

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 Chambers, 2 Cecile Street, Parkes on Tuesday 16 December 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.

Order of Business

1	OPENING OF MEETING	7
2	ACKNOWLEDGEMENT OF COUNTRY.....	7
3	PRAYER.....	8
4	APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE.....	8
5	APPLICATIONS TO ATTEND BY AUDIO-VISUAL LINK	8
6	CONFIRMATION OF MINUTES	9
	6.1 Minutes of the Ordinary Ordinary Council Meeting Meeting held on 18 November 2025.....	9
7	DISCLOSURES OF INTERESTS	33
8	LATE BUSINESS	34
9	ADOPTION OF MULTIPLE ITEMS OF BUSINESS.....	34
10	MAYORAL MINUTE(S)	35
	10.1 Meetings, Functions and Events Attended by Mayor and Councillors.....	35
	10.2 Coming Known Events for Mayor and Councillors.....	41
	10.3 Georgie's Pantry - Urgent Need for new Premises	43
	10.4 Parkes Elvis Festival - Media Events, Bob and Anne Steel and Priscilla Presely.....	44
11	COUNCILLOR REPORT(S)	45
	11.1 SWITCH Library Conference 2025.....	45
	11.2 Central NSW Joint Organisation (CNSWJO) Board Meeting in Sydney on 12 November 2025.....	52
	11.3 Country Mayors Association AGM & Meeting.....	67
	11.4 Country Mayors Association Special Dinner at Government House - 13 November 2025.....	84
	11.5 Newell Highway Taskforce Meeting (NHTF) in Sydney on 2 December 2025	85
12	REPORTS OF COMMITTEES	103
	12.1 Minutes of the Floodplain Management Committee Meeting held on 13 November 2025.....	103
	12.2 Minutes of the Audit, Risk and Improvement Committee Meeting held on 26 November 2025.....	107
	12.3 Minutes of the Parkes Sports Council Meeting held on 9 December 2025.....	127
13	REPORTS OF THE GENERAL MANAGER.....	132
	13.1 Proposed Demolition of 60 Currajong Street	132
	13.2 Presentation and Adoption of the Audited 2024-25 Financial Statements.....	135
	13.3 Investments and Borrowings Report as at 30 November 2025	139
	13.4 Monthly Financial Reports as at 30 November 2025	143
14	REPORTS OF THE DIRECTOR CUSTOMER, CORPORATE SERVICES AND ECONOMY	146

14.1	Major Projects and Current Works - Customer, Corporate Services & Economy - December 2025	146
14.2	Adoption of the Code of Meeting Practice - 2025 Update	156
14.3	Adoption of Council Policies - Conflict of Interest Policy and Privacy Management Plan	163
14.5	Draft Parkes CBD Vibrancy Strategy 2026	202
14.6	Adoption of Internal Committee Delegates	204
14.7	Request to Use Cookamidgera Town Improvement Reserve to reimburse electricity costs at the Cookamidgera Hall	224
14.8	Request to Use Bogan Gate Town Improvement Reserve to Support a Grant for a Toilet Block in Burrawang Park	226
14.9	Council Service Provision - Christmas New Year Closures 2025-2026	229
15	REPORTS OF THE DIRECTOR INFRASTRUCTURE AND SUSTAINABILITY	233
15.1	Major Projects and Current Works - Infrastructure and Sustainability - December 2025.....	233
15.2	Adoption of Trundle Flood Mitigation Feasibility Study	240
15.3	Garage Sale Trail 2025	242
16	REPORTS OF THE DIRECTOR OPERATIONS.....	243
16.1	Major Projects and Current Works - Operations - December 2025.....	243
16.2	Fire Response Restoration (Kadina Road, Alectown) - Community Request.....	259
16.3	2024 Community Assets Grant Program - Flood Repair - Bushman's Dam Restoration.....	261
16.4	Transfer of Crown Roads to Council.....	269
16.5	Road Closure and Sale to Adjoining Owner - Council Road off Miles Road.....	275
16.6	Additional Opening Hours of Village Pools	278
17	REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES	280
17.1	The Dish 25th Anniversary Screening	280
17.2	November 2025 Building Statistics Update.....	283
18	NOTICES OF MOTION/QUESTIONS WITH NOTICE.....	290
18.1	Tender Documents to Be Provided to Councillors	290
19	CONFIDENTIAL MATTERS	292
19.1	Tender Evaluation Report - Akuna Road and New Eugowra Road Pump Station Packages	292
19.2	PSC2025/147 - Parkes Wetlands - Boardwalks and Bird Hides	292
19.3	2026 Australia Day - Community, Cultural and Sporting Awards	292
19.4	Sale of Land for Unpaid Rates & Charges.....	292
19.5	Vision for the Parkes Elvis Festival 2027	292
20	REPORT OF CONFIDENTIAL RESOLUTIONS	295

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 NOVEMBER 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 November 2025****RECOMMENDATION**

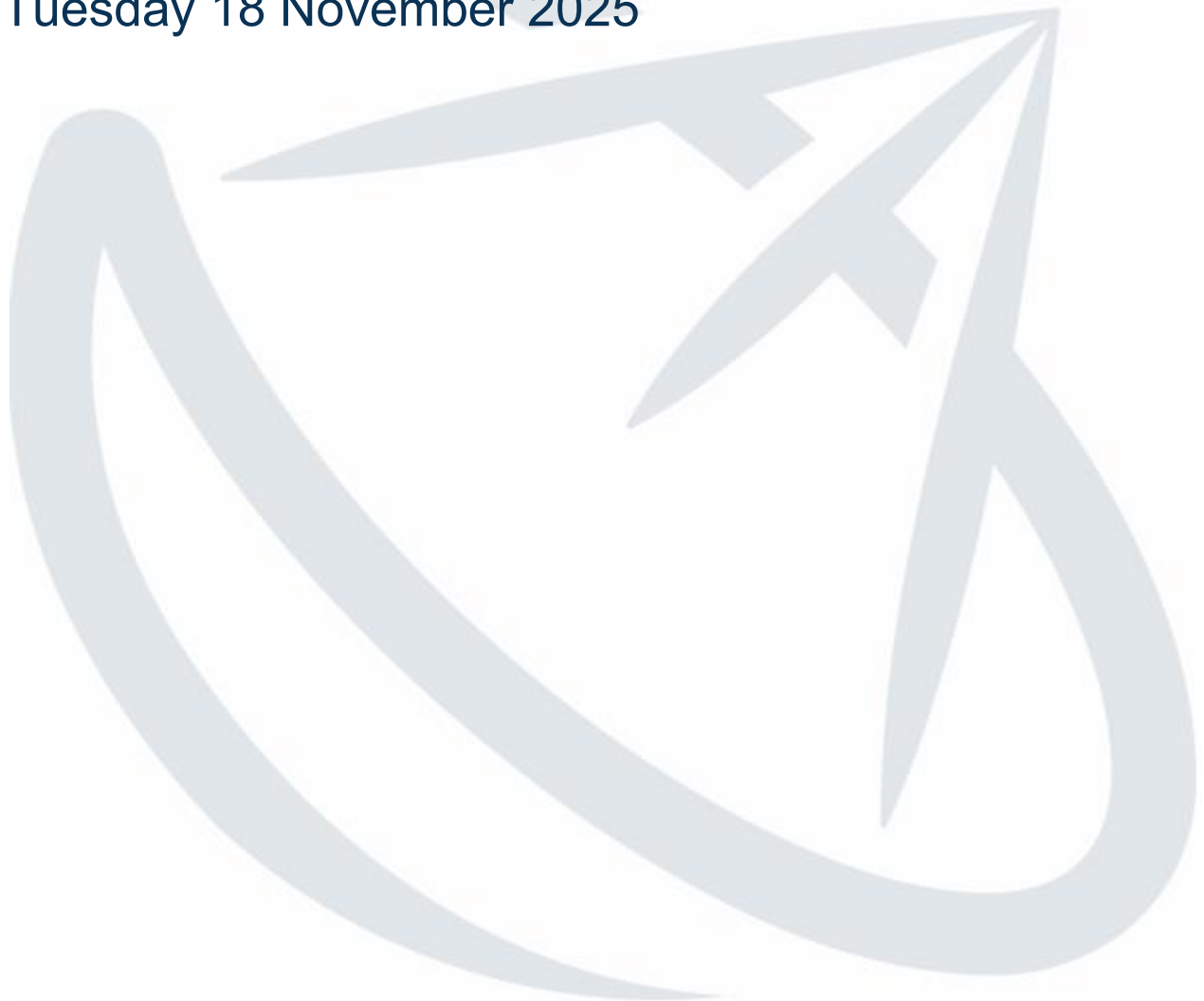
That Ordinary Council Meeting:

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

Ordinary Council Meeting

Minutes

Tuesday 18 November 2025



Minutes of the Ordinary Council Meeting
Held on Tuesday, 18 November 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 George Pratt	Councillor
Cr Matthew Scherer	Councillor
Cr Glenn Wilson	Councillor

Council Officers in Attendance:

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

NOTES

The meeting commenced at 3:00 pm and concluded at 4:34 pm.

Order Of Business

1	OPENING OF MEETING	5
2	ACKNOWLEDGEMENT OF COUNTRY.....	5
3	PRAYER.....	5
4	APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE.....	5
5	APPLICATIONS TO ATTEND BY AUDIO-VISUAL LINK	5
6	CONFIRMATION OF MINUTES	6
	6.1 Minutes of the Ordinary Council Meeting held on 21 October 2025.....	6
7	DISCLOSURES OF INTERESTS	6
8	LATE BUSINESS	6
9	ADOPTION OF MULTIPLE ITEMS OF BUSINESS.....	7
	9.1 Adoption of Multiple Items	7
10	MAYORAL MINUTE(S)	8
	10.1 Mayor Phyllis Miller OAM - Honoured at 2025 Ministers' Awards for Woman in Local Government.....	8
	10.2 NSW Honour for Michael Ostler, Principal of Parkes East Public School.....	8
	10.3 Graddle Creek Bridge Sod Turn Event on 28 October 2025.....	8
	10.4 The Royal Australian College of General Practitioners (RACGP) Civic Reception in Parkes on 28 October 2025.....	9
	10.5 Bangala-la Preschool Award at Central West Early Childhood Awards on 1 November 2025.....	9
	10.6 Goodness Gravel Event in Parkes Shire - 1-2 November 2025.....	9
	10.7 Meetings, Functions and Events Attended by Mayor and Councillors.....	10
	10.8 Coming Known Events for Mayor and Councillors.....	10
11	COUNCILLOR REPORT(S)	10
	11.1 Rural Aid Peak Hill Farm Recovery Event Overview	10
12	REPORTS OF COMMITTEES	11
	12.1 Minutes of the Rural Roads Advisory Committee Meeting held on 30 October 2025.....	11
	12.2 Minutes of the Arts Advisory Council Meeting held on 4 November 2025.....	11
	12.3 Minutes of the Community, Liveability and Access Advisory Committee Meeting held on 4 November 2025.....	11
	12.4 Minutes of the Waste Advisory Committee Meeting held on 4 November 2025.....	12
	12.5 Minutes of the Local Traffic Forum Meeting held on 5 November 2025.....	12
	12.6 Minutes of the Parkes Sports Council Meeting held on 11 November 2025.....	12
	12.7 Minutes of the Floodplain Management Committee Meeting held on 13 November 2025.....	13

12.8	Minutes of the Plant Procurement Committee meeting held on 18 November 2025.....	13
13	REPORTS OF THE GENERAL MANAGER.....	13
13.1	Investments and Borrowings Report as at 31 October 2025.....	13
13.2	Monthly Financial Reports as at 31 October 2025.....	14
13.3	Quarterly Budget Review as at 30 September 2025.....	14
14	REPORTS OF THE DIRECTOR CUSTOMER, CORPORATE SERVICES AND ECONOMY.....	14
14.1	Major Projects and Current Works - Customer, Corporate Services & Economy - November 2025.....	14
14.2	Request to Use Bogan Gate Town Improvement Reserve to Support a Grant for a Toilet Block in Burrawang Park.....	15
14.3	Request for Financial Assistance - Community Safety Working Group - 19 November 2025.....	15
14.4	Request to Use Tullamore Town Improvement Fund Reserve to Upgrade the Lights at Pola Park.....	15
14.5	National Town Crier Championship 9-12 October 2025.....	16
14.6	Model Code of Conduct Complaints Statistics September 2024 - August 2025.....	16
14.7	Adoption of Council Policies - Work, Health and Safety Policy Statement.....	16
14.8	Endorsement of the 2024-2025 Annual Report.....	17
14.9	Risk Management - Insurance Portfolio - 2025-2026.....	17
14.10	Appointment of Councillor Delegates to 2026 Conferences.....	17
15	REPORTS OF THE DIRECTOR INFRASTRUCTURE AND SUSTAINABILITY.....	18
15.1	Major Projects and Current Works - Infrastructure and Sustainability.....	18
15.2	ADOPTION: Bogan Gate Flood Risk Mitigation Study and Plan.....	18
15.3	ADOPTION: Cookamidgera Flood Risk Mitigation Study and Plan.....	19
16	REPORTS OF THE DIRECTOR OPERATIONS.....	19
16.1	Major Projects and Current Works - Operations.....	19
16.2	Request for Extension of Cleaning Services Contract.....	19
17	REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES.....	20
17.1	DA2025/0068 Motel Accommodation, 33-35 Forbes Road, Parkes.....	20
17.2	October 2025 Building Statistics Update.....	20
18	NOTICES OF MOTION/QUESTIONS WITH NOTICE.....	21
18.1	Recognition of the Parkes Tractor Trekkers - Bourke to Birdsville Charity Trek.....	21
19	CONFIDENTIAL MATTERS.....	21
19.1	Sale of Commercial Property - Neighbourhood Central.....	22
19.2	Asphalt Surface Works at the Intersection of Victoria & Clarinda Street (PSC2025/151).....	23
20	REPORT OF CONFIDENTIAL RESOLUTIONS.....	23
21	CONCLUSION OF MEETING.....	23

1 OPENING OF MEETING

The Mayor declared the Ordinary Council Meeting of Tuesday 18 November 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

Councillor Louise O'Leary, Councillor Doug Pout and Councillor Joy Paddison

5 APPLICATIONS TO ATTEND BY AUDIO-VISUAL LINK

Nil

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 21 OCTOBER 2025

RESOLVED OCM 379/25

Moved: Cr Marg Applebee

Seconded: Cr George Pratt

That Ordinary Council Meeting receive and confirm the Minutes of the Ordinary Council Meeting held on Tuesday 21 October 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.

Nil interests were disclosed.

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. 12.8 - Minutes of the Plant Procurement Committee meeting held on 18 November 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 ITMES

RESOLVED OCM 380/25

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council adopt the recommendations as listed in the Agenda for the following items and that the order of business be adjusted accordingly.

- 12.1 Minutes of the Rural Roads Advisory Committee Meeting held on 30 October 2025.
- 12.2 Minutes of the Arts Advisory Council Meeting held on 4 November 2025.
- 12.4 Minutes of the Waste Advisory Committee Meeting held on 4 November 2025.
- 12.5 Minutes of the Local Traffic Forum Meeting held on 5 November 2025.
- 12.6 Minutes of the Parkes Sports Council Meeting held on 11 November 2025.
- 12.7 Minutes of the Floodplain Management Committee Meeting held on 13 November 2025.
- 14.2 Request to Use Bogan Gate Town Improvement Reserve to Support a Grant for a Toilet Block in Burrawang Park.
- 14.3 Request for Financial Assistance - Community Safety Working Group - 19 November 2025.
- 14.4 Request to Use Tullamore Town Improvement Fund Reserve to Upgrade the Lights at Pola Park.
- 14.5 National Town Crier Championship 9-12 October 2025.
- 14.6 Model Code of Conduct Complaints Statistics September 2024 - August 2025.
- 14.7 Adoption of Council Policies - Work, Health and Safety Policy Statement.
- 14.9 Risk Management - Insurance Portfolio - 2025-2026.
- 16.2 Request for Extension of Cleaning Services Contract.
- 17.2 October 2025 Building Statistics Update.

CARRIED

At this stage, 3:06 pm Logan Hignett joined the meeting.

10 MAYORAL MINUTE(S)**10.1 MAYOR PHYLLIS MILLER OAM - HONOURED AT 2025 MINISTERS' AWARDS FOR WOMAN IN LOCAL GOVERNMENT****RESOLVED OCM 381/25**

Moved: Cr Neil Westcott

Seconded: Cr Marg Applebee

That Council:

1. Note the information in the report.
2. Write a letter to Mayor Phyllis Miller OAM congratulating her on receiving the Councillor Lilliane Brady OAM Ward 2025 Award.

CARRIED**10.2 NSW HONOUR FOR MICHAEL OSTLER, PRINCIPAL OF PARKES EAST PUBLIC SCHOOL****RESOLVED OCM 382/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That Council:

1. Note the information in the report.
2. Write a letter to Mr Michael Ostler congratulating him on receiving the NSW Primary Principals' Association (NSWPPA) Distinguished Service Award at the NSWPPA Conference.

CARRIED**10.3 GRADDLE CREEK BRIDGE SOD TURN EVENT ON 28 OCTOBER 2025****RESOLVED OCM 383/25**

Moved: Cr Neil Westcott

Seconded: Cr George Pratt

That Council:

1. Receive and note the information about the Graddle Creek Bridge Sod Turn Event on 28 October 2025.

CARRIED

**10.4 THE ROYAL AUSTRALIAN COLLEGE OF GENERAL PRACTITIONERS (RACGP)
CIVIC RECEPTION IN PARKES ON 28 OCTOBER 2025****RESOLVED OCM 384/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That Council:

1. Receive and note the report.
2. Continue promoting Parkes as a prime location for GP training and rural practice
3. Advocate for investment in rural health workforce initiatives and incentives
4. Work with health authorities to prioritise reopening Parkes maternity services
5. Strengthen collaboration with regional partners to address shared health challenges

CARRIED**10.5 BANGALA-LA PRESCHOOL AWARD AT CENTRAL WEST EARLY CHILDHOOD
AWARDS ON 1 NOVEMBER 2025****RESOLVED OCM 385/25**

Moved: Cr Neil Westcott

Seconded: Cr William Jayet

That Council:

1. Council congratulate Sasannah Davey for winning the Family Day Care Educator Award at the recent Central West Early Childhood Awards held on 1 November 2025 in Bathurst.

CARRIED**10.6 GOODNESS GRAVEL EVENT IN PARKES SHIRE - 1-2 NOVEMBER 2025****RESOLVED OCM 386/25**

Moved: Cr Marg Applebee

Seconded: Cr George Pratt

That Council:

1. Receive and note the report on the Goodnessgravel event held in Parkes Shire over the weekend of 1-2 November 2025.

CARRIED

10.7 MEETINGS, FUNCTIONS AND EVENTS ATTENDED BY MAYOR AND COUNCILLORS**RESOLVED OCM 387/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That Council:

1. Note the report on the Meetings functions and events attended in an official capacity, by the Mayor and Councillors during the period 18 October 2025 through to 14 November 2025.

CARRIED**10.8 COMING KNOWN EVENTS FOR MAYOR AND COUNCILLORS****RESOLVED OCM 388/25**

Moved: Cr Neil Westcott

Seconded: Cr Marg Applebee

That Council:

1. Note the known upcoming meetings, functions and events for the Mayor and Councillors for the period 15 November 2025 through to 13 December 2025:

CARRIED**11 COUNCILLOR REPORT(S)****11.1 RURAL AID PEAK HILL FARM RECOVERY EVENT OVERVIEW****RESOLVED OCM 389/25**

Moved: Cr Neil Westcott

Seconded: Cr Marg Applebee

That Council:

1. Receive and note the Report about the Rural Aid Peak Hill Farm Recovery Event that occurred on 26-31 October 2025.

CARRIED

12 REPORTS OF COMMITTEES

12.1 MINUTES OF THE RURAL ROADS ADVISORY COMMITTEE MEETING HELD ON 30 OCTOBER 2025

RESOLVED OCM 390/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Rural Roads Advisory Committee Meeting held on Thursday 30 October 2025 appended at *Annexure A*.

CARRIED

12.2 MINUTES OF THE ARTS ADVISORY COUNCIL MEETING HELD ON 4 NOVEMBER 2025

RESOLVED OCM 391/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Arts Advisory Council Meeting held on Tuesday 4 November 2025 appended at *Annexure A*.

CARRIED

12.3 MINUTES OF THE COMMUNITY, LIVEABILITY AND ACCESS ADVISORY COMMITTEE MEETING HELD ON 4 NOVEMBER 2025

RESOLVED OCM 392/25

Moved with the amendment of Item 7.4 – “Parkes Shire Library & Culture Centre” in Minutes dated 4 November 2025 as noted in Item 2 below: Cr William Jayet

Seconded with the amendment of Item 7.4 – “Parkes Shire Library & Culture Centre” in Minutes dated 4 November 2025 as noted in Item 2 below: Cr Marg Applebee

That Council:

1. Receive and confirm the Minutes of the Community, Liveability and Access Advisory Committee Meeting held on Tuesday 4 November 2025 appended at *Annexure A*.
2. Amend the Minutes at 7.4 “Parkes Shire Library & Culture Centre” by adding the names of “Cr Bill Jayet and Jeff Evans” to Point 1 under Jack Scoble Scholarships” as it only contained the name of Lyn McLeod and should be all 3 will review the Australia Day Awards.

CARRIED

12.4 MINUTES OF THE WASTE ADVISORY COMMITTEE MEETING HELD ON 4 NOVEMBER 2025**RESOLVED OCM 393/25**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Waste Advisory Committee Meeting held on Tuesday 4 November 2025 appended at *Annexure A*.

CARRIED**12.5 MINUTES OF THE LOCAL TRAFFIC FORUM MEETING HELD ON 5 NOVEMBER 2025****RESOLVED OCM 394/25**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Local Traffic Forum Meeting held on Wednesday 5 November 2025 appended at *Annexure A*.

CARRIED**12.6 MINUTES OF THE PARKES SPORTS COUNCIL MEETING HELD ON 11 NOVEMBER 2025****RESOLVED OCM 395/25**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

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

CARRIED

12.7 MINUTES OF THE FLOODPLAIN MANAGEMENT COMMITTEE MEETING HELD ON 13 NOVEMBER 2025**RESOLVED OCM 396/25**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Floodplain Management Committee Meeting held on Thursday 13 November 2025 appended at *Annexure A*.

CARRIED**12.8 MINUTES OF THE PLANT PROCUREMENT COMMITTEE MEETING HELD ON 18 NOVEMBER 2025****RESOLVED OCM 397/25**

Moved: Cr Ken McGrath

Seconded: Cr Glenn Wilson

That Council:

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

CARRIED**13 REPORTS OF THE GENERAL MANAGER****13.1 INVESTMENTS AND BORROWINGS REPORT AS AT 31 OCTOBER 2025****RESOLVED OCM 398/25**

Moved: Cr Marg Applebee

Seconded: Cr George Pratt

That Council:

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

CARRIED

13.2 MONTHLY FINANCIAL REPORTS AS AT 31 OCTOBER 2025**RESOLVED OCM 399/25**

Moved: Cr Neil Westcott

Seconded: Cr William Jayet

That Council:

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

CARRIED

13.3 QUARTERLY BUDGET REVIEW AS AT 30 SEPTEMBER 2025**RESOLVED OCM 400/25**

Moved: Cr George Pratt

Seconded: Cr Marg Applebee

That Council:

1. Receive and note the budget review report to 30 September 2025
2. Adopt the budget variations proposed in the quarterly budget review to 30 September 2025

CARRIED

14 REPORTS OF THE DIRECTOR CUSTOMER, CORPORATE SERVICES AND ECONOMY**14.1 MAJOR PROJECTS AND CURRENT WORKS - CUSTOMER, CORPORATE SERVICES & ECONOMY - NOVEMBER 2025****RESOLVED OCM 401/25**

Moved: Cr Ken McGrath

Seconded: Cr William Jayet

That Council:

1. Receive and note the status report of Major Projects within Parkes Shire Council's Customer, Corporate Services and Economy Directorate.

CARRIED

14.2 REQUEST TO USE BOGAN GATE TOWN IMPROVEMENT RESERVE TO SUPPORT A GRANT FOR A TOILET BLOCK IN BURRAWANG PARK**RESOLVED OCM 402/25**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Increase the allocation from the Bogan Gate Town Improvement Fund Reserve to support a grant to install a toilet block in Burrawang Park to \$20,000.
2. Provide a letter of support for a public toilet in Burrawang Park as part of the grant application to the funding body.

CARRIED**14.3 REQUEST FOR FINANCIAL ASSISTANCE - COMMUNITY SAFETY WORKING GROUP - 19 NOVEMBER 2025****RESOLVED OCM 403/25**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Support the NSW Police Force Community Safety Working Group Safer by Design Workshop on 19th November 2025.
2. Approve funding of up \$1,500.00 from the events budget to meet the cost of catering and booking of the Cooke Park Pavilion.

CARRIED**14.4 REQUEST TO USE TULLAMORE TOWN IMPROVEMENT FUND RESERVE TO UPGRADE THE LIGHTS AT POLA PARK****RESOLVED OCM 404/25**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council

1. Approve the allocation of up to \$12,500 from the Tullamore Town Improvement Fund Reserve to upgrade the lights at Pola Park.

CARRIED

14.5 NATIONAL TOWN CRIER CHAMPIONSHIP 9-12 OCTOBER 2025**RESOLVED OCM 405/25**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Receive and note the report by Town Crier Mr Tim Keith on the National Championships.

CARRIED**14.6 MODEL CODE OF CONDUCT COMPLAINTS STATISTICS SEPTEMBER 2024 - AUGUST 2025****RESOLVED OCM 406/25**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Receive and note the information provided in the report.
2. Endorse the Code of Conduct Statistics Return for submission to the Office of Local Government.

CARRIED**14.7 ADOPTION OF COUNCIL POLICIES - WORK, HEALTH AND SAFETY POLICY STATEMENT****RESOLVED OCM 407/25**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Adopt the Work, Health and Safety Policy Statement included as *Annexure A* to this report.
2. Publish the adopted policy on Council's Website and intranet.

CARRIED

14.8 ENDORSEMENT OF THE 2024-2025 ANNUAL REPORT**RESOLVED OCM 408/25**

Moved: Cr Marg Applebee

Seconded: Cr George Pratt

That Council:

1. Endorse the Annual Report 2024/2025, attached at *Annexure A*, pursuant to section 428 of the *Local Government Act 1993*.
2. Note that the Annual Report 2024/2025 will be submitted to the Minister for Local Government and published to Council's website by 30 November 2025, pursuant to section 428(5) of the *Local Government Act 1993*, with any minor changes and corrections.

CARRIED

14.9 RISK MANAGEMENT - INSURANCE PORTFOLIO - 2025-2026**RESOLVED OCM 409/25**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Receive and note the report on its Insurance Portfolio Coverage for the period from October 2025 – October 2026.

CARRIED

14.10 APPOINTMENT OF COUNCILLOR DELEGATES TO 2026 CONFERENCES**RESOLVED OCM 410/25**

Moved: Cr Neil Westcott

Seconded: Cr Marg Applebee

That Council:

1. Endorse the attendance of the following Councillors at the conferences being held in 2026 as follows:
 - (a) International Women's Day (IWD): Cr O'Leary and Deputy Mayor Marg Applebee
 - (b) Australian Local Government Women's Association ("ALGWA") NSW Conference: Deputy Mayor Marg Applebee
 - (c) LGNSW Destination and Visitor Economy Conference: Cr O'Leary and Cr Bill Jayet (as reserve if required)
 - (d) Institute of Public Engineering Australasia (IPWEA) NSW Local Roads Congress: Mayor NC Westcott and Cr TBC
 - (e) Australian Local Government Australia (ALGA) National General Assembly (NGA) of Local Government: TBC

- (f) LGNSW Water Management Conference: Cr _____ TBC
NSW Public Libraries Association Conference (SWITCH): Councillors WP Jayet
- (g) Local Government NSW ("LGNSW") Annual Conference: Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Bill Jayet
- (h) ALGA National Local Roads and Transport Congress: _____ TBC

Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Bill Jayet all nominated to be placed on a reserve list so, if anyone is nominated to attend a Conference and isn't able to, then one of these three (3) can attend on Council's behalf.

2. Approve reimbursement of out-of-pocket expenses by Councillor delegates in attending the above conferences, in accordance with the Councillor Expenses and Facilities Policy.
3. Voting Delegates:
- (a) Delegate the Mayor and/or Deputy Mayor as voting Delegates at the ALGA National General Assembly (NGA) of Local Government.
- (b) Delegate the Mayor and/or Deputy Mayor as voting Delegates at the LGNSW Annual Conference and LGNSW General Election.

CARRIED

15 REPORTS OF THE DIRECTOR INFRASTRUCTURE AND SUSTAINABILITY

15.1 MAJOR PROJECTS AND CURRENT WORKS - INFRASTRUCTURE AND SUSTAINABILITY

RESOLVED OCM 411/25

Moved: Cr George Pratt
Seconded: Cr Marg Applebee

That Council:

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

CARRIED

15.2 ADOPTION: BOGAN GATE FLOOD RISK MITIGATION STUDY AND PLAN

RESOLVED OCM 412/25

Moved: Cr George Pratt
Seconded: Cr Marg Applebee

That Council:

1. Adopt the Bogan Gate / Gunningbland Flood Risk Mitigation Study and Plan and place it on Council's website.

CARRIED

15.3 ADOPTION: COOKAMIDGERA FLOOD RISK MITIGATION STUDY AND PLAN**RESOLVED OCM 413/25**

Moved: Cr George Pratt

Seconded: Cr Marg Applebee

That Council:

1. Adopt the Cookamidgera Flood Risk Mitigation Study and Plan and place it on Council's web site.

CARRIED**16 REPORTS OF THE DIRECTOR OPERATIONS****16.1 MAJOR PROJECTS AND CURRENT WORKS - OPERATIONS****RESOLVED OCM 414/25**

Moved: Cr Neil Westcott

Seconded: Cr Ken McGrath

That Council:

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

CARRIED**16.2 REQUEST FOR EXTENSION OF CLEANING SERVICES CONTRACT****RESOLVED OCM 415/25**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

1. Grant a two (2) year extension of the Provision of Cleaning Services Contract to Strike Force Services Pty Ltd, with the contract terminating on 1 January 2028.

CARRIED

17 REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES**17.1 DA2025/0068 MOTEL ACCOMMODATION, 33-35 FORBES ROAD, PARKES****RESOLVED OCM 416/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That:

1. Development Application No. DA2025/0068 is approved, subject to the conditions listed within this report.

In Favour: Crs Neil Westcott, Marg Applebee, William Jayet, Ken McGrath, George Pratt, Matthew Scherer and Glenn Wilson

Against: Nil

CARRIED 7/0

17.2 OCTOBER 2025 BUILDING STATISTICS UPDATE**RESOLVED OCM 417/25**

Moved: Cr George Pratt

Seconded: Cr William Jayet

That Council:

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

CARRIED

18 NOTICES OF MOTION/QUESTIONS WITH NOTICE**18.1 RECOGNITION OF THE PARKES TRACTOR TREKKERS - BOURKE TO BIRDSVILLE CHARITY TREK****RESOLVED OCM 418/25**

Moved with the addition of Item 4 below requested by Cr Bill Jayet: Cr Marg Applebee
Seconded with the addition of Item 4 below requested by Cr Bill Jayet: Cr George Pratt

That Council:

1. Formally acknowledge and congratulate the Parkes Tractor Trekkers for their 2025 Bourke to Birdsville Charity Trek and the funds raised for the Prostate Cancer Foundation of Australia, with a brief presentation ceremony followed by afternoon tea prior to the upcoming Ordinary Council Meeting.
2. Authorise the Mayor and/or Councillors to present Certificates of Appreciation to the Tractor Trekker participants.
3. Promote this recognition through Council's media and communication channels

Amendment to the Certificate wording requested by Cr Bill Jayet and approved as follow:

4. That the words "community health" be changed to "men's health".

CARRIED

19 CONFIDENTIAL MATTERS**RESOLVED OCM 419/25**

Moved: Cr Marg Applebee
Seconded: Cr William Jayet

That Ordinary Council Meeting:

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

19.1 SALE OF COMMERCIAL PROPERTY - NEIGHBOURHOOD CENTRAL

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.

19.2 ASPHALT SURFACE WORKS AT THE INTERSECTION OF VICTORIA & CLARINDA STREET (PSC2025/151)

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

information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

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

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

CARRIED

At 4:21 pm, the Meeting went into Closed Session.

19.1 SALE OF COMMERCIAL PROPERTY - NEIGHBOURHOOD CENTRAL

RESOLVED OCM 420/25

Moved: Cr Neil Westcott

Seconded: Cr Marg Applebee

That:

1. Council accept the offer of \$780,000 and terms of 5% deposit on exchange and 12 months settlement from RSF Corp via Ray White Real Estate.
2. The General Manager and Director Operations be authorised to finalise the contract for Sale.
3. The Seal of Council be affixed to documentation as required to facilitate the processes of sale and conveyancing.

CARRIED

19.2 ASPHALT SURFACE WORKS AT THE INTERSECTION OF VICTORIA & CLARINDA STREET (PSC2025/151)

RESOLVED OCM 421/25

Moved: Cr Marg Applebee

Seconded: Cr Ken McGrath

That Council:

1. Accept the quotation submitted by Civil Independence Industries Pty Ltd for asphalt surface works at the intersection of Victoria and Clarinda Streets, Parkes, for the sum of \$495,500 (GST exclusive), as it represents the most advantageous offer to Council based on the evaluation criteria.

CARRIED

At 4:33 pm, the Council in Closed Session returned to Open Session.

RESOLVED OCM 422/25

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That Ordinary Council Meeting:

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

CARRIED

20 REPORT OF CONFIDENTIAL RESOLUTIONS

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

21 CONCLUSION OF MEETING

The meeting concluded at 4:34 pm.

This is the final page of the minutes comprising 23 pages numbered 1 to 23 of the Ordinary Council Meeting held on Tuesday, 18 November 2025 and confirmed on Tuesday, 16 December 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 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 November 2025 through to 12 December 2025.

REPORT

Table 1: lists the Meetings, functions and events attended by the Mayor and Councillors during the period 15 November 2025 through to 12 December 2025:

Table 1: Meetings, Functions and Events attended by Mayor and Councillors	
Date	Function
Monday 17 November	Rotary Civic Reception Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Bill Jayet and General Manager Kent Boyd
Tuesday 18 November	Plant Procurement Committee Cr Kenny McGrath Economy, Destination and Events Advisory Committee, Parkes Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Bill Jayet Apology: Cr Doug Pout Branding Reference Group Cr Bill Jayet Apology: Cr Joy Paddison Ordinary Council Meeting, Council Chambers

	All Councillors and Directors Invited Apologies: Cr O’Leary and Cr Pout
Wednesday 19 November	Community Safety Working Group, Parkes Deputy Mayor Marg Applebee and Cr Bill Jayet
Thursday 20 November	Parkes Shire Concert Band AGM Cr Bill Jayet
Friday 21 November	Parkes Bypass Completion Event Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Bill Jayet and Cr George Pratt
Saturday 22 November – Monday 25 November	Local Government NSW Annual Conference, Penrith Mayor Neil Westcott, Deputy Mayor Marg Applebee and General Manager Kent Boyd
Monday 24 November	Peak Hill Community Consultative Committee Director Customer, Corporate Services and Economy Anthony McGrath Apologies: Mayor Neil Westcott and Deputy Mayor Marg Applebee
Wednesday 26 November	Audit, Risk and Improvement Committee (ARIC) Cr Joy Paddison Apology: Deputy Mayor Marg Applebee Enquiry by Design Workshop: East Parkes Masterplan Cr Bill Jayet
Thursday 27 November	Trundle Community Consultative Committee Deputy Mayor Marg Applebee
Sunday 30 November	Parkes School of Dance Inc. Performance Cr Bill Jayet
Tuesday 2 December	Newell Highway Task Force Committee Cr Kenny McGrath Councillor Workshop All Councillors and Directors Invited Apologies: Cr O’Leary
Thursday 4 December	SVDP - Blessing and Official Handover of Lachlan House, Forbes Deputy Mayor Marg Applebee and Cr Bill Jayet Apology: Mayor Neil Westcott

Friday 5 December	SES Interview Panel Cr Joy Paddison Christmas Parade, Market Day and "Turn on the Lights" Cr Bill Jayet
Saturday 6 December	Tullamore Christmas Markets Deputy Mayor Marg Applebee
Monday 8 December	Bogan Gate, Community Memorial Hall Inc. Committee Meeting Cr George Pratt Parkes Shire Australia Day Committee Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Doug Pout
Tuesday 9 December	Parkes Sports Council Meeting Cr Louise O'Leary
Wednesday 10 December	Lachlan River Precinct Tour Cr Bill Jayet, Cr Joy Paddison, Cr Matthew Scherer, Kent Boyd, Andrew Francis and Graeme Bayliss Australia Day Awards Nomination Committee Meetings – Community Awards Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Bill Jayet Australia Day Awards Nomination Committee Meetings – Cultural Awards Mayor Neil Westcott and Cr Bill Jayet Tullamore Community Consultative Committee Meeting Cr George Pratt



Pictured: Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Bill Jayet at the Rotary Civic Reception on 17th November.



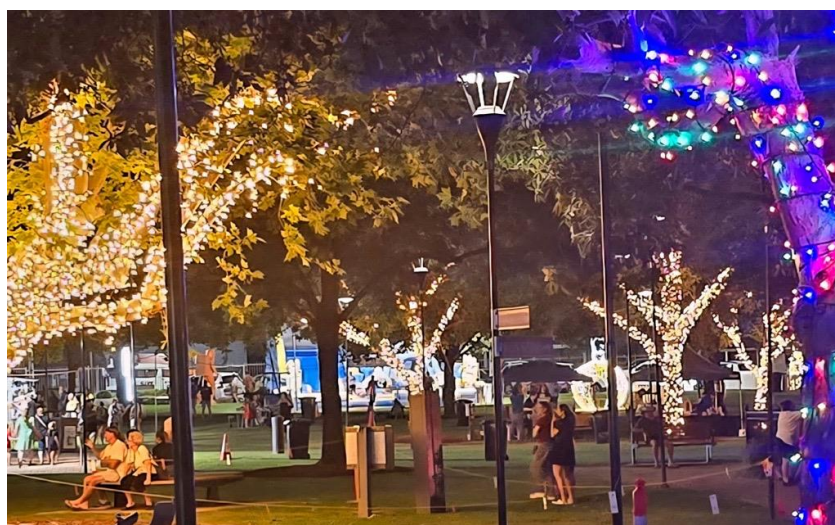
Pictured: Deputy Mayor Marg Applebee and Cr Bill Jayet with representatives from NSW Police and local business at the Community Safety Working Group on 19th November.



Pictured: Mayor Neil Westcott, the Hon. Jenny Aitchison, Deputy Mayor Marg Applebee, Cr George Pratt and Cr Bill Jayet at the Parkes Bypass Completion Event on 21st November.




Pictured: Deputy Mayor Cr Chris Roylance (Forbes Shire), Bishop Columba Macbeth-Green (Catholic Diocese of Wilcannia-Forbes), Mr Graeme Miller (Forbes) Mrs Rhonda Keane (Forbes), Deputy Mayor Marg Applebee and Cr Bill Jayet at the Lachlan House/SVDP changeover on 4th December.



Pictured: Cooke Park "Turn on the Lights" during the Christmas Parade and Market Day on 5th December.



Pictured: Crs Matthew Scherer, Joy Paddison and Bill Jayet with staff at the Lachlan River Precinct Tour on 10th December.


Cr Neil Westcott
MAYOR

10.2 COMING KNOWN EVENTS FOR MAYOR AND COUNCILLORS

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

Goal: Our Local Government is open, accountable and representative.

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

Author: **Cr Neil Westcott**

Annexures: **Nil**

MOTION

That Council:

- Note the known upcoming meetings, functions and events for the Mayor and Councillors for the period 13 December 2025 through to 20 January 2026:

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 13 December 2025 through to 20 January 2026:

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

Date	Function
Saturday 13 December	Farewell for Rick and Barb Newton, Tullamore Invited: All Councillors, Directors, past staff and general public
Sunday 14 December	Christmas Carols in the Park Invited: Mayor Neil Westcott
Monday 15 December	Parkes High School Annual Presentation Assembly Councillor Joy Paddison
Tuesday 16 December	Thanksgiving Mass and Prize Giving Assembly at RBCC Councillor Bill Jayet Water Supply Scheme & Tender Review Councillor Joy Paddison and Councillor Bill Jayet Ordinary Council Meeting Invited: All Councillors and Directors
Thursday 18 December	Parkes Shire Council - All Council Employee (ACE) Meeting Deputy Mayor Marg Applebee

Saturday 20 December	Trundle Community Carols, Trundle Golf Club All Councillors invited
Saturday 20 2025 to 2 January 2026	Council Shut Down Period
Wednesday 7 to Sunday 11 January	Parkes Elvis Festival – “Love Me Tender” All Councillors, Directors, Staff and General Public
Wednesday 14 January	Tullamore Community Consultative Committee Cr George Pratt
Tuesday 20 January	Ordinary Council Meeting, Council Chambers All Councillors and Directors

**Cr Neil Westcott**

MAYOR

10.3 GEORGIE'S PANTRY - URGENT NEED FOR NEW PREMISES

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

Goal: Our community is safe, active and healthy.

Strategy: Advocate for improved medical, health and wellbeing, allied services, programs, and initiatives in Parkes Shire.

Author: **Cr Neil Westcott**

Annexures: **Nil**

MOTION

That Council:

1. Acknowledge the critical role Georgie's Pantry plays in supporting food security and community wellbeing in Parkes.
2. Provide advice and support to re-establish the service at a new premises.
3. Provide public notice of its intention to provide up to \$5,000 in financial assistance to the Georgie's Pantry Committee to secure and establish the service in a new premises.
4. Approve the allocation of up to \$5,000 from the Parkes Town Improvement Fund Reserve to Georgie's Pantry to relocate its service to another premises provided that no objections are received.

REPORT

Georgie's Pantry has been a vital community service in Parkes for many years, providing affordable groceries and emergency food relief to individuals and families experiencing hardship. Operated through a partnership between Anglicare and the Parkes Anglican Parish, the pantry has supported hundreds of residents, including vulnerable households and farming families during times of drought and economic stress.


The service has operated from 45 Currajong Street and was open three days per week, offering low-cost groceries and free emergency hampers. It also plays a key role in reducing food waste through its involvement in the Food Rescue Central West network, redistributing surplus food to those in need.

Current Situation

The building that houses Georgie's Pantry has recently been deemed unsafe for continued use. As a result, the service is urgently seeking a new home to ensure continuity of operations. Without immediate support, there is a significant risk that this essential service will cease, leaving many vulnerable residents without access to affordable food and emergency relief at a time when the service is most needed during the Christmas – New Year period.

Proposal

I propose that Council acknowledge the critical role Georgie's Pantry plays in supporting food security and community wellbeing in Parkes and considers financial support, either through a direct contribution or in-kind assistance, to enable Georgie's Pantry to relocate and resume operations as soon as possible.



Cr Neil Westcott

MAYOR

10.4 PARKES ELVIS FESTIVAL - MEDIA EVENTS, BOB AND ANNE STEEL AND PRISCILLA PRESELY**IP&R Linkage:** Pillar: Community**Goal:** Our community is creative, proud and has a strong sense of belonging.**Strategy:** Support and deliver events, festivals and local celebrations that support community connectivity, citizenship and pride.**Author:** Cr Neil Westcott**Annexures:** Nil

MOTION

That Council:

1. Receive and note the information about Bob and Anne Steel's meeting with Priscilla Presley and the recent national morning television promotions.

REPORT

Bob and Anne Steel are the original founders of the Parkes Elvis Festival (PEF), which began in the early 1990s through their Gracelands Restaurant. Their vision transformed the event into an internationally recognised celebration of Elvis Presley, now attracting thousands of visitors annually. Parkes Shire Council assumed ownership in 2006, embedding the festival within its strategic tourism and economic development activities

In November 2025, Bob and Anne, accompanied by Festival Director Brendan Shipley and Tiffany Steel, travelled to Sydney for promotional activities. They appeared on Channel Nine's **Today Extra** program and met Priscilla Presley ahead of her show at the State Theatre. This engagement provided national exposure for the festival and reinforced its cultural significance.

The Today Extra segment showcased the Parkes Elvis Festival to a national audience, highlighting its heritage and upcoming program. The meeting with Priscilla Presley added prestige and authenticity, strengthening the festival's brand.

The trip to meet Priscilla was sponsored by the PEF and was a fitting way to acknowledge and thank them for the legacy they have built for Parkes Shire. Priscilla acknowledged Bob and Anne's contribution to preserving Elvis's legacy, which reflects positively on Parkes Shire Council's ongoing support.

The Morning Show

A week later Tuesday 2 December 2025, three Elvis Tribute Artists (ETAs) including Charlie Gaylard, Anthony Petrucci and Paul Fenech appeared and performed live on The Morning Show to promote the 2026 Parkes Elvis Festival program. This provided an additional opportunity for national coverage and reinforces the festival's visibility in the lead-up to January.

**Cr Neil Westcott**

MAYOR

11 COUNCILLOR REPORT(S)

11.1 SWITCH LIBRARY CONFERENCE 2025

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

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

Strategy: Provide innovative services that support social interaction and encourage lifelong learning, building a strong community and culture.

Author: **William Jayet, Councillor**

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

Annexures:

- A. **SWITCH Report - Kerryn Jones** [↓](#)
- B. **SWITCH Report - Amy Butler** [↓](#)
- C. **SWITCH Report - Deb Anderson** [↓](#)

RECOMMENDATION

That Council:

1. Receive and note Cr Jayet's report on the SWITCH Library Conference.

BACKGROUND

CR Bill Jayet and staff from Parkes Shire Library attended the annual NSW Public Libraries Association (NSWPLA) SWITCH Conference on 11 – 14 November 2025. Staff attending were Kerryn Jones (Manager Culture, Education & Library Services), Amy Butler (Library Officer, Children & Youth Services), and Deb Anderson (Library Officer, Trundle Branch). The Conference was held at the Western Sydney Convention Centre, Penrith. NSWPLA is the peak body for public libraries in NSW and holds the annual SWITCH Conference followed by NSWPLA Annual General Meeting. Cr Bill Jayet and Kerryn Jones attended the AGM on Friday 14 November 2025.

ISSUES AND COMMENTARY

RESILIENCE was the theme for this year's Annual NSW Public Libraries Association SWITCH '25 Conference.

Once again it was my pleasure to accompany our Library 'team reps' including Kerryn Jones, Amy Butler (Parkes) and Deb Anderson (Trundle).

The Conference provided the opportunity for the 350-plus delegates (including Mayors and Councillors) from throughout the State to share ideas, practices, events, etc related to their local communities.

Just to remind everyone that the term SWITCH is not an acronym but simply adopted as the title for each year's Conference.

Each day was a packed program highlighted by key-note speakers and Lightning Talks. One of these talks was delivered by our team of Kerryn, Deb and Amy. They truly shone! headlining their presentation "Elvis is in the Building" and focusing on ways they have successfully connected with our shire community through festivals and events.

Graphics on the big screen of both the Elvis Festival Story Time featuring our Mayor and former Federal Member Michael McCormack, the big footie game at Peak Hill that included Storytime featuring some of the game's local "stars", and Paint The Town REaD reading day, highlighted this presentation that culminated with all delegates on their feet singing a rousing version of a popular nursery-rhyme led by Amy Butler.

As Deputy Chair of the Central West Zone of the NSWPLA, I, accompanied by Kerryn Jones, attended the AGM on the Friday where three motions submitted from our Zone were presented and successfully adopted. The motions submitted are as follows, with further information to Councils will be provided by NSWPLA in due course:

Motion 1:

Submitted by Central West Zone.

Motion 2:

That the NSW Public Libraries Association:

- 1: Collaborate with the State Library of NSW, the Australian Library and Information Association (ALIA) and other relevant stakeholders to:
- 2: Curate a centralised and accessible database of Media and Information Literacy (MIL) training resources tailored for public library staff.
- 3: Support the development and delivery of affordable MIL training programs for public librarians, potentially modelled on successful frameworks such as the "23 Things" program or the 2.0 initiative.

Motion 3:

That the NSWPLA:

Support and facilitate a campaign led by elected local councils to lobby State and Federal governments for greater recognition of the pressures placed on public libraries in delivering digital government services.

The campaign will seek to:

Advocate for clear boundaries around the role of public libraries in supporting digital government services, ensuring agencies do not default to libraries as service centres without consultation or resourcing.

To support this campaign, NSWPLA will:

- 1: Coordinate the collection and analysis of data to quantify the extent and impact of cost-shifting and service expectations placed on public libraries and staff.
- 2: Provide campaign resources, including report templates, briefing notes and correspondence tools for councils to engage with State and Federal representatives.
- 3: Support advocacy efforts for appropriate staffing, training, and funding where libraries are expected to assist with agency services.

Motion 4:

That NSWPLA:

- 1: Reaffirms its unwavering commitment to the core value of intellectual freedom, including the right of all individuals to freely choose what they read, view, and access in public libraries.
- 2: Endorses the principle that collections and resources in NSW public libraries should reflect the diverse interests, perspectives, and needs of the communities they serve.
- 3: Supports the professional responsibility of qualified library staff to develop and manage collections without external censorship or political interference, in alignment with the ALIA Statement of Free Access to Information and related ethical guidelines.
- 4: Commits to advocating for policies and practices that uphold the freedom to read, and oppose any attempts to ban, restrict, or censor library materials based on personal, political, or ideological objections.
- 5: Encourages all member councils and public libraries across NSW to publicly affirm their support for intellectual freedom and to engage in community education on the importance of free and open access to information.

All up - a highly successful annual conference.

Bathurst will host the SWITCH Conference from 10-13 November 2026 at the Bathurst Memorial Entertainment Centre.



Cr Bill Jayet, Kerry Jones (Manager Culture, Education & Library Services), Deb Anderson (Library Officer, Trundle Branch) and Amy Butler (Library Officer, Children & Youth Services) dressed up nicely for the Conference Dinner



William Jayet
COUNCILLOR

Current challenges for public libraries	Opportunities provided by Public Libraries
The capacity of public libraries in caring for vulnerable members of communities eg, people experiencing homelessness, mental health challenges, financial hardship, discrimination, etc	Libraries are ideally placed as connectors, due to their proximity to people with needs and from all walks of life, that can increase social connectedness and inclusion. They provide non-conditional civic spaces (ie, you don't have to buy anything to be there) and human sanctuaries.
Cost shifting by government social services onto public libraries, particularly in rural and remote areas where access to social services is limited or non-existent eg, online banking, social security paperwork, passport applications, access to health services, etc.	This relates to one of the NSWPLA AGM motions for further work. We can amplify our reach and responses through partnerships and collaboration with social service organisations and agencies, eg through the Parkes Interagency Network.
Rapid advances in AI making it difficult for people to recognize misinformation and to know what to believe. The replacing of people/jobs by AI resulting in less content being written by people and more content written by AI.	Libraries can carefully curate their collections, programs and services to ensure access to "truth", honesty and integrity. Library collections and programs can also promote human creativity, cultural inspiration, research & writing, and the telling of Parkes' stories.
Digital literacy disadvantage that some community members experience leaving them feeling abandoned (or left behind) by the rapid advancements in technology – either through age or social circumstances.	Libraries providing intergenerational learning & opportunities and bringing different aged audiences and programs together – rather than seeing each other from a distance. Supporting elders influence in young people's lives. Provision of digital literacy training and support as well as access to public computers.
1 in 5 adults suffer from mental health episodes each year and 65% of adolescents do not seek help for mental health episodes.	Building a culture of care allows great things to happen. Great teams: Have each other's back Encourage each other Care about each other.
Challenges to library collections and programs based on personal, political or ideological beliefs. These challenges and requests to ban or censor particular books or collections are coming from many directions.	Libraries provide free and inclusive access to the community and "It is up to readers to choose what they want to read": Minister John Graham. This relates to another of the NSWPLA AGM motions for further reaffirmation.
Early years literacy is a state-wide focus with drops in literacy rates and AEDC (Australian Early Development Census) data showing young children with vulnerabilities or at risk.	Similar to Paint The Town REaD, the First 5 Forever model (from Queensland) is being explored to work on collective staff development and early literacy support across the state.

Report from Switch 2025**Amy Butler**

This was my first Switch Conference, and I would like to take this opportunity to thank PSC for their support in sending library staff to this valuable event. In the following report I will outline several highlights from the conference and draw a few practical outcomes for the Parkes setting.

HIGHLIGHTS:

The theme for this year's conference was **Resilience**. A cluster of speakers from outside the library and the information industry spoke to this theme.

Several snapshots were given of innovative libraries around NSW and beyond. Louise Denoon from Queensland Libraries shared insights about the role libraries can play in early literacy development. Jessica Bruce, a research fellow and manager of Wollongong City Libraries, talked about intergenerational programs and the positive impact of these programs for young and old alike. Carolyn Butler-Bowden, the NSW State Librarian, spoke about libraries being a place of curiosity, wonder and joy.

Dr Jane Garner from Charles Sturt University talked about the increasing demand on libraries and library staff to provide social support for their vulnerable patrons. With an overloaded welfare system, libraries need to consider their charter. Are they another frontline service for social support, or are there other and more strategic ways for libraries to have impact for good in this space?

TAKEAWAYS:

The individual resilience of library leaders and those in program delivery is essential for the smooth functioning of the workplace. Further to this, the health and vitality of the local library can be of unquantifiable importance to the flourishing of the Shire. PSC is generally recognized as being supportive of its library – evidenced by the active participation of Cr Jayet in the NSWPLN. When Councils are supportive their local library, they demonstrate their commitment to the social, intellectual and emotional resilience of the communities they serve.

Libraries with even the biggest budgets are still creatively considering how to maximise their resources for the greatest possible reach within their communities. It was evident to me, through hearing presentations and speaking to representatives from other libraries around NSW, that Parkes Shire Library and Cultural Centre, is hitting many significant targets. I came away encouraged and proud to be part of a vibrant, innovative and community-focused library.

Parkes Shire Library plays a pivotal role in our community facilitating social inclusion, particularly for the elderly and socially vulnerable. It would be worth considering how we formalise or strengthen partnerships with local providers of social support services so that we know how and where to refer patrons who identify as having specific social needs.

SWITCH Conference 2025

The professional development opportunity at the SWITCH Conference, held in Penrith from 11–14 November 2025, allowed me to represent the Trundle Branch Library as part of Parkes Shire Libraries. Working in a remote branch setting, the conference highlighted the value of networking and enabled meaningful connections with peers from Parkes Library, colleagues across city and regional libraries, as well as suppliers and industry specialists. Centred on the theme of resilience, the program featured guest speakers who explored personal and team resilience and facilitated discussions on the role of libraries in supporting disadvantaged community members and people experiencing homelessness. Sessions on community and culture included international and state-wide speakers who examined the concept of libraries as a “third space” and the importance of fostering inclusive cultural environments. A standout presentation by Parkes Shire Library demonstrated the powerful impact of taking library services directly to local communities and events. The conference concluded with a prize—a dinosaur display—won for Trundle Library, which will undoubtedly delight the local community. I was also fortunate to be invited to the State Library for a tour with the head librarian and to explore the diverse spaces and services available, an experience that proved truly invaluable. I extend my sincere thanks and appreciation to Parkes Shire Council for providing this priceless professional development opportunity.

Debbie Anderson

Trundle Branch

11.2 CENTRAL NSW JOINT ORGANISATION (CNSWJO) BOARD MEETING IN SYDNEY ON 12 NOVEMBER 2025**IP&R Linkage:** **Pillar:** Leadership**Goal:** Our Local Government is contemporary, effective and efficient.**Strategy:** Ensure compliance with statutory requirements and ensure Council's operations are supported by good corporate governance and effective risk management.**Goal:** Leadership**Author:** **Marg Applebee, Deputy Mayor****Authoriser:** **Kent Boyd PSM, General Manager****Annexures:** **A. CNSWJO - Delegate Board Meeting Minutes - 12 November 2025** [↓](#)

RECOMMENDATION

That Council:

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

ISSUES AND COMMENTARY

As the Mayor was unable to attend this meeting, the General Manager Kent Boyd and I attended the Central New South Wales Joint Organisation (CNSWJO) Board meeting in Sydney on 12 November 2025. The following day CNSWJO had the annual NSW Parliamentary visit, where a number of Ministers addresses the group.

See attached the Minutes from the meeting.

Cr Marg Applebee

DEPUTY MAYOR

Report from the Deputy Mayor & General Manager attending the Central NSW Joint Organisation Board meeting on 12 November 2025 in Sydney

Recommendations
That Council note the report from the Deputy Mayor/General Manager on the Central NSW Joint Organisation (CNSWJO) Board meeting on 12 November 2025 held in Sydney.

This report provides advice from the recent meeting of the Central NSW Joint Organisation Board held in Sydney on 12 November 2025.

The CNSWJO Board met in Sydney at The Grace Hotel to align with the Board’s visit to NSW State Parliament on 13 November 2025. Speakers to the Board meeting were Mr Matt Armstrong, NBN; Mr Ed Nicholas, Tribe Infrastructure Group and Mr Jordan Welden-Iley from the CNSWJO who provided a presentation on cyber security.

More detail on reports to the meeting are below where the agenda can be found on the [CNSWJO website](#).

Please contact Interim Executive Officer, Ms Kate Barker, with any queries.



Images: The CNSWJO Board, peak agencies and Ministers at the meetings in Sydney on 12 and 13 November 2025

2024/25 Annual Performance Statement

The CNSWJO is required to submit an Annual Performance Statement (the Statement) by 30 November 2025. The Statement reports progress on the implementation of CNSWJO's Strategic Plan.



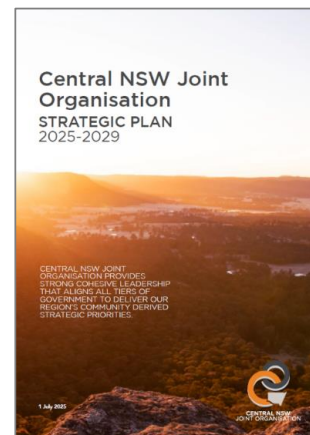
The Statement highlights a strong return on investment for members of 6.28:1, cost savings of almost \$2.6m, and over \$1.86m in grant funding. The Statement provides detail of the value to members, the various collaboration opportunities, communication and media, submissions, recognition through awards, and an overview of the activities and successes of each of the JO's 7 key strategic regional priorities.

The [2024/25 Annual Performance Statement](#) can be found on the CNSWJO website.

Statement of Strategic Regional Priorities 2025-2029

The Board adopted the Strategic Plan and Statement of Strategic Regional Priorities 2025-2029, taking immediate effect, and the Portfolio Mayors for the priorities for the SSRP 2025-2029 are:

- Priority 1: Leveraging our reputation and strength in collaboration- Cr Kevin Beatty
- Priority 2: Regional prosperity through better connected infrastructure and services- Cr Neil Westcott and Cr Bruce Reynolds
- Priority 3: Improved and fit-for-purpose infrastructure in health and ageing- Cr Phyllis Miller, Cr John Medcalf and Cr Neil Westcott
- Priority 4: Telecommunications- Cr Kevin Beatty and Cr Phyllis Miller
- Priority 5: Regional transport planning and infrastructure prioritisation- Cr Andrew McKibbin, Cr Bruce Reynolds and Cr Paul Smith
- Priority 6: Regional water security and productive water- Cr Paul Smith, Cr Tony Mileto, Cr Robert Taylor, Cr Bruce Reynolds and Cr Andrew Rawson
- Priority 7: Climate change adaptation and mitigation- Cr Cass Coleman, Cr Neil Westcott and Cr Andrew Rawson



The [SSRP](#) can be found on the CNSWJO website.

Advocacy

Updates were provided in relation to advocacy for the regional prosperity, health, transport, water and energy portfolios.

In the context of a changing political framework, the way in which advocacy is facilitated via the JO has been considered and a new advocacy framework which aims to streamline, clarify and improve regional advocacy through the JO was adopted.

The following submissions were endorsed:

1. [Submission to Inquiry into Rural Housing and Second Dwellings Reform](#)
2. [Submission to the NSW EPA on Climate Change Licensee Reporting Requirements](#)
3. [Submission into the Review of the Operations of the NSW Reconstruction Authority regarding the NSW East Coast severe weather from May 2025](#)

Renewable Energy Community Benefit Sharing

The Board was provided with a draft discussion paper prepared by CNSWJO in relation to lessons learned from member councils regarding Voluntary Planning Agreements in the context of renewable energy developments.

All member councils have been engaged in the development of this discussion paper. The Board endorsed the draft discussion paper and the CNSWJO Planners Group will consider the paper and provide advice back to the Board on which actions to progress at a regional level and what further support can be provided to member councils.

Procurement and Contracts

Delegates to the Board meeting noted the ongoing growth of the Regional Procurement and Contract Management Program with its associated cost savings to member councils. There are currently 20+ regional contracts available for use by members, with a further 10 under development. Details of the available contracts can be found here- www.centraljo.nsw.gov.au/contracts-register.

Regional Resilience Program

The Evacuation Centre Assessments project (funded under the Disaster Ready Fund) has been finalised, and the reports now provide councils and CNSWJO with a strong evidence base to strengthen evacuation facilities, with future work flagged to assess Emergency Operations Centres.

The Board endorsed the Regional Evacuation Centre Assessment report.

Regional Prosperity

Advice was provided to the Board on endorsed priorities identified for regional prosperity including the Environmental Planning and Assessment (Planning System Reforms) Bill 2025.

Concerns raised by legal experts and Local Government NSW (LGNSW) on changes to the planning laws announced by the NSW Premier in September were highlighted.

Where numerous challenges have been identified with the legislation, Local Government NSW (LGNSW) is following its passage closely and continuing to prosecute the importance of ensuring that the essential role of democratically elected councils remains central to the planning framework in NSW. Also, that any statutory rules, environmental planning instruments, and policies are developed in a genuinely collaborative manner with local government to maintain public trust and confidence in the planning system. CNSWJO continues to maintain a watching brief in this space as peak agencies such as LGNSW and CMA are leading the charge.

Telecommunications

Some members have raised concerns around the need to do more in this space. In response, a presentation was received from nbn Local in relation to the development of a Regional Digital Plan. The Board endorsed the development of a regional plan which aims to provide baseline digital connectivity information for the region, determine priorities and set a platform to support and advocate on behalf of the community for digital connectivity improvements throughout the Central NSW Region. The plan will be developed in collaboration with RDA Central West, nbn Local, Telstra and other key stakeholders.

This has also been identified as an action for the CNSWJO in partnership with RDACW in the Parkes, Forbes and Lachlan Regional Drought Resilience Plan.

Transport

The draft Central West Orana Strategic Regional Integrated Transport Plan has recently been released by Transport for NSW, with feedback sought until 14 December. CNSWJO intends to lodge a submission.

The JO continues to participate in the Central NSW Integrated Transport Group which meets 4 times per year with representatives from CNSWJO, Transport for NSW (TfNSW), Inland Rail, the Department of Planning, Housing and Infrastructure (DPHI), and member councils. The Group discusses opportunities, challenges and developments with direct implications for the region's transport planning and priorities.

Water

Where CNSWJO is leading the state in its work in Water Loss Management and Water Efficiency, the Water and Regional Development Manager and Chair of the Western Councils' Water Alliance (WCWA) co-presented on the roll-out of the program to the Riverina and Murray Joint Organisation (RAMJO) and WCWA at this year's Local Government NSW Water Management Conference in Albury on 10 September. This presentation focussed on the opportunity through the Productivity and Equality Commission's report on Alternate Funding Models for Local Water Utilities for the State government to incentivise collaboration.

A 2026 University of Sydney Major Industry Project Placement Scheme (MIPPS) project proposal has been submitted. This project builds on previous projects in water efficiency and aims to explore the relationship between pump scheduling, water demand, and energy use across council water networks. It will build an evidence base that can help councils better understand opportunities for cost savings, operational efficiency, and more sustainable water-energy management.

The Water and Regional Development Manager attended the Murray Darling Association 2025 National Conference in Griffith on 1-2 October. This presented a great opportunity to hear first-hand from a broad cross section of stakeholders from across the Basin, reflecting interests in irrigation, industry, local government, biosecurity, and the environment.

Regional Energy Report

The Joint Organisation Net Zero Accelerator (JONZA) Round 3 program commenced on 1 July 2025, with \$253K in funding through to 31 December 2026. The Round 3 approach is to be broad to allow for flexibility as opportunities and grants arise, with the main focus areas being:

- Distributed Energy Resources (DER),
- Energy Security, Capacity and Affordability,
- Resilience
- Emissions, inc fleet
- Data and cost savings
- Water

The [Eventure Map](#), led by CNSWJO to promote spontaneous EV tourism across NSW, is being progressed to finalisation in 2025, with promotion and physical signage roll-out.

Various other EV resources are being rolled out to members through the JONZA program.

Quarterly Review of the Central NSW JO Strategic Plan and Statement of Regional Strategic Priorities

JO Chairs' Forum

The Forum brings together all NSW JO's along with other alliances of councils from across NSW three times per year. Its purpose is to exchange information on best practice and excellence in the pursuit of

strategic regional priorities, joint advocacy and collaboration activities for the benefit of local councils and their communities right across rural and regional NSW.

The current chair of the Forum is Cr Sue Moore, Mayor of Singleton Council and Chair of Hunter JO, along with Deputy Chair Cr Kevin Beatty, Mayor of Cabonne Council and Chair of Central NSW JO. The Hunter JO currently provides the secretariat to the Forum.

The 7 August meeting in Sydney consisted of a workshop around the potential cross-JO approach to a collaborative community benefit sharing for renewable energy developments framework. This proposed approach was well-received and Hunter JO as the Chair of the Forum is seeking formal participation from JOs. CNSWJO, via the Chair and the previous resolution of the Board, has agreed to participate in this collaborative approach.



Spend on aggregated contracts

The following table shows the spend by member councils through regional contracts from 1 July to 30 September.

SPEND	Water Utilities Alliance Contracts	HR Contracts	WHS contracts	Supply contracts	Roads/ Transport contracts	Energy contracts	RDOCS contracts	Training	Total
Bathurst	\$369,275	\$4,000	\$0	\$33,799	\$0	\$871,380	\$9,570	\$0	\$1,288,025
Blayney	\$0	\$5,718	\$0	\$44,267	\$0	\$90,316	\$2,289	\$0	\$142,591
Cabonne	\$0	\$0	\$0	\$40,203	\$0	\$120,079	\$0	\$0	\$160,282
Central Tablelands Water	\$0	\$0	\$0	\$22,497	\$0	\$102,262	\$0	\$0	\$124,759
Cowra	\$31,324	\$3,640	\$0	\$29,987	\$0	\$247,245	\$0	\$0	\$312,196
Forbes	\$538,527	\$3,575	\$0	\$237,868	\$0	\$267,670	\$3,368	\$0	\$1,051,008
Lachlan	\$0	\$4,689	\$0	\$42,464	\$0	\$176,916	\$0	\$0	\$224,069
Lithgow	\$0	\$3,900	\$0	\$48,979	\$0	\$0	\$0	\$0	\$52,879
Oberon	\$0	\$1,300	\$231	\$17,952	\$0	\$53,955	\$2,687	\$0	\$76,125
Orange	\$407,566	\$10,700	\$14,458	\$32,393	\$0	\$1,055,979	\$6,959	\$5,400	\$1,533,454
Parkes	\$76,430	\$2,730	\$0	\$23,803	\$0	\$484,818	\$7,094	\$4,200	\$599,075
Upper Macquarie County Council	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Weddin	\$48,521	\$0	\$0	\$37,050	\$0	\$44,177	\$1,975	\$0	\$131,724
Total	\$1,471,644	\$40,252	\$14,689	\$611,262	\$0	\$3,514,795	\$33,942	\$9,600	\$5,696,185

Savings on aggregated contracts and other programming

The following table shows the savings achieved by member councils through regional contracts and other regional programs from 1 July to 30 September.

SAVINGS	Water Utilities Alliance Contracts	HR Contracts	WHS contracts	Supply contracts	Roads/ Transport contracts	Energy contracts	Training	Legal advice re Procurement	Participation in regional procurement	Total
Bathurst	\$19,436	\$651	\$0	\$3,240	\$0	\$0	\$0	\$0	\$6,000	\$29,327
Blayney	\$0	\$1,430	\$0	\$4,427	\$0	\$0	\$0	\$0	\$7,000	\$12,856
Cabonne	\$0	\$0	\$0	\$4,204	\$0	\$0	\$0	\$0	\$6,000	\$10,204
Central Tablelands Water	\$0	\$0	\$0	\$2,500	\$0	\$0	\$0	\$0	\$5,000	\$7,500
Cowra	\$5,528	\$593	\$0	\$3,307	\$0	\$0	\$0	\$0	\$7,000	\$16,427
Forbes	\$28,344	\$582	\$0	\$23,954	\$0	\$0	\$0	\$0	\$10,000	\$62,880
Lachlan	\$0	\$917	\$0	\$5,441	\$0	\$0	\$0	\$0	\$10,000	\$16,358
Lithgow	\$0	\$635	\$0	\$5,022	\$0	\$0	\$0	\$0	\$6,000	\$11,657
Oberon	\$0	\$212	\$99	\$1,841	\$0	\$0	\$0	\$0	\$5,000	\$7,152
Orange	\$24,074	\$1,938	\$6,196	\$3,969	\$0	\$0	\$0	\$0	\$0	\$36,178
Parkes	\$4,023	\$444	\$0	\$3,949	\$0	\$0	\$0	\$0	\$6,000	\$14,416
Upper Macquarie County Council	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Weddin	\$3,524	\$0	\$0	\$4,606	\$0	\$0	\$0	\$0	\$2,000	\$10,130
Sub Total	\$84,927	\$7,401	\$6,295	\$66,460	\$0	\$0	\$0	\$0	\$70,000	\$235,083
									Cost to members	\$105,250
									Total	\$129,833

Grant Funding

The following table shows the grant funding received for member councils for the 25/26 FY to date.

GRANT FUNDING - 25/26 FY	Water	Training/ HR/WHS	Roads/ Transport	Energy	Tourism	Disaster Resilience	Other	Total
Bathurst	\$9,593	\$20,430	\$0	\$3,165	\$0	\$0	\$0	\$33,188
Blayney	\$0	\$8,890	\$0	\$3,165	\$0	\$0	\$0	\$12,055
Cabonne	\$9,593	\$0	\$0	\$3,165	\$0	\$0	\$0	\$12,758
Central Tablelands Water	\$9,593	\$88,530	\$0	\$3,165	\$0	\$0	\$0	\$101,288
Cowra	\$9,593	\$2,600	\$0	\$3,165	\$0	\$0	\$0	\$15,358
Forbes	\$9,593	\$0	\$0	\$3,165	\$0	\$0	\$0	\$12,758
Lachlan	\$9,593	\$7,330	\$0	\$3,165	\$0	\$0	\$0	\$20,088
Lithgow	\$9,593	\$16,600	\$0	\$3,165	\$0	\$0	\$0	\$29,358
Oberon	\$9,593	\$7,850	\$0	\$3,165	\$0	\$0	\$0	\$20,608
Orange	\$9,593	\$73,210	\$0	\$3,165	\$0	\$0	\$0	\$85,968
Parkes	\$9,593	\$520	\$0	\$3,165	\$0	\$0	\$0	\$13,278
Upper Macquarie County Council	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Weddin	\$0	\$1,040	\$0	\$3,165	\$0	\$0	\$0	\$4,205
Total	\$95,930	\$227,000	\$0	\$37,980	\$0	\$0	\$0	\$398,890

Attachments

1. Draft Minutes of the CNSWJO Board meeting 12 November 2025

Minutes of the CNSWJO Board Meeting on 12 November 2025 held in Sydney
Voting delegates

Cr R Taylor	Bathurst Regional Council	Cr C Coleman	Lithgow City Council
Cr B Reynolds	Blayney Shire Council	Cr A McKibbin	Oberon Council
Cr K Beatty	Cabonne Council	Cr T Mileto	Orange City Council
Cr P Smith	Cowra Shire Council	Cr M Applebee	Parkes Shire Council
Cr J Webb	Forbes Shire Council	Cr P Best	Weddin Shire Council
Cr J Medcalf, OAM	Lachlan Shire Council		

Associate Member delegates and others attending

Mr M Dicker	Blayney Shire Council	Cr A Rawson	Central Tablelands Water
Mr B Byrnes	Cabonne Council	Mr C Harris	Central Tablelands Water
Mr P Devery	Cowra Shire Council	Mr M Jones	CTWA
Mr R Jane	Forbes Shire Council	Ms R Fagan	RDACW
Mr A Stoneham	Lachlan Shire Council	Mr J Gordon	RDACW
Mr R Gurney	Lithgow City Council	Ms K Annis-Brown	NSW OLG
Mr G Wallace	Oberon Council	Ms G Collins	NSW Premier's Dept
Mr K Boyd PSM	Parkes Shire Council	Ms K Barker	CNSWJO
Mr L Sheehan	Weddin Shire Council	Ms M Macpherson	CNSWJO
		Ms J Webber	CNSWJO
		Ms C Griffin	CNSWJO

 Voting members in **bold**

- 1 **Meeting opened** at 9.30am, Chaired by Cr K Beatty
- 2 **Acknowledgement of Country**
- 3 **Apologies**- Cr P Miller, Cr N Westcott, Mr D Sherley, Mr S Dunshea, Mr B Omundson, Mr B Fry

<p>RESOLUTION 25/11- 3 Moved: Cr Andrew McKibbin Seconded: Cr John Medcalf</p> <p>That the apologies for the Central NSW Joint Organisation Board meeting 12 November 2025 listed above be accepted.</p> <p style="text-align: right;">CARRIED</p>

4 Conflicts of Interest

<p>RESOLUTION 25/11 – 4 Moved: Cr Andrew McKibbin Seconded: Cr Robert Taylor</p> <p>No conflicts of interest were declared.</p> <p style="text-align: right;">CARRIED</p>

5 Speakers

- **5a NBN** – Workshop on identifying the challenges and opportunities for improved telecommunications in Central NSW
- **5b Tribe Infrastructure Group** – Parkes Energy from Waste facility

- **5c Regional Chief Information Security Officer** – Mr Jordan Welden-Iley – Cyber Security training session for Board and General Managers

Action: Mr Welden-Iley to circulate the model AI policy to member councils

6 Minutes

6a Confirmation of the Minutes of the CNSWJO Board Meeting dated 31 July 2025 held in Parkes

RESOLUTION 25/11 – 6a

Moved: Cr John Medcalf

Seconded: Cr Bruce Reynolds

That the Minutes of the CNSWJO Board Meeting held 31 July 2025 held in Parkes be confirmed.

CARRIED

6b Noting the Minutes of the CNSWJO GMAC Meeting held on 24 July 2025 in Blayney

6c Noting the Minutes of the CNSWJO GMAC Meeting held on 30 October 2025 in Eugowra

RESOLUTION 25/11 – 6b and 6c

Moved: Cr Bruce Reynolds

Seconded: Cr John Medcalf

That the Minutes of the CNSWJO GMAC Meetings held 24 July 2025 in Blayney and 30 October 2025 in Eugowra be noted.

CARRIED

7 Business Arising from the Minutes- Matters in Progress

RESOLUTION 25/11 – 7

Moved: Cr Cass Coleman

Seconded: Cr Paul Best

That the Central NSW Joint Organisation Board note the Matters in Progress, making deletions as suggested.

CARRIED

8a Financial Report

RESOLUTION 25/11 – 8a

Moved: Cr Andrew McKibbin

Seconded: Cr Bruce Reynolds

That the Board note the Financial Report and

1. approve the cash reserves for 2025/26 for employee leave entitlements, plant and equipment turnover, and working capital reserve,
2. note the correspondence from LGP rejecting member councils' request for the rebate to continue to be paid to the JO,
3. should subsequent requests for payment of the LGP rebate be paid to the JO instead of members be denied, member councils re-direct the funds received for the LGP rebate to the JO.

CARRIED

8b Adoption of the Audited Financial Statements for the year ended 30 June 2025 Report

RESOLUTION 25/11 – 8b

Moved: Cr Robert Taylor

Seconded: Cr John Medcalf

11.3 COUNTRY MAYORS ASSOCIATION AGM & MEETING**IP&R Linkage:** **Pillar:** Leadership**Goal:** Strong relationships**Strategy:** Work in partnership with other Councils, regional organisations and State and Federal Governments.**Author:** **Neil Westcott, Mayor****Authoriser:** **Kent Boyd PSM, General Manager****Annexures:** **A. CMA Minutes from meeting held on 14.11.2025** [↓](#)**RECOMMENDATION**

That Council:

1. Receive and note the information regarding the Country Mayor's Association Meeting held in Sydney on 14 November 2025.

ISSUES AND COMMENTARY

Deputy Mayor Marg Applebee and I attended the Country Mayors Association AGM and Meeting in Sydney on 14 November 2025 which was strongly supported by our members of Parliament from all political persuasions with more than 170 people in attendance.

The meeting was held in the Theatrette at Parliament House, Sydney and the agenda was full of guest presenters, these included Presentations from the NSW Premier, the Hon. Chris Minns MP; the Federal Shadow Local Government Minister, Dr Anne Webster MP; the NSW Minister for Housing, the Hon. Rose Jackson MLC; the Leader of the NSW Opposition, the Hon Mark Speakman SC MP; the NSW Nationals Leader Mr Dugald Saunders MP; and Country Education Foundation Australia (CEF) Chief Executive Officer, Mrs Wendy Mason.

Please see attached a copy of the Minutes of the meeting held on 14 November 2025.

**Cr Neil Westcott**

MAYOR

**11.4 COUNTRY MAYORS ASSOCIATION SPECIAL DINNER AT GOVERNMENT HOUSE -
13 NOVEMBER 2025**

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

RECOMMENDATION

That:

1. Receive and note the report regarding the invitation from the Governor General to attend a special event at Government House where Deputy Mayor Marg Applebee accompanied Mayor Neil Westcott and former Mayor Ken Keith OAM on 13 November 2025.

ISSUES AND COMMENTARY

The NSW Governor hosted a reception for the Country Mayors Association on the evening of 13 November at Government House, Sydney. Chairman, Mayor Rick Firman OAM, wanted past Chairmans to be part of this special event.

All current Mayors, Deputy Mayors, General Managers and Chief Executive Officers of Councils were invited to attend. The formal invitation came directly from the Government House in Sydney to each of us.

It was a pleasure to accompany our former Mayor Ken Keith OAM and Mayor Neil Westcott to attend this reception at Government House with 140 Country Mayors Association members and guests. It was a privilege to meet and hear from Her Excellency the Hon Margaret Beazley AC QC, who acknowledged the challenges that country Councils face and expressed how much she enjoyed her regional visits.



Deputy Mayor Marg Applebee, Her Excellency the Hon Margaret Beazley AC QC and former Mayor Ken Keith OAM



Her Excellency the Hon Margaret Beazley AC QC and former Mayor Ken Keith OAM

Councillor Marg Applebee
DEPUTY MAYOR

11.5 NEWELL HIGHWAY TASKFORCE MEETING (NHTF) IN SYDNEY ON 2 DECEMBER 2025

Author: Ken McGrath, Councillor
Authoriser: Kent Boyd PSM, General Manager
Annexures: A. NHTF Minutes - 2 December 2025 [↓](#)

RECOMMENDATION

That Council:

1. Receive and note the information about the Newell Highway Taskforce (NHTF) meeting held in Jerilderie that was attended by Cr McGrath via teams on 2 December 2025.
-

ISSUES AND COMMENTARY

The latest Newell Highway Taskforce (NHTF) meeting was held at the Murrumbidgee Shire Council Chambers, Jerilderie on 2 December 2025 and which I attended via Teams.

The meeting included a presentation by Mr Damien Pfeiffer of Transport for NSW (TfNSW) who has now been appointed as the Executive Director for Planning, Partnerships and Integration, West, taking over the role that was temporarily filled by Hollie Davies. Holly has now returned to her Director's Role in the West Team. Mr Pfeiffer acknowledged the great work that Holly had done since Alistair Lunn vacated the position to take on a senior role in TfNSW.

Please see attached the Minutes of the Meeting held on 2 December 2025.

The next meeting is expected to be at Parliament House in Sydney on a date to be advised.

Kenny McGrath
COUNCILLOR

12 REPORTS OF COMMITTEES**12.1 MINUTES OF THE FLOODPLAIN MANAGEMENT COMMITTEE MEETING HELD ON 13 NOVEMBER 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:** **Taylah Burt, Business Support Officer****Authoriser:** **Andrew Francis, Director Infrastructure and Sustainability****Annexures:** **A. 13 November 2025 Floodplain Management Committee Meeting - Minutes** [↓](#)

RECOMMENDATION

That Council:

1. Receive and confirm the Minutes of the Floodplain Management Committee Meeting held on Thursday 13 November 2025 appended at *Annexure A*.
-

12.2 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 26 NOVEMBER 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 November 2025**

RECOMMENDATION

That Council:

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

Audit, Risk and Improvement Committee Meeting

Minutes

Wednesday 26 November 2025



Minutes of the Audit, Risk and Improvement Committee Meeting**Held on Wednesday, 26 November 2025 at the****Online and at the****Parkes Council Chamber, 2 Cecile Street, Parkes****Present:**

Mr Stephen Horne	Councillor (Chairperson)
Mr Tony Harb	Member
Dr Meredith Caelli	Member
Cr Joy Paddison	Non-Voting Member

Council Officers in Attendance:

Mr Kent Boyd PSM	General Manager
Mr Anthony McGrath	Director Customer, Corporate Services and Economy
Mr Andrew Francis	Director Infrastructure and Sustainability
Mr Logan Hignett	Director Operations
Mr Jaco Barnard	Chief Financial Officer
Mr Luke Nash	Executive Manager Finance
Ms Bianca Hinton	Manager Customer and Information Services
Mrs Veronica Shaw	Manager Governance, Risk and Corporate Performance

Guests

Paul Quealey	Lambourne Partners (<i>Internal Auditor</i>)
Desmond Quach	Audit Officer (<i>External Auditor</i>)

NOTES

Cr Joy Paddison attended via audio-visual link.

The meeting commenced at 9:00am in-camera with an 15 minute in-camera session with the Committee and the General Manager to discuss item 8.2.

The Director Customer, Corporate Services and Economy, Manager Governance, Risk and Corporate Performance, General Manager, Executive Manager Finance, External Auditor and Internal Auditor attended the meeting from 9:18am.

The meeting commenced at 9.18am and concluded at 12:05pm.

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 Audit, Risk and Improvement Committee Meeting held on 24 September 2025.....	4
5	DISCLOSURES OF INTERESTS	4
6	LATE BUSINESS	4
7	OFFICERS' REPORTS	5
7.1	Performance and Review - Meeting Actions.....	5
7.2	External Audit - Audit Office Engagement Closing Report 2025	5
7.3	External Audit - Progress Report on the Implementation of External Audit Program Actions.....	5
7.4	External Audit - Work Health Safety Management System Accreditation - ISO45001	6
7.5	Internal Audit - Program Update with Internal Auditor.....	7
7.6	Internal Audit - Progress Report on the Implementation of Internal Audit Program Actions.....	8
7.7	Financial Management - Monthly Financial Reports as at 31 October 2025	9
7.8	Financial Management - Quarterly Budget Review as at 30 September 2025	9
7.9	Financial Management - Investments and Borrowings as at 31 October 2025	9
7.10	Performance and Review - ARIC Annual Self-Assessment	9
7.11	Service Reviews - Monthly Area Reviews - Sewerage and Open Spaces	9
7.12	Risk Management - Major Projects and Current Works Report	10
7.13	Risk Management - Parkes Elvis Festival 2026.....	10
7.14	Risk Management - ICAC Operation Mantis Self-Assessment	10
7.15	Risk Management - Cyber Security and Incident Report	10
8	REPORT OF CONFIDENTIAL RESOLUTIONS	10
8.1	Risk Management - Information Management, Privacy, and Records	11
8.2	Risk Management - General Managers Update.....	11
9	CONCLUSION OF MEETING	11

1 OPENING OF MEETING

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

Councillor Marg Applebee, Councillor Non-Voting Member

Kylie Trueber, Risk and Emergency Management Coordinator

Jordan Welden-Iley, CNSWJO Chief Information Security Officer (CISO)

Cassie Malone, Audit Officer (*External Auditor*)

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 24 SEPTEMBER 2025

RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and confirm the Minutes of the meeting held on Wednesday 24 September 2025 appended at *Annexure A*.

5 DISCLOSURES OF INTERESTS

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

6 LATE BUSINESS

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

7 OFFICERS' REPORTS

7.1 PERFORMANCE AND REVIEW - MEETING ACTIONS

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. Note the progress toward previous meeting action items.

Discussion

The committee discussed the following:

- The committee noted that it would be good for staff to note when the action was due or expected to start if not yet completed.
- The committee also followed up the delegations register which was noted would be received as a new version shortly.
- The committee also noted that some actions were more like advice and do not need to be reported back on, for example, contacting other councils for advice.

7.2 EXTERNAL AUDIT - AUDIT OFFICE ENGAGEMENT CLOSING REPORT 2025

RECOMMENDATION

That the Committee:

1. Receive and note the Engagement Closing Report 2025 at *Annexure A* provided by the Audit Office.

Discussion

The committee discussed the following:

- The external auditor spoke to the report noting that it was a promising report, receiving an unqualified opinion with no significant issues.
- The external addressed two matters raised during the audit:
 - Evaluation of IPPE which was overall satisfied within reporting standards and fair value
 - The Special Activation Precinct (SAP) which they are satisfied were fair value after council recognised transferred assets and an engaged external valuer.
- The external noted areas for improvement had minor findings with alignments not seen to be material.
- The external auditor thanked Jaco, Luke and the team for a very successful audit and the time and effort council has invested into them as they continue to learn the organisation.
- The Chair acknowledged the bumpy road of asset transfer process and congratulated council on managing that and on a clean report.
- The internal auditor noted that there were some outstanding matters previously discussed in previous audits but that they were attended to before the audit. There are also some opportunities for improvement, revaluation and SAP transfers and some other items at a low risk rating.
- The committee noted that the final management letter should be received shortly.

7.3 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 Chair spoke to the report noting that it consisted of the actions still outstanding from the previous external audit management letter noting that the final outstanding item were the remainder of a large list of policies that are soon to be completed in due course.
- The Manager, Governance, Risk and Corporate Performance talked about the current procedure for policy review and how it has been successful so far with a look toward formalising the procedure.
- The Chair spoke to the importance of a policy as a control to manage risk and how review processes allow an organisation to check if that control is still working or required and that connecting policy to an owner more clearly might be required.
- The Manager Governance, Risk and Corporate Performance noted that a risk section has been added to the document control page of Council's policy templates to make the connection to the risk clear.
- The Committee noted approval for any steps taken to embed risk in a more meaningful way for front line workers. The Committee noted that it is important to take steps like this to generate behaviour, attitude and culture as artefacts are only the beginning of the journey.

7.4 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 re-certification audit completed by SAI Global including the following attachments:

Annexure A - PSC Findings Report – Initial Audit 2025

Annexure B - PSC Findings Report – Follow-Up Audit 2025

Annexure C – SAI Global – ISO 45001 - Certificate of Registration - Oct 2025

Discussion

The committee discussed the following:

- The Director Customer, Corporate Services and Economy spoke to the report commenting that the audit went well with the focus being on the follow up of the outstanding items from the previous audit and quality auditing due to the auditors background.
- The Director Customer, Corporate Services and Economy said that several areas for improvement were noted by the auditor which Council found reasonable and thorough.
- The Chair noted the audit appeared to be a deep check and asked Council if there were any surprises.
- The Director Customer, Corporate Services and Economy responded that some actions are continually recurring, such as electrical cable checks, fire extinguisher checks, and

first aid out of date which Council have improved on but have been unable to eliminate completely.

- The Director Customer, Corporate Services and Economy noted that the audit covers some of our major facilities but not all of them which Council reviews in our own internal audits.
 - The Committee asked if the current checklist for reviewing each area in council between audits should be improved based on what was identified as missed during the external WHS audit.
 - The Director Customer, Corporate Services and Economy noted that the checklist officers already use has those areas on it and that it just may be a matter of getting them to do it more frequently.
 - The Committee noted that it is important the checklist is checked at least about every 6 months but that the issue is the time in between where staff are using resources such as extinguishers or first aid and not reporting it which is difficult for staff to manage.
 - The Director Customer, Corporate Services and Economy noted that it is believed that some extinguishers were checked but didn't have the tag stamped.
 - The Director Customer, Corporate Services and Economy noted that the WHS manager oversees the HSR staff and two other staff as well.
 - The Director Customer, Corporate Services and Economy noted that the auditor particularly praised our works and fleet depot.
 - The Chair noted that it is good to hear the culture praised as the culture piece of whether the people who run the place take note and have the thinking, the positive attitude and way of working safely is particularly important to hear during a WHS audit.
 - The Committee asked if that positive feedback had been provided to the works and depot staff.
 - The Director Customer, Corporate Services and Economy confirmed the manager was informed who has likely passed on the feedback, but that Council would follow this up.
 - Council confirmed the successful renewal of their ISO45001 accreditation.
-

7.5 INTERNAL AUDIT - PROGRAM UPDATE 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 noting that the Ranger Services audit was recently completed.
 - The Internal Auditor noted that a draft report of the Ranger Services was provided to management, discussed in a meeting with management last week and actions agreed upon with the final version circulated for feedback with presentation to the committee due in February next year.
 - The Internal Auditor commented that there was nothing to note at this time about the area aside from it being a good little area with great staff and a great look at operations.
 - The Chair asked for the finalised Ranger Services audit report to be circulated outside of session.
 - The Internal Auditor noted that they were coordinating with staff to give the other audits some additional lead in time due to staff leave.
 - The Committee thanked the Internal Auditor for their report.
-

**7.6 INTERNAL AUDIT - PROGRESS REPORT ON THE IMPLEMENTATION OF
INTERNAL AUDIT PROGRAM ACTIONS****RECOMMENDATION**

That the Committee:

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

Discussion

The committee discussed the following:

- Chair noted that they were working with Council on the management of outstanding internal action items with more accountability from management to help prevent actions becoming overdue and the regular cleansing of outstanding items.
- The Director Customer, Corporate Services and Economy commented that a review of seven outstanding items was completed prior to this meeting which has been included in the report for the committees review with the recommendation to close out.
- The Director Customer, Corporate Services and Economy mentioned that Council were in the process of reviewing several more overdue items which will come to the Committee with notes in February.
- The Chair approved of the Executive Leadership Team (ELT) vetting the actions to be closed out and noted that if the executive leadership team were satisfied with how the risk was being managed that the Committee were satisfied with their recommendations.
- The Committee reinforced that if ELT are oversighting and satisfied with the close out of audit actions that then ARIC are likely not to reject that and noted some Councils ask the internal auditor to validate this but that this is more work and if management at senior level that that can also be a healthy environment.
- The Committee noted that some audit actions are not closed out properly in some other councils and recommended for council to ensure adequate evidence of the risk being managed is provided in the comments, such as revising of checklists, policies or process mapping. This was noted as particularly important for high-risk actions.
- The Committee confirmed that the Director Customer, Corporate Services and Economy is the Chief Audit Officer (CAE) and noted that as long as the Director was comfortable and takes the recommended close out actions to the ELT that the ARIC is comfortable with the recommendations.
- The Committee requested that the Internal Auditor have on their schedule to look at the closed audit action items every few years.
- The Committee also noted that sometimes recommendations are so out of date that the recommendations aren't important anymore and for the executive team to make that call and authority.
- The Committee noted they were satisfied with the single point accountability to the Director Customer, Corporate Services and Economy.
- The Committee summed up the close out process as the Director Customer, Corporate Services and Economy to look at the outstanding items, provide recommendations to the ELT for their approval, take to ARIC for approval and that the internal auditor tests samples of closure overtime, with a focus on Medium and High risk actions.
- The Committee noted that banks have a strong structure of review of completed and closed out actions but that the committee do not want to overengineer council's process.
- The Committee noted that a Quality Assurance and Improvement Program (QAIP) to assess Internal Audit every 4 years is due by the end of the current election period around 2027/2028 and that it could potentially check the closed-out items to be even more independent of the auditor.

- The Committee accept the proposed closures and thanked Council for the process in place.

7.7 FINANCIAL MANAGEMENT - MONTHLY FINANCIAL REPORTS AS AT 31 OCTOBER 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 October 2025.

Discussion

The committee discussed the following:

- The Chief Financial Officer spoke to the report at 7.7 and 7.8 to provide a wholistic picture of our financials from last year.
- The Chief Financial Officer noted a loss of \$3 million last year due to Council not receiving Financial Assistance Grants (FAGs) before the end of the financial year, an and an increase to depreciation by \$2 million.
- The Chief Financial Officer noted that the revaluation of assets was just completed and would see an increase of \$6 million depreciation which was noted in the Quarterly Budget Review (QBR) reported to Council in November.
- The Chief Financial Officer stressed that going forward Council will never make an accounting profit again due to this increase in depreciation and a lack of appetite by the Councillors for a Special Rate Variation (SRV) or any cut in services.
- The Chief Financial Officer noted that in lieu of changes to how depreciation is accounted or Councillors appetite for a reduction in services or an SRV the only thing Council can do is control our capital spend to ensure cash reserves.
- The Chief Financial Officer noted that Council has cash reserves at the end of this financial year which has allowed for the FAGs payments to be internally restricted for the first time.
- The Chief Financial Officer noted that Council had \$1 million unreserved cash for the first time since 2019 which was previously impacted by outstanding payments from transport NSW at end of year.
- The Chief Financial Officer noted that their big goal is to have cash in the bank at the end of the year.
- The Chief Financial Officer noted that the year-to-date financials look good in terms of operational grants due to the FAGs now being received throughout the year instead of as a large pre-payment and due to Council generally budgeting grants conservatively.
- The Chief Financial Officer noted that employee costs are always a bit higher than expected with a focus on capitalisation of salaries because of this.
- The Chief Financial Officer noted that the QBR forecast for interest has quite a big increase.
- The Chief Financial Officer noted the positive grant outcome of Elvis receiving \$380,000 and an increase in funds for Childcare services.
- The Chief Financial Officer noted an increase in pool expenditure.
- The Chief Financial Officer noted that next year Council would be working with RGDC on the transfer of sewer assets which will additionally negatively Council's depreciation. The Chief Financial Officer noted that they were already in talks with RGDC in relation to information they require for the transfer and don't expect the same issues with asset transfer that occurred last financial year.
- The Chief Financial Officer noted that they wanted to present the Committee with an overview of the challenges ahead and where Council is now and thanked their team for their hard work and commended them for submitting their financials 8th or 9th in NSW.

-
- The Chair thanked the Chief Financial Officer for their good but grim report and concurred that the impact of depreciation on Council's financial accounting needs to be discussed and addressed.
 - The Chair noted that the Federal Government's Inquiry into Local Government Sustainability has revived with the lines of enquiry looking to be the right ones and that the Chair hopes for meaningful action at the federal level.
 - The Chair noted that the OLG need to think hard about the accounting code and auditor general has weighed in as well with notes comments depreciation is wrong and wouldn't have a problem if they change.
 - The Chief Financial Officer noted that Parkes Shire Council have joined a long list of Councils that will never report an accounting profit again due to depreciation which confuses councillors and members of the public about Council's financial sustainability.
 - The Chief Financial Officer noted that depreciation does not adequately capture the reality that Council always requires a grant to build assets and that it would never cover the cost itself.
 - The Chief Financial Officer also noted the time consuming and financial costs of revaluation averaging about \$70,000.00 per annum.
 - The Chief Financial Officer updated the committee that they previously wrote a letter in support of a change to depreciation in the accounting code provided to the OLG and noted it received no acknowledgement that it had been received.
 - The Chair acknowledged the good analysis provided and noted that the financial management of council is wise to the challenges and realities which the committee can see and hear from the Chief Financial Officer's analysis of that and the factors beneath it and process to influence the impact as you can.
 - The Committee noted that another Council had issues with the new QBR process and asked how council found the template.
 - The Chief Financial Officer noted that Council did the profit and loss statement as it was quite straight forward and that is what they had time for but that there was another piece on capital expenditure that they will tackle next time.
 - The Executive Manager Finance noted that the template was a little clunky, especially for capital expenditure, and that Council did not receive a lot of notice between the release and the reporting timeframe to implement was short.
 - The Committee noted that they accept a moderate level of compliance breach for unrealistic timeframes from regulators.
 - The Executive Manager Finance confirmed that after initial set up work the QBR should then role quarter to quarter with little additional work.
 - The Chief Financial Officer commented that the QBR was difficult to understand.
 - The Chair noted that the whole point of the QBR was to supply something that informs Councillors and the public and it is disappointing that the new template provided by the OLG is not achieving this.
 - The Committee asked if the Councillors discussed the QBR at the most recent Council meeting.
 - The Chief Financial Officer noted that it was provided but that it was not discussed by the Councillors.
 - The Committee asked if this was caused by financial literacy or something else.
 - The Chief Financial Officer replied that they could not talk on the Councillors behalf but noted that they had touched on some of the points of the QBR during their report of the P and L to provide context leading into it.
 - The Chair proposed that Councillor Applebee and Paddison perhaps talk to their colleagues that the QBRS is meant to be a key control for the Council to look at what it intended to do and how it is going and if there are important trends to note.
 - The Committee acknowledged that the current template may be difficult for the Councillors to work with but reinforced its importance.
-

- The Committee noted how big a piece of work it is and that it does not necessarily make Council more financially sustainable and that one grant can make a difficult financial situation look good again.
- The Chair asked the councillors for council to think about how the QBR can be more meaningful and interrogated better so they can discuss and understand it.
- The Committee noted that if the QBR is presented and not discussed it is concerning and that Councillors need an opportunity to discuss the QBR and asked for the Councillors to share this feedback with the other Councillors.
- The Committee recommended that Council look at how Lake Macquarie present their QBR.

7.8 FINANCIAL MANAGEMENT - QUARTERLY BUDGET REVIEW AS AT 30 SEPTEMBER 2025**RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

1. Receive and note the budget review report to 30 September 2025.

Discussion

The committee discussed the following:

- See item 7.7 for a combined discussion of Council's financial reports.

7.9 FINANCIAL MANAGEMENT - INVESTMENTS AND BORROWINGS AS AT 31 OCTOBER 2025**RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

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

Discussion

The committee discussed the following:

- The Executive Manager Finance spoke to the report noting \$51.7 million in investments and 19.7 million in loans.
- The Executive Manager Finance noted a slight decrease in cash balances with the quarterly rates instalments due shortly which should see an increase before the end of this week.
- The Executive Manager Finance Council is currently receiving 4.78 percent interest on its investments.
- The Executive Manager Finance noted good diversification across the portfolio with some investments locked away at higher rates.
- The Executive Manager Finance confirmed that at the end of October Council were adhering to council's policies and counterparties within policies so no risks to report at this stage.
- The Committee asked if Council considered the Environment, Social and Governance (ESG) profile of organisations they invested with or if they were currently just looking for best rates.
- The Executive Manager Finance noted that Council was currently just looking for best rates and length of term but diversifying investments.

7.10 PERFORMANCE AND REVIEW - ARIC ANNUAL SELF-ASSESSMENT**RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

1. Receive and note the Audit, Risk and Improvement Committee Annual Self-Assessment 2024-2025 provided in the report.

Discussion

The committee discussed the following:

- The Manager Governance, Risk and Corporate Performance spoke to the report noting that the survey was completed by seven regular committee members and provided a good overview of where the committee had room to improve with a strong average over all areas.
- The Manager Governance, Risk and Corporate Performance thanked everyone who contributed and noted that the survey would be completed annually and adjusted accordingly to align it as required with ARICs specific four-year strategic plan.
- The Committee noted that risk is looking good with surrogate measures good rather than specifics and noted it would be good to take a few of the areas that ranked less strongly and say how we can more consciousness improve it from here.
- The Chair noted that they would work with the Manager Governance, Risk and Corporate Performance to extract the low points and create a list to circulate amongst members and discuss those to work through and how we will do them differently.
- The Committee noted that they particularly are not aware of the council reporting process and asked if they could be provided with a summary of the current process.
- The Manager Governance, Risk and Corporate Performance noted that some reporting is yet to occur as described in the four-year strategic plan but that they will provide what is already occurring.
- The Chair confirmed that this will be clarified.
- The Committee spoke on the difference between the ARIC guidelines and the legislated requirements.

7.11 SERVICE REVIEWS - MONTHLY AREA REVIEWS - SEWERAGE AND OPEN SPACES**RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

1. Receive and note the presentation from the Sewerage and Open Spaces services attached at *Annexure A and B*.

Discussion

The committee discussed the following:

- The Director Customer, Corporate Services and Economy spoke to the report discussing the overall purpose of the monthly area reviews as increasing understanding of our business overall and to highlight areas requiring a more in-depth review.
- The Chair confirmed that this will help flush out issues to be examined in more depth and that this is helpful for looking at a higher level at the challenges and risks and that it was good to include ARIC and the Councillors in that process.

- The Committee noted that there was no one way to complete service reviews and that guidance from the OLG was loose.
- The Committee noted that this method of service reviews was interesting as it is moving through the organisation quite quickly at a higher level but in some cases still quite detailed.
- The Committee noted that they thought this was a good approach which seems to be making sense and asked if working for us for the Councillors perspective.
- The Director Customer, Corporate Services and Economy noted that there was more detail in the open spaces review as they participated in the LG Professionals service review in a box which Council will provide to ARIC in detail in due course.
- The Committee asked what the approach is for these higher-level reviews and if a risk approach was used to choose areas.
- The Director Customer, Corporate Services and Economy responded that this first go through all areas is to cover them all based on functions and activity noting that we have 12 functions with a 13th function which is council and corporate which we will also do individual activity based reviews for which our Integrated Planning and Reporting (IP&R) coordinator has set the schedule for the reviews for.
- The Chair commented that this approach fits the bill for what the OLG wanted and that whether councillors get value from these reviews is important to know.
- The Committee briefly discussed the reviews and asked if there were any recommendations from the reviews.
- The Director Customer, Corporate Services and Economy noted that these reviews are more overviews which may flush out something that needs more of a deeper dive.

7.12 RISK MANAGEMENT - MAJOR PROJECTS AND CURRENT WORKS REPORT

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 Infrastructure and Sustainability provided the following updates on major projects:
 - Lachlan Pipeline Duplication Project: awaiting national water grid funding which may not have a positive outcome as some announcements for other councils have been made which suggests we are awaiting 2026 so still in a holding pattern for that project.
 - RRP component of Duplication Project: original budget significantly higher than estimates. At this stage there is significant variability between packages received from tenderers that we are assessing, with 3 or 4 solid proposals and estimating we will fall around \$14 million. There is some scope for savings to be made through reengineering and rescoping or from contractors who have suggested alternative technologies. The project is also back on track with milestones with next due this week.
 - Wetlands: on track and under budget with RFQs for key items out to market.
- The Chair asked if in general estimates for projects are coming in higher or if it is a permanent shift.
- The Director Infrastructure and Sustainability noted that some estimates seem low to especially from new contractors looking to break into this market or due to some missed items. The Director noted some might be high as they are cash flowing it considerably or putting in margins. They also noted that they recently had a good engagement from NSW

Public works with comparison rates across the state with ours looking like they come in a little under.

- The Committee noted that recently there have been some incidents at other Councils where procurement has gone wrong, with information being released that had suppression orders and noted it was due to a gap in the process from the people who initiate the process and the procurement and governance project.
 - The Committee asked if procurement and governance are involved in their project team and the control of sensitive information such as intellectual property.
 - The Director Infrastructure and Sustainability replied that as we are smaller we are more reliant on individuals but noted for the larger projects we have tender review panels from across the organisation of people with procurement expertise but who are separate and that Council also has legal advisors as probity for the projects to manage the risk.
 - The Chair noted that they thought a cross functional team was a good approach for a small council.
 - The Director Operations provided the following updates on major projects:
 - Rose Street: The cost has increased to \$2.2 million to deliver civil works putting our budget in red. The residual is being funded through capital works impacting what else can be delivered this year. Completion is estimated for May 2026 with the team submitting a formal variation request with justifications alongside our level of confidence but have concerns on an extension as it was funded by a different government.
 - Gradle Creek Bridge: on budget and on time for the foundation which will be followed by construction by council.
 - Bogan Road: looking good.
 - SES Facility: good with reserve and provisions with contractor to expedite works if required.
 - Flood Mitigation works for CBD: this is inclusive of the croaker basin which is mostly completed and the Victoria St and Clarinda St intersection upgrade which is more at risk leading up to Christmas with asphaltting. Council is not requesting an extension at this stage but have notified the funding body that the deadline might be tight. A budget overrun of \$200,00 is predicted on this project due to slightly more expensive pavers being required which will also impact capital works for the remainder of the year.
 - Peak Hill Baldry Road stage 2: progressing well.
 - The Committee noted that SES have previously identified lots of work during inspections and recommended Council cover that contingency.
 - The Director Operations thanked the Committee for their point and noted that the project manager Council has appointed has made several SES Facilities before and is having monthly meetings with the SES to minimise the impact of an inspection at completion of the facility.
 - The Director Customer, Corporate Services and Economy provided the following updates on major projects:
 - Parkes Elvis Festival: project is red due to several staff member resignations which have since been recruited for. The Director noted that the festival has a hard deadline which is why it is flashing as amber due to the low resourcing. The Director noted however that the project is quite positive having received a grant from destination NSW worth \$300,000 with another \$300,000 award for next year's festival as well. The Director also noted that ticket sales are up with the Marcia Hines and final concerts and caravan sites sold out. The Director noted that the festival was further advanced than last year particularly noting the improved advertising with the founders appearing on TODAY extra and another section on The Morning Show next week.
 - Community Improvement District (CID): the Director spoke about the difficulty promoting and communicating the project as it is a pilot program for ideas around the returning people to the CBD. The project has been going quite well with risks
-

flagged around gaining deeper engagement from the business community which has been low despite a fair bit of work walking the streets from the staff involved. One of the deliverables is a governance structure for the business community to deliver some of this moving forward which has had low engagement and has been difficult to get that moving.

- The Committee asked if Parkes has a Chamber of Commerce.
- Council noted that one of the issues is that Parkes does have a Chamber of Commerce which has not been very active recently but it is noted some members do want to be more active and that the staff involved with CID thinks a more grass roots approach that grows from there could be an approach.
- Fresh Start Program: Council have been approved for 7 additional apprentices in operations area noting that the number is a little risky, but that Council are working to ensure they are all supported and get the training they require. The apprentices consist of civil construction engineers spread around departments so not all together, but they can also move around within those areas.
 - The Committee asked if the apprentices would all be starting at the same time recommending that they do all start together so Council could do their onboarding together and do a comprehensive WHS induction to mitigate the potential risks.
 - The Committee also suggested Council ensure ratios are kept to 2 to 1 or 3 to 1 in terms of staff to apprentices.
 - The Director noted that they would check if they were starting together and noted that an evaluation process has been put in place before they rotate to see what Council could be doing better or differently.
 - The Director commented that the program itself has been wonderful with uptake from mostly local people and support for training staff to train apprentices and trainees.
- CiA Live: project has not started but has flexibility in start. The Director noted that lot of the beta sites are finished. The Director noted that there was no risk right now, but the risk is the uncertainty around what resources will be available to deliver it.

7.13 RISK MANAGEMENT - PARKES ELVIS FESTIVAL 2026

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. Receive and note the update on the Parkes Elvis Festival 2026.

Discussion

The committee discussed the following:

- The Director Customer, Corporate Services and Economy spoke to the report noting that the Parkes Elvis Festival Producer was in Sydney with the founders of the event to meet with Prescilla Presley and cross-promote the festival with Prescilla's show.
- The Committee talked about the report, particularly the fatigue management of staff during the event.
- The Chair talked about previous issues with the festival, especially with turnover of staff and Council's work to systematise it so it can be handed over.
- The Director Customer, Corporate Services and Economy noted that the current Festival Producer was new again this year having just arrived in time for last year's event.
- The Chair asked if Anthony is happy with the current maturity of the event.

- The Director Customer Corporate Services and Economy confirmed that they were noting the event was now providing monthly risk reporting, which is being presented to Council's public meeting, so the community have the transparency of what goes toward it.
- The Director Customer, Corporate Services and Economy also noted that there were now management plans and documentation in the background such as checklists, scripts and Runsheet's which are now centralised to mitigate staff turnover.
- The Director Customer, Corporate Services and Economy noted the Director's commitment to the event and initiatives such as tying in visit parks with the festival which we haven't seen in previous years.
- The Chair noted they were impressed by the cross-promotion with Prescilla which is strategic and a great thing to do for the founders.
- The Director Customer, Corporate Services and Economy acknowledged that lots of staff in other areas of council are a core element of the festival's knowledge and workforce which the producers are supported by each year.
- The Director Customer, Corporate Services and Economy noted the significant impact the event has on the organisation as a whole.
- The Committee noted the importance of the event to the Parkes Shire Council.
- The Committee briefly spoke to the staff who are dedicated Elvis impersonators.

7.14 RISK MANAGEMENT - ICAC OPERATION MANTIS SELF-ASSESSMENT

RECOMMENDATION

That the Audit Risk and Improvement Committee:

1. Receive and note Council's self-assessment of current compliance with the recommendations from ICACs Operation Mantis.

Discussion

The committee discussed the following:

- The Chair noted the value of ICAC recommendations and a good desk audit.
- The Manager Governance, Risk and Corporate Performance spoke to the report noting the work of several different staff to inform the desk audit and that as some of the processes have not yet been formalised that anything missed that council is doing would be picked up in the recommended follow up actions.
- The Committee noted that staff were potentially harsh in their assessment commenting that point 9 and 12 are likely in place as a Statement of Business Ethics.
- The Chair briefly spoke on issues with contingent workers and a very high level of expectation noting a recent ruling against Kellogg despite strong contingent management being in place. doing everything but ruled they did not do enough.
- The Chair commented that routine controls and frameworks are fit for when we know what we are doing but the more we rely on those other parties the more risk there is.
- The Committee commented that several councils use internal auditors to do this sort of review and noted that this is something ARIC could investigate in future.
- The Committee advised Council to be cautious of how hiring one person can morph from a small project to something big which may not have been originally factored into during procurement and tendering levels.
- The Chair asked Council to think about how they will capture these action points so that they do not lose them and to check that they are completed.

7.15 RISK MANAGEMENT - CYBER SECURITY 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.

Discussion

The committee discussed the following:

- The Manager Customer and Information Services spoke to the report noting that few new low risk incidents had been received since the last report.
 - The Manager noted that the report included information on why each incident received the risk rating they did and why they did or did not receive action.
 - The Manager noted that they would continue to report on Upguard to keep track of that progress.
 - The Manager raised that two vendors were identified at risk and that Council were reviewing what they hold in regard to information and have put in as many mitigations as possible and working with Jordan to get a better breach risk security report.
 - The Chair asked if the risks are starting to feel better managed.
 - The Manager Customer and Information Services replied positively and noted that they are waiting on the annual operating plan to see Council's work packages.
 - The Chair noted it was great to have a regional resource like the CISO but noted the difficulty ahead with looking at aligning such varying Councils that have their own unique budgets and issues.
 - The Manager Customer and Information Services noted that Council was mitigating risk by updating servers with one more to go, an NBN upgrade of the Central West Daycare was also complete which was a major risk due to drop out of service.
 - The Manager Customer and Information Services also noted that cyber awareness training was continuing to roll out across the organisation with a plan to do a phishing drill soon.
 - The Manager Customer and Information Services also noted AirWatch to NinjaOne which has helped the team keep an idea on what is happening and provide regular patches on Wednesdays.
 - The Manager Customer and Information Services also noted a full policy update occurring in the IT space.
 - The Manager Customer and Information Services noted that the CISP asked the Committee to note the risk posed by China targeting critical assets. The Manager also noted that they have met staff in relation to Council's critical infrastructure assets to look for a way forward in managing that risk.
 - The Chair noted that councils get caught up in water, sewer and the IOT network and commented that it was a good conversation to have but impacted effort and resources.
 - The Committee noted that hackers are just another conduit to disrupt the critical infrastructure of Council and reiterated that the most important thing for Council to have are emergency plans, BCPs and contingency plans for Council's various critical assets.
 - The Manager Customer and Information Services agreed that this was a part of the conversation to be had so that the response plans are aligned.
 - The Committee recommended to look at what is already in place and what is missing that could happen and what happens if something is disrupted or we don't have the facility, how much time we have such as if we need to truck water in, how Council would do that and start mapping at a high level for work arounds to various disruptions to minimise impact to community.
 - The Committee noted that the BCPs should be reviewed to ensure that the ICT requirements are adequately captured and that they meet the ICT team's demands and capacity.
-

8 REPORT OF CONFIDENTIAL RESOLUTIONS

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

8.1 RISK MANAGEMENT - INFORMATION MANAGEMENT, PRIVACY, AND RECORDS

RECOMMENDATION

That the Audit Risk and Improvement Committee:

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

8.2 RISK MANAGEMENT - GENERAL MANAGERS UPDATE

RECOMMENDATION

That the Committee:

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

9 CONCLUSION OF MEETING

The Manager Governance, Risk and Corporate Performance confirmed for the committee that the February meeting would no longer be interrupted by a meeting with ICAC.

After the official ARIC meeting concluded, the Committee received a presentation from the Fleet and Depot Manager, Michael O'Shannessy, in relation to being named the Outstanding Rural and Remote Council at the 2025 National Awards for Local Government, in recognition of its innovative approach to fleet optimisation and asset management. The presentation was a comprehensive and passionate overview of the risk management being implemented and driven in this space and was strong assurance of risk management in practice.

The meeting concluded at 12:05pm.

Actions from meeting	Responsible Department
Communicate/confirm with managers the audit actions that have been approved to be closed out.	DCCSE
The Committee noted that if the QBR is presented and not discussed it is concerning and that Councillors need an opportunity to discuss the QBR and asked for the Councillors to share this feedback with the other Councillors	Councillors
The Committee recommended that Council look at how Lake Macquarie present their QBR.	Finance

The Chair noted that they would work with the Manager Governance, Risk and Corporate Performance to extract the low points of the self-assessment and create a list to circulate amongst members and discuss those to work through and how we will do them differently.	DCCSE
The Manager Governance, Risk and Corporate Performance noted that some reporting is yet to occur as described in the four-year strategic plan but that they will provide what is already occurring.	DCCSE
The Chair asked Council to think about how they will capture these action points so that they do not lose them and to check that they are completed.	DCCSE

This is the final page of the minutes comprising 19 pages numbered 1 to 19 of the Audit, Risk and Improvement Committee Meeting held on Wednesday, 26 November 2025 and confirmed on Wednesday, 25 February 2026.

Mr Stephen Horne

CHAIRPERSON

12.3 MINUTES OF THE PARKES SPORTS COUNCIL MEETING HELD ON 9 DECEMBER 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 9 December 2025. [↓](#)**

RECOMMENDATION

That Council:

1. Receive and confirm the Minutes of the Parkes Sports Council Meeting held on Tuesday 9 December 2025 appended at *Annexure A*.
 2. Ensures that sporting fields have clearer signage and that appropriate fines be investigated before being introduced and issued for dogs off leash and defecating on sports fields.
-

13 REPORTS OF THE GENERAL MANAGER

13.1 PROPOSED DEMOLITION OF 60 CURRAJONG STREET

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

Goal: Our community is liveable, growing and connected.

Strategy: Provide vibrant and welcoming town centres, streetscapes, public spaces and meeting places.

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

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

Annexures: **Nil**

RECOMMENDATION

That:

1. Council agrees to proceed with the demolition of the building at 60 Currajong Street and development of a car park.
2. That the project be funded from the developer-contribution reserve.

BACKGROUND

Council owns the property at 60 Currajong Street, which was originally purchased with the ultimate intention of demolition to allow for an expansion of CBD car parking. The building is currently uninhabitable and unsuitable for occupation. This report recommends proceeding with demolition and converting the site into additional car parking spaces. Images of the building are provided below.

ISSUES AND COMMENTARY

The 60 Currajong Street property has structural defects in the roof and the flooring has deteriorated. Being unoccupied also contributes to the deterioration of the building. The cost to refurbish the building so it can be reused, is likely to be cost prohibitive.

LEGISLATIVE AND POLICY CONTEXT

The demolition will need to follow normal processes, including the lodgement of a development application.

FINANCIAL IMPLICATIONS

It is intended to fund the demolition and carpark development from the developer-contribution reserve. The carparking is consistent with the contribution plan.

RISK IMPLICATIONS

There may be community concern about the demolition. The demolisher will be encouraged to recycle as much as feasible.

There may be heritage issues associated with the building, however that will be determined through the demolition process.

COMMUNITY CONSULTATION

There is no specific requirement for community consultation unless it is required as part of the development application.





13.2 PRESENTATION AND ADOPTION OF THE AUDITED 2024-25 FINANCIAL STATEMENTS**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. **Parkes Shire Council - Audited Financial Statements - Year Ended 30 June 2025 (under separate cover)** [⇒](#)**RECOMMENDATION**

That Council:

1. Receive and adopt the Audited Financial Statements and Auditor's Reports for the Year Ended 30 June 2025, incorporating the General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules, as tabled in Annexure A.

BACKGROUND

Section 416 of the *Local Government Act 1993* ("the Act") requires that Parkes Shire Council's ("Council") Financial Statements be prepared, audited, and lodged with the Office of Local Government by 31 October each year. Council submitted its Audited Financial Statements for the year ended 30 June 2025, along with the Auditor's Report, within the required timeframe. Parkes Shire Council was the 10th council in New South Wales to formally submit its Audited Financial Statements and has ranked within the top ten councils for timely submission for the past four consecutive financial years.

ISSUES AND COMMENTARY

The Financial Statements comprise three components, being:

1. General Purpose Financial Statements;
2. Special Purpose Financial Statements; and
3. Special Schedules.

General Purpose Financial Statements

These Statements provide an overview of the operating result, financial position, changes in equity and cash flow movement of Council on 30 June 2025 on a consolidated basis with internal transactions between Council's General, Water and Sewerage Funds eliminated. The notes included within these reports provide details of major items of income and expenditure with comparisons to the previous financial year. The notes also highlight the cash position of Council and indicate which funds are externally restricted (i.e. may be used for a specific purpose only), and those that may be used at Council's discretion.

Special Purpose Financial Statements

These Statements are a result of the implementation of the National Competition Policy and relate to those aspects of Council's operations that are business orientated and compete with other

businesses with similar operations outside the Council. Mandatory disclosures in the Special Purpose Financial Reports are Water and Sewerage. Additional disclosure relates to Council business units that Council deems 'commercial.' In this regard, commercial business units must also be classified into the following categories:

- Category 1 – operating turnover is greater than \$2 million
- Category 2 – operating turnover is less than \$2 million

During the reporting period, Council had no other commercial business units operating. Another feature of the Special Purpose Financial Reports is to build in taxes and charges where not physically incurred into the financial results to measure the results in the sense of a level playing field with other organisations operating similar businesses, who are required to pay these additional taxes and charges.

Special Schedules

These Schedules are prepared essentially for use by the Office of Local Government (“the OLG”) and are primarily used to gather information for comparative purposes. The Schedules comprise:

- Special Schedule – Permissible Income for General Rates, which is a disclosure regarding Council’s compliance with General Rate revenue and rate pegging. It is also subject to separate external audit aside from the financial statements.
- Special Schedule – Report on Infrastructure Assets, which provides an approximate value of what funds are needed for the maintenance and renewal of Council assets in comparison to what is currently allocated in the Budget.

LEGISLATIVE AND POLICY CONTEXT

As detailed above, section 416 of the Act requires Council to prepare and have its Financial Statements audited. Section 413 also provides that Council’s Audited Financial Statements must include a General Purpose Financial Report, which must be prepared in accordance with the Act and accompanying Local Government (General) Regulation 2021 (“the Regulation”) as well as the applicable publications issued by the Australian Accounting Standards Board and the Local Government Code of Accounting Practice and Reporting.

Section 418 of the Act provides that Council must fix a date for the meeting at which it proposes to present its Audited Financial Statements, together with the Auditor’s reports, to the public, and provide public notice of that meeting.

Section 420 of the Act provides that any member of the public may make a submission with respect to Council’s audited Financial Statements. Such submissions must be made in writing and once lodged with Council, referred to the Auditor.

FINANCIAL IMPLICATIONS

Council achieved a deficit operating result before grants and contributions provided for capital purposes in 2025 of (\$3 million) compared to a surplus of \$2.07million in the previous year. This result was attributable to (\$5.61 million) within the General Fund; \$1.91 million within Sewer Fund and a \$0.7 million within the Water Fund. Council has external restrictions of \$40.47 million (2024 - \$37.33 million) and internal restrictions of \$10.09 million (2024 - \$10.04 million).

A summary of Council’s financial performance is outlined in *Table 1*, below:

Table 1: Financial Performance Summary		
Financial Performance Summary	2025 (\$'000)	2024 (\$'000)
Income Statement		
Total income from continuing operations	101,283	102,592
Total expenses from continuing operations	67,951	77,839
Operating result from continuing operations	33,332	24,753
Net operating result for the year	33,332	24,753
Net operating result before grants and contributions provided for capital purposes	(3,002)	2,069
Statement of Financial Position		
Total current assets	61,455	59,356
Total current liabilities	(23,369)	(20,409)
Total non-current assets	1,139,753	984,469
Total non-current liabilities	(19,881)	25,514
Total equity	1,157,958	997,902
Other Financial Information		
Operating performance ratio (%)	(7.08)	6.19
Own source operating revenue ratio (%)	49.61	51.96
Unrestricted current ratio (times)	2.26	3.52
Debt service cover ratio (times)	9.59	15.37
Rates and annual charges outstanding ratio (%)	11.84	10.88
Cash expense cover ratio (months)	11.71	9.32
Infrastructure renewals ratio (%)	113.41	170.27

In 2025, Council received \$36.33 million in grants and contributions provided for capital purposes (2024 – \$22.68 million). These grants supported the delivery of an extensive capital expenditure program totalling \$34.43 million (2024 – \$42.75 million).

Rates and annual charges income increased by \$1.69 million to \$30.89 million, compared with \$29.20 million in 2024. User charges and fees income decreased by \$6.4 million to \$14.20 million (2024 – \$20.6 million), primarily due to a reduction in works undertaken for Transport for NSW through the Road Maintenance Council Contract (RMCC) program.

Employee benefits and on-costs grew by \$0.56 million compared with the previous year, in line with award increases, and were partly offset by a rise in capitalised costs.

Materials and contract expenses decreased by \$9.81 million to \$23.80 million (2024 – \$33.61 million). The higher expenditure in the previous year was mainly due to additional works undertaken to repair and restore the road network following natural disasters, as well as increased RMCC activity.

Depreciation expense increased by \$1.92 million following the indexation of asset classes during the prior year. Interest and investment revenue increased by \$0.48 million in 2025, reflecting higher interest rates and a greater value of investments held by Council.

Council's total equity increased to \$1,157.96 million in 2025 (2024 – \$997.90 million). The significant increase was attributed to the revaluation of transport-related assets (roads, bridges, and footpaths), which rose by \$123.66 million, and the indexation of other infrastructure asset classes of \$3.06 million. These revaluations and asset indexation will continue to impact Council's future depreciation expense and have been factored into the Long-Term Financial Plan.

Council's liquidity position remains strong, as indicated by an unrestricted current ratio of 2.26x (2024 – 3.52x), which is above the industry benchmark of 1.5x.

Council did not draw down any new borrowings during the 2024–25 financial year. Repayments of existing loan obligations continued, with \$0.73 million repaid in principal during the year. The Debt Service Cover Ratio, which measures Council’s capacity to service debt (principal and interest) from operating revenue, was 9.59x (2024 – 15.37x), remaining well above the industry benchmark of 2.0x and indicating a manageable level of debt.

Council’s Operating Performance Ratio recorded a negative result of (7.08%), compared with 6.19% in the previous year. The decline was primarily influenced by a deficit result in the General Fund, reflecting expenditure on works for which funding was recognised in the prior year, and a reduction in the advance payment of Financial Assistance Grants, which decreased from 85% in 2024 to 50% in 2025.

Council’s Infrastructure Backlog Ratio was 2.64% (2024 – 1.79%), slightly outside the industry benchmark of less than 2%. Council continues to focus on reducing infrastructure backlogs, with ongoing asset maintenance essential to maintaining sustainable levels.

Overall, Council’s cash and investment position improved during the year, supporting a positive outlook for financial sustainability. A continued emphasis on the key themes of sustainability and performance will remain central to Council’s decision-making and long-term planning.

RISK IMPLICATIONS

Council must submit its Audited Financial Statements to the Office of Local Government by 31st October 2025 to ensure compliance with the relevant provisions of the Act.

COMMUNITY CONSULTATION

As noted above, Council is required to publicly exhibit its Audited Financial Statements and the accompanying Auditor’s Report, and to invite public submissions on those documents. The public exhibition period commenced on 11 November 2025 and concluded on 26 November 2025. No public submissions were received during this time.

13.3 INVESTMENTS AND BORROWINGS REPORT AS AT 30 NOVEMBER 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 - 30 November 2025** [↓](#)
B. PSC - Loans Register - 30 November 2025 [↓](#)

RECOMMENDATION

That Council:

1. Receive and note the Statement of Investments and Borrowings as on 30 November 2025
-

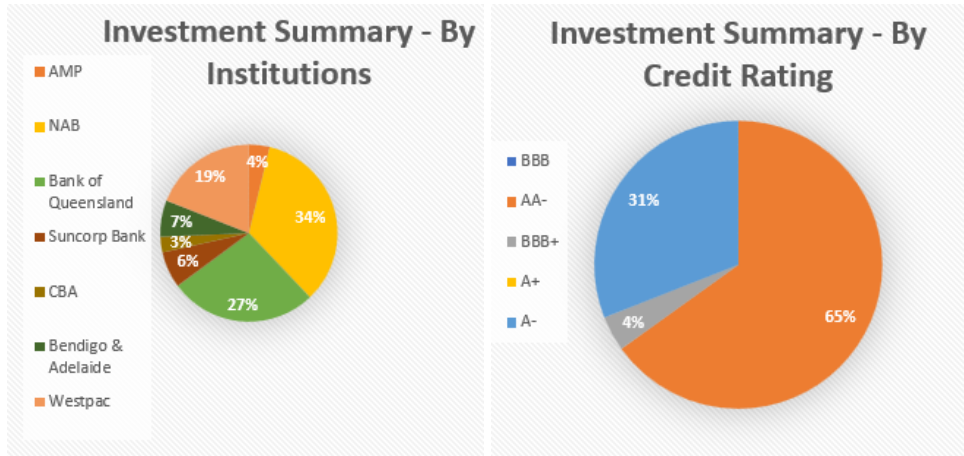
BACKGROUND

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 30 November 2025 stands at \$52,767,075 and the principal outstanding on council's borrowings at \$19,689,983. Investment holdings increased by \$1.03 million during November, largely due to higher receipts from the second instalment of rates, which fell due in late November.

On 30 November 2025, Council's investment portfolio continued to yield 4.71 per cent per annum. The strong performance of the portfolio is supported by several longer-dated deposits originally invested beyond 9–12 months, along with the ongoing contribution of the floating rate note portfolio. 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 November, 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 30 November 2025.

13.4 MONTHLY FINANCIAL REPORTS AS AT 30 NOVEMBER 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. Annexure A - PSC Directors Report November 2025** [↓](#)**RECOMMENDATION**

That Council:

1. Receive and note the year-to-date financial reports for the period up to 30 November 2025.

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 2025-26 operational budget, which programs the plan to achieve the actions, and strategic objectives set within Council's delivery plan.

ISSUES AND COMMENTARY

Council has achieved a favourable consolidated net operating result of \$3.8m at the end of November which is in line with the budget. The general fund reflected a profit of \$5.4m, the water fund reflected a loss of \$743k while the sewer fund reflected a loss of \$839k. The year-to-date income was \$3.4m more than budgeted, while the cash expenses were \$1.1m more than budgeted.

Depreciation was \$2.6m more than budget due to the road assets revaluation which was done in the 2024/25 financial year.

Annexure A provides more detailed commentary into the financial performance of the organisation for the period ending 30 November 2025 compared to the adopted budget.

LEGISLATIVE AND POLICY CONTEXT

Local Government Act (section 8B)

FINANCIAL IMPLICATIONS

The monthly financial report presented a comparison between actuals vs. budget for the period ending 30 November 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 MAJOR PROJECTS AND CURRENT WORKS - CUSTOMER, CORPORATE SERVICES & ECONOMY - DECEMBER 2025

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: Anthony McGrath, Director Customer, Corporate Services and Economy

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

Annexures: A. [DCCSE Major Projects and Current Works to December 2025](#) 

RECOMMENDATION

That Council:

1. Receive and note the status report of Major Projects within Parkes Shire Council's Customer, Corporate Services and Economy Directorate.

BACKGROUND

A monthly status report of Major Projects within Parkes Shire Council's Customer, Corporate Services and Economy 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 Customer, Corporate Services and Economy Directorate. The report outlines work that has been carried out over the past month, together with work to be done in the next month and is provided for the information of Councillors.

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

Projects listed include:

Project	Status	Comment
Parkes Elvis Festival (PEF) 2026		<i>Resources are low, recruiting for 1 new role.</i>
The Community Improvement District (CID) Pilot Program		<i>Engagement is low but project is on track</i>
Fresh Start Program – New Cadets, Apprentices and Trainees		<i>18 new positions approved, recruiting for 7 apprentices and cadet planner.</i>
CiA Live Corporate Software System Upgrade.		<i>On hold</i>

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 Operational Budget and indicated in the report.

RISK IMPLICATIONS

The Project risk status is indicated by the RAG (Red, Amber, Green) indicators as shown against each project in the report.

COMMUNITY CONSULTATION

Each project may have its own requirements for community consultation or notification in relation to the delivery of the project works.

14.2 ADOPTION OF THE CODE OF MEETING PRACTICE - 2025 UPDATE

IP&R Linkage: Pillar: Leadership
Goal: Our Local Government is open, accountable and representative.
Strategy: Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.

Author: Anthony McGrath, Director Customer, Corporate Services and Economy
Authoriser: Kent Boyd PSM, General Manager

Annexures: A. Submissions Received - Draft Code of Meeting Practice. (under separate cover) ⇨
 B. Draft Code of Meeting Practice for Adoption (under separate cover) ⇨

RECOMMENDATION

That Council:

1. Receive and note the comments received during the public exhibition period for the Draft Code of Meeting Practice, included as *Annexure A*.
2. Endorse the responses to the feedback received and the updates to the draft code as outlined in this report.
3. Adopt the Code of Meeting Practice (*Annexure B*) and place it on to Council’s web site.

BACKGROUND

At the meeting held in October 2024, Council considered the Office of Local Government ("OLG") discussion paper on the proposed changes to the Model Code of Meeting Practice ("the Model Code"), which stated that effective local government comes when councillors are visibly in control of their councils.

In August 2025, the OLG released the new model Code for review, consultation and adoption by councils. Council considered a draft Code, which was based on the model Code, at its meeting held in September 2025 and placed in on public exhibition for feedback from the community.

ISSUES AND COMMENTARY

The table below outlines the key changes and provides commentary on how those changes have been implemented in the new Code.

Meeting Practice - Key Changes	Comment
The mayor can call an extraordinary meeting without the need to obtain an additional signature from a councillor.	If not the mayor, then two councillor signatures are required to call an extraordinary meeting.
Council can resolve to deal with urgent business even though no notice has been given.	Urgent business is business that cannot wait until the next scheduled meeting. The code states that the resolution must state why it is urgent.
Pre-meeting briefing sessions that deal with an item on the agenda or will be on the agenda <i>are prohibited</i> .	Councillors can request additional information, provided it is also available to the public and there is no discussion until the meeting. Information provided before the meeting can be included as a late report or annexure to

Meeting Practice - Key Changes	Comment
	ensure it forms part of the business papers, to achieve greater transparency.
Public forums must be available and livestreamed.	Public forums are included in the current code and allowed before a council meeting. A set of rules is included at Appendix 1 in the draft code. The rules will be reviewed when further guidelines are provided by the OLG.
Council can determine the order of business for its meeting agenda.	The order of business has been changed to ensure that Notices of Motions and Questions with Notice by Councillors now appear before the Councillor Reports section. Late Business has been renamed to Urgent Business.
Ability to attend by Audio-Visual link must be available to Councillors, however, is restricted to where Councillors are unable to attend because of ill health, medical or unforeseen caring responsibilities.	The code allows attendance by Audio-visual link. The code now restricts the reasons.
A leave of absence must be requested in writing stating the reason for the absence.	Councillors must resolve whether to accept the request for a leave of absence but must be reasonable.
Councils must livestream their meetings and provide a recording of each meeting on the website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.	Current practise includes livestreaming of meetings. A link to the copy of each meeting recording will be placed on the website. Additional guidance will be issued by the OLG.
The mayor can put up a mayoral minute on any topic, without identifying a source of funding, without notice, and without needing a seconder.	Included in the code. This does not give the Mayor unilateral decision-making power. All mayoral minutes must be listed on the published agenda, debated in open council, and resolved by a majority vote, ensuring transparency and oversight.
Code now includes standards of dress, modes of address, standing when addressing the meeting and when the mayor enters the room.	A standard of dress has been included at 5.2. The requirement to stand for the mayor and when addressing a meeting is included but not mandatory.
<p>Rules of debate are simplified by removing the foreshadowing requirements. New amendments can be put forward where the previous amendment is lost, if they are not substantially the same as the previous. Amendments cannot be an unrelated or a contradiction to the motion.</p> <p>In addition, another motion can be put if the original motion is lost or lapsed.</p>	Chair has control of the meeting flow and can rule whether a new amendment is a contradiction or a new motion is repetitious or obstructive.
Council can choose to record the votes of councillors in <i>all decisions</i> . Councillors who abstain from a vote are in effect voting no.	The Code has been updated to record <i>all</i> voting in all decisions. Resolutions will show either unanimous or list councillors who voted for and those who voted against.
Council cannot rule on planning matters without first considering an officer's report. If council votes against the officer's recommendation, the reasons must be included in the resolution.	Noted and included in the code.
Council may choose to resolve multiple items of business on the agenda by way of a single resolution.	Included in the code. Council must also resolve to alter the order of business.
Council may choose to implement its own rules around how representations from members of the public can	The OLG will be issuing best practice rules for how representations are to be handled. These

Meeting Practice - Key Changes	Comment
be heard on whether any part of a meeting is to be closed to the public.	will be included in the code when available. For now, the Chair can rule whether to hear a representation on closure of part of a meeting.
The General Manager must publish confidential business papers on the website once the information is no longer considered confidential. The General must consult with the Council and any other affected persons before publishing the information.	Previously confidential items will be tracked and then brought to council for approval to be made public when the content is no longer considered confidential. Consultation with persons concerned is also required.
Council can choose whether to authorise the Chair of any council meeting to exercise the power of expulsion . There is an alternate provision to prevent the Chair from expelling councillors. In this case, councillors can only be expelled by resolution of the council.	The code currently allows the Chair to expel a councillor or any other person from a meeting.
The definition of “ acts of disorder ” has been changed under the regulation and the new code. Failure to remedy the issue can result in further expulsion until compliance.	The code lists the acts of disorder at section 15.10.
A member of the public must remain silent (unless invited to speak by the chair), must not bring flags, signs or protest symbols and must not disrupt the meeting.	The code lists these requirements at section 15.20. Failure to comply can result in expulsion from the meeting.
Failure to comply with a direction to leave a meeting is now an offence under section 660 of the Act carrying a maximum penalty of \$2,100.	The code notes the inclusion of a new offence with a penalty for both councillors and members of the public.
Council can choose whether to allow a motion to rescind a resolution at the same meeting with appropriately signed notice.	This has been included in the code. Any rescission motion lodged the same meeting or up to three (3) months after the meeting, must be signed by three (3) councillors. After three (3) months, it can be notice of motion.
Council can choose to limit the time a notice of motion to alter or rescind a resolution relating to a development application . The draft code says it must be received by the General Manager within 1 day after the meeting it was adopted.	This has been included in the code as 1 day.
Council can choose whether to allow a resolution to correct an error in the same meeting.	This was included in the code.
Council can choose to nominate a time limit for its meetings.	The code has been changed to be from 3pm to 7pm. The council can resolve to amend these times.

The code has been updated with these changes as outlined in the above table and included as *Annexure B*. It must be adopted on or before 31 December 2025 and be in use from 1 January 2026.

LEGISLATIVE AND POLICY CONTEXT

The Code facilitates the effective, open and orderly conduct of meetings of the Parkes Shire Council (“Council”). It ensures clarity of process and seeks to align with Council meeting procedures with community expectations of open and transparent government, whilst complying with legislative requirements. The Code has been prepared in accordance with the Local Government Act 1993 (“the Act”) and the Local Government (General) Regulation 2021 (“the Regulation”) and incorporates all mandatory provisions of the Model Code of Meeting Practice for Local Councils in NSW 2025 (“the Model Code”).

Parkes Shire Council has previously adopted a Code of Meeting Practice based on the old model code as developed by the OLG, which will remain in effect until replaced by the new Code.

Council was required to publicly exhibit the draft Code and receive comments for 42 days before a final report considers the feedback before Council adopts the new Code, which must be completed by 31 December 2025. The new Code must come into effect from 1 January 2026.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

The adoption of the Code of Meeting Practice (2025) supports Council's commitment to good governance, transparency, and compliance with legislative obligations under the *Local Government Act 1993* and *Local Government (General) Regulation 2021*. The Code helps control the following key risks:

Legislative and Compliance Risk

- Ensures meetings are conducted in accordance with statutory requirements.
- Reduces exposure to procedural challenges or breaches of the Act.

Transparency and Accountability Risk

- Mandates livestreaming and recording of meetings (effective 1 January 2026).
- Enhances public access to decision-making processes, promoting trust.

Conduct and Behavioural Risk

- Establishes clear expectations for councillor conduct during meetings.
- Minimises disruptions, disorderly behaviour, and conflicts of interest.

Reputational Risk

- Promotes ethical and professional standards in public forums.
- Reduces the likelihood of reputational damage due to poor meeting practices.

Operational Risk

- Provides consistent procedures for agenda setting, debate, voting, and public participation.
- Improves meeting efficiency and decision-making clarity.

Risk of Inconsistent Practices

- Aligns Council's practices with statewide standards while allowing local customisation.
- Reduces confusion and ensures fairness across councils.

COMMUNITY CONSULTATION

The draft Code was public exhibited for 28 days and comments were allowed for up to 42 days after the start of the public exhibition period, which was from 19 September 2025 to 3 November 2025. During the exhibition period council received feedback from four (4) persons, who provided twelve (12) items of feedback, as detailed in the following table. Their original correspondence is included at *Annexure A*.

Feedback	Feedback Received	Proposed Response
Jeromie Fitzpatrick	Poor sound on livestream of meetings.	Staff are aware of several issues relating to the livestreaming of its meetings. These include Councillors attending by Teams not being heard on

Feedback	Feedback Received	Proposed Response
		<p>online, the overall online sound level is not loud enough, and the levels of the microphones for Councillors and the Mayor are inconsistent. At the October meeting, the Mayor's microphone was clipping and the video feed to YouTube froze.</p> <p>There have been some changes made and there should now be a noticeable improvement in the quality of the livestream.</p>
	<p>Council is far too willing and quick to move motions into a confidential meeting.</p>	<p>Section 14 covers the closure of meetings to the public. Clause 14.9 allows for representations to be made from members of the public to, or at a meeting, on whether an item should be closed to the public. If there are no representations from the public, then Council can resolve into a confidential meeting. It appears to be a quick process when viewing online however, items considered confidential have been identified and published in the agenda, including a reason why it's considered confidential.</p>
	<p>Councillors are not to be distracted by personal devices during meetings and to pay full attention.</p>	<p>Clause 15.26 states that Councillors, Council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the Council and committees of the Council.</p> <p>Councillors may use an iPad or laptop during the meeting. This is because they receive their business papers via an online app and use their device to read and annotate them prior to the meeting and to follow the agenda during the meeting.</p>
	<p>Of all motions passed and seconded, an overwhelming majority of them are done by the deputy mayor.</p>	<p>Clause 10.1 states that motions cannot be debated unless they have been seconded by another Councillor. <i>Any councillor</i> can either move or second a motion or propose a new motion to be debated. All councillors are encouraged to participate in this process to ensure the business of the council flows without unnecessary delay.</p>
	<p>The right to protest in a democratic society like Australia cannot be quelled and if it is peaceful and not directly disruptive to the meeting proceedings than it cannot be disallowed. Council treads a very fine line here.</p>	<p>Council welcomes members of the public who choose to attend its open meetings in person. Clause 15.20 states that members of the public must remain silent (unless invited to speak by the Chair); must not bring flags, signs or protest symbols to a meeting; and must not disrupt the meeting. It is important that Council can conduct its meeting without interruption. In addition, section 4 provides a Public Forum before the meeting starts where the community can speak to Council on any matter on the agenda.</p>
<p>Darrin Gibson</p>	<p>Concern that a mayoral minute can be allowed with no funding transparency.</p>	<p>Clauses 3.17 and 9.7-9.9 about Mayoral Minutes reflects long-standing practice and recognises the Mayor's statutory leadership role under section 226 of the Local Government Act 1993, which includes leading policy development and implementation.</p> <p>The intent is to improve efficiency by enabling the Mayor to raise urgent or significant issues without procedural delays. Importantly, this does not give the Mayor unilateral decision-making power. All mayoral minutes must be listed on the published agenda, debated in open council, and resolved by a majority vote, ensuring transparency and oversight.</p>

Feedback	Feedback Received	Proposed Response
Karryn Keed	Respectfully request that our people be formally recognised and included in all matters of consultation that affect our Country and communities.	Council agrees that it is important that it considers the cultural impact that its decisions can have. The Order of Business includes an item for an Acknowledgement of Country at the start of each meeting. Each report to the council includes a section on the consultation that was undertaken and considered when the report was compiled. Council and developers are also required by law to consult and consider cultural aspects relating to masterplans or developments.
Elizabeth Tanswell	Supports the prohibition on pre-meeting briefings.	Noted. Clause 3.31 is a mandatory provision, which clearly states that briefing sessions must not be held for business listed on the agenda.
	Supports public forums of the livestreaming of meetings however the sound and video quality is inadequate and in need of upgrading.	Staff are aware of several issues relating to the livestreaming of its meetings. These include Councillors attending by Teams not being heard on online, the overall online sound level is not loud enough, and the levels of the microphones for Councillors and the Mayor are inconsistent. At the October meeting, the Mayor's microphone was clipping and the video feed to YouTube froze. There have been some changes made and there should now be a noticeable improvement in the quality of the livestream.
	The changes appear to expand on what the Mayor can do without a seconder or oversight. Needs clearer explanation and justification.	Sections 3.17 and 9.7-9.9 about Mayoral Minutes reflects long-standing practice and recognises the Mayor's statutory leadership role under section 226 of the Local Government Act 1993, which includes leading policy development and implementation. The intent is to improve efficiency by enabling the Mayor to raise urgent or significant issues without procedural delays. Importantly, this does not give the Mayor unilateral decision-making power. All mayoral minutes must be listed on the published agenda, debated in open council, and resolved by a majority vote, ensuring transparency and oversight.
	Believes it is important that all votes are recorded. Showing how each councillor voted and how their positions may have changed over time provides context and helps the public understand decision making patterns.	Council can choose whether to always list how councillors voted on a motion in the minutes or simply show that each motion was carried or lost. Council has decided to use clause 11.11 which states all voting must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment (including the use of the casting vote).
	Transparency must remain the priority. Council meetings are one of the few visible processes where ratepayers can see how decisions affecting their Community are made. Ratepayers deserve to see that their money is being spent effectively and that Council's processes are fair transparent and accountable.	Council agrees. The overriding meeting principles of the Code listed at section 2 are that meetings should be transparent, as well as informed, inclusive, principled, trusted, respectful, effective and orderly. The prohibition of premeeting briefings will ensure that all the information used by Councillors in their decision making is available and discussed in an open meeting.

Feedback	Feedback Received	Proposed Response
Name Withheld on Request	<p>I oppose the Draft Code of Meeting Practice provisions for councillor elected Mayor and Deputy Mayor via public or private vote. The election of the Mayor and Deputy Mayor should be determined by popular vote of the electors, not by the councillors themselves. Entrusting this decision to councillors rather than the public creates significant risks of corruption, coercion, harassment, and undue influence, undermining both democratic legitimacy and the integrity of local government.</p>	<p>The Code does not deal with the election of a Mayor or Deputy Mayor, only the election of a chairperson for a meeting where both are away.</p> <p>In response to your concerns about a councillor elected mayor, note that all the Councillors are elected to their positions by the public. Therefore, the public choose who they entrust to make decisions on their behalf, including the decision of who will be mayor.</p> <p>The election of Mayor, whether by a popular election or from within the elected councillors, is a democratic process conducted in an open and transparent setting where the one who receives the most votes is declared the winner.</p> <p>Local Government Act outlines two methods for electing a Mayor, either by popular election or by councillor election. The election of Deputy Mayor <i>is always by councillor election</i>.</p> <p>Parkes Shire Council has always had a councillor elected mayor. The process to change to a popular election for Mayor requires council to decide to hold a constitutional referendum. The referendum can be held at a local government election or a specially convened poll. If a majority of electors support the change, then it is implemented in the next ordinary election cycle. Therefore, the council would need to decide to change prior to the next election, which will be held in September 2028.</p>

14.3 ADOPTION OF COUNCIL POLICIES - CONFLICT OF INTEREST POLICY AND PRIVACY MANAGEMENT PLAN**IP&R Linkage:** Pillar: Leadership**Goal:** Our Local Government is contemporary, effective and efficient.**Strategy:** Ensure compliance with statutory requirements and ensure 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. Council Policy - Conflict of Interest [↓](#)
B. Council Policy - Privacy Management Plan [↓](#)

RECOMMENDATION

That Council:

1. Adopt the Conflict of Interest and Privacy Management Plan included as *Annexure A* and *B* to this report.
 2. Publish the adopted policies 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:

- Council Policy – Conflict of Interest (*Annexure A*)
- Council Policy – Privacy Management Plan (*Annexure B*)

ISSUES AND COMMENTARY

The method of development and amendments for consideration of the Council Policies appended at *Annexure A* and *B* are described below.

Conflict of Interest Policy (Annexure A)

The attached Conflict of Interest Policy has been developed following advice from the Audit Office to ensure Councillors and staff identify and declare conflicts of interest at least annually. Other policies, such as the Procurement Policy, the Conflict of Interest Policy for Development Applications, and Other Employment Policy address more specific situations, while this policy ensures staff can declare conflicts at any time, how they are reviewed and that they are required in one central register.

Privacy Management Plan (Annexure B)

The attached Privacy Management Plan has undergone major updates to section 7 to incorporate IPC feedback and ensure clearer instructions. Position names and titles have also been updated during this review.

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 include:

- State Records Act 1998
- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998
- Health Records and Information Privacy Act 2002
- Privacy Code of Practice for Local Government Information (Public Access) Act 2009
- Environmental Planning and Assessment Act 1979 (NSW)
- Environmental Planning and Assessment Regulation 2021 & Environmental Planning and Assessment (Conflict of Interest) Regulation 2022

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

Adoption and adherence to the attached reviewed policy ensures Council is compliant with Acts and Regulations.

Failure to adopt and adhere to the attached policy could result in serious consequences, including increased risk of injury or harm to staff and the community, disruption to business operations, damage to Council's reputation, and breaches of WHS legislation that may lead to regulatory penalties or disciplinary action.

COMMUNITY CONSULTATION

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

14.4 SCHEDULE OF ORDINARY COUNCIL MEETINGS, WORKSHOPS AND COMMUNITY ENGAGEMENT SESSIONS FOR 2026**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:** Toni Lennane, Executive and Councillor Support Coordinator**Authoriser:** Anthony McGrath, Director Customer, Corporate Services and Economy**Annexures:** Nil

RECOMMENDATION

That Council:

1. Adopt the draft Schedule of Ordinary Meetings for 2026, pursuant to section 365 of the *Local Government Act 1993* and clause 3.1 of the Code of Meeting Practice.
 2. Note that the General Manager will provide public notice of the time, date and location of each scheduled Ordinary Meeting to be held in 2026, pursuant to section 9 of the *Local Government Act 1993* and clause 3.4 of the Code of Meeting Practice.
-

BACKGROUND

Section 365 of the *Local Government Act 1993* ("the Act") requires Council to meet at least 10 times each year, each time in a different month. Clause 3.1 of the Model Code of Meeting Practice ("Meeting Code") provides that Council shall, by resolution, set the frequency, time, date and place of its Ordinary Meetings.

Section 9 of the Act and clause 3.4 of the Meeting Code requires Council to give public notice of the times and places of its meetings. Clause 3.5 provides that the notice must be published on Council's website, and in such other manner that Council is satisfied is likely to bring notice of the meetings to the attention of as many people as possible.

ISSUES AND COMMENTARY

Under the *Local Government Act 1993* ("the Act") and Code of Meeting Practice, Parkes Shire Council ("Council") must set, by resolution, the frequency, time, date and place of its Ordinary Meeting for the forthcoming 2026 calendar year. This report recommends that Council formally endorse the proposed 2026 Schedule of Ordinary Meetings.

Ordinary Meetings Schedule

The Table 1 below shows the draft Schedule of Ordinary Meetings for 2026 ("the Schedule"). It lists the dates, times and locations of the 12 Ordinary Meetings proposed to be held in 2026.

Table 1: Schedule of Ordinary Council Meetings			
Month	Date	Time	Location
January	Tuesday, 20th January	3:00pm	Council Chambers 2 Cecile Street, Parkes
February	Tuesday, 17th February	3:00pm	Council Chambers 2 Cecile Street, Parkes
March	Tuesday, 17th March	3:00pm	Council Chambers 2 Cecile Street, Parkes
April	Tuesday, 21st April	3:00pm	Council Chambers 2 Cecile Street, Parkes
May	Tuesday, 19th May	3:00pm	Council Chambers 2 Cecile Street, Parkes
June	Tuesday, 16th June	3:00pm	Council Chambers 2 Cecile Street, Parkes
July	Tuesday, 21st July	3:00pm	Council Chambers 2 Cecile Street, Parkes
August	Tuesday, 18th August	3:00pm	Council Chambers 2 Cecile Street, Parkes
September	Tuesday, 15th September	3:00pm	Council Chambers 2 Cecile Street, Parkes
October	Tuesday, 20th October	3:00pm	Council Chambers 2 Cecile Street, Parkes
November	Tuesday, 17th November	3:00pm	Council Chambers 2 Cecile Street, Parkes
December	Tuesday, 15th December	3:00pm	Council Chambers 2 Cecile Street, Parkes

All meetings are proposed to commence at 3:00 pm.

As noted above, Council is required to give notice of the dates, times and locations of its Ordinary Meetings. Consistent with this requirement, the Schedule will be published to Council's website at www.parkes.nsw.gov.au following adoption of this report.

Community Engagement Meetings

Council will conduct the Community Engagement meetings, in association with the respective Consultative Committees (CCC) at the selected Villages, continuing a rotational basis, with the opportunity for residents to attend these meetings. Given that meetings were held at Trundle and Tullamore in 2025, the meetings will be held in Peak Hill and Bogan Gate in 2026.

Councillor Workshops

In accord with the Code of Meeting practice, there will not be any pre-meeting briefing sessions

held on upcoming items in the business paper. However, Councillor training sessions, seminars, knowledge transfer or other professional development activities may be held from time to time in the 2026 calendar year. Generally, these will occur on the first Tuesday of the month. As they are not decision-making forums, there is no requirement for the dates, times and locations of Councillor Workshops to be set by Council resolution or advertised on the website.

Advisory Committees

Where possible, committee meetings involving Councillors will be held on either the first or third Tuesday of the month to coincide with the scheduled council meeting days or other workshop days.

LEGISLATIVE AND POLICY CONTEXT

Council meetings serve as the formal decision-making forum of Council's governing body. All decisions and resolutions of Council must be made at a Council meeting, in accordance with the requirements of the Act and Meeting Code.

As detailed above, section 365 of the Act provides that Council must meet at least 10 times each year, each time in a different month. Council may, however, hold additional Ordinary Meetings, or Extraordinary Meetings, if and as required.

Section 367 of the Act provides that Council's General Manager must send to each Councillor, at least three days prior to each meeting, a notice specifying the time and location of the meeting as well as an agenda detailing the business proposed to be transacted at that meeting. A notice and agenda, including all business papers, may be given to Councillors in electronic form.

Additional requirements are imposed under Council's Code of Meeting Practice, which incorporates all mandatory provisions of the *Model Code of Meeting Practice for Local Councils in NSW*. As noted, the Meeting Code requires Council to set, by resolution, the dates, times and locations of its Ordinary Meetings and provide public notice of its Ordinary Meetings.

FINANCIAL IMPLICATIONS

Council has provided a budget in its Operational Plan to meet the costs associated with the Council's meetings, workshops and other community engagement activities.

RISK IMPLICATIONS

As detailed above, Council is required to determine, by resolution, the dates, times and locations of its Ordinary Meetings. Endorsement of the draft Schedule will ensure Council meets its statutory requirement to set the frequency of its Ordinary Meetings.

COMMUNITY CONSULTATION

The General Manager will provide public notice of the time, date and location of each scheduled Ordinary Meeting to be held in 2026, pursuant to section 9 of the *Local Government Act 1993* and Clause 3.4 of the Model Code of Meeting Practice.

14.5 DRAFT PARKES CBD VIBRANCY STRATEGY 2026**IP&R Linkage:** **Pillar:** Economy**Goal:** Our Shire is an attractive destination to live, work, visit and invest.**Strategy:** Support local agriculture, tourism, and retail sectors by promoting diversification, value-adding and capacity building.**Author:** **Hamish Ritchie, Economic Development Specialist****Authoriser:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Annexures:** **A. Draft CBD Vibrancy Strategy 2026 (under separate cover) [⇒](#)****RECOMMENDATION**

That Council:

1. Endorse the draft CBD Vibrancy Strategy 2026 attached at Annexure A
2. Place the draft CBD Vibrancy Strategy 2026 on display for public feedback for **at least 28 days**, with allowance for the Christmas/New Year period and the Parkes Elvis Festival, concluding at the end of January 2026.
3. Receive a report back to a future meeting to consider any submissions received before final adoption of the CBD Vibrancy Strategy 2026.

BACKGROUND

The CBD Vibrancy Strategy 2026 has been developed to ensure Parkes' central business district becomes a destination where people want to go and spend time, both locals and visitors. A vibrant CBD will deliver significant benefits, including increased tourism revenue, longer dwell times for locals, stronger business performance, and enhanced community pride. It also creates a compelling reason for people and businesses to relocate to Parkes, supporting population and economic growth.

The process to date has been extensive. Council and its consultants have undertaken diverse engagement activities to capture a broad range of community views. These insights were distilled by urban planning professionals into a comprehensive strategy that includes an overarching vision, key pillars, components within those pillars, and practical initiatives for implementation. The draft was reviewed by the Economic, Destination and Events Advisory Committee, and feedback was incorporated prior to preparing this document for exhibition.

While the Strategy supports economic development outcomes, its primary purpose is to create a vibrant, inclusive, and attractive place for the Parkes community. It is about fostering pride, connection, and enjoyment in our main street which will result in increased economic and business prosperity.

ISSUES AND COMMENTARY

The draft CBD Vibrancy Strategy 2026 is a high-level framework that sets the direction for increasing CBD vibrancy over the next decade. It outlines:

- Community aspirations gathered through engagement.
- A vision for the future of Parkes CBD.
- Strategic pillars and pathways to achieve that vision.
- Next steps for implementation through future Operational Plans.

Public exhibition is critical because the CBD belongs to the community. While the draft reflects public input and professional planning expertise, Council seeks confirmation that the proposed direction aligns with community expectations. Exhibition provides an opportunity for feedback before the Strategy is finalised.

LEGISLATIVE AND POLICY CONTEXT

There are no specific legislative requirements for a CBD Vibrancy Strategy; however, exhibition is consistent with best practice under the Integrated Planning and Reporting framework and Council's commitment to transparency and community engagement.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report. Financial costs will be determined when specific initiatives are prioritised and implemented through future Operational Plans and budgets. The CBD Vibrancy Strategy was funded through the NSW Government's Community Improvement District Pilot Program grant.

RISK IMPLICATIONS

Not progressing the CBD Vibrancy Strategy risks fragmented activation, missed funding opportunities, and reduced business confidence. It may also result in diminished community engagement and enjoyment of the CBD, leaving Parkes behind other regional centres where vibrant main streets are seen as essential to liveability and economic growth.

COMMUNITY CONSULTATION

Council and its consultants have undertaken diverse engagement activities to capture a broad range of community views for the development of the draft Strategy. This community engagement took place during the winter and spring of 2025 and included a series of public workshops, targeted workshops, a survey, stakeholder interviews and a feedback loop. In total, this amounted to more than 650 unique inputs, providing the community's perspective on existing challenges and qualities in the Parkes CBD, as well as aspiration for further development.

The draft Strategy will be placed on public exhibition for at least 28 days, extended to the end of January 2026 to account for the Christmas/New Year period and the Parkes Elvis Festival. The exhibition will be promoted via Council's website and social media channels. Hard copies will be available at the Council Administration Centre and Shire libraries. Public submissions will be invited during this period before being reported back to a future Council meeting.

14.6 ADOPTION OF INTERNAL COMMITTEE DELEGATES

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: **Veronica Shaw, Manager Governance, Risk and Corporate Performance**

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

Annexures: **A. Committee Framework Annexure A: Internal Committee Details** [↓](#)

RECOMMENDATION

That Council:

1. Adopt the Internal Committee delegates and amendments in the Internal Committee Details document attached at Annexure A.
2. Communicate the Internal Committee changes to relevant parties.
3. Advertise to seek community representatives for appointment to the various advisory committees as required.

BACKGROUND

The Local Government Act 1993 ("the Act") provides that Parkes Shire Council ("Council") may establish committees to inform its strategy-setting and decision-making processes and provide a mechanism for community involvement in the provision of Council facilities and services.

Council traditionally reviews the appointment of Councillors to its Internal and External committees annually with the Committee Framework Policy reviewed each council term or as required by legislative or Council changes.

As noted above, the Act provides that Council may establish committees to support its decision-making processes and involve community members in the management of Council facilities and provision of Council services. Committees operated by Council can broadly be grouped into the four (4) following categories:

Committee	Purpose
Standing	Established under Clause 20 of the Model Code of Meeting Practice, comprising the Mayor and Councillors, for a specific purpose. Such committees are comprised entirely of Councillors.
Statutory	Established to achieve compliance with Council's legislative obligations under an Act of Parliament (e.g., Audit, Risk and Improvement Committee; Local Traffic Committee). Such committees may comprise Councillors, as well as community representatives and other stakeholders, depending on the applicable legislation.
Advisory	Established to provide specialist advice to Council with respect to opportunities and challenges pertaining to a certain issue or oversee the implementation of a strategy or major plan of Council. Such committees may include community representatives, Councillors and/or members of Council staff.

Section 355	Established under section 355 of the Act to exercise a function of the Council (e.g., management of a Council facility or service). Such committees may include community representatives, Councillors and/or members of Council staff.
-------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Parkes Shire Council's Code of Meeting Practice provides that Council may appoint or elect Committees as it considers necessary with Council reviewing all appointments annually.

Council must specify the functions of each of its committees when the Committee is appointed or elected but may from time to time amend those functions.

Committees are an important part of community engagement and in executing a Councillors' responsibility.

ISSUES AND COMMENTARY

In light of the recent adoption of the new Model Code of Meeting Practice, Council has undertaken a comprehensive review of its internal committees to ensure alignment with the updated requirements for advisory committees. This review has not only confirmed compliance but also provided an opportunity to refresh committee membership and update scheduled meeting dates. These changes aim to enhance transparency, improve governance, and ensure Councillors have clear and current information for reference moving forward.

The External Committee Delegates were reviewed and updated at September's Ordinary Council Meeting.

LEGISLATIVE AND POLICY CONTEXT

[Local Government Act 1993, Section 355](#)

[Model code of meeting practice for local councils in NSW](#)

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

Endorsement of the Committee Structure and appointment of Councillor Committee members, as recommended, ensures compliance with legislative requirements under section 355 of the Act.

COMMUNITY CONSULTATION

There are no community consultation requirements for Council associated with this report. However, committees are an important way of consulting with the community and fostering participation in Council activities. The Act provides that Council may establish committees to support its decision-making processes and involve community members in the management of Council facilities and provision of Council services.

14.7 REQUEST TO USE COOKAMIDGERA TOWN IMPROVEMENT RESERVE TO REIMBURSE ELECTRICITY COSTS AT THE COOKAMIDGERA HALL**IP&R Linkage:** Pillar: Leadership**Goal:** Our Local Government is open, accountable and representative.**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.**Author:** Anthony McGrath, Director Customer, Corporate Services and Economy**Authoriser:** Kent Boyd PSM, General Manager**Annexures:** Nil**RECOMMENDATION**

That Council:

1. Allocate \$191.79 from the Cookamidgera Town Improvement Reserve to reimburse the Cookamidgera Hall Committee for the cost of electricity to the Hall for the period from August to November 2025.

BACKGROUND

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

ISSUES AND COMMENTARY

Council has received an email request from the Cookamidgera Community Hall Committee representative Mr Robert Haddin requesting that Council allocate funds from the Cookamidgera Town Improvement Fund ("TIF") Reserve to reimburse the cost of electricity supplied to the hall for the period from August to November 2025.

LEGISLATIVE AND POLICY CONTEXT

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

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

This project was not specifically listed in the Operational Plan and Budget for completion this financial year, however the project is listed as possible future works (unfunded) in the Operational Plan.

FINANCIAL IMPLICATIONS

The Cookamidgera TIF had an uncommitted balance of \$ \$14,814.51 at the end of November 2025 and can support the allocation of \$191.79 from the reserve.

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

The Cookamidgera Community Memorial Hall Committee is recognised by Council as the peak consultative body for the Cookamidgera community and surrounding areas. The Committee has formally written to Council requesting the allocation of funds from the TIF reserve towards the cost of electricity/

14.8 REQUEST TO USE BOGAN GATE TOWN IMPROVEMENT RESERVE TO SUPPORT A GRANT FOR A TOILET BLOCK IN BURRAWANG PARK**IP&R Linkage:** Pillar: Leadership**Goal:** Our Local Government is open, accountable and representative.**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.**Author:** Anthony McGrath, Director Customer, Corporate Services and Economy**Authoriser:** Kent Boyd PSM, General Manager**Annexures:** A. [Email from Bogan Gate Community Memorial Hall Committee.](#) [↓](#)**RECOMMENDATION**

That Council:

1. Set aside \$60,000 in the Bogan Gate Town Improvement Fund Reserve to support a grant to install a toilet block in Burrawang Park.
2. Note that the 2026-2027 TIF budget allocation will also be fully committed to meet the short fall in the 2025-2026 balance should the grant be successful.

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 Fund ("TIF") Allocations, however, the final decision concerning the expenditure of the funds remains with Council.

At its meeting held on 18 November 2025 Council approved the allocation of \$20,000 from the Bogan Gate Town Improvement Reserve to support a grant application to install a public toilet in Burrawang Park.

Unfortunately, under the Club Grants program, the applicant must be responsible for the ongoing maintenance of the proposed facility, which precludes the Bogan Gate Community Memorial Hall ("CCC") from applying for the grant.

ISSUES AND COMMENTARY

Council can apply for the grant instead, as it will be responsible for the facility, however the grant guidelines only allow a council to apply for up to 50% of the total project value. The additional 50% must be funded from Council's budget. This means that the allocation from the Bogan Gate TIF reserve will need to be increased to \$60k.

In his email to Council, included as Annexure A, Chair Mr Ron Umbers confirmed that the CCC are prepared to commit up to 50% of the project cost from their Bogan Gate Town Improvement Fund reserve. He also raised a concern that the existing contributions towards the Hall insurance and general town maintenance would need to be maintained.

LEGISLATIVE AND POLICY CONTEXT

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

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

This project was not specifically listed in the Operational Plan and Budget for completion this financial year, however the project is listed as possible future works (unfunded) in the Operational Plan.

FINANCIAL IMPLICATIONS

The Bogan Gate TIF had an uncommitted balance of \$45,146.83 at the end of November 2025. The allocation would fully commit the remaining funds. In addition, the allocation from the 2026-2027 budget would also need to be committed to make up the short fall. It is likely that the project will be delivered during the 2026-2027 financial year anyway when the full TIF allocation would be available, provided that the grant was successful.

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

The Bogan Gate Community Memorial Hall Inc. Committee is recognised by Council as the peak consultative body for the Bogan Gate community and surrounding areas. The Committee has met and agreed to formally request the allocation of funding from the Bogan Gate TIF. The Chair, Mr Ron Umbers has also been consulted on the full commitment of funding from this financial year and next to support the project.

14.9 COUNCIL SERVICE PROVISION - CHRISTMAS NEW YEAR CLOSURES 2025-2026**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:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Authoriser:** **Kent Boyd PSM, General Manager****Annexures:** **A. Christmas - New Year Closures and Operating Arrangements 2025 - 2026** [↓](#)

RECOMMENDATION

That Council:

1. Note the Christmas-New Year closedown arrangements in place for Council's Services and Facilities, as detailed in this report.

BACKGROUND

The Public Holidays Act 2010 establishes the following public holidays within New South Wales:

- **Christmas Day:** Thursday 25 December 2025
- **Boxing Day:** Friday 26 December 2025
- **New Years Day:** Thursday 1 January 2026

ISSUES AND COMMENTARY

In addition to the gazetted public holidays, non-essential staff will be required to take annual leave or concessional leave at various times between Friday 19 December 2025 to Friday 2 January 2026.

Further details of the shutdown period are as follows:

1. Thursday, 18 December 2025 - Council shutdown – 2:45pm to 5pm to allow for the all-staff ACE Meeting
 - a. ACE Meeting (End of Year Recognition Awards) - Mandatory - 3pm to 4pm
 - b. End of Year Christmas celebration - Optional - 4pm to 8pm
2. Christmas shutdown period:
 - a. Outdoor Staff (non-event) - Friday, 19/12/2025 to Friday, 2/01/2026, however most operational staff also have an accrued day off on Monday 5/1/2026. This period includes up to eight (8) days annual leave.
 - b. Operational Staff (Elvis Festival setup) - Friday, 29/12/2025 to Thursday 1/01/2026.
 - c. Indoor Staff - Monday, 22/12/2025 to Friday, 2/01/2026 - which includes three (3) days annual leave and three (3) days concessional leave. Noting that some employees may have a rostered day off during this period as well.

Operating hours for various facilities and services over the holiday period are included in *Annexure A* and are as follows:

- **Customer Service Centre**
Closed from 2:45pm on Thursday 18 December 2026 for an all-council employees meeting. Then closed from 5pm Friday 19 December 2026 and reopen on Monday 5 January 2026.
- **Parkes Shire Library**
Closed from 2:30pm on Thursday 18 December 2025 for an all-council employees meeting. Closed from 5:30pm on Friday 19 December 2025 and reopen on Monday 5 January 2026.
- **Peak Hill Library**
Closed from 2:00pm on Thursday 18 December and reopen on Tuesday 6 January 2026.
- **Trundle and Tullamore Libraries**
Will continue their 24-hour service through the Christmas-New Year period.
- **Central West Family Day Care**
Will maintain normal operating hours, closing only Thursday 25 December 2025 (Christmas Day), Friday 26 December 2025 (Boxing Day) and Thursday 1 January 2026 (New Year's Day).
- **Bangala-la Preschool**
Closes from Friday 19th December 2025, with commencement of Term 1 on Monday 2nd February 2026.
- **Parkes Visitor Information Centre and Henry Parkes Centre**
Will maintain normal operating hours, closing only Thursday 25 December 2025 (Christmas Day) and Thursday 1 January 2026 (New Years Day).
- **Parkes Aquatic Centre and Peak Hill, Trundle and Tullamore Public Swimming Pools**
Will maintain their respective operating hours as outlined at each location but will be Closed on Thursday 25 December 2025 (Christmas Day) and Friday 26 December 2025 (Boxing Day).
- **Parkes Waste Disposal Facility**
Will maintain existing opening times, closing only Thursday 25 December 2025 (Christmas Day), Friday 26 December 2025 (Boxing Day) and Thursday 1 January 2026 (New Year's Day).
- **Peak Hill Waste Transfer Station**
Will maintain existing opening times, closing only Thursday 25 December 2025 (Christmas Day) and Thursday 1 January 2026 (New Year's Day).
- **Domestic Waste and Recycling Collection**
Will continue as scheduled; residents must ensure that their bins are out for collection the night before their scheduled pickup day due to an earlier collection time.
 - In Parkes, Peak Hill and Trundle it will be RED and GREEN bin collection at Christmas.
 - In Bogan Gate and Tullamore it will be YELLOW and GREEN bin collection at Christmas.

During the Christmas closure period, the telephone number for Council's Customer Service Centre (02 6861 2333) is diverted to the After-Hours Call Centre (1800 648 585). The After-Hours Call Centre has a list of emergency contacts, ensuring that any emergencies and urgent enquiries are promptly referred to the appropriate Council Officer for actioning, if and as required. Standard enquiries received during the closure period will be logged for action upon Council's Customer Service Centre resuming operations in the New Year.

While Council's Works Depot will close from Friday 19 December 2025, it is noted that a skeleton crew and on-call arrangements are scheduled to enable continuity of essential services over the closure period, and to ensure any urgent matters that may arise can be addressed.

LEGISLATIVE AND POLICY CONTEXT

Section 4 of the NSW Public Holidays Act 2010 establishes Christmas Day, Boxing Day, and New Year's Day as public holidays within NSW. The Act provides that where such holidays fall on a

Saturday or Sunday; an additional public holiday is to fall on the following Monday or Tuesday, respectively.

Council can direct staff to take annual leave during a close-down period under the leave provisions of the NSW Local Government Award (Sec. 23D (vii)) provided that four weeks' notice is provided to staff. Council must also consider arrangements for staff who may not have enough leave available.

FINANCIAL IMPLICATIONS

Some essential services staff will be required to work during this closure period as outlined in the report. The additional salaries and wages are included in Council's annual Operating Plan.

RISK IMPLICATIONS

Appropriate steps have been taken to ensure essential services remain available to the community and over the Christmas period and to mitigate the risk associated with service delivery interruptions.

COMMUNITY CONSULTATION

Information regarding the changes to Council's services will be provided to the community through various media channels.

15 REPORTS OF THE DIRECTOR INFRASTRUCTURE AND SUSTAINABILITY**15.1 MAJOR PROJECTS AND CURRENT WORKS - INFRASTRUCTURE AND SUSTAINABILITY - DECEMBER 2025**

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: Kristine Thacker, Business Support Officer

Authoriser: Andrew Francis, Director Infrastructure and Sustainability

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

RECOMMENDATION

That Council:

1. Receive and note the Infrastructure and Sustainability Major Projects and Current Works Report for November 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 2025/2026 Operational Budget.

RISK IMPLICATIONS

The Project risk status is indicated by the RAG (Red, Amber, Green) indicators as shown against each project in the report.

COMMUNITY CONSULTATION

Each project may have its own requirements for community consultation or notification in relation to the delivery of the project works.

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.

15.2 ADOPTION OF TRUNDLE FLOOD MITIGATION FEASIBILITY STUDY**IP&R Linkage:** **Pillar:** Environment**Goal:** Our built environment is functional, sustainable and meets the needs of our growing community.**Strategy:** Improve our existing stormwater management systems with measures to reduce the impact of intense rainfall events.**Author:** **Kylie Trueber, Projects and Emergency Management Officer****Authoriser:** **Andrew Francis, Director Infrastructure and Sustainability****Annexures:** **A. Final Report - Trundle Flood Study Mitigation Feasibility Study (under separate cover) [⇒](#)**

RECOMMENDATION

That Council:

1. Adopt the Trundle Flood Feasibility Study and place it on Council's website.
-

BACKGROUND

This Trundle Flood Mitigation Feasibility Study has been prepared for Parkes Shire Council. Following on from the recommendations made in the Floodplain Risk Management Study and Plan (FRMSP) for Trundle (Jacobs, 2017) and adopted by Council, this Feasibility Study seeks to provide further review, design and implementation considerations for the two options requiring the most capital investment:

- Measure 5: Provide improved flood access to Trundle Hospital (Trundle Multi-Purpose Health Service) and Bogan Gate by raising and lowering sections of selected roads.
- Measure 6: Raise floor levels of eighteen (18) residential buildings from flooding in the 1% Annual Exceedance Probability (AEP) event.

The primary objective of this Study is to determine the feasibility of these options by providing updated modelling for the study area in both the existing conditions and mitigation scenarios, refined design documentation and cost estimates for roadway modifications, and an assessment on the feasibility of house raising reflecting funding and future development in the study area. Trundle and its surrounds.

ISSUES AND COMMENTARY

The Council Floodplain Management Committee, the Project Manager from Public Works and representative from the funding body DCCEEW have reviewed the Flood Risk Management Study and Plan provided from the consultant and are all in agreeance that the study is acceptable to put up to Council for adoption.

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

Once this report has been adopted by Council, the final milestone payment from the funding body will be able to be processed and the funding deed will be finalised.

RISK IMPLICATIONS

Should this study not be adopted by Council, the risk of the project being completed as per the funding deed, will mean the finalisation not being completed as per the funding deed, requiring monies granted to be handed back to the funding body, and the risk that the next round of applications could be impacted.

COMMUNITY CONSULTATION

Community consultation for this report has occurred from (and including) 8.28am Wednesday 24th September 2025 to 5pm Wednesday 21st October 2025.

Council staff and consultants from Rhelm attended the Trundle Library the afternoon Wednesday 15th October 2025 from 3.00pm to 7.00pm.

The Draft Study was communicated by way of the Floodplain Committee, Council Official Facebook posts, Parkes Champion Post and radio 2PK (Mayor update).

15.3 GARAGE SALE TRAIL 2025**IP&R Linkage:** **Pillar:** Environment**Goal:** Our community reduces, reuses and recycles waste**Strategy:** Promote recycling, reusing and waste reduction.**Author:** **Sharyn Ware, Waste Management Coordinator****Authoriser:** **Michael Chambers, Manager Environment and Sustainability****Annexures:** **Nil****RECOMMENDATION**

That:

1. The information be noted.

BACKGROUND

Council joined the national Garage Sale Trail again in 2025 due to last year's success and noted satisfaction by Shire residents. This waste education and behaviour change program offers residents an opportunity to declutter, interact with their community and earn some dollars before Christmas. For Parkes Shire, it will reduce waste going to landfill and highlight repair, recycle, reuse, restore. It provides a fun avenue to work towards the EPA's requirement of 30% less waste to landfill by 2030.

ISSUES AND COMMENTARY

After our first participation in the Garage Sale Trail in 2024, Council voted to join for another two year term.

This year 54 Garage Sales were held. Results of survey of weight sold (kilograms diverted from landfill)/\$ made/removal of excess method is provided to Council in January.

Two free Waste Vouchers were made available to sellers to deliver any unsold goods to the Parkes Waste Facility at no cost - which will ensure no illegal dumping. Participants were encouraged to deliver their unsold items to a local charity to further enhance recycle/reuse.

Despite a slightly rainy start on the first day, most sellers indicated a worthwhile event, with a good number of shoppers. A group sale point was often requested, and it is hoped that maybe a community hall, etc., might take this up in 2026.

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS**PARTNERSHIP FEE OVER A FOUR-YEAR TERM IS \$3,039 PER ANNUM.RISK IMPLICATIONS**

Nil

COMMUNITY CONSULTATION

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

16 REPORTS OF THE DIRECTOR OPERATIONS

16.1 MAJOR PROJECTS AND CURRENT WORKS - OPERATIONS - DECEMBER 2025

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: **Kristine Thacker, Business Support Officer**

Authoriser: **Marisa Malherbe, Acting Director Operations**

Annexures: **A. Operations - Major Projects & Current Works - November 2025** [↓](#)

RECOMMENDATION

That Council:

1. Receive and note the Operations Major Projects and Current Works Report for November 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 2025/2026 Operational Budget.

RISK IMPLICATIONS

The Project risk status is indicated by the RAG (Red, Amber, Green) indicators as shown against each project in the report.

COMMUNITY CONSULTATION

Each project may have its own requirements for community consultation or notification in relation to the delivery of the project works.

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.

16.2 FIRE RESPONSE RESTORATION (KADINA ROAD, ALECTOWN) - COMMUNITY REQUEST**IP&R Linkage:** Pillar: Community**Goal:** Our community is safe, active and healthy.**Strategy:** Provide and support effective regulatory, compliance and enforcement services.**Author:** Marisa Malherbe, Acting Director Operations**Authoriser:** Marisa Malherbe, Acting Director Operations**Annexures:** Nil

RECOMMENDATION

That:

1. Council make further inquiry with the Rural Fire Service regarding the potential for funding post fire works.
2. Council consider funding these works on an ex-gratia basis, if RFS funding is not available.

BACKGROUND

On Wednesday 26 November 2025, a bushfire occurred along Kadina Road, Alectown. The incident was declared under Section 44 of the Rural Fires Act 1997, with Parkes Shire Council providing operational support through three (3) Council graders, two (2) watercarts and various staff resources for fuel management, traffic control, road closures and general support functions. Consistent with Section 44 arrangements, the costs associated with Council's active firefighting support will be reimbursed.

In the course of constructing firebreaks graders naturally form windrows, which is a normal firefighting technique undertaken at the direction of the Rural Fire Service. Following containment of the fire and revocation of the Section 44 declaration, several local landholders have requested that Council undertake reinstatement works to remove these windrows and restore the affected areas. Council raised the matter with the local Rural Fire Service, who advised that post-event rectification is not eligible for funding now that the Section 44 has ceased and restorative works is normally a matter for landholders and/or their insurers to address.

ISSUES AND COMMENTARY

The request being made is outside the scope of works completed during the emergency response and has been confirmed locally by the NSW Rural Fire Service (RFS) as not eligible for post-event funding, as the Section 44 declaration has now ceased.

The RFS further advised that reinstatement of firebreaks and associated impacts arising from firefighting operations are ordinarily matters for individual landholders and their insurers. This advice leaves Council with no statutory mechanism to recover costs and therefore the options available are limited to declining the request, seeking reimbursement from the landholders (which are already heavily impacted by the fire event), or agreeing to undertake the works at cost to Council.

While remediation could be carried out by Council and would provide a positive outcome for the affected landholders, doing so may establish a precedent and result in similar expectations from landholders in future events. In very large events these costs would be substantial.

Council staff have assessed the reinstatement required and estimate that approximately one week of plant time involving a grader and watercart will be needed, with works able to occur in mid-January 2026 subject to Council's existing works program and commitments over the Christmas and New Year period, should the request be endorsed.

LEGISLATIVE AND POLICY CONTEXT

The firefighting response was undertaken under Section 44 of the Rural Fires Act 1997. We are advised that following the cessation of the Section 44, reimbursement arrangements have concluded. There are no additional legislative or policy considerations for Council associated with this request.

FINANCIAL IMPLICATIONS

The estimated upper-bound cost to undertake the remedial works is approximately \$12,886 excluding GST, based on one grader and one watercart for a period of one week.

This cost would need to be funded from existing allocations within the 2025/26 Roads Maintenance budget.

Approval of the request will require the reallocation of existing maintenance expenditure but would not require additional budget beyond the current approved program.

RISK IMPLICATIONS

The primary risk relates to establishing a precedent where Council assumes responsibility for post-event reinstatement works following emergency responses, particularly in circumstances where funding arrangements under emergency declarations have ceased. In larger events the reinstatement costs could be substantial.

Should similar requests arise in the future, there may be an increased financial impact on Council if a consistent approach is expected. There are no identified safety or environmental risks associated with undertaking the works, provided standard operational controls are applied.

These risks may be mitigated through clearer expectations with the NSW Rural Fire Service during future events so that responsibilities for reinstatement can be considered while emergency funding arrangements remain active.

COMMUNITY CONSULTATION

Affected landholders have contacted Council directly seeking reinstatement. Broader consultation is not required.

16.3 2024 COMMUNITY ASSETS GRANT PROGRAM - FLOOD REPAIR - BUSHMAN'S DAM RESTORATION**IP&R Linkage:** **Pillar:** Environment**Goal:** Our built environment is functional, sustainable and meets the needs of our growing community.**Strategy:** Improve our existing stormwater management systems with measures to reduce the impact of intense rainfall events.**Author:** **Marisa Malherbe, Acting Director Operations****Authoriser:** **Marisa Malherbe, Acting Director Operations****Annexures:** **A. Bushman Dam - Concept Design** [↓](#)

RECOMMENDATION

That Council:

1. Receive and note the information about the restoration works planned for Bushman's Dam under the Community Assets Grant Program.

BACKGROUND

Bushman's Dam sustained extensive damage during the severe weather and flooding events of August 2022 (AGRN 1030/1034). In response, Parkes Shire Council secured funding through the Community Assets Program 2024, a jointly funded Australian and NSW Government disaster recovery initiative supporting the repair, restoration and betterment of flood-affected community infrastructure.

ISSUES AND COMMENTARY

As part of the restoration works, Council will undertake a full clean-out of Bushman's Dam to enable reconstruction of the damaged gabion walling using sandstone block retaining structures and to enlarge the basin, improving its capacity and performance during future flood events.

The project also provides an opportunity to significantly improve the area's aesthetics and public accessibility. The design incorporates removal of the deteriorated gabion baskets, existing island, metal fencing and existing concrete footpath, making way for a new sandstone block wall and upgraded pedestrian access. Landscaping will feature native plantings to support long-term habitat creation, complemented by a floating habitat island intended to encourage biodiversity and enhance ecological value.

With the removal of the existing fencing, Council also proposes to develop a continuous footpath around Bushman's Dam, creating a direct link between the Galing Gindhay play space and the surrounding parkland, further enhancing community use and connectivity.

The Funding Deed outlines strict milestone requirements and reporting obligations for the delivery of the Bushman's Dam restoration. The project incorporates both restoration and betterment outcomes that will improve long-term flood resilience, environmental quality and public amenity.

Key considerations include:

Delivery of Works: The staged works, dredging, basin enlargement, embankment stabilisation and sandstone wall construction must be completed in accordance with the schedule defined in the Funding Deed. Timely procurement and contractor engagement are essential to maintain program milestones.

Public Accessibility and Urban Design Enhancements: The redesign removes outdated gabion structures and fencing, allowing for more open space and improved connectivity. The proposed shared pathway around the dam enhances links to the Galing Gindhay play space and broader parklands.

Environmental and Habitat Improvements: Integration of native vegetation and a floating habitat island creates opportunities for improved biodiversity and long-term environmental health of the site.

Compliance Requirements: All work must be carried out within the strict parameters of the Community Assets Program 2024, including reporting requirements, expenditure verification and adherence to the approved project scope. Any variations will require formal approval from the funding body.

LEGISLATIVE AND POLICY CONTEXT

The project must comply with:

- The Community Assets Program 2024 Funding Deed, including all Special Conditions, reporting frameworks and audit requirements.
- Parkes Shire Councils Procurement Policy.
- Environmental legislation, including Review of Environmental Factors
- Work Health and Safety legislation, including obligations for accredited contractors where building works are involved.
- NSW Government Funding Acknowledgement Guidelines for signage, communication and public announcements.

Compliance with these frameworks is mandatory to ensure continued eligibility for grant funding and to mitigate legal or contractual risk to Council.

FINANCIAL IMPLICATIONS

The project is fully funded through the Community Assets Program 2024, with a total grant allocation of \$668,252 (GST exclusive). Grant instalments are tied to the successful completion of project deliverables and verification of expenditure, requiring strict financial tracking and reporting throughout the life of the project. The Funding Deed does not permit retrospective expenditure, and any cost overruns or variations beyond the approved project scope must be met by Council.

RISK IMPLICATIONS

Key risks associated with the project include potential delays in procurement, contractor availability or adverse weather, which may affect milestone completion. There is also a compliance risk should reporting obligations or evidence requirements not be met, potentially delaying future instalment payments or impacting overall project funding. Environmental risks must be carefully managed during construction to prevent impacts on sediment, vegetation and local habitat. Financial risks may arise if cost escalations exceed the approved scope, requiring Council to fund any variations. Additionally, reputational risk exists if the project is not delivered in accordance with the Funding Deed, which may affect Council's relationship with funding bodies and the community. Effective project management, close monitoring and proactive stakeholder engagement will be essential to mitigate these risks.

COMMUNITY CONSULTATION

The project will significantly improve community safety, protect downstream infrastructure, and restore the recreational value of Bushman's Dam. These enhancements will create a more accessible, attractive and resilient public space that benefits residents, visitors and the surrounding community.

16.4 TRANSFER OF CROWN ROADS TO COUNCIL**IP&R Linkage:** **Pillar:** Economy**Goal:** Our economy is supported by well-planned and safe transport infrastructure**Strategy:** Ensure local and regional roads are safe, well-constructed and maintained.**Author:** **Taylah Burt, Business Support Officer****Authoriser:** **Marisa Malherbe, Acting Director Operations****Annexures:**
A. [Map of Alkira Lane – Crown Road Section Proposed for Transfer](#)
B. [Correspondence from DPHI – Alkira Lane Crown Road Management](#)
C. [Map of Council Road between Renshaw McGirr Way and Tanks Road, Parkes](#)**RECOMMENDATION**

That:

1. Council endorses transferring the Crown road section of Alkira Lane to Parkes Shire Council ownership and management, as identified by Crown Lands,
2. Council endorses transferring Crown Road located between Renshaw McGirr Way and Tanks Road, to Parkes Shire Council ownership and management to support the East Parkes Masterplan project.
3. The seal of Council be affixed to documentation if required.

BACKGROUND**Alkira Lane, Parkes**

Council received a request from the Department of Planning, Housing and Infrastructure (DPHI) – Crown Lands on 20 October 2025 for written confirmation of Council's agreement to assume management of the Crown road portion of Alkira Lane.

Council Road between Renshaw McGirr Way and Tanks Road, Parkes

The proposed transfer of Crown Road located between Renshaw McGirr Way and Tanks Road, is required to support the East Parkes Masterplan project and ensure Council's control over the associated road corridor.

Maps identifying both the Alkira Lane Crown road section and Crown Road between Renshaw McGirr Way and Tanks Road are provided in the annexure.

ISSUES AND COMMENTARY

The transfers give Council full control of the road corridors and responsibility for their ongoing maintenance. They align with previous Crown Road arrangements and support effective local road management. Managing both Alkira Lane and of Crown Road located between Renshaw McGirr Way and Tanks Road under Council ownership will enable consistent road operation, maintenance, and planning in the area, particularly to facilitate future development under the East Parkes Masterplan.

LEGISLATIVE AND POLICY CONTEXT

The transfers are governed by **Section 150 of the Roads Act 1993**, which allows Crown roads to be transferred to local councils for management and maintenance. It aligns with Council's statutory obligations and supports proper operation and maintenance of road and drainage assets.

FINANCIAL IMPLICATIONS

There are no immediate financial costs to Council associated with the transfer; however, Council will assume responsibility for the ongoing management, maintenance, and operation of the roads.

RISK IMPLICATIONS

The transfer introduces maintenance and safety risks, which will be managed through regular inspections, scheduled maintenance, and inclusion in Council's asset management framework.

COMMUNITY CONSULTATION

No community consultation is required for this transfer.

16.5 ROAD CLOSURE AND SALE TO ADJOINING OWNER - COUNCIL ROAD OFF MILES ROAD

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: Taylah Burt, Business Support Officer

Authoriser: Logan Hignett, Director Operations

Annexures: A. [Map of Proposed Road Closure - SR46A](#) 

RECOMMENDATION

That Council:

1. Close council road SR46A off Miles Road, Nelungaloo NSW 2876 as indicated in *Annexure A*.
2. The General Manager and/or Director Operations be authorised to negotiate the purchase price for the subject land based on a market assessment.
3. Sell the closed road known as RS46A to the adjoining owner.
4. Note that all costs, including survey, associated with the road closure and sale will be borne by the Applicant.
5. Affix the seal of Council to relevant documentation if required.

BACKGROUND

Council has received an application from a resident who owns the adjoining properties on both sides of road SR46A to purchase a section of the Council public road.

ISSUES AND COMMENTARY

The section of road in question is located between Lots 92 and 87 DP 750185. The applicant has completed the formal application form and paid all associated fees for the road closure and proposed sale.

As part of the road closure process, notifications were issued to all adjacent landowner and notifiable authorities. Public advertisements were also placed in the *Parkes Champion Post* and on Council's website. The submission period closed on 18 September 2025.

No objections have been received from the public or relevant authorities during consultation.

LEGISLATIVE AND POLICY CONTEXT

The road closure and sale are governed by the **Roads Act 1993** and Council's policies on road closures and sale of surplus land.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report. All costs related to the closure and sale will be borne by the applicant.

RISK IMPLICATIONS

Risks associated with the proposed road closure are minimal, as no objections were received during the public notification process, and all legislative requirements will be observed.

COMMUNITY CONSULTATION

Public consultation was undertaken in accordance with the Local Government Act 1993. Notices were sent to adjoining landowners and relevant authorities, and advertisements were published in the *Parkes Champion Post* and on Council's website. The submission period closed on 18 September 2025. No objections were received from the public or notifiable authorities.

16.6 ADDITIONAL OPENING HOURS OF VILLAGE POOLS

IP&R Linkage: Pillar: Community

Goal: Our community is safe, active and healthy.

Strategy: Enhance recreation and culture, provide sport, recreation and play space facilities that encourage participation, connection and support for healthy and wellbeing lifestyles.

Author: Marisa Malherbe, Acting Director Operations

Authoriser: Marisa Malherbe, Acting Director Operations

Annexures: Nil

RECOMMENDATION

That:

1. Council approves the additional operational expenditure of \$8,874.60 (exclusive of GST) for extended opening hours at the Tullamore, Trundle and Peak Hill village pools during January and early February.
2. A contract variation be issued to Fittman’s for the provision of extended hours, noting this is outside the current contract scope.
3. As the 2025/2026 Aquatics operational budget has been fully expended, Council resolve to allocate additional funding from the Town Improvement Reserves (exclusive of GST) to cover the above costs.

BACKGROUND

Traditionally, when Council directly managed the village pools, extended opening hours were provided during the post-Christmas holiday period in response to high temperatures and community demand. Belgravia Leisure, the previous contractor, also continued this practice informally, despite extended hours not being explicitly included in their contract.

The current contract with Fittman’s does not include extended operating hours for village pools. To maintain the long-standing service expectation and ensure equitable access for the communities of Tullamore, Trundle and Peak Hill, extended hours were implemented throughout January and early February.

Delivery of these hours required additional staffing not covered under the existing contract; therefore, a formal contract variation is necessary to compensate Fittman’s.

ISSUES AND COMMENTARY

The extended opening hours allowed community members to safely access aquatic facilities during the hottest period of the year, supporting health, wellbeing and social connection.

Pools operated on Mondays and Tuesdays from **2pm to 7pm**, with staffing levels as follows:

Additional Village Pool Operating Hours – Cost Summary (ex GST)

Location	Staff Required	Hours per Day	Number of Weekends	Hourly Rate	Cost per Weekend	Total Cost (ex GST)
Tullamore	2 staff	6 hours	5 weekends	\$42.26	\$507.12	\$2,535.60

Location	Staff Required	Hours per Day	Number of Weekends	Hourly Rate	Cost per Weekend	Total Cost (ex GST)
Trundle	2 staff	6 hours	5 weekends	\$42.26	\$507.12	\$2,535.60
Peak Hill	3 staff	6 hours	5 weekends	\$42.26	\$760.68	\$3,803.40
					Grand Total:	\$8,874.60 (ex GST)

These costs reflect only the additional labour required to deliver the extended hours and form the basis of the required contract variation.

LEGISLATIVE AND POLICY CONTEXT

Pool operations must comply with the Local Government Act 1993, associated Regulations, and Royal Life Saving supervision guidelines.

Extended hours require additional qualified lifeguards to maintain compliance. As these hours are outside the current contractual obligations, Council must formally resolve to approve the expenditure and authorise the contract variation.

FINANCIAL IMPLICATIONS

The total additional cost of providing extended opening hours at the village pools is \$8,874.60 (exclusive of GST), which was not included in the adopted 2025/2026 Aquatics operational budget. As the budget is fully expended, there is no available allocation to absorb this cost, and Council must formally resolve to provide additional funding to ensure compliance with financial governance and audit requirements. A contract variation will also be issued to Fittman's to accurately reflect the extended service provision and allow appropriate invoicing for the additional hours delivered.

RISK IMPLICATIONS

Providing extended opening hours without additional funding presents several risks. Safety risks arise if appropriate staffing levels cannot be maintained to meet mandatory Royal Life Saving supervision requirements. Service delivery risks may occur if Council cannot support extended hours in future seasons, potentially reducing community access during peak heat periods. There is also reputational risk, as the community has a long-standing expectation that village pools remain open for extended hours over summer, and failure to do so may result in dissatisfaction. Financial risks are present as the costs were not budgeted in the 2025/2026 operational allocation, requiring a formal Council resolution to ensure transparent and compliant financial management.

COMMUNITY CONSULTATION

Community feedback through the Community consultative committee, indicates strong support for extended pool access during the peak summer period, particularly in village communities with limited recreational alternatives.

17 REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES**17.1 THE DISH 25TH ANNIVERSARY SCREENING****IP&R Linkage:** **Pillar:** Community**Goal:** Our community is creative, proud and has a strong sense of belonging.**Strategy:** Build a rich local culture through access to cultural activities and events.**Author:** **Kerryn Jones, Culture, Education and Library Services Manager****Authoriser:** **Annalise Teale, Director Planning and Community Services****Annexures:** **A. The Dish 25th Anniversary Screening** [↓](#)

RECOMMENDATION

That Council:

1. Receive and note the information about the Dish 25th Anniversary screening.
-

BACKGROUND

The Australian movie 'The Dish' was released in 2000 as an historical comedy-drama telling the story of the Parkes Radio Telescope's involvement in the Apollo 11 mission in 1969. The filming of the movie was undertaken in Parkes, Forbes and on site at the Parkes Radio Telescope. In 2000 it was the top-grossing film of the year and The Dish has become synonymous with Parkes itself. As well as a cast of well-known actors, a number of local residents also participated in the filming.

ISSUES AND COMMENTARY

In October, Parkes Library held a special screening of the classic Australian movie 'The Dish' to celebrate the 25th anniversary of its release.

To start off the night, we were joined by three guest speakers who had all been involved in the filming process. John Sarkissian, Chief Scientist at the CSIRO Parkes Radio Telescope, shared with us his experience of working as a consultant for the movie and gave us some great technical information about the Parkes Radio Telescope and the process of filming at the telescope. Brett Priesig, who was employed at the Parkes Telescope at the time of the movie filming, worked as a stunt double on the film and had us all in stitches as he related his experiences. Finally, Councillor Jayet entertained us with his experience of working as an extra on the film with his family.

After the first-hand accounts, it was time to watch the movie, with much hilarity as viewers recognised themselves or other familiar faces in the film.

Attendees were also invited to view photographs, images and artefacts from the film and from the Parkes Shire Library local history collection and speak further with those people who were involved.

Thank you to all those people who volunteered their time to deliver a very fitting anniversary event.

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

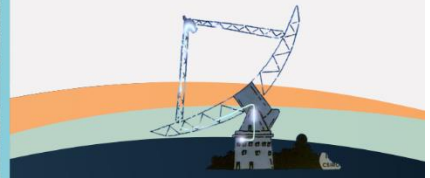
There are no risk implications for Council associated with this report.

COMMUNITY CONSULTATION

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

THE DISH

25TH ANNIVERSARY SCREENING



17.2 NOVEMBER 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:** **Cordelia Moon, Development-Certificates Coordinator****Authoriser:** **Annalise Teale, Director Planning and Community Services****Annexures:** **Nil**

RECOMMENDATION

That Council:

1. Receive and note the November 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 November 2025 there were seven (7) Development Applications received totalling \$1,020,193.47 and fourteen (14) determinations were issued. There was one (1) Complying Development Certificate received totalling \$44,000.00 and no consents were issued.

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

Table 1: Development Applications				
Development Category	November 2025		November 2024	
	No.	Estimated Value	No.	Estimated Value
Commercial	2	\$513,700.00	1	\$572,000.00
Community Facilities	-	-	1	\$20,000.00
Industrial	-	-	-	-
Infrastructure	-	-	-	-
Tourist Development	-	-	1	\$1,000.00
Single Dwelling-house	-	-	2	\$1,154,078.81
Residential Alterations and Additions inc. ancillary / outbuildings	4	\$458,777.38	2	\$93,500.00
Residential Other	-	-	-	-
Multi-Residential	-	-	-	-
Seniors Living	-	-	-	-
Subdivision only	-	-	1	\$5,500.00
Secondary Dwelling	-	-	-	-
Other inc. demolition, earthworks, advertising structure	1	\$47,716.09	1	\$837,900.00
Mixed Development	-	-	-	-
Totals	7	\$1,020,193.47	9	\$2,683,978.81
FYTD Totals	49	\$10,969,751.50	44	\$7,092,567.30

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

Table 2: Development Consents		
Application No.	Address	Description
DA2025/0015	Kroonstadt, 2708 Bogan Road, GOONUMBLA NSW 2870	Change of Use - Rural Industry - REFUSED
DA2025/0047	6-8 Alexandra Street, PARKES NSW 2870	Alterations & Additions to Existing Dwelling and Demolish of Shed and Erection of New Shed
DA2025/0060	Frazer Avenue, PEAK HILL NSW 2869	Alterations and Additions to Existing Building & Change of Use - Centre-based Child Care
DA2025/0063	68 Forbes Road, PARKES NSW 2870	Demolition of Existing Shed and Carports & Erection of New Structure - Shed and Driveway
DA2025/0064	68 Military Road, PARKES NSW 2870	Alterations or Additions to Existing Dwelling
DA2025/0065	51 Jones Street, PARKES NSW 2870	Bulk Earthworks & Stormwater Management
DA2025/0068	33-35 Forbes Road, PARKES NSW 2870	Erection of a New Structure - Motel Accommodation
DA2025/0072	20 Billabong Crescent, PARKES NSW 2870	Demolition of Existing Pool and Installation of Spa
DA2025/0073	9 Hydrangea Avenue, PARKES NSW 2870	Erection of a New Structure - Shed
DA2025/0074	Croft Street, TRUNDLE NSW 2875	Erection of a New Structure - Shed
DA2025/0075	Kantara, 7162 Eugowra Road, PARKES NSW 2870	Demolition and Alterations & Additions to Dwelling
DA2025/0076	28 Billabong Crescent, PARKES NSW 2870	Alterations & Additions - Outbuilding - Shed Extension
DA2025/0080	5 Acacia Circuit, PARKES NSW 2870	Strata Subdivision (2 Lots)
DA2025/0081	34-36 Orange Street, PARKES NSW 2870	Alterations to Existing Dwelling

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

Table 3: Complying Development Certificates				
Development Category	November 2025		November 2024	
	No.	Estimated Value	No.	Estimated Value
Commercial	-	-	-	-
Community Facilities	-	-	-	-
Industrial	-	-	-	-
Infrastructure	-	-	-	-
Tourist Development	-	-	-	-
Single Dwelling-house	-	-	-	-
Residential Alterations and Additions inc. ancillary / outbuildings	-	-	-	-
Residential Other			-	-
Multi-Residential	-	-	-	-
Seniors Living	-	-	-	-
Subdivision only	-	-	-	-
Secondary Dwelling	-	-	-	-
Other inc. demolition, earthworks, advertising structure	-	-	-	-
Totals	0	\$0.00	0	\$0.00
FYTD Totals	10	\$5,663,056.00	2	\$97,031.09

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

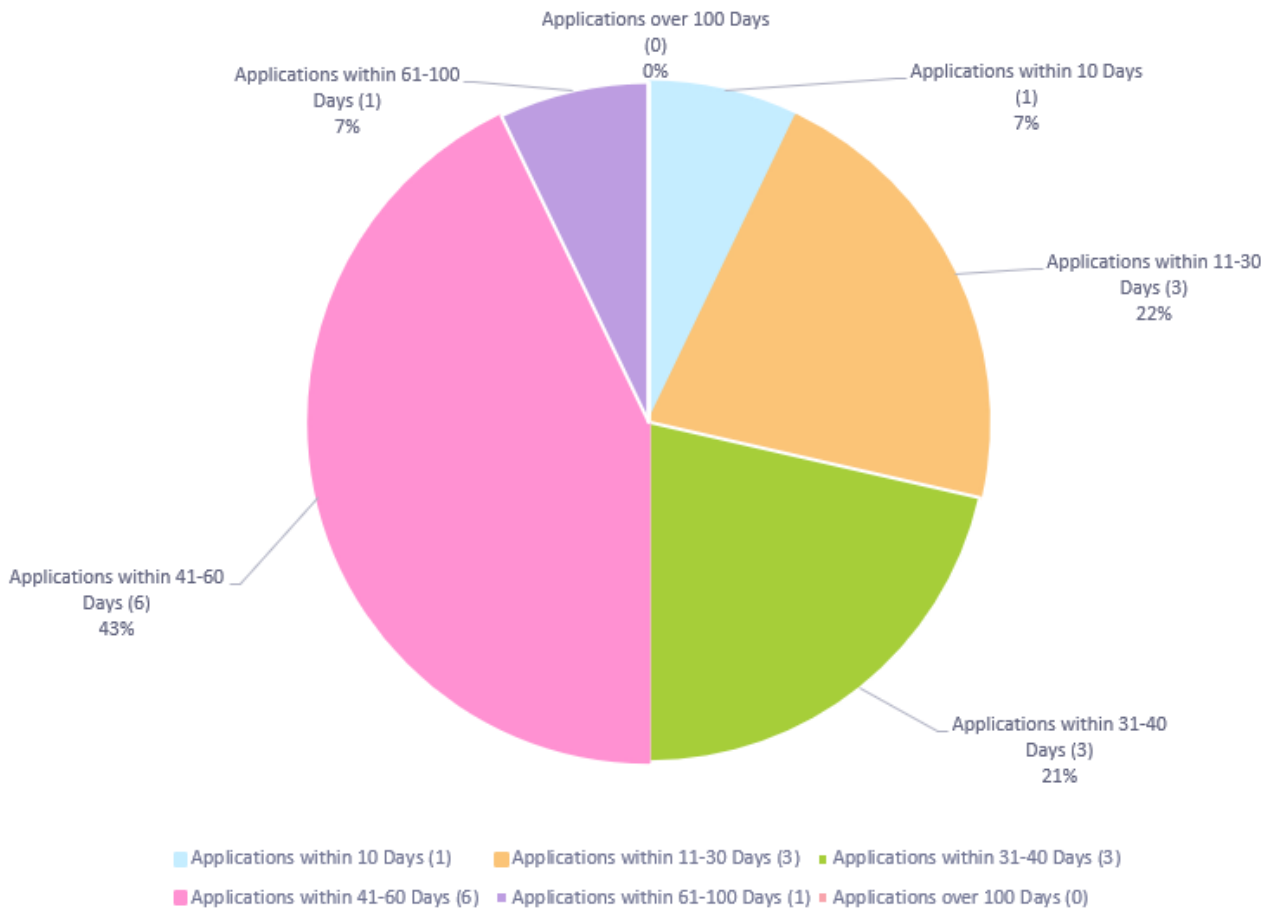
Table 4: Complying Development Certificates			
Application No.	Address	Description	Certifying Authority

DA Processing Times for Determinations

The information shown in the pie chart below is Development Application determinations issued for the period 1 November 2025 to 30 November 2025. It should be noted that a total fourteen (14) Development Applications have been determined with an average of 41.02 days.

The average timeframe in which the internal referrals to the Technical Services and/or Infrastructure Departments were completed was 36.12 days.

DA Processing Times for Determinations



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 November 2025 there were seven (7) Development Applications received totalling \$1,020,193.47 and fourteen (14) determinations were issued. There was one (1) Complying Development Certificate received totalling \$44,000.00 and no consents were issued.

Development Activity Report

November 2025

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



LODGED

7

Development Applications

1

Complying Development Certificates



DETERMINED

14

Development Applications

0

Complying Development Certificates

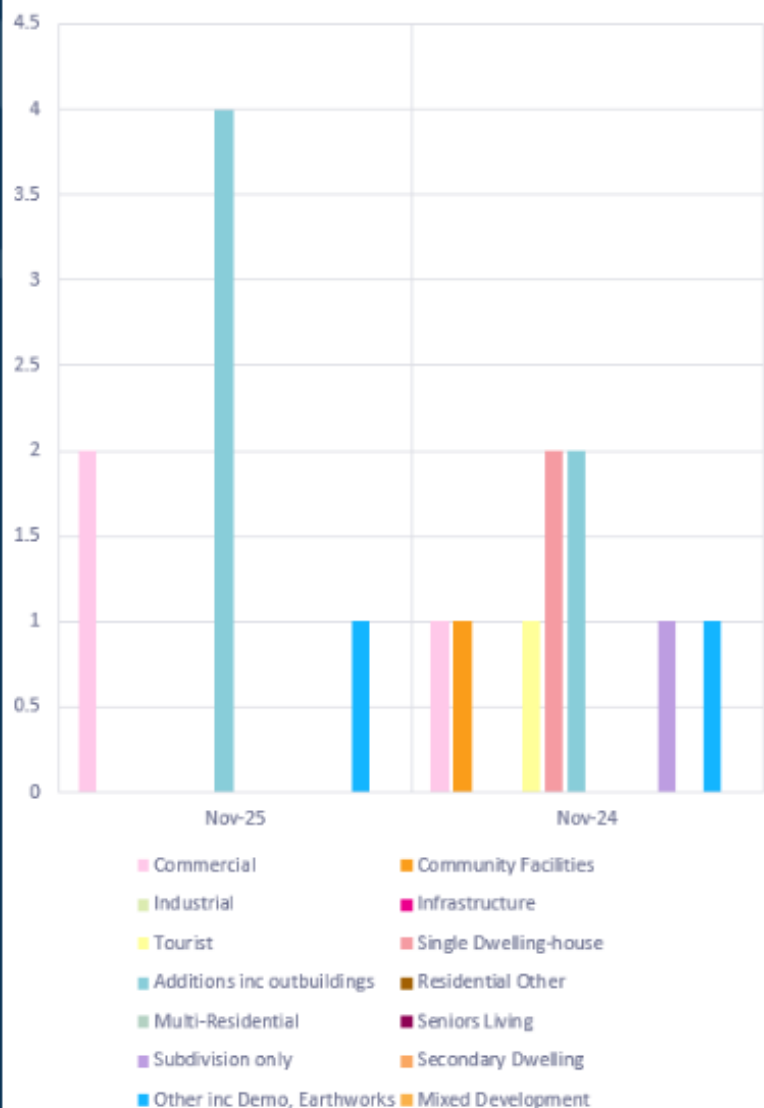
0

Private Certifier Complying Development Certificates



AVERAGE DEVELOPMENT APPLICATION PROCESSING TIME THIS MONTH
41.02

Approved Development Applications



VALUE OF APPLICATIONS RECEIVED
\$1,064,193.47

18 NOTICES OF MOTION/QUESTIONS WITH NOTICE**18.1 TENDER DOCUMENTS TO BE PROVIDED TO COUNCILLORS****Councillor:** Cr Matthew Scherer**Annexures:** Nil**MOTION**

That Council:

1. **Implement a procedure requiring that all tender documentation**—including Request for Tender (RFT) packs, addenda, evaluation criteria (where appropriate), and contract award summaries—**be uploaded to the Councillor Hub on the same day they are first published on Tenderlink.**
2. **Ensure this upload occurs automatically** as part of staff's standard procurement workflow, so councillors have timely access to tender materials in accordance with:
 - (a) Section 22, 23 and 232 of the *Local Government Act 1993* (access to information necessary to fulfil civic duties), and
 - (b) The Councillor Access to Information Policy.
3. **Record that some councillors have previously indicated they do not wish to access tender documentation**, and that those councillors may continue to opt out.
4. (Note that) this notation does not restrict access for councillors who **do** require this information to perform their functions.

BACKGROUND

Tender documentation is currently published on Tenderlink but is **not consistently made available through the Councillor Hub**, limiting oversight and transparency for councillors who rely on this system.

Providing tender information on day one ensures councillors can exercise their obligations under s.232 of the *Local Government Act 1993*, including oversight of service delivery and procurement integrity.

This motion does **not** require all councillors to review tender documents—only that the documents are **available** to those who need them.

The notation regarding councillors who have expressed no interest in reviewing tender documents is included **for context only** and does not affect access rights of any councillor.

OFFICER'S COMMENT**Author:** Kent Boyd PSM, General Manager**Commentary:**

The request to provide all the documents related to a competitive procurement process (Request for Tender or Quote) ("RFx") on to the HUB does add an additional administrative burden for staff, however the documents relating to the recent tenders have now been uploaded to the Councillor's document portal (the HUB). It should also be noted that *only procurement over \$250k* requires a

review by Council for a contract to be awarded. All other procurement is delegated by Council to the General Manager and governed by Council's Procurement Policy.

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 TENDER EVALUATION REPORT - AKUNA ROAD AND NEW EUGOWRA ROAD PUMP STATION PACKAGES

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.

19.2 PSC2025/147 - PARKES WETLANDS - BOARDWALKS AND BIRD HIDES

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 2026 AUSTRALIA DAY - COMMUNITY, CULTURAL AND SPORTING AWARDS

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.

19.4 SALE OF LAND FOR UNPAID RATES & CHARGES

This matter is considered to be confidential under Section 10A(2) - b of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with discussion in relation to the personal hardship of a resident or ratepayer.

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

19.5 VISION FOR THE PARKES ELVIS FESTIVAL 2027

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.

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.
