likely to be regrowth trees in the road reserve. Some tree removal in the road reserve is likely to be required for vehicle access to lots and the new internal road but this can be minimised at the Subdivision design stage with most future lot access from roads without many significant trees (Lee St is unlikely to be a lot access point).

Please see the **Indicative Tree Removal Plan** that suggests only limited numbers of trees would be removed as part of the subdivision and most of the perimeter and street trees can be retained.

**Figure 16: Photos of existing trees around the existing dwelling in north-west corner.**



As shown in the LEP mapping below, the Site is not mapped as having sensitive terrestrial biodiversity in the LEP. No land is identified on the *Biodiversity Values Map and Threshold tool* on or near the Site (nearest Goobang Creek). It is important to NOTE that the Planning (Rezoning) Proposal has NO impact on the Site as there are NO works. Therefore, we strongly suggest that any requirement for further assessment of biodiversity impacts occurs at the DA Stage. In addition, it is NOT possible to accurately determine the level of impact of the Subdivision on the Site until detailed plans are prepared at the DA Stage.

Whilst several significant trees on and around the Site may be able to be protected, the **Biodiversity Report** has assumed that there would be removal of ALL native grasses from the Site for a modern urban development. On this basis, the extent of clearance MAY exceed the EXISTING threshold of 0.5ha (EXISTING Minimum Lot Size of 1-40ha) OR 2,500m<sup>2</sup> (for a FUTURE minimum lot size less than 1ha). A Rezoning Application has NO impact on biodiversity and the impact of future subdivision can only fully be assessed later. Therefore, we suggest at the DA Stage a Biodiversity Development Assessment Report (BDAR) can be requested to review the impacts more accurately, and confirm if any offsetting is required. We suggest the attached **Biodiversity Report** is sufficient for now.

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The **Biodiversity Report** stated that no threatened or endangered fauna species were observed within the subject Site Section 6.5 p.4) and no tree hollows were observed in trees on the Site (Section 7 p.5). Therefore, we suggest that the risk to this fauna is low on this Site within an urban area. Again, this can be assessed in more detail at the DA Stage.

## 2.13 Parkes Local Environmental Plan 2012 (LEP) Mapping

The following are excerpts from the existing CLEP2012 mapping (dated November 2021) for the Site (red dotted outline) & Surrounds:



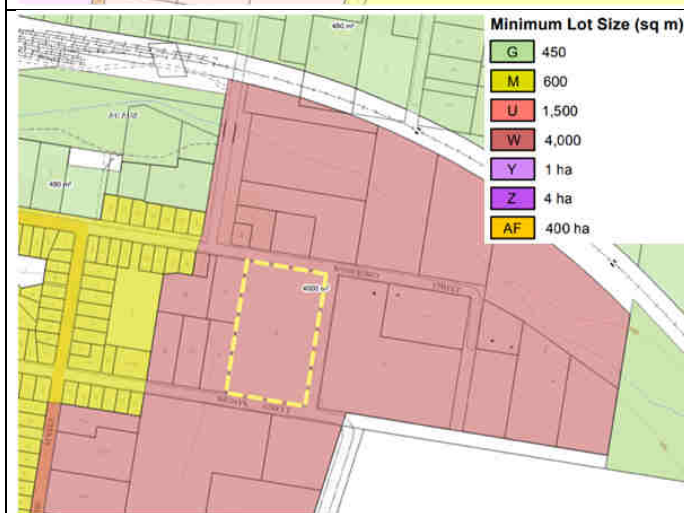
### 2.13.1 Land Zoning

The Site is currently in Zone R5 Large Lot Residential (light pink) but is in close to Zone R1 General Residential (pink) to the west.

The *Housing Strategy & Middleton Urban Masterplan* recommends that the area is rezoned for urban residential zoning.

The Site is sufficiently separated from Zone SP2 Rail Infrastructure to the north and from SP2 Road Infrastructure (future Southern Ring Road) to the south-east, especially with landscape buffers between.

**Figure 17: Land Zoning Map (NSW Planning Portal).**



### 2.13.2 Lot Size

The Site currently has a Minimum Lot Size (MLS) for Torrens Title Subdivision of 0.4ha (4,000m<sup>2</sup>/1 acre) (red - W).

However, it is close to the urban residential area (to the west) with a MLS of 600m<sup>2</sup> (yellow - M).

The *Housing Strategy & Middleton Urban Masterplan* recommends that the area is rezoned for smaller urban residential lots in the order of 800-1000m<sup>2</sup>. We suggest a maximum of 800m<sup>2</sup> (preference for 600m<sup>2</sup>) is appropriate to allow some flexibility at detailed design stage as road infrastructure may change.

**Figure 18: Lot Size Map (NSW Planning Portal).**



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	<p><b>2.13.3 Heritage</b></p> <p>The Site is not a listed heritage item or in a heritage conservation area. The nearest heritage item is the Parkes Railway Station group on the Parkes-Broken Hill Railway (Item I6) that is &gt;250m from the Site with the main buildings &gt;500m from the Site (see Figure opposite).</p> <p>We suggest there is a low risk of impact on these items from standard urban subdivision, it is buffered by other urban development, and a <i>Heritage Impact Statement</i> is not required.</p> <p><b>Figure 19: Heritage Map (NSW Planning Portal).</b></p>
	<p><b>2.13.4 Biodiversity</b></p> <p>The Site does not have any mapping for Environmentally Sensitive Lands – Terrestrial Biodiversity under the LEP.</p> <p>The closest mapped areas are along the drainage corridor near the railway line to the north east and the Zone SP2 lands to the south-east of the Site.</p> <p>Please see section on <i>Vegetation &amp; Biodiversity</i> above for more details. We suggest Biodiversity can be further reviewed at DA Stage.</p> <p><b>Figure 20: Terrestrial Biodiversity (NSW Planning Portal).</b></p> <p><b>Biodiversity</b></p> <p> Biodiversity</p>
<p><b>Figure 21: Riparian Lands &amp; Watercourses / Groundwater Vulnerability (NSW Planning Portal).</b></p> <p><b>Riparian Land and Watercourse Land</b></p> <p> Watercourse</p> <p><b>Groundwater Vulnerability Land</b></p> <p> Groundwater Vulnerable</p>	<p><b>2.13.5 Riparian Watercourse</b></p> <p>The only mapped riparian lands and watercourse is Goobang Creek which is &gt;900m to the east of the Site (show in medium blue on Figure opposite). The drainage line south of the railway corridor is not mapped as a riparian corridor. There is a low risk of impact from subdivision of the Site with appropriate stormwater, sediment &amp; erosion controls.</p> <p><b>2.13.6 Groundwater</b></p> <p>The light blue area extending out both sides of Goobang Creek (Figure opposite) is mapped as Groundwater Vulnerable but this does not effect on or near the Site. The Site will be serviced with reticulated sewer &amp; water so there is a low risk to groundwater systems.</p>

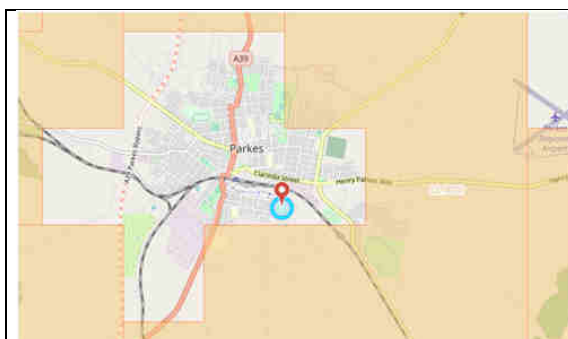
## 2.14 Other Site Opportunities & Constraints

Other Site constraints are addressed as follows:

### 2.14.1 Land Use Conflicts including Agriculture

There is limited risk of land use conflict if the Site was to be developed for residential uses. It is compatible with residential development to the west. The three (3) streets buffer the land to the north, east and south and adjacent lands on these three sides are mostly existing lifestyle lots or only low intensity agricultural lands (e.g. Department of Education land). There is some small-scale agriculture in the Middleton Precinct but this does not appear to be commercial agricultural enterprises and is expected to transition to urban land consistent with the *Middleton Urban Masterplan* and land along the drainage corridor is likely to be used for stormwater detention and water quality.

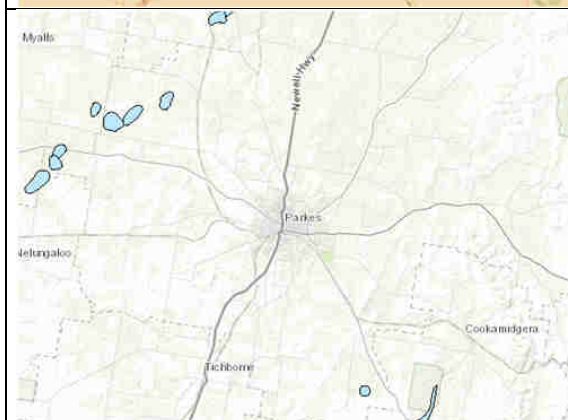
The Site is in an existing zoned Large Lot Residential Area in proximity to existing Urban Residential zoned lands to the west. It is well buffered from rural zoned lands or larger agricultural operations. There are no Biophysical Strategic Agricultural Lands (BSAL) or Draft State Significant Agricultural Lands (SSAL) close to the Site or the urban area of Parkes that is likely to be affected by the rezoning/development of the Site. We suggest there are no impacts on the 'Right to Farm' and the Proposal is consistent with the Housing Strategy / Master Plan so any take-up of former agricultural land is clearly justified and adopted by Council.



### 2.14.2 Minerals/Extractive Industry

There are no existing mineral resource/extractive industries near the Site (North Parkes Mine is over 20km away). A review of Exploration Licences (orange areas on Map opposite) suggests there is NO current licence over the urban areas of Parkes or the Site. We suggest there is a low risk of impact on any future mineral/extractive resource potential by rezoning existing large lot residential land for urban residential purposes.

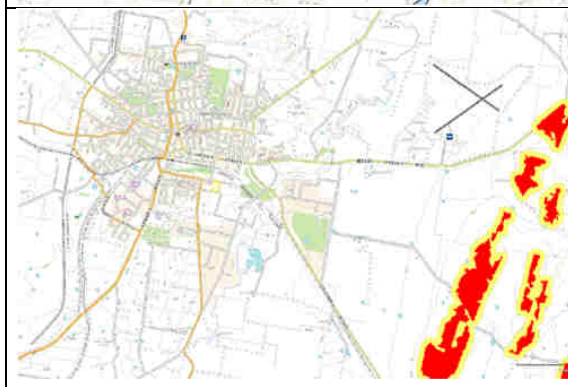
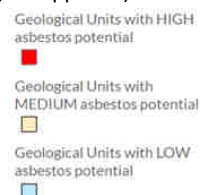
*Figure 22: Exploration Licences (NSW SEED Data).*



### 2.14.3 Naturally Occurring Asbestos

The online mapping provided by the NSW Government suggests that there is no mapped naturally occurring asbestos (NOA) occurring on or near the Site or in the Parkes Urban Area with only pockets of low potential scattered around the surrounding rural areas (see Figure opposite). We suggest no further study is required.

*Figure 23: Excerpt from Naturally Occurring Asbestos Maps (NSW Government) with Site in red outline.*

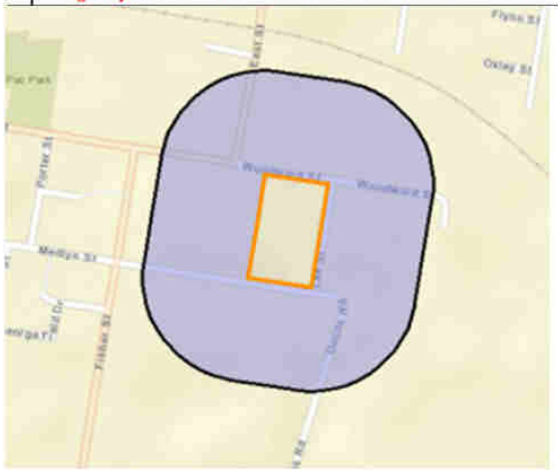



### 2.14.4 Bushfire Prone Land

There is currently no mapped bush fire prone land within or close to the Parkes Urban Area. The nearest mapped area (according to the Planning Portal) is several kilometres to the east (see Figure opposite). Whilst grassland fire is always a risk, most of the land around the Site is managed large lot residential land and forms part of the Middleton Precinct for urban development. The future Southern Ring Road will also create a significant buffer. There is no need for referral to RFS currently.

*Figure 24: Excerpt of Bush Fire Prone Land Map overlay on Zoning (NSW Planning Portal).*

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<p>0 Aboriginal sites are recorded in or near the above location.</p> <p>0 Aboriginal places have been declared in or near the above location. *</p> 	<p><b>2.14.5 Aboriginal Heritage</b></p> <p>The <i>Middleton Urban Masterplan</i> notes in Section 3.9.1 that Middleton has been subject to early mining, railways &amp; settlement since the 19<sup>th</sup> Century and existing urban areas are generally considered 'disturbed land' with the potential for the discovery of Aboriginal sites and artefacts considered to be low. An AHIMS Basic Search was carried out on 26/07/2023 for the Site + 200m buffer online. It found that there were no known sites or places in or near the Site. Whilst this is not conclusive, the lack of any significant watercourses or landform features on the Site or adjacent combined with the modification of the land by agriculture is likely to have significantly reduced the risk of impacting on Aboriginal archaeology. This can be appropriately conditioned during the subdivision stage.</p> <p><i>Figure 25: Excerpt from AHIMS Basic Search (NSW Government).</i></p>
	<p><b>2.14.6 Sewage Treatment Plant(s)</b></p> <p>The Site is also greater than 900m from the original Sewage Treatment Plant on Nash St and even further (across Goobang Creek) to the new STP – so odour and operations are unlikely to impact on the residential subdivision.</p>

## 2.15 Conclusion

Based on the above brief review, we suggest there are **no key environmental constraints that would prevent the Proposed Amendment(s) from achieving a Gateway Determination**. Some issues may require further review at Subdivision DA Stage including salinity, biodiversity, and a more detailed preliminary contamination investigation.

However, we suggest there is sufficient information to suggest these can be addressed with appropriate further testing at Subdivision stage, subdivision design, construction methodology, and potentially offsets for native grasses (if required). It is not possible to seek a more detailed impact assessment until detailed subdivision plans are prepared and, we suggest, this is not the role of the Planning Proposal.



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### 3 PLANNING PROPOSAL – STATUTORY REVIEW

The Guideline require the Planning Proposal to address six (6) parts, including:

- Part 1 – Objectives & Intended Outcomes
- Part 2 - Explanation of Provisions
- Part 3 – Justification of Strategic & Site-Specific Merit
- Part 4 – Maps, where relevant, to identify the intent of the planning proposal and the area to which it applies;
- Part 5 - Community consultation undertaken with Government, council, other authorities & the community (post-Gateway & during exhibition) – subject to the gateway determination
- Part 6 – Project Timeline – anticipated for the LEP making process.

#### 3.1 Part 1: Objectives & Intended Outcomes

**Part 1** of the planning proposal should be a short, concise statement setting out the objectives or intended outcomes of the planning proposal. It is a statement of what is planned to be achieved, not how it is to be achieved. It should be written in such a way that it can be easily understood by the general community.

The Objective(s) of this Proposal is to amend the key planning controls in *Parkes Local Environmental Plan 2012* (LEP) to enable the development of the Site for urban residential uses (predominantly dwellings) with a land use zoning and a lot size consistent with other urban residential areas (possibly 600m<sup>2</sup> but no greater than 800m<sup>2</sup>).

We suggest there is no need to identify this as an Urban Release Area (URA) at this time due to the limited lot size, consistency with Council's strategic land use policies including the extensive analysis work that forms part of the Middleton Masterplan and the likely consistency of future subdivision with that masterplan, and the low probability of significant environmental impacts from the proposed rezoning and subsequent development – such that it does not require a site-specific development control plan or consideration of state-significant infrastructure.

#### 3.2 Part 2: Explanation of Provisions

**Part 2** of the planning proposal provides a more detailed statement of how the objectives or intended outcomes are to be achieved by means of amending an existing local environmental plan.

The preferred approach of this Proposal (i.e., method to achieve the objective(s)) is to amend the relevant maps in *Parkes Local Environmental Plan 2012* (LEP) that apply to the entire area of the Site (Lot 329 DP750152) as follows (see Proposed maps in **Section 3.4 – Part 4 Maps**):

- a) The **Land Zoning Map (LZN\_005E)** amended from Zone R5 Large Lot Residential to Zone R1 General Residential or other equivalent land use zone consistent with urban residential land to the west of the Site;
- b) The **Lot Size Map (LSZ\_005E)** amended from (W) 4,000m<sup>2</sup> to (M) 600m<sup>2</sup> or a suitable new minimum lot size no greater than 800m<sup>2</sup> consistent with urban residential land to the west of the Site.

There is no known need to amend the text or schedules in the LEP to achieve the objective(s)/intended outcome(s).

#### 3.3 Part 3: Justification of Strategic & Site-Specific Merit

This section must provide a detailed assessment of the proposal's strategic and site-specific merit to determine whether the planning proposal should be supported.

**Strategic merit** means a proposal has alignment with the NSW strategic planning framework.

**Site-specific merit** involves a review of potential environmental, social & economic impacts & mitigation measures.

In accordance with DPIE Guideline, the questions to consider when demonstrating the justification are:

- Section A: Need for the planning proposal
- Section B: Relationship to the strategic planning framework
- Section C: Environmental, social and economic impact
- Section D: Infrastructure (local, state & commonwealth)
- Section E: State and Commonwealth interests.

Planning Proposal – Urban Residential Zoning/Lot Size – Lot 329 DP750152, 109 Woodward St, PARKES

### 3.3.1 Section A – Need for the Planning Proposal

#### 1. Is the planning proposal a result of an endorsed local strategic planning statement, strategic study or report?

YES. The Proposal is consistent with Council's adopted Parkes - *Housing Strategy 2021-2041* and adopted *Middleton Urban Master Plan* (2023) that identify the Site for short-term urban residential growth (rezoning) with a similar lot size to that proposed. Please see **Section 2.3 Housing Strategy** & **Section 2.4 Middleton Urban Masterplan** for details.

#### 2. Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

The Planning Proposal and the proposed amendments to CLEP2012 are the best way to achieve the objective(s)/intended outcome(s).

To achieve urban residential subdivision with appropriate lot sizes on the Site, the best way is to amend both the **Land Zoning Map LZN\_005E** and **Lot Size Map LSZ\_005E**. Whilst dwellings are permissible in both Zone R5 and Zone R1, the primary point of difference between the existing and proposed outcome is the lot size and resulting subdivision potential – that leads to the character of the development. The aim is for urban residential outcomes to replace the existing large lot residential zoning and lot size.

The proposed method (map changes) results in a site-specific outcome that creates a transparent (mapped) connection between the land use controls and the intended development outcomes. It is a logical extension of an existing (nearby) urban residential zoned area consistent with Council's land use strategies. It aligns the Lot Size for the Site with most other Zone R1 General Residential areas in Parkes Shire or, if a new lot size is proposed, ensures it is consistent with the Middleton Urban Masterplan.

This avoids the need to amend any specific clauses or specifically list the affected lots (e.g., Additional Permitted Uses).

The proposed amendments are not of a scale to be considered 'State or Regionally Significant' such that amendments to a State Environmental Planning Policy ('SEPP') would be required.

### 3.3.2 Section B – Relationship to Strategic Planning Framework

#### 3. Will the planning proposal give effect to the objectives and actions of the applicable regional, or district plan or strategy (including any exhibited draft plans or strategies)?

#### **Central West and Orana Regional Plan 2041**

Regional plans have been prepared for all parts of NSW including the *Central West and Orana Regional Plan 2041* (Dec 2022 – *CWORP*) noting there is no District Plan in the Central West & Orana Region. The *CWORP* includes directions, planning priorities and specific actions for a range of different matters relevant to the Parkes LGA (ONLY THE RELEVANT PRIORITIES, DIRECTIONS & ACTIONS ARE SHOWN), as follows: **Note:** Most of these issues are addressed in further detail in **Section 2** of this Report.

OBJECTIVE	RESPONSE
<b>Part 1 – Region-shaping investment</b>	
1. Deliver the Parkes Special Activation Precinct & share its benefits across the region	Provision of housing in Parkes will assist in allowing for growth in employment & local population which is ancillary and necessary to delivering the Parkes SAP.
2. Support the State's transition to Net Zero by 2050 & deliver the Central-West Orana Renewable Energy Zone	Not directly applicable. Site is not in the REZ.
3. Sustainably manage extractive resource land & growth the critical minerals sector	As shown in <b>Section 2.14</b> of this Report – there is a low risk to extractive industries or mineral resource lands as there are no known mineral areas or exploration licences and this is a natural extension of the existing urban area.
4. Leverage inter-regional transport connections	Not directly applicable. This Site may use the Newell Highway for connections into Parkes CBD.

## Planning Proposal – Urban Residential Zoning/Lot Size – Lot 329 DP750152, 109 Woodward St, PARKES

OBJECTIVE	RESPONSE
Part 2 – A sustainable & resilient place	
5. Identify, protect & connect important environmental assets	This Proposal seeks to address the key environmental assets and opportunities in <b>Section 2</b> of this report including but not limited to native vegetation, biodiversity, watercourses, and groundwater. There are no affected heritage items.
6. Support connected & healthy communities	The Proposal is consistent with the <i>Middleton Urban Masterplan</i> that sets out the preferred locations for open space and active transport linkages through the precinct and improve connections to the Parkes CBD. There are good road and road verge linkages to key spaces.
7. Plan for resilient places & communities	The Site is not mapped as a Flood Planning Area or bushfire prone land area. <b>Section 2</b> of this Report suggests the Site is unlikely to be affected by mainstream flooding (subject to Council addressing stormwater management along the railway corridor drainage line). There is a low level of constraint from hazards on this Site. The Site is in good proximity to the CBD for services/ employment and promoting compact settlements that leverage existing services. The lots are of sufficient size that they can support energy efficient and resilient housing (future applications).
8. Secure resilient regional water resources	The Site proposes connection to reticulated water supplies instead of reliance on rainwater/bores. The <i>Housing Strategy</i> suggest there is sufficient potable water capacity to service the expected growth of Parkes for the foreseeable future.
9. Ensure site selection & design embraces & respects the region’s landscapes, character & cultural heritage	Heritage is addressed in <b>Section 2</b> of this Report. There is a low risk of impacts from this Proposal on landscape or scenic sensitive areas. This is a logical extension of the existing urban residential area and the proposed layout is consistent with the <i>Middleton Urban Masterplan</i> .
10. Protect Australia’s first Dark Sky Park	Not Applicable. Site outside Dark Sky area.
Part 3 – People, centres, housing & communities	
11. Strengthen Bathurst, Dubbo & Orange as innovative & progressive regional cities	This is a Proposal for up to 24 new lots (23 new dwellings) in an identified urban growth area for Parkes. The success of Parkes with the SAP/Logistics Hub will have flow-on opportunities for the region, including Dubbo and Orange.  There is a need to provide additional housing on urban residential lots close to services and infrastructure to meet projected employment and growth needs. The Proposal is entirely inconsistent with Parkes’ growth & housing strategies.  The Site is surrounded by large lot residential areas transitioning to urban residential use so there is a low risk of land use conflict.  Council has confirmed there is sufficient infrastructure/utilities for this Proposal and this Proposal seeks to leverage existing infrastructure with only minor extensions allowing the rezoning to occur in a shorter timeframe. It will be fully serviced land. It naturally drains along Woodward St and the railway drainage channel to Goobang Creek.
12. Sustain a network of healthy & prosperous centres	
13. Provide well located housing options to meet demand	
14. Plan for diverse, affordable, resilient & inclusive housing	
15. Manage rural residential development	
16. Provide accommodation options for seasonal, temporary & key workers	
17. Coordinate smart & resilient utility infrastructure	
Part 4 – Prosperity, productivity & innovation	
18. Leverage existing industries & employment areas & support new & innovative economic enterprises	Not directly applicable, but as stated above, the Proposal seeks to providing housing to meet employment growth – particularly for the Parkes SAP.
19. Protect agricultural production values & promote agriculture innovation, sustainability & value-add opportunities	There is no additional impact on agricultural production as this is existing large lot residential land (& surrounded by this land use) so it has no interface with zoned agricultural land. Any smaller quasi-agricultural activities in the Middleton Precinct are unlikely to be commercial operations and are transitioning to urban uses. Adding density to an existing residential area minimises urban expansion into agricultural lands.

## Planning Proposal – Urban Residential Zoning/Lot Size – Lot 329 DP750152, 109 Woodward St, PARKES

OBJECTIVE	RESPONSE
20. Protect & leverage the existing & future road, rail & air transport networks & infrastructure	The Site is not immediately adjacent to (or in sufficient proximity to be likely impacted by) the railway corridor, Newell Highway, or the proposed Southern Ring Road. However, it will leverage proximity to these transport connections with good road connections.
21. Implement a precinct-based approach to planning for higher education & health facilities	Not directly applicable.
22. Support a diverse visitor economy	Not directly applicable.
23. Supporting Aboriginal aspirations through land use planning	Not directly applicable.
<b>Part 5 – Local Government Priorities – Parkes</b>	
<ul style="list-style-type: none"> <li>Continue to support the NSW State Government in the development of the Parkes Special Activation Precinct</li> </ul>	Additional housing will support the Parkes SAP.
<ul style="list-style-type: none"> <li>Plan for the challenges and opportunities associated with the Newell Highway upgrade and Parkes Bypass</li> </ul>	Not directly applicable. No conflict with highway or bypass lands.
<ul style="list-style-type: none"> <li>Support the delivery of new residential areas and increase the range of housing options in existing urban areas with the provision of passive and active recreation areas</li> </ul>	Proposal is consistent with the <i>Middleton Urban Masterplan</i> which identifies the Site for urban residential uses and provision of supporting open space areas.
<ul style="list-style-type: none"> <li>Plan for industrial and commercial land to complement development in the Parkes Special Activation Precinct</li> </ul>	Not directly applicable. No conflict with industrial or commercial lands.
<ul style="list-style-type: none"> <li>Improve the liveability of Parkes by planning for infrastructure, housing and associated land uses to meet people's needs</li> </ul>	Proposal is consistent with the <i>Middleton Urban Masterplan</i> that leverages largely existing infrastructure for a logical extension of the urban residential area to the Site.
<ul style="list-style-type: none"> <li>Support the continued activation of the Parkes CBD</li> </ul>	The Site is close to the CBD and will support population growth for retail/commercial demand and does not impact those land uses.
<ul style="list-style-type: none"> <li>Collaborate with NSW Government as Parkes and the wider region's economy diversifies, and significant investment occurs in the Parkes SAP and the Inland Rail</li> </ul>	Not directly applicable.
<ul style="list-style-type: none"> <li>Identifying opportunities for the LGA as the wider region's economy diversifies, and leveraging its accessibility to Forbes, Dubbo and Orange.</li> </ul>	Efficient urban housing needs to keep pace with the growth of employment land uses such as the Hub and Inland Rail and other economic opportunities in the region.

Planning Proposal – Urban Residential Zoning/Lot Size – Lot 329 DP750152, 109 Woodward St, PARKES

4. Is the planning proposal consistent with a council local strategic planning statement (LSPS) that has been endorsed by the Planning Secretary or GSC, or another endorsed local strategy or strategic plan?

### **Parkes Shire - Local Strategic Planning Statement (LSPS) 2020**

Council have prepared a *Local Strategic Planning Statement* (2020) (LSPS) to guide future land use decisions in the area. It provides a high-level set of Planning Priorities consistent with the five (5) key themes set out below.

This Planning Proposal is broadly consistent as these planning priorities are similar to those in the Regional Plan. Particularly, the Residential Expansion Map (see below) identifies the Site as an area for urban expansion.

This is addressed in more detail in **Section 2.3 Housing Strategy** and **Section 2.4 Middleton Urban Masterplan** above (noting the Masterplan was created after the LSPS).

Figure 26: Key themes of Parkes LSPS

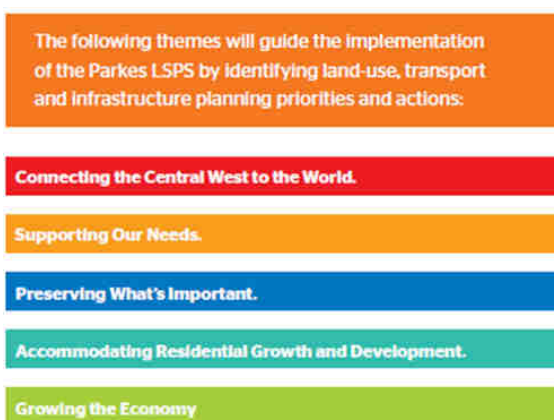
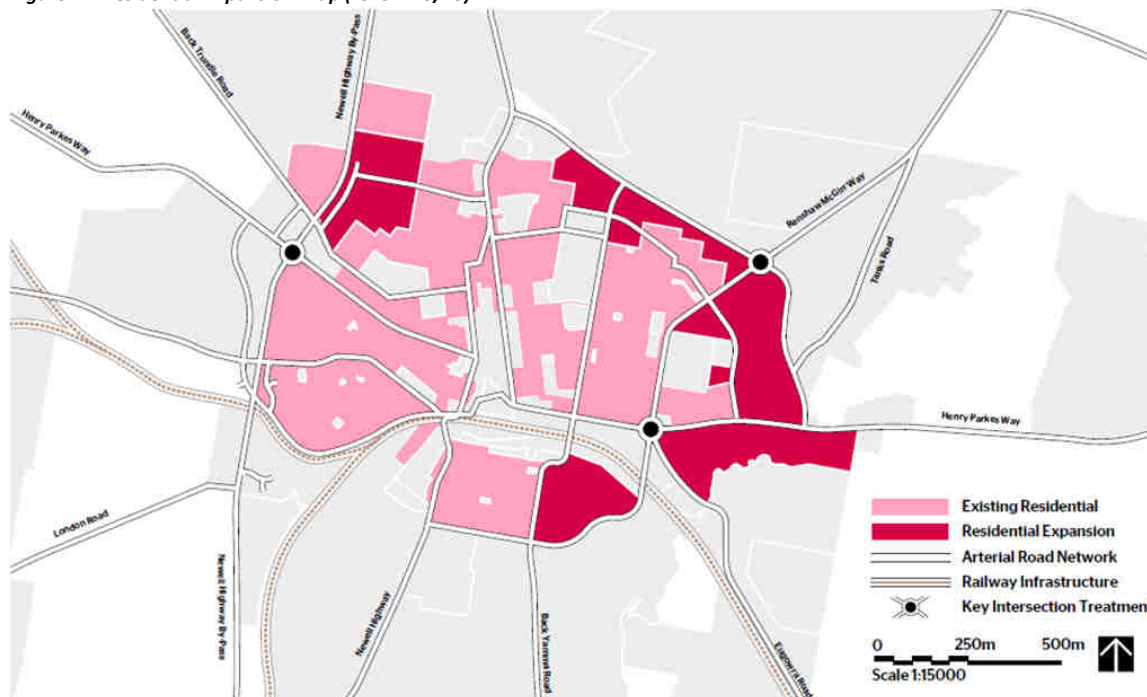


Figure 27: Residential Expansion Map (LSPS P.48/49).



### **Land Use Strategies**

The most relevant Land Use Strategies are the *Parkes Shire – Housing Strategy 2021-2041* (addressed in more detail in **Section 2.3** of this Report) and *Middleton Urban Masterplan* (addressed in more detail in **Section 2.4** of this Report) and the Proposal is consistent with and supported by these strategies.



## Planning Proposal – Urban Residential Zoning/Lot Size – Lot 329 DP750152, 109 Woodward St, PARKES

**5. Is the planning proposal consistent with any other applicable State & regional studies or strategies?**

Other relevant NSW Plans relating to Transport, Infrastructure, Economic Development, etc. are high-level plans and provide over-arching principles that are largely addressed by the CWORP2041 (addressed above). They do not provide detail on specific areas of Parkes or its surrounds but support logical growth of employment opportunities. The Proposal is largely consistent with these NSW Plans and other regional strategies in that it promotes efficient use of existing infrastructure and is a logical extension of an existing large lot residential area that does not impair agricultural production or significantly increase land use conflict potential.

**Figure 28: Summary table of some relevant NSW Strategies (Bathurst LSPS p.9).**

NSW State Government Plans	Central West and Orana Regional Plan	Produced by the NSW Department of Planning, the Regional Plan is a 20-year blueprint for the future of the Central West and Orana region.	2017
	Future Transport 2056	Produced by Transport for NSW, the Strategy sets the 40-year vision, directions and outcomes framework for customer mobility in NSW, which will guide transport investment over the longer term. It will be delivered through a series of supporting plans.	2018
	NSW Energy Strategy	The Strategy is the NSW Government's plan for a reliable, affordable and sustainable electricity future that supports a growing economy.	2018
	NSW Premier's Priorities	Developed by the NSW Government, each priority has an ambitious target and have been set with the purpose of delivering on the government's key policy priorities.	2019
	Better Placed/Urban Design for Regional NSW/ Greener Places	Developed by the NSW Government Architect, Better Placed is a suite of policies aimed at implementing an integrated design policy for the built environment/regional cities and towns/urban green infrastructure of NSW.	2017/2020
	NSW Freight and Ports Plan 2018-2023	Developed by the NSW Government for Government and industry to collaborate on clear initiatives and targets to make the NSW freight task more efficient and safe.	2018
	NSW Heavy Vehicle Access Policy Framework	Developed by the NSW Government, The framework outlines a strategic approach to heavy vehicle access in NSW for state, regional and local roads.	2018

**6. Is the planning proposal consistent with applicable State Environmental Planning Policies (SEPPs)?**

A State Environmental Planning Policy (SEPP) is a planning document that deals with matters of significance for environmental planning for the State. It is noted that the proposal is broadly consistent with any applicable SEPP's as set out in the table below:

SEPP/Objectives	Response/Compliance
<b>SEPP (Biodiversity &amp; Conservation) 2021</b>	
Protect significant vegetation & biodiversity across the State, including for koala habitat & urban bushland.	Please see this Report – <b>Section 2.12 Vegetation &amp; Biodiversity</b> and the <b>Preliminary Flora &amp; Fauna Assessment</b> . This has determined that there was no visible threatened species or ecological communities. The Site is largely cleared of significant trees and many could be retained as part of the future subdivision design. There will be no impact on core koala habitat as there are limited suitable feed species and most eucalypt trees are likely to be retained. Therefore, we suggest a Plan of Management is not required.  The only issue is the presence of native grasses and, we suggest, these can be better assessed at the Subdivision DA Stage with a <b>Biodiversity Development Assessment Report (BDAR)</b> and a review of whether offsetting is required. We suggest the current <b>Biodiversity Report</b> is sufficient at the Planning Proposal stage.
<b>SEPP (Resilience &amp; Hazards) 2021 (Contamination)</b>	
Part of this SEPP requires review of contamination & remediation of land to ensure land is suitable for the proposed land use.	This is addressed in detail in this Report <b>Section 2.11 Existing Development, Historic Land Use &amp; Contamination</b> and <b>Section 2.14 Other Site Opportunities &amp; Constraints</b> . Subject to a more detailed <b>Preliminary Contamination Assessment</b> at the Subdivision DA Stage, the Site is likely to be suitable for residential purposes or this can be suitably conditioned at Gateway.
<b>SEPP (Transport &amp; Infrastructure) 2021</b>	
Protect & enable infrastructure development.	The Site has access from three (3) existing street frontage (all sealed) to local roads and would connect to the Parkes CBD either via East St or back via Woodward St or Medlyn St to the Newell Highway. The Site is not adjacent to a classified road or within 90m of one.



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SEPP/Objectives	Response/Compliance
	<p>The future southern link road is located &gt;200m south-east of the Site and the traffic densities are unlikely to result in excessive noise or vibration to the Site.</p> <p>The addition of up to 24 lots does not exceed the thresholds for 'Traffic Generating Development' that would require input by Transport for NSW (TfNSW/RMS). There is unlikely to be any impact on a classified road or vice versa. We suggest it does not require a <i>Traffic Impact Assessment</i> at the Planning Proposal stage as the local road network should have capacity for the development as part of the <i>Middleton Masterplan</i>.</p>
<b>SEPP (Primary Production) 2021</b>	
Protect/ enhance primary production lands & manage conflicts.	As of July 2023, no state significant agricultural land (SSAL) has been declared in Schedule 1 and the draft SSAL maps do not show any mapping over the Site. <b>Section 2.14.1</b> has addressed this in more detail and found no significant increase in land use conflict potential with commercial primary production land. Nearby quasi-agricultural land is on small lots with no intensive agriculture and is likely to transition to urban uses in the short to medium term.
<b>SEPP (Resources &amp; Energy) 2021</b>	
Protect/ enhance resource lands & manage conflicts.	This is addressed in this Report in <b>Section 2.14.2</b> above. There is a low likelihood of impacting on existing or future resource potential from this Proposal or future subdivision.
<b>SEPP (Housing) 2021</b>	
Encourages affordable & diverse housing.	The proposed subdivision is not seeking approval under the <i>Housing SEPP</i> . However, the proposed subdivision does not preclude compliance with any aspect of this SEPP for future applications.
<b>SEPP (Sustainable Buildings) 2022</b>	
Improve sustainability including water & energy efficiency of housing/buildings.	BASIX Certificates will be issued at the time of future dwelling application and do not apply to this subdivision application. However, the proposed subdivision does not preclude compliance with any aspect of this SEPP for future applications.

**7. Is the planning proposal consistent with applicable Ministerial Directions (s.9.1 directions) or key government priority?**

The relevant Section 9.1 Directions are addressed below and we suggest the Proposal is consistent with the Local Planning Directions (latest November 2023) as follows:

Section 9.1 Directions		Application to Proposal/Response
<b>Focus Area 1: Planning Systems</b>		
1.1	<p>Implementation of Regional Plans</p> <p><b>Objective:</b></p> <p>The objective of this direction is to give legal effect to the vision, land use strategy, goals, directions and actions contained in Regional Plans.</p> <p><b>Direction:</b> Planning proposals must be consistent with a Regional Plan released by the Minister for Planning.</p> <p>(1/03/22)</p>	<p><b>Complies.</b> The <i>Central West &amp; Orange Regional Plan 2041</i> (CWO Regional Plan) is addressed in more detail in the Section above. Planning proposals must be consistent with a Regional Plan released by the Minister for Planning.</p> <p>It is important to note that under the Section on 'Consistency' it states:</p> <p><i>A planning proposal may be inconsistent with the terms of this direction only if the relevant planning authority can satisfy the Planning Secretary (or an officer of the Department nominated by the Secretary), that:</i></p> <p><i>(a) the extent of inconsistency with the Regional Plan is of minor significance, and</i></p> <p><i>(b) the planning proposal achieves the overall intent of the Regional Plan and does not undermine the achievement of the Regional Plan's vision, land use strategy, goals, directions or actions.</i></p> <p>We suggest there are no significant inconsistencies with the Regional Plan as potential land use conflicts are low and this is a logical extension of an existing urban residential area within an existing large lot residential area with sufficient infrastructure.</p>
1.2	Development of Aboriginal Land Council Land (1/03/22)	<b>Not Applicable.</b> Applies to Central Coast only.

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Section 9.1 Directions		Application to Proposal/Response
1.3	Approval & Referral Requirements (1/03/22)	<b>Not Applicable.</b> No change in concurrence, consultation or referral of applications proposed.
1.4	Site Specific Provisions (1/03/22)	<b>Complies.</b> No restrictive site-specific planning controls proposed. The Proposal includes change of land use zone and lot size for the Site only consistent with adopted land use strategies. Whilst concept drawings are included in this Proposal – they do not form part of the Proposal and it is subject to future application(s).
1.4A	Exclusion of Development Standards from Variation	<b>Not Applicable.</b> This Proposal does not include any exclusions to the application of Clause 4.6 of the LEP. There is sufficient flexibility as required.
<b>Focus Area 1: Planning Systems - Place Based – The following are NOT APPLICABLE TO THIS SITE</b>		
1.5	Parramatta Road Corridor Urban Transformation Strategy	
1.6	Implementation of NW Priority Growth Area LUIIP	
1.7	Implementation of Greater Parramatta Priority Growth Area LUIIP	
1.8	Implementation of Wilton Priority Growth Area ILUIIP	
1.9	Implementation of Glenfield to Macarthur Urban Renewal Corridor	
1.10	Implementation of the Western Sydney Aerotropolis Plan	
1.11	Implementation of Bayside West Precinct 2036 Plan	
1.12	Implementation of Planning Principles for the Cooks Cove Precinct	
1.13	Implementation of St Leonards & Crows Nest 2036 Plan	
1.14	Implementation of Greater Macarthur 2040	
1.15	Implementation of the Pyrmont Peninsula Place Strategy	
1.16	North West Rail Link Corridor Strategy	
1.17	Implementation of the Bays West Place Strategy	
1.18	Implementation of the Macquarie Park Innovation Precinct	
1.19	Implementation of the Westmead Place Strategy	
1.20	Implementation of the Camellia-Rosehill Place Strategy	
1.21	Implementation of the South West Growth Area Structure Plan	
1.22	Implementation of the Cherrybrook Station Place Strategy	
<b>Focus Area 2: Design &amp; Place – This is BLANK</b>		
<b>Focus Area 3: Biodiversity &amp; Conservation</b>		
3.1	Conservation Zones <b>Objective:</b> The objective of this direction is to protect and conserve environmentally sensitive areas. (1/03/22)	<b>Not Applicable.</b> The Site is not in a conservation zone and is not in a mapped environmentally sensitive area in the LEP. Environmental constraints are addressed further in <b>Section 2</b> of this Report.
3.2	Heritage Conservation <b>Objective:</b> The objective of this direction is to conserve items, areas, objects and places of environmental heritage significance and indigenous heritage significance. (1/03/22)	<b>Not Applicable or Complies.</b> The Site is not in a heritage conservation area or a listed heritage item. There are no known indigenous or non-indigenous heritage on the Site. See this Report <b>Section 2</b> for more details.
3.3	Sydney Drinking Water Catchments (21/11/22)	<b>Not Applicable.</b>
3.4	Application of C2 & C3 Zones & Env. (1/03/22)	<b>Not Applicable.</b> Overlays in Far North Coast LEPS.
3.5	Recreation Vehicle Areas (1/03/22)	<b>Not Applicable.</b>

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Section 9.1 Directions		Application to Proposal/Response
3.6	Strategic Conservation Planning (20/02/23)	<b>Not Applicable.</b> To the best of our awareness, the Site is NOT identified as ‘avoided land’ or a ‘strategic conservation area’ under <i>SEPP (Biodiversity &amp; Conservation) 2021</i> .
3.7	Public Bushland (21/11/22)	<b>Not Applicable.</b> Not an identified LGA (Sydney Metro only)
3.8	Willandra Lakes Region (21/11/22)	<b>Not Applicable.</b>
3.9	Sydney Harbour Foreshores & Waterways Area (21/11/22)	<b>Not Applicable.</b>
3.10	Water Catchment Protection (21/11/22)	<b>Not Applicable.</b> Site not in a regulated catchment (excluding Sydney DWC) under <i>SEPP (Biodiversity &amp; Conservation) 2021</i> .
<b>Focus Area 4: Resilience &amp; Hazards</b>		
4.1	Flooding (20/02/23)	<b>Not Applicable or Complies.</b> This is addressed in more detail in this Report <b>Section 2.7 Topography &amp; Flood Risk</b> . The land is not mapped as flood prone land there are no mapped watercourses through the Site. The Site is sufficiently elevated above the nearest marked watercourse so we suggest there is low risk and/or the future subdivision design can avoid or minimise reliance on any flood prone land.
4.2	Coastal Management (10/11/23)	<b>Not Applicable.</b> Site is NOT in the coastal zone.
4.3	Planning for Bushfire Protection (1/11/22)	<b>Not Applicable.</b> Site is NOT mapped bush fire prone land.
4.4	Remediation of Contaminated Land (1/11/22)	<b>Complies.</b> This has been addressed in this Report <b>Section 2.11</b> and in relation to <i>SEPP (Resilience &amp; Hazards) 2021</i> above suggesting that the Site is already in a residential zone and the Proposal only seeks an increase in residential density (a change of use is unlikely). Subject to more detailed investigation at the Subdivision DA Stage, it is likely to be suitable for residential purposes.
4.5	Acid Sulfate Soils (1/11/22)	<b>Not Applicable.</b> Land NOT mapped as acid sulfate prone land.
4.6	Mine Subsidence and Unstable Land (1/11/22)	<b>Not Applicable.</b> Land NOT within a mine subsidence district or unstable land.
<b>Focus Area 5: Transport &amp; Infrastructure</b>		
5.1	Integrating Land Use and Transport (20/02/23)	<b>Complies.</b> The proposed land use/zone is for urban land use (urban residential) within a quasi-urban area (large lot residential). The <i>Middleton Urban Masterplan</i> sets out existing and proposed future connections and the Site is well placed to leverage these connections to reduce reliance on private vehicles – especially if public transport is extended near the Site.
5.2	Reserving Land for Public Purposes (1/11/22)	<b>Not Applicable.</b> Does not affect any land reserved for a public purpose.
5.3	Development Near Regulated Airports & Defence Airfields (1/11/22)	<b>Not Applicable.</b> The Site is NOT near the Parkes Regional Airport.
5.4	Shooting Ranges (1/11/22)	<b>Not Applicable.</b> There are NO known rifle ranges in or near any the Site.
<b>Focus Area 6: Housing</b>		
6.1	Residential Zones (1/11/22)	<b>Complies.</b> The Proposal converts existing <u>large lot</u> residential land to <u>urban</u> residential land with a decrease in the Lot Size to permit urban residential subdivision. It provides a variety and choice of housing types to meet the growth of Parkes and leverages existing infrastructure. By increasing density on land with limited site constraints it minimises the impact of residential growth on sensitive areas.
6.2	Caravan Parks & MHEs (1/11/22)	<b>Not Applicable or Complies.</b> Proposal does not affect permissibility of these types in proposed Zone R1 General Residential (though this is unlikely to be relevant to the future development).

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Section 9.1 Directions		Application to Proposal/Response
<b>Focus Area 7: Industry &amp; Employment</b>		
7.1	Employment Zones (20/02/23)	<b>Not Applicable.</b>
7.2	Reduction in Non-Hosted Short-Term Rental Accom. Period (21/09/23)	<b>Not Applicable.</b> Only applies to Byron Shire Council currently.
7.3	Commercial & Retail Dev. along the Pacific Hwy, North Coast (1/11/22)	<b>Not Applicable.</b>
<b>Focus Area 8: Resources &amp; Energy</b>		
8.1	Mining, Petroleum Production & Extractive Industries (1/11/22)	<b>Not Applicable or Complies.</b> See this Report <b>Section 2.14.1</b> for more details & response to <i>SEPP (Resources &amp; Energy) 2021</i> above.
<b>Focus Area 9: Primary Production</b>		
9.1	Rural Zones (20/02/23) <b>Objective:</b> The objective of this direction is to protect the agricultural production value of rural land.	<b>Not Applicable.</b> There is no change to rural zoned land. Please see <b>Section 2.14.1</b> that states there is a low risk of impact on agricultural zoned land or commercial agricultural enterprises.
9.2	Rural Lands (1/11/22)	
9.3	Oyster Aquaculture (1/11/22)	<b>Not Applicable.</b>
9.4	Farmland of State & Regional Significance on the NSW Far North Coast (13/12/22)	<b>Not Applicable.</b>

Planning Proposal – Urban Residential Zoning/Lot Size – Lot 329 DP750152, 109 Woodward St, PARKES

### 3.3.3 Section C – Environmental, Social and Economic Impact

#### 8. Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?

Please see **Section 2.12 Vegetation & Biodiversity** above for more details. A **Preliminary Flora & Fauna Assessment** for the Site found that there was no evidence of critical habitat or threatened species, populations, or ecological communities so there is a low risk of impact. This can be further assessed as part of a more detailed **Biodiversity Development Assessment Report (BDAR)** at the Subdivision DA Stage.

#### 9. Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?

This Proposal highlights some of the site constraints for the Proposal area such as salinity and native grass reduction but demonstrates they do not preclude the Proposal from proceeding and/or can be mitigated by appropriate subdivision and road design, stormwater infrastructure, and future landscaping of the Site. At the Subdivision Development Application (DA) Stage further Salinity testing and a **Biodiversity Development Assessment Report** can address the subdivision layout and detailed design. Salinity has been examined in **Section 2.10 Salinity** and the attached **Groundwater & Salinity Report**. Stormwater has been addressed in **Section 2.8 Stormwater**. Any future development application for the Proposal area will address the likely environmental effects in more detail.

#### 10. Has the planning proposal adequately addressed any social and economic effects?

The Proposal is a logical urban residential extension within an existing zoned large lot residential area that can support some increased residential density with minimal impact. The Site will promote additional housing and the flow-on economic opportunities during construction. Whilst neighbours may perceive a potential impact on surrounding land values from increased density – they are largely in the Middleton Precinct identified for growth that will transition over time. Sufficient setbacks can be achieved by the Indicative Subdivision Concept to protect the surrounding residential amenity. Overall, this will have a positive social and economic effect.

### 3.3.4 Section D – Infrastructure (Local, State & Commonwealth)

#### 11. Is there adequate public infrastructure for the planning proposal?

Infrastructure is addressed in more detail in **Section 2.9 Utilities** of this Report. Limited upgrades would be required to service the Proposed development. Therefore, there should be adequate public infrastructure for this Proposal or it can be upgraded at the time of Subdivision Construction Certificate. Road upgrades will be agreed as part of the Subdivision DA Stage.

### 3.3.5 Section E – State and Commonwealth Interests

#### 12. What are the views of state and federal public authorities and government agencies consulted in order to inform the Gateway Determination?

The Proposal mostly makes changes that are of local significance only and do not relate significantly to State infrastructure, heritage, environmental significance or other state or commonwealth issues.

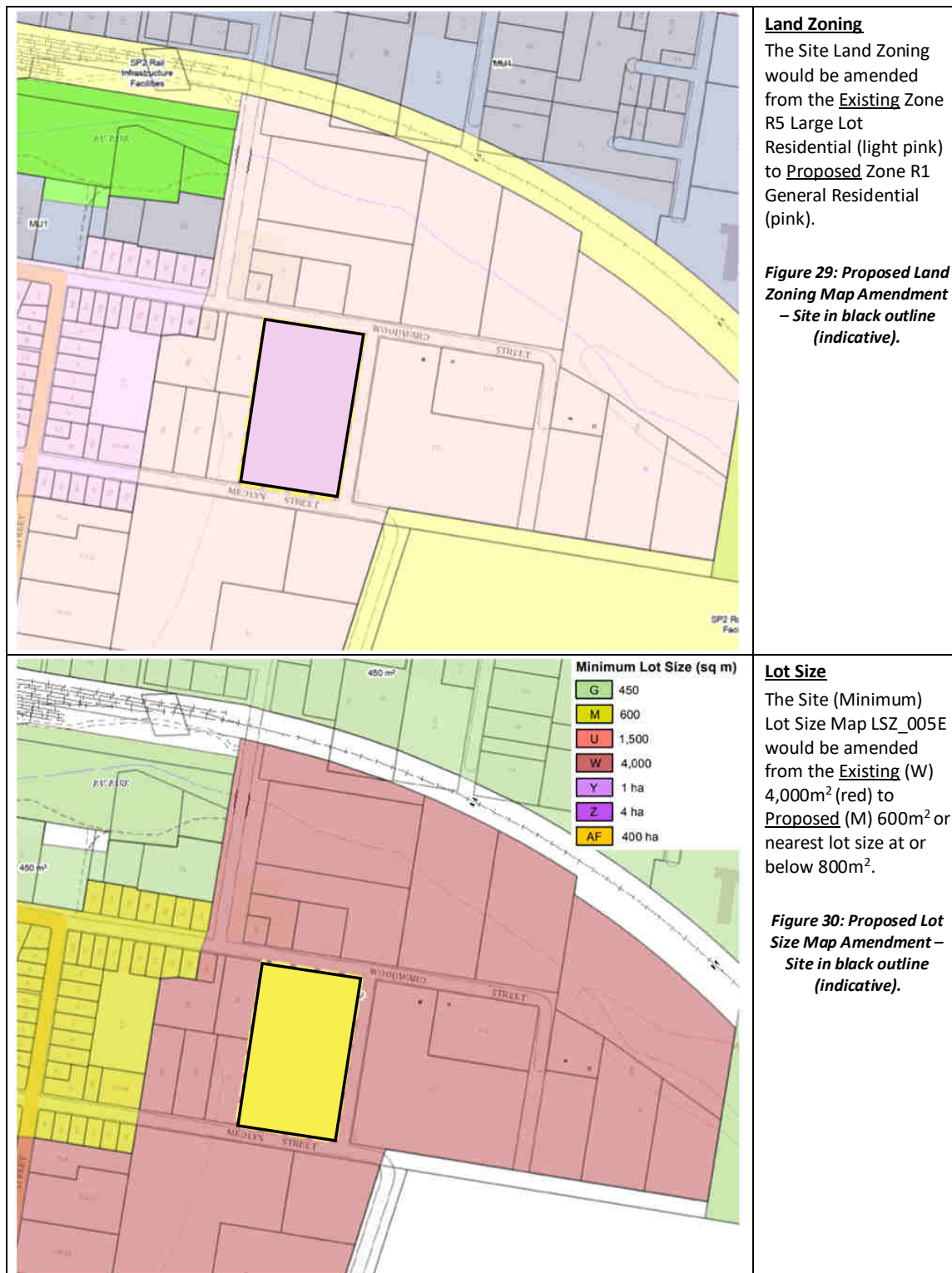
When the Planning Proposal is publicly exhibited, the Applicant can consult more widely with NSW Government agencies responsible for protection of the natural environment, water, agriculture, and planning (as required).

The Gateway Determination can set out any further agencies that require consultation (see also Consultation opportunities in this Report **Section 3.5 - Part 5: Community Consultation** below).



### 3.4 Part 4: Maps

Please see **Section 2.13** of this Report for the existing LEP maps. Please see below for the Proposed Zoning and Lot Size Map amendments. Standard Instrument format mapping can be prepared once a Gateway Determination has been issued. It may not be required for the public exhibition period unless it is conditioned by the Gateway Determination.





Planning Proposal – Urban Residential Zoning/Lot Size – Lot 329 DP750152, 109 Woodward St, PARKES

### 3.5 Part 5: Community Consultation

The planning proposal consultation is to be undertaken in accordance with the requirements in the Guideline and any requirements set out in the Gateway Determination.

As the Proposal is consistent with Council's *Housing Strategy 2021-2041* and the adopted *Middleton Urban Masterplan* (and the masterplan was only exhibited late in 2022 and approved early in 2023) we suggest that Community Consultation can be set at the minimum requirements.

It could be notified for a minimum period of 28 days unless it is during the Christmas / New Year period (see timeline below). The notification would be placed on Council's website and advertised in the relevant low newspaper and possibly also on Council's Facebook site.

The notification would:

- A description of the objectives or intended outcomes of the planning proposal;
- The land affected by the planning proposal;
- Advise when and where the planning proposal can be inspected;
- Give the name and address of the Council for the receipt of submissions; and
- Indicate the last date for public submissions.

During the exhibition period, the following material will be made available for inspection at Council's offices in Parkes:

- The Planning Proposal, in the form approved for community consultation by the Director General of Planning;
- The Gateway Determination and any associated conditions or requirements.

Additional consultation is also expected with key government agencies and stakeholders during the public exhibition period – possibly through a letter or notification.

Currently, we are unaware of any additional studies that are likely to be required to progress this through Gateway Determination to LEP amendment/commencement but this will be reviewed by the Gateway Determination.

### 3.6 Part 6: Project Timeline

The following provides an anticipated / estimated project timeline for completion (subject to Gateway / Council requirements and extent of submissions/amendments). It demonstrates that from the date of the Gateway Determination it is expected the amendments can be made / commence in less than 9 months from the date of the Gateway Determination (subject to matters outside of the Applicant's & Council's control):

Table 1 - Project Timeline Task	Anticipated timeframe
Consider Draft Planning Proposal & Council provide feedback	July/August 2024
Planning Proposal to Council for approval to send to DPIE Forward Proposal to DPIE	October/November 2024 (after Council elections)
Commencement date (Gateway determination)	November/December 2024
Preparation of additional reports (if required)	Subject to Gateway
Commencement and completion of public exhibition period	January/February 2025
Dates for public hearing (if required)	February/March 2025
Consideration of submissions	February/March 2025
Consideration of a proposal post exhibition	February/March 2025
Date of submission to the Department to finalise LEP	March/April 2025
Anticipated date RPA will make the plan (if delegated)	May/June 2025
Anticipated date RPA will forward to the Department for notification	July 2025
Potential for amendments to commence	August/September 2025 (i.e., within 9 months of Gateway Determination)

## INDICATIVE SUBDIVISION CONCEPT

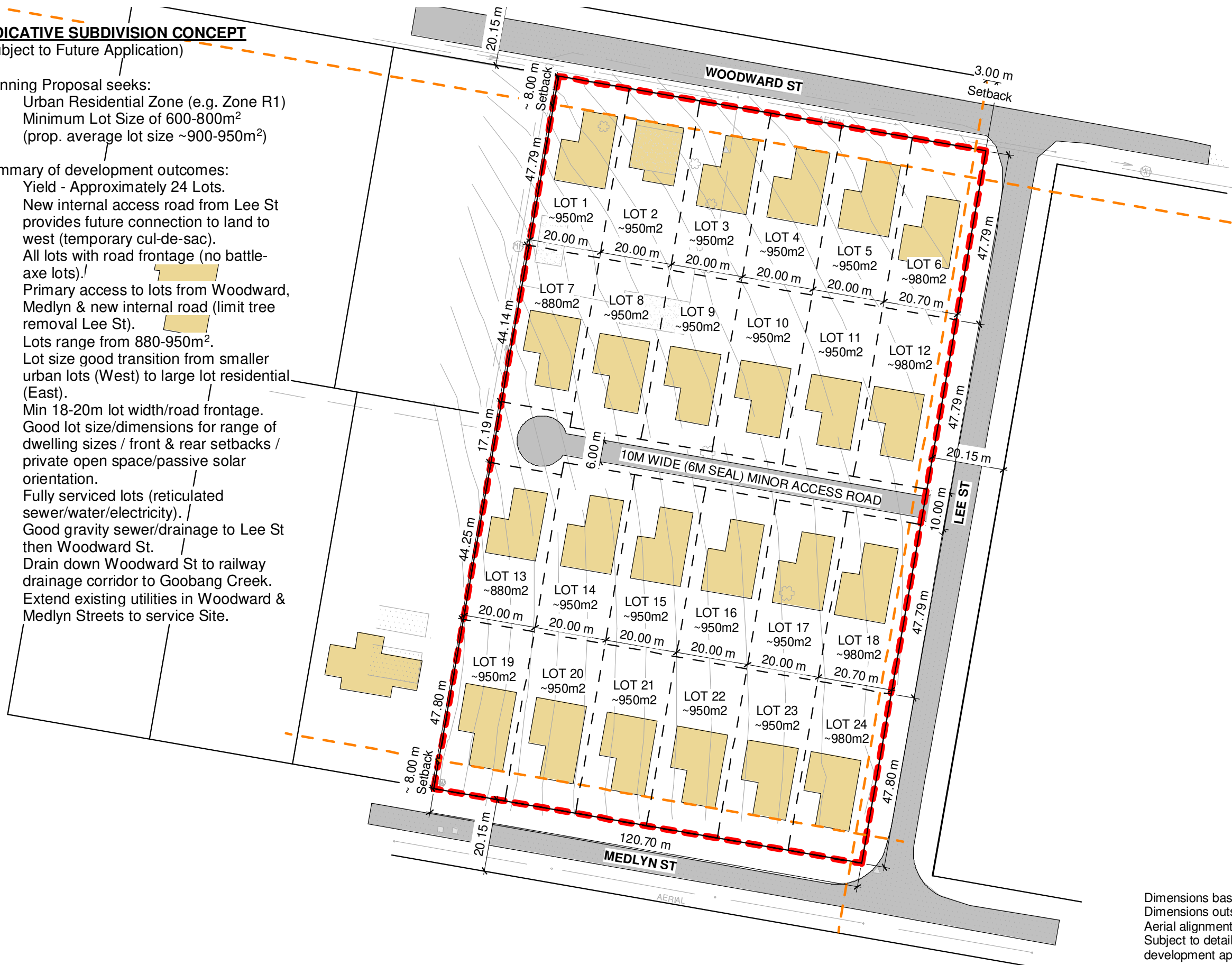
(Subject to Future Application)

Planning Proposal seeks:

- Urban Residential Zone (e.g. Zone R1)
- Minimum Lot Size of 600-800m<sup>2</sup>  
(prop. average lot size ~900-950m<sup>2</sup>)

Summary of development outcomes:

- Yield - Approximately 24 Lots.
- New internal access road from Lee St provides future connection to land to west (temporary cul-de-sac).
- All lots with road frontage (no battle-axe lots).
- Primary access to lots from Woodward, Medlyn & new internal road (limit tree removal Lee St).
- Lots range from 880-950m<sup>2</sup>.
- Lot size good transition from smaller urban lots (West) to large lot residential (East).
- Min 18-20m lot width/road frontage.
- Good lot size/dimensions for range of dwelling sizes / front & rear setbacks / private open space/passive solar orientation.
- Fully serviced lots (reticulated sewer/water/electricity).
- Good gravity sewer/drainage to Lee St then Woodward St.
- Drain down Woodward St to railway drainage corridor to Goobang Creek.
- Extend existing utilities in Woodward & Medlyn Streets to service Site.



Dimensions based on Survey (+/- 1%).  
Dimensions outside Site approx. only.  
Aerial alignment estimate only.  
Subject to detailed design & development approval.

A201

INDICATIVE SUBDIVISION CONCEPT





Dimensions based on Survey (+/-1%).  
Dimensions outside Site approx. only.  
Aerial alignment estimate only.  
Subject to detailed design &  
development approval.





Dimensions based on Survey (+/- 1%).  
Dimensions outside Site approx. only.  
Aerial alignment estimate only.  
Subject to detailed design & development approval.

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**CLIENT**  
DANIEL/STEVE/CHESTER MANSLEY

**PROJECT**  
109 WOODWARD ST, PARKES NSW  
(CNR MEDLYN & LEE STREETS)

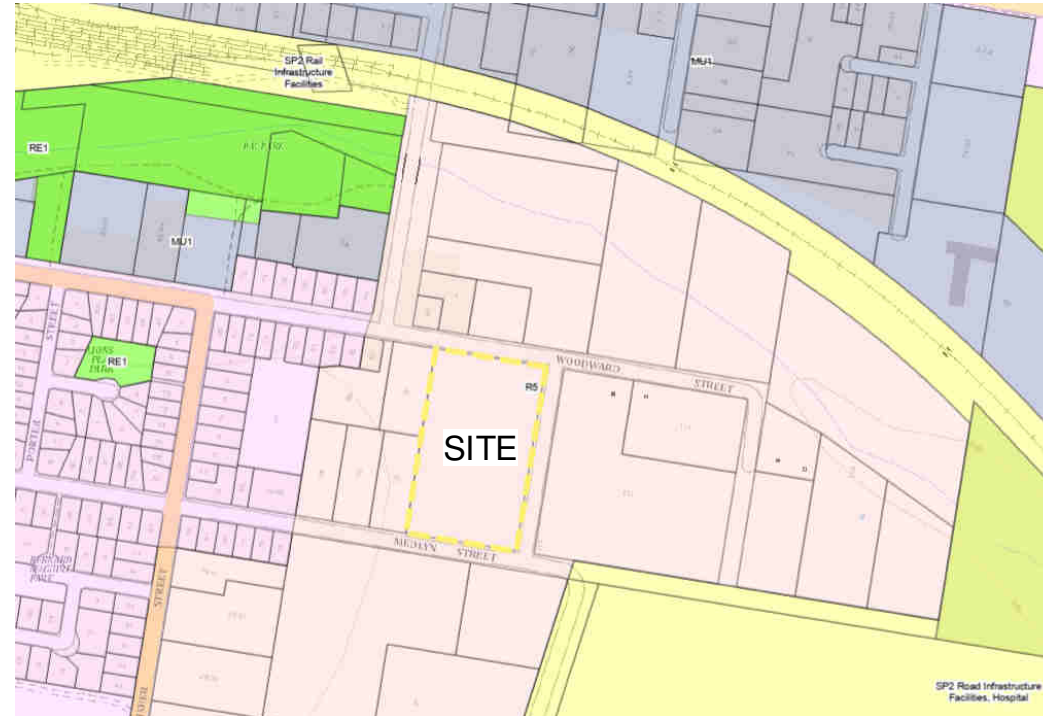
**DRAWING**  
INDICATIVE TREE REMOVAL PLAN

**A301**  
Date Issued: JUNE 2024  
Revision: PLANNING PROPOSAL  
Scale @A3: 1:1000  
Drawn: AN



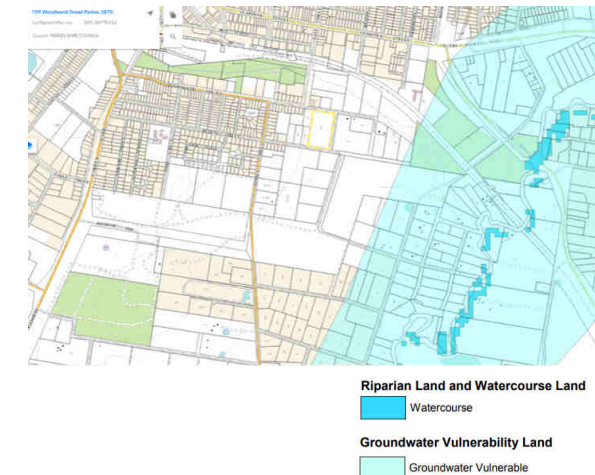
#### LAND ZONING MAP

- Site currently in Zone R5 Large Lot Residential
- Close to western boundary is Zone R1 General Residential
- Site Identified for future URBAN residential growth in Housing Strategy.
- Suggest rezoning (for compatibility) that Site changed to Zone R1 General Residential.



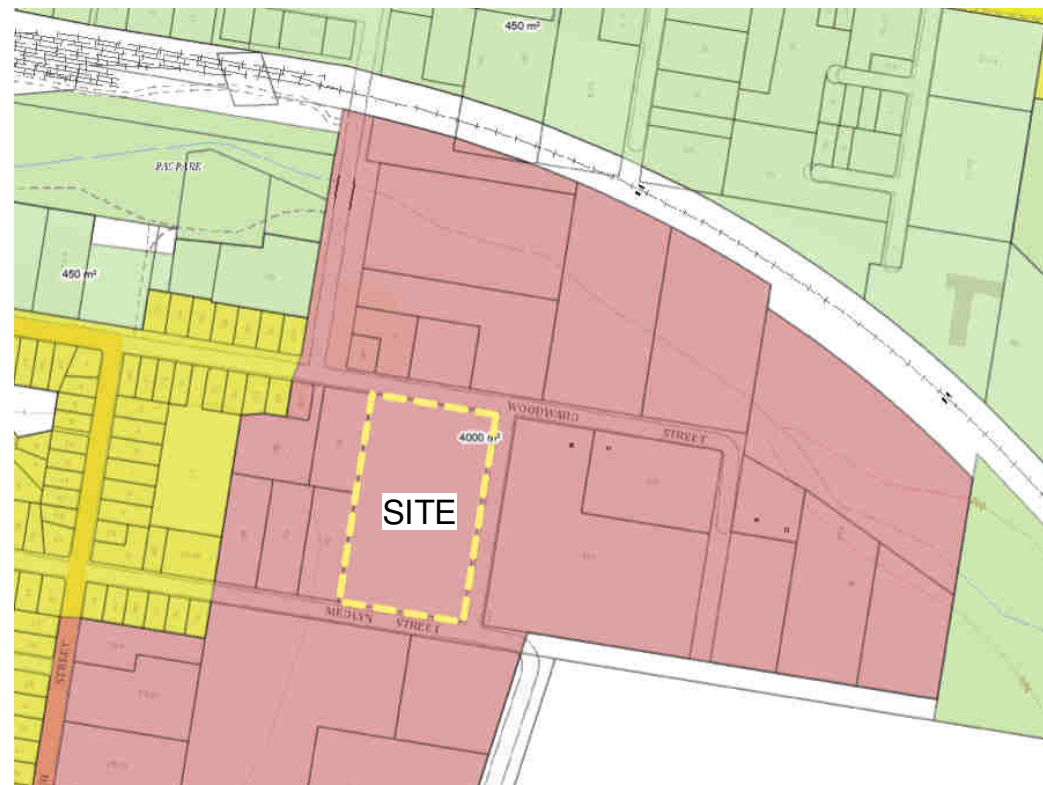
#### OTHER MAPPED CONSTRAINTS - SITE IS NOT AFFECTED BY FOLLOWING:

- Less than 4% slope
- Heritage items or conservation areas
- Sensitive biodiversity mapping (nearest on proposed Southern Ring Road)
- Biodiversity Values Map and Threshold tool (nearest Goobang Creek).
- Bushfire prone land
- Likely flood prone land along Goobang Creek >900m away / unnamed creek >150m (with elevation of Site mostly above RL314 - >9m above creek)
- Riparian land & watercourses
- Groundwater vulnerability



#### LOT SIZE MAP

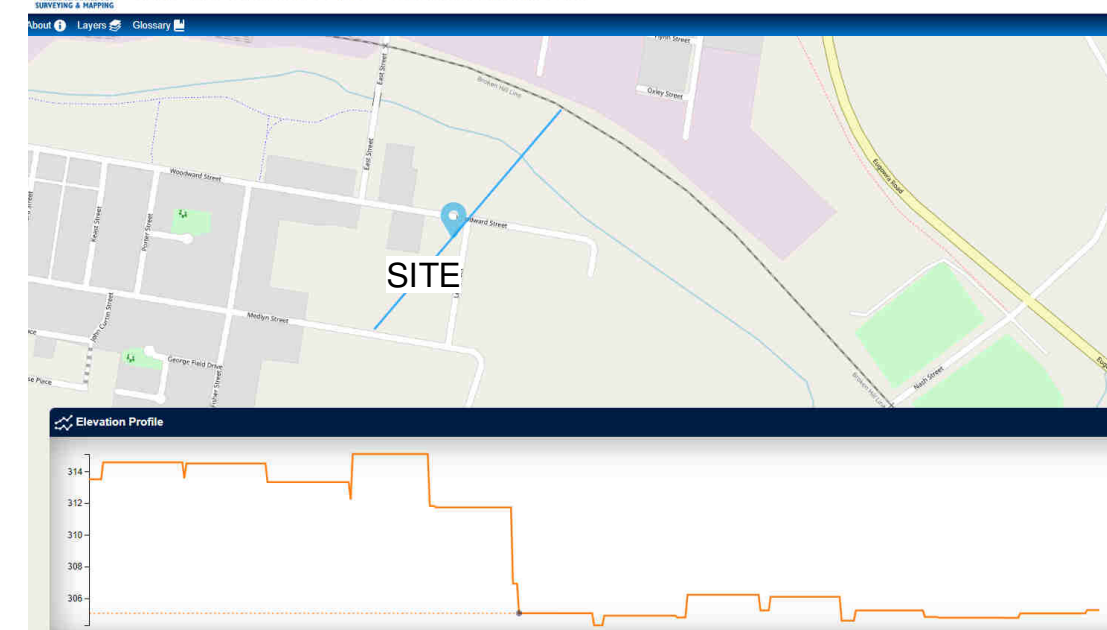
- Site currently with Minimum Lot Size for Subdivision of 0.4ha (consistent with Zone R5).
- Close to western boundary is MLS of 600sqm.
- Site Identified for future URBAN residential growth in Housing Strategy.
- Suggest rezoning (for compatibility) that Site changed to Lot Size of 600m<sup>2</sup> (or up to 800m<sup>2</sup>).



#### Minimum Lot Size (sq m)

G	450
M	600
U	1,500
W	4,000
Y	1 ha
Z	4 ha
AF	400 ha

#### Elvis - Elevation and Depth - Foundation Spatial Data





HOUSING STRATEGY

Site identified for Urban Expansion (likely urban residential growth / Zone R1 extension).

Site identified as being of highest priority (No.1) for short-term rezoning.

Site has trunk stormwater infrastructure nearby to north. No on-site detention required.

Site near to proposed new Southern Ring Road (but not likely to be impacted by new road).

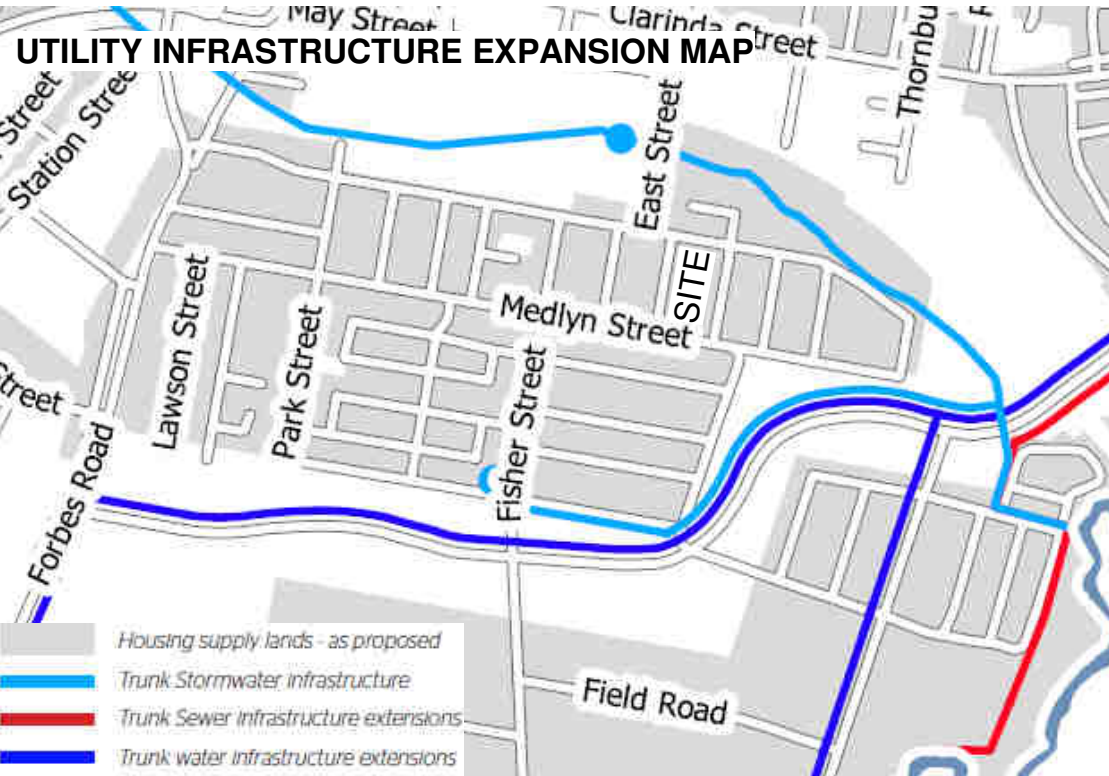
**URBAN EXPANSION MAP**



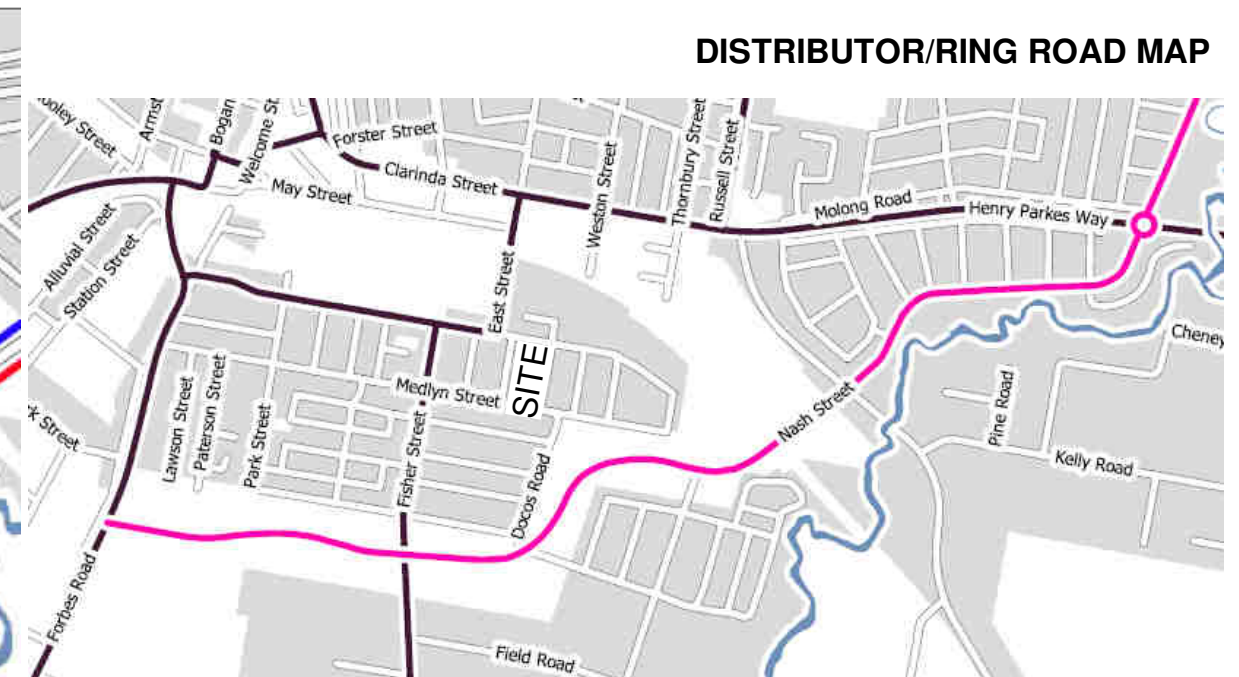
**TIMING/PRIORITY MAP**



**UTILITY INFRASTRUCTURE EXPANSION MAP**



**DISTRIBUTOR/RING ROAD MAP**



A101

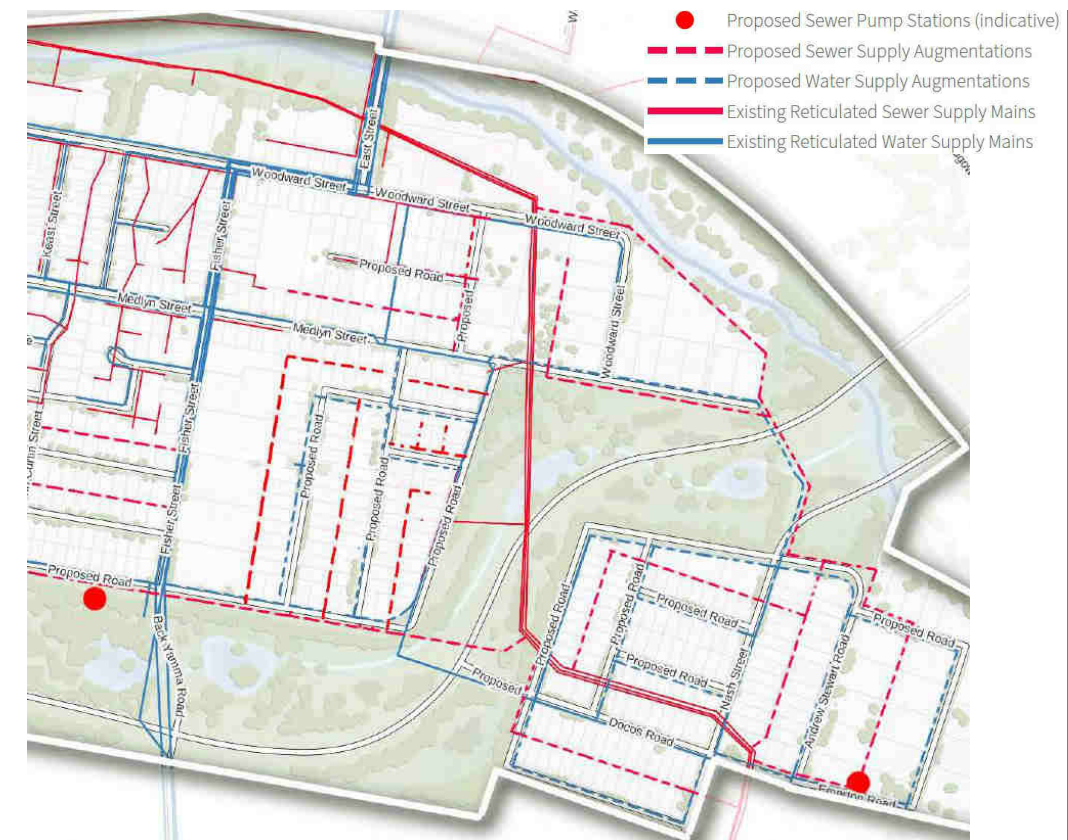
HOUSING STRATEGY GROWTH AREAS





#### SERVICING AVAILABLE (SUBJECT TO CAPACITY)

- Sewer line in Woodward St
- Potable water main in Medlyn St and Woodward St
- Overhead electricity - south side of both Woodward & Medlyn Sts
- Natural gas (Jemena) in Woodward St running up East St
- NBN Fibre-to-the-node services along Woodward St
- Kerb & gutter on Woodward St adjacent site to west (none in Medlyn/Lee St)



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#### CLIENT

DANIEL/STEVE/CHESTER MANSLEY

#### PROJECT

109 WOODWARD ST, PARKES NSW  
(CNR MEDLYN & LEE STREETS)

#### DRAWING

MIDDLETON URBAN MASTERPLAN

#### A102

Date Issued: JUNE 2024  
Revision: PLANNING PROPOSAL  
Scale @A3:  
Drawn: AN







A103

SITE ANALYSIS & CONTEXT

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**CLIENT**  
DANIEL/STEVE/CHESTER MANSLEY

**PROJECT**  
109 WOODWARD ST, PARKES NSW  
(CNR MEDLYN & LEE STREETS)

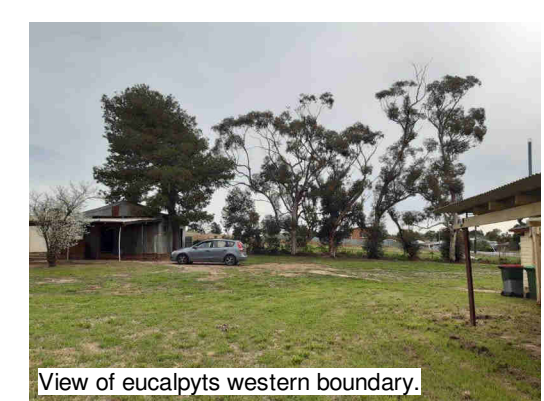
**DRAWING**  
SITE ANALYSIS & CONTEXT

A103

Date Issued: JUNE 2024  
Revision: PLANNING PROPOSAL  
Scale @A3: 1:1500  
Drawn: AN







A105

SITE PHOTOS





# SURVEY

**Envirowest Consulting Pty Ltd** ABN 18 103 955 246

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- 6/72 Corporation Avenue, Bathurst NSW • Tel (02) 6334 3312 •
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Geotechnical  
Asbestos  
Services

13 May 2024

Stephen and Daniel Mansley  
c/- iPlan Projects  
91 Heifer Station Lane  
Orange NSW 2800

Ref: L16412ff1

Dear Stephen and Daniel,

**Preliminary flora and fauna assessment, 109 Woodward Street, Parkes NSW****1. Background**

A planning proposal is being prepared for 109 Woodward Street, Parkes NSW. The planning proposal is expected to nominate a residential development for the site and preliminary conceptual plans include the creation of twenty-four residential lots. An existing dwelling and associated infrastructure are located in the northwestern section of the site. The site has a current and historical land-use of cropping and livestock grazing.

A preliminary flora and fauna assessment of the proposed development area is required to determine vegetation characteristics and requirements for a biodiversity assessment as part of the development proposal.

**2. Scope**

Envirowest Consulting Pty Ltd was commissioned by Stephen and Daniel Mansley to undertake a preliminary flora and fauna assessment of 109 Woodward Street, Parkes NSW. The assessment will assess vegetation characteristics, faunal habitat and fauna species present on-site.

**3. Site description**

The subject site is 109 Woodward Street, Parkes NSW and has an area of approximately 2.4 hectares located adjacent to an existing developing residential area (Figure 1). Land in all directions of the subject site has been developed for residential to rural-residential land-use with agricultural areas, and land to the west remains agricultural land with residential land beyond.

**4. Assessment method**

An overall description of the subject site was completed by conducting a general field survey. The aim of the survey was to assess the subject site and study area which included a vegetation assessment, identification of major land-uses, species identification and evaluation of potential habitat for fauna.

A groundcover assessment was undertaken in accordance with the Local Land Services *Assessing Native Groundcover* (n.d.) method. The survey was undertaken on 13 December 2023. The conditions on the day were fine and warm. Representative photographs of the site are presented in Figure 5.

The field data for flora species was recorded on a presence or absence basis.



The proposed development was assessed against the Biodiversity Offset Scheme thresholds in accordance with the *Biodiversity Conservation Act 2016* to determine if the Biodiversity Assessment Method applied.

## 5. Proposed development

The conceptual development plan proposes subdivision of the subject site into twenty-four residential lots ranging in size from 850m<sup>2</sup> to 980m<sup>2</sup> and include paved areas and road verges (Figure 3). The proposed lots are expected to be connected to reticulated water and sewerage infrastructure and be accessible from sealed access roads. The existing dwelling located in the northwestern section of the site may be retained subject to structural integrity assessment. The proposed development is expected to remove all existing groundcover vegetation at the location of the twenty-four lots. Preliminary conceptual plans indicate that some trees on the subject site will be retained (Figure 4).

## 6. Results

### 6.1 Database searches

The site is not mapped on the Biodiversity Values map under Part 7 of the *Biodiversity Conservation Act 2016*.

### 6.2 Flora

The study area consists of mixed grasslands.

The subject site has an agricultural land-use history of as a storage site for disused vehicles in the northwestern section of the site (over an area of approximately 300m<sup>2</sup>), cropping and livestock grazing. The site is currently a rural-residential holding with intermittent cropping and grazing. Vegetation across the subject site is managed by slashing and has been modified by the agricultural land-use.

The subject site consists primarily of grasslands divided equally between introduced broadleaved weeds and native grasses and herbs. Dominant introduced species included *Solanum elaeagnifolium* (silverleaf nightshade), *Alternanthera pungens* (khaki weed), *Dichondra argentea* (kidney weed), *Paspalum dilatatum* (paspalum grass) and *Urochloa panicoides* (African liverseed grass).

Dominant native species included *Walenbergia communis* (tufted bluebell), *Chloris truncata* (windmill grass), *Cynodon dactylon* (couch grass), *Dichanthium sericeum* (silky bluegrass) and *Calotis lappulacea* (yellow burr daisy). The calculated area of native grass and herb groundcover species was estimated to be approximately 54% of total groundcover vegetation on the subject site representing an area of approximately 0.85ha.

Ornamental vegetation surrounding the existing dwelling located in the northwestern section of the subject site was predominantly limited to hardy tree species and fruit trees. Introduced species included *Pinus radiata* (radiata pine), *Cedrus deodara* (deodar cedar), *Schinus molle* (peppercorn tree) and *Platanus acerifolia* (London Plane) across the residential yard area. Native tree species identified included *Callitris endlicheri* (black cypress pine), *Callitris columellaris* (white cypress pine) and *Brachychiton populneum* (kurrajong) amongst ornamental vegetation surrounding the existing dwelling on-site and as isolated vegetation in paddock areas. A row of planted *Eucalyptus.sp* was identified along the western boundary adjacent the existing driveway.

No threatened or endangered species were observed within the grasslands of the subject site. Flora recorded during the field surveys are presented in Table 1.

**Table 1. Flora species recorded for each vegetation type**

Scientific name	Common name	Species origin
<b>Trees</b>		
<i>Brachychiton populneum</i>	Kurrajong	Native
<i>Callitris columellaris</i>	White cypress pine	Native
<i>Callitris endlicheri</i>	Black cypress pine	Native
<i>Cedrus deodara</i>	Himalayan cedar	Introduced
<i>Pinus radiata</i>	Radiata pine	Introduced
<i>Platanus acerifolia</i>	London plane tree	Introduced
<i>Prunus domestica</i>	Plum tree	Introduced
<i>Schinus molle</i>	Peppercorn tree	Introduced
<b>Herbs</b>		
<i>Alternanthera pungens</i>	Khaki weed	Introduced
<i>Anagallis arvensis</i>	Scarlett pimpernell	Introduced
<i>Anagallis foemina</i>	Blue pimpernell	Introduced
<i>Brachyscome multifida</i>	Cut leaf daisy	Native
<i>Calotis lappulacea</i>	Yellow burr daisy	Native
<i>Chondrilla juncea</i>	Skeleton weed	Introduced
<i>Cirsium vulgare</i>	Black thistle	Introduced
<i>Convolvulus clementii</i>	Desert bindweed	Native
<i>Convolvulus clementii</i>	Desert bindweed	Native
<i>Conyza bonariensis</i>	Flaxleaf fleabane	Introduced
<i>Dichondra repens</i>	Kidney weed	Native
<i>Echium plantagineum</i>	Paterson's curse	Introduced
<i>Ehrharta calycina</i>	Veldt grass	Introduced
<i>Malva neglecta</i>	Dwarf mallowweed	Introduced
<i>Malva parviflora</i>	Common mallow weed	Introduced
<i>Marrubium vulgare</i>	White horehound	Introduced
<i>Osteospermum sp.</i>	African daisy	Introduced
<i>Oxalis corniculata</i>	Creeping woodsorrel	Introduced
<i>Plantago lanceolata</i>	Plantain	Introduced
<i>Sida corrugata</i>	Corrugated sida	Native
<i>Solanum elaeagnifolium</i>	Silverleaf nightshade	Introduced
<i>Sonchus oleraceus</i>	Sow thistle	Introduced
<i>Trifolium arvense</i>	Hare's-foot clover	Introduced
<i>Wahlenbergia capillaris</i>	Tufted bluebel	Native
<i>Xanthium spinosum</i>	Bathurst burr	Introduced
<b>Grasses</b>		
<i>Austrodanthonia sp.</i>	Wallaby grass	Native
<i>Avena sativa</i>	Oat	Introduced
<i>Bromus catharticus</i>	Prairie grass	Introduced
<i>Chloris truncata</i>	Windmill grass	Native
<i>Cynodon dactylon</i>	Couch grass	Native
<i>Dichanthium sericeum</i>	Silky blue grass	Native
<i>Ehrharta calycina</i>	Veldt grass	Introduced
<i>Panicum capillare</i>	Witchgrass	Introduced
<i>Paspalum dilatatum.</i>	Paspalum grass	Introduced
<i>Setaria parviflora</i>	Slender pigeon grass	Introduced
<i>Sporobolus creber</i>	Slender rats tail grass	Native
<i>Urochloa panicoides</i>	African liverseed grass	Introduced

### 6.3 Fauna

Faunal habitat within the subject site was dominated by mixed grasslands with isolated paddock trees and ornamental vegetation located around the existing dwelling. The trees may be used by fauna as a food source in the form of insects, nesting in branches (birds) and habitat for reptiles.

Logs and dead standing timber may provide habitat for reptiles and foraging habitat for insectivorous birds. No tree hollows were observed on the subject site.

Groundcover vegetation would provide fauna with food (grazing, seeds and insects) and shelter. The historical land-use of livestock grazing is expected to impact on the usage of the grassland by fauna. Livestock grazing increases bare ground cover, reduces native vegetation cover and diversity, increases the risk of weed invasion and reduces foraging habitat and shelter derived from the grasslands for fauna.

Species opportunistically observed such as *Grallina cyanoleuca* and *Trichoglossus moluccanus* are regarded as resilient to the urban and agricultural landscapes. Other species identified including *Struthidea cinerea* may occupy native woodland adjacent to agricultural areas and have been observed grazing along road reserves, orchards and golf courses. Fauna recorded during the field surveys are presented in Table 2.

No threatened or endangered fauna species were observed within the subject site.

**Table 2.** Fauna species identified in opportunistic observations

Scientific Name	Common Name	Comments
<i>Grallina cyanoleuca</i>	Magpie lark	Sighted
<i>Struthidea cinerea</i>	Apostle bird	Sighted
<i>Trichoglossus moluccanus</i>	Rainbow lorikeet	Sighted

## 6.6 Impacts from the development

A residential subdivision is proposed for the subject site. The proposed development plans are not finalised, and preliminary conceptual plans include the creation of residential lots, access roads, and installation of underground services. The subject site is dominated by mixed grasslands which will be removed as part of site development works for road construction, installation of underground services and contouring. Figure 4 indicates preliminary conceptual plans for tree removal to enable development works on the subject site. Some native trees are proposed to be retained. The total area of disturbance from the development works across the subject site is approximately 2.5ha. Some areas of native trees outside the subject site along the road verges of Medlyn Street and Lee Street may be removed to enable lot access and removal plans have not been finalised. Final design is expected to minimise tree removal to enable lot access and services.

Areas of native vegetation will require removal. Native vegetation on the subject site includes herbs, grasses, native pine and kurrajong tree species. Native herb and grass species were identified in the paddock areas comprising the majority of the site. Native pine and kurrajong species were identified as isolated paddock trees and ornamental vegetation around the dwelling in the northwestern section of the site. Eucalypts located along the northwest lot boundary are proposed to be retained. The total area of native vegetation removal on the subject site is approximately 0.85ha. Some areas of native eucalypt and cypress trees located along Medlyn Street and Lee Street are expected to be removed to enable lot access and servicing. Removal works have not been finalised and the final design is expected to minimise tree removal to enable development works.

## **6.7 Biodiversity offsets scheme thresholds**

### **6.7.1 Thresholds**

*Whether the amount of native vegetation being cleared exceeds a threshold area based on the minimum lot size associated with the property*

The minimum lot size permitted for the site is 4,000m<sup>2</sup> (Parkes LEP 2012). The development is permitted to clear up to 0.25ha. Native herb, grass and trees will be removed on the subject site equating to approximately 0.85ha of native vegetation. The area to be cleared on the subject site is greater than the threshold for native vegetation clearing. Additional native vegetation including eucalypt and cypress trees are expected to be removed along Medlyn Street and Lee Street to enable lot access. Plans for tree removal works have not been finalised. The final design is expected to minimise tree removal to enable access and services to lots.

*Whether the impacts occur on an area mapped on the Biodiversity Values map published by the Minister for the Environment*

The site is not located within land with high biodiversity value as defined by clause 7.3(3) of the Biodiversity Conservation Regulation 2017 from a review of the biodiversity values map.

*The test of significance indicates no significant impact*

The test of significance was not undertaken on threatened flora, fauna or communities as the native vegetation clearance threshold was exceeded.

## **7. Conclusion**

An assessment of the impacts of the subdivision was undertaken by site inspection and desktop study.

The subject site comprises mixed grassland with introduced pasture grasses and broadleaved weeds and native grasses, herbs and isolated trees. A stand of exotic trees exist as ornamental vegetation in the northwestern section of the site surrounding the existing dwelling. Vegetation has been extensively modified through historical practices associated with pasture improvement and livestock grazing. Current livestock and slashing practices are expected to impact on the usage of the grassland by fauna. Grazing increases bare ground cover, reduces native vegetation cover and diversity, increases the risk of weed invasion and reduces foraging habitat and shelter for fauna derived from the grasslands. Bare areas were observed across the subject site and calculated to comprise approximately 34% of the site. No threatened floral species were identified on the subject site.

Faunal habitat comprised nesting areas at significant trees located around the dwelling. Smaller isolated paddock trees may also provide nesting areas for avifauna. Native grasses and herbs provide shelter and foraging habitat for fauna. Native flowers encourage pollinating insects. Food sources include insects, berries, seeds, flower pollen and grazing fodder. No threatened fauna species were identified on the subject site. No tree hollows were observed in trees located on the subject site.

All groundcover vegetation on the subject site is expected to be removed to enable development works. Some native trees are proposed to be retained and tree removal plans have not been finalised. The final subdivision design is expected to minimise tree removal to enable development works.

The calculated area of native groundcover species was calculated to be approximately 54% of total groundcover vegetation on the subject site, which represents an area of approximately 0.85ha. The development is permitted to clear up to 0.25ha. The area to be cleared is greater than the threshold for native vegetation clearing. The site is not located within land with high biodiversity value as defined by clause 7.3(3) of the Biodiversity Conservation Regulation 2017 from a review of the biodiversity values map. The proposed development will trigger the Biodiversity Offset Scheme Thresholds.

#### **8. Recommendations**

The following actions are recommended:

- Assessment of the proposed subdivision plan by an accredited Biodiversity Assessment Method consultant.

#### **9. Limitations**

The assessment was preliminary and did not include a detailed trapping or spotlighting program. The information presented is thought to be accurate however Envirowest Consulting Pty Ltd will not be responsible for any errors of omissions or the results of any actions taken on the basis of the information.

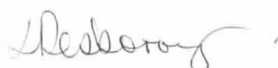
Please call if you require additional information.

Regards,

Eliza Hurst BSc & BNSc  
Environmental Scientist



Checked by:  
Leah Desborough CEnvP  
Senior Environmental Scientist

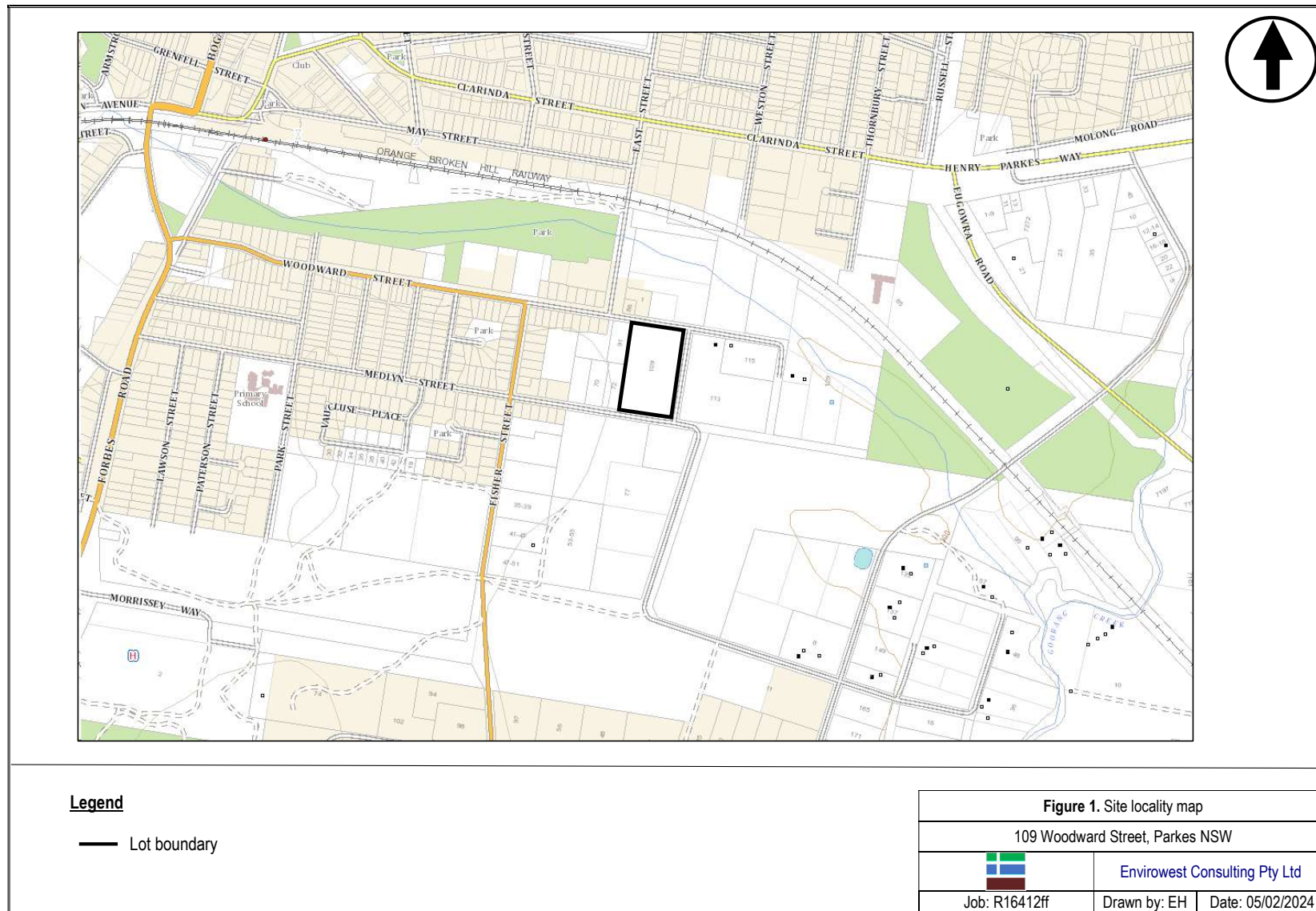




**Figures**

- Figure 1.** Subject site locality map
- Figure 2.** Aerial photograph of subject site
- Figure 3.** Proposed development plan
- Figure 4.** Native vegetation to be removed
- Figure 5.** Photographs of the subject site

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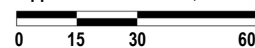





**Legend**

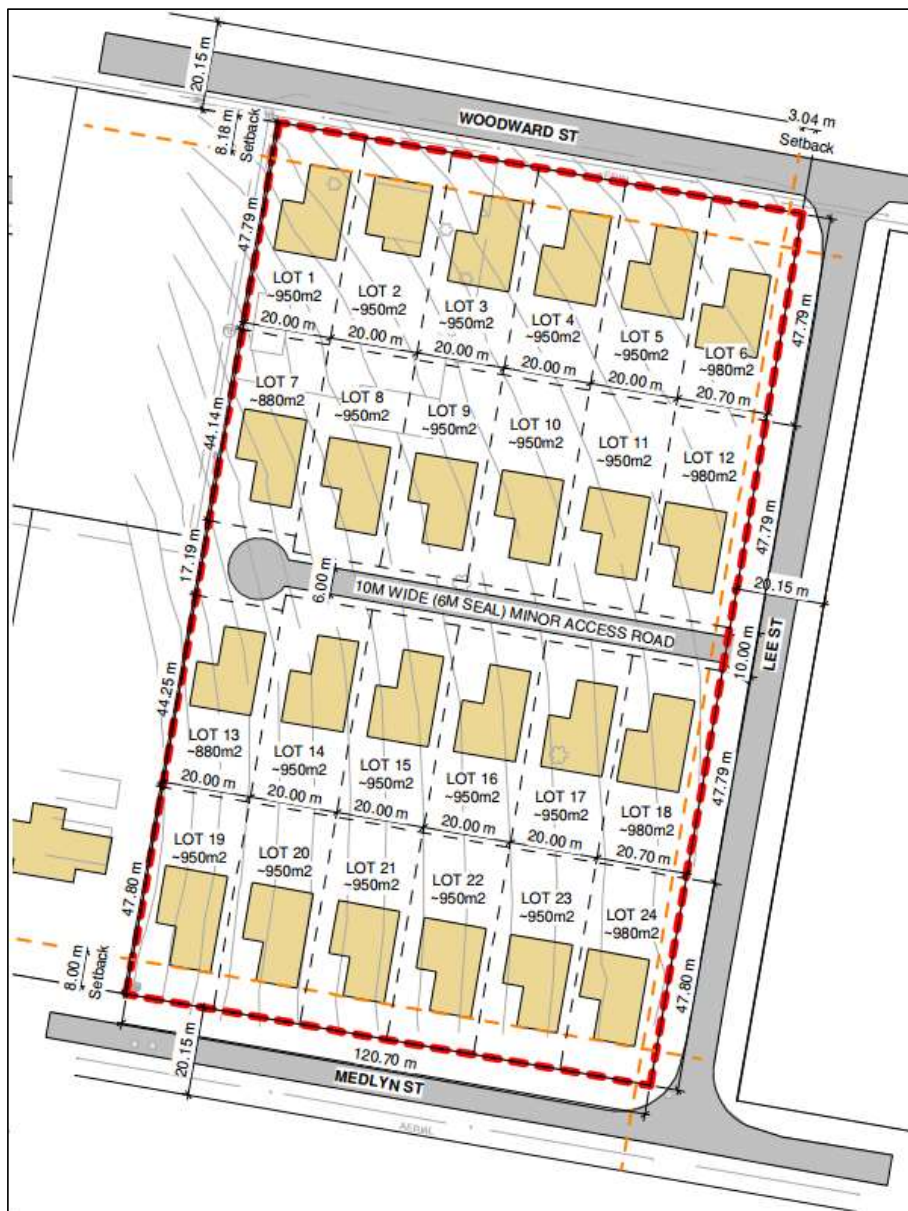
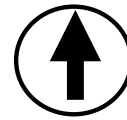
- Subject site
- - Study area

Approximate Scale 1: 1,500



<b>Figure 2. Aerial photograph of the subject site</b>		
109 Woodward Street, Parkes NSW		
	Envirowest Consulting Pty Ltd	
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**Legend**

--- Subject site boundary

**Figure 3. Proposed development plan**

109 Woodward Street, Parkes NSW

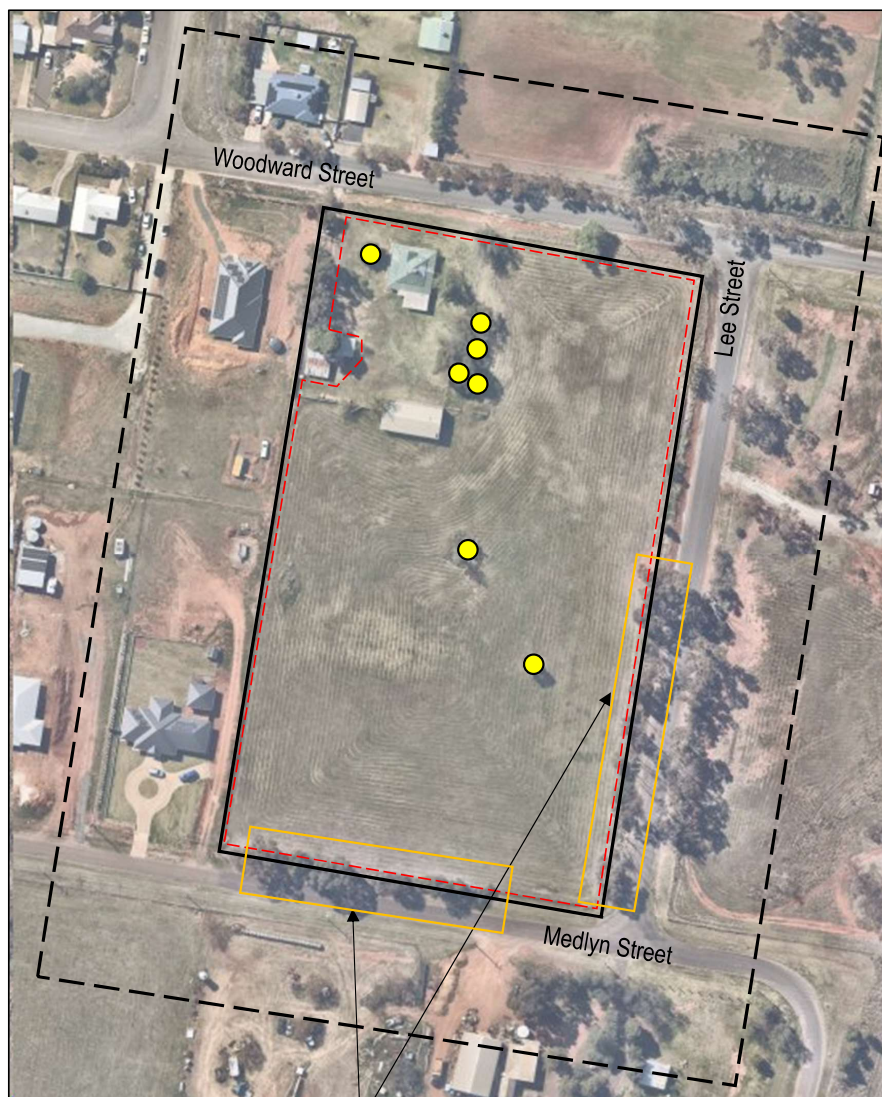
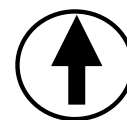


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Drawn by: -

Date: 05/02/2024



Disturbance works to native roadside eucalypts and cypress pines have not been finalised. The final development design is expected to minimise tree removal to enable services and access to lots.

**Legend**

- Subject site
- Study area
- Native grassland to be removed (>50% coverage in feature area)
- Native trees to be removed (singular plants)

Approximate Scale 1: 4,500  
0 45 90 180m

**Figure 4. Native vegetation to be removed**

109 Woodward Street, Parkes NSW



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Job: R15156ff

Drawn by: EH

Date: 13/05/2024



**Figure 5.** Photographs of the subject site





## Groundwater and salinity study

109 Woodward Street, Parkes NSW



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Environmental  
Geotechnical  
Asbestos  
Services



Document control					
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Rev	Report number	Date	Prepared by	Checked by	Revision details/status
0	R16412s	25/03/2024	Felipe Canavez BSc Environmental Geologist	Greg Madafiglio CEnvP Senior Environmental Scientist	
1	R16412s1	25/03/2024	Felipe Canavez BSc Environmental Geologist	Greg Madafiglio CEnvP Senior Environmental Scientist	Revision based on client information

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## **Executive summary**

### **Background**

A residential subdivision is proposed for 109 Woodward Street, Parkes NSW. One dwelling and associated infrastructure are located on the site. Historical land-use is cropping and grazing. Salinity issues have been identified on adjacent land to the east.

### **Objectives of the investigation**

A site and soil investigation was undertaken to assess the existing saline condition of the soil and groundwater to determine the impact of the development on groundwater and salinity.

### **Investigation**

A soil investigation was undertaken of the site. An initial investigation and desktop review was undertaken to collect existing information on groundwater on and around the site and the likelihood of salinity across the site. Boreholes were drilled and soil samples collected on 13 December 2023.

The site investigation included vegetation description, landscape description, soil investigation, laboratory analysis and groundwater investigation. The soil profile investigation was undertaken by drilling boreholes up to 4.5m in depth. A monitoring well was installed in one of the boreholes. Representative soil samples were collected and analysed for pH, electrical conductivity, colour, dispersion, texture, chlorides and exchangeable sodium percentage.

The investigation results and proposed development were evaluated to identify impacts and recommend management outcomes to minimise salinity risk. Water balance was modelled to estimate changes in infiltration following development. Surface water flow containing sediment, nitrogen and phosphorus were modelled.

### **Conclusions**

The site has a historical land-use comprising grazing. Vegetation cover on the site was generally 100% comprising pasture species and broad-leaved weeds. Scattered remnant eucalypts, cypress pine and kurrajong trees were located along the site.

Bare areas were identified on the site and determined to be from soil compaction, vehicle tracks and potentially from stock camp. The dwelling located on-site presented signs of impact by salinity including dampness "tide marks", white crystals and signs of mechanical breakdown of bricks and mortar. No other indicators of salinity including soil "puffiness", vegetation dieback or stains were identified during the assessment.

The site is located on a lower slope with gentle to flat inclination of less than 2%. Surface water flows into a drainage line 100m north of the site. The Goobang Creek is located 1km east of the site.

Soils on the site comprised topsoil of brown silty sand to 0.4m. Subsoils comprised brown to dark reddish brown gravelly silty clay over dark yellowish brown sandy clay with fine to medium siltstone and sandstone gravels.

Five boreholes were drilled on-site (MW1, BH1, BH2, BH3 and BH4). Samples from the topsoil of MW1 from 0m to 0.3m were determined to be slightly to moderately saline. Slightly saline subsoils were identified in the samples from MW1 both in the brown gravelly clay layer and the sandy clay layer. Slightly saline soils were identified in the samples collected from BH4 at 1.0m in light clay. Soil samples from the remaining boreholes were non-saline.

Four monitoring bores have been constructed within 1km to the north east of the site to intercept the shallow unconfined aquifer. The monitoring bores have a final depth up to 10.5m. Water bearing zones for the bores ranged from 4.0m to 10m in silty clay and standing water level (SWL) ranged from 3.9 to 8.7m.

One monitoring well was installed on-site to a depth of 4.25m. The SWL and electrical conductivity were measured. The standing water level (SWL) was 0.79m below ground-level and electrical conductivity was 6.02dS/m. Groundwater in MW1 is classified as unacceptable for use as drinking water and of extremely high salinity for agricultural use based on EC results. Depth of groundwater on-site is expected to range from less than 1m to more than 3m based on site observations.

No visual surface or sub-surface indicators of groundwater discharge areas were identified on the site.

The water balance calculation indicates infiltration will decrease by approximately 13mm/year under the post development scenario as a result of change in land-use and inclusion of hard surfaces and landscaped areas with lower infiltration rates in the proposed lots. The development will not increase recharge of groundwater and groundwater levels over the site are expected to generally decrease if recommendations are implemented.

The risk of groundwater contamination from the proposed land-use is lower than the current land-use. Nitrogen contributions will decrease due to the change in land-use from grazing to landscaped areas and sealed surfaces. A decrease of phosphorus export is predicted. Phosphorous is not expected to move off-site providing vegetation is maintained which will result in slow surface water movement and deposition of sediments. Sediment contributions will also decrease as a result of a reduction of the grazing areas. Other activities which may increase the risk of groundwater contamination including car washing and re-use of greywater. The risk activities are expected to have a minor occurrence or be regulated by Council.

### **Recommendations**

The southern two thirds of the site is suitable for residential development. Due to potential salinity and groundwater risks, the northern third of the site is considered potentially impacted by saline soil and shallow groundwater. The existing dwelling is located in the potential saline area.

The area delineated in the northern section is not expected to impact land rezoning. Additional investigations will provide a more detailed characterisation and guidance for the final development design.

The following are general recommendations to minimise salinity and groundwater risks from developing on the site:

- Undertake plantings of deep-rooted native vegetation to minimise the risk of seepage and improve aquifer drawdown.
- Maintain existing deep-rooted vegetation where possible.
- Piping of surface water off-site.
- Promote water sensitive design of dwellings and gardens.
- Design road levels similar to natural soil levels to minimise excavations.
- Earthworks comprising cut should be minimised.
- Earthworks and design to enable runoff of surface water.
- Consider the use of salt protected materials for services in the saline soil locations, e.g. salt resistant drainage pipes and conduits.



- Determination of the soil electrical conductivity at the design depth in areas to be excavated.
- Determination of the soil electrical conductivity in the proposed road areas.
- Classification of imported material in accordance with NSW EPA Resource Recovery Exemptions to ensure material is non-saline.
- Sediment and erosion control plans during construction.
- Site-specific assessment of building sites and appropriate design in accordance with the AS2870-2011.
- Deep excavations should be avoided. If deep excavations are required, the subsurface flows need to be maintained by installation of a drainage blanket.
- Any soil excavated from the site should be tested for salinity and adequately managed.
- Groundwater from the shallow aquifer is considered saline and should not be applied to the site surface.

**Specific recommendations for the saline area**

Future management of the saline area will include the following recommendations:

- Additional testing should be undertaken to characterise the saline area in the northern third of the site. The additional investigations will assess suitability for residential development.
- Backfilling of trenches should be undertaken keeping the original depths to avoid potential mixing between saline and non-saline soil. Any residual soil should be tested for salinity and transported to landfill if found to be saline.
- Dwellings located in the northern section of the site will be located on potentially saline soils. Soil salinity should be assessed at the time of site classification as part of the footing design. Dwellings of the site should be assessed in accordance with AS 2870 *Residential Slabs and Footings – Construction* to confirm assessment results provided in Section 7.6.2.
- Buildings in the saline area should be constructed in accordance with the BCA exposure conditions (s33.1), AS3700 Masonry Structures, AS3600 Concrete Structures, AS2870 Restricted Slabs and Footings. The materials must comprise:
  - Salt resistant bricks and mortar
  - Adequate moisture barriers including a damp-proof course
  - Concrete resistant to salt and water
- Depending on the final design, additional investigation will assist in mitigation measures.
- Installation of surface drains to divert runoff around dwellings.
- Roads to be constructed above a drainage blanket and embankment to avoid impacts of saline soil and maintain subsurface flows.

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## 1. Introduction

A residential subdivision is proposed for 109 Woodward Street, Parkes NSW. One dwelling and associated infrastructure are located on the site. Historical land-use is expected to be cropping and grazing. Salinity issues have been identified on adjacent land to the east.

An assessment is required to determine salinity and groundwater impact on the site as part of the requirements for council to consider the application.

## 2. Scope of work

Envirowest Consulting Pty Ltd was commissioned by Stephen and Daniel Mansley to undertake a groundwater investigation and salinity study for 109 Woodward Street, Parkes NSW. The objective was to assess the existing conditions and possible future impact of the proposed development on soil, groundwater and salinity.

## 3. Site identification

Address	109 Woodward Street Parkes NSW
Client	Stephen and Daniel Mansley c/- Iplan Projects Pty Ltd
Deposited plans	Lot 239 DP750152
Universal grid reference	UTM Zone 55H, 610309mE, 6331776mN
Locality map	Figure 1
Site plan	Figure 2
Photographs	Figure 9
Area	2.43ha
Dates of inspection and assessment	13 December 2024

## 4. Proposed development

The proposed development is a residential subdivision comprising 24 residential lots ranging in size from 850m<sup>2</sup> to 980m<sup>2</sup>, paved areas and road verges (Figure 9). A street will be constructed through the central section of the site and will allow access to all lots from Lee Street. Stormwater on the site will be directed through Woodward Street to the adjacent drainage line to the north east for discharge into Goobang Creek located 1km to the south east of the site. The development will be serviced by reticulated sewer and water. The existing dwelling may be retained at proposed Lot 2 subject to structural integrity assessment.

Irrigation of landscaped areas within residential lots is expected to occur. Large areas of the site will be covered with hard surfaces including roads, dwellings and paved areas.

## **5. Site condition and surrounding environment**

### **5.1 Land-use**

The site is currently rural-residential used for grazing and maintained by slashing. A dwelling, workshop and one shed are existing on the site. The existing dwelling may be retained on-site and remaining structures will be demolished. Historical land-use is grazing and cultivation.

### **5.2 Vegetation**

Vegetation over the site comprises introduced broadleaved weeds and native grasses and herbs. Dominant introduced species included silverleaf nightshade, rabbit foot, clover, horehound, skeleton weed, sandviper gloss, sow thistle, khaki weed, kidney weed, paspalum, windmill grass, crowsfoot, wild oats and African liverseed grass and creeping oxalis. Isolated stands of radiata pine, deodar cedar and London Plane are established as ornamental vegetation surrounding the existing dwelling in the northwestern section of the site.

Dominant native species included tufted bluebell, windmill grass, couch grass, silky bluegrass and yellow burr daisy.

Kurrajong, white cypress and a row of *Eucalypts* individuals were observed amongst ornamental plantings around the dwelling and as paddock trees across the site.

### **5.3 Topography**

The site is located on low slope. Aspect is predominantly north east and the slopes have a very gentle inclination of 0 to 2% to the north. Elevation ranges between 309 and 316 metres above sea level. No evidence of groundwater seepage or discharge areas were observed on the site.

### **5.4 Soils and geology**

The site is within the Parkes Soil Landscape (NSW Government, nd). Soil types comprise shallow to moderately deep, moderately well-drained red earths and red podzolic soils/non-calci brown soils on side slopes. Lower slopes have moderately deep imperfectly drained red brown earths.

The site is mapped within the Cotton Formation comprising fine-grained siltstone, with isolated calcareous horizons containing a shallow-water coralline assemblage. Lower part of unit has little or no sign of volcanic input (MinView, Geological Survey of NSW).

Soils on the site comprised topsoil of brown silty sand to 0.4m. Subsoils comprised brown to dark reddish brown silty clay with abundant fine to medium gravel over dark yellowish brown sandy clay with fine sandstone and siltstone gravels.

### **5.5 Surface water**

Surface water on the site is expected to flow north east towards adjacent the existing drainage line and discharging into Goobang Creek located approximately 1km south east of the site.

### **5.6 Groundwater**

Four registered water abstraction bores were identified within a 1km radius to the north east of the site on the NSW Government Water NSW website (2024). The bores were monitoring bores installed to intercept the shallow aquifer. The monitoring bores presented water-bearing zones (WBZ's) ranging from 4m to 10m. The standing water levels were from 3.9m to 4.2m. The WBZ's were located in the shallow regolith comprising silty clay soil. No salinity testing was reported for the monitoring wells.

## 6. Groundwater and soil salinity investigation

The soil salinity investigation comprised a desktop study, field assessment and soil analysis. The desktop study included a review of soil landscape maps and groundwater databases. Infiltration modelling was also undertaken.

The field assessment included an initial site investigation and detailed profile descriptions and soil analysis. The soil and landscape information collected provided an adequate description of the physical processes on the site to enable salinity issues to be identified and managed. The frequency of tests undertaken was in accordance with the frequency in Table 1 of Lillicrap and McGhie (2002) for moderately intensive construction.

### 6.1 Soil landscapes

Soil landscape data was reviewed for information regarding soil types in the locality, occurrence of salinity, erosion and sodic soils.

### 6.2 Hydrogeological landscapes

No hydrogeological landscape maps were available for the site (NSW Government, nd).

### 6.3 Groundwater

An investigation of registered bores in the area was undertaken to determine the depth and salinity of the groundwater. Groundwater information was found from a review of the NSW Government Water NSW database.

Two sources of groundwater are present under the site. Deep groundwater is located in river gravels, sands and sandstone at depths greater than 15 metres and shallow groundwater, expected to generally be unconfined in a local aquifer controlled by drainage lines and/or lithological contrasts within the site and occurs intermittently at times of high rainfall.

Water criteria for salinity based on drinking water and agricultural use are presented in Tables 1 to 3. The conversion from EC (dS/m) to total dissolved solids or TDS (mg/L) is undertaken by applying the conversion factor of 640 for an average concentration of salts present (Lillicrap and McGhie 2002).

**Table 1.** Drinking water criteria for salinity (NHMRC, NRMCC 2011)

Palatability	EC (dS/m)	Total dissolved solids -Salinity (mg/L)
Good	0.94	600
Fair	0.94-1.41	600-900
Poor	1.41-1.88	900-1,200
Unacceptable	>1.88	>1,200

**Table 2.** Total dissolved solids of water for agricultural use (Reid 1990)

Class	Description	Total dissolved solids -Salinity (mg/L)
1	Low salinity	0-175
2	Medium salinity	175-500
3	High salinity	500-1500
4	Very high salinity	1500-3500
5	Extremely high salinity	>3500



**Table 3.** Guidelines on salinity class determination (Dubbo City Council Urban Salinity Plan)

Electrical conductivity (dS/m)	Salinity class
0-2	Low
2-6	Moderate
6-15	High
>15	Extreme

#### 6.4 Parkes LEP (2012) groundwater vulnerability map

The Parkes LEP (2012) Groundwater vulnerability map describes the areas within the Parkes Shire Council area where groundwater is considered vulnerable to depletion and contamination as a result of development.

#### 6.5 Infiltration model

A simulation model was developed to predict changes in infiltration pre and post development. The area for each land-use pre and post development was estimated from site walkover, topographical map, aerial photograph, preliminary conceptual site plans and typically scenarios observed in similar developments. Recalculation of the infiltration model will be required upon completion of final concept plans. The site was classified into the different land-use areas pre and post development (Table 4).

**Table 4.** Land-use areas pre and post development

Land-use	Pre development (ha)	%	Post development (ha)	%	Comments
Pasture	2.110	86.8	0	0	Vacant pasture
Urban	0.240	9.9	1.552	69.2	Existing and proposed landscaped and open space areas
Hard surfaces (buildings, driveway, roads)	0.080	3.3	0.878	30.8	Surface water expected to be piped off-site, bitumen roads
Total	2.430	100	2.430	100	

Groundwater recharge in agricultural pasture areas in the Wagga Wagga area was estimated to be 15mm/year (Cook *et al.* 2001). Wagga Wagga has a similar climate to Parkes and the groundwater recharge data is considered representative of the investigation area.

It is expected overwatering will contribute to recharge however studies have demonstrated the recharge in agricultural grazing land-use of 15mm/year is similar to diffuse urban land-use of 14mm/year (Cook *et al.* 2001).

Infiltration on hard surfaces will be zero with surface water collected and piped off-site.

Leaking pipes can be a source of groundwater recharge however these sources are expected to be negligible in a new development.

#### 6.6 Nutrient model

A simulation model was developed to predict surface runoff, sediment loss, nitrogen and phosphorus export, pre and post development. The area for each land-use pre and post development was estimated from site walkover, topographical map, subdivision plans and an aerial photograph. The site was classified into the different land-use areas pre and post development (Table 5).

**Table 5.** Land use areas for nutrient model

Land-use areas	Pre-development (ha)	Post development (ha)
Improved pasture	2.070	0
Open space	0	0.075
Roads (sealed)	0	0.080
Urban (landscaped)	0.240	1.605
Roofs	0.080	0.670
Disturbed landscapes	0.040	0
<b>Total</b>	<b>2.430</b>	<b>2.430</b>

The pre-development land-use is rural-residential including grazing.

- *Improved pasture* is the dominating pre-development land-use.
- *Urban (landscaped)* refers to the built-up area adjacent the dwelling in the north western section of the site.
- *Roofs* refer to rain which fall directly onto roofs of dwellings and infrastructure and discharges into reticulated stormwater system.
- *Disturbed landscapes* refer to the bare areas and areas sparsely vegetated identified on-site.

The post-development land-use is residential.

- *Open space* refers to non-landscaped vegetated areas where the surface water is expected to infiltrate including the road verges.
- *Roads (sealed)* is a calculation of the roads that will be on-site post development.
- *Urban (landscaped)* refers to the landscaped areas within the proposed lots. It is based on typical lots and dwelling size for similar developments with the residual assumed to be the landscaped area.
- *Roofs* based on average sizes determined in similar developments. It is assumed that the average roof size is 250m<sup>2</sup>.

Sediment, nitrogen and phosphorus export was estimated for low, median and high scenarios for each land-use class as detailed in Appendix 1 (Chafer 2003).

## 6.7 Initial site investigation

An initial site investigation was conducted by collecting information on vegetation, slope, bare areas and other indicators of salinity at 8 locations across the site (Figure 7). This density is in accordance with the recommended by Lillicrap and McGhie (2002).

## 6.8 Detailed profile descriptions and laboratory analysis

Five boreholes were constructed with a EVH truck mounted hydraulic drilling rig with solid auger on 13 December 2023 to provide information on the soil profile and enable sampling. The boreholes were constructed at various locations on the site (Figure 8). The depth of boreholes ranged from 1.5m to 4.5m. A monitoring well was installed in the 4.5m borehole in the northern section of the site as part of the groundwater assessment (Figure 6).

The soil profile was described for colour, texture and moisture. Soil samples were collected from three boreholes at 100mm, 200mm, 300mm, 500mm and 500mm intervals to drilling depth. The sampling is expected to provide an adequate description of subsoil salinity conditions. Soil samples were analysed for pH, electrical conductivity and dispersion.

Soil electrical conductivity (EC) results of the 1:5 (soil:water suspension) were converted to saturated extracts (ECe). EC values are converted to ECe by using a multiplier factor (Charman and Murphy, 1991), which is dependent on the soil texture (Table 6). Saline soils are defined as those with an electrical conductivity (ECe) greater than 4 dS/m (Charman and Murphy, 2001). Soil salinity ratings and effects on plant growth are presented in Table 7.

**Table 6.** ECe texture-based conversion factors (Charman and Murphy 2001)

Soil texture	Conversion factor
Loamy sand, clayey sand, sand	23
Sandy loam, fine sandy loam, light sandy clay loam	14
Loam, loam fine sandy, silt loam, sandy clay loam	9.5
Clay loam, silty clay loam, fine sandy clay loam	8.6
Sandy clay, silty clay, light clay	7.5
Light medium clay, medium clay, heavy clay	5.8

**Table 7.** Soil salinity ratings based on ECe readings

Salinity rating	ECe (dS/m)*	Effects on Plants
Non saline (NS)	0-2	Salinity effects negligible
Slightly saline (SS)	2-4	Very salt sensitive plant growth restricted
Moderately saline (MS)	4-8	Salt sensitive plant growth restricted
Highly saline (HS)	8-16	Only salt tolerant plants unaffected
Extremely saline (ES)	>16	Only extremely tolerant plants unaffected

\*ECe - Electrical conductivity of a saturated extract

Soil with ECe below 2 dS/m will have negligible effects on plant growth and soil stability. Soil with ECe of between 2 and 4 dS/m may restrict very salt sensitive plant growth. Soil with ECe between 4 and 8 dS/m will restrict the growth of salt sensitive plants.

Samples were analysed for dispersion using the Emerson aggregate test. Table 8 details the eight dispersion classes.

**Table 8.** Emerson dispersion classes

Class	Description
1	Highly dispersive (slakes, complete dispersion)
2	Moderately dispersive, slakes, some dispersion
3	Slightly dispersive, slakes, some dispersion after remoulding
4	Non-dispersive, slakes, carbonate or gypsum present
5	Non-dispersive, slakes, dispersion in shaken suspension
6	Non-dispersive, slakes, flocculates in shaken suspension
7	Non-dispersive, no slaking, swells in water
8	Non-dispersive, no slaking, does not swell in water

Representative soil samples were collected from the topsoil and subsoil and analysed for chloride and sodicity. Chloride criteria for corrosiveness to building material are presented in Table 9 and are an extract from AS2159-1995 Piling – design and installation.

Aggressive soils criteria for salinity and sulfate impacts on building structures are presented in Australia Standard AS2870-2011 (Appendix 2). The AS2870 standard also describes requirements to mitigate salinity and sulphate on footings.

**Table 9.** Chloride corrosiveness to building materials (AS2159-1995 Piling – design and installation)

Concrete piles		Steel piles	
Chlorides in water (mg/kg)	Soil conditions for low permeability soils or all soils above groundwater	Chlorides in water (mg/kg)	Soil conditions for low permeability soils or all soils above groundwater
<2,000	Non-aggressive	<1,000	Non-aggressive
2,000-6,000	Non-aggressive	1,000-10,000	Non-aggressive
6,000-12,000	Mild	10,000-20,000	Mild
12,000-30,000	Moderate	>20,000	Moderate
>30,000	Severe		

Sodicity is expressed as a percentage of the cation exchange capacity or exchangeable sodium percentage (ESP). Ranking of sodicity is presented in Table 10 (Lillicrap and McGhie 2002). An ESP of less than 5% indicates a non-sodic soil, ESP of between 5 and 15% indicates a sodic soil and an ESP of greater than 15% indicates a highly sodic soil.

**Table 10.** Ranking of exchangeable sodium percentage

Exchangeable sodium percentage	Ranking
<5%	Non-sodic
5-15%	Sodic
>15%	Highly sodic

## 7. Results and discussion

### 7.1 Soil landscape maps

The site is within the Parkes Soil Landscape (NSW Government, nd). Soil types comprise shallow to moderately deep, moderately well-drained red earths and red podzolic soils/non-calciic brown soils on side slopes. Lower slopes have moderately deep imperfectly drained red brown earths.

The Parkes Soil Landscape is underlain by the Cotton Formation, Burrandong Creek Member and Parkes Volcanics. Lithology ranges from sedimentary rocks including siltstones, chert, conglomerates, sandstones, limestones and volcanic rocks including volcanic sandstones and intermediate volcanics.

The site is located in the Cotton Formation comprising fine-grained siltstone, with isolated calcareous horizons comprising a shallow-water coralline assemblage (MinView, Geological Survey of NSW).

Soil salinity is localised. Soil sodicity and dispersibility are considered a soil limitation in the Parkes soil landscape (NSW Government, nd).

Soils on the site comprised topsoil of brown silty sand to 0.4m. Subsoils comprised brown to dark reddish brown silty clay with abundant gravels over dark yellowish brown sandy clay with fine to medium angular gravel comprising siltstone and sandstone.

### 7.2 Hydrogeological landscapes

No data available.

### 7.3 Groundwater

#### 7.3.1 OEH registered bores

Four registered water abstraction bores were identified within a 1km radius of the site on the NSW Government Water NSW website (2023). The bores were monitoring bores installed to intercept the shallow aquifer. The standing water levels were from 3.9m to 8.7m. The monitoring bores presented water-bearing zones (WBZ's) ranging from 4m to 10m. The WBZ's were located in the shallow

regolith comprising silty clay soil. No salinity description was available for the monitoring bores. The bores are located on the opposite margin of the unnamed creek to the north of the site and may be subject to different groundwater conditions and therefore considered not representative of groundwater on-site.

### 7.3.2 Groundwater on-site

A monitoring well was installed at the borehole location MW1 during investigation undertaken on 13 December 2023 (Figure 7). Monitoring well MW1 was drilled to 4.5m, cased to a depth of 4.25m and purged. The monitoring well was installed in accordance with Water NSW guidelines. The field parameters of the groundwater including EC and pH were measured.

The water level and field parameters for the water sample from the well installed on-site are presented on Table 12. Standing water level (SWL) of MW1 was 0.79m below ground level and electrical conductivity was 6.02(dS/m).

Groundwater classified as unacceptable for use as drinking water and of extremely high salinity for agricultural use based on EC and TDS results. The salinity class is considered high. The groundwater salinity levels are potentially due to interaction with saline lithologies occurring at greater depths.

**Table 11.** Physiochemical parameters of water in monitoring wells on and adjacent the site.

Well	Type	Location (Figure 11)	Date of inspection	Depth bgl(m) <sup>^</sup>	SWL bgl(m)	EC (dS/m)	TDS (mg/L)*
MW1	Monitoring bore	On-site	13/12/2023	4.25	0.79	6.02	3,852.8

<sup>^</sup>bgl = below ground level; \*Total Dissolved Solids obtained applying a conversion factor of 640

### 7.4 Parkes LEP (2012) groundwater vulnerability map

The site is not mapped as an area of groundwater vulnerability by Parkes LEP (2012). The groundwater vulnerable area is located approximately 400m east of the site (Figure 4).

### 7.5 Initial site investigation

The initial site investigation was conducted on an approximately 60m x 60m grid across the site (Figure 7 and Appendix 5).

The site has a historical rural-residential land-use comprising grazing. Land-use in the north western section comprises residential and grazing is identified in the remainder of the site.

Vegetation over the site comprises introduced broadleaved weeds and native grasses and herbs. Dominant introduced species included silverleaf nightshade, rabbit foot, clover, horehound, skeleton weed, sandviper gloss, sow thistle, khaki weed, kidney weed, paspalum, windmill grass, crowsfoot, wild oats, African liverseed grass and creeping oxalis. Dominant native species included tufted bluebell, windmill grass, couch grass, silky bluegrass and yellow burr daisy.

Isolated stands of radiata pine, deodar cedar and London Plane are established as ornamental vegetation surrounding the existing dwelling in the northwestern section of the site. Kurrajong, white cypress and a row of *Eucalypts* individuals were observed amongst ornamental plantings around the dwelling and as paddock trees across the site.

The site is very gently inclined with slopes of 0 to 1% and north eastern aspect.

Bare areas and areas of sparse vegetation ranging from 50 to 70% of soil coverage were identified at the site. The bare areas were attributed to vehicles tracks, areas of stock camp, soil compaction and soil disturbance due to historical land-uses.



A mound containing soil and inert foreign materials was identified in the central section of the site on BH1 location.

## 7.6 Soil characteristics

Five boreholes were drilled to depths of 4.5m or drill refusal. Drill refusal was encountered at 1.5m in borehole BH1 in the central section of the site due to presence of inert foreign materials including bricks, polystyrene and plastic. Borelogs are presented in Appendix 6.

### 7.6.1 Texture and colour

Soils on the site comprised topsoil of brown silty clay to silty sand to 0.4m. Subsoils comprised brown to dark reddish brown gravelly silty clay over dark yellowish brown sandy clay with fine to coarse angular gravels comprising sandstone and siltstone.

### 7.6.2 Salinity (electrical conductivity)

Samples from the topsoil of MW1 were determined to be slightly to moderately saline. The topsoil samples from the remaining boreholes were non-saline (Table 12).

Slightly saline subsoils were identified in the samples from MW1 both in the brown gravelly clay layer and in the sandy clay layer. Slightly saline soils were identified in the samples collected from BH4 located in a bare area from 1.0m in light clay.

All remaining subsoil samples assessed in representative boreholes were determined to be non-saline (Table 12).

**Table 12.** Soil colour, texture, pH, EC and ECe (detailed profile descriptions)

Borehole No - depth (mm)	Soil colour	Soil texture	pH	EC	ECe (dS/m)	Emerson aggregate test
MW1(100)	Dark brown	Silty clay loam	6.83	0.53	4.56	3
MW1(200)	Strong brown	Gravelly silty clay	7.30	0.39	2.93	2
MW1(300)	Strong brown	Gravelly silty clay	7.40	0.43	3.23	2
MW1(500)	Brown	Light clay	7.76	0.38	2.85	2
MW1(1000)	Brown	Light medium clay	8.08	0.32	1.86	2
MW1(1500)	Pale brown	Gravelly light clay	8.73	0.33	2.48	2
MW1(2000)	Pale brown	Gravelly light clay	9.03	0.29	2.18	3
MW1(2500)	Pale brown	Gravelly light clay	8.97	0.33	2.48	3
MW1(3000)	Pale brown	Sandy clay	9.11	0.33	2.48	3
MW1(3500)	Yellow	Sandy clay	8.74	0.44	3.30	5
MW1(4000)	Yellow	Sandy clay	8.87	0.39	2.93	3
MW1(4500)	Yellow	Sandy clay	8.95	0.31	2.33	3
BH2(100)	Dark brown	Gravelly sandy clay loam	6.59	0.03	0.29	3
BH2(200)	Dark reddish brown	Gravelly sandy clay loam	6.45	0.03	0.29	3
BH2(300)	Dark reddish brown	Gravelly silty clay loam	6.48	0.03	0.26	3
BH2(500)	Dark reddish brown	Light clay	6.48	0.03	0.23	5
BH2(1000)	Dark reddish brown	Light clay	6.59	0.03	0.23	5
BH2(1500)	Brown	Gravelly light clay	7.12	0.05	0.38	5
BH2(2000)	Pale brown	Gravelly light clay	8.01	0.12	0.90	6
BH2(2500)	Pale brown	Gravelly sandy clay	8.52	0.13	0.98	6
BH2(3000)	Pale brown	Gravelly sandy clay	8.68	0.13	0.98	5
BH3(100)	Dark brown	Gravelly fine sandy clay loam	6.66	0.03	0.26	3
BH3(200)	Dark brown	Gravelly fine sandy clay loam	6.48	0.03	0.26	3
BH3(300)	Dark brown	Gravelly fine sandy clay loam	6.66	0.02	0.17	3
BH3(500)	Brown	Gravelly light medium clay	6.86	0.02	0.12	3
BH3(1000)	Brown	Gravelly medium clay	7.58	0.05	0.29	2
BH3(1500)	Dark yellowish brown	Gravelly light clay	8.04	0.11	0.83	1
BH3(2000)	Yellow	Gravelly sandy clay	9.32	0.24	1.80	3
BH3(2500)	Yellow	Gravelly sandy clay	9.57	0.26	1.95	3

Borehole No - depth (mm)	Soil colour	Soil texture	pH	EC	ECe (dS/m)	Emerson aggregate test
BH3(3000)	Yellow	Gravelly sandy clay	9.61	0.19	1.43	5
BH4(100)	Brown	Gravelly fine sandy clay loam	7.28	0.08	0.69	3
BH4(200)	Brown	Gravelly fine sandy clay loam	7.67	0.10	0.86	2
BH4(300)	Dark reddish brown	Light clay	8.14	0.12	0.90	3
BH4(500)	Dark reddish brown	Light clay	8.15	0.13	0.98	3
BH4(1000)	Brown	Light clay	8.25	0.29	2.18	3
BH4(1500)	Brown	Light clay	8.53	0.34	2.55	3

### 7.6.3 pH

The pH generally increases with depth. The topsoils were generally slightly acidic and the subsoils ranged from slightly acidic to alkaline (Table 12).

### 7.6.4 Emerson aggregate test

Topsoil on site was generally moderately to slightly dispersive. Subsoil on the site was non-dispersive to highly dispersive (Table 12).

### 7.6.5 Chlorides

Levels of chlorides in the samples analysed were less than 2,000mg/kg and considered non-aggressive soils for concrete and steel piles (Table 13).

### 7.6.6 Exchangeable sodium percentage

Two subsoil samples were collected and analysed for exchangeable sodium percentage. The soil samples collected from MW1 from depths of 0.5m and 1.0m presented exchangeable sodium percentages greater than 5% and were determined to be sodic (Table 13).

**Table 13.** Soil results for chlorides and exchangeable sodium percentage (ESP) (Appendix 7)

Sample ID	Borehole (Figure 8)	Depth (mm)	Chlorides (mg/kg)	Sulfate (mg/kg)	ESP (%)
MW1(500)	MW1	500	450	170	9.02
MW1(1000)	MW1	1,000	310	150	7.04

## 7.7 Indicators of salinity

### 7.7.1 Bare soil

The bare areas identified on-site were determined to be from soil compaction, vehicle tracks and stock congregation. Borehole BH4 was drilled in a bare area and did not present shallow saline soils. Slightly saline soils were identified from 1.0m at BH4. No bare soil resulting from sheet erosion or salinity were present on site.

### 7.7.2 Salt crystals

No salt crystals were present on the site surface.

### 7.7.3 Vegetation indicators

No highly salt tolerant plant species are present on site.

### 7.7.4 Die back

No vegetation or tree die back was observed on or surrounding the site.

### 7.7.5 Effects on buildings

Effects of salinity were identified in the existing dwelling including (Figure 9):

- Tide marks indicating dampness rising through the bricks in the existing dwelling.
- White staining in the dwelling bricks

- Mechanical breakdown of bricks and grout in the dwelling walls and footing potentially due to salt crystals inter-growth.

### 7.7.6 Conditions of roads

No evidence of surface undulations or break-up of bitumen on the roads surrounding the site.

### 7.8 Infiltration balance

Infiltration occurs for all permeable areas. Infiltration under a pasture land-use (15mm/year) has been determined to be similar as under an irrigated lawn land-use (14mm/year) (Cook *et al.* 2001). Soil moisture resulting from infiltration not used by vegetation represents potential recharge. Pre-development infiltration will occur across the whole site under the pasture land-use. Post development infiltration will occur on a portion of the site with no infiltration occurring on hard surfaces.

The infiltration balance indicates the development will reduce infiltration by approximately 13mm/year as a result of an increase in hard surfaces and piping of surface water off-site (Table 14).

**Table 14.** Infiltration from each land-use, pre and post development

Land-use areas	Infiltration (mm/year)	Area pre-development (ha)	Infiltration pre-development (mm/year)	Area post development (ha)	Infiltration post development (mm/year)	Impact (mm/year)
Pasture	15	2.11	31.65	0	0	-31.650
Urban (landscaped)	14	0.24	3.36	1.55	21.728	18.368
Hard surfaces	0	0.08	0	0.88	0	0
<b>Total</b>		<b>2.43</b>	<b>35.01</b>	<b>2.43</b>	<b>21.73</b>	<b>-13.28</b>

### 7.9 Nitrogen

Nitrogen soil levels in the grazing system are typically low with concentrated areas around animal wastes. Off-site movement occurs from sediment loss. Water soluble nitrogen has potential to leach into the groundwater.

Post development sources of nitrogen are from fertilisers applied to landscaped areas and minor lawns. Post development fertilisation of gardens and lawn areas is only expected to occur in minor landscaped areas. The impact from lawn fertilisers will be less than the impact of animal wastes. The impact of nitrogen fertiliser post development will be reduced.

The nutrient balance indicates the development will reduce nitrogen export by 9.86kg/year under the median scenarios (Table 15). Reduced pasture area and a greater area of hard surfaces has resulted in a decrease in nitrogen loss.

**Table 15.** Land-use nitrogen export pre and post development (kg/year)

Land-use areas	Pre-development	Post development	Impact
Improved pasture	18.42	0.00	18.42
Open space	0.00	0.24	-0.24
Roads (sealed)	0.00	0.48	-0.48
Urban (landscaped)	1.46	9.79	-8.33
Roofs	0	0	0
Disturbed landscape	0.48	0.00	0.48
<b>Total</b>	<b>20.37</b>	<b>10.51</b>	<b>9.86</b>

### 7.10 Phosphorus

The main phosphorus sources pre-development are from animal waste and fertilisers. Stock is expected to regularly graze on the site. Off-site movement of phosphorus will occur in sediments and susceptible times are when vegetation cover is low.

Stock numbers will be zero in the post development land-use resulting in a decrease contribution of phosphorus on the site.

Phosphorus binds to soil and the primary method of movement is in sediments. Vegetation cover is expected to be higher post development resulting in filtering of runoff, reduced sediment loads exported and consequently lower phosphorus export.

The nutrient balance indicates a slight decrease in phosphorus export by 0.2kg/year under the median scenarios (Table 16). Reduced pasture area and a greater area of sealed surfaces have resulted in a decrease in the phosphorus loss.

**Table 16.** Land-use phosphorus exports pre and post development (kg/year)

Land-use areas	Pre-development	Post development	Impact
Improved pasture	2.79	0.00	2.79
Open space	0.00	0.01	-0.01
Roads (sealed)	0.00	0.14	-0.14
Urban (landscaped)	0.44	2.92	-2.48
Roofs	0	0	0
Disturbed landscape	0.05	0.00	0.05
<b>Total</b>	<b>3.28</b>	<b>3.08</b>	<b>0.20</b>

### 7.11 Sediment

The nutrient balance indicates the development will reduce sediment export by 672kg/year under the median scenario (Table 17). Sediments are reduced due to the decrease in contribution from the pasture area.

**Table 17.** Land-use sediment export pre and post development (kg/year)

Land-use areas	Pre-development	Post development	Impact
Improved pasture	1,076.40	0.00	1,076.40
Open space	0.00	14.25	-14.25
Roads (sealed)	0.00	15.20	-15.20
Urban (landscaped)	72.00	481.50	-409.50
Roofs	0	0	0
Disturbed landscape	34.80	0.00	34.80
<b>Total</b>	<b>1,183.20</b>	<b>510.95</b>	<b>672.25</b>

## 8. Soil and water impact assessment

### 8.1 Soil

Soil depth across the site was generally greater than 3.0m. A mound containing soil and inert foreign materials was identified at BH1 location.

The topsoils and subsoils were identified to be generally non-saline to slightly saline. Moderately saline topsoil was identified in the topsoil at MW1 location. Slightly saline subsoils were identified in MW1 from 0.5m to the drilling depth and in BH4 from 1.0m to the drilling depth. The soil salinity is expected to occur due to influence of saline groundwater.

Sodic subsoils were identified in the samples collected from 0.5m and 1.0m in borehole MW1.

Excavation works are expected for sewer and water services installation. Excavation works for the development adjacent MW1 and the existing dwelling may intercept potentially saline soils (Figure 8). Management will be required to ensure exposure is minimised.

## **8.2 Water**

### **8.2.1 Surface water**

Stormwater on the site will be managed by the reticulated stormwater system to be connected to the site. Stormwater on the site will be directed to the adjacent north eastern drainage line through Woodward Street for discharge into Goobang Creek located to the south east of the site. The development will be serviced by reticulated sewer and water. The majority of rainfall will be piped off-site.

### **8.2.2 Groundwater**

#### **8.2.2.1 Recharge**

No recharge areas were identified on the site. The decrease in permeable areas following development will result in a reduction in the amount of infiltration and therefore the recharge potential.

#### **8.2.2.2 Discharge**

Discharge areas were not identified on the site from surface and subsurface observations such as ponding water and wet soils.

#### **8.2.2.3 Depth**

Shallow groundwater to a depth of 0.8m was identified in the north eastern section of the site. No free water was observed in the remaining boreholes drilled to 3.0m depth on-site.

Groundwater level on-site is expected to range from depths of less than 1.0m to more than 3.0m based on levels observed in the monitoring well on-site and boreholes drilled. The groundwater gradient is expected to flow to the north east towards the drainage line located to the north of the site.

The decrease in recharge rates post development is expected to contribute to increase the depth of the groundwater table on-site.

#### **8.2.2.4 Salinity classification**

The groundwater on MW1 presented elevated electrical conductivity and was classified as unacceptable for use as drinking water and of extremely high salinity for agricultural use.

The shallow and saline groundwater has the potential to bring salts from the subsurface to the surface by capillarity.

#### **8.2.2.5 Clause 6.3 of the Parkes LEP 2012**

*(1) The objectives of this clause are as follows–*

- (a) to maintain the hydrological functions of key groundwater systems, and*
- (b) to protect vulnerable groundwater resources from depletion and contamination as a result of inappropriate development.*

**Response:** The development and groundwater at the site are described in the Groundwater and Salinity report prepared by Envirowest Consulting Pty Ltd (Report number R16412s1).

Envirowest Consulting Pty Ltd R16412s1



*(2) This clause applies to the land identified as “Vulnerable” on the Groundwater Vulnerability Map.*

**Response:** The site is not mapped as a groundwater vulnerable area.

*(3) In deciding whether to grant development consent to development on land to which this clause applies, the consent authority must consider-*

- (a) the likelihood of groundwater contamination from the development (including any on-site storage or disposal of solid or liquid waste and chemicals)*
- (b) any adverse impacts the development may have on groundwater dependent ecosystems,*

**Response:**

Post development nutrient inputs will only occur in a small proportion of the site that is lawns and gardens. Nitrogen fertiliser will not be required in native gardens. Maintained gardens and lawns will have the capacity to utilise the nitrogen applied. The impact of nitrogen and phosphorous input post development will be reduced and it is not expected to impact the groundwater in the development area. The clay subsoils are expected to have additional capacity to accumulate phosphorus.

Minor usage of herbicides may occur post development on lawns. All fertilisers and agricultural chemicals are not residual and will be utilised by the vegetation or degrade rapidly in the environment. No impact on surface water or groundwater will occur.

NSW Health approves the following methods for greywater reuse:

- Bucketing: Generally only small volumes of greywater are reused and the action is unlikely to occur during wet weather. Risk of overwatering and therefore impact on groundwater is low.
- Greywater diversion devices: Does not require Council approval if conditions relating to installation and use are met. Conditions include undertaking checks and maintenance of the irrigation system, use biodegradable detergents low in phosphorus, sodium, boron and chloride, no irrigation during rain, undertake a water balance prior to installation, monitor soil and plant response to irrigation, do not overwater and notify the local water utility of the device. Notification to the local water utility (Parkes Shire Council) ensures Council is aware the system is in place and can check on compliance. Conditions ensure the water is used sustainably with minimal impact on the groundwater.
- Greywater treatment system: Requires approval from Council. Council can regulate the suitability and number of systems in the locality and check on the satisfactory operation of the system. Regulation of the system ensures minimal impact on groundwater.

Minor washing of cars by householders is expected to be undertaken post development. Most car owners clean cars in commercial washing bays. Small numbers of cars will be washed either on permeable areas resulting in infiltration or non-permeable areas with water moving into the reticulated stormwater system and off-site. Water and detergents infiltrating permeable areas will be utilised by vegetation. Some deeper infiltration may occur but volumes are not expected to be significant. Car washing is not expected to occur during rain.

No industrial activities including bulk storage or use of chemicals will occur in the development.

- (c) The cumulative impact the development may have on groundwater (including the impacts on nearby groundwater extraction for potable water supply or stock water supply), of the development and any other existing development on groundwater.*

**Response:**

Impact on groundwater from nitrogen and phosphorus contamination is expected to be less post development compared to pre-development. The site has an agricultural land-use history. Agriculture land-use is not expected post-development. Contribution of nitrogen and phosphorous from stock will cease post development. The cumulative impact of the development on groundwater quality is expected to be negligible.

- (d) any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development*

**Response:**

No impacts from the development are expected under the proposed development works and land-use scenario.

*(4) Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that:*

- (a) The development is designed, sited and will be managed to avoid a significant adverse environmental impact, or*  
*(b) If a significant adverse environmental impact cannot be avoided—the development is designed, sited and will be managed to minimise that impact.*

No impacts from the development are expected under the proposed development works and land-use scenario.

**8.3 Vegetation**

The site is dominated by shallow rooted perennial grasses and broadleaved weeds. Deep rooted vegetation was observed as scattered remnant trees along the boundaries of the site and in the north western section of the site. No impact from saline soils and groundwater was observed in the vegetation.

Existing trees and pasture grasses will be replaced with introduced or native garden species including deep rooted perennials. Trees will be planted as street trees. The proposed residential development will contain irrigated and unirrigated lawns with plantings of shrubs and trees. Ecowise gardens of native and drought tolerant species will be promoted in the development. Costs associated with irrigation will ensure overwatering and leaching does not occur. On-site shallow groundwater is not expected to be a viable source of irrigation water due to the unreliable shallow groundwater aquifer.

The post development land-use will contain a mix of shallow and deep-rooted vegetation. Species planted in lawns will utilise soil moisture all year round compared to the current pasture species mix which are mostly summer active only. Trees will be planted along roadways and garden areas.

**8.4 Infrastructure**

The dwelling existing on-site presented signs of impact by salinity. No major earthworks are expected during the development. Excavations of trenches for installation of underground services will be undertaken.

Slightly to moderately saline topsoils were identified in the north eastern section of the site (MW1) from 0 to 0.3m. Shallow and saline groundwater was identified on-site.

Special construction requirements addressing saline soils and groundwater will be required for infrastructure including underground services due to shallow saline groundwater.

The proposed dwelling sites should be individually assessed in accordance with AS 2870 *Residential Slabs and Footings – Construction* to determine the concrete exposure level (Appendix 2) and the use of adequate building materials.

### 8.5 Pollution risk control

Occasional fertilizer and chemical use are expected from the proposed land-use. Fertilisers will be utilised by plants. All agricultural chemicals degrade rapidly in the environment. No impact on surface water or groundwater will occur.

The site currently has a rural-residential and grazing land-use with historical land-use including grazing. Waste from animals contains significant nutrients and pathogens which have potential to move in surface water flows.

Stock will be excluded in the post development land-use decreasing contribution by animals to nutrients on the site.

Hard surfaces across the site will reduce sediment loads exported. Nutrient impact on surface water will be reduced post development.

The site area is considered important as it forms part of the Lachlan River catchment. ANZECC (2000) has determined water quality indicators for river systems in regard to various environmental values (Table 18). The environmental values relate to the protection of:

- aquatic ecosystems
- aquatic foods
- primary contact recreation
- secondary contact recreation
- drinking water
- visual amenity
- irrigation water supplies
- homestead water supplies
- livestock water supplies
- human consumption of fish

The irrigation water quality indicators are considered appropriate for the catchment. The potential impact of the development on each water quality indicator has been assessed (Table 18). Potential issues relate to current and future land-use and management of the site.

**Table 18.** Impacts of development on water quality (Environmental objectives)

Indicator	Objective	Impact of development
Nitrogen	5 mg/L	<p>Nitrogen may be applied to areas of the site as fertilisers. Nitrogen will be used by plants, digested by microbes or volatilised into the atmosphere. Infiltration for nitrogen into the subsoil and impact on groundwater systems will not occur.</p> <p>Maintenance of groundcover by minimal cultivation and no grazing are important factors in reducing nitrogen export.</p> <p>Nutrient modelling indicates nitrogen will decrease on site.</p>

Indicator	Objective	Impact of development
Faecal coliform	<10 cfu/100mL to 10,000cfu/100mL	The site will be serviced by town sewer. No impact on faecal coliform levels is expected to result from the development.
Aluminium	5 mg/L	No impact.
Iron	0.2 mg/L	No impact.
Manganese	0.2 mg/L	No impact.
Dissolved oxygen	>6.5 mg/L	No effluent applied to the site. Vegetated areas are expected to be managed. No impact.
Phosphorus	0.05mg/L	Phosphorus may be applied to small areas of the site as fertilisers Phosphorus will be used by plants and absorbed in the soil.  Groundcover will be enhanced in the development resulting in reduced sediment and phosphorus export. Post development fertiliser application rates will be reduced and the effect on phosphorus less.  Nutrient modelling indicates phosphorous will decrease on site post development.
pH	between 6.0 and 8.5	Fertilisers have a declining influence on pH and effects off-site will be negligible.
Cyanobacteria	-	Cyanobacteria are dependent on the levels of nitrogen, phosphorus and water temperature. The development will not increase nitrogen and phosphorus therefore will have negligible impact.  No cyanobacteria are present in fertilisers.
Conductivity	-	Exposure of saline soils and off-site movement will be minimised by adoption of recommendations including minimising depth of cut and implementation of erosion and sediment control plans. No impact expected.
Turbidity	-	Negligible impact due to small size of the development and the absence of any disturbed areas on site.

The impact of the development on each water quality indicators will be negligible.

## 8.6 Earthworks

Earthworks for roads and underground services will be undertaken.

The site is very gently to gently sloped and significant landform excavation is not expected. Minimal cut and fill may occur to realign the slopes.

Trenches are expected to be generally up to 3.0m deep. Soil electrical conductivity testing is recommended at the design depth for excavations deeper than 3.0m.

The earthworks in the northern section will intercept moderately saline topsoils. Backfilling procedures should maintain soils at the depths encountered at excavation and avoid potential mixing between saline and non-saline soil.

Imported fill should be non-saline. Any residual soil should be assessed for salinity to determine suitability for reuse on-site or requirements for disposal to landfill.

## 8.7 Other impacts of the development

Nil

## 9. Management recommendation

The southern two thirds of the site is suitable for residential development. Due to potential salinity and groundwater risks, the northern third of the site is considered potentially impacted by saline soil and shallow groundwater. The existing dwelling is located in the potential saline area.

The area delineated in the northern section is not expected to impact land rezoning. Additional investigations will provide a more detailed characterisation and guidance for the final development design.

The following are general recommendations to minimise salinity and groundwater risks from developing on the site:

- Undertake plantings of deep-rooted native vegetation to minimise the risk of seepage and improve aquifer drawdown.
- Maintain existing deep-rooted vegetation where possible.
- Piping of surface water off-site.
- Promote water sensitive design of dwellings and gardens.
- Design road levels similar to natural soil levels to minimise excavations.
- Earthworks comprising cut should be minimised.
- Earthworks and design to enable runoff of surface water.
- Consider the use of salt protected materials for services in the saline soil locations, e.g. salt resistant drainage pipes and conduits.
- Determination of the soil electrical conductivity at the design depth in areas to be excavated.
- Determination of the soil electrical conductivity in the proposed road areas.
- Classification of imported material in accordance with NSW EPA Resource Recovery Exemptions to ensure material is non-saline.
- Sediment and erosion control plans during construction.
- Site-specific assessment of building sites and appropriate design in accordance with the AS2870-2011.
- Deep excavations should be avoided. If deep excavations are required, the subsurface flows need to be maintained by installation of a drainage blanket.
- Any soil excavated from the site should be tested for salinity and adequately managed.
- Groundwater from the shallow aquifer is considered saline and should not be applied to the site surface.

### Specific recommendations for the saline area

Future management of the saline area will include the following recommendations:

- Additional testing should be undertaken to characterise the saline area in the northern third of the site. The additional investigations will assess suitability for residential development.
- Backfilling of trenches should be undertaken keeping the original depths to avoid potential mixing between saline and non-saline soil. Any residual soil should be tested for salinity and transported to landfill if found to be saline.
- Dwellings located in the northern section of the site will be located on potentially saline soils. Soil salinity should be assessed at the time of site classification as part of the footing design. Dwellings of the site should be assessed in accordance with AS 2870 *Residential Slabs and Footings – Construction* to confirm assessment results provided in Section 7.6.2.
- Buildings in the saline area should be constructed in accordance with the BCA exposure conditions (s33.1), AS3700 Masonry Structures, AS3600 Concrete Structures, AS2870 Restricted Slabs and Footings. The materials must comprise:
  - Salt resistant bricks and mortar
  - Adequate moisture barriers including a damp-proof course



- Concrete resistant to salt and water
- Depending on the final design, additional investigation will assist in mitigation measures.
- Installation of surface drains to divert runoff around dwellings.
- Roads to be constructed above a drainage blanket and embankment to avoid impacts of saline soil and maintain subsurface flows.
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## 10. Conclusions

The site has a historical land-use comprising grazing. Vegetation cover on the site was generally 100% comprising pasture species and broad-leaved weeds. Scattered remnant eucalypts, cypress pine and kurrajong trees were located along the site.

Bare areas were identified on the site and determined to be from soil compaction, vehicle tracks and potentially from stock camp. The dwelling located on-site presented signs of impact by salinity including dampness “tide marks”, white crystals and signs of mechanical breakdown of bricks and mortar. No other indicators of salinity including soil “puffiness”, vegetation dieback or stains were identified during the assessment.

The site is located on a lower slope with gentle to flat inclination of less than 2%. Surface water flows into a drainage line 100m north of the site. The Goobang Creek is located 1km east of the site.

Soils on the site comprised topsoil of brown silty sand to 0.4m. Subsoils comprised brown to dark reddish brown gravelly silty clay over dark yellowish brown sandy clay with fine to medium siltstone and sandstone gravels.

Five boreholes were drilled on-site (MW1, BH1, BH2, BH3 and BH4). Samples from the topsoil of MW1 from 0m to 0.3m were determined to be slightly to moderately saline. Slightly saline subsoils were identified in the samples from MW1 both in the brown gravelly clay layer and the sandy clay layer. Slightly saline soils were identified in the samples collected from BH4 at 1.0m in light clay. Soil samples from the remaining boreholes were non-saline.

Four monitoring bores have been constructed within 1km to the north east of the site to intercept the shallow unconfined aquifer. The monitoring bores have a final depth up to 10.5m. Water bearing zones for the bores ranged from 4.0m to 10m in in silty clay and standing water level (SWL) ranged from 3.9 to 8.7m.

One monitoring well was installed on-site to a depth of 4.25m. The SWL and electrical conductivity were measured. The standing water level (SWL) was 0.79m below ground-level and electrical conductivity was 6.02dS/m. Groundwater in MW1 is classified as unacceptable for use as drinking water and of extremely high salinity for agricultural use based on EC results. Depth of groundwater on-site is expected to range from less than 1m to more than 3m based on site observations.

No visual surface or sub-surface indicators of groundwater discharge areas were identified on the site.

The water balance calculation indicates infiltration will decrease by approximately 13mm/year under the post development scenario as a result of change in land-use and inclusion of hard surfaces and

landscaped areas with lower infiltration rates in the proposed lots. The development will not increase recharge of groundwater if recommendations are implemented.

The risk of groundwater contamination from the proposed land-use is lower than the current land-use. Nitrogen contributions will decrease due to the change in land-use from grazing to landscaped areas and sealed surfaces. A decrease of phosphorus export is predicted. Phosphorous is not expected to move off-site providing vegetation is maintained which will result in slow surface water movement and deposition of sediments. Sediment contributions will also decrease as a result of a reduction of the grazing areas. Other activities which may increase the risk of groundwater contamination including car washing and re-use of greywater. The risk activities are expected to have a minor occurrence or be regulated by Council.

## 11. Recommendations

The southern two thirds of the site is suitable for residential development. Due to potential salinity and groundwater risks, the northern third of the site is considered potentially impacted by saline soil and shallow groundwater. The existing dwelling is located in the potential saline area.

The area delineated in the northern section is not expected to impact land rezoning. Additional investigations will provide a more detailed characterisation and guidance for the final development design.

The following are general recommendations to minimise salinity and groundwater risks from developing on the site:

- Undertake plantings of deep-rooted native vegetation to minimise the risk of seepage and improve aquifer drawdown.
- Maintain existing deep-rooted vegetation where possible.
- Piping of surface water off-site.
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### Specific recommendations for the saline area

Future management of the saline area will include the following recommendations:

- Additional testing should be undertaken to characterise the saline area in the northern third of the site. The additional investigations will assess suitability for residential development.
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- Dwellings located in the northern section of the site will be located on potentially saline soils. Soil salinity should be assessed at the time of site classification as part of the footing design. Dwellings of the site should be assessed in accordance with AS 2870 *Residential Slabs and Footings – Construction* to confirm assessment results provided in Section 7.6.2.
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- Depending on the final design, additional investigation will assist in mitigation measures.
- Installation of surface drains to divert runoff around dwellings.
- Roads to be constructed above a drainage blanket and embankment to avoid impacts of saline soil and maintain subsurface flows.

**12. Report limitations and intellectual property**

This report has been prepared for the use of the client to achieve the objectives given the clients requirements. The level of confidence of the conclusion reached is governed by the scope of the investigation and the availability and quality of existing data. Where limitations or uncertainties are known, they are identified in the report. No liability can be accepted for failure to identify conditions or issues which arise in the future and which could not reasonably have been predicted using the scope of the investigation and the information obtained.

The investigation identifies the actual subsurface conditions only at those points where samples are taken, when they are taken. Data derived through sampling and subsequent laboratory testing is interpreted by geologists, engineers or scientists who then render an opinion about overall conditions, the nature and extent of likely impacts of the proposed development, and appropriate remediation measures. Actual conditions may differ from those inferred to exist, because no professional, no matter how well qualified, and no sub surface exploration program, no matter how comprehensive, can reveal what is hidden by earth, rock or time. The actual interface between materials may be far more gradual or abrupt than a report indicates. Actual conditions in areas not sampled may differ from predictions. It is thus import to understand the limitations of the investigation and recognise that we are not responsible for these limitations.

This report, including data contained, its findings and conclusions, remain the intellectual property of Envirowest Consulting Pty Ltd. A licence to use the report for the specific purpose identified is granted for the persons identified in that section after full payment for the services involved in preparation of the report. This report should not be used by persons or for purposes other than those stated, and not reproduced without the permission of Envirowest Consulting Pty Ltd.

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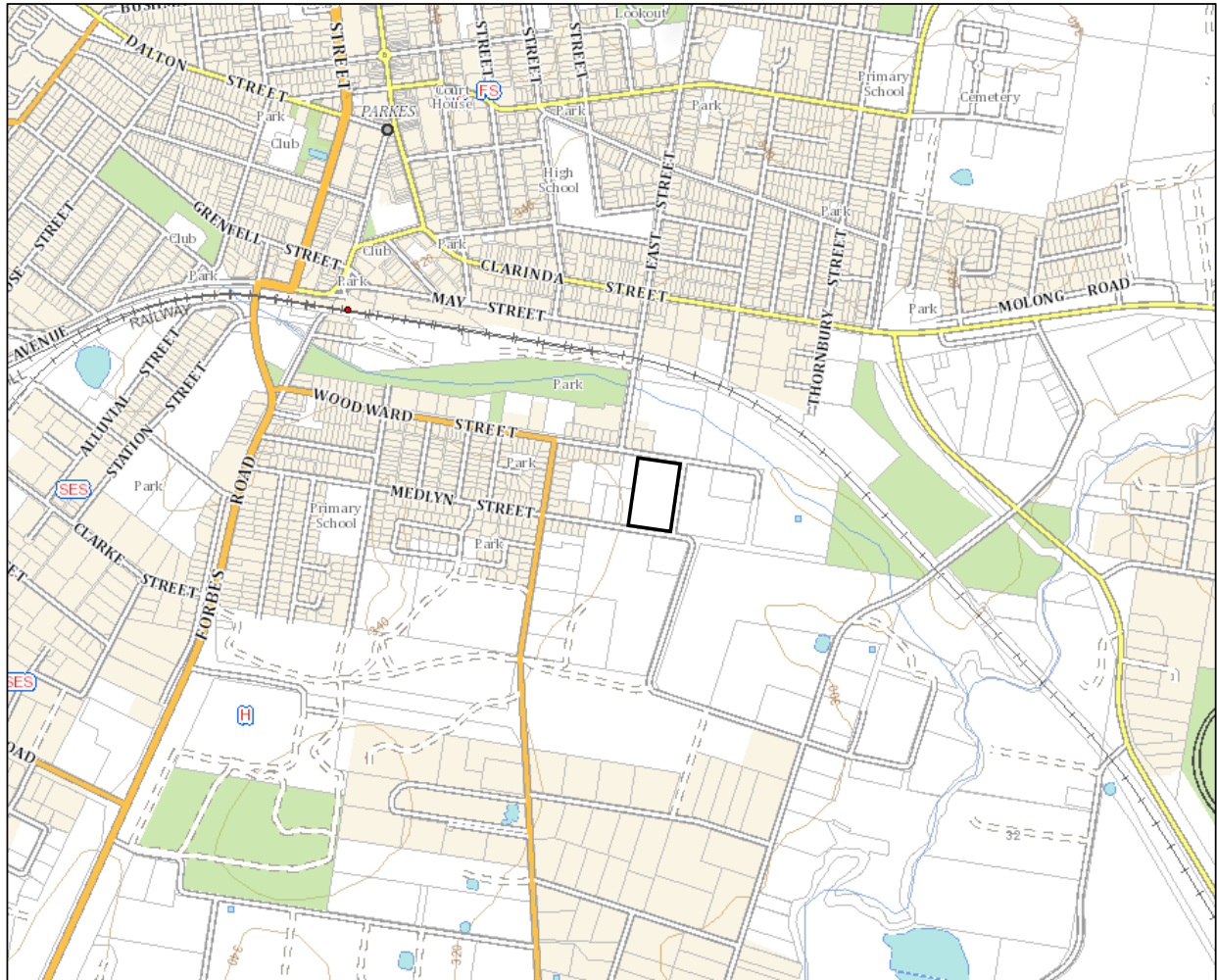
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## Figures



**Legend**

— Investigation area

**Figure 1. Locality plan**

109 Woodward Street, Parkes NSW



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**Legend**

- Investigation area
- Slope
- Bare area/disturbed soil
- Mound containing foreign materials

Approximate Scale 1:1,400



**Figure 2.** Site layout and aerial photograph (Google Earth 2021)

109 Woodward Street, Parkes NSW



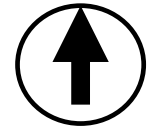
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Date: 05/01/2023





Investigation area

**Figure 3. Soil landscapes (NSW Government nd)**

109 Woodward Street, Parkes NSW

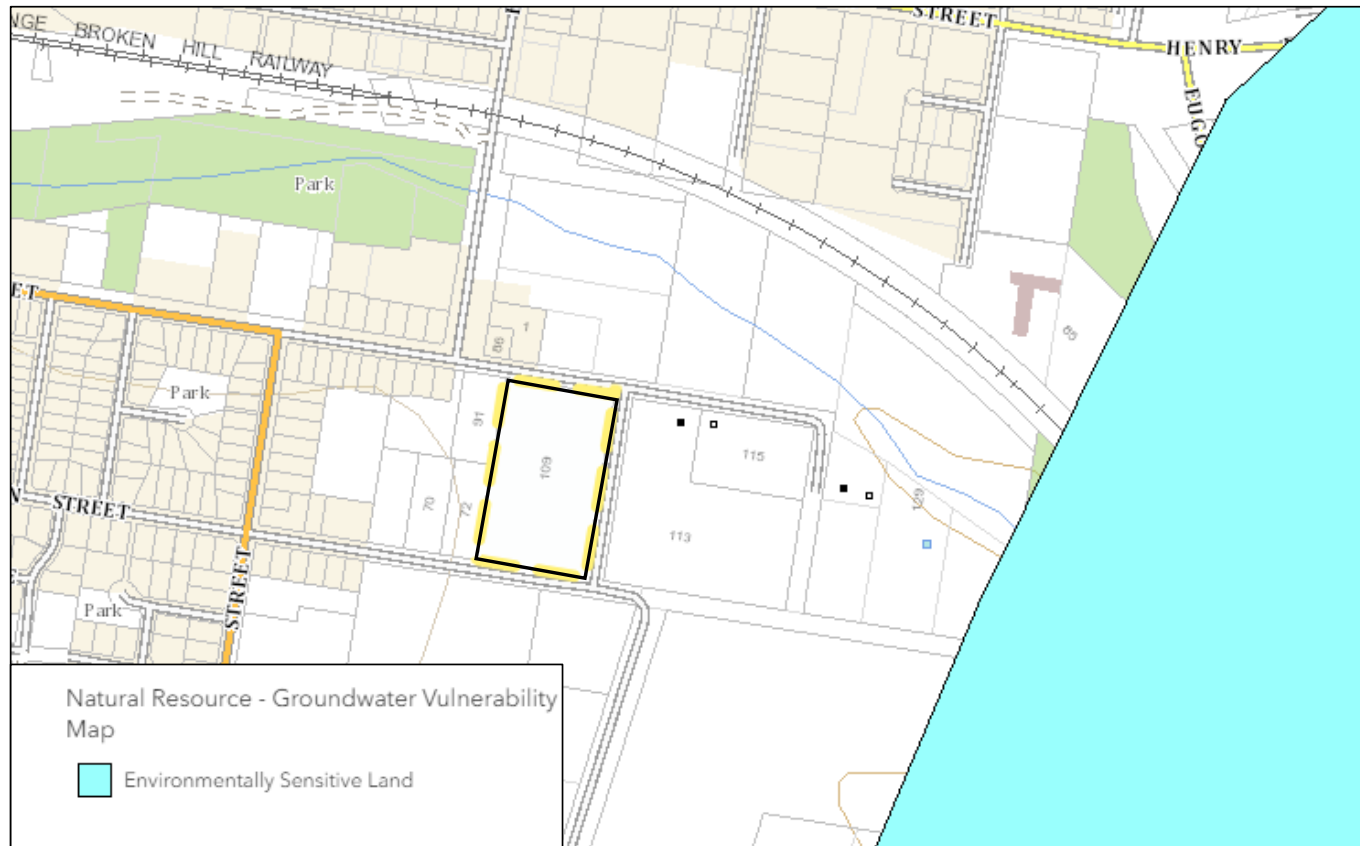
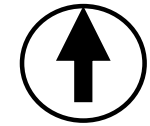


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Date: 05/01/2024



**Legend**

— Investigation area

**Figure 4.** Groundwater vulnerability map

109 Woodward Street, Parkes NSW



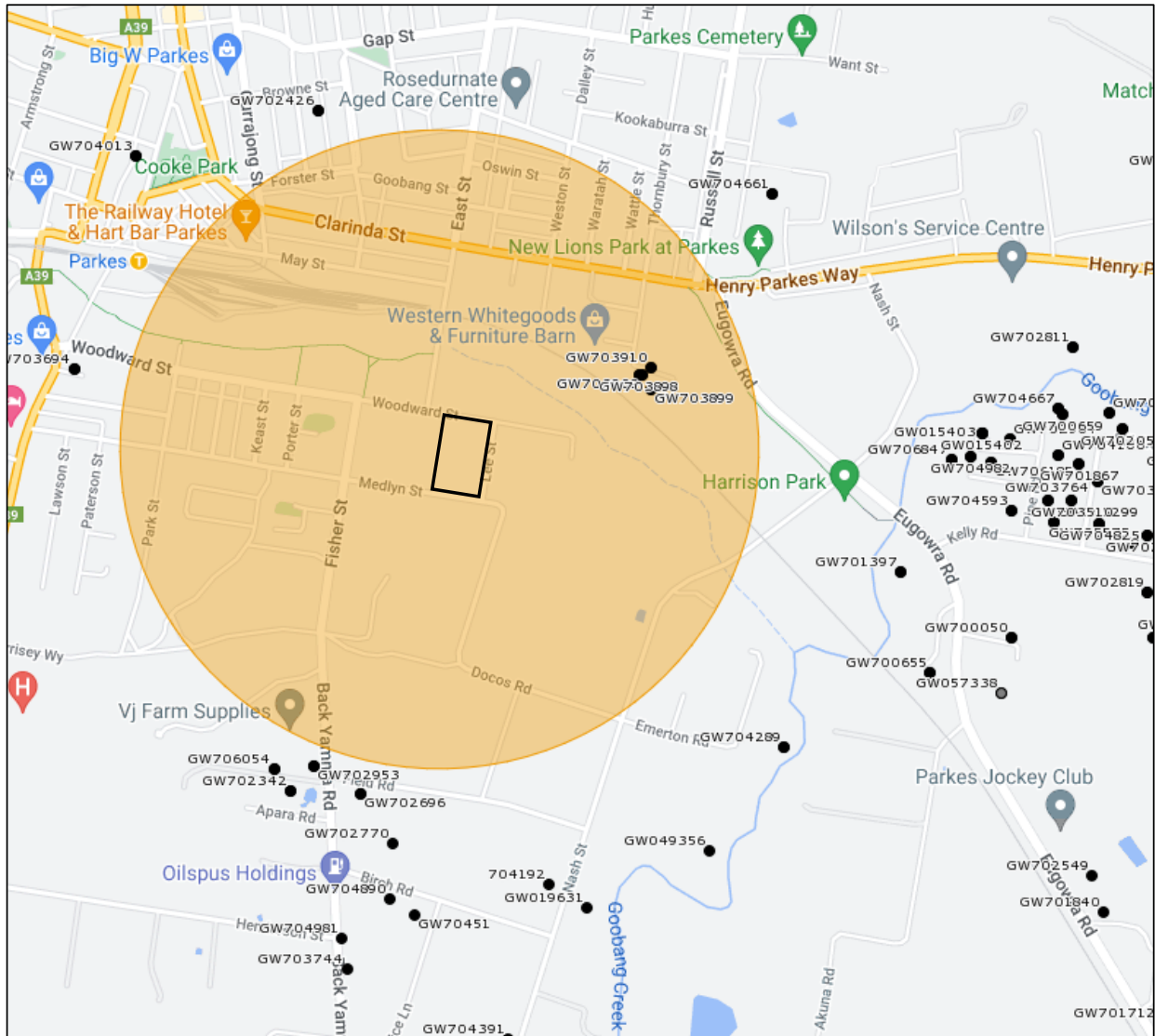
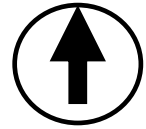
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Date: 05/01/2024





**Legend**

— Investigation area

Approximate Scale 1: 11,000



**Figure 5.** Location of groundwater bores within 1km of the site

109 Woodward Street, Parkes NSW



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**Legend**

- Investigation area
- ⊗ Initial site investigation

Approximate Scale 1: 1,400



**Figure 6. Initial site investigations**

109 Woodward Street, Parkes NSW



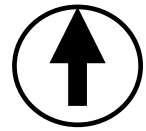
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**Legend**

- Investigation area
- ⊗ Borehole location

Approximate Scale 1:1,400



**Figure 7. Borehole locations**

109 Woodward Street, Parkes NSW



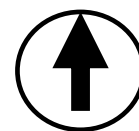
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Date: 08/01/2024





**Legend**

- Investigation area
- ⊗ Initial site investigation
- Moderately saline topsoil
- Area potentially impacted by saline topsoils

Approximate Scale 1:1,400

0 14 28 56m

**Figure 8. Salinity detections**

109 Woodward Street, Parkes NSW

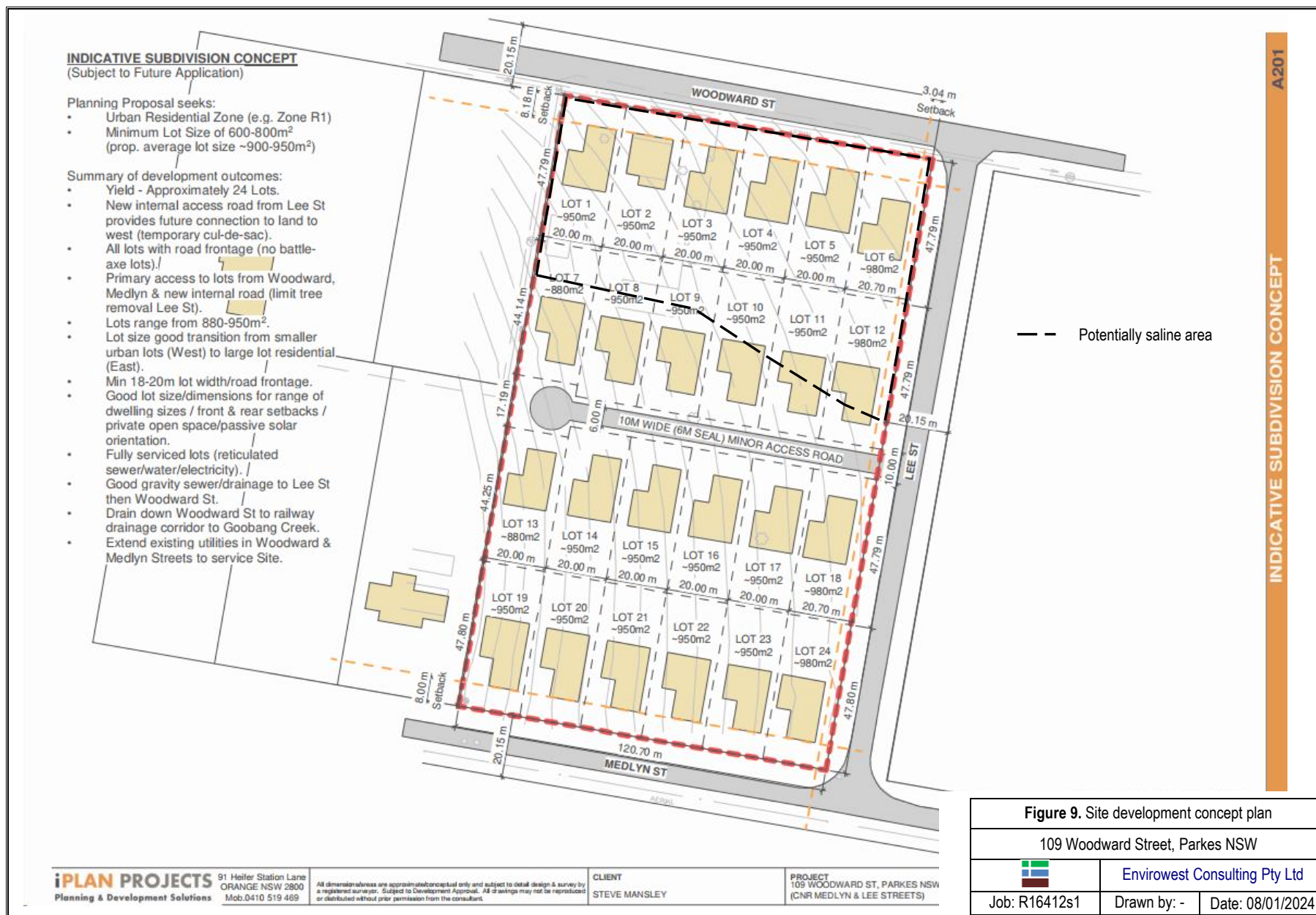


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**Figure 10.** Photographs of the site



Looking west through the eastern section of the site



Looking south through the southern section of the site



Looking north through the southern section of the site



Bare areas caused potentially due to stock camp and compacted soil



Existing dwelling



Base of dwelling presenting dampness "tide marks" and signs of mechanical breakdown due to salt crystals





White staining at the base of the dwelling



Brickwork presenting white staining and signs of mechanical breakdown due to salt crystals



White staining due to salt crystals at the base of the dwelling



Footings presenting signs of mechanical breakdown



Footings presenting signs of mechanical breakdown

## **Appendices**

**Appendix 1. Nutrient and sediment modelling**

Land-use export rates for sediments, nitrogen and phosphorus mg/kg/year (Chafer 2003)

<b>Sediment export kg/yr</b>			
<b>LOW</b>	<b>PRE</b>	<b>POST</b>	<b>IMPACT</b>
Native bushland	0.00	0.00	0.00
Disturbed landscapes	13.20	0.00	13.20
Remediated gullies	0.00	0.00	0.00
Cropped	0.00	0.00	0.00
Pine plantations	0.00	0.00	0.00
Improved pasture	289.80	0.00	289.80
Open area	0.00	10.50	-10.50
Roads (sealed)	0.00	11.20	-11.20
Roads (earth)	0.00	0.00	0.00
Urban	7.20	48.15	-40.95
Urban (open space)	0.00	0.00	0.00
Rural residential	0.00	0.00	0.00
Industrial	0.00	0.00	0.00
Commercial	0.00	0.00	0.00
Golf course	0.00	0.00	0.00
Orchard	0.00	0.00	0.00
<b>TOTAL</b>	<b>310.20</b>	<b>69.85</b>	<b>240.35</b>
<b>MEDIAN</b>	<b>PRE</b>	<b>POST</b>	<b>IMPACT</b>
Native bushland	0.00	0.00	0.00
Disturbed landscapes	34.80	0.00	34.80
Remediated gullies	0.00	0.00	0.00
Cropped	0.00	0.00	0.00
Pine plantations	0.00	0.00	0.00
Improved pasture	1076.40	0.00	1076.40
Open area	0.00	14.25	-14.25
Roads (sealed)	0.00	15.20	-15.20
Roads (earth)	0.00	0.00	0.00
Urban	72.00	481.50	-409.50
Urban (open space)	0.00	0.00	0.00
Rural residential	0.00	0.00	0.00
Industrial	0.00	0.00	0.00
Commercial	0.00	0.00	0.00
Golf course	0.00	0.00	0.00
Orchard	0.00	0.00	0.00
<b>TOTAL</b>	<b>1183.20</b>	<b>510.95</b>	<b>672.25</b>
<b>HIGH</b>	<b>PRE</b>	<b>POST</b>	<b>IMPACT</b>
Native bushland	0.00	0.00	0.00
Disturbed landscapes	91.60	0.00	91.60
Remediated gullies	0.00	0.00	0.00
Cropped	0.00	0.00	0.00
Pine plantations	0.00	0.00	0.00
Improved pasture	1800.90	0.00	1800.90
Open area	0.00	17.25	-17.25
Roads (sealed)	0.00	18.40	-18.40
Roads (earth)	0.00	0.00	0.00
Urban	288.00	1926.00	-1638.00
Urban (open space)	0.00	0.00	0.00
Rural residential	0.00	0.00	0.00
Industrial	0.00	0.00	0.00
Commercial	0.00	0.00	0.00
Golf course	0.00	0.00	0.00
Orchard	0.00	0.00	0.00
<b>TOTAL</b>	<b>2180.50</b>	<b>1961.65</b>	<b>218.85</b>

<b>Total Nitrogen kg/yr</b>			
<b>LOW</b>	<b>PRE</b>	<b>POST</b>	<b>IMPACT</b>
Native bushland	0.00	0.00	0.00
Disturbed landscapes	0.17	0.00	0.17
Remediated gullies	0.00	0.00	0.00
Cropped	0.00	0.00	0.00
Pine plantations	0.00	0.00	0.00
Improved pasture	8.69	0.00	8.69
Open area	0.00	0.10	-0.10
Roads (sealed)	0.00	0.16	-0.16
Roads (earth)	0.00	0.00	0.00
Urban	0.53	3.53	-3.00
Urban (open space)	0.00	0.00	0.00
Rural residential	0.00	0.00	0.00
Industrial	0.00	0.00	0.00
Commercial	0.00	0.00	0.00
Golf course	0.00	0.00	0.00
Orchard	0.00	0.00	0.00
<b>TOTAL</b>	<b>9.39</b>	<b>3.79</b>	<b>5.60</b>
<b>MEDIAN</b>	<b>PRE</b>	<b>POST</b>	<b>IMPACT</b>
Native bushland	0.00	0.00	0.00
Disturbed landscapes	0.48	0.00	0.48
Remediated gullies	0.00	0.00	0.00
Cropped	0.00	0.00	0.00
Pine plantations	0.00	0.00	0.00
Improved pasture	18.42	0.00	18.42
Open area	0.00	0.24	-0.24
Roads (sealed)	0.00	0.48	-0.48
Roads (earth)	0.00	0.00	0.00
Urban	1.46	9.79	-8.33
Urban (open space)	0.00	0.00	0.00
Rural residential	0.00	0.00	0.00
Industrial	0.00	0.00	0.00
Commercial	0.00	0.00	0.00
Golf course	0.00	0.00	0.00
Orchard	0.00	0.00	0.00
<b>TOTAL</b>	<b>20.37</b>	<b>10.51</b>	<b>9.86</b>
<b>HIGH</b>	<b>PRE</b>	<b>POST</b>	<b>IMPACT</b>
Native bushland	0.00	0.00	0.00
Disturbed landscapes	0.80	0.00	0.80
Remediated gullies	0.00	0.00	0.00
Cropped	0.00	0.00	0.00
Pine plantations	0.00	0.00	0.00
Improved pasture	27.95	0.00	27.95
Open area	0.00	0.38	-0.38
Roads (sealed)	0.00	0.80	-0.80
Roads (earth)	0.00	0.00	0.00
Urban	2.40	16.05	-13.65
Urban (open space)	0.00	0.00	0.00
Rural residential	0.00	0.00	0.00
Industrial	0.00	0.00	0.00
Commercial	0.00	0.00	0.00
Golf course	0.00	0.00	0.00
Orchard	0.00	0.00	0.00
<b>TOTAL</b>	<b>31.15</b>	<b>17.23</b>	<b>13.91</b>



<b>Total Phosphorus kg/yr</b>			
<b>LOW</b>	<b>PRE</b>	<b>POST</b>	<b>IMPACT</b>
Native bushland	0.00	0.00	0.00
Disturbed landscapes	0.01	0.00	0.01
Remediated gullies	0.00	0.00	0.00
Cropped	0.00	0.00	0.00
Pine plantations	0.00	0.00	0.00
Improved pasture	1.04	0.00	1.04
Open area	0.00	0.01	-0.01
Roads (sealed)	0.00	0.02	-0.02
Roads (earth)	0.00	0.00	0.00
Urban	0.05	0.32	-0.27
Urban (open space)	0.00	0.00	0.00
Rural residential	0.00	0.00	0.00
Industrial	0.00	0.00	0.00
Commercial	0.00	0.00	0.00
Golf course	0.00	0.00	0.00
Orchard	0.00	0.00	0.00
<b>TOTAL</b>	<b>1.10</b>	<b>0.35</b>	<b>0.74</b>
<b>MEDIAN</b>	<b>PRE</b>	<b>POST</b>	<b>IMPACT</b>
Native bushland	0.00	0.00	0.00
Disturbed landscapes	0.05	0.00	0.05
Remediated gullies	0.00	0.00	0.00
Cropped	0.00	0.00	0.00
Pine plantations	0.00	0.00	0.00
Improved pasture	2.79	0.00	2.79
Open area	0.00	0.01	-0.01
Roads (sealed)	0.00	0.14	-0.14
Roads (earth)	0.00	0.00	0.00
Urban	0.44	2.92	-2.48
Urban (open space)	0.00	0.00	0.00
Rural residential	0.00	0.00	0.00
Industrial	0.00	0.00	0.00
Commercial	0.00	0.00	0.00
Golf course	0.00	0.00	0.00
Orchard	0.00	0.00	0.00
<b>TOTAL</b>	<b>3.28</b>	<b>3.08</b>	<b>0.20</b>
<b>HIGH</b>	<b>PRE</b>	<b>POST</b>	<b>IMPACT</b>
Native bushland	0.00	0.00	0.00
Disturbed landscapes	0.09	0.00	0.09
Remediated gullies	0.00	0.00	0.00
Cropped	0.00	0.00	0.00
Pine plantations	0.00	0.00	0.00
Improved pasture	4.55	0.00	4.55
Open area	0.00	0.02	-0.02
Roads (sealed)	0.00	0.27	-0.27
Roads (earth)	0.00	0.00	0.00
Urban	0.86	5.78	-4.91
Urban (open space)	0.00	0.00	0.00
Rural residential	0.00	0.00	0.00
Industrial	0.00	0.00	0.00
Commercial	0.00	0.00	0.00
Golf course	0.00	0.00	0.00
Orchard	0.00	0.00	0.00
<b>TOTAL</b>	<b>5.51</b>	<b>6.07</b>	<b>-0.56</b>

## Appendix 2. Aggressive soils, extract from Australian Standards, AS 2870-2011, 2011

### Exposure classification for concrete in saline soils

Saturated extract electrical conductivity ( $EC_e$ ), dS/m	Exposure classification
<4	A1
4-8	A2
8-16	B1
>16	B2

Notes:

- Guidance on concrete in saline soils can be found in CCAA T56
- Exposure classifications are from AS 3600
- The currently accepted method of determining the salinity level of the soil is by measuring the extract electrical conductivity (EC) of a soil and water mixture in deciSiemens per metre (dS/m) and using conversion factors that allow for the soil texture, to determine the saturated extract electrical conductivity ( $EC_e$ )
- The division between a non-saline and saline soil is generally regarded as an  $EC_e$  value of 4dS/m, therefore no increase in the minimum concrete strength is required below this value

### Exposure classification for concrete in sulfate soils

Exposure conditions			Exposure classification	
Sulfates (expressed as $SO_4$ )*		pH	Soil conditions A**	Soil conditions B†
In soil (ppm)	In groundwater (ppm)			
<5,000	<1,000	>5.5	A2	A1
5,000-10,000	1,000-3,000	4.5-5.5	B1	A2
10,000-20,000	3,000-10,000	4-4.5	B2	B1
>20,000	>10,000	<4	C2	B2

\* Approximately 100ppm  $SO_4$  = 80ppm  $SO_3$

\*\* Soil conditions A – high permeability soils (e.g. sands and gravels) that are in groundwater

† Soil conditions B – low permeability soils (e.g. silts and clays) or all soils above groundwater

### Minimum design characteristic strength ( $f_c'$ ) and curing requirements for concrete

Exposure classification	Minimum $f_c'$ MPa	Minimum initial curing requirement
A1	20	Cure continuously for at least 3 days
A2	25	
B1	32	
B2	40	Cure continuously for at least 7 days
C1	≥50	
C2	≥50	

### Minimum reinforcement cover for concrete

Exposure classification	Minimum cover in saline soils * mm	Minimum cover in sulfate soils ** (mm)
A1	See Clause 5.3.2	40
A2	45	50
B1	50	60
B2	55	65
C1	†	70
C2	†	85

\* Where a damp-proofing membrane is installed, the minimum reinforcement cover in saline soils may be reduced to 30mm.

\*\* Where a damp-proofing membrane is installed, the minimum reinforcement cover in sulfate soils may be reduced by 10mm.

† Saline soils have a maximum exposure classification of B2.

**Appendix 3. Details of registered bores within 1km of the site – Water NSW**

Bore record No. (Figure 6)	Eastings	Northings	Drilled / Completed depth (m)	Salinity description	Water bearing zones (m)	Standing water level (m)	Date drilled and or tested	Purpose
GW703898	610801	6332004	9.0	-	9.0-10.0	3.9	2009	Monitoring bore
GW703909	610812	6332007	7.5	-	4.0-7.5	6.1	2009	Monitoring bore
GW703910	610833	6332026	10.5	-	4.0-10.0	8.7	2009	Monitoring bore
GW703899	610833	6331967	9.0	-	8.0-10.0	4.19	2009	Monitoring bore

**Appendix 4. Initial site investigation characteristics**

Location (Figure 6)	Vegetation	Slope (%)	Bare areas	Indicators of salinity	Surface rocks	Trees (within 50m)
1	Tufted bluebell, sow thistle, khaki weed	0-1 NE	Approximately 70% soil coverage, bare areas due to stock congregation	Nil	Nil	Eucalypts and wattles along boundary
2	Oats, silverleaf nightshade windmill grass, khaki weed, thistle, sandvipers gloss	0-1 NE	Bare areas likely from gate movement	Nil	Nil	Cypress pine
3	Rabbit foot, clover, tufted bluebell, yellow burr, daisy, horehound, skeleton weed, windmill grass, oats	0-1 NE	Minimal, due to vehicle movement	Nil	Nil	Eucalypts, kurrajongs, cypress pine
4	Kikuyu, crowsfoot grass, kakhi weed, creeping oxalis,	0-1 NE	Approximately 60% soil coverage	Base of dwelling presenting dampness, mechanical breakdown of brickwork and grout and white staining in the bricks.	Nil	Eucalypts, kurrajongs, cypress pine
5	Sow thistle, oats, thistle, sandviper glass, paspalum	0-1 NE	Nil	Nil	Nil	Eucalypts, kurrajongs, peppercorn tree
6	Sow thistle, paspalum	0-1 NE	Nil	Nil	Nil	Nil
7	Tufted bluebell, windmill grass, African linseed grass, skeleton weed, African daisy	0-1 NE	Nil	Nil	Nil	Eucalypts
8	Tufted bluebell, windmill grass, silverleaf nightshade, rabbit foot, clover.	0-1 NE	Minimal	Nil	Nil	Eucalypts

Client	Steve and Daniel Mansley c/- Iplan Projects
Contact	Andrew Napier
Job number	16412
Location	109 Woodward Street Parkes NSW 2870
Date	13 December 2023
Investigator	Felipe Canavez
Weather conditions	Fine and warm

[illegible]



**Appendix 6. Borelogs**

**Appendix 7. Reference methods for soil testing**

Colour: Munsell (2000) In 'Munsell Soil Colour Charts' (Gretag Macbeth: NY)

Field texture: McDonald RC, Isbell RF, Speight JG, Walker, Hopkins MS (1990) Australian Soil and Land Survey Field Handbook pp.115-124 (Inkata Press: Melbourne)

PH: HB160-2006 Soils testing –Determination of pH using indicator papers

Salinity: Rayment GE and Higginson FR (1992) Australian Laboratory Handbook of Soil and Water Chemical Methods (Method 3A1, pp.15-16) (Inkata Press Melbourne) Electrical conductivity of saturated extract is based on conversions of EC (1:5) and soil texture class, to give a more accurate assessment of soil salinity hazard (Salavich PG and Peterson GH (1993) Estimating the electrical conductivity of soil paste extracts from 1:5 soil water suspensions and texture. Australian Journal of Soil Research 31, 3-81)

**Appendix 8.** SGS laboratory report SE258256 and chain of custody form

**17.3 PLANNING PROPOSAL: AMENDMENT TO PARKES LOCAL ENVIRONMENTAL PLAN 2012 - LOT 2 DP1064474 (3577 HENRY PARKES WAY, BOGAN GATE) PRE-EXHIBITION****IP&R Linkage:** **Pillar:** Environment**Goal:** Our built environment is functional, sustainable and meets the needs of our growing community.**Strategy:** Manage our built environment in line with the Local Environmental Plan (LEP) and relevant legislation.**Author:** **Grahame Fry, Senior Development Planner****Authoriser:** **Brendan Hayes, Director Planning and Community Services****Annexures:** **A. Planning Proposal: Amendment to Parkes LEP 2012 Schedule 1 - Additional Permitted Uses (under separate cover)**

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**RECOMMENDATION**

That:

1. Council refers a proponent-led Planning Proposal to amend Parkes LEP 2012 Schedule 1 Additional Permitted Uses, applying to Lot 2 DP1064474 (3577 Henry Parkes Way, Bogan Gate - Attachment A) to the NSW Department of Planning and Environment, requesting a Gateway Determination to enable public exhibition of the Planning Proposal.
  2. Council requests that the Secretary of the NSW Department of Planning and Environment issue written authorisation to Council to exercise delegation of the plan making functions under Section 3.36(2) of the *Environmental Planning and Assessment Act 1979* in respect of the Planning Proposal.
  3. Pending issue of, and endorsement by the Gateway Determination, Council place the Planning Proposal on public exhibition and undertake government agency consultation, consistent with the terms of the Gateway Determination.
  4. Inform the proponent and landowners of the subject land, and their consultant, of Council's resolutions.
- 

**BACKGROUND**

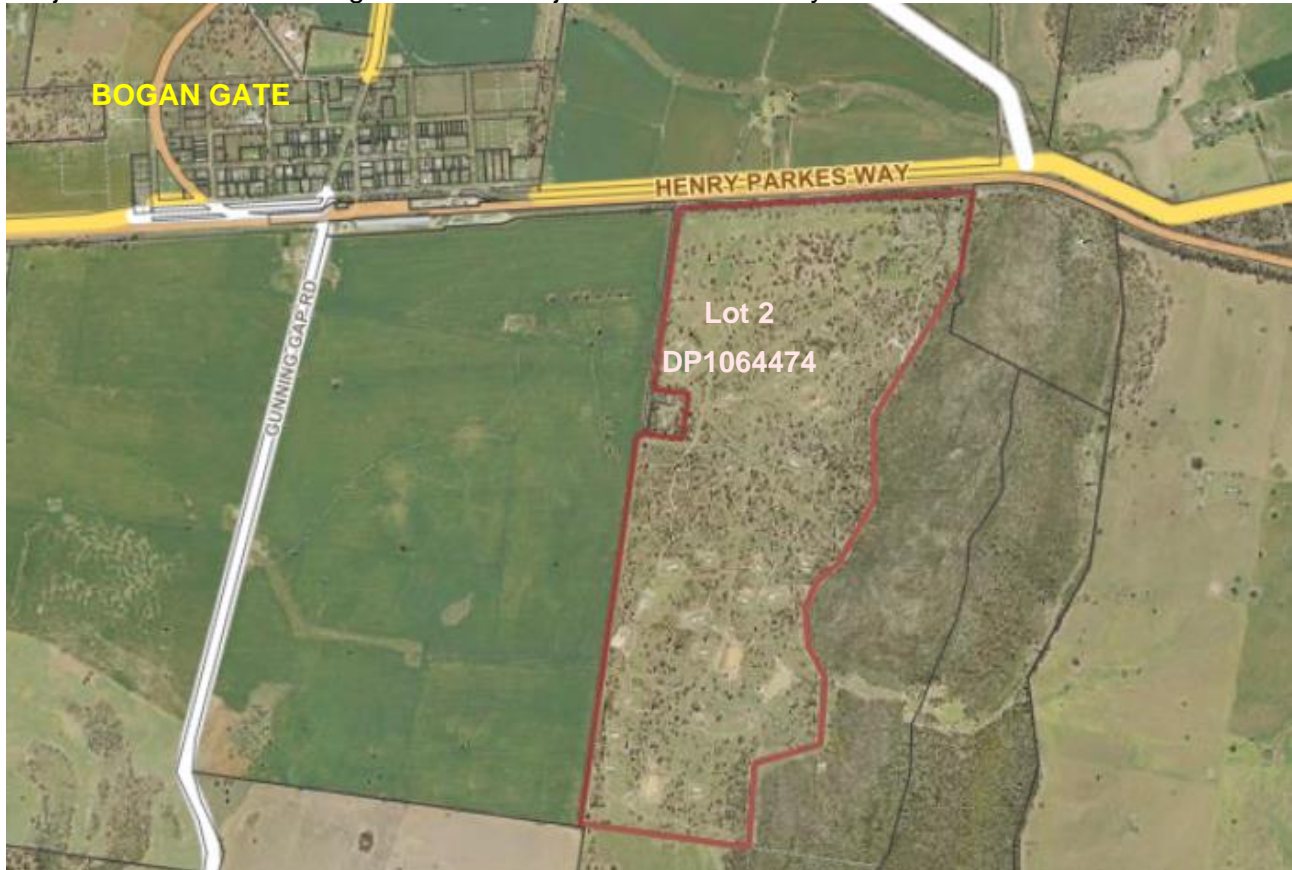
The purpose of this report is to seek Council's endorsement to initiate a proponent-led Planning Proposal to amend *Parkes Local Environmental Plan 2012* by amending Parkes LEP 2012 Schedule 1 Additional Permitted Uses, applying to Lot 2 DP1064474 (3577 Henry Parkes Way, Bogan Gate). The amendment will allow greater certainty and clarity for heavy industry requirements for the site and provide greater transparency to the community with regards to the current and future land uses on the site.

The land, known as the Bogan Gate Explosives Reserve (BGER), is currently being utilised by three activities considered to be heavy industries, being Johnex Pty Ltd (explosives manufacturing and storage); Howards and Sons (fireworks storage) and SMS for Ammonium Nitrate Emulsion (ANE). These businesses are significant employers in the Bogan Gate district and provide significant services to mining, quarrying and civil engineering sectors in NSW. SMS (ANE) is seeking to expand the volume of its output, which triggered the need for a Planning Proposal to permit the increased activity as a **heavy industry** as defined by Parkes LEP 2012.

The Planning Proposal is included as Attachment A to this report.

## ISSUES AND COMMENTARY

The subject land (Lot 2 DP1064474, @227 hectares) is located south-east of Bogan Gate village, and is accessed on the southern side of Henry Parkes Way. The site is approximately 35 kilometres west of Parkes, on the south-eastern edge of Parkes township. The Orange-Broken Hill Railway is located parallel to the northern boundary of the subject site. An aerial photograph of the subject land is shown in Figure 1. The subject land is shown by a red outline.



**Figure 1: The subject land (SixMaps, 2024)**

The site was first used as an explosive storage and testing facility by the Australian Military during WW2, and was acquired by the Commonwealth for defence purposes in 1960. From 1960 to 2004 the land was used as an explosives reserve, designed to store and process between 12,000 and 22,000 tons of explosives. Commonwealth ownership of the land ceased in 2004. At that time, improvements on the land included communal army barracks, free-standing dwellings, depot, storage sheds, mess hall and structures ancillary to the military use. Explosives storage and manufacturing has been undertaken on the land since 2004.

The SMS (ANE) facility is currently operating in accordance with Development Consent DA2020/0073, determined on 18 November 2022. The facility has a valid Manufacture Explosives Licence, issued by SafeWork NSW on 19 January 2023. An occupation certificate for the facility was issued in December 2022, consistent with the Conditions of Consent for DA2020/0073.

The Planning Proposal seeks to rationalise the location of heavy industry activities on the Bogan Gate Explosives Reserve (BGER) by an addition to Parkes LEP 2012 Schedule 1 Additional Permitted Uses. The Planning Proposal is consistent with all relevant statutory requirements and local policies to enable Council to request a Gateway Determination (see the "Legislative and Policy Context" section of this report).

In August 2023, SMS (ANL) held discussions with Council staff regarding a proposed increase in production for up to 20,000 tonnes per annum. Although the activity has been in operation for many years and is considered to have the benefit of existing use provisions, the additions and



alterations required on the facility are significant upgrades which require an addition be made to Parkes LEP 2012 Schedule 1 - Additional Permitted Uses.

The Planning Proposal seeks to amend the Parkes LEP 2012 by inserting Item 3 in Schedule 1:

- (3) Development for the purposes of **heavy industries** is permitted on Lot 2 DP1064474, 3577 Henry Parkes Way, Bogan Gate with development consent.

The written text and maps of Parkes LEP 2012 and the provisions of Parkes Shire Development Control Plan 2021 will remain unchanged, should the Planning Proposal be progressed to amend Parkes LEP 2012.

## LEGISLATIVE AND POLICY CONTEXT

The Planning Proposal has been prepared in accordance with the provisions of the *NSW Environmental Planning and Assessment Act 1979* and the *NSW Department of Planning document Local Environmental Plan Making Guideline* (August 2023). Other relevant legislative and policy documents are listed below:

### Statutory Documents:

Parkes Local Environmental Plan 2012

Relevant State Environmental Planning Policies (SEPPs)

Section 9.1 Ministerial Directions

### Local Planning Policies:

Parkes Shire - Local Strategic Planning Statement (LSPS) 2020

The Planning Proposal (Attachment 1) has demonstrated compliance and/or consistency with the statutory documents and policies listed above.

## FINANCIAL IMPLICATIONS

There are no financial implications to Council by progressing this Planning Proposal, which has been prepared and funded by the proponent. The purpose of the proposed LEP element is to rationalise the location of heavy industry activities on the Bogan Gate Explosives Reserve (BGER). There will be no cost to Council in terms of infrastructure provision or asset maintenance. Any future structures or infrastructure generated by proposed development activity will be the responsibility of the applicant.

## RISK IMPLICATIONS

The Planning Proposal (Attachment A) has addressed any environmental constraints which are relevant to the subject land and demonstrate that these constraints can be managed effectively, therefore minimising any associated risks concerning progression of this Planning Proposal. This is considered sufficient to allow Council to confidently support initiation of this Planning Proposal to the next stage of the LEP making process (ie requesting the issue of a Gateway Determination).

## COMMUNITY CONSULTATION

Should Council resolve to initiate the Planning Proposal and a Gateway Determination is subsequently issued by the NSW Department of Planning and Environment endorsing public exhibition, the Planning Proposal will be exhibited in accordance with the terms and directions of the Gateway Determination and the relevant provisions of the *Environmental Planning and Assessment Act 1979*. Consultation with government agencies and other stakeholder may also be required if specified by the Gateway Determination.

Consultation will also be undertaken in accordance with *Parkes Shire Community Participation Plan 2022*.

**17.4 JULY 2024 BUILDING STATISTICS UPDATE****IP&R Linkage:** **Pillar:** Environment**Goal:** Our built environment is functional, sustainable and meets the needs of our growing community.**Strategy:** Manage our built environment in line with the Local Environmental Plan (LEP) and relevant legislation.**Author:** **Nerida Brown, Development Certificates Coordinator****Authoriser:** **Brendan Hayes, Director Planning and Community Services****Annexures:** **A. Development Activity Report - July 2024** [↓](#)

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**RECOMMENDATION**

That:

1. Receive and note the July 2024 Building Statistics Report.
- 

**BACKGROUND**

The Building Statistics Report is furnished to Council on a monthly basis and provides a snapshot of development activity in the Shire during that period.

**ISSUES AND COMMENTARY**

During the month of July 2024 there were eleven (11) Development Applications received totalling \$1,207,332.49 and seven (7) consents were issued. There was one (1) Complying Development Certificate received totally \$51,799.09 and no consents were issued.

The figures shown *Table 1* below are for Development Applications received during July 2024 with respect to the specified building types and a comparison to the July 2023 figures.

<b>Table 1: Development Applications</b>				
Development Category	July 2024		July 2023	
	No.	Estimated Value	No.	Estimated Value
Commercial	1	\$13,200.00		
Community Facilities				
Industrial				
Infrastructure	1	\$7,568.00		
Tourist Development				
Single Dwelling-house	2	\$660,551.40	2	\$1,878,273.00
Residential Alterations and Additions inc. ancillary / outbuildings	6	\$430,513.09	6	\$169,981.56
Residential Other				
Multi-Residential			3	\$2,205,868.00
Seniors Living				
Subdivision only			2	\$4,083,530.00
Secondary Dwelling	1	\$95,500.00		
Other inc. demolition, earthworks, advertising structure			1	\$10,000.00
Mixed Development				
Totals	11	\$1,207,332.49	14	\$8,347,652.56
FYTD Totals	11	\$1,207,332.49	14	\$8,347,652.56

Table 2, below, lists the Development Consents that were issued in the month of July 2024.

<b>Table 2: Development Consents</b>		
Application No.	Address	Description
DA2024/0025	1 Victoria Street, Parkes	Demolition of Existing Grandstand & Erection of a New Structure - Grandstand & Amenities
DA2024/0043	9452B Henry Parkes Way, Parkes	Dwelling - Manufactured Home
DA2024/0045	Parkesborough Road, Parkes	Erection of a New Structure - Dwelling-House, Shed and Rainwater Tanks
DA2024/0046	10 Yuwambi Close, Parkes	Erection of a New Structure - Shed
DA2024/0050	39 Forbes Road, Parkes	Erection of New Structure - Shed
DA2024/0051	Lindsay Thomas Road, Parkes	Dwelling - House & Shed
DA2024/0054	51 Albert Street, Parkes	Demolition of Existing Shed & Erection of a New Structure (Outbuilding - Shed)

The figures shown in *Table 3*, below, are for Complying Development Certificates received during July 2024 with respect to the specified building types and a comparison to the July 2023 figures.

<b>Table 3: Complying Development Certificates</b>				
Development Category	July 2024		July 2023	
	No.	Estimated Value	No.	Estimated Value
Commercial	-	-	-	-
Community Facilities	-	-	-	-
Industrial	-	-	-	-
Infrastructure	-	-	1	\$10,000.00
Tourist Development	-	-	-	-
Single Dwelling-house	-	-	3	\$1,211,865.00
Residential Alterations and Additions inc. ancillary / outbuildings	1	\$51,799.09	-	-
Residential Other	-	-	-	-
Multi-Residential	-	-	-	-
Seniors Living	-	-	-	-
Subdivision only	-	-	-	-
Secondary Dwelling	-	-	-	-
Other inc. demolition, earthworks, advertising structure	-	-	-	-
<b>Totals</b>	<b>1</b>	<b>\$51,799.09</b>	<b>4</b>	<b>\$1,211,865.00</b>
<b>FYTD Totals</b>	<b>1</b>	<b>\$51,799.09</b>	<b>4</b>	<b>\$1,211,865.00</b>

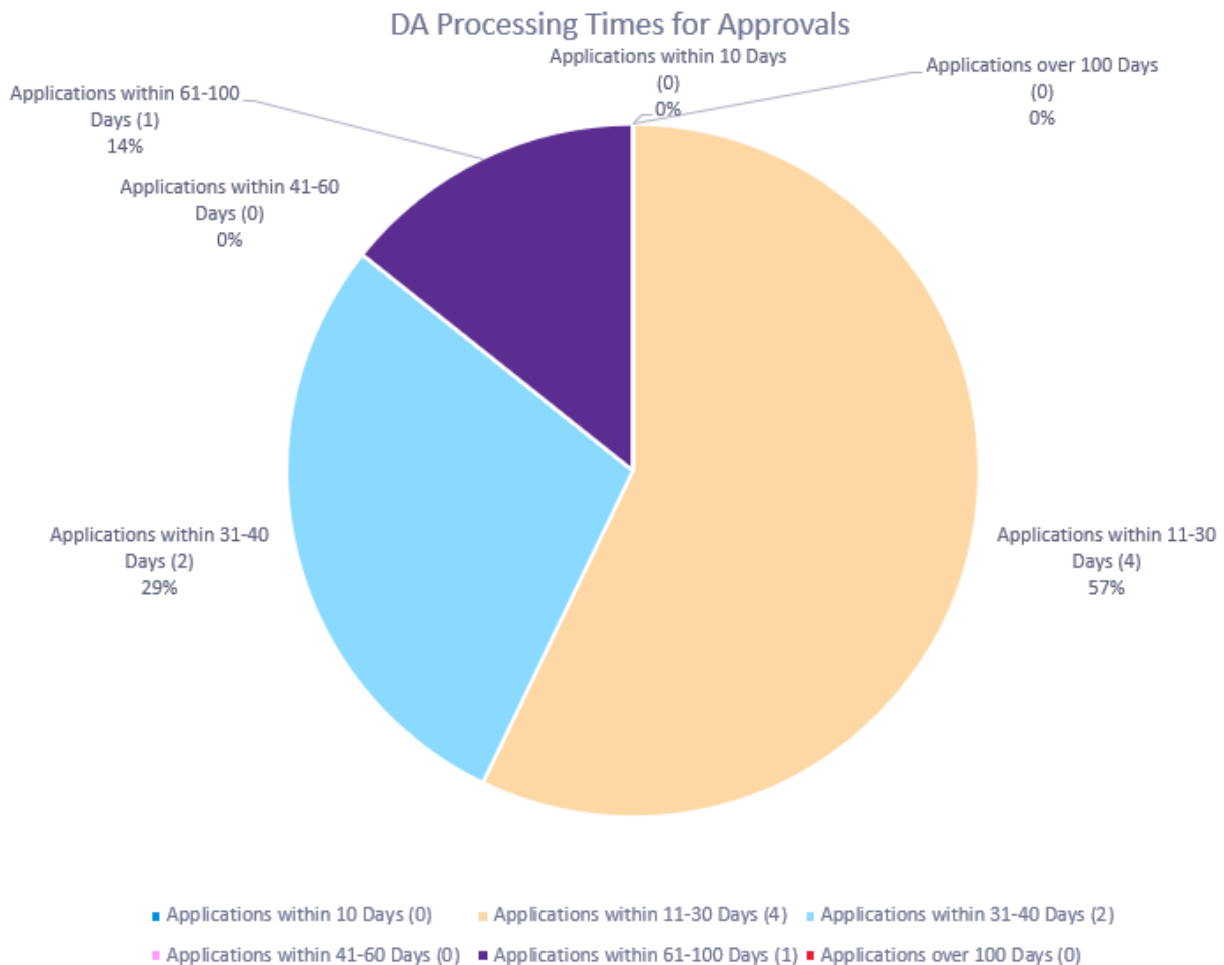
*Table 4*, below, provides a list of Complying Development Certificates which were issued in the month of July 2024.

<b>Table 4: Complying Development Certificates</b>			
Application No.	Address	Description	Certifying Authority

### DA Processing Times for Approvals

The information shown in the pie chart below is Development Application approvals issued for the period 1 July 2024 to 31 July 2024. It should be noted that a total seven (7) Development Applications have been approved with an average of 39.83 days.

The average timeframe in which the internal referrals to the Development Engineer were completed was 18.52 days.



### Activation Precinct Certificate Determinations

There are no new Activation Precinct Certificate determinations.

### LEGISLATIVE AND POLICY CONTEXT

There are no legislative or policy considerations for Council associated with this report.

### FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report.

### RISK IMPLICATIONS

There are no risk implications for Council associated with this report.

### COMMUNITY CONSULTATION

Where a Development Application or Modification Development Application is required to be publicly exhibited, the application was made available for inspection at the Parkes Shire Council Administration Centre commencing from the date on which the public notice was placed in the local newspaper. The application was also included on the Parkes Shire Council website.

For Development Applications requiring neighbour notification, written notification of the proposed development was provided to the owner(s) of land immediately adjoining or adjacent to the subject land (as shown on Council's Property and Rating System at the time of notification) including land that is separated from the subject land by watercourse, road, pathway, driveway, railway or similar thoroughfare.



Where more than one person is listed as the owner, written notification to one of the owners, is taken to be a notice to all of the registered owners.

**CONCLUSION**

During the month of July 2024 there were eleven (11) Development Applications received totalling \$1,207,332.49 and seven (7) consents were issued. There was one (1) Complying Development Certificate received totally \$51,799.09 and no consents were issued.

# Development Activity Report

July 2024

Development Applications and Complying Development Certificates lodged and approved in the Parkes Shire.



## LODGED

11

Development Applications

1

Complying Development Certificates



## DETERMINED

7

Development Applications

0

Complying Development Certificates

0

Private Certifier Complying Development Certificates



**AVERAGE  
DEVELOPMENT  
APPLICATION  
PROCESSING TIME**

THIS MONTH

30.87 DAYS

## Approved Development Applications



**VALUE OF APPLICATIONS RECEIVED**  
**\$1,259,131.58**

**18 NOTICES OF MOTION/QUESTIONS WITH NOTICE****18.1 POTENTIAL FOR A ROUNDABOUT AT CLARINDA/EAST STREET INTERSECTION****Councillor:** Cr Ken McGrath**Annexures:** A. B-Double sized Roundabout configuration [↓](#)  
B. Chanelisation Configuration Alternative [↓](#)

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**MOTION**

That Council:

1. Investigate the installation of a roundabout at East Street/Clarinda Street.
- 

**BACKGROUND**

I have raised the need for a roundabout at the intersection of Clarinda & East Streets on a number of occasions.

I am advised that TfNSW have said it has to be a certain size and maybe it can't be done but can this be explained or investigated.

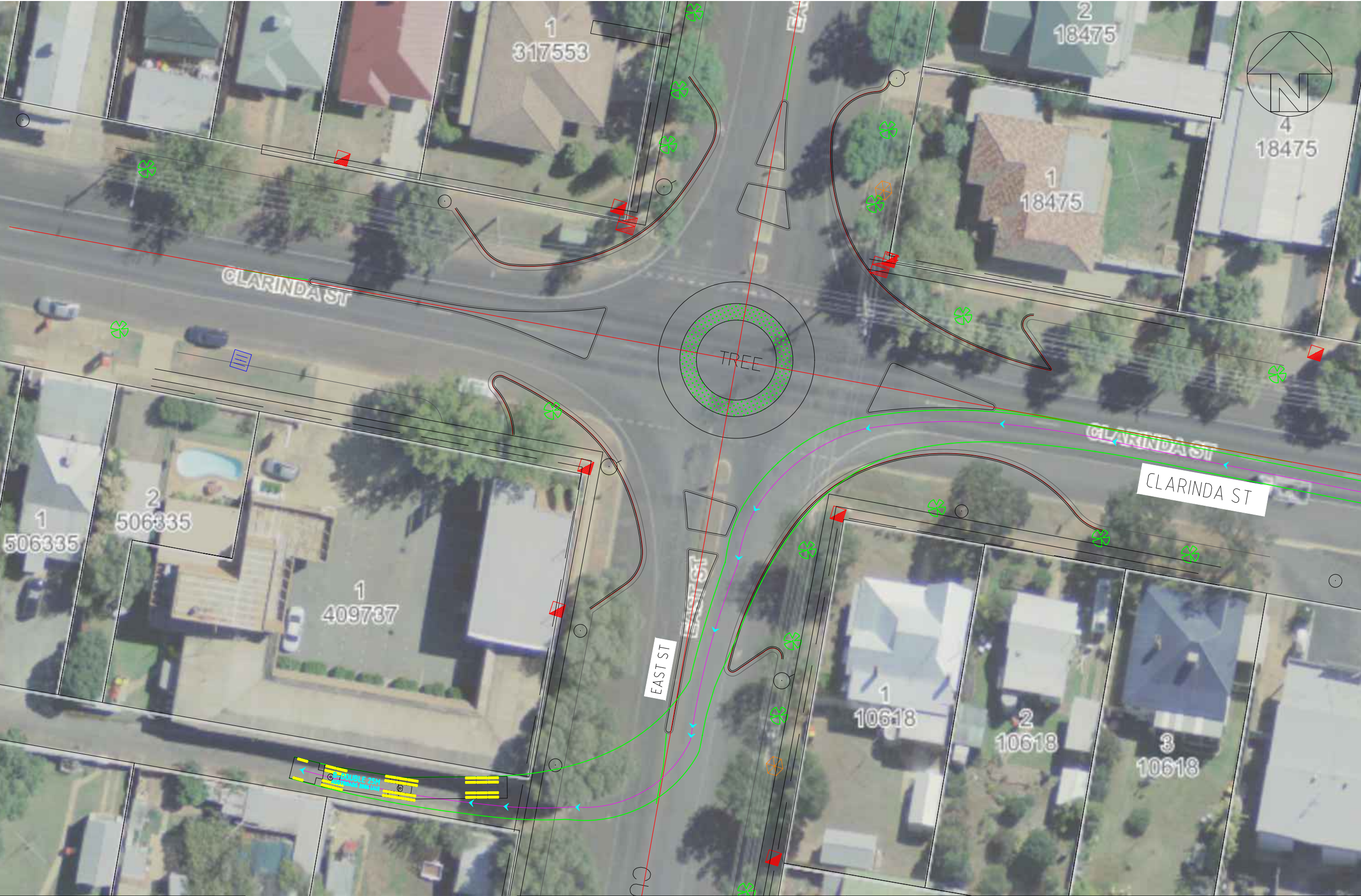
**OFFICER'S COMMENT****Author:** Kent Boyd PSM, General Manager**Commentary:**

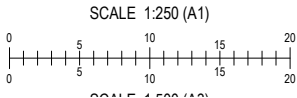
The intersection of Clarinda & East Street has been the subject of several investigations. A summary of the findings are listed below.

1. The subject section of Clarinda Street is a State Road, controlled and funded by Transport for NSW (TfNSW).
2. Any traffic facility would require TfNSW approval.
3. Being a State Road, the road authority will have a bias for through traffic movement and seek to avoid delays on the through movement, ie on Clarinda Street. A roundabout equalises access, hence delays, on all streets entering the roundabout. This is valuable for the side street traffic but detracts from the through traffic movement.
4. Council road funding is scant; accordingly, it would be unprecedented to divert funds from Council Road budgets to State roads.
5. A Roundabout could be fitted into the intersection, see attached diagram which provides for a B-Double configuration. However, there are implications with installing a roundabout as listed below.
  - a. The B-double configuration would require land acquisitions on each corner to install footpaths. It is however probable that being an alternate route for the Newell highway that Road-Train configuration would be required, this would mean significant acquisitions are required.

- b. Figures from the 2019 investigation show significant costs, including, land acquisition \$150,000, relocation of electricity pole (cross pole) \$250,000, relocation of Optical Fibre pit on southwestern corner \$150,000, watermain relocation \$120,000, roundabout construction cost \$1.2M. Please note this estimate completed in 2019, construction and service relocation costs have escalated significantly, and this project would now be in the vicinity of \$2.0 - \$2.5M and would have to be funded completely by Parkes Council.
- c. Council would need to negotiate land acquisitions with the adjacent owners, who may or may not be willing to sell. Acquisition may be required.
- d. A traffic study was conducted and found the average wait times to be circa 2 minutes, which falls within the acceptable levels of service.
- e. The 2019 investigation included crash analysis. Based on the types of accidents, the treatment that would be proposed from a traffic safety perspective would likely be channelised turning lanes, which presents further problems with restriction of vehicles making right hand turns from East into Clarinda Street. It would also be unlikely to address wait times for side streets and would require narrowing of footpaths. See attached.
- f. The intersection is not a priority for TfNSW.





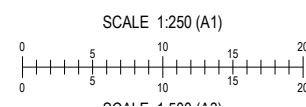
**PARKES SHIRE COUNCIL**  
2 Cecile Street PARKES NSW 2870  
Phone: (02) 6861 2333 Fax: (02) 6862 3946  
Council@parkes.nsw.gov.au www.parkes.nsw.gov.au

SURVEYED	-	PROJECT	-
DESIGNED	-		
DRAWN	-	TITLE	-
CHECKED	-		

DRAWING No.	-
REV.	/





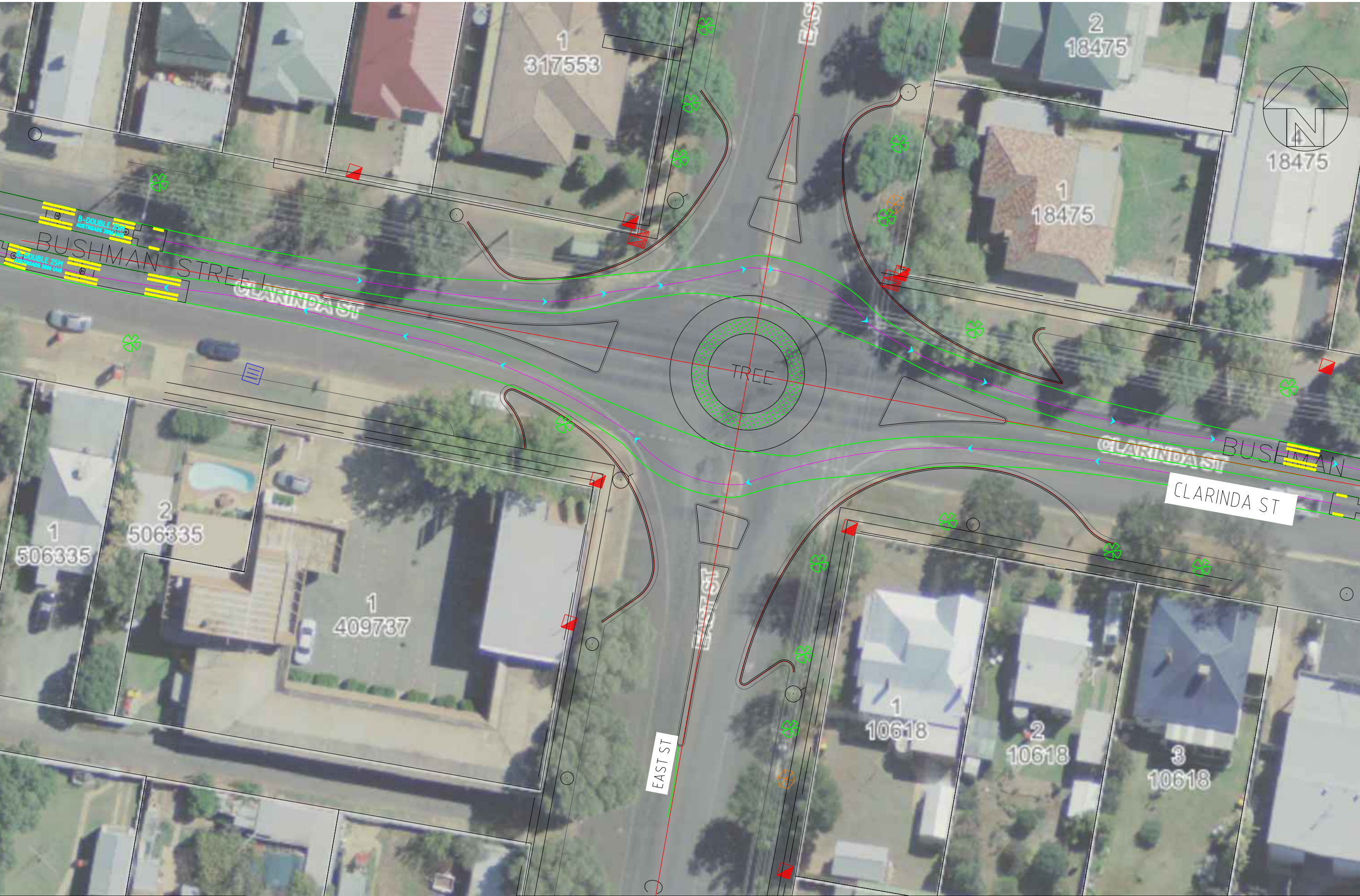
**PARKES SHIRE COUNCIL**  
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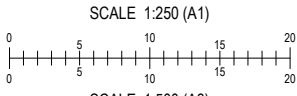
SURVEYED	-	-	PROJECT	-
DESIGNED	-	-	TITLE	-
DRAWN	-	-		
CHECKED	-	-		

DRAWING No. -

REV. /





**PARKES SHIRE COUNCIL**  
2 Cecile Street PARKES NSW 2870  
Phone: (02) 6861 2333 Fax: (02) 6862 3946  
council@parkes.nsw.gov.au www.parkes.nsw.gov.au

SURVEYED	-	PROJECT	-
DESIGNED	-		
DRAWN	-	TITLE	-
CHECKED	-		

DRAWING No.	-
REV.	/









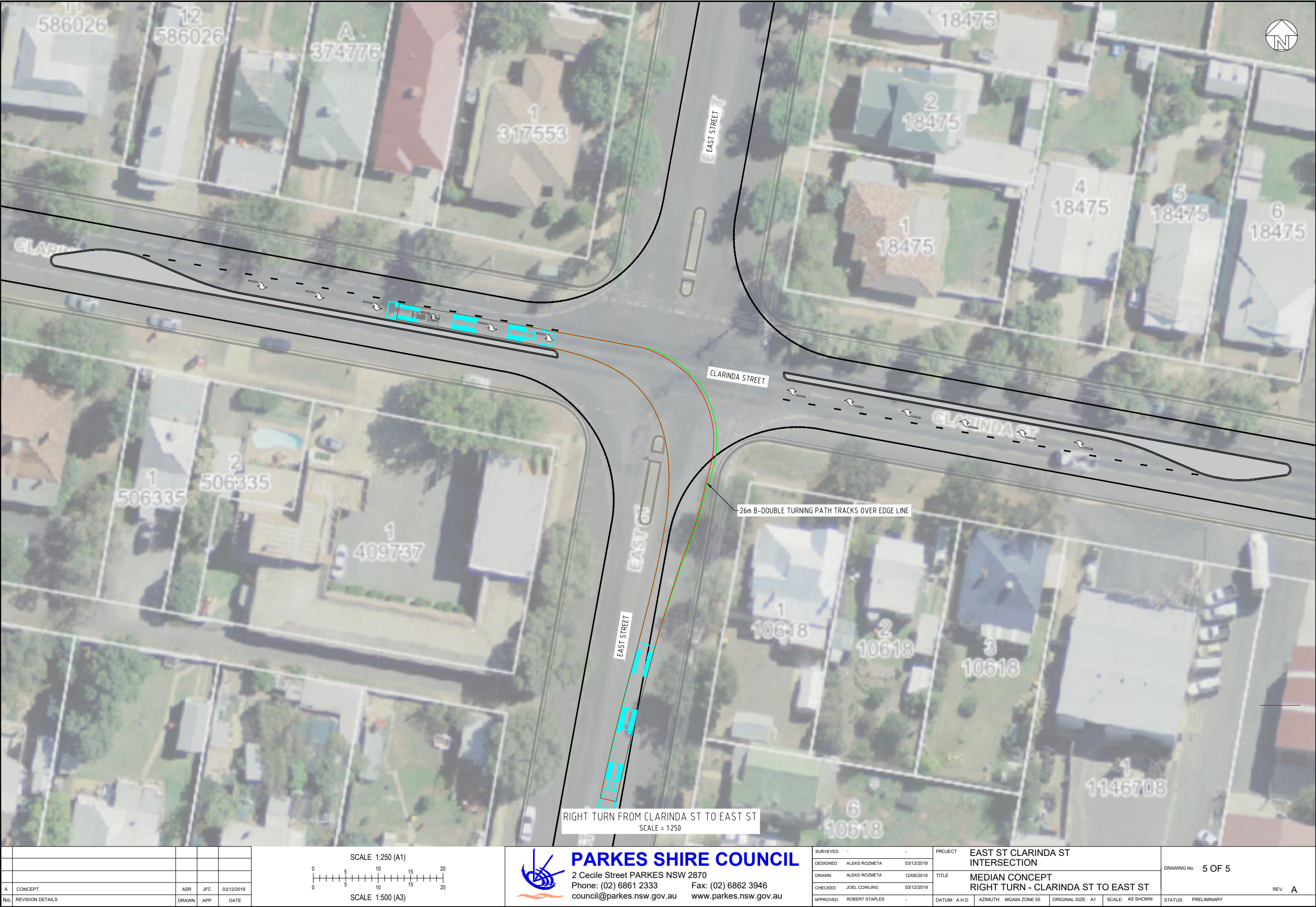












**18.2 REQUEST FOR INFORMATION****Councillor:** Cr Glenn Wilson**Annexures:** Nil

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**MOTION**

That Council:

1. Supply Councillors a copy of the Contract between Parkes Shire Council and Steve Magill Earthmoving (SME) for the Federal Street road works and the kerb and guttering works associated with the contracted road works. Including the full plans as to what actual work is being carried out on this road works contract, including all the specifications to the works, and the actual distance measurements for length and width and depths of roadworks, and kerb and guttering works. As well as the separate costings Council would have done for the different sections and methods of completing the works.
2. Supply to Councillors a copy of the contract of J R Richards and sons that Parkes Shire Council is a member of, and a signature to, for the collection of waste from Parkes Shire Council residents for the red bins and the yellow bins and the green bins.

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**BACKGROUND**

None provided.

**OFFICER'S COMMENT****Author:** Kent Boyd PSM, General Manager**Commentary:**

Council has previously considered and resolved to accept the above tenders. The information is very operational and not in the normal gambit of a Councillor.

Councillors are entitled to such information necessary for the performance of their functions. However, this is counterbalanced by the obligation to use this information appropriately and to maintain the integrity and security of confidential information.

Various codes indicate such information should not be provided for mere curiosity but should relate to the business before council.

Notwithstanding the above, the information requested, where available, will be loaded onto the controlled Councillors HUB.





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**19 CONFIDENTIAL MATTERS**

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**RECOMMENDATION**

That Ordinary Council Meeting:

1. Moves into Closed Session to deal with the matters below, which are classified as confidential under section 10A(2) of *the Local Government Act 1993* for the reasons specified:

**19.1 TRUNDLE DEPOT**

This matter is considered to be confidential under Section 10A(2) - d(i) and d(ii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and information that would, if disclosed, confer a commercial advantage on a competitor of the council.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

**19.2 REVIEW OF ROAD RENTALS**

This matter is considered to be confidential under Section 10A(2) - d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

**19.3 SUPPLY AND DELIVERY OF ROAD BASE [PSC2024/089]**

This matter is considered to be confidential under Section 10A(2) - d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

**19.4 AUCTION RESULTS - SALE OF LAND FOR UNPAID RATES & CHARGES**

This matter is considered to be confidential under Section 10A(2) - b of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with discussion in relation to the personal hardship of a resident or ratepayer.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

**19.5 HIRE OF PLANT AND EQUIPMENT**

This matter is considered to be confidential under Section 10A(2) - d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open

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meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

#### **19.6 FUTURE RESIDENTIAL LAND ACQUISITION**

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

#### **19.7 INDUSTRIAL LAND - SALEYARDS ROAD**

This matter is considered to be confidential under Section 10A(2) - d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

2. Exclude the media and public from the meeting on the basis that the business to be considered is classified as confidential, pursuant to 10A(1), 10(2) and 10A(3) of the *Local Government Act 1993*.
3. Withhold reports and correspondence relevant to the subject business be withheld from the media and public as provided by section 11(2) of the *Local Government Act 1993*.
4. Make public resolutions made by the Council in Closed Session after the conclusion of the Closed Session, and record such resolutions in the minutes of the Council meeting.

### **BACKGROUND, ISSUES AND COMMENTARY**

In accordance with section 10A(2) of the *Local Government Act 1993*, Council may close part of its meeting to deal with business of the following kind:

- (a) Personnel matters concerning particular individuals (other than councillors).
  - (b) Personal hardship of any resident or ratepayer.
  - (c) Information that would, if disclosed, confer a commercial advantage on a person with whom 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 a person who supplied it: or
    - (ii) Confer a commercial advantage on a competitor of Council;
    - (iii) Reveal a trade secret.
  - (e) Information that would, if disclosed, prejudice the maintenance of law.
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- (f) Matters affecting the security of Council, Councillors, Council staff and Council property.
  - (g) Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds 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 any Code of Conduct requirements applicable under section 440.

It is my opinion that the business listed in the recommendation is of a kind referred to in section 10A(2) of the *Local Government Act 1993* and, under the provisions of the Act and the *Local Government (General) Regulation 2021*, should be dealt with in a part of the meeting that is closed to members of the public and the media.

Pursuant to section 10A(4) of the Act and clauses 14.9–14.10 of Council's Code of Meeting Practice, members of the public may make representations to the meeting immediately after the motion to close part of the meeting is moved and seconded, as to whether that part of the meeting should be closed.

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**20      REPORT OF CONFIDENTIAL RESOLUTIONS**

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In accordance with clauses 14.22 and 14.23 of Council's Code of Meeting Practice, resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson as soon as practicable. Such resolutions must be recorded in the publicly available minutes of the meeting.

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