

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 15 April 2025 at 3:00 PM.



Kent Boyd PSM
GENERAL MANAGER

Governing Body

Composition:	Ten (10) Councillors
Membership:	Councillor WP Jayet, Councillor KM McGrath, Councillor LA O'Leary, Councillor J Paddison, Councillor DJA Pout, Councillor GW Pratt, Councillor MK Scherer, Councillor GS Wilson
Quorum:	6 Councillors
Chairperson:	Chairperson, Councillor NC Westcott
Deputy Chairperson:	Deputy Chair, Councillor MA Applebee

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

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.

Conflicts of Interest

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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1 OPENING OF MEETING

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.

2 ACKNOWLEDGEMENT OF COUNTRY

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.

3 PRAYER

4 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE

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.

5 APPLICATIONS TO ATTEND BY AUDIO-VISUAL LINK

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.

6 CONFIRMATION OF MINUTES**6.1 MINUTES OF THE ORDINARY ORDINARY COUNCIL MEETING MEETING HELD ON 18 MARCH 2025****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 Ordinary Council Meeting Meeting Minutes - 18 March 2025****RECOMMENDATION**

That Ordinary Council Meeting:

1. Receive and confirm the Minutes of the Ordinary Ordinary Council Meeting Meeting held on Tuesday 18 March 2025 appended at *Annexure A*.

Ordinary Council Meeting

Minutes

Tuesday 18 March 2025



Minutes of the Ordinary Council Meeting
Held on Tuesday, 18 March 2025 at the
Parkes Council Chamber, 2 Cecile Street, Parkes

Present:

Cr Neil Westcott	Councillor (Chairperson)
Cr Marg Applebee	Councillor (Deputy Chair)
Cr William Jayet	Councillor
Cr Ken McGrath	Councillor
Cr Louise O'Leary	Councillor
Cr Joy Paddison	Councillor
Cr Doug Pout	Councillor
Cr George Pratt	Councillor
Cr Matthew Scherer	Councillor
Cr Glenn Wilson	Councillor

Council Officers in Attendance:

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

NOTES

The meeting commenced at 3:01 pm and concluded at 5:25 pm.

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1 OPENING OF MEETING

The Mayor declared the Ordinary Council Meeting of Tuesday 18 March 2025 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.

2 ACKNOWLEDGEMENT OF COUNTRY

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.

3 PRAYER

The General Manager read the Prayer:

Almighty God,
We ask for your blessing upon this Council,
Direct and prosper our deliberations,
For the true welfare of the people of the Parkes Shire and beyond.

AMEN

4 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE

Nil

5 APPLICATIONS TO ATTEND BY AUDIO-VISUAL LINK

Nil

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 18 FEBRUARY 2025

RESOLVED OCM 062/25

Moved: Cr Marg Applebee

Seconded: Cr Doug Pout

That Ordinary Council Meeting receive and confirm the Minutes of the Ordinary Council Meeting held on Tuesday 18 February 2025 appended at *Annexure A*.

CARRIED

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.

Cr Doug Pout disclosed a less than significant non-pecuniary interest in relation to item 14.3 Community Financial Assistance Program Evaluation Panel Report and chose to leave the meeting and not vote on the matter. The reason provided was:

"I am an employee at Currajong Disability Service, I am not involved in any of the executive financial roles, was not involved in the grants application, and I am not standing to benefit financially or directly from this."

Cr Marg Applebee disclosed a significant non-pecuniary interest in relation to item 14.3 Community Financial Assistance Program Evaluation Panel Report and chose to leave the meeting and not vote on the matter. The reason provided was:

"I am on the Board/Committee for the Currajong Disability Service."

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. 12.3 - *Committee Reports - Minutes of the Road and Place Naming Committee meeting held on 18 March 2025.*

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 063/25**

Moved: Cr Marg Applebee

Seconded: Cr Joy Paddison

- 10.2 CNSWJO Board Meeting - Oberson on 27 February 2025.
- 10.3 Coming Known Events for Mayor and Councillors.
- 10.4 Meetings, Functions and Events Attended by Mayor and Councillors.
- 12.1 Minutes of the Rural Roads Advisory Committee Meeting held on 6 March 2025.
- 12.2 Minutes of the Parkes Sports Council Meeting held on 11 March 2025.
- 14.1 Adoption of Council Policies for the New Term of Council.
- 14.5 Request for Financial Assistance - Rotary Men's Health Initiative.
- 14.6 Request for Financial Assistance - Trundle Town Improvement Funds - Trundle CWA Honour Board.
- 14.8 Request to Use Alectown Town Improvement Reserve to purchase an AED Device.
- 14.9 Request to use Trundle Town Improvement Reserve to support a community movie night at the Trundle Pool.
- 14.10 Request to Break Lease Agreement - Parkes Country Universities Centre.
- 14.11 Draft Disability Inclusion Action Plan 2025-2029.
- 17.3 Re-Establishment of Alcohol Free Zones in CBD of Parkes and Peak Hill.
- 17.4 February 2025 Building Statistics Update.

CARRIED**10 MAYORAL MINUTE(S)****10.1 COUNTRY MAYORS ASSOCIATION: COUNTRY MAYORS APPLAUD MORATORIUM ON BANK BRANCH CLOSURES****RESOLVED OCM 064/25**

Moved: Cr Neil Westcott

Seconded: Cr Louise O'Leary

That Council:

1. Receive and note the Media Release from the Country Mayors Association dated 18 February 2025 regarding the reprieve on regional Bank closures, appended as *Annexure A*.

CARRIED

10.2 CNSWJO BOARD MEETING - OBERON ON 27 FEBRUARY 2025**RESOLVED OCM 065/25**

Moved: Cr Marg Applebee

Seconded: Cr Joy Paddison

That Council:

1. Receive and note the information about the CNSWJO Board meeting.

CARRIED**10.3 COMING KNOWN EVENTS FOR MAYOR AND COUNCILLORS****RESOLVED OCM 066/25**

Moved: Cr Marg Applebee

Seconded: Cr Joy Paddison

That Council:

1. Note the known upcoming meetings, functions and events for the Mayor and Councillors for the period 14 March through to 10 April 2025.

CARRIED**10.4 MEETINGS, FUNCTIONS AND EVENTS ATTENDED BY MAYOR AND COUNCILLORS****RESOLVED OCM 067/25**

Moved: Cr Marg Applebee

Seconded: Cr Joy Paddison

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 15 February 2025 through to 13 March 2025.

CARRIED

11 COUNCILLOR REPORT(S)**11.1 NEWELL HIGHWAY TASKFORCE MEETING (NHTF) IN NARRABRI ON 4 MARCH 2025****RESOLVED OCM 068/25**

Moved: Cr Ken McGrath

Seconded: Cr Glenn Wilson

That:

1. Receive and note the information about the Newell Highway Taskforce (NHTF) meeting that was attended by Cr McGrath on 4 March 2025 in Narrabri.

CARRIED**11.2 WELCOME TO THE PARKES SHIRE EVENT ON 5 MARCH 2025****RESOLVED OCM 069/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That Council:

1. Note the information in the report about the first Welcome to the Parkes Shire Event.

CARRIED

At 3:14 pm, Cr Ken McGrath left the meeting.

11.3 INTERNATIONAL WOMEN'S DAY (IWD) EVENT IN PARKES ON 9 MARCH 2025**RESOLVED OCM 070/25**

Moved: Cr Marg Applebee

Seconded: Cr Louise O'Leary

That Council:

1. Note the information in the report about the International Women's Day (IWD) Event in Parkes on 9 March 2025.

CARRIED

At 3:16 pm, Cr Ken McGrath rejoined the meeting.

12 REPORTS OF COMMITTEES

12.1 MINUTES OF THE RURAL ROADS ADVISORY COMMITTEE MEETING HELD ON 6 MARCH 2025

RESOLVED OCM 071/25

Moved: Cr Marg Applebee

Seconded: Cr Joy Paddison

That Council:

1. Receive and confirm the Minutes of the Rural Roads Advisory Committee Meeting held on Thursday 6 March 2025 appended at *Annexure A*.

CARRIED

12.2 MINUTES OF THE PARKES SPORTS COUNCIL MEETING HELD ON 11 MARCH 2025

MOTION

Moved: Cr Louise O'Leary

Seconded: Cr Doug Pout

That Council:

1. Receive and confirm the Minutes of the Parkes Sports Council Meeting held on Tuesday 11 March 2025 appended at *Annexure A*.

RESOLVED OCM 072/25

Moved with the addition of Items 2 - 7: Cr Louise O'Leary

Seconded with the addition of Items 2 - 7: Cr Doug Pout

That Council:

1. Receive and confirm the Minutes of the Parkes Sports Council Meeting held on Tuesday 11 March 2025 appended at *Annexure A*.
2. Increase ranger presence patrols and the option of flexible work practices on sporting fields.
3. Investigate contracting other Shire Rangers.
4. Supply bags to dog owners when on patrol.
5. Increase promotion in relation to dog owners on social media and provide warnings of fines.
6. View to impose on the spot files to correct this behaviour.
7. Stop golf practice on sporting fields which is contrary to the signage.

CARRIED

12.3 MINUTES OF THE ROAD AND PLACE NAMING COMMITTEE MEETING HELD ON 18 MARCH 2025**RESOLVED OCM 073/25**

Moved: Cr William Jayet

Seconded: Cr Doug Pout

That Council:

1. Receive and confirm the Minutes of the Road and Place Naming Committee Meeting held on Tuesday 18 March 2025 appended at *Annexure A*.

CARRIED**13 REPORTS OF THE GENERAL MANAGER****13.1 EPA - ENERGY FROM WASTE - OPTIONS PAPER****RESOLVED OCM 074/25**

Moved: Cr George Pratt

Seconded: Cr Marg Applebee

That:

1. Council endorses the attached submission on the Environment Protection Authority (EPA) Energy from Waste (EfW) - Options Paper (March 2025), significantly summarised in the points below;
 - (a) Council is supportive of the permissibility of EfW facilities in the Parkes Special Activation Precinct.
 - (b) Council will be absolutely uncompromising to ensure that any facility complies with the standards and controls to protect human health and the environment.
 - (c) Council is aware that the NSW Energy from Waste Policy Statement reflects the latest advice on air emissions standards from the NSW Chief Scientist and Engineer, to ensure proposals adopt international best practice standards and controls to protect human health and the environment.
 - (d) A state level education campaign to assist communities understand the impacts of EfW would be valuable.
 - (e) While the proponents of these facilities must meet their social responsibility obligations, it is our view that the source of the generation must also contribute, albeit in a small way, to help meet the social licence obligations to the hosting community. The onus should not be on the developer alone.
 - (f) Council proposes a State Government hosting levy of approximately \$10 per tonne on waste diverted to EfW facilities from large metropolitan centres. Particularly to recognised that recycling (which does not attract a levy) is the preferred ultimate option for all waste, however EfW is much preferred over waste going to landfill (which currently attracts a large levy).
 - (g) That 50% of the levy be diverted to the hosting local government and the residual to the State to administer the process.

- (h) Households in the Sydney basin generate on average around 600kg/household/yr of residual waste. Instead of being buried in landfill and producing methane emissions, that waste could generate baseload power for the State at an EfW facility. Consequently, we are certain that with this knowledge, households of the Sydney basin would be satisfied to know that their county cousin receiving large volumes of metropolitan waste at an EfW facility, were being compensated in a small way for an outlay of less than 12c per week.
- (i) The objective of the hosting levy would be to support community projects, generate employment opportunities through economic development activities, allow the employment of a circular economy expert, seek to build a legacy fund for post-closure of the facility and critically, help gain social license.

CARRIED

13.2 MONTHLY FINANCIAL REPORTS AS AT 28 FEBRUARY 2025

RESOLVED OCM 075/25

Moved: Cr Marg Applebee

Seconded: Cr Joy Paddison

That Council:

1. Receive and note the year-to-date financial reports for the period up to 28 February 2025 and initiate discussions around the prioritisation of non-essential services and events to reduce the anticipated loss of \$6.5m.

CARRIED

13.3 INVESTMENTS AND BORROWINGS REPORT AS AT 28 FEBRUARY 2025

RESOLVED OCM 076/25

Moved: Cr Marg Applebee

Seconded: Cr Joy Paddison

That:

1. Receive and note the Statement of Investments and Borrowings as on 28 February 2025

CARRIED

14 REPORTS OF THE DIRECTOR CUSTOMER, CORPORATE SERVICES AND ECONOMY**14.1 ADOPTION OF COUNCIL POLICIES FOR THE NEW TERM OF COUNCIL****RESOLVED OCM 077/25**

Moved: Cr Marg Applebee

Seconded: Cr Joy Paddison

That Council:

1. Adopt the Fraud and Corruption; Gifts, Benefits and Bribes; and the Public Interest Disclosures policies included as *Annexures A-C* to this report.
2. Publish the adopted policies on Council's Website and intranet.

CARRIED**14.2 ELVIS FESTIVAL MEMORIAL WALL - DRAFT GUIDELINES****RESOLVED OCM 078/25**

Moved: Cr Ken McGrath

Seconded: Cr William Jayet

That Council:

1. Endorse the Draft Elvis Festival Memorial Wall Guidelines.
2. Place the Guidelines on public exhibition and seek feedback from the community and key stakeholders.
3. Receive a further report at a future meeting on any feedback received and to consider the adoption of the Guidelines and commitment of expenditure to activate the Memorial Wall.

CARRIED

At 3:51 pm, Cr Marg Applebee left the meeting due to a declared interest in Item 14.3.

At 3:51 pm, Cr Doug Pout left the meeting due to a declared interest in Item 14.3.

14.3 COMMUNITY FINANCIAL ASSISTANCE PROGRAM EVALUATION PANEL REPORT**RESOLVED OCM 079/25**

Moved: Cr William Jayet

Seconded: Cr Ken McGrath

That Council

1. Endorse the recommendations of the Evaluation Panel for Sec.356 donations under Round 1 of the Community Financial Assistance Program 2024/2025 totalling \$6,645.38 in waived rates and charges.
2. Endorse the recommendations of the Evaluation Panel for Sec.356 donations under Round 2 of the Community Financial Assistance Program 2024/2025 totalling \$1,400.00 and the waiving of \$2,860.00 leasing fees if the lease and terms are subsequently agreed upon.

CARRIED

At 3:54 pm, Cr Marg Applebee rejoined the meeting.

At 3:54 pm, Cr Doug Pout rejoined the meeting.

At 3:54 pm, Director Operations Logan Hignett left the meeting.

14.4 EVENTS FINANCIAL ASSISTANCE PROGRAM**RESOLVED OCM 080/25**

Moved: Cr Neil Westcott

Seconded: Cr William Jayet

That:

1. Council endorses the Events Financial Assistance Program (EFAP), incorporating the revised Guidelines appended at Annexures B, C and D, for implementation from 1 July 2025.

CARRIED

At 3:56 pm, Director Operations Logan Hignett returned to the meeting.

14.5 REQUEST FOR FINANCIAL ASSISTANCE - ROTARY MEN'S HEALTH INITIATIVE**RESOLVED OCM 081/25**

Moved: Cr Marg Applebee

Seconded: Cr Joy Paddison

That Council:

1. Receive and note the correspondence from the Parkes Rotary Club appended as *Annexure A*
2. Provides public notice of its intention to provide \$600 in financial assistance to the Parkes Rotary Club to support their Men's Health initiative.
3. Allocates up to \$600 from the Community Financial Assistance budget to support the Parkes Rotary Club's men's health initiative provided that no submissions are received following the conclusion of the public notice period.

CARRIED**14.6 REQUEST FOR FINANCIAL ASSISTANCE - TRUNDLE TOWN IMPROVEMENT FUNDS - TRUNDLE CWA HONOUR BOARD****RESOLVED OCM 082/25**

Moved: Cr Marg Applebee

Seconded: Cr Joy Paddison

That Council:

1. Receive and note the correspondence from the Trundle Progress Association appended as *Annexure A*
2. Provides public notice of its intention to provide \$2,000.90 in financial assistance to the Trundle Branch of the CWA for the purchase of an honour board.
3. Approve the allocation of \$2,000.90 from the Trundle Town Improvement Fund Reserve to support the purchase of an honour board for the Trundle CWA, subject to no formal submissions being received that do not support the allocation.

CARRIED

14.7 REQUEST FOR FINANCIAL ASSISTANCE - TRUNDLE TOWN IMPROVEMENT FUNDS - SUPPORT A GRANT FOR A NEW TRUNDLE CHILDREN'S CENTRE**RESOLVED OCM 083/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That Council:

1. Receive and note the correspondence from the Trundle and District Progress Association appended as *Annexure A*
2. Provides public notice of its intention to set aside \$100,000 in financial assistance to support a grant application by the Trundle Children's Centre to build a new facility, noting that this support will be withdrawn and the funds will become uncommitted should the grant application not be successful.
3. Receive a further report to consider any public feedback regarding the allocation of the funds towards the project and any associated risks if the grant application is successful, and prior to the project commencement.

CARRIED**14.8 REQUEST TO USE ALECTOWN TOWN IMPROVEMENT RESERVE TO PURCHASE AN AED DEVICE.****RESOLVED OCM 084/25**

Moved: Cr Marg Applebee

Seconded: Cr Joy Paddison

That Council:

1. Approve the allocation of up to \$2,800 from the Alectown Town Improvement Fund Reserve to purchase an AED device for the Alectown Community.

CARRIED**14.9 REQUEST TO USE TRUNDLE TOWN IMPROVEMENT RESERVE TO SUPPORT A COMMUNITY MOVIE NIGHT AT THE TRUNDLE POOL****RESOLVED OCM 085/25**

Moved: Cr Marg Applebee

Seconded: Cr Joy Paddison

That Council:

1. Approve the allocation of up to \$400 from the Trundle Town Improvement Fund Reserve to support a movie night at the Trundle Pool.

CARRIED

14.10 REQUEST TO BREAK LEASE AGREEMENT - PARKES COUNTRY UNIVERSITIES CENTRE**RESOLVED OCM 086/25**

Moved: Cr Marg Applebee

Seconded: Cr Glenn Wilson

That Council:

1. Mutually agree to end the lease agreement with the Parkes Country Universities Centre and write off the full annual lease amount of \$6,458.40 being the final term of their five-year agreement.

In Favour: Crs Neil Westcott, Marg Applebee, William Jayet, Louise O'Leary, Doug Pout, George Pratt, Matthew Scherer and Glenn Wilson

Against: Crs Ken McGrath and Joy Paddison

CARRIED 8/2**AMENDMENT**

Moved: Cr Joy Paddison

Seconded: Cr Ken McGrath

That Council:

1. Mutually agree to end the Lease early and ask that the Lease up until the vacation date of 11 April is paid on a pro-rata basis.

In Favour: Crs Ken McGrath and Joy Paddison

Against: Crs Neil Westcott, Marg Applebee, William Jayet, Louise O'Leary, Doug Pout, George Pratt, Matthew Scherer and Glenn Wilson

LOST 2/8**AMENDMENT WAS LOST AND ORIGINAL MOTION WAS APPROVED.**

At 4:13 pm, General Manager Kent Boyd left the meeting.

At 4:13 pm, General Manager Kent Boyd returned to the meeting.

At 4:14 pm, Cr Doug Pout left the meeting.

At 4:16 pm, Cr Doug Pout rejoined the meeting.

14.11 DRAFT DISABILITY INCLUSION ACTION PLAN 2025-2029**RESOLVED OCM 087/25**

Moved: Cr Marg Applebee

Seconded: Cr Joy Paddison

That Council:

1. Endorse the draft Disability Inclusion Action Plan 2025-2029 attached at *Annexure A*, pursuant to section 4.9 of the Integrated Planning and Reporting Guidelines.
2. Place the draft Disability Inclusion Action Plan on public exhibition for 28 days.

CARRIED**15 REPORTS OF THE DIRECTOR INFRASTRUCTURE AND SUSTAINABILITY****15.1 MAJOR PROJECTS AND CURRENT WORKS - INFRASTRUCTURE AND SUSTAINABILITY****RESOLVED OCM 088/25**

Moved: Cr Neil Westcott

Seconded: Cr Marg Applebee

That Council:

1. Receive and note the Infrastructure and Sustainability Major Projects and Current Works Report for February 2025, appended at *Annexure A*.

CARRIED**16 REPORTS OF THE DIRECTOR OPERATIONS****16.1 MAJOR PROJECTS AND CURRENT WORKS - OPERATIONS****RESOLVED OCM 089/25**

Moved: Cr Doug Pout

Seconded: Cr Marg Applebee

That Council:

1. Receive and note the Operations Major Projects and Current Works Report for February 2025, appended at *Annexure A*.

CARRIED

At 4:21 pm, Cr Ken McGrath left the meeting during the discussions and finalisation of Item 16.1.

At 4:23 pm, Cr Ken McGrath rejoined the meeting.

16.2 PROPOSED EXPANSION OF NRMA EV CHARGES**RESOLVED OCM 090/25**

Moved: Cr William Jayet

Seconded: Cr Marg Applebee

That Council:

1. Endorse the proposed upgrade and expansion of the NRMA EV charge points situated in the M&D car park, noting that six (6) existing parking bays will be allocated to EV charging, providing four (4) charging bays.
2. Utilise the temporary delegation under Schedule 1(a) – ‘works to regulate car parking’ – to approve and enact the proposed changes without referral to the Local Traffic Committee.
3. Table a 'For Information' report to the Local Traffic Committee to ensure the works are formally recorded.
4. Conduct community engagement via Council's 'Have Your Say' platform to address any community concerns regarding the proposal.

CARRIED**17 REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES****17.1 DEVELOPMENT APPLICATION 2024/0073- ERECTION OF A NEW STRUCTURE - OUTBUILDING (SHED) 34 COLEMAN ROAD PARKES****MOTION - RECEIVED NO SECONDER SO IT COLLAPSED**

Moved: Cr Neil Westcott

That:

1. Council determine to approve the application for the use of the Illegally erected building subject to conditions attached in the officers report including the requirement for the demolition of the northern most bay Approximately 12m x 4.5 m of the development.
2. Council issues a Penalty infringement Notice on the owner of the premises for Carrying out development without the appropriate approvals at the penalty of \$1,500.00.

RESOLVED NEW FORSHADOWED MOTION OCM 091/25

Moved new foreshadowed Motion: Cr Neil Westcott

Seconded new foreshadowed Motion: Cr Glenn Wilson

That:

1. The application is approved for the use of the illegally erected building for the purpose of a detached dual occupancy incorporating attached shed as a Deferred Commencement Consent.

The approval will not commence until such time as compliance with the following conditions has been achieved.

- a) Building Information Certificate submitted, and appropriate fees paid.

-
- b) Full structural certification for structural steel, concrete slab, timber frames and retaining walls.
 - c) Full floor plan of the residential component of the development.
 - d) Basix Certificate provided for residential component of the development.
 - e) Full details of Building practitioners carrying out the construction work.
 - f) Legally drafted indemnity regarding any demolition/damage costs against Parkes Shire Council should the Council reticulated sewerage service require renewal, removal, replacement, relocation or augmentation. In addition indemnification against damages in favour of Council caused by any failure of Council sewer asset.
 - g) Lodgement of an application pursuant to Section 68 of the Local Government Act 1993 for sewer, water supply and stormwater drainage works.
 - h) A site plan showing the location of the retaining walls located adjacent to the southern and western property boundaries and drainage measures.
 - i) A survey from a Registered Surveyor showing the setbacks of retaining walls and the building from property boundaries and existing buildings/structures.
 - j) Lodgement of an application pursuant to Section 305 Water Management Act 2000 for the determination of appropriate headwork charges.
2. Penalty Infringement Notice issued on the owner of the premises for carrying out development without the appropriate approvals at the penalty of \$1,500.00.

In Favour: Crs Neil Westcott, Marg Applebee, William Jayet, Ken McGrath, Louise O'Leary, Joy Paddison, Doug Pout, George Pratt, Matthew Scherer and Glenn Wilson

Against: Nil

CARRIED 10/0

AMENDMENT

Moved the Motion be amended in Item 2 to half the penalty: Cr Matthew Scherer

Seconded the Motion be amended in Item 2 to half the penalty: Cr Ken McGrath

That:

1. The application is approved for the use of the illegally erected building for the purpose of a detached dual occupancy incorporating attached shed as a Deferred Commencement Consent.
The approval will not commence until such time as compliance with the following conditions has been achieved.
 - a) Building Information Certificate submitted, and appropriate fees paid.
 - b) Full structural certification for structural steel, concrete slab, timber frames and retaining walls.
 - c) Full floor plan of the residential component of the development.
 - d) Basix Certificate provided for residential component of the development.
 - e) Full details of Building practitioners carrying out the construction work.
 - f) Legally drafted indemnity regarding any demolition/damage costs against Parkes Shire Council should the Council reticulated sewerage service require renewal, removal, replacement, relocation or augmentation. In addition indemnification against damages in favour of Council caused by any failure of Council sewer asset.
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- g) Lodgement of an application pursuant to Section 68 of the Local Government Act 1993 for sewer, water supply and stormwater drainage works.
 - h) A site plan showing the location of the retaining walls located adjacent to the southern and western property boundaries and drainage measures.
 - i) A survey from a Registered Surveyor showing the setbacks of retaining walls and the building from property boundaries and existing buildings/structures.
 - j) Lodgement of an application pursuant to Section 305 Water Management Act 2000 for the determination of appropriate headwork charges.
2. Penalty Infringement Notice issued on the owner of the premises for carrying out development without the appropriate approvals at the penalty of \$750.00.

In Favour: Crs Ken McGrath, George Pratt, Matthew Scherer and Glenn Wilson

Against: Crs Neil Westcott, Marg Applebee, William Jayet, Louise O'Leary, Joy Paddison and Doug Pout

LOST 4/6

AMENDMENT WAS LOST SO FORSHADOWED MOTION WAS APPROVED.

**17.2 DEVELOPMENT APPLICATION 2024/0095
LOT 56 DP 833141 - 30 HERAGHTY ROAD PARKES**

RECOMMENDATION

That:

- 1. Council determine to approve DA2024/0095 subject to the conditions contained in the attached Development Assessment Report.

Withdrawn by Council staff prior to the meeting to enable further review.

17.3 RE-ESTABLISHMENT OF ALCOHOL FREE ZONES IN CBD OF PARKES AND PEAK HILL**RESOLVED OCM 092/25**

Moved: Cr Marg Applebee

Seconded: Cr Joy Paddison

That Council:

1. That Council endorses in principle the proposal to re-establish Alcohol Free Zones in Parkes and Peak Hill Central Business Districts (CBDs) for a period of 4 (four) years, subject to a further report being tabled with Council presenting the findings of stakeholder and community consultation on the proposed zones.
2. That Council publish a public notice of the proposed Alcohol-Free Zones inviting representations or objections on the proposal within 30 days of the date of publication.
3. That Council consults with the Police Local Area Commander and the officer in charge of Parkes and Peak Hill Police Stations about the proposed Alcohol-Free Zones in both Parkes and Peak Hill CBDs.
4. That Council consults with the local indigenous working party and all liquor license holders and secretaries of registered clubs whose premises border on, adjoin or are adjacent to the proposed zones. A period of 30 days is given for representations or objections to be made.

CARRIED**17.4 FEBRUARY 2025 BUILDING STATISTICS UPDATE****RESOLVED OCM 093/25**

Moved: Cr Marg Applebee

Seconded: Cr Joy Paddison

That:

1. Receive and note the February 2025 Building Statistics Report.

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

Nil

19 CONFIDENTIAL MATTERS

RESOLVED OCM 094/25

Moved: Cr Doug Pout

Seconded: Cr Marg Applebee

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 ABBA FESTIVAL

This matter is considered to be confidential under Section 10A(2) - 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 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 ECONOMY, DESTINATION AND EVENTS ADVISORY COMMITTEE

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.

19.3 CNSWJO LINEMARKING SERVICES (R1_2025)

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.

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

At 4:47 pm, the Meeting went into Closed Session.

19.1 ABBA FESTIVAL**RESOLVED OCM 095/25**

Moved: Cr Neil Westcott

Seconded: Cr William Jayet

That Council:

1. Receive and note the information provided about the ABBA Festival in the report.

CARRIED

At 4:59 pm, Director Operations Logan Hignett left the meeting.

At 5:03 pm, Director Operations Logan Hignett returned to the meeting.

At 5:03 pm, General Manager Kent Boyd left the meeting.

At 5:09 pm, General Manager Kent Boyd returned to the meeting.

At 5:15 pm, Cr George Pratt left the meeting.

At 5:15 pm, Cr George Pratt returned to the meeting.

19.2 ECONOMY, DESTINATION AND EVENTS ADVISORY COMMITTEE**MOTION**

Moved: Cr Glenn Wilson

Seconded: Cr William Jayet

That Council:

1. Review the applications received and nominate the preferred candidates for appointment to the Economy, Destination and Events Advisory Committee.

RESOLVED OCM 096/25

Moved: Cr Glenn Wilson

Seconded: Cr William Jayet

That Council:

1. Review the applications received and nominate the preferred candidates for appointment to the Economy, Destination and Events Advisory Committee.
2. Council appoint the list of people to the Economy, Destination and Events Advisory Committee as follows:
 - * Marty Sammut-Paul
 - * Tracie Robertson
 - * Steve Lindsay
 - * Andrew Rice
 - * Andrew Hall
 - * Kelly Hendry
 - * Kristy Berry
 - * Greg Nash
 - * Peter Giles
 - * Treen Swift

CARRIED

19.3 CNSWJO LINEMARKING SERVICES (R1_2025)**RESOLVED OCM 097/25**

Moved: Cr Neil Westcott
Seconded: Cr Marg Applebee

That:

1. Council accept and sign contracts with
 - (a) ACT Linemarking Pty Ltd,
 - (b) Gumbay Holdings Pty Ltd t/as Avante Linemarking,
 - (c) Central West Linemarking Pty Ltd; and
 - (d) Complete Linemarking Services Pty Ltd
2. The term of the contract is 1 March 2025 to 29 February 2027, with an optional 12-month extension
3. Advise the Central NSW Joint Organisation of its decision

CARRIED**RESOLVED OCM 098/25**

Moved: Cr Marg Applebee
Seconded: Cr Doug Pout

That Ordinary Council Meeting:

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

CARRIED

At 5:21 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 5:25 pm.

This is the final page of the minutes comprising 27 pages numbered 1 to 27 of the Ordinary Council Meeting held on Tuesday, 18 March 2025 and confirmed on Tuesday, 15 April 2025.



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"> (a) At any time during which the matter is being considered or discussed, or (b) At any time during which the Council is voting on any question in relation to the matter.
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**

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).

10 MAYORAL MINUTE(S)

10.1 MAYORAL MEETINGS WITH NSW GOVERNMENT MINISTERS

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:

1. Write to the Local Member Mr Phil Donato MP to express our appreciation to him and his staff for facilitating the meetings and hosting the Parkes Council Executive in Parliament on 19 March 2025 and 28 March 2025.
2. Write to each Minister with an invitation to visit Parkes and the wider region.
3. Write to each Minister and reiterate the requests made at the meeting.

REPORT

On 19 March 2025 the Mayor and Deputy Mayor, with the General Manager, met with the Hon Tara Moriarty and the Hon Ryan Park, details are provided below.

On 28 March 2025 the Mayor and Deputy Mayor, met with the Hon Penny Sharpe, details are provided below.

Meeting	Key Issues raised
<p>The Hon. Tara Moriarty MLC, Minister for Agriculture, Minister for Regional New South Wales, and Minister for Western New South Wales.</p> <p>19 March 2025.</p>	<ol style="list-style-type: none"> 1. The virtues of the Parkes Special Activation Precinct (SAP) were expressed. 2. A whole-of- government approach to the SAP was requested, particularly in relation to the Parkes Energy from Waste (EfW) proposal. 3. That the Minister support Councils representation to Minister Sharpe in relation to EfW proposal (see below).

Meeting	Key Issues raised
<p>The Office of, The Hon. Ryan Park MP, Member for Keira, Health Minister.</p> <p>19 March 2025.</p>	<ol style="list-style-type: none"> 1. The Doctor situation in Regional NSW is becoming very serious. 2. The need for a new approach to health care in regional NSW. 3. All tiers of government, industry and universities need to work together. 4. Parkes has a new \$80m state of the art hospital, with twin operating theatres and maternity suite, which is significantly underutilised. 5. There is no maternity services for Parkes, which is a serious problem which needs to be addressed as a matter of priority. 6. Health outcomes for our people are in serious decline in Regional NSW. 7. Ambulance staff are caught up with patient transfer, reducing their capacity to service local emergencies. 8. Charles Sturt University have a relationship with Parkes Hospital which needs fostering. 9. The NSW Government needs to invest in a Clinical Health Education facility and activate the Parkes Health Precinct Masterplan as a matter of urgency.
<p>The Hon. (Penny) Penelope Gail SHARPE, MLC. Minister for Climate Change, Minister for Energy, Minister for the Environment, and Minister for Heritage</p> <p>28 March 2025.</p>	<p>The following issues were raised with the Minister.</p> <ol style="list-style-type: none"> 1. In relation to the EfW facility, Council <u>is not</u> the approval authority, the EfW facility is a NSW Government initiated project, on NSW Government owned land, it will be assessed by the NSW Government under policy arrangements developed by the NSW Government, accordingly we seek your active participation to ensure the public are supported, by the provision of independent expert advice such as NSW Planning, EPA and Chief Scientist. 2. Council will be absolutely uncompromising in ensuring that any facility complies with the standards and controls to protect human health and the environment, albeit that we are not the approval authority. 3. If the facility ultimately is proven safe and proceeds the Parkes Community should be compensated for hosting the facility and helping with the States waste crisis.



Cr Neil Westcott
 MAYOR

10.2 COUNTRY MAYORS ASSOCIATION: MINUTES FROM THE MEETING HELD ON 28 MARCH 2025

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: A. **Country Mayors Association (CMA) of NSW - General Meeting Minutes of 28 March 2025** [↓](#)

MOTION

That Council:

1. Receive and note the Minutes from the Country Mayors Association meeting held on 28 March 2025.

REPORT

Deputy Mayor Marg Applebee and I attended the Country Mayors Association meeting in Sydney on 28 March 2025 which was strongly supported by various Departments including Parliamentary Ministers and with 150 representatives of Country NSW Councils and associated organisations in attendance. The Agenda Theme was: Financial Sustainability.

The meeting was held in the Theatre at Parliament House, Sydney and the agenda was full of guest presenters, these included:

- * The Chair of the NSW Grants Commission - Ms Linda Scott.
- * President of the Local Government NSW (LGNSW) - Mayor Phyllis Miller OAM.
- * The Chair of the NSW Government Inquiry into the "Ability of Local Governments to fund infrastructure and services" - The Hon. Emily Jane Suvaal, BN MLC.
- * TCorp Senior Analyst with the Local Government Service Team - Mr Tom Threlkeld.
- * The Auditor-General for NSW - Mr Bola Oyetunji.
- * Presentation to 2024 Bluett Award Winner - Bega Valley Shire Council and Runner-Up - Moree Plains Shire Council.
- * The Minister for Climate Change, Minister for Energy, Minister for the Environment & Minister for Heritage - The Hon. Penny Sharpe MLC.
- * NSW Electoral Commissioner - Mrs Rachael McCallum.
- * Chair of IPART - Ms Carmel Donnelly PSM.

A copy of the Minutes are attached.



Cr Neil Westcott

MAYOR



THE COUNTRY MAYORS ASSOCIATION OF NSW INC

"What we want is nothing more than equity"

COMMUNIQUÉ

Country Mayors Association of NSW – General Meeting 28 March 2025

The Country Mayors Association of NSW held our General Meeting in the Theatrette in NSW Parliament House, Sydney on Friday 28 March 2025. We had 150 representatives of Country NSW Councils and associated organisations coming together to focus on the Financial Sustainability theme. We were joined by a variety of Parliamentarians.

For dinner, the night before, our Associate Member, the NRMA hosted a special cocktail-style function in the Tattersalls Club, across from Hyde Park, Sydney. We were grateful for this networking and fellowship opportunity. There were over 120 attendees and three special guest speakers.

NSW Local Government Minister the Hon. Ron Hoenig MP had some attention-grabbing statements, including that all NSW Councils will be mandated to live-stream their Council and Committee meetings. Local Government NSW President and CMA Executive Board member, Mayor Phyllis Miller (Forbes Shire) OAM explained the origin of her passion for Local Government and the NRMA's Chief Membership Officer Victoria Doidge reaffirmed their commitment to work with Country Mayors towards better, safer roads.

CMA Chairman, Temora Shire Mayor Rick Firman OAM said the chance for country Mayors to get together was greatly valued and we are thankful to the NRMA. "There was a real warmth in the room. Never underestimate the value of fellowship."





THE **COUNTRY MAYORS** **ASSOCIATION** OF NSW INC

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"What we want is nothing more than equity"

COMMUNIQUÉ

The meeting

CMA Chairman Mayor Rick Firman OAM of Temora Shire Council issued a warm welcome and introduced the new Chair of the NSW Grants Commission, Ms. Linda Scott.

Ms Scott advised that she had not yet been inducted and it is too soon for her to say much. She emphasised that submissions need to go to the NSW Grants Commission email address: grantscommission@olg.nsw.gov.au . Ms Scott also urged CMA members to work with their CFOs regarding the forward payments of FAGs and the implications of that.



CMA Executive Board Member and President of LGNSW – Mayor Phyllis Miller OAM and Mayor Firman paid tribute to Forbes Shire GM Mr. Steve Loane OAM, who has served the Local Government sector for decades.

Mayor Miller announced that a new cost-shifting survey is about to be conducted by LGNSW. "I don't expect a return to 1% overnight but we need to get it back up there, bit by bit." Mayor Miller drew attention to the new Food Organics and Garden Organics (FOGO) recycling legislation, intended to reduce food waste and stop food waste going to landfill. The NSW Parliament has passed legislation to mandate FOGO collection services for households by July 2030, and for businesses and institutions in stages from July 2026. Click [here](#) for more detail. Mayor Miller added that the Regional Summit in the State Library promises to be a great event.



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THE COUNTRY MAYORS ASSOCIATION OF NSW INC

"What we want is nothing more than equity"

COMMUNIQUÉ

The Hon. Emily Suvaal, BN MLC. Was welcomed to the lectern as Chair of the NSW Government Inquiry into the "Ability of local governments to fund infrastructure and services"

Mrs Suvaal said the Inquiry was important to her personally and professionally. There were 128 submissions, over 50 organisations gave evidence. We are still awaiting the State Government response to the Inquiry and the recommendations. We handed it down on 29 November and the Minister has told me that he is going to take the time to get it right. We can appreciate that changes to the accounting codes and the like take work.

It was a very important Inquiry and I know the challenges you face are still there and may have gotten worse.

CMA Chairman Rick Firman OAM presented a thank-you gift to Mrs Suvaal.



The entire TCorp Local Government Services Team then came onto the stage because it was important for members have faces for the names they deal with.

Snr Analyst, Mr. Tom Threlkeld gave the presentation, supported by his colleagues:

- Mr. Rob Kenna – General Manager, Financial Markets
- Mr. Brett Perry – Senior Manager, Credit Review
- Ms. Danielle Aspery – Senior Manager
- Mr. Craig Selvage – Senior Analyst
- Ms. Alina Tee – Analyst

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10.3 AUNTY RHONDA TOWNEY - FINALIST IN THE NSW ABORIGINAL WOMAN OF THE YEAR 2025 AWARDS**IP&R Linkage:** **Pillar:** Community**Goal:** Our community is creative, proud and has a strong sense of belonging.**Strategy:** Celebrate the history, heritage and culture of the Wiradjuri people and their connection to country, and provide opportunities for reconciliation, interpretation and understanding.**Author:** **Cr Neil Westcott****Annexures:** **Nil**

MOTION

That Council:

1. Write a letter to Aunty Rhonda Towney congratulating her on being a finalist in the NSW Aboriginal Woman of the Year 2025 Awards.

REPORT

Congratulations to Aunty Rhonda Towney from Peak Hill, for being a Finalist in the NSW Aboriginal Woman of the Year 2025 Awards!

Although Aunty Rhonda didn't take home the top award, she was one of just five finalists in this prestigious category, recognised for her incredible dedication to Peak Hill and the broader Parkes Shire community during the ceremony for the 2025 NSW Woman of the Year Awards on 6 March 2025, which was held during NSW Women's Week.

After a life-changing accident in 2012, Aunty Rhonda was bedridden and in aged care for three years. During this time, she decided to change her life and wanted to devote herself to helping others.

More than 10 years ago, Aunty Rhonda founded Yindyamarra Aboriginal Services, and she now delivers over 3,000 hampers to 31 NSW communities each year - from Walgett to Broken Hill and Queanbeyan – distributing them to Elders and community members in need, both Indigenous and non-Indigenous. She communicates with the Army, supermarkets and charities and funds all food and products herself.

In Peak Hill, Aunty Rhonda runs a drop-in service offering donated food and goods, and referrals to other services.

The NSW Aboriginal Woman of the Year Award celebrates role models who create opportunities and inspire change, and Aunty Rhonda embodies these values every day.

Join us in celebrating this well-deserved recognition and thanking Aunty Rhonda for everything she does for the Parkes Shire community and beyond.

To view the full Ceremony and read all about the amazing recipients, visit: nsw.gov.au/wotya25



Aunty Rhonda Towney - Finalist in the NSW Aboriginal Woman of the Year 2025 Awards



Cr Neil Westcott

MAYOR

10.4 PARKES LIBRARY AMBASSADORS INDUCTION CEREMONY**IP&R Linkage:** **Pillar:** Community**Goal:** Our community is creative, proud and has a strong sense of belonging.**Strategy:** Provide innovative library services that support social interaction and encourage lifelong learning.**Author:** **Cr Neil Westcott****Annexures:** **Nil**

MOTION

That Council:

1. Receive and note this Mayoral Minute from the Induction of 2025 Parkes Library Ambassadors.

REPORT

Each year the Parkes Shire Library invites students in Year 5 at each of the schools across the Parkes Shire to apply to become a Library Ambassador. The Library Ambassadors communicate Library news, events and activities to their school community at assemblies. This year 45 students applied and 11 students in Parkes were selected as Ambassadors, including the Home School community. An additional 7 students are Ambassadors representing schools in Tullamore, Trundle, and Bogan Gate. Presentations to ambassadors at the village schools will take place at those schools in the near future.

On Thursday 20 March Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Bill Jayet and Acting Director Planning and Community Services Annalise Teale attended the official Induction Ceremony of the Library Ambassadors at Parkes Library.

The ceremony was attended by 50 children, parents, teachers and media, with Mayor Neil Westcott, Deputy Mayor Applebee and Cr Jayet formally presenting the Ambassadors with their badges and gift bags. Following the presentation, the new Ambassadors were photographed with the official party and library staff. A tour of the library, Marramarra Makerspace, and Coventry Room Gallery was followed by an afternoon tea for all in attendance.



Back Row: Deb Gould, Mayor Neil Westcott, Annalise Teale, Cr Bill Jayet and Deputy Mayor Marg Applebee
Front Row: Kiarah Edwards-Ellis, Scarlett Gosper-Chambers, Cooper Handcock, Matilda Barker, Adelaide Watt,
Joel Turnbull, Avalyn Stokes, Avah McNeill, Aava Dhakal, Lucy Butler, Harvey Gray



Cr Neil Westcott
MAYOR

10.5 COMMUNITY FIBRE ARTS EXHIBITION OFFICIAL OPENING**IP&R Linkage:** **Pillar:** Community**Goal:** Our community is creative, proud and has a strong sense of belonging.**Strategy:** Provide innovative library services that support social interaction and encourage lifelong learning.**Author:** **Cr Neil Westcott****Annexures:** **Nil**

MOTION

That Council:

1. Receive and note this Mayoral Minute on the official opening of the Community Fibre Arts Exhibition.

REPORT

An exhibition of fibre arts was officially opened on Saturday 15 March 2025 in the Coventry Room. The exhibition was open for submissions to all community members and artists with strong connections to Parkes Shire and features over 100 entries submitted by more than 40 artists and crafts people.

The official opening was attended by 80 patrons, including Mayor Neil Westcott, Cr Bill Jayet, Cr Marg Applebee, and Director of Arts OutWest, Kylie Shead.

Kerryn Jones, Manager of Culture, Education & Library Services welcomed patrons to the event and handed over to Mayor Westcott for an Acknowledgment of Country and address to attendees and artists.

Mayor Neil Westcott described the exhibition as "a testament to the strong art community and diversity of talent we have here in the Parkes Shire, and the enthusiasm to participate and exhibit."

Kylie Shead, Director of Arts OutWest, officially opened the exhibition and commended the artists involved in the exhibition, stating that "Fibre Art has an incredible history and is of great cultural importance, as it tells the story of family, society and the environment and has done for thousands of years as one of the oldest art forms. This exhibition is a wonderful example of bringing community together and showcasing this important art form."

Entries from a series of workshops supported by Arts OutWest and the Country Arts Support Program were also received. The workshops included a popular Yarn Wrapping session, resulting in more than 60 brightly coloured pods, two mini brooch workshops and a weekend Stitched Landscape Workshop with Blue Mountains artist Pippita Bennett.

The diversity of works is impressive including felting, crochet, patchwork, knitting, weaving, tapestry, embroidery, macrame, collage, sculpture and hand & machine stitching. The use of recycled fabrics is also on display and visitors can contribute to community weaving.

The exhibition will be on display until Saturday 12 April in the Coventry Room at the Parkes Library & Cultural Centre.



Mayor Neil Westcott, Deputy Mayor Marg Applebee and CR Bill Jayet at the official opening of the Community Fibre Arts Exhibition.



Cr Neil Westcott
MAYOR

10.6 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 15 March 2025 through to 11 April 2025.

REPORT

Table 1: lists the Meetings, functions and events attended by the Mayor and Councillors during the period 15 March 2025 through to 11 April 2025:

Table 1: Meetings, Functions and Events attended by Mayor and Councillors

Date	Function
Saturday 15 March	Trundle Back in Time Trundle Showground Deputy Mayor Marg Applebee Apologies: Mayor Neil Westcott, Cr Doug Pout, Cr Joy Paddison, Cr Bill Jayet, Cr Louise O'Leary and Cr Kenny McGrath Community Fibre Arts Exhibition Coventry Room, Parkes Library Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Bill Jayet Apologies: Cr Joy Paddison, Cr Louise O'Leary, Cr Doug Pout and Cr Kenny McGrath
Tuesday 18 March	Road and Place Naming Advisory Committee, Waste Advisory Committee Meeting and Community, Access and Liveability Meetings Committee Room Mayor Neil Westcott, Cr Bill Jayet, Cr Kenny McGrath, Cr Louise O'Leary, Cr Joy Paddison, Cr Glenn Wilson and Cr Doug Pout Ordinary Council Meeting Council Chambers, Parkes Shire Administration Centre All Councillors and Directors

<p>Wednesday 19 March</p>	<p>Meeting in Sydney with the Minister for Regional Health - The Hon. Ryan Park MP.</p> <p>Meeting in Sydney with the Minister for Agriculture and Regional NSW - The Hon. Tara Moriarty, MLC</p> <p>Mayor Neil Westcott, Deputy Mayor Marg Applebee and General Manager Kent Boyd</p>
<p>Thursday 20 March</p>	<p>Bangala-La Pre-School Harmony Week</p> <p>Mayor Neil Westcott</p> <p>Library Ambassador Inductions Parkes Library</p> <p>Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Bill Jayet</p> <p>ABBA Festival Meeting Memorial Hall, Trundle</p> <p>Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Bill Jayet, Cr Louise O'Leary, Cr Joy Paddison and Cr Glenn Wilson and Director of Customer, Corporate and Services Economy Anthony McGrath</p> <p>Apology: Cr Doug Pout</p>
<p>Monday 24 March</p>	<p>Peak Hill Community Consultative Committee Meeting AIF Hall, Peak Hill</p> <p>Cr Louse O'Leary</p>
<p>Tuesday 25 March</p>	<p>Upstage School Visit Parkes Public School</p> <p>Mayor Neil Westcott</p>
<p>Thursday 27 March</p>	<p>Thrive 2025 Cooke Park Pavillion, Parkes</p> <p>Cr Louise O'Leary</p> <p>Trundle Community Consultative Committee Meeting Memorial Hall, Trundle</p> <p>Cr Joy Paddison</p>

<p>Friday 28 March</p>	<p>Country Mayors' Association Meeting Parliament House, Sydney Mayor Neil Westcott and Deputy Mayor Marg Applebee</p> <p>Meeting in Sydney with the Minister for Energy & the Environment - The Hon. Penny Sharpe, MLC Parliament House, Sydney Mayor Neil Westcott and Deputy Mayor Marg Applebee Apology: Kent Boyd General Manager</p> <p>Corvettes National Convention Dinner Cr George Pratt Apologies: Mayor Neil Westcott and Deputy Mayor Marg Applebee</p>
<p>Saturday 29 March</p>	<p>Corvettes Drive Around Town & Show 'n' Shine Parkes Deputy Mayor Marg Applebee Apologies: Mayor Neil Westcott, Cr Doug Pout, Cr Joy Paddison and Cr Bill Jayet</p> <p>Masters Games Weekend Cr Louise O'Leary</p> <p>Bush Dance and Dinner Adavale Lane Community Hall Cr Glenn Wilson Apologies: Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Kenny McGrath, Cr Matthew Scherer, Cr Louise O'Leary, Cr Bill Jayet, Cr Joy Paddison, Cr Doug Pout and Cr George Pratt</p>
<p>Tuesday 1 April</p>	<p>Economy, Destination and Events Advisory Committee Meeting Cooke Park Pavillion, Parkes Deputy Mayor Marg Applebee, Cr Joy Paddison, Cr Glenn Wilson and Cr Doug Pout Apology: Mayor Neil Westcott and Cr Bill Jayet</p> <p>Parkes Liquor Accord Meeting Apologies: Cr Doug Pout and Acting Director of Planning and Community Services Annalise Teale</p>

	<p>Councillor Workshop Council Chambers, Parkes All Councillors & Directors Apologies: Cr Bill Jayet and Cr Louise O'Leary</p>
<p>Thursday 3 April</p>	<p>Central West Community Leader's Forum 11 Parkes Mayor Neil Westcott and General Manager Kent Boyd</p>
<p>Friday 4 April</p>	<p>Country Councils ARIC Conference Gilgandra Deputy Mayor Marg Applebee and Manager of Governance, Risk and Corporate Performance Veronica Shaw</p> <p>Project Goobang Film Premier and Q&A Parkes Christan School Mayor Neil Westcott, Mrs Alison Westcott, Deputy Mayor Marg Applebee, Mr Luke Clyne, Cr Doug Pout and Mrs Courtney Pout Apology: Kent Boyd General Manager</p>
<p>Monday 7 April</p>	<p>Lake Endeavor visit with Phil Donato Parkes Mayor Neil Westcott, Deputy Mayor Marg Applebee and Acting Director of Infrastructure Graeme Bayliss Apology: Kent Boyd General Manager</p> <p>Community Safety Precinct Committee Meeting Deputy Mayor Marg Applebee and Director of Customer, Corporate Services and Economy Anthony McGrath Apology: Mayor Neil Westcott and General Manager Kent Boyd</p>
<p>Tuesday 8 April</p>	<p>Rio Tinto Community Drop-In Sessions Tullamore General Manager Kent Boyd</p> <p>North Parkes Operations CCC Meeting Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Doug Pout Apologies: Cr Bill Jayet</p>

<p>Wednesday 9 April</p>	<p>Meals on Wheels Bowling Club, Peak Hill Cr Louise O'Leary and Cr Doug Pout Apologies: Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Bill Jayet and Cr Joy Paddison</p> <p>West Region Bike Forum, Welcome to Parkes Deputy Mayor Marg Applebee Apology: Mayor Neil Westcott</p> <p>Alectown Community Consultative Committee Meeting Alectown Town Hall Mayor Neil Westcott and Director of Customer, Corporate Services and Economy Anthony McGrath Apology: Annalise Teale Acting Director of Planning and Community Services</p> <p>Tullamore Community Consultative Committee Meeting Tullamore Bowling Club, Tullamore Cr George Pratt</p>
<p>Friday 11 April</p>	<p>Parkes High School Recognition Assembly Parkes High School Deputy Mayor Marg Applebee Apology: Mayor Neil Westcott, Cr Joy Paddison, Cr Bill Jayet, Cr George Pratt, Cr Kenny McGrath and Cr Doug Pout</p>



Cr Neil Westcott

MAYOR

10.7 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 11 April to 16 May 2025.

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 11 April 2025 through to 16 May 2025:

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

Date	Function
Monday 14 April	Bogan Gate Community Consultative Meeting Memorial Hall Bogan Gate Cr George Pratt
Tuesday 15 April	Ordinary Council Meeting Council Chambers Parkes Administration Centre All Councillors and Directors Apology: Cr Bill Jayet
Thursday 24 April	Trundle Community Consultative Committee Meeting Memorial Hall Trundle Cr Joy Paddison

Friday 25 April	ANZAC Day Ceremonies around the Shire are as follows: <u>Alectown Soldiers Memorial Hall</u> Dawn Service 6:00 am Mayor Neil Westcott and Cr Louise O'Leary <u>Bogan Gate - Hutton Street</u> Dawn Service 5:50 am - 7:20 am Cr George Pratt <u>Parkes Memorial Hill</u> Dawn Service 5:30 am Deputy Mayor Marg Applebee and Cr Doug Pout <u>Parkes Cooke Park Cenotaph</u> Commemorative Service 8:30 am Mayor Neil Westcott and Cr Bill Jayet and Cr Louise O'Leary marching <u>Peak Hill AIF School of Arts Memorial Gates</u> Dawn Service 6:00 am Civic Ceremony 10:30 am Cr Louise O'Leary <u>Trundle War Memorial Hall</u> March & Memorial Service 10:00 am - 12:00 noon Cr Joy Paddison <u>Tullamore Memorial Park</u> Dawn Service 6:00 am Commemorative Service 10:45 am Cr Kenny McGrath
Saturday 26 April	Homegrown Markets Parkes Cooke Park All Councillors, Directors and general public invited
Monday 28 April	Peak Hill Community Consultative Meeting Peak Hill AIF Hall Cr Louise O'Leary
Thursday 1 May	Regional Leaders Network Mayor Neil Westcott
Friday - Sunday 2 - 4 May	2025 Australian Tidy Towns Awards (Keep Australia Beautiful) Beechworth Deputy Mayor Marg Applebee, Cr Bill Jayet, Manager Environment and Sustainability Michael Chambers and Acting Environmental and Biosecurity Hannah Farrant-Jayet
Monday 5 May	Central NSW Integrated Transport Group Meeting Mayor Neil Westcott

<p>Tuesday 6 May</p>	<p>Village Visit to Tullamore All Councillors and Directors</p> <p>Councillor Workshop Council Chambers Parkes Administration Centre All Councillors and Directors</p>
<p>Thursday 8 May</p>	<p>Rural & Regional Summit 2025 Sydney Deputy Mayor Marg Applebee</p>
<p>Friday 9 May</p>	<p>Country Mayors Association (CMA) - Health Parliament House, Sydney Deputy Mayor Marg Applebee Apology: Mayor Neil Westcott</p>
<p>Sunday 11 May</p>	<p>Hockey NSW Under 14s State Champion Presentation Invited: Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Louise O'Leary</p>
<p>Tuesday 13 May</p>	<p>Opt in Advocacy Mayors Subcommittee, Central NSW Joint Organisation (CNSWJO) Mayor Neil Westcott</p>
<p>Wednesday 14 May</p>	<p>Tullamore Community Consultative Committee Meeting Tullamore Bowling Club Cr George Pratt</p>
<p>Friday 16 May</p>	<p>Central West Recovery and Resilience Package Mayor Neil Westcott and General Manager Kent Boyd</p>



Cr Neil Westcott

MAYOR

11 COUNCILLOR REPORT(S)**11.1 COUNTRY COUNCIL'S ARIC CONFERENCE ON 4 APRIL 2025**

Author: Marg Applebee, Deputy Mayor
Authoriser: Kent Boyd PSM, General Manager
Annexures: Nil

RECOMMENDATION

That Council:

1. Note the information in the report about the Country Council's ARIC Conference on 4 April 2025 hosted by Gilgandra Shire Council.

ISSUES AND COMMENTARY**Country Council's ARIC Conference - 4 April 2025 - Event Summary**

On Friday 4th April, Council's Manager Governance, Risk and Corporate Performance and I joined Councillors, Council staff and Audit, Risk and Improvement Committee (ARIC) members and Chairs at the ARIC Country Council's Conference 2025. This event was a great opportunity for ARIC members to reflect on what has been achieved so far, share ideas, discuss challenges and develop their committees further.

This free event was hosted by Gilgandra Shire Council, organised by the Country Mayor's Association and supported by the NSW Government. Mayor of Gilgandra, Doug Batten, officially opened the conference showcasing the shire, the opportunities available and their strategic goal, a region growing towards 5000.

Following the welcome address, Katrina Annis-Brown from the Office of Local Government (OLG) took the stage providing an overview of the ARIC "Journey So Far" for Councils. This was a great oversight of everything Council's have achieved, where we are now, what still needs to be done and maintained, emphasizing key milestones and future goals. This was also a great opportunity for Council's to discuss concerns with the OLG, including requesting key performance measures and compliance checklists for ARIC to help better assess their ARIC progress.

The conference then transitioned into an interactive panel session on "Best Practice in the Real World" with a diverse range of panellists who presented first on their specialist area followed by a Q and A session. Panellists included, Karen Pegler, executive Member, Lachlan Shire Council, who presented on areas of concern in ARIC; Donna Dobson, Director Aged Care and Disability Services, Gilgandra Shire Council who presented on the unique risks in her service space; and Sam Helweh, Manager Internal Audit, Campbelltown City Council who presented on getting value out of internal audits.

Stephen Wood, Senior Corruption Prevention Officer from the NSW Independent Commission Against Corruption (ICAC), then led a compelling session on Corruption Control and Audit, Risk and Improvement Committees. He discussed various preventive measures and strategies to combat corruption within local councils, providing attendees with actionable takeaways and example cases to learn from.

Bola Oyetunji, NSW Auditor General, provided the keynote address covering a range of topics including good corporate governance through ARICs, resource sharing, flat revenue and cost shifting concerns, leveraging automation and ensuring councils can be financially sustainable. The Auditor

General also encouraged councils to speak up in their financial statements so that pertinent context can be included explaining their unique situations. It was great to hear all the feedback the Auditor General has been collecting from Councils and how it is being incorporated by the Auditor General and to have him address country council's directly.

The conference concluded with an interactive plenary session on future challenges and opportunities, followed by an open Q&A. This session provided a platform for attendees to discuss pressing issues and explore potential solutions collaboratively.

This free event was an invaluable experience for Council's Audit, Risk, and Improvement Committee members. It provided numerous opportunities to network with peers from other councils, collaborate on shared initiatives, and exchange valuable ARIC insights and experiences, which we will be able to incorporate into our own practices.



Manager Governance, Risk and Corporate Performance, Veronica Shaw, NSW Auditor General, Bola Oyetunji and Deputy Mayor, Marg Applebee

Marg Applebee
COUNCILLOR

12 REPORTS OF COMMITTEES**12.1 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 26 FEBRUARY 2025****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, Manager Governance, Risk and Corporate Performance****Authoriser:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Annexures:** **A. Audit, Risk and Improvement Committee Meeting Minutes - 26 February 2025**

RECOMMENDATION

That Council:

1. Receive and confirm the Minutes of the Audit, Risk and Improvement Committee Meeting held on Wednesday 26 February 2025 appended at *Annexure A*.
-

Audit, Risk and Improvement Committee Meeting

Minutes

Wednesday 26 February 2025



Minutes of the Audit, Risk and Improvement Committee Meeting
Held on Wednesday, 26 February 2025 at the
Parkes Council Chamber, 2 Cecile Street, Parkes

Present:

Mr Stephen Horne	Chairperson
Mr Tony Harb	Member
Dr Meredith Caelli	Member

Council Officers in Attendance:

Mr Kent Boyd PSM	General Manager
Mr Anthony McGrath	Director Customer, Corporate Services and Economy
Mr Andrew Francis	Director of Infrastructure and Sustainability
Mr Logan Hignett	Director of Operations
Mr Jaco Barnard	Chief Financial Officer
Mr Luke Nash	Executive Manager Finance
Mrs Bianca Hinton	Manager Customer and Information Services
Mrs Kylie Trueber	Emergency Management and Projects Coordinator
Mrs Veronica Shaw	Manager Governance, Risk and Corporate Performance
Miss Bronte Thompson	Business Support Officer

Guests

Paul Quealey	Lambourne Partners (Internal Auditor)
Cassie Malone	External Auditor
Desmond Quach	External Auditor

NOTES

The meeting commenced at 9:00am at Parkes Shire Council in the Committee Room with a 19 minute in-camera session with the Committee and the General Manager to discuss item 8.1.

The Committee then had a 11 minute in-camera session with Internal Auditor Paul Quealey.

The Committee then had a 17 minute in-camera session with Manager Customer and Information Services, Bianca Hinton to discuss items 8.2 and 8.3.

Cr Paddison attended via audio-visual link, joining at 9:15am.

No items were referred to the regular meeting from these sessions.

The Director Customer, Corporate Services and Economy, Manager Governance, Risk and Corporate Performance, External Auditor, Internal Auditor and Business Support Officer attended the meeting from 9:52am.

The meeting commenced at 9:52 and concluded at 12:38pm.

The Chief Financial Officer and Executive Manager Finance entered the meeting at 9:54am.

The Director Infrastructure joined the meeting at 10:13am.

The Director Infrastructure left the meeting at 10:54am.

The Committee stopped for a break at 10:54am and recommenced at 11:05am.

The Director Operations joined the meeting at 11:03.

The Director Operations left the meeting at 11:15am.

The Director Operations rejoined the meeting at 11:21am.

Emergency Management and Projects Coordinator left the meeting at 12:02.

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1 OPENING OF MEETING

The Chairperson declared the Audit, Risk and Improvement Committee Meeting of Wednesday, 26 February 2025 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

Cr Marg Applebee

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 27 NOVEMBER 2024

RECOMMENDATION

That the Committee receive and confirm the Minutes of the meeting held on Wednesday 27 November 2024 appended at *Annexure A*.

Discussion

The draft Minutes were confirmed.

The following updates were provided to the committee in relation to last meeting's actions.

Actions from meeting	Responsible Department	Update
All remaining internal action items to be moved to TechOne and then reviewed by the internal auditor for closing off if no longer relevant based on new audits that have been completed. The items which are written off are to be reported to the Committee outside of session.	MGRCP	Ongoing
Council to add reviews of incidents and audit action items into their risk register every 3-6 months.	MGRCP	Ongoing
Ensure external audit actions are in TechOne.	MGRCP	Completed
Review risk management plan/strategy that was conducted 12-months ago and report to the Committee.	DCCSE	Completed

Contact Port Macquarie Council to discuss their risk journey and learnings.	DCCSE	Outstanding
Major projects and current works report to include 2-3 sentences commentary explaining the risks and council mitigation.	DO and DIS	Completed
Provide a report on motor vehicles outside of session.	DCCSE	Completed
Provide a report on financial delegation systems outside of session.	CFO	Outstanding
Provide formal report on review of position descriptions, appraisals and performance management in view of increasing productivity.	DCCSE and HR	Planned for May
Add financial concerns and rising staff costs to risk register, including controls such as productivity measures and performance management.	MGRCP	Outstanding
Council to contact Meredith offline about how to conduct a skills matrix. Council to perform a skills matrix across each unit to see what the internal resilience is.	DCCSE	Outstanding
MGRCP to send next year's committee dates to Committee and confirm meeting dates and which sessions were to be online and offline.	MGRCP	Completed
Note in the current workplan that the next plan will be developed by ARIC in 2025 in response to the CSP.	MGRCP	Planned for April and May
Begin the process of EOIs for a new Committee member early in the year for hiring mid-2025.	MGRCP	Completed
Update ARIC Terms of Reference to reflect new Council appointments on page 4.	MGRCP	Completed

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.

Tony Harb declared his interest in matters relating to Coalition and CivicRisk Mutual through his business InConsult.

These disclosures were noted and accepted as not requiring any specific actions.

6 LATE BUSINESS

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

7 OFFICERS' REPORTS

7.1 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 report updating the Committee on the progress of Internal Audits, noting that his team were currently onsite this week for the Sundry Income and Cash Handling Audit.
- The Internal Auditor also noted that planning for the Environmental Management Framework Audit would soon begin, with fieldwork to be completed in April and the final report scheduled to be completed before the end of the financial year.
- The Internal Auditor also commented that they would also begin working with management prior to the June Committee meeting to work on the strategic audit plan to provide a series of potential audits.
- The Committee noted to Council and the Internal Auditor that they will also be working on an ARIC Strategic Plan which will inform and support the internal audit plan.
- The Committee advised that they will provide examples of an ARIC Strategic Plan as they become available to help assist Council and noted the lack of advice in this area from the OLG which may cause some discrepancy across councils.
- The Committee, Council and the Internal Auditor noted that they would continue to communicate and work through the Strategic Audit and ARIC Plans together.

7.2 INTERNAL AUDIT - PLANT AND FLEET MANAGEMENT - FINAL REPORT

RECOMMENDATION

That the Audit Risk and Improvement Committee:

1. Receive and note the final Plant and Fleet Management report February 2025 attached at *Annexure A*.

Discussion

The Committee discussed the following:

- The Internal Auditor spoke to the report noting that the findings were very positive as Council has very mature framework and operations in this space, including great reporting, controls and accuracy.
- The Internal Auditor also noted that Work, Health and Safety was also strong which is great to see with such a large fleet.
- The Internal Auditor then presented the Action Plan on page 42 of the agenda highlighting the suggestions for improvement and the agree actions. over the observations
- The Committee discussed the potential for this space to be the elephant in the corner, highlighting the risk of deferring replacement resulting in reactionary costs increasing if assets are not replaced in a timely manner.
- The Committee stressed the problem of backlog maintenance highlighting the significant amount of capital equipment in council, that costs of replacement are high and that it needs to find its place in the budget every year.
- The Committee noted that the risk of not replacing plant and fleet needs to be assessed. When assessing the budget, the consequence of not replacing capital items needs to be highlighted, including the consequences that efficiency of plant goes down and labour availability goes down.

- Council's General Manager added that 20 to 30 years ago Council only looked at repair and did not consider replacement. It was noted fleet is in a much better position now fleet but will slip back if we can't meet the replacement costs.
- Council noted that some turnover and replacement cost money was removed from fleet's budget to balance the budget, which is an indication of where we are financially.
- The Committee added that audits can be judged by the conversations they begin, not the number of actions, noting that this is an important issue to be raised.
- The Committee acknowledged that this is not a huge problem at the moment but noted that this is an early sign that should go into the risk register and nicely document the controls and monitor the recommendations.
- The Committed noted that the data on page 35 of the agenda around fleet reactionary costs was beneficial and asked if this is something Council tracked or provided by the auditor.
- Council replied that the Fleet and Depot Manager tracks this on a dashboard in TechOne.
- The Chief Financial Officer noted that the Fleet and Depot Manager is the biggest campaigner for budgets.

7.3 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 Manager Governance, Risk and Corporate Performance updated the Committee on the current status of the Internal Audit Program through the Governance dashboard.
- The Committee noted that it was good to see from a governance perspective that the action items that have already been completed were of higher risk than those remaining.
- The Manager Governance, Risk and Corporate Performance noted the difference the dashboard made for visibility and ease of reporting to ARIC but also to the Connected Management Team who now receive monthly reminders and updates on how the audit actions are going.
- The Committee commented that it is kinder to reach out to give a reminder and notice of when actions will become overdue.
- The Chair reminded council that a goldilocks approach with action items is important as if the outstanding items get too big they start getting birthdays and reminded council that if the deadline wasn't reasonable or the recommendation is too big they can be tweaked with ARICs assistance.
- The Committee also reinforced that people will rarely action outstanding items without accountability and that needs to come from the leadership team.
- The Committee also noted that if you get the reporting right it begins to self-manage. It needs a system driving it which council seem to have now.

7.4 EXTERNAL AUDIT - FINAL MANAGEMENT LETTER 2024

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. Receive and note the Final Management Letter for the audit year ended 30 June 2024 attached at *Annexure A*.

Discussion

The Committee discussed the following:

- The External Auditor reported to the Committee that the high level, final management letter was issued last year on 20 December 2024.
- The External Auditor noted that there were no high risk matters which was great to see.
- The External Auditor noted that several previous items raised remain and will be followed up during the next audit.
- The External Auditor particularly noted that privileged user account monitoring would be resolved by 1st July 2025.
- The External Auditor noted that some previous matters have resolved which will be followed up.
- The External Auditor noted that Council and ARIC should expect a draft by June or July 2025.
- The Committee noted that Policies, Procedures and cyber appear to be on track for improvement this year and that nothing in the overall report was scary unexpected.
- The Committee expressed interest that four of the issues raised were cyber related noting it as the natural consequence of more focus on it and the committee were more comfortable on council improving in this space.
- The External Auditor noted that the audit office would be focusing on cyber again this financial year.

7.5 EXTERNAL AUDIT - WORK HEALTH SAFETY MANAGEMENT SYSTEM ACCREDITATION - ISO45001

RECOMMENDATION

That the Audit Risk and Improvement Committee:

1. Receive and note the Work Health and Safety ISO45001 audit completed by SAI Global and the Non-Conformance Report attached at *Annexure A*.

Discussion

The Committee discussed the following:

- Council spoke to the report noting the rigorous process conducted by a new auditor which focussed on quality management systems, such as through forms and reporting.
- The Committee noted that auditors usually check quality systems when they are pretty happy with what you are already doing.
- The Committee asked if any breaches were noted?
- Council confirmed that nothing of consequence was reported by the auditor.
- The Committee asked what timeframes were given for actioning the items.
- Council responded that most of the items are to be completed by May 2025 before the next internal audit which will be followed by the next full accreditation due at the end of 2025.
- Council noted that not many councils go through the full ISO45001 accreditation instead of the state cover self-assessments which have been waived due to our accreditation.
- The Committee noted that it shows that Council prioritise safety.

- The Committee asked Council the financial implications of obtaining accreditation.
- Council noted that accreditation costs around \$30,000.00 alone with additional financial implications around \$30,000.00 for software and the cost of two specialist safety staff as well.
- The Committee noted that incidents and potential workers compensation implications is an important risk to mitigate.
- The Committee asked Council if they are able to evaluate if they are better off compared to other councils by spending all that money on safety.
- Council noted that our claims and incidents are lower compared to similar councils and the cost of our premiums have been reducing overtime in response to this.
- Council did note that there were a few bigger incidents this year but that Council have been tracking a reduction overtime.
- Council noted that the biggest factor on premiums is the time it takes for an employee to return to work after a workers compensation claim.

7.6 EXTERNAL AUDIT - ENGAGEMENT PLAN FOR YEAR ENDING 30 JUNE 2025

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. Receive and note the Annual Engagement Plan ("AEP") for the audit of council's financial statements for the year ending 30 June 2025.

Discussion

The Committee discussed the following:

- The External Auditor spoke to the report, outlining the key issues on pages 95-99 of the agenda and commending Council for engaging early.
- The External Auditor noted their particular focus will be on the Special Activation Precinct (SAP) which will include an external valuation to determine the fair value of assets before transfer to Council.
- The Committee asked Council if they were comfortable with the plan and the timelines suggested.
- Council confirmed they are comfortable with the timeline and what is being assessed and noted they were happy with the 3% increase in engagement fees.
- The Committee said it is good to get everything aligned and thanked the external auditors for their time.
- The External Auditor highlighted that they are looking at booking in time in April to focus on valuation work.
- The Chief Financial Officer noted that with Crown land reconciliation Council are always following up due to joint management and that information from them is not always consistent which is not too big of an issue.

7.7 EXTERNAL AUDIT - PROGRESS REPORT ON THE IMPLEMENTATION OF EXTERNAL AUDIT PROGRAM ACTIONS

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. Receive and note the update provided on the implementation of consolidated External Audit actions.

Discussion

The Committee discussed the following:

- The Committee noted that the External Auditor had already addressed that outstanding items would be followed up during the next audit and noted the information in the report.
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7.8 RISK MANAGEMENT - MAJOR PROJECTS AND CURRENT WORKS REPORT - OPERATIONS AND INFRASTRUCTURE
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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 Director of Infrastructure and Sustainability gave an overview of current projects in his team noting the following from the report:
 - Lachlan Pipeline Duplication Project was mostly completed with the major risk to the project moving forward being the potential for the bore not be approved. If the bore does go ahead, a reputational issue may arise as other landowners may be prevented from having bores close to it.
 - Parkes Water Security Program Package 2A and 2B are awaiting the result of an application submitted in June last year. The funding body was in contact in January and yesterday letting us know that we will know the outcome in March.
 - Western Sewer Augmentation was completed under budget.
 - The Committee commented that there was quite a budget difference, for example on page 121, noting that it is a bit optimistic. The Committee requested a break down to make it a bit easier for everyone to see exactly where all the funding is coming from, what will be spent, what is committed and what is still required from grants etc. The Committee noted that this will help keep Councillors informed and to help Council be financially responsible
 - The Director Infrastructure and Sustainability noted that more detailed reports are received by the steering committee.
 - The Chief Financial Officer mentioned that communication with Councillors has been difficult.
 - The Director Infrastructure and Sustainability noted that he is going through a rescoping process now about the minimum viable product for these projects awaiting funding to see what can be produced with metallic instead of concrete etc.
 - The General Manager clarified to the Committee that Council are not progressing the expenditure even though it is approved until we are clear on what funding has been confirmed.
 - The Committee reiterated that in order to have financial sustainability that Council needs a bit more of a breakdown of project expenditure. What the council are not willing to spend, risk appetite and risk framework all need to tie in.
 - The Committee suggested the reports include what we want, what an adjustment could look like, approval for this as well and understand that these will vary.
 - The General Manager agreed it needs to be clearer in the reports.
 - The Chief Financial Officer noted that any project larger than \$1 million needs approval from the General Manager.
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- The Committee commented on the impact this many projects will have on Profit and Loss if the revenue is not there noting that the long term strategic plan should keep in mind the depreciation costs after funding.
- Council commented that this has been flagged in relation to Regional Growth NSW Development Corporation wanting to give Council free assets worth \$1-2 million in depreciation costs to Council.

- The Director Operations gave an overview of current projects in his team noting the following from the report:
 - Rose Street Housing Development is awaiting a variation request to the funding body to proceed with an initial smaller lot allocation with a larger release later.
 - The Committee asked if there were timeline concerns.
 - The Director Operations noted that there could be timeline concerns as the project is due at the end of this year and the Development Approvals have only recently been submitted.
 - The Director also noted that if the staging was approved that limited construction would be required to deliver the initial stage.
 - Freight Link (MR350) requires \$1.5 million in spending to be completed before June 30 with some delays at southern approach to Trundle. The culverts and bridges in this project were designed utilising the modelling from the flood studies discussed in item 7.11 in response to limiting the impact of flooding in the Shire.

7.9 RISK MANAGEMENT - BUSINESS CONTINUITY PLAN

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. Note the progress undertaken to review the Council's Business Continuity Plan.

Discussion

The Committee discussed the following:

- The Manager Governance, Risk and Corporate Performance spoke to the report noting the Business Continuity Planning (BCP) exercise conducted by InConsult through CivicRisk Mutual funding in December 2024.
- The Manager Governance, Risk and Corporate Performance noted that the exercise was a very engaging and thought provoking experience for the Continuity Management Team (CMT) which will help inform updates to council's BCP Framework.
- The Committee noted that it is important for organisations to put their fingerprints all over these types of documents to ensure they will suit in an emergency and to regularly practice its use.
- The Manager Governance, Risk and Corporate Performance noted that the report from InConsult commented that Council's response went quite well which Council was happy to see despite some feedback from staff in relation to adjustments needed in the framework which will be incorporated in the updates.
- The Committee noted that the biggest complaints BCP policies often receives is that they are too detailed or lack detail, and that it is important to find that balance so that everyone using it are able to know how to navigate the plan and that there is clarity around their roles.
- The Committee also noted that the Coordinator should not need to do any work as that will be the responsibility of everyone.

- The Committee noted the particular importance of Communications during BCP and that real life examples show that it cannot be practiced and planned for enough and that organisations can't over communicate in these scenarios.
- The Committee noted the large number of participants in the Continuity Management Team and asked Council how it went with such a large team?
- Council noted that there were several additional people attending who are not members of the immediate Continuity Management Team as they are potential delegates in case members are away which came in handy as some members were unavailable for the scenario.
- The Committee also noted that the Coordinator/CMT lead won't necessarily need to be the General Manager as it would depend on the scenario and who is best placed to coordinate. It should also be someone very comfortable in uncertainty who have a comfortable and good understanding of Council and its priorities.
- The Committee asked Council if the exercise was fun or helped with team building.
- The Manager Governance, Risk and Corporate Performance commented that everyone was initially concerned about the scenario and how they would perform but once they got started they leant into it and provided feedback afterward noting that they were more confident now if an incident were to occur.

7.10 RISK MANAGEMENT - ENTERPRISE RISK MANAGEMENT PLAN AND ROADMAP

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. Note the Council's progress against the Enterprise Risk Management Plan and Roadmap 2023 and updates in relation to its review.

Discussion

The Committee discussed the following:

- The Manager Governance, Risk and Corporate Performance spoke to the report noting the progress Council has made in relation to the previous Enterprise Risk Management Plan and Roadmap to get real visibility of what is still outstanding in building a risk aware culture.
- The Committee noted that Council have shown some visibility around controls without a formal framework or register but that Council are slowly chipping away at their Risk Management.
- Council noted that the new risk position will help push Risk Management Initiatives, including the new Risk Management Plan and Roadmap.
- The Committee noted from the Plan and Roadmap that they would particularly like to see Council complete the Fraud and Corruption Health Check to see how they are tracking.
- The Committed noted that they are comfortable, come 2025 annual report, to sign the attestation about risk management as Council have made some progress and have resourced this space with a position which gives the Committee more confidence.
- The Chair highlighted that risk management is a significant undertaking for councils of all sizes, necessitating the same level of effort, funding, and a dedicated coordinator.
- The Committed noted that they are glad they meet with the General Manager regularly and are seeing improved thought throughout Council in relation to risk and are seeing Council's risk implications improving which is really good. The Committee noted that whilst the framework is developing the culture is getting there and operating rhythm is getting there.
- The Committee commented that Council noted in their report that their current risk maturity is 'Basic' and asked where Council would like to go as it is an important conversation to have with the Councillors as well.

- The Committee suggested Council looks at the different levels of maturity and presents to the Councillors where Council currently is and suggest where Council should aspire to be.
- The Committee recommended Council use the Treasury Risk Maturity Assessment Tool TPP 20-06.
- The Committee noted the importance of Council getting the buy-in from the Councillors as risk management involves the governing body.
- Meredith offered to assist the new Risk Coordinator in relation to the TPP risk maturity tool as it is useful to map out where you are at, where you want to go and this can be used every year.
- The Committee suggested that Council ensure they aim for ticking off the guideline first and then look at the maturity about this time next year which will then inform the next years plan of activity.

7.11 RISK MANAGEMENT - CLIMATE CONTROLS - FLOODPLAIN MANAGEMENT

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. Receive and note the update provided in relation to Climate Controls within Parkes Shire Council.

Discussion

The Committee discussed the following:

- The Committee mentioned that the Climate Risk discussion has been on the radar for a while and are glad to see the discussion getting started.
- The Director Infrastructure and Sustainability spoke to the report noting that this initial climate risk report focused on floodplain management which has particularly emerged as a huge risk to Parkes since the big floods of 2022.
- The Director Infrastructure and Sustainability highlighted that Council has been working in the framework since 2013 for Trundle and have since expanded that, due to the first recorded flooding in certain parts of the Parkes urban area and Goobang/East Parkes in 2022.
- The Director Infrastructure and Sustainability noted that all up 5 studies are being completed concurrently with significant risks identified through those studies.
- The Director Infrastructure and Sustainability noted that there is a methodical framework from NSW government for risk mitigation in response to these studies. Forward looking responses include land use management and controls with significant work coming out of planning with DCPs and area management around flood risk plans. Retrospectively, properties that are already there and at risk will be protected by infrastructure mitigation works but will need to balance protection of one area and increasing risk downstream.
- The Director Infrastructure and Sustainability noted that there was no right solution, just trade-offs as is the case for any climate mitigation.
- The Director Infrastructure and Sustainability noted that these studies will enable Council to highlight risks to roads which will be able to support applying for infrastructure funding.
- The Director Infrastructure and Sustainability noted that other key controls are buy backs or relocation which are not palatable.
- The Committee noted that flooding is an enormous issue, particularly with the extreme changes in weather due to climate change and noted the example of Northern Beaches erosion and the issue of funding as Councils are already financially strained.
- The Director Infrastructure and Sustainability noted that the interesting thing from the modelling and the run off guidelines in the NSW framework is that the 2022 event was 1 in 250 event, in 50 years' time it is increasing, within the 1% tolerance Council work in.

Council needs to factor that into our infrastructure over time which is limited as a mitigation strategy as we are on a flat plane.

- The Committee asked for the next report on climate to include information on our catchment, such as a table of what flood studies are currently being completed, the currency of previous studies and terms of the key risk areas.
 - The Director Infrastructure and Sustainability noted that most of the flood studies are being completed now in response to the impact of the 2022 flooding.
 - The Committee asked if there is a Floodplain Management Committee.
 - Council confirmed that Council has a Floodplain Management Committee.
 - The Committee added that they would like more information around what we are doing, a policy, planning, high risk facilities, more on the risk profile and would like it to be expanded to include fire and heat risks of climate change.
 - The Chair reminded the Committee that this begins the conversation around Climate Risk and that this report will progress overtime.
 - The Director Infrastructure and Sustainability noted that the next report will include where the flood studies are at and confirm that flooding is in the asset management plans, risk registers etc.
 - The Committee reminded Council that they are happy to receive updated reports in these areas when it is relevant and convenient to staff.
 - The Director Infrastructure and Sustainability noted that they could provide similar reports from our Flood Risk Management Committee to the Audit, Risk and Improvement Committee.
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7.12 INTERNAL CONTROLS - POLICY REGISTER REVIEW

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. Receive and note the updated Council Policy Register.

Discussion

The Committee discussed the following:

- The Manager Governance, Risk and Corporate Performance spoke to the report updating the Committee on the progress of the policy register, the online visibility through the TechOne system and on the oversight gained through this process.
 - The Committee noted the importance of using this process to clean up any superceded, consolidated or no longer relevant policies as you go.
 - The Committee noted that one approach could be ensuring mandated policy is covered followed by procedures which eliminate the need for lots of different policies.
 - The Committee noted that it is important that Council have a plan in this space and stressed that policies are an important part of the control front which then becomes a risk if they are not being reviewed and updated in a timely manner.
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7.13 FRAUD AND CORRUPTION - FRAUD AND CORRUPTION CONTROL PLAN

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. Receive and note the Fraud and Corruption Control Plan.

Discussion

The Committee discussed the following:

- The Manager Governance, Risk and Corporate Performance spoke to the report highlighting the recently updated Fraud and Corruption policies and plan.
- The Committee noted that the risks are there, opportunities and motivation are there, lack of controls are there, real critical stuff Council mentioned here are beyond the policy, such as fraud and corruption training which is really important for all managers, particularly in the high risk areas, events, finance, procurement, recruitment etc.
- The Committee noted that they would have liked to see the fraud triangle and that there are lots of good case studies that Council could use to update their risk register.
- The Committee noted that to have sound anti-fraud and corruption foundations that Council needs to look after training such as risk workshops specifically on fraud and corruption. The Committee provided the example of sessions with the 10 or 11 high risk areas reviewing the risk register to see if we could add more risks based on examples and what can we learn from them.
- The Committee stressed that the most important thing is that people are trained, general responsibility training and messaging from General Manager.
- The Committee encouraged Council to aspire to a speak up culture and asked what Council are doing to develop that?
- The Manager Governance, Risk and Corporate Performance briefly spoke about anti-corruption workshops staff recently attended in Dubbo and how they reviewed the policies and will review Council processes in relation to anti-fraud and corruption with the mind of 'Nudge' principals to see if Council forms and systems are Easy, Attractive, Social and Timely to help drive a 'speak-up' culture.
- The Committee noted that Council needs to document what they want to improve, what Council needs to do it and who is going to do it and when.
- The Committee provided the example of Hillside Council governance month which highlights key areas of risk, fraud and corruption, IPR etc. with speakers.
- The Committee also noted that Hillside Council reviews the area highlighted in ICAC cases by going to that area and discussing the ICAC advice and recommendations to prevent fraud and corruption.
- The Committee noted that a policy is nothing until it is lived.
- The Committee noted that staff surveys are important as a pulse check, such as well-being and noted that governance can use general surveys as a way to include a questions about speak-up culture or what staff would do if they suspected fraud.
- The Committee noted that Council needs to make it clear to all staff that the behaviour is wrong and that staff are right to tell Council about it.
- Council commented that they want to build a high integrity culture.
- The Committee noted that another area where governance could gauge the 'speak uup' culture is exit interviews.
- The Committee noted that Council needs to build awareness around Fraud and Corruption framework, processes and a culture of trust for staff to 'speak up'.
- The Manager Governance, Risk and Corporate Performance noted that a recent manager training sessions highlighted Community as a key value, unifier and motivator for staff which Council will look to incorporating more in policy, such as the fraud and corruption framework.
- The Committee noted that they are Council's cheerleaders and can provide support.

7.14 MONTHLY FINANCIAL REPORTS AS AT 31 JANUARY 2025

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. Receive and note the year-to-date financial reports for the period up to 31 January 2025

Discussion

The Committee discussed the following:

- The Chief Financial Officer spoke to the report highlighting that operations were currently spending lots of money.
 - The Chief Financial Officer noted that there were currently quite a few timing issues including 50 cost centres which finance do not know when subscriptions are timed.
 - The Chief Financial Officer noted a \$200,000.00 overspend by the events team, mainly employee costs.
 - The Chief Financial Officer also noted that the waste contract was a lot higher than anticipated as it is Consumer Price Indexed (CPI) every quarter.
 - The Chief Financial Officer also highlighted a sale of land timing issue.
 - The Chief Financial Officer commented that when Council did the budget that some damages red lined but aren't here anymore as capitalisations reduced their budgets quite a bit. This caused a double whammy as if Operations has to do storm repair they need to pay for that and can't work on capital which would have improved budget.
 - The Committee asked Council what control there is in place to stop this from occurring such as asking the question or challenging the director harder?
 - The Chief Financial Officer noted that this was approved by the executive at the time.
 - The Committee noted if staff were trying to create a budget for approval and said that it should show how the budget will be done.
 - The Committee asked if it is possible to put a control in place as to when staff are allowed to redline things.
 - The Chief Financial Officer noted that a meeting yesterday afternoon addressed issues such as this and noted to managers that those decisions cannot happen again.
 - The Chief Financial Officer noted that Council will go to the Councillors with the budget to get some guidance from them.
 - The Committee noted that Council will need to stress to Council that tweaking will not get the budget where it needs to be, that Council will need to decide what we stop doing to save large amounts of money.
 - The Committee noted that conducting a Business Impact Analysis (BIA) will help take the emotion out of it and to consult community to help reduce any reputational or other unforeseen risk.
 - The Committee noted that the finance team are a key control to educate people and be very clear around the risk implications of the decisions that they make, what the impact on financials is now and going forward to minimise uncertainties.
 - The Chief Financial Officer noted the clear guidance they have provided Council but that it can still follow with a discretionary spend after financial discussions.
 - The Committee asked what Council's risk appetite is and the risk appetite statement and that it needs to be made clear to the Council.
 - The Committee noted that an investigator will look at decisions that contravened the risk appetite statement.
 - The Committee also noted that Council need to show we sought advice from the ARIC and what everyone did.
 - The Committee gave the following example risk appetite statement: "Low appetite for low recoverable budget spend that we can't recover in the next 5 years."
 - The Committee noted if budget issues persisted that the Office of Local Government (OLG) will give you a performance improvement plan and that it is better for Council to make its decisions on its own terms now.
 - Councillor Paddison asked the Committee if a risk appetite statement could be implemented and referenced by Council each time a financial decisions was made.
-

- The Committee noted that they believe Council already has one but that it potentially hasn't gone through Council yet and that there does need to be that conversation, that it needs to go through Council. The Committee noted that hopefully the purpose of the statement will help guide Councillors through risks, e.g. financial.
- The Committee note that it is absolutely OK for the Council to take risks outside of your risk appetite if you consciously do it as it is a management tool that helps.
- The Committee noted that the risk appetite needs to be re-created at least each new term of council.
- Councillor Paddison asked if the risk appetite can have a limit.
- The Committee answered that it can but for Council to be aware of what your tolerance levels are, make conscious decisions outside your normal financial tolerances and to use it as a decision making tool.
- The Chair noted that the budget is more black and white, decisions in approving that is key and sticking to it. Temptation is to have a soft budget but it does not do you good. Good message to take to council is that the trend is a deficit going into the future which is not sustainable and that something more needs to happen.
- The Committee noted that Council will need to do more if they are adverse to a Special Rates Variation (SRV).
- The Committee noted that Council needs to identify every single measure and present them to the Councillors, even including items that are outside their appetite or preference, such as SRVs, so that they can consider all options. Part of good governance is that Council should at least consider it and document it and note at what point Council may consider it as an option, for example, as a last resort.
- The Committee noted to present a lot of options now instead of one option in 3-years time, such as an SRV may reduce the impact of that option in future.
- Councillor Paddison noted that a recent workshop highlighted that in future all Council's decisions are recorded and can be looked back on and the Council can be named and shamed which she doesn't want to be a part of.
- The Committee reminded the Councillor that the OLG treats all the councillors the same, as one body, no matter what you stated or voted on, the collective decision is what matters.
- The Committee commented that good governance is ARIC supporting Council, calling out now to do our job.
- The Chief Financial Officer noted that the message from Council to the Councillors has been consistent for the last 4 years that the financial situation is difficult to the point Councillors address decisions as "I know we don't have money, but..."
- The Chief Financial Officer summarised that Council are expecting a \$7 million loss in the general fund which is also being negatively impacted by depreciation.
- The Chief Financial Officer noted that we will be operating around the \$3 million mark next year.

7.15 QUARTERLY BUDGET REVIEW AS AT 31 DECEMBER 2024

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. Receive and note the budget review report to 31 December 2024

Discussion

The Committee discussed the following:

- The Committee noted that the Chief Financial Officer addressed the current financial position of Council in items 7.13 and 7.14 noting the high standard and clearness of the reports but that the current financial position is not great.

7.16 INVESTMENTS & BORROWINGS REPORT AS AT 31 JANUARY 2025**RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

1. Receive and note the Statement of Investments and Borrowings as on 31 January 2025

Discussion

The Committee discussed the following:

- The Executive Manager Finance spoke to the report giving an overview of investments and borrowing from January which saw a total of \$40 million in investments and \$20 million in borrowing.
- The Chief Financial Officer noted that Council would like more money in the bank to improve on interest and noted that large amounts of Council cash holdings are restricted which is one of the issues which Council is confronted with at the moment.
- The Chief Financial Officer also noted that there is internal cash in the sewer fund but that a \$4 million loan and \$2 million loan from the general fund will need to be paid next year.

7.17 STRATEGIC PLANNING - 2024-2025 OPERATIONAL PLAN PROGRESS REPORT (QUARTER 1 AND 2)**RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

1. Note the [2024-2025 Operational Plan Progress Report](#) (Quarter 1 and Quarter 2), as linked from the February Ordinary Council Meeting Annexures and detailed in the report.

Discussion

The Committee discussed the following:

- The Director Customer, Corporate Services and Economy spoke to the report noting that the attached Operational Plan Report was reported to the February Council with the quarterly budget review.
- The Director Customer, Corporate Services and Economy also noted that a progress report on the Integrated Planning and Reporting program this year was also included for the Committee's reference.
- The Committee noted the massive undertaking of Integrated Planning and Reporting this year and reminded Council to be mindful of the risks, including delivery risks and financial risks involved with this significant strategic planning.

7.18 REVIEW - PROGRESS TOWARD OLG GUIDELINES**RECOMMENDATION**

That the Audit, Risk and Improvement Committee::

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1. Note the progress undertaken to implement the guidelines for Risk Management and Internal Audit for Local Government in NSW up to February 2025.

Discussion

The Committee discussed the following:

- The Chair spoke to the report noting that the Committee have been pushing forward with the Guidelines well.
 - The Chair noted that an important outstanding items will be establishing key performance indicators (KPIs) for the Committee.
 - The Chair noted that they will discuss potential KPIs with the Committee and align these with the Community Strategic Plan (CSP) of Council.
 - The Committee noted that 9 outstanding items will be completed in May and that there are no major concerns.
 - The Committee also noted lots of the red incomplete areas are in the guideline and are not mandatory and have value if we do them in the right way but that some are administrative rather than substantive.
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8 CONFIDENTIAL MATTERS

RECOMMENDATION

That 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 RISK MANAGEMENT - 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.

8.2 RISK MANAGEMENT - CYBER SECURITY IMPLEMENTATION AND INCIDENT REPORT

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.

8.3 IMPROVEMENT - INFORMATION, RECORDS AND PRIVACY MANAGEMENT

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.

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.
- (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.

At 9:00am, 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 9:52am, the Council in Closed Session returned to Open Session.

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.

8.1 RISK MANAGEMENT - GENERAL MANAGERS UPDATE**RECOMMENDATION**

That the Committee:

1. Received and note the General Manager's Update report.
-

8.2 RISK MANAGEMENT - CYBER SECURITY IMPLEMENTATION AND INCIDENT REPORT**RECOMMENDATION**

That the Audit Risk and Improvement Committee:

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

8.3 IMPROVEMENT - INFORMATION, RECORDS AND PRIVACY MANAGEMENT**RECOMMENDATION**

That the Audit Risk and Improvement Committee:

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

10 CONCLUSION OF MEETING

The meeting concluded at 12:38pm.

Actions from meeting	Responsible Department
Report cyber security strategy in May.	DCCSE
Major projects report from infrastructure and operations to have a more in-depth break down of where money is coming from, committed or awaiting funding with commentary beneath each project.	DO and DISF
Council to complete Fraud and Corruption Health Check https://www.audit.nsw.gov.au/our-work/reports/fraud-control-improvement-kit-meeting-your-fraud-control-obligations	DCCSE
The next Climate Risk report will include where the flood studies are at and confirm that flooding is in the asset management plans, risk registers etc.	DISF
Council to ensure Risk Appetite statement is communicated to Councillors and incorporated in reporting.	DCCSE

This is the final page of the minutes comprising 24 pages numbered 1 to 24 of the Audit, Risk and Improvement Committee Meeting held on Wednesday, 26 February 2025 and confirmed on Wednesday, 28 May 2025.

Mr Stephen Horne
CHAIRPERSON

12.2 MINUTES OF THE WASTE ADVISORY COMMITTEE MEETING HELD ON 18 MARCH 2025

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: **Sharyn Ware, Waste Management Coordinator**

Authoriser: **Andrew Francis, Director Infrastructure and Sustainability**

Annexures:

RECOMMENDATION

That Council:

1. Receive and confirm the Minutes of the Waste Advisory Committee Meeting held on Tuesday 18 March 2025 appended at *Annexure A*.

Waste Advisory Committee

Minutes

Tuesday 18 March 2025



Minutes of the Waste Advisory Committee
Held on Tuesday, 18 March 2025 at the
Parkes Council Chamber, 2 Cecile Street, Parkes

Present:

Cr Marg Applebee	Deputy Mayor, Chairperson
Cr Neil Westcott	Mayor
Cr Louise O'Leary	Councillor
Cr George Pratt	Councillor
Cr Glenn Wilson	Councillor (arrived 10.05am)

Council Officers in Attendance:

Andrew Francis, Director, Environment & Sustainability

Brendan Hayes, Director Planning & Community Services

Michael Chambers, Manager, Environment & Sustainability

Sharyn Ware, Waste Management Co-ordinator, Minutes Secretary

NOTES

The meeting commenced at 10.00am and concluded at 11.30am.

Order Of Business

1	OPENING OF MEETING	4
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3	APOLOGIES	4
4	CONFIRMATION OF MINUTES	4
	4.1 Minutes of the Waste Advisory Committee held on 20 February 2024.....	4
5	DISCLOSURES OF INTERESTS	4
6	LATE BUSINESS	4
7	OFFICERS' REPORTS.....	5
	7.1 Review - Waste Advisory Committee Terms of Reference	5
	7.2 Capital Works - Waste Infrastructure.....	5
	7.3 Proposed Waste Fees & Charges 2025-2026	5
	7.4 Waste Fees & Charges Exemptions Policy	5
	7.5 Landfill Consolidation and Environmental Improvement Program - Landfill Closure and establishing Transfer Stations	6
	7.6 Garage Sale Trail Impact Report 2024	6
8	CONFIDENTIAL MATTERS	6
9	REPORT OF CONFIDENTIAL RESOLUTIONS	8
	8.1 Waste Management Services - Joint Procurement Project.....	8
10	CONCLUSION OF MEETING.....	8

1 OPENING OF MEETING

The Chairperson declared the Waste Advisory Committee of Tuesday, 18 March 2025 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

Nil

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE WASTE ADVISORY COMMITTEE HELD ON 20 FEBRUARY 2024

RECOMMENDATION

That the Committee receive and confirm the Minutes of the meeting held on Tuesday 20 February 2024 appended at *Annexure A*.

MOTION

Moved: Cr George Pratt
Seconded: Cr Louise O'Leary
That the Minutes be received.

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 REVIEW - WASTE ADVISORY COMMITTEE TERMS OF REFERENCE

RECOMMENDATION

That the Waste Advisory Committee:

1. Endorse and adopt the Terms of Reference.

MOTION

Moved: Cr George Pratt

Seconded: Cr Louise O'Leary

That:

- Cr Marg Applebee is Chairperson of the Committee
- the Mayor is a member of the Committee, rather than ex officio
- and that membership of the Committee is four (4) Councillors.

7.2 CAPITAL WORKS - WASTE INFRASTRUCTURE

RECOMMENDATION

That:

1. Receive and note the Capital Works Report for March 2025.

7.3 PROPOSED WASTE FEES & CHARGES 2025-2026

RECOMMENDATION

That:

1. The Fees and Charges for Waste Functions be developed to provide the necessary increase in accordance with the report as set out below and be presented to Council in the draft operational plan.
 - Domestic Waste Charges levied against residential properties be increased by 5.0% for 2025/26.
 - Commercial Waste charges levied against commercial and industrial properties be increased by 5.0% for 2025/26.
 - Garbage and Waste Facility tipping charges (Parkes Landfill & Peak Hill Transfer Station) will be increased by 5.0% for 2025/26.
2. That both the Water and Sewer Funds provide a \$7,500.00 contribution to waste management to cover cost of waste delivered by these functions in 2025/26.

-
3. That a Rural Tip Availability charge of \$100 per year to be introduced from 1 July 2025 for access to the rural tips (Alectown, Bogan Gate, Gunningbland, Trundle, and Tullamore). There are currently no waste charges levied on farmland properties and charges apply for waste disposal at Parkes & Peak Hill.
-

That the recommendations be considered separately with the following motions:

1. FEES AND CHARGES

MOTION

Moved: Cr Louise O'Leary
Seconded: Cr Glenn Wilson

That the recommended fees and charges for 2025/26 be accepted.

2. WATER AND SEWER FUNDS CONTRIBUTION

MOTION

Moved: Cr Louise O'Leary
Seconded: Cr George Pratt

That the contribution be accepted.

3. RURAL TIP AVAILABILITY CHARGE

AMENDMENT

Moved: Cr Neil Westcott
Seconded: Cr Louise O'Leary

That a Rural Tip Availability charge of \$25 per assessment per year be recommended..

7.4 WASTE FEES & CHARGES EXEMPTIONS POLICY

RECOMMENDATION

That:

1. Review current Waste Fees & Charges Exemption Policy for adoption by Council.
-

MOTION

Moved: Cr Ken McGrath
Seconded: Cr Glenn Wilson

That the Waste Fees & Charges Exemption Policy be adopted.

**7.5 LANDFILL CONSOLIDATION AND ENVIRONMENTAL IMPROVEMENT PROGRAM -
LANDFILL CLOSURE AND ESTABLISHING TRANSFER STATIONS****RECOMMENDATION**

That:

1. The Committee proceed with grant applications for closure of Alectown and Bogan Gate unlicensed landfills and establish Transfer Stations on site

MOTION

Moved: Cr Ken McGrath

Seconded: Cr George Pratt

That the Committee proceed with grant applications.

7.6 GARAGE SALE TRAIL IMPACT REPORT 2024**RECOMMENDATION**

That:

1. Receive and note the Garage Sale Trail Impact Report 2024

MOTION

Moved: Cr Louise O'Leary

Seconded: Cr George Pratt

That the report be received.

8 CONFIDENTIAL MATTERS**RECOMMENDATION**

That Waste Advisory 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 WASTE MANAGEMENT SERVICES - JOINT PROCUREMENT PROJECT

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.
- (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.

At 11.10am, the Meeting went into Closed Session.

MOTION

That the Waste Advisory Committee:

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

At 11.20, the Council in Closed Session returned to Open Session.

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.

8.1 WASTE MANAGEMENT SERVICES - JOINT PROCUREMENT PROJECT

RECOMMENDATION

That:

1. Council accepts the Waste Management Services Procurement Planning Summary Report (Annexure A)
2. Council extends the current waste collection and recycling processing services contract with JR & EG Richards Pty Ltd until midnight 19 March, 2028, in accordance with the contract
3. Council enters into the Netwaste Procurement Group Agreement with the 'Orange Group of Councils' (including Bathurst Regional Council, Blayney Shire Council, Cabonne Council, Forbes Shire Council, Orange City Council and Parkes Shire Council)
4. Council procure waste management services as part of the joint procurement process. Specifically, this includes the services to be configured as:
 - (a) Waste Collection Services for:
 - (i) 240 L weekly organics waste;
 - (ii) 240 L fortnightly recycling waste; and
 - (iii) 240 L fortnightly garbage;and including variable collection services and other collection service components (such as bulky clean up collection services), as appropriatefor 10 year service terms
5. a report be returned to Council following the tender process, regarding the outcome and recommendations of the tender evaluation.

MOTION

Moved: Cr Louise O'Leary

Seconded: Cr George Pratt

That the recommendations 1 to 5 be accepted.

10 CONCLUSION OF MEETING

The meeting concluded at 11.30am.

This is the final page of the minutes comprising 10 pages numbered 1 to 10 of the Waste Advisory Committee held on Tuesday, 18 March 2025.

CHAIRPERSON

12.3 MINUTES OF THE COMMUNITY, LIVEABILITY AND ACCESS ADVISORY COMMITTEE MEETING HELD ON 18 MARCH 2025

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: **Annalise Teale, Acting Director Planning and Community Services**

Annexures: **A. Community, Liveability and Access Advisory Committee Meeting Minutes - 18 March 2025**

RECOMMENDATION

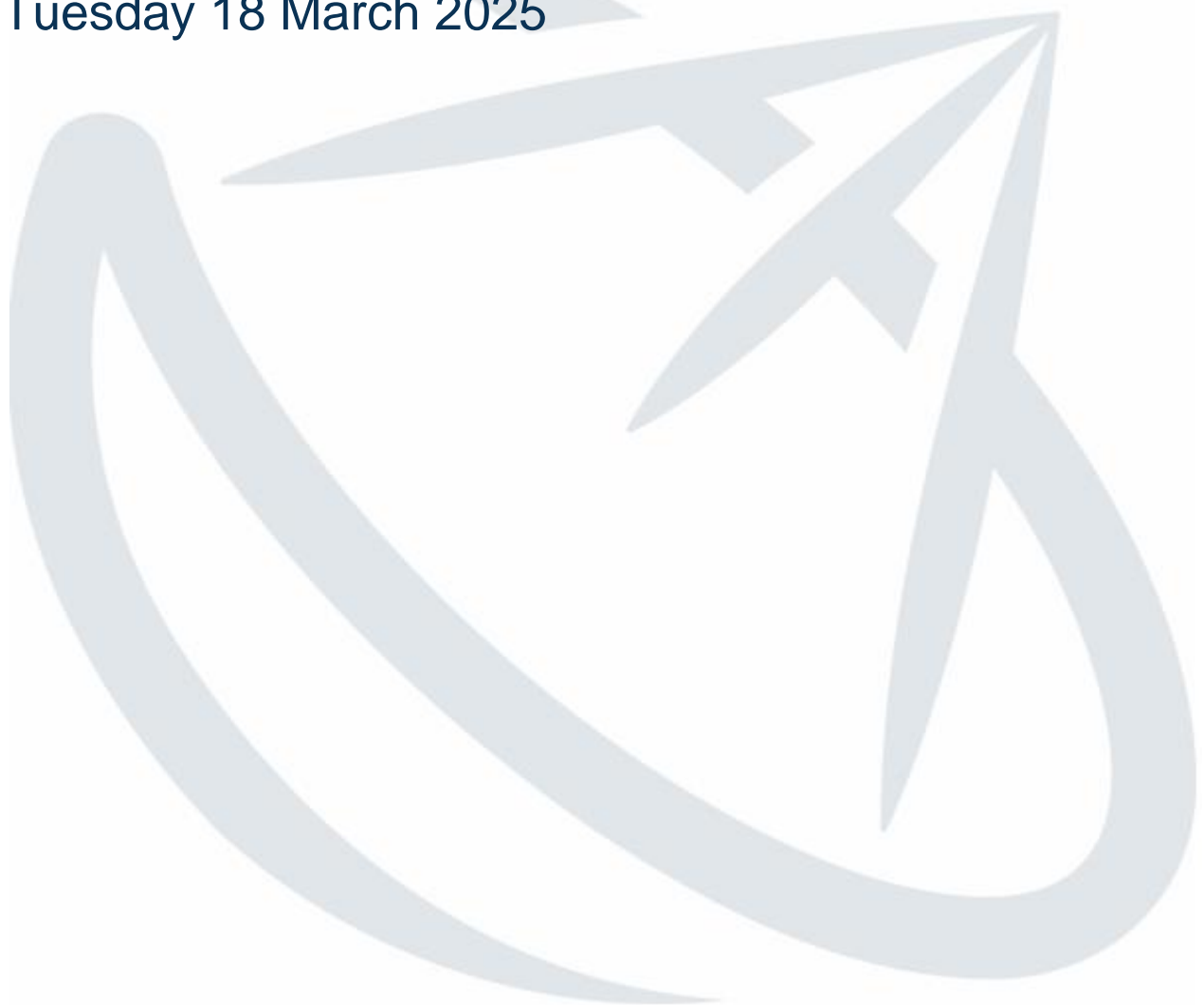
That Council:

1. Receive and confirm the Minutes of the Community, Liveability and Access Advisory Committee Meeting held on Tuesday 18 March 2025 appended at *Annexure A*.

Community, Liveability and Access Advisory Committee Meeting

Minutes

Tuesday 18 March 2025



Minutes of the Community, Liveability and Access Advisory Committee Meeting**Held on Tuesday, 18 March 2025 at the****Parkes Council Chamber, 2 Cecile Street, Parkes****Present:**

Cr Marg Applebee	Councillor (Chair)
Cr Neil Westcott	Mayor
Cr Louise O'Leary	Councillor
Cr Bill Jayet	Councillor
Cr George Pratt	Councillor
Cr Douglas Pout	Councillor
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 Annalise Teale	Strategic Planning Specialist
Ms Kerryn Jones	Cultural, Education and Library Services Manager
Ms Ann-Marie Winter	Central West Childcare Services Manager
Ms Georgia Smith	Minutes Secretary

NOTES

The meeting commenced at 11.30am and concluded at 12.27pm.

Order Of Business

1	OPENING OF MEETING	4
2	ACKNOWLEDGEMENT OF COUNTRY.....	4
3	APOLOGIES	4
4	CONFIRMATION OF MINUTES	4
	4.1 Minutes of the Community, Liveability and Access Advisory Committee Meeting held on 17 December 2024.....	4
5	DISCLOSURES OF INTERESTS	4
6	LATE BUSINESS	4
7	OFFICERS' REPORTS.....	5
	7.1 Culture Education and Library Services report	5
	7.2 Central West Childcare Services Quarterly Report.....	5
	7.3 Strategic Planning/ Development Application Update.....	5
	7.4 Update - Parkes Shire Council Reconciliation Plan	6
8	OTHER BUSINESS	6
9	REPORT OF CONFIDENTIAL RESOLUTIONS	6
10	CONCLUSION OF MEETING.....	7

1 OPENING OF MEETING

The Chairperson declared the Community, Liveability and Access Advisory Committee Meeting of Tuesday, 18 March 2025 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

Nil

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE COMMUNITY, LIVEABILITY AND ACCESS ADVISORY COMMITTEE MEETING HELD ON 17 DECEMBER 2024

RECOMMENDATION

That the receive and confirm the Minutes of the meeting held on Tuesday 17 December 2024 appended at *Annexure A*.

Moved: Cr Bill Jayet *Seconded:* Jeff Evans

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 CULTURE EDUCATION AND LIBRARY SERVICES REPORT

DISCUSSION

The MCELS provided an update

- The MCELS informed the Committee that the Parkes Shire library is fully staffed for the first time in quite some time.
- The library are currently running a membership drive, to increase the membership at all libraries in the Shire.
- The MCELS mentioned that the Elvis story time during the Parkes Elvis Festival was a big success and to be made an annual part of the festival.
- Councillor O'Leary mentioned a library pack to be sent to other business's as their onboarding process such as health and teaching.
- The 2025 Cultural Grants panel has been selected, consisting of Cr Bill Jayet, Cr Louise O'Lear, Jeff Evans and Lynn McLeod.

RECOMMENDATION

That:

1. The committee accept the Culture Education & Library Services report
2. A selection panel from this committee is nominated for the 2025 Cultural Grants selection.

7.2 CENTRAL WEST CHILDCARE SERVICES QUARTERLY REPORT

DISCUSSION

The CWCSM provided an update

- The CWCSM told the Committee that Banagala-la preschool is currently full with more than 52 high priority families and a high volume of 3 year olds.
- Preschool is preparing for celebrations for Harmony Week, with a visit from the Mayor, Parkes High School and the library.
- Family Day Care playgroup sessions commencing on the 19th March at Lions Park. Playgroups for "out of town" educators are being organised to ensure care is provided to families that may not have local opportunities for childcare and networking.
- Various incursions and excursions are in the planning stage for both the Preschool and FDC.

RECOMMENDATION

That:

1. That the report be received and noted

7.3 STRATEGIC PLANNING/ DEVELOPMENT APPLICATION UPDATE**DISCUSSION**

The SPS tabled report.

- The SPS informed the Committee of a development application that Council is in receipt of, for an indoor recreation facility at 24 Saleyards Road, Parkes. This includes two indoor pools.
- This development application is still being assessed by Council.
- The DPCS mentioned that the Disability Inclusion Action Plan (DIAP) has been adopted as a corporate document.
- Cr O'Leary had mentioned she attended a tourist destination conference where toilet blocks with artworks within the blocks were shown.
- The DPCS added a recommendation to incorporate the design be taken into account and included in the public art strategy.
- The MCELS questioned what access to the pool will look like, if there will be an accessible lift/ramp for pool users.
- The SPS to confirm with applicants about a lift/ramp for access into the pool.

RECOMMENDATION

1. That: The information is received and noted.

7.4 UPDATE - PARKES SHIRE COUNCIL RECONCILIATION PLAN**DISCUSSION**

The DPCS tabled report.

- The DCPS acknowledged the work done by the SPS with this plan
- The SPS has sent the 2nd draft to reconciliation Australia, awaiting feedback.
- Cr O'Leary questioned if Council has received specific indigenous training, DPCS confirmed, not at this stage, part of HR process.

RECOMMENDATION

That:

1. The information be received and noted.

8 OTHER BUSINESS

1. *Jeff Evans provided an update on the current project for Currajong Disabilities, site work has now started, completion estimated January 2026.*
2. *Jeff Evans provided an update to the Committee regarding a conference being held in Parkes, ran by the Three Rivers Department of Rural Health, with 80 Allied Health professionals RSVP'd to attend.*

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.

10 CONCLUSION OF MEETING

The meeting concluded at 12.27pm.

This is the final page of the minutes comprising 7 pages numbered 1 to 7 of the Community, Liveability and Access Advisory Committee Meeting held on Tuesday, 18 March 2025 and confirmed on Tuesday, 3 June 2025.

Cr Marg Applebee
CHAIRPERSON

12.4 MINUTES OF THE ECONOMY, DESTINATION AND EVENTS ADVISORY COMMITTEE MEETING HELD ON 1 APRIL 2025

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: **Katie Nash, Economic Development Specialist**

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

Annexures: **A. Economy, Destination and Events Advisory Committee Meeting Minutes - 1 April 2025**

RECOMMENDATION

That Council:

1. Receive and confirm the Minutes of the Economy, Destination and Events Advisory Committee Meeting held on Tuesday 1 April 2025 appended at *Annexure A*.

Economy, Destination and Events Advisory Committee

Minutes

Tuesday 1 April 2025



Minutes of the Economy, Destination and Events Advisory Committee**Held on Tuesday, 1 April 2025 at the****Cooke Park Pavilion, 17 Welcome Street, Parkes****Present:**

Cr Marg Applebee	Councillor
Cr Joy Paddison	Councillor
Cr Doug Pout	Councillor
Cr Glenn Wilson	Councillor
Mr Peter Giles	Community Representative
Mr Andrew Hall	Community Representative
Ms Kelly Hendry	Community Representative
Mr Steve Lindsay	Community Representative
Mr Andrew Rice	Community Representative
Ms Tracie Robertson	Community Representative
Ms Treen Swift	Community Representative

Council Officers in Attendance:

Mr Anthony McGrath	Director Customer, Corporate Services and Economy
Mrs Carrie Olsen	Executive Manager Economy and Engagement
Ms Bec James	Communications and Engagement Specialist
Ms Lisa Moon	Tourism and Visitor Services Coordinator
Ms Katie Nash	Economic Development Specialist
Ms Carolina Cruz	Events and Festivals Specialist
Mr Brendan Shipley	Festivals Producer

NOTES

The meeting commenced at 10:32am and concluded at 12:10pm.

Order Of Business

1	OPENING OF MEETING	4
2	ACKNOWLEDGEMENT OF COUNTRY	4
3	APOLOGIES	4
4	CONFIRMATION OF MINUTES	4
5	DISCLOSURES OF INTERESTS	4
6	LATE BUSINESS	4
7	OFFICERS' REPORTS	4
7.1	Committee Terms of Reference	4
7.2	Election of Chairperson	4
7.3	Code of Conduct Council Policy	5
7.4	Committee Objective and Strategic Oversight	5
7.5	Major Events and Festivals Strategy	6
7.6	2024 Parkes Shire Business "Listening Report"	6
7.7	Economic Tracking Report	7
7.8	Community Improvement District Grant Funding Application.....	7
7.9	Destination Marketing Update	7
7.10	Trundle ABBA Festival 2024: Post event report and future recommendations.....	7
7.11	Parkes Elvis Festival 2026: Project update.....	8
7.12	Late Business: Parkes Energy Recovery Facility.....	9
8	REPORT OF CONFIDENTIAL RESOLUTIONS	9
9	CONCLUSION OF MEETING	9

1 OPENING OF MEETING

The meeting was declared open at 10.32am, by interim Chairperson, Cr Marg Applebee.

2 ACKNOWLEDGEMENT OF COUNTRY

Parkes Shire Council acknowledges the Wiradjuri People who are the Traditional Custodians of the Land. I 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.

3 APOLOGIES

Mayor Neil Westcott, Cr William Jayet, Greg Nash, Kristy Berry and Marty Sammut-Paul.

4 CONFIRMATION OF MINUTES

Nil.

5 DISCLOSURES OF INTERESTS

Nil.

6 LATE BUSINESS

Parkes Shire Council General Manager, Kent Boyd, joined the Economy, Destination and Events Advisory Committee to discuss the proposed Energy Recovery Facility at the Parkes Special Activation Precinct.

7 OFFICERS' REPORTS

7.1 COMMITTEE TERMS OF REFERENCE

RESOLVED EDAEA 001/25

Moved: Mr Andrew Rice

Seconded: Ms Kelly Hendry

That the Economy, Destination and Events Advisory Committee:

1. Adopt the draft Terms of Reference for the Economy, Destination and Events Advisory Committee, appended at *Annexure A*.

CARRIED

7.2 ELECTION OF CHAIRPERSON

RESOLVED EDAEA 002/25

That the Economy, Destination and Events Advisory Committee:

1. Appoint Andrew Rice as Chairperson, pursuant to clause 6.1 of the Committee's Terms of Reference.

CARRIED**DISCUSSION:**

Andrew Rice and Steve Lindsay were nominated by members of the Committee. All voting members were asked to raise their hand to vote either for Steve Lindsay or Andrew Rice.

Andrew Rice received Four (4) votes and Steve Lindsay received Three (3) votes.

Andrew Rice was elected as chairperson.

7.3 CODE OF CONDUCT COUNCIL POLICY**RESOLVED EDAEA 003/25**

Moved: Mr Steve Lindsay

Seconded: Ms Tracie Robertson

That:

1. The Committee receive and note the Code of Conduct Council Policy appended at *Annexure A*.
2. The Committee members acknowledge their obligations under the Code of Conduct Council Policy.

CARRIED**DISCUSSION:**

Andrew Rice highlighted the importance of committee members being engaged with the topics for discussion and raised concern with resolving matters that have not been considered by all.

Carrie Olsen highlighted the need for committee members to review business papers prior to meetings and express their thoughts and insights during the meeting.

7.4 COMMITTEE OBJECTIVE AND STRATEGIC OVERSIGHT**RESOLVED EDAEA 004/25**

Moved: Mr Steve Lindsay

Seconded: Ms Tracie Robertson

That:

1. The information contained within this report be received and noted by the Committee.

CARRIED**DISCUSSION:**

Carrie Olsen provided an overview of current strategies and plans under the Committee's oversight.

Kelly Hendry requested a copy of the Parkes Shire Signage Strategy.

Carrie Olsen noted Kelly's request and confirmed that an abridged copy of the internal document, which currently includes extensive construction detail, will be provided to the Committee out of session.

7.5 MAJOR EVENTS AND FESTIVALS STRATEGY

RESOLVED EDAEA 005/25

Moved: Mr Steve Lindsay

Seconded: Ms Kelly Hendry

That:

1. The Committee receive and note the briefing on the development of the Major Events and Festivals Strategy, as detailed in this report.
2. The Committee resolve to take the draft Major Events and Festivals Strategy to Council for public exhibition and endorsement.

CARRIED

DISCUSSION:

Carrie Olsen introduced the Events and Festivals Strategy and welcomed Stu Spiers to present on the draft document.

Stu Spiers highlighted the strategic insights that had been captured in the Events and Festivals Strategy and noted several of the recommended action items for Council to undertake based on the strategy findings.

Carolina Cruz added that the strategy had been developed through thorough consultation and is evidenced backed. This approach will ensure future major event decisions are guided through logic and community interest rather than personal preference.

Treen Swift raised the concern of seeking engagement during the months of May and December, which are challenging for some community members, due to seasonal agriculture demands.

7.6 2024 PARKES SHIRE BUSINESS "LISTENING REPORT"

RESOLVED EDAEA 006/25

Moved: Ms Kelly Hendry

Seconded: Ms Treen Swift

That:

1. The information contained within this report be received and noted by the Committee.

CARRIED

DISCUSSION:

Katie Nash presented findings from the listening report to the Committee.

Kelly Hendry enquired about work undertaken by the Parkes Business Chamber.

Tracie Robertson confirmed the Parkes Business Chamber is continuing to operate, with a small number of active participants. The Chamber has rebranded to Business Parkes and is encouraging new community members to get involved.

7.7 ECONOMIC TRACKING REPORT

RECOMMENDATION

That:

1. The Committee receive and note the briefing on the Shire's Economic Snapshot.

Due to time constraints, Katie Nash was unable to present the economic insight findings to the Committee. This item will be tabled again for the next meeting.

7.8 COMMUNITY IMPROVEMENT DISTRICT GRANT FUNDING APPLICATION

RECOMMENDATION

That:

1. The information contained within this report be noted by the Committee.

Due to time constraints, Katie Nash was unable to discuss the Community Improvement District grant funding application with the Committee. Should the application result in a successful outcome, this item will be tabled at a future meeting.

7.9 DESTINATION MARKETING UPDATE

RECOMMENDATION

That:

1. The information contained within this report be received and noted by the Committee.

Due to time constrains, Bec James was unable to provide an update on Destination Marketing for the Parkes Shire.

7.10 TRUNDLE ABBA FESTIVAL 2024: POST EVENT REPORT AND FUTURE RECOMMENDATIONS

RESOLVED EDAEA 007/25

Moved: Mr Andrew Hall

Seconded: Ms Treen Swift

That:

-
1. The information contained in this report be received and noted by the Committee.

CARRIED

DISCUSSION:

Kelly Hendry queried the provided budget, seeking clarification on the distinction between salary and workforce expenses.

Carrie Olsen clarified that internal salaries represents expenses for the dedicated events team, while workforce expenditure pertains to on-the-day or short-term work undertaken by the broader Council workforce.

Kelly Hendry queried whether there would continue being a budget allocation for the Trundle ABBA Festival; Carolina Cruz confirmed the likely budget outcome is that Council will not directly fund the Festival, but would continue providing support through grant funding and Council event staff support.

Steve Lindsay expressed concerns about removing the ticketing income component of the event, and the potential heat associated with a February event.

Carolina Cruz noted that February is the proposed event date under the Open Streets Grant Program, necessitated by the grant funding criteria, and there may be opportunities to adjust the event timing if the grant submission is successful.

Cr Applebee noted that the Trundle Community Consultative Committee has the opportunity to seek Council funding support through the Council Events Financial Assistance Program or Trundle Town Improvement Fund.

Cr Patterson emphasised the community's eagerness for an October event date.

Andrew Hall asked if allocated internal staff costs would continue to be used to support Trundle.

Carolina Cruz confirmed that resources are provided for recipients of the Events Financial Assistance Program. Carrie Olsen added that contract roles designated specifically for the Trundle ABBA Festival would not be reinstated.

7.11 PARKES ELVIS FESTIVAL 2026: PROJECT UPDATE
--

RESOLVED EDAEA 008/25

Moved: Ms Kelly Hendry
Seconded: Mr Steve Lindsay

That:

1. The information contained within this report be received and noted by the Committee.

CARRIED

DISCUSSION:

Carolina Cruz provided a brief update on the 2026 Parkes Elvis Festival.

Brendan Shipley discussed prospective changes and improvements for the upcoming event.

Kelly Hendry congratulated the team on the foundational status achievement for the Parkes Elvis Festival. She also enquired about maintaining community involvement.

Brendan Shipley confirmed efforts to stagger scheduling, improve activations and provide greater opportunities for businesses to be involved with the event.

7.12 LATE BUSINESS: PARKES ENERGY RECOVERY FACILITY**DISCUSSION:**

Kent Boyd, General Manager of Parkes Shire Council, attended the Economy, Destination and Events Advisory Committee to discuss the Parkes Energy Recovery facility.

Kent noted that the proponent has made no formal lodgement, as the project is still in the concept phase. Scientific studies and the entire project scope have not yet been undertaken. Environmental safety regulations must be abided by before the facility can be approved.

Andrew Hall questioned the short community consultation period.

Kent Boyd clarified that this is an informal stage, and it is our understanding that the proponent will need to develop a community consultation plan as part of a formal application.

Steve Lindsay asked if Council could block the proposal if deemed unsafe.

Kent Boyd responded that while Council lacks legislative power, political pressure could be applied if necessary.

Cr Wilson noted the importance of community support in the planning approval process, adding that social equity is paramount for the project.

Treen Swift referenced the positive relationships between the Danish community and the Copenhagen Energy Recovery facility but shared concerns about the role of RGDC (Regional Growth Development Corporation).

Treen Swift also questioned whether Council could facilitate information sessions with key stakeholders.

Cr Wilson added that older waste-to-energy plants do not meet modern standards, emphasising the need for updated research and best practice approaches.

8 REPORT OF CONFIDENTIAL RESOLUTIONS

Nil.

9 CONCLUSION OF MEETING

The meeting was declared closed at 12.10pm, by Chairperson, Andrew Rice.

Next meeting/s:

- Tuesday 27 June 2025
- Tuesday 16 September 2025
- Tuesday 2 December 2025

This is the final page of the meeting minutes comprising of 9 pages numbered 1 to 9 of the Economy, Destination and Events Advisory Committee Meeting held on Tuesday, 1 April 2025.

12.5 MINUTES OF THE PARKES SPORTS COUNCIL MEETING HELD ON 8 APRIL 2025**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:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Authoriser:** **Kent Boyd PSM, General Manager****Annexures:** **A. Minutes of the Parkes Sports Council Meeting held on 8 April 2025**

RECOMMENDATION

That Council:

1. Receive and confirm the Minutes of the Parkes Sports Council Meeting held on Tuesday 8 April 2025 appended at *Annexure A*.

13 REPORTS OF THE GENERAL MANAGER

13.1 STATUTORY REVIEW OF ORGANISATION STRUCTURE

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

Goal: Our local government is contemporary, effective and efficient.

Strategy: Ensure compliance with statutory requirements and ensure Parkes Shire Council's operations are supported by good corporate governance and effective risk management.

Author: **Kent Boyd PSM, General Manager**

Authoriser: **Kent Boyd PSM, General Manager**

Annexures: **A. [Parkes Shire Council's Organisation Structure](#)** ↓

RECOMMENDATION

That Council:

1. Endorses the current four (4) Directorate Organisational Structure supported by the Chief Financial Officer for Parkes Shire Council with functions and responsibilities detailed in the report as determined by the General Manager and as attached at *Annexure A*.

BACKGROUND

Under the Local Government Act 1993 ("the Act"), Parkes Shire Council ("Council") must review its organisation structure within 12 months of an ordinary election.

The Act clearly defines the role and responsibilities of Council's governing body, including the Mayor and Councillors, as well as those of the General Manager. Section 223 of the Act provides that the role of Council's governing body with respect to employee matters includes, appointing and monitoring the performance of the General Manager.

Section 333 of the Act provides that Council's organisation structure may be reviewed and re-determined from time to time. The organisation structure is also required under this provision to be reviewed within 12 months after an ordinary election.

ISSUES AND COMMENTARY

Council's organisation structure has been reviewed over the past 6 months to ensure its suitability to meet the requirements of the recently elected Council and to operate efficiently as an organisation.

The strategies proposed for the organisation over the next period are set out below:

1. Execute the directions of Council's governing body
2. Give effect to the priorities set out in Council's Integrated Planning and Reporting ("IP&R") framework, including the Community Strategic Plan and Delivery Program

Objective (1) and (2) relate to the day-to-day business of Council as set out in the Community Strategic Plan, Delivery Program and IP&R documentation. As Council is aware, there are a large suite of strategic planning documents and masterplans in place and in the process of being finalised, which collectively aim to advance the Parkes Shire in a measured strategic manner. These objectives are largely downward focused.

The efficient delivery of these strategies is very important to the prosperity and continued growth of the Parkes Shire.

The current organisation structure with four (4) Directors and the Chief Financial Officer reporting to the General Manager has serviced the community well over the past terms of Council, including during the unprecedented floods of 2022 and subsequent restoration works, and the drought and pandemic prior to that.

The proposed structure seeks to maintain the existing leadership team, which includes four directorates:

- Customer, Corporate Services and Economy
- Infrastructure and Sustainability
- Operations
- Planning and Community Services

The other position which is a direct report to the General Manager is the position of Chief Financial Officer. The CFO is a direct report to the General Manager to provide increased control of, and strategic focus on, Council's financial position.

The changes proposed in the updated Organisation Structure attached at *Annexure A* include:

- Moving Waste Planning and Management from the Planning and Community Services Directorate to the Infrastructure and Sustainability Directorate
- Replacing Natural Resource Management, Wetlands and Biosecurity with Environment and Sustainability to bring it in line with current Integrated Planning and Reporting
- Updating Sewerage Scheme Operations and Management to Waste Water Operations and Management in line with current terminology
- Amending Recycled Waste Operations and Management to correct function area, Recycled Water Operations and Management

LEGISLATIVE AND POLICY CONTEXT

Under the [Local Government Act 1993](#) ("the Act"), Parkes Shire Council ("Council") must review its organisation structure within 12 months of an ordinary election and identify the Senior Staff positions within its structure.

[LOCAL GOVERNMENT ACT 1993 - SECT 223 Role of governing body](#)

[LOCAL GOVERNMENT ACT 1993 - SECT 332 Determination of structure](#)

LOCAL GOVERNMENT ACT 1993 - SECT 333 RE-DETERMINATION AND REVIEW OF STRUCTURE FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

Failure to conduct an organisational structure review as mandated by the Local Government Act 1993 can lead to significant risks, including non-compliance with legal requirements, governance issues, and financial mismanagement. Additionally, an outdated structure can result in operational inefficiencies, low employee morale, reduced productivity, and an inability to adapt to changing circumstances. Regular reviews are essential to ensure clear roles and responsibilities, effective decision-making, and alignment with strategic objectives, ultimately supporting the council's overall performance and accountability.

COMMUNITY CONSULTATION

There are no community consultation requirements for Council associated with this report. However, the structure will appear in our suite of IP&R documents.

13.2 INVESTMENTS AND BORROWINGS REPORT AS AT 31 MARCH 2025

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, Executive Manager Finance

Authoriser: Jaco Barnard, Chief Financial Officer

Annexures: A. PSC - Investment Register - 31 March 2025 [↓](#)
B. PSC - Loans Register - 31 March 2025 [↓](#)

RECOMMENDATION

That:

1. Receive and note the Statement of Investments and Borrowings as on 31 March 2025

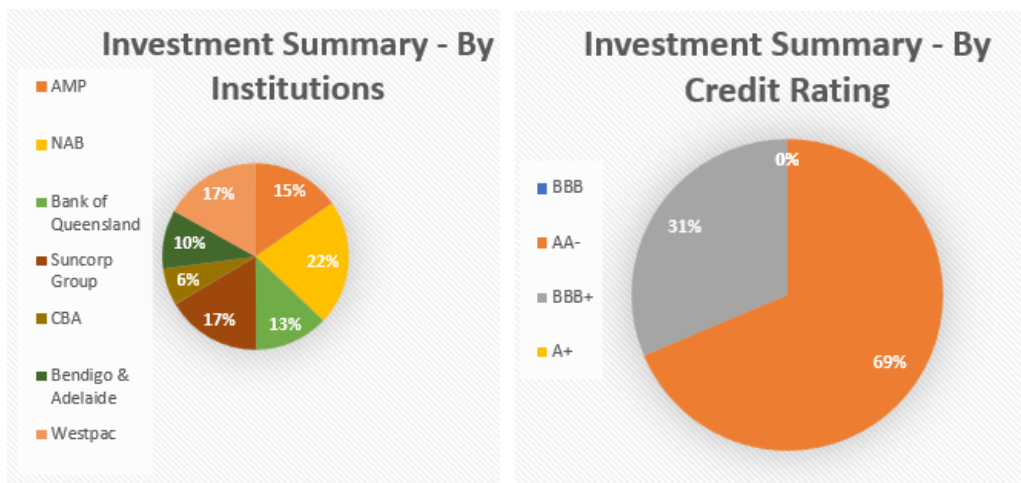
BACKGROUND

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 March 2025 stands at \$39,155,252 and the principal outstanding on council's borrowings at \$20,122,850. Council's investments decreased by \$0.75 million during March with no major inflows and an increased outflow associated with the on-going capital works program.

On 31 March 2025, Council's investment portfolio continues to yield 5.08 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. As at the end of March, all counterparties were within the Policy limits. 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 March 2025.

13.3 MONTHLY FINANCIAL REPORTS AS AT 31 MARCH 2025**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:** **Jaco Barnard, Chief Financial Officer****Authoriser:** **Kent Boyd PSM, General Manager****Annexures:**
A. Annexure A - March 2025 vs. Plan [↓](#)
B. Annexure B - March (no Depr vs. Plan) [↓](#)
C. Annexure C - March 25 vs. March 24 [↓](#)

RECOMMENDATION

That Council:

1. Receive and note the year-to-date financial reports for the period up to 31 March 2025 and initiate discussions around the prioritisation of non-essential services and events to reduce the anticipated loss of \$7.2m.
-

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 2024-25 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 an unfavourable consolidated net operating result of \$4.6m at the end of March. The general fund reflected a loss of \$6.3m, water fund reflected a profit of \$1.5m while the sewer fund reflected a profit of \$171k. The year-to-date income is \$4.8m more than budgeted, while the cash expenses are \$6.7m more than budgeted.

Following the December Quarterly Budget Review, council is currently forecasting a net operating loss of **(\$7.2m)** within the general fund for the 2024/25 financial year. The below table outlines the items currently attributing to the substantial operating deficit.

Budget Item	Adjustment Value \$	Running Balance \$
Original Adopted - General Fund Operating Budget		(923,000)
September QBR - Increase in Rates & Annual Charges (Domestic & Commercial Waste)	323,000	(600,000)
September QBR - Increase in User Fees & Charges (Commercial Tipping Charges)	200,000	(400,000)
September QBR - Increase in External Services (Waste Collection & Management Services)	(460,000)	(860,000)
September QBR - Increase in Operating Grants (Flood Recovery Works)	3,900,000	3,040,000
September QBR - Increase in Materials & Consumables (Flood Recovery Works)	(3,900,000)	(860,000)
September QBR - Increase in Materials & Consumables (Emergency Road Repairs - Income received in previous financial year)	(2,309,000)	(3,169,000)
September QBR - Increase in Depreciation	(1,362,000)	(4,531,000)
September QBR - Decrease in Sale Proceeds of Assets (Delays in selling residential land)	(1,500,000)	(6,031,000)
September QBR - Increase in Insurance (Increase in membership & policy costs)	(30,000)	(6,061,000)
September QBR - Increase in Interest Expense (Recognition of increased borrowing costs from new loan)	(200,000)	(6,261,000)
September QBR - Increase in Interest Income (Higher investment deposit rates)	435,000	(5,826,000)
September QBR - Decrease in User Fees & Charges (Reduction in ticket Sales - 2024 ABBA Festival)	(154,000)	(5,980,000)
September QBR - Decrease in External Services (Reduction in event management external contractors)	66,000	(5,914,000)
December QBR - Increase in Employee Costs (Reduction in capitalised salaries)	(900,000)	(6,814,000)
December QBR - Decrease in Water, Electrical & Statutory (Reduction in electricity expenses)	115,000	(6,699,000)
December QBR - Decrease of Internal Charges (Reduction in plant utilisation)	(490,000)	(7,189,000)
December QBR - Increase in Administration Charges (Increase in subscription charges)	(35,000)	(7,224,000)
December QBR - Increase in Administration Charges (Increase in rental assistance)	(45,000)	(7,269,000)
December QBR - Increase in External Services & Materials (Increase in building maintenance costs)	(95,000)	(7,364,000)
December QBR - Increase in Other Income (Increase in commercial buildings rental)	135,000	(7,229,000)
Projected Year End - General Fund Operating Result		(7,229,000)

Annexure A provides more detailed commentary into the financial performance of the organisation for the period ending 31 March 2025 compared to the adopted budget.

Annexure B provides more detailed commentary into the financial performance of the organisation for the period ending 31 March 2025 compared to the adopted budget. This report excludes depreciation, which is replaced with capital grants and contributions received and capital spent for the period.

Annexure C provides more detailed commentary into the financial performance of the organisation for the period ending 31 March 2025 compared 31 March 2024.

LEGISLATIVE AND POLICY CONTEXT

Local Government Act (section 8B)

FINANCIAL IMPLICATIONS

The monthly financial report presented a comparison between actuals vs. budget for each fund to 31 March 2025.

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.

14 REPORTS OF THE DIRECTOR CUSTOMER, CORPORATE SERVICES AND ECONOMY

14.1 ADOPTION OF COUNCIL POLICIES - COMMUNITY INFRASTRUCTURE PROJECTS

IP&R Linkage: Pillar: Leadership

Goal: Our local government is contemporary, effective and efficient.

Strategy: Ensure compliance with statutory requirements and ensure Parkes Shire Council's operations are supported by good corporate governance and effective risk management.

Author: Veronica Shaw, Business Support Officer

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

Annexures: A. [Operational Policy - Community Infrastructure Projects](#) ↓

RECOMMENDATION

That Council:

1. Adopt the Community Infrastructure policy included as *Annexure A* to this report.
 2. Publish the adopted policy on Council's Website and intranet.
-

BACKGROUND

As part of Council's commitment to continuous improvement, all Council policies receive minor amendments from time to time as required and are on a review schedule to ensure that they comply with current legislation and local government best practice. In addition, the Office of Local Government recommends that council's review all relevant policies in the first twelve months of office.

The following policy has been reviewed and is presented at *Annexure A* for Council's adoption:

- Operational Policy - Community Infrastructure Projects (*Annexure A*)

ISSUES AND COMMENTARY

The method of development and amendments for consideration of the Council Policy appended at *Annexure A* is described below.

Community Infrastructure Projects

The Community Infrastructure Projects Policy attached at *Annexure A* has been reviewed and updated to a new template. This policy was originally developed following guidance from the Australian Tax Office (ATO) following an audit in February 2005. This policy has since undergone several reviews to ensure it is up to date with legislation and community best practice. This policy was most recently reviewed in March 2025 including the following changes:

- Updated to new Operational Policy template
- Reference to new agreement templates.
- Purpose Updated
- Memorandum of Understanding ("MOU") section added
- Scope and application cost amount updated to \$5,000

- Scope and project changed to eligibility and eligibility requirements updated
- Invoicing section updated.

LEGISLATIVE AND POLICY CONTEXT

The key legislation and regulation for all council policies is the [Local Government Act 1993 No 30](#) and [Local Government \(General\) Regulation 2021](#).

Additional legislation considerations for these policies include:

- A New Tax System (Goods and Services Tax) Act 1999

FINANCIAL IMPLICATIONS

There are financial implications for Council associated with this report.

RISK IMPLICATIONS

Without a Community Infrastructure Projects Policy, there's a higher risk of financial mismanagement and disputes due to the lack of clear guidelines and agreements. This policy is crucial for ensuring transparency, accountability, and consistency when providing financial assistance to community organisations.

COMMUNITY CONSULTATION

Community consultation was not required in the development of these policies; however, the adopted versions will be placed on Council's website.

14.2 PUBLIC EXHIBITION OF DRAFT PARKES SHIRE COUNCIL EVENTS STRATEGY**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:** Carolina Cruz, Events and Festivals Specialist**Authoriser:** Anthony McGrath, Director Customer, Corporate Services and Economy**Annexures:** A. **Parkes Shire Council Events Strategy - Draft** [↓](#)**RECOMMENDATION**

That Council:

1. Endorse the public exhibition of the draft Parkes Shire Council Events Strategy, appended at *Annexure A*, for a period of 28 days.
2. Receive a further report concerning the adoption of the draft Parkes Shire Council Events Strategy following conclusion of the public exhibition period.

BACKGROUND

Parkes Shire Council's major events and festivals have long contributed to the Shire's regional identity, economic activity, and community cohesion. Signature events such as the Parkes Elvis Festival attract significant visitation and play a critical role in enhancing the Shire's cultural profile and local pride. In 2023, Council commissioned Silver Lining Strategy to develop a Major Events and Festivals Strategy (Strategy) to provide direction on sustainable delivery, investment frameworks, and stakeholder engagement.

The development of the Strategy followed the findings of the Parkes Elvis Festival Service Review and incorporated extensive internal and external stakeholder consultation, including survey feedback and regional benchmarking. The resulting Strategy provides a long-term framework for event investment that balances community expectations, economic return, and organisational sustainability.

ISSUES AND COMMENTARY

Silver Lining Strategy has now provided the draft of the Parkes Shire Council Events Strategy, appended at *Annexure A*.

The draft Strategy responds directly to the issues at-hand. It introduces three strategic priorities: to clarify the rationale and return on investment for event funding; to strengthen local delivery capacity and collaboration; and to increase the proportion of events delivered by external stakeholders. These priorities are underpinned by new due diligence frameworks that quantify economic, community and marketing benefits, alongside structured evaluation tools to inform future decision making.

LEGISLATIVE AND POLICY CONTEXT

As with all Council strategies, following adoption, the Parkes Shire Council Events Strategy will form part of Council's Integrated Planning and Reporting ("IP&R") framework. Specific actions and projects identified in the Strategy will be programmed and funded for delivery via Council's Operational Plan and Budget.

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report

RISK IMPLICATIONS

The draft Parkes Shire Council Events Strategy outlines specific actions that the Council can implement to mitigate perceived risks, further developing Parkes Shire's reputation as a tourist destination and enhancing the region's visitor economy.

COMMUNITY CONSULTATION

It is proposed that the draft Parkes Shire Council Events Strategy be placed on public exhibition for a period of 28 days, during which time members of the public may review and make submissions on the draft prior to adoption by Council. Any submissions received during the public exhibition period will be provided to Council for consideration, prior to its formal adoption.

14.3 REQUEST FOR FINANCIAL ASSISTANCE - PARKES HOCKEY INCORPORATED**IP&R Linkage:** **Pillar:** Community**Goal:** Our community is creative, proud and has a strong sense of belonging.**Strategy:** Deliver and support events, festivals and celebrations that promote engaged citizenship and foster community pride.**Author:** **Megan Morrison, Events Officer****Authoriser:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Annexures:** **Nil**

RECOMMENDATION

That:

1. Council provides public notice of its intention to allocate up to \$2,700.00 in financial assistance from the Parkes Town Improvement Fund ("TIF") to Parkes Hockey Incorporated to support the delivery of the 2025 Under 14s NSW State Hockey Championships. This funding is intended to cover costs associated with portable toilet hire, generators, staff assistance, and waste management.
2. Approve the allocation of up to \$2,700.00 from the Parkes TIF to the Parkes Hockey Incorporated for the abovementioned purposes, subject to no formal submissions being received that object to the proposed financial assistance.

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 ("TI") allocations, however, as there is no official consultative committee for the Parkes town area, the final decision concerning the expenditure of the funds remains with Council.

ISSUES AND COMMENTARY

Council has received a request from Parkes Hockey Incorporated seeking financial support for upcoming 2025 Under 14s NSW State Hockey Championship, to be held from Friday 9 to Sunday 11 May, at the McGlynn Sporting Complex, Parkes. This event is expected to attract over 15 teams and an estimated 1,200 participants, including players, officials, coaching staff, support teams, and spectators.

Given the scale of the event and its potential economic benefit to the region, the Events and Festivals Team have assessed the request under the Financial Assistance Policy, as all funds available through the Events Financial Assistance Program ("EFAP") have already been fully allocated for the 2024-2025 period.

The following table outlines the assessment of the project against the general assessment criteria of the Financial Assistance Policy:

Criteria	Assessment	Comment
Budget Compliance: Ensure the request falls within Council's budget.	Complies	Sufficient funds available in the Parkes TI Reserve.
Community Accessibility: Verify that the facility, activity or event is open to the Parkes Shire community.	Complies	The event is hosted by the Parkes Hockey Association and is open to the public. It welcomes teams from outside the Shire and is accessible to the local community.
Participation Costs: Assess whether the costs for patrons to use a facility, attend or participate are reasonable.	Complies	Spectator entry is free. Participating teams pay a small registration fee.
Local Government Area: Confirm that the activity or event takes place within the Parkes Shire Local Government Area.	Complies	The event will be held at the Cheney - McGlynn Sporting Complex, Parkes.
Period: Ensure that the activity or event occurs, or the funds are spent, within 12 months of notification of approval.	Complies	The event falls within the 12-month timeframe for funding use.
Community Benefit: Evaluate how any excess proceeds or project outcome will benefit the Parkes Shire community, particularly if proceeds are for charity.	Complies	The event is expected to generate economic benefits via accommodation bookings, and engagement with local businesses.
Request-Outcome Alignment: Assess how the requested amount compares with the stated outcomes of the activity or event.	Complies	The requested amount of \$2,700.00 is proportionate to the anticipated economic benefit.
Strategic Goal Alignment: Determine how the objectives or outcomes align with one or more of Council's strategic goals.	Complies	Support Council's goal to "Promote Parkes Shire as a tourist destination and support the continued growth of our visitor economy".
Public Liability Insurance: Verify that public liability insurance is required and current for the activity or event.	Complies	Parkes Hockey Association holds public liability insurance valued to \$20 million.

Based on this assessment, the project meets the requirements for general financial assistance under Council's policy.

LEGISLATIVE AND POLICY CONTEXT

In accordance with section 356 of the *Local Government Act 1993*, Council can provide financial assistance through a specific program, providing the details of the program have been included in Council's draft Operational Plan for the year in which the financial assistance is proposed to be given. Council's EFAP includes two separate funds:

1. Community Events Fund
2. Destination Events Fund

If all funds have been exhausted from the Community and Destination Events Fund, then a Council resolution to use the funds from the Parkes TI Reserve will be required. 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 Community and Destination Events Fund (EFAP) for 2024-2025 has been fully expended. However, the Parkes TI Reserve has an available uncommitted balance of \$123,359.00 (as at March 2025), which is sufficient to support the requested \$2,700.00 allocation.

A breakdown of anticipated costs is provided below:

- Hire of four portable toilets with pump-out service: \$767.04
- Hire of one trailer-mounted generator with distribution board: \$1,000.87
- Equipment pick-up and delivery: \$440.00
- Council staff assistance (field marking, extra bins): \$500.00

This financial contribution will significantly support the operational delivery of the event, mitigate health and safety risks, and ensure a quality experience for participants and attendees.

RISK IMPLICATIONS

The provision of financial support for this event presents a strong civic and economic opportunity for Parkes Shire. The influx of visitors and participants will provide direct benefits to the local hospitality, retail, and accommodation sectors.

Adopting the recommendations in this report will ensure compliance with Section 356 of the Act, allowing the transfer of funds from reserves to support the project in accordance with the Financial Reserves Policy.

COMMUNITY CONSULTATION

Council is required to publicly notify its intention to provide financial assistance to the Parkes Hockey Incorporated for the event and invite community submissions to ensure transparency and identify any potential objections.

CONCLUSION

This report recommends that Council provide financial support to Parkes Hockey Incorporated through the Parkes TI Reserve to assist in delivering the 2025 Under 14s NSW State Hockey Championships. The request meets all assessment criteria under the Financial Assistance Policy and aligns strongly with Council's strategic objectives to promote tourism, support regional sport, and stimulate economic growth.

14.4 REQUEST FOR FINANCIAL ASSISTANCE - TULLAMORE SHOW CELEBRATING 100 YEARS**IP&R Linkage:** Pillar: Community**Goal:** Our community is creative, proud and has a strong sense of belonging.**Strategy:** Deliver and support events, festivals and celebrations that promote engaged citizenship and foster community pride.**Author:** Megan Morrison, Events Officer**Authoriser:** Anthony McGrath, Director Customer, Corporate Services and Economy**Annexures:** A. Tullamore PA&H Association - Request for Financial Assistance [↓](#)**RECOMMENDATION**

That:

1. Council provides public notice of its intention to provide up to \$10,000.00 in financial assistance from the Tullamore Town Improvement Fund ("TIF") to Tullamore PA&H Association Incorporated to support the delivery of the 2025 Tullamore Show's Centenary Celebration. This funding will cover costs associated with event activities and entertainment, including fireworks, jumping castles, facepainting, and science workshops.
2. Approve the allocation of up to \$10,000.00 from the Tullamore TIF to the Tullamore PA&H Association Incorporated for the abovementioned purposes, subject to no formal submissions being received that object to the proposed financial assistance.

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 ("TI") allocations, however, the final decision concerning the expenditure of the funds remains with Council.

ISSUES AND COMMENTARY

Council has received a formal request from the Tullamore PA&H Association Inc seeking financial assistance of up to \$10,000.00 to support the delivery of the 2025 Tullamore Show's Centenary Celebration, scheduled for Friday 8 and Saturday 9, as shown in Annexure A.

The Tullamore Show is a longstanding regional event with a proud 100-year legacy. It continues to play a pivotal role in celebrating regional identity, agriculture excellence, and community pride. The 2025 centenary event is anticipated to be the largest iterations in its history with a full program including livestock competitions, produce showcases, live performances, exhibitions and family entertainment. This milestone celebration is expected to draw increased visitation, fostering local and economic growth and enhanced community participation.

Given the scale and significance of the Centenary Show, the request exceeds the typical maximum of \$1,000.00 under Council's Community Financial Assistance Program. Instead, it is recommended the request be considered under Council's General Financial Assistance Policy, with funding sourced from the Tullamore TI Reserve.

The following table outlines the assessment of the project against the general assessment criteria of the Financial Assistance Policy:

Criteria	Assessment	Comment
Budget Compliance: Ensure the request falls within Council's budget.	Complies	Sufficient funds available in the Tullamore TI Reserve.
Community Accessibility: Verify that the facility, activity or event is open to the Parkes Shire community.	Complies	The event is open and accessible to all members of the Parkes Shire Community and visitors.
Participation Costs: Assess whether the costs for patrons to use a facility, attend or participate are reasonable.	Complies	Entry and participations costs are reasonable and inclusive.
Local Government Area: Confirm that the activity or event takes place within the Parkes Shire Local Government Area.	Complies	The event will be held at the Tullamore Showground within the Parkes LGA.
Period: Ensure that the activity or event occurs, or the funds are spent, within 12 months of notification of approval.	Complies	The event falls within the 12-month timeframe for funding use.
Community Benefit: Evaluate how any excess proceeds or project outcome will benefit the Parkes Shire community, particularly if proceeds are for charity.	Complies	The event is anticipated to deliver significant economic, cultural, and social benefits.
Request-Outcome Alignment: Assess how the requested amount compares with the stated outcomes of the activity or event.	Complies	The scale of the funding request is proportionate to the outcomes and community impact.
Strategic Goal Alignment: Determine how the objectives or outcomes align with one or more of Council's strategic goals.	Complies	Aligns with Council's Strategic objective 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 Tullamore PA&H Association Inc holds public liability insurance valued to \$20 million.

Based on this assessment, the project demonstrates clear alignment with Council's strategic goals and meets all eligibility requirements for the General Financial Assistance.

LEGISLATIVE AND POLICY CONTEXT

Council can only approve financial assistance (cash or in-kind) in accordance with section 356 of *the Local Government Act 1993* ("the Act"). Where the proposed financial assistance has not been included in Council's adopted Operational Plan for the year; the proposed financial assistance must be publicly exhibited prior to being provided. Council must consider any public submissions received, prior to providing the assistance requested. (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 Tullamore TI Reserve had an available uncommitted balance of \$160,069.88 (as of March 2025), which is sufficient to support the requested \$10,000.00 allocation.

A breakdown of the anticipated costs is provided below:

- Fireworks Display: \$4,440.00
- Jumping Castles (Elite Event Hire): \$1,500.00
- Face Painting: \$600.00
- Magician Performance: \$1,200.00
- Fizzi Educational (Nitrogen show): \$2,750.00

This financial contribution will significantly support the success of the event and help facilitate activities designed to enhance its family-friendly appeal, while also broadening community engagement, particularly among younger audiences.

RISK IMPLICATIONS

This proposal offers a positive reputational opportunity for Council. As a major sponsor, Council will be publicly acknowledged through signage, announcements, and promotional materials throughout the event, reinforcing its commitment to supporting rural communities, agricultural heritage, and regional cultural traditions.

Adopting the recommendations in this report will ensure compliance with Section 356 of the Act, enabling the transfer of funds from reserves to support the project in line with the Financial Reserves Policy.

COMMUNITY CONSULTATION

Council is required to publicly notify its intention to provide financial assistance to the Tullamore PA&H Association Incorporated for the event and invite community submissions to ensure transparency and identify any potential objections. In addition, the matter was discussed by Tullamore Inc. during their community meeting, which was held on Wednesday 9 April 2025. At the meeting Tullamore Inc. agreed to support the use of up to \$10,000 from the Tullamore TI reserve towards the staging of the 2025 Tullamore Show's Centenary Celebration.

CONCLUSION

This report recommends that Council provide financial support to Tullamore PA&H Association Incorporated through the Tullamore TI Reserve to assist in the delivery of the 2025 Tullamore Show, celebrating its 100th anniversary. The request meets all assessment criteria under the Financial Assistance Policy and aligns strongly with Council's strategic objective through cultural and economic benefits and provides a strong platform for community cohesion and regional promotion.

15 REPORTS OF THE DIRECTOR INFRASTRUCTURE AND SUSTAINABILITY**15.1 MAJOR PROJECTS AND CURRENT WORKS - 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: Graeme Bayliss, Infrastructure Operations Manager

Annexures: A. **Infrastructure Sustainability - Major Projects Current Works March 2025** [↓](#)

RECOMMENDATION

That Council:

1. Receive and note the Infrastructure and Sustainability Major Projects and Current Works Report for March 2025, 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 2024/25 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.

16 REPORTS OF THE DIRECTOR OPERATIONS

16.1 PARKES COMMUNITY ARTS REQUEST TO USE FORMER ALBERT STREET FILTRATION PLANT SITE

IP&R Linkage: Pillar: Community

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

Strategy: Encourage, support and recognise volunteerism and community participation.

Author: Sharon Ross, Manager Facilities

Authoriser: Logan Hignett, Director Operations

Annexures: A. [Expression of Interest from Parkes Community Arts](#) ↓
B. [Council Report 18 March 2025 Community Financial Assistance Program](#) ↓

RECOMMENDATION

That:

1. Council endorses the request from Parkes Community Arts to create an Art and Sustainability Hub and Workshop Space at the former Albert Street Water Filtration Plant site.
2. In accordance with the Resolution of Council dated 18 March 2025, the premises formally known as the Water Treatment Plant, Albert Street Parkes be offered lease fee exempt per year for the first three (3) years to establish the venture commencing 1 July 2025 and be reviewed at that time with the intent of levying fees appropriate to the financial situation of the Community Group with an accompanying report brought back to Council.

BACKGROUND

The Parkes Community Arts group is a not-for-profit organisation who work solely on projects for the community. They would like to use a section of the former Albert Street Water Filtration Plant to create a vibrant art and sustainability hub and workshop space for community projects. Future projects envisaged include building floats for the Elvis and Christmas parades as well as working with Sydney based Banish, Netwaste, CanAssist, Parkes Waste Facility and Sircel to raise community awareness on recycling and sustainable practices.

ISSUES AND COMMENTARY

The premises has been vacant for several years and a tidy up of the workshop building and reconnection to the water supply is required.

The Parkes Community Arts are a fledgeling organisation with few funds relying on grant funding and volunteers. They request that the property be available for a peppercorn rent for the first three (3) years commencing 1 July 2025 while they establish themselves and the site. Following the initial term, an increase in rental would be negotiated in line with Council's Community Leasing and Licensing Policy.

LEGISLATIVE AND POLICY CONTEXT

Community Leasing and Licensing Policy applies in this instance.

FINANCIAL IMPLICATIONS

The restoration of the site will include fencing off the Albert Street Plant Building and Reservoirs to ensure safety. Additional costs include clean-up of the grounds, reinstatement of water supply and connection to an already owned small amenities block. It is estimated that the cost of the restoration will be in the vicinity of \$25,000 funded by both Water and Property Budgets.

The suggested market rental is \$55 per week including GST which would equate to \$2,860 per year, totalling \$8,580 for the three (3) year term.

RISK IMPLICATIONS

Man proof fencing to be installed to protect the public from the Albert Street Plant Building and Water Reservoirs.

COMMUNITY CONSULTATION

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

16.2 PARKES REGIONAL AIRPORT MASTER PLAN**IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is sustainable and plans for the future.**Strategy:** Develop and implement an asset management framework that ensures existing and future infrastructure is affordable, funded and maintained to ensure inter-generational equity.**Author:** **Sharon Ross, Manager Facilities****Authoriser:** **Logan Hignett, Director Operations****Annexures:** **A. Summary of Council Comments – Parkes Regional Airport Master Plan** [↓](#)

RECOMMENDATION

That:

1. Council adopts the Parkes Regional Airport Master Plan 2024-2044 and place it on to Council's web site.
-

BACKGROUND

Council, at its Meeting of 18 February 2025 resolved to adopt the Minutes of the Airport Development Advisory Committee Meeting held on 21 January 2025.

Within those minutes was the draft Parkes Regional Airport Masterplan Review where it was resolved to place the Parkes Regional Airport Master Plan 2024 - 2044 on public exhibition for 28 days.

ISSUES AND COMMENTARY

The exhibition of the document closed on 1 April 2025 with 3 submissions received namely being for consideration of disabled parking near the terminal, appreciation for the proposed heritage precinct and concern regarding REX flights pricing.

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

There is future capital expenditures identified in the Master Plan, however the major items will require grant funding.

RISK IMPLICATIONS

There is an opportunity risk of not embracing business opportunities due to lack of strategic planning.

COMMUNITY CONSULTATION

Preparation of the draft Master Plan included Community and Stakeholder consultation was undertaken in October and November 2024. A copy of the adopted plan will be placed on to Council's web site.

16.3 CLASSIFICATION OF SAP TRANSFERRED LAND AS OPERATIONAL**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:** Sharon Ross, Manager Facilities**Authoriser:** Logan Hignett, Director Operations**Annexures:** A. Plan of Lot 65 Sewer Pump Station Land [↓](#)
B. Plan of Lot 82 Water Reservoir Land [↓](#)**RECOMMENDATION**

That:

1. Council classify Lot 65 DP 1300797 and Lot 82 DP 1300800 as Operational Land.

BACKGROUND

On 24 January 2025, as part of a Land and Infrastructure Asset Transfer Deed agreed between Regional Growth NSW Development Corporation (RGDC) and Parkes Shire Council, several parcels of land were transferred to Council for infrastructure purposes. These included land for road construction and a sewer pumping station.

Future transfers under this Deed will include land for a water reservoir and additional road corridors. Specifically, the parcels identified for classification as operational land are:

- Lot 65 DP 1300797 (Sewer Pump Station)
- Lot 82 DP 1300800 (Water Reservoir)

These classifications align with their intended use as core infrastructure assets to be managed and operated by Council in its capacity as a water and sewer utility provider.

ISSUES AND COMMENTARY

To enable effective management and utility operation, the subject land should be classified as Operational Land under the *Local Government Act 1993*. This classification is consistent with their function and ensures the land is managed appropriately for service delivery purposes.

LEGISLATIVE AND POLICY CONTEXT

Section 25 of the *Local Government Act 1993* requires that all land owned by Council be classified as either Community or Operational land. Land intended for infrastructure operations, such as sewer and water assets, is appropriately classified as Operational.

FINANCIAL IMPLICATIONS

There are no direct financial implications for Council associated with the classification of this land.

RISK IMPLICATIONS

There is minimal risk associated with this classification. Designating the land as Operational aligns with its intended use and supports Council's statutory obligations in providing water and sewer services.

COMMUNITY CONSULTATION

There are no community consultation requirements associated with this classification under the *Local Government Act 1993*.

16.4 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, Director Operations****Annexures:** **A. Operations - Major Projects & Current Works - March 2025** [↓](#)**RECOMMENDATION**

That Council:

1. Receive and note the Operations Major Projects and Current Works Report for March 2025, appended at *Annexure A*.

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 2024/25 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.

17 REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES**17.1 PARKES SHIRE HOUSING STRATEGY (2021-2041) - 2025 UPDATE****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:** **Annalise Teale, Acting Director Planning and Community Services****Authoriser:** **Kent Boyd PSM, General Manager****Annexures:**
A. Parkes Housing Strategy - 2025 Update (under separate cover)
B. Parkes Shire Housing Strategy Paper - Peak Hill NSW - Geoff Pedersen - 6 March 2025
C. Steve Magill - Public Submission - Parkes Shire Housing Strategy
D. Peter Giles - Public Submission - Housing Strategy
E. Parkes Shire Council - Response to Submission Report - Housing Strategy

RECOMMENDATION

That:

1. The public submissions made in relation to the Draft Parkes Shire Housing Strategy 2021-2041 (2025 Update) are received and noted.
2. The Draft Parkes Shire Housing Strategy 2021-2041 (2025 Update) is adopted and placed on to Council's web site.

BACKGROUND

In 2024 Council was notified of a successful grant application to NSW Department Planning, Housing and Infrastructure (DPHI) to fund the update to the Parkes Shire Housing Strategy 2021-2041 based on the impacts to future urban growth areas affected by the 2022 flood event.

ISSUES AND COMMENTARY

The Draft Parkes Shire Housing Strategy 2021 - 2041 (2025 Update) was endorsed by Council at the March 2024 Council Meeting for public exhibition. The Draft Parkes Shire Housing Strategy 2021 - 2041 (2025 Update) was placed on public exhibition from 19 February 2025 to 19 March 2025. The draft Parkes Shire Housing Strategy 2021 - 2041 (2025 Update) was available for viewing on Council's website and at Council's administration centre and promoted through Council's social media channels.

Council received three submissions in response to the draft Parkes Shire Housing Strategy 2021 - 2041 (2025 Update). A copy of the submissions and Council's response is in the attached Submissions Report.

Following public exhibition and review of submissions received, final amendments have been made to the Draft Parkes Shire Housing Strategy 2021 - 2041 (2025 Update), including:

- update to the Peak Hill Housing Supply Analysis map.

- update to 12.4.3 Parkes Urban Land Use Framework to identify appropriate Urban Expansion (investigation) areas
- update to 12.4.5 Parkes Urban Area Staging Framework map

LEGISLATIVE AND POLICY CONTEXT

THE DRAFT PARKES SHIRE HOUSING STRATEGY 2021 - 2041 (2025 UPDATE) WILL REPLACE THE EXISTING PARKES SHIRE HOUSING STRATEGY 2021-2041. FINANCIAL IMPLICATIONS

RISK IMPLICATIONS

COMMUNITY CONSULTATION

The Draft Parkes Shire Housing Strategy 2021 - 2041 (2025 Update) was publicly exhibited in accordance with the Parkes Shire Community Participation Plan 2022. The adopted version of the plan will be placed on Council's Web site.

17.2 NSW PUBLIC LIBRARIES ASSOCIATION CENTRAL WEST ZONE MEETING**IP&R Linkage:** **Pillar:** Community**Goal:** Our community is creative, proud and has a strong sense of belonging.**Strategy:** Provide innovative library services that support social interaction and encourage lifelong learning.**Author:** **Kerryn Jones, Culture, Education and Library Services Manager****Authoriser:** **Annalise Teale, Acting Director Planning and Community Services****Annexures:** **A. NSW PLA Central West Zone Report March 2025** [↓](#)

RECOMMENDATION

That:

1. Council receive and note this report from the NSW Public Libraries Australia (PLA) Central West Zone Meeting.

BACKGROUND

The NSW PLA Central West Zone meeting takes place twice per year. Councillor representatives from each of the Councils and Managers of the libraries in the zone meet with representatives from NSW State Library to discuss operational and strategic issues. CR Bill Jayet is the Parkes Shire Council councillor representative who attended this meeting with Kerryn Jones (Manager Culture Education & Library Services) and Tracy Dawson (Library & Information Services Team Leader) held 21 March 2025 at the Central Tablelands Collection Facility, Bathurst.

ISSUES AND COMMENTARY

At the NSWPLA Central West Zone meeting the election of Office Bearers was undertaken:

Chair: CR Les Lambert (Narromine Council)

Deputy Chair: CR Bill Jayet (Parkes Shire Council)

Secretary Treasurer: Jennifer Lawrence (Central West Library)

Minutes Secretary: Rachael Gill (Midwestern Library)

It was determined that Parkes Shire Council will host the next NSWPLA Central West Zones meeting and Library Manager's meeting in the Marramarra Makerspace on 18 & 19 September 2025.

Attached is the Parkes Shire Library report submitted to this meeting.

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

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

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.

17.3 MARCH 2025 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:** **Annalise Teale, Acting Director Planning and Community Services****Annexures:** **Nil**

RECOMMENDATION

That:

1. Receive and note the March 2025 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 March 2025 there were six (6) Development Applications received totalling \$211,014.41 and four (4) consents were issued. There was one (1) Council Complying Development Certificate received totalling \$104,504.55 and one (1) Private Certifier Complying Development Certificate received totalling \$90,000.00. Three (3) Council Certifier consents were issued and one (1) Private Certifier consent was issued.

The figures shown *Table 1* below are for Development Applications received during March 2025 with respect to the specified building types and a comparison to the March 2024 figures.

Table 1: Development Applications				
Development Category	March 2025		March 2024	
	No.	Estimated Value	No.	Estimated Value
Commercial			2	\$2,147,494.61
Community Facilities			1	\$6,366,001.00
Industrial	1	\$330.00		
Infrastructure				
Tourist Development			1	\$40,000.00
Single Dwelling-house			1	\$500,000.00
Residential Alterations and Additions inc. ancillary / outbuildings	5	\$210,684.41	3	\$144,432.99
Residential Other				
Multi-Residential				
Seniors Living				
Subdivision only				
Secondary Dwelling			2	\$680,615.00
Other inc. demolition, earthworks, advertising structure				
Mixed Development				
Totals	6	\$211,014.41	10	\$9,878,543.60
FYTD Totals	72	\$17,559,434.81	91	\$33,202,334.80

Table 2, below, lists the Development Consents that were issued in the month of March 2025.

Table 2: Development Consents		
Application No.	Address	Description
DA2024/0073	34 Coleman Road, Parkes	Erection of a New Structure - Outbuilding (Shed), Detached Dual Occupancy and Retaining Wall
DA2024/0106	30 Coleman Road, Parkes	Dual Occupancy (Manufactured Home)
DA2025/0001	14 Evans Parade, Parkes	Demolition, Alterations and Additions to Dwelling - and Erection of a New Structure - Shed
DA2025/0008	24 Saleyards Road, Parkes	Change of Use - Indoor Recreation Facility

The figures shown in Table 3, below, are for Complying Development Certificates received during March 2025 with respect to the specified building types and a comparison to the March 2024 figures.

Table 3: Complying Development Certificates

Development Category	March 2025		March 2024	
	No.	Estimated Value	No.	Estimated Value
Commercial	1	\$90,000.00	-	-
Community Facilities	-	-	-	-
Industrial	-	-	-	-
Infrastructure	-	-	-	-
Tourist Development	-	-	-	-
Single Dwelling-house	-	-	-	-
Residential Alterations and Additions inc. ancillary / outbuildings	1	\$104,504.55	-	-
Residential Other	-	-	-	-
Multi-Residential	-	-	-	-
Seniors Living	-	-	-	-
Subdivision only	-	-	-	-
Secondary Dwelling	-	-	-	-
Other inc. demolition, earthworks, advertising structure	-	-	-	-
Totals	2	\$194,504.55	0	\$0.00
FYTD Totals	8	\$1,402,131.32	24	\$10,794,603.00

Table 4, below, provides a list of Complying Development Certificates which were issued in the month of March 2025.

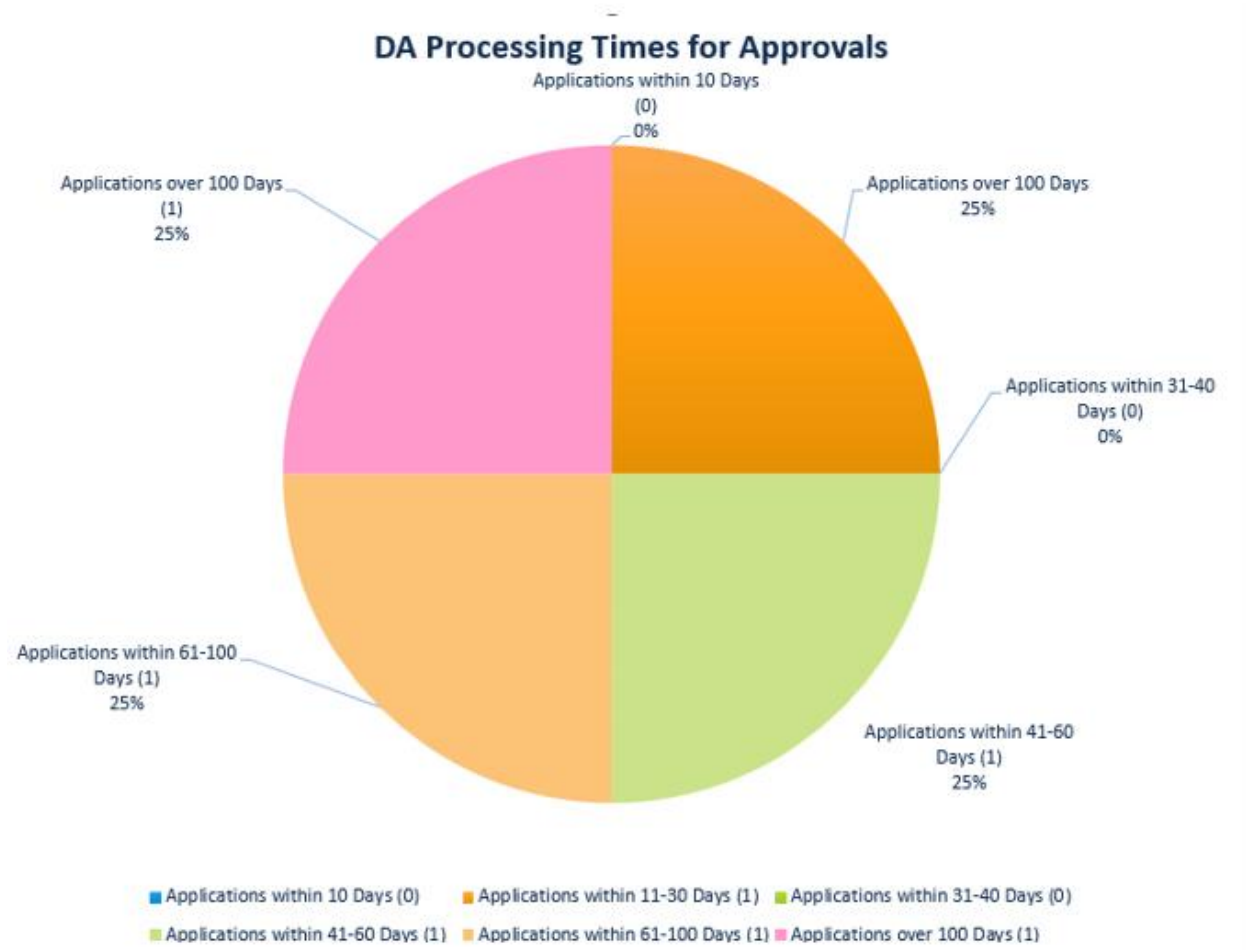
Table 4: Complying Development Certificates

Application No.	Address	Description	Certifying Authority
CDC2025/0002	Parkesborough Road, PARKES	Dwelling - House (Excluding Earthworks - Cut)	Council
CDC2025/0003	271 Nash Street, PARKES	Swimming Pool & Child Restraint Barrier	Council
CDC2025/0005	32 Caswell Street, PEAK HILL	Swimming Pool & Child Restraint Barrier	Council
CDC2025/0006	346-348 Clarinda Street, PARKES	Internal alteration to an existing shop fit out and use as a commercial premises - Subway	Private

DA Processing Times for Approvals

The information shown in the pie chart below is Development Application approvals issued for the period 1 March 2025 to 31 March 2025. It should be noted that a total four (4) Development Applications have been approved with an average of 95.73 days.

The average timeframe in which the internal referrals to the Technical Services and/or Infrastructure Departments were completed was 35.05 days.



Activation Precinct Certificate Determinations

There were 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 March 2025 there were six (6) Development Applications received totalling \$211,014.41 and four (4) consents were issued. There was one (1) Council Complying Development Certificate received totalling \$104,504.55 and one (1) Private Certifier Complying Development Certificate received totalling \$90,000.00. Three (3) Council Certifier consents were issued, and one (1) Private Certifier consent was issued.

Development Activity Report

March 2025

Development Applications and Complying Development Certificates lodged and approved in the Parkes Shire.



LODGED

6

Development Applications

2

Complying Development Certificates



DETERMINED

4

Development Applications

3

Complying Development Certificates

1

Private Certifier Complying Development Certificates



AVERAGE DEVELOPMENT APPLICATION PROCESSING TIME THIS MONTH
95.73 DAYS

Approved Development Applications



VALUE OF APPLICATIONS RECEIVED
\$405,518.96

18 NOTICES OF MOTION/QUESTIONS WITH NOTICE

Nil

19 CONFIDENTIAL MATTERS

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 SALE OF INDUSTRIAL ESTATE LAND

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.

19.2 WASTE MANAGEMENT SERVICES - JOINT PROCUREMENT PROJECT

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 HENRY PARKES CENTRE CAR MUSEUM - VEHICLE OWNERSHIP DISPUTE

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.

19.4 REQUEST TO WAIVE INTEREST CHARGES - PAYMENT PLAN AGREEMENT - PARKES HOCKEY INC.

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.

19.5 CODE OF CONDUCT MATTER

This matter is considered to be confidential under Section 10A(2) - 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 alleged contraventions of any code of conduct requirements applicable under section 440.

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.
- (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.

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.
